

**CITY OF SULTAN
COUNCIL MEETING – COMMUNITY CENTER
December 17, 2015**

6:30 PM OPEN HOUSE

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

CHANGES/ADDITIONS TO THE AGENDA

PRESENTATIONS

- 1) Oath of Office
- 2) Business Spotlight – Affordable Bookkeeping
- 3) Volunteer Spotlight – Donna Rice
- 4) Recognition – Councilmember Sarah Davenport-Smith

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 Report
- 2) Planning Board Minutes
- 3) Grant Report

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

- 1) Minutes of the December 3, 2015 Council Meeting
- 2) Minutes of the December 3, 2015 Public Hearing on 2015 Budget Amendments
- 3) Minutes of the December 3, 2015 Public Hearing on the Amended 6 Year TIP
- 4) Voucher Approval
- 5) Voucher Approval – December Closeout

ACTION ITEMS:

- 1) Resolution 15-17 Fee Schedule
- 2) Ordinance 1224-15 – 2015 Budget Amendment
- 3) Ordinance 1227-15 - Garbage Rates
- 4) RH2 Contract Amendment
- 5) WHPacific Contract Extension – Pedestrian Bridge Project
- 6) Siren Maintenance Contract
- 7) Salary Commission Appointments

DISCUSSION ITEMS:

Executive Session: Pending Litigation

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- 2
Date: December 17, 2015
SUBJECT: Business Spotlight – A4ordable Bookkeeping



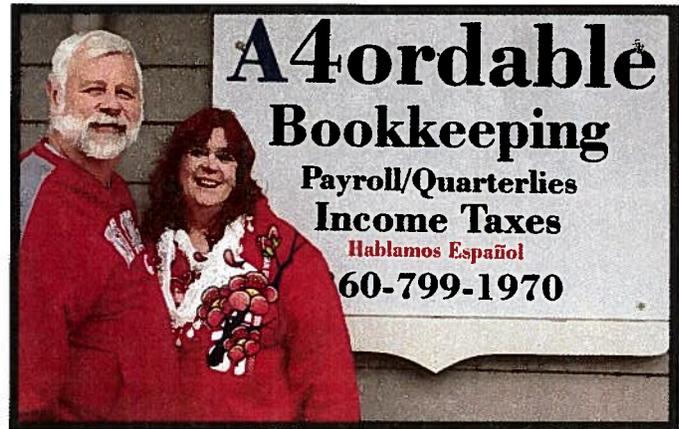
CONTACT PERSON: Donna Murphy Grants and Volunteer Coordinator

ISSUE:

The issue before the Council is to recognize A4ordable Bookkeeping as the City of Sultan's Business Spotlight for December, 2015.

SUMMARY STATEMENT:

A4ordable Bookkeeping is located at 803 Main Street and is owned by Cindy Jordan-Zirkle. Cindy has owned the business since 1992 when she took it over from her Mom, Peggie Irvin who started it in 1980. "Mom did everything by hand back then, using an adding machine and ledgers, no computers", Cindy commented.



Cindy was born in Texas and moved to Washington when she was 5 and to the Sky Valley in 1982. She moved her business to Sultan in 1993 and to its current location 7 years ago.

Cindy says she does as much or as little as her clients want, such as quarterly reports, weekly/semi monthly and monthly payrolls for about 20 different customers. She does year end, personal, business and corporate taxes and helps start up businesses with the proper licenses and information they need.

In 1993 Cindy started with 1 employee (herself) and has grown to 3, her husband Jim, Abby, a young woman she met in El Salvador in 2002 when Cindy and her then husband Phil were volunteering as missionaries there. One of Abby's goal was to come to the United States and work for Cindy. She reached that goal and now is part of this family business.



Cindy and Jim share 5 children and 11 grandchildren. They plan to continue building the business and helping the community; to be the first and best accounting option for people in the community.

Since Abby has joined the team, they're proud to offer **"Hablamos Español"** for Spanish speaking people.



Peggie Irvin



Zeus - Guard Dog

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: P-3
DATE: December 17, 2015
SUBJECT: Volunteer Spotlight – Donna Rice

Donna Murphy

CONTACT PERSON: Donna Murphy, Grants and Volunteer Coordinator

ISSUE: To recognize Donna Rice as the City of Sultan's Volunteer Spotlight for December, 2015.

SUMMARY:

Donna Marson Rice was born in Seattle in 1937. Married Ken Rice in 1956 and settled in Startup in 1973.

That's not when Donna's volunteering and philanthropic was began though; she was born giving to and helping people. She's lived a lifetime protecting and taking care of the underdogs.



Donna and Ken had 5 children, but they raised many more because that's just what they did to help people.

Donna was a waitress and home care and massage therapist for 28 years all the while raising 5+ children and taking care of people of need in the community.

She admits that her volunteering over the years has not been "mainstream", and even a bit odd. For example, she's delivered over 400 babies volunteering as a midwife. She did however, receive one stone and 6 chickens for payment from some very happy new parents.

Donna was the original "Adopt A Street and Park" Volunteer, walking with her children 50 years ago picking up street litter with the Sultan Eagles from the roundabout to Gold Bar for 3 years.

- Donna volunteered tutoring elementary school students 3 times per week.
- She ran a Free Food Bank in Gold Bar for 10 years.
- She volunteered with a case worker delivering food to 64 community members who were shut in or disabled.

- She was a home care worker and volunteered visiting the elderly, cutting their hair and giving them pedicures.
- Every Thanksgiving and Christmas she took dinners (along with her homemade jam and gifts) to needy people.
- She worked with the community to get personal supplies and clothing for the homeless and shut ins.
- Most of Donna's volunteering in the community began at 8:00 AM and ended at 7:00 PM.
- She is past president of the VFW and Eagles
- She made free corsages, boutonniere and memorial wreaths for the VFW and Eagles installations.
- She also made and donated flowers, food, wedding dresses and veils to several weddings.
- She bought stuffed animals from the Flat Iron Gallery and took them to patients in nursing homes who didn't get visitors. She also took her grandchildren along who sang songs to them.
- As a massage therapist for 28 years, Donna gave away hundreds of massages to people who needed them and couldn't pay.
- Currently, Donna takes care of homeless people washing their hair, clothes, shaving them, giving them showers and running errands for them. She makes Doctor appointments, and helps with their mail and paying their bills.
- She recently helped a 78 year old homeless blind man find a place to live. It took 2 months, but she did it!
- Donna ran "Tabetha House", a place for people to get free clothing for 3 ½ years, volunteering 40 – 80 hours per week.
- She promoted the Sultan High School "Adopt a Grand Parent" program to match students up with elderly people who need help with household chores.

To give you a good idea of the person Donna Rice is, when she was a child, she and her brothers and sisters were only allowed one pair of shoes and one coat per year. When Donna was in 5th grade, there was a classmate who didn't have a coat or shoes to wear so Donna gave the little girl her annual coat and shoes. When her parents found out what she did, they made her ask for them back when she went to school the next day. When Donna told me that story, nearly 69 years later, she welled up with tears. She didn't want to ask for them back.

"I'm almost 79, but I don't see myself slowing down at helping anyone who might need my help. I think that is what God has intended for me to do with my life. Life isn't about me, it is about how we live our lives and our loving and caring for those around us". ~ Donna Rice

NOVEMBER 14, 2018

Featured Non-Profit

TABITHA HOUSE

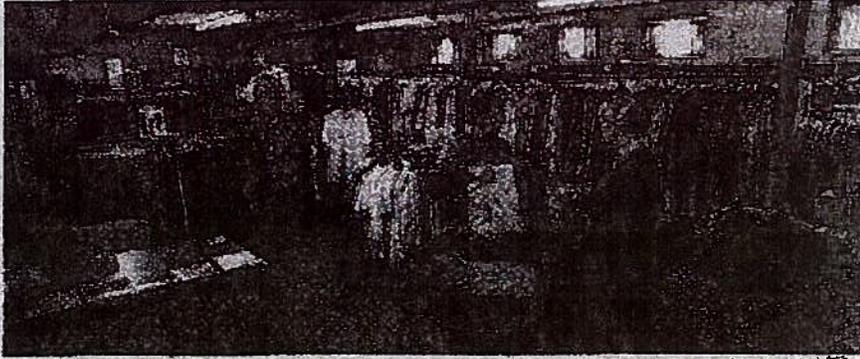


PHOTO BY JIM SCOLIAN

Donna Rice, left, sorts a new box of donated clothes with volunteer Melanie Smith, right, in the Tabitha House display room in the Sultan United Methodist Church, Thursday.



Back Row: KENDA, ME, JENNIFER
FRONT Row: ELAINE, ALAN, LAURA



1 HOUR AFTER I DELIVERED HIM



I WAS PRESIDENT OF SUBTOWN FW.
THIS IS MEMORIAL DAY AT BRIDGE
OVER SKY RIVER

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: SR – 1
DATE: December 17, 2015
SUBJECT: Public Works Monthly Report
CONTACT PERSON: Mick Matheson, P.E., Public Works Director

ISSUE:

Provide monthly reports to Council regarding:

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

SUMMARY:

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

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

ATTACHMENTS:

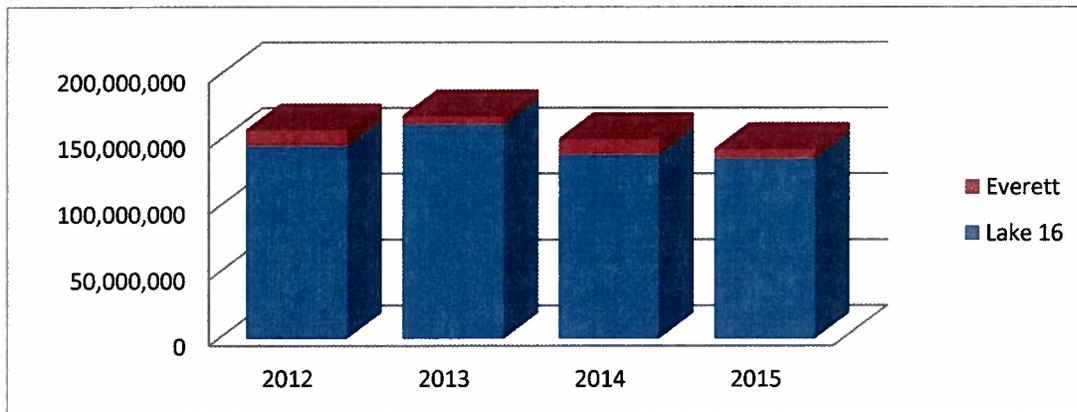
Attachment A	Lake 16 vs. City of Everett Water Supply Comparison
Attachment B	Lake 16 Production for 2015
Attachment C	City of Sultan Water Plant Production Past 6 Years
Attachment D	Yearly Totals to Distribution System
Attachment E	2015 Water Meter Replacement Schedule
Attachment F	2015 Fire Hydrant Exercising Schedule
Attachment G	Everett Meter Readings for 2015
Attachment H	City of Sultan Wastewater Treatment Plant Operational Report
Attachment I	Garbage Report
Attachment J	Recycling Report
Attachment K	Cemetery Report
Attachment L	Field Supervisor Report

ATTACHMENT A

Lake 16 vs. City of Everett Water Supply Comparison

Yearly Totals for Lake 16 and Everett Productions

	2012	2013	2014	2015
Lake 16	146,762,070	163,185,000	140,098,000	136,991,300
Everett	11,943,316	6,154,544	11,577,544	7,088,800
Total Gallons	158,705,386	169,339,544	151,675,544	144,080,100
% Everett	8%	4%	8%	5%



NOTE: ALL NUMBERS ARE IN GALLONS

LAKE 16 ANNUAL PRODUCTION

MONTH	RUN TIME HOURS	FLOW	FLUSHES	BACKWASH	FILTER TO WASTE	TOTAL TO TOWN	CHLORINE POUNDS	FILTER AID/POUNDS	COAGULANT LBS	CAUSTIC LBS	FLUORIDE LBS	SODA ASH LBS
Jan-15	249.2	11,085,000	595,200	1,089,000	618,750	8,782,050	128.5	1.7	1,499	1,487	84.0	1502.9
Feb-15	218.9	9,762,000	528,000	860,000	528,750	7,845,250	109.4	1.1	1,320	1,680	66.2	1563.0
Mar-15	273.1	12,339,000	873,600	1,090,000	618,750	9,756,650	136.6	1.9	1,546	1,653	81.0	1488.0
Apr-15	282.9	12,741,000	681,600	929,000	562,500	10,567,900	137.7	1.9	1,759	1,745	87.0	1643.0
May-15	324.6	14,666,000	777,600	995,000	596,250	12,297,150	149.6	2.0	1,573	1,921	98.0	1,821.0
Jun-15	432.0	19,483,000	1,036,800	1,331,000	675,000	16,440,200	192.4	2.5	1,939	2,742	149.0	2,354.0
Jul-15	485.7	21,852,000	1,171,200	1,473,000	720,000	18,487,800	223.4	2.9	2,393	3,774	175.0	2,751.0
Aug-15	381.0	17,011,000	921,600	1,134,000	641,250	14,314,150	187.1	2.0	1,910	2,753	143.0	1,634.0
Sep-15	312.0	13,864,000	748,800	950,000	585,000	11,580,200	155.6	2.1	1,871.00	2,498	112.0	1,971.0
Oct-15	249.2	11,085,000	595,200	1,089,000	641,250	8,759,550	128.5	1.7	1,499	1,487	84.0	1,502.9
Nov-15	251.8	10,910,000	604,800	1,099,000	607,500	8,598,700	118.1	1.7	1,754	1,603	91.0	1,715.0
Dec-15						0						
TOTALS	3,460.4	154,798,000	8,534,400	12,039,000	6,795,000	127,429,600	1,666.9	21.5	19,063	23,343	1170.2	19,945.8
AVERAGE	314.6	14,072,545	775,855	1,094,455	617,727		151.5	2.0	1,733	2,122	106.4	1,813.3

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

CITY OF SULTAN
Water Plant Production Past 6 years

ATTACHMENT C

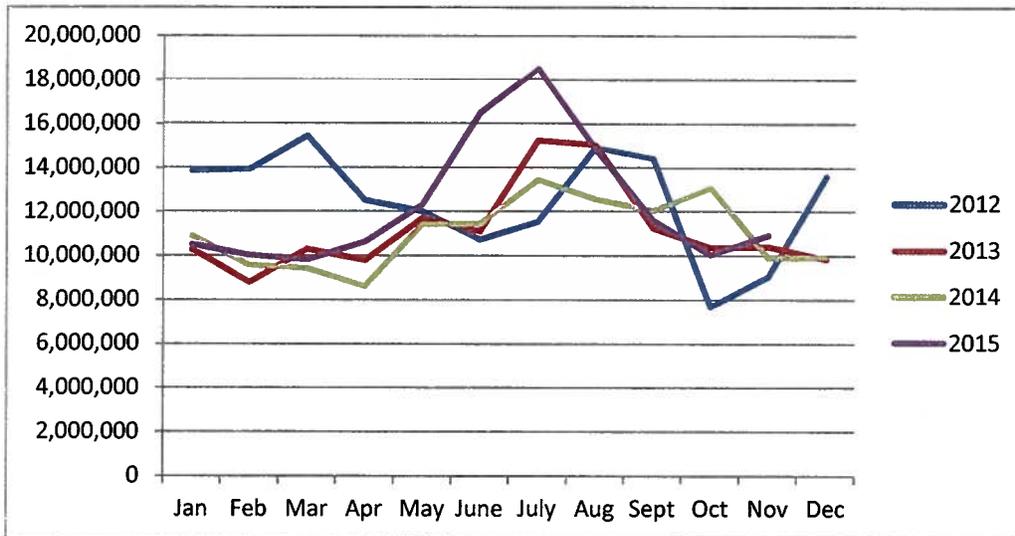
	2010	2011	2012	2013	2014	2015
JAN	11,986,600	11,816,800	13,837,500	12,695,000	13,552,000	11,085,000
FEB	10,940,800	11,059,100	13,917,500	10,821,000	11,889,000	9,762,000
MARCH	12,070,300	11,246,150	15,413,700	12,453,000	11,968,000	12,339,000
APRIL	11,473,900	3,636,500	12,509,700	12,330,000	10,739,000	12,741,000
MAY	12,080,100	0	11,994,500	14,516,000	14,191,000	14,666,000
JUNE	10,055,300	0	10,721,850	13,654,000	14,036,000	19,483,000
JUL	16,291,400	0	11,536,100	18,270,000	16,632,000	21,852,000
AUG	16,332,850	0	14,897,550	16,369,000	15,095,000	17,011,000
SEPT	11,716,200	0	14,403,400	13,820,000	14,458,000	13,864,000
OCT	11,049,000	0	7,669,000	12,901,000	9,691,000	11,085,000
NOV	11,755,700	4,359,500	9,048,000	13,074,000	10,339,000	10,910,000
DEC	11,397,000	13,589,000	10,813,600	12,282,000	11,966,000	
AVG	12,262,429	4,642,254	12,230,200	13,598,750	12,879,667	14,072,545
TOTAL	147,149,150	55,707,050	146,762,400	163,185,000	154,556,000	154,798,000

ATTACHMENT D

YEARLY TOTALS TO DISTRIBUTION SYSTEM

	2012	2013	2014	2015
Jan	13,837,500	10,271,500	10,896,750	10,494,970
Feb	13,917,500	8,778,600	9,565,500	10,011,458
Mar	15,413,700	10,295,800	9,414,140	9,808,262
Apr	12,509,700	9,775,750	8,608,100	10,624,748
May	11,994,500	11,709,190	11,414,350	12,312,858
June	10,721,850	11,106,400	11,442,950	16,476,104
July	11,536,100	15,208,100	13,420,500	18,487,800
Aug	14,897,550	15,005,000	12,551,110	14,820,546
Sept	14,403,400	11,235,750	12,015,410	11,580,948
Oct	7,669,000	10,349,400	13,065,976	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	
TOTAL	149,537,800	133,955,040	132,204,572	135,558,096
AVG	12,461,483	11,162,920	11,017,048	12,323,463

ALL NUMBERS ARE IN GALLONS



ATTACHMENT E

2015 WATER METER EXCHANGE SCHEDULE

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

* New electronic meters installed in Wildwood and Steen Park.

** All remaining meters are commercial.

ATTACHMENT F

2015 FIRE HYDRANT EXERCISING SCHEDULE

Month-Year	Actual # of FH's Exercised	Program Goal	Remaining FH's at Month End
Jan-15	0		257
Feb-15	22		235
Mar-15	14		221
Apr-15	18		203
May-15	8		195
Jun-15	0*		195
Jul-15	0*		195
Aug-15	0*		195
Sep-15	0		195
Oct-15	0		195
Nov-15	37		158
Dec-15			
TOTAL	99		158

* No flushing performed because of water conservation in hot weather

CITY OF SULTAN
Wastewater Treatment Plant
Operational Report
2014 - 2015

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 Gallons	Hauled Wet Tons
	Total (MG)	Avg (MGD)	High (MGD)	Low (MGD)		PH Low	PH High				
Jan-14	11,255	0.363	0.683	0.278	7.83	6.3	6.5	97.3	97.8	95,399	49.06
Feb-14	9,055	0.323	0.448	0.263	7.39	6.2	6.6	97.5	97.9	95,954	36.67
Mar-14	16,208	0.523	1.181	0.292	16.49	6.3	6.6	96.9	98.3	81,701	36.87
Apr-14	10,541	0.351	0.533	0.282	7.06	6.3	6.6	97.9	98.8	119,782	49.36
May-14	10,397	0.335	0.500	0.259	5.76	6.3	6.5	98.3	98.5	97,025	37.52
Jun-14	7,328	0.244	0.289	0.217	2.42	6.3	6.5	98.9	98.6	81,570	24.93
Jul-14	6,661	0.215	0.292	0.195	2.46	6.2	6.7	97.9	95.9	51,333	25.08
Aug-14	6,305	0.203	0.247	0.185	2.19	6.4	6.9	98.0	97.8	34,551	9.79
Sep-14	6,704	0.223	0.308	0.197	4.50	6.5	6.7	98.4	98.1	45,631	11.05
Oct-14	8,690	0.280	0.451	0.203	12.35	6.3	6.8	98.8	98.6	59,757	29.28
Nov-14	14,498	0.483	1.900	0.271	11.87	6.2	6.6	97.2	98.1	42,557	24.19
Dec-14	13,026	0.420	0.566	0.337	9.62	6.3	6.5	98.2	98.4	84,239	37.01
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	17662	0.589	1.440	0.338	12.87	6.1	6.5	97.6	98.7	23,597	19.24
Dec-15											

2015 GARBAGE REPORT**ATTACHMENT I**

	2014 TONS	2014 COST	2015 TONS	2015 COST
January	154.42	\$16,216.00	145.33	\$15,261.00
February	121.97	\$12,809.00	128.13	\$13,455.00
March	147.69	\$15,509.00	138.96	\$14,593.00
April	126.11	\$13,248.00	140.13	\$14,715.00
May	161.18	\$16,930.00	145.89	\$15,320.00
June	151.83	\$15,943.00	140.38	\$14,743.00
July	142.83	\$15,001.00	153.48	\$16,093.00
August	143.13	\$15,030.00	139.16	\$14,612.00
September	155.61	\$16,233.00	134.68	\$14,144.00
October	162.67	\$17,079.00	166.21	\$17,015.00
November	131.56	\$13,797.00	162.05	\$16,589.00
December	157.68	\$16,558.00		
TOTALS	1,756.68	\$ 184,353.00	1,594.40	\$166,540.00



City of Sultan
Customer Counts

Sector	Commodity	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total
Residential	Recycle	1,490	1,493	1,495	1,497	1,497	1,501	1,505	1,512	1,528	1,536	1,542	-	16,596
	Commercial	21	21	21	21	21	23	24	25	25	24	26	-	252
	Multifamily	4	4	4	4	4	4	4	4	4	4	4	-	44
Residential	Yardwaste	320	320	325	339	350	362	360	360	357	353	344	-	3,790
	Commercial	3	3	3	3	3	3	3	3	3	3	3	-	33
	Multifamily	1	2	2	2	2	2	2	2	2	2	1	-	20

**CEMETERY REPORT
BURIALS**

ATTACHMENT K

103 Cemetery Operating Fund

Description	2015 BUDGET	2015 ACTUAL
Revenue		
Beginning Balance	0	8,961
Cemetery Fees	25,000	37,354
Investment Interest	100	0
Total Resources	25,100	46,315
Expenditures		
Total Expenditures	23,440	28,251
Ending Fund Balance	1,660	18,064

Burials	YTD 2015
Ash	5
Full	6
Disinterment	1

These numbers are January 2015 through November 2015

SULTAN CITY COUNCIL

AGENDA ITEM

DATE: December 17, 2015
SUBJECT: Public Works Projects-Update
CONTACT PERSON: Connie Dunn, Public Works Supervisor

ISSUE:
The Public Works projects list and status report.

WASTEWATER:
Public Works staff installed a new side sewer clean out for 111 and 111½ Cedar Avenue on December 1st.

STORM WATER:
We have had unusually high water this year and the National Weather Service is predicting more is to be expected. Volunteers and business/property owners have worked with City staff to help minimize flooding and damage to structures

PARKS:
The Dog on First (Dog Park) Phase 1 is nearly complete and ready for signage. Public Works will be installing the dog waste station in the park.

BUILDING MAINTENANCE:
A new toilet is planned to be installed at the City Community Center in the downstairs women's public restroom.

The Library is having issues with heat generation in the IT Closet. Sno Isle Library is working to resolve the problem.

The roof at the Post Office has had ongoing problems with leaking and been temporarily repaired several times over the last 15 years. A roof repair was recently completed. The roofing company that repaired the roof stated that during the construction of the addition of the loading dock roof, the tie-in was done in such a way that a total new roof on the Post Office Building is necessary. Currently, staff is monitoring the area upstairs. It has been dry through the last several rain events. The City will need to contract with a contractor in early 2016 to repair the interior damage to the ceiling at the Post Office.

STREETS:
Public Works staff installed the Community Events and Business Sign at 317 West US 2 with assistance from SDC Concrete.

Public Works staff used the City's vactor truck to remove sediment and debris from the storm drainage system in the vicinity of 4th Street and Birch Avenue after the November 17th flood. As a result, the December 8th flood did not adversely impact this intersection.

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-2
DATE: December 17, 2015
SUBJECT: Planning Board Minutes
CONTACT PERSON: Cyd Sparks, Permit Assistant

ISSUE:

Transmitting Planning Board Minutes from the May, July, August, September and October 2015 meetings. June and November Planning Board Meetings were cancelled.

STAFF RECOMMENDATION:

Receive Report, no action required.

ATTACHMENT A: Planning Board Minutes for the May, July, August, September and October Meetings. June and November Meetings were cancelled.

SULTAN PLANNING BOARD MINUTES
May 19, 2015

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Sean Gossett
Gloria Reedy
Janet Peterson
Tom Green

STAFF PRESENT:

Ken Walker, City Administrator
Cyd Sparks, Secretary of the Board

CALL TO ORDER:

Call to Order at 7:00 p.m.

CHANGES TO THE AGENDA:

Peterson would like to go directly to Item D-4 on the Agenda
Hitchcock would like these items added to the Agenda:

- Public Comments
- Planning Board Members Comments
- Actions for next meeting

Green moves to make changes to the Agenda, seconded by Peterson.

PUBLIC COMMENTS:

None.

PLANNING BOARD MEMBER COMMENTS:

Reedy – Was happy to receive the packet at home.

Peterson – PB Packet was very well written. Thank you Ken.

Hitchcock – Glad they were 3-hole punched! Hitchcock asks when the Comp Plan needs to be updated. Staff explains the process. The Boys and Girls Club landscaping looks really good. Staff said they will be issuing the Final C of O on Friday.

APPROVAL OF MINUTES:

Changes to the Minutes are as follows:

D-1 - Change Motion from Hitchcock to Peterson.

Under Actions for next Meeting:

Hitchcock said: The State rules of terms of office are 4 to 6-years. Sultan SMC terms is a 2-year term. This should match the State term of 4 to 6-years and the 2-year term is to fill a space that has been vacated.

April 21, 2015 Minutes – Peterson moves to approve the minutes as amended. Reedy seconds.

DISCUSSION AND STUDY ITEMS:

D-4: Planning Board - Intent Letters for Members Peterson & Reedy

Staff received Peterson's letter of Intent. Staff will include Reedy in the recommendation to City Council. **Staff will make recommendations at the next Council Meeting to accept Peterson & Reedy's 2nd term to the Planning Board.**

D1: By-Laws

Tabled to next Meeting. Hitchcock says she sent comments to Staff. Staff will check e-mail again and include Hitchcock's comments in July's Meeting.

D-2: PROS Plan

Staff discusses with Board a plan to have public hearings/meetings and send out a questionnaire in the next utility billing. Staff discusses the future park plan and the grants the City have applied for and have a good chance of getting.

Peterson asks for equestrian trails. Staff says the horses tear up the trails and it may be better to have separate trails for the horses and adding it to the PROS Plan could be a possibility. Staff shows the Board on a map the locations of the Knowelton Property that has been acquired and the issue with the Boucher property. Board asks about the trails, what kind will they be? Staff says that they have to be ADA accessible so a hard kind of trail so people in wheel chairs and walkers could maneuver the trails. Bikes? Bikes are not allowed in the Parks. Staff and Board discuss the parks and amenities and some ideas for the Park.

Dyer Property FEMA Buyout – City received money to buy and demolish this property but it is river view property, not river front property. The Dyer Residents are very unhappy about this purchase because they don't want the property to be public property. The City would also like to purchase the old feed store but the owners want too much money for it. Board and Staff has good and lengthy discussion about grants, trails, bikes, transportation, parks and which way to go with the PROS Plan. Hitchcock says maybe we can look at safe trails to school.

Planning Boards Schedule for PROS Plan:

- Workshop
- Hearings (1 or 2)
- Questionnaire (for July's mailing)
- Split PROS Plan up
- One meeting on each Park
- One Meeting on trails/equestrian trails
- Solicit participation in the update

Staff to get old questionnaire out to the Planning Board May 20th.

Motion to each send suggestions for survey questions to Cyd by June 2nd. Motion seconded by Reedy.

Break 8:41 pm – 8:47 pm

D-3: Snohomish County Council - Public Hearing Sultan UGA 4.23.15

Staff goes over what the County Hearing was about and explains the UGA revision. The County accepted the Trout Farm removal and denied the addition of the 2-other areas the City wanted in the UGA. Peterson says the plan is very logical and the least expensive. Good job. Hitchcock has some disappointment with the Trout Farm removal. Staff and Board discuss utilities and LID's pros and cons and expense.

ACTIONS FOR NEXT MEETING:

- Send Survey and map out to Planning Board/Get schedule ready for PROS Plan
- Put Item D-1 back on the agenda
- Cancel June 16th meeting - Staff is unavailable
- Gossett will be gone for July 21st meeting

Discussion on Staff attending Planning Board Meetings. Green & Peterson would like Ken to be there. Gossett would like to transition Stacy back in. Staff would like to have both of them here for a while. Hitchcock will bring Edmonds park brochure to next meeting.

PLANNING BOARD COMMENTS:

Gossett – will be absent on the July 21st meeting.

Hitchcock – Appreciated this meeting, would like to put together a schedule for the PROS Plan update.

PUBLIC COMMENTS:

None.

ADJOURNMENT:

Green moves to adjourn the meeting and Peterson seconded the motion. All Ayes.

Adjourned at 9:20 pm

SULTAN PLANNING BOARD MINUTES
July 21, 2015

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Tom Green
Gloria Reedy
Janet Peterson
Sean Gossett - Excused Absence

STAFF PRESENT:

Ken Walker, City Administrator
Cyd Sparks, Secretary of the Board

CALL TO ORDER:

Call to Order at 7:47 p.m.

CHANGES TO THE AGENDA:

None.

PUBLIC COMMENTS:

None.

PLANNING BOARD MEMBER COMMENTS:

Administrator comments: Staffing and development updates.
Peterson – thanks for the PROS Plan copy.
Reedy – agrees with Janet, the PRO's Plan is very helpful.
Hitchcock – agrees as well, her copy is all marked up. Vote on Chairs at the next meeting when Sean is back.

APPROVAL OF MINUTES:

May 19, 2015 Minutes – Peterson moves to approve the minutes as printed. Reedy seconds. All Ayes.

DISCUSSION AND STUDY ITEMS:

D1: By-Laws

Update SMC Code Section from 2.17 to 2.19 per Ordinance 1212-15 and discuss and vote on the proposed changes to the Planning Board Bylaws and Rules of Procedure.

The Planning Board has proposed minor changes to their Bylaws and Rules of Procedure at the April 21st meeting. Changes have been received by Member Green. Member Hitchcock's comments are attached within this agenda packet which she copied and pasted from the Sultan Municipal Code. Past Ordinances have been attached for reference and discussion to assist in the proposed changes to the current By-Laws. After discussion the changes from the Members were incorporated into the By-Laws.

Reedy moves to make the changes to the Planning Board By-Laws as read (or amended) and Green seconds. All Ayes.

D-2: PROS Plan

Planning Board started discussions for the survey for the Park, Recreation and Open Space (PROS) Plan. Good discussion on different items to include in the survey from all Board Members. Discussion of survey questions from the past Sultan Parks and Recreation Plan Update results to include in the upcoming survey.

Questions:

1. (1)What would get you to come to a Sultan Park more often? (Add list of things to choose from)
2. (3)What Parks do you visit most often?
3. (6)From the following list of park amenities, please state whether you think Sultan has too few, just the right amount, or too many of each to meet the needs of the community.
4. (7)Following is a list of outdoor activities. For each, please identify whether the activity is something you always often, sometimes, or never do.
5. (8)Do you believe it is very important, somewhat important, somewhat important or very unimportant for the City to undertake the following tasks over the next few years? By age level, kids, adults, seniors. Good question for disabled person.
6. (9) Would you like more small parks (tot lots) dispersed throughout Sultan's Residential neighborhoods.
7. (10) Reword the question of "Do you think it's the City's responsibility, the developer's responsibility, or the responsibility of both to pay for new parks and associated maintenance". Look at Lucy's handout. Bond/Levy
8. (11) How do you get to the park?
9. (12) What changes, if any, would you and members of your household like to see in Sultan parks? Separate maintenance question, public safety, trails; make more questions out of this list.
10. (13) Would you pay to help get a park in the northeast part of Sultan? Park, sports and playground.
11. (14) With five (5) being the most important, and one (1) being the least important, please rank the following park amenities are to you.
12. (15) With five (5) being the most important, and one (1) being the least important, please rank the following park and recreation characteristics are to you.
13. (16) In your own words.....
14. (17) What is your age.....
15. (18) What is your gender.
16. (19) How many years have you lived in Sultan?
17. (20) How many members in your household (including yourself)?

D-3: Time Line for Comprehensive Plan Update

Provide Planning Board with Resolution 14-12 to clarify that the 2011 Comprehensive Plan and update process satisfies the 2015 GMA deadline for Comprehensive Plan Updates.

Overview of the next steps for the City of Sultan work list. Staff will continue focusing on updating the Development Regulations, including the Critical Areas Ordinance, to harmonize the code with the Comprehensive Plan. The Grant from Commence will be amended to reflect this focus.

Amendments to the Countywide Planning Policies need to be considered in the City's Comprehensive Plan by 2016; the Buildable Lands Report (which will include addressing any revision to the Urban Growth Area) needs to be incorporated in the Comprehensive Plan by 2017 and the population allocation needs to be revised by 2018. The population allocation has the greatest impact to the City due to changing the planning horizon (2035) and planning to provide water, sewer, parks and transportation services to a reduced population. Staff will focus on updating the Comprehensive Plan to accommodate these changes and impacts upon completion of a Comprehensive Update to the current development regulations.

ACTIONS FOR NEXT MEETING:

- REVIEW THE PROS PLAN AND MAKE COMMENTS
- LOOK OVER QUESTIONAIRE

PLANNING BOARD COMMENTS:

Hitchcock – bring cookies

Peterson – proud of everyone and what we've accomplished.

PUBLIC COMMENTS:

None.

ADJOURNMENT:

Reedy moves to adjourn the meeting and Peterson seconded the motion. All Ayes.

Adjourned at 10:15 pm

SULTAN PLANNING BOARD MINUTES
August 18, 2015

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Gloria Reedy
Janet Peterson
Sean Gossett
Tom Green – Arrived at 7:10 p.m.

STAFF PRESENT:

Ken Walker, City Administrator
Cyd Sparks, Secretary of the Board

CALL TO ORDER:

Call to Order at 7:00 p.m.
(Started quickly, Green was not here yet, I forgot to turn on the recorder)

CHANGES TO THE AGENDA:

None.

PUBLIC COMMENTS:

None.

PLANNING BOARD MEMBER COMMENTS:

None.

APPROVAL OF MINUTES:

Did not include July 21, 2015 Minutes in the packet, include in next month's packet for review.

DISCUSSION AND STUDY ITEMS:

D-1: Vote for Chair and Pro-Tem Positions

Peterson nominated for Hitchcock for Chair and Reedy seconds for Chair. All Ayes.
Peterson's nomination for Chair Pro-Tem is Gossett and seconded by Reedy. All Ayes.

D-2: PROS Plan Review

Hitchcock handed out a list of questions regarding the PROS Plan. The Board used this as a guideline to start going through the PROS Plan. Staff and Board discuss the questions and the Plan.

Add Steelhead Park information in next packet. Work on Budget/Capital numbers – Staff said that this will happen when a new Planner is on Board. Board & Staff has discussion on vandalism, bathrooms, Dog Park and maintenance of parks in plats. Board would like the Staff to think about a level of service for these parks in plats so they are uniform throughout Sultan.

Climate change, Staff has no input of this. Use the parks for outdoor educational teaching. Volunteers, School, PUD, Library to have walks through Osprey Park to teach different things. Staff gives an overview of the water and the conservation plan in place.

Board suggests running a Bond Issue to find out what people want or don't want. Reedy shares her questions so far.

Gossett's suggestion to update the Reiter Road on page 19 and the Board should go over the Goals and Policies one by one.

Staff and Board discuss how to update the existing POS Plan. Questionnaire should be done in the next 60-days. Staff responds to Reedy's questions about Sultan and what can be done to improve it and clean it up.

D-3: Review Questionnaire/Survey

ACTIONS FOR NEXT MEETING:

- PB Minutes for July 21st & August 18th
- Continue D-2 PROS Plan discussion.
- Continue Item D-3 Review Questionnaire/Survey

PLANNING BOARD COMMENTS:

Green – Sultan Sewer Plant used to take RV Waste.

PUBLIC COMMENTS:

None.

ADJOURNMENT:

Gossett moves to adjourn the meeting and Peterson seconded the motion. All Ayes.

Adjourned at 8:09 pm

SULTAN PLANNING BOARD MINUTES
September 29, 2015

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Gloria Reedy
Tom Green
Janet Peterson – Absent – Contact
Sean Gossett - Excused (Work Deadline)

STAFF PRESENT:

Ken Walker, City Administrator
Cyd Sparks, Secretary of the Board

CALL TO ORDER:

Call to Order at 7:00 p.m.

CHANGES TO THE AGENDA:

Added City Administrator Comments – New Planner & Hiring process; PB wants to be involved.

PUBLIC COMMENTS:

None.

PLANNING BOARD MEMBER COMMENTS:

Reedy – Thanks for changing the date of the PB Meeting.

Hitchcock – Update on Friends Book Sale, Salmon Celebration and Community Transit presentation. October 8th Evacuation Route Drill with Schools concerned about condition of trail; wheelchairs and/or driving. (City Administrator said the Evacuation Trail belongs to the Eagle Ridge Homeowners Association and the liability for cars driving on the road is something they don't want to be responsible for). Discussion over the evacuation drill process and CERT program.

City Administrator comments: Brad Collins will be the interim for 6-months or until the City finds a Planner. He will work for 2-days a week from here or his home in Port Angeles. The City had 2-applicants but neither was qualified. The City is talking to a few more people, waiting for Resumes. 1 applicant is coming from Idaho at the end of October. Staff will pull the advertisement and re-issue a new one. Hitchcock asks if the PB will be involved, Walker said City Staff will be handling the process. Walker & Sparks will continue doing the PB until a new Planner is selected. Green asks if we checked with the University, Walker said yes and the applicant at the end of October is one. Hitchcock asks about an Intern. Walker said that Collins would be able to groom the new person to become management material.

APPROVAL OF MINUTES:

July 21, 2015 Minutes – Correct typo's #5 and #7. Green moves to approve the minutes as corrected. Reedy seconds. All Ayes.

August 18, 2015 Minutes - Green moves to approve the minutes as printed. Reedy seconds. All Ayes.

DISCUSSION AND STUDY ITEMS:

D-1: PROS Plan Review

Staff and Board discuss the PRO's Plan. Hitchcock said maybe we should change the 60-days for the questionnaire should get out sooner than 60-days. Board and Staff discuss the Parks and how to make them more accessible to the community. Signage, amenities, clean-ups, flowers, etc. Board says that their comments need to be added to the document. Staff says we will take the comments and have Tami re-type the documents. Walker explained that there is a way to add everyone's comments to a document so they all could see who made changes or additions (Track Changes).

Reedy asks what the PB Goal of this Plan is. Is it to update it? Staff says yes, that is the plan. Should she send her comments via e-mail? Staff said not at this time. Staff will get the WORD document to them to so they can start making changes. Reedy asks about Page 19, and the Adopt-a-Park program. Staff will get the Adopt-A-Park outline to the Board. Staff has no information on the Park Patrol program to share with the Board.

Discussion over the questionnaire; it can be mailed out in the utility bills, given out at coffee with the Mayor, given to the schools and have kids filled it out. Staff says this will take a while to create. A good survey takes a lot of thought.

Board asks for the Regional Planning Policies to review. Does not know what it is called, Vision 2040, maybe.

D-2: Review Questionnaire/Survey

Board and Staff have discussion about survey, maps and questions. Include a map of the parks with the survey. There is more discussion over the survey and questions to add and take off. Questionnaire is originally from Studio Cascade from the original PROS Plan Survey.

- The Monroe Rotary Club has adopted the Sultan Spray Park; they are working on grants to raise approximately \$350K.
- Update on the Steelhead Park, the County found toxic soils; they need to remove the soil first. They are working through the permit process to remove the soils and give the land over to SnoCo Public Works or Parks Department.
- Archery Park/Shooting range up on the Sultan Basin Road out of City Limits is in the works as well.

Board and Staff have discussion of signage and the problems, lack of and what needs to be done to make it better throughout Sultan. New case law: Reed, et al versus Town of Gilbert Arizona. Good News Community Church http://www.oyez.org/cases/2010-2019/2014/2014_13_502

The Board should take the surveys home and think about more questions for the questionnaire and read the Plan to come up with more questions. The survey should be 1-page and double sided.

ACTIONS FOR NEXT MEETING:

- PB Minutes for September 29th
- Get WORD document of the PROS Plan to the Board
- First draft of Survey
- Meet Brad Collins, Before Development Code, plan of action for the Board

PLANNING BOARD COMMENTS:

None.

Reedy will bring cookies.

PUBLIC COMMENTS:

None.

ADJOURNMENT:

Green moves to adjourn the meeting and Reedy seconded the motion. All Ayes.

Adjourned at 9:15 p.m.

SULTAN PLANNING BOARD MINUTES
October 20, 2015

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Gloria Reedy
Tom Green
Sean Gossett
Janet Peterson

STAFF PRESENT:

Ken Walker, City Administrator
Cyd Sparks, Secretary of the Board

CALL TO ORDER:

Call to Order at 7:00 p.m.

CHANGES TO THE AGENDA:

None.

PUBLIC COMMENTS:

None.

PLANNING BOARD MEMBER COMMENTS:

Gossett – Citizens are excited about the sidewalk on Sultan Basin Road. Seeing Timber Ridge active again is exciting. What is the status of the final lift for Wildwood Trails? Wants to make sure it does not get forgotten. Concerned over the development at Wildwood and how some of the lots came to be. Staff explained that these Plats were developed under an older code that was more creative than it is now. Gossett said that makes sense.

Hitchcock – Wanted job posting for the Planner to forward to her son who may know of some people looking for work.

City Administrator Comments: Sultan Basin Road update: put gravel down for sidewalks and then concrete for the walkway. No curbs and gutters. Wildwood Trails will get there final asphalt once the houses are finished. Update on Timber Ridge's upper road and why the barriers are still up. There is some work being done on the lower lots of Timber Ridge for development. There was a brief discussion over the planner position and interviews.

APPROVAL OF MINUTES:

September 29, 2015 Minutes – Green moves to approve the minutes as printed. Reedy seconds. All Ayes.

DISCUSSION AND STUDY ITEMS:

D-1: Review Questionnaire/Survey

Staff goes over the Survey that was completed for the board to review. There is a discussion over the contents of the survey and park funds and resources and future park acquisitions. Comp Plan has a minimum level of service referenced. Can the PB weigh in on the minimum levels for parks? Staff and Board have a very lengthy discussion over many Park aspects including the Budget and City Hall wages in an effort to discuss ways of getting more money for the Parks. Board asks about motion lights and cameras or signs saying there are cameras. Back to the survey, Green states that it has to be easy for the surveys to get back to the City. Maybe adding the Drop Box for a place to drop off completed surveys. Allow access to the survey on-line; add an address to the webpage; bring to schools and have PB Members bring to Churches, HOA's, and neighborhood groups. Survey Monkey would cost to use for the Park Survey. Board would still possibly like to add a Map (maybe on line). Gossett states that wording is important and suggests: "What are you willing to pay per household \$0 - \$5 - \$10 for

rehabilitation of Sultan Parks? Green says maybe break out the percentage so people know where it comes from. Peterson wants to add Adult Exercise Equipment. Sky Harbor has some exercise equipment on the trails but they are overgrown. Take out "Tot Lots". Good input, Staff to make changes on Survey and bring it back to the next meeting.

Review some of Lucy's changes she started on the PROS Plan. Staff discusses a way to start reviewing the plan by assigning each Board member sections to start reviewing. Good discussion over how to approach changing the PROS Plan collectively. Staff will look into getting the PROS Plan available on a "shared drive" so everyone can make changes.

Adopt-A-Park Program: are the volunteers covered by City insurance? They are covered by L & I and it states so on the Volunteer Application. The City pays for the L & I cost for the volunteer.

ACTIONS FOR NEXT MEETING:

- PB Minutes for October 20th
- Updated Survey for 2nd review
- PROS Plan in shared location

PLANNING BOARD COMMENTS:

Gossett will bring cookies.

PUBLIC COMMENTS:

None.

ADJOURNMENT:

Peterson moves to adjourn the meeting and Green seconded the motion. All Ayes.

Adjourned at 8:48 p.m.

CITY OF SULTAN
AGENDA ITEM COVER SHEET

AGENDA ITEM: SR-3
DATE: December 17, 2015
SUBJECT: 2015 Year End Grants Staff Report,
and 12 Year Grants Staff Report



CONTACT PERSON: Donna Murphy Grants and Volunteer Coordinator

ISSUE:
Review Grants Staff Report

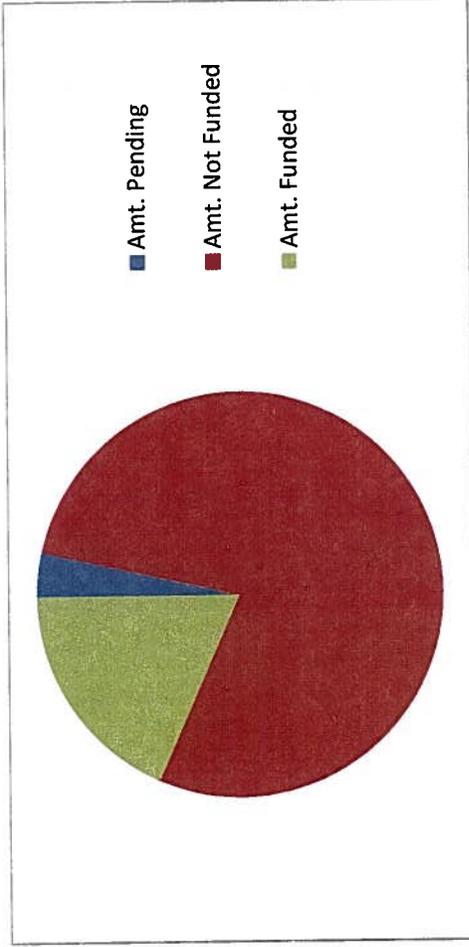
STAFF RECOMMENDATION:
No action required

ATTACHMENT:
Attachment A: Grants Staff Report

**City of Sultan
Grant Status Report
2015**

Pending Grant	Date Applied	Department	Amount Pending	Amount Not Funded	Amount Funded	Project Status
Sultan River Trail Legislative Proviso	Aug. 2014	Public Works			\$374,663	Working with WSDOT & Lease Agreement
4 th & 5 th Streets Reconstruction - TIB	Aug. 2015	Public Works			\$400,200	Contract in Early 2016
4 th Street Overlay-TIB	Aug. 2015	Public Works		\$192,907		
Ped/Bike Bridge & Sanitary Improvements - Legislative Proviso	Feb. - April 2015	Public Works		\$3,902,080		Design is at 60%
Water Booster Pump Upgrade - Legislative Proviso	Feb. - April 2015	Public Works		\$145,000		Design is at 60%
Emergency Command Center DESIGN - Legislative Proviso	Feb. - April 2015	Partnership City of Sultan & Fire Dist. 5		\$500,000		Lobbied Legislature Weekly this Session

Pending Grant	Date Applied	Department	Amount Pending	Amount Not Funded	Amount Funded	Project Status
PUD Planet Power – Solar Panels at Osprey Park Basketball Court	Feb. 2015	Public Works		\$48,981		Park's accessibility was good, but there was low energy consumption.
Ecology – CPG Cleanup Day Grant	Mar. 2015	Public Works			\$6,625	Funding is for 2016 & 2017
CDBG Gohr Road Waterline	Nov. 2014				\$76,990	Waiting for Contracts from CDBG
Hazard Mitigation Buyout – 800 Dyer Rd	June, 2014	Public Works			\$270,389	Project is on schedule
Pedestrian/Bike Path, Albion to Marcus St. - CDBG	Sept. 2015	Public Works	\$209,268			Application submitted, award announcement Jan. 2016
WSDOT Multi-Use Roadway Safety Grant	Nov. 2015	Public Works	\$3,075			Only 2 applications submitted. Project will be funded
Total:			\$212,343	\$4,788,968	\$1,128,867	



City of Sultan

Grants Summary
2004 – December, 2014
12 Year Total: \$14,334,321

YEAR	ANNUAL AWARD AMOUNT	PROJECTS FUNDED	AMOUNT
2004	\$3,107,473	US 2 ⁵ TH St. Signal US 2/Sultan Basin Rd. 1 st St. I&I Cleanup Day – 2 Year Grant Cleanup Day Plus Wood Chipper Comprehensive Plan Update Shoreline Mgt. Plan	\$700,000 \$1,000,000 1,315,000 \$3,773 \$35,100 \$15,000 \$38,600
2005	\$803,165	US 2/Sultan Basin Rd. US 2 5 th St. Signal	\$410,625 \$68,440

		Date Ave. Reconstruction Ph. II River Park Expansion Records Management		\$220,000 \$100,000 \$4,100
2006	\$2,306,013	Railroad Crossing 2 nd Street Improvements Ph. 1 Light Guard Crosswalks Wastewater Treatment Plant Design US 2/ Sultan Basin Rd. AWC Scholarships Tazers for PD Marketing & Demographic Records Management NRA Foundation for PD		\$20,000 \$212,600 \$52,000 \$1,000,000 \$1,009,164 \$1,000 \$750 \$2,399 \$4,100 \$4,000
2007	\$559,806	US 2/Sultan Basin Rd. Trans. Element of Comp Plan Veterans Memorial Wall Cleanup Day - 2 Year Grant 6 th Street Sidewalks Purchase 105 Alder Ave.		\$250,000 \$10,000 \$4,000 \$4,735 \$12,271 \$278,800
2008	\$635,627	US 2/Sultan Basin Rd. Wastewater Treatment Plant Leg. Proviso Records Management-Purchase File Cabinets Surveillance Cameras-COPS Grant		\$12,271 \$500,000 \$6,356 \$117,000
2009	\$1,070,823	US 2/Sultan Basin Rd. Cleanup Day-2 Year Grant Pressure Washer for Graffiti Purchase 107 2 nd St. GMA Comprehensive Plan Justice Assistance		\$876,100 \$4,723 \$12,500 \$150,000 \$17,500 \$9,999
2010	\$665,500	2 nd St. Reconstruction Ph. II US 2/Sultan Basin Rd. Wastewater Treatment Plant -Leg. Proviso Teen Court		\$222,000 \$72,000 \$335,000 \$36,500
2011	\$481,838	Pipeline Safety Planning US 2/Sultan Basin Rd. (Match)		\$3,000 \$240,000

		Cleanup Day-2 Year Grant Lake 16 Dam Repair-Leg. Proviso	\$3,838 \$235,000
2012	\$2,226,389	6 th St. Waterline Completion Sultan Basin Rd. Plateau Overlay Alder Ave. Sidewalks Roundabout Gateway Signs Project Main Street Bike/Ped Bridge-Leg. Proviso Bike/Ped Bridge- Transportation Grant Alder Ave. Reconstruction-Leg. Proviso 4 th St. Overlay (Alder to Fir) High Ave. Reconstruction 1 st to 4 th Dept. of Ecology Tire Removal	\$80,617 \$255,547 \$30,516 \$10,000 \$300 \$100,000 \$417,229 \$500,000 \$354,900 \$527,280 Value Undetermined
2013	\$777,870	Alder Avenue Water/Sewer Replacement Lines – CDBG Grant Alder Avenue Water/Sewer Replacement Lines – Legislative Proviso Conservation Futures Trail Purchase Planet Power Solar Panels @ Comm. Ctr. Ecology Clean-Up Day Grant GMA Comp. Plan Update TIB Matching Funds for SBR Overlay Community Event Sign (2)	\$145,000 \$185,000 \$324,600 \$48,502 \$6,385 \$18,000 \$39,883 \$10,500
2014	\$570,950	Alder Avenue – CDBG & TIB Date Avenue Reconstruction – TIB WWTP Conservation Upgrades – DOC Osprey Park Interpretive Signs – Tourism	\$121,000 \$244,530 \$196,000 \$9,420
2015	\$1,128,867	CDBG Gohr Road Waterline DOE Cleanup Day FEMA Flood Loss Buyout – Dyer Rd. Leg. Proviso – RCO – Sultan River Trails TIB 4 th & 5 th Street Reconstruction	\$76,990 \$6,625 \$270,389 \$374,663 \$400,200

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1
DATE: December 17, 2015
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the December 3, 2015 Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – December 3, 2015

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

CHANGES/ADDITIONS TO THE AGENDA:

Action: Add Installation of Gateway Sign

PRESENTATIONS:

Staff Introductions

Mick Matheson introduced Mike Rains, Utility Worker. Spent 7 years as a contractor at Alt-Tech and brings good background and skills to the city. Is a great addition to the city staff. Mike Rains: Likes the job and he gets to do something different every day.

Rocky Walker: The other crew members had good comments about Mike.

COMMENTS FROM THE PUBLIC:

Kay George: Asked if the public hearings were not properly noticed. The cleanup on Sky Wall Drive was not effective as the street sweeper only leveled out the mud; not appropriate use of the street sweeper.

Gloria Reedy: Has done research on how to raise the local sales tax and found the Council must determine whether or not to raise the local sales tax. City needs to look into an increase and consider using the funds for parks.

COUNCILMEMBER COMMENTS

Naslund: Winterfest is December 5th ; Surplus sale by the School District will be held at the Startup gym on December 12th.

Neigel: Community Transit is happy about the passing of the initiative to provide additional funding for services. Risk profile report on substance abuse by youth to assess risk is being finalized. Sultan doesn't fair well for risk and is one of the top risks in the county. The city needs to address some of the problems with policy and consider how to use funds to bring programs into the community.

Davenport-Smith: Western Heritage Museum is having their annual Christmas event on Saturdays in December except for December 12th when a memorial for Jerry Senner (founder of the museum) will be held.

Seehuus: Tree Lighting is on December 5th. Thanks to all the fire, police and volunteers who worked during the recent flood.

McCarty: Is working with Safe Stop to use the city funds for supplies. They have ordered a LEGO system and will be working on a STEM grant. Several grants are available for technology training for kids, especially lower income. Working with county on river trails development – have grant for design.

Ken Walker: City will host a Grants class in January. Staff is working on the placement of the gateway sign to complete the project by the end of the year. Galaxy Chocolates and Mountainside Storage each took second place in the King 5 Best of Western Washington contest. Sultan Pharmacy won the "Bowl of Hygeia Award" from the Washington State Pharmacy Association, considered to be the highest award in the State.

CITY OF SULTAN COUNCIL MEETING – December 3, 2015

Chief Beaton: The County is working on the new reporting software contract and this will cause delays in the Police monthly reports. Have a suspect in custody on a break in on the Sultan Basin Road. The Visitor Information Center had a break in and unfortunately, the cameras were not all working and there is no alarm system on the building. There are still complaints about people running stop signs around the school – Officers will increase patrol.

Mayor Eslick: City needs to work on upgrade to cameras and alarm systems. City staff and the Fire Department met with PUD representatives regarding the dam and lake and impacts on flooding. Jeff Rasmussen from Monroe would like to be the representative on the Snohomish Health Board. Grow Washington will host a fund raiser on December 18th for the Sultan Arts Council project.

PUBLIC HEARING: Minutes under separate report.

- 1) 2015 Budget Amendments
- 2) Amended Six Year Transportation Improvement Plan

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 Davenport-Smith, seconded by Councilmember Neigel the consent agenda was approved as presented. McCarty – aye, abstain on vouchers and minutes; Seehuus – aye; Walker – aye; Davenport-Smith – aye, Neigel – aye; Naslund – aye, abstained on the minutes; Beeler - aye.

- 1) Minutes of the November 19, 2015 Council Meeting
- 2) Voucher Approval in the amount of \$332,165.06 and payroll through November 20, 2015 in the amount of \$76,811.01 to be drawn and paid on the proper accounts.
- 3) Contract Renewal – Aimee Trua, Public Defender
- 4) Contract Renewal – Thom Graafstra – Special Counsel
- 5) Contract Renewal – Kenyon Disend, City Attorney
- 6) Contract Renewal – Goldbar Geek , IT Service

ACTION ITEMS:

Ordinance 1224-15 – 2015 Budget Amendments

The issue before the Council is to introduce Ordinance 1224-15 to amend the 2015 Budget. A public hearing on the proposed amendments to the 2015 Budget was held on December 3, 2015 during the regular Council meeting. Minutes of the Public Hearing provides detail of the proposed budget amendments.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Seehuus, Ordinance 1224-15 to amend the 2015 Budget was introduced for a first reading. All ayes.

Ordinance 1225-15 - 2016 Budget

The issue before the Council is the adoption of Ordinance 1225-15 to adopt a budget for the 2016 fiscal year. The ordinance was introduced for a first reading on November 19, 2015.

The detailed budget and department reports were prepared and submitted to the Council during the public hearing process on October 22, 2015, November 5, 2015.

The budget has been increased to include funding from a RCO grant, FEMA Buyout Grant and the completion of the Conservation Futures grant. Two of the grants are for park acquisition and improvements. The FEMA Buyout will remove a repetitive flood property in the Dyer Addition.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Walker, Ordinance 1225-15, 2016 Budget, was adopted. All ayes.

CITY OF SULTAN COUNCIL MEETING – December 3, 2015

Ordinance 1226-15 – 2016 Salary Schedule

The issue before the City Council is the adoption of Ordinance 1226-15 - 2016 Salary Schedule. RCW 35A.33.050 requires that salary ranges for various positions in the City be made a part of the annual budget document adopted with the annual budget. Ordinance No. 1226-15 fulfills this requirement.

The 2016 Budget included a 1.8% COLA for union employees and a 1.8% increase for non-represented employees.

There are five non-represented employees. In 2014, in lieu of a COLA, the non-represented employees received a city contribution of \$100 a month to each employees Deferred Comp account. The 2016 Budget is based on this continued contribution to the employees Deferred Comp account. The cost is \$4,800 per year. An adjustment to better match market conditions has been factored into the non-represented employee's wages.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Naslund, Ordinance 1226-15 setting the 2015 Salary Schedule was adopted. All ayes.

Resolution 15-16 – 2016 Salary Allocation

The issue before the Council is the adoption of Resolution 15-16 to allocate salaries and benefits to the various operating funds for the 2016 Budget.

The State Auditor recommends that the Council adopt the Salary/Benefit allocation as a part of the budget process. The City Council adopted Resolution 12-08, Cost Allocation Plan, which includes a three-step process to ensure each fund is correctly charged for employee services.

The 2016 allocation for wages and benefits is based on actual hours worked in the various funds through September 2015 and the proposed work program for 2016.

On a motion by Councilmember Walker, seconded by Councilmember Seehuus, Resolution 15-16 allocating salaries and benefits for 2016 to the appropriate fund budgets was approved. All ayes.

Resolution 15-18 Amended Six Year Transportation Improvement Plan

The issue is to authorize the Mayor to sign Resolution 15-18 approving the Amended 6-year (2016-2021) Transportation Improvement Plan. The background information was provided during the public hearing.

On a motion by Councilmember Walker, seconded by Councilmember Naslund, Resolution 15-18 approving the Amended 6-year (2016-2021) Transportation Improvement Plan was approved. All ayes.

Accounts Payable – Advanced Payment Approval

The issue before the City Council is to authorize staff to issue payment on the credit card accounts prior to the regular Council meeting to eliminate late fees and interest charges and to pay contractors on approved Public Works projects. During the past two Accountability Audits, the Auditor has expressed concern over interest and late fee charges on the city's credit card accounts. In 2014, the city incurred \$107 in late fees and interest fees on the credit card accounts.

The other accounts payable issue is the payment of contractors for approved public works capital projects. The contractors often submit requests for payments that are delayed 10-14 days due to the Council meeting schedules. Staff would like authorization to pay contractors in a timely manner. The payment will be shown on the Voucher Approval at the next regular meeting for Council approval. This authorization will be valid for the 2016 fiscal year.

On a motion by Councilmember Naslund, seconded by Councilmember Beeler, Staff was authorized to issue payment on the credit card accounts prior to the regular Council meeting to eliminate late fees and interest charges. Authorization to pay contractors for approved public works capital projects.

CITY OF SULTAN COUNCIL MEETING – December 3, 2015**Chamber Lease and Service Contract**

The issue before the Council is to approve the renewal of the Lease Agreement and Agreement for Services with the Sky Valley Chamber of Commerce (Chamber) to maintain the Visitor Information Center. The current agreement provides for a five year renewal. The Sky Valley Chamber has requested a twenty-five (25) year lease and service agreement.

In exchange for providing the staffing for the Visitor Information Center, the Sky Valley Chamber may use an 8 x 10 foot office space in the building for a fee of \$1 per year. The Center is required to be open 6 hours per day 4 days per week. This amounts to 24 hours per week and 1,248 hours per year. At minimum wage, the value of the staff time provided is approximately \$11,500 per year.

The lease and service agreement have been revised to reflect the services being provided by the Sky Valley Chamber, use of the building and to incorporate language regarding insurance and liability. The following is a summary of the changes:

1. Term of the lease is 25 years. Termination clause requires 180 days notice.
2. Annual report is due in January of each year.
3. Added Section:

CITY SERVICES:

- a. The city shall provide support staff for joint city/chamber events.
- b. Provide police and municipal services for joint/chamber events at no additional charge to the Chamber.

Discussion: Concern was expressed over the length of the lease and service agreement and some felt 25 years was too long. The termination clause makes the term a moot point as either party can cancel the lease with proper notice. The long term lease show the city is willing to work with the Chamber under a long term relationship.

On a motion by Councilmember Seehuus, seconded by Councilmember Walker, the Council approved the renewal of the Lease Agreement and Agreement for Services with the Sky Valley Chamber of Commerce to maintain the Visitor Information Center. All ayes except Naslund and Beeler who voted nay.

Community Events and Business Sign:

The issue before the council is to authorize the Mayor to sign a contract with SDC Concrete to install the Boom Town Sign for an amount not to exceed \$3,225 (including sales tax and an approximate ten percent contingency) without prior written authorization from city council.

In 2014 the City received a \$10,500 Snohomish County Tourism Grant to provide a sign in the US 2 corridor promoting community events and local business'. In the process of evaluating the location of the signs, the selected site was at 317 State Route 2 (US 2 and Marcus St) on recently city purchased property. In November, the approval of having the sign constructed was awarded to Industrial Fabrication for \$7,103.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Naslund, the Council authorized the Mayor to sign a contract with SDC Concrete to install the Boom Town Sign for an amount not to exceed \$3,225 (including sales tax and an approximate ten percent contingency) without prior written authorization from city council. All ayes.

Adjournment: On a motion by Councilmember Naslund, seconded by Councilmember Seehuus, the meeting adjourned at 8:25 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 2
DATE: December 17, 2015
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the December 3, 2015 Public Hearing on 2015 Budget Amendments as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – December 3, 2015

PUBLIC HEARING:

Mayor Eslick called the Public Hearing on the 2015 Budget Amendments to order. Councilmembers present: McCarty, Seehuus, Walker, Neigel, Davenport-Smith, Naslund and Beeler.

Staff:

The issue before the Council is to hold a public hearing on proposed budget amendments to the 2015 Budget. Staff recommends the following amendments to the funds:

Fund	Revenue Increase	Expenditures Increase
103 Cemetery	\$8,243	\$7,900
501 Equipment Fund	\$0	\$31,000
109 Community Fund	\$346,700	\$353,740
113 Building Maintenance	\$80,000	\$46,948
115 Insurance Claim Fund	\$5,300	\$5,300
303 Street Improvement	\$354,616	\$325,000
403 Water/Sewer Bond	\$1,799,920	\$1,799,920
404 Sewer Reserve	\$174,360	\$132,360
407 Sewer Capital	\$281,503	\$165,000
Total	\$3,050,642	\$2,867,168

103 Cemetery Operating Fund

In 2015, there was an increase in the number of burials at the Sultan Cemetery. The city contracts with Wilbur Vault for the actual burial services.

501 Equipment Reserve Fund

The Council authorized the purchase of a mower in the amount \$21,000 (\$6,000 over the budget amount). The vector truck also required maintenance and repair work in 2015.

109 Community Improvement Fund

The city received funding for a FEMA Buyout project in 2015 in the amount of \$273,700. The balance of the PUD funds for emergency preparedness are being transferred to the Building Maintenance fund for the upgrades to the city phone systems and to purchase additional security cameras in 2016.

113 Building Maintenance Fund

The Building Maintenance fund is used for minor repairs and routine maintenance of city buildings. As buildings age additional repairs become necessary. In 2015, the city had building issue at the Visitor Center (windows) and the Post Office (roof). The city also updated the 20+year old phone system at all the building locations.

CITY OF SULTAN COUNCIL MEETING – December 3, 2015**115 Insurance Claim Fund**

The Insurance Claim fund is used to track insurance claims filed by the city for damage to city property or equipment. The adopted budget does not anticipate claims during the year.

303 Street Improvement Fund

The Alder, High and 4th Avenue project reimbursements and some expense carried over into 2015. The city received a grant for Date Avenue construction.

403 Water/Sewer Revenue Bonds

The city issued water/sewer revenue bonds in 2014 to cover the cost of system improvements and the Water booster pump and sewer lift station. The projects will be constructed in 2015 and 2016.

404 Sewer Reserve Funds

Due to building construction activity, connection fees were greater than anticipated. The city received a Department of Commerce Energy grant for improvements to the Wastewater Plant and for construction on Date Avenue.

407 Sewer Construction Fund

The city received a Department of Commerce Energy grant for improvements to the Wastewater Plant and for construction on Date Avenue.

Utility fund surplus:

Staff also recommends that any surplus funds in the Water, Sewer, Garbage and Storm operating funds be transferred to the reserve funds. In accordance with RCW 35.37.020 surplus in utility funds must be transferred to the general fund unless the legislative body finds the money necessary for certain utility fund purpose. The total amount of transfer will be determined during the year end closeout process.

Public Input

None

On a motion by Councilmember Walker, seconded by Councilmember Seehuus, the public hearing was closed. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 3
DATE: December 17, 2015
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the December 3, 2015 Public Hearing on the Amendment to the Transportation Improvement Plan as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – December 3, 2015**PUBLIC HEARING:**

The Public Hearing on Amendments to the Six Year Transportation Plan was called to order by Mayor Eslick. Councilmembers present: McCarty, Seehuus, Walker, Neigel, Davenport-Smith, Naslund and Beeler.

Staff:

The issues before the City Council are twofold. The first issue is to review the staff recommended amendment to the 2016-2021 Transportation Improvement Plan (TIP). The second issue is to hold the public hearing to take comment on the Amended 2016-2021 Transportation Improvement Plan.

Project T-45 (5th Street Reconstruction) was included as a proposed project adopted with the 2016-2021 Transportation Improvement Plan (TIP) by the city council on June 11, 2015.

Since the adoption of the 2016-2021 TIP, the City met with the Washington State Transportation Improvement Board (TIB) engineer and developed a grant application to improve 4th Street and 5th Street from US 2 to Alder Avenue. The City received notification on November 20, 2015 that the TIB had awarded the grant for this project.

As a result, it is necessary for the City to amend the 2016-2021 TIP to reflect the expanded scope for this project.

Council comments

Beeler: The dollar amounts for the pedestrian bridge need to be corrected.

Public Input

None

On a motion by Councilmember Walker, seconded by Councilmember Naslund, the public hearing was closed. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent 4
DATE: December 17, 2015
SUBJECT: Voucher Approval - 2015
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the vouchers for approval in the amount of \$179,848.16 and payroll through December 4, 2015 in the amount of \$45,084.05 to be drawn and paid on the proper accounts.

FISCAL IMPACT: \$224,932.21

RECOMMENDATION:

Approve the payment of vouchers as submitted.

**City Of Sultan
Voucher Approval
December 17, 2015**

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

Laura J. Koenig, Clerk/Deputy Finance Director

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

Payroll Check #31215-17	\$ 3,520.43
Direct Deposit #25/Mayor	\$ 28,438.44
Benefits Check #	\$ 0
Tax Deposit #24	\$ 13,125.18
Accounts Payable Checks #31214,218-268	\$ 179,848.16
ACH Transactions - DOR	\$ 0
 TOTAL	 \$ 224,932.21

Bob McCarty, Councilmember

John Seehuus, Councilmember

Rocky Walker, Councilmember

Sarah Davenport-Smith, Councilmember

Joe Neigel, Councilmember

Marianne Naslund, Councilmember

Jeffrey Beeler, Councilmember

Accounts Payable

Check Register Totals Only



User: laura.koenig
 Printed: 12/14/2015 - 1:21 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
31218	12/17/2015	AdvTele	Advocate Telecom	7,132.27	0
31219	12/17/2015	agsupply	AG Supply Co	189.98	0
31220	12/17/2015	amtest	AM Test	585.00	0
31221	12/17/2015	App	Associated Petroleum Products Inc	1,055.47	0
31222	12/17/2015	SCCT	Association of Snohomish County Citi	105.00	0
31223	12/17/2015	axisroof	Axis Roof and Gutter	543.00	0
31224	12/17/2015	cadman	Cadman, Inc.	547.08	0
31225	12/17/2015	bcollins	Brad Collins	4,527.50	0
31226	12/17/2015	Comcast	Comcast	643.95	0
31227	12/17/2015	Costco	Costco	417.04	0
31228	12/17/2015	DOH	Department of Health	42.00	0
31229	12/17/2015	eagle	Eagle Fence and Iron, LLC	326.40	0
31230	12/17/2015	Economy	Economy Fence Center	1,826.95	0
31231	12/17/2015	epa	Environmental Products and Access L	1,359.36	0
31232	12/17/2015	EvtStamp	Everett Stamp Works	48.76	0
31233	12/17/2015	EvUtil	Everett Utilities	1,038.25	0
31234	12/17/2015	EvDC	Evergreen District Court	110.27	0
31235	12/17/2015	Frontier	Frontier	426.95	0
31236	12/17/2015	GBGeek	Gold Bar Geek	678.75	0
31237	12/17/2015	Groco	Groco, Inc	1,237.76	0
31238	12/17/2015	hbjaeger	H.B. Jaeger	510.54	0
31239	12/17/2015	HoneyB	Honey Bucket	246.40	0
31240	12/17/2015	Ind Fab	Industrial Fabrication Co, Inc.	7,102.44	0
31241	12/17/2015	Kenyon	Kenyon Disend PLLC	5,235.46	0
31242	12/17/2015	Koehler	Andy Koehler	700.00	0
31243	12/17/2015	LeMaster	LeMaster Auto Body, Inc.	1,581.52	0
31244	12/17/2015	napa	Monroe Parts House	286.85	0
31245	12/17/2015	OfcDepot	Office Depot	542.88	0
31246	12/17/2015	Pitney	Pitney Bowes	520.99	0
31247	12/17/2015	PitneyCr	Pitney Bowes Inc	207.93	0
31248	12/17/2015	platt	Platt	271.83	0
31249	12/17/2015	PUD 1	PUD	3,908.57	0
31250	12/17/2015	PSE	Puget Sound Energy	413.55	0
31251	12/17/2015	QCL	QCL, Inc.	138.00	0
31252	12/17/2015	QualCont	Quality Controls Corporation	580.00	0
31253	12/17/2015	AllWaste	Republic Services	12,611.25	0
31254	12/17/2015	Sedgwick	Sedgwick CMS	400.01	0
31255	12/17/2015	Shred	Shred-it USA LLC	97.50	0
31256	12/17/2015	SCpubwor	Snohomish County Finance	16,589.00	0
31257	12/17/2015	SRDTF	Snohomish County Sheriff	75,147.58	0
31258	12/17/2015	Snopac	Snopac	4,955.35	0
31259	12/17/2015	SoundPub	Sound Publishing Inc	5.87	0
31260	12/17/2015	TSI	Technical Systems, Inc.	7,060.00	0
31261	12/17/2015	TownCoun	Town & Country Tractor Inc	20.80	0
31262	12/17/2015	atrua	Aimee Lou Trua	1,700.00	0
31263	12/17/2015	usbank	US Bank	1,940.85	0
31264	12/17/2015	usbank	US Bank	34.00	0
31265	12/17/2015	UTSA	Utility Services Associates	8,780.31	0
31266	12/17/2015	BRB	WA State Boundary Review Board for	50.00	0
31267	12/17/2015	Weed	Weed, Graafstra & Benson, Inc, P.S.	3,890.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
31268	12/17/2015	WLJ	White Lightning Janitorial	680.00	0
				<u>179,051.22</u>	
Check Total:				<u>179,051.22</u>	

Accounts Payable

Check Register Totals Only

User: laura.koenig
 Printed: 12/2/2015 - 3:43 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31209	12/02/2015	Retire	Department of Retirement	1,112.50	0
31210	12/02/2015	Retire	Department of Retirement	7,882.40	0
31211	12/02/2015	AFLAC	AFLAC	44.30	0
31212	12/02/2015	UNION	Teamsters Local Union #763	799.00	0
Check Total:				9,838.20	

Payroll

Computer Check Register

User: julie.addington
 Printed: 12/08/2015 - 8:50AM
 Batch: 00002-12-2015 Computer



Check No	Check Date	Employee Information	Amount
31215	12/11/2015	024 Michael Williams	1,762.36
31216	12/11/2015	029 James Barns	1,473.48
31217	12/11/2015	128 Fred Stecher II	284.59
Total Number of Employees: 3			Total for Payroll Check Run: 3,520.43

PK 25

Payroll

ACH Check Register

User: 'julie.addington'
Printed: 12/08/2015 - 8:52AM
Batch: 2-12-2015
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
12/11/2015	0	001	Laura Koenig	1,979.49
12/11/2015	0	002	Tami Pevey	1,096.78
12/11/2015	0	004	Donna Murphy	957.27
12/11/2015	0	007	Julie Addington	1,517.57
12/11/2015	0	010	Cynthia Sparks	1,478.10
12/11/2015	0	011	Janice Mann	1,139.11
12/11/2015	0	015	Kenneth Walker	2,902.87
12/11/2015	0	019	Michael Matheson	2,765.02
12/11/2015	0	020	Connie Dunn	1,994.11
12/11/2015	0	025	John Harris	2,034.40
12/11/2015	0	028	Todd Strom	1,929.59
12/11/2015	0	049	Victoria Forte	1,771.56
12/11/2015	0	120	Matthew Wood	2,459.19
12/11/2015	0	121	Jason Strauss	1,500.27
12/11/2015	0	125	Riley Edwards	1,216.02
12/11/2015	0	127	Michael Rains	1,235.34
Total Employees:			16	Total: 27,976.69

Mayor PR 12/2015

Payroll

ACH Check Register

User: 'julie.addington'
Printed: 12/01/2015 - 1:52PM
Batch: 1-12-2015
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
12/01/2015	0	072	Carolyn Eslick	461.75
Total Employees:			1	Total: 461.75

Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
31214	12/04/2015	UTILITY WATER FUND	Communication	USPS	239.08
31214	12/04/2015	UTILITY SEWER FUND	Communication	USPS	239.08
31214	12/04/2015	UTILITY GARBAGE FUND	Communication	USPS	239.09
31214	12/04/2015	STORMWATER UTILITY FUND	Communication	USPS	79.69
31218	12/17/2015	GENERAL FUND	Repair and Maintenance	Advocate Telecom	5,151.40
31218	12/17/2015	GENERAL FUND	Repair and Maintenance	Advocate Telecom	1,272.79
31218	12/17/2015	GENERAL FUND	Repair and Maintenance	Advocate Telecom	334.49
31218	12/17/2015	GENERAL FUND	Repair and Maintenance	Advocate Telecom	334.49
31218	12/17/2015	GENERAL FUND	Repair and Maintenance	Advocate Telecom	39.10
31219	12/17/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	9.76
31219	12/17/2015	BUILDING MAINTENANCE FUND	Operating Supply	AG Supply Co	26.34
31219	12/17/2015	BUILDING MAINTENANCE FUND	Operating Supply	AG Supply Co	4.97
31219	12/17/2015	STREET FUND	Office/Operating Supplies	AG Supply Co	16.28
31219	12/17/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	30.36
31219	12/17/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	16.51
31219	12/17/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	33.64
31219	12/17/2015	GENERAL FUND	Office/Operating Supplies	AG Supply Co	52.12
31220	12/17/2015	UTILITY WATER FUND	Water - Testing	AM Test	120.00
31220	12/17/2015	UTILITY WATER FUND	Water - Testing	AM Test	440.00
31220	12/17/2015	UTILITY WATER FUND	Water - Testing	AM Test	25.00
31221	12/17/2015	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	612.11
31221	12/17/2015	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	74.72
31221	12/17/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	281.49
31221	12/17/2015	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	18.42
31221	12/17/2015	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	18.43
31221	12/17/2015	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	18.42
31221	12/17/2015	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	19.06
31221	12/17/2015	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	2.33
31221	12/17/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	8.77
31221	12/17/2015	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	0.57
31221	12/17/2015	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	0.58
31221	12/17/2015	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	0.57
31222	12/17/2015	GENERAL FUND	Travel and Seminars	Association of SnoCty Cities & Towns	105.00
31223	12/17/2015	BUILDING MAINTENANCE FUND	Capital - Buildings	Axis Roof and Gutter	543.00
31224	12/17/2015	STREET FUND	Office/Operating Supplies	Cadman, Inc.	547.08
31225	12/17/2015	GENERAL FUND	Professional Services	Brad Collins	4,527.50

31226	12/17/2015	GENERAL FUND	Communication	Comcast	70.12
31226	12/17/2015	UTILITY WATER FUND	Communication	Comcast	35.07
31226	12/17/2015	UTILITY SEWER FUND	Communication	Comcast	35.06
31226	12/17/2015	UTILITY GARBAGE FUND	Communication	Comcast	35.06
31226	12/17/2015	GENERAL FUND	Communication	Comcast	59.67
31226	12/17/2015	UTILITY WATER FUND	Communication	Comcast	39.78
31226	12/17/2015	UTILITY SEWER FUND	Communication	Comcast	39.78
31226	12/17/2015	UTILITY GARBAGE FUND	Communication	Comcast	39.78
31226	12/17/2015	STREET FUND	Communication	Comcast	19.89
31226	12/17/2015	STREET FUND	Communication	Comcast	53.95
31226	12/17/2015	UTILITY WATER FUND	Communication	Comcast	53.95
31226	12/17/2015	UTILITY SEWER FUND	Communication	Comcast	53.94
31226	12/17/2015	UTILITY GARBAGE FUND	Communication	Comcast	53.95
31226	12/17/2015	STORMWATER UTILITY FUND	Communication	Comcast	53.95
31227	12/17/2015	UTILITY GARBAGE FUND	Office Supplies	Costco	52.13
31227	12/17/2015	UTILITY SEWER FUND	Office Supplies	Costco	52.13
31227	12/17/2015	UTILITY WATER FUND	Office Supplies	Costco	52.13
31227	12/17/2015	STREET FUND	Office/Operating Supplies	Costco	52.13
31227	12/17/2015	GENERAL FUND	Office/Operating Supplies	Costco	208.52
31228	12/17/2015	UTILITY WATER FUND	Miscellaneous	Department of Health	42.00
31229	12/17/2015	UTILITY WATER FUND	Operating Supply	Eagle Fence and Iron, LLC	163.20
31229	12/17/2015	UTILITY GARBAGE FUND	Operating Supplies	Eagle Fence and Iron, LLC	163.20
31230	12/17/2015	GENERAL FUND	Office/Operating Supplies	Economy Fence Center	1,826.95
31231	12/17/2015	UTILITY SEWER FUND	Small Tools/Minor Equipment	Environmental Products and Access LLC	679.68
31231	12/17/2015	STORMWATER UTILITY FUND	Small Tools/Minor Equipment	Environmental Products and Access LLC	679.68
31232	12/17/2015	GENERAL FUND	Office/Operating Supplies	Everett Stamp Works	48.76
31233	12/17/2015	UTILITY WATER FUND	Water Service - Everett	Everett Utilities	1,038.25
31234	12/17/2015	GENERAL FUND	Miscellaneous - Court Filing F	Evergreen District Court	110.27
31235	12/17/2015	GENERAL FUND	Communication	Frontier	-5.05
31235	12/17/2015	UTILITY WATER FUND	Communication	Frontier	482.01
31235	12/17/2015	STREET FUND	Communication	Frontier	-5.05
31235	12/17/2015	UTILITY WATER FUND	Communication	Frontier	-5.04
31235	12/17/2015	UTILITY SEWER FUND	Communication	Frontier	-5.05
31235	12/17/2015	UTILITY GARBAGE FUND	Communication	Frontier	-5.05
31235	12/17/2015	GENERAL FUND	Communication	Frontier	-5.96
31235	12/17/2015	STREET FUND	Communication	Frontier	-5.97
31235	12/17/2015	UTILITY WATER FUND	Communication	Frontier	-5.96
31235	12/17/2015	UTILITY SEWER FUND	Communication	Frontier	-5.97
31235	12/17/2015	UTILITY GARBAGE FUND	Communication	Frontier	-5.96
31236	12/17/2015	INFORMATION TECHNOLOGY FUND -	Professional Service	Gold Bar Geek	678.75
31237	12/17/2015	UTILITY SEWER FUND	Professional Service	Groco, Inc	1,237.76

31238	12/17/2015	UTILITY SEWER FUND	Operating Supplies	H.B. Jaeger	510.54
31239	12/17/2015	UTILITY SEWER FUND	Rentals	Honey Bucket	134.75
31239	12/17/2015	UTILITY SEWER FUND	Rentals	Honey Bucket	111.65
31240	12/17/2015	PARK IMPROVEMENT FUND	General Park Improvements	Industrial Fabrication Co, Inc.	7,102.44
31241	12/17/2015	GENERAL FUND	Legal - Litigation Fees	Kenyon Disend PLLC	1,793.99
31241	12/17/2015	GENERAL FUND	Legal - Litigation Fees	Kenyon Disend PLLC	3,441.47
31242	12/17/2015	GENERAL FUND	Office/Operating Supplies	Andy Kochler	700.00
31243	12/17/2015	INSURANCE CLAIMS FUND	Capital Outlay	LeMaster Auto Body, Inc.	1,581.52
31244	12/17/2015	STREET FUND	Vehicle Operation/Maintenance	Monroe Parts House	95.61
31244	12/17/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Monroe Parts House	95.63
31244	12/17/2015	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Monroe Parts House	95.61
31244	12/17/2015	UTILITY WATER FUND	Office Supplies	Office Depot	82.53
31245	12/17/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	82.52
31245	12/17/2015	UTILITY WATER FUND	Office Supplies	Office Depot	26.13
31245	12/17/2015	UTILITY WATER FUND	Office Supplies	Office Depot	26.13
31245	12/17/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	1.23
31245	12/17/2015	UTILITY WATER FUND	Office Supplies	Office Depot	1.24
31245	12/17/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	1.23
31245	12/17/2015	UTILITY WATER FUND	Office Supplies	Office Depot	1.23
31245	12/17/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	4.93
31245	12/17/2015	STREET FUND	Office/Operating Supplies	Office Depot	2.39
31245	12/17/2015	GENERAL FUND	Office Supplies	Office Depot	2.39
31245	12/17/2015	UTILITY WATER FUND	Office Supplies	Office Depot	2.38
31245	12/17/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	2.39
31245	12/17/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	9.55
31245	12/17/2015	STREET FUND	Office/Operating Supplies	Office Depot	31.82
31245	12/17/2015	GENERAL FUND	Office Supplies	Office Depot	31.83
31245	12/17/2015	UTILITY WATER FUND	Office Supplies	Office Depot	31.82
31245	12/17/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	31.83
31245	12/17/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	127.29
31245	12/17/2015	STREET FUND	Office/Operating Supplies	Office Depot	5.25
31245	12/17/2015	GENERAL FUND	Office Supplies	Office Depot	5.26
31245	12/17/2015	UTILITY WATER FUND	Office Supplies	Office Depot	5.25
31245	12/17/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	5.25
31245	12/17/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	21.01
31245	12/17/2015	STREET FUND	Office/Operating Supplies	Office Depot	182.35
31245	12/17/2015	GENERAL FUND	Communication	Pitney Bowes	78.15
31246	12/17/2015	GENERAL FUND	Communication	Pitney Bowes	65.12
31246	12/17/2015	GENERAL FUND	Communication	Pitney Bowes	65.12
31246	12/17/2015	STREET FUND	Communication	Pitney Bowes	65.12
31246	12/17/2015	UTILITY WATER FUND	Communication	Pitney Bowes	65.13
31246	12/17/2015	UTILITY SEWER FUND	Communication	Pitney Bowes	65.12
31246	12/17/2015	UTILITY GARBAGE FUND	Communication	Pitney Bowes	65.12

31247	12/17/2015	GENERAL FUND	Communication	Pitney Bowes Inc	49.90
31247	12/17/2015	STREET FUND	Communication	Pitney Bowes Inc	25.99
31247	12/17/2015	UTILITY WATER FUND	Communication	Pitney Bowes Inc	35.35
31247	12/17/2015	UTILITY SEWER FUND	Communication	Pitney Bowes Inc	35.35
31247	12/17/2015	UTILITY GARBAGE FUND	Communication	Pitney Bowes Inc	35.35
31247	12/17/2015	GENERAL FUND	Communication	Pitney Bowes Inc	25.99
31248	12/17/2015	UTILITY SEWER FUND	Repair and Maintenance	Pitney Bowes Inc	271.83
31249	12/17/2015	STREET FUND	Utilities	Platt	19.66
31249	12/17/2015	STREET FUND	Utilities	PUD	10.30
31249	12/17/2015	GENERAL FUND	Utilities	PUD	108.65
31249	12/17/2015	GENERAL FUND	Utilities	PUD	19.10
31249	12/17/2015	STREET FUND	Utilities	PUD	9.40
31249	12/17/2015	UTILITY WATER FUND	Utilities	PUD	89.82
31249	12/17/2015	UTILITY SEWER FUND	Utilities	PUD	89.82
31249	12/17/2015	UTILITY GARBAGE FUND	Utilities	PUD	89.83
31249	12/17/2015	STREET FUND	Utilities	PUD	89.82
31249	12/17/2015	GENERAL FUND	Utilities	PUD	89.82
31249	12/17/2015	GENERAL FUND	Utilities	PUD	449.11
31249	12/17/2015	GENERAL FUND	Utilities	PUD	201.21
31249	12/17/2015	STREET FUND	Utilities	PUD	65.64
31249	12/17/2015	STREET FUND	Utilities	PUD	1,691.63
31249	12/17/2015	STREET FUND	Utilities	PUD	761.42
31249	12/17/2015	STREET FUND	Utilities	PUD	105.36
31249	12/17/2015	STREET FUND	Utilities	PUD	17.98
31249	12/17/2015	GENERAL FUND	Utilities	PUD	76.98
31250	12/17/2015	STREET FUND	Utilities	Puget Sound Energy	76.98
31250	12/17/2015	UTILITY WATER FUND	Utilities	Puget Sound Energy	76.98
31250	12/17/2015	UTILITY SEWER FUND	Utilities	Puget Sound Energy	76.98
31250	12/17/2015	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy	76.98
31250	12/17/2015	GENERAL FUND	Utilities	Puget Sound Energy	52.82
31250	12/17/2015	STREET FUND	Utilities	Puget Sound Energy	10.56
31250	12/17/2015	UTILITY WATER FUND	Utilities	Puget Sound Energy	10.56
31250	12/17/2015	UTILITY SEWER FUND	Utilities	Puget Sound Energy	10.56
31250	12/17/2015	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy	10.57
31250	12/17/2015	GENERAL FUND	Utilities	Puget Sound Energy	10.56
31251	12/17/2015	UTILITY GARBAGE FUND	Miscellaneous	QCL, Inc.	138.00
31252	12/17/2015	UTILITY SEWER FUND	Repair and Maintenance	Quality Controls Corporation	580.00
31253	12/17/2015	UTILITY GARBAGE FUND	Intergovernmental - Recycle	Republic Services	12,611.25
31254	12/17/2015	GENERAL FUND	Professional Services	Sedgwick CMS	80.00
31254	12/17/2015	STREET FUND	Professional Services	Sedgwick CMS	80.00
31254	12/17/2015	UTILITY WATER FUND	Professional Service - General	Sedgwick CMS	80.01
31254	12/17/2015	UTILITY SEWER FUND	Professional Service	Sedgwick CMS	80.00

31254	12/17/2015	UTILITY GARBAGE FUND	Professional	Sedgwick CMS	80.00
31255	12/17/2015	GENERAL FUND	Office/Operating Supplies	Shred-it USA LLC	97.50
31256	12/17/2015	UTILITY GARBAGE FUND	Intergovernmental - Disposal F	Snohomish County Finance	16,589.00
31257	12/17/2015	GENERAL FUND	Professional Service - SnoCy	Snohomish County Sheriff	75,147.58
31258	12/17/2015	GENERAL FUND	Intergovernmental - SNOPAC	Snopac	4,955.35
31259	12/17/2015	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	5.87
31260	12/17/2015	UTILITY WATER FUND	Professional Service - General	Technical Systems, Inc.	7,060.00
31261	12/17/2015	UTILITY SEWER FUND	Repair and Maintenance	Town & Country Tractor Inc	20.80
31262	12/17/2015	GENERAL FUND	Public Defender Attorney	Aimee Lou Trua	1,700.00
31263	12/17/2015	LIMITED GO TAX BOND FUND	Professional Services	US Bank	425.00
31263	12/17/2015	LID GUARANTY AND BOND FUND	Professional Services	US Bank	240.85
31263	12/17/2015	WATER REVENUE BOND FUND	Professional Services	US Bank	425.00
31263	12/17/2015	POLICE GO BOND FUND	Professional Services	US Bank	425.00
31263	12/17/2015	WATER REVENUE BOND FUND	Professional Services	US Bank	425.00
31264	12/17/2015	GENERAL FUND	Bank Fees	US Bank	34.00
31265	12/17/2015	WATER SYSTEM IMPROVEMENT FUND	Water Project - Other	Utility Services Associates	8,780.31
31266	12/17/2015	GENERAL FUND	Miscellaneous	Boundary Review Board for Sno County	50.00
31267	12/17/2015	LID GUARANTY AND BOND FUND	Professional Services	Weed, Graafstra & Benson, Inc, P.S.	140.00
31267	12/17/2015	LID GUARANTY AND BOND FUND	Professional Services	Weed, Graafstra & Benson, Inc, P.S.	3,750.00
31268	12/17/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	166.67
31268	12/17/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	55.55
31268	12/17/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	166.66
31268	12/17/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	55.55
31268	12/17/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	55.57
31268	12/17/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	20.00
31268	12/17/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	6.67
31268	12/17/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	20.00
31268	12/17/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	6.66
31268	12/17/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	6.67
31268	12/17/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	40.00
31268	12/17/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	13.33
31268	12/17/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	40.00
31268	12/17/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	13.33
31268	12/17/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	13.34
				TOTAL	179,848.16

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM #: Consent C 5
DATE: December 17, 2015
SUBJECT: Voucher Approval
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

Issue:

The issue before the Council is to authorize the sub-committee to review and approval 2015 vouchers for payment prior to the end of the year.

Staff Recommendation:

Staff recommends setting a Sub-committee meeting for December 31, 2015 and authorizing the sub-committee to review and approval 2015 vouchers for payment.

Summary:

The city needs to properly charge the accounts for payroll and payables in the year they were incurred. The next scheduled meeting of the Council will be January 14, 2016 and payment of bills cannot be delayed pending Council approval.

Prior practice is to authorize the Sub-committee to review the vouchers and approve payment before the end of the fiscal year. The members of the current sub-committee are Seehuus, Neigel and Naslund.

The Sub-committee will meet on December 31, 2015 to approve payment of 2015 vouchers. Final closeout of 2015 payables will be included on the January 14, 2016 agenda.

Recommendation:

Set a Sub-committee meeting for December 31, 2015 and authorize the sub-committee to review and approval 2015 vouchers for payment.

SULTAN CITY COUNCIL MEETING AGENDA COVER SHEET

ITEM NO: Action A 1

DATE: December 17, 2015

SUBJECT: Resolution 15-17 Adopting the 2016 Fee Schedule

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the Council is to authorize the Mayor to sign Resolution 15-17, City of Sultan 2016 Fee Schedule (Attachment A). Resolution 15-17 sets fees charged by the City for the various services provided to citizens and community members.

RECOMMENDED ACTION:

Authorize the Mayor to sign Resolution 15-17 adopting the 2016 Fee Schedule.

SUMMARY:

The city council reviews proposed changes to the fee schedule each year as part of the budget process to ensure the fees charged for services cover the cost of service to the benefiting party. Over the last five years, the city council has been systematically removing fees from the municipal code and incorporating them into the annual fee schedule.

BACKGROUND:

The city council substantively reviews fees on an annual basis. The annual review provides information on whether the fee rates and authorized activities are aligned with actual program costs and activities. The fee schedule also provides opportunities for community input on whether the fees are reasonable compared to the service provided.

1. If a program primarily benefits the general public (e.g., park maintenance), it is usually supported by general revenue, not user fees outlined in the fee schedule.
2. If a program primarily benefits identifiable users, such as an individual property owner installing a new water heater, it is funded by fees.
3. If a program benefits both the general public and users, it is funded in part by fees and in part by general revenues (partial not full cost-recovery).
4. Programs that primarily benefit the general public are usually non-excludable, that is, there is no practical way of preventing someone from benefiting from the program, and non-rival, that is, once the program is in operation, there is no additional cost of providing it to more people.
5. The beneficiary-pays principle promotes equity by assigning costs to those who both use and benefit from the services. User fees set by the city under the beneficiary-pays principle can also enhance economic efficiency by ensuring that resources are allocated to the most highly valued use, as users make adjustments to their consumption of the service based on their costs and benefits.

DISCUSSION:

There are no changes to the 2016 Fee Schedule. Ordinance for utility rates will be incorporated into the final Fee Schedule.

FISCAL IMPACT:

There is no additional fiscal impact to the 2016 Budget.

ATTACHMENT:

B. Resolution 15-17 – 2016 Fee Schedule

**CITY OF SULTAN
WASHINGTON
RESOLUTION NO. 15 – 17**

A RESOLUTION OF THE CITY OF SULTAN, WASHINGTON, ESTABLISHING FEES, FINES, PENALTIES AND CHARGES FOR SERVICES PROVIDED BY THE CITY.

WHEREAS, the City Council of the City of Sultan has determined it is in the best interest of the City of Sultan to provide a single, efficient and convenient listing of all fees, fines, penalties, interest and charges for permits, services applications and filing fees; and

WHEREAS, such a listing will better facilitate the updating and uniform review of all such fees, fines, penalties, interest and charges on a periodic basis;

WHEREAS, ordinances adopted by the City Council throughout the year require fees, fines, penalties, interest and charges for service set by resolution:

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1 The City Council hereby adopts as findings, the above recitals and the content of the Agenda Item Cover Sheet for this matter, dated December 17, 2015.

Section 2. The attached document entitled "City of Sultan 2016 Fee Schedule" is hereby adopted by reference and the fees, fines, penalties, interest and charges for services not otherwise set by separate ordinance will be effective January 1, 2016.

PASSED AND ADOPTED this 17th day of December 2015.

Carolyn Eslick, Mayor

ATTEST:

Laura J. Koenig, City Clerk



City of Sultan

\$5.00

2016*

FEE SCHEDULE

Approved by Resolution 15-17

FEES CANNOT BE WAIVED EXCEPT BY COUNCIL APPROVAL

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*Fees effective January 1, 2015 unless otherwise approved by Ordinance

LAND USE PERMIT FEE DEFINITIONS

Base Fee, City Staff Review:

Land use applications require filing of a base fee to cover costs of the particular type of application. The base fee is charged for review and processing of the application by city staff and is not refundable in whole or in part. This fee covers the initial city staff review and one follow-up review for a total of two reviews. If repeat reviews beyond the initial and the first follow-up review are required to complete processing the application, the city will require filing of an additional review fee in the amount of 40% of the base fee for each review in excess of the first two. **All listed fees are the base fee (plus additional fees).**

If a project is typically charged a base fee but city staff is not able to review the application due to time constraints or the complexity of the proposal, the city and the applicant may mutually agree to convert the city staff reviews to a consultant review. If city staff has not begun the review, all of the base fee will be converted to a "Direct Cost" and placed into a consultant account. If city staff has begun the review and it is determined that a consultant is needed, eighty percent (80%) of the base fee will be converted to a "Direct Cost" for consultant activity.

Per Hour Fee, City Staff On-Site Inspection:

City staff conducts certain in-house plan review and on-site inspections of construction of utilities, roads and other facilities. These services are charged for on a per-hour basis. Hours expended are documented and processed through the city finance office for billing to the applicant or other responsible party.

Direct Cost, Consultant Review and Administrative Fee (DC):

The city may engage a consultant to review an application on behalf of the City (Geotech, Environment, Biologist, Planner, Engineer, Construction Inspector, etc.). The retainer or estimate is payable at the time of application to provide the initial funds that the city will use to pay the consultant for initial review of the application.

The Consultant will keep records of time and cost and submit this accounting to the city on a monthly basis. The fee is based on the amount billed by the consultant through the city to the applicant. An administrative fee of 15% fee will be applied to the direct cost for handling consultant accounts. If the consultant review fee and administrative fee charges deplete the retainer to within 20% of the original fee collected, the city will inform the applicant that additional funds are needed to replenish the account to continue the consultant review process. The amount requested by the city for continued review will be the amount reasonably estimated to complete review of the application. The city shall submit monthly payment invoices to the applicant and the applicant shall make payment within four (4) weeks after the submittal of each approved invoice. If the applicant fails to submit the additional funds, review of the application will be suspended.

If the applicant objects to all or any portion of any invoice, it shall so notify city 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. Review of an application will be suspended during a fee dispute.

If funds remain in the account once the consultant has completed review, the city will apply its administrative fee, reconcile the account and refund the remaining balance to the applicant.

City Engineer Plan Review (CE)

Certain project types require the use of the City Engineer or equivalent to review the project. The fee for the City Engineer is a flat fee added to the permit fee if the review is conducted by an appointed City Engineer or passed through to the applicant under the same process as other Direct Costs if a consultant is used. An administrative fee of 15% fee will be applied to the direct cost for use of a consulting City Engineer.

Hearing Examiner (HE)

Certain project approvals and appeals require the use of the Hearing Examiner to act as the decision maker. The fee for the Hearing Examiner is passed through to the applicant under the same process as other Direct Costs. An administrative fee of 15% fee will be applied to the direct cost for use of the Hearing Examiner.

LAND USE PERMIT FEES

3rd Party Review

CE: City Engineer (fee if staff is used; otherwise direct cost applies)	\$2,500.00 or \$2,500.00 retainer
DC: Direct Cost, Consultant Review and Administrative fee	\$2,500.00 retainer
HE: Hearing Examiner Public Hearing	\$1,500.00 retainer
If Developer Contacts City Contract Consultant	15% administration fee + DC

Variances and Special Permission

Variance: Administrative	\$500.00
Variance: Building Permit Required, Flood Damage Prevention, Cell Tower Height, Signs	\$1,000.00 + HE

Site Plan Review

Apartment/Multi-Family Development	\$1,500.00 + \$100.00 per unit
Condominium Town Home	\$1,500.00 + \$200.00 per lot
Mobile Home Park	\$1,500.00 + \$100.00 per lot
Model Homes in Approved Preliminary Plats	\$300.00 per Unit + \$100.00 per subdivision
Site Plan Review without another land use approval	\$250.00
<i>Lot Averaging, Special Residential Uses, Manufactured Homes, Non-Residential Uses, Drive-Thrus, Split Use, RV Parks, Parking Standards, Infill</i>	
Site Plan/Landscaping/Inspection/ Re-Inspections	\$105.00 per inspection

Appeals

Administrative Appeal to Hearing Examiner	\$500.00 + HE
Appeals of Type 3 and 4 decisions (to superior court)	\$500.00+ DC
Appeal of Impact Fees (a second appeal requires the HE fee)	\$250.00
Hearing Examiner Reconsideration	\$150.00 + HE

Impact Fees

Park Impact Fees	\$3,175.00 per dwelling unit
Park Impact Administrative Fee	\$35.00 each unit
School Impact Fees May be required by the School District at building permit application, check with school 360.793.9800	
Traffic Impact Fees	\$4,350.00 per peak hour trip
Traffic Impact Administration Fee	\$35.00 or 1% of the fee whichever is greater

Lot Creation and Consolidation

Boundary Line Adjustment (BLA)	\$700.00
Short Plat Subdivision – (2-9 lots)	
Preliminary	\$1,200.00 + \$100.00 unit/lot + CE
Final	\$600.00 + \$100.00 unit/lot
Long Plat Subdivision (10+ lots)	
Preliminary	\$2,400.00 + \$100.00 unit/lot + CE
Final	\$1,200.00 + \$100.00 unit/lot
Binding Site Plan, Small Scale (2-9 lots)	
Preliminary	\$1,200.00 + \$100.00 unit/lot + CE
Final	\$600.00 + \$100.00 unit/lot
Binding Site Plan, Large-Scale	
Preliminary	\$2,400.00 + \$100.00 unit/lot + CE
Final	\$1,200.00 + \$100.00 unit/lot

Wireless Communication Facility

Administrative use <60' Wireless facility	\$250.00
Conditional use >60' Wireless facility, residential zone, unscreened tower	\$1,000.00 + HE

Comprehensive Plan Changes

Annexation

Election.....	\$1,500.00
Petition.....	\$1,000.00
Each Revised Petition Application submitted within 24 months of initial application.....	\$750.00
Comprehensive Plan Amendment (may also require a map change).....	\$1,000.00 + HE + DC
Comp Plan Docket Request.....	\$250.00
Map Changes/Rezoning.....	\$1,000.00 + DC
Zoning Code Amendments.....	\$1,000.00 + DC

Use Permits

Conditional Use Application (non-shoreline) includes site plan review.....	\$1,000.00 + HE + DC
Non-Conforming Use/Expansion.....	\$1,000.00 + HE + DC

Environmental Permits

Critical Area Review of Application/Consultant Report.....	\$250.00 + DC
Flood Hazard Area Development Permit	
Without a Structure.....	\$300.00
With a Structure.....	\$750.00
Geological Hazard Area Development Review.....	\$250.00 + DC
Reasonable Use Allowance for Streams/Wetlands/Slopes/Geohazard.....	\$250.00
Steep Slope Development Review.....	\$250.00 + DC
Vegetation Removal Permit.....	\$100.00

SEPA--Threshold Determinations

Short Subdivisions	
0 to 4 Lots.....	\$550.00
Subdivisions	
0 to 20 Lots.....	\$650.00
21 to 50 Lots.....	\$750.00
51 to 100 Lots.....	\$900.00
Greater than 100 Lots.....	\$1,100.00
Commercial Urban Center and Highway Oriented Development Zoning or Commercial Building Permits and Multiple Family Construction in any zone	
0 to 2 Acres.....	\$550.00
3 to 10 Acres.....	\$700.00
11 to 20 Acres.....	\$850.00
Greater than 20 Acres.....	\$1,100.00
Industrial Economic Development Zoning	
0 to 2 Acres.....	\$550.00
3 to 10 Acres.....	\$800.00
11 to 20 Acres.....	\$1,000.00
Greater than 20 Acres.....	\$1,200.00
Threshold Determinations for all Other Project Actions not specifically listed.....	\$550.00
SEPA--EIS Review.....	\$500.00 + DC

Shoreline Substantial Development Permits

\$2,500 to \$10,000 Valuation.....	\$500.00
\$10,001 to \$50,000.....	\$750.00
\$50,001 to \$250,000.....	\$1,500.00
\$250,001 to \$1,000,000.....	\$2,500.00
Over \$1,000,000 (plus .1% of projected value).....	\$3,000.00 + 1%

For Conditional Use Permit, Add.....	\$938.00 + HE
For Variance, Ad.....	\$882.00 + HE
Pre-Substantial Review.....	\$225.00
Shoreline Exemptions.....	\$200.00
Shoreline Substantial Development Permit Amendment	80% of the fee under this schedule

Miscellaneous

Critical Area Signs (Each).....	\$35.00
Code Interpretation.....	\$250.00
Concurrency Determination	
To reserve capacity (transportation, parks, water and sewer).....	\$250 + DC
Non-binding concurrency determination (does not reserve capacity).....	\$250.00
Development Agreement	\$1,000.00
Land Use Address Mailing Review – First 50.....	\$50.00
51+.....	\$.25 each additional
Map Reproduction.....	DC
Pre-Application Process: (50% fee credited for an application submitted within 90 days of pre-app)	
Pre-Application Conference– 1 st Hour.....	\$400.00
Pre-Application Conference Additional Hours.....	\$150.00
Public Notice Fee and Posting.....	\$100/notice + \$100/retainer towards publication + DC of publication
Public Notice Land Use Sign (Each).....	\$25.00
Recording Fee.....	\$75.00 + DC
Zoning Verification Letter	\$250.00

BUILDING PERMIT FEES

WORK BEGUN OR COMPLETED BEFORE PERMIT ISSUANCE

Permit Fees Double

Note: Plan Review Fees are due at time of application. Building Permit Fees are due at issuance. Building Permit Fees shall be determined using building gross area, times the square foot construction cost as determined by the International Code Council, Section 109.2 and 109.3.

Table 1-A Building Permit Fees

Valuation in dollars	Fee in dollars
\$1 to \$500	\$24
\$501 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000 plus \$11 for each additional 1,000 or fraction thereof, up to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof

Plan Review and Permit Processing Fees

Description	Fee or Rate
Plan review fees on all building permits requiring review unless listed below	61% of building permit fees (Standard Plan Review Fee)
Plan review fees on Commercial Plumbing and Mechanical permits requiring review	40% of plumbing or mechanical fees
Plan review fees for work done outside normal business hours shall be the normal fee plus an hourly fee with a minimum of two hours on weekdays and four hours on weekends	\$105.00 per hour or total hour cost incurred, whichever is greatest. Includes wages, benefits, overhead, supervision and equipment used.
Processing fee on all permits not requiring plan review	\$31.25
Additional plan review required by changes, additions or revisions to approved plans	\$105.00 per hour
Plan review fees for residential plans to be used as a "Basic Plan" for multiple construction of identical plan	100% of building permit fees
Plan review fees for residential plans to be used for construction of additional residences after initial approval and filing of "Basic Plan" *	20% of standard plan review fee

* For subdivisions over 8 lots, developers intending to construct multiples of the same unit using the "Basic Plan" discount, must file two different "Basic Plan" applications to provide the community with a minimal degree of aesthetic variation in residential developments. For subdivisions over 12 lots, developers must file at least three "Basic Plans" to be provided the "Basic Plan" discount.

Other Fees

Outsource Plan Review and Inspections.....\$1,000.00 + direct cost

State Building Code Council surcharge fee \$4.50 per permit plus \$2.00 per each additional dwelling unit over one. Exempt from the fee are plumbing, electrical, mechanical permits, permits issued to install a mobile/manufactured home, commercial coach or factory built structure or permits issued pursuant to the International Fire Code.

Mechanical

Air Conditioning Unit < 100 Btu/h.....	\$25.00
Air Conditioning Unit > 100 Btu/h.....	\$40.00
Air Conditioning Unit > 500 Btu/h.....	\$52.00
Air Handling Units.....	\$15.60
Base Mechanical Fee.....	\$25.00
Boiler – for installation and relocation	
Up to 3 hp/100,000 BTUs.....	\$26.00
Over 3 to 15 hp/100,000 to 500,000 BTUs.....	\$41.65
Over 15 to 30 hp/500,000 to 1,000,000 BTUs.....	\$57.30
Over 30 to 50 hp/1,000,000 to 1,750,000 BTUs.....	\$72.95
Over 50 hp/over 1,750,000 BTUs.....	\$88.60
Clothes Dryers – Gas Fired.....	\$15.60
Condensers.....	\$20.00
Ductwork (drawings required).....	\$20.00
Evaporative Coolers.....	\$15.60
Exhaust Fans.....	\$15.60
Fireplace/Insert/Stove.....	\$15.60
Forced Air Heat < 100 Btu/h.....	\$25.00
Forced Air Heat > 100 Btu/h.....	\$40.00
Gas Fired AC < 100 Btu/h.....	\$25.00
Gas Fired AC > 100 Btu/h.....	\$40.00
Gas Fired AC > 500 Btu/h.....	\$52.00
Gas Piping 1-4 units.....	\$20.85
Gas Piping > 4 units.....	\$5.20
Heat Exchangers.....	\$15.60
Heat Pump.....	\$15.60
Hot Water Heat Coils.....	\$15.60
Miscellaneous Appliance (no other fee in schedule).....	\$20.85
Plan Review Fee with no plans	\$31.25
Range Hoods.....	\$25.00
Range/Cook top – Gas Fired.....	\$26.00
Refrigeration Unit < 10 Btu/h.....	\$25.00
Refrigeration Unit >100 Btu/h.....	\$40.00
Refrigeration Unit >500 Btu/h.....	\$52.00
Inspection Fee (All).....	\$105.00
Amended Permit Fee.....	\$15.60
Unit Heaters < 100 Btu/h.....	\$25.00
Unit Heaters > 100 Btu/h.....	\$40.00
Wall Heaters – Gas Fired.....	\$25.00
Water Heater – Gas Fired.....	\$15.60

Plumbing

Additional Plan Review Fees.....	\$50.00
Alteration/Repair Piping.....	\$15.60
Backflow Assembly.....	\$26.00
Base Plumbing Fee.....	\$31.25
Bath/Shower Combo.....	\$15.60
Building Main Waste.....	\$25.00
Clothes Washer.....	\$15.60
Dishwasher.....	\$15.60
Drinking Fountain.....	\$15.60
Floor Drains.....	\$15.60
Grease Interceptor.....	\$100.00
Grease Trap.....	\$25.00
Hose Bibbs.....	\$15.60
Icemaker/Refrigeration.....	\$15.60
Kitchen Sink & Disposal.....	\$15.60
Laundry Tray.....	\$15.60
Lavatory.....	\$15.60
Medical Gas Piping < 5 inlets/outlets.....	\$60.00
Medical Gas Piping > 5 inlets/outlets.....	\$5.00
Miscellaneous Appliance (no other fee in schedule).....	\$20.85
Plan Review Fee with no plans.....	\$31.25
Pre-Treatment Interceptor.....	\$15.60
Inspection Fee (All).....	\$105.00
Roof Drains.....	\$15.60
Shower (only).....	\$15.60
Sink (bar, service, etc.).....	\$15.60
Supplemental Permit Fee.....	\$15.60
Toilets.....	\$15.60
Urinal.....	\$15.60
Water Heater.....	\$15.60

COMMERCIAL PLUMBING AND MECHANICAL PERMITS ARE REQUIRED TO SUBMIT LINE DRAWINGS.

Other Inspections and Fees:

1. Inspections outside normal business hours – per hour.....\$140.00
(Minimum Charge 2 hours)
2. Re-inspection Fees – per Inspection.....\$105.00
3. Inspections for which no fee is specifically indicated – per hour.....\$105.00
4. Additional review required by changes, additions or revisions to plans – per hour.....\$105.00
(Minimum charge 1 hour)
5. Outside building services for plan checks.....\$1,000.00 deposit
Inspections or both.....direct cost + 15% administrative fee
6. Inspection of structures outside City limits that may be relocated
inside City limits.....\$500.00 deposit + direct cost

MISCELLANEOUS BUILDING PERMITS

Demolition Permit

Garage/Shed.....	\$50.00
Single Family Residence.....	\$150.00
Multi-family/Commercial.....	\$250.00

Fence Permit	\$15.00
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Fire Alarm Systems (IFC Section 907)

Comprehensive Fees for permit, review and inspection

Existing System

Tenant Improvement or System Modification

Number of Devices¹

1 – 2.....	\$75.00
3 – 5.....	\$125.00
6 – 10.....	\$175.00
11 – 20.....	\$225.00
21 – 40.....	\$300.00
41 – 100.....	\$375.00
101 – 200.....	\$475.00

New System

Number of Devices

1 – 100.....	\$350.00
101 – 200.....	\$475.00
>200.....	\$500.00 + \$50.00 per 100 additional devices

In addition to device (see footnote 1) fees shown, the following fees also apply:

FACP and/or Transmitter

Number of Devices (see footnote 1)

Replace.....	\$125.00
New.....	\$200.00

Fire Marshal

Fire Code Inspection.....	direct cost
Fire Investigation.....	direct cost
Annual Fire Inspection.....	direct cost

Fire Sprinkler Systems Table E (IFC Section 903)

Tenant Improvement or System Modification Commercial

Number of Devices ²

1 – 2.....	\$75.00
3 – 5.....	\$125.00
6 – 10.....	\$175.00
11 – 20.....	\$225.00
21 – 40.....	\$300.00
41 – 100.....	\$375.00
101 – 200.....	\$475.00
201 – 300.....	\$575.00
>300.....	\$600.00 + \$50.00 per 100 additional devices

¹ Note: All Central Station Monitoring must be UL or FM listed. Notification Appliances, Flow Switches, Supervisory Switches, Magnetic Door Hold-Open devices, Remote Annunciators, Pull Stations, Beam Detectors (each is one device) and other such devices.

² Devices include separate individual portions of a Fire Sprinkler System such as sprinklers, risers, valves and earthquake bracing but not including hangers.

New System – Commercial

Number of Sprinklers or Devices (see footnote 2)

1 – 100.....	\$375.00
101 – 200.....	\$475.00
201 – 300.....	\$600.00
>300.....	\$625.00 + \$50.00 per 100 additional devices

New System – Residential

Number of Sprinklers

1 – 10.....	\$175.00
11 – 25.....	\$225.00
26 +	\$275.00

*Non-required NFPA 13-D Systems Fee is 50% of the listed fees for voluntary installations.

Hood Suppression System

Pre-Engineered.....	\$125.00
Custom Engineered.....	\$275.00

Fireworks Stand

Stand plus one (1) on-site sign (RCW 70.77.555).....	\$100.00
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Flood

Elevation Certificate Review.....	\$50.00
Elevation Determination.....	\$50.00

Roofing

10 Squares or Less.....	\$35.00
11 to 25 Squares.....	\$45.00
Over 25 Squares.....	\$60.00
Inspection Fee.....	\$105.00

Sign Confiscation in Public Right-of-Way

First Sign.....	\$20.00
Thereafter (Each).....	\$40.00

Sign Permit Fee / Plan Check (Need Right of Way Permit)

Inspection Fee.....	\$105.00
Permanent Sign.....	\$25.00
Portable Sign Permit.....	\$25.00
Structural Review.....	\$50.00
Temporary Sign.....	\$25.00 per sign for each 30 days + \$50.00 deposit
.....	deposit is refundable if signs removed within 3 working days of permit expiration

Spray Booths (IFC 1504) and Industrial Ovens IFC Chapter 21)

Note: Separate Sprinkler Permit Required

Pre-Engineered with documents.....	\$150.00
Site-Built or used without documents.....	\$250.00
Industrial Oven.....	\$250.00

Standpipe Systems (IFC Section 905)

Class I, II or III New and Existing.....	\$150.00
Fire Pump - Each.....	\$300.00

Placement Mobile/Modular Placement

Commercial Industrial or Residential Development

Temporary Permit Deposit for Mobile.....	\$500.00 (refundable with conditions – Ord. 617)
Temporary Permit.....	\$125.00
Deposit (SMC 15.14.050).....	\$1,000.00 + direct cost
(Refundable if Mobile removed within one year)	
Temporary Permit (SMC 15.14.060).....	\$125.00
Renewal Fee.....	\$125.00
Permanent Placement Permit.....	\$500.00
Title Elimination (each).....	\$50.00

Tenant Improvement

New Commercial and/or Commercial Tenant Improvement

Change of Use Certificate of Occupancy

< 2,000 sq. ft.....	\$200.00
≥ 2,000 sq. ft.....	\$300.00

SPECIAL BUILDING INSPECTION FEES + CALCULATED REVIEW FEE

- A. A minimum investigation fee equal to the required permit fee shall be charged pursuant to the IBC.
- B. All FHA/VA and pre-move inspection within the City limits shall be \$140.00. An additional fee of \$.040 cents per mile shall be charged for inspections outside corporate limits.
- C. A Re-Inspection Fee of \$140.00 shall be charged under provisions of the IBC Section 305.

CIVIL PENALTIES / LAND USE ENFORCEMENT

Failure to Comply with Stop Work Order.....	Up to \$1,000.00 per violation + direct cost
Misdemeanor Conviction.....	\$250.00 per day per conviction + direct cost
Notice and Order to Abate (SMC 8.04.080).....	\$500.00 maximum per day/per violation
Penalty for violation of any land use ordinance by any person engaged in:	
Commercial Ventures.....	\$250.00 per day per violation + direct cost
Non Commercial Ventures.....	\$100.00 per day per violation + direct cost

PUBLIC WORKS FEES

WORK BEGUN OR COMPLETED BEFORE PERMIT ISSUANCE

Permit Fees Double

Cross Connection/Backflow Inspections and Certifications

Business/Residents are required to contract with a Licensed Backflow Assembly Tester (BAT) Yearly

First letter and First City of Sultan Staff Call or contact.....	free
Second call or contact and one thereafter to assure Backflow Device is tested.....	\$25.00

Driveway Permit Fee within Right of Way

Residential

Minimum 10 foot cut to a maximum of 20 foot cut.....	\$100.00
Non-Residential (per engineering/development plans).....	\$200.00 + direct cost
Culvert	\$150.00 + direct cost

Engineering Site Plan Review (Preliminary plat submittals)

City Engineer In-House Public Works Site Development Review.....	\$60.00 per hour
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SITE DEVELOPMENT FEES

Plan Review Fees - When a plan or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. For the excavation and fill on the same site, the fee will be based on the volume of excavation or fill, whichever is greater.

Grading Plan Review Fees

Application Fee.....	\$100.00
50 cubic yards or less.....	\$110.00
51 to 100 cubic yards.....	\$217.00
101 to 1,000 cubic yards *SEPA Required after 350 cubic yards.....	\$359.00
1,001 to 10,000 cubic yards.....	\$576.00
10,001 to 100,000	\$753.00
100,001 or more.....	\$861.00 for the first 100,000 cubic yards plus \$50.00 for additional 10,000 cubic yards or fraction thereof

Other Fees

Additional plan review required by changes, additions or revisions to approved plans \$69.00 per hour (Minimum Charge 1/2 hour)	
Outside Consultant Review.....	Actual costs plus ten percent (15%) administrative fee

Grading Permit Fees

Grading Permit Fees - A fee for each grading permit shall be paid as set forth. Separate permits and fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. There shall be no separate charge for standard terrace drains and similar facilities.

Application Fee.....	\$100.00
50 cubic yards or less.....	\$189.00
51 to 1,000 cubic yards.....	\$300.00
1,001 to 10,000 cubic yards.....	\$300.00 for the first 1,000 cubic yards plus \$50.00 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards.....	\$730.00 for the first 10,000 cubic yards plus \$88.00 for each additional 10,000 cubic yards or fraction thereof
100,001 or more.....	\$929.00 for the first 100,000 cubic yards plus \$35.00 for each additional 10,000 cubic yards or fraction thereof

Other Grading Inspections and Fees

1. Inspections outside of normal business hours (per hour).....	\$93.00 (Minimum Charge – one hour) and subsequent visits
2. Re-Inspection fees after 3 rd visit – per hour (and every hour thereafter).....	\$62.00
3. Inspections for which no fee is specifically indicated (per hour).....	\$62.00

Major Utility Construction

Plowed Cable Road.....	\$100.00
Add Per lineal foot 0' – 2000'.....	\$0.50
Over 2000'.....	\$0.20

Other Major Utility & Construction of Existing Utilities

Alteration or Modification.....	\$350.00 + direct cost
Construction Inspection.....	\$1,000.00 + direct cost

Right of Way Permit

Blanket Utility Construction Per Each Activity.....	\$150.00
Main Street Business Area (minor building maintenance or frontage improvements) Per Each Activity	\$100.00
Application Fee.....	\$100.00
Permit Fee.....	\$100.00 + direct cost
Plan Check Fee--\$600.00 + \$0.20 per linear foot	
Inspection Fee – Single Family Residence.....	\$50.00 + direct cost
Inspection Fee – other than Single Family Residence.....	\$500.00
.....	\$0.50 per lineal foot for asphalt/concrete cut
.....	\$0.30 per lineal foot for non asphalt

Sanitary Sewer Extension

Plan Check.....	\$600.00 + \$0.20 per linear foot
Inspection.....	\$1,000.00 deposit + direct cost
Side Sewer Permit and Inspection (single lot residential/commercial).....	\$250.00

Street Vacation Petition.....

\$1,000.00

Stormwater

Plan Check.....	\$600.00 + 0.20 per linear foot
Inspection.....	\$1,000.00 + direct cost

Water

Plan Check.....	\$600.00 + 0.20 per linear foot
Inspection.....	\$1,000.00 + direct cost

Water Fees – Miscellaneous

Fire Flow Meter Annual Inspection Fee.....	\$100.00
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Water Sales – WATER PURCHASED BUT NOT USED IN THE SAME CALENDAR YEAR WILL BE FORFEITED

Hydro seeding, filling swimming pools, construction dust control, supplement of private wells and other uses and services

CUSTOMER MUST HAVE A CERTIFIED BACK FLOW DEVICE BEFORE SALE CAN TAKE PLACE, PUBLIC WORKS HAS METER AVAILABLE.

Inspection Fee – Regular Business Hours - Each Occurrence.....	\$105.00
Inspection Fee – After Business Hours - Each Occurrence.....	\$180.00
Per 1,000 gallons.....	\$236.72
Deposit for Backflow Device.....	\$100.00

Water Service Disconnect/Re-Connect

After Hours Reconnection for Accounts Disconnected for Non Payment (after 4 pm).....	\$100.00
Emergency	
during regular business hours.....	Free
after regular business hours.....	\$25.00
Lock Replacement (labor charge doubles after 4pm).....	\$150.00 equipment + \$50.00 labor
Meter Installation (labor charge doubles after 4pm).....	\$50.00
Meter Replacement (labor charge doubles after 4pm).....	\$400.00 equipment + \$50.00 labor
Non-Payment Disconnect/Re-Connect Fee.....	\$50.00
Request Disconnection/Re-Connect	
Regular Business Hours for repairs or vacancy (8 am to 4 pm) – each occurrence.....	\$50.00
After Regular Business Hours for repairs or vacancy (after 4 pm) – each occurrence.....	\$100.00

See Additional Water and Sewer Utility Rates and Fees in attached Ordinance No. 1056-09 and Ordinance No. 1124-11

Water and Sewer Connection Fees

Water Connection Fee Installation Cost.....	\$3,694.00
Sewer Connection Fee.....	\$12,895.00

Sewer Special Assessment

North Wagley Creek Basin Charge (Ordinance No. 707-99).....	\$260.00/ residential unit
Charge in lieu of Assessment (Ordinance No. 791-02).....	\$.38/sq ft building area or \$260.00/residential unit

Cemetery Fees

All charges are due and payable at the time of service. All burials include tent, greens and chairs.

Ash and Infant lot.....	\$904.80
Ash Burial on Existing Lot.....	\$760.50
Burial lot (Full & Junior).....	\$1,509.30
Endowment Care (applies to all lots in the cemetery including columbarium spaces).....	\$250.00
Liner (Full).....	\$525.00
Liner (Junior/Infant).....	\$300.00
Liner (Ash).....	\$180.00
Niche Wall Purchase.....	\$520.00
Niche Wall Open/Close.....	\$130.00
Niche Wall Shutter Setting Fee.....	\$65.00
Open/Close of grave (Full/Junior).....	\$1,107.60
Open/Close of grave (Ash/Infant).....	\$703.95
Saturday Services (Full/Junior).....	\$1,407.90
Saturday Services (Ash/Infant).....	\$926.25
Sunday/Holiday Services (Full/Junior).....	\$1,850.55
Sunday/Holiday Services (Ash/Infant).....	\$1,277.25

SETTING HEADSTONES

By City Staff

12 x 24 Flat.....	\$155.00
12 x 36 and above Flat.....	\$232.00
Pillow Top.....	\$232.00
Upright – Height six inches or less.....	\$310.00
Upright – Height above six inches.....	\$516.00

By Others – Must have proof of insurance

Permit.....	\$150.00
Inspection Fee.....	\$105.00

Resetting/Repair of Headstone Base.....\$150.00 deposit + direct cost

Setting Fee for Liners Purchased from Others.....\$100.00

Administrative Fee on Services.....15%

MISCELLANEOUS FEES

Animal Control

(All Annual Fees subject to additional fee of \$ 10.00 if renewed after February 1st of each year)

(All License Fees are Per Animal)

SMC 6.04.100 Fees:

- A. Fees for the annual license for each shall be set by resolution. All charges and penalties paid in accordance with the terms of this chapter shall be paid to the Sultan City Clerk or designee.
- B. All licenses shall expire on the first day of the following year in which the license is issued.

Annual Dog/Cat (SMC 6.04/070)License Fees:

Altered.....	\$16.00
Altered (Senior Citizen Rate).....	\$14.00
Altered – Micro-Chipped.....	\$8.00
Altered (Senior Citizen Rate) – Micro-Chipped.....	\$7.00
Unaltered.....	\$36.00
Unaltered (Senior Citizen Rate).....	\$34.00
Unaltered – Micro-Chipped.....	\$18.00
Unaltered (Senior Citizen Rate) – Micro-Chipped.....	\$17.00
Replacement for Lost/Damaged Tags (each time).....	\$5.00

Impound Fees

1st Offense.....	\$30.00
2nd Offense.....	\$55.00
3rd & Subsequent Offense.....	\$110.00
Post Notice of Impound.....	\$5.00
Room / Board for Animal (Per Day Monday through Friday).....	\$10.00
Room / Board for Animal (Per Day Saturday and Sunday).....	\$25.00
Impound Fees for Cost Recovery	\$25.00

Concealed Weapons Permits – Set by WA State DOL, Firearms Division

Late Renewal.....	\$42.00
Original Application.....	\$52.50
Renewal\$32.00	
Replacement.....	\$10.00
Resident Alien.....	\$82.50
Fingerprinting – Per Person.....	\$10.00
Police Records.....	1 st 10 pages free and .15 per page after

Parking Violations

Overtime Parking (if paid within 5 days of issuance).....	\$23.50
Overtime Parking (if not paid within 5 days of issuance).....	\$47.00
Parking in Fire Lane, Tow-Away Zone, Loading Zone or Obstruction of Traffic.....	\$50.00
Penalty for unauthorized use or disabled parking.....	\$250.00
All Other Parking Infractions.....	\$47.00

Other Municipal On-Line Services

Adopt-a-Street/Adopt-a-Park (personalized signs).....	\$35.00
Annual Report.....	\$15.00
Authorization to Bill Tenant Processing Fee (per authorization).....	\$10.00
Budget Report.....	\$20.00
Business License.....	\$25.00
Business License Renewal.....	\$50.00
Business License Renewal, Home Occupation.....	\$25.00
Business License Renewal, Retail Mall Space.....	\$25.00

Other Municipal On-Line Services (Continued)

Comprehensive Plan - Land Use (each).....	\$75.00
Comprehensive Plan - Land Use – CD (each).....	\$35.00
Comprehensive Plan - Land Use Updates.....	direct cost
Copies of Records – Per Page.....	\$.15
Copies of Records (other).....	direct cost
Engineering Water/Sewer Design Standards.....	\$50.00
CD (each).....	\$5.00
Fax (per page).....	\$1.00
Fee Schedule.....	\$5.00
Municipal Code Book (each hard copy).....	\$60.00
Notary Service Fees (per document).....	\$10.00
NSF Charge.....	\$35.00
Passports	
Passport Fee – Per Application – Adult (set by US Department of State Homeland Security).....	\$110.00
Passport Fee – Per Application – Child (set by US Department of State Homeland Security).....	\$80.00
Passport Card – Per Application – Adult (set by US Department of State Homeland Security).....	\$30.00
Passport Card – Per Application – Child (set by US Department of State Homeland Security).....	\$15.00
Passport Acceptance Fee – Per Application (set by US Department of State Homeland Security).....	\$25.00
Passport Photo Fee (2 pictures).....	\$10.00
Maps – Per Page.....	direct cost
Map Reproduction.....	direct cost
Road Design Standard (each).....	\$5.00
Secondary Billing Fee.....	\$10.00
Sultan Lapel Pins.....	\$3.00
Utility Billing Landlord fee.....	\$10.00
Water/Sewer/Stormwater Plan (each).....	\$75.00
CD (each).....	\$5.00
Maps (each).....	\$5.00

PARK & FACILITY USE FEES

ALL FACILITY RENTALS REQUIRE A \$100.00 DAMAGE DEPOSIT

COMMUNITY BASED NON-PROFIT GROUPS MUST PROVIDE PROOF OF NON-PROFIT STATUS TO QUALIFY FOR DISCOUNTED RATES.

CANCELLATIONS MUST BE MADE AT LEAST 30 DAYS PRIOR TO EVENT. THE COST WILL BE REFUNDED MINUS A \$10.00 ADMINISTRATION COST. NO REFUND WILL BE GIVEN IF CANCELLATION IS LESS THAN 30 DAYS. A \$50.00 FEE IS CHARGED FOR ALL RETURNED CHECKS.

The City of Sultan complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective date July 26, 2009) that prohibits discrimination against any person in a community athletics program on the basis of sex. Any questions or comments please contact Mick Matheson, Public Works Director at 360.793.2231.

IN LIEU OF FEES, GROUPS/ORGANIZATIONS MAY DONATE AN EQUIVALENT NUMBER OF VOLUNTEER HOURS FROM CITY APPROVED VOLUNTEER TASK LIST.

RIVER PARK PAVILION:

Community based non-profit Groups/Organizations.....	\$50.00
City Sponsored Events.....	no charge
Non-profit Youth/School Groups.....	\$50.00
Other Individuals/Groups.....	\$100.00

REESE PARK, SPORTSMAN'S PARK & OSPREY PARK:

Reserved Shelter/Basketball Court:

Individual/Groups/Organizations (Events – without field use).....	\$50.00
Individual/Groups/Organizations (Events – with field use).....	\$75.00

Reserve Volley Ball Net (Sportsman's Park only).....free w/\$50.00 deposit

ALL FIELDS:

Administrative Fees

All groups scheduling under 75 games/practices.....	\$50.00
All groups scheduling 76-200 games/practices.....	\$100.00
All groups scheduling over 201 games/practices.....	\$150.00

Field Use Fees

Softball/Baseball

Adult League Play – per game.....	\$20.00
Youth League Play – per game.....	\$10.00
Adult Practice – per hour.....	\$6.00
Youth Practice – per hour.....	\$3.00

Soccer

League Play – per game.....	\$20.00
Youth League Play – per game.....	\$10.00
Adult Practice – per hour.....	\$6.00
Youth Practice – per hour.....	\$3.00

Tournament Policy Fees

Reservation Fee.....\$100.00

Field Use Fees

Softball/Baseball

Adult Tournament Play – per game.....	\$20.00
Youth Tournament Play – per game.....	\$10.00

Soccer

Adult Tournament Play – per game.....	\$20.00
Youth Tournament Play – per game.....	\$10.00

COMMUNITY ROOM - Requires Additional \$10.00 key deposit

Inter-jurisdictional Groups (Sno-Isle, County, Cities etc.).....	free
All Other Groups/Organizations	
Meetings less than 2 hours.....	\$20.00
Meetings over 2 hours.....	\$50.00

ORDINANCES

**ESTABLISHING WATER, SEWER,
GARBAGE, STORMWATER FEES**

**CITY OF SULTAN
WASHINGTON
RESOLUTION NO. 15 – 17**

**A RESOLUTION OF THE CITY OF SULTAN, WASHINGTON,
ESTABLISHING FEES, FINES, PENALTIES AND CHARGES FOR
SERVICES PROVIDED BY THE CITY.**

WHEREAS, the City Council of the City of Sultan has determined it is in the best interest of the City of Sultan to provide a single, efficient and convenient listing of all fees, fines, penalties, interest and charges for permits, services applications and filing fees; and

WHEREAS, such a listing will better facilitate the updating and uniform review of all such fees, fines, penalties, interest and charges on a periodic basis;

WHEREAS, ordinances adopted by the City Council throughout the year require fees, fines, penalties, interest and charges for service set by resolution:

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1 The City Council hereby adopts as findings, the abover recitals and the content of the Agenda Item Cover Sheet for this matter, dated December 17, 2015.

Section 2. The attached document entitled "City of Sultan 2016 Fee Schedule" is hereby adopted by reference and the fees, fines, penalties, interest and charges for services not otherwise set by separate ordinance will be effective January 1, 2016.

PASSED AND ADOPTED this 17th day of December 2015.

Carolyn Eslick, Mayor

ATTEST:

Laura J. Koenig, City Clerk

**CITY OF SULTAN
WASHINGTON
ORDINANCE NO. 1157-12**

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON, REPEALING
ORDINANCE NO. 1128-11, ADOPTING A CORRECTED WATER RATE SCHEDULE;
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, pursuant to RCW 35.92.010 and RCW 35.92.025 the City through its legislative authority has the power and authority to establish rates for water service; and

WHEREAS, in 2009 the City conducted an investigation of the reasonable rates required to provide water service now and in the future; and

WHEREAS, the City established rates by Ordinance No. 1043-09 that were reasonable and necessary to operate its water system from December 1, 2008 through December 1, 2013; and

WHEREAS, as part of the discussion of the 2012 Water Operating Fund the city council considered postponing the \$77,000 expenditure for electronic water meters until 2013 in order to reduce the proposed water rate increase effective December 1, 2011 from 11.25% to 2.27% ; and

WHEREAS, Ordinance No. 1128-12 adopted a new rate schedule effective February 1, 2012 which reduces anticipated water rate revenues and effectively postpones the water meter purchase and installation until 2013; and

WHEREAS, Ordinance No. 1128-12 contained a Scribner error regarding volume rate allowances; and

WHEREAS, it was not the intent of the Council to change the volume rate allowances from the prior Ordinance 1043-09; and

WHEREAS, the water customers have been billed in accordance with the volume rate allowances as provided for in Ordinance 1043-09;

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

Section 1 Establishment of fees and charges for water service. Water rates are hereby established for the following categories of service as follows:

1. The words and phrases set out in this section are defined as follows:
 - A. "Low income senior citizen" means persons 62 years of age or older, on or before January 31st of the year of the filing for the discount. Low income is based on 125 percent of the federal poverty guidelines.
 - B. "Base rate" means the minimum monthly charge for water service.
 - C. "Rate" equals monthly base rate plus volume rate for each additional 100 cubic feet.

- D. "Monthly base rate" is the rate tabulated in the two water rate schedules below. The rates differ for service within the city's corporate limits and without the city's corporate limits.
- E. "Volume rate for each additional 100 cubic feet" refers to the applicable rate whether within the city's corporate limits or without for each additional 100 cubic feet or fraction thereof of water usage over the allowance set by the city council for the customer's unit.

2. For residential and commercial service inside the city limits all rates are per dwelling or commercial unit. An accessory dwelling unit is considered a dwelling unit.

RESIDENTIAL WATER CONNECTIONS LOCATED <u>WITHIN</u> THE CITY'S CORPORATE LIMITS							
Effective Date:	12/1/2008	12/1/2009	12/1/2010	2/1/2012	12/1/2012	12/1/2013	12/1/2014
Single-Family (includes duplex)							
Base Rate	\$25.25	\$28.09	\$31.25	\$31.96	\$34.77	\$36.16	\$37.61
Volume Rate/100 cf > 600 ccf "allowance"	\$2.28	\$2.54	\$2.83	\$2.89	\$3.15	\$3.28	\$3.41
Low-Income Senior	12/1/2008	12/1/2009	12/1/2010	2/1/2012	12/1/2012	12/1/2013	12/1/2014
Base Rate	\$12.63	\$14.05	\$15.63	\$15.99	\$17.39	\$18.09	\$18.81
Volume Rate/100 cf > 600 ccf "allowance"	\$2.28	\$2.54	\$2.83	\$2.89	\$3.15	\$3.28	\$3.41
Multifamily							
Base Rate/Unit	25.25	\$24.52	\$27.28	\$27.90	\$30.35	\$31.57	\$32.83
Volume Rate/100 cf > 300 ccf "allowance"	\$2.28	\$2.54	\$2.83	\$2.89	\$3.15	\$3.28	\$3.41
Mobile Home Parks							
Base Rate/Unit	25.25	\$24.52	\$27.28	\$27.90	\$30.35	\$31.57	\$32.83
Volume Rate/100 cf > 300 ccf "allowance"	\$2.28	\$2.54	\$2.83	\$2.89	\$3.15	\$3.28	\$3.41

COMMERCIAL WATER CONNECTIONS LOCATED <u>WITHIN</u> THE CITY'S CORPORATE LIMITS							
Effective Date:	12/1/2008	12/1/2009	12/1/2010	2/1/2012	12/1/2012	12/1/2013	12/1/2014
Base Rate by Meter							
3/4" Meter	\$27.25	\$30.32	\$33.73	\$34.50	\$37.53	\$39.03	\$40.59
1" Meter	\$38.15	\$42.44	\$47.21	\$48.28	\$52.53	\$54.63	\$56.82
1.5" Meter	\$49.05	\$54.57	\$60.71	\$62.09	\$67.55	\$70.25	\$73.07
2" Meter	\$79.03	\$87.92	\$97.81	\$100.03	\$108.83	\$113.18	\$117.72
3" Meter	\$299.75	\$333.47	\$370.99	\$379.42	\$412.78	\$429.28	\$446.49
4" Meter	\$381.50	\$424.42	\$472.17	\$482.90	\$525.36	\$546.36	\$568.27
6" Meter	\$572.25	\$636.63	\$708.25	\$724.34	\$788.03	\$819.53	\$852.39
8" Meter	\$790.25	\$879.15	\$978.05	\$1,000.27	\$1,088.22	\$1,131.72	\$1,177.10
Volume Rate/100 cf > 600 ccf "allowance"	\$2.28	\$2.54	\$2.83	\$2.89	\$3.15	\$3.28	\$3.41

3. For residential and commercial service outside the city limits, the charges shall be one hundred fifty percent (150%) of the standard in-city rate as established by the city council. "Outside of the city limits" shall mean any property that qualifies for one or more of the following:

- A. A majority of the property is situated outside of city limits
- B. A majority of fixtures on the property are outside of city limits; or
- C. A majority of the value of improvements is outside city limits

RESIDENTIAL WATER CONNECTIONS LOCATED <u>OUTSIDE</u> THE CITY'S CORPORATE LIMITS							
Effective Date:	12/1/2008	12/1/2009	12/1/2010	2/1/2012	12/1/2012	12/1/2013	12/1/2014
Single-Family (includes duplex)							
Base Rate	\$37.88	\$42.14	\$46.88	47.94	\$52.15	\$54.24	56.41
Volume Rate/100 cf > 600ccf allowance	\$3.42	\$3.80	\$4.23	4.33	\$4.71	\$4.90	\$5.10
Low-Income Senior				0.00			
Base Rate	\$18.95	\$21.08	\$23.45	23.98	\$26.09	\$27.13	\$28.22
Volume Rate/100 cf > 600ccf allowance	\$3.42	\$3.80	\$4.23	4.33	\$4.71	\$4.90	\$5.10

RESIDENTIAL WATER CONNECTIONS LOCATED OUTSIDE THE CITY'S CORPORATE LIMITS							
Effective Date:	12/1/2008	12/1/2009	12/1/2010	2/1/2012	12/1/2012	12/1/2013	12/1/2014
Multifamily							
Base Rate/Unit	37.88	\$36.78	\$40.92	\$41.85	\$45.53	\$47.35	\$49.25
Volume Rate/100 cf > 300 ccf "allowance"	\$3.42	\$3.80	\$4.23	22.53	\$4.71	\$4.90	\$5.10
Mobile Home Parks							
Base Rate/Unit	37.88	\$36.78	\$40.92	\$41.85	\$45.53	\$47.35	\$49.25
Volume Rate/100 cf > - 300 ccf "allowance"	\$3.42	\$3.80	\$4.23	22.53	\$4.71	\$4.90	\$5.10

COMMERCIAL WATER CONNECTIONS LOCATED OUTSIDE THE CITY'S CORPORATE LIMITS							
Effective Date:	12/1/2008	12/1/2009	12/1/2010	2/1/2012	12/1/2012	12/1/2013	12/1/2014
Base Rate by Meter							
3/4" Meter	\$40.88	\$45.48	\$50.60	\$51.75	\$56.30	\$58.55	\$60.90
1" Meter	\$57.23	\$63.67	\$70.83	\$72.44	\$78.81	\$81.96	\$85.24
1.5" Meter	\$73.58	\$81.86	\$91.07	\$93.14	\$101.32	\$105.38	\$109.60
2" Meter	\$118.55	\$131.89	\$146.73	\$150.06	\$163.25	\$169.78	\$176.59
3" Meter	\$449.63	\$500.21	\$556.48	\$569.11	\$619.14	\$643.90	\$669.72
4" Meter	\$572.25	\$636.63	\$708.25	\$724.33	\$788.00	\$819.52	\$852.38
6" Meter	\$858.38	\$954.95	\$1,062.38	\$1,086.50	\$1,182.00	\$1,229.28	\$1,278.57
8" Meter	\$1,185.38	\$1,318.74	\$1,467.10	\$1,500.40	\$1,632.29	\$1,697.58	\$1,765.65
Volume Rate/100 cf > 600 ccf "allowance"	\$3.42	\$3.80	\$4.23	4.23	\$4.71	\$4.90	\$5.10

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 13th DAY OF SEPTEMBER, 2012.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Margaret J. King, City Attorney

Date of Publication:

Effective Date:

**CITY OF SULTAN
WASHINGTON
ORDINANCE NO. 1208-14**

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON,
ADOPTING WATER GENERAL FACILITIES CHARGE AND
INSTALLATION FEES; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, pursuant to RCW 35.92.010 and RCW 35.92.025 the City through its legislative authority has the power and authority to establish rates for water service and also to establish a reasonable connection charge as a condition to granting the right to connect to the City's water system; and

WHEREAS, the City wishes to establish charges that reflect the equitable share of the cost of the system for connection to the system; and

WHEREAS, it is necessary for the city to recover the cost of the water meter and installation costs;

WHEREAS, SMC 13.12.080 B(2) requires the city to set a general facilities charge by separate ordinance; said amount to be per equivalent residential unit (ERU);

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

Section 1. Establishment of the Water General Facilities Charge. The Water General Facilities Charge is hereby imposed on all parties seeking to connect to the water system a water general facilities charge as follows:

1. The charge per equivalent residential unit shall be \$3,694.
2. The GFC may be adjusted annually during the budget process to capture capital costs from the 6-year Capital Improvement Plan (CIP) and changes in the Engineering News Record Construction Cost Index
3. A deposit towards actual cost shall be paid for water service installation from the main to the meter, water meter and inspection based on the City's estimate for installation costs for units not within an approved development or plat. Units outside the city limits shall be responsible for a Snohomish County right-of-way use permit.

If actual cost differs from the deposit, the balance will be billed or credited on the monthly utility bill.
4. A \$400.00 additional charge shall be assessed for water meter, installation and inspection for units within an approved development or plat, with meter service extended to the back of right of way.
5. The charges imposed by this subsection shall be in addition to any charges due under an approved latecomer or cost recovery contract.

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 4th DAY OF DECEMBER 2014.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Danielle Evans, City Attorney

Date of Publication: 12/10/14
Effective Date: 12/15/14

**CITY OF SULTAN, WASHINGTON
ORDINANCE NO. 1116-11**

AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON, ADOPTING A NEW INCREASED SEWER GENERAL FACILITY CHARGE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, 35.92.025 RCW allows municipalities to charge a connection fee so that property owners connecting to the sewer system bear their equitable share of the cost of the system; and

WHEREAS, the establishment of City sewer fees and charges are authorized in Section 13.08.030 of the Sultan Municipal Code; and

WHEREAS, the City of Sultan has a general facility charge imposed on all parties seeking to connect to the sewer system to capture the historic cost of the system; and

WHEREAS, in 2007, the City Council revised the methodology for calculating the sewer general facility charge to include capital investments made to the sewer system; and

WHEREAS, the city evaluated the historic value of the sewer system as a part of the 2010 General Sewer Plan and the impact on the general facility charge using the financial analysis prepared by FCS Group as the basis for the analysis; and

WHEREAS, based on the analysis by FCS Group, the city calculated the value of the sewer system and the available equivalent residential units provided by the system and determined the value of the general facility charge increased from \$11,282 to \$12,895; and

WHEREAS, the Planning Board evaluated and discussed increasing the general facility charge on September 6, 2011, September 20, 2011 and October 4, 2011 and held a public hearing in accordance with RCW 36.70A.035 on September 20, 2011; and

WHEREAS, the City Council evaluated and discussed increasing the general facility charge on February, 26, 2011 and March 3, 2011, and held a public hearing on October 13, 2011; and

WHEREAS, the City Council considered a recommendation from the Planning Board and members of the public to postpone the proposed increase to the general facilities charge and has determined that it is in the best interests of the City to increase the sewer general facility charge effective January 1, 2013 consistent with RCW 35.92.025;

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

Section 1. Establishment of General Facility Charge. A sewer general facility charge is hereby imposed on all parties seeking to connect to the sewer system as follows:

1. The charge per equivalent residential unit shall be, if paid before the city's close of business on December 31, 2012, \$11,282. If paid thereafter, the charge per equivalent residential unit shall be \$12,895.

2. The GFC may be adjusted annually during the budget process to capture capital costs from the 6-year Capital Improvement Plan (CIP) and changes in the Engineering News Record Construction Cost Index

3. The charges imposed by this subsection shall be in addition to any charges due under an approved latecomer or cost recovery contract.

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 preempted by state or federal law or regulation, such decision or preemption 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 10th DAY OF NOVEMBER, 2011.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Margaret J. King, City Attorney

Passed by the City Council:

Date of Publication:

Effective Date:

**CITY OF SULTAN
WASHINGTON
ORDINANCE NO. 1137-12**

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON,
ADOPTING SEWER RATES FOR 2012 TO 2014; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the sewer utility is an enterprise fund and all enterprise funds are required to collect sufficient revenues to cover expenses; and

WHEREAS, the City has an obligation to pay assessments for ten parcels for LID 97-1; and

WHEREAS, on February 4, 2012 at the Budget Retreat, the Council discussed payment of the assessments over a three year period and considered alternatives that included leaving the monthly sewer rates at the current \$74.47; and

WHEREAS, based on the discussion on February 4, 2012, the Council has proposed to continue the current monthly charge of \$74.47 for sewer until 2014;

WHEREAS, the City Council has completed the update to the General Sewer Plan and will need to conduct a rate study based upon the revised Plan in 2013; and

WHEREAS, the City Council wants to ensure the sewer utility collects sufficient revenues to cover expenses until a rate study can be conducted based on the updated General Sewer Plan; and

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

Section 1. Establishment of fees and charges for sewer service as follows:

- A. Sewer Rates. Sewer rates are hereby established for the following categories of service beginning on the effective dates as indicated as follows:

SEWER RATE SCHEDULE

Effective Date	12/1/2012	12/1/2013	12/1/2014
RESIDENTIAL (flat rate)			
Single Family	\$74.47	\$74.47	\$74.47
Low-income Senior	\$37.24	\$37.24	\$37.24
Multi-family	\$74.47	\$74.47	\$74.47
Mobile Home Parks	\$74.47	\$74.47	\$74.47
COMMERCIAL (base rate by meter + volume)			
¾" meter	\$74.47	\$74.47	\$74.47
1" meter	\$103.06	\$103.06	\$103.06
1.5" meter	\$131.65	\$131.65	\$131.65

Effective Date	12/1/2012	12/1/2013	12/1/2014
2" meter	\$209.47	\$209.47	\$209.47
3" meter	\$798.20	\$798.20	\$798.20
4" meter	\$1,003.62	\$1,003.62	\$1,003.62
6" meter	\$1,503.92	\$1,503.92	\$1,503.92
8" meter	\$2,075.70	\$2,075.70	\$2,075.70
Volume Rate/100 cf	\$3.15	\$3.15	\$3.15
600 cf Volume included in Base			

Rate equals monthly base rate plus for commercial – a volume rate for each additional 100 cubic feet.

“Monthly base rate” is the rate tabulated in the sewer rate schedule.

“Volume rate for each additional 100 cubic feet” refers to the rate for each additional 100 cubic feet or fraction thereof of water usage over the first 600 cubic feet for the customer’s unit.

All rates are per dwelling or commercial until. An accessory dwelling unit is considered a dwelling unit.

Section 3. 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 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect five days after publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON 21st DAY OF FEBRUARY, 2012.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Margaret J. King, City Attorney

Date of Publication:

Effective Date:

**CITY OF SULTAN
WASHINGTON
ORDINANCE NO. 1209-15**

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON, ADOPTING
GARBAGE RATES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING
AN EFFECTIVE DATE.**

WHEREAS, the garbage utility is an enterprise fund and all enterprise funds are required to collect sufficient revenues to cover expenses; and

WHEREAS, the city notified customers of the proposed rate changes in January, 2015 and issued news releases to the news; and

WHEREAS, the city purchased a new 2015 Autocar garbage truck with an automated Heil body that requires less operator labor and utilizes larger garbage totes(containers) resulting in a decrease in frequency of collection from every week to every other week: and

WHEREAS, it is the intention of the Council to pass the savings from the reduction in collection costs to the citizens: and

WHEREAS, it is the intention of the Council to perform a garbage rate study six months into the new operations; and

WHEREAS, RCW 35.21.157 requires notification of rate increases for "solid waste collection" but does not address rate decreases;

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

Section 1. Establish rates and charges for garbage service as follows:

1. Garbage Rates and Charges for Single-Family, Multi-Family and Commercial Service

Rate Class	Existing Rates	Feb 2015	Feb 2016	Feb 2017
R11 – Monthly 64-gallon	\$11.14	\$10.03	\$10.03	\$10.03
R12 –Bimonthly 64-gallon	22.57	20.31	20.31	20.31
R22 - Bimonthly - 2-64-gallon	38.56	34.73	34.73	34.73
CW - Weekly 64-gallon	22.57	22.57	22.57	22.57
C12 - Semimonthly 1-yard	53.54	53.54	53.34	53.34
C14 - Weekly 1-yard	104.51	104.51	104.51	104.51
C18 - Semiweekly 1-yard	199.54	199.54	199.54	199.54
22 - Semimonthly 2-yard	80.23	80.32	80.32	80.32
C24 - Weekly 2-yard	162.78	162.78	162.78	162.78
C28 - Semiweekly 2-yard	316.08	316.08	316.08	316.08
C32 - Semimonthly 3-yard	107.13	107.13	107.13	107.13
C34 - Weekly 3-yard	221.05	221.05	221.05	221.05
C38 - Semiweekly 3-yard	432.62	432.62	432.62	432.62
Extra Garbage	12.91	12.91	12.91	12.91
S12-Low Income Senior Rate Bimonthly 64-gallon	11.29	10.16	10.16	10.16

Garbage rates for mobile home parks will be in accordance with separate agreements with the City of Sultan.

2. CALL BACK - due to garbage not placed out in time or obstructed

Can pickup charge.....	\$21.00
Dumpster pickup charge (Equal to 3 extra can charge).....	\$36.00

3. Temporary Dumpsters (Maximum use is 15 days as defined in SMC) 13.16.055)

Damage Deposit (Required to be paid before delivery)	
1 yard dumpster.....	\$105.00
2 yard dumpster.....	\$150.00
3 yard dumpster.....	\$180.00
Delivery/Pickup (each service).....	\$105.00
Pickup of 1 yard dumpster (each time).....	\$40.50
Pickup of 2 yard dumpster (each time).....	\$81.00
Pickup of 3 yard dumpster (each time).....	\$121.50

4. Dumpster Leases

All multi-family units within the City of Sultan will be required to have a dumpster(s) sized to meet the requirement of SMC 13.16.050(A). No permanent dumpsters are allowed at single-family or duplex units.

Dumpsters shall be owned by the City and leased to the users. Maintenance and repair shall be the responsibility of the City.

Deposit:

1 yard dumpster.....	\$105.00
2 yard dumpster.....	\$150.00
3 yard dumpster.....	\$180.00

Monthly lease (billed monthly)

1 yard dumpster.....	\$10.50
2 yard dumpster.....	\$17.50
3 yard dumpster.....	\$20.70
Pick Up/Delivery Fee (each service).....	\$105.00

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 on February 1, 2015.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 22nd DAY OF JANUARY 2015.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Danielle Evans, City Attorney

Published: 1/31/15
Effective: 2/5/15

**CITY OF SULTAN
WASHINGTON**

ORDINANCE NO. 1170-13

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON, ESTABLISHING THE
STORMWATER UTILITY FEE; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE.**

Whereas, the Federal Clean Water Act, 33 U.S.C. 1251 et seq., requires certain political entities, such as the City, to implement stormwater management programs within prescribed time frames, and the Environmental Protection Agency, pursuant to the Federal Clean Water Act, 33 U.S.C. 1251 et seq., has published rules for stormwater outfall permits; and

Whereas, pursuant to RCW Ch. 35 A.11, Ch. 35.67 and Ch. 35.92, the City has the authority to establish a Stormwater Utility and set utility rates; and

Whereas, by Ordinance No. 986-08 the City adopted a Stormwater Utility rate structure levied upon all developed real property within the boundaries of the utility; and

Whereas, the rate structure adopted by Ordinance No. 1123-11 was effective December 1, 2009 through May 31, 2013; and

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

Section 1:Stormwater Utility Fee. In accordance with the rate structure established herein, there is hereby levied upon all developed real property within the boundaries of the Utility the following Stormwater Utility Fee:

- 1) For all single-family residences and detached single-family condominiums, the monthly Stormwater Utility Fee shall be the fee established and approved for 1.00 ERU.
- 2) For two-, three- and four-family residential property, the monthly stormwater utility fee shall be the fee established and approved for 1.75 ERUs.
- 3) For all other developed property including commercial, institutional, manufacturing, multi-family greater than four (4) residences, attached condominiums of greater than four (4) units and mobile home parks within the boundaries of the Utility, except as exempt under Section 4 below, the monthly Stormwater Utility Fee is determined by dividing the total square feet of impervious surface on the subject property by one ERU.

By way of illustration:

12,500 square feet of impervious surface / 4,519 square feet (1 ERU) = 2.77 ERU

STORMWATER MONTHLY RATE SCHEDULE – PER TAX PARCEL				
	06/01/2013	06/01/2014	06/01/2015	06/01/2015
RESIDENTIAL PARCELS				
Single Family	\$9.25	\$9.53	\$9.81	\$10.11
Low-Income Senior (50% SFR rate)	\$4.63	\$4.77	\$4.91	\$5.06
Two-, three-, and four-family residential units	\$9.35	\$9.63	\$9.92	\$10.22
COMMERCIAL, INSTITUTIONAL, MANUFACTURING, MULTI-FAMILY (GREATER THAN 4 UNITS) AND MOBILE HOME PARKS				
Base Rate by Equivalent Residential Unit (ERU) The calculated ERU is 4,519 square feet				
< 1 ERU-1.0 ERU	\$9.25	\$9.53	\$9.81	\$10.11
1.01-5.00 ERU	\$9.35	\$9.63	\$9.92	\$10.22
5.01-10.00 ERU	\$9.45	\$9.73	\$10.03	\$10.33
10.01-15.00 ERU	\$9.55	\$9.84	\$10.13	\$10.44
15.01 – 20.00 ERU	\$9.65	\$9.94	\$10.24	\$10.54
20.01 – 25.00 ERU	\$9.75	\$10.04	\$10.34	\$10.65
25.01 – 50.00 ERU	\$9.85	\$10.15	\$10.45	\$10.76
50.01-100.00 ERU	\$9.95	\$10.25	\$10.56	\$10.87
> 100.00 ERU	\$10.05	\$10.35	\$10.66	\$10.98

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, but no sooner than June 1, 2013.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9th DAY OF MAY 2013.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Ann Marie Soto, City Attorney

Date of Publication: May 14, 2013

Effective Date: June 1, 2013

**CITY OF SULTAN
RDINANCE NO. 1201-14**

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON, TO ADOPT
RECYCLE SERVICE RATES; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS the City has entered into a contract with Republic Services to provide recycling services within the city; and

WHEREAS, the rates may be adjusted on annual basis based on the Consumer Price Index (CPI) in accordance with the contract with Republic Services;

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

Section 1. Establish rates and charges for recycle service as follows:

1. Recycling
(Per Dwelling Unit Per Month)
Single family detached and multi-family units
(duplex, triplex, and fourplex)
 64 or 96 gallon toter.....\$9.15

 Multi-family units of five units or larger
 64 or 96 gallon toter/unit.....\$9.15
 Qualified low income senior citizens.....\$4.57
 Yard Waste Voucher (per pickup).....\$8.40

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 on October 1, 2014.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 11th DAY OF SEPTEMBER 2014.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Danielle Evans, City Attorney

Published: 09/16/2014

Effective: 10/01/2014

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Action A 2
 DATE: December 17, 2015
 SUBJECT: Ordinance 1224-15 - 2015 Budget Amendments
 CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the Council is to adopt Ordinance 1224-15 to amend the 2015 Budget. A public hearing was held during the December 3, 2015 Council meeting.

STAFF RECOMMENDATION

Staff recommends the council adopt Ordinance 1224-15 amending the 2015 Budget.

SUMMARY STATEMENT:

A public hearing on the proposed amendments to the 2015 Budget was held on December 3, 2015 during the regular Council meeting. A final review of the budget for 2015 includes additional amendments to the General Fund, Street Fund, Water Operating Fund and bond funds/

Staff recommends the following amendments to the funds:

Fund	Revenue Increase	Expenditures Increase
001 General Fund	\$80,000	\$80,000
101 Street Fund	\$22,500	\$22,500
103 Cemetery	\$8,243	\$8,243
501 Equipment Fund	\$0	\$31,000
109 Community Fund	\$346,700	\$353,740
113 Building Maintenance	\$80,000	\$46,948
115 Insurance Claim Fund	\$6,820	\$6,820
203 GO Bond Fund	\$200	\$200
205 Police Bond Fund	\$200	\$200
303 Street Improvement	\$354,616	\$325,000
400 Water Operating	\$30,000	\$30,000
403 Water/Sewer Bond	\$1,800,180	\$1,800,180
404 Sewer Reserve	\$174,360	\$132,360
407 Sewer Capital	\$281,503	\$165,000
Total	\$ 3,105,322	\$ 2,922,191

103 Cemetery Operating Fund

In 2015 there was an increase in the number of burials at the Sultan Cemetery. The city contracts with Wilbur Vault for the actual burial services.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$2,757	\$4,000	\$1,243
Revenues	\$25,250	\$32,250	\$7,000
Total Fund Revenue	\$28,007	\$36,250	\$8,243
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Expense	\$28,007	\$35,907	\$7,900
Total Fund Expenditures	\$28,007	\$35,907	\$7,900

501 Equipment Reserve Fund

The Council authorized the purchase of a mower in the amount \$21,000 (\$6,000 over the budget amount). The vactor truck also required maintenance and repair work in 2015.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$0	\$0	\$0
Operating Transfer In	\$75,000	\$75,000	\$0
Total Fund Revenue	\$75,000	\$75,000	\$0
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Capital Expense	\$15,000	\$46,000	\$31,000
Total Fund Expenditures	\$15,000	\$46,000	\$31,000

109 Community Improvement Fund

The city received funding for a FEMA Buyout project in 2015 in the amount of \$273,700. The balance of the PUD funds for emergency preparedness are being transferred to the Building Maintenance fund for the upgrades to the city phone systems and to purchase additional security cameras in 2016.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$7,000	\$80,000	\$73,000
Operating Transfer In	\$1,500	\$275,200	\$273,700
Total Fund Revenue	\$8,500	\$355,200	\$346,700
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Capital Expense	\$8,500	\$282,240	\$273,740
Transfers Out	\$0	\$80,000	\$80,000
Total Fund Expenditures	\$8,500	\$362,240	\$353,740

113 Building Maintenance Fund

The Building Maintenance fund is used for minor repairs and routine maintenance of city buildings. As buildings age additional repairs become necessary. In 2015, the city had building issue at the Visitor Center (windows) and the Post Office (roof). The city also updated the 20+year old phone system at all the building locations.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$36,600	\$36,600	\$0
Revenues	\$13,600	\$13,600	
Operating Transfer In	\$0	\$80,000	\$80,000
Total Fund Revenue	\$50,200	\$130,200	\$80,000
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Capital Expense	\$15,000	\$61,948	\$46,948
Total Fund Expenditures	\$15,000	\$61,948	\$46,948

115 Insurance Claim Fund

The Insurance Claim fund is used to track insurance claims filed by the city for damage to city property or equipment. The adopted budget does not anticipate claims during the year.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$0	\$0	\$0
Insurance Recovery	\$0	\$5,300	\$5,300
Total Fund Revenue	\$0	\$5,300	\$5,300
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Prof/Capital	\$0	\$5,300	\$5,300
Total Fund Expenditures	\$0	\$5,300	\$5,300

303 Street Improvement Fund

The Alder, High and 4th Avenue project reimbursements and some expense carried over into 2015. The city received a grant for Date Avenue construction.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning Fund Balance	\$22,500	\$22,500	\$0
Grants	\$349,800	\$572,616	\$222,816
Transfer In	\$83,200	\$215,000	\$131,800
Total Fund Revenue	\$455,500	\$810,116	\$354,616
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Capital Projects	\$399,500	\$724,500	\$325,000
Total Fund Expenditures	\$399,500	\$724,500	\$325,000

403 Water/Sewer Revenue Bonds

The city issued water/sewer revenue bonds in 2014 to cover the cost of system improvements and the Water booster pump and sewer lift station. The projects will be constructed in 2015 and 2016.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning Fund Balance	0	\$1,799,920.00	\$1,799,920
Revenue	\$700	\$700	\$0
Transfer In	\$343,400	\$343,400	\$0
Total Fund Revenue	\$344,100	\$2,144,020	\$1,799,920
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Debt Service	\$342,891	\$342,891	\$0
Professional Service	\$700	\$700	\$0
Transfer Out to Capital	\$0	\$1,799,920	\$1,799,920
Total Fund Expenditures	\$343,591	\$2,143,511	\$1,799,920

404 Sewer Reserve Funds

Due to building construction activity, connection fees were greater than anticipated. The city received a Department of Commerce Energy grant for improvements to the Wastewater Plant and for construction on Date Avenue.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning Fund Balance	\$0	\$0	\$0
Revenue	\$225,640	\$400,000	\$174,360
Total Fund Revenue	\$225,640	\$400,000	\$174,360
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Transfer Out	\$225,640	\$358,000	\$132,360
Total Fund Expenditures	\$225,640	\$358,000	\$132,360

407 Sewer Construction Fund

The city received a Department of Commerce Energy grant for improvements to the Wastewater Plant and for construction on Date Avenue.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning Fund Balance	0	\$0.00	\$0
Revenue	\$0	\$196,583	\$196,583
Transfer In	\$485,000	\$569,920	\$84,920
Total Fund Revenue	\$485,000	\$766,503	\$281,503
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Professional Service	\$0	\$90,000	\$90,000
Capital Construction	\$485,000	\$560,000	\$75,000
Total Fund Expenditures	\$485,000	\$650,000	\$165,000

203 GO Bond Fund

Increased to included payment to the new Fiscal Agent.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$0	\$0	\$0
Revenue	\$145,575	\$145,775	\$200
Total Fund Revenue	\$145,575	\$145,775	\$200
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Prof/Capital	\$305	\$505	\$200
Total Fund Expenditures	\$0	\$505	\$200

205 Police Bond Fund

Increased to included payment to the new Fiscal Agent.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$0	\$0	\$0
Revenue	\$31,978	\$32,178	\$200
Total Fund Revenue	\$31,978	\$32,178	\$200
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Prof/Capital	\$305	\$505	\$200
Total Fund Expenditures	\$0	\$505	\$200

101 Street Operating Fund

Includes transfer of funds from Treasurers Trust Fund

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$0	\$0	\$0
Operating Transfer In	\$0	\$22,500	\$22,500
Total Fund Revenue	\$0	\$22,500	\$22,500
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Capital Expense	\$0	\$22,500	\$22,500
Total Fund Expenditures	\$0	\$22,500	\$22,500

400 Water Operating Fund

Increase to cover the additional cost of salary/wages due to the settlement of the Union Contract.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$25,848	\$25,848	\$0
Revenues	\$1,079,780	\$1,109,780	\$30,000
Total Fund Revenue	\$1,105,628	\$1,135,628	\$30,000
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Expense	\$1,105,628	\$1,135,628	\$30,000
Total Fund Expenditures	\$1,105,628	\$1,135,628	\$30,000

001 General Fund:

Increase in legal fees for litigation. Increase in jail and court related expenses.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$0	\$0	\$0
Revenues	\$1,792,955	\$1,872,955	\$80,000
Total Fund Revenue	\$1,792,955	\$1,872,955	\$80,000
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Expense	\$1,756,156	\$1,836,156	\$80,000
Total Fund Expenditures	\$1,756,156	\$1,836,156	\$80,000

Utility fund surplus:

Staff also recommends that any surplus funds in the Water, Sewer, Garbage and Storm operating funds be transferred to the reserve funds. In accordance with RCW 35.37.020 surplus in utility funds must be transferred to the general fund unless the legislative body finds the money necessary for certain utility fund purpose. The total amount of transfer will be determined during the year end closeout process.

RECOMMENDATION:

Adoption of Ordinance 1224-15 Amending the 2015 Budget.

Attachment: A. Ordinance 1225-15

**CITY OF SULTAN
SULTAN WASHINGTON
ORDINANCE 1224-15**

**AN ORDINANCE OF THE CITY OF SULTAN AMENDING THE 2014 BUDGET
ADOPTED UNDER ORDINANCE 1206-14; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City is required under state law to have a balanced budget; and

WHEREAS, the 2015 budget was adopted under Ordinance 1206-14 in December 2014; and

WHEREAS, it is necessary to amend the budget to adjust for unanticipated revenues or expenditures; now therefore

THE CITY COUNCIL OF THE CITY OF SULTAN DO ORDAIN AS FOLLOWS:

Section 1: The 2015 Budget as authorized under Ordinance 1206-14 for revenues and expenditures for the operation of the City of Sultan for the fiscal year ending December 31, 2015 is amended to increase/decrease in the following amounts:

Fund	Revenue Increase	Expenditures Increase
001 General Fund	\$80,000	\$80,000
101 Street Fund	\$22,500	\$22,500
103 Cemetery	\$8,243	\$8,243
501 Equipment Fund	\$0	\$31,000
109 Community Fund	\$346,700	\$353,740
113 Building Maintenance	\$80,000	\$46,948
115 Insurance Claim Fund	\$6,820	\$6,820
203 GO Bond Fund	\$200	\$200
205 Police Bond Fund	\$200	\$200
303 Street Improvement	\$354,616	\$325,000
400 Water Operating	\$30,000	\$30,000
403 Water/Sewer Bond	\$1,800,180	\$1,800,180
404 Sewer Reserve	\$174,360	\$132,360
407 Sewer Capital	\$281,503	\$165,000
Total	\$ 3,105,322	\$ 2,922,191

Section 2: The budget for the year 2015 is amended to include the changes as outlined above and filed in the office of the City Clerk.

Section 3. 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 5. 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 , 2015.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST:

Laura Koenig, Clerk/Finance Director

APPROVED AS TO FORM:

Amy Mill, City Attorney

Passed:
Published:
Effective:

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-3
DATE: December 17, 2015
SUBJECT: Garbage Rate Ordinance No. 1227-15
CONTACT PERSON: Ken Walker, City Administrator

ISSUE:

The issue before the city council is to adopt Ordinance No. 1227-15 (Attachment A) adopting new garbage rates for commercial and residential customers based on the garbage rate study performed by Katy Isaksen & Associates and council policy decisions.

STAFF RECOMMENDATION:

Adopt Ordinance No. 1227-15 adopting garbage rates; providing for severability; and establishing an effective date of January 01, 2016.

City staff recommend having separate first and second readings of the ordinance to provide sufficient opportunity for public comment on the proposed rate changes.

SUMMARY:

The city council discussed the facts and findings from Katy Isaksen & Associates garbage rate study on October 22, 2015. The city council had reduced residential garbage rates 10% with Ordinance 1209-15 on January 22, 2015, effective February 01, 2015

The council received two public comments. The first resident noted the current proposal is not fair because pickups are cut in half. The second resident noted that there was not a rate for seniors for bi-monthly pickup, only for monthly pickup. To address these comments, the new system picks up the same cubic volume of garbage as the original. Cost savings result from reducing the number of collections from weekly to biweekly.

Residential Service	Jan 2015	Feb 2015	Jan 2016	Total % Decrease
1 bin x month	\$11.14	\$10.03	\$8.60	-23%
1 bin every other week	\$22.57	\$20.31	\$16.35	-28%
2 bins every other week	\$38.56	\$34.73	\$30.74	-20%
Senior Rate 1 bin Every other week	\$11.29	\$10.16	\$8.17	-28%

The city council made the following policy decisions in order to meet the needs of the garbage utility and reduce impacts on rate payers:

1. Include a reasonable 2%inflation factor over the 6 year contract period.
2. Implement the initial rate change of a 10% reduction on February 1, 2015.
3. Implement a second rate change on January 01, 2016 after study completion.
4. Include full replacement of equipment on a scheduled basis in rate calculations including approximately \$200,000 that has already been saved.
5. Charge each customer class the true cost of service. Do not subsidize any particular rate "class" by overcharging another customer class.
6. Residential pickup every week is strongly discouraged because it works to negate the savings built into the system so the recommendation from staff is add an additional \$5.00 to Katy Isaksen & Associates amount as a deterrent.

Proposed Rates

Rate Class	Existing Rates	2016	2017	2018	2019	2020	2021
Res 1 bin 1 x month	\$10.03	\$8.60	\$8.77	\$8.95	\$9.13	\$9.31	\$9.50
Res 1 bin every other week	\$20.31	\$16.35	\$16.68	\$17.01	\$17.35	\$17.70	\$18.05
Res 2 bins every other week	\$34.73	\$30.74	\$31.36	\$31.99	\$32.63	\$33.28	\$33.95
Res 1 bin every week		\$39.34	\$40.13	\$40.93	\$41.75	\$42.58	\$43.44
Res Senior I bin every other week	\$10.16	\$8.17	\$8.34	\$8.51	\$8.68	\$8.85	\$9.03
Com 1 yd. 2 x month	\$53.34	\$40.99	\$41.81	\$42.65	\$43.50	\$44.37	\$45.26
Com 1 yd. 1 x week	\$104.51	\$84.35	\$86.03	\$87.75	\$89.51	\$91.30	\$93.13
Com 2 yd. 2 x month	\$80.32	\$78.15	\$79.72	\$81.31	\$82.94	\$84.60	\$86.29
Com 2 yd. 1 x week	\$162.78	\$164.88	\$168.17	\$171.53	\$174.96	\$178.46	\$182.03
Com 3 yd. 2 x month	\$107.13	\$115.32	\$117.63	\$119.98	\$122.38	\$124.83	\$127.33
Com 3 yd 1 x week	\$221.05	\$245.41	\$250.31	\$255.32	\$260.43	\$265.64	\$270.95
Com 1 bin every other week	\$22.57	\$16.70	\$17.04	\$17.38	\$17.73	\$18.08	\$18.44

Extra Garbage

Extra garbage charge will continue at the rate of \$12.91 plus tax for a blue bag. Items that are not placed in a blue bag will be charged at the same rate per equivalent amount of garbage. Blue bags are available to purchase at City Hall to help avoid any additional charges on the bill.

Staff Recommendation

The proposed rate table above is slightly different than the model provided by Katy Isaksen & Associates because it deletes commercial service twice a week, since current commercial service is only available once per week. An additional \$5.00 per month is proposed by staff for optional weekly residential collection as a disincentive for this service.

DISCUSSION:

What is a Garbage Utility?

By state law, the city's garbage utility (overhead, collection and disposal) must pay for itself. This means the city's other revenue funds such as the general fund (property taxes) cannot be used to underwrite the garbage fund and the garbage fund revenues cannot be used to supplement the general fund to cover general government expenses.

- The city's garbage utility was formed in 1964
- The city provides residential and commercial solid waste collection to approximately 1,406 residential and 86 commercial accounts.
- The city disposes ("tips") solid waste tonnage at local County drop box at a 2016 budgeted cost of \$192K.
- The city contracts with Allied Waste, Inc. for residential recycling collection at a 2016 budgeted cost of \$150K.
- Allied Waste, Inc. independently provides commercial recycling collection, as well as yard waste collection.

Why is a Rate Change Needed Now?

The city hired the financial consulting firm Katy Isaksen & Associates to evaluate the city's garbage utility to ensure adequate revenues to meet expenses following a redesign of service delivery in an effort to reduce operating cost and thereby costs to citizens. The study found that in order to effectively manage the utility and ensure adequate revenues to meet future needs, the council should consider the following actions:

1. Decrease revenues in 2016, with a 2% inflation adjustment in years 2017-2021.
2. Adopt a cost-of-service rate structure based on actual costs for customers, residential garbage collection, commercial garbage collection and disposal. Note – this will lower garbage rates for all residential customers and most commercial customers.
3. Establish a 60-day operating reserve to ensure the utility's operating expenses and emergency needs can be met.
4. Develop a plan to set aside funds to replace the city's garbage equipment at the end of its useful life rather than borrow money to replace the equipment in the future.

Did the Council Consider Reducing Expenses?

The city council made a number of decisions to reduce expenses in the garbage utility. The garbage truck formerly operated with two employees – three days a week. The city has changed to a model operating with one employee two days a week, and two employees one day a week. Additionally the city has changed operations to collect residential garbage once every two weeks from 4 different zones on two days per week.

How did the City Notify Customers?

The city has done its best to communicate changes to its customers regarding garbage service operation changes and the proposed rate changes.

State law (RCW 35.21.157) requires notification of rate increases for "solid waste collection" – either mailed to each affected ratepayer or published once a week for two consecutive weeks in a newspaper of general circulation in the collection area at least forty-five days prior to the proposed effective date of the rate increase.

City staff will provide legal notice mailed to each customer in accordance with state laws. The effective date of the Ordinance is January 1, 2016.

How do Sultan rates compare to other cities?

The city's proposed garbage rates compare favorably to surrounding cities, with the exception of Monroe

Total Monthly Rate						
Container Size	2015 Sultan Current Rate	Proposed Sultan 2016	Lake Stevens 2015	Stanwood (via WM)	Monroe (via WM)	Granite Falls (via WM)
64 Gallon every other week	\$20.31	\$16.35	\$16.87	\$23.27	\$14.46	\$19.03

What can I do to lower my bill?

The city provides a number of residential and commercial collection options, semimonthly, and monthly. Customers can recycle more to reduce their garbage and switch to less frequent service. Allied Waste provides recycling for yard debris and food waste in addition to traditional recyclables such as cans, bottles, and paper.

BACKGROUND:

The garbage rate study looks at "cost of service" - how much does it cost the city to collect garbage for each customer type.

The study examined the expenditures and revenues in the city's garbage utility enterprise fund to determine if the current rates are adequate to meet the fund's needs over the next six years.

By state law, the city's garbage utility must pay for itself. This means the city's other revenue funds such as the general fund (property taxes) cannot be used to underwrite the garbage fund and the garbage fund revenues cannot be used to supplement the general fund to cover general government expenses.

FISCAL IMPACT:

The revenue and expenditure assumptions drive the overall revenue requirements which translate to rates.

The city is required to operate the garbage utility as a separate business or enterprise fund. The garbage rate study continues the effort to meet state auditor concerns.

The garbage utility is fiscally sound because the council has taken the necessary steps in the past to ensure rates cover current operating expenses and future needs. Ignoring future needs to replace equipment means future councils and garbage utility customers will bear the weight of even higher increases.

ALTERNATIVES:

1. Adopt staff recommended rate changes to garbage utility services as presented.
2. Do not adopt Ordinance No. 1227-15. Provide direction to staff to return at the April 22, 2010 council meeting with additional information.

RECOMMENDED ACTION:

Adopt Ordinance No. 1227-15 Adopting Garbage Rates; providing for severability; and establishing an effective date.

ATTACHMENTS

- A- Ordinance No. 1227-15
- B- Executive Summary, Garbage Rate Study

**CITY OF SULTAN
WASHINGTON**

ORDINANCE NO. 1227-15

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON,
ADOPTING GARBAGE RATES; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the garbage utility is an enterprise fund and all enterprise funds are required to collect sufficient revenues to cover expenses; and

WHEREAS, the City Council adopted interim garbage rates by Ordinance No. 1209-15 in January 2015 pending the completion of a Garbage Rate Study; and

WHEREAS, the City Council authorized and budgeted a Garbage Rate Study in 2015; and

WHEREAS, changing garbage rates and charges is necessary to meet the Council's objectives in the utility including adopting a cost-of-service model; establishing a 60-day operating reserve; and saving sufficient revenues from rates to replace the current garbage equipment at the end of its useful life without debt financing; and

WHEREAS, the City of Sultan discussed proposed garbage rate changes at the City Council meeting on October 22, 2015; and

WHEREAS, the city will notified customers of the proposed rate changes in the in the month of December 2015 by mail and issued news releases to the news media and city electronic list-serve members; and

WHEREAS, the city received public comment on the proposed rate study; and

WHEREAS, RCW 35.21.157 requires notification of rate increases for "solid waste collection" either mailed to each affected ratepayer or published once a week for two consecutive weeks in a newspaper of general circulation in the collection area at least forty-five days prior to the proposed effective date of the rate increase or notice to be mailed to each affected ratepayer;

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

Section 1. Establish rates and charges for garbage service as follows:

- 1. Garbage Rates and Charges for Single-Family, Multi-Family and Commercial Service**

Rate Class	Existing Rates	2016	2017	2018	2019	2020	2021
Res 1 bin 1 x month	\$10.03	\$8.60	\$8.77	\$8.95	\$9.13	\$9.31	\$9.50
Res 1 bin every other week	\$20.31	\$16.35	\$16.68	\$17.01	\$17.35	\$17.70	\$18.05
Res 2 bins every other week	\$34.73	\$30.74	\$31.36	\$31.99	\$32.63	\$33.28	\$33.95
Res 1 bin every week		\$39.34	\$40.13	\$40.93	\$41.75	\$42.58	\$43.44
Res Senior 1 bin every other week	\$10.16	\$8.17	\$8.34	\$8.51	\$8.68	\$8.85	\$9.03
Com 1 yd. 2 x month	\$53.34	\$40.99	\$41.81	\$42.65	\$43.50	\$44.37	\$45.26
Com 1 yd. 1 x week	\$104.51	\$84.35	\$86.03	\$87.75	\$89.51	\$91.30	\$93.13
Com 2 yd. 2 x month	\$80.32	\$78.15	\$70.72	\$81.31	\$82.94	\$84.60	\$86.29
Com 2 yd. 1 x week	\$162.78	\$164.88	\$168.17	\$171.53	\$174.96	\$178.46	\$182.03
Com 3 yd. 2 x month	\$107.13	\$115.32	\$117.63	\$119.98	\$122.38	\$124.83	\$127.33
Com 3 yd. 1 x week	\$221.05	\$245.41	\$250.31	\$255.32	\$260.43	\$265.64	\$270.95
Com 1 bin every other week	\$22.57	\$16.70	\$17.04	\$17.38	\$17.73	\$18.08	\$18.44

Garbage rates for mobile home parks will be in accordance with separate agreements with the City of Sultan.

2. **CALL BACK - due to garbage not placed out in time or obstructed**
 - Can pickup charge.....\$21.00
 - Dumpster pickup charge (Equal to 3 extra can charge).....\$36.00

3. **Temporary Dumpsters (Maximum use is 15 days as defined in SMC 13.16.055)**
 - Damage Deposit (Required to be paid before delivery).....\$105.00
 - 1 yard dumpster.....\$150.00
 - 2 yard dumpster.....\$180.00
 - 3 yard dumpster.....\$105.00
 - Delivery/Pickup (each service).....\$40.50
 - Pickup of 1 yard dumpster (each time).....\$81.00
 - Pickup of 2 yard dumpster (each time).....\$121.50
 - Pickup of 3 yard dumpster (each time).....\$121.50

4. **Dumpster Leases**

All multi-family units within the City of Sultan will be required to have a dumpster(s) sized to meet the requirement of SMC 13.16.050(A). No permanent dumpsters are allowed at single-family or duplex units.

Dumpsters shall be owned by the City and leased to the users. Maintenance and repair shall be the responsibility of the City.

Deposit:

1 yard dumpster.....	\$105.00
2 yard dumpster.....	\$150.00
3 yard dumpster.....	\$180.00

Monthly lease (billed monthly)

1 yard dumpster.....	\$10.50
2 yard dumpster.....	\$17.50
3 yard dumpster.....	\$20.70
Pick Up/Delivery Fee (each service).....	\$105.00

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 on January 1, 2016.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 8th DAY OF APRIL, 2010.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Amy Mill, City Attorney

Passed by the City Council:

Date of Publication:

Effective Date



**City of Sultan
 2015 Garbage Rate Study
 Final Report Summary
 November 25, 2015 - Draft**

Executive Summary

Katy Isaksen & Associates (KI&A) was contracted to perform a Garbage Rate Study to determine the cost of service for providing garbage and disposal services to city residents, and the associated rates. KI&A worked with city staff to collect necessary data to perform the analysis. The results were presented to City Council on October 22, 2015. This report summarizes the rate study.

In February 2015, the City began a new method of garbage collection for the residential customers. The change was from weekly to every other week collection and from two persons per truck to one person per truck. This new method has resulted in cost savings to be passed on to the ratepayers. The Council passed an interim reduction to residential accounts in February 2015. The results of this study indicate that an additional reduction would reflect the cost of service for 2016. The typical residence has one bin every other week. The rate was \$22.57 under the old method, reduced to \$20.31 in February and is recommended to be further reduced to \$16.35 based on this cost of service analysis. Overall, that represents a 28% reduction in rates from the old method (Jan-15).

Table 1: Impact on Residential Rates

Residential Service Description	Jan-15	Feb-15	Preferred Scenario	% Decrease from Jan-15
1 bin 1 x month	\$11.14	\$10.03	\$8.60	-23%
1 bin every other week	\$22.57	\$20.31	\$16.35	-28%
2 bins every other week	\$38.56	\$34.73	\$30.74	-20%
Senior Rate 1 bin every other week	\$11.29	\$10.16	\$8.17	-28%

The preferred scenario includes full replacement of one truck at a time and takes into account that approximately \$200,000 has already been collected toward replacement. This also includes replacement of toters when necessary.

There has been a question about offering a potential new customer class of weekly service. Because the City's residential collection is now in four geographic zones, any weekly pickup would require a special trip. This type of service would reduce the overall efficiency achieved by the new every other week collection. If this type of service is offered, it should be priced no less than two times the basic rate or \$32.70. One could argue that the special trip should include a surcharge. Unfortunately there is not sufficient data to develop a rate that appropriately reflects the cost at this time. A 5% surcharge each on the second and fourth week would result in a rate of \$34.34 (\$16.35 + \$16.35x1.1).

The rate study reflects estimated program costs for 2016. The cost of service allocation resulted in recommended 2016 rates for all existing service types. The six-year outlook assumes that inflation and



cost escalation will be two percent per year. Table 2 shows the recommended 2016 rates and the six-year outlook. State and city utility taxes are added on the bill.

Table 2: Six-Year Garbage Rate Outlook

Service Description	Existing Rate	2016	2017	2018	2019	2020	2021
Residential 1 bin 1 x month	\$10.03	\$8.60	\$8.77	\$8.95	\$9.13	\$9.31	\$9.50
Residential 1 bin every other week	\$20.31	\$16.35	\$16.68	\$17.01	\$17.35	\$17.70	\$18.05
Residential 2 bins every other week	\$34.73	\$30.74	\$31.36	\$31.99	\$32.63	\$33.28	\$33.95
Senior Rate 1 bin every other week	\$10.16	\$8.17	\$8.34	\$8.51	\$8.68	\$8.85	\$9.03
Commercial 1 yd. 2 x month	\$53.34	\$40.99	\$41.81	\$42.65	\$43.50	\$44.37	\$45.26
Commercial 1 yd. 1 x week	\$104.51	\$84.35	\$86.03	\$87.75	\$89.51	\$91.30	\$93.13
Commercial 1 yd. 2 x week	\$199.54	\$164.88	\$168.17	\$171.53	\$174.96	\$178.46	\$182.03
Commercial 2 yd. 2 x month	\$80.32	\$78.15	\$79.72	\$81.31	\$82.94	\$84.60	\$86.29
Commercial 2 yd. 1 x week	\$162.78	\$164.88	\$168.17	\$171.53	\$174.96	\$178.46	\$182.03
Commercial 2 yd. 2 x week	\$316.08	\$325.94	\$332.45	\$339.10	\$345.88	\$352.80	\$359.86
Commercial 3 yd. 2 x month	\$107.13	\$115.32	\$117.63	\$119.98	\$122.38	\$124.83	\$127.33
Commercial 3 yd. 1 x week	\$221.05	\$245.41	\$250.31	\$255.32	\$260.43	\$265.64	\$270.95
Commercial 3yd. 2 x week	\$432.62	\$486.99	\$496.73	\$506.66	\$516.79	\$527.13	\$537.67
Commercial 1 bin every other week	\$22.57	\$16.70	\$17.04	\$17.38	\$17.73	\$18.08	\$18.44

Rate Study Process

KI&A worked with City staff to collect the data necessary to determine the cost of service, including customers by class, disposal records, salary and benefit allocations, other program costs, recycling credit, labor hours, etc.

While the City had a previous cost allocation model, it was determined to be more efficient to build a new model that simplified the allocation methodology to reflect the new garbage program operation and equipment.

The cost of service rates are based on projected 2016 expenses, salary allocations from the preliminary 2016 budget and include current customer counts. The equipment includes garbage trucks, dumpsters and toters.

The costs are allocated to one of four categories: customers, residential garbage collection, commercial garbage collection and disposal.

One area of discussion was on how much depreciation or replacement to include in the rates. Several scenarios were prepared and a preferred scenario was selected.

The preferred scenario was then recommended for 2016 rates. A six-year rate outlook was prepared to provide estimated rates for the period 2016-2021. It assumes that inflation and cost escalation will be two percent per year.



Scenarios Tested

One value added from completing a rate study is the ability to develop and test rate scenarios to be sure the best program options are included. The scenarios for this garbage study involved the amount of depreciation or replacement that was included. In other words, how soon would the trucks, dumpsters and toters need to be replaced and how to set a reasonable amount aside each year to maintain steady rates.

Three scenarios were tested and refined: zero replacement, full replacement and full replacement less available reserves. Full replacement meant replacing one truck at a time so there are always two serviceable trucks. It was determined that \$200,000 had already been collected and was available in the reserves for replacement.

The preferred scenario was full replacement less \$200,000 already collected as it most closely reflects the program.

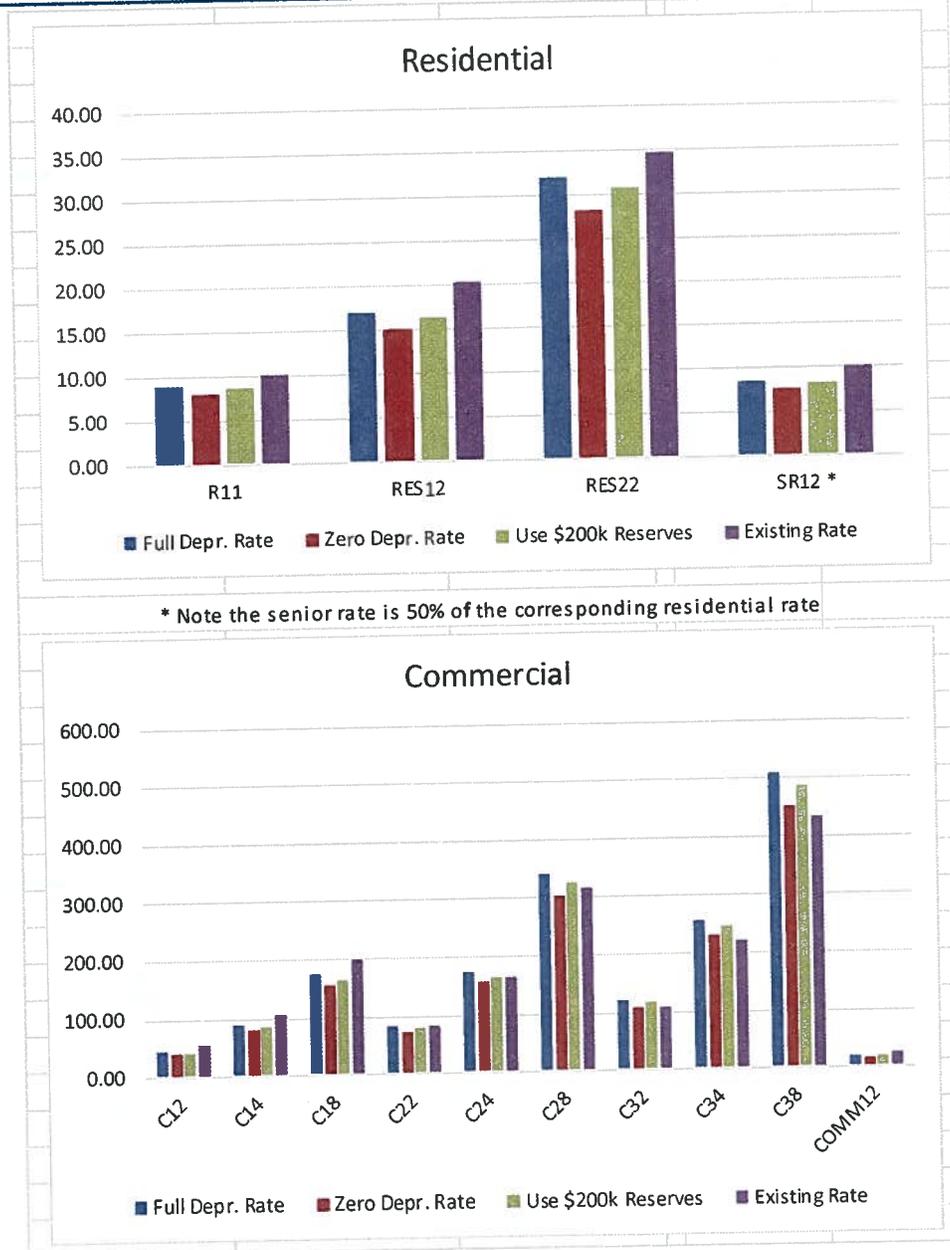
Table 3: Rate Scenarios Tested

SUMMARY		Full Depr. Rate	Zero Depr. Rate	Use \$200k Reserves	Existing Rate	
Code	Service Description	Est. Rate (Full Dep.)	Est. Rate (zero Dep.)	Est. Rate (with full dep. less 200k)	Existing Rate	% Preferred to Existing
C12	Commercial 1 yd. 2 x month	42.70	38.40	40.99	53.34	-23%
C14	Commercial 1 yd. 1 x week	88.08	78.72	84.35	104.51	-19%
C18	Commercial 1 yd. 2 x week	172.35	153.60	164.88	199.54	-17%
C22	Commercial 2 yd. 2 x month	81.60	72.96	78.15	80.32	-3%
C24	Commercial 2 yd. 1 x week	172.35	153.60	164.88	162.78	1%
C28	Commercial 2 yd. 2 x week	340.90	303.35	325.94	316.08	3%
C32	Commercial 3 yd. 2 x month	120.49	107.52	115.32	107.13	8%
C34	Commercial 3 yd. 1 x week	256.62	228.47	245.41	221.05	11%
C38	Commercial 3 yd. 2 x week	509.44	453.10	486.99	432.62	13%
COMM12	Commercial 1 bin every other week	17.29	15.82	16.70	22.57	-26%
R11	Residential 1 bin 1 x month	8.89	8.06	8.60	10.03	-14%
RES12	Residential 1 bin every other week	17.00	15.15	16.35	20.31	-20%
RES22	Residential 2 bins every other week	32.05	28.31	30.74	34.73	-11%
SR12 *	Senior Rate 1 bin every other week	8.50	7.57	8.17	10.16	-20%

* Note the senior rate is 50% of the corresponding residential rate

The scenarios were charted to compare the alternatives (see next page). As expected, the zero replacement scenario results in the lowest rates but is not reasonable for managing a long-term program with stable rates. The full depreciation scenario results in the highest rates and would be the most conservative option. After further discussions, it was determined that some funds had already been collected and were not used with the new truck and retrofit. This \$200,000 would be available for future replacement and could be reflected in the rates, which is the preferred scenario.

A note about the trucks. The new residential collection uses a truck with an arm that picks up the toters and requires one person to drive and operate the equipment. The commercial pickup uses two persons and the truck must work with the dumpsters. The next replacement truck is assumed to be one that can work with both systems (dual truck) and costs more than the City spent to retrofit this year. The higher cost (\$437,000) is included for replacement to be sure a dual truck can be afforded in 10 years.



Commercial Weight

A question came up about the increasing weight of some commercial bins. With the focus on recycling and green practices, some commercial establishments are moving toward more recycling and replacing dumpsters with smaller bins. This has resulted in some heavier than usual bins. Because the trucks do not weigh the bins, it is not possible to bill by weight, even though the disposal costs are by weight. Other jurisdictions educate and pay close attention to the maximum weight a bin is designed to handle. This also saves on wear and tear of the garbage collectors. If a business is consistently overweight, they should be required to use more bins.



APPENDIX – COST OF SERVICE MODEL. Includes a description after each table.

		note 1 yard = 201.974 gallons				
		note a 64 gallon bin equals 0.32 yards				
Code	Service Description	Total Customers	Total Containers	No Yards	Frequency of Pick Up (x per year)	Total Units in a year
C12	Commercial 1 yd. 2 x month	8	8	1	24	192 yards
C14	Commercial 1 yd. 1 x week	12	12	1	52	624 yards
C18	Commercial 1 yd. 2 x week	0	0	1	104	- yards
C22	Commercial 2 yd. 2 x month	6	6	2	24	288 yards
C24	Commercial 2 yd. 1 x week	26	27	2	52	2,808 yards
C28	Commercial 2 yd. 2 x week	1	2	2	104	416 yards
C32	Commercial 3 yd. 2 x month	4	4	3	24	288 yards
C34	Commercial 3 yd. 1 x week	26	43	3	52	6,708 yards
C38	Commercial 3yd. 2 x week	1	3	3	104	936 yards
COMM12	Commercial 1 bin every other week	7	7	0.32	26	58 yards
R11	Residential 1 bin 1 x month	338	338	0.32	12	1,298 yards
RES12	Residential 1 bin every other week	937	937	0.32	26	7,796 yards
RES22	Residential 2 bins every other week	70	70	0.64	26	1,165 yards
SR12	Senior Rate 1 bin every other week	14	14	0.32	26	116 yards
		1,450	1,471			22,693
		Total Res customers		1,359	Total Res collection units	
		Total Com customers		91	Total Com collection units	
				1,450	22,693	

This table shows the customer numbers utilized in the analysis. Since some customers have more than one container the table lists both the number of customers as well as number of containers. The total units for each customer class is based on the no of yards, multiplied by both the total number of containers and frequency in order to determine the total number of garbage units per year.



402 UTILITY GARBAGE FUND								
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 YTD (Jan - Aug)	Est. 2016
400-000-316-48-000	Garbage State Tax	19,085	19,459	20,223	20,580	21,250	13,100	19,700
402-000-321-91-000	Garbage Franchise Fees	1,473	2,962	3,401	3,256	3,300	3,261	4,900
402-000-334-03-100	Coordinated Prevention Grant	2,680	1,770	1,789	2,211	1,700	0	0
402-000-343-70-000	Garbage/Solid Waste	545,216	566,490	577,803	592,059	590,000	371,554	557,300
402-000-343-70-100	Recycling Charges	175,355	165,586	167,695	166,456	167,900	117,580	176,400
402-000-361-11-000	Investment Interest	246	424	730	814	500	0	0
402-000-362-20-000	Dumpster Delivery Charges	20,658	20,675	21,214	21,136	21,500	13,899	20,800
402-000-369-90-000	Miscellaneous	350	150	180	531	500	339	500
	Total Revenue	765,063	777,516	793,035	807,043	806,650	519,733	779,600
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 YTD (Jan - Aug)	Est. 2016
402-402-537-80-100	Salaries and Wages	168,048	143,871	143,195	146,406	154,672	98,207	147,300
402-402-537-80-200	Benefits	65,380	73,944	59,848	63,126	80,625	45,846	68,800
402-402-537-80-220	Uniforms	680	1,208	1,186	718	800	650	1000
402-402-537-80-230	Contract Labor	0	3,565	1,783	0	0	0	0
402-402-537-80-310	Operating Supplies	1,585	1,090	1,487	2,804	3,540	3,832	5,700
402-402-537-80-320	Office Supplies	3,180	2,687	2,223	2,592	2,700	1,741	2,600
402-402-537-80-350	Small Tools/Minor Equipment	304	92	708	1,054	350	1,445	2,200
402-402-537-80-360	Vehicle Operation/Maintenance	19,148	19,565	23,604	19,247	33,300	10,911	16,400
402-402-537-80-370	Vehicle Repair	12,643	7,373	5,049	7,404	3,000	89	100
402-402-537-80-380	CPG Grant - Clean UP	2,464	1,333	969	897	1700	3,061	
402-402-537-80-410	Professional	6,439	12,850	7,696	4,105	9,750	673	1,000
402-402-537-80-420	Communication	8,296	7,402	7,527	8,053	7,000	5,658	8,500
402-402-537-80-430	Travel and Seminars	478	1,566	453	800	790	1,041	1,600
402-402-537-80-460	Insurance	13,817	16,722	13,393	33,461	29,000	50	29,000
402-402-537-80-470	Utilities	2,489	2,246	2,114	2,077	2,000	1,408	2,100
402-402-537-80-480	Repair and Maintenance	1,181	224	2,919	9,061	3,975	1,881	2,800
402-402-537-80-490	Miscellaneous	959	2,434	1,725	2,490	1,235	1,958	2,900
402-402-537-80-510	Intergovernmental - Recycle	141,917	139,141	113,943	143,516	145,865	97,349	146,000
402-402-537-80-500	Intergovernmental - Disposal F	185,726	188,400	191,316	182,982	192,000	120,738	181,100
402-402-537-80-520	Taxes - Excise	32,128	30,728	30,282	30,050	30,000	16,925	0
402-402-597-50-010	Operating Transfer Out - 001 Rent	0	0	0	16,803	16,803	16,803	16,805
402-402-597-50-010	Operating Transfer Out - 114 IT Expense	6,479	3,710	17,434	16,000	16,000	16,000	16,000
	Total Expenditures	737,655	758,397	724,903	738,656	785,105	446,266	651,905
	Net Revenue	27,408	19,119	68,132	68,387	21,545	73,467	127,695

Ashley:
 this is offset by the
 coordination prevention
 grant listed under
 revenues and so is

The budget numbers for 2016 are based on a review on historical amounts, consultation with staff, and draft salary and benefit expenses prepared by the City for 2016.



Salary Breakdown	Total Salary & Benefits	Allocation Percentages					Allocation Costs					Total
		Indirect	Customer	Res Collection	Com Collection	Disposal	Indirect	Customer	Res Collection	Com Collection	Disposal	
MAYOR/COUNCIL (7)	\$ 1,001	100%					1,001	0	0	0	0	1,001
ADMINISTRATOR	\$ 14,978	50%	50%				7,489	7,489	0	0	0	14,978
CITY CLERK/DEP FIN	\$ 8,881	100%					8,881	0	0	0	0	8,881
UTILITY CLERK	\$ 18,942		100%				0	18,942	0	0	0	18,942
PERMIT TECH	\$ 3,668	90%	10%				3,302	367	0	0	0	3,668
GRANT ADMIN.	\$ 1,726	100%					1,726	0	0	0	0	1,726
DEPUTY TREASURER	\$ 5,899	100%					5,899	0	0	0	0	5,899
UTILITY CLERK	\$ 14,243		100%				0	14,243	0	0	0	14,243
PUBLIC WORKS DIR	\$ 7,041	100%					7,041	0	0	0	0	7,041
FIELD/WWTP SUPERVISOR	\$ 16,333			50%	50%		0	0	8,166	8,166	0	16,333
WATER PLANT OPERATOR	\$ 513					100%	0	0	0	0	513	513
WATER PLANT OPERATOR	\$ 6,009					100%	0	0	0	0	6,009	6,009
SEWER PLANT OPERATOR	\$ 903	100%					903	0	0	0	0	903
UTILITY WORKER	\$ 43,773			50%	50%		0	0	21,886	21,886	0	43,773
UTILITY WORKER	\$ 30,797			50%	50%		0	0	15,398	15,398	0	30,797
UTILITY WORKER	\$ 32,688			50%	50%		0	0	16,344	16,344	0	32,688
TOTAL	\$ 207,394						36,241	41,040	61,795	61,795	6,522	207,394

Resulting % Allocations of Salaries	Total Amount	%
Overhead	36,241	17.5%
Customer	41,040	19.8%
Res Collection	61,795	29.8%
Com Collection	61,795	29.8%
Disposal	6,522	3.1%
Total	207,394	100%

The percentages assigned in the first table were developed in concert with staff and the table shows the resulting salary costs allocated to each of the four rate determinants. These totals are then shown in the second table to determine the overall percentage allocated to each of the four rate factors. This data is then used in the final allocation table.

Assets	No of Units	Unit Cost	Cost	Useful Life	Repl. Cost	Annual Dep	Allocation Percentages		Allocation Costs		Total
							Res Collection	Com Collection	Res Collection	Com Collection	
2014 Tote Truck (residential)	N/A	N/A	337,000	10	437,000	43,700	50%	50%	21,850	21,850	43,700
Toters (1728)	1728	51.55	89,078	15	89,078	5,900	100%	0%	5,900	-	5,900
Dumpsters (25 x 1-yard)	25	500	12,500	20	12,500	600	0%	100%	-	600	600
Dumpsters (50 x 2-yard)	50	550	27,500	20	27,500	1,400	0%	100%	-	1,400	1,400
Dumpsters (60 x 3-yard)	60	630	37,800	20	37,800	1,900	0%	100%	-	1,900	1,900
Total					603,878	53,500			27,750	25,750	53,500

Resulting % Allocations of Depreciation	Total Allocation	%
Residential	27,750	51.9%
Commercial	25,750	48.1%
Total	53,500	100%

This table shows depreciable assets charged to the garbage utility. Each asset is allocated either to residential or commercial collection and the resulting allocated costs are then used to assign annual depreciation costs in the main allocation table.

Operations Allocation Factor	Hours Per Week	Ratio
Residential Truck (1 FTEs 6 hours two days a week)	12	50.0%
Commercial Truck (2 FTEs 6 hours once a week)	12	50.0%
Total	24.0	100%

This shows how operational costs are allocated in the main table.



Annual Expenses	2015 Expense	Allocation Percentages					Allocation Costs					Total
		Indirect	Customer	Res	Com	Disposal	Indirect	Customer	Res	Com	Disposal	
				Collection	Collection				Collection	Collection		
402-402-537-80-100 - Salaries Wages & Benefits	137,507	17.5%	19.8%	29.8%	29.8%	3.1%	24,029	27,211	40,972	40,972	4,324	137,507
402-402-537-80-200 - Benefits	69,886	17.5%	19.8%	29.8%	29.8%	3.1%	12,212	13,830	20,823	20,823	2,198	69,886
402-402-537-80-220 - Uniforms	1,000			50.0%	50.0%		0	0	500	500	0	1,000
402-402-537-80-230 - Contract Labor	0	100.0%					0	0	0	0	0	0
402-402-537-80-310 - Operating Supplies	5,700			50.0%	50.0%		0	0	2,850	2,850	0	5,700
402-402-537-80-320 - Office Supplies	2,600		100.0%				0	2,600	0	0	0	2,600
402-402-537-80-350 - Small Tools/Minor Equipment	2,200	100.0%					2,200	0	0	0	0	2,200
402-402-537-80-360 - Vehicle Operation/Maintenance	16,400			50.0%	50.0%		0	0	8,200	8,200	0	16,400
402-402-537-80-370 - Vehicle Repair	100			50.0%	50.0%		0	0	50	50	0	100
402-402-537-80-410 - Professional	1,000		100.0%				0	1,000	0	0	0	1,000
402-402-537-80-420 - Communication	8,500	100.0%					8,500	0	0	0	0	8,500
402-402-537-80-430 - Travel and Seminars	1,600	100.0%					1,600	0	0	0	0	1,600
402-402-537-80-460 - Insurance	29,000			51.9%	48.1%		0	0	15,042	13,958	0	29,000
402-402-537-80-470 - Utilities	2,100	100.0%					2,100	0	0	0	0	2,100
402-402-537-80-480 - Repair and Maintenance	2,800			51.9%	48.1%		0	0	1,452	1,348	0	2,800
402-402-537-80-490 - Miscellaneous	2,900	100.0%					2,900	0	0	0	0	2,900
402-402-537-80-500 - Intergovernmental - Disposal F	181,100					100.0%	0	0	0	0	181,100	181,100
State B&O Tax	7,524	100.0%					7,524	0	0	0	0	7,524
Depreciation	53,500			51.9%	48.1%		0	0	27,750	25,750	0	53,500
402-402-597-50-010 - Operating Transfer Out - 001	16,805	100.0%					16,805	0	0	0	0	16,805
402-402-597-50-010 - Operating Transfer Out - 114	16,000		100.0%				0	16,000	0	0	0	16,000
Total	558,223						77,871	60,640	117,640	114,451	187,622	558,223

This is the main allocation table. Of note is the cell titled State B&O Tax. Garbage revenues are taxed for the local City tax (6%), the State garbage tax (3.6%), and the State B&O tax (1.5%). The excise tax expense listed under operating expenses reflects the payment of the state 3.6% tax and the 1.5% B&O tax. The state tax portion is collected as an add-on to a customer's bill and this amount is also recorded as a revenue. The 6% city tax portion goes directly into the general fund and is not reported as either an expense or revenue under the garbage utility. However, the 1.5% B&O tax is not added to the bill and it is part of the excise tax expense shown in the budget. Since the excise tax expense line has been removed, I added in the calculated B&O tax equal to the total estimated rate revenue. With all other tax revenue and expense lines removed from the model, adding back in the single 1.5% B&O tax expense correctly duplicates the actual cost burden on garbage rates.

Recycling Ops	Cash Flow (2015)
402-000-343-70-100 - Recycling Charges	176,400
402-402-537-80-510 - Intergovernmental - Recycle	(146,000)
Net Revenue from Recycle	30,400
Revenue Requirement Adjustments	Amounts
402-000-321-91-000 - Garbage Franchise Fees	-4,900
402-000-361-11-000 - Investment Interest	0
402-000-362-20-000 - Dumpster Delivery Charges	-20,800
402-000-369-90-000 - Miscellaneous	-500
Total	-26,200

These tables are used to determine the net revenue from recycling that will be credited to the residential class (first table), and then miscellaneous revenues that lower the revenue requirement needed from rates. These adjustments are made in the next table.



Indirect Allocation Factor	Allocated Costs	% Share						
Customer	60,640	12.6%						
Res Collection	117,640	24.5%						
Com Collection	114,451	23.8%						
Disposal	187,622	39.1%						
Total	480,352	100%						

Indirect Cost Allocations	Indirect Costs	Revenue Offsets	Net	% Share	Allocated Overhead Costs & Adj	Allocated O&M Expenses	Total Amount to be Rate Generated
Customer	77,871	-26,200	51,671	12.6%	6,523	60,640	67,163
Res Collection	77,871	-26,200	51,671	24.5%	12,654	117,640	130,294
Com Collection	77,871	-26,200	51,671	23.8%	12,311	114,451	126,762
Disposal	77,871	-26,200	51,671	39.1%	20,182	187,622	207,804
Total					51,671	480,352	532,023

The first table computes the weighted percentage of each allocation factor other than indirect. These percentages are then applied to indirect costs so that they are allocated proportionally to the distribution of direct costs. The second table then takes the previously determined indirect costs, adjusts for revenue offsets, and then allocates the resulting total to the other directly allocated O&M expenses.

Rate Factors	Direct Total Allocated Cost	Units	Unit Rate		Monthly Rate
Customer	\$ 67,163	1,471	\$ 45.66	Per customer per year	\$ 3.80
Res Collection	\$ 130,294	10,375	\$ 12.56	Per yard	\$ 12.56
Com Collection	\$ 126,762	12,318	\$ 10.29	Per yard	\$ 10.29
Disposal	\$ 207,804	22,693	\$ 9.16	Per yard	\$ 9.16
Recycling	\$ (30,400)	1,359	\$ (22.37)	Per residential customer per year	\$ (1.86)
Total	\$ 501,623				

This table shows the resulting unit rates used to determine garbage rates based on the total costs from the previous table and total units previously defined.



Total Monthly Rate											
Code	Service Description	No. of Yards	Annual Freq.	Annual Yards	Monthly Yards	Customer	Res Collection	Com Collection	Disposal	Recycling	Total Monthly Rate*
C12	Commercial 1 yd. 2 x month	1	24	24	2.00	\$ 3.80	N/A	\$ 20.58	\$ 18.31	N/A	\$ 42.70
C14	Commercial 1 yd. 1 x week	1	52	52	4.33	\$ 3.80	N/A	\$ 44.59	\$ 39.68	N/A	\$ 88.08
C18	Commercial 1 yd. 2 x week	1	104	104	8.67	\$ 3.80	N/A	\$ 89.19	\$ 79.36	N/A	\$ 172.35
C22	Commercial 2 yd. 2 x month	2	24	48	4.00	\$ 3.80	N/A	\$ 41.16	\$ 36.63	N/A	\$ 81.60
C24	Commercial 2 yd. 1 x week	2	52	104	8.67	\$ 3.80	N/A	\$ 89.19	\$ 79.36	N/A	\$ 172.35
C28	Commercial 2 yd. 2 x week	2	104	208	17.33	\$ 3.80	N/A	\$ 178.37	\$ 158.72	N/A	\$ 340.90
C32	Commercial 3 yd. 2 x month	3	24	72	6.00	\$ 3.80	N/A	\$ 61.74	\$ 54.94	N/A	\$ 120.49
C34	Commercial 3 yd. 1 x week	3	52	156	13.00	\$ 3.80	N/A	\$ 133.78	\$ 119.04	N/A	\$ 256.62
C38	Commercial 3 yd. 2 x week	3	104	312	26.00	\$ 3.80	N/A	\$ 267.56	\$ 238.08	N/A	\$ 509.44
COMM12	Commercial 1 bin every other week	0.32	26	8.32	0.69	\$ 3.80	N/A	\$ 7.13	\$ 6.35	N/A	\$ 17.29
R11	Residential 1 bin 1 x month	0.32	12	3.84	0.32	\$ 3.80	\$ 4.02	N/A	\$ 2.93	\$ (1.86)	\$ 8.89
RES12	Residential 1 bin every other week	0.32	26	8.32	0.69	\$ 3.80	\$ 8.71	N/A	\$ 6.35	\$ (1.86)	\$ 17.00
RES22	Residential 2 bins every other week	0.64	26	16.64	1.39	\$ 3.80	\$ 17.41	N/A	\$ 12.70	\$ (1.86)	\$ 32.05
SR12	Senior Rate 1 bin every other week	0.32	26	8.32	0.69	\$ 3.80	\$ 8.71	N/A	\$ 6.35	\$ (1.86)	\$ 17.00

* Excludes utility taxes that are added on the bill.

Ashley:
 The senior rate is by code 50% of the corresponding residential rate. However, in the model it is portrayed without the discount

This table calculates the total monthly rates by service code.

Revenue Check									
Code	Service Description	No Customers	Annual Revenue	Customer	Res Collection	Com Collection	Disposal	Recycling	Total
C12	Commercial 1 yd. 2 x month	8	\$ 4,099	\$ 365		\$ 1,976	\$ 1,758		\$ 4,099
C14	Commercial 1 yd. 1 x week	12	\$ 12,683	\$ 548		\$ 6,421	\$ 5,714		\$ 12,683
C18	Commercial 1 yd. 2 x week	-	\$ -	\$ -		\$ -	\$ -		\$ -
C22	Commercial 2 yd. 2 x month	6	\$ 5,875	\$ 274		\$ 2,964	\$ 2,637		\$ 5,875
C24	Commercial 2 yd. 1 x week	27	\$ 55,842	\$ 1,233		\$ 28,896	\$ 25,713		\$ 55,842
C28	Commercial 2 yd. 2 x week	2	\$ 8,182	\$ 91		\$ 4,281	\$ 3,809		\$ 8,182
C32	Commercial 3 yd. 2 x month	4	\$ 5,784	\$ 183		\$ 2,964	\$ 2,637		\$ 5,784
C34	Commercial 3 yd. 1 x week	43	\$ 132,418	\$ 1,963		\$ 69,029	\$ 61,426		\$ 132,418
C38	Commercial 3 yd. 2 x week	3	\$ 18,340	\$ 137		\$ 9,632	\$ 8,571		\$ 18,340
COMM12	Commercial 1 bin every other week	7	\$ 1,452	\$ 320		\$ 599	\$ 533		\$ 1,452
R11	Residential 1 bin 1 x month	338	\$ 36,057	\$ 15,432	\$ 16,300		\$ 11,885	\$ (7,561)	\$ 36,057
RES12	Residential 1 bin every other week	937	\$ 191,112	\$ 42,782	\$ 97,903		\$ 71,387	\$ (20,960)	\$ 191,112
RES22	Residential 2 bins every other week	70	\$ 26,924	\$ 3,196	\$ 14,628		\$ 10,666	\$ (1,566)	\$ 26,924
SR12	Senior Rate 1 bin every other week	14	\$ 2,855	\$ 639	\$ 1,463		\$ 1,067	\$ (313)	\$ 2,855
* Excludes utility taxes that are added on the bill.		1,471	\$ 501,623	\$ 67,163	\$ 130,294	\$ 126,762	\$ 207,804	\$ (30,400)	\$ 501,623

Ashley:
 The senior rate is by code 50% of the corresponding residential rate. However, in

The annual revenue based on the Total Monthly Rate is estimated. The Revenue Check then compares to another method of estimating to confirm that the rates will generate the necessary revenue given the assumptions included in the model.

Please note that with any cost-of-service allocation model, a number of assumptions and data are modeled to determine the cost of service. Any differences between the assumptions made and the actual experience will result in a different cost of service. The model provides the opportunity to update and recalculate whenever the City feels the costs or services have changed.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-4

DATE: December 17, 2015

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

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



ISSUE:

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

STAFF RECOMMENDATION:

Authorize the Mayor to sign contract addendum (Attachment A) with RH2 Engineering, Inc. (RH2) to expand the scope and fee of the original contract to provide professional engineering services for Infiltration and Inflow Assistance.

SUMMARY:

The City Council authorized the Mayor to sign a contract with RH2 on October 22, 2015 to provide engineering services for Infiltration and Inflow Assistance. Since that time, the City identified additional sections of sewer line to be smoke tested and investigated with a remote controlled camera.

FISCAL IMPACT:

This additional sewer main investigation adds \$3,009 to the cost of the contract, thus increasing the contract from \$37,109 to \$40,118. The additional funding will be paid out of the 2016 Sewer Capital Budget which budgeted \$150,000 for Infiltration and Inflow related expenditures.

ALTERNATIVES:

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

RECOMMENDED ACTION:

Authorize the Mayor to sign contract addendum (Attachment A) with RH2 Engineering, Inc. (RH2) to expand the scope and fee of the original contract to provide professional engineering services for Infiltration and Inflow Assistance.

ATTACHMENTS:

Attachment A – Contract Addendum

Attachment B – Contract

**ADDENDUM NO. 1
BY AND BETWEEN
THE CITY OF SULTAN AND RH2**

THIS FIRST ADDENDUM is made by and between the City of Sultan (hereinafter referred to as “City”), a Washington Municipal corporation, and RH2 (hereinafter referred to as “Service Provider”) collectively the “Parties”.

WHEREAS, on October 30, 2015, the Parties entered into that certain Agreement for Infiltration and Inflow Improvement Assistance (“Agreement”) for an amount not to exceed \$37,109; and

WHEREAS, the contract needs to be increased to an amount not to exceed \$40,118 to provide for additional smoke testing and camera investigation requested by the City; **NOW, THEREFORE**,

IN CONSIDERATION OF the mutual promises, terms and conditions set forth in the Agreement and contained herein, the Parties hereby agree as follows:

Section 1. Amendment of Section 1 of the Agreement. Section 1 of the Agreement is hereby revised to provide in its entirety as follows:

In addition to the Description of Work described in Exhibit A, Scope of Work in the Agreement, the Service Provider shall perform work as depicted on revised Exhibit D which is attached to this addendum.

Section 2. Amendment of Section 2 of the Agreement. Section 2 of the Agreement is hereby revised to provide in its entirety as follows:

The City shall pay Service Provider at the hourly rate set forth in Exhibit C, but not more than a total of forty thousand one hundred eighteen dollars (\$40,118) for the services described in this Agreement. This is the maximum amount to be paid under this Agreement.

Section 3. Effect of Addendum. This First Addendum is in addition to the Agreement. Except as otherwise provided herein, the provisions of this First Addendum modify, but do not supersede the provisions of the Agreement. Except as otherwise provided herein, each provision of the Agreement shall continue in full force and effect as if this First Addendum did not exist. Except as otherwise provided herein, capitalized words and phrases shall have the meanings ascribed to them in the Agreement.

IN WITNESS WHEREOF, the parties have caused this Addendum to be signed and executed this 18th day of December, 2015.

CITY OF SULTAN:

By: _____
Mayor

CONTRACTOR:

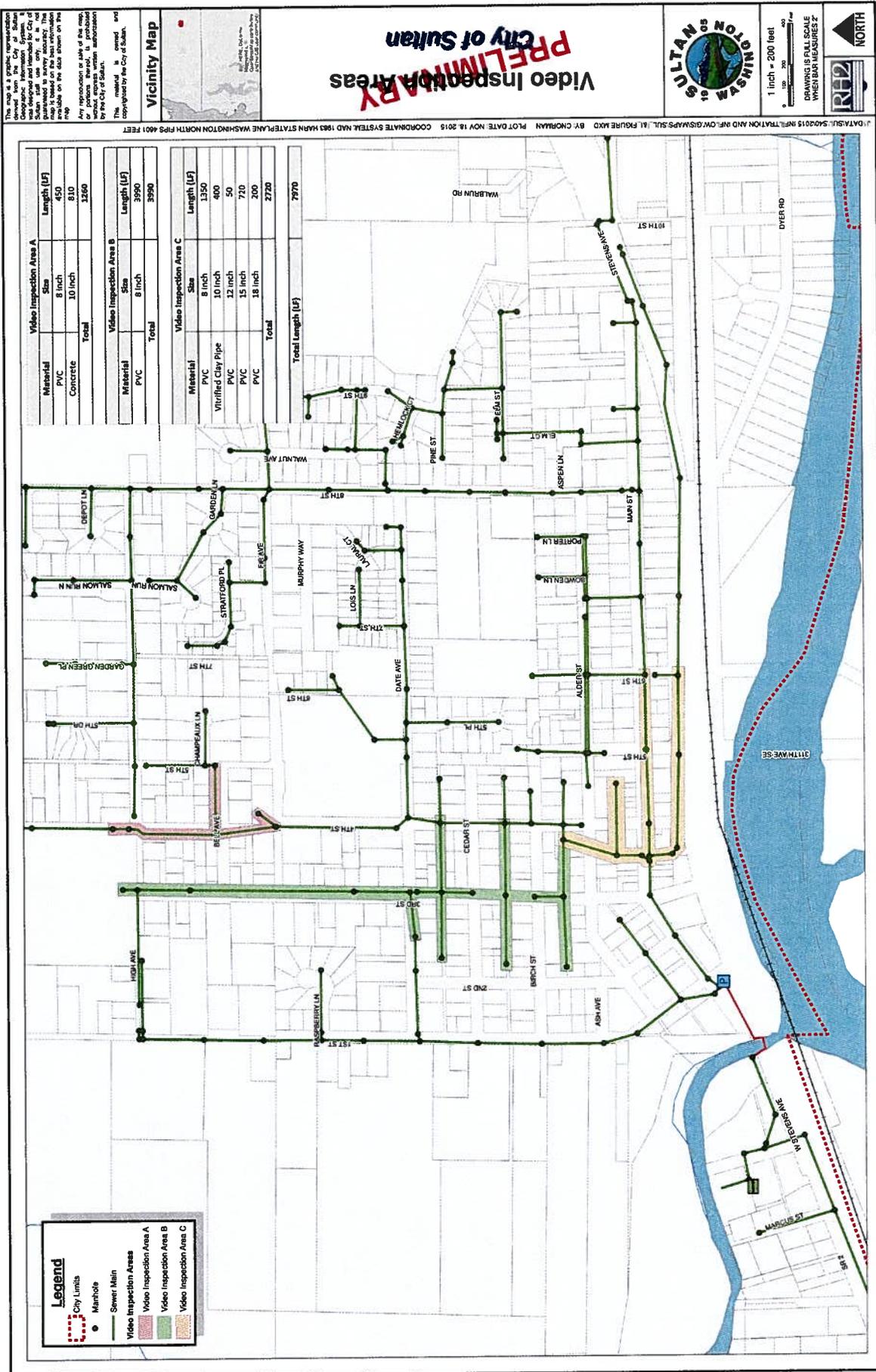
By: _____
Title: _____
Taxpayer ID #: _____

ATTEST/AUTHENTICATED:

By: _____
City Clerk

APPROVED AS TO FORM:

By: _____
Office of the City Attorney



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

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

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

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

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

TERMS

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

3. **Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. No agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.

4. **Project Name.** Infiltration and Inflow Improvement Assistance

5. **Duration of Work.** Service Provider shall complete the work described in Exhibit A on or before April 30, 2016.

6. **Termination.**
 - A. Termination Upon the City's Option. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Service Provider.

 - B. Termination for Cause. If Service Provider refuses or fails to complete the tasks described in Exhibit A, or to complete such work in a manner unsatisfactory to the City, then the City may, by written notice to Service Provider, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a written termination letter which shall be effective upon deposit in the United States mail to Service Provider's address as stated below.

 - C. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City Administrator shall make the final determination about what services have been satisfactorily performed.

7. **Nondiscrimination.** In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

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

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

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

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

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

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

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

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

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

Dated this 30th day of October, 2015

CITY OF SULTAN

By: _____
Carolyn Eslick, Mayor

SERVICE PROVIDER

By: _____
Title: _____
Taxpayer ID #: _____

CITY CONTACT

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

SERVICE PROVIDER CONTACT

Phone: _____
Fax: _____

ATTEST/AUTHENTICATED

By: _____
City Clerk

APPROVED AS TO FORM

By: _____
Office of the City Attorney

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-5

DATE: December 17, 2015

SUBJECT: WHPacific, Inc. Supplemental Agreement No. 4 for Professional Services – Sultan River Pedestrian/Bicycle Bridge Design

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

ISSUE:

The issue before the council is to authorize the Mayor to sign Supplemental Agreement Number 4 (Attachment A) with WHPacific Inc. (WHP) to extend the contract completion date from December 31, 2015 to December 31, 2016.

STAFF RECOMMENDATION:

Authorize the Mayor to sign Supplemental Agreement Number 4 with WHPacific Inc. to extend the contract completion date from December 31, 2015 to December 31, 2016.

SUMMARY:

The City is continuing to seek construction funding for the Sultan River Pedestrian/Bicycle Bridge. The design is approximately 90 percent complete, and there is additional work needed to finish. The City's contract with WHPacific is set to expire on December 31, 2015, and it is necessary to extend the contract.

FISCAL IMPACT:

Supplemental Agreement Number 4 only extends the contract duration. The fee is not impacted.

It is critically important that the contract be extended because the City cannot be reimbursed for any expenditure related to the design if the work performed occurred after the contract expiration.

ALTERNATIVES:

1. Authorize the Mayor to sign Supplemental Agreement Number 4 (Attachment A) to extend the contract duration a year from December 31, 2015 to December 31, 2016.
2. Do not authorize the Mayor to sign Supplemental Agreement Number 4 with WHPacific Inc. and direct staff to areas of concern.

RECOMMENDED ACTION:

Authorize the Mayor to sign Supplemental Agreement Number 4 with WHPacific Inc. to extend contract completion date from December 31, 2015 to December 31, 2016.

ATTACHMENTS:

Attachment A: Supplemental Agreement Number 4



Supplemental Agreement Number 4		Organization and Address WHPacific, Inc. 12100 NE 195th Street, Suite 300 Bothell, WA 98011	
Original Agreement Number 1		Phone: 425-951-4800	
Project Number HLP-0002(833)(834)		Execution Date	Completion Date 12/31/2016
Project Title Sultan River Pedestrian/Bike Bridge Design		New Maximum Amount Payable \$ 651,750.00	
Description of Work Final Design per Exhibit A-1, Scope of Work.			

The Local Agency of City of Sultan
 desires to supplement the agreement entered into with WHPacific, Inc.
 and executed on 10/26/2012 and identified as Agreement No. 1
 All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

No change

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Change completion date to 12/31/2016

III

Section V, PAYMENT, shall be amended as follows:

No change

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: Sam Richard

By: _____

Sam Richard
 Consultant Signature

 Approving Authority Signature

 Date

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-6
DATE: December 17, 2015
SUBJECT: Siren Maintenance Contract
CONTACT PERSON: Mick Matheson, P.E. Public Works Director



ISSUE:

The issue before the council is to authorize the Mayor to sign an agreement with West Shore Services, Inc. for inspection and annual maintenance for the four emergency sirens for a four year period. The agreement for services is for an amount not to exceed \$2,700 per year plus tax without prior written authorization from city council.

STAFF RECOMMENDATION:

Authorize the Mayor to sign an agreement with West Shore Services, Inc. for inspection and annual maintenance for the four emergency sirens for a four year period. The agreement for services is for an amount not to exceed \$2,700 per year plus tax without prior written authorization from city council.

SUMMARY:

The City had a maintenance contract in place with Integrated Notification Systems, LLC from Hudsonville, Michigan. The owner, Mr. Mark Tans, passed away unexpectedly last March. Since the City learned of Mr. Tans passing, we have been working to find a company to take over siren maintenance.

West Shore Services was highly recommended to fulfill this role. As part of the agreement, they have included the cost of the system investigation that they have completed to date to become familiar with the City's system, and the reprogramming needed based on the recommendations from the City's IT support person.

FISCAL IMPACT:

Snohomish County PUD provides the City of Sultan with approximately \$2,700 annually for siren maintenance.

RECOMMENDED ACTION:

Authorize the Mayor to sign an agreement with West Shore Services, Inc. for inspection and annual maintenance for the four emergency sirens for a four year period. The agreement for services is for an amount not to exceed \$2,700 per year plus tax without prior written authorization from city council.

ATTACHMENTS

Attachment A

Agreement

Attachment B

Quote



West Shore Services, Inc. Warning Systems Division

6620 Lake Michigan Drive • P.O. Box 188 • Allendale, MI • 49401
800.632.6184 • 616.895.4347 • Fax: 616.895.7158 • WWW.WESTSHORESERVICES.COM
24/7 Emergency Service Number: 616.242.6745

Agreement for Inspection and Annual Preventative Maintenance For Outdoor Warning Equipment

Initiation Date: 2016

The following is an Annual Preventative Maintenance Agreement between West Shore Services, Inc. (WSS) and **City of Sultan, WA** (customer). The agreement covers annual inspection and preventative maintenance only for the siren(s) and associated controls listed on *Appendix A*.

Appendix A

New sirens added to the customer's system will automatically be added to ~~Attachment A~~ the year following the installation, unless the customer notifies WSS otherwise.

This agreement will renew annually unless either party gives notification of intent to amend or discontinue at least 30 days prior to the annual renewal date. The following work is included under this agreement:

1. Annual inspection and testing of each remote siren site including the following:

Visual Inspection of:

- Grounding system(s) and junctions
- AC Service, Disconnect, Fuses and Breakers
- Utility Pole (Condition and Level)
- Conduits and weather seals
- Electrical connections and junctions
- AC Surge Protection
- Cabinets, Housings and Coated Surfaces

Inspect and Service:

- Grease and Transmission Fluid Levels
- Belts, Gears and Clutch Tension
- Motors and Collector Bushings
- High Current Relay(s)/Contactor(s)

Test and Adjust:

- RF Controller and Radio Communications Integrity (If so equipped)
- Antenna System
- Current Sensors (If so equipped)
- Rotation Transmission Inspection/Testing (If so equipped)

Inspect and Test on DC systems: (If so equipped)

- Transformer Rectifier
- DC Chargers, Regulator settings and Limiting Circuit(s)
- Batteries (If so equipped)

Inspect and Test

- Amplifiers
- Speaker Drivers

2. All labor, material, equipment use and travel expenses required to complete the annual inspection and preventative maintenance work.

ATTACHMENT A

- 3. Any needed repairs that are discovered during the inspection and preventative maintenance process that take less than fifteen (15) minutes and require **less** than ten dollars (\$10.00) worth of parts, will be completed at the time we are on site **at no additional charge**. Repairs that **exceed** these parameters are not covered under this agreement and an estimate to complete any additional repairs will be submitted for customer approval prior to completing the work.
- 4. A completed copy of each site inspection report will be forwarded for customer's records.
- 5. Recommendations for any additional repairs or upgrades including a cost estimate to complete the work.

Four Year Agreement Period 2016-2019

The number of Electronic sirens: **(4)** at **\$595.00 per site** annually is **\$2380.00**

The number of Control Points: **(1)** at **\$320.00 per site** annually is **\$320.00**

Total Annual Cost for this agreement is: \$ 2700.00

Payment

Payment for work completed under this agreement is due 15 days from the invoice date showing that the annual inspection and preventative maintenance work has been completed. Customer copies of the site inspection reports will be forwarded with the invoice.

For: West Shore Services, Inc.

For: Sultan WA

Printed Name:

Printed Name:

Lori Schuitema-Service Coordinator

~~Mick Matheson, P.E.~~ *Carolyn Estlick*

Signature

Signature

Lori Schuitema

Signed Dec. 9th 2015

Signed _____ 2015

Appendix A – Siren Site List
For Inspection and Annual Preventative Maintenance Agreement

Municipality: Sultan WA
Agreement Period: 2016-2019

SITE	STREET ADDRESS	LOCATION DESCRIPTION	BRAND	MODEL	MOUNT
001	230 W. Stevens Ave	City of Sultan Wastewater Treatment Plant	Federal Signal	To be confirmed at first Inspection	To be confirmed at first Inspection
002	514 4 th St	Sultan Elementary School	Federal Signal	To be confirmed at first Inspection	To be confirmed at first Inspection
003	33021 Cascade View Drive	Snohomish County Fire District 5 Property	Federal Signal	To be confirmed at first Inspection	To be confirmed at first Inspection
004	12429 Trout Farm Road	Williams Gas Pipeline Facility	Federal Signal	To be confirmed at first Inspection	To be confirmed at first Inspection



West Shore Services, Inc.

6620 Lake Michigan Dr.
 P.O. Box 188
 Allendale, MI 49401
 Phone: 616-895-4347
 Fax: 616-895-7158

ATTACHMENT B

QUOTE

Date	Quote #
12/9/2015	1392

Name / Address
SULTAN, CITY OF MICK MATHESON P.E. 319 MAIN ST SUITE 200 PO BOX 1199 SULTAN, WA 98294

Terms	Project Name
Net 30	PM of Siren System

Item	Description	Qty	Rate	Total
	Annual PM of Siren System			
PM - MOD	ANNUAL INSPECTION & PREVENTATIVE MAINTENANCE, ELECTRONIC OUTDOOR WARNING SIREN	4	595.00	2,380.00T
PM - WS	ANNUAL INSPECTION & PREVENTATIVE MAINTENANCE, SIREN SYSTEM CONTROL POINT	1	320.00	320.00
Terms	Please note: Attached Sales Agreement Terms and Conditions apply. Electrical service by others. Required permits and/or licenses are the responsibility of others. WSS is not responsible for rock drilling or differing site conditions; if discovered extra charges will apply.			0.00

Subtotal		\$2,700.00
Sales Tax (0.0%)		\$0.00
Total		\$2,700.00

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

Agenda Item #: Action A 7
Date: December 17, 2015
SUBJECT: Salary Commission
CONTACT PERSON: Laura Koenig, City Clerk/Deputy Finance Director

Issue:

The issue before the Council is the appointment of members to the Salary Commission formed under Ordinance 1215-15.

Summary:

The Council adopted Ordinance 1215-15 in April which provided for the formation of a Salary Commission and criteria for appointment. In accordance with RCW 35A.12.070, the Council can not increase its own pay unless a Salary Commission is established under RCW 35.21.015.

The Council can increase the Mayor's pay at any time with the proper budget amendments. RCW 35.21.015 provides for establishment of a salary commission which allows mid term increases to council pay.

The salary commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council. The Mayor has recommended the following individuals for appointment to the Salary Commission:

1. Ken Marshall
2. Cindy Jordan Zirke
3. Lola Nelson
4. Stephanie MacDonald
5. Sarah Davenport-Smith

The appointments will be effective January 1, 2016.

Recommendation:

Approval of the recommended appointments to the Salary Commission.

Attachments: A. Ordinance 1215-15 - Salary Commission

CITY OF SULTAN
SULTAN WASHINGTON
ORDINANCE 1215-15

AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON ESTABLISHING
A SALARY COMMISSION FOR THE CITY; ADDING A NEW CHAPTER 2.07
TO THE SULTAN MUNICIPAL CODE, PROVIDING FOR AN EFFECTIVE DATE
AND PROVIDING FOR SEVERABILITY

WHEREAS, RCW 35.21.015, authorizes the City to establish by ordinance an independent salary commission with authority to set the salary of the Mayor and members of the City Council and provides that the Commission's action fixing such salaries shall supersede any provision in a city ordinance related to fixing salaries;

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

Section 1. A new Chapter 2.07 entitled "Salary Commission" is hereby added to the Sultan Municipal Code which shall read as follows:

2.07.010 Purpose.

It is the policy of the City of Sultan to base salaries of elected officials on realistic standards so that officials may be paid according to the duties of their offices, so that citizens of the highest quality may be attracted to public service.

2.07.020 Created -Membership, appointment, compensation, term.

- A. There is created and established an independent Salary Commission.
- B. The salary commission shall review and establish the salaries of the mayor and the council members and shall exercise the powers and perform the duties set forth by RCW 35.21.015, as now existing or hereafter amended.
- C. The salary commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
- D. A member of the Commission shall serve for a three year term without compensation, and shall be a US citizen and a resident of the City for at least one year preceding the appointment. The initial members shall be appointed for staggered terms of one, two or three years.
- E. No member of the Commission shall be appointed to more than two terms.

- F. A member of the Commission shall not be an officer, official, or employee of the City or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.
- G. No member of the board shall be involved in litigation against the city during their term of appointment.

2.07.030 Vacancies.

In the event of a vacancy in office of commissioner, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term of the expired position.

2.07.040 Removal.

A member of the Commission may be removed from office by the Mayor, with the approval of the City Council only for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of eligibility. The unexcused absence of any member of the Commission from two (2) consecutive meetings of the Commission shall constitute relinquishment of that person's membership on the Commission.

2.07.050 Duties

- A. The Commission shall meet every two years during the month of August. The members of the Commission shall elect a chair from among the members. The Commission shall set a schedule of salaries by an affirmative vote of the majority of the Commission. Three members present at any meeting shall constitute a quorum.
- B. The Commission shall study the relationship of salaries to the duties of the elected officials and shall set the salaries for the respective position. If after such review the Commission determines that the salary paid to an elected City official should be increased or decreased, the Commission shall file the Commission's written salary schedule with the City Clerk.
- C. Any increase or decrease in salary established by the Commission shall become effective and incorporated into the city budget thirty (30) days after the filing thereof, following Commission review without further action of the City Council or the Commission except as provided in section 2.07.060
- D. Salary increases established by the Commission shall be effective as to all city elected officials, regardless of their terms of office.
- E. Salary decreases established by the Commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent

term of office.

F. Staff support shall be provided to the Commission as needed by the Commission.

2.07.060 Referendum

Any salary increase or decrease established by the Commission pursuant to this chapter shall be subject to referendum petition by the voters of the City, in the same manner as a City ordinance, upon filing of a referendum petition with the City Clerk within thirty days after filing of a salary schedule by the Commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the City at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. By adoption of this provision it shall not be the intent to adopt the powers of Referendum generally.

2.07.070 Meetings to be open.

All meetings, actions, hearings and business of the Salary Commission shall be undertaken in compliance with the Open Public Meetings Act, Chapter 42.30 RCW as if the Commission was a "governing body" as defined in that Act; provided, that notice of all meetings of the Commission shall be issued pursuant to RCW 42.30.080.

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 9th DAY OF APRIL, 2015.

CITY OF SULTAN
Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Danielle Evans, City Attorney