

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: SR-4  
DATE: December 12, 2009  
SUBJECT: 2009 Work Plan - Third Quarter Report  
CONTACT PERSON: Deborah Knight, City Administrator

**ISSUE:**

The issue before the city council is to accept the third quarter report for the 2009 work plan. The fourth quarter report will be presented to council January 2010 along with the 2010 work plan for discussion.

**STAFF RECOMMENDATION:**

Review the third quarter accomplishments (Attachment A).

**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 C). 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, economic stimulus grant opportunities and temporary closure of Reiter Foothills off road area.

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.

The city was very successfully in completing the list of tasks identified for the third quarter of 2009.

Projects completed in the third quarter include:

- Award recycling contract to Allied Waste
- Contract with Driftmier Associates for facility assessment report
- Establish utility donation program
- Contract with Code Publishing
- Continued code amendments - Chapters 3.60 and 3.64 Sultan Municipal Code
- Distributing balances in the police funds
- Adopted community center use policy
- Approve hazard mitigation grant for repetitive flood loss
- Light guard crossing bid award

Several projects were delayed including:

- Zone unzoned parcels – delayed to the fourth quarter 2009
- Snohomish PUD negotiations – delayed to the fourth quarter 2009
- Implementing Springbrook permit module – delayed to January
- Adopt public and institution zone

ATTACHMENTS:

- A – 2009 Third Quarter Accomplishments
- B - 2009 Work Plan
- C – 2009 Budget Themes

**2009 Work Plan  
Third Quarter Accomplishment**

July

Public Hearings

- 2009 budget amendments
- 2010-2015 Transportation Improvement Plan (TIP)

Contracts Approved

- Contract amendment with FSC Group to extend contract extension to December 21, 2009 approved.
- Comcast – change phone service providers from Verizon to Comcast for incoming calls to the city’s main line and all out going calls. Contract should save the city \$500/month in long-distances charges.
- Driftmier and Associates - \$16,300 for facility condition and assessment report. Contract was amended to ensure scope of work will be completed within allowed budget.
- Sky Valley Excavation and Rockeries - \$10,307.50 for building demolition on 10<sup>th</sup> Street
- Award 7-year Recycling Contract to Allied Waste – Authorized the Mayor to sign a 7-year contract with Allied Waste to collect recycling in the city limits.

Actions

- Reappoint Frank Linth and Jerry Knox to 2-year terms on the planning board
- Approve creating a Permit Efficiency Task Force
- First reading of Ordinance No. 1053-09 to amend the budget as proposed
- Ordinance 1053-09 2009 Budget Amendment – Second reading and adoption of budget amendments. Total costs incurred \$75,987. Revenue increases \$30,380. Reduce the anticipated general fund ending fund balance from \$94,726 to \$35,343.
- Ordinance 1054-09 Amend Chapter 3.64 (Registration of Bonds and Obligations) – First Reading house keeping changes to provide for the designation of a fiscal agent pursuant to RCW 43.80 and designation of a cremation agent for the

destruction of paid and canceled bonds and coupons in accordance with RCW 43.80.130.

- Ordinance 1055-09 amending Chapter 3.30 (claims against the city). First Reading housekeeping changes to be consistent with ESHB 1553 approved by the State Legislative and effective July 31, 2009. Second reading and adoption scheduled for August 13, 2009
- Approve Resolution 09-11 Community Center Use policy – establishes new rules for non-profit use of the city's community center room.
- Resolution 09-12 Small Works Consultant Roster – Approved increasing the allowed amounts for use of the small works roster under the MRSC shared roster program to be consistent with HB 1196 increasing state purchasing limits off the small works roster from \$200,000 to \$300,000 and other housekeeping changes.
- Resolution No. 09-13 creating the Utility Payment Donation Program – Approved. The City will create a “good Samaritan fund” to aid city residents in need with one-time utility payment assistance. A separate account at Coastal Community Bank will allow utility customers to make donations directly or through the monthly utility payment.

#### Discussion

- Water General Facilities Charge – discuss the methodology used to set the \$6,209 water general facility charge to connect to the city's water system adopted on June 25, 2009 by Ordinance no. 1043-09. **Council directed staff to return to the meeting on August 13, 2009 with a revised ordinance lowering the general facilities charge by \$10 to \$6,199 to be consistent with the adopted methodology.**
- Sultan Champion Sign – discussed setting a policy regarding the Sultan championship sign located on US 2 honoring Sultan state champions. Council directed staff to return to the city, school, fire committee for further discussion and recommendations.
- Change Tuesday Garbage Pick-Up to Thursday Pick-Up – **The council authorized staff to changed the Tuesday garbage collection to Thursday beginning September 1, 2009.** A decision to keep the Tuesday pick-up would require the city to transfer its garbage to Cathcart landfill and incur \$10,400 in additional fuel and staffing costs.

# August

## Presentations

- US Census – complete count committee

## Public Hearing

- FEMA repetitive flood loss property acquisitions

## Contracts Approved

- Code publishing – codify updates to the Sultan Municipal Code as approved by council for \$5,000. Includes adding module to allow for immediate updates to on-line code as new ordinances are adopted.
- Waste Water Treatment Plant centrifuge installation – approve change order No. 1 for \$12,693.71. Total contract amount \$650,422.61.
- Latimore contract – contract for services to complete integration of on-line building permit module and implement the permit tracking system for \$28,000.
- Light guard crossing equipment – bid award to Sea Tac Lighting for \$16,990.04.
- Approve Springbrook upgrade from version 6.05 to version 6.07 for \$8,400.

## Actions

- Ordinance 1054-09 Amending Title 3.64 (Registration of Bonds and Obligations) – Second Reading house keeping changes to provide for the designation of a fiscal agent pursuant to RCW 43.80 and designation of a cremation agent for the destruction of paid and canceled bonds and coupons in accordance with RCW 43.80.130.
- Ordinance 1055-09 Amending Title 3.30 (claims against the city). Second Reading housekeeping changes to be consistent with ESHB 1553 approved by the State Legislative and effective July 31, 2009.
- Ordinance 1056-09 Water General Facility Charge – reduce the water general facility charge from \$6,209 to \$6,199 to correct a mathematical error in the calculation of the charge.
- Resolution 09-14 PUD Dam Safety – Supporting regional efforts to encourage Snohomish County Public Utility District to provide the Sky Valley area with dam safety warning systems to mitigate the potential impacts of the Culmback Dam.
- Resolution 09-15 6-year Transportation Improvement Plan - approve the 2010-2015 Transportation Improvement Plan as required by state law.

- Resolution 09-16 and 09-17 extending the recycling contract with Allied Waste pending completion of the request for proposal process for recycling services

### Other Actions

- Appoint councilmember Jeffrey Beeler to the US 2 Safety Coalition as Sultan's representative.
- Appoint Robert Knuckey to the planning board to replace Robin Shaw. Term expires in June 2010.
- Accepted donation of commercial grade swing set from Volunteers of America for Osprey Park.
- Award bids for the 2000 Ford Crown Victoria and 2008 Liberty gun safe

### Discussion

- Comprehensive plan survey questions – review questions for statically valid phone survey. Provide direction to staff.
- Waste Water Treatment Plant property purchase options.

## September

### Presentations

- Recognition – Explorer Scouts and Police Reserves for support during Shin Dig
- Proclamation – Support for the Boys and Girls Club
- Recognition – Sultan's newly formed police bike patrol and Justice Grant for funding
- Community Transit – reviewed revised route schedule and door-to-door service changes between Sultan and Snohomish County campus
- Facility Assessment report – overview of the recently completed professional assessment of city facilities and recommendations for future investments. The final report will be accepted by the council on October 8.

### Hearings

- Public Hearing Greens Developer Agreement – opened and continued to October 8, 2009. No testimony taken.

### Contracts Approved

- Approved \$5,000 expenditure for paving Sultan Basin Road

- Approved \$30,000 contract with FSC Group for garbage rate study

#### Actions

- Ordinance No. 1058-09 – First Reading to establish new recycling rates approved in the city's contract with Allied Waste. Second Reading scheduled on consent agenda for October 8, 2009
- Resolution 09-19 – Support for Boeing's continued presence in Snohomish County and Washington State
- Resolution 09-20 – Authorizing the Sultan Sportsmen Club use of the facilities at Sportsman's Park at no cost for past and future efforts to maintain park facilities
- Resolution 09-21 – Creating a standing committee of community stakeholders to honor the history of Sultan and the Sky Valley community and working together to bring Chief John Tseul-Ted and the living history and vision of the City of Sultan to the fore.

#### Other Actions

- Approved grant application for Urban Vitality Grant Program. Submitted application for sidewalks on Foundry Drive from Skywall to US 2.
- Approved policy to display exhibits and art work on city-owned properties
- Approved Council member Steve Slawson to submit nomination to Community Transit Board
- Rejected all bids to convert the water treatment plant from chlorine gas to liquid chlorine. Project will be rebid.

#### Discussion

- Snohomish County Jail Contract – reviewed draft contract. Current contract expires on December 31, 2009. Contract will be on council agenda for October 22, for approval. Staff directed to look for other jail service providers.
- Championship Signs – Council approved having two signs – one for high school state athletic champions and the other sign to recognize academic and non-school affiliated state champions. Staff directed to return with policy for council approval.
- Wellness Program – the city has the opportunity to lower health care costs by initiating a city wellness program. Council directed staff to return with adopting resolution.

## 2009 Work Plan

Item #	AGENDA ITEM	COMPLETED	Completion Date
<b>Completed Q1 2009</b>			
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	
<b>2nd Quarter 2009</b>			
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

<b>2nd Quarter 2009</b>			
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	Fireworks Code 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	Completed Q3 2009	October 2009
63	Public Works - Reorganization	On Hold	June-09
<b>3rd Quarter 2009</b>			
64	Recycling Contract	Completed Q3 2009	July-09
65	Hazard Mitigation Grant Flood Loss	Completed Q3 2009	July-09
66	Public/Institution zone	On Hold	January 2010
67	TIB Preservation Grant	On Hold – NSF	August-09
68	CDBG 2nd Street Improvements / Alder Improvements	Completed Q3	August-09
69	Travel Policy - Revise	On Hold	March 2010
70	Personnel Policies - Review and Revise	On Hold	March 2010
71	Community Rating System Program	Completed Q3 2009	September-09
72	Streamline Permit Processing (Latimore) Project	Delayed to Q4	December 2009
73	Light Guard Crosswalk Bid Award	Completed Q3	Aug-09
74	Centrifuge installation	Completed Q4 2009	

	<b>4th Quarter 2009</b>		
75	Council/Mayor Pay	Completed Q3 2009	October-09
	<b>2010</b>		
76	Revise Right of Way Standards	On Hold	2010
78	Garbage Rate Study Contract	Delayed to 2010	January 2010
81	Water/Sewer Connection Policy		January-10
77	Amend Planned Unit Development Codes	Delayed to 2010	March 2010
79			
80	FEMA Flood Restudy	Delayed to 2010	June 2010
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 C

City of Sultan

Memo

To: Mayor Carolyn Eslick  
City Council  
From: Deborah Knight, City Administrator  
Date: June 6, 2008  
Re: 2009 Budget Themes

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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 3<sup>rd</sup>/4<sup>th</sup> 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.

