



Salary Commission  
Meeting Agenda  
June 23, 2021 at 5:00 pm

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

## Agenda

1. Salary Commission Roles and Responsibilities Overview
  - a. Elect Salary Commission Chairperson
2. Review Compensation of Council and Mayor Comparison cities
3. Discussion – Set Mayor and City Council Salary for 2022

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### ZOOM MEETING INVITATION

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Topic: Stanwood Salary Commission

Time: June 23, 2021 - 5:00 pm

Join the zoom meeting with the link below-

<https://us02web.zoom.us/j/82168953890?pwd=ek9zeldZMjBiUDI3aGJoTWtVcHV2Zz09>

Webinar ID: 821 6895 3890

Passcode: 481582

Join by telephone: (253) 215- 8782



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

**DATE:** June 23, 2021

**SUBJECT:** 2022 Mayor/Council Salary

**FROM:** Sara Robinson, City Clerk

**ATTACHMENTS:** A – Ordinance 1306  
B - AWC Salary Survey  
C – 2021-2022 Biennial Budget Overview

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***Background:***

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.

The Stanwood City Council holds twenty-two (22) regular meetings per year, approximately four (4) special workshop 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 90 minutes and committee meetings last approximately 45 minutes.

The Mayor attends council meetings but is not required to attend committee meetings. He/she is required to devote 30 hours per week on mayoral duties. In addition to a monthly Salary, the City will pay half of the premium for medical, dental, and vision benefits.

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:**

Due to the COVID-19 pandemic, the Salary Commission did not meet in 2020, therefore an adjustment was not made to the salaries for 2021.

In 2019, the Commission recommended increasing the Mayor’s salary from \$1,400 per month to \$1,500 per month. Councilmember salaries were increased from \$375 per month to \$425 per month.

Meeting Date	Mayor	Council	Decision	Effective
July 15, 2012	\$1,100	\$300	No change	2013
July 18, 2013	\$1,100	\$300	Mayor \$1,200 Council \$325	2014
July 28, 2014	\$1,200	\$325	No change	2015
June 22, 2015	\$1,200	\$325	No Change	2016
June 17, 2016	\$1,200	\$325	Mayor \$1,300 Council \$350	2017
June 8, 2017	\$1,300	\$350	No Change	2018
June 4, 2018	\$1,300	\$350	Mayor \$1,400 Council \$375	2019
June 11, 2019	\$1,400	\$375	Mayor \$1,500 Council \$425	2020
June 23, 2021	\$1,500	\$425		2021

The Stanwood City Council budget priorities include:

Support a Sustainable Local Economy

- Focus economic development efforts on continually building a sustainable local economy by supporting existing businesses, recruiting new business and promote our tourism industry.

Enhance Parks and Recreation

- Improve our existing parks and trails, especially along the waterfront and develop recreational opportunities for the community and visitors.

Build Safe Streets

- Develop multi-modal, safe and aesthetically pleasing city streets and support our WSDOT partnership to improve SR532 intersections.

Improve Public Engagement Opportunity

- Continually enhance connectivity and public engagement tools for residents, business and visitors through diverse communication channels that include alternative meeting formats.

The 2021-2022 Biennial Budget included in attachment B, is comprised of 30 funds with a total budgeted revenue forecast of \$53,231,338 matched to budgeted expenditures of \$48,297,830. The city is projected to begin the 2021-2022 biennium with a beginning fund balance of \$20,650,952 for all funds and the impact of revenues forecasted to be over expenditures, estimates the biennium ending fund balance at \$25,584,460. Operating Funds which include the General Fund, Street Operating and Utility Operating Funds anticipate ending fund balances in excess of city financial policy reserve targets adopted by the City Council.

**RECOMMENDATION**

The Salary Commission’s goal is to provide a recommendation for the salary adjustment for the Mayor and City Council for 2022.

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

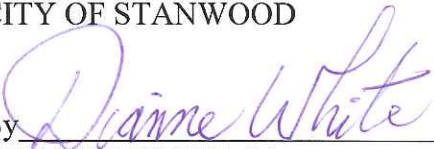
of this provision it shall not be the intent to adopt the powers of Referendum generally.

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.

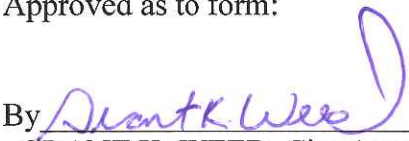
CITY OF STANWOOD

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

**Population Base: 5,000 to 10,000**  
**Strong Mayor Form of Government**  
**AWC Survey Data 2020**

<b><u>Organization</u></b>	<b><u>County</u></b>	<b><u>Benchmark Position</u></b>	<b><u>Compensation</u></b>
City of Brier	Snohomish	Councilmember	\$200/month plus \$50/meeting attended
City of Brier		Mayor	\$1,000/per month plus \$50/meeting attended
City of Yelm	Thurston	Councilmember	\$800/month
City of Yelm		Mayor	\$2,500/month
City of Quincy	Grant	Councilmember	\$550/month
City of Quincy		Mayor	\$1,300/month
City of Hoquiam	Grays Harbor	Councilmember	\$275/month
City of Hoquiam		Mayor	\$885/month
City of Milton	King	Councilmember	\$400/month
City of Milton		Mayor	\$1,500/month
City of Prosser	Benton	Councilmember	\$325/month
City of Prosser		Mayor	\$700/month
City of North Bend	King	Councilmember	\$500/month + \$50/local meetings, \$75/regional meetings (up to 6/month)
City of North Bend		Mayor	\$3,000/month + \$50/local meetings, \$75/regional meetings (up to 10/month)
City of Orting	Pierce	Councilmember	\$300/month
City of Orting		Mayor	\$1,000/month
City of Othello	Adams	Councilmember	\$400/month
City of Othello		Mayor	\$12,512/month
City of Connell	Franklin	Councilmember	\$175/month
City of Connell		Mayor	\$600/month
Town of Steilacoom	Pierce	Councilmember	\$300/month
Town of Steilacoom		Mayor	\$750/month
City of Medical Lake	Spokane	Councilmember	\$250/month
City of Medical Lake		Mayor	\$1,000/month
City of Pacific	King	Councilmember	\$200/month
City of Pacific		Mayor	\$750/month
City of Duvall	King	Councilmember	\$500/month
City of Duvall		Mayor	\$2,000/month
City of Ephrata	Grant	Councilmember	\$200/month

<u>Organization</u>	<u>County</u>	<u>Benchmark Position</u>	<u>Compensation</u>
City of Ephrata		Mayor	\$500/month
City of College Place	Walla Walla	Councilmember	\$375/month
City of College Place		Mayor	\$1,500/month
City of Woodland	Cowlitz	Councilmember	\$150/month plus \$50/meeting.
City of Woodland		Mayor	\$1,000/month
City of Sultan	Snohomish	Councilmember	\$300/month plus \$50/meeting; max 3 meetings
City of Sultan		Mayor	\$1,500/month plus \$500 per extra meeting
City of Clarkston	Asotin	Councilmember	\$250/month
City of Clarkston		Mayor	\$600/month
City of Black Diamond	King	Councilmember	\$160/month
City of Black Diamond		Mayor	\$1,000/month
City of Buckley	Pierce	Councilmember	\$250/month
City of Buckley		Mayor	\$500/month
City of DuPont	Pierce	Councilmember	\$600/month
City of DuPont		Mayor	\$2,100/month

**Summary:**

**Mayor**

Mean	\$1,736
Median	\$1,000
<i>Stanwood</i>	<i>\$1,500</i>

**Councilmember**

Mean	\$339
Median	\$300
<i>Stanwood</i>	<i>\$425</i>

## STANWOOD LEADERSHIP

Stanwood is a free-standing, full-service City with exceptional city employees, a stable political environment and goals to showcase our welcoming community that honors our history and passion for our beautiful, unique coastal community region. Stanwood operates under the Mayor-Council form of government. The seven-member City Council establishes citywide policy and provides leadership for the community. The elected Mayor is responsible for the day-to-day administration of City business, implementation of Council policies, and establishment of operating policies and processes, utilizing the professional services of a City Administrator who oversees the day-to-day operations and coordinates all activities and functions of city business of all city officers, departments, commissions and boards to support the Mayor in ensuring optimum service to the community.

The City Council's mission is to provide effective City government representation for its citizens, determine policy, enact ordinances and resolutions, approve contracts and authorize payment of all obligations incurred by the City, through its financial policy.

<b>City Council</b>			
<b>Regular Meetings</b> 7:00 pm 2nd and 4th Thursdays of each month Stanwood-Camano School District Administration Building 26920 Pioneer Highway Stanwood, WA 98292			
	<b>Rob Johnson</b> City Council Position 1	<b>Dianne White</b> City Council Position 2	<b>Darren Robb</b> City Council Position 3
			
<b>Timothy Pearce</b> City Council Position 4	<b>Steve Shepro</b> City Council Position 5	<b>Sid Roberts</b> City Council Position 6	<b>Judy Williams</b> City Council Position 7

## CITY OFFICIALS

Jennifer Ferguson, City Administrator  
 Patricia Love, Community Development Director  
 Police Chief Rob Martin, Snohomish County Sheriff Office  
 Fire Chief John Cermak, North County Fire & EMS

Kevin Hushagen, Public Works Director  
 Finance Director (vacant/recruiting)  
 Shawn Smith, City Engineer  
 Pat Adams, Human Resource Manager



## BUDGET PRIORITIES

In 2019, the City of Stanwood partnered with Washington State University to gather community feedback on their opinions regarding various city services, how they can be improved and what level of services the community desires. From the responses received, a variety of community priorities emerged which include:

- Protecting the environment
- Promoting public safety
- Improving existing parks and amenities
- Promoting economic growth
- More development towards the river
- Expanding tourism
- Enhancing public engagement efforts

**Using top ranked opportunities for improvement and priorities that the community survey identified, the Stanwood City Council desires to:**

- ✓ **Support a Sustainable Local Economy**
  - **Focus economic development efforts on continually building a sustainable local economy by supporting existing businesses, recruiting new business and promote our tourism industry.**
- ✓ **Enhance Parks and Recreation**
  - **Improve our existing parks and trails, especially along the waterfront and develop recreational opportunities for the community and visitors.**
- ✓ **Build Safe Streets**
  - **Develop multi-modal, safe and aesthetically pleasing city streets and support our WSDOT partnership to improve SR532 intersections.**
- ✓ **Improve Public Engagement Opportunity**
  - **Continually enhance connectivity and public engagement tools for residents, business and visitors through diverse communication channels that include alternative meeting formats.**

The 2021-2022 Biennial Budget endeavors to support, through funding, the achievement of community priorities and goals. Throughout the budget document, we highlight how various budget allocations work to achieve these goals and community priorities along with the routine and on-going delivery of services that all city departments provide.

## BUDGET OVERVIEW

The 2021-2022 Biennial Budget is comprised of 30 funds with a total budgeted revenue forecast of \$53,231,338 matched to budgeted expenditures of \$48,297,830. The city is projected to begin the 2021-2022 biennium with a beginning fund balance of \$20,650,952 for all funds and the impact of revenues forecasted to be over expenditures, estimates the biennium ending fund balance at \$25,584,460.

Operating Funds which include the General Fund, Street Operating and Utility Operating Funds anticipate ending fund balances in excess of city financial policy reserve targets adopted by the City Council. This is a positive outlook and offers the City Council options to maintain reserves in excess of financial targets as proposed or utilizing funds for additional capital investments that will achieve community priorities over the next two years and beyond.

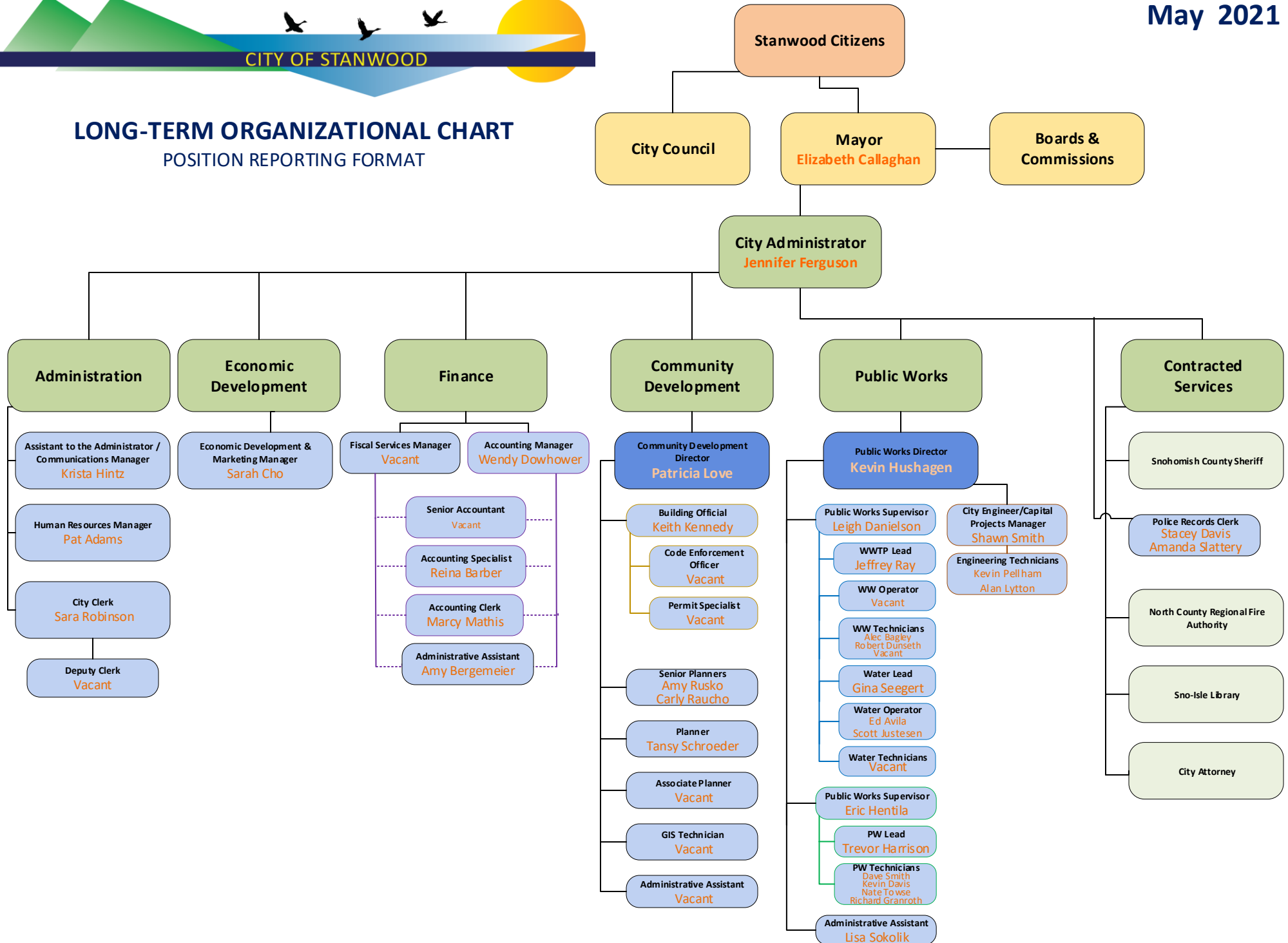
### SUMMARY REVENUES, EXPENDITURES AND FUND BALANCE (ALL FUNDS)

Fund Name	Beginning Fund Balance	Revenues			Expenditures			Ending Fund Balance
		2021	2022	Total	2021	2022	Total	
General Fund	\$ 4,148,972	6,168,458	6,287,999	\$ 12,456,457	5,953,139	6,452,817	\$ 12,405,957	\$ 4,199,473
Street Operating Fund	\$ 68,211	665,900	671,209	\$ 1,337,109	663,786	668,317	\$ 1,332,103	\$ 73,217
Street Impact Fee Fund	\$ 652,061	216,665	218,665	\$ 435,330	-	-	\$ -	\$ 1,087,391
Street Capital Fund	\$ 923,458	1,616,400	4,014,400	\$ 5,630,800	1,604,500	3,802,500	\$ 5,407,000	\$ 1,147,258
Park & Trail Capital Fund	\$ 361,236	1,813,900	5,518,900	\$ 7,332,800	1,715,000	1,654,000	\$ 3,369,000	\$ 4,325,036
Fire Impact Fees	\$ 41,726	-	-	\$ -	-	-	\$ -	\$ 41,726
Park Impact Fees	\$ 274,658	84,135	84,135	\$ 168,270	-	140,000	\$ 140,000	\$ 302,928
Equipment Reserve Fund	\$ 394,029	196,890	163,100	\$ 359,990	277,050	-	\$ 277,050	\$ 476,969
Transportation Benefit District Fund	\$ 477,457	475,500	475,500	\$ 951,000	359,450	361,450	\$ 720,900	\$ 707,557
Contingency Fund	\$ 389,047	55,400	55,400	\$ 110,800	-	-	\$ -	\$ 499,847
Building Improvement Fund	\$ 1,497,490	16,800	16,800	\$ 33,600	100,000	50,000	\$ 150,000	\$ 1,381,090
Tourism And Promotion: Discover Stanwood Camano	\$ 2,931	79,000	109,000	\$ 188,000	74,000	74,000	\$ 148,000	\$ 42,931
REET 1 Fund: Capital Improvements	\$ 840,519	310,300	310,300	\$ 620,600	724,000	300,000	\$ 1,024,000	\$ 437,119
REET 2 - Growth Management	\$ 1,010,420	315,500	315,500	\$ 631,000	-	480,000	\$ 480,000	\$ 1,161,420
Debt Service Fund	\$ 12,896	500	298,500	\$ 299,000	-	298,000	\$ 298,000	\$ 13,896
Sewer Utility Funds	\$ 1,607,730	2,340,900	2,421,820	\$ 4,762,720	2,350,398	2,421,629	\$ 4,772,026	\$ 1,598,424
Sewer Capital Fund	\$ 2,096,342	4,206,300	2,059,300	\$ 6,265,600	4,147,000	2,000,000	\$ 6,147,000	\$ 2,214,942
Sewer Plant Investment Fund	\$ 164,870	155,000	155,000	\$ 310,000	300,000	-	\$ 300,000	\$ 174,870
Sewer Bond Reserve	\$ 500,383	8,900	8,900	\$ 17,800	-	-	\$ -	\$ 518,183
Sewer Equipment Reserve	\$ 574,769	116,461	112,411	\$ 228,872	125,000	-	\$ 125,000	\$ 678,641
Drainage Operating Fund	\$ 524,713	1,055,300	1,092,050	\$ 2,147,350	955,540	808,590	\$ 1,764,131	\$ 907,932
Drainage Capital Fund	\$ 110,672	1,815,000	1,015,000	\$ 2,830,000	1,800,000	1,000,000	\$ 2,800,000	\$ 140,672
Drainage Plant Investment Fund	\$ 46,036	80,700	80,700	\$ 161,400	27,000	40,500	\$ 67,500	\$ 139,936
Drainage Equipment Reserve	\$ 296,173	65,064	51,641	\$ 116,705	104,950	-	\$ 104,950	\$ 307,928
Water Operating Fund	\$ 979,328	2,114,200	2,185,425	\$ 4,299,625	2,312,973	2,330,707	\$ 4,643,680	\$ 635,273
Water Capital Fund	\$ 1,436,359	44,800	44,800	\$ 89,600	200,000	750,000	\$ 950,000	\$ 575,959
Cedar Home Plant Investment Fees	\$ 114,826	12,100	12,100	\$ 24,200	10,000	10,000	\$ 20,000	\$ 119,026
Water Plant Investment Fees	\$ 402,579	205,000	205,000	\$ 410,000	-	-	\$ -	\$ 812,579
Water Bond Reserve	\$ 412,342	424,038	429,296	\$ 853,334	419,138	424,396	\$ 843,534	\$ 422,142
Water Equipment Reserve	\$ 288,718	83,160	76,216	\$ 159,376	8,000	-	\$ 8,000	\$ 440,094
<b>Total Funds</b>	<b>\$ 20,650,952</b>	<b>24,742,271</b>	<b>28,489,067</b>	<b>\$ 53,231,338</b>	<b>24,230,924</b>	<b>24,066,906</b>	<b>\$ 48,297,830</b>	<b>\$ 25,584,460</b>



# LONG-TERM ORGANIZATIONAL CHART

## POSITION REPORTING FORMAT

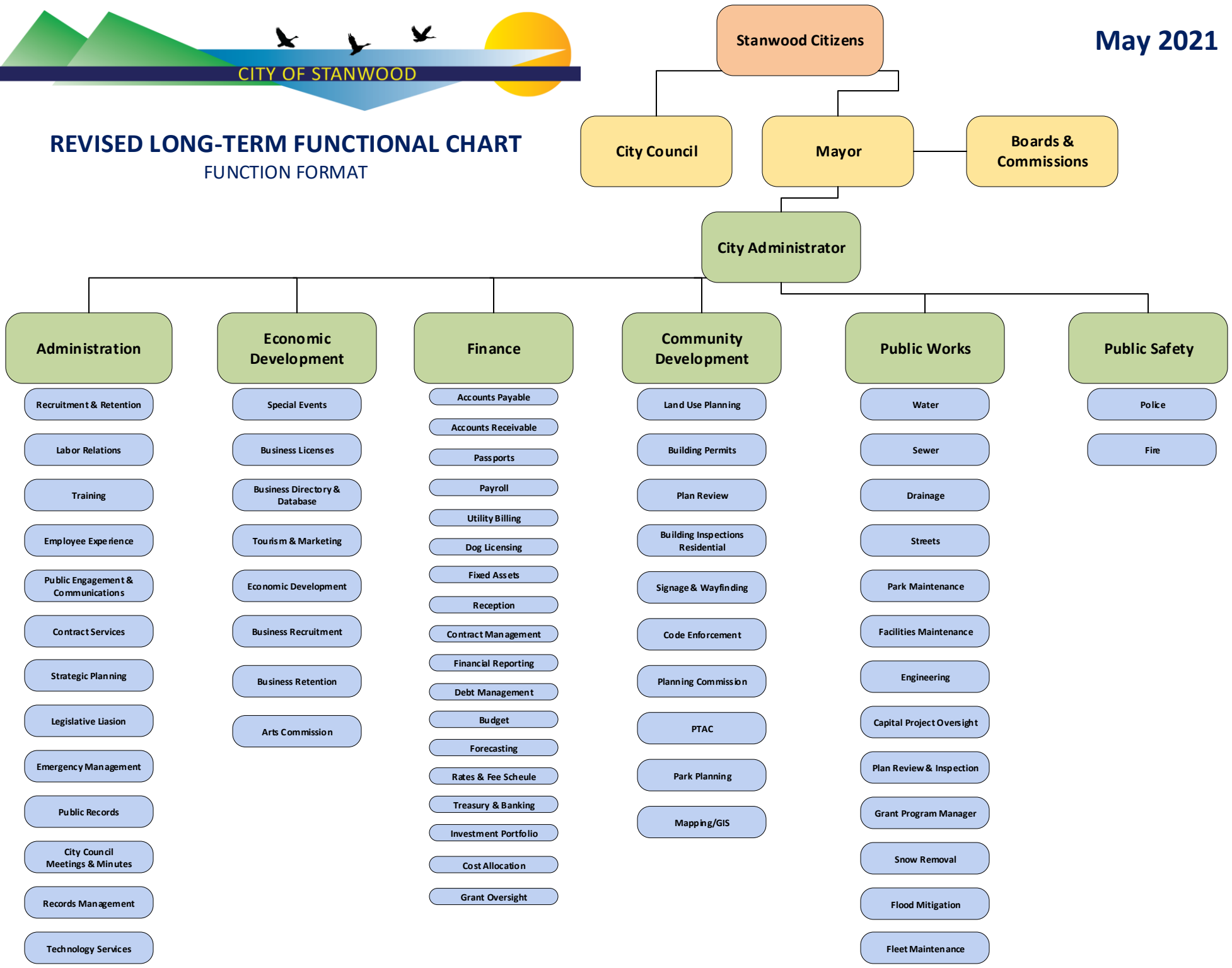




May 2021

# REVISED LONG-TERM FUNCTIONAL CHART

## FUNCTION FORMAT





# City of Stanwood

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

June 23, 2021

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

Re: Salary Commission Decision

Dear Mrs. Ferguson:

The Salary Commission met on June 23, 2021 to determine the council and mayor salary schedule for 2022. After carefully considering Mayor and Council salaries in comparison cities, City Council budget priorities and fiscal performance, and the dedication of our elected officials, the Commission unanimously voted to set compensation at the following rate:

Mayor  
Councilmembers / Mayor Pro-Temp

\*\*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 23<sup>rd</sup> day of June 2021.

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Edythe Garvey, Commissioner

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Major Freeman, Commissioner

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Nicole Gilligan, Commissioner

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Conner Lahtonen, Commissioner

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cc: Mayor Elizabeth Callaghan  
Councilmember Rob Johnson  
Councilmember Darren Robb  
Councilmember Steve Shepro  
Councilmember Judy Williams

Councilmember Dianne White  
Councilmember Timothy Pearce  
Councilmember Sid Roberts