



City Council Committee Meeting Agenda

Finance Committee

This meeting will be conducted by telephone and online,
connection information will be posted on the City Website –
<https://www.stanwoodwa.org>

December 1, 2020 3:00pm

1. Expanded Role of Committee Chair
2. Personnel Policy Updates
3. Legal Services Contract
4. Sales Tax Reports

Zoom Meeting Information

Topic: Finance Committee Meeting
Time: Dec. 1, 2020 3:00PM Pacific Time

Zoom Link: <https://us02web.zoom.us/j/86536265766?pwd=UVIxYWp4MIJ0aFNQYTlvY0hFcXFFQT09>

Or join by phone: 1 253 215 8782

Webinar ID: 865 3626 5766
Passcode: 011388



CITY OF STANWOOD FINANCE COMMITTEE

DATE: December 1, 2020 Meeting

SUBJECT: Finance/Personnel Committee Agenda Discussion Items Overview

FROM: Jennifer Ferguson, City Administrator

Expanded Role of Committee Chair

Council committees play an intricate role in the review of issues that come before the City as part of our due diligence process. Committees take a deeper dive into details and provide important feedback to staff, the full City Council and community. As we work to enhance our public engagement initiatives and provide more substance on issues to the Community during Council meetings, Council Committee Chairs and ad hoc Advisory Board Chairs are asked to provide brief statements, about the Committee/Commission/Board discussion during staff presentations on these issues.

Personnel Policy Update

The personnel policy was last updated in 2017 and should be updated on a more consistent basis to ensure best management policies and protocols are in place. The proposed updates include necessary federal and state mandatory policy and guidance such as Paid Family Leave and other disability related language. Other updates include new Paid Time Off Leave, Telecommuting, and Wellness program. Staff will provide an overview of the proposed changes.

Legal Services Retainer

The City uses Weed Law Offices for legal services through a two-year retainer. The current retainer expires December 31, 2020 and is proposed to be extended two more years until the end of 2022. The hourly rate is requested to increase \$5.00 per retainer hour. Other than litigation hours, staff expects that legal costs would remain about the same or lower due to the change in Financial Management Policy where contract

commitment authority was updated in 2019 and a boilerplate professional service agreement is utilized.

Sales Tax Report

Sales tax revenues remain stable and are up from the previous year.