

1. Agenda

Documents:

[SALARY COMMISSION MEETING AGENDA.PDF](#)

2. Meeting Materials

Documents:

[2. SALARY COMMISSION ROLES AND RESPONSIBILITIES OVERVIEW.PDF](#)

[3. ELECT SALARY COMMISSION CHAIRPERSON.PDF](#)

[4. FINANCIAL UPDATE.PDF](#)

[5. COUNCIL AND MAYOR COMPENSATION COMPARISON.PDF](#)

[DECISION LETTER.PDF](#)



## **City of Stanwood Salary Commission Meeting Agenda**

June 4, 2018 at 4:00 p.m.  
10220 270<sup>th</sup> Street NW  
Stanwood, WA 98292

Members: Edythe Garvey, Jim Foster, Les Anderson, Major Freeman, and Tim Schmitt

City Staff: City Administrator Ryan Larsen, Finance Director David Hammond, Deputy Clerk Erica Schorn

### *AGENDA*

1. Introductions
2. Salary Commission Roles and Responsibilities Overview
3. Elect Salary Commission Chairperson
4. Financial Update
5. Council and Mayor Compensation Comparison
6. Discussion – How does the Commission want to proceed
7. Meeting Adjournment



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

**ITEM NUMBER:** 2  
**DATE:** June 4, 2018  
**SUBJECT:** Salary Commission Roles and Responsibilities Overview  
**CONTACT PERSON:** Erica Schorn, Deputy Clerk  
**ATTACHMENTS:** A – Ordinance 1306

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**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 (approximately \$4,715 annually).

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

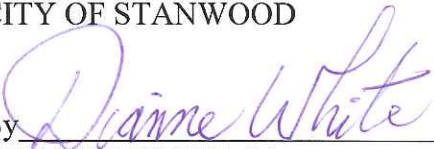
of this provision it shall not be the intent to adopt the powers of Referendum generally.

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 26<sup>th</sup> day of January, 2012.

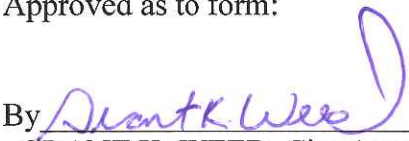
CITY OF STANWOOD

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 4, 2018  
**SUBJECT:** Elect Chairperson  
**CONTACT PERSON:** Erica Schorn, Deputy Clerk

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**ISSUE**

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

**DISCUSSION**

Dave Pinkham was elected chair of the Salary Commission during the 2017 Salary Commission meeting. Since Mr. Pinkham is no longer serving on the commission, the Salary Commission must elect a new chair as dictated by past practice.



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

**ITEM NUMBER:** 4

**DATE:** June 4, 2018

**SUBJECT:** Draft Six Year Financial Forecast 2019-2024

**CONTACT PERSON:** David Hammond, Finance Director

**CHARTS:**

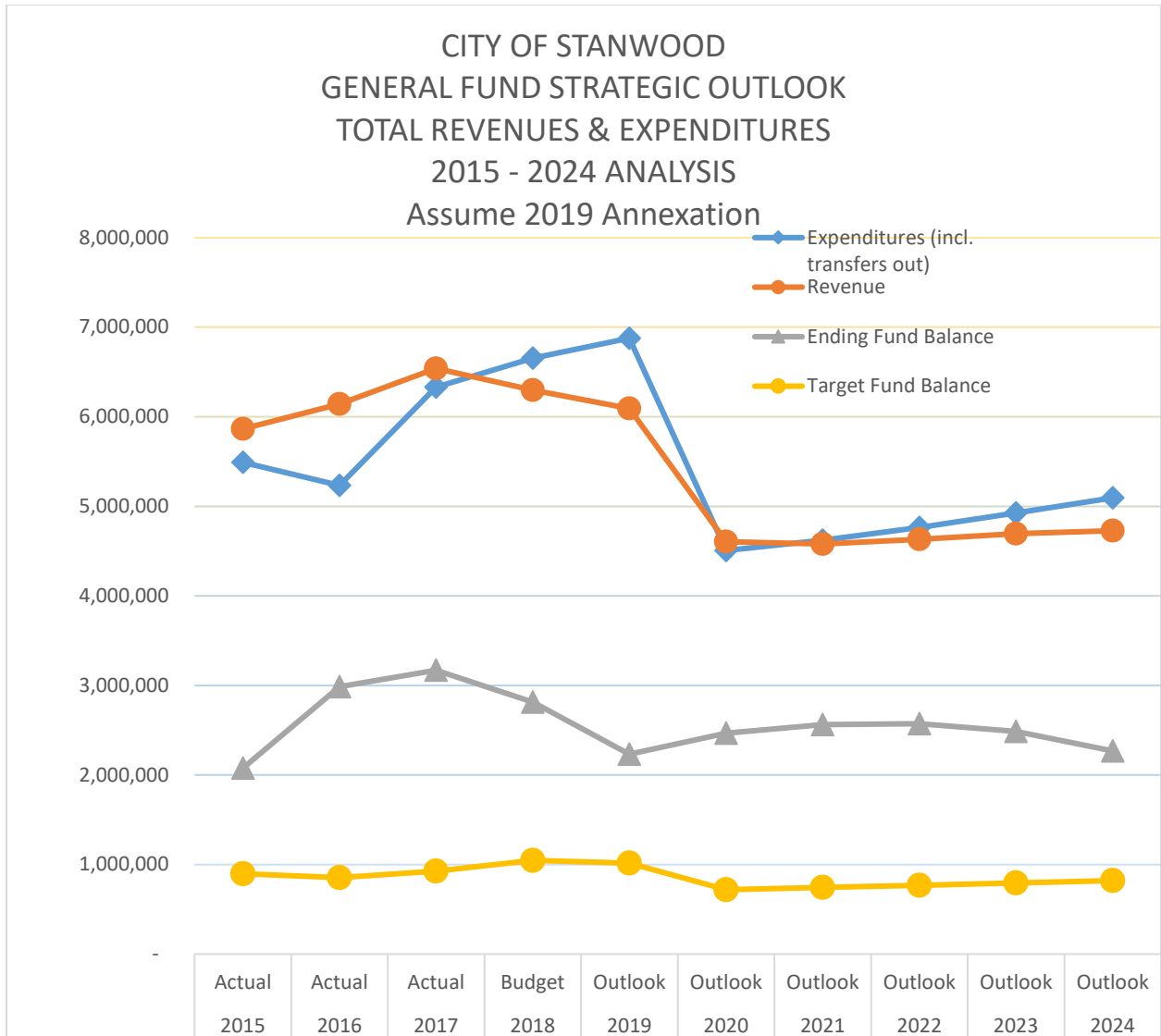
- A – General Fund Strategic Outlook
- B – 2017 Ending Fund Balance Analysis
- C – Revenue Analysis by Fund – 2017 vs. 2016
- D – Real Estate Excise Tax – Ten Year History
- E – Monthly Expense & Revenue Report (through May 2018)
- F – Sales Tax – by Industry Group
- G - Sales Tax – Construction Sales Tax

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**SUMMARY STATEMENT**

The attached charts provide an overview of the city's current financial status as well as a strategic outlook to the year 2024. This report is intended to provide the Salary Commission with a snapshot of the city's fiscal health.

**CHART A**

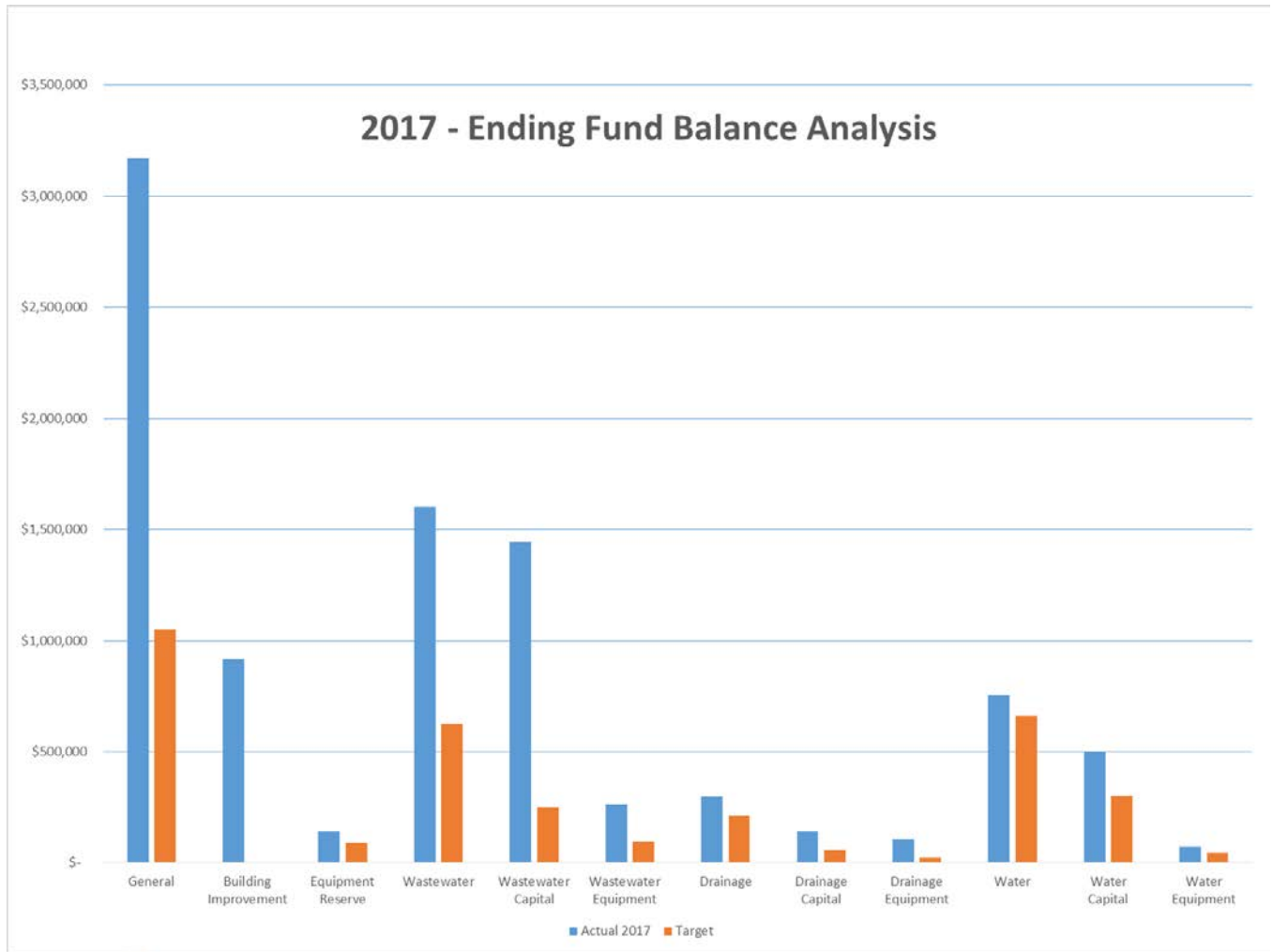


# CHART A (data)

**STRATEGIC OUTLOOK  
CITY OF STANWOOD  
TOTAL REVENUES & EXPENDITURES  
2015 - 2024 ANALYSIS  
Assume Annex into RFA 2019**

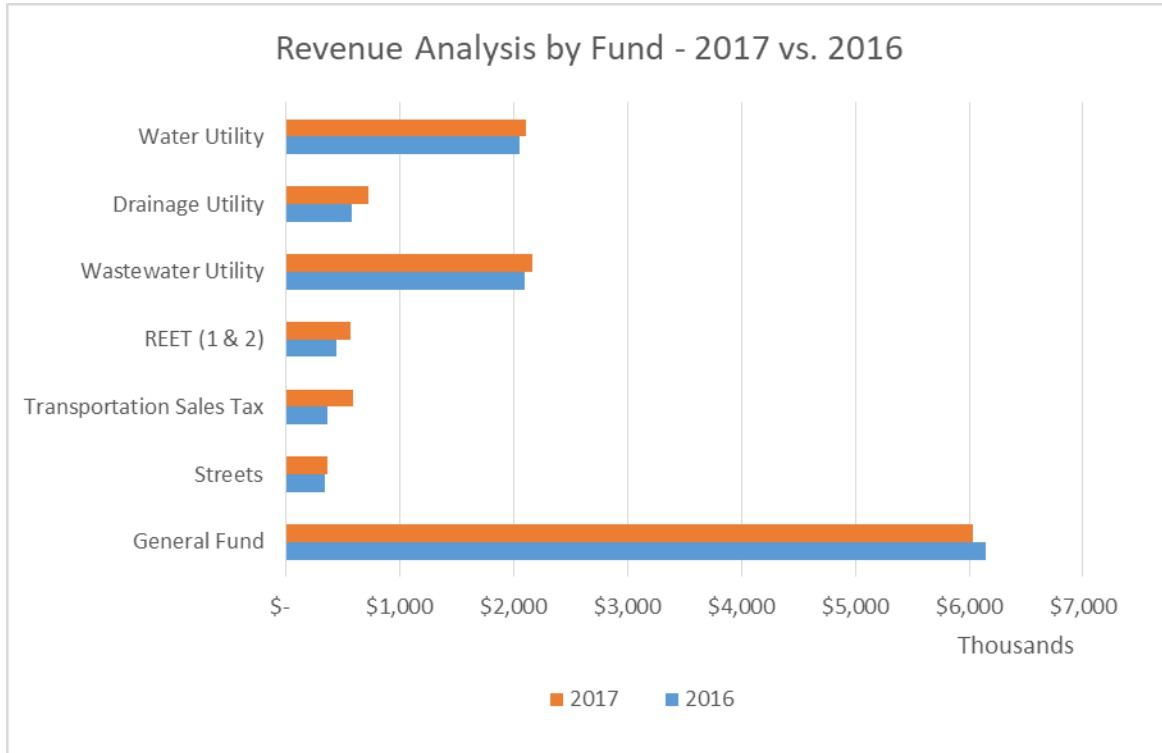
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
General Fund	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>
<b>Beginning Fund Balances</b>	<b>1,704,200</b>	<b>2,077,495</b>	<b>2,959,136</b>	<b>3,169,645</b>	<b>2,812,116</b>	<b>2,233,230</b>	<b>2,468,081</b>	<b>2,563,335</b>	<b>2,571,675</b>	<b>2,485,482</b>
<b>Revenue</b>										
Property Taxes	2,453,472	2,473,574	2,671,969	2,789,065	2,942,464	1,433,673	1,448,010	1,462,490	1,477,115	1,491,886
Retail Sales Taxes	1,239,260	1,480,884	1,423,361	1,200,000	1,206,000	1,212,030	1,218,090	1,224,181	1,230,302	1,236,453
Other Sales Taxes	103,908	110,459	114,890	95,000	95,475	95,952	96,432	96,914	97,399	97,886
Utility Taxes	908,705	925,239	1,009,621	940,965	952,727	964,636	976,694	988,903	1,001,264	1,013,780
Other Taxes	6,169	7,561	6,220	6,600	6,633	6,666	6,699	6,733	6,767	6,800
Licenses/Permits/Franchise	127,416	128,535	135,568	120,604	121,207	121,813	122,422	123,034	123,649	124,268
Construction Permits	104,857	157,408	117,622	291,400	292,857	294,321	230,722	245,384	270,937	266,844
Grants					-	-	-	-	-	-
State Revenues	205,540	221,519	221,525	225,280	226,406	227,538	228,676	229,820	230,969	232,123
Interfund Service Charges	377,774	387,592	383,146	381,523	-	-	-	-	-	-
Charges for Goods & Services	284,629	198,316	279,244	206,022	207,052	208,087	209,128	210,173	211,224	212,280
Fines & Forfeitures	26,442	23,758	24,239	30,500	30,729	30,959	31,191	31,425	31,661	31,898
Miscellaneous Revenues	25,560	28,215	22,665	10,065	10,367	10,678	10,998	11,328	11,668	12,018
Other Financing Sources			129,670		-	-	-	-	-	-
Transfers					-	-	-	-	-	-
<b>Total Revenues</b>	<b>5,863,731</b>	<b>6,143,061</b>	<b>6,539,739</b>	<b>6,297,024</b>	<b>6,091,917</b>	<b>4,606,355</b>	<b>4,579,064</b>	<b>4,630,386</b>	<b>4,692,955</b>	<b>4,726,238</b>
Revenue Growth / (Decline)					-3.3%	-24.4%	-0.6%	1.1%	1.4%	0.7%
<b>Expenditures (incl. transfers out)</b>										
Labor	969,088	1,076,107	1,159,319	1,374,905	1,229,921	1,266,819	1,304,824	1,343,968	1,384,287	1,425,816
Benefits	394,054	434,024	504,751	562,810	551,087	584,152	619,201	656,353	695,734	737,478
Supplies	43,774	47,303	35,010	46,528	37,070	38,108	39,175	40,272	41,400	42,559
Services	542,462	450,117	413,860	580,770	439,064	452,236	465,804	479,778	494,171	508,996
Intergovernmental	3,399,205	3,096,406	3,442,839	3,699,578	3,810,565	1,943,598	2,001,906	2,061,963	2,123,822	2,187,537
Capital	25,409	-	-	-	20,000	20,000	20,000	20,000	20,000	20,000
Transfers	118,337	130,390	773,452	389,962	789,408	201,792	171,574	162,662	167,542	172,568
<b>Total Expenses</b>	<b>5,492,330</b>	<b>5,234,347</b>	<b>6,329,231</b>	<b>6,654,553</b>	<b>6,877,116</b>	<b>4,506,706</b>	<b>4,622,483</b>	<b>4,764,996</b>	<b>4,926,956</b>	<b>5,094,954</b>
Expense Growth / (Decline)					3.3%	-34.5%	2.6%	3.1%	3.4%	3.4%
Change in Ending Fund Balance	371,401	908,714	210,508	(357,529)	(785,199)	99,650	(43,420)	(134,610)	(234,002)	(368,716)
Anticipated Under-Expenditure					(206,313)	(135,201)	(138,675)	(142,950)	(147,809)	(152,849)
<b>Ending Fund Balance</b>	<b>2,075,601</b>	<b>2,986,209</b>	<b>3,169,645</b>	<b>2,812,116</b>	<b>2,233,230</b>	<b>2,468,081</b>	<b>2,563,335</b>	<b>2,571,675</b>	<b>2,485,482</b>	<b>2,269,614</b>
<b>Target Fund Balance</b>	<b>897,457</b>	<b>852,361</b>	<b>927,815</b>	<b>1,046,187</b>	<b>1,016,647</b>	<b>718,921</b>	<b>743,302</b>	<b>768,590</b>	<b>794,822</b>	<b>822,038</b>

**CHART B**



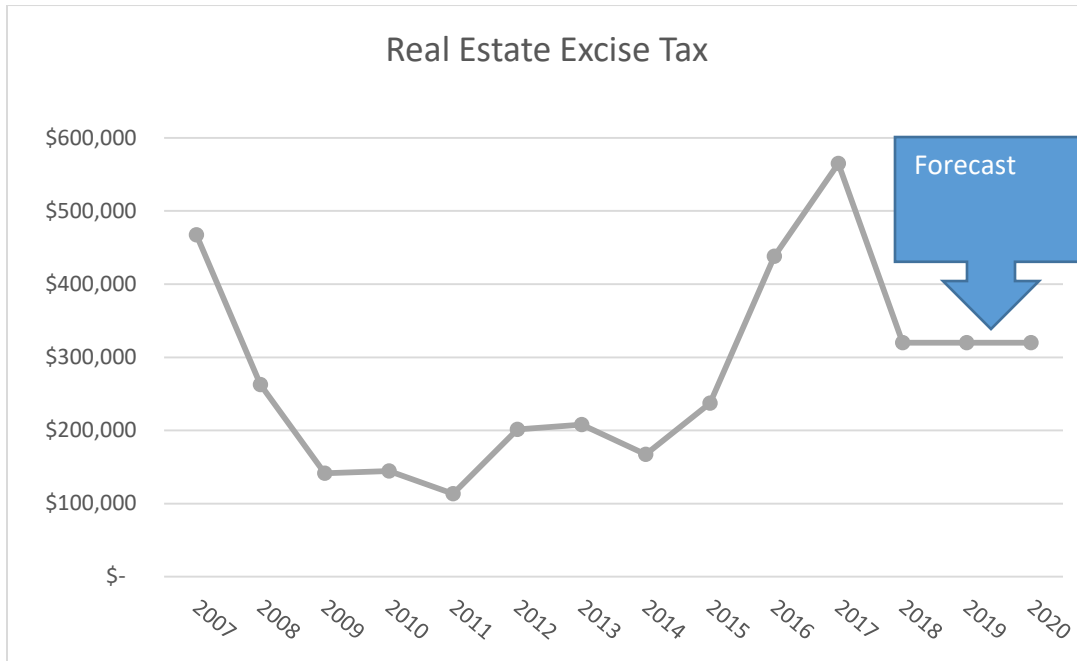
ENDING FUND BALANCE ANALYSIS - 2017												
	General	Building Improvement	Equipment Reserve	Wastewater	Wastewater Capital	Wastewater Equipment	Drainage	Drainage Capital	Drainage Equipment	Water	Water Capital	Water Equipment
Actual 2017	\$ 3,169,377	\$ 916,006	\$ 141,407	\$1,603,873	\$ 1,442,266	\$ 261,746	\$ 298,228	\$ 141,304	\$ 106,519	\$ 752,860	\$498,229	\$ 71,417
Target	\$ 1,049,731	\$ -	\$ 89,469	\$ 625,413	\$ 250,000	\$ 95,828	\$ 212,152	\$ 60,000	\$ 24,734	\$ 661,273	\$300,000	\$ 46,372

**CHART C**



REVENUE ANALYSIS BY FUND - 2017 vs. 2016							
	General Fund	Streets	Transportation Sales Tax	REET (1 & 2)	Wastewater Utility	Drainage Utility	Water Utility
2016	\$6,146,903	\$ 345,796	\$ 368,136	\$ 440,712	\$ 2,092,081	\$ 576,461	\$ 2,053,457
2017	\$6,036,088	\$ 368,977	\$ 589,300	\$ 573,250	\$ 2,170,350	\$ 721,931	\$ 2,103,837

**CHART D**



# CHART E

## MONTHLY EXPENSE & REVENUE REPORT

City Of Stanwood  
MCAG #: 0695

Months: 01 To: 05

Time: 18:06:36 Date: 05/31/2018

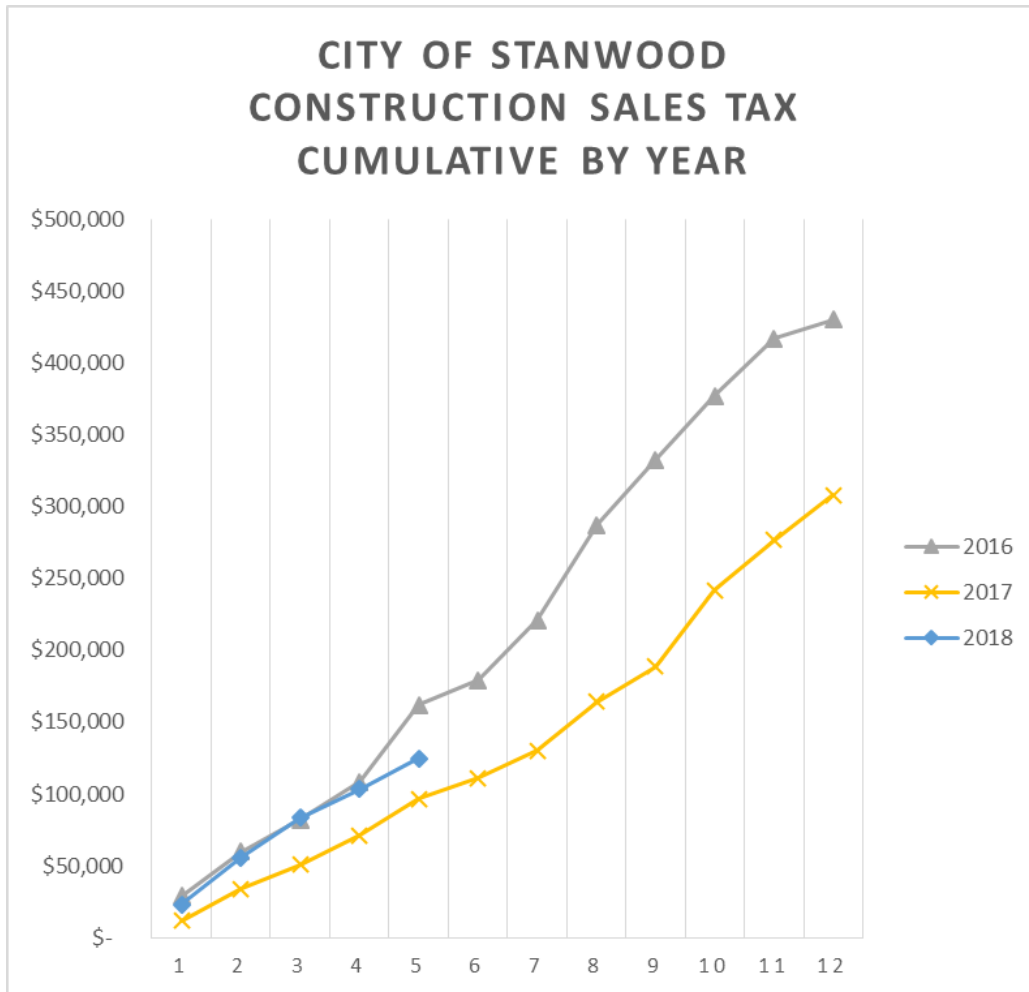
Page: 56

Fund	Revenue	May	Received		Expenditures	May	Spent	
001 General Fund	6,297,124.00	1,583,217.37	3,175,102.71	50.4%	6,654,553.00	388,264.35	2,315,291.84	34.8%
101 Street Fund	392,249.00	112,870.42	185,414.90	47.3%	527,576.00	26,613.06	151,023.29	28.6%
102 Street Impact Fee Fund	78,006.00	14,213.56	75,954.99	97.4%	125,000.00	0.00	31,250.00	25.0%
103 Street Construction Fund	3,040,100.00	14,178.28	218,363.91	7.2%	2,415,085.00	5,987.37	42,214.85	1.7%
104 Park Improvement Fund	1,123,833.00	509.00	216,914.98	19.3%	1,080,000.00	22,607.35	109,805.72	10.2%
105 Fire Impact Fees	4,400.00	800.00	4,659.52	105.9%	0.00	0.00	0.00	0.0%
106 Park Impact Fees	14,247.60	0.00	5,113.27	35.9%	0.00	0.00	0.00	0.0%
107 Equipment Reserve Fund	412,643.00	0.00	16,100.52	3.9%	241,000.00	0.00	18,103.75	7.5%
108 Transportation Sales Tax Fund	293,900.00	29,574.36	145,389.22	49.5%	239,215.00	1,163.55	5,914.93	2.5%
109 Contingency Fund	36,738.00	0.00	3,459.80	9.4%	0.00	0.00	0.00	0.0%
110 Building Improvement Fund	302,000.00	0.00	3,091.83	1.0%	670,000.00	1,179.00	25,200.67	3.8%
120 REET - Capital Improvements	160,500.00	18,174.25	68,898.65	42.9%	425,000.00	0.00	106,250.00	25.0%
121 REET - Growth Management	160,500.00	18,174.24	69,844.95	43.5%	430,000.00	0.00	107,500.00	25.0%
203 LID Guarantee Fund - CLOSED 2015	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
205 Debt Service Fund	195,700.00	77,053.78	86,518.09	44.2%	198,450.00	0.00	300.00	0.2%
207 LID 92-1 Debt Service Fund CLOSED 2015	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
305 Construction Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
401 Sewer Fund	1,794,411.00	131,634.04	814,888.91	45.4%	2,195,657.00	168,677.10	770,025.10	35.1%
403 Sewer Construction Fund	393,472.00	2,000.00	89,374.84	22.7%	1,152,000.00	5,161.46	29,629.21	2.6%
405 Sewer Plant Investment Fund	188,054.00	25,904.00	152,812.98	81.3%	142,472.00	0.00	35,618.00	25.0%
410 Drainage Fund	450,700.00	45,153.21	252,211.87	56.0%	662,098.00	20,347.84	189,395.97	28.6%
411 Drainage Construction Fund	629,849.00	800.00	168,947.15	26.8%	698,500.00	40,628.20	130,940.79	18.7%
412 Drainage Plant Investment Fund	19,285.00	3,208.00	18,629.99	96.6%	20,000.00	0.00	5,000.00	25.0%
421 Water Fund	1,850,230.00	130,359.97	755,746.89	40.8%	1,925,487.00	390,274.41	805,872.45	41.9%
422 Water Construction Fund	129,610.00	4,400.00	46,632.45	36.0%	182,000.00	0.00	114,378.47	62.8%
423 Cedar Home Plant Investment	10,580.00	0.00	41,605.59	393.2%	10,580.00	0.00	2,645.00	25.0%
424 Water Plant Investment Fund	143,340.00	29,938.00	131,545.96	91.8%	116,160.00	0.00	29,040.00	25.0%
435 Utility Deposits CLOSED	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
451 Water Bond Reserve	211,200.00	0.00	53,086.62	25.1%	212,200.00	0.00	0.00	0.0%
452 Sewer Bond Reserve	1,000.00	0.00	1,610.90	161.1%	0.00	0.00	0.00	0.0%
457 Sewer Equipment Reserve	373,745.00	0.00	10,889.71	2.9%	40,000.00	0.00	11,470.23	28.7%
458 Drainage Equipment Reserve	222,336.00	0.00	27,875.48	12.5%	81,200.00	0.00	0.00	0.0%
459 Water Equipment Reserve	175,823.00	0.00	27,006.52	15.4%	107,000.00	0.00	0.00	0.0%
630 Agency Fund	0.00	2,791.74	14,625.40	0.0%	0.00	1,876.27	51,763.96	0.0%
660 Cash Accounts Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
	19,105,575.60	2,244,954.22	6,882,318.60	36.0%	20,551,233.00	1,072,779.96	5,088,634.23	24.8%

# CHART F

<b>Sales Tax by Industry Group</b> <i>(Includes Transportation Sales Tax 0.2%)</i> received January 2016 through May 2018									
YEAR-MONTH Distributed	Convenience & Grocers	Auto/RV Dealer	Department Store	Specialty Retail	Restaurants	Building & Construction	All Other Sales & Use Tax	Total All Sales & Use Tax	Change from Same Month Prior Year
Jan-16	\$ 6,138	\$ 8,274	\$ 7,338	\$ 29,535	\$ 18,433	\$ 28,953	\$ 31,099	\$129,770	42.2%
Feb-16	\$ 6,112	\$ 7,770	\$ 15,385	\$ 38,871	\$ 21,201	\$ 30,678	\$ 43,774	\$163,791	39.6%
Mar-16	\$ 5,167	\$ 8,199	\$ 6,530	\$ 26,449	\$ 18,703	\$ 22,435	\$ 36,267	\$123,749	39.2%
Apr-16	\$ 5,291	\$ 8,787	\$ 7,041	\$ 26,037	\$ 18,588	\$ 26,178	\$ 37,644	\$129,566	42.9%
May-16	\$ 4,953	\$ 11,899	\$ 7,472	\$ 32,889	\$ 21,782	\$ 53,837	\$ 40,303	\$173,135	68.2%
Jun-16	\$ 6,116	\$ 9,432	\$ 7,736	\$ 31,289	\$ 21,885	\$ 17,144	\$ 36,595	\$130,196	30.8%
Jul-16	\$ 6,286	\$ 10,162	\$ 7,943	\$ 34,247	\$ 21,189	\$ 42,010	\$ 34,755	\$156,591	61.0%
Aug-16	\$ 10,707	\$ 10,500	\$ 8,104	\$ 32,388	\$ 23,263	\$ 66,056	\$ 41,211	\$192,229	70.1%
Sep-16	\$ 8,001	\$ 8,661	\$ 9,071	\$ 31,492	\$ 22,339	\$ 45,459	\$ 39,274	\$164,298	51.4%
Oct-16	\$ 8,926	\$ 11,498	\$ 8,009	\$ 32,412	\$ 22,438	\$ 44,517	\$ 43,442	\$171,241	60.6%
Nov-16	\$ 6,712	\$ 9,891	\$ 8,045	\$ 38,417	\$ 23,830	\$ 40,020	\$ 39,871	\$166,786	52.0%
Dec-16	\$ 6,520	\$ 12,567	\$ 6,828	\$ 31,594	\$ 19,638	\$ 13,298	\$ 36,720	\$127,165	12.1%
Jan-17	\$ 8,418	\$ 11,289	\$ 7,010	\$ 30,625	\$ 19,228	\$ 11,678	\$ 33,245	\$121,494	-6.4%
Feb-17	\$ 8,224	\$ 10,193	\$ 15,915	\$ 42,055	\$ 22,373	\$ 22,088	\$ 46,176	\$167,024	2.0%
Mar-17	\$ 6,288	\$ 8,200	\$ 6,509	\$ 30,513	\$ 18,891	\$ 17,083	\$ 48,453	\$135,938	9.8%
Apr-17	\$ 6,956	\$ 8,263	\$ 7,150	\$ 30,460	\$ 19,074	\$ 20,195	\$ 30,993	\$123,091	-5.0%
May-17	\$ 7,686	\$ 10,597	\$ 6,693	\$ 36,553	\$ 22,854	\$ 25,306	\$ 39,470	\$149,160	-13.8%
Jun-17	\$ 7,312	\$ 9,073	\$ 7,176	\$ 29,012	\$ 20,629	\$ 14,834	\$ 34,805	\$122,841	-5.6%
Jul-17	\$ 11,227	\$ 10,614	\$ 7,738	\$ 33,153	\$ 21,607	\$ 18,940	\$ 39,630	\$142,909	-8.7%
Aug-17	\$ 9,578	\$ 10,605	\$ 7,914	\$ 35,182	\$ 23,250	\$ 34,116	\$ 45,545	\$166,190	-13.5%
Sep-17	\$ 10,177	\$ 10,839	\$ 9,189	\$ 30,881	\$ 21,003	\$ 24,623	\$ 37,540	\$144,252	-12.2%
Oct-17	\$ 10,993	\$ 11,026	\$ 8,565	\$ 37,855	\$ 21,814	\$ 52,942	\$ 34,873	\$178,068	4.0%
Nov-17	\$ 5,629	\$ 9,829	\$ 8,717	\$ 32,379	\$ 21,926	\$ 34,956	\$ 48,650	\$162,086	-2.8%
Dec-17	\$ 7,267	\$ 9,470	\$ 8,206	\$ 30,405	\$ 20,742	\$ 31,312	\$ 36,546	\$143,948	13.2%
Jan-18	\$ 5,638	\$ 10,839	\$ 8,383	\$ 36,414	\$ 19,128	\$ 22,914	\$ 33,889	\$137,205	12.9%
Feb-18	\$ 9,057	\$ 8,601	\$ 17,099	\$ 42,583	\$ 26,885	\$ 32,811	\$ 53,256	\$190,292	13.9%
Mar-18	\$ 8,120	\$ 9,208	\$ 9,243	\$ 32,024	\$ 20,042	\$ 27,786	\$ 37,503	\$143,927	5.9%
Apr-18	\$ 7,322	\$ 12,399	\$ 7,846	\$ 29,286	\$ 19,106	\$ 20,030	\$ 39,099	\$135,088	9.7%
May-18	\$ 8,048	\$ 10,470	\$ 8,658	\$ 34,195	\$ 24,358	\$ 21,142	\$ 48,416	\$155,288	4.1%

**CHART G**





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

**ITEM NUMBER:** 5  
**DATE:** June 4, 2018  
**SUBJECT:** Compensation Analysis  
**CONTACT PERSON:** David A. Hammond, Finance Director  
**ATTACHMENTS:** A – Mayor/Council Salary Comparison  
B – 2018 Work Plan

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**ISSUE**

The issue in front of the Salary Commission is to review the mayor and council salary comparison provided through the Association of Washington Cities (Attachment A) and provide a recommendation for the salary schedule for the mayor and city council for the 2019 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**

In 2013, the Commission recommended increases for the mayor and council effective January 1, 2014. The mayor’s salary increased from \$1,100 per month to \$1,200 per month. Councilmember salaries were increased from \$300 per month to \$325 per month.

The Commission approved a second increase in 2016 effective January 1, 2017. The mayor’s salary increased from \$1,200 to \$1,300 per month. Councilmembers salaries were increased from \$325/month to \$350/month. With the increase effective January 1, 2017, compensation for the mayor was in the top 4 out of 11 cities. The city council was in the mid-range between Newcastle (\$700 per month) and Normandy Park (no compensation). In 2017, the Commission decided to make no change to the 2018 salaries.

Attachment A provides a comparison to the same group of peer cities utilized in employee salary comparisons. The comparison relies on 2017 data as provided to the Association of Washington Cities. At this time it appears that salaries for both Stanwood Mayor and council have fallen 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 2018 work plan is attached for the Commission’s consideration.

<b>Meeting Date</b>	<b>Mayor</b>	<b>Council</b>	<b>Decision</b>	<b>Effective</b>
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

### **RECOMMENDATION**

Provide a recommendation for the salary adjustment for the mayor and city council for the 2019 budget.

**City of Stanwood**  
**Mayor and Council Compensation**

**ATTACHMENT A**

Mayor Compensation

The table below provides compensation for 2017. Information for 2018 is not yet available through the Association of Washington Cities. The average mayor's salary was \$1,364/month. The City of Stanwood provides \$1,300/month for the mayor in 2017.

<b>Jurisdiction</b>	<b>Mayor's Compensation</b>	<b>Population</b>
Sedro-Woolley	\$2,235/month	10,950
North Bend	\$2,000/month	6,605
Duvall	\$1,500/month	7,500
Gig Harbor	\$1,500/month	9,560
<b>Stanwood</b>	<b>\$1,300/month</b>	<b>6,785</b>
Brier	\$1,000/month, \$50/meeting, plus paid medical or equivalent dollar amount	6,560
Pacific	\$750/month	6,910
Snohomish	\$725/month	10,010
Newcastle	\$600/month	11,280
Blaine	\$250/meeting, maximum \$500/month	5,075

Average: \$1,364/month

## Council Compensation

The table below provides compensation for 2017. Information for 2018 is not yet available through the Association of Washington Cities. The average councilmember salary was \$424/month. The City of Stanwood provides \$350/month for the councilmembers in 2017.

<b>Jurisdiction</b>	<b>Councilmembers' Compensation</b>	<b>Population</b>
Blaine	\$150/meeting, maximum \$300/month	5,075
Pacific	\$200/month	6,910
Brier	\$200/month, \$50/meeting	6,560
<b>Stanwood</b>	<b>\$350/month</b>	<b>6,785</b>
North Bend	\$400/month	6,605
Duvall	\$500/month	7,500
Sedro-Woolley	\$500/month	10,950
Newcastle	\$500/month	11,280
Snohomish	\$513/month	10,010
Gig Harbor	\$600/month	9,650

Average: \$424/month

## 2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Council workshops	Set agenda and prepare materials for two workshops February 2 and June 29	No	Finance Clerk	N/A	February 2018	June 2018		
Joint meetings with planning commission	Calendar joint meeting and set agenda for meeting March 30	No	Clerk Community Development	N/A	January 2017	March 2017		
Regional Fire Authority negotiations	Finalize process and put on ballot in November 2018	Yes	Administrator/ Finance NCRFA	Public Safety	January 2017	November 2018		YES
City hall/Public Safety property acquisition	Finalize PSA with Vine Street Group	Yes	Community Development	Public works	February 2017	July 2018		YES
Newsletters – April, August and December (include PO Boxes)	Prepare and mail three newsletters to residents and businesses	Yes	Administrator Finance AA Mayor Kelley	N/A	February 2018	December 2018		
Discover Stanwood Camano magazine articles/advertisements	Two issues of Discover Stanwood Camano Magazine Evaluate effectiveness	Yes	Administrator Stanwood and Camano Chambers	N/A	January 2018 June 2018 December 2017	April 2018 October 2018 March 2019		
Marketing and Tourism Promotion	Splash advertisement Everett Herald Discover Stanwood Camano	No	Administrator Finance AA	N/A	January 2018	May 2018		
Millennial Group	Support group in getting involved in community events	No	Admin	N/A	January 2018	December 2018		

## 2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Volunteer Appreciation Event	Plan and hold a volunteer appreciation event in April	No	City Administrator Mayor Finance AA	N/A	January 2018	April 2018		
Touch a Truck	Plan, market and hold 4 <sup>th</sup> annual touch a truck event May 6	No	Administrator Stanwood Chamber	N/A	January 2018	June 2018		
Summer Concert Series	Plan, market and hold 5 <sup>th</sup> annual summer concert series	No	Mayor Finance AA Public Works	N/A	January 2018	September 2018		
Movies in the Park	Plan, market and hold 4 <sup>th</sup> annual movies in the park events	No	Mayor Finance AA Public works	N/A	January 2018	September 2018		
National Night Out	Plan, market and hold 5 <sup>th</sup> annual National Night Out event	No	Police Stanwood Chamber	N/A	March 2017	August 2017		
Light up your holidays	Plan, coordinate and market 5 <sup>th</sup> Annual Light Up Your Holidays	No	Administrator Finance AA Hiatt Consulting	N/A	June 2018	December 2018		
RCO Grant Applications	Identify potential park improvement projects to submit	No	Community Development Administrator	Public Works PTAC	January 2018	October 2018		
Fee analysis	Evaluate building and zoning fees Reconcile miscellaneous charges (Res 2015-23 vs SMC)	Yes	Finance Community Development	Finance Community Dev	June 2017	June 2018		
2017 Year end close out	1099's, W2's, 13 month Accounts Payable	No	Finance	N/A	January 2018	March 2018		

## 2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Implement Utility Billing Rates	annual water & sewer increase, utility taxes, drainage rate increase	No	Finance	N/A	January 2017	March 2018		
Review City insurance coverage, costs and losses with Finance Committee	Review City insurance coverage, costs and losses with Finance Committee	Yes	Finance	Finance	January 2018	March 2018		
Complete Fixed Asset Inventory with Fire Department		Yes	Finance	Finance	January 2018	March 2018		
Quarterly Financial Reports	Complete quarterly financial report including investments to Finance Committee and Council.	No	Finance	Finance	January 2018	December 2018		
Surplus equipment sales	Identify surplus equipment. Hold public hearing as needed	No.	Finance	Finance	March 2018	June 2018		
Annual Report	preparation and completion (File to SAO by May 31)	No	Finance	Finance	April 2018	June 2018		
TBD Annual Report to City Council	Submit TBD Annual Report to Council	No	Finance Public Works	Finance	January 2018	March 2018		
Budget amendment	First budget amendment. Reconcile BFB and EFB. Other changes as needed	No	Finance	Finance April/May	April 2018	June 2018		
Investment Policy review	Review investments and Investment Policy with Finance Committee	No	Finance	Finance March	April 2018	June 2018		

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Mid- year budget review and amendment	Amend 2017/2018 budget as needed	No	Finance	Finance September	July 2018	September 2018		
2019/2020 Biannual Budget	Prepare bi-annual budget		Finance		May 2018	December 2018		
Resolution for 2019 Salary/Benefits Schedule to Council		No	Finance	Finance November	October 2018	December 2018		
Final Budget amendment for 2018				Finance	October 2018	December 2018		
Revenue and Expenditure analysis for Finance Committee				Finance	October 2018	December 2018		
Public Works Standards Revisions –	Revise public works standards to incorporate policy changes	Yes	Public Works	Public Works	January 2017	June 2018		
Park/Traffic/Fire Impact Fee	Evaluate and adopt new park ordinance	Yes	Public Works Community Development	Community Dev Public Works	January 2018	December 2018		
Utility Rate Studies	Water, sewer and Stormwater	Yes	Public Works Finance	Public Works Finance	January 2018	March 2018		
Update TIP	Review, amend and adopt annual TIP	No	Public Works Finance	Public Works (May)	April 2018	July 2018		

## 2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Update Capital Improvement Program	Review and amend capital improvement plan as needed Adopt Capital Facilities Plan	No	Public Works Finance	Public Works Finance Planning Comm.	August 2018	December 2018		
PROS Plan	Final Acceptance of Plan	Yes	Public Works	Public Works PTAC	January 2018	December 2018		
Telemetry Upgrade	WWTP SCADA Work	No	Public Works	Public Works	January 2018	December 2018		
92 <sup>nd</sup> Overlay TIB grant	Overlay 92 <sup>nd</sup> – 271 <sup>st</sup> to 276 <sup>th</sup>		Public Works	N/A	June 2018	December 2018		
Cedarhome Dr TIB grant	Overlay from viaduct to 276 <sup>th</sup>		Public Works	N/A	June 2018	December 2018		
Viking Way Right of Way	Complete property acquisition for Viking Way. Look for construction funding	Yes	Public Works	Public Works	January 2017	May 2018		
SR532 Berm – contract with Dept. of Commerce; permitting	Complete permitting Close grant	Yes	Public Works Community Development	Public Works	January 2017	April 2018		
SR532 Corridor network plan	Study improvements between 64th Ave NW and 104 <sup>th</sup> Ave NW Select preferred alternatives	No	Public Works	Public Works	Sept. 2017	May 2018		

## 2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Viking Way Construction	Construct Viking Way	No	Public Works		November 2018	December 2018		
Install aerators in sludge pond	Install and energize aerator	No	Public Work		January 2018	April 2018		
Sewerline Clean	Yearly project to clean sewerlines	No	Public Works		January 2018	December 2018		
Ovenell Kiosk Installation	Assist Friends of Stanwood Parks	Yes	Public Works	N/A	January 2018	March 2018		
Hamilton Boat Launch	Support staff in processing DFW permits.	Yes	Public Works Administrator	Public works	January 2017	December 2018		
Drainage work at Heritage Park	Improve drainage at park	No	Public Works	Public Works	January 2018	December 2018		
Decommission wells	Fure and Bryant Well #2	No	Public Works		April 2018	December 2018		
Pioneer Highway sewer	Design upgrade for lines at or near capacity		Shawn/Kevin Leigh	Public Works	January 2018	December 2018		
Irvine Slough Stormwater Separation	Seek grant funding for design of West Stanwood conveyance system	Yes	Public Works	Public Works	January 2017	December 2017		
Stormwater pond inspections	Public Works maintenance program		Public Works	N/A	January 2018	December 2018		
Catch basin installation at 273 <sup>rd</sup> /104 <sup>th</sup> Ave NW		No	Public Work	Public Works	March 2018	October 2018		
Electronic Filing System	New files for computer and system for hard files	Yes	Community Development		January 2017	December 2018		
Code Edits Title 16 & 17	GI and LI Oder Issues, Marijuana, Final Plats, Cell tower	No	Community Development	CDC	January 2018	December 2018		

## 2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Easement	Coastal Community Bank and Bruam	Yes	Community Development		January 2018	October 2018		
Audit CD web-site	Evaluate CD web-site for improvements and redundancies.	No	Community Development		January 2018	December 2018		
Police Station/City Hall	Property Acquisition	No	Community Development	PWC/CDC	January 2016	July 2018		
Project Web Page	Web page for land use application and General Information meetings for public access	No	Community Development		January 2018	August 2018		
Fee Study	Compare fees with surrounding jurisdictions	No	Community Development Finance	Finance/CDC	September 2017	May 2018		
SR532 Flood Berm	Permit processing of SR 532 Berm	No	Community Development	PWC, if needed	January 2017	April 2018		
Floodplain Handouts/Workshop	Develop handouts for public and hold workshop on floodplain issues in Stanwood	Yes	Community Development		January 2018	December 2018		
Title 13 Review	Review and amend Title 13	Yes	Community Development	CDC	January 2018	December 2018		
CRS Program	Still waiting for FEMA - Prepare application for CRS Program certification	Yes	Community Development	CDC	January 2018			
Street Vacation Ordinance	Write street vacation ordinance	No	Community Development	PW	January 2018	June 2018		

## 2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Park, Fire, Transportation Impact Fees	Separate Ordinances	No	Community Development Public Works	CDC/PWC	January 2018	June 2018		
Shoreline Master Program	Update SMP	No	Community Development	CDC	January 2018	October 2018		
Heritage Park Master Plan and RCO Grant	Manage Master Plan	No	Community Development	CDC/PW	January 2018	August 2018		
Hamilton Master Plan and MTG	Manage Master Plan	No	Community Development	CDC/PW	October 2018	December 2018		
Ovenell Park Master Plan	Manage Master Plan	No	Community Development		May 2018	December 2018		
Front office staff safety training	What to do in case of emergency	Yes	Police	N/A	January 2017	February 2017		
Train new police Staff	Train new administrative sergeant, Greg Sanders before Sgt. Martin rotates to the Motors Unit	No	Police	N/A				
Recognize Sgt Martin	Schedule staff recognition at council meeting	No	Police Clerk	N/A				
Police Communications	Open Twitter as another communications tool.	No	Chief Link/Amanda	N/A				

## 2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
Monthly Compstat Report	Add statistics to the school resource officer report	No	Police	Public Safety				
Breacher Packs/Equipment (includes training from SWAT personnel)		No	Police	Public Safety				
Tactical First Aid Packs (includes training from SWAT medics)		No	Police	Public Safety				
Proactive Operations at Identified Problem Locations		No	Police	Public Safety				
Site visits and emergency operations response planning with fire department		No	Police	Public Safety				
Neighborhood/Business Watch		Yes	Police	N/A				
Monthly Chief Visits to the Community Teen Center		No	Police	N/A				
Coffee with the Chief program (quarterly basis)		No	Police	N/A				

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
National Night Out Against Crime		No	Police Stanwood Chamber	N/A				
Increase traffic enforcement	Increase DUI/Traffic Enforcement using Target Zero grant monies	No	Police	N/A				
Assist Code Enforcement	Continue Nuisance Property Program in conjunction with the Stanwood code enforcement officer	No	Police	N/A				
Most harmful criminal program	Structure/Organize Stanwood Most Harmful Criminal program that is usable/efficient for all employees	Yes	Police	N/A				
Public Relations/CERT Classes-Fire Prevention	Public education		NCRFA					
Newsletter/Communication		Yes	NCRFA					
Continue building and improving our public education program within the Stanwood/Camano School District	Explorer Program-Fire Prevention-12 Explorers Public Education	Yes	NCRFA	N/A				

2017-2018 WORK PLANS

Task	Description	Carry Over Yes/ No	Department/Staff	Committee (s)	Start	End	Complete	
							Yes	In progress
research and introduce Community Based Paramedicine as part of a Community Risk Reduction effort in EMS Prevention	EMS	Yes	NCRFA	Public Safety				
Inspect all required occupancies biannually.	Fire Prevention	Yes	NCRFA	N/A				
City join RFA		No	NCRFA	Public Safety				
EOC and Disaster Preparation		Yes	NCRFA					
Quarterly FireStats Report		No	NCRFA					



# City of Stanwood

10220 270<sup>th</sup> Street NW  
Stanwood, Washington 98292  
(360) 629-2181

June 4, 2018

City of Stanwood  
Ryan Larsen, City Administrator  
10220 270<sup>th</sup> Street NW  
Stanwood, WA 98292

Re: Salary Commission Decision

Dear Mr. Larsen:

The Salary Commission met on June 4, 2018 to determine the council and mayor salary schedule for 2019. After carefully considering council and mayor salaries in comparison cities, budget forecasts, the city's economic health, and the dedication of our elected officials, the Commission unanimously voted to set compensation at the following rate:

Mayor	\$1,400. / month
Councilmembers/Mayor pro tem**	\$375 / month

\*\*In the event of the 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.


Signed and submitted this 4<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
Edythe Garvey, Commissioner

  
\_\_\_\_\_  
Major Freeman, Commissioner

  
\_\_\_\_\_  
Jim Foster, Commissioner

  
\_\_\_\_\_  
Tim Schmitt, Commissioner

  
\_\_\_\_\_  
Les Anderson, Commissioner

cc: Mayor Leonard Kelley  
Councilmember Rob Johnson  
Councilmember Elizabeth Callaghan  
Councilmember Larry Sather  
Councilmember Judy Williams

Councilmember Dianne White  
Councilmember Timothy Pearce  
Finance Director David Hammond