

**CITY OF SULTAN
COUNCIL WORKSHOP
August 11, 2014**

Agenda Items:

1. Comprehensive Plan Update Schedule
2. Capital Projects
3. Capital Equipment

Schedule:

5:00 – 5:15	Mayor's Comments
5:15 – 6:15	Comprehensive Plan Update Schedule
6:15 – 7:15	Capital Projects
7:15 – 8:00	Capital Equipment

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SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Discussion 1
DATE: August 11, 2014
SUBJECT: Comprehensive Plan Update
CONTACT PERSON: Stacy MacGregor, Senior Planner



SUMMARY:

The City completed a Comprehensive Plan Update in 2011 and is scheduled to update the plan in 2015. Attachment A provides an overview of the issues and process.

There are two major issues that need to be addressed in order to proceed with the plan update:

1. Revised population allocation
2. The revised UGA boundaries

The County is on schedule to adopt their Comprehensive Plan 2015 in June 2015. We do not have a time frame yet on when they will make a recommendation on the requested changes.

The 2015 Comprehensive Plan Update

Project Summary, Questions, Key Policy Issues, and the Process

The comprehensive plan is the centerpiece of local planning. Development regulations and capital budget decisions must be consistent with the comprehensive plan. The comprehensive plan is intended to keep local jurisdiction's planning in-line with state Growth Management Act goals of:

- sprawl reduction
- concentrated urban growth
- affordable housing
- economic development
- open space and recreation
- regional transportation
- environmental protection
- historic lands and buildings
- permit processing
- public facilities and services
- early and continuous public participation
- shoreline management
- property rights
- natural resource industries

Every county and city is required to conduct a periodic update of its comprehensive plan and development regulations. The City of Sultan is required to update its comprehensive plan every eight years. The next update is due June 30th, 2015. The next state mandated update is in 2023.

Project History

In 2004, the comprehensive plan underwent a mandatory update and the update was found to be inadequate by the Growth Management Hearings Board. The deficiencies centered upon capital improvements needed to address desired growth and the City's financial ability to meet those improvements. The comprehensive plan was voluntarily updated in 2008 to bring the plan into compliance with the GMA. In 2011, the 2008 plan was amended to "provide local context, make policy adjustments, and generally make the document more accessible." (2011 Comp Plan, p.1-23) The 2008 and 2011 updates laid the groundwork for the County to assign a new population allocation to the city and to consider a revision to the urban growth boundary that would allow for more cost effective development.

Outstanding Questions:

What population are we planning for?

The population allocation previously assigned to the city has not been obtained nor is viewed as obtainable. The city has requested the county revise the population allocation assigned to Sultan (and reassign that population to other jurisdictions). This is a process that will be completed with the County's comprehensive plan update in 2015 and due on the same day as Sultan's comprehensive plan update.

What is our Urban Growth Boundary?

The Urban Growth area is required to contain sufficient area to accommodate the needs and uses of the projected growth including medical, governmental, institutional, commercial,

service, retail and other non-residential uses. The urban growth area is required to permit urban densities and required to include greenbelt and open spaces and sufficient land capacity suitable for development to accommodate our allocated housing and employment growth forecast over the next twenty years.

The county may revise Sultan's urban growth boundary under their 2015 comprehensive plan update. Our comprehensive plan is informed by our urban growth boundary. What area are we planning for? The transportation, utilities, and parks elements are all dependent on knowing where we are planning for development to occur. (The parks element is voluntary at this time.)

Is a 2015 update mandated?

With the 2011 voluntary update, the City may have met its GMA obligation. The Department of Commerce is reviewing this question. If the 2011 update meets the statutory requirements, the City will have to amend a grant already received from the Department of Commerce for the 2015 update. If the city is still required to update the comprehensive plan in 2015, the 2015 update will be adopted without a revised urban growth boundary or population allocation. The 2015 update could be out of date on the date of adoption.

Will we have to do another update in 2016?

If we have met our statutory update mandate with the 2011 update and the county changes our population allocation and urban growth boundaries, Sultan will need to do a comprehensive plan update in 2016 to address the urban growth boundary and may want to adjust the population allocation as well. A revised population allocation could involve a significant update of the comprehensive plan.

Key Policy Issues for the next update

The comprehensive plan update for 2015 requires we review a number of new topics since the 2004 mandatory update. These include:

1. A continued focus on meeting the need for affordable housing.
2. How are we going to incorporate the impacts of climate change in our planning?
3. How are we going to incorporate multi-modal transportation planning?
4. How are we going to address access to healthy food and incorporate land use policies that promote healthy living into our plan and development regulations?

Coordination with other Plans

The comprehensive plan needs to be both internal and externally consistent. Our plan needs to be harmonious with the following plans and policies:

1. Growth Management Act
2. Vision 2040: PSRC Regional Growth Strategy

3. Snohomish County Tomorrow: Countywide Planning Policies
4. City of Sultan Development Regulations

The Comprehensive Plan Update Process

1. Create a public participation program
2. Review and revise comprehensive plans and development regulations
 - a. Required revisions
 - i. Amendment to the GMA
 - ii. UGAs and populations projections
 - iii. Critical areas ordinances
 - b. Recommended items to review
 - i. Land use element
 1. Must consider approaches that promote physical activity
 - ii. Capital facilities, utilities and transportation elements
 - iii. Internal and external consistency
 - iv. Inventories
 1. Housing
 - a. Must address affordable housing
 2. Capital Facilities
 3. Transportation
 - a. Must include a ped/bike component
 - v. Review basic assumptions
 1. Buildable lands program
 2. Population
3. Take legislative action
 - a. Adopt revisions to the comp plan, development regulations, and conclude that the periodic update is complete
4. Submit Notice to State Agencies
 - a. Notify Commerce of the intent to adopt 60 days prior to adoption
 - b. Send final plans and regulations to Commerce within 10 days of adoption

Failure to act

Not completing the basic actions by the deadline set in the GMA will make a city ineligible to receive funds from the Public Works Trust Fund, the Centennial Clean Water account, The Drinking Water State Revolving Fund, and the Hazard Mitigation Grant or to receive preference for the state grants and loans. The Recreation and Conservation Office grants an additional point in their scoring process for local governments that are in compliance with the GMA.

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Discussion 2
DATE: August 11, 2014
SUBJECT: Capital Projects
CONTACT PERSON: Mick Matheson, P.E., Public Works Director



ISSUE:

The issue before the Council is to discuss capital projects that are upcoming in 2015.

DISCUSSION:

Transportation

Transportation projects have historically been grant funded through various programs such as Transportation Improvement Board (TIB), Community Development Block Grants, Surface Transportation Plan (STP), Puget Sound Regional Council, and Legislative Provisos.

Current Transportation Projects

Sultan River Pedestrian Bridge

The City is working with WHPacific on the design of the pedestrian bridge together with associated sanitary sewer and water facilities. Design is scheduled to be completed in 2014. The City does not currently have construction funding for this project. The estimated cost is approximately \$3.4 million. The City has applied for a grant with WSDOT and we will hear in December 2014 if we are to receive funds.

Alder Avenue (5th Street to 8th Street)

The Transportation element of this project is funded and will be completed in September of 2014.

High Avenue (1st Street to 4th Street)

The Notice to Proceed was issued to SRV Construction on August 4, 2014 with the stipulation that the project be completed in 100 working days. The transportation element of this project is funded and will be completed in winter 2014 or spring 2015 depending on weather.

4th Street (Alder Avenue to Fir Avenue)

The Notice to Proceed was issued to SRV Construction on August 4, 2014 with the stipulation that the project be completed in 100 working days. The transportation element of this project is funded and will be completed in winter 2014 or spring 2015 depending on weather.

Future Transportation Projects

5th Street (US 2 to Main)

The City is applying for a Transportation Improvement Board grant to fund this project. The project scope is to reconstruct 5th Street from the northern side of US 2 through the intersection of 5th Street and will include improvements to storm drainage and sidewalks, as well as ADA improvements. The estimated cost for design & construction is \$248,820. A five percent match is required (\$12,441), however staff is recommending a ten percent match (\$24,882) to increase the likelihood of receiving funding.

Date Avenue (4th Street to 150 feet east of 5th Place – Sultan Elementary Frontage)

The City is applying for a Transportation Improvement Board grant to fund this project. The project scope is to reconstruct Date Avenue from 4th Street to a point 150 feet east of 5th Place corresponding with the Sultan Elementary School frontage. The project will include improvements to sidewalks, as well as ADA improvements. The estimated cost for design and construction is \$260,000. A five percent match is required (\$13,000), however staff is recommending a ten percent match (\$26,000) to increase the likelihood of receiving funding.

Third Street (Street repair north of Alder Avenue)

The City is working with Robinson Noble and WHPacific to estimate costs to repair the dip in Third Street just north of Alder Avenue. Costs are unavailable at this time. Third Street is not eligible for TIB funding, so any repairs would need to be funded by the City.

Annual Chip seal Project

The City is planning to chip seal a roadway to extend the useful life. Approximate cost is \$12,000. The City may need to defer this project to provide the City required match for TIB funding on 5th Street and Date Avenue.

1st Street Speed Cushions

The City is planning to add speed cushions to 1st Avenue as a traffic calming measure. Approximate cost is \$3,000.

2015 Comprehensive Plan Update

The transportation element of the 2015 Comprehensive Plan Update must be completed by June 30, 2015. The City does not have a cost estimate for this work at this time.

Storm Drainage

Current Storm Drainage Projects

Wagley Creek Culvert Replacement at Dyer Road

The City is working with WHPacific and their subconsultants to prepare a bid-ready set of construction drawings and specifications to replace the twin culverts at Dyer Road with a single fish passage friendly bottomless arch culvert. The City is currently seeking grant funding for the construction. The estimated cost of construction is \$408,000 and is not funded.

Alder Avenue (5th Street to 8th Street)

The storm drainage element of this project is funded and will be completed in August/September of 2014.

High Avenue (1st Street to 4th Street)

The storm drainage element of this project is funded and will be completed in autumn of 2014.

4th Street (Alder Avenue to Fir Avenue)

The storm drainage element of this project is funded and will be completed in autumn of 2014.

Skywall Drive Drainage Improvement project

City crews will construct a drywell system to improve drainage at the east end of Skywall Drive. Estimated completion date is October 2014.

Future Storm Drainage Projects

5th Street (US 2 to Main)

The City is applying for a Transportation Improvement Board grant to fund this project. Since this is a reconstruction project, storm drainage improvements are eligible as part of the grant.

2015 Comprehensive Plan Update

The storm drainage element of the 2015 Comprehensive Plan Update must be completed by June 30, 2015. The City does not have a cost estimate for this work at this time.

Water

Current Water Projects

Booster Pump Station Design & Construction

The City is working with TRANE and RH2 to design and construct the Booster Pump Station Improvements including pump and generator replacement, ventilation improvements, and electrical upgrades. The City is working with TRANE to possibly obtain grant funding. The City has obtained bond funding for the project in the event a grant is not received.

Alder Avenue (5th Street to 8th Street)

The water element of this project is complete.

High Avenue (1st Street to 4th Street)

The water element of this project is funded and is projected to be complete in September 2014.

4th Street (Alder Avenue to Fir Avenue)

The water element of this project is projected to be complete in October 2014.

Sultan River Pedestrian Bridge

The City is working with WHPacific to design a pedestrian bridge over the Sultan River. A 12-inch water main is proposed to be constructed as part of the project. The grant funding in place will not pay for water main construction. The water related construction element of the bridge is estimated to be \$147,392 and is unfunded. The council must make a decision on how best to finance the water improvements.

Everett Intertie Improvements

RH2 is currently preparing final drawings. City crews are scheduled to complete construction of the improvements in September/October. Approximate construction cost is \$40,000 and is funded.

Future Water Projects

Date Avenue (4th Street to 150 feet east of 5th Place – Sultan Elementary Frontage)

The City is applying for a Community Development Block grant to replace the water main and services under this section of Date Avenue. A City match is not required.

Gohr Road Water Main

The water design and construction is estimated to be \$345,000 and is unfunded. The City is proposing to design the project using City funds and seek grant funding to construct the project. This project was deferred in 2014 to provide contingency funding for Alder Avenue, 4th Street, and High Avenue projects.

PRV Station Design and Construction

The project is estimated to cost \$82,500 for design and construction. The City is proposing to design and construct the project using City funds. This project was deferred in 2014 to provide contingency funding for Alder Avenue, 4th Street, and High Avenue projects.

2015 Water System Plan Update

RH2 has provided the City with an estimate to update the Water System Plan which includes an estimate for financial analysis. The estimated cost is \$110,000 and is unfunded. The council must make a decision on how best to finance the Water System Plan update.

Sanitary Sewer

Current Projects

Lift Station Upgrade

The Main Pump Station Alternatives report was completed in January 2013. RH2 has completed 60% design of the preferred alternative. The construction is estimated to cost approximately \$815,000. Since the construction will not move forward until the pedestrian/bicycle bridge is funded, the City has \$253,920 of bond funds in place to purchase components for the upgraded lift station including the generator, motor control center, and telemetry panel including necessary engineering.

Alder Avenue (5th Street to 8th Street)

The sanitary sewer element of this project is funded and will be completed in August 2014.

High Avenue (1st Street to 4th Street)

The sanitary sewer element of this project is funded and will be completed in August 2014.

4th Street (Alder Avenue to Fir Avenue)

The sanitary sewer element of this project is funded and will be completed in September 2014.

Sultan River Pedestrian Bridge

The City is working with WHPacific to design a pedestrian bridge over the Sultan River. An 18-inch force main, is part of the project. The grant funding in place will not pay for sanitary sewer improvements. The sanitary sewer construction element is approximately \$223,776 and is unfunded. The council must make a decision on how best to finance the sewer improvements.

Wastewater Treatment Plant Upgrades Identified by Gray & Osborne as part of TRANE analysis

The City is working with TRANE to receive grant funding for:

- Installation of a Second Mixer in the Oxidation Ditch
- Control Aerators to Dissolved Oxygen Set point
- Operations Building Heat Pump Replacement
- Wastewater Plant Exterior Lighting

The fee for the Investment Grade Audit necessary to move forward with the grant application is \$52,709 plus sales tax. This cost is eligible to be rolled into the grant application.

Future Sewer Projects

Date Avenue (4th Street to 150 feet east of 5th Place – Sultan Elementary Frontage)

The City is applying for a Community Development Block grant to replace the sewer main and services under this section of Date Avenue.

Infiltration & Inflow Study

The City needs to move forward on initiating an infiltration and inflow study in 2015. The suggested budget for this initial investment is \$30,000. This will need to be City funded.

2015 General Sewer Plan Update

RH2 has provided the City with an estimate to update the General Sewer Plan which includes an estimate for financial analysis. The estimated cost is \$110,000 and is unfunded. The council must make a decision on how best to finance the General Sewer Plan update.

CITY OF SULTAN
AGENDA ITEM COVER SHEET

ITEM: Discussion 3
DATE: August 11, 2014
SUBJECT: Capital Equipment/Buildings
CONTACT PERSON: Laura Koenig, Clerk/Finance Director *LK*

SUMMARY:

As a part of the budget process, the staff evaluates the capital equipment needs (and wants) of the City and the ongoing need for building maintenance.

Capital Equipment:

1. Phone System – The phone system in City Hall was installed in 2000 and used the old phones from the other building to save money. The phones are 14 plus years old and can no longer be replaced (the Norstar phones are no longer available). The city is also using two phone providers – Frontier and Comcast. This was done to overcome an internet access problem. Staff would like the Council to consider an upgrade to the phone system and reevaluate the use of two providers.

Estimate cost: \$10,000

2. Cameras/Server: The City has several security cameras placed around the community. The cameras are not designed to provide long distance detail and some are not designed for night time use. The current capacity on the server only allows for 24-36 hours of storage. Staff would recommend upgrading the server to hold at least 7 days of tape.

Estimate cost: \$5,000

3. Lap Tops for Council: The Council has discussed the purchase of lap tops for use at the Council meetings and to access e-mail on a city owned computer.

Estimate cost: \$3,500

4. Generator – City Hall: The city has generators at the Police Station, Water Plant and Sewer Plant. There is no generator at City Hall and when the power is out, staff has no access to phones or computers. In an emergency, the city has limited ability to handle community needs.

Estimate Cost: \$10-15,000.

5. Public Works: The City has purchased the new garbage truck and proposes to purchase the vactor truck in 2014. Additional equipment needs include a sweeper, dump truck and bucket truck.

Building Maintenance:

In 2009, the City completed a Facility Assessment Study. The study provided a detailed analysis of building maintenance and repair needs. City staff identified three projects that were critically in need of attention to preserve the buildings for future use.

1. Visitor Information Center: In 2012, the city replaced the roof on the building. The exterior of the brick building was leaking water into the interior due to the failing masonry and mortar. The city has received a bid for masonry restoration of the exterior masonry including tuckpointing, cleaning, sealing and graffiti protection and has completed the work.
The windows will need to be replaced as the wood is deteriorating and the capping on the roof needs to be replaced. Estimated cost for windows, awnings and capping \$28,000.
2. Post Office Loading Dock and Museum: The loading dock roof area had a leak where the two parts of the building connect and the repair work has been completed. The upstairs which is used for the Museum needs to have the exit stairs replaced and the rafters repaired. Estimated cost to repair is \$11,000.
2. Community Center: The city has occupied the building for use as City Hall and the Library since 2000. The exterior of the building is beginning to show its "age" and will need to be cleaned, sealed and graffiti protect within the next 2-3 years. The concrete area also needs to be cleaned and painted. Estimated cost is \$16,800.