

1. Agenda

Documents:

[2-28-19 FC AGENDA.PDF](#)

2. Meeting Materials

Documents:

[REVISED CONSOLIDATED SCHEDULE OF FEES AND CHARGES.PDF](#)

[SAFETY AND ACCIDENT PREVENTION PLAN.PDF](#)

[SURPLUS VEHICLES.PDF](#)

[AUDIT ISSUES RESOLUTION.PDF](#)

[PUBLIC DEFENDER CONTRACT EXTENSION.PDF](#)

AGENDA

FINANCE/PERSONNEL COMMITTEE MEETING

February 28, 2019

6:00pm

Stanwood City Hall

1. Safety and Accident Prevention Plan
2. Surplus Vehicles
3. Audit Issues Resolution
4. Public Defender Contract Extension
5. Revised Consolidated Schedule of Fees and Charges



**CITY OF STANWOOD
FINANCE COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER: 5

DATE: February 28, 2019

SUBJECT: Resolution 2019-05– Update Consolidated Schedule of Fees and Charges

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A–Resolution 2019-05 Revised Consolidated Schedule of Fees and Charges

ISSUE

Should the finance committee recommend approval of Resolution 2019-05 updating the City's Consolidated Schedule of Fees and Charges?

RECOMMENDATION

The finance committee should recommend council approval of Resolution 2019-05 updating the City's Consolidated Schedule of Fees and Charges.

DISCUSSION

Staff recommends annual review and update to the consolidated schedule of fees and charges. The City most recently updated the schedule in July 2018, by Resolution 2018-15. Upon review of the current fee schedule, staff noted further opportunities to improve structure and increase clarity. This update has created a format categorized as follows:

General Changes:

- Reorganized into alphabetical order for ease of reading.
- Added an administration section noting general costs not specifically listed in the resolution such as overhead (administrative costs), outside cost recovery, deposits, reimbursable cost recovery, technology fee and refunds.
- Increased the administrative fee, commonly known as overhead costs, from 5% to 10%. The federal government has established a standard 10% overhead cost if an agency has not completed an overhead cost analysis.
- Increased the technology fee from 3% to 5% due to our technology costs for the Community Development Department equaling 4.81% and if we move to MyBuildingPermit.com there will be an additional 2% charge totaling 6.81% in technology charges to the City.

- Added simple explanations where needed for clarification of permit type or when / how a fee is charged.

Rate Structure:

- Added an hourly rate schedule for charges not specifically associated with a permit or for when the permit calls for charging by the hour.

Land Use Permits:

- Expanded fire permits to include sprinklers, fire alarms, commercial hoods, and re-inspections. Existing fee schedule only referred to “fire permit.” The review fee of \$100 was maintained, but was expanded for each permit type. The permit fee was added based on valuation.
- Included existing mitigation fees in the fee schedule.
- Added a *Site Specific Water and Sewer Availability Evaluation* fee at actual costs plus 10% to cover the cost of determining flow and infrastructure needs by the City’s on-call consultant. These costs were averaging around \$8,000 per analysis which the city covered for private property owners due to our fee schedule not being clear on who paid for the analysis.

Building Permits:

- Added an explanation of how building permit fees were calculated and added the valuation chart that the City is currently using, but was not included in the fee schedule.
- Specifically noted that the Plan Check Fee is 65% of the building permit fee.
- Further explained that the commercial and mechanical permit fee is based off of the valuation chart listed under the building permit fee section.
- Included the State Building Code Council Fee in the fee schedule.
- Included the list of miscellaneous building permit fees which was listed on the City’s valuation chart but not included in the fee resolution.

New Sections:

- Added three new sections incorporating the City’s utility rates recently passed by Ordinance 1461:
 - Section 8 – Sewer Fees and Charges (SMC 12.04)
 - Section 9 – Water Billing Fees and Charges (SMC 12.16)
 - Section 10 – Drainage Fees and Charges (SMC 12.12)
- Fees include monthly rates and plant investment charges.
- These fees were taken directly out of the Stanwood Municipal Code and included in the fee resolution for ease of use by customers and city staff.

Miscellaneous:

- Added a fee for prints on plotter paper at six cents per square foot.

FINANCIAL IMPACT

The changes are difficult to quantify due to the variability in application volumes received, but is not expected to require an amendment to current budgeted revenues.

COMMITTEE OPTIONS

1. Recommend council approve Resolution 2019-05 adopting a revised consolidated fee and charge schedule.
2. Do not recommend council approval of Resolution 2019-05 adopting a revised consolidated fee and charge schedule.
3. Do not recommend council approval of Resolution 2019-05 adopting a revised consolidated fee and charge schedule and direct staff to address specific questions or areas of concern.

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2019 - 05

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON,
ADOPTING A REVISED CONSOLIDATED FEE AND CHARGE
SCHEDULE AND TO REPEAL AND REPLACE RESOLUTION NO. 2018-
15.**

WHEREAS, the City Council by Ordinance 1458 has ordained that all fees and charges shall be set by resolution; and

WHEREAS, on July 12, 2018 the City Council adopted Resolution 2018-15 further updating the City's consolidated fee schedule; and

WHEREAS, the City Council has determined that the existing fee schedule requires amending to recover reasonable cost of providing a wide array of local governmental services as well as to provide responsible cost recovery for staff and consultant time required to provide certain services; and

WHEREAS, the City has found that amendments are needed to update the 2018 Fee Resolution to include staff hourly rates, updated building permit fees, include recently adopted water and sewer rates as well as other minor amendments; and

WHEREAS, the City Council wishes to make these adjustments to fees to more closely reflect actual cost of services effective March 28, 2019.

**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 1 in full is hereby adopted effective March 28, 2019.

Section 2. Reasonable Costs. The Stanwood City Council hereby finds that the fees and charges set forth in Exhibit 1 reflect the reasonable costs of providing the services set forth therein.

Section 3. Repealer. Resolution No. 2018-15 adopted on July 12, 2018 is hereby repealed in its entirety.

PASSED by the City Council and Approved by the Mayor this 28th day of March 2019.

CITY OF STANWOOD

By: _____
Leonard Kelley, Mayor

ATTEST:

By: _____
David A. Hammond, City Clerk

APPROVED AS TO FORM:

By: _____
Grant Weed, City Attorney

DRAFT



2019 Fee Schedule

Resolution 2019 – 05

Adopted March 28, 2019

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Exhibit 1
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 herein to cover the costs of hardware, software and maintenance agreements.
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.

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	\$78
Senior Planner	\$63
Construction Inspector	\$53
Building Official	\$61
Permit Specialist	\$48
Administrative Assistant	\$47
Engineering Department:	
Public Works Director	\$89
Assist PW Director / City Engineer	\$83
Other:	
Fire Marshal	\$47
Undesignated Staff	\$47

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
Binding Site Plans	\$3,000; Plus \$300 Per Lot
Building Permit Fees (Various)	See Section 4
Civil Construction - Plan Review	
Residential 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 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 and/or Non-Residential Developments	\$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

Permit Type / Activity	Fee
Consultant Fees	Applicants Shall Pay Actual Costs or Charges; Plus 5% Administrative Fee
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 (Charged When Not Associated With a right-of-way permit)	\$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
Environmental Review – Critical Areas	
Exemption (Non-Flood)	\$25
Exemption (Flood Areas)	\$50
Single Family / Duplex Critical Area Review	\$250
Multifamily / Commercial Critical Area Review	\$350

Permit Type / Activity	Fee
All Geotechnical Evaluations	\$350
Peer Review of Environmental Documents	Actual Cost Plus 5% Admin Fee
Fire Permits	
Sprinklers – Plan Review	\$100
Sprinklers – Permit Fee	Based on Valuation
Fire Alarm – Plan Review	\$100
Fire Alarm – Permit Fee	Based on Valuation
Commercial Hood (Type I and II) – Plan Review	\$100
Commercial Hood (Type I and II) – Permit Fee	Based on Valuation
Other Fire Safety System – Plan Review	\$100
Other Fire Safety System – Permit Fee	Based on Valuation
Re-Inspections for corrections	\$50
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
Hearing Examiner Costs	
Public Hearing	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

Permit Type / Activity	Fee
Consultant Peer Review (If Applicable)	Actual Cost Plus 5%
Land Use Entitlement / Site Development Fee	
Major	\$2,000 for First Two Reviews; Plus Each Additional Review Will Be Charged Per the Hourly Rate Schedule; Plus Actual Costs of Consultant Time; Plus 5% (If Applicable)
Land Use Entitlement / Site Development Fee	Varies by Valuation:
Minor	Valuation: \$0 - \$5,000: \$125; Plus Actual Cost of Consultant Time; Plus 5% (If Applicable)
	Valuation: \$5,001 - \$15,000: \$250; Plus Actual Cost of Consultant Time; Plus 5% (If Applicable)
	Valuation: \$15,001 - \$30,000: \$500; Plus Actual Cost of Consultant Time; Plus 5% (If Applicable)
	Valuation: Over \$30,000 \$1,000; Plus Actual Cost of Consultant Time; Plus 5% (If Applicable)
Land Use Entitlement / Site Development Fee	
Pre-Application	\$300; Plus Actual Cost of Consultant Time; Plus 5% (If Applicable)
Permit Extension	\$100
Lot Line Adjustment (Boundary Line Adjustment)	\$950

Permit Type / Activity	Fee
Mitigation Fees	
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 Duplexes and Townhomes Apartments Commercial and Industrial	\$1,330 / Unit \$1,042 / Unit \$1,042 / Unit No Fee At This Time
Traffic	
Single Family Residential Duplexes and Townhomes Apartments Commercial and Industrial	\$3,523.39 / Unit \$2,253.20 / Unit \$2,584.56 / Unit \$368.17 / Average Daily Trip or Per Traffic Study
Fire	
Single Family Residential Duplexes and Townhomes Apartments Commercial and Industrial	\$200 / Unit \$150 / Unit \$150 / Unit \$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
Right-of-Way (ROW)	
Underground Utilities Boring	\$150 Initial 100 LF \$150 Each Additional 1,000 LF

Permit Type / Activity	Fee
Right-o- 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	\$275
Environmental Checklist – Development Permit	\$450
Environmental Addendum	\$75
Environmental Exemption	Free
Environmental Impact Statement	Direct Costs, Including: Consultant and Attorney Fees, Plus 10% 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	\$950; Plus Cost of Hearing
Shoreline Variance	\$950; Plus Cost of Hearing
Sign Permit Plan Review	
Monument*	\$100
Freestanding*	\$100
Gable*	\$100
Wall and Projecting*	\$100
Marquee, Awnings and Canopies*	\$100
A Board and Other Portable Signs	\$10

Permit Type / Activity	Fee
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	\$25
Transportation Concurrency	
Concurrency Evaluation	\$400; Plus Engineering and Consulting Fees; Plus 10%
Concurrency Reconsideration	\$200; Plus Engineering and Consulting Fees; Plus 10%
Unclassified Use Determination	\$100
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; Plus 10%
Water Availability Letter Only	\$500
Sewer Availability Letter Only	\$500
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:
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 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 plus 5%
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	\$50
Revision Fees – For Additional Plan Review or Inspections When the Work is Authorized by Permit Changes	\$50
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)	\$160 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	\$40
Lien Recording or Release	Actual Cost of Recording
Meter Read Outside Normal Cycle Requested by Customer	\$15
NSF Check Fee	\$25; Post-Dated, Unsigned, or Otherwise Not Acceptable for Bank Deposit
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	Incre-Mental Rate	Base Rate	Incre-Mental Rate	Base Rate	Incre-Mental 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	Incre-Mental Rate	Base Rate	Incre-Mental Rate	Base Rate	Incre-Mental 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 connections.

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 connections.

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

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	The 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.

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



**CITY OF STANWOOD
FINANCE COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER: 1

DATE: February 28, 2019

SUBJECT: Safety and Accident Prevention Plan

CONTACT PERSON: David A. Hammond, Finance Director/City Clerk

ATTACHMENTS: A—Resolution 2019-03—Safety and Accident Prevention Plan
B—City of Stanwood Safety and Accident Prevention Plan

ISSUE

The issue before the committee is to review and consider recommendation for approval of Resolution 2019-03, establishing a Safety and Accident Prevention Plan.

RECOMMENDATION

City staff requests the Finance Committee support a recommendation to council to approve Resolution 2019-03 establishing a Safety and Accident Prevention Plan.

BACKGROUND

Following a relatively minor accident involving inhalation of gas resulting from improper use of foam sealant, the management team was tasked with review and update of city safety policy. The city's existing safety and accident prevention plan was not formally adopted by resolution. This updated version incorporates requirements of Washington State Dept. of Labor & Industries, specifically:

- Use and care of required Personal Protective Equipment
- Proper actions to take in event of emergencies
- Identification of hazardous gases, chemicals or materials involved and instructions on safe use and emergency action following accidental exposure

DISCUSSION

These required elements were developed in the revision to the safety and accident prevention plan. In addition, the revision broadens the city safety committee so that it includes members from all city departments. The 2019 staff work plan includes updating

training records for current employees and utilization of a new form documenting training provided to new employees.

FISCAL IMPACT

There are no direct fiscal impacts from adoption of this resolution.

**City of Stanwood
Stanwood, Washington**

RESOLUTION No. 2019-03

A Resolution of the City Council of the City of Stanwood, Washington, to support the implementation of a Safety Plan to promote the safety, health, and welfare of all City employees.

WHEREAS, the City Council of the City of Stanwood recognizes that the City has a responsibility to provide a safe and healthful work environment for all of its employees;

WHEREAS, the City Council further recognizes that the protection of all employees from injury or occupational disease is an important objective;

WHEREAS, the City Council realizes that the implementation of a formal safety plan is necessary to encourage employee involvement and participation in safety awareness in order to protect the safety, health, and welfare of City employees;

WHEREAS, the City Council supports the efforts of the Safety Committee members in accomplishing these goals and objectives through the implementation of a safety plan.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD AS FOLLOWS:

Section 1. The City Council does hereby support the implementation of the attached Safety Plan in order to aid and encourage the efforts of the Safety Committee members in protecting the health, safety, and welfare of City employees.

PASSED by the City Council and APPROVED by the Mayor this ___th day of ____, 2019.

CITY OF STANWOOD

Leonard Kelley, Mayor

ATTEST:

By _____
David A. Hammond, City Clerk

Approved as to form:

By _____
Grant K. Weed, City Attorney

City of Stanwood Safety and Accident Prevention Plan

**Adopted by Res. 2019-03
March 14, 2019**

City of Stanwood

Safety, Health, and Accident Prevention Plan

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- In-House Inspections
- General Safety Check List
- Hazard Reporting (NOT Hazardous materials – MSDS Reporting)
- Accident Investigations

City of Stanwood Safety, Health, and Accident Prevention Program

Forward

The purpose of this manual is to provide information about the City's Safety, Health Accident Prevention Program, as well as to provide City employees with general safety rules and practices they are expected to follow. By complying with the information and procedures contained within this manual, the safety and health of the City employees will be maximized and hazards in the work place and financial losses incurred from accidents will be minimized.

All levels of management are responsible for the safety and health of the employees in their respective area of authority. The standards and procedures in this manual, along with practice application of job knowledge and experience, will provide the necessary assistance to meet that responsibility. The information presented in this manual should assist supervisors and employees in planning safe work operations and implementing safe work practices and procedures.

Each employee of the City is responsible for planning and carrying out job assignments in a safe manner and using every reasonable precaution to ensure his/her personal safety and that of co-workers.

It is impossible to adopt standards and procedures that apply to every situation that might arise on the job. There is no substitute for good judgment and common sense. However, this manual sets forth safety and health standards and procedures to serve as a guide in the formation of safe work habits.

These procedures do not supersede or replace existing state and federal legislation, except when City Policy is more stringent.

Safety Committee Mission Statement

It is the mission of the Safety Committee to provide the City of Stanwood with the resources to maintain a safe working environment for its employees by

- Providing material and preparedness education in accordance with all mandated safety requirements
- Encouraging employees to operate all equipment safely, using common sense, and to perform his/her duties as assigned in a safe and conscientious manner
- Achieving zero work-related accidents, injuries, and illnesses

Orientation

All new and transferred employees of the City shall receive orientation. Employee orientation procedures will be the responsibility of the department and personnel director for which the employee has been assigned. The department will meet all requirements to assure that the employee has been properly educated and is able to operate all equipment required to fulfill his/her job classification.

The immediate supervisor will be responsible for a thorough orientation of all new, rehire or transferred employees (including seasonal and part-time) on the first day of employment. The orientation will include an explanation of the City's safety programs, on-the-job training, safety meetings, accident investigation and reporting, function of the safety committee, required personal protective equipment, pertinent safety rules to the work area, first aid supply, equipment, and training, emergency plans, vehicle safety, personal work habits, and a general overview of the operational procedures, method and hazards as they relate to specific jobs and duties.

The Safety Committee is available to assist the department in providing educational material and information on how to obtain training materials. Applicable forms verifying that the employee attended orientation will be provided to the manager/supervisor. It is the responsibility of the manager to provide a copy of the completed form to the Safety Committee and a copy to the Human Resources Department for the employee personnel file.

Note – Each department will provide this form in accordance to job responsibility. Sample forms are attached as guidance in developing individual departmental procedures for reporting incidents, self-inspections, etc.

Section I

Safety Committee

Section I Safety Committee

Purpose

The purpose, date, hour, and location of the meetings shall be determined by the Safety Committee. The attendance and subject matter discussed at the meetings shall be documented and maintained for a period of one year by the Safety Committee Administrative Coordinator. It shall also be the responsibility of the Safety Committee members to post copies of the minutes on the safety bulletin boards within their area and distribute minutes to all employees.

Procedure

The following guidelines will be followed:

- City Administrator shall appoint a City Safety Officer from the management team to oversee and assist the Safety Committee
- One employee will be elected from Community Development, Police, and three from Public Works (Water, Wastewater and Streets) to be on the Safety Committee and attend regular meetings
- The City Safety Officer shall conduct regular meetings and coordinate with the Safety committee members on all safety issues, procedures, and training
- The City Safety Officer shall appoint the Administrative Coordinator of the Safety Committee either from inside or outside Safety Committee membership

Scope of Activity

Safety Committee members shall be responsible for:

- Conducting regularly scheduled in-house safety inspections and updating the department managers and employees in their area regarding all safety matters
- Reviewing accident and injury reports (including vehicle accidents) to determine a proper means of eliminating hazards
- Accepting and evaluating employee suggestions
- Reviewing job procedures and recommendations – recommending improvements
- Monitoring the effectiveness of the safety programs as well as promoting and publicizing safety
- Maintaining records of regular meetings
- Contacting Stanwood Police Department to investigate vehicle accidents resulting in damage over \$750

Section II

Responsibilities

Section II Responsibilities

Self-Inspections

Accident prevention activities need to be reinforced by a systematic means of minimizing physical hazards within the work place. An effective method of eliminating exposure to work place hazards is self-inspection. The following guidelines will be followed:

- The department safety committee members, utilizing an inspection checklist, shall conduct a self-inspection of their respective work area(s) on a quarterly basis to determine if any hazardous conditions or practices exist
- All unsafe or hazardous conditions found during the self-inspection shall be noted for review at the next scheduled safety committee meeting
- All employees should be in the habit of reporting all unsafe conditions they observe whether in the work place or in the City at large
- All unsafe conditions observed shall be noted on a form for review by the City Safety Officer and the Safety Committee member responsible for that area

Responsibility

Safety is a constant consideration in carrying out the daily business of the City. All managers, supervisors, employees, and elected officials have a critical responsibility for ensuring that work is performed in a safe manner. Failure to carry out these responsibilities can lead to injury, illness, or disciplinary action.

The support and commitment of administration, supervisors, and employees is extremely important for an effective safety program. The responsibilities are as follows:

Administration

- The City Administrator shall be responsible for the administration of the Safety, Health, and Accident Policy and Procedure through the delegation to the City Safety Officer
- To have written Standard Operating Policy and Standard Operating Guidelines for each department
- To have thorough knowledge of the regulations applicable to the position for which he/she has responsibilities
- To identify training needs of employees relevant to safety and ensure that appropriate and timely safety training is provided
- To identify, document, and notify employees on a continuous basis of known safety hazards in the workplace
- To enforce departmental safety meetings as required by State Law
- To ensure that all unsafe conditions observed or reported are corrected and mitigated

- To ensure supervisors fulfill their assigned responsibilities in regard to safety instructions and supervision
- To ensure all required reports pertaining to injuries, vehicle accidents, and investigations are promptly prepared and forwarded to the City Safety Officer, the Human Resource representative, and the Safety Committee Chairman to develop proper attitude toward safety and health in themselves and in those they supervise
- To conduct an ongoing accident prevention program
- To ensure that all work processes and procedures are performed with the utmost regard for safety and health

Supervisors

- To have complete knowledge of safety regulations applicable to the positions he/she supervises
- To adequately orient new employees to the workplace, using the orientation checklist
- To provide the necessary safety equipment to all employees
- To constantly watch for and immediately correct unsafe working conditions and unsafe work practices – report to the department manager those incidents which are beyond the scope of his/her authority
- To promptly report all accidents involving personnel or equipment to his/her supervisor and take immediate steps to investigate each incident to determine the cause
- To take the necessary corrective action to avoid a recurrence of an incident
- To develop proper attitudes toward safety and health in themselves and those they supervise
- To ensure that all work processes and procedures are performed with the utmost regard for safety and health

Employees

- Observe all City safety and health guidelines, all City policies and apply the principles of accident prevention in his/her daily duties
- Report any job-related injury, illness, or property damage to his/her supervisor and seek treatment promptly
- Report hazardous conditions and unsafe acts to his/her supervisor or the City Safety Officer promptly
- Observe all hazard warnings and no smoking signs
- Know the location of fire/safety exits and evacuation procedures
- Operate only equipment for which they are authorized and properly trained, and observe safe operation procedures for all equipment
- Actively support and participate in the City's effort to provide a safe work environment
- Wear appropriate clothing and equipment as required
- Develop proper attitudes toward safety and health
- Ensure that all work processes and procedures are performed with the utmost regard for safety and health

Section III

Education and Training

Section III Education and Training

Purpose

The City of Stanwood will provide ongoing safety education and training to promote acceptance of safety rules by presenting accident prevention as a positive, desirable, and integral part of all activities

Ongoing accident prevention programs will be provided for all employees for on-the-job training in individual work area(s) to familiarize each employee with City safety requirements.

Examples of programs are:

- Back injury prevention
- Fire extinguisher safety
- Ladder safety
- Eye protection safety
- Head protection safety
- Traffic control
- Confined space entry
- Trenching and shoring
- Compressed gases and flammable liquids
- Welding and cutting
- Chainsaw use and operation
- Hearing Conservation
- Firearms Safety
- Employee Right to Know Training

First Aid Training, Kits, and Posters

The City will ensure that a certified first aid trained employee will be available to afford employees immediate and effective attention should an injury occur. The following procedures will be followed in order to meet this objective:

- All supervisors or their designee will hold a 2-year First Aid/CPR certification
- The City accepts First Aid certification that is recognized by the Washington State Department of Labor and Industries and is less than three years old. Cardiopulmonary Resuscitation (CPR) is required in addition to standard First Aid training if the course does not combine the two

- First Aid and Blood-borne Pathogen Kits will be stocked in accordance with the requirements of the General Safety Health Standard WAC 296-24-065. (Refer to Blood-borne Pathogen Procedure Manual) Refer to Blood-borne Pathogen Policy for any questions.
- Employees are responsible for reporting use of First Aid and Blood-borne Pathogen Kit supplies by completing the Minor Injury Log located next to the First Aid kit to ensure that they remain properly stocked. Periodic inspections to assist in the maintenance of these kits will be conducted by supervisors and designated personnel.

Notices listing emergency telephone numbers and procedures will be strategically located. Areas included will be near First Aid kits, telephones, lunch rooms, bulletin boards, and other places accessible by employees.

Safety Bulletin Board

Each work place must have a Safety Bulletin Board. This is an important venue for increasing employee awareness of safety and communicating the City's safety message.

The following considerations shall be provided for safety bulletin board effectiveness:

- A special bulletin board or portion of an existing board should be designated and that spot reserved exclusively for safety materials
- Designated Safety Committee members shall maintain the bulletin board
- The bulletin board will be located in an area of greatest employee exposure such as lunchrooms, break room, or time clocks
- Posters, Safety Committee Minutes and other information shall be kept updated

The following items are required to be posted:

- WA Dept of Labor and Industries poster – F700-074-909 “Your Rights as a Non-agricultural Worker”
- WA Dept of Labor and Industries poster - F416-081-909 “Job Safety and Health Protection”
- WA Dept of Labor and Industries poster – F242-191-909 “Notice to Employees – If a Job Injury Occurs
- WA Employment Security Dept poster – EMS9874 “Unemployment Benefits”
- United States Equal Employment Opportunity Commission poster – “Equal Opportunity Employment is the Law”
- City of Stanwood Whistle Blower Policy

Please contact the Safety Committee if you need additional information about the posters listed above, or any other information with regard to safety bulletin boards.

Section IV

Incident Reporting

Section IV

Incident Reporting

Definition and Purpose

The City of Stanwood promotes prompt reporting of all incidents that occur in the workplace or in the field. All incidents will be investigated regardless of whether injuries have occurred or property has been damaged. All legitimate safety concerns shall be reported to the safety committee delegate.

Employee(s) involved in any type of incident are required to promptly report it orally or in writing to the supervisor.

- Minor injuries must be written in the Minor Injury Log located by the First Aid Kit even if no first aid supplies were necessary
- All other injuries or illnesses must be reported on the Employee Report of an Injury/Illness. This form is located on the Safety Bulletin Board and must be turned in to the employee's supervisor as soon as possible.

Upon receiving notification of an incident, the supervisor is required to complete an Incident Report Form, notify the WCIA delegate/Finance Director using the guidelines noted below, and conduct an investigation of the incident.

- The Incident Report Form must be submitted to the WCIA delegate by the supervisor within 24 hours for Sewer Back Up, Water Main Breaks, Fatalities, Property Losses over \$25,000, Multiple Injury Accidents, and Multiple Party Accidents. All other incidents must be reported to the WCIA delegate within 72 hours of the time the incident occurred.
- The supervisor is required to document the preliminary incident investigation using the Incident Investigation Report

The WCIA delegate is responsible for ensuring that the City Safety Officer and Human Resources Department receive copies of all reports and documentation pertaining to the incident.

Vehicular Accident

The Stanwood Police Department will investigate when a city vehicle is involved in an accident. The Police Department shall forward all reports and documentation to the WCIA delegate who is responsible for ensuring that the department manager, City Safety Officer, and Human Resources Department receive a copy of all reports and documentation pertaining to the incident.

Injury Accident

Each occupational injury resulting in medical attention shall be reported immediately to the department manager.

- The employee should get first aid immediately
- The employee should see a doctor if necessary and notify the attending physician that the injury is work-related.
- The physician will file the workers' compensation claim for the injured employee.

It is the responsibility of the supervisor to immediately notify the WCIA delegate and submit a completed Incident Report to the WCIA delegate within 24 hours. The Employee's Report of an Injury/Illness should be completed by the employee as soon as possible. The WCIA delegate must ensure that the City Safety Officer and the Human Resources Department receive a copy of the Incident Report in a timely manner. The department manager, the Safety Officer, and the Safety Committee delegate responsible for the area in which the incident occurred will conduct an investigation of the incident in conjunction with all witnesses to determine the cause. The findings of the investigation must be reported on the Incident Investigation Report.

Non-Injury Accident

An employee who has a work-related injury or illness, but does not need medical treatment, shall notify his/her supervisor immediately no matter how slight the injury or illness may be. The injury must be written on the Minor Injury Log located next to the First Aid Kit when it does not require medical attention. The supervisor shall notify the WCIA delegate immediately and complete an Incident Report to submit to the WCIA delegate within 72 hours. These steps are necessary for the employee's protection. This report shall document that the injury or illness was work-related in the event the employee seeks medical treatment at a future date as a result of the incident.

Unsafe Condition

All hazardous or dangerous work conditions must be reported immediately to the appropriate department manager and/or safety committee delegate. Employees have a responsibility to report any potential hazards in the field or in the office as well as any unsafe conditions around the City that could lead to third-party injury and potential liability, such as:

- Signal malfunctions/Missing or damaged Stop Signs
- Major pot holes
- Missing utility covers
- Offsets in sidewalks
- City equipment left unattended or in an unusual location

A Report of a Workplace Hazard must be completed by the employee and submitted to the safety committee delegate and/or the supervisor. The individual receiving the report must notify the department manager, the City Safety Officer, and the WCIA delegate. It is the responsibility of the department manager to ensure that the unsafe condition is corrected in a timely manner.

Section V

Hazard Communication Program

Section V Hazard Communication Program

Introduction

All departments of the City of Stanwood will participate in the Hazard Communication Program to ensure that information about the dangers of all hazardous chemicals used by the City of Stanwood employees is communicated and recognized by all affected employees. The following hazardous communication guidelines have been established and shall be incorporated in accordance with departmental requirements.

Designated Employee Responsibility Guidelines

The following guidelines have been established. The department manager shall designate an employee to be responsible for the Hazard Communication Program. The responsibility of the employee is to:

- Verify that all containers received for use are clearly labeled as to content, marked with the appropriate hazard warning, and the name and address of the manufacturer
- Ensure that all secondary containers are labeled with either an additional copy of the original manufacturer label or with labels that contain the identity of the content, name and address of the manufacturer, and appropriate hazard warning
- Obtain the Safety Sheets from the manufacturer when products that may contain hazardous chemicals which are harmful to the employees are purchased for the department
- Obtain all Safety Data Sheets (SDS) for all hazardous products
- Review all new Safety Data Sheets (SDS) for new or significant health and safety information and provide the information in writing to the affected employee. The SDS shall be posted in an orderly fashion in an area which is accessible to all employees of the department
- Ensure employees participate in safety training.
- Ensure that all new employees, prior to the start of their duties, attend a Health and Safety Orientation Class that will include the following:
 1. An overview of the requirements contained in the Hazard Communication Standard.
 2. A summary of the hazardous chemicals present in his/her workplace
 3. The physical and health risks of hazardous chemicals
 4. The symptoms of overexposure
 5. How to determine the presence of hazardous chemicals released in the work area(s).

6. How to reduce or prevent exposure to hazardous chemicals through the use of controlled procedures, work practices, and personal protective equipment.
 7. How to read the label and review the SDS to obtain hazardous information.
 8. Location of the SDS file and area of posting.
 9. The procedure when exposed to hazardous chemicals
 10. Notification procedure should an over exposure occur.
- Provide the department manager with a periodic report outlining what steps are taken to reduce or prevent exposure to hazardous chemicals
 - Prepare and provide a procedure for employees who are exposed to hazardous chemicals

Use of a New Chemical

An employee must provide information and training as outlined above to all affected employees prior to introducing a new chemical hazard into any department of the City of Stanwood. Employees are required to periodically perform hazardous non-routine tasks. It is imperative that, prior to performing these hazardous non-routine tasks, all employees involved are trained about the hazardous chemicals they may encounter. The training shall include specific chemical hazards, protective and safety measures to be used, and steps the department is utilizing to reduce the risk and hazards. These steps may include ventilation, respirators, the presence of another employee as well as emergency procedures.

It is the responsibility of the supervisor to:

- Provide contractors with information about hazardous chemicals their employees may be exposed to on a jobsite and to suggest precautions for the contractor's employees
- Establish a list of contractors that have been advised about hazardous chemicals which includes the date, the person advised, and the suggestions offered
- Maintain a list of all known hazardous chemicals used by employees. Further information may be obtained by reviewing Safety Data Sheets (SDS).
- Identification of the hazardous gases, chemicals or materials involved along with the instructions on safe use and emergency action following accidental exposure.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) protects employees and helps in controlling the danger from the risks of injury against workplace hazards. When the eyes, face, hands, extremities, or other parts of the body are exposed to workplace hazards that cannot be controlled by other means then PPE must be worn. PPE is the last line of defense and is not a substitute for engineering or administrative controls, or good work practices, but should be used in conjunction with those controls. Remember, using PPE does not eliminate the hazard. If the PPE fails or is used improperly, exposure to the hazard may occur.

Responsibilities

◆ Supervisor/ Lead Worker:

- ☐ Ensure that the required personal protective equipment is made available to, maintained properly, and worn by the employee.

◆ Employees:

- ☐ Responsible for wearing and/or using all safety equipment provided for its intended purpose.
- ☐ Following all safety policies and instructions.

Equipment and Usage:

◆ **Hard Hats and/or Head Protection:** Shall be worn when performing construction, repair, or inspection work, or on:

1. Construction sites where cranes, backhoes, scaffolding are present and whenever overhead hazards exist.
2. Trenches and hazardous confined spaces.
3. Wherever the Department Head, Supervisor, Lead Worker, or Safety Coordinator determines that a hazard exists.
4. Hair netting and/or other such protection shall be worn by an employee who has hair long enough to present a hazard while working around machinery.

◆ **Reflective clothing:** Approved reflective and protective clothing will be required when:

1. Employees are working within public right-of-way or are exposed to vehicular traffic.
2. Employees working night time operations.
3. Whenever the Department Head, Supervisor, Lead Worker, or Safety Coordinator or their designee determines that visibility danger is present.

Note: All flaggers shall have a flagging card issued by the proper authority. All flaggers will wear a hard hat, reflectorized outer garment and carry an approved sounding device such as a whistle or air horn. During emergency situations Police personnel are exempt when involved in traffic control. (It is recommended that a reflectorized vest or coat should be used.)

PERSONAL PROTECTIVE EQUIPMENT

continued

♦ **Eye and Face Protection:** Eye and face protectors shall be provided and worn where machines or operations present the hazards of:

1. Flying Objects
2. Glare
3. Liquids
4. Injurious Radiation
5. Or a combination of these hazards.

♦ **Respiratory Protection:** Respirators shall be provided when such equipment is necessary to protect the health of the employee. The employee shall use the provided respiratory protection in accordance with the instructions and training received.

♦ **Full Body Harness and Lifelines:** Where workers are employed above the floor, water surface, or the ground and it is impractical to provide temporary floors, staging, ladders, or scaffolds, safety belts, lifelines or life nets shall be provided and used by employees.

1. No employee shall enter a sewer, sewer flue, storm sewer duct, waterline, tunnel or other similar places without first notifying their supervisor. They shall wear a full body harness with a lifeline attached, when conditions require it.
2. The line shall be held by a fellow worker stationed at the opening which he enters. In such cases, signals shall be agreed upon and responded to immediately.

♦ **Approved Lifesaving Device**

Employees working over or on water, where a danger of drowning exists, shall wear a U.S. Coast Guard approved lifesaving device

♦ **Shirts or Protective Clothing:** Shirts or approved clothing shall be worn by all employees. No employee at any time shall work without some type of protective clothing above the waist.

1. Safety Chaps: Shall be worn by operator anytime a chain saw is in use.

♦ **Safety Shoes and Boots:** When provided by the City, safety shoes or boots shall be worn. (see hazard assessment)

♦ **Hearing Protection:** Shall be worn when the noise level reaches: 85 dBA

Section VI

Emergency Preparedness

EMERGENCY PREPAREDNESS

What Will We Do In An Emergency?

In case of fire

An evacuation map for each building is posted near its primary entrance. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside. A fire evacuation drill will be conducted once a year. All fire extinguishers will be serviced on a yearly basis. This includes examining for pitting, cracks, and corrosion.

If you discover a fire

- ◆ Tell another person immediately. Call or have them call 911 and a supervisor.
- ◆ If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher
- ◆ If the fire grows or there is thick smoke, do not continue to fight the fire.
- ◆ Tell other employees in the area to evacuate.
- ◆ Go to the designated assembly point outside the building.

If you are a Supervisor notified of a fire in your area

- ◆ Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
- ◆ Verify that 911 has been called.
- ◆ Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
- ◆ Tell supervisors in other areas to evacuate the building.
- ◆ Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, *do not* re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

Training and Education: Annually, the City is required to provide fire extinguishers training and education. It will be provided for the familiarization and general use principles of extinguisher operation and their capabilities.

EMERGENCY PREPAREDNESS *continued*

It's easy to remember how to use a fire extinguisher if you can remember the acronym **PASS**, which stands for **P**ull, **A**im, **S**queeze, and **S**weep.

Pull the pin. This will allow you to discharge the extinguisher.

Aim at the base of the fire. If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.

Squeeze the top handle or lever. This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

Sweep from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning. An earthquake drill will be conducted each year to be determined by Safety Committee with suggestions from Fire Department. In the event of an earthquake:

If you are inside a building:

- ◆ Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- ◆ When the shaking stops, employees are to check for damage in their immediate work area and available evacuation routes, then begin an evacuation of their area to the designated assembly location.
- ◆ Evacuation should proceed as quickly as possible since there may be aftershocks.
- ◆ Offer assistance to people who need help (elderly, mobility impaired, etc.)
- ◆ Supervisors must account for each employee in their work group as quickly as possible.
- ◆ First Aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- ◆ If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows.
- ◆ Supervisors and First Aid employees must not re-enter the building once evacuation is complete.
- ◆ Do not approach or touch downed power lines or objects touched by downed power lines.
- ◆ Do not use the phone except for emergency use.
- ◆ Turn on a radio and listen for public safety instructions.

If you are outside:

- ◆ Stand away from buildings, trees, telephone and electric lines.

If you are on the road:

- ◆ Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

Section VII

Sample Forms

INCIDENT REPORT

MEMBER CITY/ORGANIZATION: Stanwood Date: _____

The person who was present at the time the incident occurred or was discovered shall complete this report. Information is to be recorded immediately and the form forwarded to the Member's Claims Contact Person (Finance Director) who will then forward a copy to Washington Cities Insurance Authority.

Name(s) of Member Personnel
Or Volunteer Involved

Department

Phone

_____	_____	_____
_____	_____	_____
_____	_____	_____

Name(s) of OTHERS Involved

Address

Phone

_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of Incident: _____ Time: _____

Location (be Specific): _____

Describe all acts and resulting conditions in detail: _____

What active measures, or assistance (if any) did Member Employees take? _____

Reported by _____ Date Signed _____

City of Stanwood

Employee's Report of an Injury/Illness

Instructions: Use this form to report work related injuries, illnesses, and other events that could have caused an injury or illness - no matter how minor. This helps identify and correct hazards before they cause serious injuries. Complete this form and give it to your supervisor as soon as possible after you are injured or become ill on the job. This form may also be used to report a near miss. **Please Print**

I am reporting a work related: ☐ Injury ☐ Illness ☐ Other

Your Name: _____ Job Title: _____

Supervisor: _____

Have you told your supervisor about this injury/near miss? ☐ Yes ☐ No

Date of injury: _____ Time of injury: _____

Name of witnesses (if any): _____

Where, exactly, did it happen? _____

What were you doing at the time? _____

Describe step by step what led up to the injury (continue on back if necessary):

What could have been done to prevent this injury?

What parts of your body were injured?

Did you see a doctor about this injury/illness? ☐ Yes ☐ No

If yes, whom did you see? _____

Doctor's Phone Number: _____

Date: _____ Time: _____

Has this part of your body been injured before? ☐ Yes ☐ No

If yes, when? _____

Your signature: _____ Date: _____

Report received by: _____ Date: _____

REPORT OF A WORKPLACE HAZARD

If you complete this form as an employee, give a completed copy to your supervisor and/or your Safety Committee delegate. If you don't want to include your name on the form, make sure to give enough details about the hazard so your employer can recognize and correct it.

Your name (optional): _____

Today's date: _____

Briefly describe the workplace hazard (if filling form out anonymously, please give more details - you may use the back if necessary): _____

Where is the hazard located? _____

Has the hazard been reported to your employer? () Yes () No

If yes, who was it reported to? _____

Describe what has been done to correct the hazard: _____

Who took action to correct the hazard? _____

Incident Investigation Report

This form will help document the findings of an investigation into an injury or incident in the workplace and must be completed as soon as possible after an injury or incident.

Employee(s) names (s): _____

Time and date of injury/illness: _____

Job title (s) and department (s): _____

Supervisor/Lead person: _____

Witnesses: _____

Description of the injury/illness including the parts of body where the injury occurred: _____

Did the injured employee(s) see a doctor: () Yes () No

If yes, was a worker's compensation form filed? () Yes () No

Did the injured employee(s) go home during their work shift? () Yes () No

If yes, list the date and time injured employee(s) left job(s): _____

Supervisor's Comments: _____

What could have been done to prevent this injury/incident? _____

Has the unsafe condition been corrected? () Yes () No

If Yes, what has been corrected? _____

If no, what needs to be done? _____

Employer or Supervisor's signature: _____

Date: _____

Additional comments/notes: _____

General Safety Checklist

General Policies and Practices

	(OK)	(if not OK) Location	Recommendations
Each department has safety rules.	☐	_____	_____ _____
Injuries must be reported immediately to the supervisor	☐	_____	_____ _____
Hazards must be reported to a supervisor immediately after they are discovered	☐	_____	_____ _____
Smoking is permitted in designated areas	☐	_____	_____ _____
Employees reporting for work under the influence of alcohol or drugs are subject to disciplinary action	☐	_____	_____ _____ _____
Only public employees are permitted to operate publicly owned vehicles and equipment	☐	_____	_____ _____ _____
All employees who operate a vehicle must have a valid drivers license	☐	_____	_____ _____ _____
Horseplay and practical jokes are prohibited	☐	_____	_____ _____
Employees must notify supervisors when taking prescription medication that causes reactions such as fatigue, dizziness or impaired vision or judgment	☐	_____	_____ _____ _____ _____
Accident and injury reports are reviewed by supervisors and discussed with employees	☐	_____	_____ _____ _____

Grounds and Building Entrances

	<u>(OK)</u>	<u>(if not OK)</u> <u>Location</u>	<u>Recommendations</u>
Grounds are free of unusual hazards such as holes, protrusions and other obstacles	☐	_____	_____ _____ _____
Trees are free of loose branches or protruding roots	☐	_____	_____ _____
Fences are structurally sound and free of holes	☐	_____	_____ _____
Sidewalks, entrances, steps, and lawns are properly maintained	☐	_____	_____ _____
Walkways and paved areas are free of cracks and loose pavement	☐	_____	_____ _____
All doors and windows are in working condition	☐	_____	_____ _____
Outside lighting is sufficient Around pedestrian traffic areas	☐	_____	_____ _____

Buildings and Structures

Ceilings are free of cracks	☐	_____	_____
Restrooms are free of water hazards	☐	_____	_____ _____
Handrails and treads in stairways are in good condition	☐	_____	_____ _____
Stairway risers are of proper height	☐	_____	_____
Lighting in stairways is adequate	☐	_____	_____
Floors are free of holes, splinters protruding nails, slippery areas and loose boards	☐	_____	_____ _____ _____

	(OK)	(if not OK) Location	Recommendations
All openings in floors are covered and marked	☐	_____	_____ _____
Aisles and passageways have adequate width and are unobstructed	☐	_____	_____ _____
Aisles and passageways are well defined, marked, or painted	☐	_____	_____ _____
Work areas have adequate lighting	☐	_____	_____

Fire Safety

Emergency exits are properly marked	☐	_____	_____
Each building has an evacuation and emergency preparedness plan	☐	_____	_____ _____
Employees are trained in fire fighting or are familiar with evacuation plans	☐	_____	_____ _____ _____
Fire extinguishers and other fire fighting equipment is checked regularly	☐	_____	_____ _____
Sprinkler system is in good working condition	☐	_____	_____ _____
Fire alarms and smoke detectors are checked regularly	☐	_____	_____ _____
Rubbish and used chemicals are disposed of properly	☐	_____	_____ _____
Explosive or flammable materials are properly stored and ventilated	☐	_____	_____ _____

Machinery, Tools, and Equipment

All machinery and equipment is maintained properly	☐	_____	_____ _____
--	--------------------------	-------	----------------

	(OK)	(if not OK) Location	Recommendations
Belts, gears, chains, clutches and shafting are properly guarded	☐		
Effective point-of-operation guards are in place	☐		
Equipment and facilities are free of oil or grease spills	☐		
Gas cylinders are in working condition	☐		
Tampering or unauthorized use of any machinery or equipment is prohibited	☐		
Tools and machines are free of split or loose handles	☐		
All cutting edges are sharp	☐		
All tools are maintained in a good state of repair	☐		
Ladders, scaffolds, and sawhorses are of standard construction and in good condition	☐		
Ladders or self-locking step stools are of an approved design	☐		
Electrical tools, switch boxes, and fixtures are properly grounded	☐		
Wiring, fixtures, connections, and extension or portable cords are safely insulated and installed properly	☐		
Extension cords are free of frays and breaks	☐		
All electrical wall outlets and switches are in working order	☐		

Housekeeping

	(OK)	(if not OK) Location	Recommendations
Materials are properly stacked and stored according to established guidelines	☐	_____	_____ _____ _____
Overhead clearance is ample	☐	_____	_____
Work areas are neat and clean	☐	_____	_____
Work areas are free of hazardous materials	☐	_____	_____ _____
Desks, cabinets, and file drawers and/or doors are maintained properly	☐	_____	_____ _____
Aisles and walkways are kept clear at all times	☐	_____	_____ _____
Access to all emergency equipment such as fire extinguishers, emergency eye wash and showers are kept clear of obstacles	☐	_____	_____ _____ _____ _____

Employee Practices

All equipment and machinery is used properly	☐	_____	_____ _____
Materials are loaded and unloaded safely	☐	_____	_____ _____
Lifting is done in a proper manner	☐	_____	_____
Assistance is available to lift or move heavy objects	☐	_____	_____
Safety devices are used	☐	_____	_____
Workers refrain from engaging in horseplay	☐	_____	_____ _____

	(OK)	(if not OK) Location	Recommendations
Safety glasses, goggles, hard hats, vests, safety shoes, and other protective equipment is worn when required	☐		
Workers are prohibited from wearing jewelry while working on or around machinery or electrical circuits	☐		
Vehicles are operated in a safe manner at all times	☐		
Traffic cones, warning flags, and barriers are used in accordance with construction traffic control standards	☐		

First-Aid

Employees are trained in first-aid procedures	☐		
First-aid supplies are available and easily accessible at each work site	☐		
First-aid supplies are checked and replaced periodically to ensure freshness	☐		
Emergency procedures and Telephone numbers are posted	☐		

Minor Injury Log

Instructions: It is our policy that employees must report all injuries no matter how minor. Use this log to report minor injuries such as cuts and scrapes. Use this log even if you do not use any first aid supplies. If the injury is serious or you visit a doctor, you must make the report using an “Employee’s Report of an Accident” form.

[illegible]

Section VIII

Sample Guidelines

Section VII

Sample Guidelines

In-House Inspections

Inspections play an important role in the risk management process which consists of three steps:

Identification

Many times a loss exposure cannot be identified unless it is physically noticed. An inspection allows a visual assessment of facilities, equipment, and employee practices that could create a loss for the City.

Treatment

Inspections, by their very nature, necessitate action. An inspection uncovers risks or potential hazards that are present, but it is essential to use this information to make the necessary changes to correct the problem.

Monitoring

Inspections not only identify a risk or a potential hazard, they also reveal if the corrective methods employed are successful. Monitoring progress ensures a safer work environment.

Inspections are conducted to:

- Confirm safe working conditions
- Identify potential risks or hazards
- Review and follow-up on safety measures implemented
- Document corrective actions

To be effective, inspections must be:

- Structured and in a written format
- Ongoing and include feedback from employees
- Reviewed periodically
- Action-oriented

Areas to inspect should include:

- Buildings and office areas
- Machinery
- Work areas
- Loading docks
- Temporary structures
- Grounds and Landscaping
- Parks and recreational facilities
- Sidewalks, driveways, parking areas, roads and bridges, including signs and traffic signals
- Vehicles
- Utilities

How to conduct inspections:

- Use the *General Safety Checklist* to determine where inspections should be conducted and to determine which rules, procedures, or policies might affect losses
- Require supervisors or employees to conduct inspections on a regular basis
- Review inspections to determine what actions need to be taken to correct hazardous conditions or practices
- Ensure that all recommended actions are taken through follow-up inspections

What to look for during inspections:

- Possibility of objects or people falling
- Undesirable discharges into the environment
- Deterioration, deformation, and abrasion
- Inadequate lighting
- Effects of weather conditions
- Wear, leaks, corrosion, scaling, erosion, cracks, rotting
- Improper function of alarm systems
- Inadequate fire extinguishers
- Obstructed access to entrances, exits, emergency exits and halls
- Improperly marked and lighted exits
- Hazardous conditions in electrical, heating, ventilation, and plumbing systems
- Inappropriate or inaccessible first-aid supplies
- Improper safeguards for belts, pulleys, gears, flywheels, shafts, couplings, and point-of-operation machines
- Unprotected openings, holes, or defects in floors or floor coverings
- Improper maintenance-related items such as unmarked wet floors or loose wiring across floors
- Improper storage of hazardous materials

Hazard Reporting

Once a hazardous or dangerous condition is discovered, it must be reported to the appropriate parties so that action can be taken to correct the condition. A standard reporting procedure will ensure that all employees report hazards, as well as any incidents, accidents, or potential claims.

Reports of claims, accidents, or hazards will help:

- Identify problems in the work area
- Document incidents or hazards
- Predict where hazards or incidents may occur

Preventing future incidents is aided through the reporting of incidents as they occur. Review of incident reports can indicate areas where prevention efforts should be directed.

An effective reporting system involves:

- **Reviewing** the results of inspections
- **Communicating** where hazards exist
- **Providing Information** for assigning repair orders or other corrective actions
- **Monitoring** efforts to make repairs or take corrective action
- **Maintaining** records to identify hazards, losses or claims that occur repeatedly

Steps in the Reporting Process

- Clarify that the purpose and intended use of a report is to
 - a) Document injuries or property damage
 - b) Identify hazards
 - c) Monitor safe work methods
 - d) Assess the effectiveness of risk management policies and practices
- Create or find a form to be used to collect the necessary information. The form should be clear and uncomplicated without unnecessary questions. An existing form may be adapted to meet a specific need
- Clarify the role and responsibility of employees, supervisors, department heads, and special groups such as safety committees for reviewing incident reports
- Ensure that all employees know the proper procedure for completing and routing reports
- Monitor the use of the form to determine if the intended purpose is being met

Accident (Incident) Investigations

Accidents do not just happen; they are caused. After incidents (or accidents) involving employees, injuries, or property damage, the City is required to investigate to determine the cause. All incidents, including those occurring to volunteers or citizens, must be investigated by the supervisor responsible for the area in which the incident occurred. "Near misses" are incidents too, and even if they do not cause injury or damage, should be investigated as thoroughly as an incident that results in injury or property damage.

Remember - the purpose of investigating incidents is not to determine who was at fault, but to determine the cause so that similar incidents can be prevented in the future.

When an employee is injured or causes damage, the employee should document what occurred. The employee statement provides a basis for determining the facts surrounding the incident. Too often, the focus is on the *symptom*, such as frequent employee injuries, rather than the actual *problem*, such as failure to supervise employees, provide proper instructions and training, or enforce work rules.

Investigations provide:

- Documentation that can be used in analyzing whether claims are justified
- A basis for understanding what causes an accident—whether or not a loss occurred.
- Clues to determine what the actual problem is
- Formation of actions that can be taken to address the problem
- Information on incidents and losses that help identify trends and potential losses

Steps in the Investigation Process

After acquiring necessary medical aid for injured persons, supervisors should follow these steps for investigating accidents:

- 1) If possible, ask the person or persons involved to describe what happened. Do not fix blame or find fault; just get the facts
- 2) Survey the accident scene for information. Assemble any objects that might have contributed to the incident
- 3) Determine if there were any witnesses to the accident to get their accounts of the incident
- 4) Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected
- 5) Complete an *Incident Investigation Report*
- 6) Attach a copy of a police report to the Incident Investigation Report if one has been made

Most incidents occur due to a combination of an unsafe act and an unsafe physical condition. Look for both to draw a conclusion as to why the unsafe act was committed or why the condition existed.

Once an incident occurs, immediate action must be taken to prevent a recurrence. Indicate what needs to be done and specify who is responsible for completing the task.



**CITY OF STANWOOD
FINANCE COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER: 2

DATE: February 28, 2019

SUBJECT: Resolution 2019-04 - Surplus of City Property

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A– Resolution 2019-04

ISSUE

Should the City surplus assets that are broken, outdated, missing, or no longer of any use to the City?

RECOMMENDATION

Staff requests the Finance Committee support a recommendation to council to approve Resolution 2019-04 declaring certain property to be surplus to the needs of the city and authorizing the Finance Director to arrange for and to execute the sale and/or disposal of said property for the common benefit.

SUMMARY STATEMENT

City staff has identified equipment that is broken, missing, or no longer has value to the city for providing municipal services. Staff is requesting the Finance Committee recommend that council approve Resolution 2019-04 authorizing the Finance Director to dispose of applicable items and remove all from the asset listing.

DISCUSSION

In performance of routine accounting, staff has identified five vehicles that are no longer of use to the City. These vehicles were replaced in 2018 as part of the ongoing vehicle replacement program.

Declaring these assets surplus helps alleviate space issues and removes broken items from the premises. Resolution 2019-04 (Attachment A) lists the items that were identified as surplus, the department that acquired them, and why they are no longer of use.

RCW 35.94.040 requires that "...any lands, property, or equipment originally acquired for public utility purposes is surplus to the city's needs and is not required for providing

continued public utility service, then such legislative authority by resolution and after a public hearing may cause such lands, property, or equipment to be leased, sold or conveyed.” Since vehicles on the surplus list were acquired for public utility purposes, a public hearing will be scheduled for the March 14, 2019 City Council meeting if committee recommends council approval of this resolution.

FINANCIAL IMPACT

The estimated residual value of these vehicles is \$4,350, which is based on Kelly Blue Book. Proceeds received from sale of the vehicles will be returned to the funds that paid for their purchase.

COMMITTEE OPTIONS

1. Recommend council hold a Public Hearing and approve Resolution 2019-04 declaring certain property to be surplus to the needs of the city and authorizing the Finance Director to arrange for and to execute the disposal of said property for the common benefit.
2. Do not recommend council hold a Public Hearing and approve of Resolution 2019-04 and direct staff to areas of concern. This option implies the Finance Committee has questions or concerns regarding the proposal to surplus the property identified in Attachment A.

CITY OF STANWOOD, WASHINGTON

RESOLUTION 2019-04

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON
DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY TO
BE SURPLUS TO THE NEEDS OF THE CITY AND
AUTHORIZING THE FINANCE DIRECTOR TO ARRANGE FOR
AND TO EXECUTE THE SALE AND/OR DISPOSAL OF SAID
PROPERTY FOR THE COMMON BENEFIT.**

WHEREAS, the City of Stanwood owns certain used equipment, rolling stock and tools which are surplus to the needs of the City and are not required for providing continued municipal services; and

WHEREAS, some of the items to be surplussed were purchased and/or used for utility purposes; and

WHEREAS, RCW 39.94.040 requires that a public hearing be held if property (real estate or personal property) originally purchased for utility purposes is no longer needed for that use; and

WHEREAS, pursuant to RCW 35.94.040 a duly noticed public hearing was held on March 14, 2019 and all who wished to be heard were heard; and

WHEREAS, the City Council desires to declare certain personal property surplus and to authorize the Finance Director to arrange for and to execute the sale and/or disposal of said property to realize the greatest return by the most efficient means;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD DOES
HEREBY RESOLVE AS FOLLOWS:**

Section 1. The City Council hereby determines and finds that certain property described in Exhibit A and attached hereto is surplus to the needs of the City and is not required for providing continued municipal service.

Section 2. The Finance Director is authorized to arrange for and to execute the sale and/or disposal of said property to realize the greatest return by the most efficient means.

PASSED AND APPROVED by the City Council of the City of Stanwood this 14th day of March, 2019.

Leonard Kelley, Mayor

ATTEST:

David A. Hammond, City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

EXHIBIT A

Description	Serial./VIN.	Asset #	Purchased	Cost	Mileage	Notes
Gas Ground Compactor	20254239	60071	2014	\$ 3,254		missing, police report filed
Western Hopper Sander	4304	40062	1998	\$ 7,909		surplus
1998 Ford Taurus	1FADP52UOWG208306	22920D	1998	\$ 14,548		surplus
2002 GMC Sonoma X-Cab	1GTCS19W328211721	19700D	2002	\$ 14,100		Surplus
2003 Ford Crown Victoria	2FAFP74W93X123210	35402D	2008	\$ 18,412		Surplus
1994 Chevy S-10 PU	1GCCS19Z5R8189872	14107D	1994	\$ 15,000		Surplus

500

900

1700

750

500

4350



**CITY OF STANWOOD
FINANCE COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER: 3

DATE: February 28, 2019

SUBJECT: State Audit Issue Resolution

CONTACT PERSON: David A. Hammond, Finance Director/City Clerk

ATTACHMENTS: A—Exit Items—City of Stanwood Audit

ISSUE

The issue in front of the Council is a staff briefing regarding resolution of audit recommendations of the 2016-17 city audit (Attachment A).

SUMMARY STATEMENT

The 2016-17 accountability audit of the city noted several opportunities for improvement, and provided suggestions to address them. The Finance Department has addressed each of the recommendations.

FINANCIAL IMPACT

None.

DISCUSSION

The city underwent two audits that were reported in 2017:

- City of Stanwood 2017 financial statement audit (no issues reported or recommendations made)
- City of Stanwood 2016 and 2017 accountability audits

The city's financial audit is conducted annually. Because the State Auditor's Office considers the city to be a low risk entity, the accountability audit is conducted every two years.

The audit issues and corrective actions have been summarized below.

City of Stanwood Audit Issues

	Issue Summary	Corrective Action
1	Retroactive payments The City paid an employee \$768 in a lump sum for an unallowed retroactive salary increase due to the results of a salary study. Washington State Constitution Article II Section 25 prohibits granting extra compensation to public employees after the services for which the extra compensation is paid have been rendered. Additionally, the City does not execute performance reviews in a timely manner resulting in retroactive application of City approved salary increases.	The auditors noted this was an isolated occurrence. The city is now aware of this issue and will not process retroactively in future. With regard to annual performance reviews, the management team is committed to improving the timeliness of reviews.
2	Community Development Dept. Fees The City's process for charging building and land use fees is not adequate to ensure accurate calculation of fees. Of the 20 customer charges reviewed, our testing identified three minor calculation errors. We recommend the City implement procedures to ensure Community Development department charges are calculated in accordance with approved rates. Procedures may include additional review of fee calculations.	This recommendation was corrected immediately upon notification by the auditors. Finance and Community Development Department staff worked together to update systems with correct account codes. Further, the Community Development Department immediately began a process to review fee calculations. In addition, the 2019 work plan includes three items that will improve accuracy of fee calculations: • an update to building and land use fee structure • Potentially implementing an online permitting system (MyBuildingPermit.com) • Reconciliation of BIAS Accounting System with Iworq permitting system.
3	IT Security Recommendations The audit team provided several suggestions to strengthen control over information technology assets. These recommendations are confidential due to the possibility the information could be used improperly.	The recommendations generally involve creating a written policy on access controls and strengthening these controls, including limiting access in certain cases, removing inactive users and strengthening password requirements. The Finance Dept. will work with our software vendors to implement.



Exit Recommendations
City of Stanwood
January 1, 2016 through December 31, 2017

We are providing the following exit recommendations for management's consideration. They are not referenced in the audit report. We may review the status of the following exit items in our next audit.

Accountability:

Retroactive payments

The City paid an employee \$768 in a lump sum for an unallowed retroactive salary increase due to the results of a salary study. Washington State Constitution Article II Section 25 prohibits granting extra compensation to public employees after the services for which the extra compensation is paid have been rendered. Additionally, the City does not execute performance reviews in a timely manner resulting in retroactive application of City approved salary increases.

We recommend the City comply with the state constitution to not provide retroactive pay. We also recommend the City execute performance reviews timely to ensure pay changes are also implemented timely.

Community Development department fees

The City's process for charging building and land use fees is not adequate to ensure accurate calculation of fees. Of the 20 customer charges reviewed, our testing identified three minor calculation errors.

We recommend the City implement procedures to ensure Community Development department charges are calculated in accordance with approved rates. Procedures may include additional review of fee calculations.



**CITY OF STANWOOD
FINANCE COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER: 4

DATE: February 28, 2019

SUBJECT: Snohomish County Public Defender Assn. for Indigent Defense-Contract Extension

CONTACT PERSON: David A. Hammond, Finance Director/City Clerk

ATTACHMENTS: A—Snohomish County Public Defender Association for Indigent Defense Supplemental Agreement No. 1

ISSUE

The issue before the committee is to review and consider recommendation for approval of a two-year contract extension of the city's contract with the Snohomish County Public Defender Assn.

RECOMMENDATION

City staff requests the Finance Committee support a recommendation to council to authorize the mayor to sign a two-year extension of the city's contract with the Snohomish County Public Defender Association, including three percent cost of living adjustments in both 2019 and 2020.

BACKGROUND

Resolution No. 2014-26 establishes the city's indigent defense standards, which comply with RCW 10.101.030. In 2015, the city entered into a contract with the Snohomish County Public Defender Association to provide indigent defense. The agreement allowed for automatic annual extensions, however it only provided for cost of living adjustments annually through 2017. The association notified the city that due to cost increases in their organization, they request a 3% cost of living adjustment for 2019 and 2020. The association did not receive a COLA in 2018.

DISCUSSION

City staff monitor the Association's program activity annually and note the Association only had to refer one case to another attorney due to conflict in 2017, and none in 2018. Further, as required by the contract, city staff note that over 2017 to 2018 the average annual number of cases is within ten percent of forty, which is the amount the contract

fee is based upon, thus according to the terms of the original contract, no other adjustment in the fee is warranted.

FISCAL IMPACT

This three percent cost of living adjustment will result in increases of \$694 and \$714, in 2019 and 2020, respectively. This will not in itself require a general fund budget amendment.

**SUPPLEMENTAL AGREEMENT NO. 1
TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
CITY OF STANWOOD
AND SNOHOMISH COUNTY PUBLIC DEFENDER ASSOCIATION
FOR INDIGENT DEFENSE SERVICES**

This Supplemental Agreement is made and entered into on the 14th day of March, 2019, between the City of Stanwood, hereinafter called the "City" and the Snohomish County Public Defender Association, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into Agreement No. 2015-19 for indigent defense services, said Agreement being dated March 23, 2015; and

WHEREAS, both parties desire to extend the term of said Agreement;

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Agreement for Professional Services dated March 23, 2015, shall remain in full force and effect, except as modified in the following sections:

Article 2 of the Original Agreement, Compensation is amended to read as follows: "In 2019, the City shall pay the Firm One Thousand Nine Hundred Eighty-three Dollars and Ninety-three Cents (\$1,983.93) per month for the Services. One Hundred Five Dollars and Eighty-six Cents (\$105.86) of each monthly payment is specifically designated as costs of investigator services.

In 2020, the City shall pay the Firm Two Thousand Forty-three Dollars and Forty-four Cents (\$2,043.44) per month for the Service, One Hundred Nine Dollars and Three Cents (\$109.03) is specifically designated as costs of investigator services.

Article 3 of the Original Agreement, Term is amended to read as follows: "The term of this Agreement shall be from the later date of execution through midnight December 31, 2020, unless sooner terminated as provided in this Agreement, provided, this Agreement shall be automatically renewed for additional one year terms each year, unless sooner terminated as follows:"

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 1 as of the day and year first above written.

CITY OF STANWOOD

SNOHOMISH COUNTY PUBLIC DEFENDER
ASSOCIATION

Leonard Kelley, Mayor

Bill Jaquette

ATTEST/AUTHENTICATED:

David A. Hammond, City Clerk