

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: D-2
DATE: August 27, 2009
SUBJECT: 2009 Second Quarter Report
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 second 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 the following tasks in the second quarter:

April

1. Interview and select Jeffrey Beeler to replace Dale Doornek in Council position 7
2. Ordinance 1032-09 Approve Administrative Amendments to Chapter 7 Shoreline Master Program
3. Code Scrubs
 - o Adoption of Ordinance 1029-09 Repeal Park Board
 - o Adoption of Ordinance 1030-09 – Repeal Sultan Arts Council
 - o Adoption of Ordinance 1031-09 – Repeal Citizens Advisory Board
 - o Adoption of Ordinance 1034-09 Amend 2.28 City Elections
 - o Adoption of Ordinance 1035-09 Repeal 2.24 Official Bonds
 - o Adoption of Ordinance 1039-09 Repeal 5.08 Bowling Alleys, Pool Halls and Gaming Rooms
4. Ordinance 1033-09 Adopt Sewer Rates 2010 and 2011
5. Ordinance 1036 – Amend Animal Control Regulations
6. Ordinance 1037 – Amend Fireworks Regulations
7. Ordinance 1041-09 Repeal SMC 13.083.030(A)
8. Resolution 09-03 Amend Legal Descriptions - city limits, UGA and water service area
9. Resolution 09-04 Adopt Volunteer Policy
10. Resolution 09-05 and 09-06 – Approve PWTF Preconstruction Design and Construction Loan Applications
11. Approve Skate Park Fence Bid Award
12. Approve Water Treatment Plant Chlorine Bid Award

May

1. Design Review Board Appointments
2. Ordinance 1045-09 Adopt Special Events Regulations
3. Ordinance 1046-09 Amend Flood Management Code
4. Ordinance 1047-09 Create Stormwater Improvement Fund
5. Resolution 09-07 – Approve Surplus Vehicles and Equipment
6. Approve Wetland Resources Professional Service Contract
7. Approve Richard Little Professional Service Contract Amendment
8. Approve Community Survey Consultant Contract Award
9. Approve Snohomish County Interlocal Agreement – Stormwater
10. Approve Revisions to ILA with Snohomish County Sheriff's Office – Billing/Organization
11. Approve Boys/Girls Club Lease
12. Approve Perteet Inc/Dugan Consulting Contracts – Transportation and Park Impact fees
13. Decline Railroad Crossing Grant

June

1. Hold Special Meeting on June 9 - Transportation and Park Impact Fees
2. Hold 2010 Budget Retreat – June 20
3. Hold Joint City Council/Planning Board Meeting – 2011 Comprehensive Plan Update
4. Accept Wastewater Treatment Plant Achievement Award
5. Ordinance 1043-09 and 1044-09 – Approve Water Rates and General Facilities Charge and Amendments to Title 13
6. Ordinance 1048-09/1049-09 Approve Parking Zones and Amendments to Title 10
7. Ordinance 1050-09 Approve Quasi Judicial Amendments to Title 2
8. Ordinance 1051-09 approve Quasi Judicial Amendments to Title 16
9. Ordinance 1052-09 Approve Quasi Judicial Amendments to Title 21
10. Resolution 09-09 - Change Foundry to South Sultan Basin Road
11. Approve Street Donation – Walbrun Road
12. Approve Bid Award – Demolition of FEMA Property on Alder

13. Approve settlement agreement with police officers (Teamsters Local 763)
14. Approve Interlocal Agreement – Snohomish County Regional Drug Task Force
15. Approve Professional Service Contract – Matt & Associates
16. Approve Phone Service Change from Verizon to Comcast
17. Approve 2009 Budget Amendments
18. Approve Contract Award – Facility Assessment
19. Approve Community Center Usage Policy
20. Approve Comprehensive Plan Docket 2009
21. Approve Bid Award – Modification to Water Plant
22. Deny AMEC Contract Amendment

SUMMARY:

The city was very successfully in completing the list of 24 tasks identified for the second quarter of 2009. Several projects were delayed including:

- Utility Donation Program – completed in the third quarter 2009
- Contract with Code Publishing – delayed to the third quarter 2009
- Police Funds Balance – completed in the third quarter 2009
- Zone unzoned parcels – delayed to the fourth quarter 2009
- Snohomish PUD negotiations – delayed to the fourth quarter 2009

Projects underway in the third quarter include:

- Recycling Request for Proposal and contract award
- Hazard mitigation grant - repetitive flood loss
- Light guard crossing bid award
- Streamline permit processing – Latimore contract
- Adopt public and institution zone

RECOMMENDED ACTION:

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

2009 Work Plan

| Item # | AGENDA ITEM | COMPLETED | Completion Date |
|--------------------------|-----------------------------------|-------------------|-----------------|
| Completed Q1 2009 | | | |
| 1 | Red Flag Requirements | Completed Q1 2009 | |
| 2 | 1% Art - Revised Code | Completed Q1 2009 | |
| 3 | Building Codes Flood Damage | Completed Q1 2009 | |
| 4 | Public Works Dir - Add to code | Completed Q1 2009 | |
| 5 | Surplus Equipment | Completed Q1 2009 | |
| 6 | Contract with Kurt Latimore | Completed Q1 2009 | |
| 7 | Public Participation Change | Completed Q1 2009 | |
| 8 | Garbage Rate Changes | Completed Q1 2009 | |
| 9 | Mayor Pro tem | Completed Q1 2009 | |
| 10 | Bid Award - Graffiti Equip | Completed Q1 2009 | |
| 11 | ILA - Graffiti Grant | Completed Q1 2009 | |
| 12 | USDA Enterprise Grant | Completed Q1 2009 | |
| 13 | Snohomish PUD Preliminary License | Completed Q1 2009 | |
| 14 | Council Committees | Completed Q1 2009 | |
| 15 | Repeal Civil Service Code | Completed Q1 2009 | |
| 16 | Repeal SMC 5.12 Live Music | Completed Q1 2009 | |
| 17 | Iron Goat Franchise | Completed Q1 2009 | |
| 18 | Community Service Officer | Completed Q1 2009 | |
| 19 | Credit Card Contract | Completed Q1 2009 | |
| 20 | Code Repeal - Defunct funds | Completed Q1 2009 | |
| 21 | SBR - Grant App and update | Completed Q1 2009 | |
| 22 | Proclamation - Volunteer month | Completed Q1 2009 | |
| 23 | PWTF Loan closeout | Completed Q1 2009 | |
| 24 | 2nd Street - Final Acceptance | Completed Q1 2009 | |
| 25 | Code Repeal - Boards | Completed Q1 2009 | |
| 26 | Park Regulations | Completed Q1 2009 | |
| 27 | City Engineer - Revise code | Completed Q1 2009 | |
| 28 | Noise Ordinance | Completed Q1 2009 | |
| 29 | Weed, Graafstra Contract | Completed Q1 2009 | |
| 30 | Water Disconnect Fee | Completed Q1 2009 | |
| 31 | Amend Fee Schedule | Completed Q1 2009 | |
| 2nd Quarter 2009 | | | |
| 32 | Amend Shoreline Admin Procedure | Completed Q2 2009 | April-09 |
| 33 | Adopt Sewer Rates 2010-2011 | Completed Q2 2009 | April-09 |
| 34 | PWTF Application for WWTP | Completed Q2 2009 | April-09 |
| 35 | Code Scrubs | Completed Q2 2009 | April-09 |
| 36 | Comprehensive Plan Annual Docket | Completed Q2 2009 | April-09 |
| 37 | Animal Control Codes | Completed Q2 2009 | April-09 |

| 2nd Quarter 2009 | | | |
|-------------------------|---|--------------------|--------------|
| 38 | Amend Fireworks Regulations | Completed Q2 2009 | April-09 |
| 39 | Volunteer Policy | Completed Q2 2009 | April-09 |
| 40 | Approve skate park fence bid award | Completed Q2 2009 | April-09 |
| 41 | Amend Flood Management Code | Completed Q2 2009 | May-09 |
| 43 | Special Events Code | Completed Q2 2009 | May-09 |
| 44 | Water Rate Study | Completed Q2 2009 | May-09 |
| 45 | Utility Donation Program | Delayed to Q3 2009 | May-09 |
| 46 | Contract with Code Publishing | Delayed to Q3 2009 | May-09 |
| 47 | Contract for Community Survey | Completed Q2 2009 | May-09 |
| 48 | Decline RR Crossing Grant | Completed Q2 2009 | May-09 |
| 49 | Design Review Board | Completed Q2 2009 | May-09 |
| 50 | Graffiti Abatement Demo | Completed Q2 2009 | May-09 |
| 51 | Chlorine - Auth to Bid | Completed Q2 2009 | May-09 |
| 52 | FireworksCode Amendment | Completed Q2 2009 | May-09 |
| 53 | RFP for facility assessment | Completed Q2 2009 | May-09 |
| 54 | Transportation Benefit District | Completed Q2 2009 | June-09 |
| 55 | Approve demolition of flood property | Completed Q2 2009 | Jun-09 |
| 56 | Quasi-Judicial Roles | Completed Q2 2009 | June-09 |
| 57 | Approve Water Rates 2009-2013 and GFC | Completed Q2 2009 | June-09 |
| 57 | Change Foundry Drive to Sultan Basin Rd | Completed Q2 2009 | June-09 |
| 58 | Walker ROW donation | Completed Q2 2009 | June-09 |
| 59 | Police Funds - Balance | Delayed to Q3 2009 | June-09 |
| 60 | unzoned parcels | Delayed to Q4 2009 | June-09 |
| 60 | Zone "unzoned" parcels | Delayed to Q4 2009 | June-09 |
| 61 | Snohomish PUD Safety Negotiations | Delayed to Q4 2009 | June-09 |
| 62 | High School Rep for Council | Delayed to Q3 2009 | June-09 |
| 63 | Public Works - Reorganization | On Hold | June-09 |
| 3rd Quarter 2009 | | | |
| 64 | Recycle Franchise | | July-09 |
| 65 | Hazard Mitigation Grant - Repetitive Flood Loss | | July-09 |
| 66 | Public/Institution zone | | July-09 |
| 67 | TIB Preservation Grant | | August-09 |
| 68 | CDBG 2nd Street Improvements / Alder Improvements | | August-09 |
| 69 | Travel Policy - Revise | | September-09 |
| 70 | Personnel Policies - Review and Revise | | September-09 |
| 71 | Community Rating System Program | | September-09 |
| 72 | Streamline Permit Processing (Latimore) Project | | September-09 |
| 73 | Light Guard Crosswalk Bid Award | | Aug-09 |
| 74 | | | |

| 4th Quarter 2009 | | | |
|-------------------------|--|-------------------|-------------|
| 75 | Council/Mayor Pay | Completed Q3 2009 | October-09 |
| 76 | Revise Right of Way Standards | | October-09 |
| 77 | Amend Planned Unit Development Codes | | October-09 |
| 78 | Gargabe Rate Study Contract | | October-09 |
| 79 | | | |
| 80 | FEMA Flood Restudy | | December-09 |
| 2010 | | | |
| 81 | Water/Sewer Connection Policy | | January-10 |
| 82 | Home Occs - Revise Code | | June-10 |
| 83 | I & I Study Report | | October-10 |
| 84 | School Impact Fees | | on hold |
| 85 | Riverfront park area - Annex County "island" | | on hold |
| | | | |

ATTACHMENT B

City of Sultan

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.

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- 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.

