

**SULTAN CITY COUNCIL**  
**AGENDA ITEM COVER SHEET**

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**ITEM NO:** Consent C-7

**DATE:** February 8, 2007

**SUBJECT:** Designation of Applicant's Agent

**CONTACT PERSON:** Craig Bruner, Building Official, CFM

**SUMMARY:** Staff is requesting the City Council designate Laura Koenig, City Clerk/Deputy Finance Director, as the authorized representative with oversight from the Mayor.

The Finance Department already processes contracts and payments. Keeping the responsibility in one department with appropriate oversight will reduce paperwork and maintain an efficient operation.

The purpose of this designation as the authorized representative is to obtain Federal and/or State Disaster Assistance Funds and is required by the State and Federal Agencies. The representative is authorized on behalf of the City of Sultan to execute all contracts, certify completion of projects, request payments, and prepare all required documentations.

**FISCAL IMPACT:** During the "Election Day" November 7 & 8, 2006 flood, the City sustained an estimated \$73,588.00 in damage. FEMA will reimburse up to 75% of the damages. That equals \$55,191.00. To date we have processed and submitted claims for \$29,142.12, and will continue make claims as the billing for damages are submitted.

**ANALYSIS:**

The damages sustained in the November 7 & 8, 2006 flood is a result of backwater from the Skykomish River. See the preliminary damage assessment summary report for greater detail. The majority of the cost has already been incurred, however, we could choose not clear the debris, or fix the damage in the Sportsman Park.

**ALTERNATIVES:**

Select another Staff person or the Mayor as the authorized representative.

**RECOMMENDED ACTION:**

Designating Laura Koenig, City Clerk, as the authorized representative, with oversight from the Mayor. Repair all damage and submit documentation to FEMA.

**ATTACHMENT:**

1. Preliminary Damage Assessment
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**COUNCIL ACTION:**

**DATE:**

**PART I - APPLICANT / INSPECTOR INFORMATION**

<b>COUNTY</b>	<b>APPLICANT</b>	<b>APPLICANT CONTACT / E-MAIL</b>	<b>PHONE</b>
Snohomish	City of Sultan	Craig Bruner	360-793-2231
<b>INSPECTORS/AGENCY:</b>		<b>E-MAIL</b>	<b>PHONE</b>
Local	0	0	0
State	0	0	0
Federal	0	0	0

**PART II - BUDGET & COST ESTIMATE-SUMMARY (Complete Category Pages First THIS IS REQUIRED)**

POPULATION		TOTAL BUDGET		MAINTENANCE BUDGET		DATE FY BEGINS
10000		Approved	Balance	Approved	Balance	
CATE-GORY	NO. OF SITES	TYPES OF DAMAGE		TOTAL CATEGORY ESTIMATE - APPLICANT	TOTAL CATEGORY ESTIMATE - TEAM	POTENTIAL LOCAL FUNDS AVAILABLE
A		Debris Clearance		\$1,543	\$0	
B		Protective Measures		\$16,076	\$0	
C		Road Systems		\$0	\$0	
D		Water Control Facilities		\$31,969	\$0	
E		Public Buildings and Equipment		\$0	\$0	
F		Public Utilities		\$0	\$0	
G		Parks/Other		\$24,000	\$0	
<b>TOTAL</b>				<b>\$73,588</b>	<b>\$0</b>	<b>\$0</b>
Damage Cost Estimate - Corps of Engineers=			\$ -	Damage Cost Estimate - NRCS=		
Damage Cost Estimate - FHWA=			\$ -	NRCS = National Resource Conservation Service		
				FHWA = Federal Highway Administration		

**PART III - OVERALL DISASTER IMPACT (Use Additional Sheets if Necessary) THIS IS REQUIRED INFORMATION.**

**A. GENERAL IMPACT:**

- Identify and describe the damages that constitute a health and/or safety hazard to the general public.  
Public buildings affected impacted citizens by limiting availability of resources, help, and assistance during and after the floods
- Describe the population adversely affected directly or indirectly by the loss of or the damage to these public facilities.  
Rural, agricultural small community with limited manufacturing base. Most citizens are low income or senior citizens on Social Security.
- What economic activities are adversely affected by the loss of the public facilities or the damage to the facilities?  
Impact on economic activities is from limitations in service to businesses and organizations bringing money into the community through primary facilities or through the parks that were affected

**B. RESPONSE CAPABILITY:**

- Describe how the applicant intends to repair the damage and the schedule to accomplish the work.  
Damage repair for unbudgeted items will require maintenance or critical item purchase deferral.
- Describe the source and availability of funds to accomplish the repairs.  
None, the budget has been approved and no rainy day fund exists
- How quickly can the damages be repaired without degradation of public services?  
TBD

**C. IMPACT ON PUBLIC SERVICES IF A DECLARATION IS NOT MADE:** (e.g., Defer permanent repairs, impact ongoing services, improvements, etc.)  
Reduction in capability, safety, services, and help to citizens.