

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: SR-2
DATE: January 28, 2010
SUBJECT: 2009 Work Plan - Fourth Quarter Report
CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the city council is to accept the fourth quarter report for the 2009 work plan.

STAFF RECOMMENDATION:

Review the fourth 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 fourth quarter of 2009.

Projects completed in the fourth quarter include:

- Snohomish PUD negotiations
- Implementing Springbrook permit module

Several projects were delayed including:

- Zone unzoned parcels – delayed to the first quarter 2010
- Adopt public and institution zone – delayed to first quarter 2010

ATTACHMENTS:

A – 2009 Fourth Quarter Accomplishments

B - 2009 Work Plan

C – 2009 Budget Themes

2009 Work Plan Fourth Quarter Accomplishments

Presentations

1. State Auditor Report – 2008 Audit reported no “findings”
2. Fire Chief Merlin Halverson – Assistance in negotiating a settlement with the Public Utility District for a dam safety warning system.
3. Ed Husmann – Assistance in serving on Reiter Foothills Recreation Plan Stakeholders committee.
4. Appointed Stephanie Morrill and Nic Gregg as student reps on city council.

Hearings

1. 2009 Budget Amendments
2. Mayor’s 2010 recommended budget – 2 public hearings required by State law. (see attached power point for details).
3. 2010 property tax levy – increase by 1% over 2009. \$6,635 in additional property tax revenues collected in 2010 over 2009. Approximately \$4.32 per household.
4. 2009 budget amendments. Hearing open until December 10, 2009.
5. Greens Estate Developer Agreement – Details to approve final planned unit development.

Contracts (approved by council)

1. Lighted crosswalk electrical bid award
2. Supplemental No. 2 With WDOT for Sultan Basin Road Phase III
3. Interlocal Agreement with Snohomish County for jail services.
4. Interlocal Agreement with Snohomish County for emergency services.
5. Richard Little – public affairs consultant.
6. John Galt – hearing examiner.
7. Ameer Trua – public defender.
8. Weed, Graafstra & Benson – legal services.
9. Kenyon Disend – legal services.
10. Settlement Agreement with Public Utility District for dam safety warning system.
11. Bid award to Whitney Equipment – hydrochlorination at water plant.
12. Approval to purchase sander for snow and ice response.

13. Sewer line repair between city hall and fire station.
14. Repair damage to post office parking lot drainage – denied.

Resolutions

- 09-10 Greens Developer Agreement – Final PUD approval December 10, 2009.
- 09-23 Revise interfund loan promissory note per State Auditor.
- 09-22 Approve city wellness program to reduce medical benefit expenses
- 09-24 Set salary allocations for 2010.
- 09-25 Interest allocations for 2010. No changes proposed.
- 09-26 Fee schedule for 2010. Approval schedule for December 10, 2009.

Ordinances

- 1058-09 Approve contract with Allied Waste adopting recycling rates
- 1059-09 Approve \$400,000 bond for wastewater treatment plant improvements. Passed on first reading.
- 1060-09 Reduce library board membership from six to five
- 1061-09 2009 Budget Amendments
- 1062-09 2010 tax levy for voter approved police bond. Passed November 12, 2009
- 1063-09 2010 property tax levy. 1% increase in property taxes.
- 1064-09 Create information technology fund to maintain and replace equipment. Fund on-call support and web page. First and second reading. Passed November 12, 2009.
- 1065-09 2010 Budget. First reading. Second reading on December 10, 2009.
- 1066-09 2009 budget amendments. First reading. Public hearing open until December 10, 2009. Second Reading December 10, 2009
- 1067-09 2010 salary schedule. First reading. Second read December 10, 2009. (minus) -.7% COLA for 2010.
- 1068-09 Comprehensive plan annual docket approval.
- 1069-09 Parks non-discrimination policy. Required by state law. Must be adopted by January 1, 2010. Passed on First Reading.
- 1070-09 Moratorium on accessory dwelling units. Passed on First Reading. Public hearing scheduled for January 2010.

Other Issues

1. Adopted Sultan Champ Sign Policy
2. Appointment Mary Koenig to the library board
3. Community Development Block Grant Application for 2nd Street Improvements from Birch to Cedar
4. Approved noise variance for WSDOT work on US2 at East Main Street.
5. Comprehensive Plan Annual Docket – prepare for 1st reading December 10, 2009.
6. Approved juvenile justice grant – create a teen court for first time offenders.
7. Approved participating as a Healthy Community Partner with Snohomish Health District.
8. Park Equal Access Policy – return on December 10, 2009 for approval of policy as required by State law before January 1, 2010 deadline.
9. Accessory Dwelling Units – direction to remove accessory dwelling units as allowed use in all residential zones.
10. Transportation and park impact fees. When are fees due in the application process. Should impact fee credits from prior developments be “credited”.
 - Council set special meeting on December 2, 2009 to consider policy questions.

2009 Work Plan

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

Item #	AGENDA ITEM	STATUS	COMPLETION DATE
2nd Quarter 2009			
38	Amend Fireworks Regulations	Completed Q2 2009	April-09
39	Volunteer Policy	Completed Q2 2009	April-09
40	Approve skate park fence bid award	Completed Q2 2009	April-09
41	Amend Flood Management Code	Completed Q2 2009	May-09
43	Special Events Code	Completed Q2 2009	May-09
44	Water Rate Study	Completed Q2 2009	May-09
45	Utility Donation Program	Delayed to Q3 2009	May-09
46	Contract with Code Publishing	Delayed to Q3 2009	May-09
47	Contract for Community Survey	Completed Q2 2009	May-09
48	Decline RR Crossing Grant	Completed Q2 2009	May-09
49	Design Review Board	Completed Q2 2009	May-09
50	Graffiti Abatement Demo	Completed Q2 2009	May-09
51	Chlorine - Auth to Bid	Completed Q2 2009	May-09
52	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
63	Public Works - Reorganization	On Hold	June-09
3rd Quarter 2009			
64	Recycling Contract	Completed Q3 2009	July-09
65	Hazard Mitigation Grant Flood Loss	Completed Q3 2009	July-09
68	CDBG 2nd Street Improvements / Alder Improvements	Completed Q3	August-09
71	Community Rating System Program	Completed Q3 2009	September-09
73	Light Guard Crosswalk Bid Award	Completed Q3	Aug-09
74	Centrifuge installation	Completed Q4 2009	
4th Quarter 2009			
62	High School Rep for Council	Completed Q3 2009	October 2009
75	Council/Mayor Pay	Completed Q3 2009	October-09
61	Snohomish PUD Safety Negotiations	Completed Q4 2009	December 2009
72	Streamline Permit Processing (Latimore) Project	Completed Q4 2009	December 2009

Item #	AGENDA ITEM	STATUS	COMPLETION DATE
	2010		
60	unzoned parcels	Delayed to Q1 2010	March 2010
66	Public/Institution zone	Delayed to Q1 2010	March 2010
77	Amend Planned Unit Development Codes	UNDERWAY	March 2010
78	Garbage Rate Study Contract	UNDERWAY	March 2010
81	Water/Sewer Connection Policy	UNDERWAY	April 2010
80	FEMA Flood Restudy	UNDERWAY	June 2010
69	Travel Policy - Revise	On Hold	June 2010
82	Home Occs - Revise Code		September 2010
70	Personnel Policies - Review and Revise	UNDERWAY	December 2010
67	TIB Preservation Grant	On Hold – NSF	N/A
76	Revise Right of Way Standards	On Hold	
83	I & I Study Report	On Hold	N/A
84	School Impact Fees	On Hold	N/A
85	Riverfront park area - Annex County "island"	On Hold	N/A

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

Following are the 2009 budget themes for Council discussion:

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

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

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

Economic Development – Bob Martin/Donna Murphy

Economic Development is one of the primary planks in the platform of mayoral candidates this election year. Sultan continues to struggle with attracting and retaining retail business. Retail business and a healthy sales tax revenue are needed for long-term financial stability.

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

Community Vision – Bob Martin/Connie Dunn

- Sultan 2030 Comprehensive Plan Update
 - \$100,000 in 2009 \$50,000 in 2010
 - Review the City's growth strategy in the Comprehensive Plan. A discussion to amend the City's growth strategy will begin in 2008. This

effort will include a review of the rooftops vs. retail policies in the Comprehensive Plan.

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

Financial Health – Laura Koenig/Connie Dunn

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

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

Personnel Policies – Deborah Knight/Laura Koenig

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

Strategic Partnerships – Mayor Eslick

- Riverfront Park w/Snohomish County and other stakeholders
- Gun range w/ Department of Natural Resources and other stakeholders
- Public Safety Complex master plan
- Parks Operations and Maintenance
 - \$35,000 in 2009
 - The City's park system is suffering from neglect. There are not enough staff and financial resources to main the City current park system. The City should explore long-term solutions and develop a strategic plan. This is related to, and could be combined with, the open space strategic plan.
 - Funding in 2009 would be used to explore creating a separate Park Taxing district and a voter approved park maintenance and operations bond.

