City of Stanwood

City Council Packet

Stanwood City Council Regular Meeting

Thursday, January 26, 2023

AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, January 26, 2023 – 7:00 p.m.

Stanwood-Camano School District, Admin. Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Members of the public may attend Stanwood City Council meetings in-person at the address above, or Via Zoom.
Instructions to join the meeting by telephone or online are posted on the City Website **https://www.stanwoodwa.org**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **PRESENTATIONS**
   Recognition of Scott Black Receiving Building Official Credentials
5. **PUBLIC COMMENTS**
   Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting via this link: https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61; verbal comments may be provided in-person, or online via Zoom, call 360-454-5213 for assistance.
6. **STAFF / DEPARTMENT REPORTS**
   a. Fourth Quarter 2022 Finance Report **6.1**
   b. Transportation Benefit Fund Report 2022 **6.53**
7. **COUNCIL COMMITTEE REPORTS:**
   Parks and Trails Advisory Committee Minutes – November 21, 2022 **7.1**
8. **CONSENT AGENDA**
   a. Approve Vouchers and Payroll Checks **8.1**
   b. Approve City Council Regular Meeting Minutes – January 12, 2023 **8.7**
   c. Second Reading and Adoption of Ordinance 1510: Regarding Stanwood Municipal Code New Chapter 4.16 Compost Procurement **8.13**
9. **UNFINISHED BUSINESS -** NONE
10. **PUBLIC HEARING**
    Emergency Ordinance 1515: Sign Code Amendment
    i. Open Public Hearing
    ii. Adopt Emergency Ordinance 1515: Sign Code Amendment **10.1**
11. **NEW BUSINESS**
    a. Approve 2023 Council Committee Selections **11.1**
    b. Authorize Mayor to Sign a Contract with Interwest Construction, Inc. for the 88th Ave Arch Project Contract **11.5**
    c. Final Acceptance of the Sebranke Site Cleanup Project Completed by Wyser Construction **11.9**
    d. Approve Resolution 2023-02: Personnel Policy Manual Update **11.13**
12. **PUBLIC CLOSING COMMENTS**
13. **EXECUTIVE/LEGISLATIVE REPORTS**
    a. Mayor's Report
    b. City Administrator's Report
    c. Councilmember Reports/Questions
14. **RECESS TO EXECUTIVE SESSION:** None Scheduled at this time
15. **ADJOURN**

Upcoming Meetings:
February 9, 2023, Special Workshop 5:00pm
February 9, 2023, Regular City Council Meeting 7:00pm
February 23, 2023, Regular City Council Meeting 7:00pm

CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT

ITEM NUMBER:	**6a**
DATE:	January 26, 2023
SUBJECT:	4th Quarter 2022 Financial Report
CONTACT PERSON:	David A. Hammond, Finance Director
ATTACHMENTS:	A – Budget vs. Actual Reports for quarter ending December 31, 2022

PURPOSE

The fourth quarter 2022 financial report is hereby submitted to City Council.

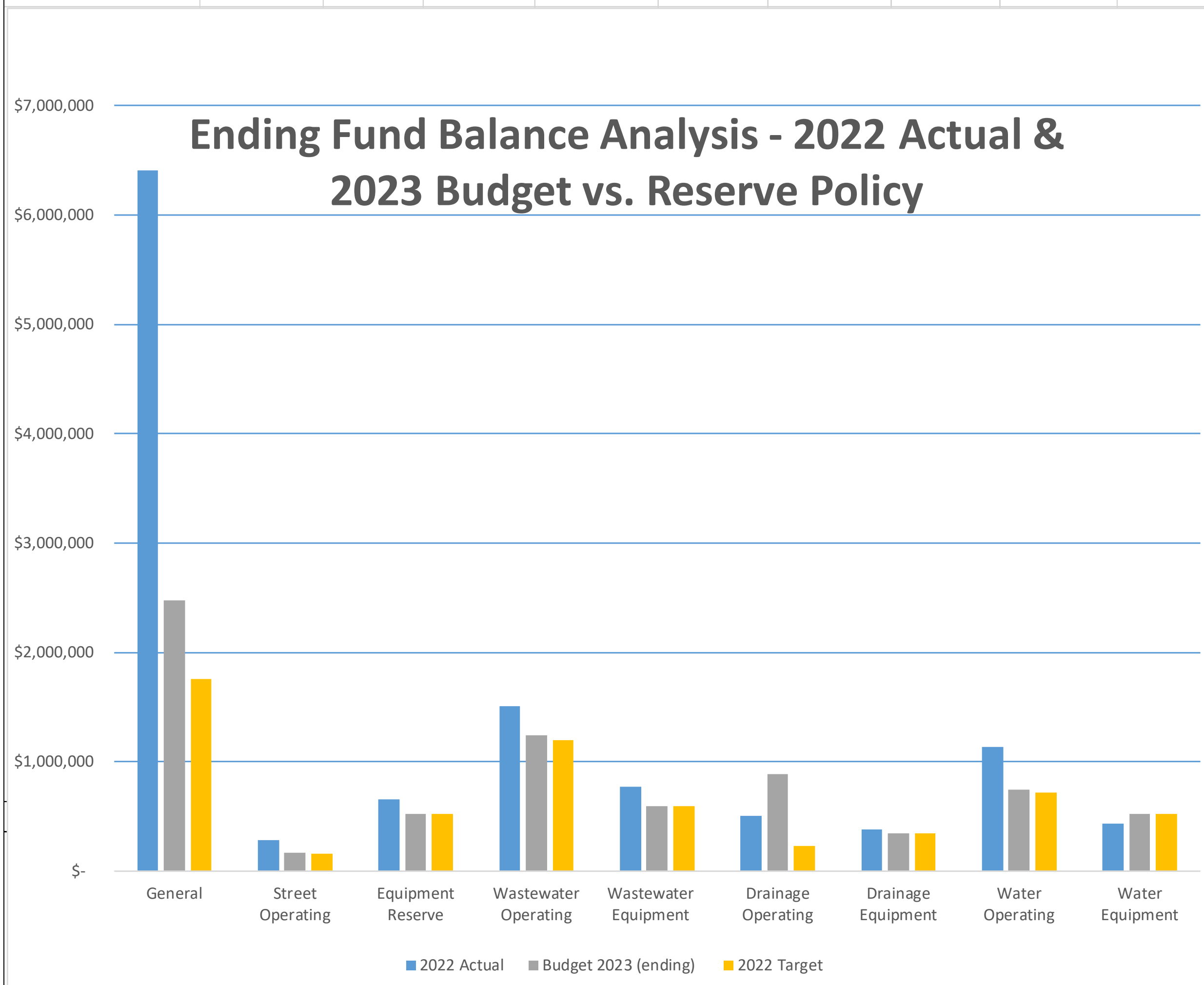
DISCUSSION

Attachment A is a year-to-date (January thru December) budget versus actual revenue and expenditures report with ending fund balance for all funds as of December 31, 2022. Key messages regarding the city's 2022 financial performance:

- General Fund revenues (excluding the $1,018,069 received for ARPA funds) finished the fiscal year with a strong collection of $7.2 million or 14% higher than budgeted.
- Operating expenditures in the General Fund for 2022 were 6.8% under budget or $6.99 million. The Streets Operating (17.4% under) and the three utilities operating Sewer (4.2% under), Drainage (11.1% under) and Water (4.7% under) all completed the year under budget. Operating funds include salary & benefit line expenditures which are very stable costs and represent the largest portion of spending for delivering services.
- Although the COVID-19 Pandemic continued into 2022 the combination of revenues exceeding expectations and expenditures under budget, the city ended the year with strong ending fund balances.
- Nationwide, economic conditions continue to point to a probable recession in 2023-24. Inflation readings remain high although the pace of the increases has declined. The Federal reserve has stated they plan to continue to raise interest rates to attempt to curb the rise. Higher interest rates and higher prices will definitely have a dampening effect on the economy. The city continues to budget conservatively and contribute the maximum allowed amount to the rainy-day fund.

Fund Balances

All operating funds ended the 2021-2022 biennium with Fund Balances (cash) in excess of city financial management policy. The chart below shows actual 2022 balances as well as 2023 budgeted ending balances compared to policy minimums. Note the large General Fund balance at the end of 2022 will be transferred to capital funds.



	General	Street Operating	Equipment Reserve	Wastewater Operating	Wastewater Equipment	Drainage Operating	Drainage Equipment	Water Operating	Water Equipment
2022 Actual	$ 6,407,112	$280,393	$ 656,076	$ 1,508,562	$ 772,114	$ 508,634	$ 380,488	$1,140,406	$438,919
Budget 2023 (ending)	$ 2,473,610	$171,212	$ 528,505	$ 1,244,029	$ 594,533	$ 889,977	$ 347,302	$ 750,160	$527,676
2022 Target	$ 1,756,848	$160,815	$ 528,505	$ 1,198,826	$ 594,533	$ 234,830	$ 347,302	$ 720,348	$527,676

Investment Performance:

The table below provides monthly and quarterly investment portfolio performance compared to the required benchmark within Financial Policy, which is the two-year average of the two-year US Treasury Bond. The table also provides a detailed listing of holdings in the city's investment portfolio as of December 31, 2022.

INVESTMENT PERFORMANCE - Q4 2022				
	October	November	December	Quarter Average
Amount Invested	$ 33,939,597	$ 34,770,701	$ 34,106,008	$ 34,272,102
Return (average percentage yield)	2.70%	2.87%	3.21%	2.93%
Benchmark*	0.81%	1.44%	1.62%	1.29%
*Per Finance Policy, Two Year Average of Two-Year Treasury Note				

Investment Category/Accounts	Amount	Current Allocation	December APY
CASH			
Cash (Treasurer's Checking)	$ 1,410,770	4%	0
INVESTMENTS			
Washington Federal Public Funds	$ 356,054	1.0%	2.25%
WA State LGIP	$ 9,350,267	26%	4.13%
Snohomish County Inv. Pool	$ 4,854,645	14%	2.00%
US Bank Muni Invstr	$ 128,879	0%	0.00%
U.S. Agency Securities	$ 19,416,163	55%	3.08%
Total	$ 35,516,777		

Detailed Investment Holdings						
Investments	**Maturity Date**	**Return (APY)**	**Balance**	**% of total balance**	**Weighted rate**	**Duration Years**
WA Federal Public Funds	N/A	2.245%	$ 356,054	1.04%	0.023%	0.00
WA LGIP	N/A	4.131%	$ 9,350,267	27.42%	1.13%	0.05
Snoh. County Inv. Pool	N/A	1.998%	$ 4,854,645	14.23%	0.28%	0.28
US Bank Muni Invstr	N/A		$ 128,879	0.38%		0.00
U.S. Notes & Securities:						
Fed National Mortgage Assn	1/19/2023	1.629%	$ 1,022,940	3.00%	0.05%	0.05
Fed National Mortgage Assn	7/10/2023	2.264%	$ 977,105	2.86%	0.06%	0.52
FHLB (5/5/22)	9/8/2023	2.580%	$ 1,010,394	2.96%	0.08%	0.69
U.S. Treasury Notes	12/31/2023	2.720%	$ 968,329	2.84%	0.08%	1.00
FHLB (9/15/2022)	3/15/2024	3.700%	$ 1,000,000	2.93%	0.11%	1.21
FHLB (9/29/22)	4/29/2024	4.000%	$ 1,000,000	2.93%	0.12%	1.33
FHLB (9/20/2022)	6/20/2024	3.541%	$ 1,001,050	2.94%	0.10%	1.47
U.S. Treasury Notes	6/30/2024	2.730%	$ 979,640	2.87%	0.08%	1.50
U.S. Treasury Notes	8/15/2024	2.880%	$ 988,906	2.90%	0.08%	1.62
FHLB (9/13/22)	9/13/2024	3.700%	$ 2,000,000	5.86%	0.22%	1.70
U.S. Treasury Notes	12/31/2024	2.878%	$ 984,063	2.89%	0.08%	2.00
FHLB (5/6/2022)	3/14/2025	2.920%	$ 998,754	2.93%	0.09%	2.20
U.S. Treasury Notes	6/30/2025	2.830%	$ 923,125	2.71%	0.08%	2.50
U.S. Treasury Notes	6/30/2025	2.865%	$ 923,560	2.71%	0.08%	2.50
U.S. Treasury Notes	8/31/2025	3.450%	$ 909,618	2.67%	0.09%	2.67
U.S. Treasury Notes	8/31/2025	3.538%	$ 907,344	2.66%	0.09%	2.67
U.S. Treasury Notes	12/31/2025	2.860%	$ 914,773	2.68%	0.08%	3.00
FHLB (9/12/22)	3/12/2026	4.000%	$ 1,000,000	2.93%	0.12%	3.20
U.S. Treasury Notes	6/30/2026	3.506%	$ 906,563	2.66%	0.09%	3.50
Subtotal U.S. Notes & Securities			$ 19,416,163			
		Investment Total	$ 34,106,008	Weighted Return	3.21%	
		Cash (Treasurer's Checking)	$ 1,410,770			
		Total Cash and Investments	$ 35,516,777	Average Weighted Duration		1.55
		Total Interest Earned Oct	$ 76,364			
		Total Interest Earned Nov	$ 83,160			
		Total Interest Earned Dec	$ 91,297			
		Total Interest Earned Q4	$ 250,821			

General Fund

General Fund Revenue

Total tax collections, which include property, real estate excise tax (REET), local sales taxes and utility taxes were $5,888,658 or 16.6% higher than budgeted. All other General Fund revenues, which include licenses & permits, intergovernmental revenues, charges for services, fines & forfeitures, and miscellaneous revenues ended fiscal year 2022 at $1,349,499 or 3.9% higher than budgeted.

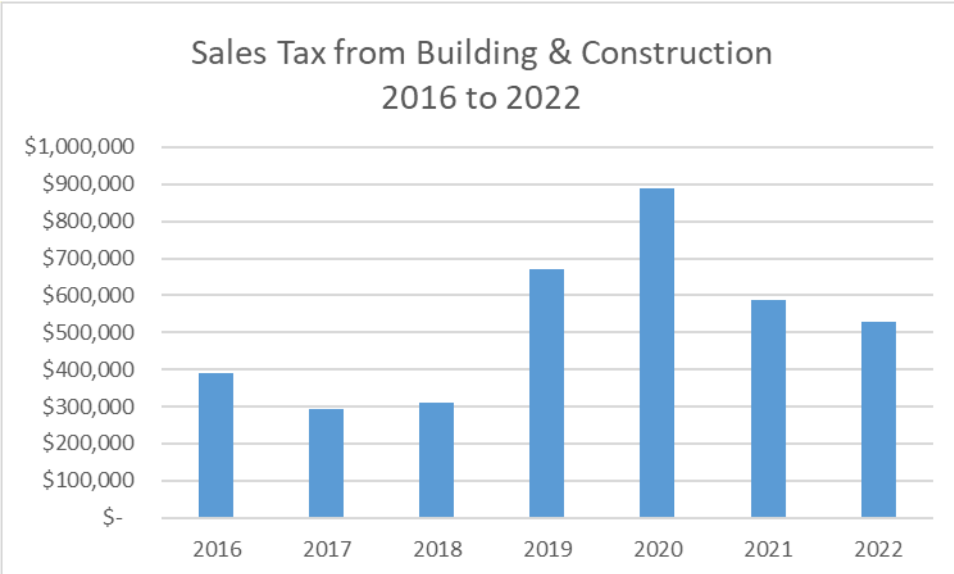
Details are provided below and in Attachment A.

Sales Tax

Sales tax received for the fiscal year ending December 31, 2022 was $2,358,459 or 21.7% higher than the 2022 budget. The fourth quarter's collections were $582,713, which is a 1% increase from the fourth quarter 2021. The chart below compares sales tax received in 2021 and 2022 by industry category. Interestingly, restaurants increased the most, but the increase was offset by a 14% decline in Construction related sales.

2022 through December				
Retail Sales Tax				
Industry Category	**FY 2022 YTD**	**FY 2021 Same Period**	**Dollar Change**	**Percent Change**
Convenience & Grocers	$ 107,725	$ 101,322	$ 6,403	6.3%
Auto/RV Dealer	$ 205,110	$ 206,474	$ (1,364)	-0.7%
Department Store	$ 118,900	$ 113,903	$ 4,996	4.4%
Specialty Retail	$ 577,336	$ 583,175	$ (5,839)	-1.0%
Restaurants	$ 300,219	$ 263,061	$ 37,158	14.1%
Building & Construction	$ 528,702	$ 586,609	$ (57,907)	-9.9%
All Other Sales & Use Tax	$ 520,467	$ 486,454	$ 34,012	7.0%
Total	$2,358,459	$2,340,999	$ 17,460	0.7%
Other Sales Taxes				
Criminal Justice	$ 193,026	$ 163,498	$ 29,528	18.1%
Affordable Housing	$ 14,362	$ 19,261	$ (4,899)	-25.4%
Transportation Benefit District	$ 554,842	$ 550,753	$ 4,089	0.7%

The graph on the following page presents sales tax from the construction industry, by year since 2016, and demonstrates the cyclical nature and indicates a typical year at this point.



Licenses & Permits

Through the 4th quarter the city has received $438,557 or 2.5% more of budgeted License and Permit Revenues. The building permit revenue budget for 2022 is $312,595 and to date the City has collected $310,289.

State Generated Revenues

State Generated revenues include the city's share of liquor excise tax and liquor board profits, PUD Privilege Tax, reimbursement for the school resource officer, along with other miscellaneous state shared revenues. For the year 2022 receipts were $346,726 which exceeded the budget by 4%. This is excluding the $1,018,069 collected in 2022 for ARPA.

Charges for Services

Charges for Services are primarily development-related fees that the city collects and in 2022 the City collected $508,862 exceeding budgeted revenues by 17%.

General Fund Expenditures

Operating expenditures in the General Fund for 2022 were 8.1% under budget or $6.95 million. Individual departmental expenditure summary performance is included in Attachment A.

Street Operating Fund

Beginning in 2021, in lieu of receiving 8% of the property tax directly, the Street operating fund was budgeted to receive transfers from the General Fund and the Transportation Benefit Fund to support operations. The other major revenue the street fund relies on is unrestricted motor vehicle excise tax (MVFT), or “fuel tax”. The City received $160,304 in 2022 for fuel taxes, which is 7.2% higher than the budget. Expenditures for street operations and maintenance in 2022 were $576,248 or 19.4% less than budgeted expenses. See Attachment A for further detail.

Special Revenue Funds

Special Revenue Funds are separate from the General Fund and are utilized to account for revenues that may only be used for a specific purpose, such as impact fees, Real Estate Excise Taxes (REET) and other sources. REET funds continue to be strong. In fiscal year 2022, the City has collected 111% and 109% of the REET revenue budgets for the year. Expenditures in these funds are usually transfers out to other funds in support of capital projects. Please see Attachment A for details.

Capital Project Funds

Capital Project Funds are utilized to track project sources and uses. Most capital projects span multiple years and often do not align with the biennial budget cycle. The amounts budgeted may change as projects move through design, permitting and construction phases. Capital project funds are meant to be spent to build and invest in city infrastructure. Sources of revenue are transfers from other special revenue funds or the general fund, but the primary source for some capital projects is grants and are reliant on the city’s ability to seek out opportunities and ultimately be awarded the funding. Capital budgets are included in Attachment A in the Street Construction Fund, Park and Trail Improvement Fund, and the Utilities Construction Funds. Significant projects underway this year in Streets are the City Beautification project, various overlay and sidewalk projects, and the next phase of Viking Way.

Utility Funds

Utility Funds are proprietary funds or “business-like funds”. The City has separated utility activity into funds for utility operations, capital, debt and reserves. Utility fund detail for 2022 is shown in Attachment A.

Sewer Fund

Year-to date 2022 sewer operating revenues are $2,978,303 which is 109% of the 2022 budget. Sewer rates were increased 6.5% effective January 1, 2022. Operating expenditures ended the year at 95.8% of the budget. Water and Sewer Revenue and Refunding bonds were completed in October 2021 and $4,503,999 proceeds were received. The refunding bonds achieved total net savings of $281,972 over the remaining 10 years. Capital expenditures in the Sewer Construction fund for 2022 were $1,743,924 or 37.8% of project budgets. The Main Lift Station project, the Sewer System Plan update, and the Church Creek Collection System project were partially funded with the new bond proceeds.

Drainage Fund

Drainage charges for services collected for 2022 were $1,415,914 or 113% of expected revenues for 2022. Drainage rates were increased by 9.2% effective January 1, 2022. Drainage fund operating expenditures (excluding debt and transfers) were $559,540 or 87.1% of budget. Water and Sewer Revenue Bonds, 2022 were completed in August of 2022 and proceeds of $3,402,292 were received. The Irvine Slough project, the pump station from 92nd to Stillaguamish River, and the reroute existing conveyance from Heritage Park south to new conveyance at 92nd St, are the three projects that will be partially funded by the bond proceeds. The 2022 capital budget projects are the Irvine Slough Stormwater Separator and the Flood Wall.

Water Fund

Water operating revenue for 2022 is $2,518,842 or 117% of budgeted revenue. Water rates were increased 3% effective January 1, 2022. Operating expenditures for the Water Fund (excluding debt and transfers) are $1,547,356 or 92% of budget. The Water System plan update is currently underway.

Contracts Executed By Mayor for 4th Quarter 2022

Contracts Executed by Mayor/Designee During Q4 2022 (Finance Policy Section 9.13)		
NUMBER	CONTRACT/AGREEMENT	AMOUNT
2022-80	Washington Federal, N.A. Sup No.1	Extend Term
2022-85	Transpo Group USA Task Order 2021-05.13	$7,500.00
2022-89	Stanwood Farmers Market Supplemental No. 1	$0.00
2022-95	Metron and Associates Task Order 2021-31.02	$5,425.00
2022-99	Snohomish County District Court Filing Fees	2023 rate update
2022-100	Confluence Environmental Task Order 2021-16.05	$11,722.00
2022-102	Community Resource Center of Stanwood Camano	$50,000.00
2022-104	Camano Island Chamber of Commerce	$2,000.00

001 General Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 31 00 01	Restricted Beg Cash & Invest	55,196.00	0.00	55,196.00	0.00	0.0%
308 91 00 01	Unassigned Beg Cash & Invest	5,078,443.89	0.00	5,078,443.89	0.00	0.0%
308 91 00 02	Unassigned Beg Cash & Invest	590.00	0.00	590.00	0.00	0.0%
308 Beginning Balances		5,134,229.89	0.00	5,134,229.89	0.00	0.0%
310 Taxes						
311 10 00 00	Property Tax	1,854,111.00	26,952.50	1,939,269.49	(85,158.49)	0.0%
311 10 10 00	EMS. Levy	0.00	16.48	214.10	(214.10)	0.0%
313 11 00 00	Sales Tax	1,938,000.00	190,902.40	2,358,457.31	(420,457.31)	0.0%
313 27 00 00	Affordable/Supportiv Housing Sales Tax	15,300.00	1,648.03	14,362.36	937.64	6.1%
313 61 00 00	Natural Gas Tax	2,525.00	0.00	0.00	2,525.00	100.0%
313 71 00 00	Sales Tax Criminal Justice	121,200.00	16,763.36	193,026.21	(71,826.21)	0.0%
316 43 00 00	Gas Utility Tax	95,950.00	15,470.86	137,229.51	(41,279.51)	0.0%
316 45 00 00	Garbage Utility Tax	85,850.00	13,242.26	132,816.81	(46,966.81)	0.0%
316 46 00 00	Cable Tv Utility Tax	36,360.00	0.00	45,379.13	(9,019.13)	0.0%
316 47 00 00	Telephone Utility Tax	126,250.00	5,603.82	98,547.59	27,702.41	21.9%
316 48 00 00	Electric Utility Tax	328,250.00	29,017.84	350,688.73	(22,438.73)	0.0%
316 49 10 00	Water/Sewer/Drainage Utility Tax	414,100.00	55,181.00	562,245.22	(148,145.22)	0.0%
316 81 00 00	Gambling Tax	32,030.00	0.00	29,741.96	2,288.04	7.1%
337 00 00 00	Local Grants, Entitlements, And Other Payments	1,010.00	524.77	26,679.16	(25,669.16)	0.0%
310 Taxes		5,050,936.00	355,323.32	5,888,657.58	(837,721.58)	0.0%
320 Licenses & Permits						
321 91 00 00	Cable Tv Franchise Fee	60,600.00	0.00	37,886.50	22,713.50	37.5%
321 99 00 00	Business Lic & Permits	60,600.00	5,300.00	63,666.62	(3,066.62)	0.0%
322 10 00 00	Building Permits	222,200.00	32,790.80	228,449.99	(6,249.99)	0.0%
322 10 00 01	Mechanical Permits	25,250.00	3,998.00	20,687.60	4,562.40	18.1%
322 10 00 02	Plumbing Permits	25,250.00	4,200.50	14,795.15	10,454.85	41.4%
322 10 00 03	Grading Permit	2,020.00	0.00	3,250.00	(1,230.00)	0.0%
322 10 00 04	Demolition Permit	1,515.00	0.00	800.00	715.00	47.2%
322 10 00 05	Roofing Permits	3,030.00	0.00	2,704.20	325.80	10.8%
322 10 00 06	Sign Permit	3,030.00	0.00	3,395.00	(365.00)	0.0%
322 10 00 07	5% Permit Technology Fee	30,300.00	2,884.93	36,207.00	(5,907.00)	0.0%
322 30 00 00	Animal Licenses	505.00	100.00	980.00	(475.00)	0.0%
322 40 00 00	Parking Permits	50.00	0.00	0.00	50.00	100.0%
322 90 00 00	Gun Permits	7,575.00	934.00	9,584.00	(2,009.00)	0.0%
322 90 00 01	Right Of Way And Utility Admin	6,060.00	0.00	11,111.41	(5,051.41)	0.0%
322 90 00 02	Other Licenses & Permits	2,020.00	0.00	5,040.00	(3,020.00)	0.0%
320 Licenses & Permits		450,005.00	50,208.23	438,557.47	11,447.53	2.5%
330 Intergovernmental Revenues						
332 92 10 00	COVID 19 ARPA	0.00	0.00	1,018,069.00	(1,018,069.00)	0.0%
334 00 30 10	Unanticipated Grants	0.00	4,877.50	4,877.50	(4,877.50)	0.0%
334 04 20 00	Dept of Commerce	62,500.00	0.00	30,000.00	32,500.00	52.0%
335 00 91 00	Pud Privilege Tax	37,370.00	0.00	41,933.70	(4,563.70)	0.0%
336 06 21 00	Criminal Justice-population	2,222.00	0.00	2,742.68	(520.68)	0.0%
336 06 25 00	Contracted Police Services	14,140.00	0.00	16,379.89	(2,239.89)	0.0%

001 General Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
330 Intergovernmental Revenues						
336 06 26 00	Criminal Justice Special Pro	8,080.00	0.00	9,724.75	(1,644.75)	0.0%
336 06 42 00	Marijuana Excise Tax Distribution	5,000.00	2,417.24	7,961.95	(2,961.95)	0.0%
336 06 51 00	Crim Justice--dui Cities	1,313.00	0.00	913.89	399.11	30.4%
336 06 94 00	Liquor Excise Tax	35,451.00	0.00	56,422.36	(20,971.36)	0.0%
336 06 95 00	Liquor Board Profits	56,257.00	15,471.33	61,892.42	(5,635.42)	0.0%
342 10 00 00	School Resource Officer Reim	110,000.00	0.00	113,877.00	(3,877.00)	0.0%
330 Intergovernmental Revenues		332,333.00	22,766.07	1,364,795.14	(1,032,462.14)	0.0%
340 Charges For Services						
341 43 00 01	Credit Card Proc Fee	30,000.00	30.45	4,194.39	25,805.61	86.0%
341 81 00 00	Services	505.00	0.00	167.22	337.78	66.9%
341 99 00 00	Passport / Naturalization Fe	30,300.00	0.00	0.00	30,300.00	100.0%
342 10 90 00	Law Enforcement - Other Fees	2,525.00	0.00	17.00	2,508.00	99.3%
345 81 00 00	Zoning/inspection Fees	141,400.00	4,290.00	355,781.16	(214,381.16)	0.0%
345 81 00 01	Engineering Fees	10,100.00	0.00	0.00	10,100.00	100.0%
345 83 00 00	Plan Checking Fees	171,700.00	12,216.16	107,598.50	64,101.50	37.3%
345 89 00 00	Environmental Fees	2,020.00	0.00	5,850.00	(3,830.00)	0.0%
345 89 00 01	Other Planning & Development Fees	35,350.00	2,250.37	22,220.95	13,129.05	37.1%
347 30 00 00	Park Fees	12,320.00	0.00	10,394.89	1,925.11	15.6%
347 30 00 01	Park Fees- Tourn/Comm Use	0.00	0.00	600.00	(600.00)	0.0%
347 30 00 02	Park Fees- Energy	0.00	0.00	120.00	(120.00)	0.0%
347 30 00 03	Park Fees- Staff	0.00	0.00	1,748.00	(1,748.00)	0.0%
347 30 00 04	Park Fees- Picnic Area/Meeting Rooms	0.00	0.00	170.00	(170.00)	0.0%
340 Charges For Services		436,220.00	18,786.98	508,862.11	(72,642.11)	0.0%
350 Fines & Forfeitures						
353 10 00 00	Court Fines	12,000.00	260.74	6,791.31	5,208.69	43.4%
354 00 00 00	Parking Fines	500.00	0.00	96.00	404.00	80.8%
355 20 00 00	Dui Recoveries	500.00	0.00	0.00	500.00	100.0%
356 90 00 00	Other Criminal Non-Traffic Fines	0.00	40.00	220.00	(220.00)	0.0%
359 00 00 00	Traffic Fines & Penalties	1,600.00	47.15	1,501.64	98.36	6.1%
359 90 00 00	Misc Fines & Penalties	0.00	0.00	25.00	(25.00)	0.0%
350 Fines & Forfeitures		14,600.00	347.89	8,633.95	5,966.05	40.9%
360 Misc Revenues						
361 11 00 01	State Pool/cd Interest	60,600.00	6,739.33	60,257.28	342.72	0.6%
361 30 00 01	Gain/Loss on Sale of Invest	0.00	0.00	(29,569.37)	29,569.37	100.0%
361 40 00 01	Sales Tax Interest	2,060.00	461.38	2,687.14	(627.14)	0.0%
362 00 00 01	Rents And Leases	0.00	0.00	3,465.00	(3,465.00)	0.0%
367 00 10 10	Donations	500.00	0.00	0.00	500.00	100.0%
369 91 00 00	Misc.	3,105.00	128.70	9,880.09	(6,775.09)	0.0%
360 Misc Revenues		66,265.00	7,329.41	46,720.14	19,544.86	29.5%
380 Non Revenues						
382 10 00 01	Deposits Refundable	0.00	0.00	235.00	(235.00)	0.0%
382 30 00 01	Court Funds	0.00	441.51	10,034.11	(10,034.11)	0.0%

001 General Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
380 Non Revenues						
380 Non Revenues		0.00	441.51	10,269.11	(10,269.11)	0.0%
Fund Revenues:		11,484,588.89	455,203.41	13,400,725.39	(1,916,136.50)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
511 Clerk & City Council						
511 60 10 00	Salaries & Wages	134,886.00	13,119.40	130,513.17	4,372.83	3.2%
511 60 11 00	Overtime	510.00	0.00	0.00	510.00	100.0%
511 60 20 00	Social Security	8,078.00	1,000.86	9,955.90	(1,877.90)	0.0%
511 60 21 00	Retirement	8,763.00	826.84	9,251.94	(488.94)	0.0%
511 60 22 00	Medical Benefits	20,942.00	1,346.51	13,508.01	7,433.99	35.5%
511 60 23 00	L & I	436.00	0.00	253.98	182.02	41.7%
511 60 24 00	Unemployment & PFMLA	138.00	0.00	201.06	(63.06)	0.0%
511 60 31 00	Supplies	1,000.00	0.00	932.47	67.53	6.8%
511 60 35 00	Small Equipment	1,500.00	0.00	1,148.78	351.22	23.4%
511 60 41 00	Professional Services	345,965.00	11,915.02	120,454.43	225,510.57	65.2%
511 60 42 00	Communications	500.00	0.00	284.77	215.23	43.0%
511 60 44 00	Advertising	3,000.00	557.70	3,091.48	(91.48)	0.0%
511 60 49 00	Miscellaneous	500.00	0.00	0.00	500.00	100.0%
511 60 49 01	Meetings, Training & Travel	3,500.00	289.95	4,469.44	(969.44)	0.0%
511 60 49 06	Dues	500.00	25.00	300.00	200.00	40.0%
514 40 41 05	Election Service	3,500.00	3,995.56	6,557.79	(3,057.79)	0.0%
514 40 41 06	Voter Registration Service	10,000.00	0.00	8,075.97	1,924.03	19.2%
511 Clerk & City Council		543,718.00	33,076.84	308,999.19	234,718.81	43.2%
512 Judical						
512 50 49 01	Cascade Court Costs	17,000.00	791.80	8,954.24	8,045.76	47.3%
512 Judical		17,000.00	791.80	8,954.24	8,045.76	47.3%
513 Executive Activities						
513 10 10 00	Salaries & Wages	150,410.00	13,430.76	150,232.47	177.53	0.1%
513 10 20 00	Social Security	6,739.00	577.24	10,503.16	(3,764.16)	0.0%
513 10 21 00	Retirement	7,962.00	1,134.76	12,758.50	(4,796.50)	0.0%
513 10 22 00	Medical Benefits	11,919.00	2,222.87	25,562.69	(13,643.69)	0.0%
513 10 23 00	L & I	160.00	0.00	231.42	(71.42)	0.0%
513 10 24 00	Unemployment & PFMLA	126.00	0.00	218.96	(92.96)	0.0%
513 10 31 00	Supplies	500.00	0.00	59.56	440.44	88.1%
513 10 35 00	Small Equipment	0.00	0.00	33.84	(33.84)	0.0%
513 10 41 00	Professional Services	16,450.00	3,696.97	11,399.83	5,050.17	30.7%
513 10 42 00	Communications	700.00	125.90	607.40	92.60	13.2%
513 10 49 00	Miscellaneous	500.00	0.00	0.00	500.00	100.0%
513 10 49 01	Meetings, Training & Travel	2,500.00	60.34	1,248.43	1,251.57	50.1%
513 10 49 02	Volunteer Appreciation	3,000.00	0.00	0.00	3,000.00	100.0%
513 Executive Activities		200,966.00	21,248.84	212,856.26	(11,890.26)	0.0%
514 Administration						
514 23 10 00	Salaries & Wages	448,645.00	39,396.07	437,388.60	11,256.40	2.5%

001 General Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
514 Administration						
514 23 10 99	Salaries Indirect Cost Allocation	(318,449.00)	0.00	(318,449.00)	0.00	0.0%
514 23 11 00	Overtime	1,080.00	0.00	536.80	543.20	50.3%
514 23 20 00	Social Security	37,556.00	2,997.33	33,569.63	3,986.37	10.6%
514 23 21 00	Retirement	57,094.00	4,145.36	47,976.81	9,117.19	16.0%
514 23 22 00	Medical Benefits	112,558.00	9,254.71	107,665.63	4,892.37	4.3%
514 23 22 99	Benefits Indirect Cost Allocation	(144,336.00)	0.00	(144,336.00)	0.00	0.0%
514 23 23 00	L & I	1,596.00	0.00	979.20	616.80	38.6%
514 23 23 01	Awc Retro Program	1,720.00	0.00	0.00	1,720.00	100.0%
514 23 24 00	Unemployment & PFMLA	891.00	0.00	835.38	55.62	6.2%
514 23 31 00	Supplies	3,000.00	1,158.97	5,631.04	(2,631.04)	0.0%
514 23 31 99	Supplies Indirect Cost Allocation	(11,926.00)	0.00	(11,926.00)	0.00	0.0%
514 23 35 00	Small Equipment	1,000.00	0.00	371.60	628.40	62.8%
514 23 41 00	Professional Services	19,450.00	5,503.14	58,476.59	(39,026.59)	0.0%
514 23 41 04	Clean Sweep- Clean Up Day	5,100.00	1,755.42	4,124.45	975.55	19.1%
514 23 41 07	State Audit	35,000.00	3,017.10	5,313.03	29,686.97	84.8%
514 23 41 99	Services Indirect Cost Allocation	(248,051.00)	0.00	(248,051.00)	0.00	0.0%
514 23 42 00	Communications	2,500.00	252.12	1,758.97	741.03	29.6%
514 23 44 00	Advertising	500.00	0.00	140.26	359.74	71.9%
514 23 45 00	Operating Rentals	16,500.00	(4,085.07)	6,288.91	10,211.09	61.9%
514 23 48 00	Repair/maintenance	4,000.00	0.00	0.00	4,000.00	100.0%
514 23 49 00	Miscellaneous	200.00	0.00	0.00	200.00	100.0%
514 23 49 01	Meetings, Training & Travel	5,500.00	87.44	7,166.37	(1,666.37)	0.0%
514 23 49 05	Credit Card Bank Fees	55,000.00	191.63	5,881.80	49,118.20	89.3%
514 23 49 06	Dues	1,100.00	0.00	1,026.75	73.25	6.7%
514 Administration		87,228.00	63,674.22	2,369.82	84,858.18	97.3%
515 Legal Services						
515 41 41 21	External Legal Services-Advice	90,000.00	17,255.50	97,396.23	(7,396.23)	0.0%
515 45 41 22	External Legal Serv-Claims & Litigation	12,500.00	0.00	0.00	12,500.00	100.0%
515 93 41 23	Adult Misdemeanor Public Def	34,000.00	7,155.00	28,788.00	5,212.00	15.3%
515 93 41 24	Adult Misdemeanor Prosecuting Attrny	0.00	2,711.08	8,419.48	(8,419.48)	0.0%
515 Legal Services		136,500.00	27,121.58	134,603.71	1,896.29	1.4%
518 Centralized Services						
518 30 49 06	Dues	0.00	31.20	50.70	(50.70)	0.0%
000		0.00	31.20	50.70	(50.70)	0.0%
518 10 10 00	Salaries & Wages	28,071.00	5,019.50	57,586.00	(29,515.00)	0.0%
518 10 20 00	Social Security	2,118.00	379.75	4,356.56	(2,238.56)	0.0%
518 10 21 00	Retirement	3,644.00	521.53	5,923.67	(2,279.67)	0.0%
518 10 22 00	Medical Benefits	7,634.00	1,087.17	12,502.30	(4,868.30)	0.0%
518 10 23 00	L & I	58.00	0.00	91.02	(33.02)	0.0%
518 10 24 00	Unemployment & PFMLA	56.00	0.00	99.19	(43.19)	0.0%
518 10 31 00	Supplies	1,000.00	0.00	982.17	17.83	1.8%
518 10 41 00	Professional Services	1,420.00	0.00	9,591.48	(8,171.48)	0.0%
518 10 44 00	Advertsing	10,000.00	0.00	4,176.00	5,824.00	58.2%
518 10 48 00	Repairs & Maintenance	1,000.00	0.00	245.58	754.42	75.4%
518 10 49 01	Meetings, Training & Travel	2,000.00	0.00	125.55	1,874.45	93.7%

MONTHLY EXPENSE & REVENUE REPORT

001 General Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
518 Centralized Services						
518 10 49 02	Training-All EE Annual	5,000.00	0.00	1,065.64	3,934.36	78.7%
518 10 49 06	Dues	500.00	0.00	241.35	258.65	51.7%
518 10 49 10	Wellness Program	2,000.00	254.53	2,494.64	(494.64)	0.0%
	010 Personnel Services	64,501.00	7,262.48	99,481.15	(34,980.15)	0.0%
518 30 10 00	Salaries & Wages	82,190.00	3,218.43	43,653.87	38,536.13	46.9%
518 30 11 00	Overtime	550.00	218.07	640.66	(90.66)	0.0%
518 30 20 00	Social Security	7,190.00	262.18	3,530.14	3,659.86	50.9%
518 30 21 00	Retirement	11,509.00	412.35	5,385.59	6,123.41	53.2%
518 30 22 00	Medical Benefits	22,707.00	762.88	10,190.68	12,516.32	55.1%
518 30 23 00	L & I	806.00	0.00	539.61	266.39	33.1%
518 30 24 00	Unemployment & PFMLA	179.00	0.00	101.15	77.85	43.5%
518 30 31 00	Supplies	6,038.00	3,260.30	12,413.17	(6,375.17)	0.0%
518 30 31 05	Uniforms	1,600.00	0.00	562.77	1,037.23	64.8%
518 30 32 00	Fuel	2,520.00	1,222.10	3,728.03	(1,208.03)	0.0%
518 30 35 00	Small Tools	450.00	110.35	110.35	339.65	75.5%
518 30 41 00	Professional Services	39,500.00	8,491.37	37,164.72	2,335.28	5.9%
518 30 42 00	Communications	600.00	71.89	320.21	279.79	46.6%
518 30 46 00	Insurance	120,500.00	0.00	120,498.00	2.00	0.0%
518 30 47 00	Utilities	18,060.00	3,757.64	14,203.47	3,856.53	21.4%
518 30 47 02	Rental Expense	300.00	0.00	0.00	300.00	100.0%
518 30 48 00	Repairs/maintenance	10,000.00	1,210.15	11,122.74	(1,122.74)	0.0%
518 30 49 01	Meetings, Training & Travel	500.00	315.76	2,111.29	(1,611.29)	0.0%
	030 Buildings & Grounds	325,199.00	23,313.47	266,276.45	58,922.55	18.1%
518 90 31 90	General Gov't Supplies & Matl's	6,000.00	612.79	4,758.22	1,241.78	20.7%
518 90 35 90	Other General Governmental Services (SA) - Small Tools And Minor Equipment	1,000.00	0.00	0.00	1,000.00	100.0%
518 90 42 00	General Gov't Communications	35,000.00	1,075.24	4,208.81	30,791.19	88.0%
518 90 42 02	Passport Postage	2,000.00	0.00	31.95	1,968.05	98.4%
518 90 49 01	B & O Tax	500.00	0.33	54.53	445.47	89.1%
518 90 49 02	AWC Membership	6,000.00	0.00	6,800.50	(800.50)	0.0%
518 90 49 03	Puget Sound Regnl Council	2,500.00	0.00	5,048.00	(2,548.00)	0.0%
518 90 49 04	SnoCo Tomorrow	1,500.00	0.00	1,623.00	(123.00)	0.0%
518 90 49 05	Puget Sound Clean Air	5,000.00	0.00	4,974.00	26.00	0.5%
518 90 49 06	OMWBE	200.00	0.00	0.00	200.00	100.0%
	090 General Gov't Services	59,700.00	1,688.36	27,499.01	32,200.99	53.9%
518 Centralized Services		449,400.00	32,295.51	393,307.31	56,092.69	12.5%
521 Law Enforcement						
521 10 10 00	Salaries & Wages	150,381.00	12,857.80	131,362.23	19,018.77	12.6%
521 10 11 00	Overtime	0.00	0.00	7,944.12	(7,944.12)	0.0%
521 10 20 00	Social Security	11,504.00	983.62	10,808.48	695.52	6.0%
521 10 21 00	Retirement	19,179.00	1,432.25	17,159.98	2,019.02	10.5%
521 10 22 00	Medical Benefits	53,647.00	4,850.36	50,413.68	3,233.32	6.0%
521 10 23 00	L & I	756.00	0.00	433.37	322.63	42.7%
521 10 24 00	Unemployment & PFMLA	301.00	0.00	279.11	21.89	7.3%
521 10 31 00	Supplies	2,300.00	35.08	4,086.31	(1,786.31)	0.0%
521 10 31 01	Supplies - Nat'l Night Out	3,500.00	0.00	5,095.12	(1,595.12)	0.0%

001 General Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
521 Law Enforcement						
521 10 31 02	Training Supplies	275.00	0.00	0.00	275.00	100.0%
521 10 32 00	Fuel	175.00	0.00	0.00	175.00	100.0%
521 10 35 01	Uniforms	450.00	57.11	497.65	(47.65)	0.0%
521 10 41 00	Professional Services	400.00	89.56	246.29	153.71	38.4%
521 10 44 00	Advertising	500.00	0.00	0.00	500.00	100.0%
521 10 45 00	Rentals And Leases	500.00	0.00	0.00	500.00	100.0%
521 10 47 00	Utilities	10,000.00	2,223.57	9,138.75	861.25	8.6%
521 10 48 03	Repair\maintenance	1,000.00	157.22	1,296.72	(296.72)	0.0%
521 10 49 00	Miscellaneous	1,000.00	165.79	634.31	365.69	36.6%
521 10 49 02	Dues	700.00	337.00	387.55	312.45	44.6%
521 10 49 03	Meeting, Training & Travel	2,000.00	0.00	1,541.18	458.82	22.9%
521 10 49 06	Narcotics Task Force	1,360.00	0.00	1,357.00	3.00	0.2%
521 10 49 07	Intergovernmental Agreements	1,944,372.00	458,334.50	1,885,456.00	58,916.00	3.0%
521 10 49 08	Sno911&SERS (wasDispatch)	137,912.00	9,181.11	110,173.32	27,738.68	20.1%
521 10 49 10	Animal Control	3,630.00	1,175.00	3,260.00	370.00	10.2%
521 Law Enforcement		2,345,842.00	491,879.97	2,241,571.17	104,270.83	4.4%
522 Fire Control						
522 22 49 03	Administrative Service Contract	239,780.00	18,192.60	177,110.57	62,669.43	26.1%
522 Fire Control		239,780.00	18,192.60	177,110.57	62,669.43	26.1%
523 Jail Costs						
523 50 49 03	County Jail	55,000.00	7,044.78	27,709.21	27,290.79	49.6%
523 Jail Costs		55,000.00	7,044.78	27,709.21	27,290.79	49.6%
525 Emergency Services						
525 10 49 03	Emergency Services-SnoCo DEM	10,110.00	2,734.00	10,936.00	(826.00)	0.0%
525 Emergency Services		10,110.00	2,734.00	10,936.00	(826.00)	0.0%
551 Public Housing Services						
551 10 49 09	Resource Cntr-Housing	15,000.00	0.00	25,062.97	(10,062.97)	0.0%
551 10 49 10	Alliance For Housing Authority	1,740.00	0.00	1,780.00	(40.00)	0.0%
551 Public Housing Services		16,740.00	0.00	26,842.97	(10,102.97)	0.0%
558 Community Planning & Economic Development						
558 60 10 00	Salaries & Wages	475,292.00	37,992.88	485,411.11	(10,119.11)	0.0%
558 60 11 00	Overtime	570.00	331.64	3,041.88	(2,471.88)	0.0%
558 60 20 00	Social Security	45,975.00	2,931.84	37,692.95	8,282.05	18.0%
558 60 21 00	Retirement	71,230.00	4,200.30	51,841.68	19,388.32	27.2%
558 60 22 00	Medical Benefits	114,720.00	5,739.32	75,879.66	38,840.34	33.9%
558 60 23 00	L & I	1,332.00	0.00	1,876.04	(544.04)	0.0%
558 60 24 00	Unemployment & PFMLA	1,098.00	0.00	971.80	126.20	11.5%
558 60 31 00	Supplies	4,000.00	248.40	7,077.95	(3,077.95)	0.0%
558 60 32 00	Fuel	700.00	294.44	1,255.33	(555.33)	0.0%
558 60 35 00	Small Equipment	3,500.00	790.25	790.25	2,709.75	77.4%
558 60 41 00	Professional Services	463,050.00	114,435.75	457,864.68	5,185.32	1.1%

001 General Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
558 Community Planning & Economic Development						
558 60 41 01	Economic Development-DSC DO NOT USE	0.00	0.00	347.89	(347.89)	0.0%
558 60 41 09	Prof Serv-Reimbursable	40,000.00	1,907.50	31,881.48	8,118.52	20.3%
558 60 42 00	Communications	2,000.00	515.80	2,196.20	(196.20)	0.0%
558 60 44 00	Advertising	3,000.00	0.00	3,939.36	(939.36)	0.0%
558 60 45 00	Rentals	3,600.00	(1,848.23)	310.39	3,289.61	91.4%
558 60 48 00	Repairs & Maintenance	400.00	0.00	498.36	(98.36)	0.0%
558 60 49 00	Meetings, Training & Travel	8,000.00	973.80	6,446.92	1,553.08	19.4%
558 60 49 01	Meetings, Training & Travel-DON'T USE	0.00	0.00	37.93	(37.93)	0.0%
558 60 49 02	Dues	13,500.00	0.00	12,782.68	717.32	5.3%
558 60 49 80	Interfund Payment for Eng Service	0.00	0.00	20,244.14	(20,244.14)	0.0%
	060 Community Development	1,251,967.00	168,513.69	1,202,388.68	49,578.32	4.0%
558 70 10 00	Salaries & Wages	93,087.00	7,639.00	89,436.00	3,651.00	3.9%
558 70 20 00	Social Security	7,004.00	584.39	6,841.92	162.08	2.3%
558 70 21 00	Retirement	12,083.00	793.69	9,199.29	2,883.71	23.9%
558 70 22 00	Medical Benefits	30,637.00	1,555.31	23,863.05	6,773.95	22.1%
558 70 23 00	L & I	231.00	0.00	232.58	(1.58)	0.0%
558 70 24 00	Unemployment & PFMLA	186.00	0.00	178.72	7.28	3.9%
558 70 31 00	Supplies	4,000.00	0.00	358.46	3,641.54	91.0%
558 70 35 00	Small Equipment	2,500.00	0.00	0.00	2,500.00	100.0%
558 70 41 00	Professional Services	25,000.00	249.58	1,614.58	23,385.42	93.5%
558 70 42 00	Communications	1,500.00	126.06	476.20	1,023.80	68.3%
558 70 44 00	Advertising	1,000.00	0.00	0.00	1,000.00	100.0%
558 70 48 00	Repair & Maintenance	500.00	0.00	0.00	500.00	100.0%
558 70 49 00	Meetings, Training & Travel	2,500.00	0.00	1,752.13	747.87	29.9%
558 70 49 02	Dues	4,000.00	400.00	400.00	3,600.00	90.0%
558 70 49 03	Printing	1,000.00	0.00	0.00	1,000.00	100.0%
	070 Economic Development	185,228.00	11,348.03	134,352.93	50,875.07	27.5%
	558 Community Planning & Economic	1,437,195.00	179,861.72	1,336,741.61	100,453.39	7.0%
562 Public Health Services						
562 10 49 07	Snohomish Health District	7,000.00	0.00	0.00	7,000.00	100.0%
	562 Public Health Services	7,000.00	0.00	0.00	7,000.00	100.0%
566 Substance Abuse						
566 00 49 05	Liquor Board Excise Tax	1,602.00	612.05	2,338.22	(736.22)	0.0%
	566 Substance Abuse	1,602.00	612.05	2,338.22	(736.22)	0.0%
569 Aging And Disability Services						
569 10 49 08	Sr Center LEAP	35,000.00	0.00	35,000.00	0.00	0.0%
	569 Aging And Disability Services	35,000.00	0.00	35,000.00	0.00	0.0%
572 Libraries						
572 10 47 00	Utilities	12,360.00	1,705.58	14,406.64	(2,046.64)	0.0%

001 General Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
572 Libraries						
572 10 48 00	Repair/maintenance	2,500.00	0.00	253.45	2,246.55	89.9%
	572 Libraries	14,860.00	1,705.58	14,660.09	199.91	1.3%
576 Park Facilities						
576 80 10 00	Salaries & Wages	262,892.00	22,004.58	231,358.12	31,533.88	12.0%
576 80 11 00	Overtime	2,019.00	376.67	3,124.13	(1,105.13)	0.0%
576 80 20 00	Social Security	22,640.00	1,701.53	17,991.78	4,648.22	20.5%
576 80 21 00	Retirement	29,171.00	2,653.55	26,492.79	2,678.21	9.2%
576 80 22 00	Medical Benefits	62,600.00	5,541.29	56,757.22	5,842.78	9.3%
576 80 23 00	L & I	2,898.00	0.00	2,455.01	442.99	15.3%
576 80 24 00	Unemployment & PFMLA	530.00	0.00	439.39	90.61	17.1%
576 80 31 00	Supplies	11,025.00	495.54	19,750.37	(8,725.37)	0.0%
576 80 32 00	Fuel	6,825.00	2,291.55	9,161.31	(2,336.31)	0.0%
576 80 35 00	Small Equipment	1,150.00	0.00	2,521.08	(1,371.08)	0.0%
576 80 35 01	Uniforms	1,600.00	0.00	458.82	1,141.18	71.3%
576 80 41 00	Professional Services	17,540.00	2,651.24	23,511.28	(5,971.28)	0.0%
576 80 42 00	Communications	1,000.00	588.73	1,955.96	(955.96)	0.0%
576 80 45 06	Rent	2,500.00	(100.63)	396.90	2,103.10	84.1%
576 80 47 00	Utilities	15,750.00	4,474.02	33,327.38	(17,577.38)	0.0%
576 80 48 00	Repair/maintenance	10,000.00	7,828.71	54,773.39	(44,773.39)	0.0%
576 80 49 01	Meetings, Training & Travel	1,250.00	0.00	25.00	1,225.00	98.0%
576 80 49 02	Dues	0.00	0.00	41.20	(41.20)	0.0%
	576 Park Facilities	451,390.00	50,506.78	484,541.13	(33,151.13)	0.0%
580 Non Expeditures						
582 10 00 01	Refund Of Deposits	0.00	0.00	350.00	(350.00)	0.0%
582 30 00 01	Court Collections	0.00	2,188.76	9,462.36	(9,462.36)	0.0%
589 90 00 01	Payroll EE Deductions Clearing	0.00	(1,593.35)	1,749.86	(1,749.86)	0.0%
589 90 00 02	Payroll Draw Clearing	0.00	0.00	10,250.00	(10,250.00)	0.0%
	580 Non Expeditures	0.00	595.41	21,812.22	(21,812.22)	0.0%
591 Debt Service						
591 18 10 00	Leases	0.00	6,270.72	6,270.72	(6,270.72)	0.0%
591 58 10 00	Leases	0.00	2,014.86	2,014.86	(2,014.86)	0.0%
591 76 10 00	Leases	0.00	240.51	240.51	(240.51)	0.0%
	591 Debt Service	0.00	8,526.09	8,526.09	(8,526.09)	0.0%
594 Capital Expenditures						
594 18 64 01	Machinery & Equipment	4,000.00	10,390.40	10,390.40	(6,390.40)	0.0%
	594 Capital Expenditures	4,000.00	10,390.40	10,390.40	(6,390.40)	0.0%
597 Interfund Transfers						
597 00 00 01	Transfer To 101-Share Of St Lighting	340,000.00	0.00	340,000.00	0.00	0.0%
597 00 01 07	Transfer To Equip Replacemen	90,343.00	0.00	90,343.00	0.00	0.0%
597 00 01 15	Transfer Out To Tourism & Promotion DSC	25,000.00	0.00	105,000.00	(80,000.00)	0.0%

001 General Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 01 01 09	Trfr Out-contingency Fund (1	50,000.00	0.00	50,000.00	0.00	0.0%
597 01 03 00	Transfer Out To Streets 103	285,000.00	0.00	285,000.00	0.00	0.0%
597 01 04 21	Trsfr Out To Water Operating	100,000.00	0.00	100,000.00	0.00	0.0%
597 10 04 11	Transfer To Drainage Constr	564,000.00	0.00	564,000.00	0.00	0.0%
597 Interfund Transfers		1,454,343.00	0.00	1,534,343.00	(80,000.00)	0.0%
999 Ending Balance						
508 91 00 01	Unassigned End Cash & Invest	3,997,360.00	0.00	0.00	3,997,360.00	100.0%
508 91 00 02	Unassigned End Cash & Invest	590.00	0.00	0.00	590.00	100.0%
999 Ending Balance		3,997,950.00	0.00	0.00	3,997,950.00	100.0%
Fund Expenditures:		11,505,624.00	950,258.17	6,993,613.21	4,512,010.79	39.2%
Fund Excess/(Deficit):		(21,035.11)	(495,054.76)	6,407,112.18		

101 Street Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 01 01	Assigned Beg Cash & Invest	149,312.87	0.00	149,312.87	0.00	0.0%
308 Beginning Balances		149,312.87	0.00	149,312.87	0.00	0.0%
320 Licenses & Permits						
321 91 00 10	WM - Street Maintenance Fee	18,685.00	2,314.18	20,042.76	(1,357.76)	0.0%
322 90 00 03	Right Of Way And Utility Permits	1,010.00	0.00	0.00	1,010.00	100.0%
320 Licenses & Permits		19,695.00	2,314.18	20,042.76	(347.76)	0.0%
330 Intergovernmental Revenues						
336 00 71 00	Multimodal Transportation	9,494.00	2,627.42	10,510.88	(1,016.88)	0.0%
336 00 87 00	Mvft Unrestricted Fuel Tax	140,000.00	11,870.37	149,793.05	(9,793.05)	0.0%
330 Intergovernmental Revenues		149,494.00	14,497.79	160,303.93	(10,809.93)	0.0%
340 Charges For Services						
344 10 00 00	Adopt A Street Fees	0.00	0.00	30.00	(30.00)	0.0%
340 Charges For Services		0.00	0.00	30.00	(30.00)	0.0%
360 Misc Revenues						
361 11 01 01	State Pool/cd Interest	2,020.00	311.83	1,973.61	46.39	2.3%
361 30 01 01	Gain/Loss on Sale of Invest	0.00	0.00	(674.16)	674.16	100.0%
360 Misc Revenues		2,020.00	311.83	1,299.45	720.55	35.7%
397 Interfund Transfers						
397 00 00 00	Transfer In From GF	340,000.00	0.00	340,000.00	0.00	0.0%
397 07 06 77	Transfer In From TBD	200,000.00	0.00	200,000.00	0.00	0.0%
397 Interfund Transfers		540,000.00	0.00	540,000.00	0.00	0.0%
Fund Revenues:		860,521.87	17,123.80	870,989.01	(10,467.14)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
542 Streets - Maintenance						
542 30 10 00	Salaries & Wages	281,141.00	21,504.40	249,068.68	32,072.32	11.4%
542 30 10 99	Engineering Sal & Ben Allocation	0.00	0.00	(82,624.49)	82,624.49	100.0%
542 30 11 00	Overtime	2,062.00	346.91	2,465.18	(403.18)	0.0%
542 30 20 00	Social Security	23,290.00	1,600.94	19,052.28	4,237.72	18.2%
542 30 21 00	Retirement	31,549.00	2,497.43	27,627.23	3,921.77	12.4%
542 30 22 00	Medical Benefits	69,060.00	5,328.05	56,863.90	12,196.10	17.7%
542 30 23 00	L & I	2,954.00	0.00	2,196.47	757.53	25.6%
542 30 24 00	Unemployment & PFMLA	570.00	0.00	469.36	100.64	17.7%
542 30 31 00	Supplies	22,500.00	3,863.29	42,226.94	(19,726.94)	0.0%
542 30 31 03	Uniforms	1,600.00	0.00	802.06	797.94	49.9%
542 30 32 00	Fuel	4,700.00	1,778.19	8,148.17	(3,448.17)	0.0%
542 30 35 00	Small Tools & Equipment	1,850.00	1,828.93	1,828.93	21.07	1.1%
542 30 35 01	Adopt A Street Signs	0.00	0.00	134.69	(134.69)	0.0%
542 30 41 00	Professional Services	18,341.00	6,608.72	29,024.63	(10,683.63)	0.0%

101 Street Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
542 Streets - Maintenance						
542 30 42 00	Communications	1,200.00	345.07	1,086.78	113.22	9.4%
542 30 45 00	Rentals	1,800.00	(427.36)	(305.82)	2,105.82	117.0%
542 30 46 00	Insurance	16,870.00	0.00	16,870.00	0.00	0.0%
542 30 47 00	Utilities	66,500.00	11,626.25	66,005.08	494.92	0.7%
542 30 48 00	Repair/maintenance	80,000.00	(1,198.32)	64,923.43	15,076.57	18.8%
542 30 48 01	SnoCo PW Striping	16,000.00	0.00	13,432.91	2,567.09	16.0%
542 30 49 01	Meetings, Training & Travel	1,500.00	359.17	2,543.42	(1,043.42)	0.0%
542 30 49 03	Dues	100.00	44.40	658.36	(558.36)	0.0%
542 Streets - Maintenance		643,587.00	56,106.07	522,498.19	121,088.81	18.8%
591 Debt Service						
591 43 10 00	Leases	0.00	240.54	240.54	(240.54)	0.0%
591 Debt Service		0.00	240.54	240.54	(240.54)	0.0%
594 Capital Expenditures						
595 30 64 01	Machinery & Equipment	3,250.00	0.00	0.00	3,250.00	100.0%
594 Capital Expenditures		3,250.00	0.00	0.00	3,250.00	100.0%
597 Interfund Transfers						
597 01 01 07	Transfer Out To Equip Resrv	67,857.00	0.00	67,857.00	0.00	0.0%
597 Interfund Transfers		67,857.00	0.00	67,857.00	0.00	0.0%
999 Ending Balance						
508 51 01 01	Assigned End Cash & Invest	145,828.00	0.00	0.00	145,828.00	100.0%
999 Ending Balance		145,828.00	0.00	0.00	145,828.00	100.0%
Fund Expenditures:		860,522.00	56,346.61	590,595.73	269,926.27	31.4%
Fund Excess/(Deficit):		(0.13)	(39,222.81)	280,393.28		

102 Street Impact Fee Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 31 01 02	Restricted Beg Cash & Invest	861,213.24	0.00	861,213.24	0.00	0.0%
	308 Beginning Balances	861,213.24	0.00	861,213.24	0.00	0.0%
340 Charges For Services						
345 85 01 02	Street Impact Fees	209,665.00	10,471.12	218,140.24	(8,475.24)	0.0%
	340 Charges For Services	209,665.00	10,471.12	218,140.24	(8,475.24)	0.0%
360 Misc Revenues						
361 11 01 02	State Pool/cd Interest	9,000.00	949.63	8,881.62	118.38	1.3%
361 30 01 02	Gain/Loss on Sale of Invest	0.00	0.00	(3,843.65)	3,843.65	100.0%
	360 Misc Revenues	9,000.00	949.63	5,037.97	3,962.03	44.0%
Fund Revenues:		1,079,878.24	11,420.75	1,084,391.45	(4,513.21)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 01 01 03	Transfer Out To St Const (103)	99,600.00	0.00	99,600.00	0.00	0.0%
	597 Interfund Transfers	99,600.00	0.00	99,600.00	0.00	0.0%
999 Ending Balance						
508 31 01 02	Restricted End Cash & Invest	980,278.00	0.00	0.00	980,278.00	100.0%
	999 Ending Balance	980,278.00	0.00	0.00	980,278.00	100.0%
Fund Expenditures:		1,079,878.00	0.00	99,600.00	980,278.00	90.8%
Fund Excess/(Deficit):		0.24	11,420.75	984,791.45		

103 Street Construction Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 01 03	Assigned Beg Cash & Invest	144,944.58	0.00	144,944.58	0.00	0.0%
308 Beginning Balances		144,944.58	0.00	144,944.58	0.00	0.0%
330 Intergovernmental Revenues						
333 20 00 04	RTCC - Viking Way	432,500.00	0.00	172,721.08	259,778.92	60.1%
334 03 80 07	Transportation Improvement Board (TIB)	330,000.00	0.00	355,888.00	(25,888.00)	0.0%
330 Intergovernmental Revenues		762,500.00	0.00	528,609.08	233,890.92	30.7%
360 Misc Revenues						
361 11 01 03	State Pool/cd Interest	11,900.00	599.01	4,548.92	7,351.08	61.8%
361 30 01 03	Gain/Loss on Sale of Invest	0.00	0.00	(3,784.30)	3,784.30	100.0%
360 Misc Revenues		11,900.00	599.01	764.62	11,135.38	93.6%
397 Interfund Transfers						
397 01 01 02	Transfer In From St Impact (102)	99,600.00	0.00	99,600.00	0.00	0.0%
397 01 01 03	Transfer From TBD	984,600.00	0.00	634,600.00	350,000.00	35.5%
397 01 03 01	Transfer In From GF	285,000.00	0.00	285,000.00	0.00	0.0%
397 Interfund Transfers		1,369,200.00	0.00	1,019,200.00	350,000.00	25.6%
Fund Revenues:		2,288,544.58	599.01	1,693,518.28	595,026.30	26.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
595 10 63 08	Viking Way Eng	205,000.00	15,581.78	232,277.73	(27,277.73)	0.0%
595 10 63 09	Viking Way ROW	300,000.00	0.00	2,829.13	297,170.87	99.1%
595 30 63 09	Cross Walk Flashing Lights	50,000.00	0.00	30,835.34	19,164.66	38.3%
595 30 63 28	92nd Ave Sidewalk	200,000.00	0.00	24,508.30	175,491.70	87.7%
595 30 63 35	68th Ave Overlay	175,000.00	0.00	173,331.50	1,668.50	1.0%
595 30 63 36	80th Ave Reconstruction (phase one)	100,000.00	0.00	15,861.86	84,138.14	84.1%
595 30 63 37	72nd Ave Overlay (272nd to 276th)	175,000.00	0.00	173,744.60	1,255.40	0.7%
595 30 63 42	273rd Pl Sidewalk	180,000.00	0.00	135,060.37	44,939.63	25.0%
595 30 63 48	101st Reconstruct Construction	0.00	0.00	9,105.00	(9,105.00)	0.0%
595 30 63 49	City Beautification	560,000.00	11,233.21	226,748.15	333,251.85	59.5%
595 30 63 53	Twin City Mile Dwntwn Reno Proj	0.00	20,163.13	101,604.67	(101,604.67)	0.0%
594 Capital Expenditures		1,945,000.00	46,978.12	1,125,906.65	819,093.35	42.1%
999 Ending Balance						
508 51 01 03	Assigned End Cash & Invest	343,545.00	0.00	0.00	343,545.00	100.0%
999 Ending Balance		343,545.00	0.00	0.00	343,545.00	100.0%
Fund Expenditures:		2,288,545.00	46,978.12	1,125,906.65	1,162,638.35	50.8%

103 Street Construction Fund

Fund Excess/(Deficit):	(0.42)	(46,379.11)	567,611.63

104 Park And Trail Improvement Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 31 01 04	Restricted Beg Cash & Invest	84,182.00	0.00	84,182.00	0.00	0.0%
308 51 01 04	Assigned Beg Cash & Invest	1,369,901.64	0.00	1,369,901.64	0.00	0.0%
308 Beginning Balances		1,454,083.64	0.00	1,454,083.64	0.00	0.0%
330 Intergovernmental Revenues						
334 02 70 71	RCO-YAF	0.00	0.00	35,000.00	(35,000.00)	0.0%
334 02 70 72	RCO	448,000.00	0.00	0.00	448,000.00	100.0%
334 04 20 04	DOC	927,160.00	0.00	0.00	927,160.00	100.0%
330 Intergovernmental Revenues		1,375,160.00	0.00	35,000.00	1,340,160.00	97.5%
360 Misc Revenues						
361 11 01 04	State Pool/cd Interest	5,400.00	1,957.20	17,659.62	(12,259.62)	0.0%
361 30 01 04	Gain/Loss on Sale of Invest	0.00	0.00	(7,982.76)	7,982.76	100.0%
362 00 01 04	Rents And Leases	20,500.00	0.00	12,800.00	7,700.00	37.6%
360 Misc Revenues		25,900.00	1,957.20	22,476.86	3,423.14	13.2%
380 Non Revenues						
382 20 01 04	Retainage	0.00	7,526.30	10,695.05	(10,695.05)	0.0%
380 Non Revenues		0.00	7,526.30	10,695.05	(10,695.05)	0.0%
390 Other Revenues						
391 10 00 01	Long Term Debt Proceeds-Parks	378,840.00	0.00	0.00	378,840.00	100.0%
390 Other Revenues		378,840.00	0.00	0.00	378,840.00	100.0%
397 Interfund Transfers						
397 00 10 06	Transfer In From Park Impact Fees	140,000.00	0.00	140,000.00	0.00	0.0%
397 00 10 20	Transfer In From REET (120)	200,000.00	0.00	200,000.00	0.00	0.0%
397 00 10 21	Transfer In From REET (121)	445,000.00	0.00	445,000.00	0.00	0.0%
397 04 01 08	Transfer In from TBD (108)	100,000.00	0.00	100,000.00	0.00	0.0%
397 Interfund Transfers		885,000.00	0.00	885,000.00	0.00	0.0%
Fund Revenues:		4,118,983.64	9,483.50	2,407,255.55	1,711,728.09	41.6%

Expenditures		Amt Budgeted	December	YTD	Remaining	
580 Non Expeditures						
582 20 01 04	Refund Retainage	0.00	0.00	86,150.75	(86,150.75)	0.0%
580 Non Expeditures		0.00	0.00	86,150.75	(86,150.75)	0.0%
594 Capital Expenditures						
594 76 61 01	Hamiliton	90,000.00	141.57	45,529.34	44,470.66	49.4%
594 76 61 02	Ovenell	200,000.00	0.00	14,764.64	185,235.36	92.6%
594 76 61 21	Hamilton Improvements	0.00	1,027.00	1,027.00	(1,027.00)	0.0%
594 76 63 05	Johnson Farm Improvements	0.00	0.00	2,356.28	(2,356.28)	0.0%

104 Park And Trail Improvement Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
594 76 63 18	Heritage Park Improvemments	0.00	8,733.22	21,546.80	(21,546.80)	0.0%
594 76 63 19	Stanwood Port Susan Trail	1,080,000.00	44,472.35	163,924.45	916,075.55	84.8%
594 76 63 20	Downtown Park	340,000.00	199,667.92	224,801.67	115,198.33	33.9%
594 76 63 22	Church Creek	455,000.00	38,164.12	123,740.03	331,259.97	72.8%
594 Capital Expenditures		2,165,000.00	292,206.18	597,690.21	1,567,309.79	72.4%
999 Ending Balance						
508 51 01 04	Assigned End Cash & Invest	1,953,984.00	0.00	0.00	1,953,984.00	100.0%
999 Ending Balance		1,953,984.00	0.00	0.00	1,953,984.00	100.0%
Fund Expenditures:		4,118,984.00	292,206.18	683,840.96	3,435,143.04	83.4%
Fund Excess/(Deficit):		(0.36)	(282,722.68)	1,723,414.59		

106 Park Impact Fees

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 31 01 06	Restricted Beg Cash & Invest	79,456.73	0.00	79,456.73	0.00	0.0%
308 Beginning Balances		79,456.73	0.00	79,456.73	0.00	0.0%
340 Charges For Services						
345 85 01 06	Park Impact Fees	81,135.00	21,296.00	155,588.00	(74,453.00)	0.0%
340 Charges For Services		81,135.00	21,296.00	155,588.00	(74,453.00)	0.0%
360 Misc Revenues						
361 11 01 06	State Pool/cd Interest	3,000.00	72.12	490.67	2,509.33	83.6%
361 30 01 06	Gain/Loss on Sale of Invest	0.00	0.00	(241.38)	241.38	100.0%
360 Misc Revenues		3,000.00	72.12	249.29	2,750.71	91.7%
Fund Revenues:		163,591.73	21,368.12	235,294.02	(71,702.29)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 00 00 04	Transfer To Park Improvement	140,000.00	0.00	140,000.00	0.00	0.0%
597 Interfund Transfers		140,000.00	0.00	140,000.00	0.00	0.0%
999 Ending Balance						
508 31 01 06	Restricted End Cash & Invest	23,592.00	0.00	0.00	23,592.00	100.0%
999 Ending Balance		23,592.00	0.00	0.00	23,592.00	100.0%
Fund Expenditures:		163,592.00	0.00	140,000.00	23,592.00	14.4%
Fund Excess/(Deficit):		(0.27)	21,368.12	95,294.02		

107 Equipment Reserve Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 01 07	Assigned Beg Cash & Invest	549,238.27	0.00	549,238.27	0.00	0.0%
308 Beginning Balances		549,238.27	0.00	549,238.27	0.00	0.0%
360 Misc Revenues						
361 11 01 07	State Pool/cd Interest	4,900.00	639.45	5,779.81	(879.81)	0.0%
361 30 01 07	Gain/Loss on Sale of Invest	0.00	0.00	(2,595.30)	2,595.30	100.0%
360 Misc Revenues		4,900.00	639.45	3,184.51	1,715.49	35.0%
390 Other Revenues						
395 10 01 07	Proceeds From Sales Of Asset	0.00	0.00	22,611.00	(22,611.00)	0.0%
390 Other Revenues		0.00	0.00	22,611.00	(22,611.00)	0.0%
397 Interfund Transfers						
397 01 00 01	Transfer In From GF	90,343.00	0.00	90,343.00	0.00	0.0%
397 01 01 01	Transfer In From Streets	67,857.00	0.00	67,857.00	0.00	0.0%
397 Interfund Transfers		158,200.00	0.00	158,200.00	0.00	0.0%
Fund Revenues:		712,338.27	639.45	733,233.78	(20,895.51)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
594 18 64 08	Machinery & Equipment - Parks	68,700.00	0.00	25,715.71	42,984.29	62.6%
594 18 64 09	Machinery & Equipment - Street	77,700.00	0.00	25,716.99	51,983.01	66.9%
594 18 64 10	Machinery & Equipment - B&G	38,700.00	0.00	25,705.47	12,994.53	33.6%
594 18 64 20	Machinery &	0.00	0.00	19.20	(19.20)	0.0%
594 Capital Expenditures		185,100.00	0.00	77,157.37	107,942.63	58.3%
999 Ending Balance						
508 51 01 07	Assigned End Cash & Invest	527,238.00	0.00	0.00	527,238.00	100.0%
999 Ending Balance		527,238.00	0.00	0.00	527,238.00	100.0%
Fund Expenditures:		712,338.00	0.00	77,157.37	635,180.63	89.2%
Fund Excess/(Deficit):		0.27	639.45	656,076.41		

108 Transportation Sales Tax Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 31 01 08	Restricted Beg Cash & Invest	845,599.40	0.00	845,599.40	0.00	0.0%
308 Beginning Balances		845,599.40	0.00	845,599.40	0.00	0.0%
310 Taxes						
313 21 01 08	Public Transportation Systems Sales Tax	468,000.00	44,915.72	554,841.35	(86,841.35)	0.0%
310 Taxes		468,000.00	44,915.72	554,841.35	(86,841.35)	0.0%
360 Misc Revenues						
361 11 01 08	State Pool/cd Interest	7,500.00	414.60	6,433.18	1,066.82	14.2%
361 30 01 08	Gain/Loss on Sale of Invest	0.00	0.00	(1,974.21)	1,974.21	100.0%
360 Misc Revenues		7,500.00	414.60	4,458.97	3,041.03	40.5%
Fund Revenues:		1,321,099.40	45,330.32	1,404,899.72	(83,800.32)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 04 01 04	Transfer to Park & Trail Impr (104)	100,000.00	0.00	100,000.00	0.00	0.0%
597 07 01 01	Transfer To Street Operating	200,000.00	0.00	200,000.00	0.00	0.0%
597 07 03 07	Transfer To Street Construction	634,600.00	0.00	634,600.00	0.00	0.0%
597 Interfund Transfers		934,600.00	0.00	934,600.00	0.00	0.0%
999 Ending Balance						
508 31 01 08	Restricted End Cash & Invest	386,499.00	0.00	0.00	386,499.00	100.0%
999 Ending Balance		386,499.00	0.00	0.00	386,499.00	100.0%
Fund Expenditures:		1,321,099.00	0.00	934,600.00	386,499.00	29.3%
Fund Excess/(Deficit):		0.40	45,330.32	470,299.72		

109 Contingency Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 01 09	Assigned Beg Cash & Invest	425,889.04	0.00	425,889.04	0.00	0.0%
308 Beginning Balances		425,889.04	0.00	425,889.04	0.00	0.0%
360 Misc Revenues						
361 11 01 09	State Pool/cd Interest	5,400.00	466.23	4,504.25	895.75	16.6%
361 30 01 09	Gain/Loss on Sale of Invest	0.00	0.00	(2,039.60)	2,039.60	100.0%
360 Misc Revenues		5,400.00	466.23	2,464.65	2,935.35	54.4%
397 Interfund Transfers						
397 02 00 01	Transfer In From General Fun	50,000.00	0.00	50,000.00	0.00	0.0%
397 Interfund Transfers		50,000.00	0.00	50,000.00	0.00	0.0%
Fund Revenues:		481,289.04	466.23	478,353.69	2,935.35	0.6%

Expenditures		Amt Budgeted	December	YTD	Remaining	
999 Ending Balance						
508 51 01 09	Assigned End Cash & Invest	481,289.00	0.00	0.00	481,289.00	100.0%
999 Ending Balance		481,289.00	0.00	0.00	481,289.00	100.0%
Fund Expenditures:		481,289.00	0.00	0.00	481,289.00	100.0%
Fund Excess/(Deficit):		0.04	466.23	478,353.69		

110 Building Improvement Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 31 01 10	Restricted Beg Cash & Invest	2,746.00	0.00	2,746.00	0.00	0.0%
308 51 01 10	Assigned Beg Cash & Invest	2,864,440.86	0.00	2,864,440.86	0.00	0.0%
308 Beginning Balances		2,867,186.86	0.00	2,867,186.86	0.00	0.0%
360 Misc Revenues						
361 11 01 10	State Pool/cd Interest	16,800.00	2,785.15	28,729.85	(11,929.85)	0.0%
361 30 01 10	Gain/Loss on Sale of Invest	0.00	0.00	(12,928.16)	12,928.16	100.0%
360 Misc Revenues		16,800.00	2,785.15	15,801.69	998.31	5.9%
Fund Revenues:		2,883,986.86	2,785.15	2,882,988.55	998.31	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
594 18 62 11	Police/City Hall Design	200,000.00	39,139.73	64,551.60	135,448.40	67.7%
594 Capital Expenditures		200,000.00	39,139.73	64,551.60	135,448.40	67.7%
999 Ending Balance						
508 51 01 10	Assigned End Cash & Invest	2,683,987.00	0.00	0.00	2,683,987.00	100.0%
999 Ending Balance		2,683,987.00	0.00	0.00	2,683,987.00	100.0%
Fund Expenditures:		2,883,987.00	39,139.73	64,551.60	2,819,435.40	97.8%
Fund Excess/(Deficit):		(0.14)	(36,354.58)	2,818,436.95		

115 Tourism And Promotion

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 01 15	Assigned Beg Cash & Invest	1,850.68	0.00	1,850.68	0.00	0.0%
308 Beginning Balances		1,850.68	0.00	1,850.68	0.00	0.0%
310 Taxes						
313 31 00 50	Lodging Tax	1,000.00	173.03	310.19	689.81	69.0%
310 Taxes		1,000.00	173.03	310.19	689.81	69.0%
330 Intergovernmental Revenues						
337 00 00 50	Grant Sno-Co DSC	8,000.00	14,500.00	14,500.00	(6,500.00)	0.0%
330 Intergovernmental Revenues		8,000.00	14,500.00	14,500.00	(6,500.00)	0.0%
340 Charges For Services						
345 60 00 50	Advertising	25,000.00	0.00	0.00	25,000.00	100.0%
340 Charges For Services		25,000.00	0.00	0.00	25,000.00	100.0%
360 Misc Revenues						
367 00 00 50	Donations	5,000.00	0.00	0.00	5,000.00	100.0%
367 00 00 51	Sponsorships	45,000.00	0.00	4,215.00	40,785.00	90.6%
360 Misc Revenues		50,000.00	0.00	4,215.00	45,785.00	91.6%
397 Interfund Transfers						
397 00 01 01	Transfer In From General Fund	25,000.00	0.00	105,000.00	(80,000.00)	0.0%
397 Interfund Transfers		25,000.00	0.00	105,000.00	(80,000.00)	0.0%
Fund Revenues:		110,850.68	14,673.03	125,875.87	(15,025.19)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
557 Community Services						
557 30 31 00	Supplies	1,000.00	241.10	810.65	189.35	18.9%
557 30 41 00	Professional Services	40,000.00	8,756.20	53,993.35	(13,993.35)	0.0%
557 30 41 03	Tourism Grants	21,000.00	1,532.80	9,748.80	11,251.20	53.6%
557 30 44 00	Advertising	10,000.00	333.99	11,081.69	(1,081.69)	0.0%
557 30 49 02	Dues	2,000.00	0.00	0.00	2,000.00	100.0%
557 30 49 03	Printing	10,000.00	0.00	1,704.24	8,295.76	83.0%
557 Community Services		84,000.00	10,864.09	77,338.73	6,661.27	7.9%
999 Ending Balance						
508 51 01 15	Assigned End Cash & Invest	26,851.00	0.00	0.00	26,851.00	100.0%
999 Ending Balance		26,851.00	0.00	0.00	26,851.00	100.0%
Fund Expenditures:		110,851.00	10,864.09	77,338.73	33,512.27	30.2%

115 Tourism And Promotion

Fund Excess/(Deficit):	(0.32)	3,808.94	48,537.14

120 REET - Capital Improvements

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 31 01 20	Restricted Beg Cash & Invest	1,193,674.88	0.00	1,193,674.88	0.00	0.0%
308 Beginning Balances		1,193,674.88	0.00	1,193,674.88	0.00	0.0%
310 Taxes						
318 34 00 00	REET 1 - 1st Quarter Percent	301,000.00	3,440.12	336,715.68	(35,715.68)	0.0%
310 Taxes		301,000.00	3,440.12	336,715.68	(35,715.68)	0.0%
360 Misc Revenues						
361 11 01 20	State Pool/cd Interest	9,300.00	1,300.13	13,189.44	(3,889.44)	0.0%
361 30 01 20	Gain/Loss on Sale of Invest	0.00	0.00	(6,200.65)	6,200.65	100.0%
360 Misc Revenues		9,300.00	1,300.13	6,988.79	2,311.21	24.9%
Fund Revenues:		1,503,974.88	4,740.25	1,537,379.35	(33,404.47)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 00 01 04	Transfer Out To Park Imp (104)	200,000.00	0.00	200,000.00	0.00	0.0%
597 Interfund Transfers		200,000.00	0.00	200,000.00	0.00	0.0%
999 Ending Balance						
508 31 01 20	Restricted End Cash & Invest	1,303,975.00	0.00	0.00	1,303,975.00	100.0%
999 Ending Balance		1,303,975.00	0.00	0.00	1,303,975.00	100.0%
Fund Expenditures:		1,503,975.00	0.00	200,000.00	1,303,975.00	86.7%
Fund Excess/(Deficit):		(0.12)	4,740.25	1,337,379.35		

121 REET - Growth Management

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 31 01 21	Restricted Beg Cash & Invest	1,360,859.71	0.00	1,360,859.71	0.00	0.0%
308 Beginning Balances		1,360,859.71	0.00	1,360,859.71	0.00	0.0%
310 Taxes						
318 35 00 00	REET 2 - 2nd Quarter Percent	301,000.00	3,440.13	324,659.75	(23,659.75)	0.0%
310 Taxes		301,000.00	3,440.13	324,659.75	(23,659.75)	0.0%
360 Misc Revenues						
361 11 01 21	State Pool/cd Interest	14,500.00	1,212.67	13,390.78	1,109.22	7.6%
361 30 01 21	Gain/Loss on Sale of Invest	0.00	0.00	(6,274.10)	6,274.10	100.0%
360 Misc Revenues		14,500.00	1,212.67	7,116.68	7,383.32	50.9%
Fund Revenues:		1,676,359.71	4,652.80	1,692,636.14	(16,276.43)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 00 00 05	Transfers-Out Park Imprv (104)	445,000.00	0.00	445,000.00	0.00	0.0%
597 Interfund Transfers		445,000.00	0.00	445,000.00	0.00	0.0%
999 Ending Balance						
508 31 01 21	Restricted End Cash & Invest	1,231,360.00	0.00	0.00	1,231,360.00	100.0%
999 Ending Balance		1,231,360.00	0.00	0.00	1,231,360.00	100.0%
Fund Expenditures:		1,676,360.00	0.00	445,000.00	1,231,360.00	73.5%
Fund Excess/(Deficit):		(0.29)	4,652.80	1,247,636.14		

205 Debt Service Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 02 05	Assigned Beg Cash & Invest	21,035.71	0.00	21,035.71	0.00	0.0%
308 Beginning Balances		21,035.71	0.00	21,035.71	0.00	0.0%
Fund Revenues:		21,035.71	0.00	21,035.71	0.00	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
591 Debt Service						
592 22 89 00	Professional Services	381.00	0.00	0.00	381.00	100.0%
591 Debt Service		381.00	0.00	0.00	381.00	100.0%
Fund Expenditures:		381.00	0.00	0.00	381.00	100.0%
Fund Excess/(Deficit):		20,654.71	0.00	21,035.71		

401 Sewer Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 01	Assigned Beg Cash & Invest	1,956,620.21	0.00	1,956,620.21	0.00	0.0%
	308 Beginning Balances	1,956,620.21	0.00	1,956,620.21	0.00	0.0%
340 Charges For Services						
343 50 04 01	Sewer Service Charges	2,722,334.00	323,351.17	2,978,107.16	(255,773.16)	0.0%
343 50 50 01	Sewer - Other Fees	1,100.00	0.00	196.00	904.00	82.2%
	340 Charges For Services	2,723,434.00	323,351.17	2,978,303.16	(254,869.16)	0.0%
360 Misc Revenues						
359 90 51 01	Late Penalties	24,000.00	1,348.66	19,168.73	4,831.27	20.1%
361 11 04 01	State Pool/cd Interest	27,300.00	1,421.23	17,973.33	9,326.67	34.2%
361 30 04 01	Gain/Loss on Sale of Invest	0.00	0.00	(7,817.08)	7,817.08	100.0%
369 91 04 01	Miscellaneous	500.00	0.00	13,412.13	(12,912.13)	0.0%
	360 Misc Revenues	51,800.00	2,769.89	42,737.11	9,062.89	17.5%
397 Interfund Transfers						
397 03 04 21	Transfer In from Water Op (421)	163,135.00	0.00	163,135.00	0.00	0.0%
	397 Interfund Transfers	163,135.00	0.00	163,135.00	0.00	0.0%
Fund Revenues:		4,894,989.21	326,121.06	5,140,795.48	(245,806.27)	0.0%
Expenditures		**Amt Budgeted**	**December**	**YTD**	**Remaining**	
535 Sewer						
535 80 10 00	Salaries & Wages	530,144.00	41,950.95	471,556.00	58,588.00	11.1%
535 80 11 00	Overtime	5,480.00	695.15	4,267.16	1,212.84	22.1%
535 80 20 00	Social Security	47,587.00	3,085.87	35,774.37	11,812.63	24.8%
535 80 21 00	Retirement	76,440.00	5,083.36	54,510.08	21,929.92	28.7%
535 80 22 00	Medical Benefits	151,715.00	11,597.96	133,785.44	17,929.56	11.8%
535 80 23 00	L & I	7,342.00	0.00	6,065.26	1,276.74	17.4%
535 80 24 00	Unemployment & PFMLA	1,199.00	0.00	924.53	274.47	22.9%
535 80 31 00	Supplies	36,500.00	1,848.33	40,410.08	(3,910.08)	0.0%
535 80 31 03	Uniforms	5,250.00	196.74	3,393.63	1,856.37	35.4%
535 80 32 00	Fuel	10,000.00	6,121.20	14,377.70	(4,377.70)	0.0%
535 80 35 00	Small Equipment	5,000.00	0.00	8,131.38	(3,131.38)	0.0%
535 80 41 00	Professional Services	127,757.00	11,680.15	128,072.91	(315.91)	0.0%
535 80 42 00	Communications	22,500.00	2,608.43	19,262.66	3,237.34	14.4%
535 80 43 00	Permits	9,750.00	0.00	9,325.90	424.10	4.3%
535 80 44 00	Advertising	500.00	0.00	0.00	500.00	100.0%
535 80 45 00	Rentals	3,800.00	(1,095.20)	1,847.49	1,952.51	51.4%
535 80 46 00	Insurance	50,000.00	0.00	45,789.00	4,211.00	8.4%
535 80 47 00	Utilities	155,000.00	24,610.00	128,809.70	26,190.30	16.9%
535 80 48 00	Repair/maintenance	92,500.00	3,322.64	102,292.37	(9,792.37)	0.0%
535 80 49 01	B & O Tax	45,000.00	4,707.47	61,559.02	(16,559.02)	0.0%
535 80 49 03	Meetings, Training & Travel	9,500.00	905.00	3,399.03	6,100.97	64.2%
535 80 49 05	Credit Card Bank Fees	12,000.00	1,345.13	14,778.57	(2,778.57)	0.0%
535 80 49 06	Dues	650.00	401.42	1,335.05	(685.05)	0.0%
535 80 49 80	Interfund Payment For Servic	272,291.00	0.00	272,291.00	0.00	0.0%

401 Sewer Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
535 Sewer						
535 Sewer		1,677,905.00	119,064.60	1,561,958.33	115,946.67	6.9%
591 Debt Service						
591 35 10 00	Leases	0.00	1,285.85	1,285.85	(1,285.85)	0.0%
591 35 78 02	Srf Principal-treatment Plan	465,029.00	0.00	465,029.34	(0.34)	0.0%
591 35 78 03	Pwtf Principal-271st Trunkli	106,921.00	0.00	106,921.06	(0.06)	0.0%
591 35 78 04	2021 Revenue Bond Principal	145,000.00	145,000.00	145,000.00	0.00	0.0%
592 35 83 03	Pwtf Interest-271st Trunk Co	2,673.00	0.00	2,673.03	(0.03)	0.0%
592 35 83 04	2021 Revenue Bond Interest	130,800.00	8,970.00	98,670.00	32,130.00	24.6%
591 Debt Service		850,423.00	155,255.85	819,579.28	30,843.72	3.6%
594 Capital Expenditures						
594 35 64 03	Machinery & Equipment	13,250.00	0.00	0.00	13,250.00	100.0%
594 Capital Expenditures		13,250.00	0.00	0.00	13,250.00	100.0%
597 Interfund Transfers						
597 00 04 57	Transfer To Equip Replacemen	105,211.00	0.00	105,211.00	0.00	0.0%
597 01 04 03	Transfer Out To Sewer Const (403)	1,145,485.00	0.00	1,145,485.00	0.00	0.0%
597 Interfund Transfers		1,250,696.00	0.00	1,250,696.00	0.00	0.0%
999 Ending Balance						
508 51 04 01	Assigned End Cash & Invest	1,102,716.00	0.00	0.00	1,102,716.00	100.0%
999 Ending Balance		1,102,716.00	0.00	0.00	1,102,716.00	100.0%
Fund Expenditures:		4,894,990.00	274,320.45	3,632,233.61	1,262,756.39	25.8%
Fund Excess/(Deficit):		(0.79)	51,800.61	1,508,561.87		

403 Sewer Construction Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 03	Assigned Beg Cash & Invest	5,114,416.15	0.00	5,114,416.15	0.00	0.0%
308 Beginning Balances		5,114,416.15	0.00	5,114,416.15	0.00	0.0%
340 Charges For Services						
343 50 00 00	Sewer Connection Fees	30,000.00	5,500.00	39,000.00	(9,000.00)	0.0%
340 Charges For Services		30,000.00	5,500.00	39,000.00	(9,000.00)	0.0%
360 Misc Revenues						
361 11 04 03	State Pool/cd Interest	27,800.00	4,505.61	45,082.80	(17,282.80)	0.0%
361 30 04 03	Gain/Loss on Sale of Invest	0.00	0.00	(18,551.52)	18,551.52	100.0%
361 40 00 02	Interest From Interfund Loan	1,500.00	0.00	0.00	1,500.00	100.0%
360 Misc Revenues		29,300.00	4,505.61	26,531.28	2,768.72	9.4%
380 Non Revenues						
382 20 04 03	Retainage	0.00	0.00	45,463.12	(45,463.12)	0.0%
380 Non Revenues		0.00	0.00	45,463.12	(45,463.12)	0.0%
397 Interfund Transfers						
397 02 04 01	Transfer In From Sewer (401)	1,145,485.00	0.00	1,145,485.00	0.00	0.0%
397 Interfund Transfers		1,145,485.00	0.00	1,145,485.00	0.00	0.0%
Fund Revenues:		6,319,201.15	10,005.61	6,370,895.55	(51,694.40)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
594 35 41 05	Sewer System Plan Update	430,000.00	4,653.48	84,133.62	345,866.38	80.4%
594 35 62 01	Biosolids Processing Facility	2,300,000.00	0.00	0.00	2,300,000.00	100.0%
594 35 63 16	Pioneer/Cedarhome To 267th	0.00	2,560.00	8,858.00	(8,858.00)	0.0%
594 35 63 18	Ex 10a 261st Street	0.00	0.00	2,338.00	(2,338.00)	0.0%
594 35 63 29	Main Lift Station Upgrades	850,000.00	0.00	636,533.62	213,466.38	25.1%
594 35 63 38	Church Creek Collection System (Ex5A)	1,025,000.00	0.00	1,017,988.28	7,011.72	0.7%
594 Capital Expenditures		4,605,000.00	7,213.48	1,749,851.52	2,855,148.48	62.0%
999 Ending Balance						
508 51 04 03	Assigned End Cash & Invest	1,714,201.00	0.00	0.00	1,714,201.00	100.0%
999 Ending Balance		1,714,201.00	0.00	0.00	1,714,201.00	100.0%
Fund Expenditures:		6,319,201.00	7,213.48	1,749,851.52	4,569,349.48	72.3%
Fund Excess/(Deficit):		0.15	2,792.13	4,621,044.03		

405 Sewer Plant Investment Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 05	Assigned Beg Cash & Invest	387,698.26	0.00	387,698.26	0.00	0.0%
308 Beginning Balances		387,698.26	0.00	387,698.26	0.00	0.0%
360 Misc Revenues						
361 11 04 05	State Pool/cd Interest	5,000.00	505.59	4,451.78	548.22	11.0%
361 30 04 05	Gain/Loss on Sale of Invest	0.00	0.00	(2,009.07)	2,009.07	100.0%
368 10 04 05	Plant Investment Fees	150,000.00	0.00	128,598.00	21,402.00	14.3%
360 Misc Revenues		155,000.00	505.59	131,040.71	23,959.29	15.5%
Fund Revenues:		542,698.26	505.59	518,738.97	23,959.29	4.4%

Expenditures		Amt Budgeted	December	YTD	Remaining	
999 Ending Balance						
508 51 04 05	Assigned End Cash & Invest	542,698.00	0.00	0.00	542,698.00	100.0%
999 Ending Balance		542,698.00	0.00	0.00	542,698.00	100.0%
Fund Expenditures:		542,698.00	0.00	0.00	542,698.00	100.0%
Fund Excess/(Deficit):		0.26	505.59	518,738.97		

410 Drainage Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 10	Assigned Beg Cash & Invest	663,433.49	0.00	663,433.49	0.00	0.0%
308 Beginning Balances		663,433.49	0.00	663,433.49	0.00	0.0%
340 Charges For Services						
343 10 00 00	Drainage Service Charges	1,258,000.00	137,913.43	1,416,956.28	(158,956.28)	0.0%
343 10 00 10	Drainage - Other Fees	200.00	0.00	(1,041.90)	1,241.90	621.0%
340 Charges For Services		1,258,200.00	137,913.43	1,415,914.38	(157,714.38)	0.0%
360 Misc Revenues						
359 90 51 02	Late Penalties	9,000.00	573.69	8,536.16	463.84	5.2%
361 11 04 10	State Pool/cd Interest	5,100.00	396.41	6,842.83	(1,742.83)	0.0%
361 30 04 10	Gain/Loss on Sale of Invest	0.00	0.00	(3,209.18)	3,209.18	100.0%
360 Misc Revenues		14,100.00	970.10	12,169.81	1,930.19	13.7%
Fund Revenues:		1,935,733.49	138,883.53	2,091,517.68	(155,784.19)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
531 Natural Resources						
531 50 10 00	Salaries & Wages	212,339.00	13,821.46	186,406.40	25,932.60	12.2%
531 50 11 00	Overtime	2,019.00	346.91	2,439.48	(420.48)	0.0%
531 50 20 00	Social Security	24,144.00	1,009.80	14,104.70	10,039.30	41.6%
531 50 21 00	Retirement	31,363.00	1,697.72	19,582.42	11,780.58	37.6%
531 50 22 00	Medical Benefits	68,428.00	3,650.52	42,798.89	25,629.11	37.5%
531 50 23 00	L & I	3,432.00	0.00	2,351.58	1,080.42	31.5%
531 50 24 00	Unemployment & PFMLA	592.00	0.00	385.83	206.17	34.8%
531 50 31 00	Supplies	6,500.00	257.00	8,283.44	(1,783.44)	0.0%
531 50 31 03	Uniforms	1,050.00	0.00	1,040.49	9.51	0.9%
531 50 32 00	Fuel	5,500.00	1,778.19	8,148.17	(2,648.17)	0.0%
531 50 35 00	Small Equipment	2,500.00	1,428.03	2,332.49	167.51	6.7%
531 50 41 00	Professional Services	43,744.00	6,904.12	33,009.16	10,734.84	24.5%
531 50 42 00	Communications	1,500.00	345.07	1,086.78	413.22	27.5%
531 50 43 00	Permits	600.00	0.00	0.00	600.00	100.0%
531 50 45 00	Rentals	10,500.00	(383.92)	194.02	10,305.98	98.2%
531 50 46 00	Insurance	20,000.00	0.00	19,280.00	720.00	3.6%
531 50 47 00	Utilities	10,000.00	2,290.82	11,012.05	(1,012.05)	0.0%
531 50 48 00	Repairs And Maintenance	30,000.00	0.00	24,051.73	5,948.27	19.8%
531 50 49 01	B & O Tax	12,000.00	1,551.01	21,506.19	(9,506.19)	0.0%
531 50 49 02	Dues	0.00	44.40	133.95	(133.95)	0.0%
531 50 49 03	Meetings, Training & Travel	1,000.00	359.19	2,114.20	(1,114.20)	0.0%
531 50 49 05	Credit Card Bank Fees	4,000.00	743.34	7,778.74	(3,778.74)	0.0%
531 50 49 50	Interfund Payment For Servic	151,499.00	0.00	151,499.00	0.00	0.0%
531 Natural Resources		642,710.00	35,843.66	559,539.71	83,170.29	12.9%
591 Debt Service						
591 31 10 00	Leases	0.00	738.36	738.36	(738.36)	0.0%
591 31 78 01	SnoCo PW Assist Fund Princ	51,260.00	0.00	51,258.95	1.05	0.0%
591 31 78 02	2022 Revenue Bond Principal	87,500.00	0.00	0.00	87,500.00	100.0%

410 Drainage Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
591 Debt Service						
592 31 83 01	SnoCo PW Assist Fund Interest	13,840.00	0.00	13,900.79	(60.79)	0.0%
592 31 83 02	2022 Revenue Bonds Interest	25,000.00	0.00	0.00	25,000.00	100.0%
591 Debt Service		177,600.00	738.36	65,898.10	111,701.90	62.9%
594 Capital Expenditures						
594 38 64 01	Machinery & Equipment	3,250.00	0.00	0.00	3,250.00	100.0%
594 Capital Expenditures		3,250.00	0.00	0.00	3,250.00	100.0%
597 Interfund Transfers						
597 01 04 11	Transfer To DCF (411)	909,405.00	0.00	909,405.00	0.00	0.0%
597 03 04 58	Trsfr To 458 Equip Repl	48,041.00	0.00	48,041.00	0.00	0.0%
597 Interfund Transfers		957,446.00	0.00	957,446.00	0.00	0.0%
999 Ending Balance						
508 51 04 10	Assigned End Cash & Invest	154,727.00	0.00	0.00	154,727.00	100.0%
999 Ending Balance		154,727.00	0.00	0.00	154,727.00	100.0%
Fund Expenditures:		1,935,733.00	36,582.02	1,582,883.81	352,849.19	18.2%
Fund Excess/(Deficit):		0.49	102,301.51	508,633.87		

411 Drainage Construction Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 31 04 11	Restricted Beg Cash & Invest	47,386.00	0.00	47,386.00	0.00	0.0%
308 51 04 11	Assigned Beg Cash & Invest	802,548.16	0.00	802,548.16	0.00	0.0%
	308 Beginning Balances	849,934.16	0.00	849,934.16	0.00	0.0%
340 Charges For Services						
343 10 04 11	Drainage Connection Fees	12,000.00	2,200.00	7,800.00	4,200.00	35.0%
	340 Charges For Services	12,000.00	2,200.00	7,800.00	4,200.00	35.0%
360 Misc Revenues						
361 11 04 11	State Pool/cd Interest	3,000.00	4,647.42	20,713.87	(17,713.87)	0.0%
361 30 04 11	Gain/Loss on Sale of Invest	0.00	0.00	(6,475.07)	6,475.07	100.0%
	360 Misc Revenues	3,000.00	4,647.42	14,238.80	(11,238.80)	0.0%
380 Non Revenues						
382 20 04 11	Retainage	0.00	36,322.06	71,594.31	(71,594.31)	0.0%
	380 Non Revenues	0.00	36,322.06	71,594.31	(71,594.31)	0.0%
390 Other Revenues						
391 20 04 11	Revenue Bond Proceeds	3,500,000.00	0.00	3,440,000.00	60,000.00	1.7%
	390 Other Revenues	3,500,000.00	0.00	3,440,000.00	60,000.00	1.7%
397 Interfund Transfers						
397 01 04 10	Transfer From Drainage (410)	909,405.00	0.00	909,405.00	0.00	0.0%
397 10 00 01	Transfer In From Gen Fund	564,000.00	0.00	564,000.00	0.00	0.0%
	397 Interfund Transfers	1,473,405.00	0.00	1,473,405.00	0.00	0.0%
Fund Revenues:		5,838,339.16	43,169.48	5,856,972.27	(18,633.11)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
591 Debt Service						
592 31 83 03	2022 Rev Bond Cost of Issuance	0.00	0.00	37,708.00	(37,708.00)	0.0%
	591 Debt Service	0.00	0.00	37,708.00	(37,708.00)	0.0%
594 Capital Expenditures						
594 31 63 01	Irvine Slough Stormwtr Sep & Pump Station	1,450,000.00	831,452.51	1,818,746.42	(368,746.42)	0.0%
594 38 63 14	Flood Wall	564,000.00	21,797.14	46,971.38	517,028.62	91.7%
	594 Capital Expenditures	2,014,000.00	853,249.65	1,865,717.80	148,282.20	7.4%
999 Ending Balance						
508 51 04 11	Assigned End Cash & Invest	3,824,339.00	0.00	0.00	3,824,339.00	100.0%

411 Drainage Construction Fund

Expenditures	Amt Budgeted	December	YTD	Remaining	
999 Ending Balance					
999 Ending Balance	3,824,339.00	0.00	0.00	3,824,339.00	100.0%
Fund Expenditures:	5,838,339.00	853,249.65	1,903,425.80	3,934,913.20	67.4%
Fund Excess/(Deficit):	0.16	(810,080.17)	3,953,546.47		

412 Drainage Plant Investment Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 12	Assigned Beg Cash & Invest	57,349.26	0.00	57,349.26	0.00	0.0%
308 Beginning Balances		57,349.26	0.00	57,349.26	0.00	0.0%
360 Misc Revenues						
361 11 04 12	State Pool/cd Interest	700.00	188.68	959.54	(259.54)	0.0%
361 30 04 12	Gain/Loss on Sale of Invest	0.00	0.00	(475.73)	475.73	100.0%
368 10 04 12	Plant Investment Fees	80,000.00	15,554.00	151,298.00	(71,298.00)	0.0%
360 Misc Revenues		80,700.00	15,742.68	151,781.81	(71,081.81)	0.0%
Fund Revenues:		138,049.26	15,742.68	209,131.07	(71,081.81)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
999 Ending Balance						
508 51 04 12	Assigned End Cash & Invest	138,049.00	0.00	0.00	138,049.00	100.0%
999 Ending Balance		138,049.00	0.00	0.00	138,049.00	100.0%
Fund Expenditures:		138,049.00	0.00	0.00	138,049.00	100.0%
Fund Excess/(Deficit):		0.26	15,742.68	209,131.07		

421 Water Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 21	Assigned Beg Cash & Invest	1,096,615.91	0.00	1,096,615.91	0.00	0.0%
308 Beginning Balances		1,096,615.91	0.00	1,096,615.91	0.00	0.0%
340 Charges For Services						
343 40 00 21	Water - Other Fees	7,000.00	630.00	(13,974.59)	20,974.59	299.6%
343 40 04 21	Water Service Charges	2,150,000.00	235,993.45	2,532,816.34	(382,816.34)	0.0%
340 Charges For Services		2,157,000.00	236,623.45	2,518,841.75	(361,841.75)	0.0%
360 Misc Revenues						
359 90 51 00	Late Penalties	21,000.00	1,318.73	20,367.90	632.10	3.0%
361 11 04 21	State Pool/cd Interest	22,000.00	1,348.69	16,208.82	5,791.18	26.3%
361 30 04 21	Gain/Loss on Sale of Invest	0.00	0.00	(5,479.71)	5,479.71	100.0%
369 91 04 21	Miscellaneous	200.00	0.00	0.00	200.00	100.0%
398 10 04 21	Insurance Recoveries	0.00	0.00	6,462.36	(6,462.36)	0.0%
360 Misc Revenues		43,200.00	2,667.42	37,559.37	5,640.63	13.1%
397 Interfund Transfers						
397 00 00 01	Transfer In From GF (hydrants)	100,000.00	0.00	100,000.00	0.00	0.0%
397 00 04 23	Transfer In From Cederhome PIF(423)	10,000.00	0.00	10,000.00	0.00	0.0%
397 Interfund Transfers		110,000.00	0.00	110,000.00	0.00	0.0%
Fund Revenues:		3,406,815.91	239,290.87	3,763,017.03	(356,201.12)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
534 Water Utilities						
534 80 10 00	Salaries & Wages	515,595.00	40,441.66	461,616.18	53,978.82	10.5%
534 80 11 00	Overtime	7,640.00	182.82	3,525.15	4,114.85	53.9%
534 80 20 00	Social Security	48,423.00	2,958.81	35,012.09	13,410.91	27.7%
534 80 21 00	Retirement	75,973.00	4,594.66	52,900.52	23,072.48	30.4%
534 80 22 00	Medical Benefits	160,818.00	9,507.78	115,282.50	45,535.50	28.3%
534 80 23 00	L & I	6,072.00	0.00	4,965.30	1,106.70	18.2%
534 80 24 00	Unemployment & PFMLA	1,109.00	0.00	909.74	199.26	18.0%
534 80 31 00	Supplies	40,000.00	1,556.73	41,458.83	(1,458.83)	0.0%
534 80 31 05	Uniforms	4,200.00	323.32	2,936.76	1,263.24	30.1%
534 80 31 08	Chemicals	7,500.00	982.72	13,969.63	(6,469.63)	0.0%
534 80 32 00	Fuel	12,000.00	4,954.09	15,373.33	(3,373.33)	0.0%
534 80 35 00	Small Equipment	8,000.00	2,484.86	4,195.21	3,804.79	47.6%
534 80 35 01	Meters/installs	20,000.00	1,838.62	2,588.42	17,411.58	87.1%
534 80 41 00	Professional Services	142,508.00	10,002.75	135,615.46	6,892.54	4.8%
534 80 42 00	Communications	7,500.00	995.21	6,810.98	689.02	9.2%
534 80 43 00	Permits	5,500.00	816.00	5,391.20	108.80	2.0%
534 80 44 00	Advertising	500.00	0.00	0.00	500.00	100.0%
534 80 45 00	Rentals	2,500.00	(927.98)	3,484.79	(984.79)	0.0%
534 80 46 00	Insurance	40,000.00	0.00	38,558.00	1,442.00	3.6%
534 80 47 00	Utilities	86,000.00	15,639.00	85,805.41	194.59	0.2%
534 80 48 00	Repair/maintenance	75,000.00	4,163.04	77,980.28	(2,980.28)	0.0%

421 Water Fund

Expenditures		Amt Budgeted	December	YTD	Remaining	
534 Water Utilities						
534 80 49 01	B & O Tax	95,000.00	10,082.05	118,098.51	(23,098.51)	0.0%
534 80 49 05	Credit Card Bank Fees	11,000.00	1,451.32	15,557.13	(4,557.13)	0.0%
534 80 49 06	Dues	1,100.00	302.00	970.51	129.49	11.8%
534 80 49 09	Meetings, Training & Travel	7,000.00	285.00	5,378.55	1,621.45	23.2%
534 80 49 80	Interfund Payments For Servi	298,972.00	0.00	298,972.00	0.00	0.0%
534 Water Utilities		1,679,910.00	112,634.46	1,547,356.48	132,553.52	7.9%
591 Debt Service						
591 34 10 00	Leases	0.00	1,133.71	1,133.71	(1,133.71)	0.0%
591 34 78 03	Pwtf Principal-cedarhome Rsr	139,519.00	0.00	139,519.10	(0.10)	0.0%
591 34 78 04	Pwtf Princ Water Trtmnt Plan	172,385.00	0.00	172,384.52	0.48	0.0%
591 34 78 06	2019 Revenue Bond Principal	133,000.00	133,000.00	133,000.00	0.00	0.0%
591 34 78 11	2021 Revenue Bond Principal	115,000.00	115,000.00	115,000.00	0.00	0.0%
592 34 83 05	Pwtf Interest-cedarhome Rsrv	2,790.00	0.00	2,790.38	(0.38)	0.0%
592 34 83 06	Pwtf Int Water Trtmnt Plant	4,310.00	0.00	4,309.61	0.39	0.0%
592 34 83 09	2019 Revenue Bond Interest	77,596.00	38,798.20	77,596.40	(0.40)	0.0%
592 34 83 11	2021 Revenue Bond Interest	48,600.00	80,730.00	80,730.00	(32,130.00)	0.0%
591 Debt Service		693,200.00	368,661.91	726,463.72	(33,263.72)	0.0%
594 Capital Expenditures						
594 34 64 02	Machinery & Equipment	31,250.00	0.00	0.00	31,250.00	100.0%
594 Capital Expenditures		31,250.00	0.00	0.00	31,250.00	100.0%
597 Interfund Transfers						
597 00 04 22	Transfer to Capital (422)	112,040.00	0.00	112,040.00	0.00	0.0%
597 00 04 59	Transfer To Water Equip REs	73,616.00	0.00	73,616.00	0.00	0.0%
597 03 04 01	Transfer Out to Sewer Op (401)	163,135.00	0.00	163,135.00	0.00	0.0%
597 Interfund Transfers		348,791.00	0.00	348,791.00	0.00	0.0%
999 Ending Balance						
508 51 04 21	Assigned End Cash & Invest	653,665.00	0.00	0.00	653,665.00	100.0%
999 Ending Balance		653,665.00	0.00	0.00	653,665.00	100.0%
Fund Expenditures:		3,406,816.00	481,296.37	2,622,611.20	784,204.80	23.0%
Fund Excess/(Deficit):		(0.09)	(242,005.50)	1,140,405.83		

422 Water Construction Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 22	Assigned Beg Cash & Invest	2,315,698.19	0.00	2,315,698.19	0.00	0.0%
308 Beginning Balances		2,315,698.19	0.00	2,315,698.19	0.00	0.0%
340 Charges For Services						
343 40 00 00	Water Connection Fees	36,000.00	6,600.00	27,800.00	8,200.00	22.8%
340 Charges For Services		36,000.00	6,600.00	27,800.00	8,200.00	22.8%
360 Misc Revenues						
361 11 04 22	State Pool/cd Interest	8,800.00	2,236.56	22,817.86	(14,017.86)	0.0%
361 30 04 22	Gain/Loss on Sale of Invest	0.00	0.00	(10,100.61)	10,100.61	100.0%
360 Misc Revenues		8,800.00	2,236.56	12,717.25	(3,917.25)	0.0%
397 Interfund Transfers						
397 01 04 21	Transfer In From Water Fund	112,040.00	0.00	112,040.00	0.00	0.0%
397 Interfund Transfers		112,040.00	0.00	112,040.00	0.00	0.0%
Fund Revenues:		2,472,538.19	8,836.56	2,468,255.44	4,282.75	0.2%

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
594 34 41 05	Water System Plan Update	258,000.00	6,070.78	117,723.78	140,276.22	54.4%
594 34 63 47	Telemetry Upgrades	180,000.00	0.00	636.19	179,363.81	99.6%
594 34 64 01	Water Meter Replacement Program	5,000.00	0.00	54,650.00	(49,650.00)	0.0%
594 Capital Expenditures		443,000.00	6,070.78	173,009.97	269,990.03	60.9%
999 Ending Balance						
508 51 04 22	Assigned End Cash & Invest	2,029,538.00	0.00	0.00	2,029,538.00	100.0%
999 Ending Balance		2,029,538.00	0.00	0.00	2,029,538.00	100.0%
Fund Expenditures:		2,472,538.00	6,070.78	173,009.97	2,299,528.03	93.0%
Fund Excess/(Deficit):		0.19	2,765.78	2,295,245.47		

423 Cedar Home Plant Investment

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 23	Assigned Beg Cash & Invest	337,253.02	0.00	337,253.02	0.00	0.0%
308 Beginning Balances		337,253.02	0.00	337,253.02	0.00	0.0%
360 Misc Revenues						
361 11 04 23	State Pool/cd Interest	2,100.00	323.25	3,331.85	(1,231.85)	0.0%
361 30 04 23	Gain/Loss on Sale of Invest	0.00	0.00	(1,503.21)	1,503.21	100.0%
368 10 04 23	Plant Investment Fees	10,000.00	0.00	2,570.00	7,430.00	74.3%
360 Misc Revenues		12,100.00	323.25	4,398.64	7,701.36	63.6%
Fund Revenues:		349,353.02	323.25	341,651.66	7,701.36	2.2%

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 02 04 21	Transfer Out Water Oper (421	10,000.00	0.00	10,000.00	0.00	0.0%
597 Interfund Transfers		10,000.00	0.00	10,000.00	0.00	0.0%
999 Ending Balance						
508 51 04 23	Assigned End Cash & Invest	339,353.00	0.00	0.00	339,353.00	100.0%
999 Ending Balance		339,353.00	0.00	0.00	339,353.00	100.0%
Fund Expenditures:		349,353.00	0.00	10,000.00	339,353.00	97.1%
Fund Excess/(Deficit):		0.02	323.25	331,651.66		

424 Water Plant Investment Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 24	Assigned Beg Cash & Invest	740,970.18	0.00	740,970.18	0.00	0.0%
308 Beginning Balances		740,970.18	0.00	740,970.18	0.00	0.0%
360 Misc Revenues						
361 11 04 24	State Pool/cd Interest	5,000.00	973.48	7,948.49	(2,948.49)	0.0%
361 30 04 24	Gain/Loss on Sale of Invest	0.00	0.00	(3,518.16)	3,518.16	100.0%
368 10 04 24	Plant Investment Fees	200,000.00	76,032.00	329,426.00	(129,426.00)	0.0%
360 Misc Revenues		205,000.00	77,005.48	333,856.33	(128,856.33)	0.0%
Fund Revenues:		945,970.18	77,005.48	1,074,826.51	(128,856.33)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
999 Ending Balance						
508 51 04 24	Assigned End Cash & Invest	945,970.00	0.00	0.00	945,970.00	100.0%
999 Ending Balance		945,970.00	0.00	0.00	945,970.00	100.0%
Fund Expenditures:		945,970.00	0.00	0.00	945,970.00	100.0%
Fund Excess/(Deficit):		0.18	77,005.48	1,074,826.51		

457 Sewer Equipment Reserve

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 57	Assigned Beg Cash & Invest	661,121.73	0.00	661,121.73	0.00	0.0%
308 Beginning Balances		661,121.73	0.00	661,121.73	0.00	0.0%
360 Misc Revenues						
361 11 04 57	State Pool/cd Interest	7,200.00	752.54	7,143.59	56.41	0.8%
361 30 04 57	Gain/Loss on Sale of Invest	0.00	0.00	(3,236.89)	3,236.89	100.0%
360 Misc Revenues		7,200.00	752.54	3,906.70	3,293.30	45.7%
390 Other Revenues						
395 10 04 57	Proceeds From Sale Of Assets	0.00	0.00	1,875.00	(1,875.00)	0.0%
390 Other Revenues		0.00	0.00	1,875.00	(1,875.00)	0.0%
397 Interfund Transfers						
397 01 04 01	Transfer In From Sewer	105,211.00	0.00	105,211.00	0.00	0.0%
397 Interfund Transfers		105,211.00	0.00	105,211.00	0.00	0.0%
Fund Revenues:		773,532.73	752.54	772,114.43	1,418.30	0.2%

Expenditures		Amt Budgeted	December	YTD	Remaining	
999 Ending Balance						
508 51 04 57	Assigned End Cash & Invest	773,533.00	0.00	0.00	773,533.00	100.0%
999 Ending Balance		773,533.00	0.00	0.00	773,533.00	100.0%
Fund Expenditures:		773,533.00	0.00	0.00	773,533.00	100.0%
Fund Excess/(Deficit):		(0.27)	752.54	772,114.43		

458 Drainage Equipment Reserve

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 58	Assigned Beg Cash & Invest	286,290.66	0.00	286,290.66	0.00	0.0%
308 Beginning Balances		286,290.66	0.00	286,290.66	0.00	0.0%
360 Misc Revenues						
361 11 04 58	State Pool/cd Interest	3,600.00	370.84	3,160.42	439.58	12.2%
361 30 04 58	Gain/Loss on Sale of Invest	0.00	0.00	(1,450.02)	1,450.02	100.0%
360 Misc Revenues		3,600.00	370.84	1,710.40	1,889.60	52.5%
390 Other Revenues						
395 10 04 58	Proceeds From Sale Of Assets	0.00	0.00	1,994.00	(1,994.00)	0.0%
390 Other Revenues		0.00	0.00	1,994.00	(1,994.00)	0.0%
397 Interfund Transfers						
397 03 04 10	Trfr In From Drainage	48,041.00	0.00	48,041.00	0.00	0.0%
397 04 04 59	Transfer In from Water Equip Res (459)	68,150.00	0.00	68,150.00	0.00	0.0%
397 Interfund Transfers		116,191.00	0.00	116,191.00	0.00	0.0%
Fund Revenues:		406,081.66	370.84	406,186.06	(104.40)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
594 Capital Expenditures						
594 31 64 02	Machinery & Equipment	77,700.00	0.00	25,697.77	52,002.23	66.9%
594 Capital Expenditures		77,700.00	0.00	25,697.77	52,002.23	66.9%
999 Ending Balance						
508 51 04 58	Assigned End Cash & Invest	328,382.00	0.00	0.00	328,382.00	100.0%
999 Ending Balance		328,382.00	0.00	0.00	328,382.00	100.0%
Fund Expenditures:		406,082.00	0.00	25,697.77	380,384.23	93.7%
Fund Excess/(Deficit):		(0.34)	370.84	380,488.29		

459 Water Equipment Reserve

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 51 04 59	Assigned Beg Cash & Invest	431,010.22	0.00	431,010.22	0.00	0.0%
308 Beginning Balances		431,010.22	0.00	431,010.22	0.00	0.0%
360 Misc Revenues						
361 11 04 59	State Pool/cd Interest	2,600.00	427.78	4,405.70	(1,805.70)	0.0%
361 30 04 59	Gain/Loss on Sale of Invest	0.00	0.00	(1,962.55)	1,962.55	100.0%
360 Misc Revenues		2,600.00	427.78	2,443.15	156.85	6.0%
397 Interfund Transfers						
397 02 04 21	Transfer In From Water (421)	73,616.00	0.00	73,616.00	0.00	0.0%
397 Interfund Transfers		73,616.00	0.00	73,616.00	0.00	0.0%
Fund Revenues:		507,226.22	427.78	507,069.37	156.85	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
597 Interfund Transfers						
597 04 04 58	Transfer to Drainage Equip Res (458)	68,150.00	0.00	68,150.00	0.00	0.0%
597 Interfund Transfers		68,150.00	0.00	68,150.00	0.00	0.0%
999 Ending Balance						
508 51 04 59	Assigned End Cash & Invest	439,076.00	0.00	0.00	439,076.00	100.0%
999 Ending Balance		439,076.00	0.00	0.00	439,076.00	100.0%
Fund Expenditures:		507,226.00	0.00	68,150.00	439,076.00	86.6%
Fund Excess/(Deficit):		0.22	427.78	438,919.37		

630 Agency Fund

Revenues		Amt Budgeted	December	YTD	Remaining	
308 Beginning Balances						
308 31 06 30	Restricted Beg Cash & Invest	55.56	0.00	55.56	0.00	0.0%
308 Beginning Balances		55.56	0.00	55.56	0.00	0.0%
380 Non Revenues						
389 30 00 02	Gun Permits	0.00	1,116.25	10,829.00	(10,829.00)	0.0%
389 30 00 03	Building Fee St. Surcharge	0.00	78.00	1,596.00	(1,596.00)	0.0%
389 30 00 04	Park Sales Tax And Other Sales Tax	0.00	7.42	1,122.21	(1,122.21)	0.0%
389 30 00 05	Leasehold Excise Tax	0.00	0.00	2,088.43	(2,088.43)	0.0%
380 Non Revenues		0.00	1,201.67	15,635.64	(15,635.64)	0.0%
Fund Revenues:		55.56	1,201.67	15,691.20	(15,635.64)	0.0%

Expenditures		Amt Budgeted	December	YTD	Remaining	
580 Non Expeditures						
589 30 00 02	Gun Permits	0.00	2,711.50	11,522.25	(11,522.25)	0.0%
589 30 00 03	Building Fee St. Surcharge	0.00	328.50	1,596.00	(1,596.00)	0.0%
589 30 00 04	Park Sales Tax And Other Sales Tax	0.00	6.51	1,060.46	(1,060.46)	0.0%
589 30 00 05	Leasehold Excise Tax	0.00	0.00	1,870.15	(1,870.15)	0.0%
580 Non Expeditures		0.00	3,046.51	16,048.86	(16,048.86)	0.0%
999 Ending Balance						
508 31 06 30	Restricted End Cash & Invest	56.00	0.00	0.00	56.00	100.0%
999 Ending Balance		56.00	0.00	0.00	56.00	100.0%
Fund Expenditures:		56.00	3,046.51	16,048.86	(15,992.86)	0.0%
Fund Excess/(Deficit):		(0.44)	(1,844.84)	(357.66)		

MONTHLY EXPENSE & REVENUE REPORT

Fund		Revenue	December	Received		Expenditures	December	Spent	
001	General Fund	11,484,588.89	455,203.41	13,400,725.39	0.0%	11,505,624.00	950,258.17	6,993,613.21	39.2%
101	Street Fund	860,521.87	17,123.80	870,989.01	0.0%	860,522.00	56,346.61	590,595.73	31.4%
102	Street Impact Fee Fund	1,079,878.24	11,420.75	1,084,391.45	0.0%	1,079,878.00	0.00	99,600.00	90.8%
103	Street Construction Fund	2,288,544.58	599.01	1,693,518.28	26.0%	2,288,545.00	46,978.12	1,125,906.65	50.8%
104	Park And Trail Improvement Fund	4,118,983.64	9,483.50	2,407,255.55	41.6%	4,118,984.00	292,206.18	683,840.96	83.4%
106	Park Impact Fees	163,591.73	21,368.12	235,294.02	0.0%	163,592.00	0.00	140,000.00	14.4%
107	Equipment Reserve Fund	712,338.27	639.45	733,233.78	0.0%	712,338.00	0.00	77,157.37	89.2%
108	Transportation Sales Tax Fund	1,321,099.40	45,330.32	1,404,899.72	0.0%	1,321,099.00	0.00	934,600.00	29.3%
109	Contingency Fund	481,289.04	466.23	478,353.69	0.6%	481,289.00	0.00	0.00	100.0%
110	Building Improvement Fund	2,883,986.86	2,785.15	2,882,988.55	0.0%	2,883,987.00	39,139.73	64,551.60	97.8%
115	Tourism And Promotion	110,850.68	14,673.03	125,875.87	0.0%	110,851.00	10,864.09	77,338.73	30.2%
120	REET - Capital Improvements	1,503,974.88	4,740.25	1,537,379.35	0.0%	1,503,975.00	0.00	200,000.00	86.7%
121	REET - Growth Management	1,676,359.71	4,652.80	1,692,636.14	0.0%	1,676,360.00	0.00	445,000.00	73.5%
205	Debt Service Fund	21,035.71	0.00	21,035.71	0.0%	381.00	0.00	0.00	100.0%
401	Sewer Fund	4,894,989.21	326,121.06	5,140,795.48	0.0%	4,894,990.00	274,320.45	3,632,233.61	25.8%
403	Sewer Construction Fund	6,319,201.15	10,005.61	6,370,895.55	0.0%	6,319,201.00	7,213.48	1,749,851.52	72.3%
405	Sewer Plant Investment Fund	542,698.26	505.59	518,738.97	4.4%	542,698.00	0.00	0.00	100.0%
410	Drainage Fund	1,935,733.49	138,883.53	2,091,517.68	0.0%	1,935,733.00	36,582.02	1,582,883.81	18.2%
411	Drainage Construction Fund	5,838,339.16	43,169.48	5,856,972.27	0.0%	5,838,339.00	853,249.65	1,903,425.80	67.4%
412	Drainage Plant Investment Fund	138,049.26	15,742.68	209,131.07	0.0%	138,049.00	0.00	0.00	100.0%
421	Water Fund	3,406,815.91	239,290.87	3,763,017.03	0.0%	3,406,816.00	481,296.37	2,622,611.20	23.0%
422	Water Construction Fund	2,472,538.19	8,836.56	2,468,255.44	0.2%	2,472,538.00	6,070.78	173,009.97	93.0%
423	Cedar Home Plant Investment	349,353.02	323.25	341,651.66	2.2%	349,353.00	0.00	10,000.00	97.1%
424	Water Plant Investment Fund	945,970.18	77,005.48	1,074,826.51	0.0%	945,970.00	0.00	0.00	100.0%
457	Sewer Equipment Reserve	773,532.73	752.54	772,114.43	0.2%	773,533.00	0.00	0.00	100.0%
458	Drainage Equipment Reserve	406,081.66	370.84	406,186.06	0.0%	406,082.00	0.00	25,697.77	93.7%
459	Water Equipment Reserve	507,226.22	427.78	507,069.37	0.0%	507,226.00	0.00	68,150.00	86.6%
630	Agency Fund	55.56	1,201.67	15,691.20	0.0%	56.00	3,046.51	16,048.86	0.0%
		57,237,627.50	1,451,122.76	58,105,439.23	0.0%	57,238,009.00	3,057,572.16	23,216,116.79	59.4%

CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT

ITEM:	**6b**
DATE:	January 26, 2023
SUBJECT:	2022 Transportation Benefit Fund Annual Report
CONTACT PERSON:	David Hammond, Finance Director
ATTACHMENT(S):	A – 2022 Transportation Benefit Fund Annual Report

ISSUE

RCW 36.73.160 requires transportation benefit Districts to issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the District.

In 2015, the Stanwood City Council approved the City's assumption of the Transportation Benefit District (TBD), however, staff will continue to prepare an annual report on the uses and status of the transportation sales tax authorized by the former TBD.

COMMITTEE REVIEWS:

This report has not gone to committee.

COUNCIL OPTIONS

1. Approve 2022 annual report.
2. Do not approve 2022 annual report.
3. Do not approve 2022 annual report and direct committee to provide additional information.

RECOMMENDED MOTION

I MOVE TO APPROVE THE 2022 TRANSPORTATION BENEFIT FUND ANNUAL REPORT.

Stanwood Transportation Benefit Fund
2022 Annual Report

Report Purpose

This report provides information on the status of the Stanwood Transportation Benefit Fund and fulfills the requirements of the State of Washington for an annual report.

Following is an excerpt from the relevant state law.

RCW 36.73.160(2): A District shall issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the District.

Background

Cities and counties are authorized to form transportation benefit Districts under state law (Chapter 36.73 RCW) for the purpose of funding transportation projects. A transportation benefit District may cover an entire city; if so, it must be governed by a board comprised of the same members that are on the city council. Funding may be from various sources, including an additional 0.2% sales tax designated for TBD purposes.

In late 2012, the Stanwood City Council adopted Ordinance No. 1328 to establish a transportation benefit District that could fund selected transportation projects.

In February 2013, a ballot measure was passed by the citizens of the City of Stanwood to increase the city's sales tax by two tenths of one percent (0.2%); the proceeds of the additional sales tax would go to the newly formed TBD for the purpose of constructing and maintaining city streets. The sales tax increase became effective on July 1, 2013.

In 2015, Second Engrossed Substitute Senate Bill 5987 (2ESSB 5987) was passed by the State allowing cities to assume the rights, powers, functions and obligations of a transportation benefit Funds. In October 2015, the Stanwood City Council conducted a public hearing and authorized the assumption of the TBD. Effective January 1, 2016, The Stanwood Transportation Benefit District governance and oversight was assumed by the City of Stanwood, and all assets and liabilities were transferred to City Fund 108, Transportation Sales Tax Fund.

2022 Revenues

In 2022, the Transportation Sales Tax Fund received $554,841 in taxes, this is a 1% increase from 2021. However, this exceeded our budgeted revenue by 18.6%. The fund also received net interest of $4,459, for total revenues of $559,300.

2022 Expenditures

In 2022, Fund 108 transferred $200,000 to Street Operating and $634,600 to the Street Construction fund to support Viking Way, the downtown beautification project, Sidewalk projects on 273rd and 92nd, 80th Ave reconstruction, and the City portion of overlay projects. The Fund 108 also transferred $100,000 to the Park and Trail Improvement fund for the Stanwood Port Susan Trail project.

Ending Cash Reserves

The Transportation Benefit Fund ended the 2022 year with cash reserves of $470,300 to carry forward to 2023 as follows:

2022 Ending Cash Reserves

Description	Budget	Actual	Difference
Beginning Cash Reserves	$ 845,599	$ 845,599	$ -
Total Revenue	$ 475,500	$ 559,300	$ 83,800
Total Resources Available	$ 1,321,099	$ 1,404,900	$ 83,800
Less Expenditures	$ 934,600	$ 934,600	$ -
Ending Cash Reserves	$ 386,499	$ 470,300	$ 83,800

This Page Intentionally Left Blank

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: **7**

DATE: January 26, 2023

SUBJECT: Parks and Trails Advisory Committee Meeting Minutes

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – November 21, 2022 Parks and Trails Advisory Committee Meeting Minutes

---

SUMMARY STATEMENT

Minutes from the November 21, 2022, Parks and Trails Advisory Committee (PTAC) meeting are attached to this staff report for approval as presented. The minutes were approved by PTAC at their January 17, 2023, meeting.

	Parks and Trails Advisory Committee Meeting Minutes November 21, 2022

Call to Order: 3:03 call to order

Member Roll Call:
Gordy Holmes
Cathy Wooten
Matt Withers
Judy Williams
Lisa Bruce
Dave Hall

Others Present:
Kevin Pellham
Carly Ruacho
Shawn Smith
Kevin Hushagen
Andrew Davis
Peter Kamb

Absent: Katelyn Durfee

Citizen Comments: None

Approval of Minutes:
Minutes approved as written.
Cathy Wooten made a motion to approve the October 17, 2022 meeting minutes as written. Motion was seconded by Gordy Holmes. Motion carried unanimously.

Cathy Wooten made a motion to limit guest speakers to 15 minute presentations with an additional 10 minutes of discussion/question/answer time at the PTAC discretion. Gordy Holmes seconded the motion and it passed unanimously.

Public Farm Update/Request – Andrew Davis
Andrew Davis presented a project update on his public farm proposal and made a request to store the components of a greenhouse on the property at Ovenell Farm beginning in December until the City Council decides on his proposed public farm use. Andrew reported that the Stanwood Food Bank is supportive of the public farm project and gave initial approval to allow the project to operate under their non-profit status. Final action by the Food Bank is expected by the end of the year. Andrew asked for PTAC support for storing a 30x90 greenhouse on the Ovenell property as one was being made available to him free of charge by the Tulalip Tribe but must be acquired before 12/31/22.

- Judy Williams made a motion to recommend allowing storage of the greenhouse at Ovenell for up to 8 months, and if the project does not go through then Andrew would be responsible for removing the greenhouse from the property. Cathy Wooten seconded the motion. All members voted in favor, and the motion passed unanimously. This recommendation will be brought to City Council for consideration.

Park Rules Update
The current park rules (SMC Title 9) have been in existence since 1994. The city council is asking for the Parks and Trails Committee to review these rules and make suggestions. The committee discussed the current park rules and made suggestions to Carly. Carly will pass the committee's suggestions onto the

city's consultant for consideration. Suggested changes were offered regarding electric bikes, animals on leash, camping/parking, and reservation language among other things.

2023-2024 Budget Proposal

The committee reviewed and discussed the Mayor's proposed parks budget that will be forwarded to Council for their adoption. No action was taken.

Budget Summary:

Cedarhome Area Park $70,000
Park Planning
Church Creek Park $490,000
Gateway/Wayfinding Signage, Crosswalk to High School with Lighted Safety Features, Improve Dugouts, Design the Upland Loop Trail(s) with Viewpoint, Prepare Critical Areas Report of Park
Downtown Park $200,000
Park Design
Hamilton Landing Park & Boat Launch $1,000,000
Park Construction
Heritage Park $800,000
Restroom Plumbing Upgrades, Gateway/Wayfinding Signage, Field #3 Irrigation, Cover Dugouts / Foul Netting, Add Drainage Pumps, Create a Large Dog Park Area, Including Relocation of Small Dog Park, Pickleball Courts 3 & 4 Including Paved Path to Courts, Improve Park Entry Drive/Drop-off Including Circular Landscaping, Improve Soccer Fields Including Irrigation, Expand Skate Park and Improve the Pump Track.
Johnson Farm Park $485,000
Environmental studies (Phase 2 Environmental Study, Building Haz-Mat Study, and Environmental Cleanup Report). Site Clean up.
Port Susan Trail $1,938,000
Phase 2 Construction. Phase 3 Design.
Raplee Property Evaluation (271st / 207th Street Triangle) $145,000
Conduct land use, environmental feasibility, appraisal, concept design and grant analysis to determine the feasibility of how the property could integrate into the Twin City Mile project and if state grants can be obtained to conduct site clean up.
Total: $5,128,000

Park/Trail Updates

Carly informed the committee on current updates to the parks. Including storm damage at Church Creek Park where several trees were lost. Park to be closed until work is complete and trail is safe to reopen. No actions were taken.

Changes to Meeting Minutes

Carly informed the committee that the Mayor has directed staff to shift minute preparation of all city boards, commissions and committees to "action minute" format. Those changes will be implemented immediately and will be a difference from past practice for the detail level of PTAC minutes.

Committee Member Comments

Committee recommends removing Katelyn from the committee due to lack of participation and multiple missed meetings. PTAC members are appointed by the Mayor and serve at his discretion. Carly will communicate with the Mayor regarding the PTAC suggestion.

A suggestion was made by Gordy Holmes to use the unspent money of $19,500 to improve the Church Creek Park baseball fields, Judy Williams agreed and other members also expressed their support. Management staff explained to the committee that just because money is left over from one budgeted project does not necessarily mean that the money can be spent in other ways. It would have to be agreed to by the city council.

Committee members asked to invite Amanda to the next meeting to discuss volunteer project procedures and Patricia Love to update the Committee on the Twin City Mile project.

Citizen Comments

Peter Kamb requested that the city to talk to Jerry Johnson, retired VP at BNSF regarding access to the rail line surrounding the city for trail purposes.

Adjourn: 4:50

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**8a**
DATE:	January 26, 2023
SUBJECT:	Approval of Voucher and Payroll Checks
CONTACT PERSON:	Amy Bergemeier, Accounting Specialist
ATTACHMENTS:	A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 36412 through 36474 and electronic fund transfers in the amount of $686,104.73. Approve issuance of Washington Federal payroll benefit checks 2082 through 2094 and electronic fund transfers in the amount of $346,102.77.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 36412 THROUGH 36474 AND ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF $686,104.73. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL BENEFIT CHECKS 2082 THROUGH 2094 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF $346,102.77.

ATTACHMENT A

CHECK REGISTER

City Of Stanwood

Time: 09:37:08 Date: 01/18/2023

12/30/2022 To: 12/31/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6389	12/31/2022	Claims	3	EFT	US Bank	4,919.84	4485 5945 5564 1495
6388	12/31/2022	Claims	3	36412	US Postal Service-Stanwood *	312.00	city of stanwood
6390	12/31/2022	Claims	3	36413	Ace Hardware #14901 *	398.41	20013; 20013; 20013; 20013
6391	12/31/2022	Claims	3	36414	Aramark Uniform Services Inc	120.04	937963000; 937963000
6392	12/31/2022	Claims	3	36415	Archive Social, Inc.	2,988.00	city of stanwood
6393	12/31/2022	Claims	3	36416	Edward Avila	30.00	city of stanwood
6394	12/31/2022	Claims	3	36417	Badger Meter Inc	150.10	460708
6395	12/31/2022	Claims	3	36418	Leland W Bartlett	184.00	city of stanwood; city of stanwood
6396	12/31/2022	Claims	3	36419	Gaylynn Brien	60.00	city of stanwood
6397	12/31/2022	Claims	3	36420	Cascade Natural Gas Corp	2,044.84	608 440 0000 4; 931 607 9072 6; 839 440 0000 5; 498 440 0000 7; 953 540 0000 2; 127 540 0000 3; 022 201 7579 4
6398	12/31/2022	Claims	3	36421	Confluence Environmental Company, Inc	1,715.00	city of stanwood
6399	12/31/2022	Claims	3	36422	Daily Journal Of Commerce Inc	535.30	city of stanwood 3941
6400	12/31/2022	Claims	3	36423	Edge Analytical Inc	29.87	STA01
6401	12/31/2022	Claims	3	36424	Michael Evans	92.00	city of stanwood
6402	12/31/2022	Claims	3	36425	Frix Technologies LLC	4,357.00	city of stanwood
6403	12/31/2022	Claims	3	36426	Grainger Inc	2,314.88	848089215; 848089215; 848089215; 848089215; 848089215
6404	12/31/2022	Claims	3	36427	Hamilton Lumber LLC	450.09	66
6405	12/31/2022	Claims	3	36428	ICONIX Waterworks (US) Inc.	51.05	CITSTA
6406	12/31/2022	Claims	3	36429	KBA Inc.	14,087.36	2017-18 city of stanwood
6407	12/31/2022	Claims	3	36430	National Barricade Co LLC	1,357.21	city of stanwood; city of stanwood; city of stanwood
6408	12/31/2022	Claims	3	36431	Navia Benefits	50.00	city of stanwood
6409	12/31/2022	Claims	3	36432	PUD Of Snohomish County *	8,734.73	200592889; 200240505; 200633634; 200128742
6410	12/31/2022	Claims	3	36433	Pace Engineers, Inc	16,998.75	city of stanwood; city of stanwood; city of stanwood; city of stanwood
6411	12/31/2022	Claims	3	36434	Platt Electric Supply Inc	1,075.79	city of stanwood; city of stanwood; 24127
6412	12/31/2022	Claims	3	36435	RH2 Engineering Inc	535.31	city of stanwood
6413	12/31/2022	Claims	3	36436	Ricoh USA Inc- Maint	352.62	4250811; 4250811; 4250811; 4250811
6414	12/31/2022	Claims	3	36437	Safeway	34.85	191483
6415	12/31/2022	Claims	3	36438	Shred-it US JV LLC	43.28	1000283524
6416	12/31/2022	Claims	3	36439	Skagit Farmers Supply	3,041.80	135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052
6417	12/31/2022	Claims	3	36440	Sno Co District Court	353.92	DCT34003
6418	12/31/2022	Claims	3	36441	Sno Co Information Services *	11,361.95	city of stanwood
6419	12/31/2022	Claims	3	36442	Snohomish County Public Def Association	2,385.00	City of Stanwood
6420	12/31/2022	Claims	3	36443	Everett Daily Herald/ Sound Publishing	368.32	city of stanwood
6421	12/31/2022	Claims	3	36444	Stanwood Auto Parts	132.04	56100; 56100
6422	12/31/2022	Claims	3	36445	Stilly Auto Parts Napa	121.11	27197 city of stanwood; 27197; 27197; 27197; 27197
6423	12/31/2022	Claims	3	36446	Strategies 360 Inc	2,000.00	city of stanwood
6424	12/31/2022	Claims	3	36447	TRANTECH	4,538.49	CITY OF STANWOOD
6425	12/31/2022	Claims	3	36448	Thompson Guildner & Associates Inc. P.S.	5,453.00	city of stanwood
6426	12/31/2022	Claims	3	36449	Transpogroup Inc	9,426.25	city of stanwood; city of stanwood
6427	12/31/2022	Claims	3	36450	USA Bluebook	202.97	478228
6428	12/31/2022	Claims	3	36451	Utilities Underground Loc	134.16	134200

CHECK REGISTER

City Of Stanwood — Time: 09:37:08 Date: 01/18/2023

12/30/2022 To: 12/31/2022 — Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6429	12/31/2022	Claims	3	36452	Verizon Wireless	1,741.34	742373248-00001; 372541731-00001
6430	12/31/2022	Claims	3	36453	WA St Dept of Licensing *	615.00	city of stanwood
6431	12/31/2022	Claims	3	36454	Washington State Patrol *	172.25	city of stanwood
6432	12/31/2022	Claims	3	36455	Western Mechanical & Controls LLC	31,839.73	CITY OF STANWOOD; CITY OF STANWOOD
6433	12/31/2022	Claims	3	36456	Wyser Construction, Inc.	156,998.62	City of Stanwood
6434	12/31/2022	Claims	3	36457	Ziply Fiber	85.93	360-939-0579-020320-5

Fund	Amount
001 General Fund	51,101.89
101 Street Fund	8,249.92
103 Street Construction Fund	8,021.87
104 Park And Trail Improvement Fund	158,168.71
110 Building Improvement Fund	31,839.73
115 Tourism And Promotion	133.99
401 Sewer Fund	7,626.24
403 Sewer Construction Fund	1,428.50
410 Drainage Fund	4,365.17
411 Drainage Construction Fund	10,167.00
421 Water Fund	13,103.93
630 Agency Fund	787.25
* Transaction Has Mixed Revenue And Expense Accounts	294,994.20

Claims: 294,994.20

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

( ) Finance Director ( ) Auditing Officer [signature] Date: 1-18-23
( ) Deputy Finance Director

ATTACHMENT A

CHECK REGISTER

City Of Stanwood

Time: 09:43:15 Date: 01/18/2023

01/01/2023 To: 01/18/2023

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
27	01/06/2023	Payroll	3	EFT		4,159.33	December 2022 Payroll
28	01/06/2023	Payroll	3	EFT		4,212.92	December 2022 Payroll
29	01/06/2023	Payroll	3	EFT		3,707.82	December 2022 Payroll
30	01/06/2023	Payroll	3	EFT		2,248.31	December 2022 Payroll
31	01/06/2023	Payroll	3	EFT		2,401.54	December 2022 Payroll
32	01/06/2023	Payroll	3	EFT		435.55	December 2022 Payroll
33	01/06/2023	Payroll	3	EFT		3,034.28	December 2022 Payroll
34	01/06/2023	Payroll	3	EFT		3,119.93	December 2022 Payroll
35	01/06/2023	Payroll	3	EFT		7,093.87	December 2022 Payroll
36	01/06/2023	Payroll	3	EFT		4,084.18	December 2022 Payroll
37	01/06/2023	Payroll	3	EFT		2,336.64	December 2022 Payroll
38	01/06/2023	Payroll	3	EFT		3,160.10	December 2022 Payroll
39	01/06/2023	Payroll	3	EFT		3,036.00	December 2022 Payroll
40	01/06/2023	Payroll	3	EFT		3,171.17	December 2022 Payroll
41	01/06/2023	Payroll	3	EFT		435.63	December 2022 Payroll
42	01/06/2023	Payroll	3	EFT		3,446.30	December 2022 Payroll
43	01/06/2023	Payroll	3	EFT		3,318.81	December 2022 Payroll
44	01/06/2023	Payroll	3	EFT		4,931.30	December 2022 Payroll
45	01/06/2023	Payroll	3	EFT		6,431.97	December 2022 Payroll
46	01/06/2023	Payroll	3	EFT		5,101.35	December 2022 Payroll
47	01/06/2023	Payroll	3	EFT		1,715.12	December 2022 Payroll
48	01/06/2023	Payroll	3	EFT		2,505.87	December 2022 Payroll
49	01/06/2023	Payroll	3	EFT		5,158.14	December 2022 Payroll
50	01/06/2023	Payroll	3	EFT		5,423.96	December 2022 Payroll
51	01/06/2023	Payroll	3	EFT		3,891.31	December 2022 Payroll
52	01/06/2023	Payroll	3	EFT		435.72	December 2022 Payroll
53	01/06/2023	Payroll	3	EFT		3,336.48	December 2022 Payroll
54	01/06/2023	Payroll	3	EFT		435.90	December 2022 Payroll
55	01/06/2023	Payroll	3	EFT		4,017.60	December 2022 Payroll
56	01/06/2023	Payroll	3	EFT		385.72	December 2022 Payroll
57	01/06/2023	Payroll	3	EFT		2,098.72	December 2022 Payroll
58	01/06/2023	Payroll	3	EFT		2,899.81	December 2022 Payroll
59	01/06/2023	Payroll	3	EFT		750.03	December 2022 Payroll
60	01/06/2023	Payroll	3	EFT		1,338.54	December 2022 Payroll
61	01/06/2023	Payroll	3	EFT		3,721.48	December 2022 Payroll
62	01/06/2023	Payroll	3	EFT		435.63	December 2022 Payroll
63	01/06/2023	Payroll	3	EFT		2,875.55	December 2022 Payroll
64	01/06/2023	Payroll	3	EFT		3,901.34	December 2022 Payroll
65	01/06/2023	Payroll	3	EFT		435.63	December 2022 Payroll
66	01/06/2023	Payroll	3	EFT		4,473.91	December 2022 Payroll
67	01/06/2023	Payroll	3	EFT		3,821.37	December 2022 Payroll
68	01/06/2023	Payroll	3	EFT		4,928.40	December 2022 Payroll
69	01/06/2023	Payroll	3	EFT		4,113.24	December 2022 Payroll
70	01/06/2023	Payroll	3	EFT		2,217.36	December 2022 Payroll
71	01/06/2023	Payroll	3	EFT		5,305.94	December 2022 Payroll
74	01/06/2023	Payroll	3	EFT	HSA Bank	2,244.33	Pay Cycle(s) 01/06/2023 To 01/06/2023 - HSA Contributions ER; Pay Cycle(s) 01/06/2023 To 01/06/2023 - HSA Contr EE
75	01/06/2023	Payroll	3	EFT	Internal Revenue Service (941)	66,772.08	941 Deposit for Pay Cycle(s) 01/06/2023 - 01/06/2023
76	01/06/2023	Payroll	3	EFT	WA St Department Of Retirement Systems	46,097.73	Pay Cycle(s) 01/06/2023 To 01/06/2023 - PERS2; Pay Cycle(s) 01/06/2023 To 01/06/2023 - PERS 3; Pay Cycle(s) 01/06/2023 To 01/06/2023 - 457 - DRS (DCP)
147	01/03/2023	Claims	3	EFT	Chase Paymentech	2,653.79	Dec Paymentech Fee
148	01/03/2023	Claims	3	EFT	Heartland Payment Systems	120.89	Dec Merchant Fees
151	01/05/2023	Claims	3	EFT	Xpress/Bill Pay	668.68	Dec Fees

CHECK REGISTER

City Of Stanwood

Time: 09:43:15 Date: 01/18/2023

01/01/2023 To: 01/18/2023

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
153	01/06/2023	Claims	3	EFT	WA St Dept of Licensing *	18.00	Firearms paid online
77	01/06/2023	Payroll	3	2082	AFLAC	221.39	Pay Cycle(s) 01/06/2023 To 01/06/2023 - AFLAC, Pre-Tax; Pay Cycle(s) 01/06/2023 To 01/06/2023 - AFLAC, Post-Tax
78	01/06/2023	Payroll	3	2083	AWC Employee Benefit Trust	26,668.96	Pay Cycle(s) 01/06/2023 To 01/06/2023 - AWC - Health First 250; Pay Cycle(s) 01/06/2023 To 01/06/2023 - AWC- Dental J; Pay Cycle(s) 01/06/2023 To 01/06/2023 - AWC - Vision; Pay Cycle(s) 01/06/2023 To;
79	01/06/2023	Payroll	3	2084	Colonial Life Insurance	66.75	Pay Cycle(s) 01/06/2023 To 01/06/2023 - Colonial Life Ins
80	01/06/2023	Payroll	3	2085	Great-West Life & Annuity	3,363.00	Pay Cycle(s) 01/06/2023 To 01/06/2023 - 457 - Empower (Mass Mutual); Pay Cycle(s) 01/06/2023 To 01/06/2023 - Roth 457(b)Empower(MassMutual)
81	01/06/2023	Payroll	3	2086	Legal Shield	53.70	Pay Cycle(s) 01/06/2023 To 01/06/2023 - Legal Shield
82	01/06/2023	Payroll	3	2087	Mission Square	3,467.07	Pay Cycle(s) 01/06/2023 To 01/06/2023 - 457 - Mission Square Ret(ICMA)
83	01/06/2023	Payroll	3	2088	Navia Benefits	505.00	Pay Cycle(s) 01/06/2023 To 01/06/2023 - Navia Limited FSA
84	01/06/2023	Payroll	3	2089	Western Conference of Teamsters Pension Trust	2,707.59	Pay Cycle(s) 01/06/2023 To 01/06/2023 - WCTPP Contributions
85	01/06/2023	Payroll	3	2090	Teamsters Union Local 231	1,618.00	Pay Cycle(s) 01/06/2023 To 01/06/2023 - Teamsters Dues
86	01/06/2023	Payroll	3	2091	Washington Teamsters Welfare Trust	38,826.30	Pay Cycle(s) 01/06/2023 To 01/06/2023 - Teamsters Dental; Pay Cycle(s) 01/06/2023 To 01/06/2023 - Teamsters Medical
144	01/12/2023	Payroll	3	2092	Dept of Labor and Industries	7,968.46	4TH Quarter L&I: 10/01/2022 - 12/31/2022
145	01/12/2023	Payroll	3	2093	ESD - PFMLA	3,440.68	Pay Cycle(s) 10/01/2022 To 12/31/2022 - PFMLA
146	01/12/2023	Payroll	3	2094	Employment Security Dept	1,591.96	4th Quarter Unemployment: 10/01/2022 - 12/31/2022
169	01/13/2023	Claims	3	36458	Ace Hardware #14901 *	460.78	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
170	01/13/2023	Claims	3	36459	American Legion Post 92	10.50	City of Stanwood
171	01/13/2023	Claims	3	36460	Aramark Uniform Services Inc	62.75	937963000
172	01/13/2023	Claims	3	36461	Bonner Electrical Contracting LLC	3,020.31	City of Stanwood; city of stanwood
173	01/13/2023	Claims	3	36462	Cascade Septic Pumping, LLC	751.80	City of Stanwood
174	01/13/2023	Claims	3	36463	Victoria Leigh Danielson	92.00	city of stanwood
175	01/13/2023	Claims	3	36464	Hamilton Lumber LLC	218.49	66
176	01/13/2023	Claims	3	36465	Jiffy Lube 2583	565.00	City of Stanwood; City of Stanwood; City of stanwood; City of Stanwood; City of Stanwood; City of Stanwood
177	01/13/2023	Claims	3	36466	Les Schwab Tire Centers	2,340.20	S34-00006; S34-00006
178	01/13/2023	Claims	3	36467	Lou's Gloves	930.00	STA629
179	01/13/2023	Claims	3	36468	Pace Engineers, Inc	20,990.75	city of stanwood
180	01/13/2023	Claims	3	36469	Refund-Chris Carl	100.00	City of Stanwood
181	01/13/2023	Claims	3	36470	Ricoh USA, Inc.	181.60	1316669-3800377
182	01/13/2023	Claims	3	36471	Safeway	52.06	191483

ATTACHMENT A

CHECK REGISTER

City Of Stanwood

Time: 09:43:15 Date: 01/18/2023

01/01/2023 To: 01/18/2023

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
183	01/13/2023	Claims	3	36472	Unum Life Insurance	88.40	City of Stanwood
184	01/13/2023	Claims	3	36473	WA Cities Insurance	356,339.00	City of Stanwood
185	01/13/2023	Claims	3	36474	Ziply Fiber	1,445.53	206-188-0411-053105-5; 360-629-4907-072497-5

001 General Fund	343,218.71		
101 Street Fund	60,348.27		
103 Street Construction Fund	20,990.75		
104 Park And Trail Improvement Fund	100.00		
401 Sewer Fund	140,611.83		
410 Drainage Fund	53,221.42		
421 Water Fund	118,704.32		
630 Agency Fund	18.00		
		Claims:	391,110.53
* Transaction Has Mixed Revenue And Expense Accounts	737,213.30	Payroll:	346,102.77

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

( ) Finance Director ( ) Auditing Officer ______________________ Date: 1-18-23
( ) Deputy Finance Director

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**8b**
DATE:	January 26, 2023
SUBJECT:	City Council Regular Meeting Minutes – January 12, 2023
CONTACT PERSON:	Lisa Sokolik, City Clerk
ATTACHMENTS:	A – Council Regular Meeting Minutes – January 12, 2023

SUMMARY STATEMENT

January 12, 2023, Regular City Council Meeting minutes are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE JANUARY 12, 2023, CITY COUNCIL REGULAR MEETING MINUTES AS PRESENTED.

CITY OF STANWOOD

Regular Meeting of the City Council
Thursday, January 12, 2023 – 7:00 p.m.
In-Person & Zoom Online Meeting

MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 p.m. Councilmember Robb led the Pledge of Allegiance.

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers present: Dani Gaumond, Darren Robb, Steve Shepro, Andreena Bergman, and Tim Schmitt. Councilmember Marcus Metz attended via Zoom. The meeting was quorate.

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, Public Works Director Kevin Hushagen, Human Resource Manager Pat Adams, City Attorney Nikki Thompson, Police Chief Jason Toner, Fire Chief John Cermak, Communications Manager Krista Hintz, and City Clerk Lisa Sokolik. Utility Supervisor Leigh Danielson attended via Zoom.

3. Approval of the Agenda

Motion by Councilmember Shepro, second by Councilmember Pearce to approve the agenda as published. ***Motion carried unanimously.***

4. Presentation

Student Advisor Jason Orzel reported on the following for Lincoln Hill High School:

- Seniors and Juniors took the ASVAB test.
- Boeing visited the Core Plus Class to discuss opportunities for internships this summer.
- A new study blog called Humans of Lincoln was created with the purpose of students and staff getting to know each other. The blog will only be available to Lincoln Hill students.

5. Public Comments

No written or verbal comments.

6. Staff / Department Reports

a. Police Compstat Report – December 2022
b. Annual Small Works Roster Project Report for 2021-2022
c. Municipal Code Project Quarterly Update

7. Council Committee Reports

a. Parks and Trails Advisory Committee Meeting Minutes – October 17, 2022
b. Public Works Committee Meeting Minutes – December 5, 2022

8. Consent Agenda

a. Approve Vouchers and Payroll Checks.

b. Approve City Council Regular Meeting Minutes – December 8, 2022.

c. Authorize the Mayor to Sign On-Call Professional Service Agreements with Sixteen (16) firms.

Motion by Councilmember Metz, second by Councilmember Shepro to approve the consent agenda items A through C. ***Motion carried unanimously.***

9. Unfinished Business

There was no unfinished business.

10. Public Hearing

No public hearing.

11. New Business

a. Elect Mayor pro Tempore

Motion by Councilmember Robb, second by Councilmember Shepro to appoint Councilmember Tim Pearce as Mayor pro Tempore to serve a one-year term in 2023. ***Motion carried unanimously.***

b. Set 2023 Council Calendar

Motion by Councilmember Pearce, second by Councilmember Bergman to approve and set the 2023 City Council Meeting calendar as presented and to publish all dates on the city website. ***Motion carried unanimously.***

c. Adopt Ordinance 1510: Adopting SMC New Chapter 4.16 Compost Procurement

Hushagen explained with the passing of Washington state law ESSHB 1799, most cities must adopt a compost procurement ordinance that will divert organic materials from landfills to reduce methane emissions and encourages purchasing products, such as topsoil, made from compostable materials from local companies. The Public Works Director is required to report every other year on the quantity of compostable materials diverted and the quantity purchased for projects.

Motion by Councilmember Gaumond, second by Councilmember Shepro to authorize the adoption of Ordinance 1510 adopting Stanwood Municipal Code new chapter 4.16 regarding compost procurement. ***Motion carried unanimously.***

d. Authorize the Mayor to Sign the Public Works and Administrative Collective Bargaining Agreements

Adams said the City was successful in reaching many objectives identified by management as needing attention, those issues are outlined in the staff report and are reflective in the tentative agreements. On December 8, 2022, bargaining representatives from the

Teamsters Local 231 and the City reached a tentative three-year agreement. On January 3, 2023, the Public Works and Administrative represented employees voted and both agreements passed.

Council Comments:

- Looking at the percentage and the bottom line from a budget perspective, it is a significant amount, but one of the purposes of Council is to bring the best services to the city, which means having the best staff, retaining that staff and attracting quality staff in the future. These agreements are in alignment with that purpose.
- Recognized the efforts and time that went into reaching the agreements.

1) Motion by Councilmember Bergman, second by Councilmember Gaumond to authorize the Mayor to sign the collective bargaining agreement with the Teamsters Local 231, representing the Public Works employees of the City of Stanwood.

*Roll call of votes was taken. **Motion carried unanimously.***

2) Motion by Councilmember Bergman, second by Councilmember Gaumond to authorize the Mayor to sign the collective bargaining agreement with the Teamsters Local 231, representing the Administrative employees of the City of Stanwood.

*Roll call of votes was taken. **Motion carried unanimously.***

e. Adopt Resolution 2023-01: Salary Benefits Schedule

Adams said early last year she completed a city-wide salary and benefit study with the main focus to ensure city employees are being compensated on a fair and completive basis with the local labor market, which will ensure the city is able to recruit and retain highly quality staff who are able to provide the best in public services for our community. Details of the Salary and Benefits Schedule are outlined in the staff report and in Resolution 2023-01.

Council Comments and Questions:

- Need clarification of the Financial Impact chart on page 11.102. Director Hammond explained that the represented employees' contract is an agreed ceiling of 5% for cost-of-living increase. Employees who are not at the top of their pay scale will move up a step each year. The chart calculates for each employee where they will fall in 2024 on the salary scale.
- Why are the salaries split out into 5 funds? Are the cost-of-living increases being split out evenly to the 5 funds? Hammond answered that water system employees are paid from the water fund, wastewater treatment employees are paid from the wastewater fund, etc.

Motion by Councilmember Robb, second by Councilmember Shepro to pass Resolution 2023-01 adopting and updating the salary and benefits schedule for city employees effective January 1, 2023.

*Roll call of votes was taken. **Motion carried unanimously.***

f. First and Second Reading and Final Adoption of Ordinance 1511: 2023-2024 Budget Amendment One

Director Hammond said staff requested permission from the Mayor, Mayor pro Tempore, and the longest serving councilmember to bring Ordinance 1511 to Council for adoption in one night so it can be effective January 1, 2023. Hammond discussed the recommended adjustments to the 2023-2024 budget, which include the increase to the approved collective bargaining agreements and salary schedules, updated beginning fund balances, revisions to revenue estimates and a fund transfer; all changes are outlined in the staff report.

Motion by Councilmember Schmitt, second by Councilmember Gaumond to approve the first and second reading and final adoption of Ordinance 1511 amending the 2023-2024 Budget as presented.

Roll call of votes was taken. ***Motion carried unanimously.***

12. Public Closing Comments

There were no public closing comments.

13. Executive/Legislative Reports

a. Mayor's Report

- The Snohomish Counties Cities meet next Thursday, January 19^{th}.
- Spoke on the State of the City at the Camano Island Chamber; Shawn Smith and Sarah Cho also attended.
- Reminder to Councilmembers to file their F-1 report by April 15, 2023.
- With City Administrator Smith, met with Representative Clyde Shavers and Snohomish Councilmember Nate Nehring at the Dike to show them the roads and to discuss funding for repair; nothing to report on funding yet.

b. City Administrator Report

- Good news! The Sebranke Site Cleanup project has uncovered more contaminate, so the price went up, but the Department of Commerce is increasing the amount of the grant to cover the cost.
- There is an opening on the Parks and Trails Advisory Committee, the application is posted on the website and deadline is February 1^{st}. Applicants do not need to be city residents but must reside within the Stanwood-Camano School District boundary.
- On January 18^{th} at 6:00pm at the Fire Station 99, the Stanwood Commerce Alliance, formally known as the Stanwood Chamber of Commerce, is having their introductory meeting. They will be looking for members and board members.

c. Councilmember Reports/Questions

- What is the back story of the no parking signs in front of Cedarhome Elementary on 68^{th}? Smith said it was a district request, however the signs were installed on the wrong side. The crew will be moving the signs to the east side of the road.
- Good job to Patricia Love and Tansy Schroeder on the virtual open homes, it was a fantastic presentation, lots of information on the complexity of city planning.

14. **Recess to Executive Session**
    There was no Executive Session

15. **Adjourn**
    There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 7:55 p.m.

CITY OF STANWOOD	ATTEST:
______________________	______________________
Sid Roberts, Mayor	Lisa Sokolik, City Clerk

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**8c**
DATE:	January 26, 2023
SUBJECT:	Adoption of Ordinance 1510 Compost Procurement
CONTACT PERSON:	Kevin Hushagen, Public Works Director
	Attachment A – Ordinance 1510

PURPOSE

The purpose of this agenda item is to adopt Ordinance 1510 adopting Stanwood Municipal Code new chapter 4.16 regarding compost procurement.

BACKGROUND

ESSHB 1799 was signed into Washington State law in March 2022 to increase the diversion of organic materials from landfills in order to reduce methane emissions. RCW 43.19A.150(1) requires many cities and counties in Washington, including the City of Stanwood, to adopt a compost procurement ordinance by January 1, 2023.

This item was brought to City Council on January 12, 2023 for the first reading.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE ADOPTION OF ORDINANCE 1510 ADOPTING STANWOOD MUNICIPAL CODE NEW CHAPTER 4.16 REGARDING COMPOST PROCUREMENT.

CITY OF STANWOOD
WASHINGTON

ORDINANCE NO. 1510

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING NEW CHAPTER 4.16 REGARDING COMPOST PROCUREMENT.

WHEREAS, ESSHB 1799 was signed into Washington State law in March 2022 to increase the diversion of organic materials from landfills in order to reduce methane emissions; and

WHEREAS, landfills emit a significant amount of methane, a greenhouse gas 27-30 times more potent than carbon dioxide; and

WHEREAS, the City of Stanwood provides organic material collection services; and

WHEREAS, as more organic materials are diverted and recycled, it is critical that compost be procured by local jurisdictions and other local entities to support the economic viability of these processes and programs; and

WHEREAS, several City departments procure soil, compost, and mulch for use on City-owned properties and projects; and

WHEREAS, it is well-established that the use of compost in landscaping and soil amendment has many benefits such as moisture retention, weed suppression, natural form of nutrients, stops soil erosion, and stormwater filtration; and

WHEREAS, RCW 43.19A.150(1) requires many cities and counties in Washington, including the City of Stanwood, to adopt a compost procurement ordinance by January 1, 2023.

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

Section 1. SMC Chapter 4.16 is adopted to read as shown in Exhibit A.

Section 2. Effective Date. Consistent with RCW 35A.12.130, this ordinance shall take effect five days after its passage and publication.

PASSED AND APPROVED by the Stanwood City Council this **26th day of January 2023**.

CITY OF STANWOOD

____
Sid Roberts, Mayor

ATTEST:

By: ________________________
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

By: ________________________
Nikki Thompson, City Attorney

Date of Publication: ________________

Effective Date: ____________________

EXHBIT A

Chapter 4.16 Compost Procurement

4.16.010 Purpose

This chapter is adopted for the following purposes:

(1) to increase the diversion of organic materials from landfills in order to reduce methane emissions;

(2) to provide for local preference in procurement of compost to support the economic viability of compost diversion programs as provided in RCW 43.19A.150;

(3) to support the use of compost in landscaping and as a soil amendment for the benefits of moisture retention, weed suppression, natural nutrients, prevention of soil erosion, and stormwater filtration.

4.16.020 Definitions

"Finished Compost Product" means a product created with "composted material" as defined in RCW 70A.205.015(3). Finished Compost Products include, but are not limited to, 100% finished compost or blends that include compost as a primary ingredient. Mulch is considered a Finished Compost Product if it contains a minimum of sixty percent composted material. Bark is not a Finished Compost Product.

4.16.030 Requirement for Compost Use

(1) The City of Stanwood must consider and use, to the extent feasible, finished compost products on City projects or on City property in which compost is an appropriate material, including:

   (a) landscaping projects;

   (b) construction and postconstruction soil amendments;

   (c) applications to prevent erosion, filter stormwater runoff, promote vegetative growth, or improve the stability and longevity of roadways; and

   (d) low-impact development of green infrastructure to filter pollutants or to keep water onsite, or both.

(2) The City is not required to use compost products if any of the following apply:

  (a) compost products are not available within a reasonable period of time;

  (b) compost prices are not reasonable or competitive;

  (c) compost products that are available do not comply with existing purchasing standards;

  (d) available compost products do not comply with federal or state health, quality, or safety standards.

(3) Pursuant to RCW 43.19A.130, the City must strive to purchase an amount of finished compost products equal or greater than fifty percent of the amount of organic materials collected in the City of Stanwood.

4.16.040 Local Purchasing

(1) The City must purchase finished compost products from entities that:

  (a) produce compost locally within Snohomish County;

  (b) are certified by a nationally recognized organization (e.g., the U.S. Composting Council);

  (c) are permitted by the local health jurisdiction; and

  (d) produce finished compost products derived from municipal solid waste compost programs while meeting quality standards adopted by the Department of Transportation or adopted by rule by the Department of Ecology.

(2) If compost meeting the criteria in subsection (A) is not available, preference for compost procurement must be given to products sourced as close as possible to the City of Stanwood. Proof that locally produced compost was not available at the time of purchase or was cost-prohibitive must be documented.

(3) The local preference requirement in this chapter must be incorporated, whenever relevant, into any contracts entered into by the City of Stanwood.

(4) The local preference authorized in this chapter controls over any conflicting City purchasing policies.

4.16.050 Education

Pursuant to RCW 43.19A.150(4), the City must conduct educational outreach to inform residents about the value of compost and how the jurisdiction uses compost in its operations each year, which must consist of, at a minimum, inclusion of an article in the City's Newsletter describing the uses and value of compost, including its benefit in reducing greenhouse gases, and the metrics identified in AMC 4.16.060.

4.16.060 Reporting

Pursuant to RCW 43.19A.150, by December 31, 2024, and each December 31 of even-numbered years thereafter, the Public Works Director must report the following information to the Department of Ecology:

(1) Total tons of organic material diverted from landfilling within the City each year;

(2) The volume and cost of composted material purchased by the City each year; and

(3) The sources of the finished compost product purchased.

4.16.070 Severability

If any section, subsection, sentence, clause, phrase or other portion of this ordinance or its application to any person is, for any reason, declared invalid, illegal, or unconstitutional in whole or in part by any court or agency of competent jurisdiction, that decision may not affect the validity of the remaining portions hereof.

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**10**
DATE:	January 26, 2023
SUBJECT:	Nonconforming Signage Emergency Ordinance
CONTACT PERSON:	Patricia Love, Community Development Director
ATTACHMENTS:	A – Nonconforming Signage Emergency Ordinance 1515

PURPOSE

The purpose of this agenda item is for Council to review and adopt Ordinance 1515, Interim Emergency Zoning Regulations, to clarify zoning regulations for nonconforming signage in the City Right-of-Way.

SUMMARY

The City is undertaking the 2024 Municipal Code Update project and has signed a professional services agreement with BHC Consultants for this project. The approved scope of work addresses multiple tasks and deliverables. Work task 2.3 in the scope of work is to identify high priority code issues to resolve immediately with an interim ordinance. Interim ordinances offer a temporary solution to address needed regulations until the issue can be fully evaluated and new codes are adopted.

Chapter 17.110 is the sign code for the City of Stanwood. This Chapter will be reviewed and updated during the Unified Development Code portion of the 2024 Municipal Code Update. Staff is proposing that the Council allow replacement, repair and maintenance of existing, nonconforming signs in city Right-of-Way damaged due to storm events or natural disasters outside the control of the owner, through the use of interim regulations. This emergency ordinance will allow Stanwood's business owners to make repairs to and maintain their existing signs from the 2022 winter storm damage in a timely manner without having to wait for the Unified Development Code portion of the Code Update.

BACKGROUND

The City has spent the last 20 years planning for the future of Stanwood and emphasizing the importance of economic development and business survival. The City's Comprehensive Plan, Downtown Plan, SDAT: Destiny by Design, Economic Development Action Plan and Design Stanwood envision a vibrant, robust downtown business district that promotes buying local and hosting special events and festivals. To achieve these goals, the downtown needs to be an attractive, inviting, and well-maintained area in the community.

In January 2022, the City launched the Twin City Mile Downtown Revitalization Project in order to invest in the downtown business district through creating pedestrian-friendly streets, engaging storefronts with walkable sidewalks, encouraging use of streets for community festivals, creating usable urban park spaces, and promoting the concept of buying local.

As part of the Twin City Mile Project, staff worked with Metron and Associates to obtain an engineering survey base map of the project area. City Staff recently received the completed survey and found that the southern 271st Street NW Right-of-Way property line extends approximately 10’ to 15’ beyond the back edge of the sidewalk. The survey revealed that many businesses have their signage, landscaping, and parking located in City Right-of-Way.

Due to not knowing where the Right-of-Way line was, past city officials told business owners to setback their signs inward from the back of the sidewalk. Business owners adhered to this instruction and there are at least ten individual business signs that were permitted and constructed using the back of sidewalk as the Right-of-Way line. Now that staff is aware of where the actual Right-of-Way line is, signs located within city Right-of-Way are considered nonconforming. Under the existing sign code, any signs constructed in city Right-of-Way are required to be removed regardless if they were originally permitted. A half-mile stretch of 271st Street NW located between 98th Drive NW and Lien Street NW contains at least ten different properties with existing signs located within the Public Right-of-Way approximately 2’ to 10’ setback from the back edge of the sidewalk.

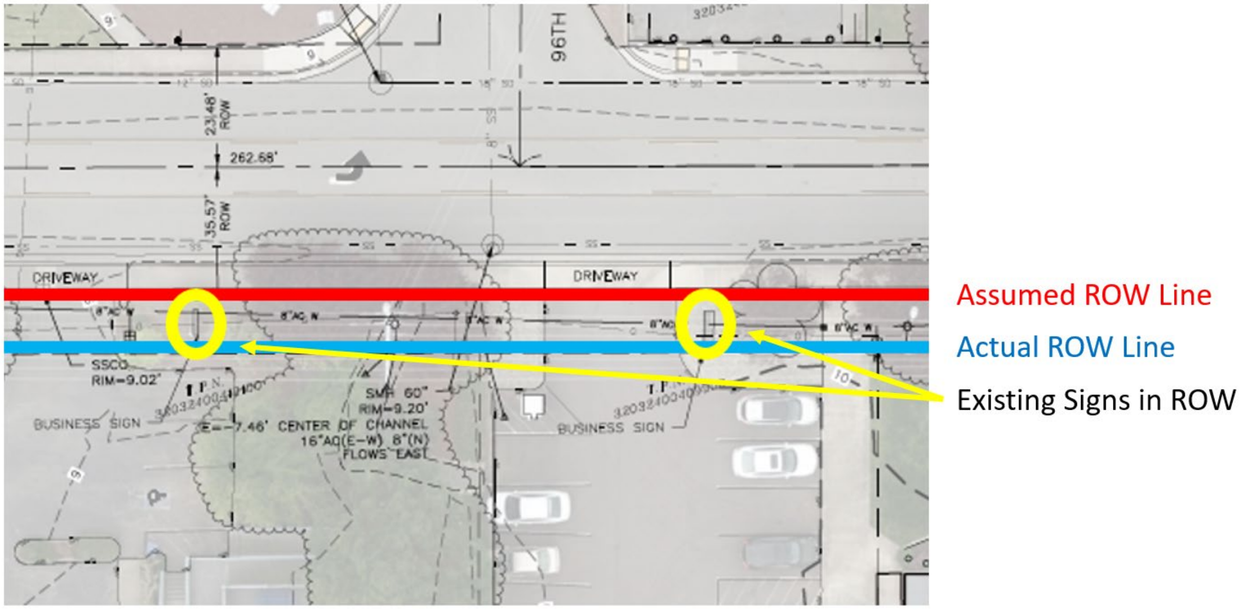
ANALYSIS

The City of Stanwood is home to over 500 different businesses, of which over 350 are brick and mortar. The City serves as the commercial and cultural urban-center of the greater region Stanwood-Camano region. Most businesses rely on signage to draw customers into their business, advertise their products or services, and for aesthetic design purposes.

Between November 3, 2022 and November 8, 2022 a large storm event hit western Washington which left approximately 220,000 residents in Snohomish County without power. The storm caused damages in excess of $25 million dollars and Governor Inslee issued an emergency proclamation in response to the storm event.

A local business owner who had a monument sign damaged from the storm reached out to City Staff to inquire about obtaining a permit to repair the damaged sign. When staff looked into the subject property, it was found that the existing sign was located in City Right-of-Way and staff did not have a legal means to permit a replacement sign.

271st Street NW Survey Showing Difference between Assumed ROW and Actual ROW



The existing regulations for nonconforming signage is contained in Stanwood Municipal Code Chapter 17.110.140. Under the provisions of this chapter, any billboard or off-premises sign legally in existence shall be removed within six years of chapter adoption. Business owners who legally obtained permits to construct their signs, which are now found to be located within public Right-of-Way under no fault of their own, would be required to remove their signs.

The City is working to improve relations with the business community and invest in revitalizing the downtown. It is not staff's desire to require business owners to remove their legally permitted signs when the sign is not interfering with public use of the Right-of-Way.

The purpose of adopting this interim emergency ordinance is to allow Stanwood's business owners to make repairs to and maintain their existing signs from the 2022 winter storm damage in a timely manner without having to wait for the Unified Development Code portion of the Code Update.

This interim zoning regulation proposes to amend SMC 17.110.140 by adding the following language for signs located in the Right-of-Way;

- No new signs are allowed in the City Right-of-Way.
- Existing signs located in the City Right-of-Way that did not legally obtain permits must be removed.
- Existing signs located in the City Right-of-Way that were legally permitted may remain so long as the sign is not located in a vehicular travel area.
- Existing signs located in the City Right-of-Way that were legally permitted may be repaired or replaced with an approved sign permit and approved Right-of-Way permit.
- Signs located in the City Right-of-Way may be required to be removed or relocated at the owners expense if it interferes with a road or utility project.

Fiscal Impact			
No direct financial impact. Code work was already budgeted and approved through the Municipal Code Update Project contract and scope of work.			
Fund(s):	Staff Time		
Amount:	$	**Project Estimate:**	$ -
Budget Authorized	[ ] Yes [ ] No	**Amendment Required**	[ ] Yes [ ] No [ ] Monitor

RECOMMENDATIONS

Staff Recommendation:
Staff recommends that the Council adopt the proposed amendments.

Committee/Board Recommendation:
The Planning Commission and City Council Community Development Committee have both reviewed the proposed nonconforming signage emergency ordinance and recommended approval to the City Council concerning amendments to the Stanwood Municipal Code. The Planning Commission and City Council Community Development Committee want to make sure that property owners are informed of future plans for the Twin City Mile which may require removal of signs located in the City Right-of-Way.

The Planning Commission was concerned about approving permits located in City Right-of-Way and asked staff to consider adding a lease agreement to the process. A lease agreement is generally used to authorize a private party to utilize property owned by the City. Right-of-Way permits are often issued to approve construction in the City Right-of-Way and are more appropriate in this situation than a lease agreement. Any sign permit application received for a sign located within the City Right-of-Way shall also require approval of a Right-of-Way permit.

CITY COUNCIL OPTIONS

1. Adopt Ordinance 1515 regarding interim zoning regulations for nonconforming signage.

2. Request changes to Ordinance 1515 and direct staff to address specific Council issues or concerns prior to Council reconsideration the ordinance.

PROPOSED MOTION

I MOVE TO ADOPT ORDINANCE 1515 NONCONFORMING SIGNAGE EMERGENCY ORDINANCE

CITY OF STANWOOD
WASHINGTON

ORDINANCE NO. 1515

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING INTERIM DEVELOPMENT REGULATIONS AMENDING TITLE 17, ZONING, OF THE STANWOOD MUNICIPAL CODE, TO SPECIFY THAT EXISTING LEGALLY NONCONFORMING OFF-PREMISE SIGNAGE NOT LOCATED IN A VEHICULAR TRAVEL LANE MAY BE REPLACED, REPAIRED, AND MAINTAINED IN ANY ZONING DISTRICT WITHIN THE CITY OF STANWOOD; AND AMENDING THE EXISTING SIGN CODE, 17.110.140.

WHEREAS, Nonconforming Off-Premise Signs are currently required to be removed within the City in all zoning districts; and

WHEREAS, a large storm event in November 2022 resulted in approximately 220,000 Snohomish County residents losing power and damaged structures;

WHEREAS, local business owners have reached out to the City requesting to repair existing legally permitted signs located in a non-vehicular travel area of public right-of-way that were damaged in the November 2022 storm event; and

WHEREAS, without the interim zoning ordinance existing legally permitted signs that are located in a non-vehicular travel area of public right-of-way may not be repaired or maintained; and

WHEREAS, there are multiple existing legally permitted signs located in a non-vehicular travel area of public right-of-way that could not be replaced if damaged creating a hardship on local businesses; and

WHEREAS, a moratorium, interim zoning ordinance, and interim official control enacted under RCW 36.70.A.390 are methods by which local governments may establish interim zoning controls to address emergency situations; and

WHEREAS, Governor Inslee issued an emergency proclamation in response to the storm event and the interim zoning regulations imposed by this ordinance are necessary for the protection of the public safety and property; and

WHEREAS, the GMA at RCW 36.70A.390 provides that the City may adopt a moratorium, interim zoning ordinance, and interim official control, and

WHEREAS, the proposed nonconforming signage emergency ordinance was circulated for public review on January 10, 2023;

WHEREAS, that pursuant to WAC 197-11-880, the adoption of this ordinance is exempt from the requirements of a threshold determination under the State Environmental policy Act; and

WHEREAS, the Stanwood Planning Commission held a public meeting on the draft ordinance on January 9, 2023 and has recommended that the City Council adopt the ordinance as presented;

WHEREAS, the City Council Community Development Committee reviewed the proposed language and amendments set forth in this Ordinance at their January 5, 2023, meeting;

WHEREAS, the Council wishes to study the issue further and directs the Planning Commission to consider potential amendments to the Stanwood Municipal Code regarding appropriate regulations for signs located in the public Right-of-Way; and

WHEREAS, pursuant to RCW 35A.63.220, the City Council held a public hearing and first reading of the draft code amendment on January 26, 2023 and their second and final reading on February 9, 2023 and accepted public comment; and adopted findings of fact justifying this action immediately after said public hearing.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD DOES ORDAIN:

<u>**Section 1. Interim Development Regulations.**</u> The following sections are hereby adopted in the Stanwood Municipal Code as interim development regulations.

<u>**SMC 17.110.140 Nonconforming Signs amended.**</u> SMC 17.110.140 adds the following language for signs located in the Right-of-Way, as shown in the underscored text:

<u>(3) Signs in Public Right-of-Way</u>

<u>(a) New signs are not permitted in the City right of way.</u>

<u>(b) A sign in the City right of way that was not legally constructed or permitted must be removed.</u>

<u>(c) A sign located within the City right of way that was legally constructed pursuant to a sign permit is subject to the following:</u>

<u>(i) Signs located in an area of vehicular travel must be removed;</u>

<u>(ii) May be modified, replaced, or restored, but not enlarged, subject to a sign permit and right-of-way permit, if the existing sign is not in an area of vehicular travel;</u>

<u>(iii) May be required to be removed and relocated at the owner's expense if it interferes with a road or utility project.</u>

Section 2. Duration. Ordinance 1515, Nonconforming Signage Emergency Ordinance Interim Development Regulations, shall remain in full force and effect as adopted on __________, 2023, and shall remain in effect until ________, 2023, unless repealed, extended or modified by the City Council.

Section 3. Findings of Fact. As required by RCW 35A.63.220 and RCW 36.70A.390, within sixty (60) days of the passage of this ordinance, the City Council shall hold a public hearing on this ordinance and shall adopt findings of fact justifying this action immediately after said public hearing. The City Council held a public hearing on the proposed interim regulations with adoption of this ordinance. The Stanwood City Council hereby adopts the Findings of Fact and Conclusions as provided in Exhibit A and attached as if fully set forth herein.

Section 4. Declaration of Emergency. The City Council hereby declares that an emergency exists necessitating that this Ordinance take effect immediately upon passage by a majority vote plus one of the whole membership of the Council, and that the same is not subject to a referendum (RCW 35A.12.130).

Section 5. Severability - Construction. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction; such decision shall not affect the validity of the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Stanwood Municipal Code, the provisions of this ordinance shall control.

Section 6. Effective Date. This ordinance shall take effect and be in full force and effect immediately upon passage, as set forth in Section 4, as long as it is approved by a majority plus one of the entire membership of the City Council, as required by RCW 35A.12.130.

PASSED by the City Council of the City of Stanwood this _____ day of _________, 2023.

CITY OF STANWOOD:

____
Sid Roberts, Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa Sokolik, City Clerk

Nikki Thompson, City Attorney

Exhibit A

Findings of Fact and Conclusions

City of Stanwood City Council
Findings of Fact and Conclusions of Law

A. GENERAL INFORMATION

Project Summary:	Nonconforming Signage Interim Zoning Regulations
Applicant:	City of Stanwood
Location:	City of Stanwood
Public Hearing Date:	January 26, 2023
Staff Contact:	Patricia Love, Community Development Director

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

To respond to the November 2022 storm event which resulted in utility, property, and infrastructure damages; staff is proposing that the Council allow replacement, repair and maintenance of existing, nonconforming signs in city right-of-way damaged due to storm events or natural disasters outside the control of the owner, through the use of interim regulations. This emergency ordinance will allow Stanwood's business owners to make repairs to and maintain their existing signs from the 2022 winter storm damage in a timely manner without having to wait for the Unified Development Code portion of the Code Update.

C. CODE AMENDMENT CRITERIA

The city may approve or approve with modifications amendments to the text of the zoning code if:

(a) The purpose and desired effect of the proposed zoning code amendment are consistent with the Stanwood Municipal Code;

The City is undertaking the 2024 Municipal Code Update project and has signed a professional services agreement with BHC Consultants for this project. The approved scope of work addresses multiple tasks and deliverables. Work task 2.3 in the scope of work is to identify high priority code issues to resolve immediately with an interim ordinance. Interim ordinances offer a temporary solution to address needed regulations until the issue can be fully evaluated and new codes are adopted.

Chapter 17.110 is the sign code for the City of Stanwood. This Chapter will be reviewed and updated during the Unified Development Code portion of the 2024 Municipal Code Update. Staff is proposing that the Council allow replacement, repair and maintenance of existing, nonconforming signs in city right-of-way damaged due to storm events or natural disasters outside the control of the owner, through the use of interim regulations. This emergency ordinance will allow Stanwood's business owners to make repairs to and maintain their existing signs from the 2022 winter storm damage in a timely manner without having to wait for the Unified Development Code portion of the Code Update.

(b) There is a positive relationship to the public health, safety and welfare of the community; and

A local business owner who had a monument sign damaged from the November 2022 storm reached out to City Staff to inquire about obtaining a permit to repair the damaged sign. When staff looked into the subject property, it was found that the existing sign was located in City right-of-way and staff did not have a legal means to permit a replacement sign. The City is working to improve relations with the business community and invest in revitalizing the downtown. It is not staff's desire to require business owners to remove their legally permitted signs when the sign is not interfering with the public right-of-way. Signs located in the public right-of-way may be required to be removed and relocated at the owners expense if it interferes with a road or utility project in the future.

(c) The proposed amendment is consistent with the Stanwood Comprehensive Plan.

The City has spent the last 20 years planning for the future of Stanwood and emphasizing the importance of economic development and business survival. The City's Comprehensive Plan, Downtown Plan, SDAT: Destiny by Design, Economic Development Action Plan and Design Stanwood envision a vibrant, robust downtown business district that promotes buying local and hosting special events and festivals. To achieve these goals, the downtown needs to be an attractive, inviting, and well-maintained area in the community.

While the Comprehensive Plan does not have specific policies regarding private business signs, it does have goals and policies about how the city supports the business community. These goals support an informed, thoughtful and public process for amending city regulations and about promoting the city's economic vitality.

Land Use Goal 1: Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countywide Planning Policies and the values and vision of Stanwood residents and business people.

Economic Development Goal 1: Promote economic vitality defined as a lively growth oriented business climate that supports a wide range of private and public investments resulting in development and business acidity that diversifies the City's tax base and provides both employment and consumer shopping opportunities for city and unincorporated area residents.

Economic Development Policy 1.2: Develop incentives for property owners to improve deteriorating facades, signage and the general outside appearance of buildings.

Economic Development Policy 5.1: Encourage high quality site and building design with "curb appeal" that encourages
further investment in the area.

D. FINDINGS OF FACT

1. The City of Stanwood is currently updating the Stanwood Municipal Code.

2. Nonconforming Off-Premise Signs are currently required to be removed within the City in all zoning districts.

3. Chapter 17.110 is the sign code for the City of Stanwood. This Chapter will be reviewed and updated during the Unified Development Code portion of the Municipal Code Update.

4. The GMA provides that the City may adopt a moratorium, interim zoning ordinance, and interim official control to address emergency situations.

5. Governor Inslee issued an emergency proclamation in response to the November 2022 storm event which resulted in approximately 220,000 Snohomish County residents losing power and damaged structures.

6. Local business owners have reached out to the City requesting to repair existing legally permitted signs located in a non-vehicular travel area of public right-of-way that were damaged in the November 2022 storm event.

7. Without the interim zoning ordinance existing legally permitted signs that are located in a non-vehicular travel area of public right-of-way may not be repaired or maintained

8. The Planning Commission held a public meeting on the draft ordinance on January 9, 2023 and recommended that the Council approve the interim nonconforming signage regulations.

9. The City Council Community Development Committee reviewed the proposed language and amendments set forth in this Ordinance at their January 5, 2023.

10. The City Council wishes to study the issue further and directs the Planning Commission to consider potential amendments to the Stanwood Municipal Code regarding appropriate regulations for signs located in the public Right-of-Way.

11. RCW 35A.63.220 and 36.70A.390 authorize the establishment of a six-month moratorium or interim zoning controls to address emergency situations.

12. On January 26, 2023 the Stanwood City Council held a public hearing and first reading on Ordinance 1515 their second and final reading on February 9, 2023.

13. Staff prepared a report summarizing the proposed interim nonconforming signage regulations. This report is part of the public record and was presented to the City Council on January 26, 2023, for their consideration.

E. CONCLUSIONS OF LAW

1. The City of Stanwood has authority under RCW Title 35A, to adopt plans and regulations related to development and operations within the City of Stanwood.

2. SMC section 17.155.030 requires that the Planning Commission review and make recommendations to the Stanwood City Council regarding code amendments to Title 17, Zoning.

3. On January 10, 2023, the public hearing notice was printed in the Stanwood Camano News as required by law that a public hearing be held by the City Council and all persons wishing to provide public input concerning the proposed amendments set forth in this Ordinance were heard.

4. The proposal is consistent with the Comprehensive Plan and meets the requirements and intent of the Plan by ensuring an informed, thoughtful and public process for amending city regulations.

5. The proposal is beneficial to the public health, safety and welfare and is in the public interest by allowing Stanwood's business owners to make repairs to and maintain their existing signs from the 2022 winter storm damage in a timely manner without having to wait for the Unified Development Code portion of the Code Update.

6. After considering staff comments and public testimony the Stanwood City Council determined the draft interim nonconforming signage regulations are consistent with the Comprehensive Plan and should be adopted for at least six months to provide staff and the Planning Commission time to evaluate and recommend appropriate development regulations.

F. STAFF RECOMMENDATION

Move that the City Council **ADOPT** the Findings of Fact and Conclusions of Law contained herein and **AUTHORIZE** the Mayor to sign the Findings on behalf of the City Council

Dated this _____ day of _________ 2023.

____

Sid Roberts, Mayor

City of Stanwood

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**11a**
DATE:	January 26, 2023
SUBJECT:	Select Council Committees
CONTACT PERSON:	Shawn Smith, City Administrator
ATTACHMENTS:	A – Proposed 2023 Council Committees

PURPOSE

The purpose of this agenda item is for Council to approve the 2023 standing committee memberships as submitted by the nominating committee.

BACKGROUND

There are four Council Standing Committees:

1) Community Development/Economic Development
2) Finance/Personnel
3) Public Safety
4) Public Works/Parks

Committee membership is an annual term which expires at the second council meeting of the new year - January 26, 2023. Council must choose committee members to serve on the 2023 standing committees for an annual term. Per Council's Rules of Procedure, each councilmember ranks his committee membership choices on a ranking sheet and submits that to the mayor pro tempore. The nominating committee consists of the mayor, mayor pro tempore, and the longest serving councilmember. These three choose committee membership based on the ranking sheets and present their selection to council for approval. Committee members can choose to continue meeting on the currently scheduled dates and times as in the past or can change the meeting dates or times if there is a conflict.

DISCUSSION

The nominating committee, consisting of Mayor Roberts, Mayor Pro Tempore Pearce, and Councilmember Shepro, the longest serving councilmember, have chosen committee membership based on the ranking sheets submitted by each councilmember.

Council must review the selection and vote whether to approve membership as submitted by the nominating committee.

Council can choose to meet at the currently scheduled dates, locations, and times, or council can change the schedule. The current dates, locations, and times of the committee meetings are:

- Community Development Committee meets on the first Thursday of the month at 5:00 p.m. at City Hall.
- Finance Committee meets prior to the second council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Public Safety Committee meets prior to the first council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Public Works/Parks Committee meets the first Monday of the month at 5:30 p.m. at the Wastewater Treatment Plant.

ANALYSIS

There is no financial impact.

CITY COUNCIL OPTIONS

1) Council can approve committee membership selections as submitted by the nominating committee or council can discuss committee membership selections and make changes prior to approval.

2) Council Committees can meet at the currently scheduled, dates, times, and locations or Council can discuss the meeting schedules and make changes.

PROPOSED MOTION

I MOVE TO APPROVE THE 2023 COUNCIL STANDING COMMITTEE MEMBERSHIPS AS SUBMITTED BY THE NOMINATING COMMITTEE

CITY OF STANWOOD	**City of Stanwood** CITY COUNCIL COMMITTEES 2023

Community Development/Economic Development Schedule: Meets the first Thursday of the month at 5:00 pm at City Hall • Councilmember Marcus Metz • Councilmember Steve Shepro • Councilmember Tim Schmitt • Alternate Councilmember Andreena Bergman
Finance/Personnel Schedule: Meets prior to the 2nd council meeting of the month at 6:00 pm • Councilmember Marcus Metz • Councilmember Darren Robb • Councilmember Andreena Bergman • Alternate: Councilmember Tim Schmitt
Public Safety Schedule: Meets prior to the 1st Council meeting of the month at 6:00 pm • Councilmember Dani Gaumond • Councilmember Andreena Bergman • Councilmember Tim Schmitt • Alternate: Councilmember Tim Pearce
Public Works/Parks Schedule: Meets the 1st Monday of the month at 5:15 pm • Councilmember Dani Gaumond • Councilmember Darren Robb • Councilmember Tim Pearce • Alternate: Councilmember Steve Shepro

If you are unable to attend your meeting:

1. Contact the Committee Chair *as soon as possible.*
2. The Committee Chair will notify the assigned alternate and appropriate City Hall staff.

This Page Intentionally Left Blank

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**11b**
DATE:	January 26, 2023
SUBJECT:	Authorize the Mayor to Sign a Contract with Interwest Construction, Inc. for the 88th Avenue Archway Project.
CONTACT PERSON:	Patricia Love – Community Development Director
ATTACHMENTS:	A – Certified Bid Tabs

PURPOSE

The purpose of this agenda item is to authorize the Mayor to sign a contract with Interwest Construction, Inc. to complete the 88th Avenue Archway Project.

BACKGROUND

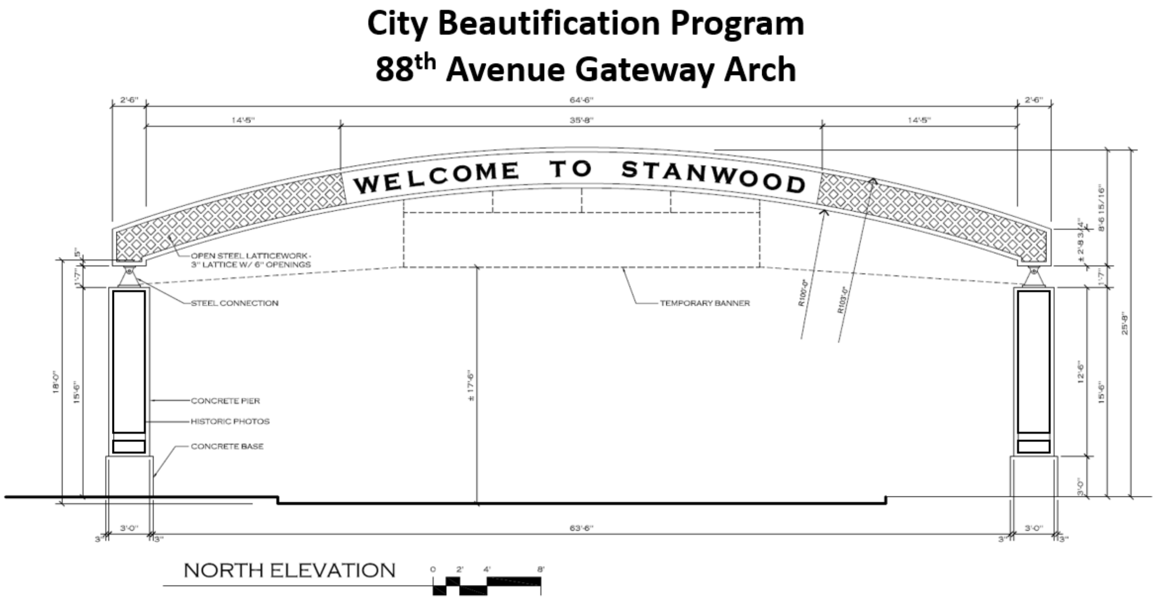
The Downtown Stanwood Gateway Arch on 88th Avenue is part of the City's Beautification Action Plan to emphasize one of the downtown entrance points from SR 532. Arches are typically used to signify the entrance to, or celebrate, a special place. Cities use arches to denote their downtowns, parks or special districts. In Stanwood, that special place is the historic downtown. The purpose of the 88th Avenue is to promote the visibility of downtown Stanwood to city residents and tourists.

Local landscape architect, Scott Lankford of Lankford Associates, was hired to design the arch and Pace Engineers prepared the engineering and structural designs. The project has been reviewed by the Economic Development Board, Community Development Committee and funding by the City Council in 2021.

ANALYSIS

The 88th Avenue Arch is being designed with concrete columns that support an arched metal entry sign that spans 88th Avenue. The design will include a mesh cut out design that says "Welcome to Stanwood" in the northbound Direction and "City of Stanwood" in the Southbound Direction. The support columns are being designed to allow the integration of art pieces on the north and south sides of the structure below the City's Snow Goose logo and above the base supports.

Northbound view of the arch design:



Following the City's standard bidding process, a call for bids was published on December 8, 2022 and four bidders responded. Interwest Construction, LLC was the low bidder on the project. The City has worked with Interwest Construction on several other projects including IS4 Phase 1, and the Main Lift Station Improvements in 2022.

Fiscal Impact			
The 88th Avenue Arch is part of the City Beautification project lists and is included in the 2023 / 2024 biennial budget. The engineer's estimate was $260,000 and due to inflation and cost of materials the low bid came in at $327,812.56. The biennial appropriation for the TCM is $2,355,000 and this project is one of the first elements. The cost is greater than estimated, so we will monitor the overall project budget as additional elements are completed. In addition to the base bid, staff supports adding a $50,000 contingency for potential unexpected expenses related to in ground construction.			
Fund(s):411	Twin City Mile 595 30 63 53		
Amount:	$377,812.56	**Project Estimate:**	$260,000
Budget Authorized	**[ ] Yes [ ] No**	**Amendment Required**	**[x] Yes [ ] No [ ] Monitor**

RECOMMENDATIONS

Staff Recommendation:

Staff recommends awarding the low bidder, Interwest Construction Inc, the 88th Avenue Archway Project in the amount of $327,812.56 (inc tax).

Committee/Board Recommendation:

The Public Works Committee has not reviewed this proposal prior to the January 26th, 2023 City Council Meeting.

CITY COUNCIL OPTIONS

1. Approve the Mayor to sign a contract with Interwest Construction, Inc. for the 88th Avenue Archway project. in the amount of $327,812.56

2. Send back to Public Works Committee for additional discussion

3. Reject all bids and delay the project

PROPOSED MOTION

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH INTERWEST CONSTRUCTION, INC. FOR THE 88TH AVENUE ARCHWAY PROJECT IN THE AMOUNT OF $327,812.56 PLUS A $50,000 CONTINGENCY TO USE IF NEEDED."

ATTACHMENT A

BID TABULATION
88TH AVENUE ARCHWAY
Bid Opening: Tuesday January 10, 2023 @ 3:00PM

					Engineer's Estimate		ICI International Construction Inc.		PNW Civil Inc.		Konnerup Construction Inc.		Award Construction	
	Spec. Ref.	ITEM DESCRIPTION	UNITS	QTY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
TESC														
1	1-09.7	Mobilization	LS	1	$ 15,000	$ 15,000.00	$ 28,000.00	$ 28,000.00	$ 35,000.00	$ 35,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00
2	1-10.5	Temporary Traffic Control	LS	1	$ 10,000	$ 10,000.00	$ 20,000.00	$ 20,000.00	$ 13,000.00	$ 13,000.00	$ 30,000.00	$ 30,000.00	$ 23,000.00	$ 23,000.00
3	2-01.5	Clearing and Grubbing	LS	1	$ 6,000	$ 6,000.00	$ 3,000.00	$ 3,000.00	$ 1,500.00	$ 1,500.00	$ 3,000.00	$ 3,000.00	$ 2,000.00	$ 2,000.00
4	2-02.5	Removal of Structures and Obstructions	LS	1	$ 8,000	$ 8,000.00	$ 2,400.00	$ 2,400.00	$ 2,000.00	$ 2,000.00	$ 3,000.00	$ 3,000.00	$ 2,500.00	$ 2,500.00
5	2-09.5	Structure Excavation	CY	180	$ 50	$ 9,000.00	$ 66.00	$ 11,880.00	$ 85.00	$ 15,300.00	$ 50.00	$ 9,000.00	$ 75.00	$ 13,500.00
6	2-11.5	Trimming and Cleanup	LS	1	$ 5,000	$ 5,000.00	$ 3,800.00	$ 3,800.00	$ 4,000.00	$ 4,000.00	$ 3,000.00	$ 3,000.00	$ 4,500.00	$ 4,500.00
7	8-01.5	Erosion and Water Pollution Control	LS	1	$ 5,000	$ 5,000.00	$ 10,000.00	$ 10,000.00	$ 28,000.00	$ 28,000.00	$ 3,000.00	$ 3,000.00	$ 1,500.00	$ 1,500.00
STRUCTURES														
8	4-04-.5	Base Material	CY	30	$ 45	$ 1,350.00	$ 98.00	$ 2,940.00	$ 153.00	$ 4,590.00	$ 100.00	$ 3,000.00	$ 170.00	$ 5,100.00
9	6.02-5	Reinforced Concrete	CY	45	$ 450	$ 20,250.00	$ 1,650.00	$ 74,250.00	$ 1,750.00	$ 78,750.00	$ 2,600.00	$ 117,000.00	$ 1,875.00	$ 84,375.00
10	8-14-.5	Custom Steel Arch	LS	1	$ 150,000	$ 150,000.00	$ 130,000.00	$ 130,000.00	$ 161,600.00	$ 161,600.00	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00
ROADWAY														
11	4-04.5	Backfill Material	CY	120	$ 30	$ 3,600.00	$ 50.00	$ 6,000.00	$ 107.00	$ 12,840.00	$ 50.00	$ 6,000.00	$ 120.00	$ 14,400.00
12	8-14.5	Remove and Replace Concrete Sidewalk	SY	25	$ 225	$ 5,625.00	$ 306.00	$ 7,650.00	$ 202.00	$ 5,050.00	$ 200.00	$ 5,000.00	$ 150.00	$ 3,750.00
					Base Bid Subtotal	$ 238,825.00		$ 299,920.00		$ 361,630.00		$ 362,000.00		$ 334,625.00
					Sales Tax 9.3%	$ 22,210.73		$ 27,892.56		$ 33,631.59		$ 33,666.00		$ 31,120.13
					Total Base Bid with Tax	**$ 261,035.73**		**$ 327,812.56**		**$ 395,261.59**		**$ 395,666.00**		**$ 365,745.13**

** Contract award will be based on the TOTAL AMOUNT of the Base Bid with Tax to determine the low-rsponse bidder. The work is subject to State Sales Tax- Rule 170. The bidder shall inclu7de Wa State Retail Sales Tax on the full contract price.

SHAWN A. SMITH
STATE OF WASHINGTON
38323
REGISTERED
PROFESSIONAL ENGINEER
1.11.2023
EXPIRES 5/7/24

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER:	**11c**
DATE:	January 26th, 2023
SUBJECT:	Final Acceptance of the Sebranke Property Cleanup
CONTACT PERSON:	Kevin Hushagen, Public Works Director
ATTACHMENTS:	A – Final Pay Request

PURPOSE

The purpose of this item is for Council to authorize final acceptance of the Sebranke Property Cleanup project with Wyser Construction Corporation.

BACKGROUND

The Sebranke Property Cleanup project was a remediation project on a City owned property in downtown Stanwood. Work included removing contaminated soils, soil testing, and backfill of the property. The original contract amount was $82,357.55. This project had two council approved change orders totaling in $12,852. The quantity of contaminated soil was much greater than anticipated, encompassing the entire parcel. After negotiation on unit costs due to the increased quantity, a savings of $7,520, the total contract amount comes to $164,524. In order to cover this increased quantity, and cover a quantity error on the bid form the City received an additional $137,000 in grant funding from the Department of Commerce. This funding will cover the cost of construction, portions of on-going monitoring work, and project management time.

FIANCIAL IMPACT

The original contract amount was $82,357.55. The final bill was in the amount at $164,524. The City received $337,000 in funding to cover design, construction, and monitoring for this project.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE FINAL ACCEPTANCE OF THE SEBRANKE PROPERTY CLEANUP WITH WYSER CONSTRUCTION CORPORATION

ATTACHMENT A

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: City of Stanwood
10220 270th St. NW
Stanwood WA. 98292

FROM CONTRACTOR: Wyser Construction, Inc.
19015 109th Ave SE
Snohomish, WA. 98026

Contract No. 2022-88

VIA: Owner

APPLICATION NO.: 1
Period To: 1/6/2023
Project No.
CONTRACT DATE: 10/25/2022

Distribution to:
- [x] OWNER
- [ ] ARCHITECT
- [ ] CONTRACTOR
- [ ] OTHER

CONTRACT: Sebranke Property Clean-up

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. **ORIGINAL CONTRACT SUM** $ 164,524.92
2. **Net change by Change Orders** $
3. **CONTRACT SUM TO DATE** $ 164,524.92
4. **TOTAL COMPLETED & STORED TO DATE** (Column G on G703) $ 164,524.92
5. **RETAINAGE:**
   a. 5 % of Completed Work (Column D + E on G703) $ 7,526.30
   b. 0 % of Stored Material (Column F on G703) $ 0.00
   Total Retainage (Line 5a + 5b or Total in Column I of G703) $ 7,526.30
6. **TOTAL EARNED LESS RETAINAGE** (Line 4 less Line 5 Total) $ 156,998.62
7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT** (Line 6 from prior Certificate) $ 0.00
8. **CURRENT PAYMENT DUE** $ 156,998.62
9. **BALANCE TO FINISH, INCLUDING RETAINAGE** (Line 3 less Line 6) $ 7,526.30

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Wyser Construction Inc.

By: [signature] Date: 1-6-23

State of: Washington
County of: Snohomish
Subscribed and sworn to before me this 6th day of Jan. 2023
Notary Public: Cheryl L. Reynolds
My Commission Expires: 1/20/2025

CHERYL L. REYNOLDS NOTARY PUBLIC STATE OF WASHINGTON APPOINTMENT EXPIRES JANUARY 20, 2025

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . $________

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: ________ Date: ________

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

G702-1992

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE OF PAYMENT,
containing Contractors signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.
Use column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 1
APPLICATION DATE: 1/6/2023

PERIOD TO: 1/6/2023
ARCHITECT'S PROJECT NO.:

A	B	C				D	E		F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	Unit Type	Unit Quantity	Unit Price	SCHEDULED VALUE 0	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD QUANTITY	WORK COMPLETED THIS PERIOD AMOUNT	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1	Mobilization	LS	1.00	$6,500.00	$6,500.00		1.00	$6,500.00		$6,500.00	100.00%	$0.00	325.00
2	Clear and Grub	SF	6,000.00	$1.00	$6,000.00		5,000.00	$5,000.00		$5,000.00	84.00%	$0.00	250.00
3	Import, Place Topsoil	CY	60.00	$100.00	$6,000.00		60.00	$100.00		$6,000.00	100.00%	$0.00	300.00
4	Hydroseed	SY	550.00	$3.00	$1,650.00		150.00	$3.00		$450.00	35.00%	$0.00	22.50
5	Import, Place Fill Materials	CY	120.00	$100.00	$12,000.00		159.00	$100.00		$15,900.00	130.00%	$0.00	795.00
6	Shallow Soil Excavation Inc loading	CY	90.00	$200.00	$18,000.00		158.00	$160.00		$25,280.00	160.00%	$0.00	1,264.00
7	Monitor Well Decommissioning	EA	3.00	$1,500.00	$4,500.00		2.00	$3,000.00		$3,000.00	65.00%	$0.00	150.00
8	Deep soil excavation and loading	CY	21.00	$200.00	$4,200.00		30.00	$160.00		$4,800.00	120.00%	$0.00	240.00
9	Subtitle D landfill Disposal Inc Haul	Ton	15.00	$200.00	$3,000.00		286.22	$200.00		$57,244.00		$0.00	2,862.20
10	Dewatering	LS	1.00	$4,500.00	$4,500.00		1.00	$4,500.00		$4,500.00	100.00%	$0.00	225.00
11	Bioremediation Materials	Lbs	150.00	$50.00	$7,500.00		150.00	$50.00		$7,500.00	100.00%	$0.00	375.00
12	Erosion and sediment	LS	1.00	$1,500.00	$1,500.00		1.00	$1,500.00		$1,500.00	100.00%	$0.00	75.00
13	Change Order 1	LS	1.00	$1.00	$6,765.00		1.00	$6,765.00		$6,765.00	100.00%	$0.00	338.25
14	Change order 2	LS	1.00	$1.00	$6,087.00		1.00	$6,087.00		$6,087.00	100.00%	$0.00	304.35
	Sales Tax 9.3%				$7,007.55					$13,998.92		$0.00	
	SUBTOTAL:				$95,209.55	0.00		$34,125.00	0.00	164,524.92		0.00	7,526.30

G703-1992

CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11d

DATE: January 26, 2023

SUBJECT: Personal Policy Manual Amendments

CONTACT PERSON: Pat Adams, Human Resources Manager

ATTACHMENTS: A – Resolution 2023-02
B – Proposed Additions to Personnel Policy Manual

PURPOSE
The purpose of this agenda item is for Council consideration and approval of updates to the Personnel Policy Manual.

BACKGROUND
Due to changes in local, state and federal personnel laws, it is necessary to periodically amend the City's Personnel Policy Manual. Additionally, due to the recent adoption of the Teamsters contracts, some policies required updating to ensure consistency with the newly adopted contract provisions. Notable amendments to the Personnel Policy Manual are outlined and summarized below:

Retirement Benefits - Previously only non-represented directors and managers were eligible to receive a City match/contribution of $120.00 per month toward their deferred compensation plan. This practice omitted four non-represented employees from receiving this benefit. This amendment ensures that all non-represented employees are eligible to receive the $120.00 per month contribution toward one of three deferred compensation plans.

Paid Time Off (PTO) Accruals/Holidays/Floating Holidays – The City added the State's newly adopted holiday of Juneteenth to its observed holiday schedule and eliminated the two floating holidays from its holiday bank. As a result of eliminating the floating holidays, ten (10) hours of leave has been transferred to both the represented and non-represented employees' PTO and vacation banks.

Paid Time Off (PTO) Maximum Allowed Balances – Previously only Directors were allowed a maximum accrual of 760 hours, while other non-represented employees could only accrue a maximum of 680 hours. This amendment provides that all non-represented employees be allowed the maximum PTO accrual balance of 760 hours.

Washington Paid Family and Medical Leave – Amendments are made to reflect our status as a City with under 50 employees. Because we employ fewer than 50 employees, the PFML statute does not require the City to provide job-protected leave. However, employees may be granted leave under another policy or law.

Inclement Weather – Previously, when administrative offices were closed, employees were compensated for the dates of closure. Currently, with the ability for administrative employees to temporarily work from home, it will be the expectation that all administrative employees work remotely when City offices are closed and that our "virtual City Hall" be open to the public with basic City services offered to the public during inclement weather conditions, and any other emergency requiring the closure of City offices.

Shared Medical Leave – It is being recommended that this policy be eliminated due to the availability of Washington Paid Family and Medical Leave, which provides sick leave benefits to all eligible employees.

RECOMMENDATION:

Staff Recommendation: Staff recommends passing Resolution 2023-02, adopting amendments as outlined above to the City's Personnel Policy Manual

CITY COUNCIL OPTIONS

1) The Council may PASS Resolution 2023-02, adopting the City of Stanwood Personnel Policy Manual amendments, as presented.
2) The Council may direct changes to Resolution 2023-02
3) The Council may direct staff to revisit and amend Resolution 2023–02, and to return with modifications at a later date.

PROPOSED MOTION

I MOVE TO PASS RESOLUTION 2023-02, ADOPTING THE CITY OF STANWOOD PERSONNEL POLICY MANUAL AMENDMENTS.

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2023-02

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON AMENDING THE CITY'S PERSONNEL POLICY MANUAL

WHEREAS, on May 28, 2009, the City Council approved by motion a Personnel Policy Manual; and

WHEREAS, the City Council deems it necessary and appropriate to periodically amend its Personnel Policy Manual; and

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

Section 1. The Personnel Policy Manual for all employees of the City of Stanwood, Washington, a copy of which is attached hereto and incorporated herein by this reference, is hereby adopted.

Section 2. Severability. The various parts, sections and clauses of this Resolution are hereby declared to be severable. If any part, sentence, paragraph, section of clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Resolution shall not be affected thereby.

Section 3. Effective Date. This Resolution shall take effect on January 27, 2023.

PASSED AND APPROVED by the City Council of the City of Stanwood this **26th day of January 2023.**

CITY OF STANWOOD

____
Sid Roberts, Mayor

ATTEST:

____
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

____
Nikki Thompson, City Attorney

ATTACHMENT B

PERSONNEL POLICY MANUAL

January 2023
March 2022
May 2021
December 2020
June 2017
November 2015

Revised by:

Resolution 2023-02 approved by Stanwood City Council January 26, 2023

Resolution 2022-01 approved by Stanwood City Council March 24, 2022
Resolution 2021-02 approved by Stanwood City Council May 13, 2021
Resolution 2020-15 approved by Stanwood City Council December 10, 2020
Resolution 2017-05 approved by Stanwood City Council June 8, 2017
Resolution 2015-25 approved by Stanwood City Council November 12, 2015
Resolution 2015-22 approved by Stanwood City Council November 12, 2015
Resolution 2015-19 approved by Stanwood City Council October 22, 2015
Resolution 2014-21 approved by Stanwood City Council December 11, 2014
Resolution 2014-14 approved by Stanwood City Council June 26, 2014
Resolution 2014-05 approved by Stanwood City Council March 13, 2014
Resolution 2013-06 approved by Stanwood City Council June 13, 2013
Motion of the Stanwood City Council May 28, 2009

Table of Contents

100 INTRODUCTION

Welcome to the City of Stanwood. The City strives to provide consistently outstanding service to its citizens and customers, and to maintain a positive and productive work environment for its employees.

This manual is intended to provide you with general information about the City of Stanwood's personnel policies, procedures, practices, and benefits. We hope it will be a helpful resource for you in the course of your employment and ask that you take time to read it and become familiar with its contents. Of course, the manual is only a summary. This manual is not a contract of employment. It is not intended, and should not be construed, as a promise of specific treatment in any specific circumstance, or as a guarantee of employment for any particular time. Employment at the City is "at will". This means that either you or the City can terminate the employment relationship at any time for any reason, with or without notice or cause.

The policies, procedures, practices, and benefits described in this manual shall apply to all employees of the City except where otherwise noted herein or unless they conflict with provisions of any binding collective bargaining agreement, civil service rule or law.

All policies, procedures, practices, and benefits in this manual were initially adopted on July 1, 2009, and are amended, as needed, -by Resolution. Except for the at-will employment relationship, which can be altered only by a written agreement signed by the Mayor, and except for employee benefits and salary ranges which can be altered only by the City Council, the City Administrator reserves the right to modify, amend, supplement, or rescind any or all provisions of this manual as they deem appropriate at their sole and absolute discretion and without prior notice. Final interpretation of the policies, procedures, or practices is the authority of the City Administrator and/or the Mayor. This document should not be construed or relied upon by anyone as a legal document, covenant or contract of any kind.

If you have questions about any part of this manual, please feel free to contact Human Resources, your Department Head or the City Administrator at any time.

200 STAFFING

The City encourages all employees seeking promotion or transfer to apply for open positions –they are qualified to fill. It is the policy of the City to offer employment to the applicant possessing the best qualifications and fit for the position available. A decision to promote or transfer from within may be based upon several factors, including but not limited to, past performance. The decision to hire competitively or to promote or transfer from within the organization is solely that of the City's.

201 Staffing Process

When a position becomes vacant or when a new position is requested, the Department Head will review the position, its job description, and the need for such a position prior to any posting or advertisement of the vacancy. The Department Head will then make a formal request to the City Administrator to fill the vacant position through competitive process or by promotion or transfer from within the organization. The position may be posted internally or externally, or an individual may receive promotion or transfer from within, only after the City Administrator has approved the request.

To what extent vacant positions will be advertised internally or externally is solely the decision of the City's.

202 Trial Period

All new employees are in a probationary period for the first six (6) months of their employment with the City to allow for a preliminary review of their performance and fit, and to ensure expectations are being met. Unless a collective bargaining agreement dictates otherwise, the successful completion of the probationary period does not alter, change, or supersede in any way the employee's status as an "at will" employee of the City. Any employee who is promoted shall be subject to a four (4) month trial service period. During the four (4) month trial service period the City may elect to return the employee to their previous position and salary. An~~y~~ employee who is promoted may elect to return to their previous position and salary, provided the position or a similar position is available,~~ at any time~~ fonprior to the conclusion of the four (4) month trial service period. ~~During the initial trial service period, a newly hired employee is not eligible to use floating holidays. This does not apply to the four (4) month trial service period for promotions.~~

203 Temporary Employees

With the approval of the City Administrator and the Department Head, temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

Temporary employees should not work more than seventy hours a month for more than five months in a twelve-~~-~~month calendar period, unless authorized by the City Administrator to extend a temporary assignment. Otherwise, the nature, length, and scope of temporary assignments are solely the decision of the City.

Temporary employees are eligible for overtime pay as required by law.

During their employment, temporary employees— do not receive retirement, vacation, PTO, health insurance, or holiday pay. Pursuant to the Washington

Paid Sick Leave law, temporary employees earn one hour of paid sick leave for every 40 hours worked. Beginning on the 90th calendar day after the commencement of employment, accrued paid sick leave will be available for your use. No other benefits will be received, other than as required by law.

204 Conflicts of Interest/Nepotism

Employees are prevented from holding positions with the City which place them in a potentially unlawful or improper conflict of interest. Examples of potential conflicts of interest include, but are not limited to the following:

- A spouse/partner or other close family member who would have authority (or practical power) to supervise, appoint, remove, or discipline the other.
- A spouse/partner or other close family member who would handle confidential material that creates improper or inappropriate access to that material by the other.
- A spouse/partner or other close family member who would be responsible for auditing the work of the other.
- An employee who is the spouse/partner or other close family member of an elected official.
- An employee who seeks an elected office with the City.

If circumstances exist that create a conflict or potential conflict, the City reserves the right to take action necessary to resolve the conflict, up to and including reassignment and termination. For purposes of this policy, "partner" includes an individual with whom an employee or elected official is in a dating or romantic relationship.

205 Employees of Other Agencies

Employees of other agencies who may be providing services to the City under inter-local or other agreements shall not be considered employees of the City even if they are supervised or assigned work by City personnel.

206 Re-employment of Former Employees

Upon a former employee's submission of an application, the City may re-appoint the employee to his/her same position or a position of like duties and responsibilities. When former employees apply to be rehired, they will be evaluated on the same criteria as all other applicants. Consideration will be given to past job performance, the circumstances surrounding separation of previous employment, and the former employee’s ability to meet the job requirements of the position.

207 Equal Employment Opportunity

The City is an equal opportunity employer. This means that the City does not discriminate in employment decisions or policies in violation of law on the basis of race, color, religion, sex, gender identity, sexual orientation, ~~age,~~ pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, citizenship or immigration status, political affiliation, military service, or other non-merit based factors. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation, and training.

300 EMPLOYMENT POLICIES

301 Employees with Disabilities; Pregnant Employees

The City complies fully with its duty to provide reasonable accommodations to allow people with disabilities to perform the essential functions of their jobs. If an employee has a disability that limits their ability to perform their job, the employee shall inform the Human Resources Manager, City Administrator or their Department Head, so that reasonable accommodations may be considered.

The City will also provide accommodations to a pregnant employee as may be needed. Accommodations may include additional breaks, lifting restrictions, and other job modifications that ensure safe performance of job duties. A pregnant employee who needs accommodation should contact the Human Resources Manager to discuss options.

302 Workplace Anti-Harassment

The City of Stanwood is committed to providing a work environment that~~, which~~ is free from unlawful harassment and where all employees are treated with respect. The City expects all of its employees to accomplish their work in a professional manner. The City expressly prohibits any form of unlawful harassment by or against its employees based on race, color, sex, gender identity, sexual orientation, religion, age, marital status, national origin, the presence of sensory, mental or physical disability, veteran status, or status in any other legally protected group.

Harassment may have serious consequences for the employees involved, as well as for the City. Therefore, it is the responsibility of every employee to create an atmosphere free from harassment and to cooperate with and assist in the implementation of this policy. If you believe that you or another employee has been harassed or discriminated against, you must report the complaint, as described below in *Complaint~~s~~ Process.*

For the purpose of this policy, “sexual harassment” is unwelcome behavior of a sexual nature that affects terms and conditions of employment. Sexual harassment includes (1) sexual advances and other verbal or physical conduct where submission to the advances or conduct is made a term or condition of employment or is used as the basis for employment decisions and (2) unwelcome verbal or physical conduct of a sexual nature that interferes with an employee’s work or creates a hostile, intimidating, or offensive work environment.

Some examples of behavior that could constitute or contribute to sexual harassment include, but are not limited to:

- Unwelcome or unwanted flirtations, propositions, or advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, putting one’s arm around another, or any other similar physical contact considered offensive by the recipient.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning an individual’s employment.
- Verbal abuse or teasing that is sexually oriented and considered unacceptable by another individual. This includes comments about an individual’s body or appearance when such comments go beyond an isolated innocuous compliment; off-color jokes or offensive language; or any other tasteless, sexually oriented comments, innuendoes, or offensive actions, including leering, whistling, or gesturing.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, office décor, suggestions, requests, demands, physical contacts, or attention.

For the purpose of this policy, “other harassment” (nonsexual) is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of such individual’s protected status or characteristics such as their race, color, religion, gender, national origin, age, marital status, sexual orientation, or disability that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance; or

3. Otherwise adversely affects an individual's employment opportunities.

Some examples of behavior that could constitute or contribute to harassment include, but are not limited to: using epithets, slurs, or negative stereotypes; threatening, intimidating, or engaging in hostile acts relating to protected status or characteristics such as those referred to above; jokes or pranks that refer to or denigrate a protected status; or placing on walls, bulletin boards, or elsewhere on the work premises or circulating in the workplace, written or graphic material that denigrates or shows hostility or aversion toward a person or group because of a protected characteristic.

Complaint Process

Any employee who feels they or another have been subjected to harassment in the workplace, should clearly inform the perpetrator, to the extent the employee feels comfortable doing so, that their behavior is inappropriate, offensive, and unwelcome and should immediately cease. If that is not successful or if the employee is not comfortable confronting the offending individual directly for any reason, the employee should report the harassment promptly to the Human Resources Department, Department Head or the City Administrator. If the employee believes the City Administrator is involved in the offensive conduct, or if the employee feels uncomfortable complaining to the City Administrator for any other reason, the complaint should instead be made to the Mayor. Department Heads shall immediately report any such complaints to the Human Resources Department, City Administrator or Mayor.

The WORKPLACE HARASSMENT COMPLAINT FORM made available by the City may be used to make a written complaint.

A harassment complaint will be handled as follows:

1. The complaint will be investigated by a qualified, neutral person. The choice of investigator, level of formality, and the procedures used in the investigation may vary, depending upon the nature of the allegations and full circumstances of the situation, including the context in which the alleged incidents occurred.
2. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the need to undertake a full investigation.
3. There shall be no retaliation by the City, its officers, elected officials, supervisors, or other employees toward any employee bringing a complaint in good faith or cooperating with the investigation of a harassment complaint.

4. Where the investigation confirms the allegations, the City will take prompt corrective action and, where appropriate, discipline the offending individual. Discipline may include verbal and written reprimands, professional counseling, reassignment, or other appropriate action, up to and including termination. The affected individuals will be informed of the outcome of the investigation.
5. There may be instances in which an employee reporting harassment seeks only to discuss the matter informally and does not wish the City to undertake an investigation or to take further steps. In such situations, the City Administrator or designee, may arrange some informal mechanism for resolving the issues. However, an individual reporting harassment should be aware ~~-~~the City may decide to take action to address the harassment beyond informal means.

All management team members and supervisors are assigned responsibility for implementing this policy, ensuring compliance with, and knowledge of its terms, and for taking immediate and appropriate corrective action if they witness inappropriate behavior or receive a complaint. Supervisors must open and maintain channels of communication to permit employees to raise concerns of sexual or other workplace harassment without fear of retaliation, stop any observed harassment, and treat harassment matters with sensitivity, confidentiality and objectivity. A supervisor's failure to carry out these responsibilities may result in disciplinary action up to and including termination.

303 Prohibition of Retaliation

The City of Stanwood prohibits any form of retaliation against any employee for good faith actions in filing a complaint under the City's discrimination, harassment, and workplace violence policies, and for participating in the investigation of any complaint of discrimination, harassment or workplace violence. Improper retaliation may include, but is not limited to, discipline, termination, transfers, assignment of unfavorable duties, or treating the employee who made the complaint in a hostile manner when such action or behavior is motivated in substantial part by the employee's participation in protected activity. If you believe that you have been subjected to unlawful retaliation, or if you observe that another employee has been subjected to unlawful retaliation, you are obligated to report the matter immediately to Human Resources, the City Administrator~~Manager,~~ or the Mayor. ~~, as described in 308, Whistleblower Protection.~~

304 Use of City Vehicles

It is the policy of the City of Stanwood to provide vehicles for City business use, when practical, in order to allow employees to drive on City business, and to reimburse employees for City business use of personal vehicles. This policy provides guidance on the appropriate use of City and personal vehicles for City business.

The term “vehicle” as used in these guidelines includes, but is not limited to, cars, trucks, backhoes, front end loaders, graders, motorized water craft, and any vehicle or off road equipment listed on the City’s automobile or inland marine insurance property schedule.

1. Employees must possess a valid driver’s license in order to drive any vehicle for City business and may not drive any vehicle for City business without prior approval of their Department Head or designee, or the City Administrator. Periodically, the City may verify the existence of a valid driver’s license and request from the driver a copy of their current driving abstract.

2. The City shall comply with Chapter 49.12 RCW Industrial Welfare and WAC 296-125-030 Prohibited and Hazardous Employment-All Minors in regards to driving requirements and restrictions for employees under the age of 18.

3. When driving is a function of the position, the City will evaluate an applicant’s driving record to determine eligibility for that position. Periodically, the City may evaluate current employee driving records to determine driving acceptability using a Driver Rating Guide and a Driver Point Value Guide which is a points system to determine if current employees or potential new employees are eligible to operate a motor vehicle within the scope of their employment based on driving history.

Driver Rating Guide

Non-moving violations are not normally considered in evaluating the individual driver unless they are excessive. Moving violations listed on the driver’s abstract for the last five (5) years are compared to the rating guide (below); points are assigned to the violations as indicated and total points determine eligibility as follows:

0 to 3 points indicates an acceptable rating as a driver.

4 or 5 points indicate a questionable driver rating. The City will determine whether or not to place or maintain this individual in a driving position.

6 or more points indicate unacceptability. The City may take corrective action up to and including loss of driving privileges.

Driver Point Value Guide

Points	Explanation
	Non-Speed Related Moving Violations

2 At-Fault Accident
1 Failure to Stop at Scales
1 Over Weight/Height/Length
1 Improper Turn (Cutting Corners)
1 Prohibited Turn (U-Turn)
1 Improper Lane Change
1 Improper Lane Travel
2 Driving on Shoulder or Sidewalk
1 Improper Backing
1 Failure to (or Improper) Signal
1 Failure to Yield Right of Way
- at yield sign
- at uncontrolled intersection
- during left turn against traffic
- at traffic obstructed intersection
- on private road
- to emergency vehicle
- while starting from a parked position
- slow-moving traffic to pull off road

2 Disobey Signal Person or Officer
2 Driving Wrong Way
- on one-way street (or freeway)
- straddling or over center line
- driving on wrong side of road/cross divider

2 Failure to Stop
- steady red signal, steady red arrow, stop signs
- flashing signal
- intersection other than arterial
- train signal
- certain railroad grade crossings
- emerging from alley or driveway
- for school bus

1 Disobey Road Sign
- lane direction control signal
- school patrol

1 Driving Without Lights After Dusk
1 Failure to Dim Headlights
1 Following Too Closely
2 Improper Passing
- Insufficient distance
- On hill, curve, or within 100 feet of intersection
- In no passing zone

1 Overtaking or Passing on the Right
2-3 Open Container Law Violation (Driver-3 or Passenger-2)

1	Illegal or Missing Equipment
1	Impeding Traffic – blocking – slow moving vehicle
2	Violating License Restrictions (Medical, Vision, Equipment)
1	Defective Equipment – muffler/exhaust
1	Crossing Fire Hose
2	Headphones, Cell phone or Television
1	Obstructed Vision or Control
1	No Shields or Mirrors (Motorcycle)
2	Inattention to Driving
1	No License on Person – driving without CDL
1	No Proof of Liability Insurance
4	Driving With a Suspended/Revoked/Cancelled License

<u>Speed Related Moving Violations</u>

1	Speed Too Fast for Conditions
1	Speed – Basic Rule
2	Negligent Driving – 2nd Degree
3	Reckless – driving – endangerment – endangerment in construction zone
5	Racing

<u>Criminal Violations</u>

3	Fail to Secure Load (Safety Chains/Devices) 1st Degree
2	Fail to Secure Load (Safety Chains/Devices) 2nd Degree
3	Negligent Driving 1st Degree
5	Hit and Run – occupied vehicle – unoccupied vehicle
5	DUI/Physical Control
5	Driving a Vehicle in the Commission of a Crime or Vehicular Assault or Homicide

4. Employees approved to drive a vehicle on City business are required to:

    - Inform their Department Head or designee, or the City Administrator, as soon as practical, of any changes that may affect either their legal or physical ability to drive or their continued insurability. Examples of changes that may affect ability to drive include, but are not limited to, loss or suspension of driver's license, charge or conviction of driving under the influence (DUI), reckless driving, and driving with a suspended license.

- Refrain from operating a City vehicle, or a personal vehicle for City business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication.
- Exercise due diligence to drive safely and maintain the security of the vehicle and its contents.
- Follow all Washington State laws, to include wearing a seatbelt at all times.
- Be responsible for any driving infractions or fines as a result of their driving and report them to the Department Head or designee, or the City Administrator no later than the next business day.

5. Employees may use City vehicles for non-business purposes such as running personal errands, driving to lunch, etc., only with the express consent of their Department Head or designee, or the City Administrator. This approval will only be granted to mitigate special circumstances as driving a City vehicle for non-business purposes is generally not allowed.

6. Non-employee and non-business passengers may not ride in City vehicles without prior approval of driver's Department Head or designee, or the City Administrator. Employees or passengers can seek approval by filling out the <u>Request to Ride in a City Vehicle Form</u> as provided by the City.

7. When no City vehicles are available, employees may use their own vehicles for business purposes with prior approval of their Department Head or designee, or the City Administrator. Insurance industry practices dictate that auto liability coverage follows the auto. In such circumstances, the employee's personal auto insurance would be considered primary, and the City's coverage excess. Employees who use their personal vehicle for approved business purposes will be reimbursed for expenses pursuant to financial management procedures. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In the event that an employee uses their personal vehicle as a regular part of the daily requirements of their job, they should obtain auto liability coverage for bodily injury and property damage with a special endorsement for City business use, when possible as determined by their personal insurance agent.

8. Employees must report any collision to appropriate law enforcement officials. Employees shall also report any collision, theft or damage

involving a City vehicle to their Department Head or designee, Risk Manager or the City Administrator, regardless of the extent of damage or lack of injuries, by filling out an INCIDENT REPORT FORM. Such reports must be made as soon as possible but no later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers. In the case of an accident employees should refer to the accident card available in all City vehicles.

9. Employees shall not operate any City vehicle or operate any personal vehicle while on City business while consuming or under the influence of alcohol, cannabis, illegal drugs, prescription medications, or over the counter medications that may affect their ability to drive. The City has a zero tolerance policy prohibiting operators of vehicles from drinking alcohol, using cannabis, consuming illegal drugs, and taking any medications that affect their ability to drive.

305 Use of City Credit Cards

Employee distribution of City credit or purchasing cards shall only occur with approval of the City Administrator and Finance Director.~~, and will be in accordance with RCW 39.58.180 and RCW 42.42.115.~~

All employees authorized to use a City Credit or Purchasing Card must read and sign the City's CREDIT CARD USE AGREEMENT as provided by the Finance Department and must adhere to financial management procedures. Failure to comply with the agreement at any time may result in disciplinary action up to and including termination.

For financial control purposes, all credit or purchasing cards are to be signed out from the Finance Department, and returned before the employee separates from the City. The employee is responsible for returning credit or purchasing cards before leaving the employment of the City. All city credit cards will be canceled upon separation of employment.

Employees are responsible for reporting loss or known misuse of a City credit card to the Finance Director or their Department Head immediately.

306 Use of City Cell Phones

The City of Stanwood issues individual cellular phones to employees who are required to be in close contact with the City at all times. While cell phones are a necessary convenience of the City, it is required that employees follow the guidelines listed below for their own safety as well as the safety of others.

Acquisition

The purchase and/or installation of cell phones shall be approved by the Department Head. It shall be the responsibility of the Department Head to ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with such equipment prior to its use.

Usage

The general use of cell phones shall not be in lieu of more cost effective, practical and available means of communication.

All employees are required to be professional and conscientious at all times when using City phones and comply with state and federal laws.

It is the City's policy that employees who are issued a cellular phone understand that it is issued primarily for business use. Employees are expected to make every effort to use cell phones in a responsible and efficient manner.

It is the City's policy that its employees maintain electronic files in accordance with the State archivist records retention laws and schedules. The City does not archive instant messaging or text messaging records. Therefore, employees are instructed not to use instant messaging or text messaging for communications records that have retention value. City records should be stored on City network storage drives or other authorized business applications. Storage of City records on personally owned devices should only occur on a temporary "as-needed" basis and be transferred to the City's network as soon as practicable.

Cellular phone bills will be reviewed when they arrive. The City reserves the right to require reimbursement for cell phone misuse. The City also reserves the right to limit or terminate an employee's use of a City phone in any way, at any time, and for any reason.

The City has a zero tolerance policy regarding using a cell phone while driving without a proper hands free device in accordance with state law. Employees must follow all laws in regards to the use of cell phones while driving a vehicle.

The City reserves the right to amend or alter the terms of this policy at its own discretion.

Cellular phone users, upon leaving City employment, will be removed from the City's plan. All cell phones must be returned by the employee upon separation.

307 Social Media

Social media are technologies that enable online users to interact and share information publicly or privately with one another. Social media include a variety of internet-based communication tools, such as, Twitter, Facebook, blogs and wikis.

Social media use, whether on or off duty, that adversely affects an employee's job performance, the performance of other City employees, or that otherwise adversely affects the City's mission and functions may result in disciplinary action, up to and including termination. Note that employees have First Amendment freedoms of speech and association, and no discipline will be sustained that violates such rights.

The following additional rules apply to employees' use of social media, on and off-duty:

1. Social media content that relates to City business may be a public record subject to retention and disclosure under state law. For that reason, except for when assigned as part of their official duties, employees are prohibited from using social media to conduct City business.
2. Employees are required to protect and maintain the confidentiality of all private and confidential City information.
3. Employees may not create a link from their blog, website or other social networking site to a City of Stanwood website, if such link causes the viewer to reasonably believe that the City endorses the contents of the employee's social media site.
4. Employees may not use their City email addresses or the City's official logo for personal online communications or activities. Although employees may identify themselves as employees of the City, employees shall not identify themselves in a manner that suggests or implies they are speaking as a representative for the City, even when the communication occurs in a private setting. If any confusion is reasonably likely, the employee shall expressly state with a disclaimer that they are speaking in a personal individual capacity, and not for or on behalf of the City.

No Expectation of Privacy

The City prefers that employees use their personal cell phones or tablets to access the internet while on breaks. To the extent that employees access the internet using the City's computer resources, the employee should be aware that all contents of the City's computer resources and communications systems are City property and employees should have no expectation of privacy whatsoever in any message, file, data, document, facsimile, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the City's electronic information and communications system. City email and other electronic records are subject to public inspection and disclosure.

Using Social Media Off-Duty

Off-duty, personal use of social media by employees is not prohibited. However, employees are reminded that City rules and policies apply to social media conduct to the same extent as other off-duty conduct, including the terms of this policy.

308 Responding to the News Media

The City Administrator or designee shall be responsible for all official contacts with the news media, including answering of questions from the media. When presented with questions from the media regarding City business, employees should immediately refer the person to their Department Head or the City Administrator. If that is not possible, the employee should politely request that the person seeking information contact City Hall and ask for the City Administrator. In addition, the City Administrator must approve all press releases, publications, speeches, or other official declarations.

309 Reporting Improper Governmental Action

In compliance with Local Government Whistleblower Protection, Chapter 42.41 RCW, this policy is adopted to encourage employees to disclose any improper governmental action taken by City officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints be made first to the City, with a process provided for speedy dispute resolution.

Improper Governmental Action is any action by a City officer or employee that is (i) undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment; and (ii) ~~,~~ is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to public health or safety, or is a gross waste of public funds.

Improper Governmental Action does not include personnel actions (hiring, firing, complaints, promotions, reassignments, for example). In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

City employees who become aware of improper governmental action shall follow the procedure set forth below:

- Bring the matter to the attention of his/her supervisor, if non-involved, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action, but not later than thirty (30) days from the date of occurrence.

- Where the employee believes the improper action involves their supervisor, the employee may raise the issue directly with their Department Director, the City Administrator, or the Mayor. Where the employee believes the improper action involves the Mayor, the employee may raise the issue with the City Attorney.
- The Mayor or his/her designee, as the case may be, shall promptly investigate the report of improper government action. The investigation shall be completed within thirty (30) days of the employee's report. The employee shall be advised of the results of the investigation with the exception that personnel actions taken as a result of the investigation may be kept confidential.

An employee who fails to make a good faith attempt to follow this policy shall not be entitled to the protection of the policy against retaliation, pursuant to RCW 42.41.04~~3~~0.

In the case of an emergency, where the employee believes damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating improper action. For the purposes of this section, an emergency is a circumstance that if not immediately changed may cause damage to persons or property.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the City to determine whether an improper government action occurred, or that insufficient action was taken by the City to address the improper action or that for other reasons the improper action is likely to recur. Outside agencies to which reports may be directed include:

Snohomish County Prosecuting Attorney
3000 Rockefeller Avenue M/S 504
Everett, WA 98201
(425) 388-3333

Washington State Auditor
Capital Campus
P.O. Box 40021
Olympia, WA 98504
(360) 902-0370

Washington State Attorney General
1125 Washington Street SE
P.O. Box 40100
Olympia, WA 98504
(360) 753-6200

If the above-listed agencies do not appear to be appropriate in light of the nature of the improper action to be reported, contact information for other state and county agencies may be obtained via the following link: http://access.wa.gov/agency/agency.aspx.

It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. Retaliatory Action is any material adverse change in the terms and conditions of an employee's employment.

Employees who believe they have been retaliated against for reporting an improper government action should follow the procedure set forth below:

a) Employees must provide a written complaint to the supervisor within thirty (30) days of the occurrence of the alleged retaliatory action. If the supervisor is involved, the notice should go to the City Administrator or the Mayor. If the Mayor is involved, the notice should go to the City Attorney. The written charge shall specify the alleged retaliatory action and the relief requested.

b) The Mayor or his/her designee, as the case may be, shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge. Additional time to respond may be necessary depending on the nature and complexity of the complaint.

c) After receiving the City's response, the employee may request in writing a hearing before a state administrative law judge (ALJ) to establish that a retaliatory action occurred, and to obtain appropriate relief under the law. The request for hearing must be delivered to the City Administrator within the earlier of either fifteen (15) days of employee's receipt of the City's response to the charge of retaliatory action or within forty-five (45) days of receipt by the Mayor of the employee's charge of retaliation. Failure of the employee to timely request a hearing shall be a waiver of the right to a hearing or further appeal.

d) Within five (5) working days of receipt of a request for hearing, the City Administrator shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

    Office of Administrative Hearings
    P.O. Box 42488
    Olympia, WA 98504-2488
    (360) 407-2700
    (800) 558.4857
    (360) 664-8721 Fax

e) At the hearing, the employee must prove that a retaliatory action in violation of Chapter 42.41 RCW occurred by a preponderance of the evidence. The ALJ will issue a written final decision consisting of findings of fact, conclusions of law and judgment no later than forty-five (45) days after the date of the request for hearing, unless an extension is granted.

f) The ALJ may grant/award the following relief as appropriate:
    1. Reinstatement with or without back pay

2. Relief as may be necessary to return the employee to the position he or she held prior to the retaliatory action and to prevent any recurrence or retaliatory action.
3. Award cost and reasonable attorney's fees to the prevailing party
4. Recommend to the City that any city employee found to have retaliated against an employee reporting improper governmental action be disciplined as deemed appropriate by the Mayor.

The Mayor or designee is responsible for implementing these policies and procedures. This includes posting the policy on the City bulletin board, making the policy available to any employee upon request, and providing the policy to all newly hired employees.

Officers, managers, and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility.

Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

310 Code of Conduct

All City employees are expected to represent the City to the public in a professional manner, which is courteous, efficient and helpful.

The City's success in providing excellent service to its citizens and maintaining good relationships with the community depends on its employees. Certain conduct is considered detrimental to the City's goals and objectives and may lead to disciplinary action up to and including termination. Such conduct includes but is not limited to the following list:

1. Misrepresentation or withholding of pertinent facts in securing employment;

2. Theft, and/or unauthorized use or possession of the City's facilities and/or the property of the City or that of any individual or other group;

3. Unauthorized use of position with the City for personal gain or advantage;

4. Accepting gratuities or bribes;

5. Lying or dishonesty;

6. Smoking in any unauthorized posted area or in violation of any federal or state law or regulation, as well as creating fire hazards in any area;

7. Failure to properly secure City facilities or property as determined by City or Department procedures or work rules;

8. Disrupting the City's business or the work effort of other employees at any time;

9. Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned;

10. Lateness for work without sufficient notice or reason;

11. Absence without proper notification to Department Head or designee, or the City Administrator.

12. Absenteeism without sufficient notice or reason;

13. Disorderly conduct, including fighting on the premises;

14. Spreading rumors or innuendo and gossip;

15. Rudeness, discrimination, intimidation, coercion, use of obscene language, gesture or lack of courtesy to the public or fellow employees;

16. Intentional falsification of records/paperwork required in the transaction of City business;

17. Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work;

18. Failure to observe safety practices, rules, regulations, and instructions;

19. Negligence or conducting unsafe practices that result or could reasonably be expected to result in injury to others;

20. Failure to promptly report to the Department Head or designee, or the City Administrator, an on-the-job injury or accident causing damage to or involving an employee, customer, visitor, City equipment or City property;

21. Unauthorized possession of explosives, firearms, or other dangerous weapons on City-owned property or while on work time;

22. Conviction of certain misdemeanors, or conviction of any gross misdemeanor or felony;

23. Using city equipment, facilities, time, or supplies to engage in political activities, in accordance with all state and federal laws.

311 Political Activities

No City employee may use City time or property in any manner to promote any political issue or candidate, to solicit funds for any political purpose, or to influence the outcome of any election.

No City employee shall be eligible for appointment or election to any public office, when the holding of such office would be incompatible or would substantially interfere with the discharge of the employee's official duties. In such case, the employee shall elect to continue employment with the City or continue in public office.

Any employee who is found to be in violation of this policy may be subject to disciplinary action, up to and including immediate termination.

312 Personal Financial Obligations

Employees should manage their personal finances so that they do not adversely affect job performance. The failure of employees to meet financial obligations may impose an administrative and financial burden on the City through extra bookkeeping and the need to respond to legal notices and court orders. The City will not disclose employee financial information to outside parties without the express written permission from the employee, except as required by law. The Finance Director is the only person authorized to receive a writ of attachment or garnishment, a notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. The Finance Department will notify the affected employee and then deduct the required amount from the employee's earnings, as required by law.

313 Appearance/Work Attire

Employees are expected to dress neatly and appropriately for the type of work they are doing, and to present a good, professional image of the City to the public.

1. Clothing should be maintained in good condition and as the work environment permits, clean and free from tears, holes and visible stains.

2. Employees should ensure their personal hygiene does not offend others and does not detract from the high quality service orientation of the City.

3. Safety clothing and accessories (e.g., boots, vests, hard hats) must be worn when safety rules require and/or when circumstances warrant it.

Should uniforms, safety apparel or equipment be required for a particular position, they will be provided at City expense. Except for exigent circumstances, uniforms identifiable with the City of Stanwood shall only be worn during hours of work or duty and will be returned to the City upon separation from City employment~~.~~

314 Employee Files

Access to Employee Files

Access to the employee personnel files shall be limited to the employee, a person with the employee's written consent, the employee's department head or appropriate supervisor, the Human Resources Manager, City Attorney, and the City Administrator and/or Mayor. Requests pursuant to a public records request shall be handled in accordance with RCW 42.56. Personnel records are property of the City.

Inspection

Employees may inspect their own personnel records and may request copies but must not remove documents in the file. A request to inspect the official personnel file should be made to the Human Resources Department and will be scheduled at a mutually convenient time. All inspections of the employee's official personnel file must be conducted in the presence of a designated member of the Human Resources Department or designee.

Removal or Rebuttal of Information

An employee who believes that a document in their official personnel file contains incomplete, inaccurate, or irrelevant information may submit a written request to the City Administrator and/or Mayor requesting that the document be removed. If the employee's request is denied, the employee may place a written statement of disagreement in their official personnel file.

315 Outside Employment

This policy is intended to set forth guidelines to ensure that employees are not involved in any outside employment or activity that will affect the quality or quantity of their work at the City, create a conflict of interest, or create an appearance of impropriety. The purpose of this policy is to outline a process for approval of outside employment. The decision to approve or deny a request to engage in outside employment is the City's alone.

City employees shall not engage in any employment, enterprise, or outside activity which is in conflict with the duties, functions, responsibilities, of the employee's position as an employee of the City. Nor shall the employee engage in any compensatory outside activity which will directly, or indirectly, contribute to the lessening of the employee's effectiveness as an employee of the City. The employee's position with the City is of priority consideration in making a determination as to outside activities. In deciding whether to approve outside employment, the Department Head, among other pertinent factors, whether the activity involves:

1. The use for private gain or advantage of City time or facilities, equipment and supplies; or the badge, uniform, prestige, authority, or influence of the City office or employment;

2. Receipt or acceptance of money or other form of compensation by an employee to perform duties normally performed or expec~~cep~~ted to perform as a regular function of the employee's position and for which the employee is already being compensated by the City;

3. Performance of an act other than the employee's capacity as a City worker, which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by the City.

4. Conditions or factors which would directly or indirectly lessen the efficiency of the employee in the employee's regular City employment or condition in which there is a substantial danger of injury or illness to the employee.

5. Solicitation of outside work in the name of the City.

6. Inconsistent, incompatible or in conflict with the duties, functions, or responsibilities of the employee's position.

Process

1. An AUTHORIZATION TO ENGAGE IN OUTSIDE EMPLOYMENT FORM must be completed and submitted to the Department Head.

2. The Department Head shall notify the City employee in writing of the final decision.

3. The Department Head may make any restrictions on outside employment consistent with the operation of the department.

4. A copy of the AUTHORIZATION TO ENGAGE IN OUTSIDE EMPLOYMENT shall be filed in the employee's personnel file.

5. The decision to approve or deny requests is the City's alone.

6. Outside employment shall cease when, in the opinion of the City, the outside work is interfering with performance of the employee's City job, or if the employment appears to generate a conflict of interest.

7. Any violation of this policy may result in disciplinary action up to termination.

316 Discipline

In the event -discipline is necessary because of a violation of the City's Code of Conduct, any policy within this manual, or for any other reason as determined by the City, the following types of disciplinary actions may be used, depending on the particular situation:

1. Oral Warning.
2. Written Reprimand.
3. Suspension.
4. Demotion.
5. Termination.

The choice of what discipline to apply in any particular case is solely the City's. The use of discipline less than termination in any particular case does not change, or should not be construed to change, the at-will nature of the employment relationship.

400 HEALTH AND SAFETY

401 Workplace Violence

The City is committed to providing a safe workplace for its employees, guests, contractors, vendors and the public. Therefore, in an effort to help prevent or reduce the possibility of violence in the workplace, the City has implemented this policy on workplace violence.

Workplace Violence Procedure

The City strictly prohibits threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct associated in or around the workplace, or otherwise related to employment:

1. Threatening injury or damage against a person or property

2. Fighting or threatening to fight with another person

3. Threatening to use or having possession, custody, storage, or control of a weapon (an instrument or device of any kind which may be used to inflect bodily harm or injury or to establish fear simply due to its presence on the scene) on City premises unless the person is engaged in official law enforcement business.

4. Abusing or injuring another person

5. Abusing or damaging property

6. Using obscene or abusive language or gestures in a threatening manner

7. Raising voices in a threatening manner

Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.

"Premises" Definition: The term “premises" means all areas within the ownership and/or control of the City, including, but not limited to, buildings, offices, work areas, lounges, parking lots, desks, cabinets, lockers, storage areas, and any other City owned property on which employees may work. The City reserves the right to search all facility premises when it is determined that such a search is a reasonable and necessary precaution for workplace safety.

Reporting Violent Conduct: Any workplace violence incidents or incidents indicating a potential for violence are to be reported by an employee to their Department Head or designee, and/or the City Administrator or designee, as soon as possible, verbally or in writing. VIOLENCE REPORT FORMS made available by the City can be used to report violence, and are to be completed, as appropriate. If the City determines that an employee has violated this policy, the employee will be subject to immediate disciplinary action, up to and including termination. Concerns with members of the public or other parties shall be handled by the City as it determines under its policies and procedures.

Employees are strongly encouraged to report the existence of restraining orders and protection orders, particularly if the employee fears that the person restrained may attempt to visit him or her at work. Such notice may be essential to protect the safety of all employees at the City.

Imminent Danger/Violence Incident Procedure

Any employee who believes that a situation with an aggressive employee, resident, guest, contractor, vendor, or other party (e.g., any person who uses obscene or abusive language or gestures, makes threats or acts in a violent or threatening manner) may become violent, thereby putting the employee or others in imminent danger, the employee should promptly leave the work area and report to their Department Head or designee, or the City Administrator. In certain circumstances, an immediate call to 9-1-1 will be warranted. No disciplinary action shall be taken against any employee who leaves a work area when the employee has a belief that an emerging situation with an aggressive person is likely to become violent. The Department Head or designee should take immediate action and/or contact the City Administrator as soon as possible. The timing and circumstances of possible return by the employee to the area should be coordinated by the employee with the Department Head or designee, or the City Administrator or designee. The employee, Department Head or designee, or the City Administrator, will follow the City's procedures in response to such events, including incident reporting and the appropriate action deemed necessary.

Security Precautions

All City security rules should be adhered to at all times. To prevent inappropriate outsider access, facility solicitation and access rules must be strictly followed. It is especially important that building security rules are specifically enforced at all times (e.g., doors locked after hours). Failure to comply with these requirements may lead to disciplinary action, up to and including termination.

402 Drugs and Alcohol

The City is very proud of its commitment to produce service of the highest quality and providing a safe and productive work environment for its employees. Consistent with this commitment is the City's goal to maintain a drug and alcohol free workplace.

Drug Policy

The following rules represent the City's policy concerning substance abuse. They will be enforced uniformly with respect to all employees.

1. Employees are prohibited from the use, possession, manufacture, distribution, or sale of illegal drugs on City property or while performing City business.

2. Employees are prohibited from being under the influence of illegal drugs during working hours, on callback, or on standby duty.

3. Employees who are taking prescription drugs or medications that could adversely affect the employee's alertness, coordination, reaction, response, or safety should discuss the situation with the Human Resources Manager, Department Head or designee, or the City Administrator.

4. Prescription drugs should be used only in the manner, combination, and quantity prescribed and only by the person for whom they are prescribed.

5. For purposes of this policy, "drug" means any substance other than alcohol, capable of altering an individual's mood, perception, pain level, or judgment. A "prescription drug" is any substance prescribed for individual consumption by a licensed medical practitioner. An "illegal drug" is any drug or controlled substance the sale or consumption of which is illegal.

6. Employees who are required, as a condition of their employment to obtain and maintain a valid Commercial Driver's License are subject to the Department of Transportation (DOT) drug and alcohol testing requirements, including all other applicable DOT regulations, and as outlined in the Collective Bargaining Agreement.

Alcohol Policy

Employees must not report for duty (including callback and standby duty) or perform service under the influence of alcohol. ~~Possession and u~~Use of alcohol on City property ~~(including City vehicles)~~ or while on duty is strictly prohibited. Possession of alcohol in City vehicles is strictly prohibited.

403 Safety

The City strives to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the City or federal, state, or local law

All employees are responsible for ensuring that they understand and comply with all City safety rules, regulations, and procedures.

All employees are responsible for:

1. Being familiar with all safety and health procedures relevant to their areas of operation;

2. Inspecting their work areas periodically;

3. Identifying conditions that are recognized as being unsafe, and;

4. Reporting accidents and injuries to the Department Head or designee in writing by filling out an EMPLOYEE ACCIDENT~~INCIDENT~~ REPORT FORM as provided by the City.

Employees should report to their Department Head or designee, or the City Administrator, all observed safety and health violations and potentially unsafe conditions.

Violations of City safety rules, regulations, or procedures may result in disciplinary action, up to and including termination.

404 Fitness for Duty

When an employee has been absent from work due to impairment, injury or illness, caused on or off the job, the Department Head~~,~~ may require that the employee provide a written release from their medical provider, to full unrestricted work status before the employee is allowed to return to work without limitations. Should the treating health care provider determine that the employee has temporary limitations which may prohibit an unrestricted return to full duty; the City may elect to return the employee to any temporary limited duties which the Department Head determines the employee can safely perform. The City may determine that the employee's limitations do not permit a return to work, even if the employee desires to return to work prior to full recovery. Should the treating health care provider determine that the employee has permanent or prolonged limitations which may prohibit an unrestricted return to full duty,~~;~~ the City may consider reasonable accommodations to the employee's limitations in compliance with the requirements of the Americans with Disabilities Act.

The City may also require an employee to undergo a fitness for duty evaluation where the City has a reasonable belief that the employee’s ability to perform essential job functions are or will be impaired by a medical condition or where the employee will pose a direct threat to self or others. If this evaluation results in an assessment that the employee is unable to safely and effectively perform job duties, the City will consider reasonable accommodations as described above.

500 HOURS AND ATTENDANCE

501 Hours of Work

A normal working schedule for regular, full-time employees consists of forty hours each workweek. Different work schedules may be established by an employee’s Department Head or designee to meet job assignments and provide necessary City services. The Department Head is responsible for advising the employee of their specific working hours.

Part-time and temporary employees will work hours as specified by their Department Head or designee, or the City Administrator.

All non-exempt employees are responsible for accurately reporting all hours worked on forms supplied by the City. Employees failing to accurately record time worked are subject to discipline. Exempt employees must submit leave slips in accordance with all of the City's leave policies and financial management procedures.

502 Alternative Work Schedules

The City provides options for flexible and alternative work scheduling. Alternative work scheduling is used to accommodate special scheduling needs. While these opportunities are available, implementing or continuing a flexible scheduling option is within the sole discretion of the City. Adopting alternative work schedules enables employees to integrate personal and professional lives, reduces or eliminates travel during certain days of the week in compliance with the Washington Clean Air Act (*RCW 70.94.521-551*) and may enhance the ability of the City to recruit and retain qualified individuals.

Flex-time is a work schedule that permits flexible starting times and quitting times for employees other than the standard work day, with a standard number of core hours. The following is the flex-time model adopted for the City of Stanwood:

FLEXIBLE TIME	**CORE TIME**	FLEXIBLE TIME
6 am - 9 am	**9 am - 4 pm**	4 pm - 6 pm

A compressed work week changes the employee's schedule from a standard 8-hour day. Possibilities include:

1. ____**9/80** - The eighty (80) hours in a two week period are scheduled over nine (9) working days. Example: The normal work day is extended by one hour four (4) days one week and four (4) days the next week, with one regular eight (8) hour day. This produces one extra day off every two weeks.

Mon.	**Tues.**	**Wed.**	**Thurs.**	**Fri.**
9	9	9	9	8~~Off~~
9	9	9	9	Off~~8~~

Note: In the above example the work weeks would end after the fourth worked hour on the first Friday ~~second Monday~~, and the second work week would end at the conclusion of the day on the second Thursday ~~Friday~~ in order to comply with the Fair Labor Standards Act (FLSA).

2. ____**4/40** - The forty (40) hours in a one week period are scheduled over four (4) working days rather than the standard five (5). Example: The normal work day is extended by two hours four (4) days of the week. This produces one extra day off each week.

Mon.	**Tues.**	**Wed.**	**Thurs.**	**Fri.**
Off	10	10	10	10
Off	10	10	10	10

Note: In the above example the work week would start on Tuesday and end on Friday.

Eligibility

All regular full-time employees are eligible to request alternative work scheduling options. Final decision for participation will be made by the Department Head or designee. The City Administrator will determine the participation of Department Heads.

An employee with a documented performance problem may be denied their request for an alternative work schedule, depending on the nature of the performance problem.

An alternative work schedule may be implemented for any eligible employee where the proposed schedule will not materially interfere with business operations of the department, or compromise the City's ability to provide service to the public. *Application Process*

1. An employee interested in establishing an alternative work schedule will complete an ALTERNATIVE WORK SCHEDULE REQUEST FORM as provided by the City, which will include the proposed alternative work schedule, the employee circumstances leading up to the request, potential problems identified and recommended solutions. Additional information may be attached to the standard application.

2. The Department Head or designee, or the City Administrator, will approve or disapprove the application and respond back to the employee.

Trial Period

The Department Head or designee, or the City Administrator, may discontinue the alternative work schedule at any time or for any reason. If the alternative work schedule is discontinued, the employee may submit a new application should circumstances of the employee, the department, or position significantly change.

503 Telecommuting

Telecommuting is a voluntary alternative work arrangement in which part of the weekly scheduled work is performed at an alternative work location. Telecommuting is neither a benefit nor an entitlement and, in no way, changes the terms and conditions of employment. Telecommuting is an option when a City employee and the Department Head mutually agree the job duties are well suited to an alternative work location. Telecommuting may be appropriate for some employees and jobs, but not necessarily everyone. Telecommuting may be ongoing, such as working a set number of hours from an alternative location each week, or it may be limited in duration, such as working from home for a few days or intermittently. In cases where an employee anticipates limited durations of telecommuting, the individual should propose specific reasons and particular work plans for consideration. A telecommuting agreement may be part of an ADA reasonable accommodation process. Telecommuting may not be available during an illness when an employee is expected to be recovering versus working.
Nothing in this Telecommuting policy shall diminish any terms and conditions of employment provided for in a Collective Bargaining Agreement covering a union-represented employee.

Advance Approval

Telecommuting agreements must be approved in advance by the Telecommuter's Department Manager/Director and the City Administrator. The conditions of Intermittent or unplanned telecommuting days should be documented in advance by the Manager.

Manager or Director Oversight

Evaluation of Telecommuter performance requires frequent interaction. This may include daily emails, phone calls or other approved forms of communication. The Manager will verify that the Telecommuter is working and resolving any problems that may arise. The Manager and Telecommuter will communicate at a level consistent with the employee's working at the office or in a manner and frequency appropriate for the job.

Managers shall consider the criteria, some basic and some specific, to the Telecommuter's position to determine whether a telecommuting arrangement is appropriate.

Telecommuting Agreement

Availability. Telecommuters must be available by phone, e-mail, and other electronic communication during the scheduled hours of work. Schedule changes should be agreed upon in advance and made in compliance with any applicable Collective Bargaining Agreement requirements. Telecommuters must be available to come into the office or other worksite location as directed by their supervisor.

Discontinuation. Telecommuting agreements can be terminated at any time at the sole discretion of the Department Director and the City Administrator. The Telecommuter may also terminate the Agreement. Every effort should be made to provide at least ten calendar days' notice of such a change to accommodate problems that may arise. Although rare, and during times of disaster or other crisis, there may be instances when no advance notice is possible.

Equipment and Alternative Work Environment. Equipment needs will be evaluated under standard policies and procedures, regardless of location. If standard policies and procedures do not address every need, the Manager and Telecommuter will explore potential options and solutions, including reasonable disability accommodation if needed. There may be times where the required equipment presents an unbudgeted or duplicative cost or requires support that the City cannot provide. The Manager shall make a budget request after reviewing with the City Administrator.

The Telecommuter will establish an appropriate work environment for work purposes. The City will not be responsible for costs associated with the initial setup of the Telecommuter's work environment, such as remodeling, furniture or lighting, nor for repairs or modifications to the environment.

Workplace Health and Safety. The Telecommuter represents that the alternative workplace is a safe and healthful work environment, including proper ergonomics. The Telecommuter shall act responsibly to avoid injury. The Telecommuter must certify that the alternative workplace is free from safety hazards. The Manager must review and verify that the Telecommuter's identified workplace is a safe workplace. (See Checklist in Telecommuter Agreement) Failure to take proper health and safety precautions in the alternative workplace may result in discontinuation of the Telecommuting Agreement. The Telecommuter will observe the required meal and rest periods as per the City personnel policy or collective bargaining agreements.

Injuries. Injuries sustained by the Telecommuter while at their alternative work location, and in conjunction with regular work duties, are generally covered by workers' compensation. Telecommuting employees are responsible for notifying their Manager and Human Resources of such injuries in the same manner as if the injury occurred at a work location on the City's premises. The City may visit the alternative work location site where the injury occurred. The City is not liable for any injuries sustained by family members or other visitors to a Telecommuter's alternative work location.

Inspection. Under the Telecommuting Agreement, the City has the right to inspect the alternative workspace with two business days' notice. The inspection is to verify safety conditions, or to repair, maintain, or inspect any City equipment issued to that location. An inspection is required should a workspace injury occur.

Security and Confidentiality. Consistent with the City's expectations of information security and compliance with public records laws, the Telecommuter will ensure the safety and protection of information accessible from their alternative work location. The Telecommuter will check with their Manager when security matters are at issue.

Downloading of confidential information to a data storage device is not permitted (including but not limited to a hard drive, CD, DVD, or USB stick). Examples of confidential information are administrator passwords, social security numbers, credit card numbers, and health information. Any information that is considered confidential or protected will not be removed from the regular office without the Manager and City Administrator specific express approval in writing. Telecommuters found to have downloaded confidential information will be subject to discipline up to and including termination of employment.

Files and Records Management. Management of all files and records is important so that documents are not lost / misplaced. Original documents must remain at City Hall so that they are available for public viewing if requested during the time the employee is telecommuting. Employees must use electronic files uploading in IWorQ's, BIAS, OneDrive or network Drive. Copies of an original document must be clearly marked as a copy, so that the original document is never ruined or lost. All checklists, staff reports or other working documents should be uploaded into IWorQ's, BIAS and OneDrive and placed in the official City file when the employee has completed work.

Office Supplies and Business Expenses. The City will provide appropriate office supplies and reimbursement for business-related expenses approved by the Manager that are reasonably incurred per job responsibilities and in compliance with the City's business expense policy on the same basis as when working at the regular work location.

Non-Exempt Employees. Telecommuters who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in the same manner as if they were working on City premises. Telecommuters must also comply with the policy on rest and meal periods. For purposes of time entry and to enable the City to track telecommuting employees' hours, employees are required to record hours as "Telecommuting Hours". Accrual of overtime or compensatory time will be administered under standard provisions regardless of work location. Advance authorization for overtime or compensatory time is required. Telecommuters must complete a daily log of work activity and submit to their Manager on a weekly basis.

Exempt Employees. Telecommuters who are exempt from overtime provisions under the FLSA must be able to demonstrate accountability to their agreed-upon work schedule. Telecommuters must complete a daily log of work activity and submit to their Manager on a weekly basis.

Leaves of Absence. Use of leave (paid time off, compensatory time, personal holiday, military, bereavement, jury duty, or other leaves) on a planned telecommute day is administered under the same provisions as leave used at the regular work location.

Dependent Care. Telecommuting is not a replacement for childcare. Although a Telecommuter's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

Assignments and Evaluation. The Telecommuter and the Manager mutually agree to adhere to and evaluate a work plan. The Manager shall verify the quality and quantity of work done per the work plan. The quality and amount of work delivered should be equivalent to work performed in the regular work location.

The Manager and Telecommuter shall evaluate, in writing, the telecommuting arrangement after thirty days, and every three months thereafter. At each evaluation point, the Manager will evaluate the continuation of the telecommuting agreement and submit an update to the City Administrator every six months.

Regular Office Space. Telecommuters may be required to forfeit the use of a personal office or workstation in favor of a shared arrangement to maximize organizational space needs. Managers will be required to established proper shared workspace arrangements.

504 Attendance

Punctual and consistent attendance is a condition of employment and an essential function of each job. Each Department Head or designee is responsible for maintaining accurate attendance records of their employees.

An employee unable to work or unable to report to work should notify their Department Head or designee, or the City Administrator, as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time.

If an absence continues beyond one day, the employee is responsible for reporting in each day or as requested by the Department Head or designee, or the City Administrator. If that person is unavailable, the employee may leave a message stating the reason for being unable to report for work and providing a number where they can be reached. An employee who is absent from work without authorization or notification is subject to disciplinary action up to and including termination.

An employee having excessive absences or otherwise violating the City's attendance policy may be subject to disciplinary action up to and including termination. Total attendance may also be considered relative to disciplinary action. Failure to call in for three consecutive days will be treated as job abandonment.

505 Meal and Rest Periods

Employees will receive all meal and rest periods in accordance with federal and state laws and regulations. All meal and rest periods shall be arranged so as not to interfere with City business or service to the public. All meal and rest periods are scheduled by the employee's Department Head or designee. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid.

506 Callback

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. An unjustified refusal to respond to a call back may be grounds for immediate disciplinary action up to and including termination. Employees may volunteer for tasks outside their normal duties that would not be subject to this policy.

507 Overtime

The City overtime pay policy conforms to the overtime provisions of the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (WMWA). Exemption from these provisions will be claimed for an employee only when it can clearly be established that the position, duties, and responsibilities meet the requirements for such exemption. Therefore, all City positions are designated as either "exempt" or "non-exempt."

Non-exempt Employee

Non-exempt employees are entitled to additional compensation, either in wages or compensatory time off, when they work more than the maximum number of hours during a regular work week as recognized by the FLSA. All overtime must be authorized in advance by the employee's Department Head or designee. Overtime pay is calculated at one and one-half (1.5) times the employee's regular rate of pay for all time worked in excess of 40 hours in the applicable workweek. ~~beyond the established regular work week.~~

Exempt Employees

Exempt employees are not covered by the FLSA or WMWA overtime provisions and do not receive overtime pay. An exempt employee is paid to perform a job which may not necessarily be completed in a regular work week.

508 Compensatory Time

Non-exempt employees are entitled to overtime pay but may agree to compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's Department Head or designee. The City is not required to grant compensatory time instead of overtime pay. If the compensatory time option is exercised, the employee is credited with one and one-half (1.5) times the hours worked as overtime. Maximum accruals of compensatory time are set in the collective bargaining agreement for represented employees.

Employees may use compensatory time after making a request to their Department Head. The Department Head may deny the use of compensatory time if its use would unduly disrupt City operations. The employee would instead receive the overtime pay. Non-represented staff are not eligible to receive overtime or compensatory time pay.

600 WAGE AND SALARY ADMINISTRATION

601 Salary Ranges and Levels for Non-represented Employees

Each non-represented position within the City shall be assigned a salary range following approval by the City Council.

Salary ranges will be reviewed on an annual basis. Several factors can be considered when adjusting salary ranges, including but not limited to: level of responsibility, working conditions, skill required, potential hazard, amount of supervision given or received, market conditions, and the ability of the City to pay.

No employee shall be paid above the high point of their salary range without authorization from the City Council. When warranted, new employees will start their employment at the minimum wage rate for their salary range. However, a new employee may be employed at a higher rate, after approval from the City Administrator, when the employee’s experience, training or proven capability warrant, or when prevailing market conditions require, a starting rate greater than the minimum.

602 Pay for Performance

To achieve the City’s goal to train, promote and retain the best qualified employee for every job, the City will conduct employee performance appraisals. The appraisal may be a factor in determining employee development, training needs, validating selection procedures, determining wage increases or decreases, promotions, demotions, and/or transfers.

Employees should be evaluated by their Department Head or designee six months after their hire date and then at least once every twelve months. The City Administrator will evaluate and assess the performance of Department Heads.

Upward or downward movement within the steps of an employee’s salary range is contingent on their performance and the City’s ability to pay, as determined by their Department Head or designee and approved by the City Administrator.

603 Cost of Living Adjustment

The City Administrator, with the approval of the Mayor, may propose a pay adjustment based on cost of living indicators no more than once per year, raising the salaries of all non-represented positions by a specified amount. Such adjustments, if any, will not change an employee’s pay anniversary date. All cost of living increases must be approved by the City Council as part of the annual budget process.

604 Paydays

City employees are paid monthly on the eighth (8th) working day of each month for employment activity through the end of the previous calendar month. If a regularly scheduled payday falls on Saturday or Sunday or on a holiday, paychecks will be distributed on the previous scheduled working day.

604.1 Draws

With the exception of temporary employees, employees may, upon written request, be allowed a draw, which will be paid on the twenty-third (23rd) day of each month. If the twenty-third (23rd) day of the month falls on a Saturday, Sunday, or city-recognized paid holiday, payroll draws will be issued on the previous scheduled working day.

605 Deductions from Pay

The City will withhold from the employee's paycheck those deductions required by law and any City approved voluntary deductions authorized by the employee, applicable union contract, or statute.

606 Payroll Records

The official payroll records are maintained by the City as required by state law. Each Department Head shall submit on a monthly basis, a signed work record for each non-exempt employee within their department, noting hours worked, compensatory time or leave used, as well as overtime worked and in accordance with financial management procedures.

607 Pay upon Separation

Upon separation of employment for any reason, the employee will be paid all wages owed. Payment shall be made by no later than the last day of the month in which separation occurs.

700 EXPENSE REIMBURSEMENT

City employees will be reimbursed for reasonable and customary expenses actually incurred while performing official City business in accordance with financial management procedures. The City will not reimburse for expenses that have already been paid by another program or organization, or if reimbursement is available through another program or organization.

701 Reimbursable Expenses

Expenses such as meals, conference or training fees, lodging, mileage, parking, bridge tolls, and ferries may be reimbursed according to financial management procedures.

Alcoholic beverages, traffic and parking tickets and similar expenses are non-reimbursable.

702 Meal and Travel Reimbursement

Meal and travel reimbursement shall be processed according to financial management procedures and shall be paid at the Federal Domestic Per Diem Rate as posted by the U.S. General Services Administration.

800 EMPLOYEE BENEFITS

801 Retirement Benefits

All regular full-time and eligible part-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington. Employees intending to retire should notify their Department Head, or the City Administrator, of their intent to retire at least three months prior to the date of retirement.

The City offers a Deferred Compensation Plan for eligible employees. The purpose of this plan is to extend to valued employees certain benefits which ordinarily accrue from participation in a deferred compensation plan. The City does not and cannot represent or guarantee that any particular federal or state income, payroll or other tax consequence will occur by reason of an employee's participation in this plan. A participant should consult with their own attorney or other representative regarding all tax or other consequences of participation in this plan. The City reserves the right to end this program or make changes in the carriers and provisions when deemed necessary or advisable, with prior notice to affected employees.

~~City Directors and non-represented Managers~~All ~~-~~non-represented employees shall receive a City contribution to their deferred compensation account in the amount of $120.00 per month up to a maximum of $1,440 annually.~~1,440~~ ~~be eligible to participate in a matching Deferred Compensation Program.~~ Enrollment and continued participation shall be in accordance with the rules and regulations of the Deferred Compensation Program and administrative requirements of the Employer. ~~The Deferred Compensation Program shall include a dollar for dollar match up to $1,440 annually.~~

802 Social Security

All employees are automatically included as participants in the Social Security System (FICA), as required by federal laws. These benefits are in addition to Public Employees' Retirement System benefits for which the employee may be eligible.

Financing of the FICA program is accomplished by employee payroll deduction contributions and through a match paid by the City in amounts required by law. The City is not responsible for employee retirement or disability benefits except as prescribed by law and regulations. Employees are urged to contact the Social Security System for a full explanation of employee benefits and obligations.

803 Worker's Compensation

All employees are covered by the State Worker's Compensation Program. This insurance covers employees in case of on the job injuries or job-related illness. For qualifying cases, State Industrial Insurance will pay the employee for work lost and medical costs due to job-related injuries or illness. All job-related accidents should be reported immediately to the employee's Department Head or designee, or the City Administrator. After all job-related accidents or near misses will be documented on an EMPLOYEE ACCIDENT~~INCIDENT~~ REPORT FORM and filled out by the employee and an ACCIDENT INVESTIGATION REPORT will be completed by the Department Head or designee.

When an employee is absent for one or more days or receives medical attention due to an on-the-job accident, they are required to file a claim for Worker's Compensation. If the employee files a claim, the City will continue to pay (by use of the employee's unused sick leave or PTO) the employee's regular salary pending receipt of Worker's Compensation benefits.

When the employee receives Worker's Compensation benefits, they are required to repay the City the amount covered by Worker's Compensation and previously advanced by the City. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave or PTO is available, while ensuring that no employee receives more than they would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave or PTO shall be restored to the employee's account.

804 Health Insurance Benefits

Regular full-time employees and their dependents are eligible to participate in the City's health insurance programs. Information regarding City programs and the criteria for eligibility will be provided to the employee upon hire. The City contributes toward the cost of premiums in amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

805 Life Insurance

The City currently participates in a life insurance program. Information regarding the program and criteria for eligibility will be provided to the employee upon hire. The City contributes toward the cost of life insurance at a level authorized by the City Council. If available, employees may at their own cost purchase a higher level of life insurance through the City's program. The City reserves the right to end the life insurance program or make changes in the carriers and provisions when deemed necessary or advisable, with prior notice to affected employees.

806 Long Term Disability

The City currently participates in a Long Term Disability Program. Information regarding the program and criteria for eligibility will be provided to the employee upon hire. The City contributes toward the cost of long term disability at a level authorized by the City Council. The City reserves the right to end this program or make changes in the carriers and provisions when deemed necessary or advisable, with prior notice to affected employees.

807 Employee Assistance Program

The City currently participates in an Employee Assistance Program (EAP). Information regarding the program and criteria for eligibility will be provided to the employee upon hire. The City contributes toward the cost of the EAP at a level authorized by the City Council. The City reserves the right to end the program or make changes in the carriers and provisions when deemed necessary or advisable, with prior notice to affected employees.

The City recognizes that personal difficulties can adversely affect job performance. Accordingly, employees experiencing personal difficulties are encouraged to seek assistance from the EAP. Any individual seeking information about the EAP can contact the Human Resources Department. Employees will not be asked any questions concerning the reasons EAP services are being sought. Furthermore, any request for information about the EAP will be kept strictly confidential.

808 Employee Wellness Program and Committee

The City of Stanwood recognizes that its employees are critical to the quality and efficiency of local government services. The health of its employees directly affects their ability to perform their job duties and provide services to its citizens. The health of employees also has a direct effect on the costs to the City. The City recognizes its need to contribute in a positive way to the health and well being of its employees. This policy is established as a means to provide information and activities to City employees to encourage health and safety in the work environment.

- **Goal.** To support wellness in the workplace by creating a wellness program of health education and fitness activities that meets the needs and interest of the employees.

- **Scope.** All City of Stanwood employees including fulltime, part-time and temporary.

- **Voluntary Participation.** Employee participation in the programs and activities is voluntary.

- **Wellness Program Committee.**

  Membership: The Wellness Committee is made up of at least five (5) members representing each department and the City Administrator's Office, one of which shall be the Committee's chairperson. Membership on this committee is voluntary.

  Members of each department shall be appointed by the department director.

- **Duties:** The duties of the committee are to:

  - Provide enthusiastic support of the purpose and goal of the Wellness Committee.
  - Act as a liaison between the Wellness Committee and the employees to represent the interest, needs, and opinions of the employees.
  - Help plan, implement, and promote wellness programs.
  - Provide peer support and advocacy to boost wellness program participation.
  - Prepare an annual budget for program support.
  - Share responsibilities to lessen the workload impact on the Chairperson.
  - Perform evaluation of ongoing programs and activities.

The duties of the chairperson include:

  - Setting the time and place of the meetings.
  - Communicating with all members of the Committee to coordinate meeting dates and times.
  - Preparing an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.
  - Managing the agenda and discussion of the meeting.
  - Provide communication to the City Administrator.

- **Meeting Schedule.** The Wellness Committee shall meet monthly, or as needed during regular business hours.

- **Term**. Members of the Wellness Committee will serve an indefinite term.

- **Attendance/Termination.** If a member has more than three (3) unexcused absences, the Committee may vote to remove that member from the Committee.

- **Incentives.** Employees are permitted to participate in wellness activities a maximum of two (2) hours per month during regular working hours provided the activities are not in direct conflict with daily operating or needed public services. Employees who participate in three (3) or more activities annually, are eligible to win a "Wellness Paid Day Off" through a random drawing conducted each December.

- **Program Activities.**

  - Behavior change programs such as nutritional information, stress reduction, smoking/tobacco use cessation and weight management.
  - Motivational programs such as interdepartmental employee group challenges and awards for healthful eating, exercise and stress reduction programs.
  - Information and awareness programs such as flyers, paycheck stuffers, bulletin boards, brown bag lunch sessions, wellness seminars, workshops and classes.
  - Participate in the AWC Well Check programs, when offered.
  - To explore opportunities to develop and institute additional wellness incentives and policies that contributes to the health and wellbeing of employees and their family members.

809 Employee Recognition Program

Program Goal

The goal of the Employee Recognition Program is to provide a means to formally honor and recognize City employees who have demonstrated excellence and extra effort in their job performance.

Award Categories

There are two award categories: demonstration of a superior, extra effort performance in the areas of 1) external customer service and 2) internal customer support

Criteria

External Customer Service:
- Creative solutions to customer problems
- Regularly going the "extra mile" to exceed customer expectations

- Developing customer loyalty and support (evidenced by oral or written comments)

Internal Customer Support:
- Providing peer staff with information or backup assistance
- Offering support and useful advice, even when not requested
- Helping peers avoid or solve problems outside their normal scope of duties

Timing of Awards

The awards are given annually in June, totaling two awards.

Description of Award

Each award will consist of the following:
- A certificate to be presented to the individual
- Formal mention on City of Stanwood social media platforms
- One day paid time off *

** Employees must obtain supervisory permission when scheduling their time off.*

Awards Committee

The awards committee will be comprised of four city staff members; one from each Division. In the event consensus cannot be reached, the Mayor/City Administrator shall appoint one at-large staff person to serve on the awards committee.

Member Selection

There will be an annual Citywide vote to elect members to the Awards Committee. All City employees will vote for one person within their respective division to be on the committee. City managers and directors may also be nominated.

Survey results will be sent directly to the Mayor/City Administrator who will tally the votes by division. The person with the most votes in each division will be that division's representative on the Awards Committee.

Award Nominations

Award nomination survey ballots will be distributed Citywide one month prior to award presentation time. Only regular City employees are eligible to vote and to receive awards. Members of the Awards Committee cannot be nominated for awards during their year of service.

The Awards Committee is responsible for reviewing all ballots and making the final decision on the award winners. The Awards Committee will establish the criteria for final selection of award winners. The committee may choose to do it by number of votes, by quality of reasons for nomination, or a combination of both, depending on the number and type of nominations received each year.

The Awards Committee reserves the right not to select any winners during an award period.

810 Continuation of Insurance Coverage

Workers Compensation Leave

The City will continue to pay for the employer's portion of health insurance premiums, provided the employee continues to pay their share of premiums, if any, while the employee is not working and receiving worker's compensation. After six (6) months, the employee's benefits shall cease unless the City Administrator and/or the benefit provider approves an extension. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time they receive Worker's Compensation benefits, up to the maximum allowed by law

COBRA Rights

Upon an employee's separation from City employment, an unpaid leave of absence, or other qualifying event, at the employee's option and expense, the employee may be eligible to continue City health insurance benefits to the extent provided under federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged the employee and/or their dependents should they elect to exercise their COBRA continuation rights.

811 Unemployment Compensation

City employees may qualify for Washington State Unemployment Compensation after separation from City employment depending on the reason for separation and if certain qualifications are met.

812 Benefits for Part-time Employees

For part time employees normally scheduled to work one thousand and forty (1,040) hours or greater, the City will pay the employee-only rate for medical, dental, and vision coverage. In the event that there is a medical, dental, or vision plan where there is no difference between the employee-only rate and employee plus dependent(s) rate, part-time employees will also be allowed to add dependents to that plan.

813 Benefits for Temporary Employees

In accordance with the Washington State Paid Sick Leave law, temporary employees ~~employees~~ earn one hour of paid sick leave for every 40 hours worked. Beginning on the 90th calendar day after the commencement of employment, accrued paid sick leave will be available for use. Temporary employees usually are not eligible to receive other benefits, unless otherwise authorized by the City Administrator and/or benefit providers, including holidays and insurance with the exception of any position that is required to enroll in the Public Employees Retirement System, per state law.

814 Training and Development

The City recognizes the mutual benefits derived from personal growth and increased work competence, and thereby encourages staff to pursue applicable training opportunities. Training decisions will be based upon availability, need, time away from work and funding. Whether training time is paid or unpaid, depends on the nature of the training and will be determined in accordance with state law.

815 Tuition Reimbursement

Eligibility

Regular, full-time employees who have completed six months of continuous employment are eligible to apply for the tuition reimbursement program.

Covered Expenses

Tuition costs, examination fees and required laboratory fees at an accredited institution may be covered. The annual dollar limit on reimbursable tuition expenses is $2,000, or as mutually agreed upon. Books, travel, parking, lodging and extraneous fees are not reimbursable expenses. There are no advance payments. Reimbursements are made after a course is completed. Employees who quit a course, quit employment, or are terminated, with or without cause, are not eligible.

Grade Requirements

The eligible expenses that the City will reimburse to eligible employees for courses are based on the employee's final grade received for the course, as follows:

Grade-Amount refundable (up to allowable maximum):

1. Undergraduate coursework C or better: 100%
2. Graduate coursework B or better: 100%
3. Pass/Fail: 100% if "Pass" but only if regular letter grade system is unavailable.
4. No reimbursement for grades less than C.

Approval

In order to be eligible for tuition reimbursement, employees must obtain written approval in advance from their Department Head and the City Administrator. Approval of any course for reimbursement is at the discretion of the City and contingent on the availability of funds, evaluation of the benefit to the City, and other relevant considerations.

816 Waiver of Medical Insurance Benefits

This program allows all eligible employees to remove themselves, spouse and/or dependent children from City provided medical insurance if they have alternative medical insurance.

Incentive Amount:

- The insurance premium (that would have been paid on the employee's behalf for the employee or eligible dependents) will be split with the employee.
  - o The City benefits from a 50% cost savings. The employee receives the other 50% cost savings. This incentive is included in the employee's paycheck. The incentive becomes taxable wages.
  - o The incentive is capped at employee, one spouse and two children.

900 LEAVES AND HOLIDAYS

901 Paid Time Off (PTO) – Non-Represented Employees Only

Purpose

The City of Stanwood recognizes that employees have diverse needs for time off from work and, as such, the City of Stanwood has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and other forms of leave (i.e., Bereavement). Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

For non-exempt employees entitled to Washington Paid Sick Leave (WPSL), the City's PTO benefit provides a more generous accrual than what the WPSL law requires and this PTO benefit will be administered in compliance with the WPSL law.

Eligibility

PTO is accrued upon hire or transfer into a benefits-eligible position, currently non-represented positions. Eligible employees must be scheduled to work at least 20 hours per week on a regular basis. Employees working less than 20 hours per week on a regular basis, on-call and temporary employees are not eligible to accrue PTO.

Procedures

Availability

PTO accruals are available for use in the pay period following completion of 30 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

Accrual and Payment of PTO

Accruals are based upon paid hours up to 2,080 hours per year. Employees working less than 40 hours per week and at least 20 hours per week will earn PTO hours on a prorated basis. Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

Years of Service	PTO Credit (based on full-time hours)		Credit hours per Regular Hours Worked*
	Days	Hours	
0-4	21	17~~6~~8	0.08076
5-9	28	23~~2~~4	0.10769
10-13	31	25~~4~~8	0.11923
14-19	33	27~~6~~4	0.12692
20+	36	29~~8~~8	0.13846

* Hourly accruals shall be used only in determining pro-rata PTO credit.
** Annual PTO accruals are based on an employee having 2,080 paid hours per year (40 hours per week).
*** No PTO hours will accrue beyond the maximum accruals listed.

Maximum Allowed Balances

Non-Represented Employees ~~- The maximum accrual for PTO is 680 hours. Once an employee's balance reaches 680 hours, all PTO accruals will stop. When the employee uses some PTO and brings the balance below 680 hours, the accruals will resume. This means, in pay periods where the maximum accrual of 680 hours is reached, only full accrual amounts will be granted, so if a full accrual amount will bring the balance over 680, there will be no PTO credited for that pay period. Employees are expected to manage their PTO balances and plan the use of PTO during non-peak operational times.~~

~~*Directors and Assistant Directors*~~ - The maximum accrual for PTO is 760 hours. Once an employee's balance reaches 760 hours, all PTO accruals will stop. When the employee uses some PTO and brings the balance below 760 hours, the accruals will resume. This means, in pay periods where the maximum accrual of 760 hours is reached, only full accrual amounts will be granted, so if a full accrual amount will bring the balance over 760, there will be no PTO credited for that pay period. Employees are expected to manage their PTO balances and plan the use of PTO during non-peak operational times.

Use and Scheduling of PTO

Employees are generally required to use available PTO when taking time off from work; failure to use PTO to cover an absence may result in an unexcused absence subject to discipline. PTO may be taken in increments of as low as one hour for non-exempt staff.

Whenever possible, PTO must be scheduled in advance. PTO is subject to supervisory approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored. Unless absences are covered by Washington Paid Sick Leave or other protected leave, a~~A~~n employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department.

When PTO is used, an employee is required to use PTO hours according to their~~his or her~~ regularly scheduled workday. For example, if an employee works a six-hour day, they~~he or she~~ would request six hours of PTO when taking that day off. PTO is paid at the employee's regular ~~straight time~~ rate. PTO is not part of any overtime calculation.

An employee may run a negative PTO balance during the year, to the extent that the PTO balance is not less than zero (0) on the 31st of December. Employees who terminate their employment for any reason and have a negative PTO bank shall have such amount deducted from their final paycheck.

An employee may elect to cash out PTO hours of one week (40 hours) annually, with their June 8 or December 8 paycheck. In order to be eligible to cash out PTO, an employee must have a minimum of two-hundred forty (240) hours in their PTO bank after the cash out. Part-time employees shall be eligible for PTO cash out on a pro rata basis. PTO bank requirements shall be on the same pro rata basis.

Short-Term Disability Insurance

As part of the Paid Time Off program, the City will provide at no cost to the employee, disability insurance to maintain the employee's salary at no less than sixty percent (60%) of the employee's regular pay, for the period commencing with the thirty-first (31st) working day following the first day of absence for any disability up to and including the ninetieth (90^{th}) working day from the employee's first day of absence for said disability. This benefit shall only apply to non-job related injury or illness. To be eligible for this benefit, non-represented employees must be medically incapacitated from performing any work for the City and shall not be eligible if they refuse a bona fide offer of work accommodation or revision that has been approved by their treating physician.

The City will, at the option of the employee, compensate the employee out of their accrued PTO bank that amount which will provide for one hundred percent (100%) of the employee's regular pay when the employee is off work and on Short-Term Disability Insurance. ~~The employee can also make application for Washington State Paid Leave in lieu of using their accrued PTO~~. Prior to an employee's return to duty from disability or a medical leave of absence, the City may require medical certification from the employee's physician certifying the employee's ability to perform the duties of their job, with or without reasonable accommodation.

Payment upon Termination

An employee will be paid up to 320 hours for PTO hours accumulated, but not used, upon resignation or separation. Upon completion of ten (10) years of ~~continuous~~ service or retirement, an employee will be paid up to ~~4~~550 hours for PTO hours accumulated, but not used. All PTO in excess of the hours listed above must be taken prior to separation or forfeited. All PTO must be taken prior to taking any time off without pay (except on approved voluntary unpaid furloughs).

902 Executive Leave

All City Directors and Assistant Directors will be granted up to ten (10) days of executive leave each calendar year. Other exempt employees who work substantially in excess of the general work schedule on an ongoing and regular basis (as determined by their supervisor), with the approval of the City Administrator, may also receive up to ten (10) days of executive leave. To determine eligibility, a written request form shall be completed by the supervisor on behalf of the employee and submitted to the City Administrator.

Executive leave may be used for any reason. The Department Head must schedule and receive approval for the use of executive leave from the City Administrator. Executive leave must be used in the calendar year granted and shall not be carried into the next calendar year, nor cashed out at any time. Executive leave must be taken in full-day increments. The number of days of executive leave that an employee will earn shall be approved by the City Administrator. The City reserves the right to reduce, eliminate, or increase executive leave at any time.

903 Leave without Pay

Leave without pay may be granted for absence from work not covered by any other type of leave or if other leave balances are exhausted.

The following requirements apply:

1. Leave without pay may be granted to an employee for a period of up to three calendar months, upon the approval of the City Administrator. Leave without pay requests may be denied for any reason at the sole discretion of the City with exception to requirements provided by state or federal law.

2. Accrued compensatory time, vacation leave or paid time off (PTO) must be exhausted prior to taking any leave without pay. Sick leave must be exhausted if the leave is for reasons to which sick leave is applicable. Time spent utilizing accrued paid leave or compensatory time is included in the three month maximum leave.

3. An employee's benefits are suspended during the period of leave without pay until the employee returns to work. In certain circumstances, self-payment of medical benefits may apply.

4. Vacation, paid time off (PTO), sick leave and/or any other leaves do not accrue while an employee is on leave without pay

5. An employee who fails to report promptly at the end of the leave without pay is presumed to have voluntarily resigned. An employee returning from leave without pay may, at the City's option, return to the same position or similar position at a comparable rate of pay.

6. If the leave without pay is due to an illness, the City may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position, with or without reasonable accommodation.

7. Parental Leave: In appropriate circumstances either parent may take leave without pay for parental leave related to birth or adoption of a child. Monetary benefits may be available during parental leave through the State of Washington. Parental leave must be taken within one year from the time of childbirth or adoption.

904 Maternity Disability Leave

Under Washington State law (WAC 162-30-020), pregnant employees are entitled to leave without pay for the period of time that they are physically disabled due to pregnancy and/or childbirth. Monetary benefits may be available during parental leave through the State of Washington. The leave period of temporary disability will typically~~may~~ last no more than eight (8) weeks if the pregnancy and childbirth are without complications. If complications exist, such as required bed rest before childbirth, the leave period may be extended.

The City may require a doctor's note or other documentation to substantiate the need for leave. ~~before the leave is taken.~~

The employee must exhaust all accrued sick leave, paid time off, vacation leave, ~~floating holiday,~~ or compensatory time, unless receiving PFML benefits from the State. Only after all leave has been exhausted is the employee entitled to leave without pay.

The City will not pay the premiums on the employee's health care benefits during any leave without pay. The employee may, however, continue such benefits during leave without pay by paying COBRA premiums.

Upon returning from leave, the employee will be restored to their original job, or to another job with equivalent pay, benefits, and other employment terms and conditions.

905 Washington Paid Family and Medical Leave

The Washington State Paid Family and Medical Leave (PFML) law (Chapter 50A RCW) and supporting regulations establish a program administered by the Washington Employment Security Department (ESD) to provide paid leave benefits ~~and job protection~~ to eligible employees who need leave for certain family and medical reasons. ~~PFML benefits will be available starting on January 1, 2020.~~

This policy provides a summary of the PFML program. Employees may obtain additional information at www.paidleave.wa.gov. To the extent an issue is not addressed in this policy, the City will administer this benefit program consistent with applicable statutes and regulations.

Payroll Deductions. The PFML program is funded through premiums collected by ESD via payroll deductions. ~~and employer contributions~~. The premium rate is established by law.~~; employees are currently responsible for two-thirds of the total premium amount, or the amount established in the current collective bargaining unit agreement.~~ Should the State in the future modify the PFML premium rate or the percentage of premiums subject to collection through payroll deduction, the City will modify payroll practices to reflect those statutory changes.

Eligibility. Under PFML, employees may be eligible for monetary benefits ~~and job protection~~ when taking leave for covered reasons. Because the City has fewer than 50 employees, the PFML statute does not require the City to provide job-protected leave. However, employees may be granted leave under another policy or law (e.g, policies on maternity disability, leave without pay, etc.), in which case, monetary benefits may be available through ESD. Eligibility requirements for monetary benefits are as follows:

~~Monetary Benefits:~~ In order to be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington (for any employer or combination of employers) during the year preceding the claim.

~~Job Protection: In order to be eligible for job protection under PFML, an employee must meet eligibility requirements (must have worked for the City for at least 12 months and have worked 1250 hours in the last year).~~

An employee is ineligible for PFML benefits during any period of suspension from employment or during which the employee works for remuneration or profit (*e.g.,* outside employment or contracting).

Leave Entitlement. Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year; an additional two weeks of leave may be available in the event the employee's leave involves incapacity due to her pregnancy. The claim year begins when the employee files a claim for PFML benefits.~~ or upon the birth/placement of the employee's child.~~ PMFL leave may be taken for the following reasons:

Medical Leave.~~:~~ Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the workers compensation system.

Family Leave.~~:~~ Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies, or during the seven calendar days following the death of a child for whom and employee could have taken post-childbirth medical leave or bonding leave~~ as defined under the FMLA~~. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse, and also includes any individual with whom an employee has a relationship that creates an expectation that the employee will care for the individual.

PFML leave may be taken intermittently, provided that there is a minimum claim requirement of eight consecutive hours of leave in a week for which benefits are sought.

PFML Application Process. An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application process, please refer to the ESD website (www.paidleave.wa.gov). Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

Notification Requirements. An employee must provide written notice to the City~~Employer~~ of the intent to take PFML leave. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to the City~~Employer~~, ESD will temporarily deny PFML benefits.~~ After receiving the employee's notice of the need for leave, the Employer will advise the employee whether the employee is eligible for job protection under PFML.~~

If leave is being taken for the employee's or family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt City operations.

For any week during which an employee submitted a claim to ESD for PFML benefits, the employee must notify the City of how many PFML hours were claimed, so that the City may properly track leave use. ~~If taking leave intermittently, an employee must notify the City each time PFML leave is taken so that the City may properly track leave use.~~

PFML Monetary Benefits. If ESD approves a claim for PFML benefits, partial wage replacement benefit payments will be made by ESD directly to the employee. The amount of the benefit is based on a statutory formula, which generally results in a benefit in the range of 75-90 percent of an employee's average weekly wage, subject to a weekly ~~m~~maximum. ~~of $1,000 per week.~~ ESD's website ~~is expected to~~ includes a benefits calculator to assist employees in estimating their weekly benefit amount.

With the exception of leave taken in connection with the birth or placement of a child or leave taken for a military exigency, monetary PFML benefits are subject to a seven-day waiting period. The waiting period begins on the Sunday of the week in which PFML leave is first taken. The waiting period is counted for purposes of the overall duration of PFML leave, but no monetary benefits will be paid by ESD for that week.

Paid leave accruals (PTO, ~~floating holidays~~, compensatory time, or any other accrued leave) are not supplemental to PFML. An employee may elect to use such accrued leave during a PFML-covered absence, although the receipt of accrued leave must be reported to ESD as part of the PFML claims process and will result in a pro-rated weekly PFML benefit. Important note: failure to report the receipt of accrued leave may result in an overpayment by ESD, which ESD may recoup from the employee.

Coordination with Other Benefit Programs. When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of City policies and benefit programs. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to ~~Employer~~ City policy and subject to any other legal requirements requiring continuation of coverage.

~~**Job Restoration; Return to Work Recertification.** An employee who is eligible for job-protected leave will be restored to the same or equivalent position at the conclusion of PFML leave, unless unusual circumstances have arisen (*e.g.,* the employee's position or shift was eliminated for reasons unrelated to the leave).~~

~~The City may require a return-to-work certification from a health care provider before restoring the employee to work following PFML leave where the employee has taken leave for the employee's own serious health condition and under certain conditions, the Employer may deny job restoration to a salaried employee who is among the highest paid ten percent of City employees. If an employee taking PFML leave chooses not to return to work for any reason, the employee should notify the City as soon as possible.~~

906 Family Care Act

Employees may use their choice of any available accrued leave in order to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent as described below.

An employee may use available accrued leave to care for their child where the child has a health condition requiring treatment or supervision, or where the child needs preventative care (such as medical, dental, optical, or immunization services.)

An employee may use available accrued leave when a spouse, registered domestic partner, parent, parent-in-law, or grandparent has a “serious or emergency health condition” which are conditions:

- Requiring an overnight stay in a hospital or other medical-care facility;
- Resulting in any period of incapacity or treatment or recovery following inpatient care;
- Involving continuing treatment under the care of a health services provider that includes any period of incapacity to work or attend to regular daily activities; or
- Involving an emergency (i.e., demanding immediate action).

Where the need for family care leave is unexpected, the City understands advance approval of the use of leave (as is required for certain kinds of accrued leave) may not be possible. Employees are required, however, to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The City reserves the right to require verification or documentation confirming a family member has or has had a “serious or emergency” health condition when available leave is used to care for that family member.

907 Jury Duty

The City provides all employees leave for jury duty service. Regular full-time and regular part-time employees receive paid jury duty leave of up to ten (10) business days each time they are called for jury service. In general, if jury duty extends beyond ten business days in any one instance the additional leave will be unpaid. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

Exempt salaried employees who are asked to serve longer than two weeks should contact the City Administrator or designee to discuss whether future paid leave will be provided. Payments provided by the courts during period of paid jury duty leave must be turned over to the City, excluding expense reimbursements, such as mileage. The employee must provide the City with a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, the employee is required to provide the City with proof of jury service.

908 Witness Duty

All employees summoned to testify in court are allowed time off for the period they serve as a witness. In general, witness duty leave is unpaid unless the employee is a witness in a case involving the City.

909 Administrative Leave

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time, to be used in the best interest of the City as determined by the City Administrator.

910 Military Leave

The City provides all employees leave while performing military service in accordance with federal and state law. ~~Regular full-time and part-time e~~Eligible employees receive paid military leave of up to twenty-one (21) business days per year for military service. In general, if military service extends beyond twenty-one (21) business days, the additional leave will be unpaid unless an employee elects to use available accrued leave.~~ All employees who are not eligible for paid military leave are provided unpaid leave for a period of their military service.~~ Military service may include active military duty and Reserve or National Guard training. An employee should~~is required to~~ provide the City with copies of their military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law.

911 Military Leave for Spouses

During a period of military conflict, military spouses are entitled up to total of fifteen (15) days of unpaid leave per deployment. The leave can be taken:

(a) When the soldier/spouse is on leave from their deployment; or

(b) After the soldier/spouse learns of the deployment, but before they commence active duty.

Military spouse leave is unpaid, although an employee may elect to use~~The employee must exhaust all~~ accrued vacation leave, paid time off, floating holiday, or comp time. Only after all leave has been exhausted is the employee entitled to leave without pay.

The employee is responsible for payment of all health premiums during any leave without pay. The employee may, however, continue such benefits during leave without pay by paying COBRA premiums.

Employees must give notice of intention to take leave to their Department Head or designee, or the City Administrator, within five (5) days of the soldier/spouse receiving official notice of the order to active duty, or official notice of receiving leave from active duty.

Upon returning from leave, the employee will be restored to their original job, or to another job with equivalent pay, benefits, and other employment terms and conditions.

~~912 Religious Holidays~~

~~If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with their Department Head's approval or the approval of the City Administrator, take the day off using vacation leave, paid time off, or compensatory time.~~

912~~3~~ Leave for Domestic Violence, Sexual Assault~~buse~~, or Stalking

Washington law requires reasonable leaves without pay from work (either in a continuous block of time or intermittently), or continued employment on a reduced work schedule, when the reason for the leave is one or more of the following:

1. An employee seeks assistance from a lawyer or law enforcement to prepare for or participate in a civil or criminal proceeding related to incidents domestic violence, sexual assault, or stalking that involved either the employee or a family member of the employee.

2. An employee seeks or attends treatment for physical or mental injuries of the employee or a family member caused by domestic violence, sexual assault, or stalking.

3. An employee obtains services from a domestic violence shelter, rape crisis center, or similar facility for the employee or a family member.

4. An employee obtains mental health counseling for domestic violence, sexual assault, or stalking for the employee or family member of the employee who has been a victim.

5. An employee participates in safety planning or relocation for the employee or a family member.

The following documentation may be requested by the City in support of a leave request:

1. police report,
2. court order of protection,
3. documents supporting a court appearance,
4. statement from a domestic violence advocate, attorney, clergy member, or medical "or other professional," or
5. an employee's written statement.

The City will maintain the employee's health benefits while the employee is on leave for the purpose of this policy.

Employees may~~ust~~ use accrued vacation leave, paid time off, comp time, or floating holiday before taking leave without pay. Sick leave may~~ust~~ also be used if it applies.

If possible, employees are required to give advance notice. If the situation does not allow for advance notice, the employee must notify their Department Head or the City Administrator no later than the end of the first day that the employee takes leave.

For the purpose of this policy, family members include children, spouses, parents, parents-in-law, grandparents, or anyone with whom the employee has a dating relationship. The City may require proof of a family relationship, such as a birth certificate, a court document, a statement of the employee, or other similar documentation.

The City will maintain the confidentiality of all documents associated with leave requested or taken. These documents can be disclosed only with the consent of the employee, by order of court or administrative agency, or otherwise required by federal or state law.

Upon returning from leave, the employee will be restored to their original job, or to another job with equivalent pay, benefits, and other employment terms and conditions.

9134 Holidays

The following days are recognized as paid holidays for regular full-time and part time employees:

Holiday	Day Observed
New Year's Day	January 1st
Martin Luther King's Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th

Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
~~Day after Thanksgiving~~Native American Heritage Day	Day Immediately following Thanksgiving
Christmas Day	December 25th
~~2 Floating Holidays~~	

~~In order to be eligible to receive holiday pay an employee must be at work the day before and the day after said holiday, unless they have applied for and been approved for leave prior to the holiday.~~

With the exception of those employees normally scheduled to work on a weekend day, City-paid holidays which fall on a Saturday will be observed on the preceding Friday; paid holidays falling on a Sunday will be observed on the following Monday.

Regular part-time employees receive holiday pay on a pro-rated basis. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and forty (40) hours per week.

~~*Floating Holidays*~~

~~On January 1st of each year, all regular full time employees will be credited with sixteen (16) hours (2 days) of floating holiday leave and all regular part time employees will be credited with a pro rata amount of floating holiday leave. An eligible employee may then select when to take their floating holiday hours subject to approval from their Department Head or designee, or the City Administrator.~~

~~Floating holidays can be scheduled and taken in the same manner as paid time off or vacation time.~~

~~New hires starting June 1st through September 30th will receive one (1) floating holiday in the year of hire. New hires starting after September 30th will not receive any floating holidays in the year of hire.~~

Work on Holidays

In the event that a non-exempt employee is required to work a holiday, they will be paid for the holiday plus one and one-half times his/her regular rate of pay (two and one-half total) for all hours worked on the holiday. Such time must be pre-authorized by the Department Head or designee, or the City Administrator.

91~~45~~ Inclement Weather

Purpose

The citizens of Stanwood expect the City to offer continued public service and emergency services during periods of inclement weather. This policy covers conditions that limit transportation or mobility such as snowstorms, ice storms, wind storms, earthquakes, floods or any other event as defined by the City which may cause unsafe driving conditions for both public and private transportation.

Attendance

Because of the public safety nature of those positions in the Police and Public Works Departments, employees in those departments should assume City business will proceed as normal even when the City offices are closed and other employees are not required to come to work. However, if employees within these departments decide that weather conditions prohibit them from coming to work safely, they may contact their Department Head or designee, or the City Administrator, and request leave per the provisions of this policy.

Compensation

1. During a significant weather event, the City may close administrative offices to the public for the safety of its employees upon approval of the Mayor and/or the City Administrator.

2. Closure of City offices does not constitute a City paid non-work day; it is expected that employees work from home or take vacation leave or paid time off. If an Employee chooses not to report to work or utilize the work from home option during inclement weather conditions, then accrued leave must be used, or the time may be taken unpaid. Employees on pre-approved paid leave or sick leave shall have time off charged to the applicable leave allotment.

3.. Department heads may permit employees to make up short periods of absence due to inclement weather within the pay period the absence occurs, provided such activity does not conflict with City policy or labor agreements, and that such adjusted work time does not result in additional overtime payments.

Notification

On days when poor weather conditions exist, the Mayor or the City Administrator may place the City under the inclement weather policy, close City offices, or limit hours City offices are open for business. To be notified about these decisions, administrative employees may contact their supervisors at 6:00 a.m. directly or refer to the City's official webpage. If no notices have been posted, employees shall assume that City business will proceed under normal policies and procedures.

~~1. During a significant weather event that forces the City to close administrative operations for a period of time and employees are told not to report to work, they will be compensated for the day. However, if an Employee chooses not to report to work, then accrued leave must be used or the time may be taken unpaid.~~

~~2. Department heads may permit employees to make up short periods of absence due to inclement weather within the pay period the absence occurs, provided such activity does not conflict with City policy or labor agreements, and that such adjusted work time does not result in additional overtime payments.~~

~~*Notification*~~

~~On days when poor weather conditions exist, the Mayor or the City Administrator may place the City under the inclement weather policy, close City offices, or limit hours City offices are open for business. To be notified about these decisions, employees are responsible for calling City Hall to hear updated postings after 7:30 AM. If no message has been issued, employees shall assume that City business will proceed under normal policies and procedures.~~

915~~6~~ Pandemic or Public Health Emergency Response

It is the policy of the City of Stanwood to take all appropriate measures needed to address a pandemic and protect public health. Protecting the community and City staff is a top priority and this policy establishes some of the actions that may be taken, and the authority, granted to address a pandemic.

Procedures: The following procedures are established to minimize disease exposure and maintain continuity of City operations in the event that a pandemic becomes a threat to the health or safety of City employees, their families, and the community at large.

1.~~)~~ *Declaration of Pandemic and/or Public Health Emergency*: Public health professionals at organizations such as the Centers for Disease Control and Prevention (CDC), Washington State Public Health Department, Washington State Governor, and/or Snohomish County Health Department may declare that a pandemic, outbreak, or public health emergency exists. Such declarations may contain instructions or recommendations to both private and public sector entities. The City will follow all mandatory instructions and will implement recommendations to the extent it determines these to be applicable and/or feasible or practicable under the particular circumstances.

2.~~)~~ *Procedures to help minimize the spread of germs*: Employees are urged to practice standard Non-Pharmaceutical Interventions ("NPI's"), including covering coughs by coughing into a tissue or, if a tissue is not available, into their elbows, regular hand washing, regular use of alcohol hand sanitizer, and avoiding touching eyes, nose, or mouth. Hands and work surfaces should be disinfected frequently. Employees are also urged to utilize social distancing such as maintaining a distance of six feet from others when practical to do so.

3.~~)~~ *Proclamation of Emergency/Disaster Due to Pandemic*: Upon the City's proclamation of emergency/disaster due to pandemic, the following shall apply:

i. Employees who have a communicable illness or are experiencing flu-like symptoms (as then-defined by the applicable health authorities), are prohibited from coming to work and are encouraged to consult their physician.

ii. Employees reporting to work who exhibit symptoms of a communicable illness will be sent home and encouraged to consult their physician. Unless otherwise provided by law, the employee shall be required to utilize accrued leave, pursuant to these policies, or applicable collective bargaining agreement, if they are sent home due to symptoms of an illness.

iii. If the illness of an employee or member of an employee's household interferes with reporting to work in a timely manner, the employee is responsible for notifying their supervisor. Employees must not return to work until they have been free of illness symptoms (fever, chills, sore throat, etc.) for at least 24 hours (or any longer applicable incubation period determined by the appropriate health authority) or are deemed no longer infectious by a medical professional.

iv. Except as otherwise prohibited by law, employees are required to first utilize their accrued sick leave and then any other accrued paid time off (vacation, paid time off, compensatory time, or floating holidays) while recovering from, or caring for a spouse or dependent recovering from illness.

v. If the school or place of care of an employee's child is closed due to pandemic, the employee may use accrued sick leave (or other accrued paid time off, to the extent the employee does not have sufficient sick leave), to care for the child.

vi. ~~Employees may donate accrued sick leave to employees who do not have enough accrued leave balances to cover their absence, subject to and in accordance with the City's shared leave policy.~~

vii. When quarantine of an employee is ordered by State or County Health Officials due to a pandemic illness, employees may use accrued sick leave (or other accrued paid time off, to the extent the employee does not have sufficient sick leave) for the period of quarantine.

viii. At the discretion of the Mayor or City Administrator, City Hall may alter its business practices, hours of business, and services provided. Examples of potential measures that could be taken include but are not limited to:

a. The City may implement temporary emergency procedures to minimize in-person contact between employees. Such measures may include greater use of e-mail, phone, and teleconferences, including telecommuting (see policy), as opposed to in-person meetings and contact.

b. *Reduced Reception and Front Counter Service*: The City may alter how it conducts business with the public by limiting or halting services at counters/areas of the City Hall and other facilities where front-line services are typically provided.

c. *Partial Work from Home Schedules:* Some staff may be permitted or assigned to work from home.

d. *Full or partial City Hall Closure:* City Hall may be partially or fully closed. During closure, staff who are able to reasonably work from home, whether in full or partial shifts, will be allowed to do so, and City managers and supervisors will coordinate this directly with the subject employees (See Telecommuting Policy).

916~~7~~ Volunteer Emergency Services Personnel Leave

In accordance with RCW 49.12.460, an employee who is a volunteer firefighter, reserve peace officer, or member of the Civil Air Patrol will not be subject to discipline or termination when an emergency call, fire alarm, or emergency service operation prevents them from showing up to work on time.

In the case of a volunteer firefighter working at, or returning from, a fire alarm or emergency call that causes the employee to be late or miss work, the on-scene commander must order the firefighter to remain at the scene. Training and other non-emergency activities do not qualify. Volunteer firefighters cannot be paid and must be away from their regular job when the fire alarm or emergency call comes in to qualify for this leave.

A reserve peace officer, as defined in RCW 41.24.010, must be called to an emergency to be late or miss work. A member of the Civil Air Patrol must be involved in an emergency service operation, as defined in RCW 49.12.460, to be late or miss work.

Notice Requirements
An employee shall make every reasonable attempt to give his or her department head advance notice of the need to take leave.

Type of Leave
An employee who is absent from work pursuant to this policy may elect to use his or her accrued vacation leave, paid time off, floating holiday, compensatory time or unpaid leave time.

Verification
The department head may require the request for leave be supported by verification from the agency at which the employee volunteers.

~~918 Shared Medical Leave Program~~

~~The City of Stanwood recognizes that certain circumstances may exist where employees may need additional leave to assist them during a period of time when they are off from work for medical purposes, but do not have enough accumulated leave. These additional leave days will be voluntarily donated by other City employees. Donated leave days, for medical purposes, may also be used by an employee because of immediate family illness.~~

~~*Eligibility*~~

~~To be eligible to donate either vacation, paid time off or sick leave, an employee must have over one hundred (100) hours of accrued vacation leave or paid time off, and two hundred (200) hours of accrued sick leave. In no event shall a leave donation result in the donor reducing their vacation leave balance to less than one hundred (100) hours or sick leave balance to less than two hundred (200) hours. Transfer of leave will be in increments of eight (8) hours (1 day). Leave is donated on an hour for hour basis with no relation to actual earnings of either the donor or the recipient.~~

~~For an employee to receive donated leave, the employee must first exhaust all of the employee's own accumulated compensatory time, sick leave, paid time off and vacation leave. In the case of work related injury, the employee must diligently pursue and be found ineligible for worker's compensation benefits, prior to receiving donated leave.~~

~~*Process*~~

~~All donations of leave are strictly voluntary and confidential, and will occur on a "per event" basis. If employees have a need to use the Shared Medical Leave Program, they should contact their Department Head or designee, or the City Administrator or designee. When an employee is in need of donated leave, and so requests, the City will inform other employees in writing that donated leave has been requested.~~

~~An employee using shared leave will continue to receive the same salary and benefits as an employee using vacation, paid time off or sick leave. Unused donated leave will be given back to the donor(s).~~

917~~9~~ Unpaid Holidays for Reasons of Faith or Conscience

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with their Department Head's approval or the approval of the City Administrator, take the day off using vacation leave, paid time off, or compensatory time.

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term “undue hardship” has the meaning contained in the rule established by the Office of Financial Management.

If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee’s supervisor a minimum of two (2) weeks prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee’s supervisor. The employee’s supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of “undue hardship” developed by rule of the Office of Financial Management.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next. A day is defined as a 24-hour period.

This Page Intentionally Left Blank