

**CITY OF SULTAN  
COUNCIL MEETING – COMMUNITY CENTER  
October 22, 2015**

**7:00 PM CALL TO ORDER** - Pledge of Allegiance and Roll Call

**CHANGES/ADDITIONS TO THE AGENDA**

**PRESENTATIONS**

- 1) Business Spotlight – McDonalds
- 2) Volunteer Spotlight – Dolly Green
- 3) Garbage Rate Study

**COMMENTS FROM THE PUBLIC:** Citizens are requested to keep comments to a 3 minute maximum to allow time for everyone to speak. It is also requested that you complete a comment form for further contact.

**COUNCILMEMBER COMMENTS**

**CITY ADMINISTRATOR COMMENTS**

**STAFF REPORTS** – Written Reports Submitted

- 1) Public Works
- 2) Finance

**PUBLIC HEARING**

- 1) 2016 Preliminary Budget
- 2) 2016 Tax Levy

**CONSENT AGENDA:** The following items are incorporated into the consent agenda and approved by a single motion of the Council.

- 1) Minutes of the October 8, 2015 Council Meeting
- 2) Voucher Approval
- 3) Health Board Appointment
- 4) Conservation Futures – Amended Contract
- 5) Excused Absence of Councilmember McCarty for November meetings

**ACTION ITEMS:**

- 1) Resolution 15-11 - Council Meeting Procedures
- 2) Resoultion 15-12 - Union Contract
- 3) RH2 I & I Contract
- 4) CDBG – Applications for Pedestrian/Bicycle Pathway from Albion to Marcus Street
- 5) CDBG – Application for Improvements to Food Bank with VOA
- 6) Ordinance 1222-15 - 2016 Tax Levy
- 7) Ordinance 1223-15 - 2016 Police Bond Levy
- 8) Bid Award – Gateway Signs
- 9) Resolution 15-13 Support SR 522 Funding

**Adjournment** - 10:00 PM or at the conclusion of Council business.

**ADA NOTICE:** City of Sultan Community Center is accessible. Accommodations for persons with disabilities will be provided upon request. Please make arrangements prior to the meeting by calling City Hall at 360-793-2231. For additional information please contact the City at [cityhall@ci.sultan.wa.us](mailto:cityhall@ci.sultan.wa.us) or visit our web site at [www.ci.sultan.wa.us](http://www.ci.sultan.wa.us)

CITY OF SULTAN  
AGENDA ITEM COVER SHEET

*Donna Murphy*

AGENDA ITEM: P- 1  
DATE: October 22, 2015  
SUBJECT: Business Spotlight – Sultan McDonalds  
CONTACT PERSON: Donna Murphy Grants and Volunteer Coordinator  
Ken Walker, City Administrator

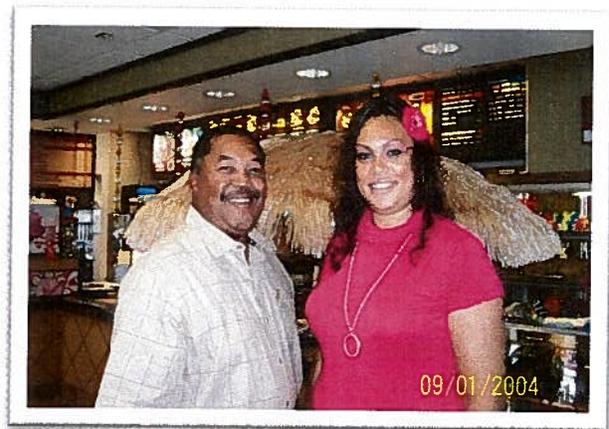
ISSUE:

The issue before the Council is to recognize Sultan McDonalds as the City of Sultan's Business Spotlight for October, 2015.

SUMMARY STATEMENT:

Dennis and Lauren Morris are the Owner/Operators of 6 McDonalds in Snohomish County. Their Sultan restaurant opened in 2002 and brought jobs and a great place for Sultan residents to come and enjoy a great meal with a great dining experience. It has also become a stopping place for all of the travelers driving US 2 to and from Steven's Pass.

McDonald's does a lot for the communities they are in. In Sultan they have had multiple McTeacher's Nights that have helped raise money for Sultan School District schools. They have been a sponsor for the Sultan Shindig for many years.



Dennis started his career with McDonalds while in high school in New York. He worked his way up through the ranks in various positions for 30 years for McDonalds Corporation. In 1997 he bought his first restaurant in Mill Creek and became an Owner/Operator. He now owns 5 stores in the area.

In 2010 he sold his Monroe store to his daughter, Lauren Morris. Lauren started working for her father in 1997 as the "Birthday Party Ranger" at Mill Creek. She worked her way up through the ranks and has become a 2<sup>nd</sup> generation owner/operator.

McDonalds is a family business. Dennis has 2 other daughters and a son-in-law who work for him in Human Resources and Customer Service positions. He also has 2 grandsons that have started their careers with McDonalds in management positions. This has become a 3 generational family business. They are so excited to be a part of the Sultan Community!!!

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM NO:** P-2  
**DATE:** October 22, 2015  
**SUBJECT:** Volunteer Spotlight – Dolly Green



**CONTACT PERSON:** Donna Murphy, Grants and Volunteer Coordinator  
Ken Walker, City Administrator

**ISSUE:** To recognize Dolly Green as the City of Sultan's Volunteer Spotlight for September, 2015.

### SUMMARY:

Dolly Johnson was raised in Ballard where she met her husband of 59 years, Tom Green when she was 15.

Dolly and Tom Green moved to Sultan on 12/31/67 where they raised their 5 children and 5 acres of blueberries.

They ran the Blueberry Farm for 35 years and owned the Sportsmen's Restaurant for 2 years in the 1970's.

Dolly became involved volunteering for the community shortly after she moved to Sultan by joining the Winter Lake Ladies Club. She helped out in the community whenever and wherever she was needed. She helped run the "Shut In Club" that provided equipment and supplies for physically disabled people in the community loaning them wheel chairs, beds, crutches, commodes, etc. Winter Lake ladies helped people in the community who were having difficulties, giving them funds such as one family whose house caught on fire. They also gave funds toward beautifying the Rock Garden on US 2 in Sultan.

In the 1970's Dolly started the Clothing Bank at the Methodist Church where she attended at the time.

Dolly has been donating food and money to the Sultan Food Bank since the mid 1990's and as a member of the PTA helped organize the first Halloween Carnival at the grade school.

Dolly recently moved into a volunteer administrative position as the Volunteer Coordinator for the **CITYWIDE PRIDE Adopt a Street Program**. Bob Knuckey ran the program for several years and following his death, the program languished for about a year. "Mayor Carolyn Eslick talked to me about taking it over and finally convinced me to do so." Dolly sheepishly commented.



So much time had passed that she needed to reorganize the entire program. Now, 2 years later Dolly oversees 30 Adopt a Street Volunteers who keep approximately 12 miles of the City's existing 16 miles of streets clean. These volunteers range from a single person to families to groups of people and businesses. "I even have a high school student volunteering to get her required community service hours for graduation." Dolly said.

When asked how long Dolly plans on continuing being the Volunteer Coordinator, she said she'll keep doing it as long as she is able.

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Presentation 3

DATE: October 22, 2015

SUBJECT: Garbage Rate Study

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**SUMMARY:**

The City contracted with Katy Isaksen to complete a Garbage Rate Study. Ms. Isaksen will present the results of the study at the October 22, 2015 Council meeting.

# SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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ITEM NO: SR – 1  
DATE: October 22, 2015  
SUBJECT: Public Works Monthly Report  
CONTACT PERSON: Mick Matheson, P.E., Public Works Director

**ISSUE:**

Provide monthly reports to Council regarding:

- City of Sultan Water Plant Production and Operation
- Everett Meter Readings
- 2015 Water Meter Replacement Program
- 2015 Fire Hydrant Exercising Schedule
- City of Sultan Wastewater Treatment Plant Operation
- Recycling and Garbage Reports
- Cemetery Report
- Field Supervisor Report

**SUMMARY:**

There are twelve total attachments. Seven attachments are designed to provide information regarding the City of Sultan's water production, a water supply comparison, water meter replacement program, fire hydrant exercising schedule and information on the Everett meter readings.

Lastly, there are five attachments designed to provide information with respect to the City of Sultan's Wastewater Treatment Plant operation, garbage collection, recycling, cemetery and current public works crew activities. The attachments are updated monthly.

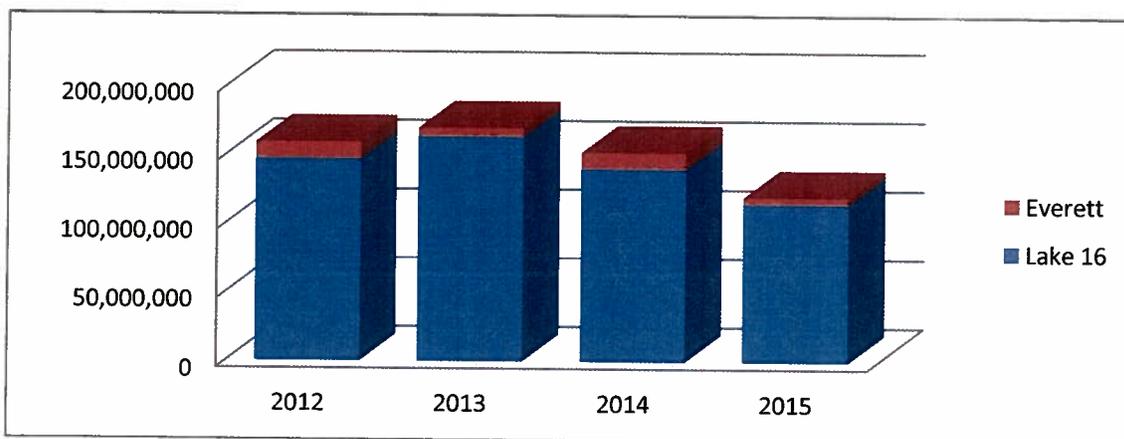
**ATTACHMENTS:**

Attachment A	Lake 16 vs. City of Everett Water Supply Comparison
Attachment B	Lake 16 Production for 2015
Attachment C	City of Sultan Water Plant Production Past 6 Years
Attachment D	Yearly Totals to Distribution System
Attachment E	2015 Water Meter Replacement Schedule
Attachment F	2015 Fire Hydrant Exercising Schedule
Attachment G	Everett Meter Readings for 2015
Attachment H	City of Sultan Wastewater Treatment Plant Operational Report (not available at time of printing)
Attachment I	Garbage Report
Attachment J	Recycling Report
Attachment K	Cemetery Report
Attachment L	Field Supervisor Report

### Lake 16 vs. City of Everett Water Supply Comparison

Yearly Totals for Lake 16 and Everett Productions

	2012	2013	2014	2015
Lake 16	146,762,070	163,185,000	140,098,000	114,996,300
Everett	11,943,316	6,154,544	11,577,544	4,547,092
Total Gallons	158,705,386	169,339,544	151,675,544	119,543,392
% Everett	8%	4%	8%	4%



NOTE: ALL NUMBERS ARE IN GALLONS

LAKE 16 ANNUAL PRODUCTION

ATTACHMENT B

MONTH	RUN TIME HOURS	FLOW	FLUSHES	BACKWASH	FILTER TO WASTE	TOTAL TO TOWN	CHLORINE POUNDS	FILTER AID/POUNDS	COAGULANT LBS	CAUSTIC LBS	FLUORIDE LBS	SODA ASH LBS
Jan-15	249.2	11,085,000	595,200	1,089,000	618,750	8,782,050	128.5	1.7	1,499	1,487	84.0	1502.9
Feb-15	218.9	9,762,000	528,000	860,000	528,750	7,845,250	109.4	1.1	1,320	1,680	66.2	1563.0
Mar-15	273.1	12,339,000	873,600	1,090,000	618,750	9,756,650	136.6	1.9	1,546	1,653	81.0	1488.0
Apr-15	282.9	12,741,000	681,600	929,000	562,500	10,567,900	137.7	1.9	1,759	1,745	87.0	1643.0
May-15	324.6	14,666,000	777,600	995,000	596,250	12,297,150	149.6	2.0	1,573	1,921	98.0	1,821.0
Jun-15	432.0	19,483,000	1,036,800	1,331,000	675,000	16,440,200	192.4	2.5	1,939	2,742	149.0	2,354.0
Jul-15	485.7	21,852,000	1,171,200	1,473,000	720,000	18,487,800	223.4	2.9	2,393	3,774	175.0	2,751.0
Aug-15	381.0	17,011,000	921,600	1,134,000	641,250	14,314,150	187.1	2.0	1,910	2,753	143.0	1,634.0
Sep-15	312.0	13,864,000	748,800	950,000	585,000	11,580,200	155.6	2.1	1,871.00	2,498	112.0	1,971.0
Oct-15						0						
Nov-15						0						
Dec-15						0						
<b>TOTALS</b>	<b>2,959.4</b>	<b>132,803,000</b>	<b>7,334,400</b>	<b>9,851,000</b>	<b>5,546,250</b>	<b>110,071,350</b>	<b>1,420.3</b>	<b>18.1</b>	<b>15,810</b>	<b>20,253</b>	<b>995.2</b>	<b>16,727.9</b>
<b>AVERAGE</b>	<b>328.8</b>	<b>14,755,889</b>	<b>814,933</b>	<b>1,094,556</b>	<b>616,250</b>		<b>157.8</b>	<b>2.0</b>	<b>1,757</b>	<b>2,250</b>	<b>110.6</b>	<b>1,858.7</b>

FLOW/FLUSHES/BACKWASH/FILTER TO WASTE/ TOTAL TO TOWN NUMBERS ARE ALL IN GALLONS

**CITY OF SULTAN  
Water Plant Production Past 6 years**

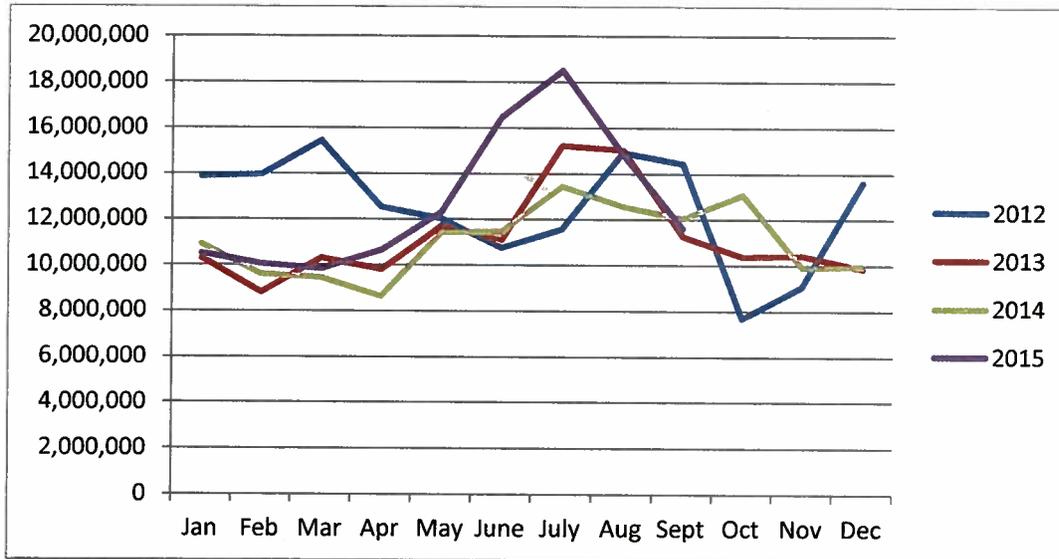
**ATTACHMENT C**

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>JAN</b>	11,986,600	11,816,800	13,837,500	12,695,000	13,552,000	11,085,000
<b>FEB</b>	10,940,800	11,059,100	13,917,500	10,821,000	11,889,000	9,762,000
<b>MARCH</b>	12,070,300	11,246,150	15,413,700	12,453,000	11,968,000	12,339,000
<b>APRIL</b>	11,473,900	3,636,500	12,509,700	12,330,000	10,739,000	12,741,000
<b>MAY</b>	12,080,100	0	11,994,500	14,516,000	14,191,000	14,666,000
<b>JUNE</b>	10,055,300	0	10,721,850	13,654,000	14,036,000	19,483,000
<b>JUL</b>	16,291,400	0	11,536,100	18,270,000	16,632,000	21,852,000
<b>AUG</b>	16,332,850	0	14,897,550	16,369,000	15,095,000	17,011,000
<b>SEPT</b>	11,716,200	0	14,403,400	13,820,000	14,458,000	13,864,000
<b>OCT</b>	11,049,000	0	7,669,000	12,901,000	9,691,000	
<b>NOV</b>	11,755,700	4,359,500	9,048,000	13,074,000	10,339,000	
<b>DEC</b>	11,397,000	13,589,000	10,813,600	12,282,000	11,966,000	
<b>AVG</b>	12,262,429	4,642,254	12,230,200	13,598,750	12,879,667	14,755,889
<b>TOTAL</b>	<b>147,149,150</b>	<b>55,707,050</b>	<b>146,762,400</b>	<b>163,185,000</b>	<b>154,556,000</b>	<b>132,803,000</b>

YEARLY TOTALS TO DISTRIBUTION SYSTEM

	2012	2013	2014	2015
Jan	13,837,500	10,271,500	10,896,750	10,494,970
Feb	13,917,500	8,778,600	9,565,500	10,011,458
Mar	15,413,700	10,295,800	9,414,140	9,808,262
Apr	12,509,700	9,775,750	8,608,100	10,624,748
May	11,994,500	11,709,190	11,414,350	12,312,858
June	10,721,850	11,106,400	11,442,950	16,476,104
July	11,536,100	15,208,100	13,420,500	18,487,800
Aug	14,897,550	15,005,000	12,551,110	14,820,546
Sept	14,403,400	11,235,750	12,015,410	11,580,948
Oct	7,669,000	10,349,400	13,065,976	
Nov	9,048,000	10,396,050	9,876,190	
Dec	13,589,000	9,823,500	9,933,596	
<b>TOTAL</b>	<b>149,537,800</b>	<b>133,955,040</b>	<b>132,204,572</b>	<b>114,617,694</b>
<b>AVG</b>	<b>12,461,483</b>	<b>11,162,920</b>	<b>11,017,048</b>	<b>12,735,299</b>

ALL NUMBERS ARE IN GALLONS



## 2015 WATER METER EXCHANGE SCHEDULE

Month-Year	Actual # Meters Changed	Program Goal	Remaining Meters at Month End
<b>Beginning Balance</b>			<b>129</b>
Jan-15	3	25	126
Feb-15	102	25	24
Mar-15	6	25	18
Apr-15	3	25	15
May-15	24*	25	15**
Jun-15	0	25	15**
Jul-15	1	25	14**
Aug-15	2	25	12**
Sep-15	14*	25	12**
Oct-15		25	
Nov-15		25	
Dec-15		25	
<b>TOTAL</b>	<b>117</b>	<b>275</b>	

\* New electronic meters installed in Wildwood and Steen Park.

\*\* All remaining meters are commercial.

## 2015 FIRE HYDRANT EXERCISING SCHEDULE

Month-Year	Actual # of FH's Exercised	Program Goal	Remaining FH's at Month End
Jan-15	0		257
Feb-15	22		235
Mar-15	14		221
Apr-15	18		203
May-15	8		195
Jun-15	0*		195
Jul-15	0*		195
Aug-15	0*		195
Sep-15	0		195
Oct-15			
Nov-15			
Dec-15			
<b>TOTAL</b>	<b>62</b>		<b>195</b>

\* No flushing performed because of water conservation in hot weather



**2015 GARBAGE REPORT****ATTACHMENT I**

	2014 TONS	2014 COST	2015 TONS	2015 COST
January	154.42	\$16,216.00	145.33	\$15,261.00
February	121.97	\$12,809.00	128.13	\$13,455.00
March	147.69	\$15,509.00	138.96	\$14,593.00
April	126.11	\$13,248.00	140.13	\$14,715.00
May	161.18	\$16,930.00	145.89	\$15,320.00
June	151.83	\$15,943.00	140.38	\$14,743.00
July	142.83	\$15,001.00	153.48	\$16,093.00
August	143.13	\$15,030.00	139.16	\$14,612.00
September	155.61	\$16,233.00	134.68	\$14,144.00
October	162.67	\$17,079.00		
November	131.56	\$13,797.00		
December	157.68	\$16,558.00		
<b>TOTALS</b>	<b>1,756.68</b>	<b>\$ 184,353.00</b>	<b>1,266.14</b>	<b>\$132,936.00</b>

<u>Factor</u>	<u>Commodity</u>	<u>Jan-15</u>	<u>Feb-15</u>	<u>Mar-15</u>	<u>Apr-15</u>	<u>May-15</u>	<u>Jun-15</u>	<u>Jul-15</u>	<u>Aug-15</u>	<u>Sep-15</u>	<u>Oct-15</u>	<u>Nov-15</u>	<u>Dec-15</u>	:
essential commercial family	Recycle	1,490	1,493	1,495	1,497	1,497	1,501	1,505	1,512	1,528	-	-	-	1
	Recycle	21	21	21	21	21	23	24	25	25	-	-	-	
	Recycle	4	4	4	4	4	4	4	4	4	-	-	-	
essential commercial family	Yardwaste	320	320	325	339	350	362	360	360	357	-	-	-	
	Yardwaste	3	3	3	3	3	3	3	3	3	-	-	-	
	Yardwaste	1	2	2	2	2	2	2	2	2	-	-	-	

**CEMETERY REPORT  
BURIALS**

**103 Cemetery Operating Fund**

<b>Description</b>	<b>2015 BUDGET</b>	<b>2015 ACTUAL</b>
<b>Revenue</b>		
Beginning Balance	0	8,961
Cemetery Fees	25,000	28,093
Investment Interest	100	0
<b>Total Resources</b>	<b>25,100</b>	<b>37,054</b>
<b>Expenditures</b>		
<b>Total Expenditures</b>	<b>23,440</b>	<b>23,523</b>
<b>Ending Fund Balance</b>	<b>1,660</b>	<b>13,531</b>

<b>Burials</b>	<b>YTD 2015</b>
Ash	5
Full	3
Disinterment	1

These numbers are January 2015 through September 2015

SULTAN CITY COUNCIL

AGENDA ITEM

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**DATE:** October 22, 2015  
**SUBJECT:** Public Works Projects-Update  
**CONTACT PERSON:** Connie Dunn, Public Works Supervisor

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**ISSUE:**  
The Public Works projects list and status report.

**WATER:**  
The Water Systems staff has been finishing up on plant and system improvements. Necessary electrical work was completed. They have been installing electronic water meters in the recently built homes in two developments, and are working on the Water Treatment Plant operation plan.

**STORM WATER:**  
The Vactor truck has been cleaning some of the storm systems on 141<sup>st</sup> Ave. SE (Timber Ridge) because we are near the completion of the upper road repair.

**PARKS:**  
Osprey Park Trail head signs are installed and available for viewing near the basketball court and near the north entrance of the soccer/baseball field.

The School District Cross Country Team has been using the Osprey Park Trails for track meets. The schools have also been using Osprey Park for their Science and Biology Classes. They take and process water samples from the side channels and the Sultan River.

**BUILDING MAINTENANCE:**  
Public Works staff continues to work with the Library and City Hall to maintain the operating fixtures of the Community Center.

**STREETS:**  
The Public Works staff is currently working on the installation of the sidewalk along Sultan Basin Road near the crest of the hill. This will connect the existing sidewalk from the north end of Timber Ridge to the south end of Steen Park.

**STAFF:**  
October 19<sup>th</sup> is the start date of a recently hired public works employee.

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Staff Report 2

DATE: October 23, 2015

SUBJECT: Finance Report

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**SUMMARY:**

Attached is the 2015 3rd Quarter Financial Report for the City.

Overall the revenues and expenditures for the funds are within the expected ranges. The charts below show the summary for the City's operating Funds.

3rd Quarter 2015

Fund	Budgeted Revenues	Revenues YTD	% of Budget
General	1,792,955	1,477,898	82%
Street	190,719	151,866	80%
Cemetery	28,007	28,093	100%
Water Utility	1,105,628	1,015,414	92%
Sewer Utility	1,309,195	1,025,545	78%
Garbage Utility	806,650	584,585	72%
Stormwater Utility	180,580	130,211	72%
<b>Total Operating Funds</b>	<b>5,413,734</b>	<b>4,413,610</b>	<b>82%</b>

Fund	Budgeted Expenditures	Expenditures YTD	% of Budget
General	1,756,196	1,161,487	66%
Street	190,719	128,255	67%
Cemetery	28,007	23,523	84%
Water Utility	1,105,628	969,095	88%
Sewer Utility	1,264,480	818,022	65%
Garbage Utility	785,105	496,825	63%
Stormwater Utility	180,580	108,285	60%
<b>Total Operating Funds</b>	<b>5,310,715</b>	<b>3,705,492</b>	<b>70%</b>

Attachments: 3<sup>rd</sup> 2015 Quarter Budget Status Statements for Operating Funds

General Ledger

Revenue vs Expenses Summary

September 2015



Fund	Description	YTD Balance Before Period	Revenues for Period	Expenses for Period	Year to Date Amount	Liabilities	Total Fund Balance
001	GENERAL FUND	512,128.78	168,332.91	117,163.94	563,297.75	8727.05	554,570.70
100	GENERAL FUND CONTINGENCY	65,918.75	50,000.00	0.00	115,918.75	0.00	115,918.75
101	STREET FUND	16,603.20	34,781.74	11,922.07	39,462.87	2550.84	36,912.03
103	CEMETERY FUND	16,535.67	1,509.30	4,514.05	13,530.92	323.05	13,207.87
104	CR EQUIPMENT FUND	130,382.15	0.00	0.00	130,382.15	0.00	130,382.15
108	IMPACT FEE FUND	225,776.28	0.00	0.00	225,776.28	0.00	225,776.28
109	COMMUNITY IMPROVEMENT FUND	81,518.77	0.00	0.00	81,518.77	0.00	81,518.77
112	PARK IMPACT FEE FUND	218,630.05	0.00	0.00	218,630.05	0.00	218,630.05
113	BUILDING MAINTENANCE FUND	-3,165.27	43,239.47	11,045.30	29,028.90	770.19	28,258.71
114	INFORMATION TECHNOLOGY FUND -	74,156.09	0.00	0.00	74,156.09	0.00	74,156.09
115	INSURANCE CLAIMS FUND	-636.85	0.00	0.00	-636.85	0.00	-636.85
117	TIMBER RIDGE SETTLEMENT FUND	258,944.87	0.00	2,202.54	256,742.33	0.00	256,742.33
203	LIMITED GO TAX BOND FUND	61,135.50	30,581.98	0.00	91,717.48	0.00	91,717.48
205	POLICE GO BOND FUND	29,811.68	159.91	0.00	29,971.59	0.00	29,971.59
207	LID GUARANTY AND BOND FUND	300,435.47	7,217.88	0.00	307,408.35	0.00	307,408.35
301	CAPITAL PROJECT FUND - REET 1	61,647.00	10,896.62	245.00	42,543.62	0.00	42,543.62
302	CAPITAL PROJECT FUND - REET 2	93,172.64	10,896.62	0.00	104,069.26	0.00	104,069.26
303	STREET IMPROVEMENT FUND	-249,483.26	5,620.78	81,867.00	-325,729.48	0.00	-325,729.48
305	PARK IMPROVEMENT FUND	-110,509.27	40.00	434.40	-110,903.67	0.00	-110,903.67
400	UTILITY WATER FUND	597,351.90	111,843.41	320,522.25	388,673.06	12412.11	376,260.95
401	UTILITY SEWER FUND	788,515.13	116,225.09	215,425.04	669,315.18	10667.74	658,647.44
402	UTILITY GARBAGE FUND	380,914.56	63,284.48	45,372.63	398,826.41	4125.43	394,700.98
403	WATER REVENUE BOND FUND	2,043,447.34	171,600.00	0.00	2,215,047.34	0.00	2,215,047.34
404	CR RESERVE SEWER FUND	659,160.17	64,475.00	0.00	723,635.17	0.00	723,635.17
405	CR WATER FUND	440,560.56	155,341.55	0.00	595,902.11	0.00	595,902.11
406	STORMWATER UTILITY FUND	109,306.70	14,295.32	9,370.53	114,231.49	2736.87	111,494.62
407	SEWER SYSTEM IMPROVEMENT FUND	-85,954.74	0.00	4,528.82	-90,483.56	0.00	-90,483.56
409	WATER SYSTEM IMPROVEMENT FUND	-2,006.30	0.00	0.00	-2,006.30	0.00	-2,006.30
410	STORMWATER IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00
412	WATER SYSTEM DEBT FUND	25,047.00	54,736.00	66,290.67	13,492.33	0.00	13,492.33
413	SEWER SYSTEM DEBT FUND	-40,159.84	91,590.00	0.00	51,430.16	0.00	51,430.16
621	CEMETERY TRUST FUND	112,030.35	250.00	0.00	112,280.35	0.00	112,280.35
633	TREASURERS TRUST FUND	113,780.38	1,627.26	109,000.00	6,407.64	0.00	6,407.64
634	INVESTMENT FUND	19,803.92	1,928.66	0.00	21,732.58	0.00	21,732.58
	Report Totals:	6,924,799.38	1,210,473.98	1,029,904.24	7,105,369.12	42313.28	7,063,055.84

Note: Negative fund balances are due to capital projects pending reimbursements from the granting agency.

# General Ledger

## Budget Status

User: laura.koenig  
 Printed: 10/13/2015 - 11:05 AM  
 Period: 1 to 9, 2015



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
und 001	GENERAL FUND							
dept 001-000								
:10	Taxes							
01-000-311-10-000	Real and Personal Property Tax	404,769.00	221,394.94	221,394.94	183,374.06	0.00	183,374.06	45.31
01-000-313-11-000	Local and Retail Sales and Use	310,000.00	276,636.52	276,636.52	33,363.48	0.00	33,363.48	10.76
01-000-313-71-000	Sales Tax - Criminal Justice	60,000.00	55,126.78	55,126.78	4,873.22	0.00	4,873.22	8.11
01-000-316-41-000	B & O Electric	165,000.00	140,724.54	140,724.54	24,275.46	0.00	24,275.46	14.7
01-000-316-42-000	Water Utility Tax	58,000.00	47,958.26	47,958.26	10,041.74	0.00	10,041.74	17.3
01-000-316-43-000	B & O Gas	60,000.00	36,430.17	36,430.17	23,569.83	0.00	23,569.83	39.21
01-000-316-44-000	Sewer Utility Tax	77,125.00	59,399.70	59,399.70	17,725.30	0.00	17,725.30	22.91
01-000-316-46-000	B & O Cable	59,000.00	46,842.20	46,842.20	12,157.80	0.00	12,157.80	20.6
01-000-316-47-000	B & O Telephone	95,000.00	67,727.52	67,727.52	27,272.48	0.00	27,272.48	28.7
01-000-316-48-000	Garbage Utility Tax	34,000.00	25,123.74	25,123.74	8,876.26	0.00	8,876.26	26.1
01-000-316-81-000	Gambling Tax	2,000.00	4,332.26	4,332.26	-2,332.26	0.00	-2,332.26	0.01
:20	R10 Sub Totals:	1,324,894.00	981,696.63	981,696.63	343,197.37	0.00	343,197.37	25.91
	Licenses and Permits							
01-000-321-91-000	Cable Franchise Fees	50,000.00	43,586.92	43,586.92	6,413.08	0.00	6,413.08	12.8
01-000-321-99-000	Business License	17,000.00	12,575.00	12,575.00	4,425.00	0.00	4,425.00	26.0
01-000-322-10-100	Buildings, Structures, Equipme	54,000.00	104,372.19	104,372.19	-50,372.19	0.00	-50,372.19	0.01
01-000-322-10-200	Permits - Other	8,000.00	7,225.07	7,225.07	774.93	0.00	774.93	9.6
01-000-322-30-000	Animal Licenses	1,500.00	825.00	825.00	675.00	0.00	675.00	45.0
01-000-322-90-000	Non Business Permits	1,500.00	1,038.00	1,038.00	462.00	0.00	462.00	30.8
:30	R20 Sub Totals:	132,000.00	169,622.18	169,622.18	-37,622.18	0.00	-37,622.18	0.01
	Intergovernmental Revenues							
01-000-334-04-200	Plan Grant - Dept of Commerce	9,000.00	4,050.00	4,050.00	4,950.00	0.00	4,950.00	55.0
01-000-335-03-910	PUD Privilege Tax	27,000.00	28,718.56	28,718.56	-1,718.56	0.00	-1,718.56	0.01
01-000-336-00-980	City Assistance	70,000.00	0.00	0.00	70,000.00	0.00	70,000.00	100.0
01-000-336-04-980	Local Government Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.01
01-000-336-06-094	Liquor Excise Tax	0.00	38,027.14	38,027.14	-38,027.14	0.00	-38,027.14	0.01
01-000-336-06-210	Criminal Justice Pop	1,166.00	927.80	927.80	238.20	0.00	238.20	20.4
01-000-336-06-260	CI Special Programs	2,652.00	2,268.36	2,268.36	383.64	0.00	383.64	14.4
01-000-336-06-510	DUI Cities	900.00	520.58	520.58	379.42	0.00	379.42	42.1
01-000-336-06-950	Liquor Board Profits	40,912.00	0.00	0.00	40,912.00	0.00	40,912.00	100.0
01-000-360-00-980	City Assistance	0.00	88,821.78	88,821.78	-88,821.78	0.00	-88,821.78	0.01

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
:40								
01-000-341-81-000	R30 Sub Totals:	151,630.00	163,334.22	163,334.22	-11,704.22	0.00	-11,704.22	0.0%
01-000-341-91-000	Charges for Services	300.00	135.77	135.77	164.23	0.00	164.23	54.7%
01-000-341-99-000	Copies and Certifications	140.00	0.00	0.00	140.00	0.00	140.00	100.0%
01-000-345-81-000	Candidate Filing Fees	8,500.00	6,150.00	6,150.00	2,350.00	0.00	2,350.00	27.6%
01-000-345-83-000	Passport Fees	5,000.00	1,350.00	1,350.00	3,650.00	0.00	3,650.00	73.0%
01-000-345-85-010	Zoning and Subdivision Fees	32,000.00	29,002.64	29,002.64	2,997.36	0.00	2,997.36	9.3%
01-000-345-89-000	Plan Check Fees	1,400.00	3,010.00	3,010.00	-1,610.00	0.00	-1,610.00	0.0%
01-000-345-89-010	Administrative Fees	1,000.00	1,300.00	1,300.00	-300.00	0.00	-300.00	0.0%
01-000-345-89-020	Other Environment Protection F	500.00	0.00	0.00	500.00	0.00	500.00	100.0%
	Prof - Hearing Examiner	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Consultant Review Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
:50								
01-000-353-10-100	R40 Sub Totals:	48,840.00	40,948.41	40,948.41	7,891.59	0.00	7,891.59	16.1%
01-000-353-10-300	Fines and Penalties	12,000.00	12,857.79	12,857.79	-857.79	0.00	-857.79	0.0%
01-000-354-10-000	District Court	1,500.00	745.21	745.21	754.79	0.00	754.79	50.3%
01-000-359-90-000	Violations Bureau	100.00	60.00	60.00	40.00	0.00	40.00	40.0%
01-000-359-90-010	Parking Infractions	500.00	716.00	716.00	-216.00	0.00	-216.00	0.0%
01-000-359-90-010	Animal Control Fees	500.00	205.00	205.00	295.00	0.00	295.00	59.0%
:60								
01-000-361-11-000	R50 Sub Totals:	14,600.00	14,584.00	14,584.00	16.00	0.00	16.00	0.1%
01-000-361-40-000	Miscellaneous Revenues	500.00	0.00	0.00	500.00	0.00	500.00	100.0%
01-000-362-40-000	Investment Interest	120.00	170.83	170.83	-50.83	0.00	-50.83	0.0%
01-000-362-50-000	Sales Tax Interest	7,500.00	38,382.23	38,382.23	-30,882.23	0.00	-30,882.23	0.0%
01-000-367-11-010	Rents and Royalties	47,860.00	0.00	0.00	47,860.00	0.00	47,860.00	100.0%
01-000-369-40-000	Rental Income Post Office	0.00	5,189.04	5,189.04	-189.04	0.00	-189.04	0.0%
01-000-369-81-000	Contributions/Donations	0.00	135.01	135.01	-135.01	0.00	-135.01	0.0%
01-000-369-90-000	Judgments and Settlements	0.00	5.00	5.00	-5.00	0.00	-5.00	0.0%
	Cash Overages and Shortages	4,000.00	7,002.76	7,002.76	-3,002.76	0.00	-3,002.76	0.0%
	Miscellaneous Income/NSF fees							
:90								
01-000-395-10-000	R60 Sub Totals:	64,980.00	50,884.87	50,884.87	14,095.13	0.00	14,095.13	21.6%
01-000-397-10-100	Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Sale of Fixed Assets	56,011.00	56,010.00	56,010.00	1.00	0.00	1.00	0.0%
	Operating Transfer In	56,011.00	56,010.00	56,010.00	1.00	0.00	1.00	0.0%
	R90 Sub Totals:	56,011.00	56,010.00	56,010.00	1.00	0.00	1.00	0.0%
	Revenue Sub Totals:	1,792,955.00	1,477,080.31	1,477,080.31	315,874.69	0.00	315,874.69	17.6%
Dept 001-005	Dept 000 Sub Totals:	-1,792,955.00	-1,477,080.31	-1,477,080.31	-315,874.69	0.00		
	Legislative							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
10 01-005-511-60-100	Salaries and Wages	6,510.00	3,666.25	3,666.25	2,843.75	0.00	2,843.75	43.6%
	Salaries and Wages							
	E10 Sub Totals:	6,510.00	3,666.25	3,666.25	2,843.75	0.00	2,843.75	43.6%
20 01-005-511-60-200	Employee Benefits	498.00	280.54	280.54	217.46	0.00	217.46	43.6%
	Employee Benefits							
	E20 Sub Totals:	498.00	280.54	280.54	217.46	0.00	217.46	43.6%
30 01-005-511-60-310	Operating and Office Supply	100.00	95.46	95.46	4.54	0.00	4.54	4.5%
	Office/Operating							
	Office/Operating - Mayor	500.00	301.93	301.93	198.07	0.00	198.07	39.6%
	E30 Sub Totals:	600.00	397.39	397.39	202.61	0.00	202.61	33.7%
40 01-005-511-60-410	Other Services and Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Professional Services							
	Communication	0.00	315.56	315.56	-315.56	0.00	-315.56	0.0%
	Travel and Seminars	4,300.00	4,949.69	4,949.69	-649.69	0.00	-649.69	0.0%
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Voter Registration	4,800.00	5,064.04	5,064.04	-264.04	0.00	-264.04	0.0%
	E40 Sub Totals:	9,100.00	10,329.29	10,329.29	-1,229.29	0.00	-1,229.29	0.0%
	Expense Sub Totals:	16,708.00	14,673.47	14,673.47	2,034.53	0.00	2,034.53	12.1%
Dept 001-010	Dept 005 Sub Totals:	16,708.00	14,673.47	14,673.47	2,034.53	0.00		
10	Executive/Administrative							
	Salaries and Wages							
	Salaries and Wages	42,637.00	31,497.82	31,497.82	11,139.18	0.00	11,139.18	26.1%
	E10 Sub Totals:	42,637.00	31,497.82	31,497.82	11,139.18	0.00	11,139.18	26.1%
20	Employee Benefits							
	Employee Benefits	17,913.00	10,804.87	10,804.87	7,108.13	0.00	7,108.13	39.6%
	E20 Sub Totals:	17,913.00	10,804.87	10,804.87	7,108.13	0.00	7,108.13	39.6%
30	Operating and Office Supply							
	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	E30 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
40	Other Services and Charges							
	Communication	500.00	855.84	855.84	-355.84	0.00	-355.84	0.0%
	Travel and Seminars	1,500.00	1,110.10	1,110.10	389.90	0.00	389.90	25.9%
	Miscellaneous	100.00	0.00	0.00	100.00	0.00	100.00	100.0%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
40	E40 Sub Totals:	2,100.00	1,965.94	1,965.94	134.06	0.00	134.06	6.31
	Expense Sub Totals:	62,650.00	44,268.63	44,268.63	18,381.37	0.00	18,381.37	29.34
Dept 010 Sub Totals:		62,650.00	44,268.63	44,268.63	18,381.37	0.00		
10	Dept 001-015							
	Finance Administration							
	Salaries and Wages							
	Salaries and Wages	46,211.00	34,230.30	34,230.30	11,980.70	0.00	11,980.70	25.9%
20	E10 Sub Totals:	46,211.00	34,230.30	34,230.30	11,980.70	0.00	11,980.70	25.9%
	Employee Benefits							
	Benefits	23,565.00	14,670.47	14,670.47	8,894.53	0.00	8,894.53	37.7%
30	E20 Sub Totals:	23,565.00	14,670.47	14,670.47	8,894.53	0.00	8,894.53	37.7%
	Operating and Office Supply							
	Office Supplies	200.00	247.04	247.04	-47.04	0.00	-47.04	0.0%
40	E30 Sub Totals:	200.00	247.04	247.04	-47.04	0.00	-47.04	0.0%
	Other Services and Charges							
	Audit Costs	6,000.00	2,633.52	2,633.52	3,366.48	0.00	3,366.48	56.1%
	Travel and Seminars	1,500.00	1,264.40	1,264.40	235.60	0.00	235.60	15.7%
	Bank Fees	650.00	498.17	498.17	151.83	0.00	151.83	23.3%
	Miscellaneous Expense	350.00	75.00	75.00	275.00	0.00	275.00	78.5%
	Payment of Judgments and Sett	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
E40 Sub Totals:		8,500.00	4,471.09	4,471.09	4,028.91	0.00	4,028.91	47.4%
Expense Sub Totals:		78,476.00	53,618.90	53,618.90	24,857.10	0.00	24,857.10	31.6%
Dept 015 Sub Totals:		78,476.00	53,618.90	53,618.90	24,857.10	0.00		
Dept 001-020								
10	Grants							
	Salaries and Wages							
	Salaries and Wages	12,311.00	12,561.46	12,561.46	-250.46	0.00	-250.46	0.0%
E10 Sub Totals:		12,311.00	12,561.46	12,561.46	-250.46	0.00	-250.46	0.0%
20	Employee Benefits							
	Benefits	6,662.00	3,642.04	3,642.04	3,019.96	0.00	3,019.96	45.3%
E20 Sub Totals:		6,662.00	3,642.04	3,642.04	3,019.96	0.00	3,019.96	45.3%
30	Operating and Office Supply							
	Economic Development	3,000.00	250.00	250.00	2,750.00	0.00	2,750.00	91.6%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-020-514-60-320	Office Supplies	100.00	51.14	51.14	48.86	0.00	48.86	48.8%
01-020-514-60-350	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	E30 Sub Totals:	3,100.00	301.14	301.14	2,798.86	0.00	2,798.86	90.2%
01-020-514-60-410	Other Services and Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
01-020-514-60-420	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
01-020-514-60-430	Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
01-020-514-60-490	Travel and Seminars	500.00	0.00	0.00	500.00	0.00	500.00	100.0%
	Volunteer Program	1,200.00	250.54	250.54	949.46	0.00	949.46	79.1%
	E40 Sub Totals:	1,700.00	250.54	250.54	1,449.46	0.00	1,449.46	85.2%
	Expense Sub Totals:	23,773.00	16,755.18	16,755.18	7,017.82	0.00	7,017.82	29.5%
Dept 001-025	Dept 020 Sub Totals:	23,773.00	16,755.18	16,755.18	7,017.82	0.00	7,017.82	29.5%
110	Legal Services							
	Salaries and Wages	3,999.00	2,967.97	2,967.97	1,031.03	0.00	1,031.03	25.7%
	Salaries and Wages	3,999.00	2,967.97	2,967.97	1,031.03	0.00	1,031.03	25.7%
	E10 Sub Totals:	3,999.00	2,967.97	2,967.97	1,031.03	0.00	1,031.03	25.7%
20	Employee Benefits	1,939.00	1,198.90	1,198.90	740.10	0.00	740.10	38.1%
	Benefits	1,939.00	1,198.90	1,198.90	740.10	0.00	740.10	38.1%
	E20 Sub Totals:	1,939.00	1,198.90	1,198.90	740.10	0.00	740.10	38.1%
40	Other Services and Charges	40,000.00	37,785.92	37,785.92	2,214.08	0.00	2,214.08	5.5%
	Legal - Litigation Fees	40,000.00	37,785.92	37,785.92	2,214.08	0.00	2,214.08	5.5%
	E40 Sub Totals:	40,000.00	37,785.92	37,785.92	2,214.08	0.00	2,214.08	5.5%
50	Intergovernmental Services	500.00	206.41	206.41	293.59	0.00	293.59	58.7%
	Crime Victim Services	500.00	206.41	206.41	293.59	0.00	293.59	58.7%
	E50 Sub Totals:	500.00	206.41	206.41	293.59	0.00	293.59	58.7%
	Expense Sub Totals:	46,438.00	42,159.20	42,159.20	4,278.80	0.00	4,278.80	9.2%
Dept 001-035	Dept 025 Sub Totals:	46,438.00	42,159.20	42,159.20	4,278.80	0.00	4,278.80	9.2%
30	Other Governmental Services	9,000.00	7,803.13	7,803.13	1,196.87	0.00	1,196.87	13.3%
	Operating and Office Supply	1,000.00	1,260.95	1,260.95	-260.95	0.00	-260.95	0.0%
	Office Operating Supplies	1,000.00	1,260.95	1,260.95	-260.95	0.00	-260.95	0.0%
	Books and Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
40	E30 Sub Totals:	10,000.00	9,064.08	9,064.08	935.92	0.00	935.92	9.34
	Other Services and Charges							
	Organization Dues	4,000.00	5,693.50	5,693.50	-1,693.50	0.00	-1,693.50	0.00
	Professional Services	6,000.00	3,236.69	3,236.69	2,763.31	0.00	2,763.31	46.00
	Communication	6,085.00	4,652.54	4,652.54	1,432.46	0.00	1,432.46	23.54
	Advertising and Legal Notices	2,000.00	1,370.84	1,370.84	629.16	0.00	629.16	31.44
	Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Insurance	44,578.00	100.00	100.00	44,478.00	0.00	44,478.00	99.70
	Utilities	5,340.00	3,972.37	3,972.37	1,367.63	0.00	1,367.63	25.60
	Repair and Maintenance	500.00	1,211.49	1,211.49	-711.49	0.00	-711.49	0.00
	Miscellaneous	1,300.00	849.30	849.30	450.70	0.00	450.70	34.60
	E40 Sub Totals:	69,803.00	21,086.73	21,086.73	48,716.27	0.00	48,716.27	69.70
	Expense Sub Totals:	79,803.00	30,150.81	30,150.81	49,652.19	0.00	49,652.19	62.20
Dept 001-040	Dept 035 Sub Totals:	79,803.00	30,150.81	30,150.81	49,652.19	0.00	49,652.19	62.20
10	Law Enforcement							
	Salaries and Wages	2,204.00	1,013.78	1,013.78	1,190.22	0.00	1,190.22	54.00
	Salaries and Wages	2,204.00	1,013.78	1,013.78	1,190.22	0.00	1,190.22	54.00
	E10 Sub Totals:	2,204.00	1,013.78	1,013.78	1,190.22	0.00	1,190.22	54.00
20	Employee Benefits							
	Benefits	1,014.00	364.10	364.10	649.90	0.00	649.90	64.00
	Benefits - Disability Insurance	6,160.00	4,637.97	4,637.97	1,522.03	0.00	1,522.03	24.70
	Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	7,174.00	5,002.07	5,002.07	2,171.93	0.00	2,171.93	30.20
30	Operating and Office Supply							
	Operating Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	E30 Sub Totals:	100.00	0.00	0.00	100.00	0.00	100.00	100.00
40	Other Services and Charges							
	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Miscellaneous	500.00	6,233.00	6,233.00	-5,733.00	0.00	-5,733.00	0.00
	Professional Service - SnoCity	901,771.00	603,451.07	603,451.07	298,319.93	0.00	298,319.93	33.00
	E40 Sub Totals:	902,271.00	609,684.07	609,684.07	292,586.93	0.00	292,586.93	32.40
50	Intergovernmental Services							
	Intergovernmental - SNOBAC	62,480.00	45,341.91	45,341.91	17,138.09	0.00	17,138.09	27.40
	Intergovernmental - 800 MHZ	14,900.00	13,751.00	13,751.00	1,149.00	0.00	1,149.00	7.70

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 001-045	E50 Sub Totals:	77,380.00	59,092.91	59,092.91	18,287.09	0.00	18,287.09	23.6%
	Expense Sub Totals:	989,129.00	674,792.83	674,792.83	314,336.17	0.00	314,336.17	31.7%
Dept 040 Sub Totals:	Dept 040 Sub Totals:	989,129.00	674,792.83	674,792.83	314,336.17	0.00		
Dept 40	Law Enforcement Agency Fees							
	Other Services and Charges							
01-045-512-50-510	Miscellaneous - Court Filing F	5,700.00	7,640.11	7,640.11	-1,940.11	0.00	-1,940.11	0.0%
01-045-515-30-410	Professional Services - Prosec	13,500.00	8,271.82	8,271.82	5,228.18	0.00	5,228.18	38.7%
01-045-515-30-411	Public Defender Attorney	20,400.00	16,970.00	16,970.00	3,430.00	0.00	3,430.00	16.8%
01-045-523-90-510	Miscellaneous - Jail Fees	32,000.00	47,506.55	47,506.55	-15,506.55	0.00	-15,506.55	0.0%
	E40 Sub Totals:	71,600.00	80,388.48	80,388.48	-8,788.48	0.00	-8,788.48	0.0%
	Expense Sub Totals:	71,600.00	80,388.48	80,388.48	-8,788.48	0.00	-8,788.48	0.0%
Dept 045 Sub Totals:	Dept 045 Sub Totals:	71,600.00	80,388.48	80,388.48	-8,788.48	0.00		
Dept 30	Emergency Services							
	Operating and Office Supply							
01-050-525-50-310	Operating Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.0%
	E30 Sub Totals:	100.00	0.00	0.00	100.00	0.00	100.00	100.0%
Dept 40	Other Services and Charges							
	Repair and Maintenance							
01-050-525-10-480	Repair and Maintenance	500.00	0.00	0.00	500.00	0.00	500.00	100.0%
	E40 Sub Totals:	500.00	0.00	0.00	500.00	0.00	500.00	100.0%
	Intergovernmental Services							
	Department of Emergency Mgmt							
01-050-525-10-510	Department of Emergency Mgmt	5,385.00	2,692.50	2,692.50	2,692.50	0.00	2,692.50	50.0%
	E50 Sub Totals:	5,385.00	2,692.50	2,692.50	2,692.50	0.00	2,692.50	50.0%
	Expense Sub Totals:	5,985.00	2,692.50	2,692.50	3,292.50	0.00	3,292.50	55.0%
Dept 050 Sub Totals:	Dept 050 Sub Totals:	5,985.00	2,692.50	2,692.50	3,292.50	0.00		
Dept 10	Code Enforcement							
	Salaries and Wages							
01-060-554-30-100	Salaries and Wages	29,894.00	30,770.57	30,770.57	-876.57	0.00	-876.57	0.0%
	E10 Sub Totals:	29,894.00	30,770.57	30,770.57	-876.57	0.00	-876.57	0.0%
	Employee Benefits							
	Benefits							
01-060-554-30-200	Benefits	23,814.00	12,027.97	12,027.97	11,786.03	0.00	11,786.03	49.4%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
30	E20 Sub Totals:	23,814.00	12,027.97	12,027.97	11,786.03	0.00	11,786.03	49.4%
01-060-554-30-310	Operating and Office Supply							
01-060-554-30-360	Office/Operating Supplies	1,500.00	796.89	796.89	703.11	0.00	703.11	46.8%
01-060-554-30-370	Vehicle Operation/Maintenance	1,650.00	0.00	0.00	1,650.00	0.00	1,650.00	100.0%
	Vehicle Repair	0.00	484.32	484.32	-484.32	0.00	-484.32	0.0%
40	E30 Sub Totals:	3,150.00	1,281.21	1,281.21	1,868.79	0.00	1,868.79	59.3%
01-060-554-30-410	Other Services and Charges							
01-060-554-30-430	Professional Services	750.00	2,129.00	2,129.00	-1,379.00	0.00	-1,379.00	0.0%
01-060-554-30-460	Travel and Seminars	250.00	0.00	0.00	250.00	0.00	250.00	100.0%
	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	E40 Sub Totals:	1,000.00	2,129.00	2,129.00	-1,129.00	0.00	-1,129.00	0.0%
	Expense Sub Totals:	57,858.00	46,208.75	46,208.75	11,649.25	0.00	11,649.25	20.1%
Dept 001-065	Dept 060 Sub Totals:	57,858.00	46,208.75	46,208.75	11,649.25	0.00	11,649.25	20.1%
10	Planning and Development							
	Salaries and Wages	58,589.00	35,102.54	35,102.54	23,486.46	0.00	23,486.46	40.0%
	Salaries and Wages	58,589.00	35,102.54	35,102.54	23,486.46	0.00	23,486.46	40.0%
20	E10 Sub Totals:	58,589.00	35,102.54	35,102.54	23,486.46	0.00	23,486.46	40.0%
	Employee Benefits	31,183.00	14,955.76	14,955.76	16,227.24	0.00	16,227.24	52.0%
	Benefits	31,183.00	14,955.76	14,955.76	16,227.24	0.00	16,227.24	52.0%
30	E20 Sub Totals:	31,183.00	14,955.76	14,955.76	16,227.24	0.00	16,227.24	52.0%
01-065-558-60-310	Operating and Office Supply							
01-065-558-60-340	Office/Operating Supplies	200.00	10.15	10.15	189.85	0.00	189.85	94.9%
01-065-558-60-350	Books and Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
40	E30 Sub Totals:	200.00	10.15	10.15	189.85	0.00	189.85	94.9%
	Other Services and Charges							
01-065-558-60-410	Professional Services	75,000.00	2,230.12	2,230.12	72,769.88	0.00	72,769.88	97.0%
01-065-558-60-420	Communication	500.00	79.80	79.80	420.20	0.00	420.20	84.0%
01-065-558-60-430	Travel and Seminars	1,500.00	936.31	936.31	563.69	0.00	563.69	37.5%
01-065-558-60-440	Advertising and Legal Notices	700.00	575.34	575.34	124.66	0.00	124.66	17.8%
01-065-558-60-490	Miscellaneous	900.00	546.84	546.84	353.16	0.00	353.16	39.2%
	E40 Sub Totals:	78,600.00	4,368.41	4,368.41	74,231.59	0.00	74,231.59	94.4%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 001-070	Expense Sub Totals:	168,572.00	54,436.86	54,436.86	114,135.14	0.00	114,135.14	67.7
:10	Dept 065 Sub Totals:	168,572.00	54,436.86	54,436.86	114,135.14	0.00	114,135.14	
	Building and Community Dev.							
	Salaries and Wages							
	Salaries and Wages	14,729.00	10,729.46	10,729.46	3,999.54	0.00	3,999.54	27.1
	E10 Sub Totals:	14,729.00	10,729.46	10,729.46	3,999.54	0.00	3,999.54	27.1
	Employee Benefits							
	Benefits	8,673.00	6,919.35	6,919.35	1,753.65	0.00	1,753.65	20.2
	E20 Sub Totals:	8,673.00	6,919.35	6,919.35	1,753.65	0.00	1,753.65	20.2
	Operating and Office Supply							
	Operating Supplies	250.00	252.00	252.00	-2.00	0.00	-2.00	0.0
	Books and Periodical	1,200.00	170.09	170.09	1,029.91	0.00	1,029.91	85.8
	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.0
	Vehicle Operation/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.0
	E30 Sub Totals:	1,450.00	422.09	422.09	1,027.91	0.00	1,027.91	70.8
	Other Services and Charges							
	Professional Services	500.00	0.00	0.00	500.00	0.00	500.00	100.0
	Communication	250.00	543.05	543.05	-293.05	0.00	-293.05	0.0
	Travel and Seminars	600.00	1,305.67	1,305.67	-705.67	0.00	-705.67	0.0
	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.0
	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.0
	Miscellaneous	200.00	95.00	95.00	105.00	0.00	105.00	52.5
	E40 Sub Totals:	1,550.00	1,943.72	1,943.72	-393.72	0.00	-393.72	0.0
	Intergovernmental Services							
	SnocTy Plan/Building Service	13,000.00	17,441.75	17,441.75	-4,441.75	0.00	-4,441.75	0.0
	Snohomish County Inspections	0.00	2,996.25	2,996.25	-2,996.25	0.00	-2,996.25	0.0
	E50 Sub Totals:	13,000.00	20,438.00	20,438.00	-7,438.00	0.00	-7,438.00	0.0
	Expense Sub Totals:	39,402.00	40,452.62	40,452.62	-1,050.62	0.00	-1,050.62	0.0
	Dept 070 Sub Totals:	39,402.00	40,452.62	40,452.62	-1,050.62	0.00	-1,050.62	0.0
	Public Health							
	Intergovernmental Services	1,000.00	1,015.51	1,015.51	-15.51	0.00	-15.51	0.0
	Intergovernmental	1,000.00	1,015.51	1,015.51	-15.51	0.00	-15.51	0.0
	E50 Sub Totals:	1,000.00	1,015.51	1,015.51	-15.51	0.00	-15.51	0.0

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 001-080	Dept 075 Sub Totals:	1,000.00	1,015.51	1,015.51	-15.51	0.00	-15.51	0.0%
	Library	1,000.00	1,015.51	1,015.51	-15.51	0.00	-15.51	0.0%
	Other Services and Charges							
	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Utilities	6,500.00	3,901.06	3,901.06	2,598.94	0.00	2,598.94	39.9%
	E40 Sub Totals:	6,500.00	3,901.06	3,901.06	2,598.94	0.00	2,598.94	39.9%
	Expense Sub Totals:	6,500.00	3,901.06	3,901.06	2,598.94	0.00	2,598.94	39.9%
Dept 001-085	Dept 080 Sub Totals:	6,500.00	3,901.06	3,901.06	2,598.94	0.00	2,598.94	39.9%
	Parks and Recreation							
	Salaries and Wages	39,463.00	27,524.21	27,524.21	11,938.79	0.00	11,938.79	30.2%
	Salaries and Wages							
	E10 Sub Totals:	39,463.00	27,524.21	27,524.21	11,938.79	0.00	11,938.79	30.2%
	Employee Benefits	20,584.00	12,040.83	12,040.83	8,543.17	0.00	8,543.17	41.5%
	Benefits							
	Uniforms	250.00	302.46	302.46	-52.46	0.00	-52.46	0.0%
	E20 Sub Totals:	20,834.00	12,343.29	12,343.29	8,490.71	0.00	8,490.71	40.7%
	Operating and Office Supply							
	Office Operating Supplies	3,100.00	4,520.32	4,520.32	-1,420.32	0.00	-1,420.32	0.0%
	Office Supplies	35.00	0.00	0.00	35.00	0.00	35.00	100.0%
	Small Tools/Minor Equipment	12,750.00	634.72	634.72	12,115.28	0.00	12,115.28	95.0%
	Vehicle Maintenance	1,600.00	1,167.39	1,167.39	432.61	0.00	432.61	27.0%
	Vehicle Repair	500.00	447.52	447.52	52.48	0.00	52.48	10.5%
	E30 Sub Totals:	17,985.00	6,769.95	6,769.95	11,215.05	0.00	11,215.05	62.3%
	Other Services and Charges							
	Professional Services	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.0%
	Communication	600.00	580.09	580.09	19.91	0.00	19.91	3.3%
	Travel and Seminars	222.00	217.16	217.16	4.84	0.00	4.84	2.1%
	Rentals	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.0%
	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Utilities	3,300.00	2,191.08	2,191.08	1,108.92	0.00	1,108.92	33.6%
	Repair and Maintenance	5,000.00	109.50	109.50	4,890.50	0.00	4,890.50	97.8%
	Miscellaneous	100.00	57.60	57.60	42.40	0.00	42.40	42.4%
	E40 Sub Totals:	11,222.00	3,155.43	3,155.43	8,066.57	0.00	8,066.57	71.8%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
60	Capital Outlays							
01-085-594-80-620	Capital - Equipment	0.00	53.20	53.20	-53.20	0.00	-53.20	0.0%
01-085-594-80-640	Capital - Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	E60 Sub Totals:	0.00	53.20	53.20	-53.20	0.00	-53.20	0.0%
90	Interfund Services							
01-085-597-30-000	Operating Transfer Out	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.0%
	E90 Sub Totals:	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.0%
	Expense Sub Totals:	92,504.00	49,846.08	49,846.08	42,657.92	0.00	42,657.92	46.1%
	Dept 085 Sub Totals:	92,504.00	49,846.08	49,846.08	42,657.92	0.00		
Dept 001-090	Interfund Services							
90	Prior Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
01-090-588-80-000	Operating Transfer Out	6,798.00	0.00	0.00	6,798.00	0.00	6,798.00	100.0%
01-090-597-40-020	Operating Transfer Out - 114	9,000.00	9,000.00	9,000.00	0.00	0.00	0.00	0.0%
	E90 Sub Totals:	15,798.00	9,000.00	9,000.00	6,798.00	0.00	6,798.00	43.0%
	Expense Sub Totals:	15,798.00	9,000.00	9,000.00	6,798.00	0.00	6,798.00	43.0%
	Dept 090 Sub Totals:	15,798.00	9,000.00	9,000.00	6,798.00	0.00		
95	Ending Fund Balance							
01-900-508-80-000	Ending Fund Balance	0.00	20.70	20.70	-20.70	0.00	-20.70	0.0%
	E95 Sub Totals:	0.00	20.70	20.70	-20.70	0.00	-20.70	0.0%
	Expense Sub Totals:	0.00	20.70	20.70	-20.70	0.00	-20.70	0.0%
	Dept 900 Sub Totals:	0.00	20.70	20.70	-20.70	0.00		
	Fund Revenue Sub Totals:	1,792,955.00	1,477,080.31	1,477,080.31	315,874.69	0.00	315,874.69	17.6%
	Fund Expense Sub Totals:	1,756,196.00	1,164,381.58	1,164,381.58	591,814.42	0.00	591,814.42	33.7%
	Fund 001 Sub Totals:	-36,759.00	-312,698.73	-312,698.73	275,939.73	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
und 101	STREET FUND							
Dept 101-000	Taxes							
:10	Real and Personal Property Tax	28,547.00	15,949.56	15,949.56	12,597.44	0.00	12,597.44	44.1%
01-000-311-10-000	B & O Electric	35,000.00	28,848.53	28,848.53	6,151.47	0.00	6,151.47	17.5%
01-000-316-41-000	Utility Tax Gas	5,100.00	2,835.29	2,835.29	2,264.71	0.00	2,264.71	44.4%
01-000-316-43-000	Utility Tax Telephone	7,400.00	5,132.62	5,132.62	2,267.38	0.00	2,267.38	30.6%
01-000-316-47-000								
:20	R10 Sub Totals:	76,047.00	52,766.00	52,766.00	23,281.00	0.00	23,281.00	30.6%
01-000-322-40-000	Licenses and Permits							
	Street/Curb Permits -ROW	2,000.00	1,700.00	1,700.00	300.00	0.00	300.00	15.0%
	R20 Sub Totals:	2,000.00	1,700.00	1,700.00	300.00	0.00	300.00	15.0%
:30	Intergovernmental Revenues							
01-000-334-03-000	FEMA Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
01-000-336-00-870	Motor Vehicle Excise Tax	94,653.00	72,059.39	72,059.39	22,593.61	0.00	22,593.61	23.8%
	R30 Sub Totals:	94,653.00	72,059.39	72,059.39	22,593.61	0.00	22,593.61	23.8%
:60	Miscellaneous Revenues							
01-000-361-11-000	Investment Interest	300.00	0.00	0.00	300.00	0.00	300.00	100.0%
01-000-367-11-010	Contributions - Street Project	0.00	40.00	40.00	-40.00	0.00	-40.00	0.0%
	R60 Sub Totals:	300.00	40.00	40.00	260.00	0.00	260.00	86.6%
:90	Other Financing Sources							
01-000-395-10-000	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
01-000-397-10-100	Operating Transfer In	0.00	22,500.00	22,500.00	-22,500.00	0.00	-22,500.00	0.0%
	R90 Sub Totals:	0.00	22,500.00	22,500.00	-22,500.00	0.00	-22,500.00	0.0%
	Revenue Sub Totals:	173,000.00	149,065.39	149,065.39	23,934.61	0.00	23,934.61	13.8%
Dept 101-150	Dept 000 Sub Totals:	-173,000.00	-149,065.39	-149,065.39	-23,934.61	0.00	-23,934.61	
:10	Road and Street Maintenance							
01-150-542-30-100	Salaries and Wages	75,281.00	55,008.37	55,008.37	20,272.63	0.00	20,272.63	26.9%
	Salaries and Wages							
	E10 Sub Totals:	75,281.00	55,008.37	55,008.37	20,272.63	0.00	20,272.63	26.9%
:20	Employee Benefits							
01-150-542-30-200	Employee Benefits	37,268.00	21,245.20	21,245.20	16,022.80	0.00	16,022.80	42.9%
01-150-542-30-220	Uniforms	200.00	449.54	449.54	-249.54	0.00	-249.54	0.0%
	E20 Sub Totals:	37,468.00	21,694.74	21,694.74	15,773.26	0.00	15,773.26	42.1%
30	Operating and Office Supply							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-150-542-30-310	Office/Operating Supplies	3,200.00	2,698.23	2,698.23	501.77	0.00	501.77	15.61
01-150-542-30-320	Office Supplies	1,500.00	1,302.24	1,302.24	197.76	0.00	197.76	13.11
01-150-542-30-350	Small Tools/Minor Equipment	1,450.00	448.39	448.39	1,001.61	0.00	1,001.61	69.01
01-150-542-30-360	Vehicle Operation/Maintenance	2,050.00	1,131.17	1,131.17	918.83	0.00	918.83	44.81
01-150-542-30-370	Vehicle Repair	500.00	483.85	483.85	16.15	0.00	16.15	3.21
	<b>E30 Sub Totals:</b>	<b>8,700.00</b>	<b>6,063.88</b>	<b>6,063.88</b>	<b>2,636.12</b>	<b>0.00</b>	<b>2,636.12</b>	<b>30.31</b>
740	<b>Other Services and Charges</b>							
01-150-542-30-410	Professional Services	22,000.00	2,765.19	2,765.19	19,234.81	0.00	19,234.81	87.41
01-150-542-30-420	Communication	2,500.00	2,475.99	2,475.99	24.01	0.00	24.01	0.91
01-150-542-30-430	Travel and Seminars	370.00	485.72	485.72	-115.72	0.00	-115.72	0.00
01-150-542-30-450	Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-150-542-30-460	Insurance	7,200.00	100.00	100.00	7,100.00	0.00	7,100.00	98.61
01-150-542-30-490	Miscellaneous	200.00	791.55	791.55	-591.55	0.00	-591.55	0.00
	<b>E40 Sub Totals:</b>	<b>32,270.00</b>	<b>6,618.45</b>	<b>6,618.45</b>	<b>25,651.55</b>	<b>0.00</b>	<b>25,651.55</b>	<b>79.41</b>
60	<b>Capital Outlays</b>							
01-150-594-30-620	Capital - Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-150-594-30-630	Capital - Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-150-594-30-640	Capital - Equipment and Signs	0.00	3,641.27	3,641.27	-3,641.27	0.00	-3,641.27	0.00
	<b>E60 Sub Totals:</b>	<b>0.00</b>	<b>3,641.27</b>	<b>3,641.27</b>	<b>-3,641.27</b>	<b>0.00</b>	<b>-3,641.27</b>	<b>0.00</b>
90	<b>Interfund Services</b>							
01-150-597-30-000	Operating Transfer Out - 104	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-150-597-50-010	Operating Transfer Out - 114	3,500.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00
	<b>E90 Sub Totals:</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Expense Sub Totals:</b>	<b>157,219.00</b>	<b>96,526.71</b>	<b>96,526.71</b>	<b>60,692.29</b>	<b>0.00</b>	<b>60,692.29</b>	<b>38.61</b>
30	<b>Dept 150 Sub Totals:</b>	<b>157,219.00</b>	<b>96,526.71</b>	<b>96,526.71</b>	<b>60,692.29</b>	<b>0.00</b>	<b>60,692.29</b>	<b>38.61</b>
	<b>Traffic and Pedestrian Service</b>							
01-160-542-66-310	Operating and Office Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-160-542-67-310	Snow and Ice Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Street Cleaning</b>							
	<b>E30 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
40	<b>Other Services and Charges</b>							
01-160-542-30-480	Repair and Maintenance	500.00	371.50	371.50	128.50	0.00	128.50	25.71
01-160-542-63-470	Utilities	33,000.00	29,674.49	29,674.49	3,325.51	0.00	3,325.51	10.01
	<b>E40 Sub Totals:</b>	<b>33,500.00</b>	<b>30,045.99</b>	<b>30,045.99</b>	<b>3,454.01</b>	<b>0.00</b>	<b>3,454.01</b>	<b>10.31</b>

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 101-900	Expense Sub Totals:	33,500.00	30,045.99	30,045.99	3,454.01	0.00	3,454.01	10.3
95	Dept 160 Sub Totals:							
	Ending Fund Balance	33,500.00	30,045.99	30,045.99	3,454.01	0.00		
	Ending Fund Balance							
	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E95 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	173,000.00	149,065.39	149,065.39	23,934.61	0.00	23,934.61	13.8
	Fund Expense Sub Totals:	190,719.00	126,572.70	126,572.70	64,146.30	0.00	64,146.30	33.6
	Fund 101 Sub Totals:	17,719.00	-22,492.69	-22,492.69	40,211.69	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
und 103	CEMETERY FUND							
dept 103-000	Charges for Services							
40	Cemetery Fees	25,000.00	28,093.02	28,093.02	-3,093.02	0.00	-3,093.02	0.0%
03-000-343-60-000								
R40 Sub Totals:		25,000.00	28,093.02	28,093.02	-3,093.02	0.00	-3,093.02	0.0%
60	Miscellaneous Revenues							
03-000-361-11-000	Investment Interest	250.00	0.00	0.00	250.00	0.00	250.00	100.0%
03-000-367-11-000	Contributions - Cemetery Impro	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
R60 Sub Totals:		250.00	0.00	0.00	250.00	0.00	250.00	100.0%
Revenue Sub Totals:		25,250.00	28,093.02	28,093.02	-2,843.02	0.00	-2,843.02	0.0%
Dept 000 Sub Totals:		-25,250.00	-28,093.02	-28,093.02	2,843.02	0.00	3,657.18	31.2%
dept 103-103	Cemetery							
10	Salaries and Wages							
03-103-536-10-010	Salaries and Wages	11,692.00	8,034.82	8,034.82	3,657.18	0.00	3,657.18	31.2%
E10 Sub Totals:		11,692.00	8,034.82	8,034.82	3,657.18	0.00	3,657.18	31.2%
20	Employee Benefits							
03-103-536-10-200	Benefits	6,515.00	3,789.18	3,789.18	2,725.82	0.00	2,725.82	41.8%
03-103-536-10-220	Uniforms	0.00	155.77	155.77	-155.77	0.00	-155.77	0.0%
E20 Sub Totals:		6,515.00	3,944.95	3,944.95	2,570.05	0.00	2,570.05	39.4%
30	Operating and Office Supply							
03-103-536-10-310	Operating Supplies	200.00	1,056.27	1,056.27	-856.27	0.00	-856.27	0.0%
03-103-536-10-320	Office Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.0%
03-103-536-10-340	Items for Resale	1,500.00	2,372.92	2,372.92	-872.92	0.00	-872.92	0.0%
03-103-536-10-350	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
03-103-536-10-360	Vehicle Operation/Maintenance	500.00	294.62	294.62	205.38	0.00	205.38	41.0%
03-103-536-10-370	Vehicle Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
E30 Sub Totals:		2,300.00	3,723.81	3,723.81	-1,423.81	0.00	-1,423.81	0.0%
40	Other Services and Charges							
03-103-536-10-410	Professional Services	5,000.00	7,847.45	7,847.45	-2,847.45	0.00	-2,847.45	0.0%
03-103-536-10-420	Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
03-103-536-10-460	Insurance	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.0%
03-103-536-10-480	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
E40 Sub Totals:		6,500.00	7,847.45	7,847.45	-1,347.45	0.00	-1,347.45	0.0%
60	Capital Outlays							
03-103-594-10-620	Capital - Buildings	500.00	0.00	0.00	500.00	0.00	500.00	100.0%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
03-103-594-10-640	Capital - Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	E60 Sub Totals:	500.00	0.00	0.00	500.00	0.00	500.00	100.0%
.90	Interfund Services							
03-103-597-40-000	Operating Transfers Out	500.00	0.00	0.00	500.00	0.00	500.00	100.0%
	E90 Sub Totals:	500.00	0.00	0.00	500.00	0.00	500.00	100.0%
	Expense Sub Totals:	28,007.00	23,551.03	23,551.03	4,455.97	0.00	4,455.97	15.9%
Dept 103-900	Dept 103 Sub Totals:	28,007.00	23,551.03	23,551.03	4,455.97	0.00		
95	Ending Fund Balance							
03-900-508-80-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	E95 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Dept 900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	25,250.00	28,093.02	28,093.02	-2,843.02	0.00	-2,843.02	0.0%
	Fund Expense Sub Totals:	28,007.00	23,551.03	23,551.03	4,455.97	0.00	4,455.97	15.9%
	Fund 103 Sub Totals:	2,757.00	-4,541.99	-4,541.99	7,298.99	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
und 400	UTILITY WATER FUND							
dept 400-000								
:40	Charges for Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
00-000-341-82-100	Engineering Review Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
00-000-342-00-010	Inspection Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
00-000-343-40-000	Water Service	980,000.00	805,802.29	805,802.29	174,197.71	0.00	174,197.71	17.7%
00-000-359-10-000	Turn On/Off Fees	8,780.00	8,275.00	8,275.00	505.00	0.00	505.00	5.7%
R40 Sub Totals:		988,780.00	814,077.29	814,077.29	174,702.71	0.00	174,702.71	17.6%
:60	Miscellaneous Revenues							
00-000-361-11-000	Investment Interest	500.00	0.00	0.00	500.00	0.00	500.00	100.0%
00-000-369-40-000	Judgments and Settlements	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
00-000-369-90-000	Miscellaneous	23,500.00	43,142.10	43,142.10	-19,642.10	0.00	-19,642.10	0.0%
00-000-379-10-000	Water Connection Charges	7,000.00	18,550.00	18,550.00	-11,550.00	0.00	-11,550.00	0.0%
R60 Sub Totals:		31,000.00	61,692.10	61,692.10	-30,692.10	0.00	-30,692.10	0.0%
:90	Other Financing Sources							
00-000-395-10-000	Sale of Fixed Assets	60,000.00	0.00	0.00	60,000.00	0.00	60,000.00	100.0%
00-000-397-10-100	Operating Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
R90 Sub Totals:		60,000.00	0.00	0.00	60,000.00	0.00	60,000.00	100.0%
Revenue Sub Totals:		1,079,780.00	875,769.39	875,769.39	204,010.61	0.00	204,010.61	18.8%
Dept 000 Sub Totals:		-1,079,780.00	-875,769.39	-875,769.39	-204,010.61	0.00		
dept 400-400	Utility Water							
:10	Salaries and Wages	302,802.00	234,326.59	234,326.59	68,475.41	0.00	68,475.41	22.6%
00-400-534-80-100	Salaries and Wages	302,802.00	234,326.59	234,326.59	68,475.41	0.00	68,475.41	22.6%
E10 Sub Totals:		302,802.00	234,326.59	234,326.59	68,475.41	0.00	68,475.41	22.6%
:20	Employee Benefits	177,376.00	108,196.23	108,196.23	69,179.77	0.00	69,179.77	39.0%
00-400-534-80-200	Benefits	177,376.00	108,196.23	108,196.23	69,179.77	0.00	69,179.77	39.0%
00-400-534-80-220	Uniforms	800.00	1,039.54	1,039.54	-239.54	0.00	-239.54	0.0%
E20 Sub Totals:		178,176.00	109,235.77	109,235.77	68,940.23	0.00	68,940.23	38.6%
:30	Operating and Office Supply	63,375.00	57,481.38	57,481.38	5,893.62	0.00	5,893.62	9.3%
00-400-534-80-310	Operating Supply	63,375.00	57,481.38	57,481.38	5,893.62	0.00	5,893.62	9.3%
00-400-534-80-320	Office Supplies	3,700.00	1,956.45	1,956.45	1,743.55	0.00	1,743.55	47.1%
00-400-534-80-350	Small Tools/Minor Equipment	12,950.00	1,536.67	1,536.67	11,413.33	0.00	11,413.33	88.1%
00-400-534-80-360	Vehicle Operation/Maintenance	7,825.00	6,410.27	6,410.27	1,414.73	0.00	1,414.73	18.0%
00-400-534-80-370	Vehicle Repair	500.00	838.40	838.40	-338.40	0.00	-338.40	0.0%
E30 Sub Totals:		88,350.00	68,223.17	68,223.17	20,126.83	0.00	20,126.83	22.7%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
40	Other Services and Charges							
00-400-534-80-410	Professional Service - General	44,500.00	7,910.35	7,910.35	36,589.65	0.00	36,589.65	82.2%
00-400-534-80-411	Professional Service - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
00-400-534-80-420	Communication	8,000.00	9,391.88	9,391.88	-1,391.88	0.00	-1,391.88	0.0%
00-400-534-80-430	Travel and Seminars	4,205.00	5,383.52	5,383.52	-1,178.52	0.00	-1,178.52	0.0%
00-400-534-80-450	Rentals	1,000.00	705.74	705.74	294.26	0.00	294.26	29.4%
00-400-534-80-460	Insurance	42,000.00	100.00	100.00	41,900.00	0.00	41,900.00	99.7%
00-400-534-80-470	Utilities	25,000.00	29,382.08	29,382.08	-4,382.08	0.00	-4,382.08	0.0%
00-400-534-80-471	Water Service - Everett	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.0%
00-400-534-80-480	Repair and Maintenance	20,000.00	9,899.80	9,899.80	10,100.20	0.00	10,100.20	50.5%
00-400-534-80-490	Miscellaneous	8,614.00	5,329.65	5,329.65	3,284.35	0.00	3,284.35	38.1%
00-400-534-80-491	Water - Testing	4,000.00	3,510.00	3,510.00	490.00	0.00	490.00	12.2%
E40 Sub Totals:		164,319.00	71,613.02	71,613.02	92,705.98	0.00	92,705.98	56.4%
50	Intergovernmental Services							
00-400-534-80-510	Taxes - Excise	51,000.00	36,652.02	36,652.02	14,347.98	0.00	14,347.98	28.1%
E50 Sub Totals:		51,000.00	36,652.02	36,652.02	14,347.98	0.00	14,347.98	28.1%
60	Capital Outlays							
00-400-594-80-620	Capital - Buildings	0.00	1,797.28	1,797.28	-1,797.28	0.00	-1,797.28	0.0%
00-400-594-80-640	Capital - Equipment	10,000.00	3,131.88	3,131.88	6,868.12	0.00	6,868.12	68.6%
E60 Sub Totals:		10,000.00	4,929.16	4,929.16	5,070.84	0.00	5,070.84	50.7%
90	Interfund Services							
00-400-597-20-000	Operating Transfer Out - 412	109,476.00	109,476.00	109,476.00	0.00	0.00	0.00	0.0%
00-400-597-20-050	Operating Transfer Out - 403	171,700.00	171,700.00	171,700.00	0.00	0.00	0.00	0.0%
00-400-597-30-010	Operating Transfer Out - 104	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
00-400-597-30-030	Operating Transfer Out - 409	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
00-400-597-50-020	Operating Transfer Out - 114	13,000.00	13,000.00	13,000.00	0.00	0.00	0.00	0.0%
00-400-597-50-040	Operating Transfer Out - 001	16,803.00	16,803.00	16,803.00	0.00	0.00	0.00	0.0%
E90 Sub Totals:		310,979.00	310,979.00	310,979.00	0.00	0.00	0.00	0.0%
Expense Sub Totals:		1,105,626.00	835,958.73	835,958.73	269,667.27	0.00	269,667.27	24.3%
Dept 400-900	Dept 400 Sub Totals:	1,105,626.00	835,958.73	835,958.73	269,667.27	0.00	269,667.27	24.3%
95	Ending Fund Balance							
00-900-508-80-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
E95 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Expense Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Depl 900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,079,780.00	875,769.39	875,769.39	204,010.61	0.00	204,010.61	18.8%
	Fund Expense Sub Totals:	1,105,626.00	835,958.73	835,958.73	269,667.27	0.00	269,667.27	24.3%
	Fund 400 Sub Totals:	25,846.00	-39,810.66	-39,810.66	65,656.66	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
und 401	UTILITY SEWER FUND							
Dept 401-000	Charges for Services	5,000.00	10,750.00	10,750.00	-5,750.00	0.00	-5,750.00	0.0%
140	Sewer Inspection Fee	1,286,195.00	990,077.90	990,077.90	296,117.10	0.00	296,117.10	23.0%
01-000-342-00-200	Sewer Service							
01-000-343-50-000	R40 Sub Totals:	1,291,195.00	1,000,827.90	1,000,827.90	290,367.10	0.00	290,367.10	22.4%
160	Miscellaneous Revenues							
01-000-361-11-000	Investment Interest	500.00	0.00	0.00	500.00	0.00	500.00	100.0%
01-000-369-90-000	Miscellaneous	17,500.00	15,558.05	15,558.05	1,941.95	0.00	1,941.95	11.1%
180	R60 Sub Totals:	18,000.00	15,558.05	15,558.05	2,441.95	0.00	2,441.95	13.5%
190	Other Financing Sources							
01-000-395-10-000	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
01-000-397-10-100	Operating Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
200	R90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
210	Revenue Sub Totals:	1,309,195.00	1,016,385.95	1,016,385.95	292,809.05	0.00	292,809.05	22.3%
Dept 401-401	Dept 000 Sub Totals:	-1,309,195.00	-1,016,385.95	-1,016,385.95	-292,809.05	0.00	-292,809.05	
110	Utility Sewer							
01-401-535-80-100	Salaries and Wages	256,329.00	189,590.36	189,590.36	66,738.64	0.00	66,738.64	26.0%
220	E10 Sub Totals:	256,329.00	189,590.36	189,590.36	66,738.64	0.00	66,738.64	26.0%
01-401-535-80-200	Employee Benefits	123,371.00	78,489.26	78,489.26	44,881.74	0.00	44,881.74	36.3%
01-401-535-80-220	Uniforms	800.00	952.27	952.27	-152.27	0.00	-152.27	0.0%
230	E20 Sub Totals:	124,171.00	79,441.53	79,441.53	44,729.47	0.00	44,729.47	36.0%
01-401-535-80-310	Operating and Office Supply	39,875.00	12,460.27	12,460.27	27,414.73	0.00	27,414.73	68.7%
01-401-535-80-320	Office Supplies	3,500.00	2,023.32	2,023.32	1,476.68	0.00	1,476.68	42.1%
01-401-535-80-350	Small Tools/Minor Equipment	7,950.00	1,489.98	1,489.98	6,460.02	0.00	6,460.02	81.2%
01-401-535-80-360	Vehicle Operation Maintenance	9,300.00	2,867.62	2,867.62	6,432.38	0.00	6,432.38	69.1%
01-401-535-80-370	Vehicle Repair	500.00	751.40	751.40	-251.40	0.00	-251.40	0.0%
340	E30 Sub Totals:	61,125.00	19,592.59	19,592.59	41,532.41	0.00	41,532.41	67.9%
350	Other Services and Charges							
01-401-535-80-410	Professional Service	43,000.00	20,659.43	20,659.43	22,340.57	0.00	22,340.57	51.9%
01-401-535-80-411	Services - Sludge Hauling	30,000.00	5,048.32	5,048.32	24,951.68	0.00	24,951.68	83.1%
01-401-535-80-413	Professional - Engineers	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-401-535-80-420	Communication	9,000.00	9,332.75	9,332.75	-332.75	0.00	-332.75	0.0%
01-401-535-80-430	Travel and Seminars	3,405.00	1,079.73	1,079.73	2,325.27	0.00	2,325.27	68.2%
01-401-535-80-450	Rentals	12,226.00	4,356.80	4,356.80	7,869.20	0.00	7,869.20	64.3%
01-401-535-80-460	Insurance	56,000.00	100.00	100.00	55,900.00	0.00	55,900.00	99.8%
01-401-535-80-470	Utilities	37,000.00	28,321.14	28,321.14	8,678.86	0.00	8,678.86	23.4%
01-401-535-80-480	Repair and Maintenance	64,875.00	37,468.39	37,468.39	27,406.61	0.00	27,406.61	42.2%
01-401-535-80-490	Miscellaneous	4,664.00	5,381.65	5,381.65	-717.65	0.00	-717.65	0.0%
01-401-535-80-491	Sewer - Testing	1,400.00	1,278.83	1,278.83	121.17	0.00	121.17	8.6%
	E40 Sub Totals:	261,570.00	113,027.04	113,027.04	148,542.96	0.00	148,542.96	56.7%
50	Intergovernmental Services							
01-401-535-80-510	Taxes - Excise	30,000.00	19,780.67	19,780.67	10,219.33	0.00	10,219.33	34.0%
	E50 Sub Totals:	30,000.00	19,780.67	19,780.67	10,219.33	0.00	10,219.33	34.0%
60	Capital Outlays							
01-401-594-80-620	Capital - Buildings	4,000.00	1,509.75	1,509.75	2,490.25	0.00	2,490.25	62.2%
01-401-594-80-630	Capital - Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
01-401-594-80-640	Capital - Equipment	0.00	340.73	340.73	-340.73	0.00	-340.73	0.0%
	E60 Sub Totals:	4,000.00	1,850.48	1,850.48	2,149.52	0.00	2,149.52	53.7%
90	Interfund Services							
01-401-597-20-000	Operating Transfer Out - 413	183,182.00	183,182.00	183,182.00	0.00	0.00	0.00	0.0%
01-401-597-20-040	Operating Transfer Out - 403	171,700.00	171,700.00	171,700.00	0.00	0.00	0.00	0.0%
01-401-597-30-010	Operating Transfer Out - 104	37,000.00	0.00	0.00	37,000.00	0.00	37,000.00	100.0%
01-401-597-30-030	Operating Transfer Out - 407	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.0%
01-401-597-50-020	Operating Transfers Out - 114	18,600.00	18,600.00	18,600.00	0.00	0.00	0.00	0.0%
01-401-597-50-040	Operating Transfer Out - 001	16,803.00	16,803.00	16,803.00	0.00	0.00	0.00	0.0%
	E90 Sub Totals:	527,285.00	390,285.00	390,285.00	137,000.00	0.00	137,000.00	25.9%
	Expense Sub Totals:	1,264,480.00	813,567.67	813,567.67	450,912.33	0.00	450,912.33	35.6%
	Dept 401 Sub Totals:	1,264,480.00	813,567.67	813,567.67	450,912.33	0.00	450,912.33	35.6%
95	Ending Fund Balance							
01-900-508-80-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	E95 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Dept 900 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	1,309,195.00	1,016,385.95	1,016,385.95	292,809.05	0.00	292,809.05	22.3%
	Fund Expense Sub Totals:	1,264,480.00	813,567.67	813,567.67	450,912.33	0.00	450,912.33	35.6%
	Fund 401 Sub Totals:	-44,715.00	-202,818.28	-202,818.28	158,103.28	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
und 402	UTILITY GARBAGE FUND							
dept 402-000								
:10	Taxes							
02-000-316-48-000	Garbage State Tax	21,250.00	14,702.65	14,702.65	6,547.35	0.00	6,547.35	30.8
02-000-321-91-000	Garbage Franchise Fees	3,300.00	3,262.65	3,262.65	37.35	0.00	37.35	1.1
	R10 Sub Totals:	24,550.00	17,965.30	17,965.30	6,584.70	0.00	6,584.70	26.8
:30	Intergovernmental Revenues							
02-000-333-03-100	Coordinated Prevention Grant	1,700.00	0.00	0.00	1,700.00	0.00	1,700.00	100.0
	R30 Sub Totals:	1,700.00	0.00	0.00	1,700.00	0.00	1,700.00	100.0
:40	Charges for Services							
02-000-343-70-000	Garbage/Solid Waste	590,000.00	416,352.82	416,352.82	173,647.18	0.00	173,647.18	29.4
02-000-343-70-100	Recycling Charges	167,900.00	132,369.48	132,369.48	35,530.52	0.00	35,530.52	21.1
	R40 Sub Totals:	757,900.00	548,722.30	548,722.30	209,177.70	0.00	209,177.70	27.6
:60	Miscellaneous Revenues							
02-000-361-11-000	Investment Interest	500.00	0.00	0.00	500.00	0.00	500.00	100.0
02-000-362-20-000	Dumpster Delivery Charges	21,500.00	15,746.02	15,746.02	5,753.98	0.00	5,753.98	26.7
02-000-369-90-000	Miscellaneous	500.00	339.28	339.28	160.72	0.00	160.72	32.1
02-000-395-10-000	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.0
	R60 Sub Totals:	22,500.00	16,085.30	16,085.30	6,414.70	0.00	6,414.70	28.5
:90	Other Financing Sources							
02-000-397-10-100	Operating Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.0
	R90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.0
	Revenue Sub Totals:	806,650.00	582,772.90	582,772.90	223,877.10	0.00	223,877.10	27.7
dept 402-402	Dept 000 Sub Totals:	-806,650.00	-582,772.90	-582,772.90	-223,877.10	0.00		
:10	Garbage							
02-402-537-80-100	Salaries and Wages	154,672.00	108,659.34	108,659.34	46,012.66	0.00	46,012.66	29.7
	E10 Sub Totals:	154,672.00	108,659.34	108,659.34	46,012.66	0.00	46,012.66	29.7
:20	Employee Benefits							
02-402-537-80-200	Benefits	80,625.00	50,906.37	50,906.37	29,718.63	0.00	29,718.63	36.8
02-402-537-80-220	Uniforms	800.00	699.45	699.45	100.55	0.00	100.55	12.5
02-402-537-80-230	Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.0
	E20 Sub Totals:	81,425.00	51,605.82	51,605.82	29,819.18	0.00	29,819.18	36.6
:30	Operating and Office Supply							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
02-402-537-80-310	Operating Supplies	3,540.00	3,953.04	3,953.04	-413.04	0.00	-413.04	0.0%
02-402-537-80-320	Office Supplies	2,700.00	1,806.30	1,806.30	893.70	0.00	893.70	33.1%
02-402-537-80-350	Small Tools/Minor Equipment	350.00	1,523.45	1,523.45	-1,173.45	0.00	-1,173.45	0.0%
02-402-537-80-360	Vehicle Operation/Maintenance	33,300.00	11,810.52	11,810.52	21,489.48	0.00	21,489.48	64.5%
02-402-537-80-370	Vehicle Repair	3,000.00	89.46	89.46	2,910.54	0.00	2,910.54	97.0%
02-402-537-80-380	CPG Grant - Clean UP	1,700.00	3,060.77	3,060.77	-1,360.77	0.00	-1,360.77	0.0%
	E30 Sub Totals:	44,590.00	22,243.54	22,243.54	22,346.46	0.00	22,346.46	50.1%
40	Other Services and Charges							
02-402-537-80-410	Professional	9,750.00	3,250.32	3,250.32	6,499.68	0.00	6,499.68	66.6%
02-402-537-80-420	Communication	7,000.00	6,254.28	6,254.28	745.72	0.00	745.72	10.6%
02-402-537-80-430	Travel and Seminars	790.00	1,041.32	1,041.32	-251.32	0.00	-251.32	0.0%
02-402-537-80-460	Insurance	29,000.00	50.00	50.00	28,950.00	0.00	28,950.00	99.8%
02-402-537-80-470	Utilities	2,000.00	1,408.01	1,408.01	591.99	0.00	591.99	29.6%
02-402-537-80-480	Repair and Maintenance	3,975.00	1,998.07	1,998.07	1,976.93	0.00	1,976.93	49.7%
02-402-537-80-490	Miscellaneous	1,235.00	1,957.95	1,957.95	-722.95	0.00	-722.95	0.0%
	E40 Sub Totals:	53,750.00	15,959.95	15,959.95	37,790.05	0.00	37,790.05	70.3%
50	Intergovernmental Services							
02-402-537-80-500	Intergovernmental - Recycle	145,865.00	109,503.79	109,503.79	36,361.21	0.00	36,361.21	24.9%
02-402-537-80-510	Intergovernmental - Disposal F	192,000.00	135,350.00	135,350.00	56,650.00	0.00	56,650.00	29.5%
02-402-537-80-520	Taxes - Excise	30,000.00	19,506.19	19,506.19	10,493.81	0.00	10,493.81	34.9%
	E50 Sub Totals:	367,865.00	264,359.98	264,359.98	103,505.02	0.00	103,505.02	28.1%
60	Capital Outlays							
02-402-594-80-620	Capital Outlay - Buildings	5,000.00	1,509.75	1,509.75	3,490.25	0.00	3,490.25	69.8%
02-402-594-80-640	Capital Outlay - Equipment	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.0%
	E60 Sub Totals:	15,000.00	1,509.75	1,509.75	13,490.25	0.00	13,490.25	89.9%
90	Interfund Services							
02-402-597-30-000	Operating Transfer Out - 104	35,000.00	0.00	0.00	35,000.00	0.00	35,000.00	100.0%
02-402-597-50-010	Operating Transfer Out - 114	16,000.00	16,000.00	16,000.00	0.00	0.00	0.00	0.0%
02-402-597-50-040	Operating Transfer - 001	16,803.00	16,803.00	16,803.00	0.00	0.00	0.00	0.0%
	E90 Sub Totals:	67,803.00	32,803.00	32,803.00	35,000.00	0.00	35,000.00	51.6%
	Expense Sub Totals:	785,105.00	497,141.38	497,141.38	287,963.62	0.00	287,963.62	36.6%
	Dept 402 Sub Totals:	785,105.00	497,141.38	497,141.38	287,963.62	0.00	287,963.62	36.6%
Dept 402-900	Ending Fund Balance					0.00		
95	Ending Fund Balance					0.00		
02-900-508-80-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E95 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	806,650.00	582,772.90	582,772.90	223,877.10	0.00	223,877.10	27.7%
	Fund Expense Sub Totals:	785,105.00	497,141.38	497,141.38	287,963.62	0.00	287,963.62	36.6%
	Fund 402 Sub Totals:	-21,545.00	-85,631.52	-85,631.52	64,086.52	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
und 406	STORMWATER UTILITY FUND							
dept 406-000	Charges for Services	166,000.00	129,863.59	129,863.59	36,136.41	0.00	36,136.41	21.7%
40	Stormwater Utility Fee							
06-000-343-10-000								
R40 Sub Totals:		166,000.00	129,863.59	129,863.59	36,136.41	0.00	36,136.41	21.7%
60	Miscellaneous Revenues	200.00	0.00	0.00	200.00	0.00	200.00	100.0%
06-000-361-11-000	Investment Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
06-000-369-90-000	Miscellaneous							
R60 Sub Totals:		200.00	0.00	0.00	200.00	0.00	200.00	100.0%
90	Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
06-000-395-10-000	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
06-000-397-10-100	Operating Transfer In							
R90 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Revenue Sub Totals:		166,200.00	129,863.59	129,863.59	36,336.41	0.00	36,336.41	21.8%
Dept 000 Sub Totals:		-166,200.00	-129,863.59	-129,863.59	-36,336.41	0.00		
dept 406-406	Salaries and Wages	83,305.00	62,279.55	62,279.55	21,025.45	0.00	21,025.45	25.2%
10	Salaries and Wages							
06-406-531-10-100								
E10 Sub Totals:		83,305.00	62,279.55	62,279.55	21,025.45	0.00	21,025.45	25.2%
20	Employee Benefits	41,280.00	27,183.59	27,183.59	14,096.41	0.00	14,096.41	34.1%
06-406-531-10-200	Benefits							
06-406-531-10-220	Uniforms	400.00	281.53	281.53	118.47	0.00	118.47	29.6%
E20 Sub Totals:		41,680.00	27,465.12	27,465.12	14,214.88	0.00	14,214.88	34.1%
30	Operating and Office Supply	2,250.00	372.46	372.46	1,877.54	0.00	1,877.54	83.4%
06-406-531-10-310	Operating Supplies							
06-406-531-10-320	Office Supplies	500.00	161.96	161.96	338.04	0.00	338.04	67.6%
06-406-531-10-350	Small Tools/Minor Equipment	1,850.00	313.56	313.56	1,536.44	0.00	1,536.44	83.0%
06-406-531-10-360	Vehicle Operation Maintenance	1,800.00	1,249.51	1,249.51	550.49	0.00	550.49	30.5%
06-406-531-10-370	Vehicle Repair	0.00	466.83	466.83	-466.83	0.00	-466.83	0.0%
E30 Sub Totals:		6,400.00	2,564.32	2,564.32	3,835.68	0.00	3,835.68	59.9%
40	Other Services and Charges	19,500.00	0.00	0.00	19,500.00	0.00	19,500.00	100.0%
06-406-531-10-410	Professional Service							
06-406-531-10-420	Communication	1,000.00	1,298.15	1,298.15	-298.15	0.00	-298.15	0.0%
06-406-531-10-430	Travel and Seminars	1,190.00	385.77	385.77	804.23	0.00	804.23	67.5%
06-406-531-10-450	Rentals	0.00	390.36	390.36	-390.36	0.00	-390.36	0.0%

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
06-406-531-10-460	Insurance	9,000.00	50.00	50.00	8,950.00	0.00	8,950.00	99.4%
06-406-531-10-470	Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
06-406-531-10-480	Repair and Maintenance	1,020.00	568.95	568.95	451.05	0.00	451.05	44.2%
06-406-531-10-490	Miscellaneous	184.00	1,107.91	1,107.91	-923.91	0.00	-923.91	0.0%
	E-40 Sub Totals:	31,894.00	3,801.14	3,801.14	28,092.86	0.00	28,092.86	88.0%
50	Intergovernmental Services							
06-406-531-10-510	State Excise Tax	2,700.00	1,743.64	1,743.64	956.36	0.00	956.36	35.4%
	E50 Sub Totals:	2,700.00	1,743.64	1,743.64	956.36	0.00	956.36	35.4%
60	Capital Outlays							
06-406-594-80-640	Capital Outlay - Equipment	5,000.00	1,706.69	1,706.69	3,293.31	0.00	3,293.31	65.8%
	E60 Sub Totals:	5,000.00	1,706.69	1,706.69	3,293.31	0.00	3,293.31	65.8%
90	Interfund Services							
06-406-597-20-010	Operating Transfer - 413 Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
06-406-597-50-020	Operating Transfers Out - 114	4,000.00	4,000.00	4,000.00	0.00	0.00	0.00	0.0%
06-406-597-50-040	Operating Transfer - 001	5,601.00	5,601.00	5,601.00	0.00	0.00	0.00	0.0%
06-406-597-60-030	Operating Transfer Out - 104	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	E90 Sub Totals:	9,601.00	9,601.00	9,601.00	0.00	0.00	0.00	0.0%
	Expense Sub Totals:	180,580.00	109,161.46	109,161.46	71,418.54	0.00	71,418.54	39.5%
	Dept 406 Sub Totals:	180,580.00	109,161.46	109,161.46	71,418.54	0.00	71,418.54	39.5%
	Fund Revenue Sub Totals:	166,200.00	129,863.59	129,863.59	36,336.41	0.00	36,336.41	21.8%
	Fund Expense Sub Totals:	180,580.00	109,161.46	109,161.46	71,418.54	0.00	71,418.54	39.5%
	Fund 406 Sub Totals:	14,380.00	-20,702.13	-20,702.13	35,082.13	0.00		

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Public Hearing PH 1.1  
DATE: October 22, 2015  
SUBJECT: 2016 General Fund Preliminary Budget  
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the council is to hold a public hearing on the preliminary 2016 Budget for the General Fund.

**SUMMARY:**

The city has an obligation to provide levels of service to the community that meet the basic need. Some services are mandated such as floodplain management, Growth Management Act planning, financial reporting, and building inspection. Other services such as public safety, economic development, code enforcement and park maintenance are optional.

Whether a service is mandatory or option, the city has a choice about the level-of-service or level of investment to make when providing services to the community. The budget themes identify areas of strategic investment over the next five years to coincide with the five year forecast.

The 2016 budget forecast anticipates increasing General Fund revenues and expenditures.

**GENERAL FUND:**

The General Fund is the largest fund in the City. The general fund is supported by taxes and fees and generally has no funding restrictions. The general fund and street fund share revenue sources including property taxes and utility taxes.

The fund collects approximately \$1.9 million in revenues to cover expenditures for the city council, city administrator, land use planning and building, public safety, code enforcement, animal control, economic development and parks maintenance. The public safety budget is approximately 61% (\$1,110,655) of the general fund expenditures.

The city's total payroll expenditures for 2016 are approximately \$1,811,420. Only \$466,031 (27%) of staff salaries and benefits are charged to the general fund. The remaining costs are allocated to the street fund (\$116,862) and enterprise funds (\$1,228,527).

The city's general fund budget is built around the city's long-range strategic plan approved by the city council at the budget retreat in 2016. The strategic plan ensures the city's resources are aligned to achieve the city council's long-range goals. The city council identified four strategic goals:

- Public Safety;
- Economic Development;
- Community Development
- Fiscal Responsibility.

## **REVENUE ASSUMPTION AND CHANGES**

### Property Tax

The Snohomish County Assessor has notified the City of Sultan that the assessment value of existing property for Property Taxes Payable in 2016 will increase by 11%

The city reached its maximum levy rate of \$1.60/\$1,000 assessed value in 2011. Property tax revenues are divided between the General Fund, Street Fund, Police Bond Fund (voter approved) and the general obligation bond for the community center (councilmatic). This will limit the actual amount of revenue collected and will provide banked capacity for future years.

### B&O Tax on Utilities

The collection of utility tax has been healthy and meet or exceeded projections.

### Utility Taxes

The city council approved changing the percentage of Electric Utility Tax allocated between the Street Fund and the General Fund. City staff recommends continuing the 70/30 split between the General Fund and the Street Fund. General Fund Utility taxes are expected to keep pace with inflation.

### Liquor Revenue

Changes in state law have resulted in an impact to liquor profit revenues. The general fund revenue in 2016 will be approximately \$40,912.

### Building Permits:

Thirty-nine (39) residential building permits are anticipated in 2016. The city's major source of variable revenues are land use and building permit fees. The city is required to use building permit revenues to support building permit services including land use permit processing, building plan review, building and infrastructure inspections and overhead.

### Miscellaneous - Investment Interest.

Code cities may 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.

Investment interest is anticipated to be minimal in 2016. The federal government is intentionally keeping interest rates low to stimulate the economy.

Since investment interest is nominal, interest earned from the utility funds is now allocated to the fund in which it is earned rather than transferring the interest revenues to help balance the general fund.

### Operating Transfer In.

In 2012, the City began charging the enterprise funds (water, sewer, garbage, stormwater, streets and cemetery) \$56,011 "rent" for the use of the public works shop and city hall owned by the general fund. The general fund "owns" city hall and the public works shop buildings located on First Street. City staff established a market rate rent for city hall (\$.876/square foot) and the public works shop building (\$.438/square foot) based on the city's lease with the post office for the building at US 2 and 4th Street.

### Interfund Rents

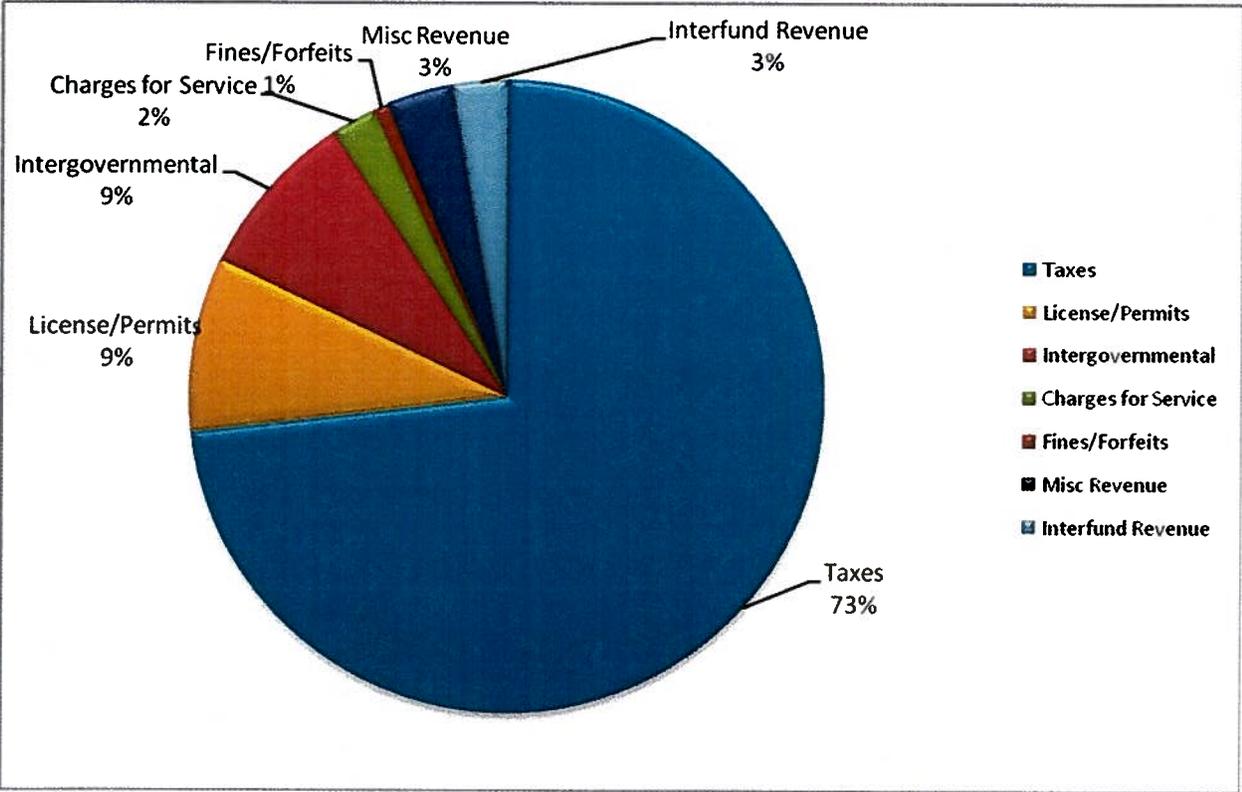
Rents are charged to the Street, Cemetery, Water, Sewer, Garbage and Stormwater funds based on the following calculations:

Total Rents	Square Feet	\$/Sqft	Less "Credits for GF use	Adjusted Total
Shop	4939	.876	(\$9,780)	\$31,727
City Hall	4228	.438	(\$20,160)	\$24,285
<b>Total</b>				<b>\$56,011</b>

The following is a summary by revenue type:

**2016 General Fund Revenues**

<b>Taxes</b>	<b>\$1,436,332</b>
<b>License/Permits</b>	<b>\$175,500</b>
<b>Intergovernmental</b>	<b>\$169,431</b>
<b>Charges for Service</b>	<b>\$44,800</b>
<b>Fines/Forfeits</b>	<b>\$15,600</b>
<b>Misc Revenue</b>	<b>\$65,540</b>
<b>Interfund Revenue</b>	<b>\$56,011</b>
<b>Total</b>	<b>\$1,963,214</b>



## 2016 Budget

## 001 GENERAL FUND

Account	Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
001-000-308-80-000	Beginning Fund Balance	181,611	66,924	0		
001-000-311-10-000	Real/ Personal Property Tax	423,849	360,403	336,250	404,769	462,636
001-000-313-11-000	Retail Sales and Use	278,295	254,064	319,692	310,000	350,000
001-000-313-71-000	Sales Tax - Criminal Justice	62,462	67,305	70,839	60,000	60,000
001-000-316-41-000	B & O Electric	147,084	174,957	184,848	165,000	178,000
001-000-316-42-000	Water Utility Tax	51,444	57,625	58,537	58,000	63,396
001-000-316-43-000	B & O Gas	48,008	56,679	60,381	60,000	50,000
001-000-316-44-000	Sewer Utility Tax	75,106	77,294	76,557	77,125	79,800
001-000-316-46-000	B & O Cable	49,360	56,529	67,119	59,000	63,000
001-000-316-47-000	B & O Telephone	144,480	106,521	92,015	95,000	93,000
001-000-316-48-000	Garbage Utility Tax	34,291	35,503	36,250	34,000	33,000
001-000-316-81-000	Gambling Tax	2,856	2,221	2,899	2,000	3,500
	Total Taxes	1,317,233	1,249,101	1,305,386	1,324,894	1,436,332
001-000-321-91-000	Cable Franchise Fees	60,205	61,317	49,481	50,000	52,000
001-000-321-99-000	Business License	16,558	14,567	14,804	17,000	15,000
001-000-322-10-100	Buildings, Structures	4,101	14,827	39,897	54,000	97,500
001-000-322-10-200	Permits - Other	9,809	6,425	12,999	8,000	9,000
001-000-322-30-000	Animal Licenses	1,430	1,729	1,327	1,500	1,000
001-000-322-90-000	Non Business Permits	657	3,316	1,860	1,500	1,000
	Total License/Permits	92,760	102,181	120,368	132,000	175,500
001-000-334-04-200	Plan Grant - Dept of Com.	0	16,970	9,000	9,000	4,500
001-000-335-03-910	PUD Privilege Tax	25,828	26,945	28,398	27,000	29,000
001-000-336-04-980	Local Government Assistance	48,838	68,517	98,113	70,000	70,000
001-000-336-06-210	Criminal Justice Funding	1,049	1,121	1,225	1,166	1,310
001-000-336-06-260	CJ Special Programs	2,610	2,750	2,969	2,652	2,894
001-000-336-06-510	DUI Cities	870	847	839	900	700
001-000-336-06-510	Liquor Excise	0	0	0	-	20,732
001-000-336-06-950	Liquor Board Profits	63,579	45,010	50,162	40,912	40,295
	Total Intergovernmental	142,774	162,160	190,706	151,630	169,431
001-000-341-81-000	Copies and Certifications	281	120	191	300	300

001-000-341-91-000	Candidate Filing Fees	0	144	18	140	0
001-000-341-99-000	Passport Fees	8,405	7,011	9,210	8,500	7,000
001-000-345-81-000	Zoning and Subdivision Fees	1,900	21,912	3,400	5,000	4,000
001-000-345-83-000	Plan Check Fees	1,736	14,660	14,032	32,000	30,000
001-000-345-85-010	Administrative Fees	0	0	490	1,400	2,500
001-000-345-89-010	Prof. - Hearing Examiner	0	0	100	500	0
001-000-345-89-000	Other Environment Protection	0	1,420	1,000	1,000	1,000
		12,322	45,266	28,442	48,840	44,800
001-000-353-10-100	District Court	25,418	15,557	14,036	12,000	13,000
001-000-353-10-300	Violations Bureau	3,835	1,222	1,006	1,500	1,500
001-000-354-10-000	Parking Infractions	90	0	90	100	100
001-000-359-90-000	Animal Control Fines	436	861	783	500	700
001-000-359-90-010	Animal Control Fees	365	103	163	500	300
	Total Fines/Forfeits	30,144	17,742	16,078	14,600	15,600
001-000-361-11-000	Investment Interest	234	377	437	500	1,000
001-000-361-40-000	Sales Tax Interest	123	80	92	120	180
001-000-362-40-000	Rents and Royalties	54,343	31,025	6,531	7,500	7,000
001-000-362-50-000	Rental Income Post Office	0	18,813	47,860	47,860	47,860
001-000-367-11-010	Contributions/Donations	2,800	7,738	300	5,000	5,000
001-000-369-90-000	Miscellaneous /NSF fees	16,234	25,638	5,007	4,000	4,500
	Total Miscellaneous	73,734	83,670	60,226	64,980	65,540
001-000-397-10-100	Operating Transfer In	51,096	51,380	56,010	56,011	56,011
		51,096	51,380	56,010	56,011	56,011
	<b>Total Revenues</b>	<b>1,901,674</b>	<b>1,778,426</b>	<b>1,777,215</b>	<b>1,792,955</b>	<b>1,963,214</b>

## **GENERAL FUND EXPENDITURES**

The 2016 proposed has been increased by \$205,397 from the 2015 adopted budget. The major area of change includes the need to update the Comprehensive Plan beginning in 2016 and the increase in building activity. The General Fund is comprised of 13 departments and provides:

- General management and financial services
- Law Enforcement services
- Planning and Building services
- Parks and recreation service

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.

### **Council - 2016 Budget Proposal**

The 2016 budget for the Council includes an increase in salary allocation and travel and training.

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
005	<b>Legislative</b>					
001-005-511-60-100	Salaries and Wages	7,898	7,700	6,112	6,510	7,998
001-005-511-60-200	Benefits	865	1,017	800	498	612
001-005-511-60-310	Office/Operating	824	534	135	100	100
001-005-511-60-311	Office - Mayor	170	52	35	500	500
001-005-511-60-430	Travel and Seminars	4,403	4,809	5,096	4,300	5,000
001-005-511-80-490	Voter Registration	5,832	5,812	4,805	4,800	5,070
	Total Legislative	19,993	19,926	16,984	16,708	19,280

### **Executive - 2016 Budget Proposed**

The 2016 Executive budget salary and benefits have been adjusted to reflect the work schedule of the City Administrator.

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
010	<b>Executive/Administrative</b>					
001-010-513-10-100	Salaries and Wages	24,983	23,001	45,920	42,637	45,035
001-010-513-10-200	Benefits	4,931	6,576	16,532	17,913	16,542
001-010-513-10-420	Communication	26	707	1,086	500	900
001-010-513-10-430	Travel and Seminars	3,364	2,511	2,590	1,500	2,000
001-010-513-10-490	Miscellaneous	184	50	50	100	100
	Total Executive	33,488	32,845	66,178	62,650	64,577

**Finance - 2016 Budget Proposed**

The major changes to the 2016 proposed budget for Financial Administration is the addition of the Deputy Treasurer position that was filled in 2015. The City will need to have a single audit next year due to the amount of federal funding received. The accountability audit was done in 2015 and is completed every other year.

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
015	Finance Administration					
001-015-514-23-100	Salaries and Wages	35,725	35,668	38,434	46,211	61,128
001-015-514-23-200	Benefits	10,860	15,671	16,700	23,565	27,907
001-015-514-23-320	Office Supplies	289	551	448	200	300
001-015-514-23-412	Audit Costs	14,604	7,032	3,731	6,000	6,000
001-015-514-23-430	Travel and Seminars	2,381	1,274	1,259	1,500	1,500
001-015-514-23-491	Bank Fees	2,322	921	908	650	800
001-015-514-23-490	Miscellaneous Expense	0	665	1,063	350	1,000
001-015-518-60-460	Judgments/Settlements	0	0	12,750	-	-
	Total Finance	66,182	61,782	75,293	78,476	98,635

**Grants, Economic Development, Volunteer - 2016 Budget Proposed**

The Grants/Economic Development 2016 budget has been increased by \$6,398. The Grant Coordinator was reduced to a 30 hours per week in 2015.

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
020	Grants					
001-020-514-60-100	Salaries and Wages	40,272	24,537	22,244	12,311	18,774
001-020-514-60-200	Benefits	6,287	8,538	7,654	6,662	7,547
001-020-514-60-311	Economic Development	4,903	614	1,187	3,000	2,000
001-020-514-60-320	Office Supplies	23	47	62	100	100
001-020-514-60-430	Travel and Seminars	1,588	510	288	500	750
001-020-514-60-491	Volunteer Program	542	957	835	1,200	1,000
	Total Grants	53,614	35,203	32,271	23,773	30,171

**Legal and General Governmental Services – 2016 Budget Proposal**

Legal fees have remained the same for 2016. The city has not had the personnel and land use issues experienced from 2010-12. City staff have been directed to use MRSC for information rather than call the attorney.

General government fees for insurance have increased because they are being charged under Other Governmental Services instead of to each department in the General fund.

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
025	Legal Services					
001-025-515-30-100	Salaries and Wages	3,964	3,835	3,895	3,999	4,449
001-025-515-30-200	Benefits	1,388	1,543	1,557	1,939	1,894
001-025-515-30-411	Legal - Litigation Fees	76,946	34,370	119,173	40,000	40,000
001-025-515-70-510	Crime Victim Services	335	404	150	500	500
	<b>Total Legal</b>	<b>82,635</b>	<b>40,152</b>	<b>124,775</b>	<b>46,438</b>	<b>46,843</b>

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
035	Other Governmental Services					
001-035-518-90-310	Office/Operating Supplies	9,988	9,820	12,121	9,000	10,000
001-035-518-90-340	Books and Periodicals	1,067	5,528	4,710	1,000	1,300
001-035-518-20-490	Organization Dues	6,039	3,670	1,091	4,000	8,600
001-035-518-90-410	Professional Services	19,201	6,154	7,013	6,000	4,000
001-035-518-90-420	Communication	6,812	6,591	6,364	6,085	6,000
001-035-518-90-440	Ads and Legal Notices	3,364	1,165	2,592	2,000	2,000
001-035-518-90-460	Insurance	32,207	36,174	54,780	44,578	47,000
001-035-518-90-470	Utilities	4,599	4,489	5,436	5,340	5,500
001-035-518-90-480	Repair and Maintenance	130	619	318	500	1,000
001-035-518-90-490	Miscellaneous	856	1,453	501	1,300	1,000
	<b>Total Other Gov.</b>	<b>84,262</b>	<b>75,662</b>	<b>94,926</b>	<b>79,803</b>	<b>86,400</b>

**Law Enforcement and Emergency Services - 2014 Budget Proposed**

The police operating budget includes funding to support city staff time for managing the violations bureau (traffic infractions), the professional services contract with the Snohomish County Sheriff's Office and intergovernmental services including SnoPac and the city's proportionate share of the 800 Mhz system. Law enforcement agency fees for court costs, prosecuting attorney and jail fees are also covered in the law enforcement budget.

The city signed 5 year Interlocal Agency Agreement with the Snohomish County Sheriff's Office in December 2013 effective January 1, 2014 through December 31, 2018.

The city completed installation of the siren warning system in 2015. PUD contributes \$2,500 annually for needed maintenance and repair.

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
040	Law Enforcement					
001-040-521-20-100	Salaries and Wages	2,053	2,003	2,121	2,204	2,411
001-040-521-20-200	Benefits	444	856	954	1,014	1,619
001-040-521-20-210	Disability Insurance	12,034	12,034	6,666	6,160	6,600
001-040-521-20-320	Operating Supplies	0	0	0	100	100
001-040-521-20-490	Miscellaneous	726	0	0	500	1,000
001-040-521-20-411	Professional SnoCty	958,931	909,980	877,762	901,771	929,725
001-040-521-20-500	Intergovernmental - SNOPAC	61,059	59,731	62,488	62,480	63,000
001-040-521-20-510	Intergovernmental - 800 MHZ	13,857	14,651	14,915	14,900	13,800
	<b>Total Law</b>	<b>1,049,103</b>	<b>999,254</b>	<b>964,907</b>	<b>989,129</b>	<b>1,018,255</b>

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
045	Law Enforcement Agency Fees					
	Misc- Court Filing Fees					
001-045-521-90-491		12,664	5,756	7,036	5,700	7,000
	Professional Prosecutor					
001-045-521-90-412		31,542	9,187	8,146	13,500	60,000
	Public Defender Attorney					
001-045-521-90-411		0	17,040	21,670	20,400	20,400
	Miscellaneous - Jail Fees					
001-045-521-90-492		50,764	34,036	26,182	32,000	5,000
	<b>Total Law Agency</b>	<b>94,970</b>	<b>66,018</b>	<b>63,034</b>	<b>71,600</b>	<b>92,400</b>

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
050	Emergency Services					
001-050-525-50-310	Operating Supplies	0	0	75	100	100
001-050-525-50-480	Repair and Maintenance	1,292	0	1,292	500	1,000
001-050-525-10-510	Emergency Mgmt	3,776	5,177	5,240	5,385	5,400
	<b>Total Emergency</b>	<b>5,068</b>	<b>5,177</b>	<b>6,607</b>	<b>5,985</b>	<b>6,500</b>

**Code Enforcement, Planning and Building - 2016 Budget Proposal**

The 2016 budget provides for a full time Community Services Officer position and support funding.

Update of the Comprehensive Plan in 2016 increased the budgetary emphasis on Long Range Planning. Planning Division's costs to participate in development of plans for the Sewer, Water, Solid Waste, and Stormwater Utilities will be allocated to the utility funds..

The Building Division continues to operate in cooperation with the Snohomish County Building Division for plan review and inspection services. Staff time allocation for the building permit assistant has been increased to 85% due to the anticipated building activity in 2016.

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
060	Code Enforcement					
001-030-554-30-100	Salaries and Wages	21,679	20,289	25,454	29,894	27,878
001-030-554-30-200	Benefits	5,224	5,465	6,759	23,814	21,870
001-030-554-30-310	Office/Operating Supplies	1,216	2,767	1,106	1,500	1,000
001-030-554-30-360	Vehicle Operation/Maintenance	1,732	337	7,364	1,650	500
001-030-554-30-410	Professional Services	566	124	124	750	2,000
001-030-554-30-430	Travel and Seminars	365	25	250	250	1,000
	<b>Total Code</b>	<b>30,782</b>	<b>29,007</b>	<b>41,056</b>	<b>57,858</b>	<b>54,248</b>

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
065	Planning and Development					
001-065-558-60-100	Salaries and Wages	113,482	77,095	69,482	58,589	50,175
001-065-558-60-200	Benefits	37,377	30,599	29,232	31,183	26,244
001-065-558-60-310	Office/Operating Supplies	439	75	125	200	200
001-065-558-60-411	Professional Services	2,760	531	43,223	75,000	125,000
001-065-558-60-420	Communication	528	305	357	500	500
001-065-558-60-430	Travel and Seminars	2,286	935	627	1,500	1,500
001-065-558-60-440	Ads and Legal Notices	1,369	535	497	700	600
001-065-558-60-490	Miscellaneous	967	855	2,262	900	700
	<b>Total Planning</b>	<b>159,207</b>	<b>110,929</b>	<b>145,804</b>	<b>168,572</b>	<b>204,919</b>

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
070	Building and Community Dev.					
001-070-558-50-100	Salaries and Wages	39,979	23,761	9,238	14,729	46,877
001-070-558-50-200	Benefits	15,088	11,809	5,173	8,673	30,982
001-070-558-50-310	Operating Supplies	206	196	936	250	250
001-070-558-50-340	Books and Periodical	0	0	0	1,200	100
001-070-558-50-410	Professional Services	1,525	0	0	500	500
001-070-558-50-420	Communication	1,019	856	863	250	300
001-070-558-50-430	Travel and Seminars	1,451	690	625	600	1,500
001-070558-50-490	Miscellaneous	50	160	255	200	200
001-070-558-50-510	SnoCty Plan/Building Service	12,573	8,477	21,372	13,000	23,000
	<b>Total Building</b>	<b>71,891</b>	<b>45,948</b>	<b>38,462</b>	<b>39,402</b>	<b>103,709</b>

**Public Health and Library Services - 2016 Budget Proposal**

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
<b>075</b>	<b>Public Health</b>					
001-075562-50-510	Intergovernmental	2,471	1,063	753	1,000	1,200
	Total Health	2,471	1,063	753	1,000	1,200
<b>080</b>	<b>Library</b>					
001-080-572-20-470	Utilities	6,876	6,696	5,802	6,500	6,500
	Total Library	6,876	6,696	5,802	6,500	6,500

**Park Services - 2016 Budget Proposal**

There are no major changes proposed to park services. The city will continue to maintain the current levels of service in parks to the community.

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
<b>085</b>	<b>Parks and Recreation</b>					
001-085-576-80-100	Salaries and Wages	40,847	32,985	40,278	39,463	44,825
001-085-576-80-200	Benefits	17,821	12,598	14,781	20,584	21,265
001-085-576-80-220	Uniforms	498	339	154	250	250
001-085-576-80-310	Office/Operating Supplies	2,678	3,678	4,117	3,135	4,500
001-085-576-80-350	Small Tools/Minor Equipment	398	1,263	782	3,750	1,000
001-085-576-80-360	Vehicle Maintenance	0	1,546	1,263	1,600	1,600
001-085-576-80-370	Vehicle Repair	165	488	457	500	600
001-085-576-80-410	Professional Services	0	0	0	1,000	-
001-085-576-80-420	Communication	564	638	738	600	800
001-085-576-80-430	Travel and Seminars	95	15	265	222	300
001-085-576-80-450	Rentals	3,330	0	0	1,000	-
001-085-576-80-460	Insurance	956	3,035	0	-	-
001-085-576-80-470	Utilities	2,751	117	3,167	3,300	3,300
001-085-576-80-480	Repair and Maintenance	446	109	10	5,000	3,000
001-085-576-80-490	Miscellaneous	399	146	199	100	100
001-085-594-80-640	Capital - Equipment	33	73	0	9,000	3,000
001-085-597-55-000	Operating Transfer Out	0	1,000	0	3,000	7,000
	Total Parks	70,981	58,028	66,212	92,504	91,540

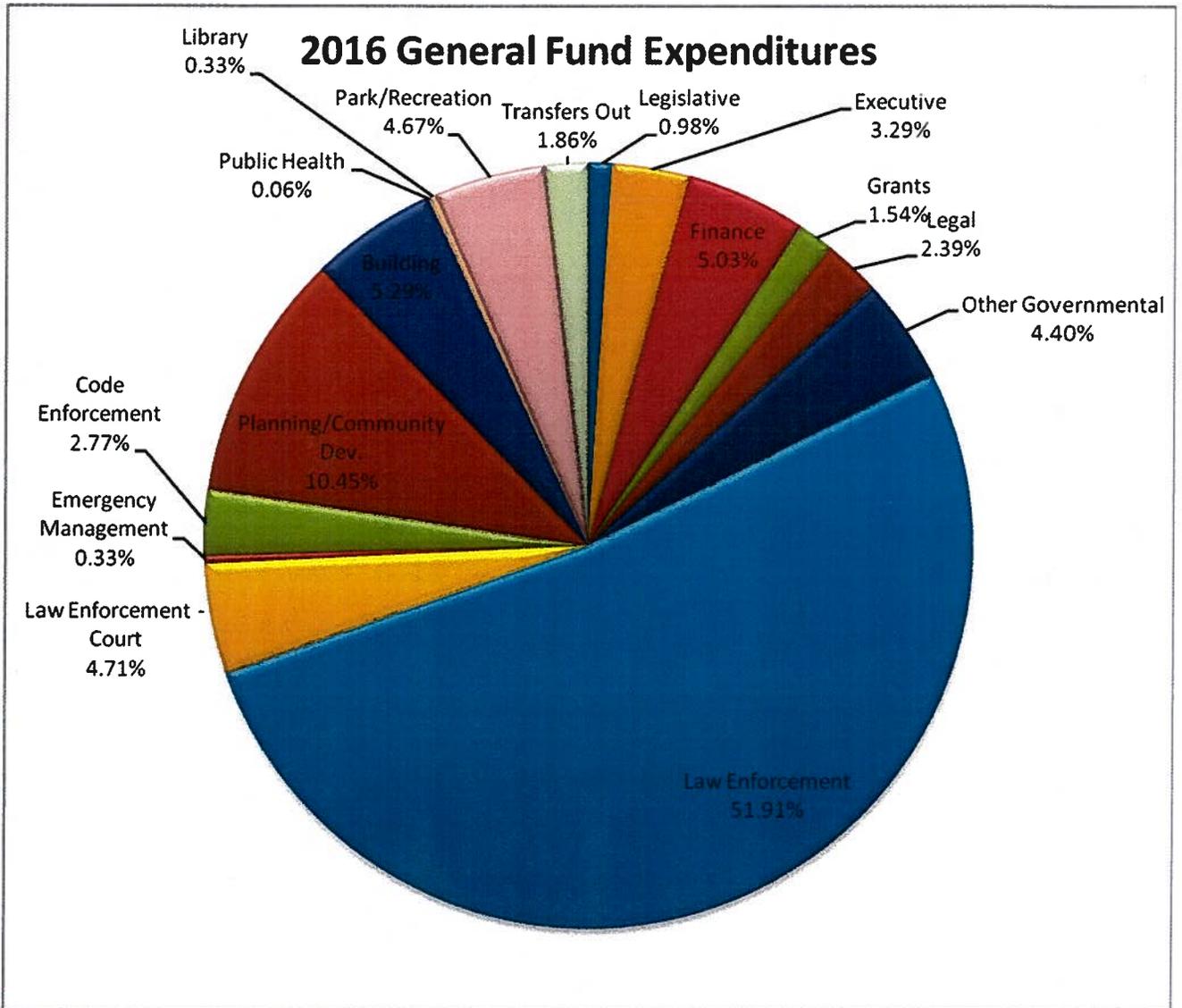
**Other Financing Sources:**

The 2016 budget provides for a transfer to the Building Maintenance fund for future infrastructure improvements such as the repair of the Visitor Center and resealing of the brick work on City Hall.

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
E90	Interfund Services					
001-090-597-55-000	Operating Transfer Out -100	1,798	27,121	0	6,798	15,916
001-090-597-55-000	Operating Transfer Out -113	0	0	0	-	8,500
001-090-597-55-001	Operating Transfer Out - 114	8,576	9,000	9,000	9,000	12,000
		10,374	36,121	9,000	15,798	36,416

**2016 General Fund Budget Expenditure**

Legislative	\$19,280
Executive	\$64,577
Finance	\$98,635
Grants	\$30,171
Legal	\$46,843
Other Governmental	\$86,400
Law Enforcement	\$1,018,255
Law Enforcement - Court	\$92,400
Emergency Management	\$6,500
Code Enforcement	\$54,248
Planning/Community Dev.	\$204,919
Building	\$103,709
Public Health	\$1,200
Library	\$6,500
Park/Recreation	\$91,540
Transfers Out	\$36,416
<b>Total GF Expenditures</b>	<b>\$1,961,593</b>



**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

Agenda Item #: Public Hearing 1.2  
 Date: October 22, 2015  
 SUBJECT: 2016 Budget - Debt Service Funds  
 CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**Issue:**

The issue before the Council is to hold a public hearing on the 2016 budgets for the Debt Service funds.

**Summary:**

The City has General Obligation debt bonds for construction of the Community Center issued in 1999 and for the 2004 bonds for Police Equipment. The City pledges the assets of the city (property taxes) to pay the general obligation bonds for the Community Center. The Police equipment bonds were a voted issue and additional property tax is assessed to make annual payments.

The Water and Sewer Funds have revenue bonds and Public Works Trust Fund (PWTF) loans for capital projects. The assets of the Water and Sewer Utility are pledged to make payments. The source of funding for payments can be user fees from rate payments, connection fees and reserve funds.

**203 Limited GO Tax Bond Fund:**

The General Obligation Tax bonds for the Community Center/Library are a General Fund obligation. In 1999 the City issued bonds for the construction of the Community Center/Library. This was a council approved bond issue, not a voted issue. The bonds will mature in 2018. The finance issue the city will face with this bond is the escalating principle payment for the remainder of the bond. (Table A-1)

The bond payments must be made from property taxes, real estate excise tax (REET 1) funds or other general fund sources. In 2016, property taxes and Real Estate Excise (REET) will be used make the payments.

<b>203 LIMITED GO TAX BOND FUND</b>						
<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
203-000-308-80-000	Beginning Fund Balance	46	414	2,222	0	34,850
203-000-311-10-000	Property Taxes	109,443	101,662	128,688	115,270	75,000
203-000-361-11-000	Investment Interest	229	223	25	305	300
203-000-397-20-000	Operating Transfer In	25,000	35,000	20,000	30,000	40,000
		134,718	137,299	150,935	145,575	150,150
<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
203-203-514-20-410	Professional Services	302	302	302	305	400
203-203-591-15-710	Bond - Principal	95,000	100,000	110,000	120,000	130,000
203-203-592-15-800	Bond - Interest	39,003	34,775	30,275	25,270	19,750
		134,304	135,077	140,577	145,575	150,150

**Table A-1**

## Community Center Bonds

Payment Schedule		2016	2017	2018	Total Due
GO Bonds Community Center	Principle	130,000	140,000	150,000	420,000
Non Voted Issue	Interest	19,750	13,705	7,125	40,580
Total		149,750	153,705	157,125	460,580

**205 Police GO Bond Fund:**

In 2004 the City issued bonds to pay for the 800 MHz communication system and for capital improvements to the Police Station. This was a voted issue and an additional levy on property located within the city limits. An ordinance will be adopted as part of the budget process to levy the required taxes to meet the annual payment. The bonds will mature in 2024.

**203 POLICE GO BOND FUND**

Account	Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
205-000-308-80-000	Beginning Fund Balance	25,909	22,632	18,612	0	0
205-000-311-11-000	Property Tax	25,877	29,538	32,432	31,673	30,803
205-000-361-11-000	Investment Interest	107	97	44	305	400
Total		51,894	52,267	51,088	31,978	31,203

Account	Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
205-205-514-20-410	Professional Services	302	302	302	305	400
205-205-591-21-700	Bond - Principal	15,000	20,000	20,000	20,000	20,000
205-205-592-21-800	Bond - Interest	13,960	13,353	12,523	11,673	10,803
Total		29,262	33,655	32,825	31,978	31,203

**Table B-1**

		2016	2017	2018	2019-24	Outstanding Total
GO Bonds Police Equipment	Principle	20,000.00	20,000.00	20,000.00	160,000.00	220,000.00
Voted Issue	Interest	10,802.50	9,912.50	9,002.50	29,493.00	59,210.50
Total		30,802.50	29,912.50	29,002.50	189,493.00	279,210.50
<b>Total GO Bond Debt</b>		<b>180,552.50</b>	<b>183,617.50</b>	<b>186,127.50</b>	<b>189,493.00</b>	<b>279,210.50</b>

**207 LID Bond Fund**

The LID Bond payments are made by the benefited property owners who receive annually billing statements in December. The LID (Local Improvement District) project is a sewer line from the Sultan Basin Road to Rice Road that was constructed in 1997 that runs parallel to Wagley Creek. Payments on the bonds are from assessment against the benefitted properties. The LID payments are for 18 years and are considered a lien against the property. The bonds will mature in 2021.

**207 LID GUARANTY AND BOND FUND**

Account	Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
207-000-308-80-000	Beginning Fund Balance	422,149	361,269	297,857	105,625	117,189
207-000-361-11-000	Penalties	5,266	0	1,096	1,000	1,000
207-000-359-90-100	Investment Interest	895	685	856	500	800
207-000-361-40-000	Interest Payments	67,313	43,170	50,872	50,000	47,733
207-000-368-10-000	Principle Payments	112,578	86,814	119,258	127,000	122,278
		608,201	491,938	469,939	284,125	289,000

Account	Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
207-207-514-201-410	Professional Services	1,565	3,690	1,877	300	4,000
207-207-591-35-790	Principal	205,000	205,000	205,000	205,000	205,000
207-207-592-35-820	Interest	109,368	99,528	89,278	78,825	80,000
		315,933	308,218	296,155	284,125	289,000

**Table C - 1  
LID 97-1**

		2015	2016	2017	2018-21	Total Outstanding
LID 97-1	Principle	205,000	205,000	205,000	820,000	1,435,000
	Interest	0	80,000	80,000	109,266	269,266
	Total	205,000	285,000	285,000	929,266	1,704,266

**403 Water Revenue Bond Fund:**

Water/Sewer Revenue Bonds were issued in 1996 to fund system improvements. The assets of the Water and Sewer Utility Funds were pledged as security for the bonds. The funding source for the bond payment is transfer from the Water and Sewer Utility Funds. Each fund will contribute \$60,000 towards bond payments. Water and Sewer revenue bonds were used to fund Main Street and Eighth Street main line upgrades and replacement. The bonds will mature in 2016.

The City refinanced the bonds which lowered the interest payments in 2012-2016. The overall savings on the refinancing was \$41,783. Table D-1 shows the revised debt service schedule.

In 2014, the city issues \$2,870,000 in Water/Sewer Utility Bonds to finance the Booster Pump Station, Lift Station upgrades and water, sewer and storm lines on Alder, 4<sup>th</sup> and High streets.

**403 WATER REVENUE BOND FUND**

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
403-000-308-80-000	Beginning Fund Balance	57,351	74,767	75,414	0	0
403-000-361-11-000	Investment Interest	188	167	7,275	700	400
403-000-391-20-000	Bond Proceeds	0	0	2,981,720	0	0
403-000-397-30-300	Operating Transfer In (400/401)	130,000	127,000	100,000	343,400	345,300
		<u>187,539</u>	<u>201,934</u>	<u>3,164,409</u>	<u>344,100</u>	<u>345,700</u>

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
403-403-514-20-410	Professional Services	320	0	10,481	700	400
403-403-591-80-720	Bond - Principal	105,000	120,000	120,000	195,000	245,000
403-403-592-80-830	Bond - Interest	7,454	6,520	5,230	147,891	100,300
403-403-597-00-100	Transfer Out	0	0	940,576	0	0
		<u>112,774</u>	<u>126,520</u>	<u>1,076,287</u>	<u>343,591</u>	<u>345,700</u>

**Table D-2**

<b>Refunded Bonds</b>		<b>2016</b>	<b>Outstanding Total</b>
W/S Revenue Bonds	Principle	125,000	125,000
(Refunded bonds)	Interest	1,250	1,250
<b>Total Revenue Bond Debt</b>		<u>126,250</u>	<u>126,250</u>
Prior Debt Service		128,875	128,875
Savings Achieved		<u>2,625</u>	<u>2,625</u>

<b>2014 Issue</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019-33</b>	<b>Outstanding Total</b>
W/S Revenue Bonds	Principle	120,000	120,000	125,000	2,430,000	2,795,000.00
	Interest	99,050	96,650	94,250	907,700	1,197,650.00
<b>Total Revenue Bond Debt</b>		<u>219,050</u>	<u>216,650</u>	<u>219,250</u>	<u>3,337,700</u>	<u>3,992,650.00</u>

**412 Water Debt Service Fund:**

The purpose of this fund is to provide for the payment of debt service incurred by the Water Utility System for capital projects. The fund has outstanding debt for the previous the connection to the Everett Waterline and for the second reservoir.

The funding for debt service has been from operating fund transfers. For 2015 the debt service payments will be made from the operating fund (Water Utility Fund – 400). The Public Works Trust Fund (PWTF) loan documents pledge the assets of the Water Utility for repayment of the loan

The following details the debt schedule for the water system. The loans for the water reservoir and water filtration plant will be paid in full in 2018.

**412 WATER SYSTEM DEBT FUND**

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
412-000-308-80-000	Beginning Fund Balance	35,810	32,575	32,945	20,000	10,000
412-000-361-11-000	Investment Interest	78	70	79	0	0
412-000-379-10-000	Connection Fees	0	0	0	0	0
412-000-397-10-100	Operating Transfer In	137,000	137,000	133,088	109,478	115,864
		<u>172,888</u>	<u>169,645</u>	<u>166,112</u>	<u>129,478</u>	<u>125,864</u>

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
412-412-591-34-780	State Revolving Fund Principal	57,147	57,147	57,147	57,148	57,147
412-412-591-34-781	PWTF Loan Principle	57,559	57,559	57,559	57,559	57,559
412-412-592-34-831	State Revolving Fund Interest	9,606	13,715	11,429	9,144	6,858
412-412-592-34-830	PWTF Loan Interest	16,001	8,279	6,953	5,627	4,300
		<u>140,313</u>	<u>136,701</u>	<u>133,088</u>	<u>129,478</u>	<u>125,864</u>

**Table E-1  
WATER DEBT SERVICE SCHEDULE**

		<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019-22</b>	<b>Outstanding Total</b>
PW 98-791-063 Water Reservoir	Principle	41,550	41,550	41,550	0	124,651
	Interest	3,740	2,493	1,247	0	7,479
		<u>45,290</u>	<u>44,043</u>	<u>42,797</u>	<u>0</u>	<u>132,130</u>
SFF 97-78-897-076 Water Filtration Plant	Principle	57,147	57,147	57,147	0	171,441
	Interest	6,858	4,572	2,286	0	13,715
		<u>64,005</u>	<u>61,719</u>	<u>59,433</u>	<u>0</u>	<u>185,157</u>
PW 02-691-PRE 119 Regional Water Supply line	Principle	16,009	16,009	16,009	64,036	112,063
	Interest	560	480	400	800	2,241
		<u>16,569</u>	<u>16,489</u>	<u>16,409</u>	<u>64,836</u>	<u>114,303</u>
	Total Principle	114,706	114,706	114,706	64,036	408,155
	Total Interest	11,157	7,545	3,933	800	23,435
	<b>Total Water Service Debt</b>	<b>125,864</b>	<b>122,251</b>	<b>118,639</b>	<b>64,836</b>	<b>431,590</b>

**413 Sewer Debt Service Fund:**

The purpose of this fund is to provide for the payment of debt service incurred by the Sewer Utility System for capital projects. The fund has outstanding debt for the previous expansion of the existing Wastewater Treatment Plant, the I & I Reduction program and for the Stormwater Report.

The funding for debt service is from current customers. For 2016, the debt service payments will all be made from the operating funds (Sewer Utility Fund – 401). The PWTF loan documents pledge the assets of the Sewer Utility for repayment of the loan.

The following details the debt schedule for the sewer and stormwater systems. The loan for the sewer plant upgrade will be paid in full in 2016 and stormwater report was paid in full in 2015.

**413 SEWER SYSTEM DEBT FUND**

Account	Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
413-000-308-80-000	Beginning Fund Balance	68,995	69,396	70,913	21,800	0
413-000-361-11-000	Investment Interest	167	151	174	0	0
413-000-379-10-000	Connection Fees	0	0	0	0	0
413-000-397-10-100	Operating Transfer In	425,700	216,032	194,744	183,182	181,757
		494,862	285,579	265,831	204,982	181,757

Account	Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
431-413-591-35-700	PWTF Principal Payment	385,868	177,535	177,535	177,536	177,536
	State Revolving Fund	27,483	27,953	8,217	21,474	0
431-413-591-35-780	Principal					
	State Revolving Fund	1,148	679	415	322	0
413-413-592-35-831	Interest					
	PWTF Interest	10,966	8,499	7,073	5,647	4,221
413-413-592-35-830						
		425,466	214,666	193,239	204,979	181,757

**Table F-1**

**SEWER DEBT SERVICE SCHEDULE**

		2016	2017	2018-24	Outstanding Total
Sewer					
PW 596-790-056	Principle	107,676	0	0	107,676
Sewer Plant Upgrade	Interest	1,077			1,077
	Total	108,752	0	0	108,752
PW 04-691-064	Principle	69,859	69,859	489,016	628,734
Sewer I & I Project	Interest	3,144	2,794	9,780	15,718
	Total	73,003	72,654	498,796	644,453
Total Sewer Service Debt		181,756	72,654	498,796	753,205

## CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Public Hearing PH 1.3

DATE: October 22, 2015

SUBJECT: Public Hearing – 2016 Budget – Other General Funds

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is to hold a public hearing on the proposed 2016 Budget. There are several special revenue and reserve funds included in the budget. Some of the funds are “stand alone” funds and others are support funds for the operating budgets.

**100 General Fund Contingency**

In 2006 the City established a General Fund Contingency and General Fund Reserve Fund with the intent of providing an emergency fund. The intent of the funds is to provide reserves for unexpected events or emergencies.

RCW 35A.33.145 provides that “the total amount accumulated in such fund at any time shall not exceed the equivalent of thirty-seven and one-half cents per thousand dollars of assessed valuation of property within the city at such time”. The current assessed value of the property for 2016 is \$369,264,571 (estimate). This currently limits the amount allowed to be accumulated in the fund to \$138,474.

Transfers are completed as part of the annual closeout process provided excess funds are available for transfer from the General Fund. The city transferred funds from the PUD property sale into the contingency fund. General Fund Contingency was fully funded for 2015.

**100 GENERAL FUND  
CONTINGENCY**

Account	Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
100-000-308-80-000	Beginning Fund Balance	55,508	55,642	65,760	115,760	122,558
100-000-361-11-000	Investment Interest	134	118	158	-	
100-000-397-40-400	Operating Transfer In	0	10,000	0	6,798	15,916
	<b>Total Revenue</b>	<b>55,642</b>	<b>65,760</b>	<b>65,918</b>	<b>122,558</b>	<b>138,474</b>

Account	Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
100-100597-60-000	Operating Transfer Out	0	0	0	-	-
	<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Ending Fund Balance</b>	<b>55,642</b>	<b>65,760</b>	<b>65,918</b>	<b>122,558</b>	<b>138,474</b>

### **109 Community Improvement Fund**

The Community Improvement Fund is used to track revenues and expenditures for community oriented programs and improvements. The City partners with the School District and Volunteers of America to operate and fund the Safe Stop program. The City will contribute \$1,500 in 2016 from Criminal Justice Special programs funds.

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
109-000-308-80-000	Beginning Fund Balance	4,293	254,205	151,476	7,000	-
109-000-336-06-260	CJ Special - Safe Stop	1,334	1,421	1,470	1,500	1,500
109-000-361-11-000	Investment Interest	612	323	194	-	-
109-000-397-10-100	Operating Transfer In	250,000	0	0	-	-
	<b>Total Revenue</b>	<b>256,239</b>	<b>255,949</b>	<b>153,140</b>	<b>8,500</b>	<b>1,500</b>

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
109-109-594-90-640	Capital Outlay	790	104,190	70,881	7,000	-
109-109-571-10-310	Supply - Safe Stop	1,244	283	1,500	1,500	1,500
	<b>Total Expense</b>	<b>2,034</b>	<b>104,473</b>	<b>72,381</b>	<b>8,500</b>	<b>1,500</b>

### **113 BUILDING MAINTENANCE AND REPAIR FUND**

The City of Sultan owns, operates and maintains a variety of buildings housing government and non-profit organizations. City facilities include city hall, public works field and food bank, public works shop, police station, post office, and visitor information center.

To provide funding for ordinary maintenance, the city council increased the utility tax allocated to the Building Maintenance Fund. The receives approximately \$14,000 in utility taxes. It covers anticipated normal, routine maintenance expenditures of approximately \$14,000. The annual expenditures include fire protection inspections, HVAC inspections, elevator maintenance and inspection, labor and industries inspections, light bulb replacements, etc.

<b>Account</b>	<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Adopted</b>	<b>2016 Proposed</b>
113-000-308-80-000	Beginning Fund Balance	26,914	11,357	47,617	36,600	12,000
113-000-316-41-000	Utility Tax - Electrical	7,719	7,873	8,318	8,000	8,700
113-000-316-43-000	Utility Tax - Gas	1,394	1,763	2,013	2,000	2,200
113-000-316-47-000	Utility Tax - Telephone	4,594	3,314	3,113	3,500	3,800
113-000-361-11-000	Investment Interest	42	80	7	100	200
113-000-397-40-400	Operating Transfer In	0	78,502	28,000	-	8,500
	<b>Total Revenues</b>	<b>40,663</b>	<b>102,889</b>	<b>89,068</b>	<b>50,200</b>	<b>35,400</b>



## CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Public Hearing PH 2

DATE: October 22, 2015

SUBJECT: Public Hearing Setting the tax levy for the 2016 Property Taxes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is to hold a public hearing on the proposed use of 2016 property taxes and to have the first reading of Ordinance 1222-15 (Action A-6) which sets the property tax levy for the 2016.

**SUMMARY:**

In accordance with RCW 84.55.120, a taxing district with regular levies must hold a public hearing on the proposed increase and use of property tax funds. The ordinance must be adopted and filed with the County on or before November 30<sup>th</sup>.

Based on the levy calculation for the City's estimated 2016 assessed value of \$369,264,571 the levy rate would be \$1.51 per thousand of assessed property value which is below the statutory limit for the city. The maximum amount allowed under state law for the City is broken down as follows:

Statutory Levy Rate	\$3.60 per \$1000 of assessed value
Less Fire District	-\$1.50
Less Library District	<u>-\$ .50</u>
City maximum	\$1.60

Ordinance 1222-15 sets the regular property tax levy for 2015 with the amount to be assessed for collection at \$600,000. Based on the \$1.60 per thousand, the amount the city can collect in 2016 is \$590,851. The difference allows the County to collect the full amount the City is entitled to based on the final assessed value calculated in late December.

Banked capacity can be used in those years that the levy rate drops below \$1.60 per thousand. For 2016, the City will use part of the bank capacity to levy the property tax at \$1.60 per thousand. The calculated increase will be 7% for an increase of \$45,274.

The proposed distribution of taxes for 2015 will be:

PROPERTY TAX	GENERAL FUND 001	STREET FUND 101	GO COM. CENTER FUND 203	Total Regular Property Tax	GO POLICE BOND FUND 205
	0.783	.09	.127	1.000000	100.00
590,851	462,638	53,177	75,000	590.851	30,803

In 2015, the City had a 10% increase in assessed values. In 2016, the City will have a 11% increase in assessed value.

Attachments: A. Ordinance 1203-14 – 2015 Property Tax Levy

**CITY OF SULTAN  
SULTAN WASHINGTON  
ORDINANCE 1222-15**

AN ORDINANCE OF THE CITY OF SULTAN FIXING THE AMOUNT OF TAXES TO BE LEVIED ON TAXABLE PROPERTY WITHIN THE CITY OF SULTAN FOR THE YEAR 2016

**WHEREAS**, the City of Sultan has met and considered its budget for the calendar year 2016; and

**WHEREAS**, the City Council of the City of Sultan after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Sultan requires a regular levy in the amount of \$600,000, which is a increase in property tax revenue from the previous year, based on amounts resulting from the increase in assessed values, addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest; now therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SULTAN

Section 1 Tax: That an increase in the regular property tax levy is hereby authorized for the 2016 levy in amount of \$45,274 which is a percentage increase of 7% from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

Section 2 Severability: If any provisions of this ordinance or its application to any person or circumstance are held invalid, the remainder of the ordinance or applications of the provisions of the ordinance to other person or circumstances is not affected.

Section 3 Effective Date: This ordinance shall be in full force and effect five days after publication as required by law.

REGULARLY ADOPTED this 5<sup>th</sup> day of November, 2015

\_\_\_\_\_  
Carolyn Eslick, Mayor

Attest:

\_\_\_\_\_  
Laura J. Koenig, City Clerk

Approved as to form:

\_\_\_\_\_  
Amy Mill, City Attorney

Published:

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 1  
DATE: October 22, 2015  
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**SUMMARY:**

Attached are the minutes of the October 8, 2015 Council meeting as on file in the office of the City Clerk.

**RECOMMENDED ACTION:**

Approve as submitted.

**CITY OF SULTAN COUNCIL MEETING – October 8, 2015**

Mayor Eslick called the regular meeting of the Sultan City Council to order in the Sultan Community Center. Councilmembers present: McCarty, Seehuus, Walker, Davenport-Smith, Neigel, Naslund and Beeler.

**CHANGES/ADDITIONS TO THE AGENDA:**

Consent: Excused absence of Councilmember Davenport-Smith from October 8, 2015 meeting.

Consent: Move vouchers to action.

**COMMENTS FROM THE PUBLIC:**

Kay George: Public comments for agenda item only should be put back on the agenda. More comments are better and the public should have chance to speak.

Gerry Gibson: Submitted letter objecting to deletion of the public comment periods.

**COUNCILMEMBER COMMENTS**

McCarty: The committee is moving forward with the Osprey park signs

Naslund: The emergency evacuation drill was completed in forty minutes however the grade school was slow to respond. There are still improvement needed, but the drill was well attended. YMCA board is working on funding for programs.

Beeler: Was good to hear the evacuation drill was held as it helps the students understand the process. WSDOT issue with the signal at the Sultan Basin Road light has been addressed and he has the supervisor's phone number to contact for future issues. Apologized to Bob McCarty for comments he made at the candidate forum – Mr. McCarty was not aware that that Kay George had tried to bribe him regarding the election. Understands McCarty has withdrawn from the lawsuit and is not part of the Stakeholder group. (Mr. McCarty noted the withdrawn has not been completed.)

Ken Walker, City Administrator: The CRS rating has recertified Sultan as Class 6, which gives a 20% discount on flood insurance. The evacuation drill gives the city additional points toward the certification. Commend Cyd Sparks for her work.

Audit report and management letter were provided. The issue addressed in the letter was a reconciliation problem and an adjustment has been made to the accounts. The Exit conference will be held on October 27, 2015. Mayor Eslick advised that the matter of the letter being released prior to the exit conference was discussed with the auditors and it will not be allowed in the future.

Vernon Johnson, Student Representative: They are making progress made on Turk Avenue sign project. The next step is to place signs and benches on city property.

Mayor Eslick: Mayor Thomas of Monroe has requested a combined letter to the County Council requesting funding to finish the street projects improvements to SR 522 as it is important to the area. CERT training is going well with 15 in the class – great training for everyone.

She, the Fire Chief and School Superintendent met with kids at the Boys/Girls Club to talk about who they are and what they do. Would like the Police Chief to join them to meet with other students. Turk Pride TV received a national award.

**CITY OF SULTAN COUNCIL MEETING – October 8, 2015****STAFF REPORTS** – Written Reports Submitted and are on file in the Office of the City Clerk.

- 1) Code Enforcement
- 2) Police Report – Chief Beaton provided an update on the law enforcement activity in the area. The problem at the house on 4<sup>th</sup> Street has been resolved and they are working on the house at 107 Main Street. The County is working on possible condemnation of the house after the recent fire. They are also working with property owners on some illegal squatters.

**CONSENT AGENDA:** The following items are incorporated into the consent agenda and approved by a single motion of the Council. On a motion by Councilmember Beeler, seconded by Councilmember Naslund, the consent agenda was approved as amended. McCarty – aye, Seehuus – aye; Walker – aye; Neigel – aye; Naslund – aye; Beeler - aye.

- 1) Minutes of the September 24, 2015 Council Meeting as on file with the City Clerk.
- 2) Excused absence of Councilmember Davenport-Smith from October 8, 2015 meeting

**ACTION ITEMS:****Interlocal Agreement for Emergency Services**

The issue before the City Council is approval of a three-year Interlocal agency agreement with the Snohomish County Department of Emergency Management (DEM) to provide for administration and coordination of County and City emergency management programs from January 1, 2016 to December 31, 2018.

The updated ILA is the result of input from the members of the multijurisdictional workgroup. The ILA also recites verbiage that clarifies that these services augment the jurisdictions emergency management efforts and that over the course of the three years, they will explore the potential for DEM to assume responsibility for all emergency management services. This was requested by several members of the workgroup. The City will pay \$5,390 (4,680 population x \$1.15).

On a motion by Councilmember Walker, seconded by Councilmember Seehuus, the Mayor was authorized to sign the three-year Interlocal agency agreement with the Snohomish County Department of Emergency Management for administration and coordination of County and City emergency management programs. All ayes.

**Robinson Noble Geotech Peer Review Contract**

The issue before the council is to authorize the Mayor to sign a contract with Robinson Noble to provide professional geotechnical engineering and related services necessary to support the City to implement the Geologically Hazardous Areas code, and to serve as an on-call geotechnical consultant. The proposed duration of the contract is approximately two years. The fee to complete these services is not to exceed \$50,000 without prior written authorization by the City Council.

The new Geologically Hazardous Areas Code requires geotechnical peer review for new development and proposed building permits for structures subject to the code. New building permits that are subject to the code are being contemplated by the development community, and there is a need for the City to have a contract in place with a qualified geotechnical engineer to act as the City's peer reviewer. The City also has the need from time to time for the services of an on-call geotechnical engineer to assist with Public Works projects

Robinson Noble's fees for peer review will be covered by a deposit to be paid by applicants seeking building permits or a new development that is subject to the Geologically Hazardous Areas Code. Robinson Noble's fees for on-call geotechnical services will be paid out of the appropriate Public Works operating fund.

**CITY OF SULTAN COUNCIL MEETING – October 8, 2015**

On a motion by Councilmember Beeler, seconded by Councilmember Neigel, the Mayor was authorized to sign a contract with Robinson Noble to provide professional geotechnical engineering and related services necessary to support the City to implement the Geologically Hazardous Areas code, and to serve as an on-call geotechnical consultant. The proposed duration of the contract is approximately two years. The fee to complete these services is not to exceed \$50,000 without prior written authorization by the City Council. All ayes.

**Voucher Approval:**

Councilmember Beeler advised he had discussed with Councilmember McCarty the reason he will not vote on the vouchers. McCarty feels uncomfortable with voting as he does not know if the city is paying things legally. He understands the reason but does not agree with him and does not feel the city is doing anything illegal. The Utility Stakeholders say the City can't do things the way they do but the State says the city is doing it the proper way. Mr. McCarty noted that an abstention is the same as a vote for the vouchers.

On a motion by Councilmember Beeler, seconded by Councilmember Walker, Voucher Approvals in the amount of \$182,011.67 and payroll through September 25, 2015 in the amount of \$71,404.17 to be drawn and paid on the proper accounts. All ayes with Councilmember McCarty abstaining.

**DISCUSSION ITEMS:****Council Procedures**

The issue before the Council is to discuss and provide direction to staff in regarding the amendments to the Council Meeting Procedures to eliminate the requirement for a second comment period and for posting audio recordings of the meeting to the City web site.

The Council by consensus decided to eliminate the second public comment period during the Council meeting in order to streamline the meetings. There is a public comment period at the beginning of each Council meeting at which time the public can comment on agenda items or bring issues before the Council. The Council is not required to provide public comments during a regular meeting.

In October 2010, at the request of a Councilmember, the council revised the Council Meeting Procedures to require recording all regular and special meetings of the city council held in the Community Center Council Chambers and to post the recordings on the web site. Recordings are not being made during workshops, sub-committee meetings or open houses and staff does not have a method to post the audio to the web site.

**Discussion**

The Council supports the audio recordings of the Council meetings but had concerns about online streaming. May be an issue with retention as a public record and additional research will be required. The city is required to have minutes of the meetings but not audio recordings. Audio records still do not identify the speaker. The council agreed to leave the first comment period and eliminate the second as they often end in a chastising of the actions taken during the meeting.

Staff was directed to amend the Council Meeting Procedures to be consistent with the new procedure and to discontinue recording meetings other than Council meetings and remove the requirement to post the audio recordings on the city web page.

**Closed Session:** On a motion by Councilmember Walker, seconded by Councilmember Seehuus, the Council adjourned to closed session to discuss the Union Contract. All ayes.

**CITY OF SULTAN COUNCIL MEETING – October 8, 2015**

**Executive Session:** On a motion by Councilmember Walker, seconded by Councilmember Naslund, the Council adjourned to executive session at 8:20 PM for twenty-five minutes to discuss the Union Contract and Real Estate. The council returned to regular session at 8:45 PM.

**Adjournment:** On a motion by Councilmember Naslund, seconded by Councilmember Beeler, the meeting adjourned at 8:45PM. All ayes.

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM #:** Consent 2  
**DATE:** October 22, 2015  
**SUBJECT:** Voucher Approval - 2015  
**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**SUMMARY:**

Attached are the vouchers for approval in the amount of \$333,324.96 and payroll through October 9, 2015 in the amount of \$27,993.17 to be drawn and paid on the proper accounts.

**FISCAL IMPACT:** \$361,318.13

**RECOMMENDATION:**

Approve the payment of vouchers as submitted.

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**City Of Sultan  
Voucher Approval  
October 22, 2015**

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described hereon, and that the claim is just, due and an unpaid obligation against the City of Sultan, and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Laura J. Koenig, Clerk/Deputy Finance Director

We, the undersigned City Council of Sultan Washington, do hereby certify that the merchandise or services hereinafter specified have been received and the claims are approved for payment in the following amounts:

Payroll Check #31020-21	\$ 2,828.09
Direct Deposit #21	\$ 25,165.08
Benefits Check #	\$ 0
Tax Deposit #	\$ 0
Accounts Payable Checks #31022-53	\$ 333,324.96
ACH Transactions - DOR	\$ 0
<b>TOTAL</b>	<b>\$ 361,318.13</b>

\_\_\_\_\_  
Bob McCarty, Councilmember

\_\_\_\_\_  
John Seehuus, Councilmember

\_\_\_\_\_  
Rocky Walker, Councilmember

\_\_\_\_\_  
Sarah Davenport-Smith, Councilmember

\_\_\_\_\_  
Joe Neigel, Councilmember

\_\_\_\_\_  
Marianne Naslund, Councilmember

\_\_\_\_\_  
Jeffrey Beeler, Councilmember

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
Printed: 10/15/2015 - 11:49 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31022	10/22/2015	agsupply	AG Supply Co	240.67	0
31023	10/22/2015	amtest	AM Test	120.00	0
31024	10/22/2015	Aramark	Aramark Uniform Services - AUS We:	277.54	0
31025	10/22/2015	APP	Associated Petroleum Products Inc	493.48	0
31026	10/22/2015	boek	Boek Manufacturing Inc	560.00	0
31027	10/22/2015	Comcast	Comcast	269.85	0
31028	10/22/2015	Corin	Correctional Industries	409.92	0
31029	10/22/2015	DOE	Department of Ecology - Cashiering S	1,444.81	0
31030	10/22/2015	EvUtil	Everett Utilities	353.02	0
31031	10/22/2015	EvDC	Evergreen District Court	258.59	0
31032	10/22/2015	Eylander	Eylanders Sales & Service Inc	412.68	0
31033	10/22/2015	HDFowler	H.D. Fowler	211.51	0
31034	10/22/2015	HoneyB	Honey Bucket	246.40	0
31035	10/22/2015	Johnson	Johnson & Son Tire	546.30	0
31036	10/22/2015	Kenyon	Kenyon Disend PLLC	1,973.47	0
31037	10/22/2015	madcity	MadCity Buzz LLC	300.00	0
31038	10/22/2015	OfcDepot	Office Depot	1,269.65	0
31039	10/22/2015	Pitney	Pitney Bowes	503.21	0
31040	10/22/2015	PUD 1	PUD	2,679.87	0
31041	10/22/2015	PSE	Puget Sound Energy	212.29	0
31042	10/22/2015	Sherwin	Sherwin-Williams	240.74	0
31043	10/22/2015	SCpubwor	Snohomish County Finance	14,144.00	0
31044	10/22/2015	SRDTF	Snohomish County Sheriff	75,147.58	0
31045	10/22/2015	SRDTF	Snohomish County Sheriff	1,232.00	0
31046	10/22/2015	SCtreas	Snohomish County Treasurer	105.93	0
31047	10/22/2015	Snopac	Snopac	5,203.27	0
31048	10/22/2015	SoundPub	Sound Publishing Inc	393.13	0
31049	10/22/2015	TMG	TMG Services, Inc.	354.04	0
31050	10/22/2015	trane	Trane US Inc	222,968.51	0
31051	10/22/2015	USBank	US Bank	34.00	0
31052	10/22/2015	UULC	Utilities Underground Location Center	38.50	0
31053	10/22/2015	WLJ	White Lightning Janitorial	680.00	0

Check Total: 333,324.96

# Payroll

## ACH Check Register

User: 'julie.addington'  
Printed: 10/14/2015 - 1:43PM  
Batch: 2-10-2015  
Include Partial: FALSE

PR 21



Check Date	Check Number	Employee No	Employee Name	Amount
10/16/2015	0	001	Laura Koenig	
10/16/2015	0	002	Tami Pevey	1,979.49
10/16/2015	0	004	Donna Murphy	1,108.60
10/16/2015	0	007	Julie Addington	929.75
10/16/2015	0	010	Cynthia Sparks	1,676.26
10/16/2015	0	011	Janice Mann	1,459.44
10/16/2015	0	015	Kenneth Walker	1,105.49
10/16/2015	0	019	Michael Matheson	2,822.36
10/16/2015	0	020	Connie Dunn	2,759.48
10/16/2015	0	025	John Harris	1,986.31
10/16/2015	0	028	Todd Strom	1,738.88
10/16/2015	0	049	Victoria Forte	1,684.08
10/16/2015	0	120	Matthew Wood	1,486.16
10/16/2015	0	121	Jason Strauss	1,978.18
10/16/2015	0	125	Riley Edwards	1,398.56
Total Employees:			15	
			Total:	25,165.08

# Payroll

## Computer Check Register

User: julie.addington  
Printed: 10/14/2015 - 1:29PM  
Batch: 00002-10-2015 Computer



Check No	Check Date	Employee Information	Amount
31020	10/16/2015	024 Michael Williams	1,463.09
31021	10/16/2015	029 James Barns	1,365.00
Total Number of Employees: 2		Total for Payroll Check Run:	2,828.09

# Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
31022	10/22/2015	UTILITY WATER FUND	Repair and Maintenance	AG Supply Co	16.26
31022	10/22/2015	GENERAL FUND	Vehicle Maintenance	AG Supply Co	6.51
31022	10/22/2015	UTILITY WATER FUND	Operating Supply	AG Supply Co	60.02
31022	10/22/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	32.54
31022	10/22/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	32.54
31022	10/22/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	80.33
31022	10/22/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	3.78
31022	10/22/2015	PARK IMPROVEMENT FUND	General Park Improvements	AG Supply Co	8.69
31023	10/22/2015	UTILITY WATER FUND	Water - Testing	AM Test	120.00
31024	10/22/2015	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services -	15.24
31024	10/22/2015	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services -	15.23
31024	10/22/2015	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services -	15.24
31024	10/22/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services -	15.23
31024	10/22/2015	STREET FUND	Office/Operating Supplies	Aramark Uniform Services -	15.24
31024	10/22/2015	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services -	13.50
31024	10/22/2015	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services -	13.51
31024	10/22/2015	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services -	13.50
31024	10/22/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services -	13.51
31024	10/22/2015	STREET FUND	Office/Operating Supplies	Aramark Uniform Services -	13.50
31024	10/22/2015	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services -	13.50
31024	10/22/2015	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services -	13.51
31024	10/22/2015	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services -	13.50
31024	10/22/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services -	13.51
31024	10/22/2015	STREET FUND	Office/Operating Supplies	Aramark Uniform Services -	13.50
31024	10/22/2015	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services -	3.98
31024	10/22/2015	UTILITY WATER FUND	Uniforms	Aramark Uniform Services -	18.57
31024	10/22/2015	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services -	18.57
31024	10/22/2015	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services -	17.24
31024	10/22/2015	STREET FUND	Uniforms	Aramark Uniform Services -	3.98
31024	10/22/2015	GENERAL FUND	Uniforms	Aramark Uniform Services -	3.98
31025	10/22/2015	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	295.10
31025	10/22/2015	UTILITY SEWER FUND	Vehicle Operation Maintenance	Associated Petroleum Products Inc	36.03
31025	10/22/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	135.70
31025	10/22/2015	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	8.88
31025	10/22/2015	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	8.89
31025	10/22/2015	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	8.88

31026	10/22/2015	PARK IMPROVEMENT FUND	General Park Improvements	Book Manufacturing Inc	560.00
31027	10/22/2015	STREET FUND	Communication	Comcast	53.97
31027	10/22/2015	UTILITY WATER FUND	Communication	Comcast	53.97
31027	10/22/2015	UTILITY SEWER FUND	Communication	Comcast	53.97
31027	10/22/2015	UTILITY GARBAGE FUND	Communication	Comcast	53.97
31027	10/22/2015	STORMWATER UTILITY FUND	Communication	Comcast	53.97
31028	10/22/2015	UTILITY WATER FUND	Office Supplies	Correctional Industries	51.24
31028	10/22/2015	UTILITY GARBAGE FUND	Office Supplies	Correctional Industries	51.24
31028	10/22/2015	UTILITY SEWER FUND	Office Supplies	Correctional Industries	51.24
31028	10/22/2015	STREET FUND	Office Supplies	Correctional Industries	51.24
31028	10/22/2015	GENERAL FUND	Office/Operating Supplies	Correctional Industries	204.96
31029	10/22/2015	UTILITY SEWER FUND	Miscellaneous	Department of Ecology -	1,444.81
31030	10/22/2015	UTILITY WATER FUND	Utilities	Everett Utilities	353.02
31031	10/22/2015	GENERAL FUND	Miscellaneous - Court Filing F	Evergreen District Court	258.59
31032	10/22/2015	BUILDING MAINTENANCE FUND	Repair and Maintenance	Eylanders Sales & Service Inc	412.68
31033	10/22/2015	UTILITY WATER FUND	Operating Supply	H.D. Fowler	211.51
31034	10/22/2015	UTILITY SEWER FUND	Rentals	Honey Bucket	134.75
31034	10/22/2015	UTILITY SEWER FUND	Rentals	Honey Bucket	111.65
31035	10/22/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Johnson & Son Tire	426.53
31035	10/22/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Johnson & Son Tire	119.77
31036	10/22/2015	GENERAL FUND	Legal - Litigation Fees	Kenyon Disend PLLC	1,973.47
31037	10/22/2015	INFORMATION TECHNOLOGY FUND -	Repair and Maintenance	MadCity Buzz LLC	75.00
31037	10/22/2015	INFORMATION TECHNOLOGY FUND -	Repair and Maintenance	MadCity Buzz LLC	75.00
31037	10/22/2015	INFORMATION TECHNOLOGY FUND -	Repair and Maintenance	MadCity Buzz LLC	75.00
31037	10/22/2015	INFORMATION TECHNOLOGY FUND -	Repair and Maintenance	MadCity Buzz LLC	75.00
31038	10/22/2015	UTILITY WATER FUND	Office Supplies	Office Depot	34.49
31038	10/22/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	34.48
31038	10/22/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	34.49
31038	10/22/2015	STREET FUND	Office Supplies	Office Depot	34.48
31038	10/22/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	137.94
31038	10/22/2015	UTILITY WATER FUND	Office Supplies	Office Depot	108.00
31038	10/22/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	108.00
31038	10/22/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	108.00
31038	10/22/2015	STREET FUND	Office Supplies	Office Depot	108.00
31038	10/22/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	431.99
31038	10/22/2015	UTILITY WATER FUND	Operating Supply	Office Depot	25.96
31038	10/22/2015	UTILITY SEWER FUND	Operating Supplies	Office Depot	25.95
31038	10/22/2015	UTILITY GARBAGE FUND	Operating Supplies	Office Depot	25.96
31038	10/22/2015	STREET FUND	Office/Operating Supplies	Office Depot	25.95
31038	10/22/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	25.96
31039	10/22/2015	GENERAL FUND	Communication	Pitney Bowes	176.12

31039	10/22/2015	GENERAL FUND	Communication	Pitney Bowes	75.49
31039	10/22/2015	STREET FUND	Communication	Pitney Bowes	62.90
31039	10/22/2015	UTILITY WATER FUND	Communication	Pitney Bowes	62.90
31039	10/22/2015	UTILITY SEWER FUND	Communication	Pitney Bowes	62.90
31039	10/22/2015	UTILITY GARBAGE FUND	Communication	Pitney Bowes	62.90
31040	10/22/2015	STREET FUND	Utilities	PUD	33.52
31040	10/22/2015	GENERAL FUND	Utilities	PUD	73.74
31040	10/22/2015	STREET FUND	Utilities	PUD	63.28
31040	10/22/2015	STREET FUND	Utilities	PUD	1,632.10
31040	10/22/2015	STREET FUND	Utilities	PUD	734.47
31040	10/22/2015	STREET FUND	Utilities	PUD	101.58
31040	10/22/2015	STREET FUND	Utilities	PUD	8.12
31040	10/22/2015	GENERAL FUND	Utilities	PUD	16.26
31040	10/22/2015	GENERAL FUND	Utilities	PUD	16.80
31041	10/22/2015	GENERAL FUND	Utilities	Puget Sound Energy	82.16
31041	10/22/2015	GENERAL FUND	Utilities	Puget Sound Energy	70.98
31041	10/22/2015	STREET FUND	Utilities	Puget Sound Energy	14.79
31041	10/22/2015	UTILITY WATER FUND	Utilities	Puget Sound Energy	14.79
31041	10/22/2015	UTILITY SEWER FUND	Utilities	Puget Sound Energy	14.79
31041	10/22/2015	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy	14.78
31041	10/22/2015	UTILITY SEWER FUND	Utilities	Puget Sound Energy	14.79
31042	10/22/2015	UTILITY GARBAGE FUND	Repair and Maintenance	Sherwin-Williams	240.74
31043	10/22/2015	UTILITY GARBAGE FUND	Intergovernmental - Disposal F	Snohomish County Finance	14,144.00
31044	10/22/2015	GENERAL FUND	Professional Service - SnoCity	Snohomish County Sheriff	75,147.58
31045	10/22/2015	DRUG ENFORCEMENT FUND	Drug Task Force ILA	Snohomish County Sheriff	1,232.00
31046	10/22/2015	GENERAL FUND	Crime Victim Services	Snohomish County Treasurer	105.93
31047	10/22/2015	GENERAL FUND	Intergovernmental - SNOPAC	Snopac	4,955.35
31047	10/22/2015	GENERAL FUND	Intergovernmental - SNOPAC	Snopac	247.92
31048	10/22/2015	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	393.13
31049	10/22/2015	UTILITY SEWER FUND	Repair and Maintenance	TMG Services, Inc.	354.04
31050	10/22/2015	WATER SYSTEM IMPROVEMENT FUND	Water Project - Other	Trane US Inc	210,383.94
31050	10/22/2015	WATER SYSTEM IMPROVEMENT FUND	Water Project - Other	Trane US Inc	12,584.57
31051	10/22/2015	GENERAL FUND	Bank Fees	US Bank	34.00
31052	10/22/2015	UTILITY WATER FUND	Miscellaneous	Utilities Underground Location Center	10.01
31052	10/22/2015	UTILITY SEWER FUND	Miscellaneous	Utilities Underground Location Center	10.01
31052	10/22/2015	UTILITY WATER FUND	Miscellaneous	Utilities Underground Location Center	9.24
31052	10/22/2015	UTILITY SEWER FUND	Miscellaneous	Utilities Underground Location Center	9.24
31053	10/22/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	166.67
31053	10/22/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	55.55
31053	10/22/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	166.66
31053	10/22/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	55.55
31053	10/22/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	55.57

31053	10/22/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	20.00
31053	10/22/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	6.67
31053	10/22/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	20.00
31053	10/22/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	6.66
31053	10/22/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	6.67
31053	10/22/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	40.00
31053	10/22/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	13.33
31053	10/22/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	40.00
31053	10/22/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	13.33
31053	10/22/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	13.34
				<b>TOTAL</b>	<b>333,324.96</b>

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

---

**ITEM NO:** Consent – C 3  
**DATE:** October 22, 2015  
**SUBJECT:** Confirm Appointment of Mayor Karen Guzak of Snohomish as the  
Snohomish County Health Board Representative

**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the City Council is to confirm the appointment of Mayor Karen Guzak from the City of Snohomish as the District 5 Board Representative to the Snohomish Health District.

**SUMMARY:**

Mayor Karen Guzak from the City of Snohomish is the current District 5 board representative.

The City Council needs to either confirm the appointment of Mayor Karen Guzak to the Health Board or take nominations for a new representative. The nomination would need to be presented to the cities of Index, Gold Bar, Sultan, Monroe and Snohomish for confirmation.

The Snohomish County Health Board is a 15-member Board of Health, composed of local county and city elected officials, who oversee the policy and budget of the Health District.

The Snohomish Health District will hold the annual meeting to elect Board of Health Officers on January 12, 2016 and has requested a letter certifying the City's representative by that date.

**RECOMMENDED ACTION:**

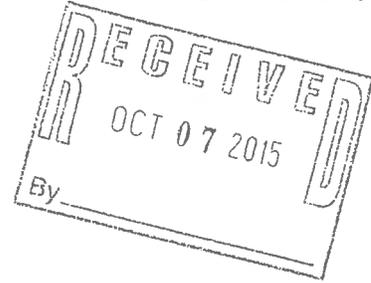
Confirm the appointment of Mayor Karen Guzak from the City of Snohomish as the District 5 Board Representative to the Snohomish Health District.

**Attachments:** A. Letter from Snohomish Health District



October 5, 2015

Mayor Carolyn Eslick  
City of Sultan  
PO Box 1199  
Sultan, WA 98294



Re: Annual Certification of Board of Health Representative

Dear Mayor Eslick:

I'm requesting your help in certifying your city's representative to the Snohomish County Board of Health.

The Board sets local public health policy and oversees the operations of the Snohomish Health District. This is an opportunity to affect the health of all Snohomish County residents. For example, the Board sets the standards for how food is handled in local restaurants and for septic system installations. Through the budget process, the Board determines the Health District's programming, which affects how infectious diseases are prevented, how we respond to emergencies, and how we deal with the increasing challenges of an aging population and chronic diseases.

- (a) *The largest city within each County Council District shall appoint a Board of Health representative in accordance with each city's procedure for making such appointments. The representative appointed shall be certified annually by the mayor or city manager as properly appointed in a letter to the Health District.*
- (b) *Cities and towns other than the largest within each County Council District jointly shall select a single representative by a method of their choosing. This representative shall be jointly certified annually by the mayors or city managers as properly appointed in a letter to the Health District.*

Lake Stevens is the largest city in District 5 and appoints its own representative. Sultan shares its representation on the Board with the other cities and towns in District 5, including Gold Bar, Index, Monroe, and Snohomish. The current representative for your city on the Board of Health is Mayor Karen Guzak, City of Snohomish.

The first 2016 meeting of the Board will occur on January 12, 2016, at which time the Board will elect its officers. In order to be in compliance with the Health District Charter, I request a letter from your city by January 4, 2016, signed by the mayor or city manager, certifying your representative to the Board of Health for 2016.

I believe that participation on the Board has proved and will continue to prove highly rewarding for members. If you have any questions, please call me at (425) 339-5210.

Sincerely,

Gary Goldbaum, MD, MPH  
Health Officer & Director

GG/lo

c: Mayor Karen Guzak  
President, Sultan City Council

CITY OF SULTAN  
AGENDA ITEM COVER SHEET

---

ITEM: Consent C 4

DATE: October 22, 2015

SUBJECT: Interlocal Agreement - Conservation Futures Grant

CONTACT PERSON: Laura Koenig, Clerk/Finance Director

**ISSUE:**

The issue before the Council is to authorize the Mayor to sign Amendment 1 to the Interlocal Agreement with Snohomish County for Acquisition of Property with Conservation Futures Funds to purchase of property along the Sultan River between Osprey and River Parks.

The City was awarded a grant in the amount of \$324,600 for the purchase of the trail property.

**SUMMARY STATEMENT:**

The City has completed the purchase of one of the parcels under the Conservation Futures grant. Due to underlining issues with the title, additional time is required to resolve the property lines and ownership of the parcel adjacent to the park on 1<sup>st</sup> Street. The City has requested a three month extension on the completion date for the grant.

In 2013, the Snohomish County Executive's Office called for grant applications for the Snohomish County Conservation Futures Grant Program. Funding for this new round comes from Snohomish County's recent bond sale with \$25 million available for Conservation Futures purchases.

Constructing a trail along the Sultan River, connecting Osprey and River Parks is an important Economic and Community Development Project in the City of Sultan and is an eligible project for the Conservation Futures Grant Program. Connecting the two parks with a trail is the first step in the connectivity of the City's park system and Downtown Core. Design and construction of the Pedestrian and Bicycle Bridge crossing the Sultan River will extend the experience further to Sportsmen's Park.

**RECOMMENDED ACTION:**

Authorize the Mayor to sign Amendment 1 to the Interlocal Agreement with Snohomish County for Acquisition of Property with Conservation Futures Funds to purchase of property along the Sultan River between Osprey and River Parks.

Attachment: A. Amendment to the Interlocal Agreement with Snohomish County for Conservation Futures Grant

AMENDMENT NO. 1 TO INTERLOCAL COOPERATION AGREEMENT BETWEEN  
SNOHOMISH COUNTY AND THE CITY OF SULTAN, WASHINGTON CONCERNING  
ACQUISITION OF PROPERTY WITH SNOHOMISH COUNTY CONSERVATION  
FUTURES FUNDING

THIS AMENDMENT NO. 1 to that certain Interlocal Agreement between Snohomish County and the City of Sultan, Washington concerning acquisition of property with Snohomish County Conservation Futures Funding (the "Agreement") dated June 19, 2014, is made by and between Snohomish County, a political subdivision of the State of Washington (the "County"), and the City of Sultan, a municipal corporation of the State of Washington (the "City").

NOW, THEREFORE, for and in consideration of the mutual benefits conferred on both parties, the parties agree to AMENDMENT NO. 1 as follows:

1. Section 5.1 of the Agreement is hereby amended to read in its entirety as follows:

5.1 Acquire the Trail Lease and Property within twenty-four (24) months of the Effective Date of this Agreement and upon closing maintain, operate and conserve the Trail Lease and Property for open space and passive park purposes. The City shall undertake all reasonable efforts to acquire the Trail Lease and Property but if the owner of is not a willing seller, the City shall not utilize the power of eminent domain to acquire either the Trail Lease or the Property. The Trail lease is subject to County review and written approval prior to execution in order to make sure the conservation values are adequately addressed.

EXCEPT AS EXPRESSLY MODIFIED IN THIS AMENDMENT NO. 1, ALL TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

(The remainder of this page intentionally left blank)

In witness whereof, the parties hereby execute this Amendment No. 1 to the Agreement.

"COUNTY"  
SNOHOMISH COUNTY

"CITY"  
CITY OF SULTAN

By: \_\_\_\_\_  
John Lovick, Executive

By: \_\_\_\_\_  
Carolyn Eslick, Mayor

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Approved as to form only:

 9/30/15  
\_\_\_\_\_  
Deputy Prosecuting Attorney      Date

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

---

ITEM #: Consent C 5  
DATE: October 22, 2015  
SUBJECT: Excused Absence – Councilmember McCarty  
CONTACT PERSON: Laura J. Koenig, Clerk/Deputy Finance Director

**ISSUE:**

Councilmember McCarty will be out of town from November 3, 2015 to November 19, 2015 and has requested an excused absence from the November 5, 2015 and November 19, 2015 Council meetings.

**RECOMMENDATION:**

Approve the excused absence of Councilmember McCarty from the from the November 5, 2015 and November 19, 2015 Council meetings.

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

---

**ITEM #:** Action A - 1

**DATE:** October 24, 2015

**SUBJECT:** Resolution 15-11 - Council Meeting Procedures

**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is to adopt Resolution 15-11 amending the Council Meeting Procedures to eliminate the requirement for a second comment period, recording of council meetings and posting audio recordings of the meeting to the City web site.

**SUMMARY:**

In accordance with the Council Meeting Procedures, revisions require the Council to discuss the changes and bring the amended procedures back at the next meeting. The proposed changes were discussed at the October 8, 2015 meeting.

The Council by consensus decided to eliminate the second public comment period during the Council meeting in order to streamline the meetings. There is a public comment period at the beginning of each Council meeting at which time the public can comment on agenda items or bring issues before the Council. The Council is not required to provide public comments during a regular meeting.

Section 4.1 will be change to eliminate the second set of comments.

In October 2010, at the request of a Councilmember, the council revised the Council Meeting Procedures to require recording all regular and special meetings of the city council held in the Community Center Council Chambers and to post the recordings on the web site.

Under the RCW's there are no requirements to record council meetings. There is a requirement for written minutes under the RCW's. Unless the audio recordings are transcribed and the transcription is approved, the recordings must be retained as a public record for 6 years. The proposed change to the Procedure reads:

1.1 Journal of Proceedings: A journal of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

1.2 Recording Meetings: The clerk shall make an audio recording of all **council** meetings the public is invited to attend that are held in the Community Center Council Chambers. ~~The audio recordings will be posted on the City's web page in a timely manner (within two weeks).~~

The change required staff to record sub-committee meetings, retreats, workshops and open houses. These meetings are less informal in nature to allow the council to discuss issues without making any decisions or taking action. Staff may take notes for reference during these meetings but there are no minutes taken.

Recordings are not being made during workshops, sub-committee meetings or open houses.

**RECOMMENDATION:**

Adoption of Resolution 15-11 to amend the Council Meeting Procedures to be consistent with the new procedure and to discontinue recording meetings other than Council meetings and remove the requirement to post the audio recordings on the city web page.

Attachments: A. Resolution 15-11  
B. Council Meeting Procedures

**CITY OF SULTAN  
SULTAN WASHINGTON  
RESOLUTION 15-11**

**A RESOLUTION OF THE CITY OF SULTAN ADOPTING  
PROCEDURES FOR COUNCIL MEETINGS.**

WHEREAS, the City Council of the City of Sultan has determined that it is in the best interests of the City of Sultan to provide guidelines and procedures for conducting Council meetings; and

WHEREAS, the City Council has determined that the procedures should be consistent with current practice; and

WHEREAS, the City Council wants to provide for orderly meetings and to provide for efficient and effect conduct of city business; and

WHEREAS, the City Council has amended the procedures to add requirements for audio recordings of meetings;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sultan that the attached document entitled "City of Sultan Council Meeting Procedures" as amended is hereby adopted.

PASSED AND ADOPTED this 22th day of October 2015.

\_\_\_\_\_  
Carolyn Eslick, Mayor

ATTEST:

\_\_\_\_\_  
Laura J. Koenig, City Clerk

# CITY OF SULTAN

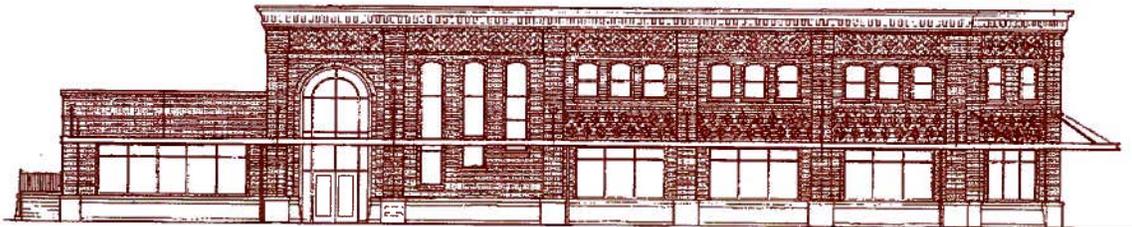
# COUNCIL

# MEETING

# PROCEDURES

Revised October ~~2010~~ 2015

Adopted April 12, 2007



# CITY OF SULTAN -COUNCIL MEETING PROCEDURES

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# CITY OF SULTAN COUNCIL PROCEDURES

## 1. GENERAL RULES

- 1.1 **Meetings to be Public:** All official meetings of the Council shall be open to the public with the exception of executive sessions for certain limited topics (as defined in RCW Chapter 42.30). The journal of proceedings (minute book) shall be open to public inspection.
- 1.2 **Quorum:** Four Councilmembers shall be in attendance to constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.
- 1.3 **Attendance, Excused Absences:** RCW 35A.12.060 provides that a Councilmember shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Chair prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Chair, the member shall contact the City Clerk, who shall convey the message to the Chair. The Chair shall inform the Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. If the motion is not passed the Clerk will note in the minutes that the absence is unexcused.
- 1.4 **Journal of Proceedings:** A journal of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.
- 1.5 **Recording Meetings:** The clerk shall make an audio recording of all Council meetings the public is invited to attend that are held in the Community Center Council Chambers. ~~The audio recordings will be posted on the City's web page in a timely manner (within two weeks).~~
- 1.6 **Right of Floor:** Any member desiring to speak shall be recognized by the Chair and shall confine his/her remarks to one subject under consideration or to be considered.
- 1.7 **Rules of Order:** Robert's Rules of Order Newly Revised shall be the guideline procedures for the proceedings of the Council. If there is a conflict, these rules shall apply.
- 1.8 **Arrangement of the Council:** The mayor shall be seated in the center of the council table with the Council in order of position number shall fill the other seven seats at the Council table.
- 1.9 **Oath of Office:** Prior to taking a seat on the council, the elected or appointed council member must take the oath or office as required under RCW 35A.

## **2. TYPES OF MEETINGS**

- 2.1 Regular Council Meetings:** The Council shall meet on such days as set by resolution beginning at 7 PM and ending at 10 PM. (The current resolution provides for meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month) When a Council meeting falls on a holiday, the Council may determine an alternate day for the meeting or cancel the meeting. The Council may reschedule regular meetings to a different date or time by motion. The location of the meetings shall be the Community Center meeting room at 319 Main Street, unless specified otherwise by a majority vote of the Council. All regular and special meetings shall be public.
- 2.2 Special Meetings:** Special meetings may be called by the Mayor or any four (4) members of the Council. The City Clerk shall prepare a notice of the special meeting stating the time, place and business to be transacted. The City Clerk shall attempt to notify each member of the Council, either by telephone or otherwise, of the special meeting. The City Clerk shall give at least 24 hours' notice of the special meeting to each local newspaper of general circulation and to each local radio and/or television station which has filed with the Clerk a written request to be notified of special meetings. No subjects other than those specified in the notice shall be considered. The Council may not make final disposition on any matter not mentioned in the notice.
- 2.3 Emergency Meetings:** Emergency meetings may be called in less than 24 hours and without notice requirements for special and regular meetings, to deal with emergencies involving damage to persons or property, or when there is a likelihood that adherence to the notice requirements would be impractical and may increase the likelihood of injury or damage.
- 2.4 Continued and Adjourned Sessions:** Any session of the Council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.
- 2.5 Study Sessions and Workshops:** The Council may meet informally in study sessions and workshops (open to the public), at the call of the Mayor or of any four or more members of the Council, to review forthcoming programs of the city, receive progress reports on current programs or projects, receive other similar information from city department heads or conduct procedures workshops, provided that all discussions and conclusions thereon shall be informal and do not constitute official actions of the Council. ~~Study sessions and workshops held by the council are "special meetings" of the council, and the notice required by RCW 42.30.080 must be provided.~~
- 2.6 Executive Sessions:** Executive Sessions or closed meetings may be held in accordance with the provisions of the Washington State Open Meetings Act (Chapter 42.30 RCW).

Among the topics that may be discussed are:

- (1) certain personnel matters;
- (2) consideration of acquisition of property for public purposes or sale of city-owned property; and

(3) potential or pending litigation in which the city has an interest, as provided in the Revised Code of Washington.

The Council may hold an executive session during a regular or special meeting. Before convening in executive session the Chair shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. The announced time limit for executive sessions may be extended to a state later time by the announcement of the Chair.

- 2.7 Attendance of Media at Council Meetings:** All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

### **3. CHAIR COUNCIL AND DUTIES**

- 3.1 Chair:** The Mayor, if present, shall preside as Chair at all meetings of the Council. In the absence of the Mayor, the Mayor Pro tem shall preside. In the absence of both the Mayor and Mayor Pro Tem, the Council shall elect a Chair.
- 3.2 Council:** The Council consists of seven council members, who are residents within the city limits of Sultan and have been elected or appointed.
- 3.3 Call to Order:** The meetings of the Council shall be called to order by the Mayor or, in his/her absence, by the Mayor Pro Tem. In the absence of both the Mayor and the Mayor Pro Tem, the meeting shall be called to order by the City Clerk for the election of a temporary Chair.
- 3.4 Lack of a Quorum:** Before the meeting is called to order, it is the duty of the Mayor to determine if there is a quorum present. In the absence of a quorum, any business transacted is null and void, except that within this paragraph. If a quorum is not present, the Mayor shall wait a reasonable to time to determine if a quorum will be present. If it appears that a quorum will not be present, or if a reasonable time expires and there is no quorum, the Mayor shall call the meeting to order, announce the absence of a quorum, then entertain a non-debatable motion to adjourn, a motion to adjourn to a specific time and place other than regularly scheduled meeting or a recess. During the recess, measures shall be taken to contact members of the council to seek their attendance.
- 3.5 Preservation of Order:** The Chair shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives and confine members in debate to the question under discussion.
- 3.6 Points of Order:** The Chair shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be "Shall the decision of the Chair be sustained?"
- 3.7 Questions to be Stated:** The Chair shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon all questions.

- 3.8 **Mayor – Powers:** The Mayor may not make or second motions, but may participate in debate to the extent that such debate does not interfere with chairing the meeting. If the mayor wishes to participate vigorously in the debate of an issue, the mayor shall turn over chairing of that portion of the meeting to the Mayor Pro Tem, or to another councilmember if the Mayor Pro Tem is absent. The mayor's voting rights and veto power are as specified in RCW35A.12.100.

#### **4. ORDER OF BUSINESS AND AGENDA**

- 4.1 **Order of Business:** The order of business for all regular meetings shall be transacted as follows unless the Council, by a majority vote of the members present, suspends the rules and changes order:

- (1) Call to Order
- (2) Pledge of Allegiance
- (3) Changes/Additions to the agenda
- (4) Presentations
- (5) Comments from the Public
- (6) Councilmembers comments
- (7) Hearings scheduled during the Council meeting
- (8) Department Head/Council Committee/Commission Reports
- (9) Consent Agenda
- (10) Action Items
- (11) Discussion Items
- ~~(12) Comments from the Public on agenda items~~
- ~~(13) Councilmember response to comments on agenda items~~
- (14)(12) Executive sessions (may be held at anytime during the meeting)
- (15)(13) Adjournment

The Consent Agenda may contain items which are of a routine and non-controversial in nature which may include, but are not limited to, the following: meeting minutes, payroll, claims, budget amendments, and any item previously approved by Council with a unanimous vote and which is being submitted to Council for final approval. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Councilmember or any person attending a Council meeting.

- 4.2 **Council Agenda:** The Mayor shall prepare the agenda for Council meetings. Subject to the Council's right to amend the agenda, no legislative item shall be voted upon which is not on the Council agenda, except in emergency situations (defined as situations which would jeopardize the public's health, safety or welfare).
- 4.3 **Mayor and Councilmember Comments and Concerns:** The agenda shall provide a time when the Mayor or and Councilmember ("Comments From Councilmembers") may bring before the council any business that he/she feels should be deliberated upon by the council. There shall be no lectures, speeches or grandstanding

- 4.4 **Procedure to Bring Business Before the Council:** In order to bring any item of business before the Council, a person must contact the Clerk's office a minimum of seven business days prior to the council meeting so that the Clerk may place the item on the agenda. The person must clearly identify the item of business he/she wishes to address to the council. Any written materials should be presented to the Clerk's office seven business day prior to the meeting so that the Clerk has an opportunity to distribute them to the Council for review. This shall only apply to requests for action by the Council. Citizens may address the council on other matters during the Public comments section of the meeting.

## **5. CONSENSUS AND MOTIONS**

- 5.1 **Consensus Votes:** When a formal motion is not required on a Council action or opinion, a consensus voice vote will be taken. The Chair will state the action or opinion and each Councilmember will state his/her name and vote by saying "aye" or "nay".
- 5.2 **Motions:** No motion shall be entertained or debated until duly seconded and announced by the Chair. The motion shall be recorded and, if desired by any Councilmember, it shall be read by the Clerk before it is debated and, by the consent of the Council, may be withdrawn at any time before action is taken on the motion.
- 5.3 **Votes on Motions:** Each member present shall vote on all questions put to the Council except on matters in which he or she has been disqualified for a conflict of interest or under the appearance of fairness doctrine. Such member shall disqualify himself or herself prior to any discussion of the matter and shall leave the Council Chambers. When disqualification of a member or members results or would result in the inability of the Council at a subsequent meeting to act on a matter on which it is required by law to take action, any member who was absent or who had been disqualified under the appearance of fairness doctrine may subsequently participate, provided such member first shall have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.
- 5.4 **Tie Vote:** If the vote is tied, the Mayor shall take a roll call, calling each individual council member by name to record his/her vote. To the extent allowed by state law, in the event of a tie vote, the Mayor shall vote and break the tie.
- 5.5 **Failure to Vote on a Motion:** Any councilmember present who fails to vote without a valid disqualification shall be declared to have voted in the affirmative on the question.
- 5.6 **Motions to Reconsider:** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings were adopted.

## **6. PUBLIC HEARING PROCEDURES**

- 6.1 Speaker Sign-In:** Prior to the start of a public hearing the Chair may require that all persons wishing to be heard sign in with the Clerk, giving their name and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Chair, subject to the concurrence of a majority of the Council, may establish time limits and otherwise control presentations. (Suggested time limit is three minutes per speaker or five minutes when presenting the official position of an organization or group.) The Chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, etc.).
- 6.2 Conflict of Interest/Appearance of Fairness:** Prior to the start of a public hearing the Chair will ask if any Councilmember has a conflict of interest or Appearance of Fairness Doctrine concern which could prohibit the Councilmember from participating in the public hearing process. A Councilmember who refuses to step down after challenge and the advice of the City Attorney, a ruling by the Mayor or Chair and/or a request by the majority of the remaining members of the Council to step down is subject to censure. The Councilmember who has stepped down shall not participate in the Council decision nor vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration, provided, however, that nothing herein shall be interpreted to prohibit a Councilmember from stepping down in order to participate in a hearing in which the Councilmember has a direct financial or other personal interest.
- 6.3 The Public Hearing Process:** The Chair introduces the agenda item, opens the public hearing and announces the following Rules of Order:
- (1) All comments by proponents, opponents or other members of the public shall be made from the podium; any individuals making comments shall first give their name and address. This is required because an official recorded transcript of the public hearing is being made.
  - (2) No comments shall be made from any other location. Anyone making "out of order" comments shall be subject to removal from the meeting. If you are disabled and require accommodation, please advise the Clerk.
  - (3) There will be no demonstrations during or at the conclusion of anyone's presentation.
  - (4) These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right of free speech.
    - The Chair calls upon city staff to describe the matter under consideration.
    - The Chair calls upon proponents, opponents and all other individuals who wish to speak regarding the matter under consideration.
    - The Chair inquires as to whether any Councilmember has questions to ask the proponents, opponents, speakers or staff. If any Councilmember has questions, the appropriate individual will be recalled to the podium.

- The Chair continues the public hearing to a time specific or closes the public hearing.

## **7. DUTIES AND PRIVILEGES OF CITIZENS**

- 7.1 Meeting Participation:** Citizens are welcome at all Council meetings and are encouraged to attend and participate before the deliberations of the Council. Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, Councilmember or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. Use of cellular telephones is prohibited in the Community Center Meeting Room.
- 7.2 Subjects Not on the Current Agenda:** Under agenda item "Comments From the Public" citizens may address any item they wish to discuss with the Mayor and Council. They shall first obtain recognition by the Chair, state their name, address and subject of their comments. The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Council may deem necessary. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or a Council committee for action or investigation and report at a future meeting.
- 7.3 Subjects on the Current Agenda:** Any member of the public who wishes to address the Council on an item on the current agenda shall make such request to the Chair or Presiding Officer. The Chair shall rule on the appropriateness of public comments as the agenda item is reached. The Chair may change the order of speakers so that testimony is heard in the most logical grouping (i.e. proponents, opponents, adjacent owners, etc.). All comments shall be limited to three (3) minutes per speaker or other limitations as the Chair or Council may deem necessary.
- 7.4 Manner of Addressing the Council – Time Limit:** Each person addressing the Council shall step up to the podium, give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit his/her remarks to three (3) minutes. Agenda items "Comments From the Public" and "Public Comments on Agenda Items" shall be limited to a total of 30 minutes each unless additional time or less time is agreed upon by the Council (dependent upon the length of the agenda). All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the Chair, members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the Chair. The Council will then determine the disposition of the issue (information only, place on present agenda, workshop, a future agenda, assign to staff, assign to Council Committee or do not consider).
- 7.5 Personal and Slanderous Remarks:** Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council

may be requested to leave the meeting and may be barred from further audience before the Council during that Council meeting by the Chair or Presiding Officer.

- 7.6 Written Communications:** Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the city's business or over which the Council had control at any time. The written communication may be submitted by direct mail or by addressing the communication to the City Clerk who will distribute copies to the Councilmembers. The communication will be entered into the record without the necessity for reading as long as sufficient copies are distributed to members of the audience/public.
- 7.7 Comments in Violation of the Appearance of Fairness Doctrine:** The Chair may rule out of order any comment made with respect to quasi-judicial matter pending before the Council or its Boards or Commissions. Such comments should be made only at the hearing on a specific matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear at the public hearing on the matter and present their comments.
- 7.8 "Out of Order" Comments:** Any person whose comments have been ruled out of order by the Chair shall immediately cease and refrain from further improper comments. The refusal of an individual to desist from inappropriate, slanderous or otherwise disruptive remarks after being ruled out of order by the Chair may subject the individual to removal from the Community Center Meeting Room. These rules are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

## **8. FILLING COUNCIL VACANCIES AND SELECTING MAYOR PRO TEM**

- 8.1 Notice of Vacancy:** If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy and the procedure and deadline for applying for the position.
- 8.2 Application procedure:** The Council will draw up an application form which contains relevant information that will answer set questions posed by Council. The application form will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.
- 8.3 Interview Process:** All candidates who submit an application by the deadline will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Community Center Meeting Room while other applicants are being interviewed. Applicants will be asked to answer questions submitted to them in advance of the interview and questions posed by each Councilmember during the interview process. The Councilmembers will ask the same questions of each candidate. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.

- 8.4 **Selection of Councilmember:** The Council may recess into executive session to discuss the qualifications of all candidates. Nomination, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.
- 8.5 **Selecting Mayor Pro Tem and Alternate Mayor Pro Tem:** The council shall appoint a Mayor Pro Tem to conduct the business of presiding over meetings of the council and may other regularly conducted business of the Mayor in the Mayor's absence. While the council member is functioning as Mayor Pro Tem, the council member retains his/her right and responsibility to make and vote on motions before the council. The appointment of the Mayor Pro Tem shall take place annually at the first regular meeting of the council each year and the term shall be for one year.

## **9. CREATION OF COMMITTEES, BOARDS AND COMMISSIONS**

- 9.1 **Citizen Committees, Boards and Commissions:** The Council may create committees, boards, and commissions to assist in the conduct of the operation of city government with such duties as the Council may specify not inconsistent with the Sultan Municipal Code.
- 9.2 **Membership and Selection:** Membership and selection of members shall be as provided by the Council if not specified otherwise in the SMC. Any committee, board, or commission so created shall cease upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council or to the mayor except as otherwise specified in the SMC.
- 9.3 **Removal of Members of Boards and Commissions:** The Council may remove any member of any board or commission which it has created by a vote of at least a majority of the Council (this rule does not apply to the Civil Service Commission or any other such body which has statutory or ordinance procedures concerning removal).

## **10. SUSPENSION AND AMENDMENT OF THESE RULES**

- 10.1 **Suspension of These Rules:** Any provision of these rules not governed by the SMC may be temporarily suspended by a vote of a majority of the Council.
- 10.2 **Amendment of These Rules:** These rules may be amended or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have introduced into the record at a prior Council meeting.

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: A-2

DATE: October 22, 2015

SUBJECT: Resolution No. 15-12 Approving the Collective Bargaining Agreement with Teamsters local 763 (Representing Public Works and Clerical Workers)

CONTACT PERSON: Ken Walker, City Administrator

**ISSUE:**

The issue before the City Council is authorizing the Mayor to sign Resolution No. 15-12 (Attachment A) approving a five-year collective bargaining agreement (Agreement) with Teamsters Local 763, representing the City's public works and clerical workers.

**STAFF RECOMMENDATION:**

The staff recommendation is to authorize the Mayor to sign Resolution No. 15-12 approving the terms and conditions of the collective bargaining agreement with the City's public works and clerical workers effective January 1, 2015 through December 31, 2019, authorizing the Mayor to execute the collective bargaining agreement on behalf of the City.

**SUMMARY:**

The City's contract with the public works and clerical workers expired on December 31, 2014. The City and Teamsters have been bargaining in good faith and the parties have reached an agreement.

Council reviewed the tentative contract and expressed support for the contract at the 10/08/15 Council Meeting

Under RCW 41.56 et al, public employees may form bargaining units or labor unions to represent them in collective bargaining negotiations with the City regarding wages, hours and working conditions. The City is obligated to engage in collective bargaining with the employee's designated representative. Teamsters Local 763 represents the City's public works and clerical employees.

## DISCUSSION:

In general, the city negotiated a contract that is fair to both parties. The primary changes are outlined below. The city council's goal was to hold the line on costs and limit expense increases. If the following proposals are acceptable to Council, Council's goal will be achieved.

- 1.2.1 Change the definitions of exemptions from Union membership based on RCW 41.56.122
- 1.5 Include benchmarks for 347 and 1040 hours worked in determining applicability of sections of the Collective Bargaining Agreement (CBA).
- 4.4 Callbacks on Holidays shall be paid at double time.
  - 4.4.1 Weekend plant checks shall be paid at double time on holidays.
  - 4.6.1 Standby Duty. Employees on standby pay receive a daily amount of \$32 per day in 2015, increasing to \$35.72 in 2016, and increasing to \$39.00 in 2018.
- 6.1 Probationary period is changed from 12 months to 9 months for new hires.
  - 6.1.1 Probation period for promotions within the bargaining unit will be 90 days, with the employee having the ability to step back to their prior position for 45 days.
  - 6.1.2 Employer may return an employee promoted to a management position to the bargaining unit for a 6 month period.
- 8.1 Vacation table was amended so that employees will earn full days of vacation for years of service between 2 and 10.
  - 8.1.1 Vacation time accrued may be taken as it is accrued.
- 8.4 Payment of vacation pay in advance is deleted.
- 9.1.1.g Domestic partners removed from leaves definitions as family members.
- 9.1.4 Wellness days added that will provide  $\frac{1}{4}$  of a day earned for every calendar quarter without sick leave usage. Wellness days maximum is 2 days, and must be used before the end of the next quarter
- 9.4 Personal leaves of absence may be granted for up to 3 months, medical leaves of absence may be granted for up to 12 months.
- 10.1 Medical insurance is maintained at the current levels. Employer gains the right to terminate any insurance plan that triggers the ACA excise tax. Employer gains the right to move to the "Next best" coverage offered by the AWC if the policy in effect is cancelled. The AWC High Deductible Plan is also offered as an alternative.

- 10.1.1 Premiums for the AWC High Deductible plan are paid 100% by the employer.
- 10.1.2 Spouse eligibility for reimbursement for not being covered by the employee is deleted.
- 10.7 Domestic partner coverage under health insurance will be offered if the insurance provider offers this coverage.
- 11.2.1 Blue jean reimbursement is deleted. Employer will provide uniform jeans
- 11.2.3 Employee office staff will have the option to receive uniform shirts.
- 11.6 Employees that perform higher job classification work for more than 5 days will be paid at the rate of 110% of their base pay.
- 14.2 An additional grievance step has been added. Step two shall be appeal to the mayor.

Appendix A. Wages. .

- 2015 2.2%
- 2012 1.5% "floor" and 4.0% "ceiling"
- 2013 1.5% "floor" and 4.0% "ceiling"
- 2014 1.5% "floor" and 4.0% "ceiling"

- A.9 Utility Worker 1 and Utility Worker 2 differences are based on the acquisition of a Commercial Drivers License.
- A.10 Water Treatment Plant Operator and Water Treatment Plant Manager shall receive a 17.5% increase for acquiring a Level 3 certification.

**FISCAL IMPACT:**

Overall, the City achieved its primary goal to limit long-term cost increases. This contract does represent increases over the previous contract. Specific increases are calculated as follows:

<b>Union Proposal</b>	<b>Cost Change/ 1<sup>st</sup> Year</b>	<b>5-Year Contract</b>
4.6.1 Stand by 2015	\$2,496	\$2,496
4.6.1 Stand by 2016	\$5,200	\$10,400
4.6.1 Stand by 2018	\$7,592	\$15,184
10.1.2 Non Coverage of Spouse	(3,002)	(15,010)
11.2.1 Uniform blue jeans	\$2,653	\$13,265
11.2.3 Uniform office shirts	\$3,546	\$17,730
A.10 WTP Level 3	\$11,499	\$57,494
<b>Total</b>		<b>\$101,558</b>
<b>Average per year</b>		<b>\$20,311</b>

**ALTERNATIVES:**

1. Approve Resolution No. 15-12 as presented.

This alternative will provide the City with some stability in regards to wages, hours and working conditions. Council reviewed the tentative contract and expressed support for the contract at the 10/08/15 Council Meeting.

2. Direct City staff to return to the bargaining table to finalize a contract.

This alternative will require City staff to continue negotiations. The collective bargaining unit approved the proposed contract on October 15, 2015.

**RECOMMENDED MOTION:**

Authorize the Mayor to sign Resolution No. 15-12 approving the terms and conditions of the collective bargaining agreement with the City's public works and clerical workers effective January 01, 2015 through December 31, 2019, authorizing the Mayor to execute the collective bargaining agreement on behalf of the City.

**ATTACHMENTS:**

Attachment A – Resolution No. 15-12

RESOLUTION NO. 15-12

A RESOLUTION OF THE CITY OF SULTAN, WASHINGTON, APPROVING THE TERMS AND CONDITIONS OF THE COLLECTIVE BARGAINING AGREEMENT WITH THE CITY'S PUBLIC WORKS AND CLERICAL WORKERS EFFECTIVE JANUARY 1, 2015 THROUGH DECEMBER 31, 2019, AND AUTHORIZING THE MAYOR TO EXECUTE THE COLLECTIVE BARGAINING AGREEMENT ON BEHALF OF THE CITY.

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WHEREAS, a new collective bargaining agreement has been negotiated with Teamsters Local 763 for the period of January 1, 2015 to December 31, 2019;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The collective bargaining agreement between the City of Sultan and Teamsters Local 763, effective January 1, 2015 through December 31, 2019 is hereby adopted.

Section 2. The Mayor is hereby authorized to make minor administrative changes, if necessary, to the collective bargaining agreement described herein, and to execute the agreement on behalf of the City of Sultan City Council.

Section 3. Severability. If any section, sentence, clause, or phrase of this Resolution or any resolution adopted or amended hereby, should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

RESOLVED this 22nd day of October 2015.

\_\_\_\_\_  
CAROLYN ESLICK, MAYOR

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
LAURA KOENIG  
CITY CLERK

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM NO:** A-3

**DATE:** October 22, 2015

**SUBJECT:** RH2 Engineering, Inc. Professional Services Contract for Infiltration and Inflow Improvement Assistance

**CONTACT PERSON:** Mick Matheson, P.E. – Public Works Director

**ISSUE:**

The issue before the council is to authorize the Mayor to sign a contract (Attachment A) with RH2 Engineering, Inc. (RH2) to provide professional engineering services for Infiltration and Inflow Assistance.

**STAFF RECOMMENDATION:**

Authorize the Mayor to sign a contract with RH2 to provide professional engineering services for Infiltration and Inflow Assistance. The contract amount is not to exceed \$37,109 without prior written authorization by the City Council.

**SUMMARY:**

The City has an ongoing issue with Infiltration and Inflow with its sanitary sewer system, primarily in the older downtown and residential areas of Sultan where the groundwater table is high, especially in the wet season.

Infiltration is groundwater entering sewers through defective joints and cracks in pipes and manholes. Inflow is water discharged into service connections and sewer pipes from foundation and roof drains, surface water entering the sewer system through manhole lids, and other illicit stormwater connections.

Excessive infiltration and inflow cause surcharging of sewer lines with possible backup of sanitary wastes into basements, hydraulic overloading of treatment facilities, and can create capacity issues for sewage force mains.

The Washington State Department of Ecology has expressed concerns regarding Sultan's infiltration and inflow issues and addressing this issue is one of Sultan's top priorities.

Recently completed street improvement projects (Alder Avenue, High Avenue, 4th Street, and Date Avenue) have taken steps to improve infiltration and inflow by replacing or lining the sanitary sewer main and services as part of the projects.

The City is working to continue to improve the infiltration and inflow issue. The top priority is to understand the condition of the existing sewer system where the City has applied or will be applying for grant funding for transportation improvements. This is important because it is imperative to make an informed decision about whether to replace or line the existing sewer system beneath these sections of roadway based on the actual condition of the sewer. This scope of work focuses on specific roadway and sewer segments to help the City make an informed decision regarding sewer replacement.

As the City moves forward, additional infiltration and inflow comprehensive studies of the City's sewer system will be necessary to be able to focus on problem areas.

City staff contacted Municipal Research and Services Center of Washington (MRSC) to receive guidance on consultant selection. Consultants that provide professional services (e.g. engineers and architects) for public works projects must be selected based on their qualifications.

The MRSC maintains a roster of consulting engineering firms on their website. Each firm on the roster lists their qualifications. For a project of this size and scope, MRSC recommended reviewing the qualifications of three to five consulting firms listed on the MRSC roster and making a consultant selection based on specific criteria for this project. Staff reviewed the qualifications of three firms (RH2, Brown and Caldwell, and Gray & Osborne) and developed selection criteria for assisting the City with Infiltration and Inflow Assistance. RH2 was selected as the most qualified consultant based on the selection criteria. Attachment B (Memorandum dated 10/14/2015) summarizes the selection procedure.

**FISCAL IMPACT:**

This project was included in the 2015 Sewer Capital Budget for \$30,000. The additional funding (\$7,109) will be paid out of the 2016 Sewer Capital Budget.

**ALTERNATIVES:**

1. Authorize the Mayor to sign a contract with RH2 to provide professional engineering services to assist the City with Infiltration and Inflow Improvement.
2. Do not authorize the Mayor to sign a contract with RH2 and direct staff to areas of concern.

**RECOMMENDED ACTION:**

Authorize the Mayor to sign a contract with RH2 to provide professional engineering services for Infiltration and Inflow Assistance. The contract amount is not to exceed \$37,109 without prior written authorization by the City Council.

**ATTACHMENTS:**

Attachment A – Contract with RH2

Attachment B – Memo dated 10/14/2015 regarding consultant selection

**AGREEMENT FOR SERVICES  
BETWEEN THE CITY OF SULTAN AND  
RH2 ENGINEERING, INC.**

THIS AGREEMENT, is made by and between the City of Sultan (hereinafter referred to as "City"), a Washington Municipal Corporation, and RH2 Engineering, Inc. (hereinafter referred to as "Service Provider"), doing business at 22722 29th Drive SE #210, Bothell, WA 98021.

WHEREAS, Service Provider is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with Service Provider for the provision of such services for Infiltration and Inflow Improvement Assistance and Service Provider agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

**TERMS**

1. **Description of Work.** Service Provider shall perform work as described in Exhibit A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the express permission of the City.
2. **Payment.**
  - A. The City shall pay Service Provider at the hourly rate set forth in Exhibit B, but not more than a total of thirty seven thousand one hundred nine dollars (\$37,109) for the services described in this Agreement. This is the maximum amount to be paid under this Agreement.
  - B. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed, and shall separate all charges for clerical work and reimbursable expenses.
  - C. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.

3. **Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. No agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.
4. **Project Name.** Infiltration and Inflow Improvement Assistance
5. **Duration of Work.** Service Provider shall complete the work described in Exhibit A on or before April 30, 2016.
6. **Termination.**
  - A. Termination Upon the City's Option. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Service Provider.
  - B. Termination for Cause. If Service Provider refuses or fails to complete the tasks described in Exhibit A, or to complete such work in a manner unsatisfactory to the City, then the City may, by written notice to Service Provider, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a written termination letter which shall be effective upon deposit in the United States mail to Service Provider's address as stated below.
  - C. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City Administrator shall make the final determination about what services have been satisfactorily performed.
7. **Nondiscrimination.** In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

8. **Indemnification / Hold Harmless.** The Service Provider shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

9. **Insurance.** The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees or subcontractors.

A. **Minimum Scope of Insurance.** Service Provider shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The City shall be named as an insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional insured endorsement GC 20 10 10 01 and GC 20 37 10 01 or substitute endorsements providing equivalent coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
  4. Professional Liability insurance appropriate to the Contractor's profession.
- B. Minimum Amounts of Insurance. Service Provider shall maintain the following insurance limits:
1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
  2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
  3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- C. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
1. The Service Provider's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.
  2. The Service Provider's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. Verification of Coverage. Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work.
- F. Subcontractors. Service Provider shall include each subcontractor as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage shall be subject to all of the same insurance requirements as stated herein for the Service Provider.

10. **Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
11. **City's Right of Supervision, Limitation of Work Performed by Service Provider.** Even though Service Provider works as an independent contractor in the performance of his or her duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
12. **Work Performed at Service Provider's Risk.** Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
13. **Ownership of Products and Premises Security.**
  - A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City.
  - B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.
14. **Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.
15. **Assignment.** Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.
16. **Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

17. **Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
18. **Resolution of Disputes, Governing Law, Venue.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Administrator, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Snohomish County, Washington.
19. **Severability.** Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and Service Provider, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year above written.

Dated this 30th day of October, 2015

**CITY OF SULTAN**

**SERVICE PROVIDER**

By: \_\_\_\_\_  
Carolyn Eslick, Mayor

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Taxpayer ID #: \_\_\_\_\_

**CITY CONTACT**

**SERVICE PROVIDER CONTACT**

\_\_\_\_\_  
City of Sultan  
319 Main Street, Suite 200  
Sultan, WA 98294  
Phone: 360-793-2231  
Fax: 360-793-3344

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**ATTEST/AUTHENTICATED**

By: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Office of the City Attorney

# Memorandum

**To:** File  
**CC:** Ken Walker, City Administrator  
**From:** Mick Matheson, P.E., Public Works Director  
**Date:** 10/14/2015  
**Re:** Infiltration & Inflow Analysis Consultant Selection

The City has a need to select a consulting engineering firm with expertise in Infiltration and Inflow identification and corrective measures.

We selected three geotechnical engineering firms from the MRSC roster and from their past experience with work in Sultan and the City's interactions with these firms during the last five years.

The three civil engineering firms selected were:

1. RH2 Engineering
2. Brown & Caldwell
3. Gray & Osborne

Selection criteria was developed and is outlined below. Each firm was rated on a scale of 5 (excellent) to 1 (poor) based on review of each firm's qualifications and my personal knowledge of each firm's history in working with Sultan.

<b>Geotechnical Engineers</b>	<b>RH2</b>	<b>Brown &amp; Caldwell</b>	<b>Gray &amp; Osborne</b>
Recent experience in Sultan	5	4	5
Familiarity with Sultan's sanitary sewer collection system	5	4	4
Key staff's expertise in infiltration and inflow identification & corrective measures	5	5	5
<b>Total Score</b>	<b>15</b>	<b>13</b>	<b>14</b>

Based on this selection criteria, we chose RH2.

CITY OF SULTAN  
AGENDA ITEM COVER SHEET

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ITEM: A-4  
DATE: October 22, 2015  
SUBJECT: Community Development Block Grant (CDBG) Grant  
CONTACT PERSON: Donna Murphy Grants and Volunteer Coordinator  
Ken Walker, City Administrator

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**ISSUE:**

Snohomish County Community Development Block Grant (CDBG) called for grant proposals for the 2016 funding cycle for Public Facilities and Infrastructure Projects. City staff is seeking Council approval to submit a grant application to construct a pedestrian/bicycle pathway on the north side of US 2 from Albion Street west to Marcus Street.

**STAFF RECOMMENDATION:**

Motion to direct staff to apply for a Snohomish County CDBG Grant to construct a pedestrian/bicycle pathway on the north side of US 2 from Albion Street west to Marcus Street.

**SUMMARY STATEMENT:**

CDBG called for grant proposals for the 2016 cycle for Public Facilities and Infrastructure Projects.

A preliminary construction cost estimate to construct the pathway is being developed by LPD Engineering on a pro-bono basis.

**FISCAL IMPACTS:**

There is no match requirement on this grant program.

CITY OF SULTAN  
AGENDA ITEM COVER SHEET

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ITEM: A-5  
DATE: October 22, 2015  
SUBJECT: Community Development Block Grant (CDBG) Grant  
CONTACT PERSON: Donna Murphy Grants and Volunteer Coordinator  
Ken Walker, City Administrator



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**ISSUE:**

Snohomish County Community Development Block Grant (CDBG) called for grant proposals for the 2016 funding cycle for Public Facilities and Infrastructure Projects. City staff is seeking Council approval to partner with the Volunteers of America and apply for a grant to pay for necessary improvements and repairs at the Sultan Food Bank.

**STAFF RECOMMENDATION:**

Motion to direct staff to partner with the Volunteers of America writing a CDBG Grant Application to fund necessary improvements and repairs at the Sultan Food Bank.

**SUMMARY STATEMENT:**

CDBG called for grant proposals for the 2016 cycle for Public Facilities and Infrastructure Projects.

A preliminary construction cost estimate is being prepared by 2812 Architecture, an Everett based consulting firm who designed the Sultan Boys and Girls Club and is now working with the Volunteers of America on the Food Bank Project.

The repairs include remodel to the existing space to increase efficiency and to ensure ADA compliance. Additionally, we hope to add on to the North side of the existing structure to increase food bank capacity.

**FISCAL IMPACTS:**

There is no match requirement on this grant program, but because the building belongs to the City, there is a commitment to sign a lease agreement for up to 25 years with the Volunteers of America agreeing the building will be used as a food bank, or similar non-profit agency. \*See Attachment A

**Attachment A:**

**Duration of Low- and Moderate-Income Benefits & Terms of Agreement**

Under the HUD requirements, any capital improvement cost paid in CDBG funds must be able to provide benefits to low- and moderate-income persons or areas for a minimum of five years at the project site. This is known as the “continuing use” requirement, and it assures that capital investments in facilities will provide long-term, continuous benefits to low and moderate-income persons or areas.

All CDBG recipients must be both able and willing to establish a legally binding public interest. Ownership by a government agency creates the required public interest. For non-governmental agencies, the public interest will be secured through a deed of trust and promissory note, covenant or regulatory use agreement recorded against the project property. The project must remain in the low- and moderate-income use for a specified period of time. Agencies shall be required to meet the terms and conditions of the County’s Agreement as follows:

**Forms of Financial Assistance**

Funds awarded to local governments will be in the form of grants. Funds awarded to private, non-profit organizations will be in the form of grants, which must be repaid if the property is sold or there is a change of use during the term of the grant.

<i>Funding Award Amount</i>	<i>Term</i>
Up to \$50,000	Five Years
\$50,001 to \$100,000	Ten Years
\$100,001 to \$150,000	Fifteen Years
\$150,001 to \$200,000	Twenty Years
\$200,001 or more	Twenty Five Years

**Site Control**

Site control of the facility, either in the form of ownership or a long-term lease, becomes a crucial consideration for accessing Snohomish County CDBG Public Facilities & Infrastructure funds. An organization need not own the site of a proposed project at the time of application. However, it is imperative that the organization obtains a long-term lease from its landlord prior to the execution of a contract between the County and the organization.

**CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Action A 6

DATE: October 22, 2015

SUBJECT: First Reading of Ordinance 1222-15 Setting the tax levy for the 2016 Property Taxes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is to have the first reading of Ordinance 1222-15 (Attachment A) which sets the property tax levy for the 2016.

A public hearing was held during the Council meeting. Refer to Public Hearing 2 – 2016 Property Tax Levy for additional details.

**STAFF RECOMMENDATION**

Introduce Ordinance 1222-15 setting the 2016 property tax levy for a first reading.

Attachments: A. Ordinance 1222-15 – 2016 Property Tax Levy

**CITY OF SULTAN  
SULTAN WASHINGTON  
ORDINANCE 1222-15**

AN ORDINANCE OF THE CITY OF SULTAN FIXING THE AMOUNT  
OF TAXES TO BE LEVIED ON TAXABLE PROPERTY WITHIN THE  
CITY OF SULTAN FOR THE YEAR 2016

**WHEREAS**, the City of Sultan has met and considered its budget for the calendar year 2016;  
and

**WHEREAS**, the City Council of the City of Sultan after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Sultan requires a regular levy in the amount of \$600,000, which is a increase in property tax revenue from the previous year, based on amounts resulting from the increase in assessed values, addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest; now therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SULTAN

Section 1 Tax: That an increase in the regular property tax levy is hereby authorized for the 2016 levy in amount of \$45,274 which is a percentage increase of 7% from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

Section 2 Severability: If any provisions of this ordinance or its application to any person or circumstance are held invalid, the remainder of the ordinance or applications of the provisions of the ordinance to other person or circumstances is not affected.

Section 3 Effective Date: This ordinance shall be in full force and effect five days after publication as required by law.

REGULARLY ADOPTED this day of 5<sup>th</sup> day of November, 2015.

\_\_\_\_\_  
Carolyn Eslick, Mayor

Attest:

\_\_\_\_\_  
Laura J. Koenig, City Clerk

Approved as to form:

\_\_\_\_\_  
Amy Mill, City Attorney

Published:

**CITY COUNCIL  
AGENDA ITEM COVER SHEET**

**ITEM NO:** Action A-7

**DATE:** October 22, 2015

**SUBJECT:** Adoption of Ordinance 1223-15 setting the tax levy for 2016 for the 2004 GO Police Bond

**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is the introduction of Ordinance 1223-15 (Attachment A) which sets the 2016 tax levy for the 2004 General Obligation Police Bond. The amount of the levy for 2016 is \$30,803.

**SUMMARY:**

In 2004 the City issued bonds to pay for the 800 MHz communication system and for capital improvements to the Police Station. The ordinance setting the annual levy amount for the bond payments is adopted as part of the budget process.

This was a 20-year bond issue with average payments of \$31,000 per year. Additional property taxes are levied annually to cover the cost of the bonds. The average cost per household is \$19.25 per year.

Revenues: \$30,803 - tax levy on real property  
Expenses: \$30,803 - bond principal and interest

**203 POLICE GO BOND FUND**

<u>Account</u>	<u>Description</u>	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Adopted</u>	<u>2016 Proposed</u>
205-000-308-80-000	Beginning Fund Balance	25,909	22,632	18,612	0	0
205-000-311-11-000	Property Tax	25,877	29,538	32,432	31,673	30,803
205-000-361-11-000	Investment Interest	107	97	44	305	400
		51,894	52,267	51,088	31,978	31,203

<u>Account</u>	<u>Description</u>	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Adopted</u>	<u>2016 Proposed</u>
205-205-514-20-410	Professional Services	302	302	302	305	400
205-205-591-21-700	Bond Payment - Principal	15,000	20,000	20,000	20,000	20,000
205-205-592-21-800	Bond Payment - Interest	13,960	13,353	12,523	11,673	10,803
		29,262	33,655	32,825	31,978	31,203

**STAFF RECOMMENDATION**

Move to introduce Ordinance 1223-15 setting the 2016 Tax Levy for the General Obligation Police bond for a first reading and pass it on for a second reading.

**Attachments:** A. Ordinance 1223-15 Police bond Levy

**CITY OF SULTAN  
SULTAN WASHINGTON**

**ORDINANCE 1223-15**

AN ORDINANCE OF THE CITY OF SULTAN FIXING THE AMOUNT OF TAXES TO BE LEVIED FOR THE GENERAL OBLIGATION BONDS AS APPROVED BY THE VOTERS ON TAXABLE PROPERTY WITHIN THE CITY OF SULTAN FOR THE YEAR 2016

WHEREAS, Proposition No. 1 Emergency Radio System and Health and Safety Bonds was approved by the voters on September 14, 2004, and

WHEREAS, that election allowed bonds to be issued and a regular property tax to be levied each year for a maximum term of 20 years, and

WHEREAS, the bonds have been issued and taxes need to be collected, now therefore

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SULTAN that Snohomish County tax the City's taxpayers for the year 2016 for a total of Thirty thousand eight hundred three dollars and 00/100 (\$30,803) so as to cause collection of these funds to cover the cost of the required bond debt service payments.

Effective Date: This ordinance shall be in full force and effect five days after publication as required by law.

REGULARLY ADOPTED this 5<sup>th</sup> day of November 2015.

\_\_\_\_\_  
Carolyn Eslick, Mayor

Attest:

\_\_\_\_\_  
Laura J. Koenig, City Clerk

Approved as to form:

\_\_\_\_\_  
Amy Mill, City Attorney

Adopted:

Published:

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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DATE: October 22, 2015  
ITEM NO: A - 8  
SUBJECT: Community Events & Business (Gateway) Sign  
CONTACT PERSON: Connie Dunn, Public Works Supervisor

**ISSUE:**

The issue before the council is to authorize the expenditure of \$7,105 to Industrial Fabrication Co, Inc to build and deliver within 3 weeks the Community Events & Business Promotion Sign frame to the City of Sultan job site.

**STAFF RECOMMENDATION:**

Staff recommends authorizing the expenditure of \$7,105 to Industrial Fabrication Co, Inc to build and deliver the Community Events & Business Promotion Sign frame to the City of Sultan. We recommend Industrial Fabrication Co, Inc for the following reasons:

- Can ensure the delivery time of 2-3 weeks.
- Local Business, supporting the city for over 30 years.
- Local Employer.
- Excellent Quality of work and materials.
- Deliver product on time.
- Donations of material and time to the City and Community.
- No change orders with prior city projects.
- Long history of customer service.
- They have helped Public Works several times over the years with free scrap steel, maintaining low prices and providing technical assistance.

**ALTERNATIVES:**

1. Authorize the expenditure of \$7,105 from the Snohomish County Tourism Grant for the framework for a Community Events & Business Promotion sign with Industrial Fabrication Co Inc, Sultan with a 2-3 week delivery time.
2. Authorize the expenditure with Elliott Bay Fabrication, Mukiteo in the amount of \$5,690, 4-6 week delivery time.
3. Not approve the fabrication of the sign frame and provide staff with concerns.
4. Not approve the fabrication of the sign frame and return the Tourism Assistance Program funds of \$10,500.

**SCOPE OF WORK:**

The City received two quotes (Attachment A) for the fabrication of one metal powder coated sign measuring 14 feet wide with the top 12.5 feet above ground. The sign will provide a 3' X 10' space at the top for banner signs for tourism attracting community events; then below will be six spaces for 2' X 5' banners for business advertising.

The quote is to build a structure of 8" X 8" X 3/8" structural steel tubing HSS A500 Grade 46 Typical A36 with A307 1/2" bolts, 5/8" welded eye bolts, powder coat with a wind load per ASCE-7, velocity of 110 mph, category I, non-hurricane, with a resistance of 24 psf. Bury depth on the 8" X 8" X 3/8" upright post is eight feet.

**BACKGROUND:**

In 2013 the City of Sultan applied for a Snohomish County Tourism Assistance Program grant to install Community Events & Business Promotion Signs. The city received the grant of \$10,500 to be expended in 2014. Due to revisions needed and location changes the project was postponed until 2015.

In 2014 the City purchased the Reiner Property at US 2 and Marcus Street for future use by the city. This land purchase allowed a good location for the Business/Community Signs.

**FISCAL IMPACT:**

	<b>Fabrication Shop</b>	<b>Total Cost</b>	
	Industrial Fabrication Co Inc	\$7,102.44	
	Elliott Bay Metal Fabrication, Inc	\$5,689.05	

The fiscal impact will be the estimated cost of \$7,105 with tax. This project is grant funded through Snohomish County Tourism Assistance Program. The grant money received is \$10,500 with \$4,084 in City match and is included in the 2015 Budget. The City's match is the installation of the sign frame which includes concrete, rock installation, assembly in place, and equipment that will be used for the project. The frame cost will be totally taken from the grant provided funds, not from city operating funds.

**COUNCIL ACTION:**

Approve the expenditure in the amount of \$7,105 to Industrial Fabrication Co Inc to produce the Community Events & Business Promotion signs to be delivered to the job site within 3 weeks from date of order.

**ATTACHMENTS:**

Attachment A Industrial Fabrication Co Inc cost quote

Attachment B Elliott Bay Metal Fabrication Inc cost quote



**INDUSTRIAL FABRICATION CO., INC.**

P.O. Box 709 14124 - 339th Ave. SE Sultan, WA 98294  
(360) 793-9001 Fax (360) 793-1880

City of Sultan  
PO Box 1199  
Sultan, WA 98294

September 30, 2015

RE: BoomTown Sign Frame  
Quote #15-361

Connie Dunn:

We are pleased to quote the BoomTown Sign Frame per your request.  
Industrial Fabrication will supply the following:

Item 1) (1) HSS 8 x 8 x 3/8" Sign Frame per drawing S-101  
Powder coated after fabrication, color to be determined.

Includes: Detailed Shop Drawing  
1/2" Ø A307 Bolts

Excludes: Steel Erection  
Special Inspections

Our Price for Item 1 is ..... \$ 6,540.00  
Washington State sales tax (8.6%) is ..... \$ 562.44

Price quoted F.O.B. job site – Sultan, Washington

Industrial Fabrication is not responsible for any state or local taxes that may occur.

Thank you for the opportunity to quote. We look forward to working with you  
on this as well as future projects.

Sincerely,

*Scott Campbell*

Scott Campbell  
Estimator / Project Mgr



12108 Mukilteo Speedway, Bldg A  
 Mukilteo, WA 98275  
 (425) 265-9320

**Estimate**

DATE	ESTIMATE NO.
9/30/15	2015-255

NAME / ADDRESS
Connie M. Dunn City of Sullan Public Works Field Supervisor

FOB	Terms	Expiration Date
Elliott Bay	Net 30	11/15/15

DESCRIPTION	QTY	COST	TOTAL
14' x 12' Outdoor sign frame for banners	1	4,795.48	4,795.48T
Materials			
Structural Steel :HSS Members A500 Grade 46 Typical A36			
Bolts - A307			
Welded Eye Bolts - 5/8" ID Zinc plated steel			
Finish			
Standard Powder Coat Dark Green			
Packaging			
Bulk			
Delivery to Sullan	1	400.00	400.00T
Lead Time			
4-6 weeks - Final determination at date of order			
SUBTOTAL			5,195.48
Sales Tax @ 9.5%		9.50%	493.57
<b>TOTAL</b>			<b>\$5,689.05</b>

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: A-9  
DATE: October 22, 2015  
SUBJECT: Resolution No. 15-13 Requesting SR 522 State  
Funding  
CONTACT PERSON: Ken Walker, City Administrator

**ISSUE:**

The issue before the City Council is authorizing the Mayor to sign Resolution No. 15-13 (Attachment A) requesting the state of Washington appropriate sufficient funding to finish SR 522 construction approaching Monroe and the Sky Valley.

**STAFF RECOMMENDATION:**

The staff recommendation is to authorize the Mayor to sign Resolution No. 15-13 requesting the State of Washington appropriate sufficient funding to complete SR 522 approaches south of Monroe and the Sky Valley.

**SUMMARY:**

Completion of the widening of SR 522 is very important to improve access to the Sky Valley and the City of Sultan

**RECOMMENDED MOTION:**

Authorize the Mayor to sign Resolution No. 15-13

**ATTACHMENTS:**

Attachment A – Resolution No. 15-13

**RESOLUTION NO. 15-13**

A RESOLUTION OF THE CITY OF SULTAN REQUESTING THE STATE OF WASHINGTON APPROPRIATE SUFFICIENT FUNDING TO FINISH STATE ROUTE 522, SPECIFICALLY THE PROJECTS: SR 522 – PARADISE LAKE ROAD TO SNOHOMISH RIVER WIDENING AND SR 522 – PARADISE LAKE ROAD INTERCHANGE

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WHEREAS, in 2014, the average daily trips for SR 522 was 26,000 between Main Street, Monroe and the Snohomish River and between the Snohomish River and the stoplight at Paradise Lake Road; and

WHEREAS, the City of Sultan appreciates and acknowledges the recent completion of a widening SR 522 from US2 to the Snohomish River; and

WHEREAS, the State of Washington identifies two additional projects to be completed on SR 522, these projects being "SR 522 – Paradise Lake Road to Snohomish River Widening" and "SR 522 – Paradise Lake Road Interchange"; and

WHEREAS, sufficient funding has not been allocated to complete the remaining projects, including that in 2015, the State of Washington adopted a multi-year transportation package that did not allocate funds to finish SR 522's remaining projects; and

WHEREAS, the Board of Directors of the Monroe School District adopted Resolution No. 15-2015 on October 12, 2015, in which the Board identified challenges the District has transporting school children and employees along SR 522 as a result of the bottleneck of four-lane traffic needing to merge into two-lane traffic; and

WHEREAS, the City Council finds that funding and finishing SR 522's remaining projects is of paramount importance to the City of Sultan, Sky Valley residents, Maltby Area residents, and Sky Valley employers.

NOW, THEREFORE, THE SULTAN CITY CCOUNCIL REQUESTS THAT THE STATE OF WASHINGTON APPROPRIATE SUFFICIENT FUNDS TO FINISH "***SR 522 – Paradise Lake Road to Snohomish River Widening***" AND "***SR 522 – Paradise Lake Road Interchange.***"

RESOLVED this 22<sup>nd</sup> day of October, 2015

\_\_\_\_\_  
CAROLYN ESLICK, MAYOR

ATTEST/AUTHENTICATED

\_\_\_\_\_  
LAURA KOENIG  
CITY CLERK