

**2008 WINTER CITY COUNCIL RETREAT  
AGENDA ITEM COVER SHEET**

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**DATE:** February 9, 2008  
**SUBJECT:** Vision Statement and Budget Themes

**CONTACT PERSON:** Deborah Knight, City Administrator

*D. Knight*

**Vision Statements**

**Purpose – set the foundation for a discussion of goals and objectives. The Council’s long and short-term visions provide direction for staff efforts.**

The City has developed a number of vision statements for the community over the last few years. The staff recommendation is to start with a consensus on the vision for the City and then drill down to develop specific actions (goals and objectives) to achieve the vision. This ensures that the Council and staff are following the stated direction of the community.

The intent of the discussion is to answer the following questions. There may be other questions identified by the Council that also need to be addressed during the retreat:

- What vision is the Council hoping to achieve?
- Where does the Council want to focus the City’s attention?
- How does this focus move the community forward towards its vision?
- What resources (staff, financial, community) are needed to achieve the vision?
- How will the City obtain these resources – grants, donations, general fund, new utility fees, etc?

## Comprehensive Plan Vision – 1994

The vision was based on community feedback from the community assessment study and survey. The following statements constitute the vision that the Town's residents have for themselves:

### The Setting

- Maintain a small town feeling
- Emphasize the recreation opportunities outside the immediate community and within the city
- Improve the visual image (buildings, landscape, and streetscape)

### The Economy

- Diversify services so the shopping needs of Sultan residents can be met within the city
- Encourage small business
- Seek employment opportunities by accommodating clean industry and manufacturing

### Housing

- Maintain the single-family character while recognizing the need to provide housing for all income ranges.
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## Industrial Park Master Plan

*The vision looks ahead 15-20 years into the future. The actual build-out of the area may take longer depending on the economy and the demand for land to accommodate new development and expansion of existing business..*

By 2020, the Sultan Industrial Park area will be substantially developed with a mix of businesses including manufacturing, distribution, and technology-based industry; community-serving and visitor-oriented retail and personal services; offices; hotels; recreational vehicle accommodations; and dining and entertainment venues. Buildings will house freestanding single operations, business and industrial parks, and multi-tenant flexible space users.

### Housing

The upper terrace along the northern portion of the area will be developed for mixed office and medium density residential uses taking advantage of views and access from Sultan Basin Road.

### Transportation

SR2 will be a busy urban arterial providing both state highway functions as well as local access. The highway will be improved with intersection signals, turning lanes, curbs, gutters, and sidewalks. Access and egress serving businesses will be designed to serve multiple properties. An internal network of public streets will connect uses on the north side of the highway and provide for traffic circulation connections to Sultan Basin Road and Rice Road as well as to signalized intersections with SR2. These streets will be landscaped, provide for pedestrians and bicycles, and connect open space.

## Natural Environment

The natural environment will be enhanced using the Wagley's Creek corridor and associated wetlands to create habitat and open spaces that will provide green relief from the intensively developed areas. Regional stormwater detention ponds will be integrated into this system using biofiltration to clean the water before it reaches the natural areas.

Buildings, parking lots, signage, and landscaping will be designed to show a flexible but collective look of the area that will say, "you have arrived in Sultan" to travelers passing through on the highway.

## Employment and Tax Base

Hundreds of jobs will be filled by local residents who will be able to commute to work in a few minutes, some by foot or bicycle. Sales tax, business and occupation tax, and property tax revenues to the City will support increased city services to all of Sultan.

## Downtown Sultan 2020

*In 2020, Downtown Sultan is a vibrant center for the larger Sky Valley community. Downtown has become an economic, social, and cultural anchor for residents and visitors. SR 2 has been improved as an urban arterial with intersection improvements, sidewalks, and pedestrian lighting, landscaping and signage.*

*Businesses along the highway share parking with Main Street businesses on the interior of the blocks. Third, Fourth, Fifth and Sixth Streets have become connectors for both vehicular and pedestrian movement between the highway and Main Street. Main Street has been improved to reflect the historic small town feel of Sultan with improved sidewalks, planting, and seating.*

### *Western Portion of Downtown*

*The western portion of Downtown from First to Fifth is the most intensive part, featuring a mix of business, government, and recreation activities including City Hall and Library, Museum, and the tourist information center. Free short-term parking for visitors is provided near River Park. Two- and three-story mixed use buildings have been constructed along Main Street with retail businesses on the ground floor and offices and apartments above.*

### *Central Portion of Downtown*

*The central portion of Downtown from Fifth to Eight is the major shopping and business center for Downtown, with retail, dining, and services located in buildings along Main Street and auto-oriented businesses along the highway. The Main Street frontage features two- and three-story buildings with awnings, storefronts, and office and apartments above. Several buildings have apartments designed for seniors. Teens are attracted to this part of Main Street by indoor and outdoor places to hang out and enjoy music, books, games and apparel.*

## **2008 Budget Themes**

**Purpose – Confirm the themes used to develop the 2008 Budget.  
Review department goals for 2008 and 1<sup>st</sup> Quarter Work Plans  
(Attachment A)  
Provide staff with revised direction if necessary**

This year the Mayor and City Council have taken a different approach to developing the City's annual budget. The Mayor and the City Council have approved a budget that has a long-range perspective, and is not simply an exercise in balancing revenues and expenditures one year at a time. The focus is on long-term financial planning. The intent is to have a clear understanding of Mayor and Council priorities in order to avoid creating "wish-lists" that do not address City priorities.

As part of the City's effort to initiate a strategic budgeting process, the Mayor and City Council adopted five Budget Themes:

1. Economic Development
2. Community Vision
3. Financial Health
4. Staff Resources
5. Strategic Partnerships

The budget themes are intended to be a three year strategy to address the most important and pressing issues in the Sultan community. They are intended to help the City keep focused and to direct staff and financial resources. Without a multi-year plan the City can lose its focus and waste valuable time and resources attending to less strategic issues.

Throughout the 2008 Budget, the reader should be able to easily identify how the City's financial and human resources are deployed in support of the budget themes.

### **Economic Development**

Economic Development was one of the primary planks in the platform of mayoral candidates this election year. Sultan continues to struggle with attracting and retaining retail business. Retail business and a healthy sales tax revenue are needed for long-term financial stability.

The tasks identified for 2008 are funded in the Grants and Economic Development budget:

- Work to develop small business incubators to retain and attract businesses with specific needs
- Connect new business owners to resources inside and outside the community to ensure financial success
  - Develop and distribute Welcome to Sultan packets to new business owners in the Sultan community.
  - Create an Economic Development page on the City's website
  - Meet with business owners quarterly to find out how City Hall and assist them in creating a successful business
- Bring new customers to Sultan business by promoting tourism
  - Create a Tourist Activity page on the City's website
  - Work with Snohomish County Economic Development and Snohomish County Tourism to highlight tourist activities in and around Sultan
  - Partner with Snohomish County Parks & Recreation locating a park and shooting range near Sultan
- Prioritize Strategic Public Investment
  - Details on the City's priority capital investments are in the Capital Budget Attachment B.
  - The 2009-2014 Capital Improvement Plan will prioritize capital investments such as the East-West Industrial Park Connector Road that will kick-start economic development.

### **Community Vision**

The City has developed a number of vision statements for the community over the last few years. At the Council retreat in February 2007, the City Council confirmed its desire to maintain Sultan's small town feel while emphasizing recreation opportunities and improving the visual image of the community while diversifying services so the shopping needs of Sultan residents can be met within the City.

Budget line items to achieve this goal are found in the Community Development, Capital Budget and Enterprise Funds (water, sewer, and garbage as appropriate).

- Sultan Comprehensive Plan Update - \$400,000 divided between Community Development and Enterprise Funds (water, sewer, and garbage as appropriate).
  - Prepare and adopt a comprehensive plan compliant with the State Growth Management Act. Effort includes confirming population, employment and housing assumptions; updating facilities inventories for roads, water, sewer, storm water and public facilities; evaluating and adopting level of

service standards for each facility type; preparing a financial plan to fund necessary improvements.

- Development code update - \$50,000 Community Development
  - Parts of the development code are under review this year including the Council's quasi-judicial authority and expansion of non-conforming uses.
  - Changes to the development code may be necessary in 2008 to implement changes in the City's Comprehensive Plan. The City Council has also expressed an interest in a "code scrub". This could begin in late 2008 or early 2009.
- Wastewater Treatment Plant (WWTP) design - \$1,000,000 Capital Budget
  - The City is working to develop a financially sound funding strategy for upgrading the WWTP. The Sewer Rate Study was completed in 2007. The City will be meeting with the development community in 2008 to discuss other funding options.
- Open Space Acquisition and Strategic Plan - \$350,000 for acquisition in the Capital Budget
  - The City is negotiating to acquire open space using park impact fees. The City will consider a strategic plan for acquiring and financing additional open space before development pressures make acquisition financially unfeasible.

### **Financial Health**

The City's general fund revenues have been stagnant since 2000 with the passage of I-695 and I-747. In real dollars the City's general fund has decreased as property taxes are limited to 1% and inflation has been over 3%. After suffering declines in revenues without adjustments to expenditures, the City has made steady progress over the last two years to improve the City's financial health. The City will continue to evaluate opportunities to improve the City's bottom line.

- Utility Rate Studies Water - \$65,000 from the Water Enterprise Fund
  - The City completed a Sewer Rate Study in 2007 to ensure adequate revenues to enhance and maintain the sewer treatment plant for existing customers.
  - During development of the 2008 budget it was clear that water services charges to support the City's Water Fund are not keeping pace with state requirements and needed improvements.
  - City staff recommend conducting a water rate study in 2008 and a garbage rate study in 2009 to ensure that the remaining utilities are paying for themselves and have long-term financial stability.
- Equipment replacement and acquisition
  - The City adopted a long-term plan for equipment replacement and acquisition. The proposed funds are set aside out of the general fund

budget for equipment replacement and acquisition using either depreciation or by establishing a rental fund in the 2009 budget.

- Parks Operations and Maintenance - \$28,620 in 2008
  - The City's park system is suffering from neglect. There are not enough staff and financial resources to main the City current park system.
  - The City Council approved transferring investment interest to the General Fund to support a minimum level of service for park maintenance.
  - The City should explore long-term solutions and develop a strategic plan. This is related to, and could be combined with, the open space strategic plan. Funding in 2009 would be used to explore creating a separate Park Taxing district and a voter approved park maintenance and operations bond.
- Library Annexation - \$92,000 in 2008
  - The City has notified the Sno-Isle Library District of its intent to end its contract with the District effective January 1, 2009.
  - The City and the District are asking Sultan voters to annex into the Library District and be taxed directly by the District for library services. A majority vote on March 11, 2008 will save the City \$92,000 in contract fees and expenses paid to provide library services out of the City's general fund.

### **Staff Resources**

The City must continue to attract and retain qualified and quality staff to ensure Sultan citizens are getting the best bang for their personnel resources. The City will be negotiating both its Public Works and Clerical Worker and Police Officer labor contracts in 2008.

The City's bargaining agreement with the Police effective January 1, 2007-December 31, 2008 is based on the CPI-W for the Seattle-Tacoma-Bremerton Area for the period from June 2006 to June 2007. The cost of living adjustment for police wages for 2008 will be 3.3%

The City's bargaining agreement with public works and clerical staff is currently under negotiation. Management expects the bargaining unit to request the same cost of living adjust as was approved in the police contract. The cost of living adjustment for public works and clerical staff is estimated at 3.3%

Medical premiums will increase by 14.8% in 2008. This is a significant impact the General Fund as well as the Street Fund and enterprise funds (water, wastewater, garbage, cemetery, and storm water). Dental and vision costs **will not** increase over 2007.

Medical premium increases will affect the public works and clerical workers contract currently under negotiation. A premium cost share agreement will help the City control rising health care costs.

- Compensation/classification Study \$10,000 in the City Administrator's budget
  - The study would begin in the second half of 2008 and be finished in 2009. Pay adjustments could be reviewed during the 2008 budget process.
  - The City has not conducted a compensation and classification study to determine its pay and benefit strategy in comparison to the market place.
  - The study would also include review and revision of job descriptions and establish a performance evaluation program
- Recruit and replace retiring staff - \$10,000 divided between the Civil Service, Community Development, and Engineering budgets.
  - Several staff including the Community Development Director, City Engineer, and Police Chief will retire in 2008.
  - The city must ensure a quality hiring process and knowledge transfer to new employees.

### **Strategic Partnerships**

The City of Sultan is part of a larger regional and state community. There are several goals the Mayor and Council are seeking to achieve that require partnerships with other government agencies. There are no specific funds set aside. Rather, these goals will be pursued using existing in-house resources.

- Riverfront Park w/Snohomish County and other stakeholders
- Gun range w/ Department of Natural Resources and other stakeholders

### **ATTACHMENTS**

- A – 2008 Budget and Interest Allocation
- B – Department 2008 Goals and 1<sup>st</sup> Quarter Work Plans

**SULTAN CITY COUNCIL**

**AGENDA ITEM COVER SHEET**

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ITEM #: Action A 1  
DATE: December 13, 2007  
SUBJECT: Ordinance 972-07 2008 Budget  
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is the adoption of Ordinance 972-07 (Attachment A) to adopt a budget for the 2008 fiscal year.

**SUMMARY:**

The detailed budget and department reports were prepared and submitted to the Council during the public hearing process and Ordinance 972-07 was introduced for a first reading on November 15, 2007. These reports are available on the City's web page at <http://www.ci.sultan.wa.us/council/2007-11-15>.

The General Fund reserve balance has been reduced by approximately \$3,800 based on the revised allocation of investment interest (See Agenda Item A 3)

**MOTION:**

Move to adopt Ordinance 972-97 setting the 2008 Budget.

ATTACHMENTS: A. Ordinance 972-07

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COUNCIL ACTION:

DATE:

**CITY OF SULTAN  
SULTAN, WASHINGTON**

**ORDINANCE NO. 972-07**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY  
OF SULTAN WASHINGTON FOR THE FISCAL YEAR ENDING  
DECEMBER 31, 2008**

WHEREAS, the Mayor of the City of Sultan, Washington, completed and placed on file with the City clerk a proposed budget and estimate of the amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2008, and notice was published that the Council of said City would meet on November 15, 2007 for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

WHEREAS, the said City Council did meet at said time and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Sultan for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of the City during said period.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN DO ORDAIN as follows:

Section 1: The budget for the City of Sultan, Washington for the year 2008 is hereby adopted in its final form and content as set forth in the document entitled City of Sultan 2008 Budget, three (3) copies of which are on file in the office of the City Clerk.

Section 2: Estimated resources, including fund balances or working capital for each separate fund of the City of Sultan, and aggregate totals (net of transactions between funds) for all such funds combined, for the year 2008 are set forth in the summary form below, and are hereby appropriated for expenditures during the year 2008 as set forth below:

<u>FUND</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
001 General	Legislative	\$ 8,915
	Executive	41,505
	Finance/Administration	34,215
	Grants	16,600
	Legal	49,610
	Civil Service	16,250
	Other Governmental	63,788
	Law Enforcement	905,428
	Law Enforcement - Court	179,400
	Emergency Services	1,005
	Miscellaneous	428

Code Enforcement	31,250
Planning/Development	219,465
Building	95,280
Public Health	700
Library	102,915
Park/Recreation	28,620
Other Financing Uses	52,220

TOTAL GENERAL FUND \$1,847,594

100 General Fund Contingency	72,000
101 Combined Street Funds	242,221
103 Cemetery Fund	36,518
104 General Equipment Reserve Fund	54,500
105 Park Improvement Project Fund	724,473
106 Police Equipment Reserve fund	22,260
107 Drug Enforcement Fund	500
108 Transportation Impact Fee Fund	500,000
109 Community Improvement Fund	1,000
110 Emergency Radio System Fund	36,947
112 Park Impact Fee Fund	195,173
203 General Obligation Bond Fund	122,773
205 Unlimited GO Bond Fund	31,395
207 LID Guaranty Fund	363,500
301 Capital Project Fund REET 1	160,000
302 Capital Project Fund REET 2	167,776
303 Street Construction Fund	1,700,000
307 LID Project Fund	115,000
400 Water Utility Fund	901,885
401 Sewer Utility Fund	970,144
402 Garbage Utility Fund	556,027
403 Water/Sewer Bond Fund	126,640
405 Cumulative Reserve Utility Fund	125,000
406 Storm Water Utility Fund	272,214
407 Sewer System Improvement Fund	694,000
409 Water System Improvement Fund	125,000
412 Water Debt Service Fund	154,764
413 Sewer Debt Service Fund	375,426
621 Cemetery Trust	3,000

TOTAL ALL FUNDS \$10,697,730

Section 3: The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4: This ordinance is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

Section 5: This ordinance shall be in full force and effect five days after publication as required by law.

REGULARLY ADOPTED this 13th day of December, 2007.

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Benjamin Tolson Mayor

Attest:

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Laura J. Koenig, City Clerk

Approved as to form:

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Thom Graafstra, City Attorney

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO.** Action A 3  
**DATE:** December 6, 2007  
**SUBJECT:** Resolution 07-24 Investment Interest Allocation  
**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is the adoption of Resolution 07-24 (Attachment A) to allocate investment interest earned.

**STAFF and SUB COMMITTEE RECOMMENDATION:**

In accordance with RCW 82.02.070, interest earned from moneys in Impact Funds must be allocated to and used by those funds for the purpose specified. The original proposal was to use the interest earned by Impact Funds to help offset Park maintenance costs in the General Fund.

Since Impact Funds can't be used, Staff and the Sub Committee recommend that 50% of the interest earned by the CR Utility Reserve fund be allocated to the General Fund to help offset the costs of Park maintenance.

It was further recommended that the resolution for the distribution of interest be for one fiscal year and that the matter be a part of the annual budget process.

There will be a revenue reduction in the General Fund of approximately \$3,800 by this change in allocation.

**SUMMARY:**

The Sub Committee met on December 6, 2007 to reviewed and discuss the matter of distributing interest earned on investment.

The issue of allocation of investment interest earned was discussed at the November 8, 2007 Council meeting. Staff was directed to prepare a resolution with recommendations on the allocation of investment interest and to provide information on the financial impacts.

Under state law, if a Code City's funds have been commingled for investment purposes, the interest may be apportioned among the various participating funds or the general or current expense fund as the city determines by ordinance or resolution. Attachment B is an article from MRSC regarding credit of interest earnings. There are additional restrictions noted in the BARS manual (Attachment C) and the bond ordinances may also require that interest be allocated to specific funds.

The City has earned the following interest through September 2007:

1 <sup>st</sup> Quarter	\$44,742.96
2 <sup>nd</sup> Quarter	\$41,814.49
3 <sup>rd</sup> Quarter	\$44,967.17

Total \$131,624.62

Of the total amount earned \$12,763.07 was credited to the General Fund. Under the proposed allocation an additional \$45,378.51 would have been credited to the General Fund.

Interest earned by the Cemetery Trust Endowment is credited to the Cemetery operating fund. With the exception of the LID Bond fund, staff is recommending that interest earned by bond funds should be credited to the fund to offset the cost of bond principal and interest payments. It is also recommended that interest earned by the Water and Sewer reserves, construction and debt funds be credited to those funds. This will insure that additional funds will be available for projects and bond and loan payments.

The following chart shows the 3<sup>rd</sup> Quarter investment interest earnings and the amount credited to each of the different funds:

JOURNAL ENTRIES			3rd Quarter 2007	Proposed Gen. Fund Allocation
Fund	Descrip	Account	Credit	
Investment Interest				
001	Interest	General	4652.41	NA
101	Interest	Street	0.00	No
103	Interest	Cemetery	1108.55	No
107	Interest	Drug Fund	81.59	No
108	Interest	Impact Funds	9064.55	No
109	Interest	Community fund	14.78	Yes
110	Interest	Police Bond	397.47	No
203	Interest	GO Bond Fund	681.19	No
205	Interest	Police Bond Fund	274.21	No
207	Interest	LID Bond Fund	8779.88	Yes
301	Interest	Capital - REET	3628.29	No
303	Interest	Street Construct	0.00	Yes
403	Interest	W/S Bond	642.76	No
405	Interest	UT Utility	14744.97	Yes/50%
407	Interest	Sewer Cont	0.00	No
409	Interest	Water Cont	238.64	No
412	Interest	Water Debt	657.88	No
413	Interest	Sewer Debt	0.00	No
Total			44967.17	
Additional Interest - 3rd Qtr			16,167.15	
Annual Interest (estimate)			64,668.60	

In accordance with Resolution 92-11 (Attachment D), the City commingles the fund balance of all funds for the purpose of investments. Resolution 92-11 is outdated and includes funds that no longer exist.

**ALTERNATIVES**

1. Adopt Resolution 07-24 to provide for allocation of interest.
2. Do not adopt the resolution to adopt interest allocation and continue to allocate interest using the Resolution adopted in 1992 and current practice.

**STAFF RECOMMENDATION:**

Adopt Resolution 07-24 providing for the allocation of earned Investment Interest.

**MOTION:**

Move to adopt Resolution 07-24 allocating earned investment interest for the 2008 fiscal year.

**ATTACHMENTS:**

A. Resolution 07- 24 Interest Allocations

**CITY OF SULTAN  
RESOLUTION 07-24**

**A RESOLUTION OF THE CITY OF SULTAN WASHINGTON PROVIDING  
FOR THE ALLOCATION OF INVESTMENT INTEREST EARNINGS.**

WHEREAS, the Revised Code of Washington chapter 35.30.034 provides for the disbursement of investment interest earnings; and

WHEREAS, RCW 35.30.034 further provides for commingling of funds within one investment portfolio; and

WHEREAS, RCW 35.30.034 provides that any excess funds on hand may be invested by the City Treasurer for the benefit of the general or current expense fund; now therefore

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SULTAN WASHINGTON AS FOLLOWS:**

The interest earnings received on investment of the City of Sultan for the 2008 fiscal year shall be distributed to each fund as follows:

<u>FUND</u>	<u>% Of Earned Interest credited to fund</u>
001 General Fund	100%/Excess Funds
100 General Fund Contingency	100%
101 Street Fund	100%
	100% plus Cemetery
103 Cemetery Fund	Trust
104 C.R. Equipment Fund	100% to General
105 Park Improvement Fund	100% to General
106 Police Equipment Reserve	100% to General
107 Drug Enforcement Fund	100%
108 Street Impact Fee Fund	100%
109 Community Improvement Fund	100% to General
110 Emergency Radio System	100%
112 Park Impact Fee Fund	100%
203 Limited Tax Bond GO	100%
205 Unlimited Tax GO Bond	100%
207 LID Guaranty Fund	100% to General
301 Capital Project Fund REET 1	100%
302 Capital Project Fund REET 2	100%
303 Street Improvement Fund	100% to General
307 LID Project Fund	100% to General
400 Utility Water Fund	100% to General
401 Utility Sewer Fund	100% to General
402 Utility Garbage Fund	100% to General
403 Water Revenue Bond Fund	100%
406 Storm Water Utility	100% to General
405 C.R. Utility Fund	50%/50% to General
407 Sewer System Improvement	100%
409 Water System Improvement	100%

412	Water System Debt Fund	100%
413	Sewer System Debt Fund	100%
621	Cemetery Trust Fund	100% to Cemetery
633	Treasurer's Trust	100% to General

Passed by the City Council this 13th day of December, 2007.

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Benjamin Tolson, Mayor

Attest:

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Laura J. Koenig, City Clerk

**Grants and Economic Development  
1<sup>st</sup> Quarter Work Plan  
2008  
By Donna Murphy**

**GRANTS**

- Apply for Federal Allocation Funds for Sultan Basin Road Realignment Phase III – Due 2/28/08
- Request amount to be determined by City Engineer and Public Works
  - Congressman Larsen
  - Senator Murray
  - Senator Maria Cantwell
- 2006 FEMA Flood Grant \$37,000
- 2006 FEMA Hazard Mitigation Repetitive Flood Loss Buyout \$244,848. Match: \$35,000 from Park Impact Fees
- CTED “Main Street Approach” in preparation for a grant application in 2009
- Wastewater Treatment Plant Funding Package
- CDBG and the Interlocal Agreement among 19 cities in Snohomish County for Entitlement Funding
- COPS Grant for Police Technology - \$117,000
- Railroad Crossing at Skywall Drive – Grant amount: \$20,000 Continued work and coordination with the UTC, BNSF and the private developer to improve the railroad crossing at Skywall Drive – Grant amount: \$20,000
- Cleanup Day – Saturday April 26, 2008 Grant amount: \$4,700
  - Compost Bins – partnership with Snohomish County and Front Porch Feed
  - Commercial Paper Shredding – partnership with Coastal Community Bank
  - Household Hazard Waste – partnership with Snohomish County
  - FREE Wood Debris Chipping (off site) – partnership with Snohomish County
  - Advertising/Promotion of the event – partnership with Snohomish County
  - FREE Garbage – City residents only
- 6<sup>th</sup> Street Sidewalks – Completion by summer 2008 – Grant amount: \$12,000

**ECONOMIC DEVELOPMENT**

- Work with business owners to retain and attract business with specific needs.
  - Small Business Incubators – Old VFW Building & All Real Estate
  - New Business Welcome Packet
- Work with Snohomish County Economic Development and Snohomish County Tourism utilizing web presence and technical expertise to highlight tourist activities in Sultan
- Create an Economic Development Page on the City Web Site
- Create a Tourist Activity Page on the City Web Site
- Hold 4 (Quarterly) Sultan Economic Development Roundtable meetings with Sultan Business Owners
  - Request Washington Policy Center to provide a speaker at the 1<sup>st</sup> Quarter Roundtable
- Create and distribute new business “Welcome to Sultan” packets
- Develop and Coordinate the Volunteer Program
  - Block Watch
  - Office Assistance
  - Baseball Field 10<sup>th</sup> Birthday Party (Celebrate Volunteerism) Saturday May 24<sup>th</sup>
- Continued partnering with Snohomish County Parks & Recreation locating a park and shooting range near Sultan

- Project is moving forward with strong partnerships
- Retention of existing business is always a priority for Sultan, and we will continue to network and assist the businesses we already have in our community.

### **COMMUNITY DEVELOPMENT**

- PUD Dam Open House with Table Top Display of the Culmback Dam at SHS -- Wednesday March 12, 2008
- Skateboard Park Construction by summer 2008
- JP Patches Bronze Statue Display (Kevin Pettelle) -- Saturday February 23<sup>rd</sup>

### **Committee Involvement**

City/School/Police/Fire

Snohomish County Economic Development Professionals

Sultan Economic Development Board

Community Development Block Grant Technical Advisory Committee

City of Sultan Management Team

City of Sultan Council Sub Committees

## Grants 2008 Goals/Objectives

There are still \$1,019,122 in pending grants, that if received will fund

\$ 4,735	Recycling Component of Cleanup Day – CPG Grant	RECEIVED
\$ 12,271	6 <sup>th</sup> Street Sidewalks – TIB Small City Grant	RECEIVED
\$ 7,500	Records Management – State Archives Office	
\$ 20,000	Skywall Drive Railroad Crossing Improvements – UTC	RECEIVED
\$279,827	Demolition of 105 Alder Avenue & Create Park/Open Space	RECEIVED

Our primary focus for seeking grant funds in 2008 will be for projects such as the

1. Waste Water Treatment Plant Construction Funding
2. Sultan Basin Road/US 2 Phase III \$ TBD
3. Alder Street Overlay \$ 100,000
4. 339<sup>th</sup> Ave. NE (Rice Road) and US 2 Intersection Improvements - \$ 1,000,000
5. Property acquisition of 10 acres for development of a park on the plateau \$ 500,000
6. Economic Development/Tourist Activity Web Page TBD
7. Records Retention Grant – Continued applications TBD

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## Economic Development 2008 Goals and Objectives Business Development/Retention

- Work with business owners to retain and attract business with specific needs.
- Work with Snohomish County Economic Development and Snohomish County Tourism utilizing web presence and technical expertise to highlight tourist activities in Sultan
- Create an Economic Development Page on the City Web Site
- Create a Tourist Activity Page on the City Web Site.
- Hold 4 (Quarterly) Sultan Economic Development Roundtable meetings with Sultan Business Owners
- Create and distribute new business “Welcome to Sultan” packets
- Develop and Coordinate the Volunteer Program
- Continued partnering with Snohomish County Parks & Recreation locating a park and shooting range near Sultan
- Retention of existing business is always a priority for Sultan, and we will continue to network and assist the businesses we already have in our community.

## **FINANCE/CITY CLERK**

### **2008 GOALS:**

- Continue work on the Records Management program to make the minutes, ordinances and resolutions available on the City's web site.
- Seek additional grant funding to continue the Records Management program. This will include achieving old records to preserve them and to develop a centralized filing system.
- Finalize the development of the Purchase policies, Investment policies and Budget polices for Council adoption.
- Continue to cross training employees to handle payroll, cash receipting, special assessments, utility payments and the building permit module.
- Meet the State Auditor's goal that the City has independent review of the financial reports: The budget includes funding to continue the contract services for financial review and assistance.
- Continue to work on improved customer service.
- Complete the conversion and transfer to electronic water meter system in the utility billing module.
- Complete the set of the Stormwater Utility in the utility billing system.

### **1<sup>st</sup> Quarter Work Plan**

- Completion of the 2007 Annual Report. Prior to submittal to the State, Mark Knowles will do an independent review of the document.
- Finalize the 2008 budget document for distribution.
- Closeout of Capital Projects – Sultan Basin Road, I & I Project, Date Avenue and the two park projects.
- Update of personnel and payroll files
- Hiring of replacement staff for the front office.

**PUBLIC WORKS DEPARTMENT**  
2008 Work Plan  
*1<sup>st</sup> Quarter Only – January through March*

**WASTEWATER**

- Engineers Design of the Upgrade  
*30% design approval*
- Reorganize Equipment Building

**WATER**

- Electronic Water Meter Installation - Continuous  
*Dyer Addition – approximately 80*
- Cross Connection Program, Back Flow Prevention Program  
*1<sup>st</sup> Letter being sent*
- Keep the 60% / 40% of maximum contaminant removal certification

**PARKS**

- Reese Park  
*Close Out*
- Sportsman Park  
*Close Out*  
Both Reese & Sportsman's Park are CDBG and Park Mitigation funded
- Skateboard Park – Capital Architects – February 14, 2008 Council  
*Review by students, council and citizens*

**STREETS**

- CA ILA Resolution signed and moving forward – 1<sup>st</sup> Quarter – 01-10-2008  
Sultan Basin Road, Phase III which is the south leg of the Sultan Basin Road  
and US 2 signalized intersection.  
*Mayor signed January 2008*

**STORMWATER**

- Formation of the Stormwater Utility  
*Public Hearings*

# PUBLIC WORKS DEPARTMENT 2008 Work Plan

## WASTEWATER

### Wastewater Treatment Plant Upgrade

- Funding Short Term Bio Solids Demand Study - \$7.5 – 10K
- Engineers Design of the Upgrade
  - Will continue until project goes to bid at the mid of 2009
- Reorganize Equipment Building
- Non-Potable Water
- Paint inside Clarifiers

## WATER

### Capital Projects

- Extension of the backwash distribution lines into Timber area
- Watershed Maintenance including around Lake 16
- Replace Water Line on Gohr Road
- Install water line extension on 6<sup>th</sup> Street from behind the Mountain View Christian Fellowship Church to Alder Avenue
- Build an enclosure over the blower motors at the WTP
- Electronic Water Meter Installation - Continuous
- Near completion of installing the electronic read water meters in all the business utility accounts, will be purchasing and installing the next set of meters in the residential area identified as Skywall and Dyer additions.
- Continued Programs – DOH required
  - Lead & Copper Testing Rule at customer faucet
- Cross Connection Program, Back Flow Prevention Program
- Programs Staff working on setting up and operating
  - Fire Hydrant Flushing
  - Valve Exercising
- Keep the 60% / 40% of maximum contaminant removal certification

## PARKS

### Capital Projects

- Reese Park
- Sportsman Park
  - Both are CDBG and Park Mitigation funded
- Skateboard Park – Capital Architects – February 14, 2008 Council

## **STREETS**

- Date Avenue
  - 1<sup>st</sup> to 3<sup>rd</sup> Street including a water main replacement – 90% Complete
- Sultan Basin Road
  - Waterline
  - PRV Station
  - Sidewalk on the widened shoulder of the road
  - CA ILA Resolution signed and moving forward – 1<sup>st</sup> Quarter – 01-10-2008
  - Sultan Basin Road, Phase III which is the south leg of the Sultan Basin Road and US 2 signalized intersection.

## **STORMWATER**

- Formation of the Stormwater Utility
- As the utility revenue accumulates, the 2003 Surface Water Plan loan will be assumed with capital equipment purchase, update to Surface Water Quality Plan and identified projects will be prioritized and funded through grants, loans and fees.

## **Public Works Budgeted Major Purchases**

1. One Ton 4 X 4 truck for Water Dept (\$40,000.00)
2. Water Meters - Continuous
3. Vactor Truck Bids – 2009 Budget
4. Converting Garbage Truck for easier handling of garbage totes

## **IMPEDIMENTS TO PUBLIC WORKS**

Impediments or risks facing the Public Works Department are lack of staff and the need for equipment to accomplish the many needs of our growing community. As projects are prioritized along with the number of staff in the department, enterprise utilities are the funds that support the wages of City employees, water and sewer improvements and garbage service and these services will receive priority with these funds. As we look at improving and promoting the City, the citizens need to receive education on what the tax cuts have done to the City's General Fund budget.

I would like to thank the Council and other Departments for supporting the Public Works Department.

### **Rental of needed equipment**

- Quarterly Vactor Truck – one day/two men with driver \$1,500 per quarter.
- Equipment to dig grave in some areas of the cemetery
- Cemetery sub contract with Wilbert Vault