

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: D-1
DATE: March 27, 2008
SUBJECT: Priority Projects
CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

This is an opportunity for City staff, Mayor and the City Council to discuss priority projects.

STAFF RECOMMENDATION:

Review priority projects in Attachment A and give direction to staff.

SUMMARY:

The City is facing staffing shortages in key positions. The City's Community Development Director position has been vacant since January 1, 2008. Public Works Director Connie Dunn is working part-time and may continue to have limited hours for several weeks or more. This work has been absorbed by the City Administrator with some support from the Mayor and Deputy Finance Director.

In addition, the City must focus significant staffing resources to complete the Comprehensive Plan Update mandated by the Growth Management Hearings Board.

City staff want to ensure that staff resources are allocated to the highest priorities.

ATTACHMENT

A – Priority Projects

PRIORITY TASK LIST
MARCH 27, 2008

#	Task	Department					Due Date/Priority		
		Ex	FIN	PW	PL	GNT	H	M	L
FINANCE									
1	Civil Service Ordinance	X	X						X
2	Performance Evaluations	X	X	X	X	X	X		
3	Budget Procedures/Policy	X	X				X		
4	Hearing Procedures	X						X	
5	2007 Annual Report		X				X		
6	Update Personnel Files		X					X	
7	Front Office personnel		X				X		
8	Records Requests	X	X	X	X	X	X		
GRANTS/ECONOMIC DEVELOPMENT									
10	Volunteer Program					X	X		
11	Economic Development	X				X	X		
12	Existing Grants/New Grants	X	X	X		X	X		
PUBLIC WORKS									
14	Closeout Projects		X	X		X	X		
15	Current Projects			X			X		
16	WWTP Short Term funding			X			X		
17	Sewer Connection Policy	X		X				X	
18	Animal Control Ordinances	X		X					X
19	Transportation Benefit District	X		X				X	
20	Stormwater Utility	X		X			X		
21	Water Rate Study			X				X	
22	Bond Refinancing for W/S	X	X	X					X
23	Cable Franchise Agreement	X						X	
24	SBR Vacation			X	X			X	
25	Building Maintenance			X					X
COMMUNITY DEVELOPMENT									
27	Comp Plan Compliance	X	X	X	X		X		
28	Shoreline Master Plan	X					X		
29	Buildable Lands Report				X			X	
30	Park Land Acquisition	X	X	X					X
31	LID 97-1 Mitigation	X	X	X	X			X	
33	Annual Comp Plan Docket				X				X
34	Participation Procedure				X			X	
35	Amend Title 21 BLA fee				X			X	
EXECUTIVE									
37	Recycle Contract	X	X	X					X
38	IT RFP	X							X
39	Lease Agreements	X	X					X	
40	Union contracts	X					X		

**Grants and Economic Development
1st 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
- 6th 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 1st Quarter Roundtable
- Create and distribute new business “Welcome to Sultan” packets
- Develop and Coordinate the Volunteer Program
 - Block Watch
 - Office Assistance
 - Baseball Field 10th Birthday Party (Celebrate Volunteerism) Saturday May 24th
- 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 23rd

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 th 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 th 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 |

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
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- 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.

1st 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
1st 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
1st 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 – 1st 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 6th 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
 - 1st to 3rd 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 – 1st 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