



Finance & Personnel Committee  
Meeting Agenda  
Monday, May 16<sup>th</sup>, 2022 | 5:00 PM

This meeting will be conducted via Zoom or Telephone  
log-in information is posted below and on the City  
Website <https://www.stanwoodwa.org>

## **Agenda**

1. 2021-2022 Budget Amendment Three
2. Reclassification and Upgrade of the Senior Planner to Parks Planning  
Manager
3. Reclassification and Upgrade of the Engineering Technician to Associate  
Engineer

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

**ITEM NUMBER:** 1  
**DATE:** May 16, 2022  
**SUBJECT:** 2021-22 Budget Amendment Three  
**CONTACT PERSON:** David A. Hammond, Finance Director  
**ATTACHMENT:** A - 2022 Budget Amendment Fund Level Summary

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**PURPOSE**

Review and discuss budget updates.

**RECOMMENDATION**

Review and discuss requested amendments to the 2021-22 budget.

**SUMMARY STATEMENT**

This report provides staff recommended adjustments to the 2021-2022 budget. The recommended changes include minor revisions to revenue estimates, recently authorized projects, changes in timing of capital projects, miscellaneous transfers, and corrections, and three new requests.

Revenue estimate changes:

- Gambling taxes have picked up post Covid closures.
- Late penalties have returned to normal post Covid moratorium.

Projects newly authorized by council:

- Budgeting Software
- Second phase records management project, digitization of permits
- Assist RFA with Ambulance purchase
- Assistance to Senior Center
- Assistance with special events
- Brick Road Gateway
- City Beautification – install light/banner poles
- Flashing cross walk signs
- Comprehensive plan update
- Municipal Code update
- Security updates-SCADA

Changes to timing and identification of capital projects to coincide with Transportation Improvement Plan update:

- Viking Way construction begins 2023
- Specific Overlay projects identified, based on Transportation Improvement Board Funding
  - 72<sup>nd</sup> Ave (272<sup>nd</sup> to 276<sup>th</sup>)
  - 68<sup>th</sup> Ave (276<sup>th</sup> to 280<sup>th</sup>)
- Sidewalk Projects
  - 92<sup>nd</sup> (271<sup>st</sup> to Heritage Park)
  - 273<sup>rd</sup> (100<sup>th</sup> to 102<sup>nd</sup>)
- Removed 72<sup>nd</sup> Ave Study
- Removed 106<sup>th</sup> Bypass Design
- 80<sup>th</sup> Ave Reconstruction (moved design forward to 2022)
- Stanwood Port Susan Trail Construction will move into 2023
- IS4, revised timing, Phase 2 construction moved to 2023.

Miscellaneous transfers and corrections

- Corrected Direct Allocations of Staff based on positions added in prior biennium.
- Updated Indirect Allocations, based on positions added.
- Annual insurance premiums increased \$50,000 and allocation was updated.
- Final payment for truck that was budgeted in 2021, but was ultimately paid in 2022.
- Close out debt service fund because all General Obligation Debt has been retired.
- Correct allocation of 2021 water/sewer bond debt service between water and sewer funds.
- Correct Snohomish County PW Loan annual debt service.
- Water, Sewer and Drainage Operating Funds-Transfer surplus to capital funds.
- One vehicle purchased in 2021 charge to Drainage, should be Water.
- Drainage Capital bond proceeds increased from \$1,000,000 to \$3,500,000.

New requests:

- Two new Public Works light-medium duty pickups.
- Utility Rate Study, supporting Water & Sewer Plan updates.
- SCADA Information Security Program remediation.

## Proposed Line-Item Amendments, By Fund:

| Fund Name    | Revenue Account Name           | Budget | Proposed Change | Amended Budget | Description                                        |
|--------------|--------------------------------|--------|-----------------|----------------|----------------------------------------------------|
| General Fund |                                |        |                 |                |                                                    |
|              | Gambling Tax                   | 3,030  | 29,000          | 32,030         | Activity increasing after nearly zero during Covid |
|              | Dept of Commerce               | 0      | 62,500          | 62,500         | Commerce Grant - Comprehensive Plan                |
|              | Transfer in from 205 Debt Serv | 0      | 21,036          | 21,036         | Debt fully paid, transfer balance to General Fund  |
|              |                                | 3,030  | 112,536         | 115,566        |                                                    |

| Fund Name    | Expenditure Account Name          | Current Budget | Proposed Change | Amended Budget | Description                                                                |
|--------------|-----------------------------------|----------------|-----------------|----------------|----------------------------------------------------------------------------|
| General Fund | Salaries - Clerk                  | 105,595        | 29,291          | 134,886        | Budgeted at deputy clerk rate                                              |
|              | Professional services - Clerk     | 229,800        | 116,165         | 345,965        | Adj rec. mgmt- dept change & change order                                  |
|              | Salaries - Executive              | 81,598         | 68,812          | 150,410        | FTE allocation changes                                                     |
|              | Professional services - Clerk     | 70,000         | -53,550         | 16,450         | Budget S/W, Remove Strat. Plan, Adj Records management project             |
|              | Salaries - Administration         | 445,413        | 3,232           | 448,645        | FTE allocation changes                                                     |
|              | Salaries indirect cost allocation | -266,452       | -51,997         | -318,449       | update cost allocation                                                     |
|              | Benefits indirect cost allocation | -129,978       | -14,358         | -144,336       | update cost allocation                                                     |
|              | Supplies indirect cost allocation | -8,795         | -3,131          | -11,926        | update cost allocation                                                     |
|              | Services indirect cost allocation | -94,497        | -153,554        | -248,051       | update cost allocation                                                     |
|              | Salaries Buildings & Grounds      | 89,138         | -6,948          | 82,190         | FTE allocation changes                                                     |
|              | Insurance                         | 50,137         | 70,363          | 120,500        | Increase WA Cities Insurance Premium                                       |
|              | Professional services - Fire      | 45,025         | 194,755         | 239,780        | RFA assistance for ambulance purchase & increase in marshall services, etc |
|              | Salaries - Community Development  | 548,765        | -73,473         | 475,292        | vacant position                                                            |
|              | Professional services - CD        | 210,500        | 252,550         | 463,050        | Comp Plan & Code Re-write                                                  |
|              | Senior Center                     | 10,000         | 25,000          | 35,000         | Revenue Replacement for Senior Center                                      |
|              | Machinery & Equipment             | 0              | 4,000           | 4,000          | Security at PW Shop & Yard                                                 |
|              |                                   | 1,386,249      | 407,157         | 1,793,406      |                                                                            |

| Fund Name | Expenditure Account Name | Current Budget | Proposed Change | Amended Budget | Description                          |
|-----------|--------------------------|----------------|-----------------|----------------|--------------------------------------|
| Streets   | Salaries                 | 282,983        | -1,842          | 281,141        | FTE allocation changes               |
|           | Prof Services            | 16,500         | 1,841           | 18,341         | ClearGov Budget software             |
|           | Insurance                | 13,742         | 3,128           | 16,870         | Increase WA Cities Insurance Premium |
|           | Machinery & Equipment    | 0              | 3,250           | 3,250          | Security at PW Shop & Yard           |
|           |                          | 313,225        | 6,377           | 319,602        |                                      |

| Fund Name           | Revenue Account Name             | Budget    | Proposed Change | Amended Budget | Description                                |
|---------------------|----------------------------------|-----------|-----------------|----------------|--------------------------------------------|
| Street Construction |                                  |           |                 |                |                                            |
|                     | WSDOT Safe Routes to Schools     | 660,000   | -660,000        | -              | Project deferred to 2023                   |
|                     | Transportation Improvement Board | 990,000   | -660,000        | 330,000        | Project deferred to 2023                   |
|                     | Transfer In From St Impact       | 50,000    | 49,600          | 99,600         | Impact fees allocated to eligible projects |
|                     | Transfer in From TBD             | 1,578,902 | -944,302        | 634,600        | Project deferred to 2023                   |
|                     | Transfer In From Drainage PIF    | 40,500    | -40,500         | -              | Project deferred to 2024                   |
|                     |                                  | 3,319,402 | -2,255,202      | 1,064,200      |                                            |

| Fund Name           | Expenditure Account Name             | Current Budget | Proposed Change | Amended Budget | Description                                           |
|---------------------|--------------------------------------|----------------|-----------------|----------------|-------------------------------------------------------|
| Street Construction |                                      |                |                 |                |                                                       |
|                     | Sidewalk Installation                | 417,452        | -417,452        | 0              | Allocated to specific projects                        |
|                     | Viking Way Eng                       | 175,000        | 30,000          | 205,000        | Increased project cost                                |
|                     | Cross Walk flashing lights           | -              | 50,000          | 50,000         | Two new flashing lights for crosswalks                |
|                     | Viking Way Construction              | 586,000        | -586,000        | 0              | Project deferred to 2023                              |
|                     | Sidewalk 92nd (271st to Heritage Pk) | -              | 200,000         | 200,000        | Specific sidewalk project                             |
|                     | 72nd Overlay (SR 532 To Pioneer Hwy) | 439,500        | -439,500        | 0              | Other overlays selected for 2022 based on TIB funding |
|                     | 68th Ave Overlay (276th to 280th)    | -              | 175,000         | 175,000        | Overlay selected in 2022 for TIB funding              |
|                     | 80th Ave. Reconstruction (phase one) | -              | 100,000         | 100,000        | Design moved to 2022 in TIP Update                    |
|                     | 72nd Ave Overlay (272nd to 276th)    | -              | 175,000         | 175,000        | Overlay selected in 2022 for TIB funding              |
|                     | Sidewalk 273rd (100th to 102nd)      | -              | 180,000         | 180,000        | Specific sidewalk project                             |
|                     | City Beautification                  | 405,000        | 100,000         | 505,000        | Pioneer lighting & gateway                            |
|                     | 106th Bypass Design & Eng            | 330,000        | -330,000        | 0              | Removed from TIP                                      |
|                     | 72nd Ave Improvements                | 50,000         | -50,000         | 0              | Removed from TIP                                      |
|                     |                                      | 2,402,952      | -812,952        | 1,590,000      |                                                       |

| Fund Name                | Revenue Account Name  | Budget  | Proposed Change | Amended Budget | Description                                                |
|--------------------------|-----------------------|---------|-----------------|----------------|------------------------------------------------------------|
| Park & Trail Improvement |                       |         |                 |                |                                                            |
|                          | Transfer In from REET | 545,000 | -100,000        | 445,000        | Use most restrictive funding sources first, align with TIP |
|                          | Transfer in from TBD  | 0       | 100,000         | 100,000        | Use most restrictive funding sources first, align with TIP |
|                          |                       | 545,000 | 0               | 545,000        |                                                            |

| Fund Name                | Expenditure Account Name  | Current Budget | Proposed Change | Amended Budget | Description                |
|--------------------------|---------------------------|----------------|-----------------|----------------|----------------------------|
| Park & Trail Improvement |                           |                |                 |                |                            |
|                          | Stanwood Port Susan Trail | 1,554,000      | -474,000        | 1,080,000      | Construction timing change |

| Fund Name         | Expenditure Account Name | Current Budget | Proposed Change | Amended Budget | Description                                         |
|-------------------|--------------------------|----------------|-----------------|----------------|-----------------------------------------------------|
| Equipment Reserve |                          |                |                 |                |                                                     |
|                   | Machinery & Equip Parks  | 0              | 68,700          | 68,700         | Portable stage, correction of 2021 truck charge     |
|                   | M & E - Streets          | 0              | 77,700          | 77,700         | Vehicles budgeted 2021, paid 2022, add two vehicles |
|                   | M & E - B & G            | 0              | 38,700          | 38,700         | Vehicles budgeted 2021, paid 2022, add two vehicles |
|                   |                          | 0              | 185,100         | 185,100        |                                                     |

| Fund Name                       | Expenditure Account Name   | Current Budget | Proposed Change | Amended Budget | Description                         |
|---------------------------------|----------------------------|----------------|-----------------|----------------|-------------------------------------|
| Transportation Benefit District |                            |                |                 |                |                                     |
|                                 | Transfer to Parks & Trails | 0              | 100,000         | 100,000        | Support for Port Susan Trail design |

| Fund Name              | Expenditure Account Name   | Current Budget | Proposed Change | Amended Budget | Description                            |
|------------------------|----------------------------|----------------|-----------------|----------------|----------------------------------------|
| Real Estate Excise Tax |                            |                |                 |                |                                        |
|                        | Transfer to Parks & Trails | 545,000        | -100,000        | 445,000        | Utilize most restrictive funding first |

| Fund Name         | Expenditure Account Name | Current Budget | Proposed Change | Amended Budget | Description                |
|-------------------|--------------------------|----------------|-----------------|----------------|----------------------------|
| Tourism Promotion |                          |                |                 |                |                            |
|                   | Tourism Grants           | 11,000         | 10,000          | 21,000         | Support for special events |

| Fund Name         | Revenue Account Name          | Budget  | Proposed Change | Amended Budget | Description                                 |
|-------------------|-------------------------------|---------|-----------------|----------------|---------------------------------------------|
| Debt Service Fund |                               |         |                 |                |                                             |
|                   | Interest                      | 500     | -500            | 0              | Debt fully retired, no 2022 GO debt planned |
|                   | Transfer In from General Fund | 298,000 | -298,000        | 0              | Debt fully retired, no 2022 GO debt planned |
|                   |                               | 298,500 | -298,500        | 0              |                                             |

| Fund Name         | Expenditure Account Name       | Current Budget | Proposed Change | Amended Budget | Description                                 |
|-------------------|--------------------------------|----------------|-----------------|----------------|---------------------------------------------|
| Debt Service Fund |                                |                |                 |                |                                             |
|                   | Long Term Debt Parks Principal | 175,000        | -175,000        | 0              | Debt fully retired, no 2022 GO debt planned |
|                   | Professional Services          | 1,000          | -1,000          | 0              | Debt fully retired, no 2022 GO debt planned |
|                   | Long Term Debt Parks Interest  | 122,000        | -122,000        | 0              | Debt fully retired, no 2022 GO debt planned |
|                   | Ending Cash & Investments      | 20,655         | -20,655         | 0              | Debt fully retired, no 2022 GO debt planned |
|                   | Transfer to General Fund       | 0              | 21,036          | 21,036         | Debt fully retired, no 2022 GO debt planned |
|                   |                                | 318,655        | -297,619        | 21,036         |                                             |

| Fund Name       | Revenue Account Name   | Budget | Proposed Change | Amended Budget | Description                                         |
|-----------------|------------------------|--------|-----------------|----------------|-----------------------------------------------------|
| Sewer Operating |                        |        |                 |                |                                                     |
|                 | Late Penalties         | 0      | 24,000          | 24,000         | Update penalties, post-Covid mandate                |
|                 | Transfer in from Water | 0      | 163,135         | 163,135        | Reimburse debt service incorrectly charged to Water |
|                 |                        | 0      | 187,135         | 187,135        |                                                     |

| Fund Name       | Expenditure Account Name       | Current Budget | Proposed Change | Amended Budget | Description                                    |
|-----------------|--------------------------------|----------------|-----------------|----------------|------------------------------------------------|
| Sewer Operating |                                |                |                 |                |                                                |
|                 | Salaries                       | 593,993        | -63,849         | 530,144        | FTE allocation changes                         |
|                 | Professional Services          | 72,760         | 54,997          | 127,757        | ClearGov Budget software/Rate update/Security  |
|                 | Insurance                      | 61,662         | -11,662         | 50,000         | Increase/Allocate WA Cities Insurance Premium  |
|                 | Interfund payment for service  | 205,667        | 66,624          | 272,291        | Increase in cost allocation                    |
|                 | 2021 Rev Bond Principal Sewer  | 260,000        | -115,000        | 145,000        | Water/sewer debt service allocated incorrectly |
|                 | 2021 Rev Bond Interest Sewer   | 179,400        | -48,600         | 130,800        | Water/sewer debt service allocated incorrectly |
|                 | Machinery & Equipment          | 5,000          | 8,250           | 13,250         | Security at PW Shop & Yard                     |
|                 | Transfer to Sewer Construction | 0              | 1,145,485       | 1,145,485      | Transfer excess fund balance to Capital        |
|                 |                                | 1,378,482      | 1,036,245       | 2,414,727      |                                                |

| Fund Name          | Revenue Account Name          | Budget | Proposed Change | Amended Budget | Description                             |
|--------------------|-------------------------------|--------|-----------------|----------------|-----------------------------------------|
| Sewer Construction |                               |        |                 |                |                                         |
|                    | Transfer from Sewer Operating | 0      | 1,145,485       | 1,145,485      | Transfer excess fund balance to Capital |

| Fund Name          | Revenue Account Name | Budget | Proposed Change | Amended Budget | Description                          |
|--------------------|----------------------|--------|-----------------|----------------|--------------------------------------|
| Drainage Operating |                      |        |                 |                |                                      |
|                    | Late Penalties       | 0      | 9,000           | 9,000          | Update penalties, post-Covid mandate |

| Fund Name          | Expenditure Account Name     | Current Budget | Proposed Change | Amended Budget | Description                                   |
|--------------------|------------------------------|----------------|-----------------|----------------|-----------------------------------------------|
| Drainage Operating |                              |                |                 |                |                                               |
|                    | Salaries                     | 294,181        | -81,842         | 212,339        | FTE Allocation changes                        |
|                    | Professional Services        | 29,140         | 14,604          | 43,744         | ClearGov Budget software/Rate update          |
|                    | Insurance                    | 9,754          | 10,246          | 20,000         | Increase/Allocate WA Cities Insurance Premium |
|                    | Interfund pymt for service   | 82,346         | 69,153          | 151,499        | Increase in cost allocation                   |
|                    | SnoCo PW Assist Fund Princ   | 125,000        | -73,740         | 51,260         | Correct budget to actual                      |
|                    | SnoCo PW Assist Fund Int     | 5,000          | 8,840           | 13,840         | Correct budget to actual                      |
|                    | 2022 Revenue Bonds Princ     | 0              | 87,500          | 87,500         | Principal for new debt                        |
|                    | 2022 Revenue Bonds Int       | 0              | 25,000          | 25,000         | Interest for new debt                         |
|                    | Machinery & Equipment        | 0              | 3,250           | 3,250          | Security at PW Shop & Yard                    |
|                    | Transfer to Drain Constr 411 | 0              | 909,405         | 909,405        | Transfer excess fund balance to Capital       |
|                    |                              | 545,421        | 972,416         | 1,517,837      |                                               |

| Fund Name             | Revenue Account Name             | Budget    | Proposed Change | Amended Budget | Description                               |
|-----------------------|----------------------------------|-----------|-----------------|----------------|-------------------------------------------|
| Drainage Construction |                                  |           |                 |                |                                           |
|                       | Revenue Bond Proceeds            | 1,000,000 | 2,500,000       | 3,500,000      | Bonds for Drainage (IS4) projects         |
|                       | Transfer from Drainage Operating | 0         | 909,405         | 909,405        | Transfer excess fund balalance to capital |
|                       |                                  | 1,000,000 | 3,409,405       | 4,409,405      |                                           |

| Fund Name             | Expenditure Account Name                          | Current Budget | Proposed Change | Amended Budget | Description           |
|-----------------------|---------------------------------------------------|----------------|-----------------|----------------|-----------------------|
| Drainage Construction |                                                   |                |                 |                |                       |
|                       | Irvine Slough Stormwater Seperator & Pump Station | 2,550,000      | -1,100,000      | 1,450,000      | Project timing change |

| Fund Name       | Revenue Account Name | Budget | Proposed Change | Amended Budget | Description                          |
|-----------------|----------------------|--------|-----------------|----------------|--------------------------------------|
| Water Operating |                      |        |                 |                |                                      |
|                 | Late Penalties       | 40,000 | -19,000         | 21,000         | Update penalties, post-Covid mandate |

| Fund Name       | Expenditure Account Name          | Current Budget | Proposed Change | Amended Budget | Description                                         |
|-----------------|-----------------------------------|----------------|-----------------|----------------|-----------------------------------------------------|
| Water Operating |                                   |                |                 |                |                                                     |
|                 | Salaries                          | 612,206        | -96,611         | 515,595        | FTE Allocation changes                              |
|                 | Professional Services             | 88,300         | 54,208          | 142,508        | ClearGov Budget software/Rate update/Security       |
|                 | Insurance                         | 32,641         | 7,359           | 40,000         | Increase/Allocate WA Cities Insurance Premium       |
|                 | Interfund payment for service     | 211,709        | 87,263          | 298,972        | Increase in cost allocation                         |
|                 | 2021 Revenue Bond Principal Water | 0              | 115,000         | 115,000        | Water/sewer debt service allocated incorrectly      |
|                 | 2021 Revenue Bond Interest Water  | 0              | 48,600          | 48,600         | Water/sewer debt service allocated incorrectly      |
|                 | Machinery & Equipment             | 0              | 6,250           | 6,250          | Security at PW Shop & Yard                          |
|                 | Transfer to Capital               | 0              | 132,040         | 132,040        | Transfer excess fund balance to Capital             |
|                 | Transfer to Sewer                 | 0              | 163,135         | 163,135        | Reimburse debt service incorrectly charged to Water |
|                 |                                   | 944,856        | 517,244         | 1,462,100      |                                                     |

| Fund Name     | Revenue Account Name             | Budget | Proposed Change | Amended Budget | Description                             |
|---------------|----------------------------------|--------|-----------------|----------------|-----------------------------------------|
| Water Capital |                                  |        |                 |                |                                         |
|               | Transfer In from Water Operating | 0      | 132,040         | 132,040        | Transfer excess fund balance to capital |

| Fund Name                  | Revenue Account Name               | Budget | Proposed Change | Amended Budget | Description                                            |
|----------------------------|------------------------------------|--------|-----------------|----------------|--------------------------------------------------------|
| Drainage Equipment Reserve |                                    |        |                 |                |                                                        |
|                            | Transfer from Water Equipment Res. | 0      | 68,150          | 68,150         | Vehicle incorrectly charged to Drainage Equipment 2021 |

| Fund Name                  | Expenditure Account Name | Current Budget | Proposed Change | Amended Budget | Description                            |
|----------------------------|--------------------------|----------------|-----------------|----------------|----------------------------------------|
| Drainage Equipment Reserve |                          |                |                 |                |                                        |
|                            | Machinery & Equipment    | 0              | 77,700          | 77,700         | Vehicle budgeted in 2021, paid in 2022 |

| Fund Name               | Expenditure Account Name       | Current Budget | Proposed Change | Amended Budget | Description                                            |
|-------------------------|--------------------------------|----------------|-----------------|----------------|--------------------------------------------------------|
| Water Equipment Reserve |                                |                |                 |                |                                                        |
|                         | Transfer to 458 Drainage Equip | 0              | 68,150          | 68,150         | Vehicle incorrectly charged to Drainage Equipment 2021 |

| Summary Revenues, Expenditures and Fund Balance (All Funds) |                                 |                                |                           |                                                  |                                       |                           |                                                  |                                       |                                   |
|-------------------------------------------------------------|---------------------------------|--------------------------------|---------------------------|--------------------------------------------------|---------------------------------------|---------------------------|--------------------------------------------------|---------------------------------------|-----------------------------------|
| 2021-2022 Biennial Budget, Budget Amendment Three           |                                 |                                |                           |                                                  |                                       |                           |                                                  |                                       |                                   |
| 2022                                                        |                                 |                                |                           |                                                  |                                       |                           |                                                  |                                       |                                   |
| Fund                                                        | Fund Name                       | 2022<br>Beg<br>Fund<br>Balance | Revenues                  |                                                  |                                       | Expenditures              |                                                  |                                       | 2022<br>Ending<br>Fund<br>Balance |
|                                                             |                                 |                                | 2022<br>Revenue<br>Budget | 2022 Budget<br>Amendment<br>Three<br>Adjustments | 2022<br>Adjusted<br>Revenue<br>Budget | 2022<br>Expense<br>Budget | 2022 Budget<br>Amendment<br>Three<br>Adjustments | 2022<br>Adjusted<br>Expense<br>Budget |                                   |
| 001                                                         | General Fund                    | 5,134,230                      | 6,258,859                 | 112,536                                          | 6,371,395                             | 7,358,517                 | 407,157                                          | 7,765,674                             | 3,739,950                         |
| 101                                                         | Street Operating                | 149,313                        | 671,209                   |                                                  | 671,209                               | 668,317                   | 6,377                                            | 674,694                               | 145,828                           |
| 102                                                         | Street Impact Fee               | 861,213                        | 218,665                   |                                                  | 218,665                               | 0                         |                                                  | 0                                     | 1,079,878                         |
| 103                                                         | Street Capital                  | 144,945                        | 4,398,802                 | -2,255,202                                       | 2,143,600                             | 2,702,952                 | -812,952                                         | 1,890,000                             | 398,545                           |
| 104                                                         | Park & Trail Capital            | 1,454,084                      | 2,664,900                 | 0                                                | 2,664,900                             | 2,639,000                 | -474,000                                         | 2,165,000                             | 1,953,984                         |
| 105                                                         | Fire Impact Fees                | 0                              |                           |                                                  |                                       |                           |                                                  |                                       | 0                                 |
| 106                                                         | Park Impact Fees                | 79,457                         | 84,135                    |                                                  | 84,135                                | 140,000                   |                                                  | 140,000                               | 23,592                            |
| 107                                                         | Equipment                       | 549,238                        | 163,100                   |                                                  | 163,100                               | 0                         | 185,100                                          | 185,100                               | 527,238                           |
| 108                                                         | Transportation Benefit District | 845,599                        | 475,500                   |                                                  | 475,500                               | 778,902                   | 100,000                                          | 878,902                               | 442,197                           |
| 109                                                         | Contingency                     | 425,889                        | 55,400                    |                                                  | 55,400                                | 0                         |                                                  | 0                                     | 481,289                           |
| 110                                                         | Building Improvement            | 2,867,187                      | 16,800                    |                                                  | 16,800                                | 200,000                   |                                                  | 200,000                               | 2,683,987                         |
| 115                                                         | Tourism Promotion               | 1,851                          | 109,000                   |                                                  | 109,000                               | 74,000                    | 10,000                                           | 84,000                                | 26,851                            |
| 120                                                         | REET 1 - Capital Improvements   | 1,193,675                      | 310,300                   |                                                  | 310,300                               | 200,000                   |                                                  | 200,000                               | 1,303,975                         |
| 121                                                         | REET 2 - Growth Management      | 1,360,860                      | 315,500                   |                                                  | 315,500                               | 545,000                   | -100,000                                         | 445,000                               | 1,231,360                         |
| 205                                                         | Debt Service                    | 21,036                         | 298,500                   | -298,500                                         | 0                                     | 298,000                   | -297,619                                         | 381                                   | 20,655                            |
| 401                                                         | Sewer Utility Operating         | 1,956,620                      | 2,751,234                 | 187,135                                          | 2,938,369                             | 2,756,029                 | 1,036,245                                        | 3,792,274                             | 1,102,716                         |
| 403                                                         | Sewer Capital                   | 5,114,416                      | 59,300                    | 1,145,485                                        | 1,204,785                             | 4,605,000                 |                                                  | 4,605,000                             | 1,714,201                         |
| 405                                                         | Sewer Plant Investment          | 387,698                        | 155,000                   |                                                  | 155,000                               | 0                         |                                                  | 0                                     | 542,698                           |
| 410                                                         | Drainage Operating              | 663,433                        | 1,263,300                 | 9,000                                            | 1,272,300                             | 808,590                   | 972,416                                          | 1,781,006                             | 154,727                           |
| 411                                                         | Drainage Capital                | 849,934                        | 1,579,000                 | 3,409,405                                        | 4,988,405                             | 3,114,000                 | -1,100,000                                       | 2,014,000                             | 3,824,339                         |
| 412                                                         | Drainage Plant Investment       | 57,349                         | 80,700                    |                                                  | 80,700                                | 40,500                    |                                                  | 40,500                                | 97,549                            |
| 421                                                         | Water Operating                 | 1,096,616                      | 2,329,200                 | -19,000                                          | 2,310,200                             | 2,235,907                 | 517,244                                          | 2,753,151                             | 653,665                           |
| 422                                                         | Water Capital                   | 2,315,698                      | 44,800                    | 132,040                                          | 176,840                               | 443,000                   |                                                  | 443,000                               | 2,049,538                         |
| 423                                                         | Cedar Home Plant Investment     | 337,253                        | 12,100                    |                                                  | 12,100                                | 10,000                    |                                                  | 10,000                                | 339,353                           |
| 424                                                         | Water Plant Investment Fee      | 740,970                        | 205,000                   |                                                  | 205,000                               | 0                         |                                                  | 0                                     | 945,970                           |
| 451                                                         | Water Bond Reserve              | 0                              | 0                         |                                                  | 0                                     | 0                         |                                                  | 0                                     | 0                                 |
| 452                                                         | Sewer Bond Reserve              | 0                              | 0                         |                                                  | 0                                     | 0                         |                                                  | 0                                     | 0                                 |
| 457                                                         | Sewer Equipment Reserve         | 661,122                        | 112,411                   |                                                  | 112,411                               | 0                         |                                                  | 0                                     | 773,533                           |
| 458                                                         | Drainage Equipment Reserve      | 286,291                        | 51,641                    | 68,150                                           | 119,791                               | 0                         | 77,700                                           | 77,700                                | 328,382                           |
| 459                                                         | Water Equipment Reserve         | 431,010                        | 76,216                    |                                                  | 76,216                                | 0                         | 68,150                                           | 68,150                                | 439,076                           |
| 630                                                         | Custodial                       | 56                             |                           |                                                  |                                       |                           |                                                  |                                       | 56                                |
|                                                             | Total Funds                     | 29,987,042                     | 24,760,572                | 2,491,049                                        | 27,251,621                            | 29,617,714                | 595,818                                          | 30,213,532                            | 27,025,131                        |

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**CITY OF STANWOOD  
FINANCE & PERSONNEL COMMITTEE  
STAFF REPORT**

**ITEM NUMBER:** 2

**DATE:** May 16, 2022

**SUBJECT:** Reclassification and Upgrade of the Senior Planner to Parks Planning Manager

**CONTACT PERSON:** Pat Adams, Human Resources Manager

**ATTACHMENT:** A – Parks Planning Manager Job Description

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**PURPOSE:**

The purpose of this agenda item is for the Finance & Personnel Committee to discuss the proposed reclassification and upgrade of the Senior Planner to the Parks Planning Manager. It is proposed this new position serve as the community contact for parks, coordinate parks projects with the park's maintenance and scheduling staff, and continue to serve as staff liaison to the Parks and Trails Advisory Committee.

**BACKGROUND:**

For several years, the Parks and Trails Advisory Committee (PTAC) and members of the public have requested enhanced levels of service related to improving park aesthetics, recreational opportunities and parks scheduling and communications within the City and between departments. Some priorities identified by the community and City groups include:

- Increase maintenance levels to have tournament-ready ballfields
- Increase signage and wayfinding around the City
- Improve trails and walkability
- Increase parking capacity and improved parking maintenance
- Increase parks development and planning

City staff have met regularly the past several months to determine how best to implement a phased approach toward developing a Parks and Recreation Department, while maintaining existing staffing levels with minimal budget impacts. This recommended action is a critical first step toward achieving those goals.

### **SUMMARY:**

At the March 24 Council meeting, Council approved implementation of the *Parks Team*. Implementation entailed relocating the part-time Senior Planner (Parks Planning Manager) to Public Works for better coordination and communication among the Parks Team members. The City accomplished the physical relocation of staff to the City Shop on May 2, 2022.

As a result of the formation of the new Parks and Recreation Department, the current Senior Planner's duties will expand to assume additional duties and assignments to include, direct management responsibility for the successful implementation of a Parks and Recreation Department and for oversight and execution of the parks and recreation goals for the City. The Parks Planning Manager will organize and administer the City's parks planning and efforts, including the design, permit application, public involvement and management of the Parks and Trails Advisory Committee (PTAC). The Parks Planning Manager will also assume oversight duties of the Parks Public Works Maintenance Technicians, Engineering Technicians and Public Works Administrative Assistive, related to their functions as a part of the new Parks Team.

### **FISCAL IMPACT:**

The City conducted a salary study of its comparable cities for the Parks Planning Manager position based upon 2022 salaries and noted a 2.00% variance at the mean high salary range from the current Senior Planner's salary. As such, and in consideration of internal equity within our existing exempt salary structure, it is recommended that the Parks Planning Manager be banded with the City Clerk and Building Official classifications with a 2.76% increase. This will equate to an \$1,024.00 annual salary increase for the remainder of 2022.

### **STAFF RECOMMENDATION:**

**That the Finance & Personnel Committee discuss the proposed reclassification and upgrade of the Senior Planner to the Parks Planning Manager.**



## POSITION DESCRIPTION

**Title:** Parks Planning Manager  
**Department:** Public Works  
**FLSA Status:** Exempt  
**Union Status:** Non-Represented

### GENERAL DESCRIPTION

Manages the planning of parks and recreation goals of the City. Implements the City's Comprehensive Plan recommendations for parks and facilities through planning, property acquisition, design, of all City parks, trails, greenways, athletic fields, landscape areas, street trees, park buildings and other facilities. Assists the Public Works Director with project budgeting.

The Parks Planning Manager organizes and administers the City's parks planning efforts, including the design, permit application, public involvement, and manages the Parks and Trails Advisory Committee (PTAC).

### SUPERVISION RECEIVED

Reports directly to the Public Works Director

### SUPERVISION EXERCISED

May exercise supervision over consultants on a given project, as assigned. May oversee the work of support staff, part-time or temporary employees or volunteers, as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages parks planning activities, including master planning.
2. Coordinates parks planning efforts with other city departments and/or personnel including Engineering, Finance, and Community Development.
3. Manages the park's phone and email lines and responds to questions in a timely manner.
4. Evaluates land use policies affecting public parks, trails, open spaces, and recreational facilities.
5. Manages and oversees development of the department's functional parks plan and prepares and advocates the park element of the City's Comprehensive Plan.
6. Supports the Public Works Director's management of the Capital Improvement Program for park projects (e.g., repairs, upgrades, acquiring new property,



## **POSITION DESCRIPTION**

building parks, trails, and recreation facility projects, etc.) and assists with project budgets as requested by the Director.

7. Reviews development proposals to ensure compliance with recommendations, goals, policies and standards of the parks, recreation and open space element of the Comprehensive Plan.
8. Collects and analyzes information related to parks, recreation, trails and open space needs of the City, and develops recommendations for modifications or revisions to the Comprehensive Plan and related City ordinances in coordination with the Community Development Department and City Attorney's office.
9. Acts as liaison to community groups including the Parks and Trails Advisory Committee, community groups, neighborhood associations, business associations, professional and trade associations.
10. Manages grants by monitoring expenditures and ensuring compliance with all reporting requirements rules and regulations.
11. Collaborates with other departments, agencies, commissions, City Council, regional partners, and the community on the development of policy, administrative planning, and achievement of City-wide strategic initiatives.
12. Performs other duties as assigned by the Public Works Director.

### **PERIPHERAL DUTIES**

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal parks planning.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience:

- Graduation from an accredited four-year college or university with a degree in land use planning, urban planning, landscape architecture or a closely related field, and;
- Four to five years' experience in municipal or local government planning or;
- Any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience.



## **POSITION DESCRIPTION**

### Necessary Knowledge, Skills and Abilities:

- Senior level knowledge of Washington zoning and land use laws, as well as the comprehensive planning process.
- Senior level knowledge of current and public involvement processes.
- Senior level knowledge of land use regulation concepts (variances, zoning, density, etc.)
- Senior level knowledge of principles, practices and methods of parks planning as applied to parks/recreation area design. Knowledge of park construction and maintenance is desired.
- Senior level knowledge of State Environmental Policy Act (SEPA) procedures.
- Senior level knowledge of land use and building permit processes.
- Ability to understand and apply general engineering concepts.
- Working knowledge of personal computers.
- Familiarity with GIS applications.
- Strong ability to read site development and building plans and be able to articulate the details of those plans both orally and in writing.
- Ability to communicate effectively verbally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.
- Ability to conduct critical analysis of proposed park projects and make effective recommendations.
- Ability to design and implement master plans and studies concerning areas such as parks, open space, and trails.
- Ability to handle stressful situations, maintaining composure while under pressure.
- Ability to follow City safety guidelines and procedures.
- Ability to provide quality customer service to the public, demonstrating a professional and can-do attitude while administering City regulations.
- Ability to perform at a level commensurate with length of service.
- Ability to produce a quality work product in a timely and efficient manner.
- Ability to manage multiple tasks at one time and follow through on commitments.
- Ability to use good judgment in making decisions.
- Ability to provide innovative solutions to difficult problems; taking initiative to take on assignments without being asked.
- Ability to work as a member of and support a team, treating others fairly and consistently and exhibiting a positive attitude.
- Ability to follow rules provided by the City's Code of Conduct and Personnel Policy.



## **POSITION DESCRIPTION**

### **SPECIAL REQUIREMENTS**

Washington State Driver's License or ability to obtain one within 30 days and a good driving record is required.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to speak and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is primarily an indoor office. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.



## POSITION DESCRIPTION

### SELECTION GUIDELINES

Formal application, review of education and experience; oral interview and reference check; job related tests may be required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**CITY OF STANWOOD  
FINANCE & PERSONNEL COMMITTEE  
STAFF REPORT**

**ITEM NUMBER:** 3

**DATE:** May 16, 2022

**SUBJECT:** Reclassification and Upgrade of the Engineering Technician to Associate Engineer

**CONTACT PERSON:** Pat Adams, Human Resources Manager

**ATTACHMENT:** A – Associate Engineer Job Description

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**PURPOSE:**

The purpose of this agenda item is for the Finance & Personnel Committee to discuss the proposed reclassification and upgrade of the Engineering Technician to Associate Engineer. It is proposed this new position be created to address changes in the existing Engineering Technician's focus from primarily a municipal utilities inspector to that of a professional engineering and project manager.

**BACKGROUND:**

The engineering workload in the Public Works Department has grown substantially in recent years. The City has implemented an extensive Capital Improvement Program (CIP) totaling approximately \$85 million over the next six years. In addition, the City has seen a sizable increase in development activity requiring engineering review and permitting, and staff anticipates a further increase in the department's workload related to upcoming development projects.

Current engineering positions within the Public Works Department consist of an Assistant Public Works Director/City Engineer (vacant) and Engineering Technician (2 FTEs). Over the past year, it has become apparent there is a need for the services of a full-time professional engineer. During this time, the current Engineering Technician has been fulfilling the critical duties associated with the City Engineer's position, and possesses the formal education, with a Bachelor's degree in Engineering, and is also actively working toward obtaining their Washington State Professional Engineer (PE) license.

Due to the challenging and highly competitive job market and limited availability of qualified and experienced engineering candidates, it is apparent the best course of action to bridge this gap is through the creation of this new position. This will allow the City to develop and retain a highly skilled and dedicated employee and ensure the City meets its

current and future professional engineering needs. To this end, the City proposes creating an Associate Engineer job classification within the Public Works Department.

Staff has discussed the proposed upgrade of the union represented Engineering Technician to Associate Engineer with the Teamsters Local Union 231, and it is understood the Associate Engineer position would be a non-represented position, due to the highly technical and responsible nature of this position.

**SUMMARY:**

This position is the single point of contact for both public and private projects during design and construction; and is responsible for performing a wide variety of construction management and engineering duties. As a result of the position's focus and essential duties shifting to a professional engineering and project management role, it is recommended that the Engineering Technician be reclassified to Associate Engineer.

**FISCAL IMPACT:**

It is recommended that the Associate Engineer classification be banded with the City Clerk and Building Official classifications. This will equate to an \$17,184 annual salary increase for the remainder of 2022.

**STAFF RECOMMENDATION:**

**That the Finance & Personnel Committee discuss the proposed reclassification and upgrade of the Engineering Technician to Associate Engineer.**



## POSITION DESCRIPTION

**Title:** Associate Engineer  
**Department:** Public Works  
**FLSA Status:** Exempt  
**Union Status:** Non-Represented

### GENERAL DESCRIPTION

Under direction, plans, organizes, and manages engineering and construction management projects including design and construction of City public works facilities including streets, utility systems, reservoirs, treatment plants, public building, and other projects as assigned; prepares plans and specifications; performs engineering studies; manages contract services; and responds to questions and inquiries from the public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects.

### SUPERVISION RECEIVED

Works under the direct supervision of the City Engineer and/or the Public Works Director.

### SUPERVISION GIVEN

May exercise supervision over consulting engineers on a given project, as assigned. May oversee the work of support staff, part-time or temporary employees or volunteers, as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates, manages, and monitors progress of assigned projects and programs at all stages of development including capital improvement project construction of City public works facilities and other projects as assigned.
2. Serves as project manager for assigned projects from conception through implementation; develops requests for bids and awards projects; manages work of consulting engineers and public works contractors; meets with consultants and contractors to discuss City requirements; reviews plans; monitors project progress; inspects work to ensure compliance with plans and specifications; reviews and recommends approval of progress payments; recommends approval or denial of change order requests; approves final product; presents to council for approval; closes contracts.
3. Reviews plans for plats and development projects; attends pre-application and pre-construction meetings between various City staff and developers to discuss the proposed project and communicate public works development requirements.



## **POSITION DESCRIPTION**

4. Conducts development reviews for private development within the City; reviews pre-application submittals; ensures compliance with City design standards, state regulations, and municipal codes; approve plans.
5. Manages consultant design contracts including responsibility for technical adequacy and financial control; prepares reports as necessary.
6. Analyzes City infrastructure and formulates plans and/or projects to maintain effectiveness and economic operation.
7. Prepares cost/benefit analysis for plan/project alternatives; presents recommendations to management staff for approval.
8. Represents the City in regional transportation planning forums and identifies potential project funding sources.
9. Responds to questions and inquiries from the public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects.
10. Conducts private development inspections to ensure compliance with approved engineering plans.
11. Performs engineering studies or manages consultant performed studies of City infrastructure to develop comprehensive plans including alternative analysis for project development.
12. Coordinates with management staff regularly on projects and provides technical assistance to maintenance operations.
13. Coordinates with other City staff on completing capital improvement projects; provides technical construction management support to other departments.
14. Prepares or oversees the preparation of plans and specifications for public works projects from conceptual design through construction.
15. Assists management staff in the preparation of the Engineering Division's annual operating budget requests.
16. Monitors capital project expenditures against authorized budget limits to include design, construction, and staffing costs.



## **POSITION DESCRIPTION**

17. Attends and make presentations at City Council meetings regarding assigned engineering projects.
18. Implements the water and sewer system plans and transportation element of the Comprehensive Plan. Tracks projects to use in formulating the Six-Year Capital Improvement Plan and Transportation Improvement Plan.
19. Performs related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and/or experience:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.
- Two years of responsible professional civil engineering experience.
- Any combination of education and experience necessary to perform the essential functions of the position.

### License or Certificate:

- State registration as an Engineer-In-Training (EIT); progress toward registration as a Professional Engineer (PE) in the State of Washington.
- Possession of a valid Washington State Driver's License.

### Knowledge Skills and Abilities:

#### *Knowledge of:*

- Modern and complex principles and practices of civil engineering.
- Principles and practices of project management and administration.
- Methods and techniques of contract negotiations and administration.
- Cost benefit analysis, planning and budget techniques.
- Principles and practices of project budget preparation and control.
- Methods, materials, and techniques used in civil engineering projects including those used in the design and construction of development projects.
- Methods and techniques of engineering plan review and analysis.
- Methods and techniques of conducting site and field investigations.
- Engineering maps and records.
- Principles and practices of business correspondence and technical report preparation.



## **POSITION DESCRIPTION**

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and specialized engineering software programs.
- Pertinent federal, state, and local laws, codes, and regulations.

### *Ability to:*

- Coordinate, manage, and track multiple project activities on several projects concurrently.
- Prepare clear and concise technical and administrative reports.
- Prepare, review, interpret, and analyze engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards, contract obligations and approved budgets.
- Interpret and explain engineering projects to the business community and the public.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Perform complex engineering computations.
- Conduct site inspections and monitor project progress.
- Prepare and negotiate fees and change orders.
- Provide technical assistance to other divisions, departments and City staff regarding assigned engineering issues and problems.
- Operate office equipment including computers and applicable software applications such as word processing, spreadsheets, databases and specialized engineering software programs.
- Evaluate the condition of public works facilities and devise solutions to problems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing; motor vehicle; calculator; phone; copier and fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.



## **POSITION DESCRIPTION**

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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## **POSITION DESCRIPTION**

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is primarily an indoor office. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid condition, or airborne particles.

The noise level in the work environment is moderately noisy.

### **SELECTION GUIDELINES**

Formal application, evaluation of education and experience, oral interview and job-related tests may be required. Must successfully pass pre-employment screening, including reference check, criminal background, and driver's records check.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*