

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: PH 1

DATE: October 22, 2008

SUBJECT: Public Hearing on the 2010 Preliminary Budget

CONTACT PERSON: Laura Koenig, City Clerk/Deputy Finance Director  
Deborah Knight, City Administrator

**ISSUE:**

The issue before the City Council is to review the Mayor's 2010 Preliminary Budget and hold the budget hearing as required by state statute (35.33 RCW).

**STAFF RECOMMENDATION:**

Hold the Public Hearing on the Mayor's proposed 2010 Preliminary Budget.

**SUMMARY:**

The Council held a Budget Workshop on October 7<sup>th</sup> and October 8<sup>th</sup> to discuss the Mayor's preliminary budget for 2010. Detail reports were presented for consideration and are attached for the Public Hearing.

Attachments: Mayor's Budget Message  
General Fund Overview  
Legislative/Executive Overview  
Clerk/Finance Overview  
Grants and Economic Development  
IT Fund and General Governmental Services  
Law Enforcement  
Community Development  
Parks and Streets Budgets  
Enterprise Fund Budgets  
Debt Service Funds  
2010 Capital Budget  
Miscellaneous Fund detail



# CITY OF SULTAN

## Mayor's Recommended Budget

This letter transmits the Mayor's 2010 Recommended Budget.

This budget continues the efforts of the city to get its fiscal house in order.

Despite the most severe economic downturn in 29 years, the City of Sultan was able to balance the 2010 budget without cuts to city programs.

The 2010 budget anticipates only very modest changes in revenues. Expenses are held at last year's levels.

This Budget is sound and builds upon our efforts of the past 5 years:

- It is balanced,
- Lives within our on-going revenue streams
- Addresses public safety and land use planning
- Sticks to our plan to repay our debt and set aside money in the rainy-day (contingency) fund
- Supports economic development
- Maintains our roads, parks, and buildings
- Provides award winning water, sewer garbage services

The focus in 2010 is planning for Sultan's future. We will begin the effort to update our 20-year plan, Water System Plan, General Sewer Plan and Park and Recreation Plan. I encourage everyone to join the city and set our course for the future.

For the past 2 years, we have lived within our means and we must continue to do so. In the years to come, we need to continue to be fiscally conservative to ensure we can deliver essential services and keep taxes as low as possible. We need to constantly evaluate our services, programs, and projects to determine if we can deliver services more effectively and efficiently. We must build trust with voters by listening and acting in the best interest of the community.

The entire basis of local government funding has changed, and there is no such thing as "business as usual."

Already, our main revenue source is limited to growth of not more than 1% each year. The wave of development revenues that our city depended on came to an end. The City of Sultan has learned from experience not to expand services and programs based on grant funding or one-time revenues.

Every year it seems that we face ballot initiatives that can drastically change the rules by which we operate or the amount of funding we will have. This year is no different. Initiative 1033 will not have an immediate effect on the city. However, the long-term cap



# CITY OF SULTAN

## Mayor's Recommended Budget

on the General Fund could impact Sultan's ability to continue the improvements already underway.

This environment makes it increasingly difficult to fund improvements and attract economic development. However, our community expects clean streets and parks, police services, water and sewer, garbage collection, and cemetery maintenance.

Overall, the City of Sultan is fortunate. The economic downturn which began in late 2008 seriously affected cities and counties across Washington State dependent on collecting increasing sales tax revenues. Because the city's sales tax revenues are low (\$56.42 compared to a statewide average of \$103.41), Sultan has been able to weather the current economic storm without having to cut levels of service.

In fact, over the last 18 months, Sultan residents have been seeing increasing levels of services and a new commitment by the city to deliver services to neighborhoods. Much of the credit goes to the city council for making difficult decisions regarding contract services and user fees for water, sewer and garbage.

The other key factor has been a renewed commitment on the part of Sultan's citizens to give back to the community. The widely popular Adopt-a-Street and Graffiti Removal programs are just two examples of how citizens in Sultan are making a difference.

The proposed 2010 budget continues to improve the city's long-term financial health and improve levels of service while addressing state mandates to update the 2004 comprehensive plan as required under the Growth Management Act.

I'm proud of this Budget and I'm proud that our taxpayers have trusted us with more of their money to provide some very important services. I'm proud that this organization and community have weathered some very difficult financial circumstances over the past 5 years.

Instead of enjoying one of the strongest economic booms in our history, we've spent the past 5 years avoiding near bankruptcy, adjusting to significant new rule changes in the way local government is funded in our State. The 2010 budget prepares us to weather future storms by rebuilding the city's rainy day fund.

As an organization, we have done a great job of adjusting to some very difficult circumstances.

I'm confident that as a group we can continue to meet these challenges and to make the City a first-class city government and Sultan a first-class community.

Respectfully Submitted,  
Mayor Carolyn Eslick

## SULTAN CITY COUNCIL BUDGET RETREAT COVER SHEET

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**ITEM NUMBER:** PH-1

**DATE:** October 22, 2009

**SUBJECT:** General Fund Overview

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

Attached is the overview of the General Fund Budget. The General Fund collects taxes, permit and use fees. Revenues are used to fund general governmental services including:

- Legislative (council and mayor)
- Executive (city administrator)
- Finance
- Grants and Economic Development
- Code enforcement, community development, and building
- Law enforcement and legal services
- Parks

The street fund, capital budget, debt service and enterprise fund budgets for water, sewer, garbage, cemetery and stormwater are provided under separate cover.

Attachments to this report include:

A – General Fund Revenues

B – Staffing, salaries, benefits and department allocation assumptions

### **SUMMARY:**

Overall, the City of Sultan is fortunate. The economic downturn which began in late 2008 seriously affected cities and counties across Washington State dependent on collecting increasing sales tax revenues. Because the city's sales tax revenues are low (\$56.42 compared to a statewide average of \$103.41), Sultan has been able to weather the current economic storm without having to cut levels of service.

In fact, over the last 18 months, Sultan residents have been seeing increasing levels of services and a new commitment by the city to deliver services to neighborhoods. Much of the credit goes to the city council for making difficult decisions regarding contract services and user fees for water, sewer and garbage.

The other key factor has been a renewed commitment on the part of Sultan's citizens to give back to the community. The widely popular Adopt-a-Street and Graffiti

Removal programs are just two examples of how citizens in Sultan are making a difference.

The proposed 2010 budget continues to improve the city's long-term financial health and improve levels of service while addressing state mandates to update the 2004 comprehensive plan as required under the Growth Management Act.

The primary focus for 2010 will be to complete the majority of the technical work for the 2011 comprehensive plan update. This should leave the city well positioned to adopt the comprehensive plan before the December 1, 2011 deadline.

Following is a brief overview of the key expenditures proposed in the General Fund budget. Expenditures are based on direction provided by the city council at the budget retreat in June.

**Revenues**

1. The budget is balanced with a very marginal ending fund balance of \$524.64 (Attachment A-3). The City will need to carefully monitor revenues and reduce expenditures if necessary. As in past years, our financial position on July 1, will be an important indicator. The staff recommendation is to limit expenditures in the first four months of the year until property tax receipts are received.

Attachment A details the sources of revenues and sources of expenses.

General fund revenues are broken into six categories:

	<u>2009 Amended Budget</u>	<u>Proposed 2010</u>	% Change
Taxes	\$1,417,765	\$1,461,361	
License and Permits	\$29,450	\$35,075	
Intergovernmental	\$307,584	\$322,204	
Charges for Services	\$30,100	\$29,100	
Fines and Penalties	\$67,150	\$28,200	
Miscellaneous	\$123,374	\$79,219	
<b>Total</b>	<b>\$1,988,718</b>	<b>\$1,961,159</b>	<b>-1.38%</b>

2. Small Increases in Tax Revenue Assumptions. Staff evaluated tax revenue (property tax, sales tax, utility tax, etc.) assumptions for the last two years. Based on the two year average, utility tax revenues will increase for gas, cable and sewer.

### 3. License and Permits/Charges for Services

Business licenses are up in Sultan for 2009. The budget assumes this trend will continue as a result of the city's participation in the state business license program. This is the small \$5,000 increase in license and permit revenues.

The 2009 was built on the assumption the city would receive 6 single-family residential building permits. Permit revenue for 2009 was anticipated to be \$10,000 the city has collected more than \$25,000 year-to-date. More than half the permits received were part of the Greens Planned Unit Development.

Because the speed of the economic recovery in 2010 is still in question, the 2010 budget is built on the same assumption of 6 single family residential building permits. The budget assumes no commercial development.

### 4. Investment Interest.

Code cities may now apportion some investment earnings from funds commingled for investment purposes to the general fund rather than the participating funds unless restricted by law (RCW 35.39.034). Utility funds, bond covenants or other provisions may require that the interest be allocated to the utility fund. In 2007 the City Council adopted a policy of allocating investment interest.

Investment interest is anticipated to be non-existent in 2010. The federal government is intentionally keeping interest rates low to stimulate the economy.

Investment interest (Attachment A-3) has dropped from \$83,919 in 2007 to \$22,000 in 2009 a 74% decrease.

### 5. Grants

The city will complete spending the COPS grant for the cameras in 2010. There is a \$95,920 carry forward from 2009 into 2010.

There is \$17,500 comprehensive planning grant from the Department of Commerce and a \$5,440 WSTC mini-grant.

Grants don't add to the "bottom-line" Grant revenue is off-set by department level expenses.

## General Fund Expense

### 1. Cost of Living Adjustment

The City's bargaining agreement with the public works and clerical staff was ratified on October 9, 2008.

For the first time in recent history, the cost of living adjustment for the CPI-W June to June for the Seattle-Tacoma-Bremerton area will be -.7% which is a relief to the city after last year's 6.2% increase.

Those city employees at the top of the pay scale will experience a pay decrease in 2010. For the remaining staff, the approved step increase will be lower.

Overall, salary and benefit expenses are approximately \$1,469,571 an increase of \$80,000 compared to 2009.

### 2. Medical, Dental and Vision Coverage

Regence & Asuris	10% increase
Group Health	6% increase
WDS Dental	5.5% increase
Willamette Dental	9.6% increase
VSP Vision	0%
Life	0%
Long term disability	0%
Employee assistant program	0%

## Operating Expenditures

1. Legislative. The legislative budget has increased \$1,000 over the 2009 amended budget. At the budget retreat in June the city council discussed increasing travel funds in 2010 to cover expenses for the Association of Washington Cities conferences in January and June. There are funds to send a city council member to Washington D.C. in 2010 to seek funding for capital projects.

The city council also discussed setting aside funds to reimburse the mayor for travel and training expenses and citizen/staff recognition.

2. Executive. The city administrator's budget for 2010 is \$7,724 lower than 2009 as a result of wage and benefit re-allocations to the street and park funds.
3. Finance. The finance department budget has decreased by \$2,500. There is \$4,500 for professional review of the annual financial report which is \$3,000 less than in 2009 since the city is now qualified to skip the full audit in 2010. There will be a single federal audit for Sultan Basin Road Phase III since the city accepted federal grants for the project.
4. Grants and Economic Development. Overall the budget is \$1,800 less than in 2009. Travel and training will increase from \$850 to \$1,856. The Grants Coordinator has started attending the AWC Legislative Conference in January. \$2,500 is earmarked for Economic Development. The city's successful Volunteer Program will receive \$700 to support the appreciation dinner and other volunteer activities.
5. Other Governmental Services. The "OGS" account has increase by \$500. Other governmental services (OGS) budget includes those expenses that cannot be specifically allocated to a particular department. In 2009, staff noted that general office and operating supplies such as copy paper, toner, color printer cartridges, envelopes, etc. were being charged to grants, community development and the legislative budgets. These funds have been reallocated back to the OGS fund so they can be more easily tracked.
6. Law Enforcement. The law enforcement budget has decreased from \$1,138,627 in 2009 to \$1,077,204 in 2010. Part of the decrease is the \$16,000 in COPS grant and \$49,000 in wages paid to Sultan officers in 2009 as part of the contract
7. Law Enforcement Agency Fees. Sno-Pac will increase from \$78,000 to \$80,000. Jails fees are anticipated to decrease from \$120,000 in 2009 to \$80,000. In 2010, the total law enforcement budget will be 63% of the General Fund budget.
8. Code Enforcement. Retains half-time community services officer.
9. Planning and Development. Hearing examiner fees (\$7,500) based on 6 land use permits. Professional Services will increase slightly from \$73,000 to \$80,000 to cover the cost of the comprehensive plan technical support.
10. Building and Community Development. Building inspection and plan review services are provided under contract by Snohomish County in 2009. This is an extremely successful program. The professional services budget to pay for building inspection and plan review is reduced in 2010 from \$56,000 to \$25,000 base on the first year of billings from Snohomish County.

The city has not received any complaints about the inspection program since it started in late 2008. There have been concerns raised by permit customers about the 2 to 4 week turnaround time for plan review services. The city continues to

work with the county to expedite plan review when needed. The city will need to watch turnaround times closely in 2010 if permit activity increases county-wide.

11. Library. There is funding for building insurance, repair and maintenance and utilities. Sno-Isle library does not pay to lease space in the community center. The city bills the library for utilities (approximately \$8,200). City staff have discussed separating the utility meter in 2010 so the library could be billed directly for utilities.
12. Parks and Recreation. Salaries were increased from \$15,000 in 2008 to \$29,345 in 2009 to include temporary summer help for mowing and maintenance. No increases are planned for 2010. A portion of the City's regular full-time public works crew members are also allocated to parks. There is an operating transfer out to the Equipment Replacement Fund to fund half a mower. The other half will be allocated from the Street Fund and Cemetery Fund.
13. Interfund Loan. The interfund loan payment and interest (\$45,000) is shown as a separate expenditure on Attachment D-40. The City has been making the payment monthly and will continue monthly payments in 2010. There is approximately \$160,000 owing on the loan.

## **SULTAN CITY COUNCIL BUDGET RETREAT COVER SHEET**

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**ITEM NUMBER:** PH 1 Legislative

**DATE:** October 7, 2009

**SUBJECT:** Legislative/Executive Overview

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

The Executive, Legislative and Administrative budgets work together to develop a vision, fund programs to achieve the vision and harness the city's resources to implement projects and programs to improve the City of Sultan.

In 2009 the City Council stepped up its efforts to work directly with state and federal representatives to fund the waste water treatment plant upgrade and Sultan Basin Road Phase III. Members of the Council and Planning Board went to Washington DC to meet with our federal legislative delegation.

At the budget retreat in June, the Council expressed an interest in continuing to increase the city's presence both regionally and nationally as a way of securing capital funding to enhance economic development. The Council also stated support to provide funding to reimburse the Mayor for travel and training in support of the city.

The 2010 budget increases the Legislative (Mayor and Council) travel and training budget from \$1,800 to \$4,000.

In 2008 and 2009, the Mayor used her personal funds to recognize citizen and staff achievements. The 2010 budget includes \$500 in operating/office supplies for recognizing the citizen's personal contributions and recognizing individual staff members for work above and beyond the normal job requirements.

### **LEGISLATIVE - SUMMARY**

The City of Sultan operates under the Mayor-Council form of government with a strong mayor. The Mayor-Council form of government consists of two separate and coequal power centers, each directly elected by the people: the Mayor as Chief Executive, and the Council as the municipal legislature.

The Mayor-Council form of government makes a virtue of the idea divided and shared power. Neither Mayor nor Council has the absolute last word in all instances. Under this form the independently-elected mayor has powers of appointment and removal of subordinates, administrative control over

departments, and the power to veto council legislation. The resulting government structure limits the council's role to policy making and oversight, and reserves administrative power and responsibility for the mayor.

The system requires constant consultation between the Mayor and the Council; sometimes cooperating, sometimes competing and conflicting; always acting as a check and balance on the other.

## **ROLES AND RESPONSIBILITIES**

- Determine the general direction for the operations of the city of Sultan
- Enacting ordinances (laws)
- Establishing budgetary (taxing and spending) policies
- Adopting the Comprehensive Plan and other guiding documents
- Adopting the annual budget
- Awarding contracts
- Fiscal oversight of expenditures
- Appointing members to the Planning Board

## **2010 Goals**

### **Economic Development**

Enhancing economic development is one of the primary goals of the Mayor and City Council. 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.

- Look for grants to fund an economic development strategic plan to identify economic development goals, policies and strategies, and prioritize efforts.
- Identify capital investments to kick-start economic development.
- 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**

- Update to the City’s 2004 Comprehensive Plan. Do technical analysis to support goals and policies.
- Continue to revise land use regulations and the development code.
- Complete the waste water treatment plant design
- Seek opportunities 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.

**Financial Health**

- Complete garbage rate study in 2010 to ensure that the utility is paying for itself and has long-term financial stability.
- Begin an annual program to repair and provide long-term maintenance of the City’s existing facilities

**Strategic Partnerships**

- Support Snohomish County’s efforts to establish a river front park on the south side of the Skykomish River
- Support Department of Natural Resources and Snohomish County establish a gun range facility.

**Council  
Travel and Training Request - 2010**

<b>Month</b>	<b>Conference</b>	<b>Conference Cost</b>	<b>Accommodation Costs</b>	<b>Total Cost:</b>
January	AWC Legislative Conference	\$120 x 2 = \$240	Hotel for 3 days \$102/per day x 2 = \$612	\$852
April	Washington DC	\$0	Travel \$500 x2 Hotel \$250 x 2day x 2 people =	\$2,000
June	AWC Conference	Conference Cost: \$250 x 1= 250	Hotel for 3 days: \$120/per day = \$360	\$610
October	Infrastructure Asst. Coordinating Conf (IACC)	Conference Cost: \$160 x 1	Hotel for 3 days: \$120/per day = \$360	\$520
<b>Total</b>				<b>\$3,982</b>

# General Ledger Budget Analysis Report

User: laura  
Printed: 10/15/09 - 04:42PM  
Fiscal Year: 2010



2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
3,635.00	3,514.00	3,720.00	1,762.00	001 005 E10 511-60-100	GENERAL FUND Legislative Salaries and Wages Salaries and Wages	0.00	3,720.00	0.00	0.00	0.00
3,635.00	3,514.00	3,720.00	1,762.00		Salaries and Wages Totals:	0.00	3,720.00	0.00	0.00	0.00
266.33	484.14	285.00	134.79	E20 511-60-200	Employee Benefits Benefits	0.00	300.00	0.00	0.00	0.00
266.33	484.14	285.00	134.79		Employee Benefits Totals:	0.00	300.00	0.00	0.00	0.00
1,108.77	1,136.24	550.00	1,466.53	E30 511-60-310 511-60-311	Operating and Office Supply Operating Supplies Office/Operating - Mayor	0.00	1,100.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00			0.00	500.00	0.00	0.00	0.00
1,108.77	1,136.24	550.00	1,466.53		Operating and Office Supply Totals:	0.00	1,600.00	0.00	0.00	0.00
1,000.00	0.00	800.00	0.00	E40 511-60-410 511-60-420	Other Services and Charges Professional Services Communication	0.00	500.00	0.00	0.00	0.00
649.79	192.17	600.00	0.00			0.00	1,200.00	0.00	0.00	0.00
1,926.45	2,706.62	4,800.00	3,717.86	511-60-430 511-60-490	Travel and Seminars Miscellaneous	0.00	4,000.00	0.00	0.00	0.00
0.00	34.00	100.00	0.00			0.00	350.00	0.00	0.00	0.00
3,800.00	1,224.90	1,200.00	1,426.49	511-80-490	Voter Registration	0.00	1,450.00	0.00	0.00	0.00
7,376.24	4,157.69	7,500.00	5,144.35		Other Services and Charges Totals:	0.00	7,500.00	0.00	0.00	0.00
0.00	81.35	0.00	0.00	E60 511-60-640	Capital Outlays Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00
0.00	81.35	0.00	0.00		Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
12,386.34	9,373.42	12,055.00	12,055.00	8,507.67		EXPENDITURES TOTALS:	0.00	13,120.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
12,386.34	9,373.42	12,055.00	12,055.00	8,507.67		DEPT EXPENSES	0.00	13,120.00	0.00	0.00	0.00
(12,386.34)	(9,373.42)	(12,055.00)	(12,055.00)	(8,507.67)		Legislative Totals:	0.00	(13,120.00)	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		FUND REVENUES	0.00	0.00	0.00	0.00	0.00
12,386.34	9,373.42	12,055.00	12,055.00	8,507.67		FUND EXPENSES	0.00	13,120.00	0.00	0.00	0.00
(12,386.34)	(9,373.42)	(12,055.00)	(12,055.00)	(8,507.67)		Legislative Totals:	0.00	(13,120.00)	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		REPORT REVENUES	0.00	0.00	0.00	0.00	0.00
12,386.34	9,373.42	12,055.00	12,055.00	8,507.67		REPORT EXPENSES	0.00	13,120.00	0.00	0.00	0.00
(12,386.34)	(9,373.42)	(12,055.00)	(12,055.00)	(8,507.67)		REPORT TOTALS:	0.00	(13,120.00)	0.00	0.00	0.00

SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET

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ITEM NO. PH 1 - Finance  
Date: October 22, 2009  
SUBJECT: Clerk/Finance Department  
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**Summary:**

The services provided by the Finance and City Clerk's Office include financial management, clerical assistance to the Council, records management, risk management and legal assistance. The following is an overview of those services:

Financial Services:

Budget Preparation/management  
Financial Reports  
Grants Management  
Accounts Payable/Receivable  
Payroll Services  
Utility Billing  
Debt Management  
Investment portfolio management

Clerk/Legal/Records:

Minutes for City Council  
Business Licenses  
Records Management  
Ordinances/Resolutions  
Notary Services  
Passport Acceptance Agency  
Easements and Right of Ways

Risk Management:

Process and review of claims  
Development of policies/procedures  
Monitoring of worker's comp claims

**2009 ACCOMPLISHMENTS:**

- Updated the Sultan Municipal Code – Code Scrubs to Title 2 and 3
- Continued the training process for the Financial Systems
- Trained additional staff to handle the increase in passport services
- Continue work on the Records Management program to make the minutes, ordinances and resolutions available on the City's web site.
- Completed the set of the Stormwater Utility in the utility billing system

## **2010 Goals**

- 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 Budget policies 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.
- Continue the conversion and transfer to electronic water meter system in the utility billing module.

The budget includes \$4,500 for professional services to contract with Fire District 7 staff for an independent review of the financial records and annual report. Staff will attend the annual Springbrook Conference and Washington Finance Officers Conference for training in 2010.

# General Ledger Budget Analysis Report

User: laura  
Printed: 10/15/09 - 04:46PM  
Fiscal Year: 2010



2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
15,244.41	13,672.20	21,774.00	21,774.00	16,133.30	001 015 E10 514-23-100	GENERAL FUND Finance Administration Salaries and Wages Salaries and Wages	0.00	24,880.79	0.00	0.00	0.00
15,244.41	13,672.20	21,774.00	21,774.00	16,133.30		Salaries and Wages Totals:	0.00	24,880.79	0.00	0.00	0.00
5,651.02	4,475.59	7,824.00	7,824.00	5,632.88	E20 514-23-200	Employee Benefits Benefits	0.00	8,750.77	0.00	0.00	0.00
5,651.02	4,475.59	7,824.00	7,824.00	5,632.88		Employee Benefits Totals:	0.00	8,750.77	0.00	0.00	0.00
71.58	69.01	0.00	0.00	172.48	E30 514-23-310	Operating and Office Supply Operating Supplies	0.00	0.00	0.00	0.00	0.00
1,530.87	1,510.45	750.00	750.00	263.64	514-23-320	Office Supplies	0.00	750.00	0.00	0.00	0.00
1,602.45	1,579.46	750.00	750.00	436.12		Operating and Office Supply Totals:	0.00	750.00	0.00	0.00	0.00
7,557.09	1,994.55	4,500.00	4,500.00	3,642.49	E40 514-23-411	Other Services and Charges Professional Services	0.00	4,500.00	0.00	0.00	0.00
5,287.08	5,429.28	7,500.00	7,500.00	8.78	514-23-412	Audit Costs	0.00	6,000.00	0.00	0.00	0.00
1,354.25	1,399.10	1,000.00	1,000.00	940.49	514-23-430	Travel and Seminars	0.00	1,500.00	0.00	0.00	0.00
912.03	700.91	500.00	500.00	533.25	514-23-490	Miscellaneous	0.00	500.00	0.00	0.00	0.00
755.31	563.00	500.00	500.00	489.96	514-23-491	Bank Fees	0.00	500.00	0.00	0.00	0.00
49.00	727.08	0.00	0.00	0.00	514-78-461	Payment of Judgements and Sett	0.00	0.00	0.00	0.00	0.00
15,914.76	10,813.92	14,000.00	14,000.00	5,614.97		Other Services and Charges Totals:	0.00	13,000.00	0.00	0.00	0.00
33.82	70.00	1,000.00	1,000.00	651.49	E60 514-23-640	Capital Outlays Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00
0.00	1,867.17	4,489.00	4,489.00	4,488.83	514-23-641	Records Management Grant	0.00	0.00	0.00	0.00	0.00
33.82	1,937.17	5,489.00	5,489.00	5,140.32		Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
38,446.46	32,478.34	49,837.00	49,837.00	32,957.59		EXPENDITURES TOTALS:	0.00	47,381.56	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
38,446.46	32,478.34	49,837.00	49,837.00	32,957.59		DEPT EXPENSES	0.00	47,381.56	0.00	0.00	0.00
(38,446.46)	(32,478.34)	(49,837.00)	(49,837.00)	(32,957.59)		Finance Administration Totals:	0.00	(47,381.56)	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		FUND REVENUES	0.00	0.00	0.00	0.00	0.00
38,446.46	32,478.34	49,837.00	49,837.00	32,957.59		FUND EXPENSES	0.00	47,381.56	0.00	0.00	0.00
(38,446.46)	(32,478.34)	(49,837.00)	(49,837.00)	(32,957.59)		Finance Administration Totals:	0.00	(47,381.56)	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		REPORT REVENUES	0.00	0.00	0.00	0.00	0.00
38,446.46	32,478.34	49,837.00	49,837.00	32,957.59		REPORT EXPENSES	0.00	47,381.56	0.00	0.00	0.00
(38,446.46)	(32,478.34)	(49,837.00)	(49,837.00)	(32,957.59)		REPORT TOTALS:	0.00	(47,381.56)	0.00	0.00	0.00

## **SULTAN CITY COUNCIL BUDGET RETREAT COVER SHEET**

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**ITEM NUMBER:** PH 1 Grants  
**DATE:** October 22, 2009  
**SUBJECT:** 2010 Grants and Economic Development  
**CONTACT PERSON:** Donna Murphy, Grants and Economic Development

### **Department Summary**

Write and coordinate Federal, State, and County grant applications for the City of Sultan. Work with engineers and administrative staff to produce quality grant applications. Give presentations to government committees for grant projects. Monitor the progress of grant funded projects and quarterly/annual reporting. Orchestrate ground breakings, ribbon cuttings, and dedications of successful grant funded projects. Nominate and complete applications of successful grant funded projects for statewide achievement awards and recognition. Sit on grant review teams for Snohomish County Regional and Countywide Transportation grant applications, and the Snohomish County Community Development Block Grant Technical Advisory Committee.

Network with the business community for the purpose of Economic Development; assessing their needs and providing assistance through the City and Snohomish County resources. Develop marketing tools and make available to developers through a variety of media resources.

### **Roles and Responsibilities**

Planning and coordinating the annual grant/loan application process for all new grants and loans; organize and conduct interdepartmental and agency meetings to identify and prioritize project funding needs.

Monitor present business activity, developing ways to retain current businesses and assist in their development and growth and attracting new businesses to the City.

The primary focus for seeking grant funds in 2010 will be for projects:

1. Waste Water Treatment Plant Environmental and Design	\$ 1,300,000
2. Sultan Basin Road/US 2 Phase III	\$ 2,000,000
3. Alder Street Reconstruction	\$ 100,000
4. Coordinated Prevention Grant (Cleanup Day)	\$ 6,000
5. Economic Stimulus Grants as available	TBD
6. Hazard Mitigation and Repetitive Flood Loss Buy-outs	\$150,000

With a Compliant Comprehensive Plan the City is eligible for Department of Commerce Planning Grants

- Upcoming Comp Plan Update \$17,500
- GMA Transportation Planning \$75,000 (maximum)

With a Compliant Comprehensive Plan the \$500,000 Legislative Proviso for the Waste Water Treatment Plant will be appropriated in 2009.

The annual grant programs offered every year are:

1. Recreation & Conservation Office – Local Parks Grants
2. Department of Commerce Planning Grants
3. Transportation Improvement Board Construction, Pedestrian and Overlay Grants
4. Community Development Block Grants

Research and write grant applications as needed for the City of Sultan – All of which includes working with City Administration, Staff and Consultants, depending on the nature of the project.

Attend workshops and conferences throughout the year that educate and provide valuable networking opportunities with outside agencies

### **Grant Administration Process**

Project follow through to completion of funded projects.

Provide required Quarterly, Annual and Final Reports to the funding agency.

### **Project Recognition/Celebration Process**

Press Releases

Ground Breaking/Ribbon Cuttings, etc.

## **Economic Development 2009 Goals and Objectives**

### **Business Development/Retention**

- Work with business owners to retain and attract business with specific needs.
- Weekly meetings with the Mayor for Business Retention
- Work with Mayor Eslick developing a Business Incubator
- Assist Mayor Eslick in providing Quarterly Workshops for local businesses
- Work in concert with the Community Development Director to:
  - Develop an Economic Development Strategic Plan (Grant Dependent)
- 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.
- Work with the City's Webmaster, Snohomish County Economic Development, the Economic Development Council of Snohomish County and Snohomish County Tourism utilizing web presence and technical expertise to highlight tourist activities in Sultan.
- Hold 4 (Quarterly) Sultan Economic Development Roundtable meetings with Sultan Business Owners.
- Take Mayor, Council and Planning Board on economic development tours of Sultan businesses
- Continued partnering with Snohomish County Parks & Recreation locating a park and shooting range near Sultan.
- Development, implement, and participate in special business community events to promote business development and vitality. Conduct meetings/workshops with the business community and other stakeholders.
- Facilitate or participate in Grand Openings/Open Houses/Ribbon Cuttings

Routinely review the Pending and New Business License listing, contact and welcome new businesses to Sultan. Provide "Welcome to Sultan" packets to new businesses with information about Sultan.

### **Lobbying Efforts**

Assist the Mayor, City Council, City Administrator and lobbyist to secure additional funds for the Waste Water Treatment Plant expansion. Attend Legislative meetings and workshops and attend the 2010 Legislative Session in Olympia.

## Volunteer Program

Continue building a strong and healthy Volunteer Program. Support, encourage and appreciate the volunteers in their commitment to making Sultan a better place for everyone to live. Organize volunteer meetings and volunteer participation in events. Publicly thank the volunteers through Appreciation Ceremonies and Programs.

Work with the Sultan Webmaster to develop a Volunteer page on the City's website.

## Attend Outside Agency Committee Meetings

Snohomish County Infrastructure Assistance Coordinating Committee  
Snohomish County Economic Development Council  
Snohomish County Office of Economic Development  
Community Development Block Grant Technical Advisory Committee  
Snohomish County Parks and Recreation  
Snohomish County Tourism  
Sky Valley Chamber of Commerce

## 2010 Special Events

4 each	Business Workshops and Business Roundtables
May	Sultan Family Safety Rodeo
July	Sultan Shin Dig
August	Sultan Community Center 10 year Anniversary Celebration
October	Return of the Pinks

## 2009 Accomplishments

### Grants

\$876,100	US 2/ Sultan Basin Road – Phase III/Stage 1	RECEIVED
\$150,000	Demolition of 2 <sup>nd</sup> Street property & Create Park/Open Space	RECEIVED
\$ 4,735	Recycling Component of Cleanup Day – CPG Grant	RECEIVED
<u>\$ 10,000</u>	Safety Rodeo and Bike Patrol Justice Grant	RECEIVED
<b>\$1,040,835</b>	<b>TOTAL Grants Received in 2009</b>	

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### Economic Development 2009 Accomplishments Business Development/Retention

- Developed video for the web site for marketing and Economic Development of Sultan
- Economic Development Page on the City Web Site
- Tourist Activity Page on the City Web Site
- CGI Videos added to website showcasing Sultan and the City's volunteer program
- Volunteer Program – In 2009 volunteers donated an average of \_\_\_\_\_ hours per month to the City. Projects ranged from the Yellow Bag Litter Pickup Program, Project Main Street with more than xxx volunteers made Sultan's Downtown Sparkle in one day, National Giving Day with church members from all denominations working all over the City Cleanup Projects. Graffiti removal volunteers worked diligently to remove or paint over graffiti on private and public property. Volunteers came to City Hall and help with filing, copying, phone calling, and even painted the Mayor's office. This is a strong program that will continue and bring great benefit to the City in 2010. Development, implement, and participate in special business community events to promote business development and vitality. Conduct meetings/workshops with the business community and other stakeholders.
- Block Watch Program –The Block Watch Program continues to grow. Educational meetings are facilitated monthly by the Mayor and Police Chief. These meetings provide the information and tools that community members need to keep themselves and their neighbors informed and safe.

### Successful Volunteer Projects in 2009:

1. Block Watch
  2. Office Assistance
  3. Yellow Bag Litter Pick-Up
  4. Adopt a Street Litter Cleanup
  5. "Project Main Street"
- 
- Coordinated new Return of the Pinks Festival and partnership with Tulalip Tribes
  - Coordinated appointment of Student Representative on the City Council
  - Continued partnering with Snohomish County Parks & Recreation locating a park and shooting range near Sultan
  - Continued work with business owners to retain and attract business with specific needs.
  - 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. Weekly meetings with the Mayor and new/existing businesses.

## Grants and General Budget Overview - 2010

Professional Services Request	Working with consultants on infrastructure grant projects. i.e. Sultan Basin Road/Wastewater Treatment Plant/Stormwater Grants	Total Request: \$500
Miscellaneous Request	Unforeseen miscellaneous costs throughout the year	Total Request: \$850
Volunteer Program Request	Volunteer Appreciation Dinner, Community Awards Night City sponsored awards. Create a Volunteer Page on the web site.	Total Request: \$700
Communication Request	Advertising Programs such as Project Main Street, Volunteer Appreciation Night, and other City sponsored events.	Total Request: \$200

## Economic Development Request - 2010

January, March, June, September 2010	Mayor's Quarterly Small Business Workshops	Supplies: Books, templates, hospitality	Total Cost: \$200
March, 2010	Mayor's Quarterly Small Business Workshop	Speaker: Glen Heimstra	Total Cost: \$500
	Mayor's Quarterly Small Business Workshops	SCORE Speakers Travel Expenses Only	Total Cost: \$200
	Mayor's Quarterly Small Business Workshops	Advertising	Total Cost: \$200
February, April, July, October, 2010	Business Roundtables	Supplies, flip charts	Total Cost: \$100
July, 2010	Sultan Summer Shindig	Partner with Chamber to purchase banners	Total Cost: \$250
	Business Roundtable	Mayor of Leavenworth Travel Expenses Only	Total Cost: \$100
August 14, 2010	Community Center 10 Year Anniversary –	Advertising, flyers, hospitality, Community Family Portrait	Total Cost: \$500
October, 2010	Return of the Pinks Festival	3 Banners @ \$150 each	Total Cost: \$450
		<b>TOTAL REQUEST</b>	<b>\$2,500</b>

## Travel and Training Request - 2010

January 2010	AWC Legislative Conference	Conference Cost: \$120	Accommodations for 3 days \$102/per day	Total Cost: \$426
June 2010	AWC Conference	Conference Cost: \$250	Accommodations for 3 days: \$120/per day	Total Cost: \$610
October 2010	Infrastructure Assistance Coordinating Conference (IACC)	Conference Cost: \$160	Accommodations for 3 days: \$120/per day	Total Cost: \$520
January – December 2010	Snohomish County Tourism Quarterly Meetings	\$30/per meeting 4 Per year	N/A	Total Cost: \$120
	Snohomish County EDC Networking Meetings	\$30/per meeting 2 Per year	N/A	Total Cost: \$60
	Sky Valley Chamber of Commerce	\$10/per meeting 12 Per year	N/A	Total Cost: \$120
2010 Grand Total Request				\$1,856

Attendance and participation at these events provides superb networking and educational opportunities for the City of Sultan. Up to date information about future grant and other funding opportunities for the City's infrastructure and public works projects is readily available as well as Economic Development opportunities.

Workshops provide necessary education for on the job implementation within the City of Sultan.

# General Ledger Budget Analysis Report

User: laura  
Printed: 10/15/09 - 04:45PM  
Fiscal Year: 2010



2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Description	Account	FTE	Requested	Proposed	Approved	Adopted
					GENERAL FUND	001					
					Grants	020					
					Salaries and Wages	E10					
5,402.76	5,414.51	17,537.00	17,537.00	12,100.03	Salaries and Wages	514-60-100	0.00	17,267.62	0.00	0.00	0.00
5,402.76	5,414.51	17,537.00	17,537.00	12,100.03	Salaries and Wages Totals:		0.00	17,267.62	0.00	0.00	0.00
1,817.78	1,451.46	5,006.00	5,006.00	3,429.13	Employee Benefits	E20					
1,817.78	1,451.46	5,006.00	5,006.00	3,429.13	Employee Benefits Totals:	514-60-200	0.00	4,777.83	0.00	0.00	0.00
28.37	40.77	0.00	0.00	0.00	Operating and Office Supply	E30					
67.65	0.00	2,500.00	2,500.00	1,095.27	Operating Supplies	514-60-310	0.00	0.00	0.00	0.00	0.00
620.28	1,494.61	1,000.00	1,000.00	1,015.40	Economic Development	514-60-311	0.00	2,500.00	0.00	0.00	0.00
0.00	0.00	300.00	300.00	0.00	Office Supplies	514-60-320	0.00	500.00	0.00	0.00	0.00
					Small Tools/Minor Equipment	514-60-350	0.00	50.00	0.00	0.00	0.00
716.30	1,535.38	3,800.00	3,800.00	2,110.67	Operating and Office Supply Totals:		0.00	3,050.00	0.00	0.00	0.00
0.00	0.00	750.00	750.00	308.00	Other Services and Charges	E40					
396.95	0.00	200.00	200.00	0.00	Professional Services	514-60-410	0.00	500.00	0.00	0.00	0.00
897.13	633.07	850.00	850.00	837.34	Communication	514-60-420	0.00	200.00	0.00	0.00	0.00
0.00	204.57	1,300.00	1,300.00	39.29	Travel and Seminars	514-60-430	0.00	1,856.00	0.00	0.00	0.00
0.00	0.00	700.00	700.00	333.48	Miscellaneous	514-60-490	0.00	100.00	0.00	0.00	0.00
					Volunteer Program	514-60-491	0.00	700.00	0.00	0.00	0.00
1,294.08	837.64	3,800.00	3,800.00	1,518.11	Other Services and Charges Totals:		0.00	3,356.00	0.00	0.00	0.00
46.97	0.00	500.00	500.00	0.00	Capital Outlays	E60					
46.97	0.00	500.00	500.00	0.00	Capital Outlay - Equipment	514-60-640	0.00	0.00	0.00	0.00	0.00
					Capital Outlays Totals:		0.00	0.00	0.00	0.00	0.00

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
9,277.89	9,238.99	30,643.00	30,643.00	19,157.94		EXPENDITURES TOTALS:	0.00	28,451.45	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
9,277.89	9,238.99	30,643.00	30,643.00	19,157.94		DEPT EXPENSES	0.00	28,451.45	0.00	0.00	0.00
(9,277.89)	(9,238.99)	(30,643.00)	(30,643.00)	(19,157.94)		Grants Totals:	0.00	(28,451.45)	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		FUND REVENUES	0.00	0.00	0.00	0.00	0.00
9,277.89	9,238.99	30,643.00	30,643.00	19,157.94		FUND EXPENSES	0.00	28,451.45	0.00	0.00	0.00
(9,277.89)	(9,238.99)	(30,643.00)	(30,643.00)	(19,157.94)		Grants Totals:	0.00	(28,451.45)	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		REPORT REVENUES	0.00	0.00	0.00	0.00	0.00
9,277.89	9,238.99	30,643.00	30,643.00	19,157.94		REPORT EXPENSES	0.00	28,451.45	0.00	0.00	0.00
(9,277.89)	(9,238.99)	(30,643.00)	(30,643.00)	(19,157.94)		REPORT TOTALS:	0.00	(28,451.45)	0.00	0.00	0.00

SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET

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Agenda Item #: PH 1 – IT and General Government  
Date: October 22, 2009  
SUBJECT: IT Fund and Other Govt. Services  
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**Summary:**

**General Governmental Services:**

The General governmental service budget provides for office, janitorial costs, utility costs, communication, legal notices, insurance and membership dues for General Fund Departments and the Community Center.

These are general operating costs that would be difficult to allocate to any one fund or department.

Total Budget: \$54,700

**IT Fund:**

In 2009, the City began the process of standardizing the computers and servers in all city departments. The Building permit module will be updated and use will be implemented in 2010. The City contracts with Irongoat Inc. to provide internet and web page service.

The challenge staff has faced is being able to determine the cost of IT services when they are allocated into several budgets. The recommendation is to create an IT fund and provide for interfund transfers from the operating funds to cover expenses. The following is the proposed budget:

**IT FUND BUDGET**

<b>Description</b>		<b>Amount</b>
Professional Service	785 per month	9420
Training	10 hrs @ \$70	700
Operating Supply	RAM	1500
	VPM software	200
Maintenance Contract	Springbrook	9580
Capital Outlay	Printer replacement	2500
	Water Plant wireless	1500
Reserve funds	Future replacement	5000
		<hr/>
		30400

<b>Fund Distribution</b>	<b>Springbrook</b>	<b>Operating</b>	<b>Capital</b>	<b>Reserve</b>	<b>Total</b>
General	4032	5000	1300	2250	12582
Street	750	820	300	500	2370
Water	1295	2000	1800	750	5845
Sewer	2208	2000	300	750	5258
Garbage	1295	2000	300	750	4345
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	9580	11820	4000	5000	30400



2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
64,763.50	58,086.56	53,160.00	53,160.00	30,101.44		EXPENDITURES TOTALS:	0.00	54,700.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
64,763.50	58,086.56	53,160.00	53,160.00	30,101.44		DEPT EXPENSES	0.00	54,700.00	0.00	0.00	0.00
(64,763.50)	(58,086.56)	(53,160.00)	(53,160.00)	(30,101.44)		Other Governmental Services Totals	0.00	(54,700.00)	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		FUND REVENUES	0.00	0.00	0.00	0.00	0.00
64,763.50	58,086.56	53,160.00	53,160.00	30,101.44		FUND EXPENSES	0.00	54,700.00	0.00	0.00	0.00
(64,763.50)	(58,086.56)	(53,160.00)	(53,160.00)	(30,101.44)		Other Governmental Services Totals	0.00	(54,700.00)	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		REPORT REVENUES	0.00	0.00	0.00	0.00	0.00
64,763.50	58,086.56	53,160.00	53,160.00	30,101.44		REPORT EXPENSES	0.00	54,700.00	0.00	0.00	0.00
(64,763.50)	(58,086.56)	(53,160.00)	(53,160.00)	(30,101.44)		REPORT TOTALS:	0.00	(54,700.00)	0.00	0.00	0.00

# General Ledger Budget Analysis Report

User: laura  
Printed: 10/15/09 - 04:53PM  
Fiscal Year: 2010



2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
				001	GENERAL FUND					
				035	Other Governmental Services					
				E30	Operating and Office Supply					
4,722.24	4,213.90	4,000.00	2,115.01	518-10-310	Office/Operating Supplies	0.00	7,200.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	518-10-340	Books and Periodicals	0.00	750.00	0.00	0.00	0.00
250.25	331.97	0.00	0.00	518-10-350	Small Tools/Minor Equipment	0.00	200.00	0.00	0.00	0.00
4,972.49	4,545.87	4,000.00	2,115.01		Operating and Office Supply Total	0.00	8,150.00	0.00	0.00	0.00
				E40	Other Services and Charges					
5,083.70	464.90	2,000.00	2,669.48	518-10-410	Professional Services	0.00	2,050.00	0.00	0.00	0.00
7,460.71	6,755.87	7,800.00	5,917.41	518-10-420	Communication	0.00	8,000.00	0.00	0.00	0.00
5,436.19	5,515.71	4,500.00	5,548.23	518-10-440	Advertising and Legal Notices	0.00	4,500.00	0.00	0.00	0.00
218.90	959.25	0.00	352.96	518-10-450	Rentals	0.00	500.00	0.00	0.00	0.00
16,381.00	16,386.00	18,000.00	200.00	518-10-460	Insurance	0.00	18,500.00	0.00	0.00	0.00
8,423.12	4,563.91	6,000.00	3,835.38	518-10-470	Utilities	0.00	7,500.00	0.00	0.00	0.00
5,290.48	7,040.69	4,000.00	2,840.51	518-10-480	Repair and Maintenance	0.00	2,000.00	0.00	0.00	0.00
2,839.89	1,186.67	1,500.00	707.26	518-10-490	Miscellaneous	0.00	1,000.00	0.00	0.00	0.00
2,045.65	3,100.36	2,000.00	2,456.13	519-90-490	Organization Dues	0.00	2,500.00	0.00	0.00	0.00
53,179.64	45,973.36	45,800.00	24,527.36		Other Services and Charges Totals:	0.00	46,550.00	0.00	0.00	0.00
				E50	Intergovernmental Services					
0.00	0.00	360.00	0.00	518-10-530	Water Service Interfund	0.00	0.00	0.00	0.00	0.00
0.00	0.00	360.00	0.00		Intergovernmental Services Totals:	0.00	0.00	0.00	0.00	0.00
6,611.37	7,567.33	3,000.00	3,459.07	E60	Capital Outlays					
				518-10-620	Capital Outlay - Buildings	0.00	0.00	0.00	0.00	0.00
6,611.37	7,567.33	3,000.00	3,459.07		Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00



**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Public Hearing PH-1

DATE: October 22, 2009

SUBJECT: Law Enforcement

CONTACT PERSON: Chief Jeff Brand

**SUMMARY:**

Attached 2010 Police Budget Summary

**SNOHOMISH COUNTY  
SHERIFF'S OFFICE**

**MEMORANUM**

DATE: October 6, 2009

TO: Mayor Carolyn Eslick, City Council Members and  
City Administrator Deborah Knight

FROM: Chief Jeff Brand #1196

RE: 2010 Sultan Police Budget Summary

The majority of our police budget is made up of contract services that are already negotiated and in place so this process has been fairly straight forward for all of us.

I will summarize our accomplishments for 2009 and our goals for 2010, but first want to review our 2010 budget estimates.

A) **Grants Program**: This is the COPS Technology Grant for our city wide camera program and will be used to complete that project. **\$101,360**

B) **Professional Services – Sno. County**: This is our law enforcement services contract with the Sheriff's Office and is an ongoing contract until 2013. **\$862,143**

C) **Intergovernmental - SNO PAC**: This is our ongoing police dispatch contract for services and is based on a billing formula used county wide. The budget figures are base on SNO PAC's 2010 assessment. **\$ 80,643**

D) **Intergovernmental - 800 MGHZ**: This is our annually renewed contract for the Snohomish Regional SERS and covers fiscal year 2010. The budget amount is based on the SRNTF estimate of our costs next year. **\$ 14,000**

**Other Criminal Justice System Costs**

Other portions of our criminal justice costs include court cost, court filing fees, prosecution and jail services fees. In 2009 Sultan appropriated \$120,000 for jail services but we have reduced that line item to \$80,000 in 2010 for the following reasons.

- Currently our jail services costs for 2009 are far below the estimated \$120,000.
- Our current Jail Services Contract expires at the end of 2009 and the new estimated costs are lower then in previous years.
- The new proposed Jail Service Contract offers the opportunity for Electronic Home Monitoring, Work Release and Community Corrections Work Programs which are all substantially less expensive than in house custody.

Our police services contract with the Snohomish County Sheriff's Office covers most costs related to police service and equipment within Sultan so we have only asked for \$1,500 in miscellaneous costs for items that may be needed and used by deputies working in Sultan.

During 2009 we have been working to establish our precinct and develop our operations plan in Sultan and begun some community outreach programs like bike patrol, Sultan Safety Fairs and deputies at Safe Stop, by using on duty staff and grants.

### **Discretionary Funds Request**

In 2010 we plan to continue working with our partners in the community to develop these programs and expand them. We have asked for \$5,440 in discretionary funds to purchase police equipment which will help us be more responsive to the community. Because of the tight budget and the items we want to purchase fit within many grant programs, we expect to apply for grants to make these purchases.

### **Additional Staffing Request to Snohomish County**

I have been working with my Snohomish County Command Staff to help increase staffing support in the East Precinct/Sultan Police Department. I have asked for at least one light duty deputy to work with Detective John Schwartz on his caseload and help him process more cases in a timely manner. Because of the additional population and call load in the Skykomish Valley, I have also asked for at least one more "support staff" which could come in the form of one more sergeant or deputy and will help us keep up on our administrative tasks. Neither of these upgrades will cost Sultan additional money.

### **Concealed Pistol Licenses**

Our Police services contract calls for us to process Concealed Pistol Licenses (CPL) for Sultan residents, at our station. This requires an update of our Police Department website and some procedures. The procedures have been worked out but I have not had the opportunity to update the information for our website and get it to Iron Goat. I will make that a priority to have the update and process in place before the end of 2009.

This will provide a better service to our citizens and will be added revenue to our 2010 budget.

# General Ledger Budget Analysis Report

User: laura  
Printed: 10/15/09 - 04:56PM  
Fiscal Year: 2010



2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted	Adopted
625,584.79	408,514.36	52,150.00	52,149.44	52,149.44	001	GENERAL FUND						
					040	Law Enforcement						
					E10	Salaries and Wages						
625,584.79	408,514.36	52,150.00	52,149.44	52,149.44	521-20-100	Salaries and Wages	0.00	3,743.00	0.00	0.00	0.00	0.00
						Salaries and Wages Totals:	0.00	3,743.00	0.00	0.00	0.00	0.00
218,690.32	137,836.35	12,125.00	12,125.34	12,125.34	E20	Employee Benefits						
					521-20-200	Benefits	0.00	573.00	0.00	0.00	0.00	0.00
15,691.87	17,488.80	21,850.00	13,768.20	13,768.20	521-20-210	Benefits - Disability Insuranc	0.00	21,850.00	0.00	0.00	0.00	0.00
5,848.16	1,402.28	0.00	0.00	0.00	521-20-220	Uniforms	0.00	0.00	0.00	0.00	0.00	0.00
1,159.00	462.50	0.00	0.00	0.00	521-20-230	Pre Employment Testing	0.00	0.00	0.00	0.00	0.00	0.00
241,389.35	157,189.93	33,975.00	25,893.54	25,893.54		Employee Benefits Totals:	0.00	22,423.00	0.00	0.00	0.00	0.00
3,341.96	4,610.85	0.00	2,288.71	2,288.71	E30	Operating and Office Supply						
1,269.09	2,074.26	251.00	119.08	119.08	521-20-310	Operating Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1,251.34	291.35	0.00	0.00	0.00	521-20-320	Office Supplies	0.00	100.00	0.00	0.00	0.00	0.00
25,000.99	25,809.49	1,033.00	1,033.43	1,033.43	521-20-350	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00
10,998.33	9,511.53	1,271.00	1,271.05	1,271.05	521-20-360	Vehicle Operation/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	116,913.00	20,497.00	20,497.00	521-20-370	Vehicle Repair	0.00	0.00	0.00	0.00	0.00	0.00
					521-20-380	Grant Programs	0.00	101,360.00	0.00	0.00	0.00	0.00
41,861.71	42,297.48	119,468.00	25,209.27	25,209.27		Operating and Office Supply Totals	0.00	101,460.00	0.00	0.00	0.00	0.00
125,851.39	59,120.91	0.00	44,923.63	44,923.63	E40	Other Services and Charges						
0.00	102,460.65	831,829.00	415,914.49	415,914.49	521-20-410	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
12,798.97	13,577.16	2,036.00	1,739.33	1,739.33	521-20-411	Professional Service - SnoCity	0.00	862,143.00	0.00	0.00	0.00	0.00
6,765.57	2,162.05	0.00	0.00	0.00	521-20-420	Communication	0.00	0.00	0.00	0.00	0.00	0.00
3,731.53	3,161.68	3,600.00	2,545.98	2,545.98	521-20-430	Travel and Seminars	0.00	0.00	0.00	0.00	0.00	0.00
13,929.00	16,237.00	1,000.00	0.00	0.00	521-20-450	Rentals	0.00	0.00	0.00	0.00	0.00	0.00
6,194.63	5,232.74	2,269.00	2,268.65	2,268.65	521-20-460	Insurance	0.00	1,000.00	0.00	0.00	0.00	0.00
					521-20-470	Utilities	0.00	0.00	0.00	0.00	0.00	0.00





**SULTAN CITY COUNCIL  
BUDGET RETREAT COVER SHEET**

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**ITEM NO:** PH 1 – Community Development  
**DATE:** October 22, 2009  
**SUBJECT:** 2010 Budget Proposal, Community Development/Building  
**CONTACT PERSON:** Robert Martin, Community Development Director

**SUMMARY:**

THE COMMUNITY DEVELOPMENT DEPARTMENT COORDINATES ALL PLANNING AND LAND USE ACTIVITIES, ENVIRONMENTAL, AND BUILDING PERMIT AND INSPECTION ACTIVITIES WITHIN THE CITY.

THE MISSION OF THE DEPARTMENT IS TO:

- ENHANCE THE QUALITY OF LIFE OF SULTAN'S RESIDENTS AND VISITORS BY PROMOTING AND MANAGING QUALITY LAND USE DEVELOPMENTS AND CONSTRUCTION PROJECTS;
- ACTIVELY SEEK OUT OPPORTUNITIES TO ASSIST EXISTING BUSINESSES TO GROW, PROSPER, AND PROVIDE EVER BETTER SERVICES AND PRODUCTS TO THEIR CUSTOMERS;
- ACTIVELY PROMOTE SULTAN AS A LOCATION FOR QUALITY NEW BUSINESSES TO LOCATE, BECOME PROFITABLE, AND PROVIDE SERVICES TO THE COMMUNITY.

**PLANNING DIVISION:**

The Planning Division develops, manages, and implements land use systems of the City. The Comprehensive Plan contains the policies that the community has developed to guide its future growth and development. In 2008, the Plan underwent significant revisions to comply with Growth Management Hearing Board requirements.

In 2010, the community will be involved in a large-scale effort to update the Comprehensive Plan as required by state statute. Adoption of the updated Plan as required in 2011 will require a significant community involvement program in the first half of 2010, and a significant consultant contract effort in the second half of 2010.

The Plan also directs writing of the Zoning Code and several other codes that are used daily by developers and the public as they do development in the community. The 2010 work program provide for continuation of the extensive updating of these codes that was started in 2009 so that they better implement the Comprehensive Plan. This work is being handled by in-house staff as time allows.

In close coordination with the Grants and Economic Development Department, the Planning Division has a high priority program of active promotion of quality residential, commercial, and industrial development opportunities and developer assistance.

**2010 Planning and Development Division Goals**

1. **Goal:** Undertake Update of the Comprehensive Plan for the 2011 Update Cycle. 2010  
 Tasks include:
  - a. Implement Community Involvement Program **\$ 4,500**
  - b. Construct updated draft goals and policies
  - c. Recruit and contract with consultants to provide technical analysis **\$80,000**
  - d. Assemble Draft of updated plan
  
2. **Goal:** Continue revision of codes on priority list that have not been completed during 2009 including significant work on:
  - a. Title 16, Unified Development Code;
    - i. Planned Unit Development
    - ii. Subdivision and Short Plat (create separate code)
    - iii. Zone Descriptions (Table-driven code)
    - iv. Level I, II, III, IV, V Procedure Format
    - v. Nonconforming Use
  - b. Title 21, Other Land Uses.

This is being completed by in-house staff without separate budget allocation.
  
3. **Goal:** Complete implementation of Springbrook Permit Tracking Module for computerized issuance and tracking of permit processes.
  
4. **Goal:** Implement streamlined permit processing including front counter permit intake review and immediate verification of complete application submittal.
  
5. **Goal:** Partner with Grants and Economic Development Department to advance commercial development and new visioning for downtown.
  
6. **Goal:** Create a line item in Planning & Development to account for legal fees specific to the Department. **\$ 6,500**
  
7. **Goal:** Due to the "Compliance" status of the city's Comprehensive Plan, the City is eligible for 2010 State GMA Planning Grant. This fund will be expended in pursuit of development of the 2011 Updated Comprehensive Plan. **\$17,500**

**PLANNING AND DEVELOPMENT GENERAL BUDGET OVERVIEW**

001-065-558-60-xxx

GMA Planning Grant. Revenue and Expenditure	State Dept. of Commerce Grant to Cities based on population. Eligibility based on compliant Comprehensive Plan. To be used for Comprehensive Plan Update Process.	\$17,500
Professional Services Line Item	Funding for consultants in second half of 2010 to analyze community input and assemble utility and transportation data for Comprehensive Plan Update.	\$80,000
Legal Fees Line Item	New line item in Department Budget, not new expenditure to General Fund. To provide proper accounting.	\$ 6,500
Communication Line Item	Approximately ¾ of this allocation will be used to provide notices and information to public during Plan Update process.	\$ 4,500

**BUILDING DIVISION:**

In mid-2008, the in-house building official/structural inspector position was vacated. Recognizing the reduction in permit applications, and the resulting loss of building permit revenue, economical alternatives to a full-time city employee were explored. The selected alternative was to contract with Snohomish County for structural plan review and inspection services. This program has been in place since July, 2008 and is working well.

The 2010 budget provides for continuation of this relationship. The County is able to provide specialists in residential, commercial, industrial, and fire code processes at a standard cost that the City could not financially support in any other way.

A significant increase in permit activity may again warrant a full-time building official, but current economics, and the good service received from the County, indicate that this is a desirable system for the current circumstances.

In preparation for a hoped-for upswing in permit activity, this budget provides for a consultant to assist with streamlining and automation of the building permit application system so that we can better serve customers, increase consistency, and manage work load.

Building Division operations also include the flood management functions that are particularly critical to public health and safety in the community. This budget provides for a Snohomish County flood management and building code specialist to be available on an as-needed basis to consult with residents on their flood-related questions.

**2010 Building Division Goals :**

1. **Goal:** Fully integrate Springbrook financial/permit software module into permit operations to consolidate permit tracking and financial accounting/management into a single process.
2. **Goal:** Complete revision of permit process and application and permit formats. Permit process is based in the new address file system. All activities will be coordinated through permit coordinator and will be scheduled with the new computerized permit tracking system.
3. **Goal:** Using upgraded application packets and computerized procedure manuals, provide front counter review and immediate checklist response on complete/incomplete applications, and assist applicants to complete their applications.
4. **Goal:** Continue plan review, inspection, and fire marshal services contract with Snohomish County. **\$25,000**

**BUILDING AND COMMUNITY DEVELOPMENT GENERAL BUDGET OVERVIEW**  
010-070-559-60-xxx

Professional Services Line Item	Continuation of Interlocal Agreement contract with Snohomish County for building plan review and inspection and Fire Marshal services	\$25,000
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## **CODE COMPLIANCE SERVICES DIVISION:**

### **Animal Control:**

In the 2009 budget, the Council provided for a ½ FTE position to provide animal control and code compliance/enforcement services. This position has been filled through appointment of a Community Services Officer. The incumbent is a well qualified and experienced animal control officer who works in a highly integrated fashion with the police department and the public to solve animal-related problems.

Many animal problems have been resolved at low levels of conflict so that a minimum number of animals have been taken to the city's holding kennel. The 2010 budget provides for continuation of this program at the ½ FTE level. It also provides for professional services of a veterinarian, and supplies to feed and care for animals in the holding kennel.

### **Code Enforcement:**

In addition to animal control, the Community Services Officer is responsible for enforcement of various zoning, property maintenance, and right-of-way obstruction standards. Like the animal control portion of the job, these issues are addressed as complaints are received from the public or from law enforcement personnel.

Code standards in the SMC for private property upkeep/maintenance only apply to situations that have degenerated to the level that the city is prepared to declare them to be a public nuisance. This limits the range of complaints that can be addressed, but the position is beginning to make a difference in the appearance of the community as awareness of the property maintenance issue grows.

The City also does not have any codes regulating the general condition or habitability of structures until they present a danger to the public. Complaints about the appearance or interior conditions of a structure are not covered by City Codes. The existence of a Community Services Officer position is raising expectations that these issues should be addressed by the City if a complaint is filed.

### **2010 Code Compliance Services Goals :**

#### **Animal Control:**

- 1. Goal:** Provide proper necessary professional care for animals in City custody as a result of enforcement of animal control codes. **\$ 3,000**
- 2. Goal:** Provide necessary care and feeding of animals in City custody in the holding kennel as a result of enforcement of animal control codes. **\$ 2,800**
- 3. Goal:** Advise administration on code standards and operating policies to upgrade animal control program for the health and safety of the community and the animals needing city care.
- 4. Goal:** Respond to animal-related complaints as allowed by code.

#### **Code Enforcement:**

- 1. Goal:** Conduct public education program on the topic of property maintenance/upkeep.

- 2. **Goal:** Advise administration on code standards and operating policies to upgrade safety and general appearance of the community.
- 3. **Goal:** Respond to property condition complaints as allowed by code.

**CODE ENFORCEMENT GENERAL BUDGET OVERVIEW**  
010-060-539-30-xxx

Professional Services Line Item	To provide for necessary medical services for animals in City custody as per animal control codes	\$ 3,000
Operating Supplies Line Item	To provide food and expendable supplies for animals in City custody as per animal control codes	\$ 2,800

**TRAVEL FOR COMMUNITY DEVELOPMENT DEPARTMENT**

APA State Conference	Professional Involvement	
AICP Certification Maintenance	32 hrs. required to maintain cert.	
Sno-Pac Participation	Support Relationship City/County	
CPDA Annual Conference	Director Membership Participation	
Sno.Co. Planning Director Mtgs.	Regional Planning Relationship	
Misc. Mileage	Travel to various regional meetings	
Misc. Meals & Lodging	Travel to various regional meetings	
AWC Participation	Support City position at State level	
Permit Technician Cont. Edu.	Professional continuing education	
Notary Refresher Course	Maintain notary certification	
Code Enforcement Training	Professional certification	
Animal Control Training	Professional certification	
001-065-558-60-430		\$ 4,900
010-070-559-60-430		\$ 3,250
010-060-539-30-430		\$ 1,500

# General Ledger

## Budget Analysis Report

User: laura

Printed: 10/15/09 - 04:44PM

Fiscal Year: 2010



2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Adopted	Estimated	Description	FTE	Requested	Proposed	Approved	Adopted	
					GENERAL FUND						
					001 Code Enforcement						
					060 Salaries and Wages						
					E10 Salaries and Wages	0.00	16,400.00	0.00	0.00	0.00	
8,164.72	7,882.63	15,993.00	15,993.00	4,053.37	Salaries and Wages Totals:	0.00	16,400.00	0.00	0.00	0.00	
8,164.72	7,882.63	15,993.00	15,993.00	4,053.37							
					E20 Employee Benefits						
					539-30-200 Benefits	0.00	3,286.00	0.00	0.00	0.00	
687.15	685.74	6,880.00	6,880.00	655.82	Employee Benefits Totals:	0.00	3,286.00	0.00	0.00	0.00	
687.15	685.74	6,880.00	6,880.00	655.82							
					E30 Operating and Office Supply						
					539-30-310 Office/Operating Supplies	0.00	2,800.00	0.00	0.00	0.00	
3,926.62	1,081.22	1,000.00	1,000.00	1,105.29	Vehicle Operation/Maintenance	0.00	1,500.00	0.00	0.00	0.00	
0.00	0.00	1,500.00	1,500.00	526.19	Vehicle Repair	0.00	600.00	0.00	0.00	0.00	
0.00	0.00	600.00	600.00	33.52							
3,926.62	1,081.22	3,100.00	3,100.00	1,665.00	Operating and Office Supply Totals:	0.00	4,900.00	0.00	0.00	0.00	
3,926.62	1,081.22	3,100.00	3,100.00	1,665.00							
					E40 Other Services and Charges						
					539-30-410 Professional Services	0.00	3,000.00	0.00	0.00	0.00	
1,568.82	5,452.00	0.00	0.00	123.00	Travel and Seminars	0.00	1,500.00	0.00	0.00	0.00	
0.00	858.06	1,000.00	1,000.00	0.00	Insurance	0.00	500.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	Other Services and Charges Totals:	0.00	5,000.00	0.00	0.00	0.00	
1,568.82	6,310.06	1,000.00	1,000.00	123.00							
					E60 Capital Outlays						
					539-30-640 Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00							
14,347.31	15,959.65	26,973.00	26,973.00	6,497.19	EXPENDITURES TOTALS:	0.00	29,586.00	0.00	0.00	0.00	



2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Description	Account	FTE	Requested	Proposed	Approved	Adopted
339.37	1,952.66	2,100.00	0.00		Capital Outlays Totals:		0.00	0.00	0.00	0.00	0.00
273,190.02	324,478.01	208,415.00	158,336.70		EXPENDITURES TOTALS:		0.00	238,964.19	0.00	0.00	0.00
0.00	0.00	0.00	0.00		DEPT REVENUES		0.00	0.00	0.00	0.00	0.00
273,190.02	324,478.01	208,415.00	158,336.70		DEPT EXPENSES		0.00	238,964.19	0.00	0.00	0.00
(273,190.02)	(324,478.01)	(208,415.00)	(158,336.70)		Planning and Development Totals:		0.00	(238,964.19)	0.00	0.00	0.00
					Building and Community Dev.	070					
					Salaries and Wages	E10					
83,029.18	36,985.09	20,000.00	15,661.57		Salaries and Wages	559-60-100	0.00	20,503.62	0.00	0.00	0.00
83,029.18	36,985.09	20,000.00	15,661.57		Salaries and Wages Totals:		0.00	20,503.62	0.00	0.00	0.00
27,808.40	6,409.45	9,200.00	6,318.80		Employee Benefits	E20					
27,808.40	6,409.45	9,200.00	6,318.80		Benefits	559-60-200	0.00	9,067.00	0.00	0.00	0.00
					Employee Benefits Totals:		0.00	9,067.00	0.00	0.00	0.00
3,677.01	1,795.02	1,500.00	1,217.03		Operating and Office Supply	E30					
764.69	102.47	1,200.00	1,255.44		Operating Supplies	559-60-310	0.00	1,500.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Books and Periodicals	559-60-340	0.00	200.00	0.00	0.00	0.00
486.87	(254.71)	300.00	51.69		PB Books and Periodical	559-60-341	0.00	0.00	0.00	0.00	0.00
40.99	340.25	500.00	0.00		Small Tools/Minor Equipment	559-60-350	0.00	300.00	0.00	0.00	0.00
					Vehicle Operation/Maintenance	559-60-360	0.00	500.00	0.00	0.00	0.00
4,969.56	1,983.03	3,500.00	2,524.16		Operating and Office Supply Totals:		0.00	2,500.00	0.00	0.00	0.00
0.00	4,370.57	56,000.00	10,209.25		Other Services and Charges	E40					
0.00	0.00	0.00	0.00		Professional Services	559-60-410	0.00	25,000.00	0.00	0.00	0.00
1,459.36	1,607.83	2,000.00	505.23		Flood Mitigation Study Grant	559-60-411	0.00	0.00	0.00	0.00	0.00
231.69	425.50	3,250.00	636.69		Communication	559-60-420	0.00	500.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Travel and Seminars	559-60-430	0.00	3,250.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		PB Travel and Seminars	559-60-431	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Insurance	559-60-460	0.00	0.00	0.00	0.00	0.00
0.00	0.00	300.00	0.00		Repair and Maintenance	559-60-480	0.00	300.00	0.00	0.00	0.00
429.71	(219.71)	450.00	81.32		Miscellaneous	559-60-490	0.00	400.00	0.00	0.00	0.00
2,120.76	6,184.19	62,000.00	11,432.49		Other Services and Charges Totals:		0.00	29,450.00	0.00	0.00	0.00
					Intergovernmental Services	E50					

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0.00	7,000.26	0.00	0.00	0.00	559-60-500	SnoCty Plan/Building Service	0.00	0.00	0.00	0.00	0.00
0.00	7,000.26	0.00	0.00	0.00		Intergovernmental Services Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	E60	Capital Outlays					
9,070.56	5,440.66	1,500.00	832.38	832.38	559-60-630	Hazard Mitigation Buyout Progr	0.00	0.00	0.00	0.00	0.00
9,070.56	5,440.66	1,500.00	832.38	832.38	559-60-640	Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00
126,998.46	64,002.68	96,200.00	36,769.40			Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		EXPENDITURES TOTALS:	0.00	61,520.62	0.00	0.00	0.00
126,998.46	64,002.68	96,200.00	36,769.40			DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
(126,998.46)	(64,002.68)	(96,200.00)	(36,769.40)			DEPT EXPENSES	0.00	61,520.62	0.00	0.00	0.00
414,535.79	404,440.34	331,588.00	201,603.29			Building and Community Dev. To	0.00	(61,520.62)	0.00	0.00	0.00
(414,535.79)	(404,440.34)	(331,588.00)	(201,603.29)			FUND REVENUES	0.00	0.00	0.00	0.00	0.00
414,535.79	404,440.34	331,588.00	201,603.29			FUND EXPENSES	0.00	330,070.81	0.00	0.00	0.00
(414,535.79)	(404,440.34)	(331,588.00)	(201,603.29)			Building and Community Dev. Tot	0.00	(330,070.81)	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		REPORT REVENUES	0.00	0.00	0.00	0.00	0.00
414,535.79	404,440.34	331,588.00	201,603.29			REPORT EXPENSES	0.00	330,070.81	0.00	0.00	0.00
(414,535.79)	(404,440.34)	(331,588.00)	(201,603.29)			REPORT TOTALS:	0.00	(330,070.81)	0.00	0.00	0.00

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM NO:** PH-1 Parks and Streets Summary

**DATE:** October 22, 2009

**SUBJECT:** Public Hearing – 2010 Budget Parks and Streets

**CONTACT PERSON:** Connie Dunn, Public Works Director

**SUMMARY:**

The goal of the parks and streets is to serve our community in the best way possible with a lean budget, maintaining quality workmanship and professionalism.

**PARKS:**

The parks fund is part of the General Fund. Maintenance and operations are handled by the Public Works Department. The 2010 budget recommends the following expenditures:

- Operating/Office Supplies are weed eater string and City Hall Supplies.
- Small Tools/Minor Equipment is a shared cost with other departments in 2010 the city will be purchasing:
  - Leaf Blower \$500.00
  - 2 Pole Pruners 366.00
  - Chain Saw 250.00
  - Tools 400.00
- Vehicle Maintenance and Operations includes tires, fuel, oil, filters, and grease
- Travel/Seminars would include pruning classes, seminars on play field care, the goal is to attend free classes when possible. In 2010 we will be getting herbicide and pesticide license.
- Repair and Maintenance will be expenditures for Sprinkler Heads
- Professional Services include Park Comprehensive Plan and Union Negotiations.
- Operating Transfer Out is ½ a mower for \$5,350 into the Equipment Reserve Fund.

**Since the first presentation on October 7, 2009 Council Retreat there have been minimal changes. The primary change is including the volunteer supplies provided by the city and park signs to be installed with the rules on them.**

**Streets:**

Streets are funded through Property Taxes, B & O Taxes, and Utility Taxes.

Streets in 2010 – Public Works will maintain the gravel roads and complete a patching and chip-seal project on 8<sup>th</sup> Street.

- Operating Supplies are paint, signs, and painting supplies (roller, brushes, pans)
- Small tools will be tools needed for the work trucks (shovels, tie downs, brooms, etc.)
- Vehicle Operations/Repair/Maintenance includes tires, oil, grease, filters, sweeper brushes and fuel.
- Repair and Maintenance of streets include patching with cold mix and rock on the cities gravel roads
- Professional Services include transportation Planning and Union Negotiations.

**Revisions in the street fund include shared costs and adopt street signs.**

**Included in the Operation Transfer Out in 10,000 in the Equipment Reserve Fund (104) to be used for sweeper replacement.**

**This few changes are from the October 7, 2009 presentation.**

**Ending street fund balance at this time is a positive \$10,813.00**

# General Ledger Budget Analysis Report

User: laura  
Printed: 10/15/09 - 04:37PM  
Fiscal Year: 2010



2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
24,194.47	6,373.67	29,345.00	21,590.73	001 085 E10 576-80-100	GENERAL FUND Parks and Recreation Salaries and Wages Salaries and Wages	0.00	30,549.86	0.00	0.00	0.00
24,194.47	6,373.67	29,345.00	21,590.73		Salaries and Wages Totals:	0.00	30,549.86	0.00	0.00	0.00
8,634.94	1,357.28	8,353.00	5,668.79	E20 576-80-200	Employee Benefits	0.00	9,656.86	0.00	0.00	0.00
269.02	319.75	300.00	690.49	576-80-220	Benefits Uniforms	0.00	1,200.00	0.00	0.00	0.00
8,903.96	1,677.03	8,653.00	6,359.28		Employee Benefits Totals:	0.00	10,856.86	0.00	0.00	0.00
1,594.53	2,115.82	2,000.00	1,252.18	E30 576-80-310	Operating and Office Supply	0.00	1,800.00	0.00	0.00	0.00
61.56	1,219.09	750.00	235.78	576-80-320	Office/Operating Supplies Office Supplies	0.00	500.00	0.00	0.00	0.00
597.31	423.97	500.00	736.97	576-80-350	Small Tools/Minor Equipment	0.00	1,516.00	0.00	0.00	0.00
1,726.66	408.55	500.00	582.39	576-80-360	Vehicle Operation/Maintenance	0.00	1,135.00	0.00	0.00	0.00
180.20	591.21	500.00	0.00	576-80-370	Vehicle Repair	0.00	400.00	0.00	0.00	0.00
4,160.26	4,758.64	4,250.00	2,807.32		Operating and Office Supply Totals:	0.00	5,351.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	E40 576-80-410	Other Services and Charges	0.00	30,750.00	0.00	0.00	0.00
769.72	405.62	500.00	412.70	576-80-420	Professional Services Communication	0.00	500.00	0.00	0.00	0.00
0.00	87.32	150.00	18.39	576-80-430	Travel and Seminars	0.00	150.00	0.00	0.00	0.00
2,663.73	0.00	100.00	237.42	576-80-450	Rentals	0.00	100.00	0.00	0.00	0.00
3,586.00	7,497.00	620.00	0.00	576-80-460	Insurance	0.00	3,500.00	0.00	0.00	0.00
4,843.05	3,295.94	2,500.00	1,680.68	576-80-470	Utilities	0.00	2,500.00	0.00	0.00	0.00
1,054.72	1,169.22	2,000.00	998.49	576-80-480	Repair and Maintenance	0.00	1,500.00	0.00	0.00	0.00
153.00	0.00	500.00	96.10	576-80-490	Miscellaneous	0.00	100.00	0.00	0.00	0.00
13,070.22	12,455.10	6,370.00	3,443.78		Other Services and Charges Totals:	0.00	39,100.00	0.00	0.00	0.00





2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
238,620.58	289,438.07	322,424.00	141,033.87		REVENUES TOTALS:	0.00	275,580.00	0.00	0.00	0.00
76,647.56	89,048.63	84,172.00	61,505.60	150 E10 542-30-100	Road and Street Maintenance Salaries and Wages Salaries and Wages	0.00	86,725.00	0.00	0.00	0.00
76,647.56	89,048.63	84,172.00	61,505.60		Salaries and Wages Totals:	0.00	86,725.00	0.00	0.00	0.00
23,895.97	27,097.95	26,712.00	19,231.22	E20 542-30-200	Employee Benefits	0.00	28,372.00	0.00	0.00	0.00
269.66	273.00	200.00	622.25	542-30-220	Benefits Uniforms	0.00	700.00	0.00	0.00	0.00
24,165.63	27,370.95	26,912.00	19,853.47		Employee Benefits Totals:	0.00	29,072.00	0.00	0.00	0.00
3,372.82	3,303.06	13,000.00	6,564.50	E30 542-30-310	Operating and Office Supply	0.00	7,500.00	0.00	0.00	0.00
1,762.11	1,535.34	1,500.00	1,453.50	542-30-320	Office/Operating Supplies	0.00	1,800.00	0.00	0.00	0.00
382.80	52.93	1,500.00	859.52	542-30-350	Office Supplies	0.00	400.00	0.00	0.00	0.00
2,633.99	822.45	9,500.00	1,781.74	542-30-360	Small Tools/Minor Equipment	0.00	3,200.00	0.00	0.00	0.00
308.42	2,139.08	1,500.00	393.21	542-30-370	Vehicle Operation/Maintenance Vehicle Repair	0.00	1,000.00	0.00	0.00	0.00
8,460.14	7,852.86	27,000.00	11,052.47		Operating and Office Supply Totals:	0.00	13,900.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	E40 542-10-410	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
5,437.57	96,534.57	30,000.00	31,333.73	542-30-410	Storm Water Mgmt Plan	0.00	37,500.00	0.00	0.00	0.00
3,870.39	3,272.00	3,200.00	3,104.79	542-30-420	Professional Services	0.00	3,300.00	0.00	0.00	0.00
201.00	100.00	2,000.00	1,069.03	542-30-430	Communication	0.00	1,000.00	0.00	0.00	0.00
132.88	0.00	1,000.00	0.00	542-30-450	Travel and Seminars	0.00	1,000.00	0.00	0.00	0.00
4,850.00	4,850.00	8,750.00	200.00	542-30-460	Rentals	0.00	4,900.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	542-30-461	Insurance	0.00	0.00	0.00	0.00	0.00
2,853.26	1,731.39	500.00	3,607.19	542-30-490	Payment of Judgements and Sett Miscellaneous	0.00	2,000.00	0.00	0.00	0.00
17,345.10	106,487.96	45,450.00	39,314.74		Other Services and Charges Totals:	0.00	49,700.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	E60 542-30-610	Capital Outlays	0.00	0.00	0.00	0.00	0.00
0.00	1,329.78	2,000.00	0.00	542-30-620	Capital - Land	0.00	0.00	0.00	0.00	0.00
0.00	937.44	25,000.00	0.00	542-30-630	Capital Outlay - Buildings	0.00	0.00	0.00	0.00	0.00
2,965.25	3,821.64	5,000.00	4,158.93	542-30-640	Other Improvements	0.00	0.00	0.00	0.00	0.00
2,965.25	6,088.86	32,000.00	4,158.93		Capital Outlay (Signs/Equip)	0.00	5,000.00	0.00	0.00	0.00
					Capital Outlays Totals:	0.00	5,000.00	0.00	0.00	0.00



2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0.00	0.00	0.00	0.00	0.00	E60 595-10-630	Capital Outlays Construction	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		EXPENDITURES TOTALS:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT EXPENSES	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		Road and Street Construction Tot	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	900	Ending Fund Balance					
0.00	0.00	0.00	0.00	0.00	E95	Ending Fund Balance					
0.00	0.00	0.00	0.00	0.00	508-00-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		Ending Fund Balance Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		EXPENDITURES TOTALS:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT EXPENSES	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		Ending Fund Balance Totals:	0.00	0.00	0.00	0.00	0.00
238,620.58	289,438.07	322,424.00	141,033.87			FUND REVENUES	0.00	275,580.00	0.00	0.00	0.00
180,932.92	288,535.28	259,611.55	163,024.83			FUND EXPENSES	0.00	264,767.00	0.00	0.00	0.00
57,687.66	902.79	62,812.45	(21,990.96)			Ending Fund Balance Totals:	0.00	10,813.00	0.00	0.00	0.00