

**CITY OF STANWOOD**  
Stanwood, Washington

**RESOLUTION 2020-08**

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON REVISING THE STANWOOD ORGANIZATIONAL STRUCTURE AND LONG-TERM STAFFING PLAN AND UPDATING THE NON-REPRESENTED EMPLOYEE SALARY SCHEDULE EFFECTIVE JUNE 11, 2020.**

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

**WHEREAS**, on November 25, 2019 the City Council approved the salary and benefit schedule for City of Stanwood non-represented employees for the period from January 1, 2020 through December 31, 2020; and

**WHEREAS**, on February 27, 2020 the City Council approved agreements by and between City of Stanwood and Teamsters Local Union No. 231 (representing the public works employees and administrative employees) for the period from January 1, 2020 through December 31, 2022; and

**WHEREAS**, the city authorized a professional services agreement with WSU to conduct a community survey on June 13, 2019 to obtain feedback on desired levels of service that the community requires and has received the final community survey responses; and

**WHEREAS**, the city authorized a professional services agreement with FCS Group to conduct a city-wide organizational and staffing analysis on May 9, 2019 and has received the final organizational restructure assessment and long-term staffing plan recommendations; and

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

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

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

**Section 1: Adopting the Long-term Staffing Plan**

That the overall staffing plan includes position classifications that may be activated and filled over time as the needs of the community change, that the overall FTE counts does not exceed 47.56, and that the administration has the flexibility to utilize staffing resources within the Council adopted salary and benefit allocations in the biennial budget as contained herein as set forth below:

<b>City of Stanwood - Organizational Staffing Matrix</b>	
<b>Position Title</b>	<b>Overall Staffing Plan</b>
City Administrator	1.00
Assistant to Administrator/Communications Specialist	1.00
Human Resource Manager	1.00
<b>Administration</b>	<b>3.00</b>
City Clerk	1.00
Deputy City Clerk I	1.00
<b>City Clerk</b>	<b>2.00</b>
Finance Director	1.00
Finance Manager	1.00
Senior Accountant	1.00
Accounting Specialist	2.00
Accounting Clerk	1.00
Administrative Assistant	1.00
<b>Finance</b>	<b>7.00</b>
Economic Development & Marketing Manager	1.00
<b>Economic Development</b>	<b>1.00</b>
Community Development Director	1.00
Sr Planner	1.56
Planner	1.00
Associate Planner	1.00
GIS Technician	1.00
Building Official	1.00
Permit Specialist I	1.00
Code Enforcement Officer	1.00
<b>Community Development</b>	<b>8.56</b>
Police Records Clerk	2.00
<b>Police Dept</b>	<b>2.00</b>
Public Works Director	1.00
Administrative Assistant	1.00
City Engineer/Capital Projects Manager	1.00
Engineering Technician	2.00
Public Works Superintendent	2.00
Public Works Lead	2.00
WWTP Lead	1.00
Public Works Tech I	2.00
Public Works Tech II	5.00
Public Works Tech III (OIT)	2.00
Water Treatment Plant Oper I	2.00
Water Treatment Plant Oper II	1.00
WWTP Operator I	1.00
WWTP Operator II	1.00
<b>Public Works</b>	<b>24.00</b>
<b>Staffing Totals</b>	<b>47.56</b>

**Section 2: Adopting Updated Salary Schedule for Non-Represented Employees**

That the monthly base compensation for City employees and elected officials who are not represented by a union or bargaining group subject to adjustments as contained herein as set forth below:

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

**Section 2: Benefits for Non-Represented Employees**

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

**ADOPTED** by the city council and **APPROVED** by the Mayor this 11<sup>th</sup> day of June, 2020.

CITY OF STANWOOD

By   
 Leonard Kelley, Mayor

ATTEST:

By   
 Jennifer Ferguson, City Clerk