

**CITY OF SULTAN  
COUNCIL MEETING – COMMUNITY CENTER  
December 19, 2013**

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

**CHANGES/ADDITIONS TO THE AGENDA**

**PRESENTATIONS**

- 1) Council Recognition
- 2) Volunteer Spotlight – Veterans Day Committee

**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) Animal Control
- 2) Police Report
- 3) Public Works/Public Works Field Supervisor

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

- 1) Approval of the December 12, 2013 Council Meeting Minutes
- 2) Approval of the December 12, 2013 Timber Ridge Moratorium Public Hearing Minutes
- 3) Approval of the December 12, 2013 2013 Budget Amendment Public Hearing Minutes
- 4) Approval of Vouchers
- 5) Set Sub Committee meeting for December 30, 2013 to Review Vouchers

**ACTION ITEMS:**

- 1) Ordinance 1186-13 2013 Budget Amendments
- 2) Representatives for Multi-Agency Boards
- 3) Sultan Basin Road Overlay Project – Final Acceptance

**DISCUSSION: Time Permitting**

- 1) Garbage Rates

**PUBLIC COMMENT ON AGENDA ITEMS ONLY**

**COUNCILMEMBER RESPONSE TO PUBLIC COMMENT ON AGENDA ITEMS**

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

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

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM NO:** P-2  
**DATE:** December 19, 2013  
**SUBJECT:** Volunteer Spotlight – Veteran’s Day Volunteers  
**CONTACT PERSON:** Donna Murphy, Volunteer Coordinator



**ISSUE:**

To recognize the many community volunteers who planned and organized the First and Second Annual Veteran’s Day Ceremonies.

**SUMMARY:**

In September, 2012, Sultan resident Amie Beisel approached Mayor Carolyn Eslick and asked if the City would “do something” for the veterans on Veteran’s Day. Mayor Eslick agreed and began inviting community members to join the committee to plan the Veteran’s Day Ceremonies. The day was a huge success and all agreed to make it an annual event.



In August, 2013 at Ms. Beisel’s nudging, Mayor Eslick called the committee together again and they began planning the 2<sup>nd</sup> Annual Veteran’s Day Ceremony.

Everyone took on the duties they had the year before, and then some. The ceremonies included:

- Presentation of Colors by the Friends of Sultan Boy Scouts Troup 52
- National Anthem sung by Sultan resident, Paula Thomas
- Mayor Eslick’s Welcoming Message
- United States Flag that flew over the Nation’s Capitol presented by Congresswoman Suzan DelBene
- The History of the All Veteran’s Wall told by former Mayor, C.H. Rowe
- The Principle Speaker was Robert Reese, Brigadier General, U.S. Army (Retired)
- Recognition of Sky Valley Veterans by SFC Dave Sivewright, Hwy 2 Freedomrunner
- Bagpipes were played by Sgt. Brian Johnston, Monroe Police Department

- The Closing Prayer was given by Pastor Steve Boek, First Baptist Church of Sultan
- TAPS was played by Jason Baurss

A reception was held in the City Hall Foyer following the ceremonies to enjoy cup cakes, soft drinks and memorabilia.

There were approximately 20 volunteer community members who met at City Hall planning and organizing the event and approximately 106 hours were volunteered.

In 2014, Mayor Eslick is happy to turn over the baton of Chairmanship to Dave Sivewright, the Highway 2 Freedomrunner.



**SULTAN CITY COUNCIL  
AGENDA COVER SHEET**

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**ITEM NO:** SR-1  
**DATE:** December 19, 2013  
**SUBJECT:** Community Service Officer  
**CONTACT PERSON:** Victoria Forte', Community Service Officer  
Robert Martin, Community Development Director

**ISSUE:**  
Transmitting report from Victoria Forte, Community Services Officer

**STAFF RECOMMENDATION:**  
Receive report, no action required.

**BACKGROUND:**  
Current update on Animal Control Program

**Attachment A:** Community Service Officer Work Log

	Sent to rescue	Euthanized	Dog at Large/ leash law violation	Barking Dog/Crowing Rooster Complaints	Dead on arrival (DOA) Domestic and Wildlife Animals Abandoned	Aggressive Animal Complaints	Bite Dogs/Cats	Cruelty/Neglect Investigation Complaints	Cat Complaints and/or Calls	Other
January	0	0	10	4	0	0	0	0	1	0
February	0	0	6	1	0	0	0	0	5	1
March	0	0	9	4	0	0	4	0	0	4
April	0	0	9	8	0	0	6	1	1	3
May	1	0	15	1	2	0	3	0	2	1
June	7	0	25	2	1	0	7	1	0	5
July	1	0	18	2	0	0	7	0	1	7
August	1	0	17	4	0	0	6	1	2	2
September	0	1	4	1	1	0	1	0	2	0
October	0	0	8	2	0	0	3	0	3	0
November	0	0	13	3	0	2	0	0	3	0
December (10/2020)	2	0	3	0	0	0	0	0	1	1
<b>Yearly Totals</b>										



*Sheriff Ty Trenary*

*City of Sultan  
In Partnership With  
Snohomish County  
Sheriff's Office*



*Mayor Carolyn Eslick*

*Notable Events of November 2013*

The month of October saw a spike in vehicle prowl and vehicle theft activity. This spike was thought to be the result of one or maybe two individuals taking advantage of the longer hours of darkness and cold weather. We focused our efforts on known subjects who may be responsible. Deputies in the Sultan region were encouraged to make contacts and work our sources with increased intensity.

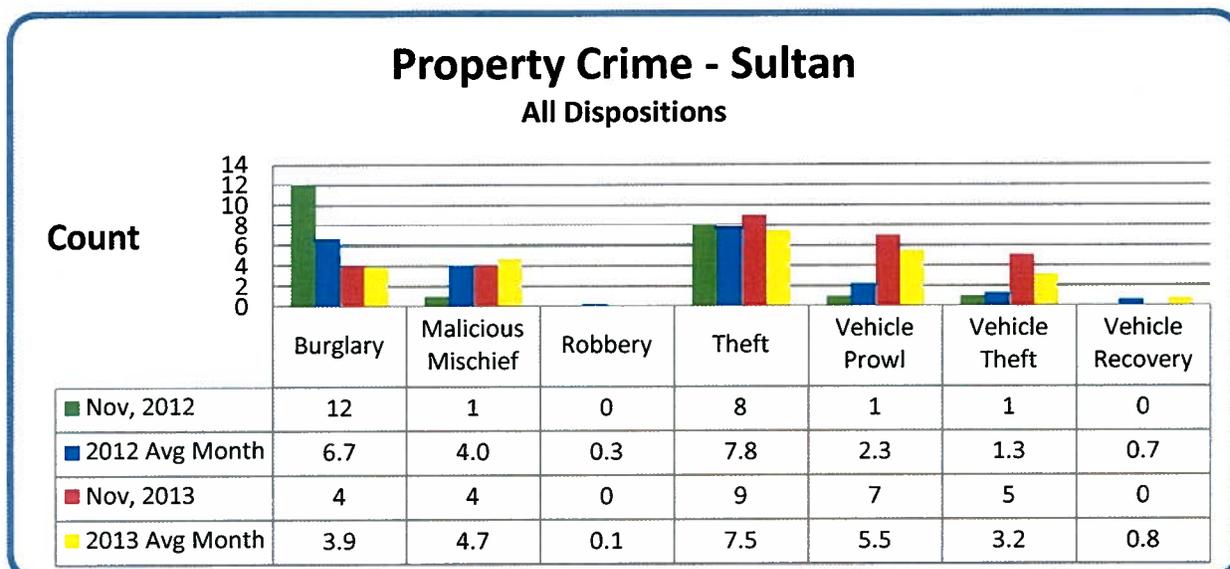
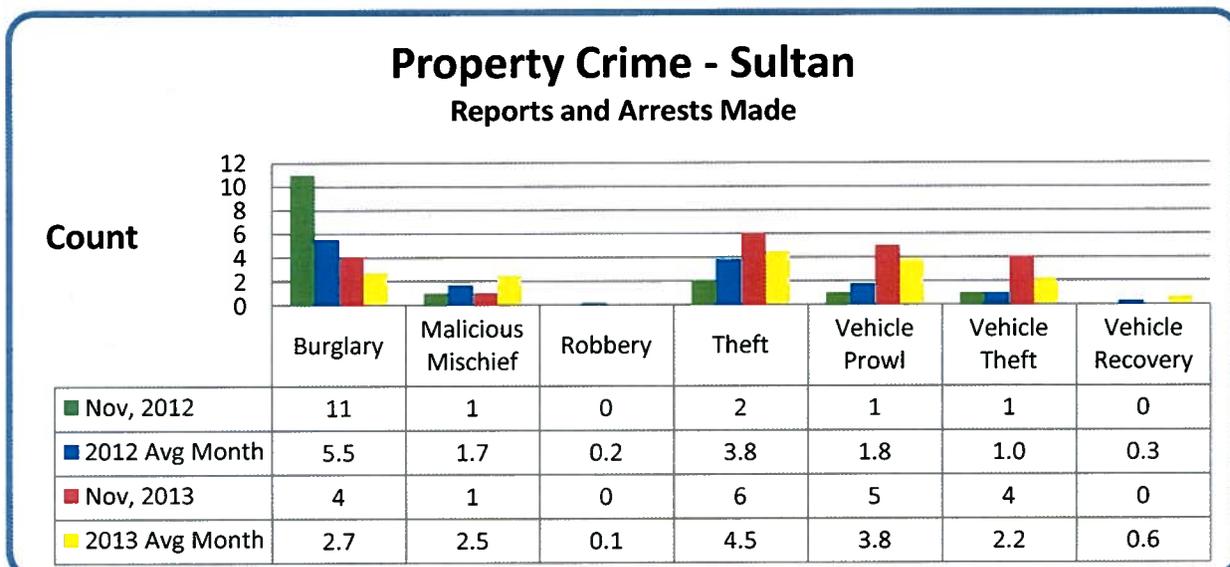
Several neighborhood meetings were held regarding block watch. I spoke several times to groups about making it harder for anyone looking to take property from another. The results of this increased awareness and our deputies intensity on known subjects was several arrests and increased patrols. In November; the number of vehicles thefts dropped by several but the number of vehicle prowls was reduced significantly. The numbers of simple thefts reported went up by several which means there is still work to be done.

The Veteran's Day celebration was largely attended by the public and was attended by several members of the Sheriff's Office Deputies who serve in Sultan.

Also in November we've been assigned a Sheriff's Office motor unit to assist with the numerous traffic complaints we receive in our region. You may see a motorcycle officer in your neighborhood!

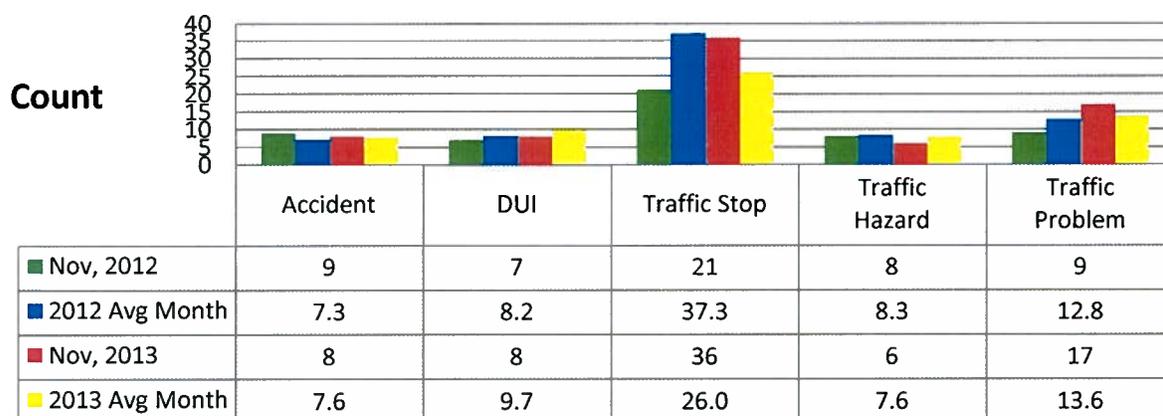
**"Community First, Pubic Safety Always"**

The following charts and table compare calls for service in the reporting month to the same month in the previous year and provide a monthly average (Typical Month) in each category. Data displayed is for all dispatch groups provided service by the Sultan (PP) Police agency.



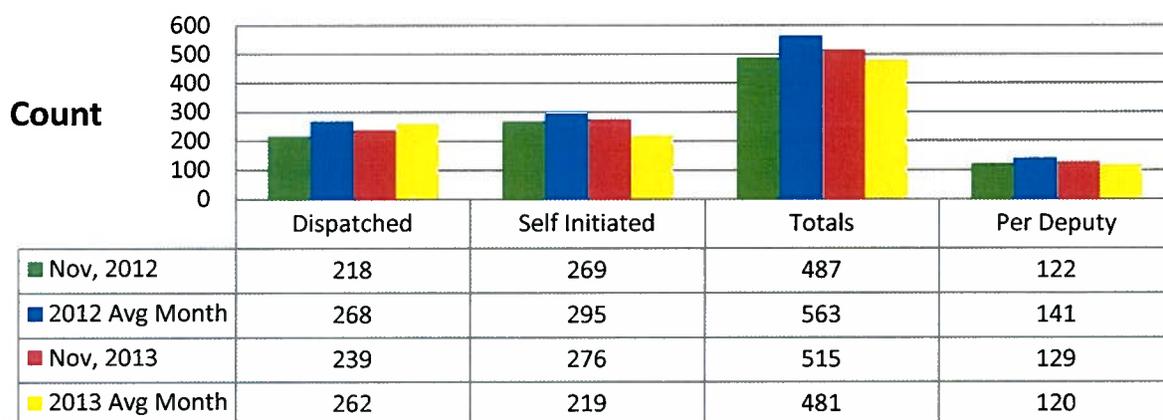
## Traffic Calls - Sultan

### All Dispositions



## Calls By Source - Sultan

### All Dispositions



Notes: SNOPAC + Citizen:

Self Generated:

Per Deputy:

SNOPAC or Citizen generated – dispatched calls for service

Calls initiated by deputies

Total divided by number of assigned personnel (4 deputies)

## Comparison of All Calls For Service

Event	Nov, 2012	2012 Total	2012 Avg Month	Nov, 2013	2013 Total	2013 Avg Month
ANI ALI Hang up/Open line	19	228	19.0	14	263	23.9
Abandoned Vehicle	5	44	3.7	8	32	2.9
Animal Control	4	92	7.7	6	88	8.0
Accident, Non priority	8	74	6.2	6	73	6.6
Accident, Priority	1	13	1.1	2	11	1.0
Administrative, Available	0	0	0.0	0	2	0.2
Administrative, Unavailable	0	7	0.6	1	10	0.9
Assist, Fire	4	50	4.2	1	49	4.5

Assist, Law Enforcement	13	97	8.1	12	103	9.4
Alarm, Non priority	9	97	8.1	4	60	5.5
Alarm ,Holdup	0	3	0.3	0	0	0.0
Alarm, Priority	0	5	0.4	2	8	0.7
Area Check	0	22	1.8	0	8	0.7
Arson	0	0	0.0	0	2	0.2
Assault, Non Priority	3	39	3.3	1	24	2.2
Assault, Priority	1	33	2.8	1	25	2.3
Assault, Weapon Involved	0	9	0.8	0	5	0.5
Attempt to Contact	0	0	0.0	0	2	0.2
Attempt to Locate	0	0	0.0	0	2	0.2
Fireworks	0	28	2.3	0	20	1.8
Bar Check	1	31	2.6	0	5	0.5
Burglary, Non priority	10	70	5.8	3	35	3.2
Burglary, Priority	2	10	0.8	1	8	0.7
Camping Violation	0	1	0.1	0	1	0.1
Crimes Against Children	5	31	2.6	0	16	1.5
Crimes Against Children, Pri	0	4	0.3	0	2	0.2
Civil Problem	3	98	8.2	7	79	7.2
CPS Referral	0	10	0.8	1	11	1.0
Death Investigation	0	4	0.3	0	1	0.1
Detail	0	1	0.1	0	0	0.0
Disturbance	13	192	16.0	12	154	14.0
Disturbance, Vehicle	0	6	0.5	1	7	0.6
DUI/DUI Emphasis	7	98	8.2	8	107	9.7
Domestic Violence, Priority	2	39	3.3	2	23	2.1
Domestic Violence, Weapon	0	3	0.3	1	1	0.1
Escort, Police	0	2	0.2	0	0	0.0
Family Problem	2	31	2.6	3	29	2.6
Follow up	59	791	65.9	53	546	49.6
Foot Patrol	2	22	1.8	1	28	2.5
Fraud/Checks/Bunco	1	20	1.7	1	24	2.2
Harassment	2	69	5.8	3	54	4.9
Impound (Vehicle)	0	2	0.2	0	2	0.2
Information/Advised	41	408	34.0	26	365	33.2
Juvenile Problem	3	72	6.0	1	40	3.6
Level 2 Operations, Limited	0	7	0.6	0	16	1.5
Mail In Complaint	1	6	0.5	1	5	0.5
Malicious Mischief, Non Priority	1	39	3.3	1	36	3.3
Malicious Mischief, Priority	0	9	0.8	3	16	1.5
Mental Commitment, Involuntary	0	2	0.2	1	3	0.3
Assist, Non Law	0	17	1.4	0	7	0.6
Noise Problem	0	66	5.5	2	56	5.1
Neighborhood Oriented Policing	7	85	7.1	12	51	4.6

Nuisance/Unwanted Guest	3	40	3.3	5	40	3.6
Assist, Public	5	110	9.2	9	105	9.5
Alarm, Panic	0	5	0.4	0	5	0.5
Paper Service (Court)	5	23	1.9	6	40	3.6
Party Complaint	0	13	1.1	0	5	0.5
Person, Missing/Runaway	4	34	2.8	1	25	2.3
Person, Missing Priority	0	2	0.2	0	8	0.7
Miscellaneous, Police	1	9	0.8	0	2	0.2
Property, Lost/Found/Recovered	1	48	4.0	4	44	4.0
Radar Emphasis	2	60	5.0	1	28	2.5
Robbery, Non Priority	0	0	0.0	0	1	0.1
Robbery, Bank	0	1	0.1	0	0	0.0
Robbery, Priority	0	2	0.2	0	0	0.0
Community Transit Detail	0	0	0.0	0	1	0.1
Registered Sex Offender, Routine Check	0	50	4.2	5	38	3.5
School Visit	0	0	0.0	14	58	5.3
Security Check	59	995	82.9	24	319	29.0
Shots Fired	2	15	1.3	1	13	1.2
Shots Fired, Priority	0	0	0.0	0	4	0.4
Special Operations	0	1	0.1	0	3	0.3
Subject Pursuit	0	0	0.0	0	1	0.1
School Resource Officer	34	301	25.1	45	403	36.6
Subject Stop	10	122	10.2	9	80	7.3
Stake Out	3	24	2.0	10	22	2.0
Substance Abuse	6	118	9.8	10	90	8.2
Suicide/Attempt	1	12	1.0	2	19	1.7
Suicide/Attempt, Priority	0	5	0.4	2	6	0.5
Suicide/Attempt, Weapon	1	4	0.3	1	1	0.1
Suspicious, Non Priority	42	481	40.1	52	424	38.5
Suspicious, Priority	6	112	9.3	5	79	7.2
Search Warrant	0	1	0.1	1	2	0.2
Traffic Stop	21	447	37.3	36	286	26.0
Traffic Control	0	2	0.2	0	0	0.0
Traffic Hazard	8	100	8.3	6	84	7.6
Theft, Non Priority	7	81	6.8	8	75	6.8
Theft, Priority	1	13	1.1	1	8	0.7
Training	6	34	2.8	8	38	3.5
Trespass, Report	1	20	1.7	4	15	1.4
Trespass, Priority	2	19	1.6	0	16	1.5
Traffic Problem	9	153	12.8	17	150	13.6
Vehicle Recovery	0	8	0.7	0	9	0.8
Vehicle Theft	1	14	1.2	5	34	3.1
Vehicle Theft, Priority	0	2	0.2	0	1	0.1

Violation Court Order	2	10	0.8	1	9	0.8
Violation Court Order, Priority	1	9	0.8	0	3	0.3
Vehicle Prowl	1	27	2.3	7	61	5.5
Warrant	11	107	8.9	7	81	7.4
Welfare Check	2	38	3.2	6	43	3.9
Totals	487	6759	563	515	5294	481

Report presented by Sultan Chief of Police Lt. Monte Beaton  
Table and charts compiled by Volunteer Ray Coleman

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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ITEM NO: SR – 3  
DATE: December 19, 2013  
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
- 2013 Fire Hydrant Exercising Program
- 2013 Water Meter Replacement Program
- 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, fire hydrant exercising program, water meter replacement program 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.

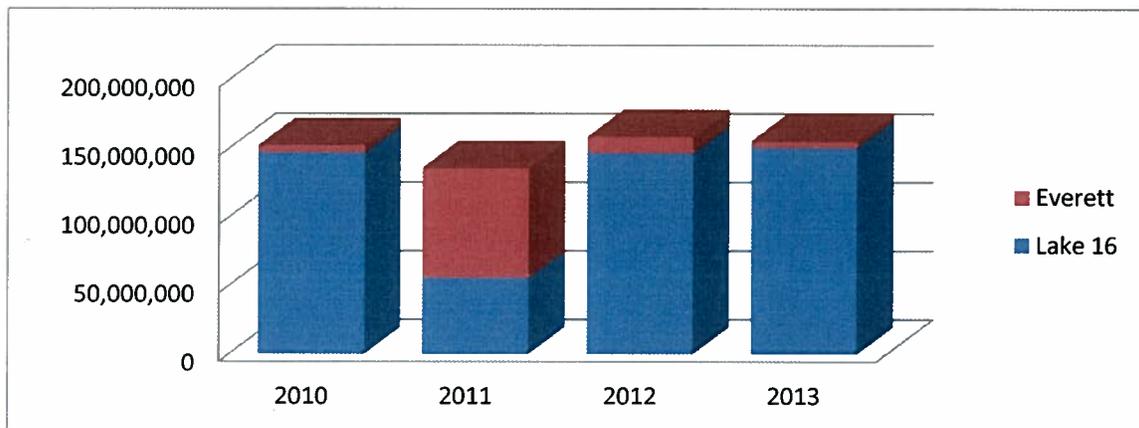
**ATTACHMENTS:**

Attachment A-1 Lake 16 vs. City of Everett Water Supply Comparison  
Attachment A-2 Lake 16 Production for 2013  
Attachment A-3 City of Sultan Water Plant Production Past 6 Years  
Attachment A-4 Yearly Totals to Distribution System  
Attachment A-5 2013 Fire Hydrant Exercising Program  
Attachment A-6 2013 Water Meter Replacement Schedule  
Attachment A-7 Everett Meter Readings for 2013  
Attachment A-8 City of Sultan Wastewater Treatment Plant Operational Report  
Attachment A-9 Garbage Report  
Attachment A-10 Recycling Report  
Attachment A-11 Cemetery Report  
Attachment A-12 Field Supervisor Report

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

Yearly Totals for Lake 16 and Everett Productions

	2010	2011	2012	2013
Lake 16	146,834,350	55,707,050	146,762,070	150,903,000
Everett	5,542,680	80,360,632	11,943,316	4,905,384
Total Gallons	152,377,030	136,067,682	158,705,386	155,808,384
% Everett	4%	59%	8%	3%



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
Jan-13	285.7	12,695,000	855,000	1,200,500	368,000	10,271,500	122	1.4	1,392	1,341	93.0
Feb-13	240.0	10,821,000	540,000	939,900	562,500	8,778,600	98	1.2	1,207	1,095	70.0
Mar-13	277.0	12,453,000	621,000	1,131,200	405,000	10,295,800	113.3	1.4	1,394	1,334	73.0
Apr-13	274.0	12,330,000	612,000	1,571,000	371,250	9,775,750	113	1.5	1,492	1,023	85.0
May-13	310.9	14,516,000	748,800	1,290,010	768,000	11,709,190	128.7	1.7	1,761	1,153	96.0
Jun-13	290.0	13,654,000	700,800	1,138,800	708,000	11,106,400	129.8	1.8	1,554	1,087	83.0
Jul-13	380.8	18,270,000	855,000	1,486,900	720,000	15,208,100	157	2.8	1,088	1,253	111.0
Aug-13	342.8	16,369,000	769,000	1,364,000	648,000	15,005,000	154	2.4	1,162	1,660	103.0
Sep-13	308.4	13,820,000	739,200	1,203,800	641,250	11,235,750	146.2	2.3	1,776.00	2,145	79.0
Oct-13	289.1	12,901,000	691,200	1,207,900	652,500	10,349,400	147	1.8	1,828	1,400	85.0
Nov-13	294.6	13,074,000	710,400	1,303,800	663,750	10,396,050	156	1.7	1,956	1,305	84.0
Dec-13						0					
<b>TOTALS</b>	<b>3,293.3</b>	<b>150,903,000</b>	<b>7,842,400</b>	<b>13,837,810</b>	<b>6,508,250</b>	<b>124,131,540</b>	<b>1,465</b>	<b>20.0</b>	<b>16,610</b>	<b>14,796</b>	<b>962.0</b>
<b>AVERAGE</b>	<b>299.4</b>	<b>13,718,455</b>	<b>712,945</b>	<b>1,257,983</b>	<b>591,659</b>		<b>133</b>	<b>1.8</b>	<b>1,510</b>	<b>1,345</b>	<b>87.5</b>

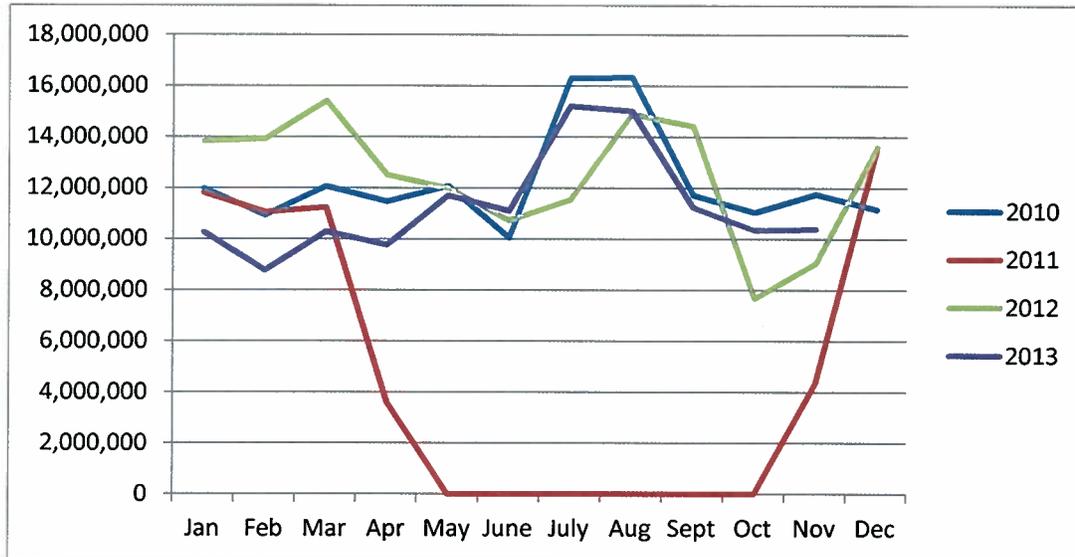
FLOW/FLUSHES/BACKWASH/FILTER TO WASTE/ TOTAL TO TOWN NUMBERS ARE ALL IN GALLONS



### YEARLY TOTALS TO DISTRIBUTION SYSTEM

	2010	2011	2012	2013
Jan	11,986,600	11,816,800	13,837,500	10,271,500
Feb	10,940,800	11,059,100	13,917,500	8,778,600
Mar	12,070,300	11,246,150	15,413,700	10,295,800
Apr	11,473,900	3,636,500	12,509,700	9,775,750
May	12,080,100	0	11,994,500	11,709,190
June	10,055,300	0	10,721,850	11,106,400
July	16,291,400	0	11,536,100	15,208,100
Aug	16,332,850	0	14,897,550	15,005,000
Sept	11,716,200	0	14,403,400	11,235,750
Oct	11,049,000	0	7,669,000	10,349,400
Nov	11,755,700	4,359,500	9,048,000	10,396,050
Dec	11,159,200	13,589,000	13,589,000	
<b>TOTAL</b>	<b>146,911,350</b>	<b>55,707,050</b>	<b>149,537,800</b>	<b>124,131,540</b>
<b>AVG</b>	<b>12,242,613</b>	<b>4,642,254</b>	<b>12,461,483</b>	<b>11,284,685</b>

ALL NUMBERS ARE IN GALLONS



## 2013 FIRE HYDRANT EXERCISING SCHEDULE

Month-Year	Actual # of FH's Exercised	Program Goal	Remaining FH's at Month End
			257
Mar-13	42	24	215
Apr-13	32	40	183
May-13	35	40	148
Jun-13	64	40	84
Jul-13	33	40	51
Aug-13	19	40	32
Sep-13	17	9	15
Oct-13	10	0	5
Nov-13	0	0	5
Dec-13		0	
TOTAL		233	

## 2013 WATER METER EXCHANGE SCHEDULE

Month-Year	Actual # Meters Changed	Program Goal	Remaining Meters at Month End
Jan-13	0		613
Feb-13	68	56	545
Mar-13	51	56	494
Apr-13	32	56	462
May-13	34	56	428
Jun-13	0	56	428
Jul-13	40	56	388
Aug-13	26	56	362
Sep-13	1	56	361
Oct-13	0	55	361
Nov-13	0	55	0
Dec-13		55	
TOTAL		613	

# Everett Meter Readings for 2013

DATE	PREVIOUS READING	CURRENT READING	TOTAL CUBIC FEET	TOTAL GALLONS	AVERAGE PER DAY
1/7/2013	154,717	155,268	55,100	412,148	13,295
2/5/2013	155,268	155,674	40,600	303,688	9,796
3/1/2013	155,674	156,112	43,800	327,624	11,701
4/4/2013	156,112	156,847	73,500	549,780	17,735
5/6/2013	156,847	157,560	71,300	533,324	17,777
6/3/2013	157,560	158,136	57,600	430,848	13,898
7/8/2013	158,136	159,972	183,600	1,373,328	45,778
8/5/2013	159,972	161,090	111,800	836,264	26,976
9/19/2013	161,090	161,275	18,500	138,380	4,464
10/4/2013	161,275	161,275	0	0	0
11/5/2013	161,275	161,275	0	0	0
12/2/2013	161,275	161,275	0	0	0
<b>TOTALS</b>			<b>655,800</b>	<b>4,905,384</b>	<b>161,421</b>

**CITY OF SULTAN**  
Wastewater Treatment Plant  
Operational Report  
2012 - 2013

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				
Jan-12	10,965	0.353	0.650	0.262	6.5	6.9	97.2	96.0	96,723	24.72
Feb-12	11,468	0.395	1.511	0.249	6.3	6.8	97.2	95.2	122,915	48.16
Mar-12	11,161	0.36	0.586	0.251	6.5	6.8	96.5	95.2	119,228	35.87
Apr-12	9,143	0.305	0.413	0.238	6.2	6.7	97.5	96.4	104,348	21.98
May-12	10,191	0.329	0.510	0.275	6.5	6.5	98.3	97.6	106,900	33.02
Jun-12	9,818	0.327	0.393	0.281	6.3	6.8	98.2	97.4	87,077	22.48
Jul-12	8,118	0.262	0.326	0.22	6.3	6.8	98.7	98.0	107,479	28.47
Aug-12	6,615	0.213	0.233	0.189	6.3	6.8	98.5	96.6	80,222	18.68
Sep-12	6,235	0.208	0.235	0.168	6.2	6.9	98.8	97.6	62,517	20.98
Oct-12	8,461	0.273	0.497	0.203	6.4	6.8	98.3	97.3	68,736	20.88
Nov-12	11,936	0.398	0.861	0.297	6.3	6.5	98.4	97.2	105,762	23.18
Dec-12	13,499	0.435	0.778	0.290	6.1	6.4	96.1	91.5	67,761	23.03

Jan-13	12,675	0.409	1.093	0.237	6.1	6.6	95.0	92.4	83,787	34.82
Feb-13	8,804	0.314	0.395	0.260	6.3	6.7	96.0	93.1	72,960	35.17
Mar-13	10,701	0.345	0.485	0.27	6.2	6.5	96.6	95.5	64,315	23.23
Apr-13	11,602	0.367	0.628	0.217	6.3	6.4	97.6	97.7	58,980	23.98
May-13	9,415	0.304	0.377	0.259	6.2	6.5	98.2	98.0	79,250	35.77
Jun-13	7,892	0.263	0.341	0.234	6.2	6.5	98.5	98.4	82,452	23.23
Jul-13	6,815	0.220	0.245	0.195	6.3	6.7	98.9	98.9	99,922	18.08
Aug-13	6,484	0.209	0.278	0.189	6.4	6.7	98.8	98.5	88,730	35.58
Sep-13	7,342	0.245	0.415	0.204	6.5	6.8	98.7	99.1	72,494	24.48
Oct-13	8,320	0.268	0.397	0.226	6.3	6.7	98.4	98.5	73,875	36.92
Nov-13	10,252	0.342	0.484	0.235	6.3	6.6	97.4	97.5	61,570	25.58
Dec-13										

## 2013 GARBAGE REPORT

	2012 TONS	2012 COST	2013 TONS	2013 COST
January	130.73	\$13,732.00	141.21	\$14,830.00
February	132.41	\$13,911.00	130.45	\$13,702.00
March	160.53	\$16,861.00	140.42	\$14,750.00
April	146.87	\$15,431.00	148.68	\$15,613.00
May	144.69	\$15,202.00	153.33	\$16,103.00
June	146.97	\$15,441.00	124.58	\$13,083.00
July	144.48	\$15,181.00	126.67	\$13,301.00
August	150.09	\$15,770.00	152.30	\$15,537.00
September	167.22	\$17,567.00	147.71	\$15,512.00
October	146.92	\$15,429.00	138.09	\$14,503.00
November	174.61	\$18,337.00	130.16	\$13,671.00
December	145.76	\$15,308.00		
<b>TOTALS</b>	<b>1,791.28</b>	<b>\$188,170.00</b>	<b>1,533.60</b>	<b>160,605.00</b>



**City of Sultan  
Tonnage**

<u>Sector</u>	<u>Commodity</u>	<u>Jan-13</u>	<u>Feb-13</u>	<u>Mar-13</u>	<u>Apr-13</u>	<u>May-13</u>	<u>Jun-13</u>	<u>Jul-13</u>	<u>Aug-13</u>	<u>Sep-13</u>	<u>Oct-13</u>	<u>Nov-13</u>	<u>Dec-13</u>	<u>Total</u>
Commercial	Recycle	2.69	2.89	2.55	3.26	3.20	2.79	2.37	4.33	4.42	4.35	4.32	-	37.17
Multifamily	Recycle	2.68	2.30	2.56	3.26	2.43	2.64	2.87	2.48	2.37	2.75	2.63	-	28.97
Residential	Recycle	35.50	32.27	34.51	43.15	33.25	36.82	42.01	31.93	38.96	34.93	34.94	-	398.27
	<b>Total Recycle</b>	<b>40.87</b>	<b>37.46</b>	<b>39.62</b>	<b>49.67</b>	<b>38.88</b>	<b>42.25</b>	<b>47.25</b>	<b>38.74</b>	<b>45.75</b>	<b>42.03</b>	<b>41.89</b>	-	<b>464.41</b>
Commercial	Yardwaste	0.12	0.21	0.47	0.50	0.47	0.57	0.47	0.19	0.42	0.30	0.30	-	4.02
Multifamily	Yardwaste	1.74	3.01	6.82	5.95	11.58	12.19	6.35	2.76	5.96	4.23	4.29	-	64.88
Residential	Yardwaste	8.88	15.36	34.76	37.91	35.45	42.85	35.17	15.13	32.64	23.16	23.52	-	304.83
	<b>Total Yardwaste</b>	<b>10.74</b>	<b>18.58</b>	<b>42.05</b>	<b>44.36</b>	<b>47.50</b>	<b>55.61</b>	<b>41.99</b>	<b>18.08</b>	<b>39.02</b>	<b>27.69</b>	<b>28.11</b>	-	<b>373.73</b>

CEMETERY REPORT  
BURIALS

**103 Cemetery Operating Fund**

Description	2013 BUDGET	2013 ACTUAL
<b>Revenue</b>		
Beginning Balance	0	1,924
Cemetery Fees	25,000	29,658
Investment Interest	0	0
Total Resources	<u>25,000</u>	<u>31,582</u>
<b>Expenditures</b>		
Total Expenditures	<u>738</u>	<u>30,802</u>
Ending Fund Balance	266	780

Burials	YTD 2013
Ash	6
Full	7

## SULTAN CITY COUNCIL

### AGENDA ITEM

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**DATE:** December 19, 2013  
**SUBJECT:** Public Works Projects-Update  
**CONTACT PERSON:** Connie Dunn, Public Works Field Supervisor

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#### **ISSUE:**

The Public Works projects list and status report.

#### **SUMMARY:**

##### WASTEWATER TREATMENT:

The Staff at the Wastewater Treatment Plant worked with Mick Matheson and RH2 Engineering to purchase and install the larger size impellers in the lift station submersible pumps. The impellers were purchased in October and installed the week of December 9<sup>th</sup>.

##### STREETS:

Still no word on who vandalized the US 2 / Rice Road Roundabout and damaged the "Welcome to Sultan" monument. Quiring Monument Inc. has been requested to upright the "Welcome to Sultan" monument. It is scheduled for repair the week of December 16<sup>th</sup>.

##### PARKS:

December 7<sup>th</sup> was the Christmas Tree lighting. The celebration was a great success. ***Thank you Ken Marshall!***

The installation of the Opsrey Park electrical repair went to bid on December 12<sup>th</sup> and will be brought before Council in January 2014 for award and approval of the contract.

##### WATER SYSTEM:

On December 8<sup>th</sup>, the plant air compressor burned up. The water treatment plant cannot run without air, therefore, the city was on Everett Water from Monday AM to Wednesday PM. The staff worked on the electrical issue with a licensed contractor to place the old spare compressor in service until the new 10 Hp air compressor and tank arrived at the water plant. This was an emergency expenditure with an estimated cost of \$4,500.

The Startup Water District temporary mutual agreement is signed. The Water District Commissioner's relayed at the monthly meeting they are happy with the service they are receiving from the City of Sultan.

Thank you,  
Connie Dunn

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 1  
DATE: December 19, 2013  
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director 

**SUMMARY:**

Attached are the minutes of the December 12, 2013 regular Council meeting as on file in the office of the City Clerk.

**RECOMMENDED ACTION:**

Approve as submitted

**CITY OF SULTAN COUNCIL MEETING – December 12, 2013**

Mayor Eslick called the regular meeting of the Sultan City Council to order in the Sultan Community Center. Councilmembers present: Slawson, George, Neigel, Davenport-Smith, Blair, Beeler and McCarty (after Oath of Office was taken).

**Executive Session:** On a motion by Councilmember Blair, seconded by Councilmember Davenport-Smith, the Council adjourned to executive session at 6:30 PM to discussion pending and potential litigation. All ayes. The Council returned to regular session at 7 PM.

**PRESENTATIONS:**

**Oath of Office – New Councilmember:** Bob McCarty received the Oath of Office for Council Position 1.

Bob McCarty: Advised he attended the AWC class for newly elected officials and has also received information from the city. The class was interesting and he found other cities have the same financial problems. He worked for the Liquor Board, they had distribution of taxes shared by the city, and there is talk of sharing other revenues.

**COMMENTS FROM THE PUBLIC:**

Carl Brida: Welcomed Mr. McCarty to the Council. He will be a good councilmember.

**COUNCILMEMBER COMMENTS**

Slawson: Has been attending many meetings for the last time – Snohomish County Tomorrow (SCT), Cities and Towns, Community Transit (CT) and soon will have his last council meeting. He is honored by his peers that voted him into office. Hopes that someone will pick up the CT board appointment as they are a fun group to work with and there is a need for representation. The SCT are all politicians that work together on planning issues such as lowering the population allocation and is a great network group.

George: Welcomed Bob McCarty. He will make a good councilmember and has always been a standup guy and very detailed person. She will be at the meetings to support him. Winterfest was fun but the only people who made money were selling food; booths in the gym lucky to get money back. Kids had fun at the bouncing house.

Davenport-Smith: Welcomed Bob McCarty. Was glad to hear he went to the ACW class. She will miss Steve and Kristina's input, knowledge and concern for the city. They have been a great help to the council and community. Also attended Winterfest and they needed two bouncing houses for the kids. Thanks to Bob Martin for getting the 20% reduction in flood insurance.

Neigel: Congratulations to Bob McCarty. There have been some interesting developments around the County regarding I-502. Wenatchee passed an ordinance to prevent the issue of a business license in violation of federal law. Tax revenue may not be a good incentive to allow. Law enforcement has no enforcement authority and this creates problems. Must make decisions that benefit the people they represent.

Blair: Welcomed Bob McCarty - he will do good job. It is important to attend meetings and find out what the job of a councilmember entails. Provide copy of the Ten Commandments for Council to Mr. McCarty. The growth management act costs smaller cities more money as there are less people to spread the cost to. Sultan is one of the first cities to introduce the position of student representative. The new Council needs to be part of the outside boards. SCT is the gatekeeper of grants and CT needs a representative for the small cities. Thanked Jeffrey Beeler for his work with PSRC. Attended Winterfest and did spend money; entertainment was

**CITY OF SULTAN COUNCIL MEETING – December 12, 2013**

great. Sultan Harvest had a record year, served 360 meals, and had 79 volunteers helping. Thanked Ken Marshall for cooking all the turkeys ahead. Galaxy Chocolate baked 45 pies for the event. It was a great success and event and she is looking forward to next year.

Beeler: Thanked Public Works for putting a sign on the Sultan Basin Road regarding curves. Requested the city look into a streetlight at SBR and East Kessler to highlight left hand turn. Thanked bob McCarty for running and wished he good luck. Advised that on the council, each voice is heard and opinions are appreciated.

City Administrator: 1) The city received a request for a letter of support to reach out to Boeing and the machinist to come back together. 2) Audit exit conference is set for December 17, 2013 at 10:30 AM. (Council requested the time be changed). 3) The city received a Tourism grant for \$10,500 to develop the banner signs to advertise businesses in the city. Shows city support for business. 4) Staff is setting up the schedule for meetings in Olympia in January 2014 to lobby for city projects. Plan to meet with the Transportation committee, House Ways and Means and budget committee. Will attend meetings once a week during the 60-day session. 5) Met with the new reporter from the Everett Herald assigned to cover the valley. The Monroe Monitor has done a great job on the valley and the Herald feels they are missing out.

Kym Kenagy: Winterfest was great with over 80 vendors at the event; Santa was a hit. Sultan Harvest was fun. Basketball and wrestling have started up at the High School. Will miss the out going Councilmembers.

Mayor Eslick: Block Watch potluck will be held on December 18<sup>th</sup> at 6 PM. The Bronn Journey concert is on December 22<sup>nd</sup> and half of the proceeds will go to Susie Hollenbeck. Sultan Harvest was amazing – kudos to Steve and Kristina for the long hours they put in. Winterfest was great and Tree lighting had a smaller crowd due to the cold weather. Also checking on the homeless to make sure they were okay. The business sign was Ken Walker's dream.

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

- 1) Community Development – Community Rating System Report (FEMA Flood Insurance) (verbal)
- 2) Code Enforcement
- 3) Planning Board Minutes

**HEARINGS**: Minutes are under separate report.

- 1) Timber Ridge Moratorium
- 2) 2013 Budget Amendments

**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 Blair, seconded by Councilmember Neigel the consent agenda was approved as presented. McCarty – aye; abstained on the minutes; Slawson – aye; George – aye, nay on the vouchers; Davenport-Smith – aye, Neigel – aye; Blair – aye; Beeler - aye.

- 1) Approval of the November 21, 2013 Council Meeting Minutes.
- 2) Approval of the October 24, November 7 and November 21, 2013 Public Hearing minutes on the 2014 Budget.
- 3) Approval of Vouchers in the amount of \$421,779.15 and payroll through November 22, 2013, in the amount of \$62,468.26 to be drawn and paid on the proper accounts.
- 4) Adoption of Ordinance 1183-13 Timber Ridge Moratorium.
- 5) Adoption of Ordinance 1187-13 – 2014 Property Tax (correction).

**CITY OF SULTAN COUNCIL MEETING – December 12, 2013****ACTION ITEMS:****Ordinance 1179-13 – 2014 Budget**

The issue before the Council is the adoption of Ordinance 1179-13 to adopt a budget for the 2014 fiscal year. The ordinance was introduced for a first reading on November 21, 2013.

The ordinance has been changed to increase the expenditure amount in the CR Equipment fund from \$10,000 to \$36,000. The Public Works Department plans to replace a mower used for park maintenance, cemetery work and street right-of-ways maintenance. This mower is over five years old and is at the end of its useable life. There are also plans to replace the 1989 F150 pickup truck (dark navy blue) as with a used vehicle, maintenance costs now exceed the value of the vehicle. The Planet Power solar panel grant deadline has been extended to February 2014 and the expenditures have been included in the 2014 Budget.

The detailed budget and department reports were prepared and submitted to the Council during the public hearing process on October 24, 2013, November 7, 2013 and November 21, 2013.

At the November 7, 2013 meeting, the Council discussed Ordinance 1178-13, the 2014 Salary Schedule. Based on the Mayor's recommendation, the \$100 per month contribution to Deferred Comp for non-represented employees was approved. The budget and Ordinance 1179-13 are based on this proposal.

On a motion by Councilmember Slawson, seconded by Councilmember Neigel, Ordinance 1179-13, 2014 Budget, was adopted. All ayes, except Councilmember George who voted nay.

**Resolution 13-07 – 2014 Fee Schedule**

The issue before the Council is to authorize the Mayor to sign Resolution 13-07, 2014 City of Sultan Fee Schedule. Resolution 13-07 sets fees charged by the City for the various services provided to citizens and community members. City staff reviewed the 2013 fees, discussing revenues versus expenditures to determine if collected revenues are covering expenditures.

The changes for 2014 included:

1. Removal of School Impact fees. There are current no school impact fees.
2. Removal of Design Review Board review of applications. Design Review Board was eliminated.
3. Duplicate SEPA checklist fee removed.
4. Revised Plan Review and Permit Processing fees.
5. Add Main Street Business area to Right of Way Permits.
6. Change Concealed Weapon Permit fees to agree with those set by the State.
7. Change Business License fee to agree with action by the Council.

In addition to the proposed changes, staff recommends the Council consider an increase to meter installation charges and charges for specialized signs and removal of signs on public right of ways.

Brief discussion on the process to change the meter installation charges, school impact fees, special signs and the process involved in an Environmental Impact Statement (EIS).

On a motion by Councilmember Slawson, seconded by Councilmember Davenport-Smith, Resolution 13-07, 2014 Fee Schedule, was adopted. All ayes except Councilmember George who voted nay.

**Ordinance 1186-13 – 2013 Budget Amendments**

The issue before the Council is to introduce Ordinance 1186-13 to amend the 2013 Budget. A public hearing was held during the December 12, 2013 Council meeting. Details of the amendments are available under the public hearing minutes.

On a motion by Councilmember Slawson, seconded by Councilmember George, Ordinance 1186-13 amending the 2013 Budget was introduced for a first reading. All ayes.

**CITY OF SULTAN COUNCIL MEETING – December 12, 2013****Accounts Payable – 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.

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 2012, the city incurred \$386 in late fees and interest fees on the credit card accounts. The city receives the credit card statements during the last week of the month and payment is due within 10 days. Unfortunately, due to the Council meeting schedules, payments are frequently made after the due date.

The payment will be shown on the Voucher Approval at the next regular meeting for Council approval. This authorization will be valid for the 2014 fiscal year.

Brief discussion on the amount of credit available, oversight by the Finance sub-committee, need to eliminate late fees and other options for credit cards.

On a motion by Councilmember Blair, seconded by Councilmember Davenport-Smith, staff was authorized to issue payment on the credit card accounts prior to the regular Council meeting to eliminate late fees and interest charges for a six-month period. All Ayes.

**Adjournment:** On a motion by Councilmember Slawson, seconded by Councilmember Davenport-Smith, the meeting adjourned at 9:05 PM. All ayes.

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 2  
DATE: December 19, 2013  
SUBJECT: Council Meeting Minutes

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

**SUMMARY:**

Attached are the minutes of the Timber Ridge Moratorium public hearing as on file in the office of the City Clerk.

**RECOMMENDED ACTION:**

Approve as submitted

**CITY OF SULTAN COUNCIL MEETING – December 12, 2013****PUBLIC HEARING:**

The Public Hearing on the Timber Ridge Building Moratorium was called to order by Mayor Eslick. Councilmembers present: Slawson, George, McCarty, Neigel, Davenport-Smith, Blair and Beeler.

**Staff:**

The issue is to hold a public hearing to take testimony on extending a four-month moratorium on grading or building on lots within the plat of Timber Ridge. Determine it is in the best interest of the city to continue to develop and adopt a new Geologically Hazardous Areas Code. Ordinance 1183-13 will be considered by the City Council at the December 12, 2013 council meeting.

The Council adopted Ordinance 1136-12, an emergency moratorium on development within the plat of Timber Ridge at the February 9, 2012 council meeting. The city's consultants (WHPacific and Robinson Noble) continued to study the slope instability issue at Timber Ridge, and both consulting firms recommended to Council at the June 14, 2012 council meeting that the six month moratorium be extended an additional six months. The Council adopted Ordinance 1155-12, an emergency moratorium on development within the plat of Timber Ridge at the July 26, 2012 council meeting.

The city's geotechnical engineer subsequently developed "draft" special design requirements for lots within Timber Ridge, and WHPacific resurveyed a number of ground points in December 2012 to determine if the ground had moved. Additional work was necessary to finalize the specialized design requirements, so Council adopted Ordinance 1165-13, an emergency moratorium on development within the plat of Timber Ridge at the January 10, 2013 council meeting.

Since then, the owner of the lots without houses (Union Hill Const., Inc) was provided the opportunity to review the proposed code language and suggest potential revisions. Union Hill Const., Inc had concerns with the proposed code singling out Timber Ridge, and requested that the City adopt a code that addressed all sites with critical areas.

Staff has since developed a draft Geologically Hazardous Areas Code with an additional set of standards allowing continued development in Timber Ridge. The draft code has been reviewed by Robinson Noble and City Attorney Ann Marie Soto, together with Bob Sterbank of Kenyon Disend. The City is in the process of modifying the code to achieve consensus.

The emergency moratorium is necessary to provide additional time to develop and adopt a new Geologically Hazardous Areas Code. This is considered an emergency situation due to the fact the housing market appears to be improving in the greater Seattle area and there is potential for new building activity. It is critical that some or all new homes built in this plat have special foundation designs to address the unique conditions of the soils in the plat. Special design requirements are not in place at this time, and the potential exists for extreme structure damage due to possible earth settlement and landslide activity.

**Council comments:**

Brief discussion on liability and responsibility for future homes; use of the maintenance bond for current work; requirements in the proposed ordinance to provide notification to potential owners;

**CITY OF SULTAN COUNCIL MEETING – December 12, 2013**

responsibility of current owners to provide notification of the problems if property is sold; repairs of the sidewalks on the upper lots; amount of earth movement in the plat.

**Public Input**

Gerry Gibson: Written comments supporting a permanent moratorium were submitted.

Jean Roberts: People that live in the area call it clay hill and it should not have been built on. The Hearing Examiner said no to the project and the council overrode the his decision. There should be a permanent morotiruum. Putting money into a project with no future.

On a motion by Councilmember George, seconded by Councilmember Davenport-Smith., the public hearing was closed. All ayes.

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 3  
DATE: December 19, 2013  
SUBJECT: Council Meeting Minutes

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

**SUMMARY:**

Attached are the minutes of the 2013 Budget Amendments public hearing as on file in the office of the City Clerk.

**RECOMMENDED ACTION:**

Approve as submitted

**CITY OF SULTAN COUNCIL MEETING – December 12, 2013****PUBLIC HEARING:**

The Public Hearing on the 2013 Budget Amendments was called to order by Mayor Eslick. Councilmembers present: Slawson, George, McCarty, Neigel, Davenport-Smith, Blair and Beeler.

**Staff:**

The issue before the Council is to hold a public hearing on proposed budget amendments to the 2013 Budget.

**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 2013, the city had building issue at the Visitor's Center and Post Office.

**114 Information Technology (IT) Fund**

The IT is used to track all expenditures associated with maintenance, installation and replacement of electronic equipment. In 2012, the vendor terminated service without notice to the city and it has been necessary to hire a new vendor to re-establish e-mail and web page services.

**103 Cemetery Fund:**

The Cemetery fund has received more than the anticipated revenues for 2013. The City contracts out burial service to Wilbert Vault and due to the increase in services in 2013, expenditures are greater than anticipated.

**107 Drug Enforcement Fund:**

The Drug Enforcement Fund expenditures are restricted to use for drug enforcement or education purposes. The City has used the fund balance for the last few years to pay the cost for the city's portion of the Drug Task Force Interlocal. After the payment for 2013, there was a balance of \$274 in the fund. The fund will be closed out at the end of 2013.

**207 LID Bond Fund:**

The LID Bond Fund is used to make payments on the bonds issued for LID 97-1. The bond interest is based on the outstanding balance of the principal and was slightly higher than budgeted. The city also refunded an overpayment on a LID assessment.

**633 Treasurer's Trust Fund**

The City received funds from PUD for the sale of property and easements. The moneys were placed into the Treasurer's Trust pending a decision by the Council on the use of the funds. In September 2013, the Council approved a contract with Finishing Touch Masonry and Restoration Solutions to do essential repair work to the Visitor Information Center and Post Office.

The following is a summary of the amendments:

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
103 Cemetery Fund	\$6,000	\$6,000
107 Drug Enforcement Fund	\$852	\$852
113 Building Maintenance Fund	\$30,000	\$30,000
114 IT Fund	\$3,300	\$10,044
207 LID Bond Fund	\$0	\$4,577
633 Treasurer's Trust	\$30,000	\$30,000

**CITY OF SULTAN COUNCIL MEETING – December 12, 2013**

**Public Input**

Gerry Gibson: Submitted written comments regarding fees.

Marianna Naslund: Asked where the funding for IT fund comes from. (Staff advised the funding source is transfers from the operating funds.)

On a motion by Councilmember Slawson, seconded by Councilmember Beeler, the public hearing was closed. All ayes.

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM #:** Consent 4  
**DATE:** December 19, 2013  
**SUBJECT:** Voucher Approval  
**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**SUMMARY:**

Attached are the vouchers for approval in the amount of \$47,014.25 and payroll through December 6, 2013, in the amount of \$77,215.60 to be drawn and paid on the proper accounts.

**FISCAL IMPACT:** \$124,229.85

**RECOMMENDATION:**

Approve the payment of vouchers as submitted.

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**City Of Sultan  
Voucher Approval  
December 19, 2013**

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 #28769-70	\$ 3,610.19
Direct Deposit #25	\$ 26,644.37
Benefits Check #28768,71-75	\$ 34,979.94
Tax Deposit #PR 25`	\$ 11,981.10
Accounts Payable Checks #28776-804	\$ 38,550.57
ACH Transactions - DOR	\$ 8,463.68
 TOTAL	 \$ 124,229.85

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

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Steve Slawson, Councilmember

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Kay George, Councilmember

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Sarah Davenport-Smith, Councilmember

\_\_\_\_\_  
Joseph Neigel, Councilmember

\_\_\_\_\_  
Kristina Blair, Councilmember

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Jeffrey Beeler, Councilmember

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
 Printed: 12/12/2013 - 2:11 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
28776	12/12/2013	amtest	AM Test	25.00	0
28777	12/12/2013	Aramark	Aramark Uniform Services	288.98	0
28778	12/12/2013	APP	Associated Petroleum Products Inc	697.69	0
28779	12/12/2013	Wilbert	Automatic Wilbert Vault Co.	1,705.02	0
28780	12/12/2013	COS	City of Sultan	92.88	0
28781	12/12/2013	comcast	Comcast	933.83	0
28782	12/12/2013	EvDC	Evergreen District Court	623.64	0
28783	12/12/2013	Frontier	Frontier	412.55	0
28784	12/12/2013	JGalt	John E Galt	531.25	0
28785	12/12/2013	groco	Groco, Inc	1,637.12	0
28786	12/12/2013	Kenyon	Kenyon Disend PLLC	4,563.92	0
28787	12/12/2013	lowes	Lowe's	61.84	0
28788	12/12/2013	NWCas	Northwest Cascade Inc	113.45	0
28789	12/12/2013	nwwind	NW Wind & Solar	7,002.64	0
28790	12/12/2013	PitneyCr	Pitney Bowes Inc	206.29	0
28791	12/12/2013	PUD 1	PUD	177.78	0
28792	12/12/2013	PSE	Puget Sound Energy	311.48	0
28793	12/12/2013	rh2	RH2 Engineering, Inc.	3,263.63	0
28794	12/12/2013	siskun	Siskun Power Equipment	72.64	0
28795	12/12/2013	SCcorrec	Snohomish County Corrections	775.44	0
28796	12/12/2013	SCpubwor	Snohomish County Finance	13,671.00	0
28797	12/12/2013	SoundPub	Sound Publishing Inc	326.80	0
28798	12/12/2013	Staples	Staples Credit Plan	59.45	0
28799	12/12/2013	jstrauss	Jason Strauss	84.38	0
28800	12/12/2013	usbank	US Bank	30.00	0
28801	12/12/2013	BluBook	USA Blue Book	672.63	0
28802	12/12/2013	usps	USPS	128.00	0
28803	12/12/2013	UULC	Utilities Underground Location Center	9.24	0
28804	12/12/2013	weed	Weed, Graafstra & Benson, Inc	72.00	0
Check Total:				38,550.57	

# Payroll

## Computer Check Register

User: julie.addington

Printed: 12/10/2013 - 10:16AM

Batch: 00001-12-2013 Computer



Check No	Check Date	Employee Information		Amount
28770	12/13/2013	024	Michael Williams	2,260.97
28771	12/13/2013	029	James Barns	1,349.22
Total Number of Employees:		2	Total for Payroll Check Run:	3,610.19

# Accounts Payable

## Check Register Totals Only

User: laura.koenig

Printed: 12/5/2013 - 11:31 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
28768	12/05/2013	Retire	Department of Retirement	5,936.82	0
Check Total:				5,936.82	

# Accounts Payable

## Check Register Totals Only

User: laura.koenig

Printed: 12/12/2013 - 1:24 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
28772	12/12/2013	Retire	Department of Retirement	6,043.22	0
28773	12/12/2013	AWCben	AWC Employee Benefit Trust	19,756.10	0
28774	12/12/2013	AWCben	AWC Employee Benefit Trust	24.00	0
28775	12/12/2013	WATeamTr	Washington Teamsters Welfare Trust	1,744.80	0
287711	12/12/2013	Retire	Department of Retirement	1,475.00	0
Check Total:				29,043.12	

MP 25

# Payroll

## ACH Check Register

User: 'julie.addington'  
 Printed: 12/10/2013 - 10:30AM  
 Batch: 1-12-2013  
 Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
12/13/2013	0	001	Laura Koenig	1,960.30
12/13/2013	0	004	Donna Murphy	1,415.14
12/13/2013	0	005	Robert Martin	2,481.68
12/13/2013	0	007	Julie Addington	1,388.07
12/13/2013	0	010	Cindy Donk	1,482.00
12/13/2013	0	011	Janice Mann	1,092.15
12/13/2013	0	013	Rosemary Murphy	1,166.58
12/13/2013	0	015	Kenneth Walker	2,151.74
12/13/2013	0	019	Michael Matheson	2,732.27
12/13/2013	0	020	Connie Dunt	2,005.02
12/13/2013	0	025	John Harris	1,777.26
12/13/2013	0	028	Todd Strom	1,618.40
12/13/2013	0	049	Victoria Forte	796.19
12/13/2013	0	072	Carolyn Eslick	461.75
12/13/2013	0	120	Matthew Wood	1,367.98
12/13/2013	0	121	Jason Strauss	1,653.12
12/13/2013	0	122	Steven Martin	1,094.72
Total Employees:			17	Total: 26,644.37

# Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
28768	12/05/2013	GENERAL FUND	PERS Payable	Department of Retirement	97.99
28768	12/05/2013	GENERAL FUND	PERS Payable	Department of Retirement	53.20
28768	12/05/2013	GENERAL FUND	PERS Payable	Department of Retirement	386.20
28768	12/05/2013	STREET FUND	PERS Payable	Department of Retirement	168.75
28768	12/05/2013	CEMETERY FUND	PERS Payable	Department of Retirement	18.70
28768	12/05/2013	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	24.30
28768	12/05/2013	UTILITY WATER FUND	PERS Payable	Department of Retirement	518.53
28768	12/05/2013	UTILITY SEWER FUND	PERS Payable	Department of Retirement	477.20
28768	12/05/2013	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	252.06
28768	12/05/2013	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	168.77
28768	12/05/2013	GENERAL FUND	PERS Payable	Department of Retirement	722.96
28768	12/05/2013	STREET FUND	PERS Payable	Department of Retirement	315.82
28768	12/05/2013	CEMETERY FUND	PERS Payable	Department of Retirement	35.03
28768	12/05/2013	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	45.50
28768	12/05/2013	UTILITY WATER FUND	PERS Payable	Department of Retirement	970.78
28768	12/05/2013	UTILITY SEWER FUND	PERS Payable	Department of Retirement	893.20
28768	12/05/2013	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	471.94
28768	12/05/2013	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	315.89
28772	12/12/2013	GENERAL FUND	PERS Payable	Department of Retirement	94.07
28772	12/12/2013	GENERAL FUND	PERS Payable	Department of Retirement	51.07
28772	12/12/2013	GENERAL FUND	PERS Payable	Department of Retirement	386.38
28772	12/12/2013	STREET FUND	PERS Payable	Department of Retirement	169.45
28772	12/12/2013	CEMETERY FUND	PERS Payable	Department of Retirement	19.43
28772	12/12/2013	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	24.45
28772	12/12/2013	UTILITY WATER FUND	PERS Payable	Department of Retirement	545.90
28772	12/12/2013	UTILITY SEWER FUND	PERS Payable	Department of Retirement	481.95
28772	12/12/2013	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	250.42
28772	12/12/2013	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	169.76
28772	12/12/2013	GENERAL FUND	PERS Payable	Department of Retirement	723.30
28772	12/12/2013	STREET FUND	PERS Payable	Department of Retirement	317.14
28772	12/12/2013	CEMETERY FUND	PERS Payable	Department of Retirement	36.48
28772	12/12/2013	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	45.77
28772	12/12/2013	UTILITY WATER FUND	PERS Payable	Department of Retirement	1,021.84
28772	12/12/2013	UTILITY SEWER FUND	PERS Payable	Department of Retirement	902.22
28772	12/12/2013	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	468.78
28772	12/12/2013	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	317.81
28772	12/12/2013	GENERAL FUND	Miscellaneous	Department of Retirement	17.00
28773	12/12/2013	UTILITY WATER FUND	Mcd/Den/Vision/Life Payable	AWC Employee Benefit Trust	186.88

28773	12/12/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	103.19
28773	12/12/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	67.69
28773	12/12/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	38.63
28773	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	45.49
28773	12/12/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2.68
28773	12/12/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2.69
28773	12/12/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	2.67
28773	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	42.91
28773	12/12/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	16.75
28773	12/12/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.76
28773	12/12/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2.38
28773	12/12/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	30.58
28773	12/12/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	28.94
28773	12/12/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	17.80
28773	12/12/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	16.86
28773	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	32.14
28773	12/12/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.46
28773	12/12/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	4.67
28773	12/12/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1.66
28773	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	42.91
28773	12/12/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	16.76
28773	12/12/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.76
28773	12/12/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2.36
28773	12/12/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	30.59
28773	12/12/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	28.93
28773	12/12/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	17.82
28773	12/12/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	16.85
28773	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	32.08
28773	12/12/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.48
28773	12/12/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	4.68
28773	12/12/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1.67
28773	12/12/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	186.90
28773	12/12/2013	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	103.17
28773	12/12/2013	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	67.72
28773	12/12/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	38.62
28773	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	882.50
28773	12/12/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	446.73
28773	12/12/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	133.96
28773	12/12/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	63.24
28773	12/12/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	4,193.06
28773	12/12/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	2,653.44
28773	12/12/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,923.46

28773	12/12/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	951.76
28773	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	45.49
28773	12/12/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2.69
28773	12/12/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2.67
28773	12/12/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	2.68
28773	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,224.39
28773	12/12/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	592.56
28773	12/12/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	27.77
28773	12/12/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	90.66
28773	12/12/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	960.73
28773	12/12/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	890.53
28773	12/12/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	476.55
28773	12/12/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	528.28
28773	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,140.68
28773	12/12/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	67.10
28773	12/12/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	67.11
28773	12/12/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	67.10
28773	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	12.07
28773	12/12/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	4.18
28773	12/12/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.59
28773	12/12/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.66
28773	12/12/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	12.94
28773	12/12/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	11.06
28773	12/12/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	8.06
28773	12/12/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	4.44
28773	12/12/2013	GENERAL FUND	Benefits - Disability Insuranc	AWC Employee Benefit Trust	1,002.83
28774	12/12/2013	GENERAL FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.40
28774	12/12/2013	UTILITY WATER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.76
28774	12/12/2013	UTILITY SEWER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	1.91
28774	12/12/2013	UTILITY GARBAGE FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.41
28774	12/12/2013	STORMWATER UTILITY FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.52
28774	12/12/2013	GENERAL FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.40
28774	12/12/2013	UTILITY WATER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.76
28774	12/12/2013	UTILITY SEWER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	1.93
28774	12/12/2013	UTILITY GARBAGE FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.40
28774	12/12/2013	STORMWATER UTILITY FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.51
28775	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	36.35
28775	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	36.35
28775	12/12/2013	GENERAL FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	218.12
28775	12/12/2013	STREET FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	91.59
28775	12/12/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	23.26
28775	12/12/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	14.54

28775	12/12/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	468.16
28775	12/12/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	Washington Teamsters Welfare Trust	394.04
28775	12/12/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	331.52
28775	12/12/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	130.87
28776	12/12/2013	UTILITY WATER FUND	Water - Testing	AM Test	25.00
28777	12/12/2013	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	0.92
28777	12/12/2013	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	4.28
28777	12/12/2013	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	4.29
28777	12/12/2013	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	3.97
28777	12/12/2013	STREET FUND	Uniforms	Aramark Uniform Services	0.92
28777	12/12/2013	GENERAL FUND	Uniforms	Aramark Uniform Services	0.92
28777	12/12/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
28777	12/12/2013	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	11.29
28777	12/12/2013	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	11.30
28777	12/12/2013	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	11.29
28777	12/12/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	11.30
28777	12/12/2013	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	11.29
28777	12/12/2013	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	0.92
28777	12/12/2013	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	4.28
28777	12/12/2013	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	4.29
28777	12/12/2013	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	3.97
28777	12/12/2013	STREET FUND	Uniforms	Aramark Uniform Services	0.92
28777	12/12/2013	GENERAL FUND	Uniforms	Aramark Uniform Services	0.92
28777	12/12/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
28777	12/12/2013	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.13
28777	12/12/2013	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	5.28
28777	12/12/2013	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	5.28
28777	12/12/2013	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	4.90
28777	12/12/2013	STREET FUND	Uniforms	Aramark Uniform Services	1.13
28777	12/12/2013	GENERAL FUND	Uniforms	Aramark Uniform Services	1.13
28777	12/12/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
28777	12/12/2013	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	10.85
28777	12/12/2013	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	10.85
28777	12/12/2013	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	10.85
28777	12/12/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	10.85
28777	12/12/2013	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	10.85
28777	12/12/2013	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	0.92
28777	12/12/2013	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	4.28
28777	12/12/2013	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	4.29
28777	12/12/2013	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	3.97
28777	12/12/2013	STREET FUND	Uniforms	Aramark Uniform Services	0.92
28777	12/12/2013	GENERAL FUND	Uniforms	Aramark Uniform Services	0.92

28777	12/12/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
28777	12/12/2013	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	10.86
28777	12/12/2013	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	10.86
28777	12/12/2013	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	10.86
28777	12/12/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	10.86
28777	12/12/2013	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	10.86
28777	12/12/2013	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	10.85
28777	12/12/2013	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	10.85
28777	12/12/2013	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	10.85
28777	12/12/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	10.85
28777	12/12/2013	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	10.85
28777	12/12/2013	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	417.22
28778	12/12/2013	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	50.93
28778	12/12/2013	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	191.86
28778	12/12/2013	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	12.56
28778	12/12/2013	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	12.56
28778	12/12/2013	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	12.56
28779	12/12/2013	CEMETERY FUND	Professional Services	Automatic Wilbert Vault Co.	1,705.02
28780	12/12/2013	GENERAL FUND	Office/Operating - Mayor	City of Sultan	1.81
28780	12/12/2013	GENERAL FUND	Travel and Seminars	City of Sultan	54.00
28780	12/12/2013	GENERAL FUND	Communication	City of Sultan	14.03
28780	12/12/2013	STREET FUND	Travel and Seminars	City of Sultan	23.04
28781	12/12/2013	GENERAL FUND	Communication	Comcast	26.81
28781	12/12/2013	UTILITY WATER FUND	Communication	Comcast	17.87
28781	12/12/2013	UTILITY SEWER FUND	Communication	Comcast	17.87
28781	12/12/2013	UTILITY GARBAGE FUND	Communication	Comcast	17.87
28781	12/12/2013	STREET FUND	Communication	Comcast	8.94
28781	12/12/2013	STREET FUND	Communication	Comcast	51.73
28781	12/12/2013	UTILITY WATER FUND	Communication	Comcast	51.74
28781	12/12/2013	UTILITY SEWER FUND	Communication	Comcast	51.73
28781	12/12/2013	UTILITY GARBAGE FUND	Communication	Comcast	51.74
28781	12/12/2013	STORMWATER UTILITY FUND	Communication	Comcast	51.73
28781	12/12/2013	GENERAL FUND	Communication	Comcast	234.32
28781	12/12/2013	UTILITY WATER FUND	Communication	Comcast	117.16
28781	12/12/2013	UTILITY SEWER FUND	Communication	Comcast	117.16
28781	12/12/2013	UTILITY GARBAGE FUND	Communication	Comcast	117.16
28782	12/12/2013	GENERAL FUND	Miscellaneous - Court Filing F	Evergreen District Court	623.64
28783	12/12/2013	UTILITY SEWER FUND	Communication	Frontier	218.92
28783	12/12/2013	GENERAL FUND	Communication	Frontier	38.73
28783	12/12/2013	GENERAL FUND	Communication	Frontier	38.72
28783	12/12/2013	UTILITY WATER FUND	Communication	Frontier	38.73
28783	12/12/2013	UTILITY SEWER FUND	Communication	Frontier	38.72

28783	12/12/2013	UTILITY GARBAGE FUND	Communication	Frontier	38.73
28784	12/12/2013	GENERAL FUND	Professional Services	John E. Galt	531.25
28785	12/12/2013	UTILITY SEWER FUND	Professional Service	Groco. Inc	1,637.12
28786	12/12/2013	GENERAL FUND	Legal - Litigation Fees	Key on Disend PLLC	4,563.92
28787	12/12/2013	GENERAL FUND	Volunteer Program	Lowes	61.84
28788	12/12/2013	UTILITY SEWER FUND	Rentals	Northwest Cascade Inc	113.45
28789	12/12/2013	BUILDING MAINTENANCE FUND	Capital - Buildings	NW Wind & Solar	7,002.64
28790	12/12/2013	GENERAL FUND	Communication	Pitney Bowes Inc	49.51
28790	12/12/2013	STREET FUND	Communication	Pitney Bowes Inc	25.79
28790	12/12/2013	UTILITY WATER FUND	Communication	Pitney Bowes Inc	35.07
28790	12/12/2013	UTILITY SEWER FUND	Communication	Pitney Bowes Inc	35.06
28790	12/12/2013	UTILITY GARBAGE FUND	Communication	Pitney Bowes Inc	35.07
28790	12/12/2013	GENERAL FUND	Communication	Pitney Bowes Inc	25.79
28791	12/12/2013	STREET FUND	Utilities	PUD	49.36
28791	12/12/2013	GENERAL FUND	Utilities	PUD	128.42
28792	12/12/2013	STREET FUND	Utilities	Puget Sound Energy	77.87
28792	12/12/2013	UTILITY WATER FUND	Utilities	Puget Sound Energy	77.87
28792	12/12/2013	UTILITY SEWER FUND	Utilities	Puget Sound Energy	77.87
28792	12/12/2013	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy	77.87
28793	12/12/2013	UTILITY SEWER FUND	Professional Service	RH2 Engineering, Inc.	2,622.32
28793	12/12/2013	UTILITY WATER FUND	Professional Service - General	RH2 Engineering, Inc.	382.77
28793	12/12/2013	UTILITY SEWER FUND	Professional Service	RH2 Engineering, Inc.	258.54
28794	12/12/2013	GENERAL FUND	Vehicle Maintenance	Siskun Power Equipment	13.82
28794	12/12/2013	STREET FUND	Vehicle Operation/Maintenance	Siskun Power Equipment	13.82
28794	12/12/2013	UTILITY WATER FUND	Vehicle Operation/Maintenance	Siskun Power Equipment	15.00
28794	12/12/2013	UTILITY SEWER FUND	Vehicle Operation Maintenance	Siskun Power Equipment	15.00
28794	12/12/2013	STORMWATER UTILITY FUND	Vehicle Operation Maintenance	Siskun Power Equipment	15.00
28795	12/12/2013	GENERAL FUND	Miscellaneous - Jail Fees	Snohomish County Corrections	775.44
28796	12/12/2013	UTILITY GARBAGE FUND	Intergovernmental - Disposal F	Snohomish County Finance	13,671.00
28797	12/12/2013	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	239.08
28797	12/12/2013	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	87.72
28798	12/12/2013	GENERAL FUND	Office/Operating Supplies	Staples Credit Plan	29.73
28798	12/12/2013	STREET FUND	Office Supplies	Staples Credit Plan	7.43
28798	12/12/2013	UTILITY WATER FUND	Office Supplies	Staples Credit Plan	7.43
28798	12/12/2013	UTILITY SEWER FUND	Office Supplies	Staples Credit Plan	7.43
28798	12/12/2013	UTILITY GARBAGE FUND	Office Supplies	Staples Credit Plan	7.43
28799	12/12/2013	UTILITY GARBAGE FUND	Uniforms	Jason Strauss	84.38
28800	12/12/2013	GENERAL FUND	Bank Fees	US Bank	30.00
28801	12/12/2013	UTILITY SEWER FUND	Repair and Maintenance	USA Blue Book	191.19
28801	12/12/2013	UTILITY WATER FUND	Operating Supply	USA Blue Book	440.85
28801	12/12/2013	UTILITY WATER FUND	Operating Supply	USA Blue Book	40.59
28802	12/12/2013	GENERAL FUND	Office/Operating Supplies	USPS	128.00

28803	12/12/2013	UTILITY WATER FUND	Miscellaneous	Utilities Underground Location Center	4.62
28803	12/12/2013	UTILITY SEWER FUND	Miscellaneous	Utilities Underground Location Center	4.62
28804	12/12/2013	GENERAL FUND	Legal - Litigation Fees	Weed, Graafstra & Benson, Inc	72.00
				Total	72,055.51

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM #:** Consent C 5

**DATE:** December 19, 2013

**SUBJECT:** Council Meeting

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

**Issue:**

The issue before the Council is to authorize the sub-committee to review and approval 2013 vouchers for payment prior to the end of the year.

**Staff Recommendation:**

Staff recommends setting a Sub-committee meeting for December 30, 2013 and authorizing the sub-committee to review and approval 2013 vouchers for payment.

**Summary:**

The Council is scheduled to adopt the 2014 Budget and 2013 Budget amendments on December 19, 2013.

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 9, 2014 and payment of bills cannot be delayed pending Council approval.

Prior practice is the 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 Neigel, Blair and Slawson.

The Sub-committee will meet on December 30, 2013 to approve payment of 2013 vouchers. Final closeout of 2013 payables will be included on the January 9, 2014 agenda.

**Recommendation:**

Set a Sub-committee meeting for December 30, 2013 and authorizing the sub-committee to review and approval 2013 vouchers for payment.

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM #: Action A 1  
DATE: December 19, 2013  
SUBJECT: Ordinance 1186-13 - 2013 Budget Amendments  
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is to adopt Ordinance 1186-13 to amend the 2013 Budget. A public hearing was held during the December 12, 2013 Council meeting.

**STAFF RECOMMENDATION**

Staff recommends the council adopt Ordinance 1186-13 amending the 2013 Budget for a first reading.

**SUMMARY STATEMENT:**

A public hearing on the proposed amendments to the 2013 Budget was held on December 12, 2013 during the regular Council meeting. Attachment B provides the details of the proposed budget amendments.

**RECOMMENDED ACTION:**

Adoption of Ordinance 1186-13 to amend the 2013 Budget.

Attachments:           A. Ordinance 1186-13 – 2013 Budget Amendment  
                              B. Public Hearing Report from December 12, 2013

CITY OF SULTAN  
SULTAN WASHINGTON  
ORDINANCE 1186-13

AN ORDINANCE OF THE CITY OF SULTAN AMENDING THE 2013 BUDGET  
ADOPTED UNDER ORDINANCE 1164-12 AND AMENDED UNDER ORDINANCE  
1167-13; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE  
DATE

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

WHEREAS, the 2013 budget was adopted under Ordinance 1164-12 in December 2012, amended under Ordinance 1167-13 in April 2013; 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 2013 Budget as authorized under Ordinance 1164-12 and amended under Ordinance 1167-13 for revenues and expenditures for the operation of the City of Sultan for the fiscal year ending December 31, 2013 is amended to increased/decreased in the following amounts:

<u>FUND # AND NAME</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>
103 Cemetery Fund	\$ 6,000	\$ 6,000
107 Drug Enforcement Fund	\$ 852	\$ 852
113 Building Maintenance Fund	\$ 30,000	\$ 30,000
114 IT Fund	\$ 3,300	\$ 10,044
207 LID Bond Fund	\$ 0	\$ 4,577
633 Treasurer's Trust	\$ 30,000	\$ 30,000

SECTION 2: The budget for the year 2013 is amended to provide for 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 19<sup>th</sup> DAY OF DECEMBER 2013.

CITY OF SULTAN

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

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Laura Koenig, City Clerk

Approved as to form:

Ann

Marie

Soto,

City

Attorney

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

ITEM #: Public Hearing PH 2  
 DATE: December 12, 2013  
 SUBJECT: 2013 Budget Amendments  
 CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is to hold a public hearing on proposed budget amendments to the 2013 Budget.

**SUMMARY STATEMENT:**

Staff recommends the following amendments to the funds:

**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 2013, the city had building issue at the Visitor's Center and Post Office.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$9,500	\$9,500	\$0
Taxes	\$16,400	\$16,400	\$0
Operating Transfer In	\$0	\$30,000	\$30,000
Total Fund Revenue	\$25,900	\$55,900	\$30,000
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Op/Maint/Capital	\$25,628	\$55,628	\$30,000
Total Fund Expenditures	\$25,628	\$55,628	\$30,000

**114 Information Technology (IT) Fund**

The IT is used to track all expenditures associated with maintenance, installation and replacement of electronic equipment. In 2012, the vendor terminated service without notice to the city and it has been necessary to hire a new vendor to re-establish e-mail and web page services.

Revenue	Original Budget	Amended Budget	Increase/Decrease
Beginning fund balance	\$0	\$3,300	\$3,300
Transfers In	\$47,844	\$51,144	\$3,300
Total Fund Revenue	\$47,844	\$51,144	\$3,300
Expenditure	Original Budget	Amended Budget	Increase/Decrease
Prof/Capital	\$41,100	\$51,144	\$10,044
Total Fund Expenditures	\$41,100	\$51,144	\$10,044

**103 Cemetery Fund:**

The Cemetery fund has received more than the anticipated revenues for 2013. The City contracts out burial service to Wilbert Vault and due to the increase in services in 2013, expenditures are greater than anticipated.

**Cemetery Fund**

<b>Revenue</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Increase/Decrease</b>
Beginning Fund Balance	\$0	\$0	\$0
Cemetery fees/int.	\$25,000	\$31,000	\$6,000
Total Fund Revenue	\$25,000	\$31,000	\$6,000
<b>Expenditure</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Increase/Decrease</b>
Operating/Services	\$24,734	\$30,734	\$6,000
Total Fund Expenditures	\$24,734	\$30,734	\$6,000

**107 Drug Enforcement Fund:**

The Drug Enforcement Fund expenditures are restricted to use for drug enforcement or education purposes. The City has used the fund balance for the last few years to pay the cost for the city's portion of the Drug Task Force Interlocal. After the payment for 2013, there was a balance of \$274 in the fund. The fund will be closed out at the end of 2013.

<b>Revenue</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Increase/Decrease</b>
Beginning Fund Balance	\$1,200	\$2,052	\$852
Total Fund Revenue	\$1,200	\$2,052	\$852
<b>Expenditure</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Increase/Decrease</b>
Operating/Services	\$1,200	\$1,778	\$578
Transfer Out	\$0	\$274	\$274
Total Fund Expenditures	\$1,200	\$2,052	\$852

**207 LID Bond Fund:**

The LID Bond Fund is used to make payments on the bonds issued for LID 97-1. The bond interest is based on the outstanding balance of the principal and was slightly higher than budgeted. The city also refunded an overpayment on a LID assessment.

<b>Revenue</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Increase/Decrease</b>
Beginning Balance	\$40,000	\$40,000	\$0
Payments on Assess.	\$291,937	\$291,937	\$0
Total Fund Revenue	\$331,937	\$331,937	\$0
<b>Expenditure</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Increase/Decrease</b>
Bond Payments	\$303,805	\$304,835	\$1,030
Transfers Out	\$0	\$3,547	\$3,547
Total Fund Expenditures	\$303,805	\$308,382	\$4,577

**633 Treasurer's Trust Fund**

The City received funds from PUD for the sale of property and easements. The moneys were placed into the Treasurer's Trust pending a decision by the Council on the use of the funds. In September 2013, the Council approved a contract with Finishing Touch Masonry and Restoration Solutions to do essential repair work to the Visitor Information Center and Post Office.

<b>Revenue</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Increase/Decrease</b>
Beginning Fund Balance	\$0	\$30,000	\$30,000
Total Fund Revenue	\$0	\$30,000	\$30,000
<b>Expenditure</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Increase/Decrease</b>
Transfer Out to 113	0	\$30,000	\$30,000
Total Fund Expenditures	0	\$30,000	\$30,000

**RECOMMENDATION:**

Close the public hearing on the 2013 Budget Amendments.

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** Action A 2  
**DATE:** December 19, 2013  
**SUBJECT:** Councilmember Board Appointments  
**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the City Council is to consider appointments to boards and commissions including Snohomish County Tomorrow, Community Transit, Puget Sound Regional Council, Snohomish County, Sky Valley Chamber and Sno-Isle Library Board.

**SUMMARY:**

The City of Sultan is a part of a larger network of county, state and federal governments. Legislation passed at the county, state and federal level impacts the City of Sultan. Regional work groups discuss many of the decisions made at other levels of government prior to adoption to ensure that issues affecting local governments are aired and resolved.

Councilmember appointments to regional boards, such as the Snohomish County Tomorrow Community Advisory Board, Community Transit, and Puget Sound Regional Council are important to ensure that Sultan has "a seat at the table" and that the issues and concerns of small cities such as Sultan are considered during the decision making process.

**BACKGROUND:**

Current Appointments

**Snohomish County Tomorrow.** Councilmember Slawson currently serves on the Snohomish County Tomorrow Steering Committee with Councilmember Davenport-Smith as Alternate. This board makes recommendations on county wide planning issues.

**Community Transit.** Councilmember Slawson was appointed to the Community Transit Board to represent small cities including Sultan, Stanwood, Gold Bar, and Woodway. Community Transit has requested the Council appoint one elected official to represent the city at the meeting on January 16, 2014 at which time they will select a new Community Transit Board of Directors. It is vital to have a representative from East County on this board to make service is maintained at a quality level. (See attached letter).

**Snohomish County Cities and Towns and Puget Sound Regional Council (PSRC).**

The group of Snohomish Cities (Snohomish County Cities and Towns) meets on the fourth Thursday of every month to discuss regional issues. Snohomish County Cities and Towns is the forum for appointing representatives to Snohomish County regional boards and the Puget Sound Regional Council Appointments are made by voting members of Snohomish County Cities and Towns at the first meeting of the year scheduled in January. Councilmember Beeler is the current representative.

**Snohomish Health District:** The Board sets local public health policy and oversees the operations of the Snohomish Health District. Large cities have a representative on the Board. The smaller cities including Gold Bar, Index, Monroe, Snohomish and Sultan share a Board representative. Mayor Karen Guzak, City of Snohomish is the current representative. The Health District has requested a letter from the city to certify Mayor Guzak as Sultan's representative to the Board. (See attached letter).

**Sky Valley Chamber.** City Clerk/Deputy Finance Director, Laura Koenig was elected in December by membership of the Sky Valley Chamber as Treasurer to the Chamber Board. Ms. Koenig represents the city on the Board. The city council may want to consider a formal process for communicating the city's position on issues to the chamber through Ms. Koenig or appoint an ad hoc member to the represent the City at the meetings.

**Sultan Library Board:** Councilmember Davenport-Smith is the current Council representative to the Sultan Library Board.

**US 2 Safety Coalition Board:** This group meets monthly to address safety issues and proposed improvement projects for US 2. Councilmember Beeler is the current representative for the City of Sultan.

Councilmembers participate in other group meetings such as the Affordable Housing board, Regional Parks and Recreation group (for the parks in East County), and other community based groups. A formal appointment is not needed by the Council, however, a list of the committees the Council are participating in/with would assist City staff in providing information about those issues to the Councilmembers.

**RECOMMENDATION:**

Appoint a representative for the Community Transit meeting in January and discuss appointments to other boards and committees. The first council meeting in 2014 will be held on January 9<sup>th</sup>.



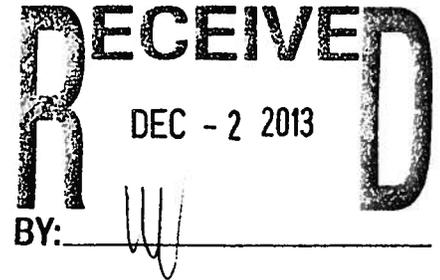
**SNOHOMISH**  
**HEALTH DISTRICT**

WWW.SNOHD.ORG

Administration Division

November 25, 2013

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



Re: Annual Certification of Board of Health Representative

Dear Mayor Eslick:

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

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

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

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

The first 2014 meeting of the Board will occur on January 14, 2014, at which time the Board will elect its officers. In order to be in compliance with the Health District Charter, I request a letter from your city by January 7, 2014, signed by the mayor or city manager, certifying your representative to the Board of Health for 2014.

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

Sincerely,

Gary Goldbaum, MD, MPH  
Health Officer & Director

GG/lo

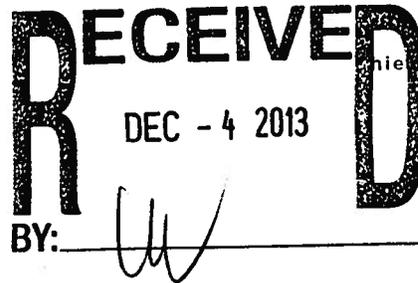
c: Mayor Karen Guzak  
President, Sultan City Council



7100 Hardeson Road  
Everett, WA 98203-5834

www.communitytransit.org  
425/348-7100 ph  
425/348-2319 fax

December 2, 2013



oyce Eleanor  
Executive Officer

Mayor Carolyn Eslick and City Councilmembers  
City of Sultan  
P.O. Box 1199  
Sultan, WA 98292

Dear Mayor and City Council Members:

In accordance with agency Bylaws, it is time to select a new Community Transit Board of Directors. Your City Council is requested to appoint one elected official to represent your city at a meeting called for this purpose. The meeting has been scheduled for:

**Date:** Thursday, January 16, 2014  
**Time:** 5:00 p.m.  
**Location:** Community Transit Board Room  
7100 Hardeson Rd.  
Everett, WA 98203

Please place this item on an upcoming City Council meeting agenda.

At the January 16 meeting, cities and towns within Community Transit's service area will elect their representatives to the Board of Directors. When being considered for selection to Community Transit's Board of Director, please be aware that the agency bylaws (section 3.1.i) require potential Board members to disclose any personal situation which may give the appearance of having a conflict of interest. The Board of Directors consists of the following members:

- Two members and their alternate from the County Council;
- Two members and their alternates from the component cities with population of 30,000 or more (Edmonds, Lynnwood, Marysville);
- Three members and two alternates from the component cities with population between 10,000 and 30,000 (Arlington, Bothell, Lake Stevens, Marysville, Mill Creek, Monroe, Mountlake Terrace, and Mukilteo); and,
- Two members and an alternate from the component cities with population less than 10,000 (Brier, Darrington, Gold Bar, Granite Falls, Index, Snohomish, Stanwood, Sultan and Woodway).

Population figures are determined by the state Office of Financial Management's official figures, dated April 2013.

Selected Board members will serve a two-year term beginning with their selection on January 16, 2014. We ask that newly selected Board members please plan to stay for about 30 minutes after the selection meeting for a brief orientation. A more detailed orientation for new Board members will be scheduled soon.

Regular Board meetings are held the first Thursday of each month at 3:00 p.m. with quarterly Board workshops scheduled for the third Thursday of the months of January, April, and July, and the fourth Thursday of October. Each Board member is also expected to serve on up to two committees, each of which meets monthly. Special meetings may be called from time to time as necessary.

The Board of Directors provides policy and legislative direction and has fiduciary responsibility for the agency. For additional information regarding duties of Board members, see the attached Bylaws.

Please advise Jan McBride, Executive Office Manager, by January 10, 2014, of the name and contact information of the elected official selected by your City Council to attend the above meeting. This will allow us to send your representative a meeting notice and any other information he/she may require.

We strongly urge that your city be represented at this important meeting. If you have any questions regarding this matter, please contact Jan McBride at (425) 348-7102.

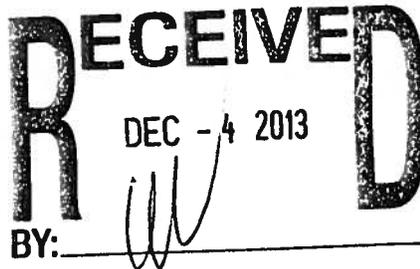
Sincerely,



Joe Marine  
Chairman of the Board



Joyce Eleanor  
Chief Executive Officer



Adopted Feb. 11, 1976  
Amended Dec. 14, 1983  
Amended September 13, 1989  
Amended February 1, 1996  
Amended September 11, 2003  
Amended February 3, 2005  
Amended August 7, 2008  
Amended September 2, 2010  
Amended September 1, 2011

Bylaws of the  
Snohomish County Public Transportation  
Benefit Area Corporation

**Article I. Name, Powers, Rights and Liabilities**

**Sec. 1.1** Name. The name of the municipal corporation duly established pursuant to laws of the State of Washington shall be "Snohomish County Public Transportation Benefit Area Corporation" hereinafter referred to as the "Corporation" or as Community Transit.

**Sec. 1.2 Powers, Rights and Liabilities.** By and in the corporate name, the Corporation shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inhere in, municipal corporations of like character and degree. The Corporation shall have all powers possible to have under the Constitution and laws of this state.

**Article II. The Governing Body - Board Composition**

**Sec. 2.1 Voting Members.** The governing body of the Corporation shall be a Board that includes nine voting members, all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities and county within the area. The voting membership of the Board shall be composed of the following members:

- a. Two (2) members and their alternate who are elected officials of the governing body of the County.
- b. The remaining seven (7) voting members of the Board shall be selected as follows:

- i. Two (2) members and their alternates from the component cities with populations of 30,000 or more.
- ii. Three (3) members and two (2) alternates from the component cities with populations between 10,000 and 30,000.
- iii. Two (2) members and an alternate from the component cities with populations less than 10,000.
- iv. Such voting representatives to the Board shall be elected officials selected by the governing body of the respective representative cities. The selection of such members shall be elected by the elective representatives of the same size cities the Board member is to represent. Such selections shall be made during the months of January or February of each even-numbered year as determined by the Chairperson. Such selected members of the Board shall begin their term of office as a Board member at the first meeting following their selection.

At the aforementioned January or February meeting, alternate Board members shall be selected to serve on the Board in the event of a vacancy on the Board or the absence of one of the regular Board members selected pursuant to this subsection.

In the event of a vacancy on the Board created by one of the members selected pursuant to this subsection, the representatives of cities which were so represented on the Board by the vacant position on the Board shall meet as soon as it is feasible and select a representative to fill the vacancy. In the interim, an alternate selected pursuant to this subsection may fill the vacancy until a regular Board member is selected. Each such member of the Board shall hold office until his successor has been selected as provided herein unless such person has been ineligible to hold such position.

c. **Cities Excluded from Direct Membership.** Those cities within the boundaries of the Corporation and excluded from direct membership on the Board are authorized to designate a member of the Board who shall be entitled to represent the interest of such city which is excluded from direct membership on the Board. The legislative body of such city shall notify the Board as to the determination of its authorized representative on the Board.

**Sec. 2.2 Non-voting Board Member.** There shall be one (1) non-voting member who shall represent the collective bargaining units representing the public

employees of the Corporation. The bargaining units shall select the non-voting member as prescribed in RCW 36.57A.050. Such selections shall be made during the months of January or February of each even-numbered year as determined by the Chairperson: provided however the selection of the initial non-voting member shall take place as soon as possible after the effective date of the statutes providing for such non-voting member. Such selected non-voting member of the Board shall begin their term of office at the first meeting following their selection.

In the event of a vacancy on the Board created by the aforementioned non-voting member, the aforementioned procedure for selecting the non-voting member shall be followed to fill the vacancy as soon as it is feasible.

### **Article III. Duties of the Board and Board Meetings**

#### **Sec. 3.1 Duties of the Board.**

##### **i. Duties of Voting Members of the Board**

The voting members of the Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The voting Board Members shall also abide by the following performance standards:

- a. Voting members shall exercise their fiduciary duties through responsible use of the Corporation's assets. Voting members shall transact the Corporation's business promoting wise expenditures, prompt payment of debts, and in other ways safeguarding the Corporation's assets from waste, abuse, theft, or other physical loss.
- b. Voting members shall attend all scheduled Board meetings, workshops, and retreats, unless excused. Three consecutive unexcused absences constitutes removal from the Board. Voting members shall be informed and aware of issues affecting the Corporation.
- c. Voting members shall effectively represent the Corporation's position to the public, in the Legislature, and in the community. Voting members should not represent their own opinion as the official position of the Corporation.
- d. Voting members shall act in the best interests of the Corporation, supporting the agency as Snohomish County's primary public transportation provider. Voting members shall advocate issues that promote the Corporation's financial, operational, and organizational well-being.
- e. Voting members shall abide by all state and local laws with regard to Board member conduct and protocol, as well as the Corporation's by-laws, resolutions, and procedures.

- f. All voting member requests for information that require significant research or staff time shall be directed to the Chief Executive Officer (CEO). All requests shall be courteous and concise. Voting members should clearly state the goal of their request so the appropriate information can be supplied. Should the request be ambiguous in nature or require substantial time or resources, the item shall be brought to the Executive Committee.
- g. There shall be no communication between voting members and Corporation employees or the non-voting member regarding negotiations or other personnel issues, except for the staff of the Corporation who are responsible to represent the Corporation and the Board in labor relations. If a Board Member is approached by an employee, the Board member shall refer the individual to the CEO. There shall also be no contact between Board Members and vendors or potential vendors that might create the impression of a conflict of interest or any other inappropriate conduct. Contact includes, but is not limited to, the receipt of gratuities and/or gifts of value.
- h. A Board Member shall direct any allegation that another Board Member or the non-voting member has violated these performance standards to the Chairperson of the Board of Directors who shall direct the investigation of the allegation. The Chairperson of the Board shall present the findings to the Executive Committee of the Board. If the Executive Committee finds that a violation has been committed, it may, in its sole discretion, present the issue to the full voting members of the Board of Directors for action. Action may include a reprimand or dismissal from the Board of Directors. If the allegation is against the Chairperson of the Board, the Vice-Chairperson shall direct the investigation as provided above. If the allegation is against a member of the Executive Committee, the Executive Committee member shall be excused from the Executive Committee's deliberations to determine whether the issue is submitted to the full Board of Directors.
- i. A Board member, when being considered for selection to the Board of Directors of Community Transit, shall disclose any personal situation which may give the appearance of having a conflict of interest. A conflict of interest may include, but is not limited to, having a family member working for Community Transit, past employment with Community Transit or contracting with Community Transit.
  - ii. **Duties of The Non-Voting Member of the Board**

The non-voting member shall abide by the following performance standards:

    - a. The non-voting member shall exercise their fiduciary duties through responsible use of the Corporation's assets.

- b. The non-voting member shall effectively represent the Corporation's position to the public, in the Legislature and in the community. The non-voting member should not represent their own opinion as the official position of the Corporation.
- c. The non-voting member shall attend all scheduled Board meetings, workshops, and retreats unless excused. Three consecutive unexcused absences constitutes removal from the Board. The non-voting member shall be informed and aware of issues affecting the Corporation as provided in these Bylaws.
- d. Such non-voting member shall act in the best interests of the Corporation, supporting the agency as Snohomish County's primary public transportation provider. Such non-voting member shall advocate issues that promote the Corporation's financial, operational, and organizational well-being.
- e. Such non-voting member shall abide by all state and local laws with regard to the representative's conduct and protocol, as well as the Corporation's by-laws, resolutions, and procedures.
- f. Such non-voting member's requests for information that require significant research or staff time shall be directed to the Chief Executive Officer (CEO). All requests shall be courteous and concise. Such non-voting member should clearly state the goal of their request so the appropriate information can be supplied. Should the request be ambiguous in nature or require substantial time or resources, the item shall be brought to the Executive Committee.
- g. There shall be no communication between voting members and the non-voting member regarding negotiations or other personnel issues. There shall also be no contact between the non-voting member and vendors or potential vendors that might create the impression of a conflict of interest or any other inappropriate conduct. Contact includes, but is not limited to, the receipt of gratuities and/or gifts of value.
- h. A voting member or non-voting member of the board shall direct any allegation that another voting member or non-voting member has violated these performance standards to the Chairperson of the Board of Directors who shall direct the investigation of the allegation. The Chairperson of the Board shall present the findings to the Executive Committee of the Board. If the Executive Committee finds that a violation has been committed, it may, in its sole discretion, present the issue to the full voting members of the Board of Directors for action. Action may include a reprimand or dismissal from the Board of Directors. If the allegation is against the Chairperson of the Board, the Vice-Chairperson shall direct the investigation as provided above.

- i. A non-voting member of the board, when being considered for selection to the Board of Directors of Community Transit, shall disclose any personal situation which may give the appearance of having a conflict of interest.

**Sec. 3.2 Board Offices.** The majority of the whole voting membership of the Board shall select a Chairperson, a Vice Chairperson, and a Secretary from the voting members. The officers shall hold office until the first Board meeting in the month of February of each year. These officers may, if re-elected, serve more than one term.

**Sec. 3.3 Meetings and Meeting Notice.**

- a. Regular Meetings. The time and place of regular meetings of the Board shall be established by a resolution of the Board. Such resolution may also specify the appropriate notification of such meetings.
- b. Special Meetings. Special meetings may be called at any time by the Chairperson or by a majority of the voting members of the whole Board. The notification of such meetings must be delivered to each Board member and others requiring notification under the State Statute (RCW 42.30.080) at least twenty-four (24) hours before the time of such meeting unless otherwise provided for under the laws of the State of Washington. The requirements of RCW 42.30.080 now and as hereafter amended shall be adhered to regarding such meetings.
- c. Executive Sessions (Meetings). The Board may hold executive sessions if such sessions are not otherwise prohibited by State Statutes.

The Chairperson or the Acting Chairperson shall exclude the nonvoting member of the Board from attending any executive session held for the purpose of discussing negotiations with labor organizations or matters relating to the personnel of Community Transit. The Chairperson or the Acting Chairperson may allow the nonvoting member to attend an executive session, if he or she finds that the attendance by the nonvoting member at the executive session would be in the best interest of the Corporation or not be detrimental to its operations. The decision of the Chairperson or Acting Chairperson shall be final and binding. If the non-voting member attends an executive session of the Board of Directors, such non-voting member shall not disclose any information obtained in such executive session to anyone and shall not use such information to further the interest, either directly or indirectly, of any collective bargaining unit or employee(s) of the Corporation.

**Sec. 3.4 Quorum.** A majority of all the voting members of the Board shall constitute a quorum for the transaction of business.

**Sec. 3.5 Parliamentary Procedure.** All Board meetings shall be conducted pursuant to the Rules of Order established by the presiding officer; provided that a majority of the quorum may require that "Roberts Rules of Parliamentary Procedure" be applied to the meeting procedures unless other procedures are required by these Bylaws or the laws of the State of Washington.

**Sec. 3.6 Board Acting as a Body.** The Board shall take official action as a body in making its decisions and announcing them. No member shall represent or act for the Board without prior authorization of the Chairperson, the Executive Committee, or the Board except as otherwise provided for in these Bylaws.

**Sec. 3.7 Records of Board Meetings.**

- a. **Minutes.** The proceedings of the Board meetings shall be recorded and maintained. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections. A recording secretary will be present at all open Board meetings unless otherwise directed by the Chairperson, in which event the Chairperson shall designate another Board or staff member to keep a record of the meeting. Copies of the adopted minutes shall be forwarded to all Board members and to the component cities and county.
- b. **Resolution.** Every action of the Board of a general permanent nature and every action otherwise required by State Statute shall be by Resolution or Ordinance.

**Sec. 3.8 Committees.** The Chairperson, from time to time, shall appoint Board members to serve on standing or special committees. If a non-voting member is appointed to a committee, that non-voting member shall also be a non-voting member of the committee. At the time of the appointment of such Board members, the Chairperson shall state the objective of the committee and the date upon which a report shall be issued to the Board. The Chairperson shall be an ex-officio member of all such committees. There shall be one permanent standing committee, that committee to be the Executive Committee. The membership of the Executive Committee shall consist of the Chairperson, the Vice Chairperson, the Secretary, and the immediate past Chairperson. In the event there is no immediate past Chairperson, the Chairperson shall select another Board member to be on the Executive Committee.

**Article IV. Duties of the Chairperson, Vice Chairperson, and Secretary**

**Sec. 4.1 Duties of the Chairperson.** The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Vice Chairperson shall assume the duties of presiding over the meetings of the Board; provided, however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. The Chairperson shall also exercise the duties set forth in Article III, Sections 3.1.i.h and 3.1.ii.g above.

**Sec. 4.2 Chairperson as Spokesperson.** The Chairperson shall act as spokesperson for the Board and shall act as its representative at meetings with other organizations, committees, and other such activities unless such representative shall otherwise be authorized by the Board; provided, however the Chairperson may delegate to any voting Board member the duty of being a spokesperson or representative for the Board. The Chairperson or his/her designated Board member acting as a spokesperson or representative shall make no pronouncements that will obligate or commit the Board except as provided by these Bylaws or pursuant to the authorization of the Board.

**Sec. 4.3 Vacancy of Chief Executive Officer.** In the event the position of Chief Executive Officer is vacant, the Chairperson shall select an interim replacement subject to approval by the voting members of the Board. Such interim replacement shall not be a Board member and may or may not be a current employee. As soon as practicable following the vacancy, the voting Board members shall initiate a recruitment process to select a new Chief Executive Officer.

**Sec. 4.4 Duties of Vice Chairperson.** The Vice Chairperson shall perform the duties and have the power of the Chairperson during the absence of the Chairperson. The Vice Chairperson shall perform other duties and have other powers as might be delegated to him or her by the Chairperson. The Vice Chairperson shall be a member of the Executive Committee of the Board. The Vice Chairperson shall also exercise the duties set forth in Article III, Section 3.1.i.h and 3.1.ii.g above.

**Sec. 4.5 Duties of Secretary.** The Secretary shall cause a record to be made of all open meetings and to sign all documents requiring the Secretary's signature. The Secretary shall be a member of the Executive Committee.

**Article V. Chief Executive Officer**

**Sec. 5.1 Appointment and Removal of Chief Executive Officer.** The Board may appoint and remove the Chief Executive Officer with the affirmative vote of sixty percent

(60%) of the whole voting membership of the Board of Directors. The Chief Executive Officer shall perform such administrative duties specified in these Bylaws and such other administrative duties as may be designated from time to time by the Chairperson.

**Sec. 5.2 Duties of the Chief Executive Officer.** The powers and duties of the Chief Executive Officer of the Corporation shall be:

- a. To have general supervision over the administrative affairs of the Corporation.
- b. To appoint and remove all department heads.
- c. To appoint and remove all other employees of the Corporation. However, the voting Board members may cause an audit to be made of any department or office of the Corporation and may select the persons to make it, without the advice and consent of the Chief Executive Officer.
- d. To attend all meetings of the Board at which his/her attendance may be required by that body.
- e. To recommend for adoption by the Board such measures as he/she may deem necessary or expedient.
- f. To prepare and submit to the Board such reports as may be required by the Board or as he/she may deem it advisable to submit to the Board.
- g. To keep the Board fully advised of the financial condition of the Corporation and its future needs.
- h. To prepare and submit to the Board a proposed budget for the fiscal year and to be responsible for its administrative adoption.
- i. To develop and implement policies and procedures to ensure compliance with State public disclosure laws. Due to the size of Community Transit it would be unduly burdensome to maintain an index as provided in RCW 42.17.260.
- j. To perform such other duties as the Chairperson or Board may determine.

- k. To determine conjointly with the Board appropriate performance measurements/standards by which said Chief Executive Officer is to be evaluated at least on an annual basis.

**Article VI. Attorney.** The Board shall make provision for legal counsel to the Board and the Corporation by any reasonable contracted arrangement for such professional services.

**Article VII. Severability.** If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these Bylaws, or the application of the provisions to other persons or circumstances, is not affected.

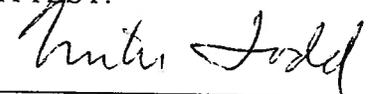
**Article VIII. Amendments.** These amended Bylaws, as adopted by the Board of the Snohomish County Public Transportation Benefit Area Corporation, may be revised or amended at any regular or special meeting of the Board by a vote of a two thirds (2/3rds) of the whole voting membership of the Board; provided that copies of proposed revisions or amendments shall be available to each Board member at least one (1) week prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

The foregoing amended Bylaws of the Snohomish County Public Transportation Benefit Area Corporation, consisting of 10 pages, have been adopted and approved by the majority of the whole voting Board on the 1<sup>st</sup> day of September, 2011, and shall supersede all past Bylaws or amended Bylaws of the Corporation.

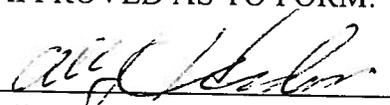
Approved and passed this 1<sup>st</sup> day of September, 2011.

  
\_\_\_\_\_  
Councilmember Dave Gossett, Chair

ATTEST:

  
\_\_\_\_\_  
Mayor Mike Todd, Secretary

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Allen J. Hendricks, Attorney

ATTACHMENT ' A '

Governing Body - Board Composition:

- A. **Voting Members** - Nine (9) voting members - all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities and county within the area composed as follows:

Two (2) council members and their alternate from Snohomish County;

Two (2) members and their alternates from component cities with population of 30,000 or more - Edmonds, Lynnwood and Marysville.

Three (3) members and two (2) alternates from component cities with population between 10,000 and 30,000 - Arlington, Bothell, Lake Stevens, Mill Creek, Monroe, Mountlake Terrace, and Mukilteo

Two (2) members and an alternate from component cities with population less than 10,000 - Brier, Darrington, Gold Bar, Granite Falls, Index, Snohomish, Stanwood, Sultan, and Woodway.

- B. **Non-voting Members** - One (1) non-voting member of the Board of Directors selected by the bargaining units pursuant to RCW 36.57A.050.

Revised 9/2/10

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** A – 3  
**DATE:** December 19, 2013  
**SUBJECT:** Sultan Basin Road Overlay – Final Acceptance  
**CONTACT PERSON:** Mick Matheson, P.E., Public Works Director 

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**ISSUE:**

The issue before the City Council is final acceptance of the Sultan Basin Road Overlay project completed by Lakeside Industries, Inc.

**STAFF RECOMMENDATION:**

Staff recommends accepting the Sultan Basin Road Overlay project completed by Lakeside Industries, Inc.

**SUMMARY:**

The council awarded the base bid and authorized the Mayor to sign a contract with Lakeside Industries, Inc. not to exceed \$253,000.00 (which included a four percent contingency) to construct the Sultan Basin Road Overlay project on August 22, 2013. Lakeside's contract was for \$243,166.00. There was one change order associated with a modification to the contract format for zero dollars.

**FISCAL IMPACT:**

The total cost of the project is the sum of the bid advertising (\$660.00), professional services provided by Skillings Connolly Inc. for design and construction management (\$59,015.00), and the street improvement project provided by Lakeside Industries, Inc (\$240,477.11). The total cost expenditure is \$300,062.11.

	<b>Contract Amount</b>	<b>Actual</b>
Bid Advertisement	NA	\$600.00
Skillings Connolly (Design & CM)	\$61,346.32	\$59,015.00
Lakeside Industries (Construction)	\$243,166.00	\$240,447.11
<b>Total</b>	<b>\$304,512.32</b>	<b>\$300,062.11</b>

The City received a Surface Transportation Plan (STP) grant in the amount of \$255,547.00 to fund this project. This grant required a 13.5 percent match which is being provided by the Transportation Improvement Board in the amount of \$39,883.00.

<b>Available Grant Funding</b>	
Surface Transportation Grant	\$255,547.00
Transportation Improvement Board	\$39,883.00
<b>Total</b>	<b>\$295,430.00</b>

The difference between the grant funding available and the actual cost to fund the project was approved by Council to be paid for with City funds at the August 22, 2013 council meeting.

**RECOMMENDED ACTION:**

Staff recommends accepting the Sultan Basin Road Overlay project as completed by Lakeside Industries, Inc.

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM NO:** D-1  
**DATE:** December 19, 2013  
**SUBJECT:** Garbage Rate Study  
**CONTACT PERSON:** Ken Walker, City Administrator

**ISSUE:**

The issue before the city council is to discuss proposed changes to the Sultan Garbage Service, the method to calculate the effects on revenues and expenditures, along with corresponding reductions in garbage rates.

**STAFF RECOMMENDATION:**

Allow staff to build the analysis using the Garbage Cost of Service Study prepared by FCS Group dated March 11, 2010 as a base reference. The most recent FCS Garbage Cost Service analysis is valid, requiring identification of only the specific changes in operations, and the resulting changes in expenditures.

**SUMMARY:**

On March 25, 2010, Ordinance number 1074-10 adopting Garbage Rates based on the FCS Group study was introduced. The city hired FCS Group to evaluate the city's garbage utility to ensure adequate revenues were generated to match expenses. The study proposed several actions that included (but not limited to) rate increases, cost-of-rate structures based on actual administration and operation costs, establishing a 60-day operating reserve, and setting aside funds to replace the garbage truck in 2015.

The base assumptions of this study are still valid for administration and operation of the city's garbage utility. City administration is proposing accelerating the replacement of the garbage truck with a new truck designed to operate differently. The proposed truck is designed to collect and dump the residential garbage receptacle automatically. The result should be reduced labor hours. Additional savings will result from a reduced contribution to the Capital Budget designed to replace the new garbage truck in the year 2023. The ability to achieve these cost savings is the result of long range planning and policies adopted by the Council.

**FISCAL IMPACT:**

The initial cost of replacing the garbage truck is estimated to be \$300,000 and the cost of replacing the residential garbage receptacles to be \$100,000. These funds have been set aside in the Capital Equipment Replacement Fund, enabling the purchase to be made interest free.

Due to planning and adoption during the middle of equipment life, the existing plans were implemented requiring a 5 year purchase plan. Now 2014 plans can be implemented on the full 10 year replacement cycle, resulting in a reduced amount of yearly contributions to the Capital Equipment Replacement Fund.

Additional savings will result in lower labor requirements to operate the equipment. This savings will be passed on in the form of reduced monthly garbage rates. The fiscal impact of replacing the garbage truck is estimated total savings to be in the range of \$50,000 to \$60,000 per year. With Council approval allowing staff to build its analysis on the FCS Group study and not require a consultant study to evaluate the savings, the city can pass the entire savings on to the garbage utility rate payers.

**ALTERNATIVES:**

1. Authorize staff to perform a Basic Rate Study
2. Hire a consultant to analyze the rates at an estimated \$20,000 cost, reducing the savings that can be passed on to the rate payers.
3. Provide direction to staff to address any concerns.

**RECOMMENDED ACTION:**

Authorize staff to conduct the analysis of garbage operation changes resulting from the planned equipment replacement scheduled for July 1, 2014 and prepare rate adjustments (reductions) based on the savings.