

**CITY OF STANWOOD**  
Special Meeting Workshop of the City Council  
Thursday, May 14, 2020 – 5:30 p.m.  
Zoom Online Meeting & Telephone  
**MINUTES**

**1. Welcome**

Mayor Kelley called the meeting to order at 5:30 p.m.

Deputy Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Diane White, Elizabeth Callaghan, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

Also present: Public Works Director Kevin Hushagen, Assistant Public Works Director/City Engineer Shawn Smith, Community Development Director Patricia Love, Attorney Brett Vinson, Police Chief Rob Martin, Fire Chief John Cermak, City Administrator Jennifer Ferguson, and Deputy Clerk Sara Robinson.

**2. Organization Assessment and Staffing Study**

Martin Chaw, Senior Project Manager with FCA Group presented the City Organization Assessment and Staffing Study. This project started in 2019. The scope of work included evaluation of the workforce and alignment to the needs of the community. Current staff was interviewed to get a full picture of the different positions and staffing needs. The team conducted an interjurisdictional survey of similar cities which included North Bend, Port Townsend, Snohomish and Yelm (did not respond). The study included job duties, organizational structures and levels of staffing.

Chaw reviewed the study findings and conclusions which were broken down into the following sections and included staffing recommendations and the benefits of each- Invest in Local Economy of Downtown, Maintain existing City assets (streets, parks & utilities), Support Delivery of Capital Improvements, Support City Operations and Employee Experience, and Enhance Public Engagement

Conclusion and next steps include –

Framework for addressing needs and priorities identified by city employees and the WSU community survey. Focus on building infrastructure capacity and adding staff resources to retain and support existing business, grow/build downtown and economic core, and maintain existing city assets. The City Administrator and Mayor will identify the timing of when new positions will be hired or change in positions for service delivery. This will happen through biennial budget setting. The City Council will authorize staffing and benefit budget allocation to deliver levels of service.

**11. Adjourn**


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Mayor Kelley adjourned the meeting at 6:40 p.m.

CITY OF STANWOOD

  
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Leonard Kelley, Mayor

ATTEST:

  
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Sara Robinson, Deputy Clerk