City of Stanwood

City Council Packet

Stanwood City Council
Regular Meeting

Thursday, June 25, 2020

AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, June 25, 2020 – 7:00 p.m.

This meeting will be conducted by telephone and online,
connection information will be posted on City Website—
https://www.stanwooodwa.org

Stanwood City Hall
10220 270th St. NW, Stanwood, WA 98292

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **CITIZEN COMMENTS – REMOVED VIA MOTION AT 3-26-2020 MEETING**
5. **STAFF REPORTS**
   a. Police Compstat Report – May, 2020 **5-1**
6. **COMMITTEE REPORTS**
   a. Planning Commission Meeting Minutes – May 11, 2020 **6-1**
   b. Community Development Committee Meeting Minutes – June 11, 2020 **6-4**
   c. Parks and Trails Advisory Committee Meeting Minutes – May 4, 2020 **6-7**
   d. Public Safety Committee Meeting Minutes May 28, 2020 **6-10**
7. **CONSENT AGENDA**
   a. Approve Vouchers and Payroll Checks **7-1**
   b. Approve June 11, 2020 Regular Meeting Minutes **7-7**
8. **OLD BUSINESS**
   a. Resolution 2020-09 Updating the Non-Represented Employee Salary Schedule **8-1**
9. **NEW BUSINESS**
   a. NONE
10. **CITIZEN CLOSING COMMENTS – REMOVED VIA MOTION AT 3-26-2020 MEETING**
11. **REPORTS OF OFFICERS AND COMMITTEES**
    a. Mayor's Report
    b. City Administrator's Report
    c. Councilmember Reports/Questions
12. **ADJOURN**

Upcoming Meetings:
June 25, 2020 Regular Meeting
July 09, 2020 Regular Meeting
July 23, 2020 Regular Meeting
August 13, 2020 Special Workshop Meeting
August 13, 2020 Regular Meeting

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5a

DATE: May 28th, 2020

SUBJECT: Police April 2020 Compstat Report

CONTACT PERSON: Chief Rob Martin

ATTACHMENTS: May 2020 Compstat Report

SUMMARY STATEMENT

Attached is the May 2020 Compstat Report for council review.

Stanwood Police Department

May 2020

Administrative Personnel

Chief Rob Martin
Sergeant Jason Toner
Amanda Slattery – Stanwood City Employee
Stacey Davis – Stanwood City Employee

Operational Personnel

	Assigned	Vacancies	Percentage
Sergeants	2	0	100%
MPD	0	0	N/A
Deputies	7	0	100%
SRO	1	0	100%
Detectives	1	0	100%
Total	10	0	100%

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 7,070. Stanwood's city limit encompasses 2.8 square miles.

COMPSTAT REPORT

Type of Crime	MAY 2020	Year to Date 2020	MAY 2019	Year to Date 2019
Homicide	0	**0**	0	**0**
Rape	0	**2**	0	**0**
Robbery	0	**0**	0	**1**
Assault	2	**17**	6	**21**
Burglary	1	**8**	0	**7**
Larceny	25	**59**	5	**58**
Motor Vehicle Theft	1	**6**	0	**5**
General	**MAY 2020**	**Year to Date 2020**	**MAY 2019**	**Year to Date 2019**
Calls for Service (Incidents)	817	**4080**	982	**4223**
Case Reports	64	**264**	46	**271**
Traffic Collisions	5	**29**	12	**49**
Arrests (Adult/Juvenile)	20	**83**	14	**82**
Drug Arrests	3	**6**	1	**7**
Warrant Arrests	4	**14**	2	**22**
Impaired Driving Arrests	4	**8**	0	**6**
Infractions Issued	21	**55**	68	**189**
Public Disclosure Requests	29	**181**	30	**162**
Concealed Pistol Licenses	3	**102**	31	**244**
Pistol Transfer Checks	41	**207**	14	**93**
Fingerprinting & Approx. timeframe	0	**78 = 19.5 hrs**	49 = 12.25	**223 = 55.75**

City Collisions for May 2020

5 collision

Date	Case Number	Location	H & R	Injured	Reason
5/1/2020	2020-3268	9200 Block of SR 532			Failure to yeild
5/5/2020	2020-3359	27000 Block of 92nd AVE NW		x	Inattentive parking
5/13/2020	2020-3571	26700 Block of 72nd AVE NW			Failure to stop for a traffic signal
5/15/2020	2020-3644	PIONEER HWY / SR 532			Following Too Close/Failure to stop
5/30/2020	2020-4022	10000 Block of SR 532			DUI

Stanwood School Dist. Resource Officer (SRO) Activity Report

Due to Schools being closed because of COVID19 there will be no SRO report for the month of May 2020.

Stanwood Police Department
Detective Report
MAY Newsletter

Stanwood Case 2020-3188 Burglary/Mill Creek Police Case Burglary Update-Same Suspect

On 04-28-2020 Deputy Scott responded to a report of a theft from a secured area of the Country Store. The store manager reported a lawn mower stolen from inside a fenced area while the store was closed.

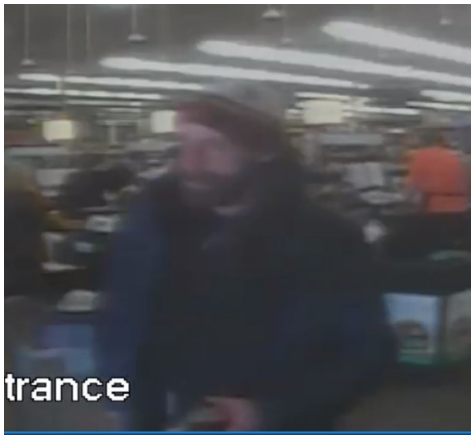
The subject was identified and arrested in Stanwood on 04-30-2020.

The Mill Creek Police Department developed probable cause for the subject's arrest related to his alleged involvement in a burglary at a McDonald's in their City.

The subject was arrested a second time by Stanwood deputies and booked into the Snohomish County Jail on Mill Creek's burglary charge. The subject's vehicle was seized after deputies observed what appeared to be illegal drugs inside.

On 05-28-2020 Sgt. Toner obtained a search warrant for the vehicle. Sgt. Toner seized a small amount of drugs suspected to be heroin and methamphetamine during the search. Charges are being referred to the Prosecutor's Office.

Stanwood Case 2020-3016 Update
Identity Theft



On 04-21-2020 Deputy Scott responded to a theft complaint and learned the victim's wallet had been stolen from the QFC store on 04-03-2020. The victim decided to report the theft after discovering fraudulent charges on one of his credit cards.

Several citizens responded to images of the suspect posted on the Stanwood Police Department Facebook page identifying the male as a Camano Island resident.

The subject was arrested in Stanwood on 05-26-2020 and booked into the Snohomish County Jail on the charge of Identity Theft Second Degree.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	6a
DATE:	June 25, 2020
SUBJECT:	Planning Commission Meeting Minutes
CONTACT PERSON:	Patricia Love, Community Development Director
ATTACHMENTS:	A – May 11, 2020 Meeting Minutes

SUMMARY STATEMENT

Minutes from the May 11, 2020 Planning Commission Meeting are attached to this staff report for approval as presented

Planning Commission Meeting Minutes May 11, 2020

Linda Utgard, Commission Chair, Called the May 11, 2020 meeting to Order at 6:30pm

In Attendance-

Linda Utgard
Patrick Hosterman
Justin Burns
Marcus Metz
Lance Dennis
Larry Sather

Excused-

Darren Robb

Staff in Attendance-

Patricia Love
Amy Rusko
Krista Hintz

Public Requests and Comments

There were no public requests or comments

Approval of Minutes

The minutes of the April 27, 2020 Planning Commission Meeting were approved as presented

New Business • Floodplain Regulations Update Public Hearing

FEMA started a floodplain mapping update project 11 years ago resulting in updated floodplain maps for Snohomish County accompanied by new regulation updates. The new maps are before the Commission tonight for adoption

- The area just north of Hamilton Landing Park was taken out of the floodplain.
- A small area along SR 532 at 88th Avenue NW is no longer in the floodplain
- The area east of the railroad tracks on 271st St NW has been added to the floodplain, the veterinary clinic has been added, across the street at the self-storage, the buildings were removed from the floodplain and the grassy areas were added.
- South of SR 532 next to Pioneer Highway was added

The goal of floodplain regulations is twofold, to protect against property damage and prevent the loss of life. The last major flood event in downtown Stanwood was in the 1950's.

Changes to the ordinance:

More emphasis on flood proofing structures in the flood area with flood proofing materials.

Living areas need to be one foot above the flood plain elevation. Non-living areas can be below the one-foot elevation with flood proofing materials.

All structures in the flood zone need to be anchored down to prevent floating away in a flood.

Requirement for areas below the one-foot uninhabitable structure areas to allow the water to flow through, example: crawl spaces.

- Changes to procedural process to adopt the floodplain maps. Definition changes, additions and updates. References had minor tectorial changes.
  Added sections to the code: How Non-Habitable Accessory Structures are addressed, and flood proofed to limit damage and cost.

The FEMA representative asked to add three minor changes:

1. Added a definition for violation of floodplain regulations-Failure of a structure other development to be fully compliant with the community's floodplain regulations. The structure other development without the elevation certificate, or other evidence of compliance required of this chapter is presumed to be in violation until such time as other documentation is provided.
2. Change to section 17.120.020- Subsection 6: Title change-Federal Insurance Administrator changed to Federal Insurance and Mitigation Administration
3. Change to section 17.120.030- Subsection 1, Subsection A, Subsection 4 Changed FEMA to Federal Insurance Administrator

Staff recommends that the Commission make a recommendation to approve the ordinance with the three minor changes requested by FEMA, and a recommendation to approve the Findings of Fact and Conclusions to move both motions forward to City Council to meet the June 19 deadline.

Marcus Metz made a motion to recommend approval of the Floodplain Regulations Code Amendment to the Stanwood City Council. Lance Dennis provided a second. Larry Sather asked for clarification that the motion made was to include the three changes made. Marcus Metz restated his motion to approve the amendments to the amendments. Larry Sather provided a second. Through a roll call vote, the motion passed unanimously.

Larry Sather made a motion to approve the Findings of Fact & Conclusions. Lance Dennis provided a second. Through a roll call vote, the motion passed unanimously.

Upcoming Items

Senior Planner Amy Rusko introduced a short course webinar on Local Planning offered by the Planning Association of Washington. The webinar, being held on May 28, 2020, covers: The Legal Basis of Planning in Washington, Comprehensive Planning Basics, Roles and Responsibilities, and Open Government Laws.

The next meeting is scheduled Monday, May 25th which is Memorial Day. Commissioners were given the choice to reschedule the meeting to Tuesday, May 26th, or attend a webinar on Thursday, May 28th.

Holding Public Hearings will be avoided if possible until in-person meetings resume.

Adjourn: 7:03pm

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	6b
DATE:	June 25, 2020
SUBJECT:	Community Development Committee Meeting Minutes
CONTACT PERSON:	Patricia Love
ATTACHMENTS:	A – June 11, 2020 Meeting Minutes

SUMMARY STATEMENT

Minutes from the June 11, 2020 Community Development Committee Meeting are attached to this staff report for approval as presented.

Present: Judy Williams, Sid Roberts, Patricia Love, Krista Hintz
Also known to be present: Gunnar Birkeland

The June 11, 2020 meeting was called to order at 6:00 pm.

Community Development Director Patricia Love presented the Stanwood City Beautification Action Program with focus on the Pilot Parklet Program.

The City of Stanwood is the commercial and cultural center of the greater Stanwood / Camano and the northern Snohomish County region. It is the desire of the City to preserve the community's historic rural, small town character while promoting the regions as a wholesome place to live, work, shop and play.

Over the last 10 years the City has developed an economic development strategy to promote the vitality of Stanwood's business districts and neighborhoods. A substantial amount of community volunteer hours went into crafting a vision for Stanwood's future.

Following the guidance laid out in these plans, the City is moving forward with an action plan referred to as the Stanwood City Beautification Action Program. It consists of 5 key program elements:

- Gateway Signage and Landscaping. The idea is to make the signage at Highway 532 and 72nd Ave more prominent, to add simple landscaping and make the signage pop.

Judy Williams asked if it would be better to wait until the new City Hall is built and move the sign to the northeast corner of the intersection, rather than the northwest corner. With the City Hall project on hold, there would need to be discussion regarding how long to wait to complete the project.

- Main Street Revitalization.

East End Design Options: The question at hand, should we close off 271st St NW between 88th Ave NW and Florence, utilize the parking lot to the north of the 271st and install a passthrough where the Chamber currently sits to create more of a festival area with restaurant seating, public seating, art space.

Options Discussed
1. Permanently close this section of 271st St NW
2. Narrow the roadway as a way of controlling speed
3. Create Parklets by eliminating or reconfiguring some of the parking spaces
4. Create a One-Way street to allow for outdoor seating areas

Judy Williams and Sid Roberts were both supportive of the overall concept and would like to see a destination in Stanwood where people can gather.

Judy Williams likes the One-Way street concept, recognizing there is easy access both eastbound and westbound to go around.

Connecting the Center District: The section of 271st St NW between 88th Street NW and Camano Street was looked at. To do a complete street with bike lanes, wide sidewalks, on-street parking, landscape and travel lanes would be very expensive due to the need to purchase right-of-way.

Working within the existing right-of-way:

Option One: Remove center turn lane, add bike lanes and on-street parking.

Option Two: Boulevard Concept -Keep center turn lane and place planter strips in strategic locations to give a boulevard look.

West End Brick Road: The west end has about half of the right-of way which gives less room to play around with design. Could the area be widened and made into more of a district that continues down to City Hall? The west end will take more work, but the idea is to create an Art District with parklets and outdoor seating.

- Downtown Gateway Features:

Create a City Center Intersection. Potentially 2 Gateways: One at the 271st / 88th Avenue Intersection and a smaller one near SR 532

- SR 532 Beautification: Improve aesthetic quality of SR 532:
    - Create a colorful tree lined street curb appeal
    - Establish landscape themes at key intersections
    - Improve walkability & pedestrian crossings
    - Adopt a seasonal banner program on streetlights

- Wayfinding Signage: Purpose:
    - Promote Economic Development in the City of Stanwood
    - Promote Community Identity
    - Encourage Tourism
    - Promote Shopping Districts & Parking Opportunities
    - Promote Community Events

PRIORITIES:

Yearly: Create an annual budget for beautification projects
Yearly 532 Landscape Improvements
Pilot Downtown Parklet Program
Main Street Benches/Flowers

Years 1 & 2: Gateway Signs at 72nd Ave and Ovenell
Service Club Signs
Wayfinding Sings
88th Avenue Arch
Pre-design and Public Outreach for Main Street Reconfiguration

Years 3-5: Wayfinding Signs
Implementation of Main Street: Widen sidewalks and Reconfigure Travel Lanes

Years 6+: Design and Permitting of Main Street Reconfiguration
Construction of Main Street Projects

Community Development Committee was in full support of the City Beautification Action Program.

Adjourn: 6:50 pm

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	6c
DATE:	June 25, 2020
SUBJECT:	Parks and Trails Advisory Committee Meeting Minutes
CONTACT PERSON:	Patricia Love, Community Development Manager
ATTACHMENTS:	A – May 4, 2020 Meeting Minutes

SUMMARY STATEMENT

Minutes from the May 4, 2020 Parks and Trails Advisory Committee Meeting are attached to this staff report for approval as presented

Call to Order & Roll Call - Chair Dave Hall called the meeting to order

In Attendance: Rick Hawkins, Gordon Bell, Gordy Holmes, David Moynahan, Dave Hall, Matt Withers
Absent: Lisa Bruce
Staff in Attendance: Patricia Love, Carly Ruacho, Krista Hintz
Also known to be present: Deb Bell, FoSPAT and Steve Shepro

Citizen Comments –

No citizen comments were made

Approval of February 2020 Minutes –

A call was made to approve the minutes of the February 18, 2020. The committee asked to revisit at the end of the meeting to give more time for review.

Donation Program –

- Changes were made to partial donations. Partial cash donations made towards a project will be applied to the CIP
- Patricia Love will draft the code section
- Gordon Bell asked that any changes be highlighted for easy recognition

Church Creek Park Playground Equipment

- The pickleball court will be moved to the six-year Capital Improvement Projects list
- Due to COVID-19 regulations, the community build project has been tabled. An additional $23,870.00 will be spent for complete installation by factory approved and CPSI certified crew.
- The Public Works crew will prep the site for install-removing 12" of chip, level the site, replace 12" of chip and also remove stumps if needed.
- Even with a professional install, funds were still available to add a baby swing, a second spinner, steppers, and a climb through log.
- Overall, the playground will include:
  - 2 big kid swings
  - 2 baby swings
  - 2 spinners
  - A climb-through log
  - Climb-on logs to accompany the climb-through log
  - 2 slides
  - Corkscrew
  - Climbing wall
  - Rock wall

Benches and sidewalks are not part of the proposal. There is one bench in the area, as well as a picnic table that can be moved closer to the playground.

Deb Bell, FoSPAT, said her group may be able to solicit donations for benches and sidewalks which could be installed through a work party.

Gordy Holmes would like the condition of the basketball court to be considered for safety and playability. Court is not level.

Gordon Bell walked the court, agreed it is not level, but the overall surface condition was better than he remembered.

The court will be added to the site plan update, along with ADA sidewalks.

Once approved and ordered, there will be a 30 day turn around time for installation. Thought will be given to the timing due to current COVID-19 regulations on playgrounds.

Rick Hawkins made the motion to send the $135,000 proposal to City Council for approval. Gordy Holmes provided a second. The motion passed unanimously.

Updates

Hamilton Park -

- Moving forward with the design phase. Construction to commence after I-S-4 is completed.
- DFW has a 30-day time span for their project, August 1-30
- The city is working with Trans Ocean Seafood regarding rental of the boat launch. Once construction begins, Trans Ocean will no longer be able to rent the site. They have been asked to begin cleanup of their work site.

Heritage Park –

- 100% design is in.
- The city has formally requested to remove the turf requirement in exchange for completing a second field.
- Fields one and two will be completely redone with infield, outfield, and drainage improvements. Field three will have some drainage repairs.
  The irrigation system does not include soccer fields but the improvements to the overall infrastructure will help the soccer fields while not directly addressing them.

Stanwood/Port Susan Trail –

- The berm project has begun.
- We have a contract for 30% design of the trail. This will go to City Council on May 14, 2020.

Approval of February 2020 Minutes –

A call was made to approve the minutes of the February 18, 2020. A motion to approve was made by Gordon Bell, with a second from Matt Withers. The minutes were approved as presented.

Next Meeting –

Monday, June 15, 2020, unknown at this time if it will be in person or virtual.

Adjourned: 3:52pm

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6d

DATE: June 25, 2020

SUBJECT: Public Safety Committee Meeting Minutes

CONTACT PERSON: Rob Martin, Police Chief

ATTACHMENTS: A – May 28th, 2020 Public Safety Minutes

SUMMARY STATEMENT

Minutes from the May 28th, 2020 Public Safety Committee Meeting are attached to this staff report for approval as presented.

PUBLIC SAFETY COMMITTEE MEETING

Thursday – May 28th, 2020 – 5:00pm

Zoom Online Meeting & Telephone

MINUTES

Attendance:

Councilmembers: Dianne White, Steve Shepro

City Staff: Police Chief Rob Martin, Fire Chief John Cermak, City Administrator Jennifer Ferguson

The items on this agenda were discussion items only. Staff reports were posted on the City's website.

Councilmember White called the meeting to order at 5:02 pm.

1. **Police:**
   a. Select new Committee Chair

Councilmember Shepro nominated Councilmember Pearce, second by Councilmember White.

   b. Police Comp Stat new look

The Police Department will be working to improve the look of the comp stat report. Examples of charts and graphs were provided. Discussion regarding relevant and useful information to be included.

   c. SPIDR Tech overview

Snohomish County 911 entered into a contract with SPIDR Tech to create an enhanced communication ability with the community. This program provides citizens with the option of receiving text message updates after calling 911 relating to officer response time, case status, investigation status and a customer survey. The program is currently being tested in the City of Everett and will be available to other police agencies in the coming weeks.

   d. Permitium overview

The Police Department recently entered into a contract with Permitium, a web-based permit application and scheduling service, for concealed pistol licenses. The program will improve customer service and reduce staff time. Will be available mid-June.

   e. Police Department COVID update

Discussion relating to operational impacts, staffing, call load.

2. **Fire:**
   a. North County Fire COVID update

Discussion relating to operational impacts, staffing, call load.

   b. 1st Quarter Report

Discussion on North County Fire Training Center

Meeting adjourned at 5:35pm.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	7a
DATE:	June 25, 2020
SUBJECT:	Approval of Voucher and Payroll Checks
CONTACT PERSON:	Reina Barber, Accounting Specialist
ATTACHMENTS:	A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank electronic funds transfers and Washington Federal Bank voucher checks 32627 through 32699 in the amount of $303,091.52. Approve issuance of Washington Federal Bank electronic payroll funds transfers and Washington Federal Bank payroll checks 1725 through 1733 in the amount of $251,105.60.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFER AND WASHINGTON FEDERAL BANK VOUCHER CHECKS 32627 THROUGH 32699 IN THE AMOUNT OF $303,091.52. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK ELECTRONIC PAYROLL FUNDS TRANSFERS AND WASHINGTON FEDERAL BANK PAYROLL CHECKS 1725 THROUGH 1733 IN THE AMOUNT OF $251,105.60.

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

06/03/2020 To: 06/16/2020

Time: 15:18:29 Date: 06/17/2020

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2815	06/03/2020	Claims	3	EFT	WA St Dept of Revenue **	14,839.84	319-008-103
2897	06/03/2020	Claims	3	EFT	Chase Paymentech	2,651.60	May Merchant Fees
2898	06/04/2020	Claims	3	EFT	Profit Mastery	10,000.00	Online Profit Mastery Program
2975	06/05/2020	Claims	3	EFT	WA St Dept of Licensing *	36.00	May Gun Permits
2976	06/05/2020	Claims	3	EFT	Xpress/Bill Pay	457.67	10290 Monthly Maintenance Fee June
2816	06/03/2020	Claims	3	32627	Advanced Automotive LLC *	671.36	113
2817	06/03/2020	Claims	3	32628	Bonner Electrical Contracting LLC	7,666.88	City Of Stanwood; City Of Stanwood
2818	06/03/2020	Claims	3	32629	Cascade Natural Gas Corp	355.90	608 440 0000 4; 839 440 0000 5; 498 440 0000 7; 127 540 0000 3; 022 201 7579 4; 931 607 9072 6; 953 540 0000 2
2819	06/03/2020	Claims	3	32630	Databar Inc.	955.80	8952
2820	06/03/2020	Claims	3	32631	Dave Smith Repair	873.60	City Of Stanwood
2821	06/03/2020	Claims	3	32632	Dick's Towing	245.70	City Of Stanwood
2822	06/03/2020	Claims	3	32633	Edge Analytical Inc	824.00	STA01; STA01; STA01; STA01
2823	06/03/2020	Claims	3	32634	FCS Group- Solutions- Oriented Consult.	832.50	City Of Stanwood
2824	06/03/2020	Claims	3	32635	Faber Construction Corp	137,863.57	City Of Stanwood - Project 2098.2
2825	06/03/2020	Claims	3	32636	Ford Hall Company Inc	633.24	STAWOO
2826	06/03/2020	Claims	3	32637	Forest Land Services Inc	1,468.41	City Of Stanwood
2827	06/03/2020	Claims	3	32638	HB Jaeger	3,162.13	CISTA
2828	06/03/2020	Claims	3	32639	Jessica McCready	1,833.34	City Of Stanwood
2829	06/03/2020	Claims	3	32640	KPG	24,950.26	City Of Stanwood
2830	06/03/2020	Claims	3	32641	Les Schwab Tire Centers	52.39	S34-00006
2831	06/03/2020	Claims	3	32642	Office Depot	476.96	36274097; 36274097; 36274097; 36274097
2832	06/03/2020	Claims	3	32643	PUD Of Snohomish County *	11,332.63	202982351; 220923312; 202423729; 20079463; 200208858; 200592889; 222277832
2833	06/03/2020	Claims	3	32644	Pace Engineers, Inc	10,303.56	City Of Stanwood
2834	06/03/2020	Claims	3	32645	Pacific Golf & Turf	71.46	City Of Stanwood
2835	06/03/2020	Claims	3	32646	Ricoh USA, Inc.	790.42	1316669-3660090; 1316669-3660140
2836	06/03/2020	Claims	3	32647	Skagit Farmers Supply	183.34	135052
2837	06/03/2020	Claims	3	32648	Sno Co District Court	169.28	DCT34003
2838	06/03/2020	Claims	3	32649	Sno Co Sheriff's Office - CB	787.92	City Of Stanwood; City Of Stanwood
2839	06/03/2020	Claims	3	32650	Sno Co Solid Waste	50.00	5040 - City Of Stanwood
2840	06/03/2020	Claims	3	32651	Snohomish County 911	8,001.44	City Of Stanwood
2841	06/03/2020	Claims	3	32652	Snohomish County Treasurer	6.84	City Of Stanwood
2842	06/03/2020	Claims	3	32653	Stanwood Auto Parts	54.49	56100
2843	06/03/2020	Claims	3	32654	Stanwood Camano News	250.61	City Of Stanwood; 261981; 261981; 261981; 261981
2844	06/03/2020	Claims	3	32655	Stanwood City Utility	1,721.87	1473; 1241; 1271; 1328; 1332; 1348; 1573; 1587; 1674; 1675; 2416; 4252;
2845	06/03/2020	Claims	3	32656	Stanwood Hardware	491.77	1414
2846	06/03/2020	Claims	3	32657	Stilly Auto Parts Napa	9.82	27197
2847	06/03/2020	Claims	3	32658	TMG Services Inc	284.70	1920010
2848	06/03/2020	Claims	3	32659	US Bank St Paul	600.00	STAUTGOREF07; STAWATSEW11
2849	06/03/2020	Claims	3	32660	Unum Life Insurance	88.40	City Of Stanwood
2850	06/03/2020	Claims	3	32661	WA St Dept of Transportation *	2,608.49	916001509; SW001523800
2851	06/03/2020	Claims	3	32662	WA St Treasurer	490.29	City Of Stanwood
2852	06/03/2020	Claims	3	32663	Washington Tractor Inc.	376.71	11096

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2853	06/03/2020	Claims	3	32664	Wave Broadband	142.65	3201-0316545-01
2854	06/03/2020	Claims	3	32665	Zumar Industries Inc	148.30	000683
2932	06/10/2020	Claims	3	32666	5 Star service Inc.	3,800.00	City Of Stanwood
2933	06/10/2020	Claims	3	32667	APSCO, LLC	6,650.69	City Of Stanwood
2934	06/10/2020	Claims	3	32668	Aramark Uniform Services Inc	478.91	937963000
2935	06/10/2020	Claims	3	32669	Gaylynn Brien	110.00	City Of Stanwood
2936	06/10/2020	Claims	3	32670	Cascade Septic, LLC	110.00	City Of Stanwood
2937	06/10/2020	Claims	3	32671	Confluence Environmental Company, Inc	5,665.34	City Of Stanwood; City Of Stanwood
2938	06/10/2020	Claims	3	32672	Edge Analytical Inc	226.00	STA01; STA01
2939	06/10/2020	Claims	3	32673	Forest Land Services Inc	1,544.96	City Of Stanwood
2940	06/10/2020	Claims	3	32674	Housing Authority of Snohomish County	1,738.00	City Of Stanwood
2941	06/10/2020	Claims	3	32675	NC Machinery	1,158.63	0271520
2942	06/10/2020	Claims	3	32676	Navia Benefits	50.00	City Of Stanwoof
2943	06/10/2020	Claims	3	32677	Office Depot	23.40	36274097; 36274097; 36274097
2944	06/10/2020	Claims	3	32678	PUD Of Snohomish County *	3,965.94	200367373; 200128742; 200240505; 221854284; 200633634
2945	06/10/2020	Claims	3	32679	Pace Engineers, Inc	5,015.00	City Of Stanwood
2946	06/10/2020	Claims	3	32680	Pitney Bowes Inc- Global Financial Svc	230.79	0013214658
2947	06/10/2020	Claims	3	32681	Refund - Kathy & David Warner	305.65	Refund Previous Owner Warner For Overpayment At Closing On Acct. 1255 For 305.65 Approved By FD
2948	06/10/2020	Claims	3	32682	Refund -DR Horton	108.42	Refund DR Horton $108.42 Overpayment On Acct 4448; Approved By Finance Director
2949	06/10/2020	Claims	3	32683	Ricoh USA, Inc.	786.07	1316669-3660143; 1316669-3659652; 1316669-3660142
2950	06/10/2020	Claims	3	32684	Sara Robinson	50.00	City Of Stanwood
2951	06/10/2020	Claims	3	32685	SHS Horticulture	1,350.00	City Of Stanwood
2952	06/10/2020	Claims	3	32686	Shred-it US JV LLC	41.91	14668765
2953	06/10/2020	Claims	3	32687	Skagit Farmers Supply	43.09	135052; 135052
2954	06/10/2020	Claims	3	32688	Sno Co Human Services Dept *	498.29	HSALC021
2955	06/10/2020	Claims	3	32689	Sno Co Public Works *	1,159.18	CRSTLOAN; CR000024; Cr000024
2956	06/10/2020	Claims	3	32690	Sno Co Sheriff's Office - CB	591.76	City Of Stanwood
2957	06/10/2020	Claims	3	32691	Snohomish County 911	8,001.44	City Of Stanwood
2958	06/10/2020	Claims	3	32692	Stanwood Auto Parts	474.84	56100; 56100; 56100
2959	06/10/2020	Claims	3	32693	Stanwood Camano Arts Guild	350.00	Ref Event Deposit For Art By The Bay
2960	06/10/2020	Claims	3	32694	Stanwood Camano News	44.75	261981
2961	06/10/2020	Claims	3	32695	Stanwood Chamber Of Commerce	750.00	City Of Stanwood
2962	06/10/2020	Claims	3	32696	Stanwood Hardware	73.00	1414
2963	06/10/2020	Claims	3	32697	WA St Dept of Transportation *	189.33	916001509
2964	06/10/2020	Claims	3	32698	Weed, Graafstra & Associates, Inc., P.S	6,326.25	3868-0000M
2965	06/10/2020	Claims	3	32699	Ziply Fiber	1,363.74	360-629-4907-072497-5; 206-188-0411-053105-5

001 General Fund	51,240.28
101 Street Fund	10,500.93
103 Street Construction Fund	25,013.78
104 Park And Trail Improvement Fund	5,015.00

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo	
	115 Tourism And Promotion DSC				2,583.34		
	205 Debt Service Fund				300.00		
	401 Sewer Fund				27,669.41		
	410 Drainage Fund				4,839.27		
	411 Drainage Construction Fund				150,870.20		
	421 Water Fund				22,028.03		
	422 Water Construction Fund				2,340.50		
	630 Agency Fund				690.78		
						Claims:	303,091.52
	* Transaction Has Mixed Revenue And Expense Accounts				303,091.52		

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

(✓) Finance Director ( ) Auditing Officer Wendy Corder Dunbar Date: 6-17-2020
( ) Deputy Finance Director

CHECK REGISTER

City Of Stanwood — Time: 15:20:04 Date: 06/17/2020
MCAG #: 0695 — 06/03/2020 To: 06/16/2020 — Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2748	06/08/2020	Payroll	3	EFT		4,084.32	May 2020 Payroll
2749	06/08/2020	Payroll	3	EFT		2,221.20	May 2020 Payroll
2750	06/08/2020	Payroll	3	EFT		1,956.02	May 2020 Payroll
2751	06/08/2020	Payroll	3	EFT		390.82	May 2020 Payroll
2752	06/08/2020	Payroll	3	EFT		3,887.77	May 2020 Payroll
2753	06/08/2020	Payroll	3	EFT		6,095.09	May 2020 Payroll
2754	06/08/2020	Payroll	3	EFT		3,822.38	May 2020 Payroll
2755	06/08/2020	Payroll	3	EFT		1,843.24	May 2020 Payroll
2756	06/08/2020	Payroll	3	EFT		2,180.83	May 2020 Payroll
2757	06/08/2020	Payroll	3	EFT		4,687.06	May 2020 Payroll
2758	06/08/2020	Payroll	3	EFT		2,218.74	May 2020 Payroll
2759	06/08/2020	Payroll	3	EFT		2,907.42	May 2020 Payroll
2760	06/08/2020	Payroll	3	EFT		3,216.41	May 2020 Payroll
2761	06/08/2020	Payroll	3	EFT		3,064.27	May 2020 Payroll
2762	06/08/2020	Payroll	3	EFT		5,775.10	May 2020 Payroll
2763	06/08/2020	Payroll	3	EFT		390.82	May 2020 Payroll
2764	06/08/2020	Payroll	3	EFT		2,193.47	May 2020 Payroll
2765	06/08/2020	Payroll	3	EFT		4,916.42	May 2020 Payroll
2766	06/08/2020	Payroll	3	EFT		856.55	May 2020 Payroll
2767	06/08/2020	Payroll	3	EFT		5,584.80	May 2020 Payroll
2768	06/08/2020	Payroll	3	EFT		4,062.94	May 2020 Payroll
2769	06/08/2020	Payroll	3	EFT		3,285.28	May 2020 Payroll
2770	06/08/2020	Payroll	3	EFT		2,294.50	May 2020 Payroll
2771	06/08/2020	Payroll	3	EFT		390.89	May 2020 Payroll
2772	06/08/2020	Payroll	3	EFT		3,045.97	May 2020 Payroll
2773	06/08/2020	Payroll	3	EFT		2,196.68	May 2020 Payroll
2774	06/08/2020	Payroll	3	EFT		390.89	May 2020 Payroll
2775	06/08/2020	Payroll	3	EFT		3,272.90	May 2020 Payroll
2776	06/08/2020	Payroll	3	EFT		1,049.56	May 2020 Payroll
2777	06/08/2020	Payroll	3	EFT		5,228.98	May 2020 Payroll
2778	06/08/2020	Payroll	3	EFT		3,296.77	May 2020 Payroll
2779	06/08/2020	Payroll	3	EFT		390.89	May 2020 Payroll
2780	06/08/2020	Payroll	3	EFT		2,502.21	May 2020 Payroll
2781	06/08/2020	Payroll	3	EFT		3,987.41	May 2020 Payroll
2782	06/08/2020	Payroll	3	EFT		2,732.43	May 2020 Payroll
2783	06/08/2020	Payroll	3	EFT		2,469.36	May 2020 Payroll
2784	06/08/2020	Payroll	3	EFT		3,484.07	May 2020 Payroll
2785	06/08/2020	Payroll	3	EFT		390.89	May 2020 Payroll
2786	06/08/2020	Payroll	3	EFT		390.89	May 2020 Payroll
2803	06/08/2020	Payroll	3	EFT	HSA Bank	1,558.00	Pay Cycle(s) 06/08/2020 To 06/08/2020 - HSA Contributions ER; Pay Cycle(s) 06/08/2020 To 06/08/2020 - HSA Contr EE Over 55
2804	06/08/2020	Payroll	3	EFT	Internal Revenue Service (941)	50,654.14	941 Deposit for Pay Cycle(s) 06/08/2020 - 06/08/2020
2805	06/08/2020	Payroll	3	EFT	WA St Department Of Retirement Systems	39,994.26	Pay Cycle(s) 06/08/2020 To 06/08/2020 - PERS2; Pay Cycle(s) 06/08/2020 To 06/08/2020 - PERS 3; Pay Cycle(s) 06/08/2020 To 06/08/2020 - 457 - DRS (DCP)

CHECK REGISTER

City Of Stanwood — Time: 15:20:04 Date: 06/17/2020
MCAG #: 0695 — 06/03/2020 To: 06/16/2020 — Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2807	06/08/2020	Payroll	3	EFT	AWC Employee Benefit Trust	12,706.51	Pay Cycle(s) 06/08/2020 To 06/08/2020 - AWC - Health First 250; Pay Cycle(s) 06/08/2020 To 06/08/2020 - AWC- Dental J; Pay Cycle(s) 06/08/2020 To 06/08/2020 - AWC - Vision; Pay Cycle(s) 06/08/2020 To;
2806	06/08/2020	Payroll	3	1725	AFLAC	444.79	Pay Cycle(s) 06/08/2020 To 06/08/2020 - AFLAC, Pre-Tax; Pay Cycle(s) 06/08/2020 To 06/08/2020 - AFLAC, Post-Tax
2931	06/08/2020	Payroll	3	1726	AWC Employee Benefit Trust		voiding because original paid by ACH
2808	06/08/2020	Payroll	3	1727	Colonial Life Insurance	66.75	Pay Cycle(s) 06/08/2020 To 06/08/2020 - Colonial Life Ins
2809	06/08/2020	Payroll	3	1728	Hartford Retirement Plan Services	2,924.38	Pay Cycle(s) 06/08/2020 To 06/08/2020 - 457 - MassMutual (Hartford); Pay Cycle(s) 06/08/2020 To 06/08/2020 - Roth 457(b)(MassMutual)
2810	06/08/2020	Payroll	3	1729	ICMA Retirement Trust	2,541.58	Pay Cycle(s) 06/08/2020 To 06/08/2020 - 457 - ICMA
2811	06/08/2020	Payroll	3	1730	Navia Benefits	66.67	Pay Cycle(s) 06/08/2020 To 06/08/2020 - Medical FSA-S125; Pay Cycle(s) 06/08/2020 To 06/08/2020 - Navia Limited FSA
2812	06/08/2020	Payroll	3	1731	Western Conference of Teamsters Pension Trust	1,849.78	Pay Cycle(s) 06/08/2020 To 06/08/2020 - Teamsters Pension
2813	06/08/2020	Payroll	3	1732	Teamsters Union Local 231	1,341.00	Pay Cycle(s) 06/08/2020 To 06/08/2020 - Teamsters Dues
2814	06/08/2020	Payroll	3	1733	Washington Teamsters Welfare Trust	29,801.50	Pay Cycle(s) 06/08/2020 To 06/08/2020 - Teamsters Dental; Pay Cycle(s) 06/08/2020 To 06/08/2020 - Teamsters Medical

001 General Fund	113,560.30
101 Street Fund	20,695.98
108 Transportation Sales Tax Fund	1,322.10
401 Sewer Fund	38,193.31
410 Drainage Fund	24,674.65
421 Water Fund	52,659.26
	251,105.60

Payroll: 251,105.60

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

(✓) Finance Director ( ) Auditing Officer Wendy Corder Borhour Date: 6-17-2020
( ) Deputy Finance Director

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	7b
DATE:	June 25, 2020
SUBJECT:	City Council June 11, 2020 Regular Meeting Minutes
CONTACT PERSON:	Sara Robinson, Deputy Clerk
ATTACHMENTS:	A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the June 11, 2020 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE June 11, 2020 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD

Regular Meeting of the City Council
Thursday, June 11, 2020 – 7:00 p.m.
Zoom Online Meeting & Telephone

MINUTES

1. Call to Order

Mayor Kelley called the meeting to order at 7:00 p.m.

2. Roll Call

Deputy Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Diane White, Elizabeth Callaghan, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

Also present: Public Works Director Kevin Hushagen, Assistant Public Works Director/City Engineer Shawn Smith, Interim Finance Director Wendy Dowhower, Community Development Director Patricia Love, Attorney Brett Vinson, Police Chief Rob Martin, Fire Chief John Cermak, City Administrator Jennifer Ferguson, and Deputy Clerk Sara Robinson.

3. Approval of the Agenda

Motion by Councilmember White, second by Councilmember Roberts, to approve the agenda as amended. Motion carried unanimously.

4. Citizen Comments - Removed via motion at 3-26-2020 Meeting

5. Committee Reports

a. Finance Committee Meeting Minutes – May 28, 2020
b. Public Works Committee Minutes – June 1, 2020

6. Consent Agenda

a. Approve Vouchers and Payroll Checks
b. Approve May 28, 2020 City Council Meeting Minutes

Motion by Councilmember White, Second by Councilmember Johnson, to approve the Consent Agenda items a and b. Motion carried unanimously.

7. Old Business

a. Authorize the Public Works Director to Approve the 90th Avenue NW/Viking Way Improvement Project Change Orders

Assistant Public Works Director/City Engineer Shawn Smith presented the request to authorize the Public Works Director to approve the 90th Avenue NW / Viking Way improvement project change orders.
Change order one is due to material that was called out in the roadway section specifications. The existing ground is very poor and subject to failure. It was recommended by the city's geotechnical engineer, HWA Geosciences, Inc., to use a permeable ballast as well as change the top course to a base course which is bigger and better for this construction. This area, being in the floodplain is difficult to build roads and other structures in. This change to the material used will improve and increase the useful life of the roadway.
Change order two is due to delays. The historic use of this property was a private parking lot where utilities including water, sewer, storm, cable, power and gas were constructed. These utilities needed to be re-routed or disconnected. This created a total of five days of delay for the contactor.
The total for change order 1 is $65,567 and change order 2 is $40,000. The total project construction bid is 2,407,661.86. After change orders, the revised contract amount will be $2,513,228.86. The budgeted amount for construction, based on the engineer's estimate of $2,996,772. The Change Orders do not require a budget amendment.
The Public Works Committee has reviewed this request and recommends council approval.

Motion by Councilmember White, second by Councilmember Williams to authorize the Public Works Director to approve the 90th Avenue NW / Viking Way Improvement Project Change Order one and Change Order two. Motion carried unanimously.

8. New Business

a. Six Year Transportation Improvement Plan 2021-2026
    a. Open Required Public Hearing
    b. Approval of Resolution 2020-07 City of Stanwood Six-year TIP

Assistant Public Works Director/City Engineer Shawn Smith presented the Six Year Transportation Improvement Plan (TIP) for 2021 – 2026. The City of Stanwood is required to prepare and adopt a transportation improvement plan by July of each year for the next six calendar years. The TIP is required to be consistent with the adopted comprehensive plan and filed with the Washington Department of Transportation as well as the Puget Sound Regional Council.
As of this date no public comments have been received via email.
The Mayor opened the public hearing for public comment.
There being no public comment, the Mayor closed the public hearing.

Motion by Councilmember White, second by Councilmember Johnson to adopt Resolution 2020-07 the City of Stanwood's Six-Year Transportation Improvement Plan 2021-2026. Motion carried unanimously.

b. Adopt Resolution 2020-08 Non-Represented Employee Staffing Plan

City Administrator, Jennifer Ferguson presented the request for adoption of Resolution 2020-08 non-represented employee staffing plan.
In 2019, the City contracted with FCS Group to conduct an organizational assessment and long-term staffing plan that will help the city achieve strategic goals and deliver levels of service that the community desires. The proposed long-term staffing plan identifies the full list of positions that may be implemented over time and also identifies which positions are active or inactive. The FCS study was concurrent with the Community Survey conducted in late 2019 that identified key priorities and initiatives that the community desired.

The following are proposed non-represented staffing changes in Resolution 2020-08:
Assistant to the Administrator/ Communications Specialist – This position requires further internal review. Staff expects to provide an updated staffing schedule for Council consideration at the June 25, 2020 regular meeting.
Finance Director - The position was planned to remain inactive until the 2021-2022 biennial budget development; however, salary and benefit budgets still allow for this position to be filled within the next six (6) months.
Economic Development & Marketing Manager -
The position was planned to remain inactive until the 2021-2022 biennial budget development; however, salary and benefit budgets still allow for this position to be filled within the next six (6) months. After the preparation of the original staff report, the City was notified that our professional services provider for publishing was unable to continue and our visitor guide magazine needs a priority focus. This along with key initiatives within our business retention program are necessary. Further, with the long-term impacts of COVID 19, our need to focus and invest in our local economic recovery is vital. The CARES Act CRF funding allows for administrative expenditures to support community recovery and may be utilized to seed this position funding prior to the next biennial cycle

The new staffing plan "matrix" provides for flexibility to activate or inactivate positions as a one strategy for delivering the expected, enhanced levels of service. The staffing plan and salary schedule resolution for non-represented employees is the first step to incorporating the new organizational structure and modifications of our staffing resources.

Motion by Councilmember White, second by Councilmember Johnson to approve the revised Resolution 2020-08 revising the Stanwood organizational structure and long term staffing plan and updating the non-represented employee salary schedule effective June 11, 2020. Motion carried unanimously.

c. Authorize the Mayor to sign a task order with The Blueline Group LLC to provide plans, specifications and estimates for the 101st Avenue NW reconstruction project

Assistant Public Works Director/City Engineer, Shawn Smith presented the request to authorize the Mayor to sign a task order with Blueline Group LLC to provide plans, specification, and estimates for the 101st Avenue NW reconstruction project. This project is planned to reconstruct 101st Ave. NW from a narrow, 2-lane road with gravel shoulders, intermittent sidewalks and a substandard drainage system, to a current standard city road with curb, gutter, sidewalks and drainage system.
In the wet months of each year, 101st Ave. NW and many adjacent properties have significant standing water and other related water issues. There are only sporadic sidewalk sections, so pedestrians need to walk in the roadway, including Stanwood Elementary students. This project will reconstruct the road to provide sidewalks on both sides and improve the drainage system for the connecting properties. 101st Ave. NW also serves as a potential future connection to Heritage Park from the west side of the newly acquired property to expand the park.
This project also contains a new walkway along 273rd Pl. NW to allow the many children that walk from Josephine's Childcare facility to Stanwood Elementary.
This project is for PS&E, however, grant funding will be sought throughout this process.
The contract amount is not to exceed $309,980. There is $250,000 budgeted in the drainage fund. The street capital improvement fund includes $250,000 for a project that will not be completed this year. A budget amendment will be required.

Motion by Councilmember Johnson, second by Councilmember Shepro to authorize the Mayor to sign a Task Order with the Blueline Group LLC for the 101st Avenue NW reconstruction project and to include a transfer out from the street construction fund to the drainage construction fund in the next budget amendment for 2020.
Motion carried unanimously.

d. Authorize the Mayor to approve the SR 532 Flood Berm/Stanwood Port Susan Trail-Phase 1 Change Order for Fencing and Hand Rail

Assistant Public Works Director/City Engineer, Shawn Smith presented the request to authorize the Mayor to approve the SR 532 Flood Berm / Stanwood Port Susan Trail Phase-I change order to replace the link fence with a decorative fencing and hand rail system.
The project was designed and bid with a black, four foot chain link fence for pedestrian protection. This project is the first phase of a much larger Stanwood-Port Susan Trail project. It will also be the most visible section, since it is directly adjacent to SR 532.
Discussion regarding the aesthetics of chain link fencing along the city's trail system, prompted staff to request a quote from the contractor for decorative fencing and hand rail. The quote is for an additional $88,716 over the cost of the chain link fencing.
The Stanwood Port Susan Trail will extend around the Wastewater Treatment Plant, to Hamilton Park, then to Ovenell Park, and then around to Heritage Park, creating a loop trail around town.

Motion by Councilmember Johnson, second by Councilmember Roberts to authorize the mayor to approve a change order with Faber Construction, not to exceed $88,716.

Councilmember Johnson-Yes, Councilmember White-Yes, Councilmember Callaghan-Yes, Councilmember Pearce-Yes, Councilmember Shepro-No, Councilmember Roberts-Yes, Councilmember Williams- Yes. Motion carried 6-1.

10. Citizen Closing Comments – Removed via motion at the 3-26-2020 Meeting

11. Reports of Officers and Committees

a. Mayor's Report –

Mayor Kelly has been busy taking a lot of calls, mostly regarding the protests. Protests have been happening all over the county, the City of Darrington even had a large peaceful protest. He wanted to let everyone know that there a peaceful march planned for tomorrow night at 6:00pm for the City of Stanwood. Mayor will be there and would like to encourage people to attend. He asked that citizens do their best to support the local businesses. This will include doing your part to help our county move into Phase 3 by wearing face masks. Doing so will help stop the spread of the virus and will promote a feeling of safety in our community.

b. City Administrator's Report-

City Administrator, Jennifer Ferguson explained that the City is in the process of moving forward with the Business Grant program with the funds from the COVID-19 dollars. The information on how to apply will be on the City website. Applications will be received through June 23. The City wants to help support the businesses with a "Safe Start" marketing campaign. This will let customers know that the businesses are open and that they are safe. It will also help businesses with finding PPE, provide guidance for compliance upon opening and long term assistance to help their customers feel safe.
Staff has been working to get the public facilities ready including City Hall. Government offices are in Phase 3. We are hopeful that we can move to that soon.
The restrooms at Heritage Park have been opened. Public Works staff have been cleaning and ensuring safety of these facilities.
New flower baskets have been hung around town as a part of the City Beautification project. These are courtesy of the High School Horticulture program and local volunteers. The City's Public Works crews have been watering them and they are really taking off. Thank you to everyone that has participated in this project.

c. Councilmember Reports and Questions

Councilmember White commented that she noticed the flower baskets and really appreciates seeing them around town. It's great that the school was able to participate in this project.

Councilmember Roberts wanted to thank the City Admin for opening the restroom at Heritage Park. He would also like to mention that his heart truly goes out for everyone impacted by social injustice. The Police are servants and peace keepers. Roberts is grateful for them as well as all City Staff.

Councilmember Williams wanted to extend her condolences for the loss of the firefighter. It has been a very tough time for the Fire Department. The Fire Authority has really been wonderful and has rallied around the family for support.

12. Adjourn

Mayor Kelley adjourned the meeting at 8:00 p.m.

CITY OF STANWOOD

Leonard Kelley, Mayor

ATTEST:

Sara Robinson, Deputy Clerk

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: June 25, 2020

SUBJECT: Updated Salary Schedule Non-Represented Positions

CONTACT PERSON: Jennifer Ferguson, City Administrator

ATTACHMENTS: A-Resolution 2020-09-Updating the Stanwood Non-Represented Salary Schedule

---

ISSUE:

The issue before the Council is to approve or not a resolution updating the non-represented salary schedule for 2020.

RECOMMENDATION:

Staff recommends approval of Resolution 2020-09

SUMMARY:

In 2019, the City contracted with FCS Group to conduct an organizational assessment and long-term staffing plan that will better position the city organization to achieve strategic goals and deliver levels of service that the community desires. The proposed long-term staffing plan identifies the full list of positions that may be implemented over time and also identifies which positions are active or inactive. The first phased implementation of the staffing plan includes activating positions that immediately support the city's ability to improve organizational effectiveness and efficiencies and enhance the employee's experience, focus on talent by developing current employees from within and attracting new talent that adds to our goal of performance excellence. The FCS study was concurrent with the Community Survey conducted in late 2019 that identified key priorities and initiatives that the community desired. Organizational structure and staffing are key to delivering on strategic community initiatives.

DISCUSSION:

On June 11, 2020, the City Council updated the 2020 Non-Represented Salary Schedule by unanimously approving Council Resolution 2020-08. One non-represented position classification, Assistant to the Administrator, was still under review by Management and this review has been completed by city administration.

FISCAL IMPACT:

Finance staff has developed preliminary financial forecasts to assess and understand the impacts of implementation of the long-term staffing plan and first phase changes, coupled with the COIVD 19 pandemic challenges that have only heighted the need for realigning staffing resources. Salary and benefit allocations are authorized, along with other budgetary allocations, by the City Council through the adoption of a biennial budget and any subsequent budget amendments. The fiscal impact of the proposed changes do not require a 2020 budget amendment as there are current positions that would become inactive or remain vacant until later in the year. The table below shows the overall operating fund budgets for 2020 and the salary and benefit portions of those budgets compared to the year-end estimated actual salary and benefit expenditures planned to be incurred. The year-end estimate includes the final changes to non-represented positions:

Stanwood Operating Funds	2020 Total Budgeted Expenditures	2020 Budget - Salary & Benefit Budgets**	2020 Estimate Actual (with Updated Staffing Plan Modifications)	Difference in Budget to Estimated Actual
General Fund	$ 5,621,715	$ 2,151,755	$ 1,925,496	$ (226,259)
Street Op Fund	$ 427,743	$ 242,119	$ 226,306	$ (15,813)
Water	$ 2,355,565	$ 640,904	$ 624,095	$ (16,809)
Sewer	$ 2,340,748	$ 642,334	$ 532,490	$ (109,844)
Drainage	$ 1,035,452	$ 257,487	$ 239,631	$ (17,856)
Transportation*	$ 315,854	$ 14,854	$ 15,467	$ 613
Totals	$ 12,097,077	$ 3,949,453	$ 3,563,486	$ (385,967)
*Not an operating fund				
**not including Mayor & Council Salaries				

CITY COUNCIL OPTIONS:

1. The City Council may approve Resolution 2020-09 Updating the Stanwood Non-Represented Salary schedule.
2. The City Council may not approve Resolution 2020-98 Updating the Stanwood Non-Represented Salary schedule and direct staff to bring back other staffing solutions

RECOMMENDED MOTION:

Recommend a motion to authorize Option 1.

A MOTION TO APPROVE RESOLUTION 2020-09 UPDATING THE NON-REPRESENTED EMPLOYEE SALARY SCHEDULE EFFECTIVE JUNE 25, 2020

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2020-09

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON UPDATING THE NON-REPRESENTED EMPLOYEE SALARY SCHEDULE EFFECTIVE JUNE 25, 2020.

WHEREAS, it is necessary and appropriate to establish the city organizational structure and salary and benefit schedules for employees and elected officials of the City of Stanwood by resolution of the city council; and

WHEREAS, on June 11, 2020 the City Council approved Resolution 2020-08 updating the 2020 non-represented salary schedule; and

WHEREAS, the city council wishes to implement the overall long-term staffing plan that allows for flexibility in FTE activation or inactivation to respond the long-term desires of the community, enhance overall levels of service and develop a stronger internal support system to deliver and relieve external service departments to focus on direct service delivery.

WHEREAS, pursuant to RCW 35A.11.020, the City Council has the power to fix the compensation and working conditions of its officers and employees through budget allocation for personnel and benefits;

WHEREAS, the Stanwood Mayor and City Administrator hold the authority to establish job descriptions for all position classifications, pursuant to city attorney review as to form.

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

Section 1: Adopting Updated Salary Schedule for Non-Represented Employees
That the monthly base compensation for City employees and elected officials who are not represented by a union or bargaining group subject to adjustments as contained herein as set forth below:

City of Stanwood - 2020	Salary Schedule				
Position Title	Step 1	Step 2	Step 3	Step 4	Step 5
City Administrator	$ 11,043	$ 11,375	$ 11,715	$ 12,067	$ 12,429
Public Works Director	$ 9,629	$ 9,918	$ 10,216	$ 10,523	$ 10,839
Finance Director	$ 9,280	$ 9,558	$ 9,844	$ 10,140	$ 10,445
Community Development Director	$ 9,280	$ 9,558	$ 9,844	$ 10,140	$ 10,445
City Engineer/Capital Projects Manager	$ 9,244	$ 9,521	$ 9,807	$ 10,102	$ 10,405
Human Resource Manager	$ 8,001	$ 8,274	$ 8,547	$ 8,820	$ 9,093
Finance Manager	$ 8,001	$ 8,274	$ 8,547	$ 8,820	$ 9,093
Public Works Superintendent	$ 8,001	$ 8,274	$ 8,547	$ 8,820	$ 9,093
Building Official	$ 7,296	$ 7,515	$ 7,740	$ 7,972	$ 8,211
City Clerk	$ 7,296	$ 7,515	$ 7,740	$ 7,972	$ 8,211
Senior Accountant	$ 6,691	$ 6,893	$ 7,100	$ 7,312	$ 7,531
Economic Development & Marketing Manager	$ 6,691	$ 6,893	$ 7,100	$ 7,312	$ 7,531
Assistant to Administrator & Communications Specialist	$ 6,691	$ 6,893	$ 7,100	$ 7,312	$ 7,531
Sr Planner	$ 6,691	$ 6,893	$ 7,100	$ 7,312	$ 7,531
Planner	$ 5,852	$ 6,051	$ 6,258	$ 6,471	$ 6,691
Code Enforcement Officer	$ 5,852	$ 6,051	$ 6,258	$ 6,471	$ 6,691
Engineering Technician	$ 5,240	$ 5,437	$ 5,642	$ 5,854	$ 6,075

Section 2: Benefits for Non-Represented Employees

That the benefits approved on November 25, 2019 for non-represented employees remain the same and that the City of Stanwood provides other benefits to its employees as set forth in the Personnel Policy Manual as approved by City Council.

ADOPTED by the city council and **APPROVED** by the Mayor this 25th day of June, 2020.

CITY OF STANWOOD

By_____
Leonard Kelley, Mayor

ATTEST:

By_____
Jennifer Ferguson, City Clerk