

**CITY OF SULTAN
COUNCIL MEETING – COMMUNITY CENTER
April 28, 2016**

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

CHANGES/ADDITIONS TO THE AGENDA

PRESENTATIONS

- 1) Business Spotlight – Gathering Grounds
- 2) Volunteer Spotlight – Bob McCarty
- 3) Volunteer Appreciation Essays
- 4) Library Annual Report and Recognition of Library Board

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

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

- 1) Minutes of the April 14, 2016 Council Meeting
- 2) Voucher Approval
- 3) Resolution 16-06 - Surplus List

ACTION ITEMS:

- 1) Leadership Day Proclamation
- 2) Ordinance 1232-16 – Office Hours
- 3) Ordinance 1233-16 – Planning Board Members
- 4) LED Streetlight Conversion Contract
- 5) Contract with Katy Isaksen & Associates for Rate Studies
- 6) Ordinance 1234-16 – Library Board

DISCUSSION ITEMS:

Executive Session:

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 or visit our web site at www.ci.sultan.wa.us

CITY OF SULTAN
AGENDA ITEM COVER SHEET

Agenda Item: P- 1
Date: April 28, 2016
SUBJECT: Business Spotlight – Gathering Grounds

Donna Murphy

CONTACT PERSON: Donna Murphy Grants and Volunteer Coordinator



ISSUE:

The issue before the Council is to recognize Gathering Grounds as the City of Sultan's Business Spotlight for April, 2016.

SUMMARY STATEMENT:

Courtney Jemmett has been the owner/operator of Gathering Grounds, which is located at 507 US 2 in Sultan since April 1, 2015.

Courtney was born and raised in the Monroe and Snohomish area. She lives in Arlington with her two daughters, Siri and Tove and hopes to move to Sultan soon.

Gathering Grounds serves consisting of a full line of hot and cold espresso drinks, as well as offering smoothies, pastries and coffee by the bag.

Since Courtney took ownership of Gathering Grounds, she has provided outdoor seating and only one year later she commented, "Were in the month of change", adding new flooring, signs and product.

Courtney is a strong believer in supporting local businesses, carrying "Five Lines Pottery" created by a local artist, and gluten free pastries from "That Takes the Cake", located on Main Street in Sultan.

Courtney also makes her own Chai Tea, Coffee Beans, Coffee and Chai Tea Christmas Ornaments are offered for sale during the Christmas Holidays.

She's currently waiting on her Wine and Food Permit Upgrade to serve hot food, such as Pannini (Hot Sandwiches), homemade soups and salads.

Coffee					
	Solo \$1.50		Doppio \$2.00		
	12.oz	16.oz	20.oz	24.oz	32.oz
Drip Coffee	1.00	1.75	2.25	2.50	3.25
Americano	2.00	2.50	3.00	3.25	4.25
Latte / Cappuccino	2.25	3.25	3.75	4.50	5.50
Mocha	3.25	3.75	4.25	4.75	5.75
Dark/White Chocolate Mocha	3.50	4.00	4.50	5.00	6.00
Caramel Macchiato	3.50	4.00	4.50	5.00	6.00

Extras AND Alternatives:
 Soy, Coconut Milk, Almond Milk, Breve
 Add Flavor, Chocolate, White / Dark Chocolate, Caramel 50¢
 Espresso Shot 75¢/1.00

TAX INCLUDED



She currently has one employee and is hoping to hire up to 6 people when her business is cleared to sell food and wine.

Courtney loves the holidays, decorating her store for all of them. During Halloween she gave away free Caramel Apples to the Trick or Treaters and lined the room with local vendor wares.



When asked where she sees her business in the next two years, Courtney said her vision is to remove the connecting wall and expand into the neighboring space.

One of Courtney's customers put it best: "Courtney is a true inspiration, she's like a Rocky here", (The Rocky of Sultan).



SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: P-2
DATE: April 28, 2016
SUBJECT: Volunteer Spotlight – Bob McCarty

CONTACT PERSON: Donna Murphy, Grants and Volunteer Coordinator

ISSUE: To recognize Bob McCarty as the City of Sultan's Volunteer Spotlight for April, 2016.

Donna Murphy

SUMMARY:

Bob McCarty was born in West Seattle where he grew up and graduated from West Seattle High School.

Bob attended Grays Harbor College and graduated with an Associate's Degree in Science. From there he attended WSU and graduated with a Bachelors Degree in Range Management Wildlife Habitat Option.

He worked at a machine shop, Seattle Lighting and U-Haul transferring broken down trucks to the shop working through the summer.

Bob then went to work for Washington State Department of Transportation as a Toll Collector on the 520 Bridge. He said he got the job because "They fired a lot of people who were involved in a theft ring and there were a lot of openings".

He kept applying for jobs in his chosen field without success and transferred to the Washington State Liquor Board. He started as a clerk and quickly moved up to Senior Clerk and then Assistant Manager. He soon became manager and remained so until his retirement in 2005 from the Sammish Store.

Bob began attending the Folk Life Festival in the early 1990's and progressed to volunteer and then staff.

After graduation in the late seventies, Bob moved to Sultan in 2000, he volunteered with the West Seattle Sportsmen's Club as a Hunter Education instructor and teaching basic marksmanship to kids.

After he relocated to Sultan, he began volunteering for the Sultan Sportsmen's Club working at garage sales, cashiering Shindig and helping with the \$500 scholarship program every year for a Sultan High School Graduate.



They also give scholarships that has a value of \$300 each to a Sultan boy and girl every year to attend Washington State Conservation Camp at Moran State Park on Orcas Island.

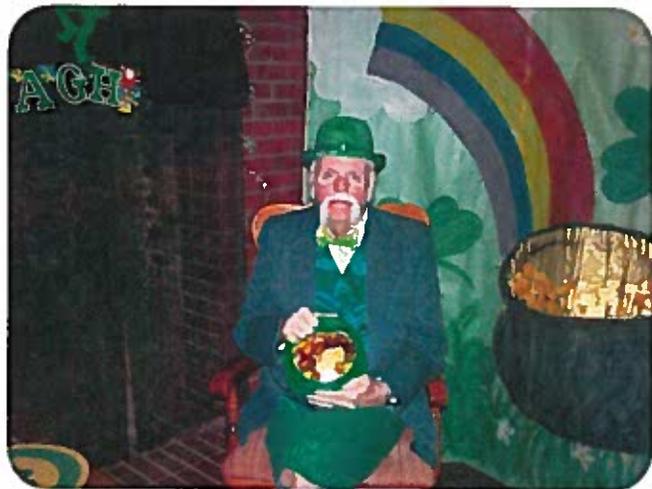
Bob volunteers with the Sultan Sportsmen's Club at the annual Fishing Derby held at Boucher Pond every May.

Bob is a member of the Friends of the NRA, helping them fundraise at their Annual Dinner Auction for the North Puget Sound Committee. They raise about \$30,000 annually.

- Bob is a Sultan City Councilmember
- He's on the Snohomish County Parks Advisory Board for District 5
- He volunteers on the weekly park cleanup events in Sultan
- He's a member of the Community Alliance
- Bob does prep work for the Senior Center Breakfast
- He's a volunteer every Friday night at the Boys and Girls Club from 6-10:30
- Bob built the directional signs and mileage posts in Osprey Park trail system
- He worked on the "Susie's Trailhead Sign" for Susie's Trail.
- He's on the Sky to Sound Water Trails Committee, representing Sultan and Snohomish County Parks.
- Sky Valley Recreation Group representing Sultan and Snohomish County Parks
- He worked Cleanup at the Startup Gym and Rummage Sale
- He regularly attends "Coffee With the Mayor" bringing fresh ideas for volunteering
- This Saint Patrick's Day, Bob was the Leprechaun at the Volunteers of America's Dinner
- Treasurer for the Sportsmen's Club.

In the next 2-5 years Bob will continue volunteering, but it's really cutting into his yard and house work. Bob commented, "My house and yard are deteriorating from lack of attention because there's nobody but me".

He's hoping to see the completion of the Sultan Basin Range, Steelhead Park, Heybrook Ridge Park, revitalization of Sultan's River Park Boat Launch, potentially naming it "LeRoy's Landing" and a Water Trails System set up, all within the next 2-5 years.



**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

Donna Murphy

ITEM NO: P-3
DATE: April 28, 2016
SUBJECT: Volunteer Appreciation Essays

CONTACT PERSON: Donna Murphy, Grants and Volunteer Coordinator

ISSUE: Welcome Jacob Fettig and Ashlynn Steele, Essay Readers

SUMMARY:

Mayor Eslick recently reviewed several essays about "What a Volunteer is" and chose four to be read aloud. Two at the Volunteer Appreciation Dinner on April 12, 2016 and two at City Council.

Tonight, Sultan Boys and Girls Club Membrs, Jacob Fettig and Ashlynn Steele will read their essays to the Mayor and City Council.

Jacob Fetting



What is a Volunteer?

A volunteer is a man or woman that volunteer his or her time helping and does not get paid.

A volunteer is important because if the town needs help cleaning up the town if volunteer do not show up nothing would get done.

What a volunteer is...

A volunteer is someone who will do something without the requirement of a reward or a prize and will do it just to help others. One example of a volunteer is Ruth, a teen director. One thing she did that includes her in the category of being a volunteer is that she took me along with others to Inspire Her, which she didn't need to do, and she expected nothing in return from those she took. Other volunteers that I have seen are those who came here and talked with the teens, or those who did crafts with teens/little kids.

One thing that is noticed most often with volunteers is generosity, the reason I think this is because these people are giving up their time, in which might not seem like it but we only at the most have about 100 years and even then, most die in their 60's to 80's and seldom 90's and the world has been alive for hundreds of thousands of years, millions of years even! But back to the point, these people are giving up their time to help with the community.

Another thing I believe is in most volunteers in them is a bit of forbearance, in which I think is a good thing to have when working with others to complete a project, or helping with children (teens are children too, at least they act like it) they would have to have to have patience with them.

Life has many twists and turns and humans can be mean but with the help of anyone, everyone could live in peace, this is what I hope and with hope come people who will try, try to make this place called Earth the best it could be!

Essay by: Ashlynn Steele.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: P-4

DATE: April 28, 2016

SUBJECT: State of the Library Presentation
Recognition of the Library Board

CONTACT PERSON: Laura Koenig, Clerk/Finance Director

SUMMARY:

Jackie Personeus, Sultan Library Branch Manager, will present the annual State of the Library presentation.

The City will also present Certificates of Appreciation to the Sultan Library Board.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: SR – 1
DATE: April 28, 2016
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
- 2016 Water Meter Replacement Program
- 2016 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.

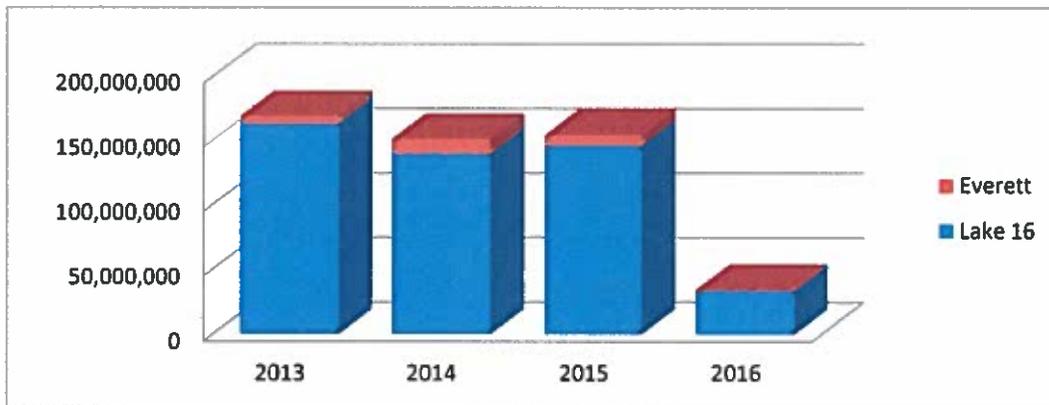
Lastly, there are five attachments designed to provide information with respect to the City of Sultan's Wastewater Treatment Plant operation, garbage collection, recycling, cemetery and current public works crew activities. The attachments are updated monthly.

ATTACHMENTS:

Attachment A	Lake 16 vs. City of Everett Water Supply Comparison
Attachment B	Lake 16 Production for 2016
Attachment C	City of Sultan Water Plant Production Past 6 Years
Attachment D	Yearly Totals to Distribution System
Attachment E	2016 Water Meter Replacement Schedule
Attachment F	2016 Fire Hydrant Exercising Schedule
Attachment G	Everett Meter Readings for 2016
Attachment H	City of Sultan Wastewater Treatment Plant Operational Report
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

	2013	2014	2015	2016
Lake 16	163,185,000	140,098,000	146,316,550	33,877,700
Everett	6,154,544	11,577,544	8,277,372	970,904
Total Gallons	169,339,544	151,675,544	154,593,922	34,848,604
% Everett	4%	8%	5%	3%



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-16	318.3	13,753,000	1,017,600	1,301,000	675,000	10,759,400	122.7	2.1	1,952	2,095	102.0	1819.0
Feb-16	286.8	12,102,000	691,200	1,115,000	607,500	9,688,300	105.2	2.0	1,568	1,693	102.0	1664.0
Mar-16	320.0	13,430,000	768,000	1,278,000	675,000	10,709,000	114.9	2.1	1,780	1,778	105.0	1952.0
Apr-16						0						
May-16						0						
Jun-16						0						
Jul-16						0						
Aug-16						0						
Sep-16						0						
Oct-16						0						
Nov-16						0						
Dec-16						0						
TOTALS	925.1	39,285,000	2,476,800	3,694,000	1,957,500	31,156,700	342.8	6.2	5,300	5,566	309.0	5,435.0
AVERAGE	308.4	13,095,000	825,600	1,231,333	652,500		114.3	2.1	1,767	1,855	103.0	1,811.7

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

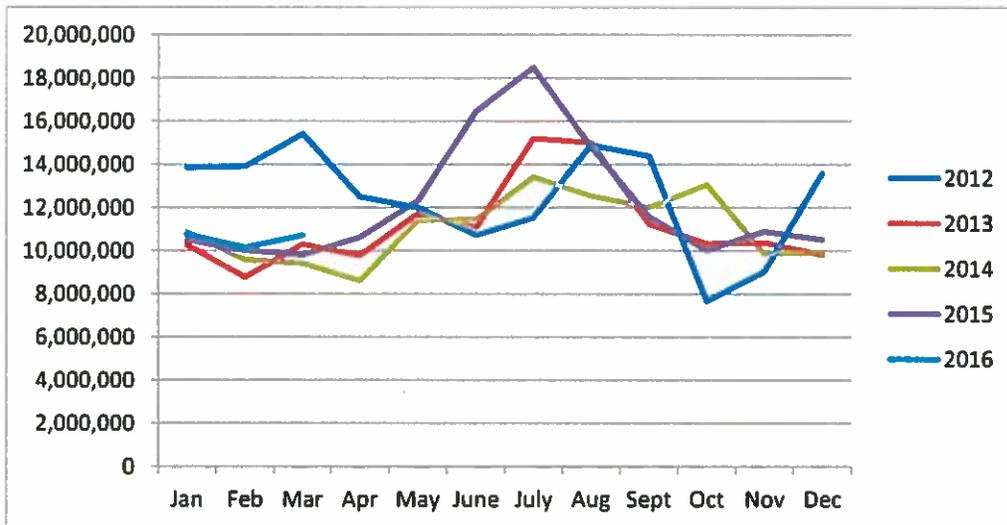
CITY OF SULTAN
Water Plant Production Past 6 years

	2011	2012	2013	2014	2015	2016
JAN	11,816,800	13,837,500	12,695,000	13,552,000	11,085,000	13,753,000
FEB	11,059,100	13,917,500	10,821,000	11,889,000	9,762,000	12,102,000
MARCH	11,246,150	15,413,700	12,453,000	11,968,000	12,339,000	13,430,000
APRIL	3,636,500	12,509,700	12,330,000	10,739,000	12,741,000	
MAY	0	11,994,500	14,516,000	14,191,000	14,666,000	
JUNE	0	10,721,850	13,654,000	14,036,000	19,483,000	
JUL	0	11,536,100	18,270,000	16,632,000	21,852,000	
AUG	0	14,897,550	16,369,000	15,095,000	17,011,000	
SEPT	0	14,403,400	13,820,000	14,458,000	13,864,000	
OCT	0	7,669,000	12,901,000	9,691,000	11,085,000	
NOV	4,359,500	9,048,000	13,074,000	10,339,000	10,910,000	
DEC	13,589,000	10,813,600	12,282,000	11,966,000	12,150,000	
AVG	4,642,254	12,230,200	13,598,750	12,879,667	13,912,333	13,095,000
TOTAL	55,707,050	146,762,400	163,185,000	154,556,000	166,948,000	39,285,000

YEARLY TOTALS TO DISTRIBUTION SYSTEM

	2012	2013	2014	2015	2016
Jan	13,837,500	10,271,500	10,896,750	10,494,970	10,759,400
Feb	13,917,500	8,778,600	9,565,500	10,011,458	10,160,288
Mar	15,413,700	10,295,800	9,414,140	9,808,262	10,709,000
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	10,030,402	
Nov	9,048,000	10,396,050	9,876,190	10,910,000	
Dec	13,589,000	9,823,500	9,933,596	10,513,822	
TOTAL	149,537,800	133,955,040	132,204,572	146,071,918	31,628,688
AVG	12,461,483	11,162,920	11,017,048	12,172,660	10,542,896

ALL NUMBERS ARE IN GALLONS



2016 WATER METER EXCHANGE SCHEDULE

Month-Year	Actual # Meters Changed	Program Goal	Remaining Meters at Month End
Beginning Balance			25*
Jan-16	3	5	22
Feb-16	1	5	21
Mar-16	0	5	21
Apr-16		5	
May-16		5	
Jun-16		5	
Jul-16			
Aug-16			
Sep-16			
Oct-16			
Nov-16			
Dec-16			
TOTAL	4	25	

* All remaining meters are commercial.

2016 FIRE HYDRANT EXERCISING SCHEDULE

Month-Year	Actual # of FH's Exercised	Program Goal	Remaining FH's at Month End
Jan-16	14	20	84
Feb-16	5	20	79
Mar-16	42	20	37
Apr-16		20	
May-16		10	
Jun-16			
Jul-16			
Aug-16			
Sep-16			
Oct-16			
Nov-16			
Dec-16			
TOTAL	61	90	

CITY OF SULTAN
Wastewater Treatment Plant
Operational Report
2015 - 2016

ATTACHMENT H

MONTH	Influent Flow (Max High allowed 0.72 MGD)				Total Rainfall Inches	Effluent PH (Range allowed 6.0 - 9.0)		Biological Oxygen Demand (Range allowed 85% to 100%)	Avg Suspended Solids (Range allowed 85% to 100%)	Sludge Wasted	
	Total (MG)	Avg (MGD)	High (MGD)	Low (MGD)		PH Low	PH High			Gallons	Wet Tons
Jan-15	14,365	0.463	1.894	0.327	8.90	6.3	6.5	97.0	96.7	40,227	0.00
Feb-15	11,065	0.395	0.686	0.276	8.34	6.2	6.5	97.3	97.2	74,696	38.66
Mar-15	9,024	0.291	0.503	0.234	5.04	6.3	6.4	97.7	98.8	101,724	49.68
Apr-15	8,825	0.394	0.374	0.249	5.56	6.3	6.5	97.7	98.1	94,379	39.06
May-15	7,244	0.234	0.297	0.203	1.01	6.3	6.5	97.7	97.9	77,150	29.15
Jun-15	6,227	0.208	0.239	0.191	0.70	6.3	6.7	98.4	98.0	80,642	29.32
Jul-15	6,378	0.206	0.261	0.180	0.80	6.3	6.6	98.6	97.9	51,452	19.18
Aug-15	6,579	0.212	0.281	0.190	3.24	6.4	6.8	98.1	98.0	56,743	29.09
Sep-15	6,801	0.227	0.262	0.208	3.46	6.3	6.6	98.0	98.1	41,367	19.60
Oct-15	8,404	0.271	1.123	0.206	7.45	6.3	6.8	98.0	97.8	23,374	9.60
Nov-15	17,662	0.589	1.440	0.338	12.87	6.1	6.5	97.6	98.7	23,597	19.24
Dec-15	16,666	0.538	1.900	0.324	14.83	6.1	6.3	96.6	96.3	35,140	0
Jan-16	11,944	0.385	0.802	0.271	10.15	6.2	6.5	97.0	97.3	44,578	26.73
Feb-16	14,242	0.491	1.257	0.332	7.98	6.1	6.3	97.7	97.6	64,475	29.07
Mar-16	12,550	0.405	0.516	0.333	9.12	6.2	6.4	98.3	97.7	84,361	48.40
Apr-16											
May-16											
Jun-16											
Jul-16											
Aug-16											
Sep-16											
Oct-16											
Nov-16											
Dec-16											

2016 GARBAGE REPORT**ATTACHMENT I**

	2015 TONS	2015 COST	2016 TONS	2016 COST
January	145.33	\$15,261.00	153.49	\$16,120.00
February	128.13	\$13,455.00	142.60	\$14,977.00
March	138.96	\$14,593.00	147.95	\$15,535.00
April	140.13	\$14,715.00		
May	145.89	\$15,320.00		
June	140.38	\$14,743.00		
July	153.48	\$16,093.00		
August	139.16	\$14,612.00		
September	134.68	\$14,144.00		
October	166.21	\$17,015.00		
November	162.05	\$16,589.00		
December	157.68	\$16,542.00		
TOTALS	1,752.08	\$ 183,082.00	444.04	\$46,632.00



City of Sultan
Customer Counts

Sector	Commodity	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total
Residential	Recycle	1,549	1,550	1,549										4,648
Commercial	Recycle	29	30	29										88
Multifamily	Recycle	6	6	6										18
Residential	Yardwaste	318	317	329										964
Commercial	Yardwaste	3	3	3										9
Multifamily	Yardwaste	1	2	2										5

City of Sultan
Tonnage

Sector	Commodity	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total
Commercial	Recycle	3.64	3.27	4.47										11.38
Multifamily	Recycle	2.69	3.20	2.93										8.82
Residential	Recycle	37.70	44.63	40.53										122.86
Total Recycle		44.03	51.10	47.93	-	-	-	-	-	-	-	-	-	143.06
Commercial	Yardwaste	0.20	0.25	0.32										0.77
Multifamily	Yardwaste	2.17	2.64	3.46										8.27
Residential	Yardwaste	14.19	17.25	22.56										54.00
Total Yardwaste		16.56	20.13	26.34	-	-	-	-	-	-	-	-	-	63.03

**CEMETERY REPORT
BURIALS**

ATTACHMENT K

103 Cemetery Operating Fund

Description	2016 BUDGET	2016 ACTUAL
Revenue		
Beginning Balance	0	19,004
Cemetery Fees	25,000	4,432
Investment Interest	100	0
Total Resources	25,100	23,436
Expenditures		
Total Expenditures	23,440	8,344
Ending Fund Balance	1,660	15,092

Burials	YTD 2016
Ash	0
Full	2

SULTAN CITY COUNCIL

AGENDA ITEM

DATE: April 28, 2016
SUBJECT: Public Works Projects-Update
CONTACT PERSON: Connie Dunn, Public Works Supervisor

WATER:

The Booster Pump Station project at the Water Treatment Plant is nearing completion. A ribbon cutting ceremony will be mid May.

Matt Wood and Jason Strauss have been flushing hydrants the last few months. They also have been installing some of the last few commercial electronic water meters. There are some 2" – 3" and one 6" meter that the city still needs to purchase. These meters are more expensive than the ¾" meters at \$2,500 to \$6,000 and need to be included in the budget.

GARBAGE:

Mike Rains and Jim Barns have been sharing the work load on the garbage route.

PARKS:

Riley Edwards has been focusing on the park maintenance. He has been working on minor repairs on the Osprey Park play equipment. Riley is continuing to do a good job of keeping the parks and park restrooms clean. The season is here that the public are using the city parks more than in the winter or colder times of year.

STREETS:

The public works crew work hard to keep potholes repaired. In recent weeks the crew, thanks to the hot weather, has been painting stop bars/lines at intersections in the downtown core of the city.

WASTEWATER:

Mike Rains has been going to the wastewater treatment plant once a week for cross training.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1
DATE: April 28, 2016
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the April 14, 2016 Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – April 14, 2016

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

PRESENTATIONS:**Mike Armstrong – Lobbyist**

Mike Armstrong, Armstrong & Associates, presented an overview of his credentials and clients. He will work on a couple of major projects for the city including the pedestrian bridge across the river and the emergency facility. The priority will be the pedestrian bridge as the current bridge is not safe for people to walk across. There may be funding from different state grant programs. The goal will be to contact state representatives prior to the next legislative session.

Discussion was held regarding the Council role in the lobby efforts, support from other groups using the bridge, positive reactions to the projects during recent Olympia visits and the need to stay on transportation board's radar.

Councilmember COMMENTS

McCarty: Noted the passing of Leroy Jenson who was a great supporter of the Sportsman and community events. Suggested naming the proposed boat launch Leroy's Landing.

Seehuus: Leroy provided the trailer for parade judges and was always at the swap meets.

Wiita: Sub-committee is working on the debt management policy.

Neigel: The SRO report provided to the Council at some interesting information about school activities.

Naslund: The Leadership Committee is working on the emergency plan update to bring it up to today's standard. Boys/Girls Club teen group met Wednesday and had a great discussion on what council do and about public safety, utilities and parks. Middle School students provided great feedback on the park survey. The mail out survey was returned by mostly older people.

Beeler: Thanked Public Works for the work on the Sultan Basin Road – gravel path will help make it safer for walking.

Ken Walker: The interviews for the new East County Everett Community College Campus Director are completed and a recommendation made to the Dean. Commended the Water Department staff for the work on the installation of the new booster pump station and resolving an issue with PUD.

Vernon Johnson: Next week is Spirit Week ending with the prom. Soccer team is in 2nd place. Softball team is looking good.

Mayor Eslick: Cleanup day is April 23rd and April 28th is shredding day. Leroy was great guy and will be missed. Tourism workshops are getting down to working on an action plan on marketing the valley.

STAFF REPORTS – Written Reports Submitted and are on file in the Office of the City Clerk.

- 1) Code Enforcement
- 2) Police Report: The County is holding a citizens academy at Cathcart with 70 in the class. They are working with new prosecutor as the County stopped work on cases after the city provided notice of termination. The County needs to correct some errors on Sultan cases.

CITY OF SULTAN COUNCIL MEETING – April 14, 2016

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 Naslund, seconded by Councilmember Seehuus, the consent agenda was approved as presented. McCarty – aye, Seehuus – aye; Walker – aye; Wiita – aye, Neigel – aye; Naslund – aye – abstain on voucher 31724-31725; Beeler - aye.

- 1) Minutes of the March 24, 2016 Council meeting as on file in the Office of the City Clerk.
- 2) Minutes of the March 24, 2016 Public Hearing – 124th Street Annexation as on file in the Office of the City Clerk.
- 3) 3Voucher Approval in the amount of \$700,597.10 and payroll through March 25, 2016 in the amount of \$92,329.30 to be drawn and paid on the proper accounts.

ACTION ITEMS:

Main Pump Station Emergency Repair – Final Acceptance

The issue before the City Council is final acceptance of the Main Pump Station Control Replacement completed by Quality Controls Corporation (QCC).

The council adopted Resolution 15-09 declaring an emergency and waiving competitive bidding requirements to provide necessary electrical components and repair the Main Pump Station on August 13, 2015. The Mayor signed a contract with QCC on August 20, 2015, which was ratified by the council on August 27, 2015. There were no change orders issued for this project. The project was completed for \$146,327.45 including sales tax (which included a \$7,500.00 contingency). QCC incurred costs above the contract amount, however did not bill the City for this work. Bond proceeds of \$254,000 were obtained for the Main Pump Station in 2014 and are available.

On a motion by Councilmember Neigel, seconded by Councilmember Wiita, the Council accepted the Main Pump Station Control Replacement as completed by QCC. All ayes.

Rotary Fine Screen – Final Acceptance

The issue before the City Council is final acceptance of the Shaftless Spiral Fine Screen Replacement completed by TEK Construction, Inc.

The council authorized the Mayor to sign a contract with TEK Construction, Inc. to furnish and install a Shaftless Spiral Fine Screening, Washing, Conveying and Dewatering unit at the Wastewater Treatment Plant for an amount not to exceed \$85,000 (not including sales tax). The project was completed for \$80,509 (not including sales tax). There were no change orders. The project was included in the 2015 city budget as a capital project to be funded using sewer capital funds. The project cost was identified in the capital budget as \$80,000. Sewer capital funds are available.

On a motion by Councilmember Beeler, seconded by Councilmember Naslund, the Council accepted the Shaftless Spiral Fine Screen Replacement as completed by TEK Construction. All ayes.

RH 2 Contract – NPDES Permit

The issue before the council is to authorize the Mayor to sign a contract with RH2 Engineering, Inc. to provide professional engineering and related services necessary to:

- Complete the National Pollution Discharge Elimination System (NPDES) permit application for the City's Wastewater Treatment Plant (WWTP).
- Provide assistance with the City's transition to electronic discharge monitoring reporting (DMRs) as required by the Washington State Department of Ecology (Ecology).

The fee to complete these services is not to exceed \$8,082.00 without prior authorization by the City Council. The Washington State Department of Ecology (Ecology) is requiring the City of Sultan to complete a National Pollution Discharge Elimination System (NPDES) permit application with a deadline of July 30, 2016. Ecology is also requiring that the City transition to Ecology's WQWWebDMR system.

CITY OF SULTAN COUNCIL MEETING – April 14, 2016

Staff reviewed the qualifications of three firms (RH2, Brown and Caldwell, and Gray & Osborne) and developed selection criteria for the NPDES permit application and assistance with the City's transition to electronic monitoring reporting (DMRs). RH2 was selected as the most qualified consultant based on the selection criteria. The \$8,082 fee for professional services will be funded using Sewer Capital funds.

On a motion by Councilmember Wiita, seconded by Councilmember Walker, the Mayor was authorized to sign a contract with RH2 Engineering, Inc. to provide professional engineering and related services necessary to:

- Complete the National Pollution Discharge Elimination System (NPDES) permit application for the City's Wastewater Treatment Plant (WWTP).
- Provide assistance with the City's transition to electronic discharge monitoring reporting (DMRs) as required by the Washington State Department of Ecology (Ecology).

Contract not to exceed \$8,082 dollars. All ayes.

Adjournment: On a motion by Councilmember Wiita, seconded by Councilmember Naslund, the meeting adjourned at 8:20 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent 2
DATE: April 28, 2016
SUBJECT: Voucher Approval - 2016
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the vouchers for approval in the amount of \$106,779.99 and payroll through April 8, 2016 in the amount of \$66,799.85 to be drawn and paid on the proper accounts.

FISCAL IMPACT: \$173,579.84

RECOMMENDATION:

Approve the payment of vouchers as submitted.

**City Of Sultan
Voucher Approval
April 28, 2016**

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 #31736-37	\$ 3,911.33
Direct Deposit #8	\$ 27,677.32
Benefits Check #31734-35,738-740	\$ 21,899.08
Tax Deposit #8	\$ 13,312.12
Accounts Payable Checks #31741-777	\$ 97,499.27
ACH Transactions - DOR	\$ 9,280.72
TOTAL	\$ 173,579.84

Bob McCarty, Councilmember

John Seehuus, Councilmember

Rocky Walker, Councilmember

Russell Wiita, Councilmember

Joe Neigel, Councilmember

Marianne Naslund, Councilmember

Jeffrey Beeler, Councilmember

Accounts Payable

Check Register Totals Only



User: laura.koenig
 Printed: 4/21/2016 - 11:16 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
31741	04/28/2016	AmTest	AM Test	25.00	0
31742	04/28/2016	Aramark	Aramark Uniform Services - AUS We	342.21	0
31743	04/28/2016	Blueline	Blueline	9,070.00	0
31744	04/28/2016	campres	Campbell's Resort	393.66	0
31745	04/28/2016	chinook	Chinook Lumber, Inc	199.25	0
31746	04/28/2016	ComWWTP	Comcast Business	200.61	0
31747	04/28/2016	Corin	Correctional Industries	702.25	0
31748	04/28/2016	CostcoM	Costco Membership - Carol Martin	110.00	0
31749	04/28/2016	DOLI	Department of Labor & Industries	129.00	0
31750	04/28/2016	EvUtil	Everett Utilities	966.78	0
31751	04/28/2016	EvDC	Evergreen District Court	400.52	0
31752	04/28/2016	GBGeek	Gold Bar Geek	2,118.85	0
31753	04/28/2016	Gray	Gray & Osborne Inc.	6,226.84	0
31754	04/28/2016	Groco	Groco, Inc	3,097.60	0
31755	04/28/2016	HoneyB	Honey Bucket	564.65	0
31756	04/28/2016	Kenyon	Kenyon Disend PLLC	7,658.73	0
31757	04/28/2016	mrsc	Municipal Research	240.00	0
31758	04/28/2016	OASYS	Oasys Office Automation Systems	314.87	0
31759	04/28/2016	OfcDepot	Office Depot	483.93	0
31760	04/28/2016	olympic	Olympic Elevator Company	306.25	0
31761	04/28/2016	OwenE	Owen Equipment	462.73	0
31762	04/28/2016	Pitney	Pitney Bowes - Purchase Power	520.99	0
31763	04/28/2016	PUD 1	PUD	297.15	0
31764	04/28/2016	PSE	Puget Sound Energy	129.16	0
31765	04/28/2016	rh2	RH2 Engineering, Inc.	31,380.34	0
31766	04/28/2016	sanezman	S. A. Newman Firm	1,750.00	0
31767	04/28/2016	SCpubwor	Snohomish County Finance	15,535.00	0
31768	04/28/2016	SnoPlan	Snohomish County Planning and Deve	792.00	0
31769	04/28/2016	soundpub	Sound Publishing Inc	849.68	0
31770	04/28/2016	Summit	Summit Research Labs	4,216.98	0
31771	04/28/2016	USBank	US Bank	78.00	0
31772	04/28/2016	UULC	Utilities Underground Location Center	16.94	0
31773	04/28/2016	UV	UV Doctor Lamps LLC	5,546.15	0
31774	04/28/2016	visa	Visa	26.36	0
31775	04/28/2016	visa	Visa	853.32	0
31776	04/28/2016	visa	Visa	1,468.47	0
31777	04/28/2016	visa	Visa	25.00	0
Check Total:				97,499.27	

Payroll

ACH Check Register

User: 'julie.addington'
Printed: 04/11/2016 - 3:24PM
Batch: 3-4-2016
Include Partial: FALSE

PR 8 2016



Check Date	Check Number	Employee No	Employee Name	Amount
04/15/2016	0	001	Laura Koenig	2,191.38
04/15/2016	0	002	Tami Pevey	1,110.18
04/15/2016	0	004	Donna Murphy	1,027.83
04/15/2016	0	007	Julie Addington	1,537.41
04/15/2016	0	010	Cynthia Sparks	1,498.87
04/15/2016	0	011	Janice Mann	1,146.15
04/15/2016	0	015	Kenneth Walker	3,159.52
04/15/2016	0	019	Michael Matheson	2,979.24
04/15/2016	0	020	Connie Dunn	2,083.46
04/15/2016	0	025	John Harris	1,766.43
04/15/2016	0	028	Todd Strom	1,839.91
04/15/2016	0	049	Victoria Forte	1,538.84
04/15/2016	0	120	Matthew Wood	1,808.71
04/15/2016	0	121	Jason Strauss	1,718.77
04/15/2016	0	125	Riley Edwards	1,160.07
04/15/2016	0	127	Michael Rains	1,110.55
Total Employees:			16	Total: 27,677.32

Payroll

Computer Check Register

User: julie.addington
Printed: 04/11/2016 - 3:23PM
Batch: 00003-04-2016 Computer

PR 8 2016



Check No	Check Date	Employee Information	Amount
31736	04/15/2016	024 Michael Williams	2,518.46
31737	04/15/2016	029 James Barns	1,392.87
Total Number of Employees: 2		Total for Payroll Check Run:	3,911.33

Accounts Payable

Check Register Totals Only

User: laura.koenig
 Printed: 4/14/2016 - 11:39 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31738	04/14/2016	Retire	Department of Retirement	1,112.50	0
31739	04/14/2016	Retire	Department of Retirement	8,068.57	0
31740	04/14/2016	UNION	Teamsters Local Union #763	825.00	0
Check Total:				<u>10,006.07</u>	

Accounts Payable

Check Register Totals Only

User: laura.koenig
 Printed: 4/8/2016 - 11:18 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31734	04/08/2016	L&I	Department of Labor & Industries	11,326.04	0
31735	04/08/2016	Unemploy	Employment Security Department	566.97	0
Check Total:				<u>11,893.01</u>	

Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	41.49
31734	04/08/2016	GENERAL FUND	L&I Payable	Department of Labor & Industries	204.38
31734	04/08/2016	STREET FUND	L&I Payable	Department of Labor & Industries	70.95
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	10.11
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	10.50
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	357.76
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	33.76
31734	04/08/2016	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	64.12
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	16.57
31734	04/08/2016	GENERAL FUND	L&I Payable	Department of Labor & Industries	312.83
31734	04/08/2016	GENERAL FUND	L&I Payable	Department of Labor & Industries	82.41
31734	04/08/2016	STREET FUND	L&I Payable	Department of Labor & Industries	30.40
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	3.88
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	4.69
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	120.13
31734	04/08/2016	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	94.99
31734	04/08/2016	STREET FUND	L&I Payable	Department of Labor & Industries	123.64
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	15.55
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	19.37
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	488.67
31734	04/08/2016	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	385.26
31734	04/08/2016	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	258.77
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	60.28
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	18.19
31734	04/08/2016	GENERAL FUND	L&I Payable	Department of Labor & Industries	69.31
31734	04/08/2016	STREET FUND	L&I Payable	Department of Labor & Industries	27.45
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	3.65
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	4.36
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	114.01
31734	04/08/2016	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	87.70
31734	04/08/2016	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	56.70
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	13.47
31734	04/08/2016	GENERAL FUND	L&I Payable	Department of Labor & Industries	259.48
31734	04/08/2016	STREET FUND	L&I Payable	Department of Labor & Industries	111.82
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	14.36
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	18.06

31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	467.93
31734	04/08/2016	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	358.63
31734	04/08/2016	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	231.73
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	50.77
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	496.28
31734	04/08/2016	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	375.19
31734	04/08/2016	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	250.33
31734	04/08/2016	GENERAL FUND	L&I Payable	Department of Labor & Industries	85.22
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	57.91
31734	04/08/2016	STREET FUND	L&I Payable	Department of Labor & Industries	28.73
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	3.79
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	4.41
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	122.09
31734	04/08/2016	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	92.66
31734	04/08/2016	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	62.13
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	16.03
31734	04/08/2016	GENERAL FUND	L&I Payable	Department of Labor & Industries	320.71
31734	04/08/2016	STREET FUND	L&I Payable	Department of Labor & Industries	116.46
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	14.93
31734	04/08/2016	GENERAL FUND	L&I Payable	Department of Labor & Industries	73.77
31734	04/08/2016	STREET FUND	L&I Payable	Department of Labor & Industries	27.76
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	3.70
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	4.24
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	118.87
31734	04/08/2016	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	86.99
31734	04/08/2016	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	58.00
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	14.85
31734	04/08/2016	GENERAL FUND	L&I Payable	Department of Labor & Industries	279.34
31734	04/08/2016	STREET FUND	L&I Payable	Department of Labor & Industries	112.87
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	14.68
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	17.57
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	484.95
31734	04/08/2016	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	352.91
31734	04/08/2016	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	234.83
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	54.32
31734	04/08/2016	GENERAL FUND	L&I Payable	Department of Labor & Industries	54.25
31734	04/08/2016	STREET FUND	L&I Payable	Department of Labor & Industries	22.29
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	2.86
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	3.45
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	90.16
31734	04/08/2016	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	84.38

31734	04/08/2016	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	54.29
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	13.48
31734	04/08/2016	GENERAL FUND	L&I Payable	Department of Labor & Industries	189.44
31734	04/08/2016	STREET FUND	L&I Payable	Department of Labor & Industries	89.48
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	11.08
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	14.09
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	364.25
31734	04/08/2016	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	341.71
31734	04/08/2016	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	219.05
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	48.33
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	3.91
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	4.32
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	122.77
31734	04/08/2016	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	16.36
31734	04/08/2016	CEMETERY FUND	L&I Payable	Department of Labor & Industries	15.34
31734	04/08/2016	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	17.80
31734	04/08/2016	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	499.62
31734	04/08/2016	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	332.32
31734	04/08/2016	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	6.36
31735	04/08/2016	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	0.90
31735	04/08/2016	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	0.90
31735	04/08/2016	GENERAL FUND	Employment Security Payable	Employment Security Department	22.79
31735	04/08/2016	STREET FUND	Employment Security Payable	Employment Security Department	6.13
31735	04/08/2016	CEMETERY FUND	Employment Security Payable	Employment Security Department	0.80
31735	04/08/2016	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	0.78
31735	04/08/2016	UTILITY WATER FUND	Employment Security Payable	Employment Security Department	26.58
31735	04/08/2016	UTILITY SEWER FUND	Employment Security Payable	Employment Security Department	22.45
31735	04/08/2016	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	10.56
31735	04/08/2016	STORMWATER UTILITY FUND	Employment Security Payable	Employment Security Department	5.08
31735	04/08/2016	GENERAL FUND	Employment Security Payable	Employment Security Department	22.16
31735	04/08/2016	STREET FUND	Employment Security Payable	Employment Security Department	6.09
31735	04/08/2016	CEMETERY FUND	Employment Security Payable	Employment Security Department	0.78
31735	04/08/2016	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	0.78
31735	04/08/2016	UTILITY WATER FUND	Employment Security Payable	Employment Security Department	26.74
31735	04/08/2016	UTILITY SEWER FUND	Employment Security Payable	Employment Security Department	21.14
31735	04/08/2016	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	10.47
31735	04/08/2016	STORMWATER UTILITY FUND	Employment Security Payable	Employment Security Department	5.03
31735	04/08/2016	STORMWATER UTILITY FUND	Employment Security Payable	Employment Security Department	5.07
31735	04/08/2016	GENERAL FUND	Employment Security Payable	Employment Security Department	22.66
31735	04/08/2016	STREET FUND	Employment Security Payable	Employment Security Department	6.25
31735	04/08/2016	CEMETERY FUND	Employment Security Payable	Employment Security Department	0.81

31735	04/08/2016	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	0.78
31735	04/08/2016	UTILITY WATER FUND	Employment Security Payable	Employment Security Department	27.30
31735	04/08/2016	UTILITY SEWER FUND	Employment Security Payable	Employment Security Department	21.73
31735	04/08/2016	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	10.83
31735	04/08/2016	STORMWATER UTILITY FUND	Employment Security Payable	Employment Security Department	5.08
31735	04/08/2016	GENERAL FUND	Employment Security Payable	Employment Security Department	21.66
31735	04/08/2016	STREET FUND	Employment Security Payable	Employment Security Department	6.05
31735	04/08/2016	CEMETERY FUND	Employment Security Payable	Employment Security Department	0.77
31735	04/08/2016	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	0.79
31735	04/08/2016	UTILITY WATER FUND	Employment Security Payable	Employment Security Department	26.40
31735	04/08/2016	UTILITY SEWER FUND	Employment Security Payable	Employment Security Department	21.19
31735	04/08/2016	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	10.50
31735	04/08/2016	GENERAL FUND	Employment Security Payable	Employment Security Department	22.01
31735	04/08/2016	STREET FUND	Employment Security Payable	Employment Security Department	6.13
31735	04/08/2016	CEMETERY FUND	Employment Security Payable	Employment Security Department	0.80
31735	04/08/2016	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	0.78
31735	04/08/2016	UTILITY WATER FUND	Employment Security Payable	Employment Security Department	27.83
31735	04/08/2016	UTILITY SEWER FUND	Employment Security Payable	Employment Security Department	21.47
31735	04/08/2016	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	10.62
31735	04/08/2016	STORMWATER UTILITY FUND	Employment Security Payable	Employment Security Department	5.05
31735	04/08/2016	GENERAL FUND	Employment Security Payable	Employment Security Department	21.65
31735	04/08/2016	STREET FUND	Employment Security Payable	Employment Security Department	6.11
31735	04/08/2016	CEMETERY FUND	Employment Security Payable	Employment Security Department	0.77
31735	04/08/2016	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	0.76
31735	04/08/2016	UTILITY WATER FUND	Employment Security Payable	Employment Security Department	26.82
31735	04/08/2016	UTILITY SEWER FUND	Employment Security Payable	Employment Security Department	21.53
31735	04/08/2016	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	10.53
31735	04/08/2016	STORMWATER UTILITY FUND	Employment Security Payable	Employment Security Department	5.07
31735	04/08/2016	CEMETERY FUND	Employment Security Payable	Employment Security Department	0.81
31735	04/08/2016	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	0.20
31738	04/14/2016	GENERAL FUND	Deferred Comp Payable	Department of Retirement	49.49
31738	04/14/2016	STREET FUND	Deferred Comp Payable	Department of Retirement	22.99
31738	04/14/2016	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	1.51
31738	04/14/2016	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	3.50
31738	04/14/2016	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	47.01
31738	04/14/2016	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	43.50
31738	04/14/2016	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	17.99
31738	04/14/2016	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	14.01
31738	04/14/2016	GENERAL FUND	Deferred Comp Payable	Department of Retirement	264.12
31738	04/14/2016	STREET FUND	Deferred Comp Payable	Department of Retirement	57.36
31738	04/14/2016	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	4.58

31738	04/14/2016	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	8.86
31738	04/14/2016	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	188.95
31738	04/14/2016	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	287.61
31738	04/14/2016	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	63.63
31738	04/14/2016	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	37.39
31739	04/14/2016	GENERAL FUND	PERS Payable	Department of Retirement	199.03
31739	04/14/2016	STREET FUND	PERS Payable	Department of Retirement	11.71
31739	04/14/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	11.71
31739	04/14/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	11.70
31739	04/14/2016	GENERAL FUND	PERS Payable	Department of Retirement	89.01
31739	04/14/2016	STREET FUND	PERS Payable	Department of Retirement	5.25
31739	04/14/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	5.23
31739	04/14/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	5.23
31739	04/14/2016	GENERAL FUND	PERS Payable	Department of Retirement	554.54
31739	04/14/2016	STREET FUND	PERS Payable	Department of Retirement	180.19
31739	04/14/2016	CEMETERY FUND	PERS Payable	Department of Retirement	24.30
31739	04/14/2016	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	24.10
31739	04/14/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	831.16
31739	04/14/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	642.99
31739	04/14/2016	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	322.29
31739	04/14/2016	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	154.85
31739	04/14/2016	GENERAL FUND	PERS Payable	Department of Retirement	1,012.99
31739	04/14/2016	STREET FUND	PERS Payable	Department of Retirement	329.24
31739	04/14/2016	CEMETERY FUND	PERS Payable	Department of Retirement	44.41
31739	04/14/2016	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	44.00
31739	04/14/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	1,518.40
31739	04/14/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	1,174.63
31739	04/14/2016	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	588.71
31739	04/14/2016	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	282.90
31740	04/14/2016	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	103.27
31740	04/14/2016	STREET FUND	Union Dues Payable	Teamsters Local Union #763	19.24
31740	04/14/2016	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	4.06
31740	04/14/2016	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	2.22
31740	04/14/2016	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	119.13
31740	04/14/2016	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	89.30
31740	04/14/2016	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	54.95
31740	04/14/2016	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	20.33
31740	04/14/2016	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	103.29
31740	04/14/2016	STREET FUND	Union Dues Payable	Teamsters Local Union #763	19.21
31740	04/14/2016	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	4.05
31740	04/14/2016	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	2.23

31740	04/14/2016	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	119.12
31740	04/14/2016	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	89.32
31740	04/14/2016	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	54.92
31740	04/14/2016	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	20.36
31741	04/28/2016	UTILITY WATER FUND	Water - Testing	AM Test	25.00
31742	04/28/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services - AUS West Lockbox	25.13
31742	04/28/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services - AUS West Lockbox	25.13
31742	04/28/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services - AUS West Lockbox	25.13
31742	04/28/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services - AUS West Lockbox	25.13
31742	04/28/2016	STREET FUND	Office/Operating Supplies	Aramark Uniform Services - AUS West Lockbox	25.13
31742	04/28/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services - AUS West Lockbox	14.34
31742	04/28/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services - AUS West Lockbox	14.34
31742	04/28/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services - AUS West Lockbox	14.33
31742	04/28/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services - AUS West Lockbox	14.34
31742	04/28/2016	STREET FUND	Office/Operating Supplies	Aramark Uniform Services - AUS West Lockbox	14.34
31742	04/28/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services - AUS West Lockbox	13.86
31742	04/28/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services - AUS West Lockbox	13.86
31742	04/28/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services - AUS West Lockbox	13.86
31742	04/28/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services - AUS West Lockbox	13.86
31742	04/28/2016	STREET FUND	Office/Operating Supplies	Aramark Uniform Services - AUS West Lockbox	13.86
31742	04/28/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services - AUS West Lockbox	15.11
31742	04/28/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services - AUS West Lockbox	15.11
31742	04/28/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services - AUS West Lockbox	15.12
31742	04/28/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services - AUS West Lockbox	15.11
31742	04/28/2016	WATER SYSTEM IMPROVEMENT FUND	Office/Operating Supplies	Aramark Uniform Services - AUS West Lockbox	15.12
31743	04/28/2016	UTILITY WATER FUND	Water Project - Other	BlueLine	9,070.00
31744	04/28/2016	UTILITY SEWER FUND	Travel and Seminars	Campbell's Resort	131.22
31744	04/28/2016	UTILITY GARBAGE FUND	Travel and Seminars	Campbell's Resort	131.22
31744	04/28/2016	STREET FUND	Travel and Seminars	Campbell's Resort	131.22
31745	04/28/2016	UTILITY SEWER FUND	Office/Operating Supplies	Chinook Lumber, Inc	199.25
31746	04/28/2016	UTILITY WATER FUND	Communication	Comcast Business	200.61
31747	04/28/2016	UTILITY GARBAGE FUND	Office Supplies	Correctional Industries	54.51
31747	04/28/2016	UTILITY SEWER FUND	Office Supplies	Correctional Industries	54.51
31747	04/28/2016	STREET FUND	Office Supplies	Correctional Industries	54.51
31747	04/28/2016	GENERAL FUND	Office/Operating Supplies	Correctional Industries	54.51
31747	04/28/2016	UTILITY WATER FUND	Office Supplies	Correctional Industries	218.04
31747	04/28/2016	UTILITY GARBAGE FUND	Office Supplies	Correctional Industries	5.93
31747	04/28/2016	STREET FUND	Office Supplies	Correctional Industries	5.93
31747	04/28/2016	GENERAL FUND	Office/Operating Supplies	Correctional Industries	5.93
31747	04/28/2016	UTILITY WATER FUND	Office Supplies	Correctional Industries	5.93
31747	04/28/2016	UTILITY GARBAGE FUND	Office Supplies	Correctional Industries	5.93
31747	04/28/2016	STREET FUND	Office Supplies	Correctional Industries	23.72
31747	04/28/2016	GENERAL FUND	Office/Operating Supplies	Correctional Industries	23.72

31747	04/28/2016	UTILITY WATER FUND	Office Supplies	Correctional Industries	27.34
31747	04/28/2016	UTILITY GARBAGE FUND	Office Supplies	Correctional Industries	27.34
31747	04/28/2016	UTILITY SEWER FUND	Office Supplies	Correctional Industries	27.34
31747	04/28/2016	STREET FUND	Office Supplies	Correctional Industries	27.35
31747	04/28/2016	GENERAL FUND	Office/Operating Supplies	Correctional Industries	109.36
31748	04/28/2016	GENERAL FUND	Organization Dues	Costco Membership - Carol Martin	110.00
31749	04/28/2016	GENERAL FUND	Miscellaneous	Department of Labor & Industries	129.00
31750	04/28/2016	UTILITY WATER FUND	Water Service - Everett	Everett Utilities	966.78
31751	04/28/2016	GENERAL FUND	Miscellaneous - Court Filing F	Evergreen District Court	400.52
31752	04/28/2016	INFORMATION TECHNOLOGY FUND -	Professional Service	Gold Bar Geck	2,118.85
31753	04/28/2016	STREET IMPROVEMENT FUND	4th and 5th Street Project	Gray & Osborne Inc.	6,226.84
31754	04/28/2016	UTILITY SEWER FUND	Professional Service	Groco, Inc	3,097.60
31755	04/28/2016	UTILITY SEWER FUND	Rentals	Honey Bucket	134.75
31755	04/28/2016	UTILITY SEWER FUND	Rentals	Honey Bucket	111.65
31755	04/28/2016	UTILITY SEWER FUND	Rentals	Honey Bucket	183.50
31755	04/28/2016	UTILITY SEWER FUND	Rentals	Honey Bucket	134.75
31756	04/28/2016	GENERAL FUND	Legal - Litigation Fees	Kenyon Disend PLLC	7,658.73
31757	04/28/2016	GENERAL FUND	Miscellaneous	Municipal Research	240.00
31758	04/28/2016	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems	52.49
31758	04/28/2016	UTILITY SEWER FUND	Repair and Maintenance	Oasys Office Automation Systems	52.49
31758	04/28/2016	UTILITY GARBAGE FUND	Repair and Maintenance	Oasys Office Automation Systems	52.49
31758	04/28/2016	STORMWATER UTILITY FUND	Repair and Maintenance	Oasys Office Automation Systems	52.49
31758	04/28/2016	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems	52.45
31758	04/28/2016	GENERAL FUND	Office/Operating Supplies	Oasys Office Automation Systems	52.46
31759	04/28/2016	UTILITY WATER FUND	Office Supplies	Office Depot	21.25
31759	04/28/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	21.25
31759	04/28/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	21.25
31759	04/28/2016	STREET FUND	Office Supplies	Office Depot	21.25
31759	04/28/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	84.99
31759	04/28/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	143.51
31759	04/28/2016	UTILITY WATER FUND	Operating Supply	Office Depot	26.39
31759	04/28/2016	UTILITY SEWER FUND	Operating Supplies	Office Depot	26.38
31759	04/28/2016	UTILITY GARBAGE FUND	Operating Supplies	Office Depot	26.39
31759	04/28/2016	STREET FUND	Office/Operating Supplies	Office Depot	26.38
31759	04/28/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	26.39
31759	04/28/2016	UTILITY WATER FUND	Office Supplies	Office Depot	4.81
31759	04/28/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	4.82
31759	04/28/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	4.81
31759	04/28/2016	STREET FUND	Office Supplies	Office Depot	4.81
31759	04/28/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	19.25
31760	04/28/2016	BUILDING MAINTENANCE FUND	Repair and Maintenance	Olympic Elevator Company	306.25

31761	04/28/2016	UTILITY SEWER FUND	Small Tools/Minor Equipment	Owen Equipment	231.37
31761	04/28/2016	STORMWATER UTILITY FUND	Small Tools/Minor Equipment	Owen Equipment	231.36
31762	04/28/2016	GENERAL FUND	Communication	Pitney Bowes - Purchase Power	182.35
31762	04/28/2016	GENERAL FUND	Communication	Pitney Bowes - Purchase Power	78.15
31762	04/28/2016	STREET FUND	Communication	Pitney Bowes - Purchase Power	65.12
31762	04/28/2016	UTILITY WATER FUND	Communication	Pitney Bowes - Purchase Power	65.12
31762	04/28/2016	UTILITY SEWER FUND	Communication	Pitney Bowes - Purchase Power	65.13
31762	04/28/2016	UTILITY GARBAGE FUND	Communication	Pitney Bowes - Purchase Power	65.12
31763	04/28/2016	STREET FUND	Utilities	PUD	18.54
31763	04/28/2016	GENERAL FUND	Utilities	PUD	88.44
31763	04/28/2016	GENERAL FUND	Utilities	PUD	16.85
31763	04/28/2016	GENERAL FUND	Utilities	PUD	18.54
31763	04/28/2016	STREET FUND	Utilities	PUD	8.58
31763	04/28/2016	STREET FUND	Utilities	PUD	146.20
31764	04/28/2016	GENERAL FUND	Utilities	Puget Sound Energy	61.76
31764	04/28/2016	GENERAL FUND	Utilities	Puget Sound Energy	67.40
31765	04/28/2016	SEWER SYSTEM IMPROVEMENT FUND	Professional Service Engineeri	RH2 Engineering, Inc.	25,511.11
31765	04/28/2016	UTILITY SEWER FUND	Professional Service	RH2 Engineering, Inc.	2,388.16
31765	04/28/2016	UTILITY WATER FUND	Professional Service - General	RH2 Engineering, Inc.	3,481.07
31766	04/28/2016	PARK IMPROVEMENT FUND	Professional Service	S.A. Newman Firm	1,750.00
31767	04/28/2016	UTILITY GARBAGE FUND	Intergovernmental - Disposal F	Snohomish County Finance	15,535.00
31768	04/28/2016	GENERAL FUND	SnoCity Plan/Building Service	Snohomish County Planning and Development	792.00
31769	04/28/2016	GENERAL FUND	Communication	Sound Publishing Inc	380.12
31769	04/28/2016	GENERAL FUND	Communication	Sound Publishing Inc	469.56
31770	04/28/2016	UTILITY WATER FUND	Operating Supply	Summit Research Labs	4,216.98
31771	04/28/2016	GENERAL FUND	Bank Fees	US Bank	78.00
31772	04/28/2016	UTILITY WATER FUND	Miscellaneous	Utilities Underground Location Center	8.47
31772	04/28/2016	UTILITY SEWER FUND	Miscellaneous	Utilities Underground Location Center	8.47
31773	04/28/2016	UTILITY SEWER FUND	Operating Supplies	UV Doctor Lamps LLC	5,546.15
31774	04/28/2016	GENERAL FUND	Travel and Seminars	Visa	26.36
31775	04/28/2016	UTILITY SEWER FUND	Travel and Seminars	Visa	85.00
31775	04/28/2016	UTILITY WATER FUND	Travel and Seminars	Visa	185.10
31775	04/28/2016	UTILITY SEWER FUND	Travel and Seminars	Visa	185.10
31775	04/28/2016	UTILITY WATER FUND	Travel and Seminars	Visa	212.20
31775	04/28/2016	GENERAL FUND	Repair and Maintenance	Visa	76.01
31775	04/28/2016	UTILITY WATER FUND	Travel and Seminars	Visa	54.96
31775	04/28/2016	UTILITY SEWER FUND	Travel and Seminars	Visa	54.95
31776	04/28/2016	GENERAL FUND	Miscellaneous	Visa	190.58
31776	04/28/2016	GENERAL FUND	Travel and Seminars	Visa	24.99
31776	04/28/2016	GENERAL FUND	Travel and Seminars	Visa	82.92
31776	04/28/2016	GENERAL FUND	Travel and Seminars	Visa	35.00

31776	04/28/2016	GENERAL FUND	Office/Operating Supplies	Visa	226.06
31776	04/28/2016	STREET FUND	Travel and Seminars	Visa	13.84
31776	04/28/2016	GENERAL FUND	Office/Operating Supplies	Visa	13.84
31776	04/28/2016	UTILITY WATER FUND	Travel and Seminars	Visa	13.84
31776	04/28/2016	UTILITY SEWER FUND	Travel and Seminars	Visa	13.84
31776	04/28/2016	UTILITY GARBAGE FUND	Travel and Seminars	Visa	13.83
31776	04/28/2016	STORMWATER UTILITY FUND	Travel and Seminars	Visa	13.83
31776	04/28/2016	GENERAL FUND	Miscellaneous	Visa	75.31
31776	04/28/2016	STREET FUND	Travel and Seminars	Visa	75.31
31776	04/28/2016	UTILITY WATER FUND	Travel and Seminars	Visa	75.31
31776	04/28/2016	UTILITY SEWER FUND	Travel and Seminars	Visa	75.32
31776	04/28/2016	UTILITY GARBAGE FUND	Travel and Seminars	Visa	75.31
31776	04/28/2016	STORMWATER UTILITY FUND	Travel and Seminars	Visa	75.31
31776	04/28/2016	GENERAL FUND	Office/Operating Supplies	Visa	20.20
31776	04/28/2016	UTILITY WATER FUND	Uniforms	Visa	20.20
31776	04/28/2016	UTILITY SEWER FUND	Uniforms	Visa	20.20
31776	04/28/2016	UTILITY GARBAGE FUND	Uniforms	Visa	20.20
31776	04/28/2016	GENERAL FUND	Miscellaneous	Visa	73.31
31776	04/28/2016	UTILITY WATER FUND	Uniforms	Visa	73.30
31776	04/28/2016	UTILITY SEWER FUND	Uniforms	Visa	73.31
31776	04/28/2016	UTILITY GARBAGE FUND	Uniforms	Visa	73.31
31777	04/28/2016	GENERAL FUND	Travel and Seminars	Visa	25.00
TOTAL					119,398.35

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 3
DATE: November 5, 2015
SUBJECT: Resolution 16-06 – Surplus Equipment
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the City Council is to approve Resolution 16-06 (Attachment A) to surplus equipment from the City inventory that is functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

STAFF RECOMMENDATION:

Approval of Resolution 16-06 to surplus equipment from City inventory that are functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

SUMMARY:

The City has pieces of equipment for surplus in the following list:

Department	Item Description	Inventory Number	Date of Surplus
Finance	Brun Coffee Maker	0341	04/28/16
Sewer	Dell Dimension 9100		04/28/16
Finance	Desk		04/28/16
Finance	5 office chairs		04/28/16

In accordance with SMC 3.60, staff will dispose of the surplus equipment as there is no value.

RECOMMENDED ACTION:

Adoption of Resolution 16-06 to surplus equipment from the City inventory that is functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

ATTACHMENTS: A. Resolution 16-06

CITY OF SULTAN
RESOLUTION 16-06

A RESOLUTION PROVIDING FOR THE DISPOSAL OF CERTAIN INVENTORY ITEMS DEEMED TO BE SURPLUS TO THE REASONABLY FORESEEABLE NEEDS OF THE CITY OF SULTAN.

WHEREAS, certain items of equipment belonging to the City of Sultan are obsolete and no longer used by the City; and

WHEREAS, said items are physically worn or functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need therefore in the foreseeable future;

WHEREAS, certain items are broken and non-useable and need to be removed from inventory and disposed of in a proper manner,

NOW THEREFORE, it is resolved by the City Council of the City of Sultan, Washington as follows:

- 1. The following items are no longer needed by the city and are declared to be surplus equipment:

Department	Item Description	Inventory Number	Date of Surplus
Finance	Brun Coffee Maker	0341	04/28/16
Sewer	Dell Dimension 9100		04/28/16
Finance	Desk		04/28/16
Finance	5 office chairs		04/28/16

- 2. That it is deemed to be for the common benefit of the residents of said City to dispose of said inventory.
- 3. That the staff is authorized to dispose of items listed in accordance with the provisions of SMC 3.60.030 to SMC 3.60.065, in a manner that will be to the best advantage to the City of Sultan.

PASSED by the City Council 28th day of April 2016.

City of Sultan

Carolyn Eslick, Mayor

ATTEST:

Laura J. Koenig, City Clerk

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Action A-1
DATE: April 28, 2016
SUBJECT: Leadership Day in Snohomish County

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue is to proclaim October 14, 2016 as Leadership Day in Snohomish County.

SUMMARY:

The City received a request from Snohomish County to join in the declaration of October 14, 2016 as Leadership Day in Snohomish County. The following is the contents of the letter:

Dear Snohomish County Mayor,

We at Leadership Snohomish County would like to propose that October 14 be designated as Leadership Day by mayors throughout Snohomish County, including the City of Sultan, in recognition of the powerful impact of community leadership.

Leadership Snohomish County is recognized as the local organization developing leaders for a lifetime, for a vibrant Snohomish County. For the past 18 years, the LSC program has been providing education and opportunities for people to strengthen our community.

More than 100 employers in all sectors have participated in LSC, and this year, more than 500 Snohomish County professionals will have graduated from our programs. Employers in businesses, nonprofits and local government see the value of this work to support our workforce, retention and the economic viability of Snohomish County.

Leadership Snohomish County intends to use Leadership Day to unite and recognize the role of leadership in our County. We encourage community celebrations as well. LSC will undertake the recognition of the many contributions that our community leaders make across Snohomish County as part of this day as well as coordinate a leadership service opportunity. This will be an annual recognition of the importance of leadership.

We hope that you will consider an official proclamation of October 14 as "Leadership Day" in Snohomish County. (A sample proclamation from the Leadership Eastside program is attached. Note that we are celebrating Leadership Day rather than our organization) Leadership Snohomish County would request proclamations be place by May 31st to allow us time to acknowledge our partners and promote the 2016 Leadership Day in Snohomish County.

We have alumni that would be happy to attend any of your council meetings in support of this deeper recognition of the role of leadership in our County. Please let us know when this is on your council agenda for discussion. For any questions or further discussion, please email me at kathyc@leadershipsc.org or feel free to call 425.512.5244.

RECOMMENDED ACTION:

Proclaim October 14, 2016 as Leadership Day in Snohomish County.

A PROCLAMATION OF THE CITY OF SULTAN

Proclaiming October 14, 2016 as “Leadership Day” in Snohomish County

WHEREAS, Leadership Snohomish County (LSC) has convened leadership for the greater good for 18 years; and

WHEREAS, LSC believes everyone deserves to thrive, that collaboration transcends silos and narrow interests, and that the people affected by an issue must be part of the solutions; and

WHEREAS, LSC has graduated more than 500 of our region’s business, non-profit and public sector leaders who are actively serving their community in many capacities including mayors and other elected officials, commissioners, directors for community based boards, staff and volunteers; and

WHEREAS, LSC has been acknowledged for transforming the way leaders work together to collaborate and innovate for a thriving community;

NOW, THEREFORE, I, Carolyn Eslick, Mayor of Sultan, do hereby proclaim October 14, 2016 as

Leadership Day in Snohomish County

and encourage the Council and citizens to join in recognizing the many contributions the LSC has made in our community.

Signed this 28th day of April 2016.

Carolyn Eslick, Mayor

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Action A-2
DATE: April 14, 2016
SUBJECT: Ordinance 1232-16 Office Hours
CONTACT PERSON: Ken Walker, City Administrator 

ISSUE:

The issue before the council is to amend the city code to set City Hall office hours on Monday as 9:00 to 5:00. This is to allow a staff meeting to coordinate operations and activities with all staff present. This enables better customer service. All staff are aware of major projects and activities, enabling them to provide correct and knowledgeable information to customers.

STAFF RECOMMENDATION:

Staff recommends the adoption of Ordinance 1232-16, Office Hours to allow city hall to open from 9:00 to 5:00 on Mondays.

RECOMMENDED ACTION:

Adopt Ordinance 1232-16 Office Hours.

ATTACHMENTS: A. Ordinance 1232-16 Office Hours

**CITY OF SULTAN
WASHINGTON
ORDINANCE NO. 1232-16**

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON,
AMENDING CHAPTER 2.02, CITY OFFICE HOURS OF THE
SULTAN MUNICIPAL CODE; PROVIDING FOR SPECIFIED
OFFICE HOURS AND AN EFFECTIVE DATE**

WHEREAS, the City Council established specified office hours for City Hall in SMC 2.02.010 and

WHEREAS, in the best interest of the city, to have a specific time for staff planning and coordination; and

WHEREAS, in the best interest of the citizens, to have clearly established hours of operation posted.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Sultan Municipal Code Chapter 2.02.010, City Office Hours, is hereby amended to read as follows:

Sections:

2.02.010 City Hall office hours. 

The city offices shall be open for the transaction of business Monday between 9:00 and 5:00, and Tuesday through Friday between the hours of 8:00 a.m. and 5:00 p.m. exclusive of observed holidays.
(Ord. 736-00 § 1)

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____, 2016.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Amy Mill, City Attorney

Date of Publication:

Effective Date:

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Action A-3
DATE: April 14, 2016
SUBJECT: Ordinance 1233-16 Planning Board
CONTACT PERSON: Ken Walker, City Administrator



ISSUE:

The issue before the council is to amend the city code to allow the mayor to appoint one Planning Board member who is a business person operating within Sultan city limits, having the remainder of the planning board members reside within city limits or one member from the Urban Growth Area and to increase the term of office for future Planning Board appointments from a term of two years to a term of four years to be in compliance with RCW 35.63.030.

STAFF RECOMMENDATION:

Staff recommends the adoption of Ordinance 1233-16, Planning Board to allow one planning board member to be appointed who owns and operates a business within Sultan city limits who does not reside within city limits and or the Urban Growth Area and to increase the terms of future appointments to a term of four years to comply with state regulations.

SUMMARY:

The City of Sultan Code is structured to allow Planning Board membership to individuals that are City of Sultan or City of Sultan UGA residents. The inclusion of a non resident business owner recognizes that business owners have a realistic interest in land use and planning matters in the City of Sultan.

RECOMMENDED ACTION:

Adopt Ordinance 1233-16 Planning Board.

ATTACHMENTS: A. Ordinance 1233-16 Planning Board

**CITY OF SULTAN
WASHINGTON
ORDINANCE NO. 1233-16**

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON,
ADDING CHAPTER 2.19, PLANNING BOARD TO THE SULTAN
MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the Planning Board establishment was included in SMC 2.19 along with the creation of the Department of Community Development; and

WHEREAS, in the best interest of the city, the creation of a city position and policy board should be separate; and

WHEREAS, the City Council has the authority to establish the Planning Board and provide for terms, rules and set the powers and duties of the Planning Board;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Sultan Municipal Code Chapter 2.19, Planning Board, is hereby amended to read as follows:

2.19.080 Planning board.

There is hereby established a planning board consisting of five members.

The term "planning board" shall be synonymous with the term "planning commission" and either term may be used in referring to the planning board. The term "planning board member" shall be synonymous with the term "planning commissioner" and may be used interchangeably

2.19.090 Appointments to planning board.

All members of the planning board shall be appointed by the mayor and confirmed by the city council. Appointments shall be made in a nondiscriminatory manner, without regard to age, race, sex or political affiliation. Four members shall be registered voters who reside within the corporate limits of Sultan. One member may be a registered voter residing with the urban growth boundary as established by the comprehensive plan in effect at the time of their appointment. One member of the Planning Board may be a business owner, operator or management level employee, or qualified representative, for a business located within the City of Sultan who is not a resident of the city. Members shall serve without compensation.

2.19.100 Terms of appointments to the planning board.

Appointments to the planning board shall be for a term of two four years, beginning with appointments made after July 01, 2016, unless the appointment is to fill the balance of an existing term, in which event the term shall be the balance of the term. Members may be reappointed for up to three consecutive terms, after which at least two years shall lapse before the same person shall be available for appointment for up to three additional terms, after which another two years shall lapse before the person is available for appointment to further terms on the same cycle.

2.19.110 Vacancy. A member's position on the planning board shall be deemed vacant if a member resigns, or if a member misses 25 percent of the meetings, including regular meetings, workshops, joint meetings or other duly advertized meetings of the board, within a calendar year.

2.19.120 Removal from membership on the planning board.

A member of the planning board may be removed by the mayor for inefficiency, neglect of duty or malfeasance in office.

2.19.130 Meetings of the planning board.

The planning board shall hold at least one regular meeting in each month for not less than nine (9) months in each year, and conduct such other meetings as required to complete the duties assigned to the planning board by the City Council. Notice of said meeting shall be issued by the director in accordance with the requirements of law. Each January, the board shall set the schedule of regular meetings for the year.

2.19.140 Quorum for meeting of the planning board.

The presence of a minimum of three members shall constitute a quorum. Except to adjourn, no action may be taken in the absence of a quorum. Final action of the planning board in the form of a recommendation shall require the affirmative vote of a majority of the members present when a quorum has been established. Any meeting called and cancelled due to a lack of quorum shall constitute a meeting and count towards the required number of yearly meetings.

2.19.150 Rules and regulations.

The planning board may adopt rules and regulations for the conduct of its affairs. In the absence of any such rules and regulations, the planning board shall follow the most analogous rules used either by the city council for its meetings or by the city's hearing examiner.

2.19.160 Powers and duties.

A. The planning board is to act as an advisory body to the city council on the comprehensive plan, development standards as presented in the zoning code, subdivision code, and related land use codes of the city, and other matters related to land use as delegated by the city council. The planning board has a role in seeking information from and taking information to the community;

B. In consultation with the director of community development, the planning board shall review and monitor the city's comprehensive plan and development regulations, both as defined in the Growth Management Act of the state of Washington, to establish a list of tasks to be undertaken to keep the city's comprehensive plan and development regulations up-to-date and in compliance with the Growth Management Act;

C. In consultation with the director of community development, the planning board shall implement a public participation process and conduct such public meetings and hearings as required to fulfill the city's public participation obligations under Chapter 36.70A RCW;

D. In consultation with the director (of community development), the planning board shall develop Sultan's comprehensive plan and/or updates and amendments thereto, and revise development regulations that implement its comprehensive plan and make recommendation concerning the same to the director of community development and to the city council;

E. In consultation with the director of community development, the planning board shall annually make a recommendation for training and assistance to the board and a budget request to the city council.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____, 2016.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Amy Mill, City Attorney

Date of Publication:

Effective Date:

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A - 4
DATE: April 28, 2016
SUBJECT: LED Streetlight Conversion Contract
CONTACT PERSON: Mick Matheson, P.E., Public Works Director



ISSUE:

The issue before the City Council is to authorize the Mayor to sign a contract with Northwest Edison to furnish and install ten new LED fixtures equipped with long life solid state photocells for an amount not to exceed \$15,000.00 including sales tax (which includes a ten percent contingency) without prior approval by the City Council.

STAFF RECOMMENDATION:

Staff recommends that the City Council authorize the Mayor to sign a contract with Northwest Edison to furnish and install ten new LED fixtures equipped with long life solid state photocells for an amount not to exceed \$15,000.00 including sales tax (which includes a ten percent contingency) without prior approval by the City Council.

SUMMARY:

The City was approached by the Washington State Transportation Improvement Board (TIB) to gauge our interest in participating in their newly developed "Relight Washington" grant program that provides funding for cities to replace existing street light fixtures with LED fixtures. Street lights that qualify for the program must be City-owned and must illuminate streets (not parks or parking lots).

Sultan currently owns ten street lights that were installed as part of the WSDOT roundabout project at US 2 and Rice Road. These street lights are eligible for the TIB grant.

Snohomish County PUD has already converted all of PUD owned street lights within Sultan to LED.

The City used the Municipal Research and Service Centers website to identify several contractors from which to solicit quotes. Quotes represented in the table below include sales tax.

Contractor	Bid Amount
Northwest Edison	\$13,610.00
LYT-F/X Inc.	\$13,790.00
Conserve Energy	\$16,220.66
Seven Sisters, Inc.	Too busy to respond
ADK Electric, Inc.	Outside service area

FISCAL IMPACT:

The City has received a grant from TIB for \$11,210.00 for this project. The estimated rebate from Snohomish County PUD is \$2,270.00. Estimated annual cost savings in electricity is approximately \$872.00.

TIB Grant Funding	\$11,210.00
Estimated PUD rebate	\$2,270.00
Total	\$13,480.00

The TIB grant and PUD rebate (\$13,480.00) are anticipated to cover the bulk of the project costs (Northwest Edison quote is \$13,610.00). Cost overruns due to unanticipated conditions will be paid using Street funds.

RECOMMENDED ACTION:

A motion to authorize the Mayor to sign a contract with Northwest Edison to furnish and install ten new LED fixtures equipped with long life solid state photocells for an amount not to exceed \$15,000.00 including sales tax (which includes a ten percent contingency) without prior approval by the City Council.

ATTACHMENTS:

A - Contract

**CITY OF SULTAN
LIMITED PUBLIC WORKS CONTRACT**

THIS AGREEMENT, is made by and between the City of Sultan (hereinafter referred as "City"), a Washington Municipal Corporation, and Northwest Edison (hereinafter referred to as "Contractor"), doing business at 19804 141st Place NE, Woodinville, WA 98072.

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

WHEREAS, the City desires to contract with Contractor for the provision of such services for furnishing and installing ten new Leotek Ecobra EC7 24M fixtures equipped with long life solid state photocells to retrofit ten existing City-owned street lights located in the vicinity of the US 2 roundabout at Rice Road;

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

TERMS

- 1. Work.** The Contractor agrees to perform all work necessary to furnish and install ten new Leotek Ecobra EC7 24M fixtures equipped with long life solid state photocells in accordance with the Northwest Edison quote dated April 14, 2016 (Exhibit A).
- 2. Payment.** Payment for the work as described in the Contract shall not exceed thirteen thousand six hundred ten dollars (\$13,610.00) including sales tax. If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract.
- 3. General Administration.** The Contract Administrator, Mick Matheson, Public Works Director, of the City of Sultan shall have primary responsibility for the City under this Contract and shall oversee and approve all work to be performed, coordinate communications, and review and approve all invoices, under this Contract.
- 4. Final Payment.** Thirty (30) days after completion and final acceptance of this project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract except those required to be withheld by law or agreed to in special contract provisions.
- 5. Notice to Proceed / Completion Time.** The Contractor agrees to begin the work set forth in this Contract immediately after receiving written notice from the City to proceed and further agrees to carry on such work regularly and uninterruptedly thereafter with such force as to secure its completion within ten calendar days (holidays and weekends included), after such notice to begin work. The time of beginning, rate of progress and time of completion are essential conditions of this Contract.
- 6. Ownership of Documents.** On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data or other documents

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or materials given to or prepared or assembled by the Contractor under this Contract will be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

7. **Indemnity / Hold Harmless.** The Contractor shall indemnify, defend 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 Contract, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Contract 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 Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor'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.

8. **Bonds / Surety.** (City must check one of the following boxes.) The City waives does not waive the bond/surety provisions of this paragraph pursuant to RCW 39.04.155. If the City waives these provisions then Contractor need not complete this section. If the City does not waive these provisions then Contractor shall provide one of the following and shall check and initial next to one of the boxes below to indicate its selection:

Performance bond in an amount of the bid amount plus 10%. The bond must be accepted by the City prior to the execution of the contract. The bond shall be released thirty days after the date of final acceptance of the work performed under this Contract, and receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries in settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

Performance Surety. In lieu of retainage and a performance bond, the City shall withhold 50% of all progress payments, excluding any applied tax, for the duration of the work performed under this Contract. This retained amount shall be released thirty (30) days after the date of final acceptance by the City of all work performed under this Contract, including any change orders, or receipt of all necessary releases from the Department of Labor and Industries and the Department of Revenue and any liens filed under Chapter 60.28 RCW are settled whichever is later. No interest shall be accrued nor paid to the Contractor on the retained amount. The City may, at its option, attach and expend the Performance Surety to cover any costs to complete any outstanding work or work deemed unacceptable under this contract.

9. **Subletting or Assigning of Contracts.** Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties or interests accruing from this Contract without the express prior written consent of the other.
10. **Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Contract. No agent, employee, representative or subcontractor of Contractor 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 Contractor or his employees, agents, representatives or subcontractors. Contractor will be solely

ATTACHMENT A

and entirely responsible for his acts and for the acts of Contractor's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that Contractor performs hereunder.

11. **Warranty.** Contractor shall be liable for any costs, losses, expenses or damages including consequential damages suffered by the City resulting from defects in the Contractor's work including, but not limited to, cost of materials and labor expended by the City in making emergency repairs and cost of engineering, inspection and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.
12. **Correction of Defects.** Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of mailing notice of discovery thereof by City and shall complete such work within a reasonable time. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the cost shall be borne by the Contractor. In the event the Contractor does not accomplish corrections within the time specified, the work will be otherwise accomplished and the cost of same shall be paid by the Contractor.
13. **Claims.** Any claim from Contractor against the City for damages, expenses, costs or extras arising out of the performance of this Contract must be made in writing to the City within thirty (30) days after the discovery of such damage, expense or loss, and in no event later than the time of approval by the City for final payment. Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.
14. **Contractor's Risk of Loss.** It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he has familiarized himself with all existing conditions and other contingencies likely to affect the work, and has made his bid accordingly, and that he shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.
15. **Insurance** The Contractor shall procure and maintain for the duration of the Contract, 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 Contractor, its agents, representatives or employees.
 - A. **Minimum Scope of Insurance.** Contractor 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

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contractors and personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial Liability insurance for liability arising from explosion, collapse or underground property damage. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional endorsement CG 20 10 10 01 and CG 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. Contractor 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 Contractor'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 Contractor's insurance and shall not contribute with it.
 2. The Contractor'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. Contractor 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 Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work.
- F. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.
16. **Compliance with Laws.** The Contractor shall comply with all federal, state and local laws and regulations applicable to the work done under this Contract. Any violation of the provisions of these applicable laws and regulations shall be considered a violation of a material provision of this

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Contract and shall be grounds for cancellation, termination or suspension of the Contract by the City, in whole or in part, and may result in ineligibility for further work for the City.

17. **Job Safety.** Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and local regulations, ordinances and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.
18. **Prevailing Wage.** This Contract is subject to the requirements of Chapter 39.12 RCW, and as it may be amended, relating to prevailing wages. Prevailing rate shall be paid on public works and building service maintenance contracts, funded in part or in whole with Federal funds, Federal wage laws and regulations shall be applicable. No worker, laborer or mechanic employed in the performance of any part of this contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington. The schedule of prevailing wage rates for this Contract is attached hereto and by this reference made a part of this contract as though fully set forth herein.

Prior to making any payment under this Contract, the City must receive an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, Contractor shall submit an "Affidavit of Wages Paid" which must be certified by the Industrial Statistician of the Department of Labor and Industries.

In case any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be adjusted by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060 as amended.

19. **Termination.** This contract shall terminate upon satisfactory completion of the work necessary to complete the repair and final payment by the City. Additionally, the City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient, by giving ten (10) days written notice to the Contractor.

In the event this Contract is terminated by the City, Contractor shall not be entitled to receive any further amounts due under this Contract until the work is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

20. **Extent of Contract / Modification.** This contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This contract may be amended, modified or added to only by written change order properly signed by both parties.

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21. **Nondiscrimination.** Contractor agrees not to discriminate against any employee or applicant for employment or any other persons in the performance of this Contract because of race, creed, color, national origin, marital status, sex, age or disability, or other circumstances as may be defined by federal, state or local law or ordinance, except for a bona fide occupational qualification.
22. **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.
23. **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.
24. **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.
25. **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.

Dated this _____ day of _____, 2016

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

CITY OF SULTAN

CONTRACTOR

By: _____
Mayor

By: _____
Title: _____
Taxpayer ID #: _____

CITY CONTACT

CONTRACTOR CONTACT

City of Sultan
PO Box 1199
Sultan, 98294
Phone: 360-793-2231
Fax: 360-793-334

Phone: _____
Fax: _____

ATTEST/AUTHENTICATED

By: _____
City Clerk

APPROVED AS TO FORM

By: _____
Office of the City Attorney



City of Sultan, WA – Street Lighting

Formal Submission

— Lighting Proposal —

Prepared On:

04-14-2016



19804 141st Place NE
Woodinville, WA 98072

www.nwedison.com



City of Sultan, WA
Proposal for Street Lighting Redesign/Retrofit

Overview:

This proposal is for the City of Sultan, WA street lighting upgrade.

Cost and Savings Overview:

The scope is 10 new Leotek fixtures, equipped with long life solid state photocells.

The turnkey cost for this project is: \$13,610.00

The annual electricity cost savings is estimated to be: \$872.00

Estimated SNOPUD rebate: \$2,250.00

Assumptions:

- Electric Rate used is \$0.08 / kWh
- Lights are currently set to operate at full power from dusk until dawn, averaging 12 hours per day, 365 days per year – 4380 hours per year.
- Incentives would be calculated by SNOPUD on a per item basis. The estimated incentives have been calculated using SNOPUD's 2016 form.

Exclusions:

- Tree trimming or removal
- Pole numbering or labeling
- Repair, replacement or diagnostics for faulty wiring
- Repair, replacement or structural modifications to poles/hardware

Inclusions:

- New fixtures with long life photocells (material and labor) installed and commissioned
- Proper disposal/recycling of removed lamps, ballasts and fixtures
- Traffic diversion and control
- Lifts, trucks, signage for doing work
- Tax on materials of 8.9%
- Electrical Work Permits (this cost can be removed if exempt)
- Coordination of SNOPUD rebate

The Leotek fixtures specified are covered by a 10 year warranty.



**City of Sultan, WA
Proposal for Street Lighting Redesign/Retrofit**

Note that costs for mobilization, traffic control and lifts are fixed. These costs will remain the same whether 10 fixtures are completed in one day as in this proposal or if 75 fixtures are completed in one day. In other words, the amortized costs are lumped into 10 fixtures.

Thank you for the opportunity to propose work for this street lighting upgrade.

Best Regards,

Randy Owen

Randy Owen, Vice President

Office (425) 892-1111

Cell (209) 680-3314

Fax (425) 806-7455

www.nwedison.com

randy@nwedison.com

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-5

DATE: April 28, 2016

SUBJECT: Authorize the Mayor to sign a contract with Katy Isaksen & Associates to conduct rate studies for Water, Sewer, and Storm

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

ISSUE:

Authorize the Mayor to sign a contract not to exceed \$45,100 with Katy Isaksen & Associates to complete Utility Financial Plans and Rate Studies for water, sewer, and storm utilities.

STAFF RECOMMENDATION:

1. Review the proposed contract and scope of work (Attachment A).

2. Authorize the Mayor to sign a contract not to exceed \$45,100 with Katy Isaksen & Associates to complete Utility Financial Plans and Rate Studies for water, sewer, and storm utilities.

SUMMARY:

The city is working with RH2 Engineering, Inc. (RH2) to update the Water System Plan (WSP) and General Sewer Plan (GSP). As part of these updates for the WSP and GSP, the City will need an updated financial plan and rates for each utility. It is also a good time to review the storm utility rates as the current rate structure was adopted effective December 1, 2009, and last modified in May 2013.

City staff recommends contracting with Katy Isaksen & Associates to complete Utility Financial Plans and Rate Studies for water, sewer, and storm utilities. The firm is familiar with Sultan's financial history and community culture and is a well-known and respected firm in the region for performing utility rate studies for municipal governments and utility districts. There is no city or state requirement to bid personal services work.

Given the current business climate in the public sector, a "cost of service" or "rate study" is an essential tool to help the city council focus on financial and management issues facing the city's utilities. Most importantly, a well-planned and detailed rate analysis can be used to measure the revenues the city will need to provide the desired levels of service, while at the same time helping establish fair, equitable, stable, and defensible utility user rates.

FISCAL IMPACT:

The proposed scope of work is \$45,100. The Water, Sewer, and Storm Utility operating budgets have adequate funds available.

RECOMMENDED ACTION:

1. Review the proposed contract and scope of work (Attachment A).

2. Authorize the Mayor to sign a contract not to exceed \$45,100 with Katy Isaksen & Associates to complete Utility Financial Plans and Rate Studies for water, sewer, and storm utilities.

ATTACHMENTS:

A – Contract and Scope of Work with Katy Isaksen and Associates

AGREEMENT FOR SERVICES

BETWEEN THE CITY OF SULTAN

AND

KATY ISAKSEN & ASSOCIATES

THIS AGREEMENT, is made by and between the City of Sultan (hereinafter referred to as "City"), a Washington Municipal Corporation, and Katy Isaksen & Associates (hereinafter referred to as "Service Provider"), doing business at PO Box 30008 Seattle WA 98113-2008.

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 to complete Utility Financial Plans and Rate Studies for water, sewer, and storm utilities 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 an amount not to exceed forty-five thousand one hundred dollars (\$45,100) 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.** City of Sultan Utility Financial Plans & Rate Study
5. **Duration of Work.** Service Provider shall complete the work described in Exhibit A on or before December 31, 2017.
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 _____ day of _____, 2016

CITY OF SULTAN

By: _____
Carolyn Eslick, Mayor

CITY CONTACT

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

ATTEST/AUTHENTICATED

By: _____
City Clerk

APPROVED AS TO FORM

By: _____
Office of the City Attorney

SERVICE PROVIDER

By: _____
Title: _____
Taxpayer ID #: _____

SERVICE PROVIDER CONTACT

Phone: _____
Fax: _____



April 15, 2016

**Laura Koenig
Finance Director
City of Sultan
PO Box 1199
Sultan, WA 98294**

Re: City of Sultan Utility Financial Plans & Rate Study

I am pleased to provide this proposed scope of work and budget to complete Utility Financial Plans & Rate Outlook for the water, sewer and storm utilities.

Project Understanding

The City is in the process of updating its sewer and water system plans and will need an updated financial plan and rates for each utility. Since KI&A completed a garbage rate study in 2015, it is a good time to also review the storm utility so that all utilities have current financial plans and rate outlooks. A six and ten-year outlook will be made for the water and sewer plans including revenues and expenditures, financing plan for the recommended capital improvements, connection charges and the rates necessary to carry out the plan. The water and sewer financial plans will be documented in a Financial Chapter to be included in each system plan currently being updated by the City's engineering consultant RH2. KI&A will coordinate with RH2 to make sure that the recommendations coming out of the water and sewer plans are reflected in the financial plan and rates. The storm financial plan and rates will be documented in a summary memo. Connection charge updates will also be completed. This scope includes three staff/team meetings (kickoff, draft, recommendations), and one workshop with the City Council.

Scope of Work

A six and ten-year financial plan will be developed to demonstrate the operating, debt and capital needs along with how these will be paid for. Operating revenues will be matched with ongoing expenses (operations, debt) to ensure sustainable utilities. Rates and connection fees will be reviewed and updated to ensure a balanced plan for each utility. During the development of the financial plans, alternatives may be developed and reviewed with staff and engineers.

1. **Historical Summary** - A three-year financial overview of each utility will be prepared based on data provided by the City. This will provide familiarity with recent utility performance and prepare for future projections. Outstanding debt for the water, sewer and storm utilities will also be detailed.
2. **Current Rates, Fees and Charges** - The current rates, fees and charges will be described based on ordinances, codes and/or interviews with staff.
3. **Financial Policies** - Financial policies of the utilities will be summarized. These policies will be used to guide the future projections. Inconsistencies will be identified and ideas for improvement may be suggested.
4. **Capital Improvement Program (CIP) Funding** - Funding sources will be identified for the water, sewer and storm capital improvement projects identified in each draft CIP. These may include both funding sources to provide construction funding and mechanisms for securing repayment of the investment from new users. Future debt will be estimated where needed to balance the plan.
5. **Six and Ten-Year Financial Plan and Rate Outlook** – Revenue projections will be made for the six and ten-year periods and compared to expenses for operations, maintenance, administration,



debt, capital and reserves. Any adjustments to the existing level of expense will be noted. Adjustments to capital improvement priority scheduling and/or policy changes may be tested and discussed with staff and engineers to optimize the ratepayers' investment. The outcome will be an excel spreadsheet showing the impact on existing rates to fund balanced and sustainable water, sewer and storm programs.

6. **Rate Review** – This review of water, sewer and storm rates will consider the affordability and whether existing rates cover the City's costs for a balanced program. Water rates will be reviewed for conservation. An optional task may be recommended if it appears that a more detailed water consumption analysis is necessary to adjust the rate structure to meet current water usage patterns.
7. **Connection Charge Calculation** – The current connection charges and philosophy will be reviewed with staff. The calculation will be updated to reflect capital improvements recommended in the adopted water, sewer and storm CIP. Adjustments may be discussed with staff if found to be necessary.
8. **Financial Program Documentation** – A Financial Program Chapter will be prepared for inclusion in the draft water and sewer system plans and a memo will be prepared to document the storm financial plan.
9. **Council Presentations** - Presentation at two workshop/meetings with the City Council.
10. **Project Management** – A kickoff meeting is planned with the rate study committee, including Finance, Public Works and City Administrator. A list of data collection will be transmitted to the city by KI&A. Project coordination will be between Katy Isaksen and Laura Koenig (let me know if this should be Mick). Participation in two in-person rate review meetings is planned to review the water, sewer and storm programs/capital improvements and the draft six-year outlooks. Other coordination meetings will be by telephone.
11. **Coordination with Engineers** – Coordination with RH2 will be necessary to ensure a balanced CIP program that can be funded.
12. **Management Contingency Reserve** – A 10% management contingency reserve is included in the total to be available upon written approval for additional tasks, scenarios or meetings, etc. not included in the base scope of work.

Deliverables

- Draft financial history and six-year outlooks will be reviewed with the rate study committee.
- A financial chapter for inclusion in the Draft & Final Water System will be prepared.
- A financial chapter for inclusion in the Draft & Final Sewer System will be prepared.
- A summary report documenting the Storm financial plan and rate outlook.

Information to be provided by the City

A list of necessary City financial information will be provided.

Fee

The total effort is estimated to be up to 290 hours for an amount not to exceed \$45,100, including professional services, direct expenses incurred for the project (travel, etc.) and contingency reserve of \$4,100. Invoices will be prepared monthly for services provided.

I respectfully submit this proposal and look forward to the opportunity to continue working with the City of Sultan. As always, I seek to identify efficiencies throughout the conduct of the study for savings to the ratepayers where possible. If this meets your approval, please sign below to accept.

P 206.706.8893
PO Box 30008
Seattle, WA 98113-2008
Katy@kisaksenassociates.com

EXHIBIT A

Katy Isaksen & Associates
Utility Financial Planning for Local Government



Katy Isaksen
Date:

Approved: City of Sultan
Date:

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Action A-6
DATE: April 14, 2016
SUBJECT: Ordinance 1234-16 Library Board
CONTACT PERSON: Ken Walker, City Administrator



ISSUE:

The issue before the council is to amend the city code to approve disbanding the Sultan Library Board at the Library Boards request.

STAFF RECOMMENDATION:

Staff recommends the adoption of Ordinance 1234-16, to disband the Sultan Library Board.

SUMMARY:

The Sultan Library Board and library staff explored whether it is an effective use of community member's time at its March 09, 2016 meeting to continue operating. The following points were made:

- Board member recruitment is a challenge,
- The board does not have decision making authority, only advisory,
- Board members have asked "what is my purpose/role" over the years,
- Participating with the Friends of the Library could be more effective, and
- City Council Liaisons often cant attend Library Board meeting.

It was also noted that numerous cities that participate in the Sno-Isle Library System has disbanded their Library Boards. After the discussion, Jackie Personeus, Sultan Library Branch Manager, reached out to Mayor Eslick expressing the desire of the Library Board to disband.

RECOMMENDED ACTION:

Adopt Ordinance 1234-16 Library Board.

ATTACHMENTS: A. Ordinance 1234-16 Library Board

**CITY OF SULTAN
WASHINGTON
ORDINANCE NO. 1234-16**

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON,
REPEALING CHAPTER 2.18, LIBRARY BOARD OF THE
SULTAN MUNICIPAL CODE; PROVIDING FOR DISBANDING
THE LIBRARY BOARD**

WHEREAS, The City Council established the Sultan Library Board in SMC 2.18 and

WHEREAS, The City of Sultan is a member of the Sno-Isle Library system: and

WHEREAS, The Sultan Library Board operates in an advisory capacity; and

WHEREAS, The Sultan Library is governed by the Sno-Isle Library Board: and

WHEREAS, The Sultan Library Board has requested that the City Council repeal the Library Board ordinance allowing the members to serve the library in more meaningful ways.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Sultan Municipal Code Chapter 2.18, Library Board, is hereby repealed.

Sections:

~~2.18.010 Purpose and function.~~

~~2.18.020 Membership and compensation.~~

~~2.18.030 Selection of officers.~~

~~2.18.040 Quorum and meetings.~~

~~2.18.010 Purpose and function.~~ 

~~There is hereby created a library board whose duties shall be to advise the city council as to the general supervision of the library facilities of the city. (Ord. 692-98; Ord. 676-97)~~

~~2.18.020 Membership and compensation.~~ 

~~A. The library board shall be composed of five members who shall be appointed by the mayor and confirmed by the city council to serve a term of five years; provided, however, only one trustee position term shall expire in any one calendar year. No trustee shall serve more than two consecutive terms. Two Sultan High School student representatives shall be appointed for a one year term commencing July 1st and ending June 30th.~~

~~B. Members of the board shall be bona fide residents of Snohomish County and shall also be residents of the Sultan library service area.~~

~~C. No board member shall receive any compensation from the city for his/her service on the board. (Ord. 1060-09 § 1; Ord. 963-07 § 1; Ord. 850-04 § 1; Ord. 692-98; Ord. 676-97)~~

~~2.18.030 Selection of officers.~~ ~~SHARE~~

~~The members of the board shall elect a chair and a secretary from its membership who shall serve for a period of one year. The secretary shall keep minutes and records of all regular meetings. (Ord. 692-98; Ord. 676-97)~~

~~2.18.040 Quorum and meetings.~~ ~~SHARE~~

~~The library board shall hold regular meetings at such time and places it deems advisable, but not less than one every three calendar months. The presence of three members of the board shall be necessary to constitute a quorum for transacting business. (Ord. 692-98; Ord. 676-97)~~

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____, 2016.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Amy Mill, City Attorney

Date of Publication:

Effective Date: