

1. Agenda

Documents:

[SALARY COMMISSION MEETING AGENDA.PDF](#)

2. Meeting Materials

Documents:

[SALARY COMMISSION ROLES AND RESPONSIBILITIES OVERVIEW.PDF](#)
[REVIEW COMPENSATION OF COUNCIL AND MAYOR COMPARISON
CITIES.PDF](#)
[ELECT SALARY COMMISSION CHAIRPERSON.PDF](#)



City of Stanwood Salary Commission Meeting Agenda

June 11, 2019 at 4:30 p.m.
10220 270th Street NW
Stanwood, WA 98292

Members: Edythe Garvey, Les Anderson, Major Freeman, Nicole Gilligan and Conner Lahtonen

City Staff: City Administrator Jennifer Ferguson, Finance Director/City Clerk David Hammond,
Deputy Clerk Sara Robinson

AGENDA

1. Introductions
2. Salary Commission Roles and Responsibilities Overview
 - a. Elect Salary Commission Chairperson
3. Review Compensation of Council and Mayor Comparison cities
4. Discussion
5. Meeting Adjournment



**CITY OF STANWOOD
SALARY COMMISSION MEETING
AGENDA STAFF REPORT**

ITEM NUMBER: 2
DATE: June 11, 2019
SUBJECT: Salary Commission Roles and Responsibilities Overview
CONTACT PERSON: Sara Robinson, Deputy Clerk
ATTACHMENTS: A – Ordinance 1306

ISSUE

The issue before the commission is to review the roles and responsibilities of the Salary Commission.

DISCUSSION

The current Salary Commission was established in February 2012 with the City Council's adoption of Ordinance 1306 (Attachment A). According to this ordinance, the role of the commissioners is to set the salary of the Councilmembers and other elected officials. The responsibilities of each commissioner (Section 2.10.040 Duties) is to meet between May 1 and July 31 of each year to determine whether or not salary adjustments for the following year (to be effective January 1) are necessary.

The Stanwood City Council holds twenty-two (22) regular meetings per year, approximately three (3) special meetings, and a joint planning commission/council meeting as needed. In addition, each Councilmember attends, on average, two (2) subcommittee meetings each month. Regular council meetings generally last 30 to 60 minutes and committee meetings last approximately 30 minutes.

The Mayor attends council meetings but is not required to attend committee meetings. He is required to devote 30 hours per week on mayoral duties and the City will pay half of the premium for medical, dental, and vision benefits (\$4,863 in 2019).

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE NO. 1306

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON
ESTABLISHING A SALARY COMMISSION FOR THE CITY; AND
ADDING A NEW CHAPTER 2.10 TO THE STANWOOD MUNICIPAL
CODE.

WHEREAS, Chapter 73, Laws of 2001, effective July 22, 2001, (RCW 35.21.015) authorizes the City to establish by ordinance an independent salary commission with authority to set the salary of the members of the Council and of other elected city officials, and provides that the commission's action fixing such salaries shall supersede any provision in a city ordinance related to fixing salaries; NOW, THEREFORE

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

Section 1. A new Chapter 2.10 entitled "Salary Commission" is hereby added to the Stanwood Municipal Code which shall read as follows:

Chapter 2.10
SALARY COMMISSION

2.10.010 Created - Membership, appointment, compensation, term.

1. There is created a salary commission for the city. The commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
2. A member of the commission shall serve for a three year term without compensation, and shall be a resident of the city. The initial members shall be appointed for staggered terms of one, two or three years.
3. No member of the commission shall be appointed to more than two terms.
4. A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

2.10.020 Vacancies.

In the event of a vacancy in office of commissioner, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term of the expired position.

2.10.030 Removal.

A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of residence.

2.10.040 Duties.

1. The commission shall have the duty, annually, commencing in 2012, to review the salaries paid by the city to each elected city official. If after such review the commission determines that the salary paid to any elected city official should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary. The initial salary commission shall meet between February 1, 2012 and March 31, 2012 and shall determine salary increases or decreases for the balance of calendar year 2012. Thereafter, the salary commission shall meet between May 1 and July 31 and shall determine salary adjustments which shall become effective on January 1 of each calendar year, beginning on January 1, 2013.
2. Any increase or decrease in salary established by the commission shall become effective and incorporated into the city budget for the year following commission review without further action of the city council or the commission.
3. Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office.
4. Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office.

2.10.050 Referendum.

Any salary increase or decrease established by the commission pursuant to this chapter shall be subject to referendum petition by the voters of the city, in the same manner as a city ordinance, upon filing of a referendum petition with the city clerk within thirty days after filing of a salary schedule by the commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. By adoption

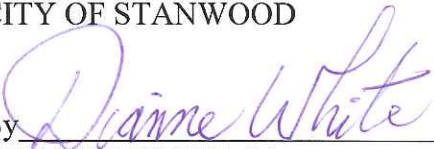
of this provision it shall not be the intent to adopt the powers of Referendum generally.

Section 2. Effective Date. This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this 26th day of January, 2012.

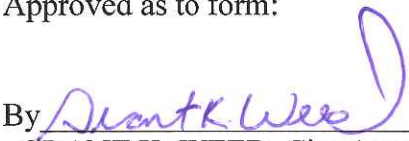
CITY OF STANWOOD

By 
DIANNE WHITE, Mayor

ATTEST:

By 
MELISSA COLLINS, City Clerk

Approved as to form:

By 
GRANT K. WEED, City Attorney

Date of Publication: 02/01/2012

Effective Date (5 days after publication): 02/06/2012



**CITY OF STANWOOD
SALARY COMMISSION MEETING
AGENDA STAFF REPORT**

ITEM NUMBER: 3
DATE: June 11, 2019
SUBJECT: Compensation Analysis
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A – Mayor/Council Salary Comparison
B – 2019 Work Plan

ISSUE

The issue before the Salary Commission is to review the mayor and council salary comparison provided by the Association of Washington Cities (Attachment A) and provide a recommendation for the mayor and city council salaries for the 2020 budget.

SUMMARY STATEMENT

In January 2012, the City Council approved Ordinance 1306 creating a Salary Commission for the City. This authorized the City to establish an independent Salary Commission with authority to set the salary of the members of the Council and other elected city officials. The ordinance states that the Salary Commission shall meet between May 1 and July 31 and shall determine salary adjustments which shall become effective on January 1 of each calendar year, beginning on January 1, 2013.

All stipends (salaries) are paid per month. In the event of absence of the mayor for a period of 30 days or longer, the mayor pro tem shall be entitled to receive the mayor's compensation for the duration of said absence.

DISCUSSION

Salary changes set by a salary commission are filed with the city clerk; increases can go into effect immediately, without regard to the terms of the elected officials, while decreases may not go into effect until the subsequent terms of office. No action of the city council is required for a change in salaries. Salary commission actions to increase or decrease salaries are subject to referendum in cities, and the filing of an adequate petition places the issue before the voters.

In accordance with Ordinance 1306 (SMC 2.10.040), "Any increase or decrease in salary established by the commission shall become effective and incorporated into the city budget for the year following commission review without further action of the city council or the commission."

FISCAL IMPACT

The Salary Commission has met annually to consider mayor and council salaries seven times since it was created in 2012. The commission's actions are summarized in the table below. The commission has increased salaries three times over this period.

Attachment A provides a comparison to the same group of peer cities utilized in employee salary comparisons. The comparison relies on 2018 data as provided to the Association of Washington Cities. Salaries for both Stanwood Mayor and Councilmember's are below the average for the comparison group.

Previous salary commissions have discussed the connection between Mayor/Council compensation and the city's work plan. A copy of the 2019 work plan is attached for the Commission's consideration.

Salary Commission Meeting History

Meeting Date	Mayor	Council	Decision	Effective
July 18, 2012	\$1,100	\$300	No change	2013
July 15, 2013	\$1,100	\$300	Mayor \$1,200 Council \$325	2014
July 28, 2014	\$1,200	\$325	No change	2015
June 22, 2015	\$1,200	\$325	No change	2016
June 17, 2016	\$1,200	\$325	Mayor \$1,300 Council \$350	2017
June 8, 2017	\$1,300	\$350	No change	2018
June 4, 2018	\$1,300	\$350	Mayor \$1,000 Council \$375	2019
June 11, 2019	\$1,400	\$375		2020

RECOMMENDATION

Provide a recommendation for the salary adjustment for the mayor and city council for the 2019-2020 mid-biennium budget amendment.

Mayor's Compensation

The table below provides compensation for 2018. Information for 2019 is not yet available through the Association of Washington Cities. The average mayor's salary was \$1,505/month. The current City of Stanwood Mayor Salary is \$1,400/month.

Jurisdiction	Population	Mayor's Monthly Compensation	Other Information
Newcastle	11,280	\$600	
Sedro-Woolley	10,950	\$2,301	
Snohomish	10,010	\$1,500	
Gig Harbor	9,560	\$1,700	
Duvall	7,500	\$2,000	
Pacific	6,910	\$750	
Stanwood	6,785	\$1,400	50% medical
North Bend	6,605	\$3,100	
Brier	6,560	\$1,000	\$50/meeting, paid medical or equivalent
Blaine	5,075	\$500/month	\$250/meeting

Average: \$1,505/month (Excluding Stanwood)

Councilmember's Compensation

The table below provides compensation for 2018. Information for 2019 is not yet available through the Association of Washington Cities. The average councilmember salary was \$446/month. The current City of Stanwood Councilmember salary is \$375/month.

Jurisdiction	Population	Councilmembers' Monthly Compensation
Newcastle	11,280	\$500
Sedro-Woolley	10,950	\$500
Snohomish	10,010	\$513
Gig Harbor	9,650	\$600
Duvall	7,500	\$500
Pacific	6,910	\$200
Stanwood	6,785	\$375
North Bend	6,605	\$600
Brier	6,560	\$200 and \$50/meeting
Blaine	5,075	\$300

Average: \$446/month

City of Stanwood
Management Work Plan

* = State Mandate

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

**City of Stanwood
Management Work Plan**

* = State Mandate

Years Budget Theme	Work Plan Item	Department Lead/Support	Expected Outcome	2019				2020				Measure	% Complete	Notes/Comments
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Facilities & Infrastructure	UV Efficiency Upgrades	Public Works	Enhance Utility Assets									Complete Project	0%	
Facilities & Infrastructure	Upper Pioneer Hwy/85th to Cedarhome	Public Works	Enhance Utility Assets									Complete Study	0%	
Facilities & Infrastructure	Lower Pioneer Hwy	Public Works	Enhance Utility Assets									Compleat Study	0%	
Facilities & Infrastructure	Biosolids Processing Facility	Public Works	Enhance Utility Assets									Complete Study	0%	
	Water													
Facilities & Infrastructure	Decommission Fure well	Public Works	Enhance Utility Assets									Complete project	0%	
Facilities & Infrastructure	Design and construct a new reservoir in the 297 zone	Public Works	Enhance Utility Assets									Complete project	0%	
Facilities & Infrastructure	Install a generator at Cedarhome Booster Station	Public Works	Enhance Utility Assets									Complete project	0%	
Facilities & Infrastructure	Continue annual water meter replacement program	Public Works	Maintain Existing Assets									Annual Maintenance	0%	
Facilities & Infrastructure	Complete long-term water supply study	Public Works	Long-term Utility Planning									Complete Study	0%	
Facilities & Infrastructure	Construct a new sewer line to the Cedarhome Well	Public Works	Enhance Utility Assets									Complete project	0%	
	Storm Water													
Facilities & Infrastructure	Perform annual storm pond maintenance	Public Works	Maintain Existing Assets									Annual Maintenance	0%	
Facilities & Infrastructure	Design and conctruct a new drainage system on 86th Dr.	Public Works	Enhance Utility Assets									Complete project	0%	
Facilities & Infrastructure	Repair 101st Street drainage	Public Works	Maintain Existing Assets									Annual Maintenance	0%	
	Heritage Park													
Parks & Recreation	Facilitate Josephine Property Acquisition	Community Development	Enhance Park Assets									Purchase Asset	60%	
Parks & Recreation	Design Fields	Community Development/Public Works	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Install security alarm	Public Works	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Construct a new irrigation main	Public Works/Community Development	Enhance Park Assets									Complete project	0%	
	Hamilton Park and Boat Launch													
Parks & Recreation	Permitting for WDFW Boat Launch at Hamilton	Community Development	Enhance Park Assets									Receive Permit	10%	
Parks & Recreation	Coordinate with DFW on Boat Launch design and construction	Public Works	Enhance Park Assets									Complete project	5%	
	Ovenell Park													
Parks & Recreation	Ovenell / Johnson Integrated Master Plan	Community Development	Enhance Park Assets									Complete Study	0%	
Parks & Recreation	Demolition and Clean up of Site	Community Development	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Assess park access at SR 532	Community Development	Enhance Park Assets									Complete project	0%	
	Church Creek													
Parks & Recreation	Apply for Snohomish County Parks Grant	Community Development/Finance	Enhance Park Assets									Grant Awarded	0%	
Parks & Recreation	Install new Playground equipment	Community Development/Public Works	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Renovate Basketball Court and combine with new Pickleball courts	Community Development/Public Works	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Install security cameras	Public Works	Enhance Park Assets									Complete project	0%	
Parks & Recreation	Fall and remove hazard trees	Public Works	Maintain Existing Assets									Annual maintenance	0%	

**City of Stanwood
Management Work Plan**

* = State Mandate

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

**City of Stanwood
Management Work Plan**

* = State Mandate

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

**City of Stanwood
Management Work Plan**

* = State Mandate

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

**City of Stanwood
Management Work Plan**

* = State Mandate

Years Budget Theme	Work Plan Item	Department Lead/Support	Expected Outcome	2019				2020				Measure	% Complete	Notes/Comments
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
All Themes	Create communications and public engagement toolkit	Executive Office	Enhance Public Engagement									Complete project	10%	
Economic Development	Assess Economic Development Plans and Update action items	Executive Office	Improve Business Vitality									Complete project	25%	
Economic Development	Enhance Tourism Grant program	Executive Office	Improve Business Vitality									Level of Service	40%	POS grant applied for; SeaTac Billboard; Alaska Air mag page
Economic Development	Create and implement business retention program	Executive Office & Community Development	Improve Business Vitality									Level of Service	15%	
Economic Development	Conduct Business Survey	Executive Office	Improve Business Vitality									Complete project	0%	
Economic Development	Create Business resource tool kits	Executive Office	Improve Business Vitality									Level of Service	5%	
All Themes	Update city website	Executive Office	Enhance Public Engagement									Level of Service	0%	
All Themes	Assess potential for adding a City App	Executive Office	Enhance Public Engagement									Level of Service	0%	
Economic Development	Expand Discover Stanwood Camano magazine to add "city"centric focus	Executive Office	Improve Business Vitality									Level of Service	5%	
Economic Development	Add new community events	Executive Office	Enhance Public Engagement									Level of Service	60%	Additional summer concerts; new Go Skateboard Day
Economic Development	Create and implement Business recruitment program	Executive Office	Improve Business Vitality									Level of Service	0%	
Economic Development	Create city marketing brochure	Executive Office & Community Development	Improve Business Vitality									Complete project	0%	
Economic Development	Hotel Feasibility Study	Executive Office	Improve Business Vitality									Complete project	10%	
All Themes	Revise Student Advisor to City Council program	Executive Office	Support Community Vision									Complete project	0%	



**CITY OF STANWOOD
SALARY COMMISSION MEETING
AGENDA STAFF REPORT**

ITEM NUMBER: 2a
DATE: June 11, 2019
SUBJECT: Elect Chairperson
CONTACT PERSON: David Hammond, Finance Director/City Clerk

ISSUE

The issue before the commission is to elect a chairperson for the Salary Commission.

DISCUSSION

Major Freeman was elected chair of the Salary Commission during the 2018 Salary Commission meeting. Past practice has been to elect a chair each year.