

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: D-2
DATE: April 9, 2009
SUBJECT: City Council 2009 Work Plan
CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the City Council is to review the 2009 Work Plan and provide direction to city staff on Council priorities.

STAFF RECOMMENDATION:

1. Review the 2009 Work Plan (Attachment A).
2. Note the City's accomplishments in the first quarter.
3. Discuss the priority and timing of tasks identified for the remainder of 2009 and provide direction to city staff.

SUMMARY:

The 2009 work plan is comprised of three components:

1. Budget themes
2. Council priorities using existing staff resources
3. Emerging issues requiring the attention of city staff and/or resources

The City Council adopted a set of 2009 budget "themes" (Attachment B). These "themes" were used to set funding priorities for 2009. In some cases the final 2009 budget provided for different levels of funding than discussed during the budget process. The 2009 work plan begins with the priorities set in the 2009 final budget.

The work plan also includes Council identified priorities using in-house staff resources. These priorities include removing the City Council from its quasi-judicial role in the land use process and amending the planned unit development code.

Emerging issues are unanticipated tasks such as the FEMA flood restudy and economic stimulus grant opportunities. The work plan must be flexible enough to absorb unplanned tasks. While the City organization has been moving from being

reactive to being proactive, there are many factors outside the City's control such as natural disasters that require the response of city staff and financial resources. The City Council needs to ensure the work plan isn't so ambitious that it doesn't leave room to react to emerging issues.

DISCUSSION:

The city has accomplished some significant tasks in the first quarter of 2009.

City Clerk/Finance

- As City Clerk, Laura Koenig has prepared legislation for Council action to remove outdated sections of the city municipal code. For example, the Council has approved legislation to remove the requirement for 1% for art; repeal the civil service code; and repeal regulations related to dancing and live music in SMC Chapter 5.12. Ms. Koenig is currently working on Title 2. Amendments to the municipal code will continue for the remainder of 2009.
- The City Administrator provided input on revising the noise ordinance and adopting the city's first park regulations. The City Council approved a franchise agreement for dark fiber with Iron Goat Networks. The request for proposal (RFP) for the recycling franchise is planned for release in the middle of April. The contract extension with Allied Waste expires on July 1, 2009.
- In the Finance Department, Ms. Koenig prepared legislation to adopt Red Flag rules as required by federal law before the May 1, 2009 deadline. Work to accept on-line and in-house utility payments using debit/credit cards is planned to start in May. This work is in addition Ms. Koenig's responsibilities to prepare the 2008 annual report and provide information during the annual state audit. The 2010 budget process will begin in June and continue through final adoption in December.

Community Development

- As Community Development Director, Bob Martin has been successfully moving legislation through the Planning Board and City Council. The Council recently adopted revised building codes under Title 17 to maintain the city's flood insurance rating. Mr. Martin prepared legislation to amend Chapter 7 of the Shoreline Master Program to remove the Council from its quasi-judicial role.
- Mr. Martin developed a set of public participation procedures in compliance with the Growth Management Act. The annual docket of proposed comprehensive plan amendments will be ready for Council consideration on April 23, 2009. The City Council will have the opportunity to award a contract in early May for a statistically valid community survey which will serve as a tool for the 2011 comprehensive plan update.
- Actions on the Council's quasi-judicial role in land use planning are scheduled for May 2009. Creation of public and institution zone is under consideration by

the Planning Board. The Council should see the Planning Board's recommendation in July.

- The City Administrator has taken the lead on working with Snohomish PUD and FEMA on the Jackson Project Relicensing effort and the FEMA Flood Restudy. The city submitted comments to FERC on the PUD preliminary license proposal. The city has been meeting with PUD and the fire district to negotiate replacement of the inoperable siren system provided by PUD in the 1980's. The PUD must submit its final license proposal to FERC by May 31, 2009.
- Mr. Martin's long-range planning work must be balanced with the day-to-day response to community members and business owners seeking to develop buildings and property. Mr. Martin has been working to organize the city's filing into a cohesive address based system. He has been utilizing volunteers from the State's Work First program. Alana Buoy has been the primary volunteer ensuring this project's success. Each city property address now has a file. Staff are working to put all property documentation into the address file system. This has been an ongoing effort but the fruits of our labor are beginning to show and the system should be completed in the second quarter of this year.
- The Council's decision to contract with Snohomish County for building inspection, plan review and fire marshal services seems to be working well. The Community Development Department is also responsible for code enforcement services. The City expects to fill the part-time community service officer position in May. This position should provide some additional support to the department and fill the city's animal control needs.

Public Works

- Connie Dunn, Public Works Director prepared legislation for Council approval in January to adopt interim garbage rates until a rate study can begin in the third quarter of 2009. Ms. Dunn has been working with consultants from FCS Group to complete the water rate study. Proposed water rate adjustments are scheduled for a public hearing in May 2009.
- The City Administrator has prepared legislation for Council consideration to adopted sewer rates for 2010 and 2011 based on a cost of living adjustment as determined by the federal Department of Labor.
- City staff are working on a request for proposal for a professional assessment and cost analysis of building maintenance and repair needs for city owned structures. Council will review a recommended contract for services in May 2009.
- Ms. Dunn is working closely with W&H Pacific to complete the design of the south leg of the Sultan Basin Road Project. With Ms. Dunn's input, W&H Pacific is currently working on the stormwater system design and property acquisition. Construction is scheduled to begin in spring 2010. Ms. Dunn is working with Brown and Caldwell on the upgrade to the waste water treatment plant.

Construction and installation of the centrifuge are scheduled to begin in June 2009.

- The City Engineer has been reassigned to the Public Works Department. This is the first step in the proposed public works department reorganization and has improved coordination between capital projects and the city's utility departments. A number of capital projects have been completed including Date Street waterline and overlay; Second Street waterline, overlay and sidewalks; Sultan Basin Road sidewalk, widening and water pressure relief valve installation.
- City Engineer, Jon Stack and Carole Feldmann are working to have park regulation signs and the fence installed around the skate park. The signs and fence should be installed by June 2009. As a result of Carole Feldmann's efforts Snohomish County approved retaining funds to install a single light guard crosswalk at the middle school.
- The Infill and Infiltration Study will be delayed until 2010. The city recently discovered the data recorders were incorrectly installed in the sewer system last fall to record heavy rainfall through the fall and spring. The recorders were recently reinstalled but sufficient data won't be available until spring 2010.

Grants and Economic Development

- Ms. Donna Murphy has been focused on grant applications in the first quarter of 2009. Ms. Murphy coordinated the city's submittal of the Centrifuge Project at the Waste Water Treatment Plant for stimulus funding through the Department of Ecology.
- The Mayor, Ms. Murphy and Debbie Cople worked together to submit a USDA Enterprise Grant to support and encourage incubator businesses in Sultan. There are a number of grant applications due in the second and third quarters of 2009 including a Public Works Trust Fund grant for completing the design and construction of the waste water treatment plant; state funding for arterial street repair and preservation; and community development block grant funding.
- Ms. Murphy is the lead on coordinating the planning, purchase and installation of security cameras throughout the city using funding from the federal COPS grant program. She also coordinated the grant application, interlocal agency agreement and purchase of the graffiti abatement trailer.
- The city's volunteer program is going strong as a result of Ms. Murphy's efforts. A set of volunteer policies is ready for Council review and input at the April 9, 2009 meeting. Ms. Murphy is the lead staff person for the community clean up day scheduled for April 25, 2009 at the high school. The volunteer appreciation dinner is at 6:30pm on Wednesday, April 23, 2009 at Camp Volusca on First Street. Project Main Street is scheduled for May.
- In economic development, Ms. Murphy has worked closely with finance and community development to process business applications through the city and resolve issues related to home occupation permits. She worked with CGI Video

to complete the City's first marketing video and make the video available on the City's website.

SUMMARY:

City staff propose a significant amount of work in the second quarter of the year. There are 24 tasks scheduled for Council consideration in April, May and June. After June, city staff will complete projects that are underway and begin focusing on preparing the 2010 budget. New projects include reviewing and revising the city's personnel policies and gearing up for the comprehensive plan work that must be a top priority in 2010.

RECOMMENDATION:

1. Review the 2009 Work Plan (Attachment A).
2. Note the City's accomplishments in the first quarter.
3. Discuss the priority and timing of tasks identified for the remainder of 2009 and provide direction to city staff.

ATTACHMENTS:

- A – 2009 Work Plan
 - B – 2009 Budget Themes
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COUNCIL ACTION:

DATE:

Item #	AGENDA ITEM	JAN 8, 2009	JAN 22, 2009	FEB 12, 2009	FEB 26, 2009	Feb 26, 2009 Retreat	March 12, 2009	March 26, 2009	COMPLETED	Proposed Completion
Completed Q1 2009										
1	Red Flag Requirements			Discussion			Action	Consent	Completed Q1 2009	
2	1% Art - Revised Code				Action		Consent		Completed Q1 2009	
3	Building Codes Flood Damage		Set PH	PH	Action		Consent		Completed Q1 2009	
4	Public Works Dir - Add to code				Action		Consent		Completed Q1 2009	
5	Surplus Equipment				Action				Completed Q1 2009	
6	Contract with Kurt Latimore		Action						Completed Q1 2009	
7	Public Participation Change	Set PH	PH	Action					Completed Q1 2009	
8	Garbage Rate Changes	Action	Consent						Completed Q1 2009	
9	Mayor Pro tem	Action							Completed Q1 2009	
10	Bid Award - Graffiti Equip	Action							Completed Q1 2009	
11	ILA - Graffiti Grant	Action							Completed Q1 2009	
12	USDA Enterprise Grant	Action							Completed Q1 2009	
13	Snohomish PUD Preliminary License	Discussion	Action						Completed Q1 2009	
14	Council Committees	Discussion	Consent						Completed Q1 2009	
15	Repeal Civil Service Code		Action						Completed Q1 2009	
16	Repeal SMC 5.12 Live Music				Action		Consent		Completed Q1 2009	
17	Iron Goat Franchise		PH		Action		Consent		Completed Q1 2009	
18	Community Service Officer								Completed Q1 2009	
19	Credit Card Contract				Action				Completed Q1 2009	
20	Code Repeal - Defunct funds				Action		Consent		Completed Q1 2009	
21	SBR - Grant App and update							Action	Completed Q1 2009	
22	Proclamation - Volunteer month							Consent	Completed Q1 2009	
23	PWTF Loan closeout							Action	Completed Q1 2009	
24	2nd Street - Final Acceptance							Action	Completed Q1 2009	
25	Code Repeal - Boards							Action	Completed Q1 2009	
26	Park Regulations	Action	Consent						Completed Q1 2009	
27	City Engineer - Revise code	Action	Consent						Completed Q1 2009	
28	Noise Ordinance	Action	Consent						Completed Q1 2009	
29	Weed, Graafstra Contract		Consent						Completed Q1 2009	
30	Water Disconnect Fee		Discussion						Completed Q1 2009	
31	Amend Fee Schedule								Completed Q1 2009	
2nd Quarter 2009										
32	Amend Shoreline Admin Procedure							PH		April-09
33	Sewer Rates						Set PH	PH		April-09
34	PWTF Application for WWTP									April-09
35	Comprehensive Plan Annual Docket									April-09
36	Animal Control Codes							Discussion		May-09
37	Quasi-Judicial Roles									May-09
38	Special Events Code									May-09
39	Water Rate Study					Discussion				May-09
40	Utility Donation Program				Discussion		Action			May-09
41	Contract with Code Publishing									May-09
42	Contract for Community Survey									May-09
43	Volunteer Policy									May-09
44	Design Review Board									May-09
45	Graffiti Abatement Demo									May-09
46	Chlorine - Auth to Bid									May-09
47	FireworksCode Amendment							Discussion		May-09
48	RFP for facility assessment									May-09
49	Transportation Benefit District					Discussion				June-09
50	Public Works - Reorganization									June-09
51	High School Rep for Council									June-09
52	Police Funds - Balance					Discussion				June-09
53	unzoned parcels									June-09
54	Zone "unzoned" parcels			Discussion						June-09
55	Snohomish PUD Safety Negotiations									June-09
3rd Quarter 2009										
56	Recycle Franchise									July-09
57	Hazard Mitigation Grant - Repetitive Flood Loss									July-09
58	Public/Institution zone									July-09
59	TIB Preservation Grant									August-09
60	CDBG 2nd Street Improvements / Alder Improvements									August-09
61	Travel Policy - Revise									September-09
62	Personnel Policies - Review and Revise									September-09
63	Walker ROW donation									September-09
64	Streamline Permit Processing (Latimore) Project									September-09
4th Quarter 2009										
65	Council/Mayor Pay		Discussion							October-09
66	Revise Right of Way Standards									October-09
67	Amend Planned Unit Development Codes									October-09
68	Gargabe Rate Study Contract									October-09
69	Riverfront park area - Annex County "island"									November-09
70	FEMA Flood Restudy					Discussion				December-09
2010										
71	Home Occs - Revise Code									June-10
72	Water/Sewer Connection Policy									October-10
73	I & I Study Report									October-10
74	School Impact Fees									on hold

Ordinances Adopted
January 1, 2009-March 31, 2009

1. 1007-09 and 1014-09 Garbage Rates
2. 1017-09 Park Regulations
3. 1011-09 Amend Noise Ordinance
4. 1012-09 Amend City Engineer code
5. 1013-09 Salary Schedule
6. 1015-09 Public Participation
7. 1016-06 Civil Service Code
8. 1018-09 Iron Goat Franchise
9. 1019-09 Flood Damage Prevention
10. 1020-09 Repeal 3.12 Fire Equipment Reserve Fund
11. 1021-09 Repeal 3.42 Baseball Field Fund
12. 1022-09 Repeal 3.46 DWI Grant Fund
13. 1023-09 Repeal 2.12 Volunteer Fire Department
14. 1024-09 Repeal 5.12 Live Music License
15. 1025-09 Add Public Works Director
16. 1026-09 1% Art Requirement
17. 1027-09 Garbage Rates correction
18. 1028-09 Red Flag Rules
19. 1029-09 Repeal Park Board
20. 1030-09 Repeal Sultan Arts Council
21. 1031-09 Repeal Citizens Advisory Board
22. 1032-09 Shoreline Master Program amendments

Contracts and Bids Awarded and Projects Completed
January 1, 2009-March 31, 2009

1. Sultan Basin Road Widening Project Final Acceptance
2. Microsoft License Agreements
3. J. Galt Professional service – Hearing Examiner
4. AMEC Professional service – PUD Preliminary License proposal review
5. Kurt Latimore Professional service – Streamline permits
6. Shockey Brent Professional service – planning services
7. Armada – Credit card services
8. Brown and Caldwell Professional service – Wastewater Treatment plant
9. Caleb Court Plat extension
10. Pertee Engineering Professional service – planning services
11. 2nd Street Sidewalk Project final acceptance
12. PWTF Loan for WWTP planning – closeout
13. Graham Bunting Professional service – LID 97-1
14. Graffiti Grant equipment bid award
15. Weed, Graafstra and Benson Professional service - attorney

Memo

To: Mayor Carolyn Eslick
City Council

From: Deborah Knight, City Administrator

Date: June 6, 2008

Re: 2009 Budget Themes

Following are the 2009 budget themes for Council discussion:

- Economic Development
- Community Vision
- Financial Health
- Succession Planning
- Strategic Partnerships

The Budget Retreat will focus on four work tasks proposed for funding in 2009:

1. Economic Development Strategic Plan - \$25,000 - \$50,000
2. 2011 Comprehensive Plan Update (Sultan 2030) - \$75,000-\$100,000
3. Building Maintenance and Repair - \$33,000
4. Library Annexation “Savings” – \$98,000 in revenues

Economic Development – Bob Martin/Donna Murphy

Economic Development is 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.

- Economic Development Strategic Plan
 - \$20,000 in 2009 \$45,000-\$55,000 in 2010
 - Fund an economic development strategic plan to identify economic development goals, policies and strategies, and prioritize efforts.
 - Begins 3rd/4th quarter 2008 – tied to work on Sultan 2030 and Economic Element and Land Use Element of the Comprehensive Plan
- Prioritize Strategic Public Investment.
 - \$5,000 in 2009 \$5,000 in 2010
 - Identify capital investments to kick-start economic development.
 - Begins during 2010-2015 Capital Improvement Plan process – Review evaluation criteria in the capital improvement plan to identify priority investments such as the East-West Industrial Park Connector Road that will kick-start economic development.
- Implement Streamline Permitting
 - \$7,000 in 2009
 - Reduce red tape and forge a new partnership with the business community. Streamline and simplify the permitting requirements for most businesses, homeowners and developers.
 - Evaluate permit process. Identify areas of improvement. Implement changes such as central filing and software system for managing permit process.

Community Vision – Bob Martin/Connie Dunn

- Sultan 2030 Comprehensive Plan Update
 - \$100,000 in 2009 \$50,000 in 2010
 - Review the City's growth strategy in the Comprehensive Plan. A discussion to amend the City's growth strategy will begin in 2008. This effort will include a review of the rooftops vs. retail policies in the Comprehensive Plan.

- A decision to amend growth strategies will require amending transportation, parks, economic development, capital facilities, and other elements of the Comprehensive.
- Development code update
 - \$15,000 in 2009
 - 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 2009 to implement changes in the City's growth strategy. The City Council has also expressed an interest in a "code scrub". This could begin in 2009.
- Wastewater Treatment Plant (WWTP) design and construction
 - \$450,000 2009 \$1,000,000 in 2010
 - Complete the purchase of the dewatering/centrifuge to address short-term need for solids handling to serve existing customers and significantly reduce operating costs for solids disposal
 - Complete the plant design
- Open Space Acquisition and Strategic Plan
 - \$350,000 in 2009 \$
 - Staff is exploring capital funding sources and grant opportunities
 - The City is negotiating to acquire open space using park impact fees. The City should consider a strategic plan for acquiring and financing additional open space before development pressures make acquisition financially unfeasible.
- First Street master plan
 - \$0 in 2009 \$10,000 in 2010
 - The City has discussed various uses for the City owned properties on First Street. The proposal is to evaluate various uses and develop a master plan for the site.

Financial Health – Laura Koenig/Connie Dunn

- Utility Rate Studies
 - Water \$65,000 2008 Garbage - \$65,000 in 2009
 - The City is starting a Water Rate Study. City staff recommend conducting a garbage rate study in 2009 to ensure that the remaining utilities are paying for themselves and have long-term financial stability.
 -
- Building Maintenance and Repair

- \$33,000
- Repair and long-term maintenance of the City's existing facilities
- Land Use and Building – special revenue fund \$50,000-\$65,000
 - \$55,000 in 2010
 - Create a land use and building department special revenue fund to ensure development and building fees are adequate to support review staff time, materials and facilities. The special revenue fund would collect and disburse permit fee revenues to cover permit review expenses.

Personnel Policies – Deborah Knight/Laura Koenig

- Update Personnel Rules
 - \$10,000 in 2009
 - The update would begin in the second half of 2009 and be finished in 2010.
 - The City has updated its personnel policies since 2000
 - The update would also include review and revision of job descriptions
- Reduce long-term medical benefit expenses
 - \$10,000 in 2009 \$10,000 in 2010
 - Retain the services of a professional labor negotiator to assist the City in bargaining long-term savings for employee medical benefit expenses.

Strategic Partnerships – Mayor Eslick

- Riverfront Park w/Snohomish County and other stakeholders
- Gun range w/ Department of Natural Resources and other stakeholders
- Public Safety Complex master plan
- Parks Operations and Maintenance
 - \$35,000 in 2009
 - 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 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.