

**CITY OF SULTAN
COUNCIL MEETING – COMMUNITY CENTER
December 4, 2014**

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

CHANGES/ADDITIONS TO THE AGENDA

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) Planning Board Minutes

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

- 1) Approval of the November 20, 2014 Council Meeting Minutes
- 2) Approval of the November 20, 2014 Public Hearing minutes on the 2014 Budget Amendments
- 3) Approval of the October 23, November 6 and November 20, 2014 Public Hearing minutes on the 2015 Budget
- 4) Approval of Vouchers
- 5) Gray & Osborne Contract Extension – Alder Avenue

ACTION ITEMS:

- 1) Ordinance 1206-14 – 2015 Budget
- 2) VOA – Food Bank Lease
- 3) Ordinance 1208-14 - Water Facility Charge
- 4) Resolution 14-12– Comprehensive Plan Final Adoption

DISCUSSION: Time Permitting

- 1) Resolution 14-11 2015 Fee Schedule

PUBLIC COMMENT ON AGENDA ITEMS ONLY

COUNCILMEMBER RESPONSE TO PUBLIC COMMENT ON AGENDA ITEMS

EXECUTIVE SESSION:

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

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

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-1
DATE: December 4, 2014
SUBJECT: Planning Board Minutes
CONTACT PERSON: Stacy MacGregor, Senior Planner

ISSUE:
Transmitting Planning Board Minutes from September 16, 2014 meeting.

STAFF RECOMMENDATION:
Receive Report, no action required.

ATTACHMENT A: Planning Board Minutes of September 16, 2014

SULTAN PLANNING BOARD MINUTES
September 16, 2014

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Sean Gossett
Janet Peterson
Gloria Reedy - Sick

STAFF PRESENT:

Stacy MacGregor, Senior Planner
Cyd Sparks, Permit Assistant

CALL TO ORDER:

Call to Order at 7:03 p.m.

CHANGES TO THE AGENDA:

Vote on Chair's before the Hearing.
Change order of comments

PUBLIC COMMENTS:

None

PLANNING BOARD MEMBER COMMENTS:

Sean None

Janet None

Lucy Attended County Planning Board about UGA changes. Lucy provided a handout from the meeting which allows comments. Lucy asked Frank Linth what he remembers of the history of UGA and what meetings if any where held. Frank gave a brief history of what he remembers.

STAFF COMMENTS:

MacGregor Open Public Meetings Act - October 11th at 9AM before the Budget Retreat. PB is required to take the class, State mandated.

Community Transit - September 25th @ 6:30PM, Lynnwood Convention Center, Vibrant Communities - event the PB could attend if they wish.

MacGregor goes over why the City e-mail is the e-mail they should use for City business.

APPROVAL OF MINUTES:

August 19th Minutes - Gossett moves to approve the minutes as received and Peterson second. All Ayes.

ELECTION OF OFFICERS

Peterson nominates Hitchcock for Chair and Gossett seconds. All Ayes.

Peterson nominates Gossett for Vice Chair and Hitchcock seconds. All Ayes.

HEARINGS:

Hearing opened by Hitchcock. Public in the audience - Frank Linth.

MacGregor gives an overview of the Hearing topic Amendment to Title 22, Sign Regulations; to allow Gateway Signs on City-owned property and rights-of-way.

Business advertisement that occurs at a location other than where the business is physically located is called an off-site sign. City staff identified two possible locations for the gateway signs. One location is within public right of way and the other is on a parcel zoned moderate density (residential). Any location would render at least some of the business promotion signs off-site. The current sign code has a prohibition against off-site signs, commercial signs in residential zones, and signs in right of way. The

purpose of this code amendment is to allow the gateway signs within Sultan City limits to fulfill the expectations of the grants.

The grant application states that the city will establish design standards and policies regarding content and conditions to place banners within the sign standard. City staff is working on drafting these standards and the requirement that these standards are to apply to gateway signs is included in the proposed code changes.

To keep the code as straight forward as possible and to avoid inadvertent prohibitions to gateway signs, the proposed code change is extremely simple. Changes include a new definition for gateway signs that mirrors the intent described in the grant application and a change to the definition of "signs" to exclude gateway signs. The effect of removing gateway signs from the definition of signs is to remove the sign permitting and location restrictions placed on gateway signs. (Gateway signs may still be subject to building permit requirements for initial installation which will be determined once the final sign construction is proposed.)

The comprehensive plan represents the city's adopted vision for long-term growth and development. It consists of policies and programs that support and implement that vision while meeting state, regions, and county expectations for future development. Changes to development regulations need to be consistent with the comprehensive plan. This proposal will provide a forum to promote community events, activities and local businesses and is supported by following comprehensive plan policies.

PUBLIC COMMENTS:

None

BOARD COMMENTS:

Peterson – Item #26 states that the sign has to be on City owned property, she sees how this will work for the Gateway Sign.

Hitchcock – add "to" to the 8th Whereas. Asks about the date in the 10th Whereas. What is a threshold decision? MacGregor explains to the Board about SEPA and the threshold decision.

Gossett – City of Woodinville and Duvall signs are really nice. Would be nice to standardize the signage. Section 53 l.i. wording, wants to make sure this is open to public comment.

Motion to close the public portion of the Hearing. Motion by Peterson, seconded by Gossett. All Ayes.

Meeting is Closed.

Gossett – it would be a good idea for the Council to have a Public Hearing due to the public climate about signs.

Peterson – agrees with Gossett.

Gossett moves to approve Item A-1 to City Council regarding proposed Amendment to Title 22, Sign Regulations, creating a definition for gateway Signs and removing them from permitting requirements. Peterson seconded the motion. All Ayes.

Gossett moves that the Planning Board recommends a Public Hearing to City Council regarding proposed Amendment to Title 22, Sign Regulations, creating a definition for gateway Signs and removing them from permitting requirements. Peterson seconds the motion. All Ayes.

DISCUSSION AND STUDY ITEMS:

D-1 Comprehensive Plan 2015 updates: Theme and Process.

MacGregor gives a brief history of the Comp Plan history and what the City's next steps are in making sure our Comp Plan updates are in order and if they are not, then what we need to do to get the 2015 update finished with a possible update in 2016.

The comprehensive plan was updated in 2011. It is a lengthy document that describes in detail the story of Sultan's previous comprehensive plan updates. The result is an interesting story of Sultan and its past and future development. The narrative is not necessary directly relevant to the development of the goals and policies and portions of the story are retold multiple times in different chapters.

DISCUSSION: Over the next year, Sultan's comprehensive plan needs to consider the amended population allocation; to plan for housing units in addition to population; and to amend the plan to bring it into compliance with new polices raised under GMA since 2012 and new Countywide Planning Policies so that the comprehensive plan remains current with the statutory requirements of the GMA. However, the level of review in 2011 resulted in a 2011 plan that is a very thorough and complete which requires little to no policy and goal amendments although new analysis will be needed to address a new planning horizon, population, and potentially a new UGA.

The 2015 update is an opportunity to streamline and consolidate the plan. The readability and accessibility can be enhanced and the redundancy removed. The 2011 plan will remain and the story and history it describes will forever be included in the history of Sultan. The 2015 plan can move beyond that plan and become a document that may allow for simpler updates and amendments and more accessible presentation of the city's goals and policies.

Comments from Frank Linth, 41202 May Creek Drive, Gold Bar gave brief history about his time during the Comp Plan review.

Peterson – discussion about floodways and flood zones in town and on 1st Street.

Hitchcock – discussion about tables and charts, she wants people to know more about our City and how we make decisions.

MacGregor, how about a meaty introduction and more relevant information. Hitchcock asks about grants and MacGregor explains how the grant money has been spent and the process of plan adoption, review and update. The City had to pay for the EIS and that took \$42K. Consultants will do Engineering, Sewer, Water, Traffic which is normal and expected. This leaves the Land Use, Housing, Parks, will be done in house and the narrative needs to be updated.

Gossett – discusses the scaling down of the language in the comp plan. Wide range of backgrounds on this board, he likes the plan because it was personable. There was just too much information to read that he found he was skipping over items he probably should not have. It has to be printed in color because the tables and graphs are in color.

Hitchcock – misses finding the goals easily. Wishes the text had the goals spelled out. MacGregor thinks that they layout is what makes this plan difficult. Made a lot of notes on what she read and wishes she could help. Asks for MacGregor to give the Board a example so they know what she is talking about.

Gossett – loves to read, especially about his town. Agrees with Frank that they could word smith some of the paragraphs. The introduction to each chapter, the history and time it took for each chapter.

Board and Staff have discussion over the plan and its contents. The plan is more specific to what happened it 2011. It needs to be rewritten to current time and/up to 2035. The Development Regulations needs to be in compliance with the Comp Plan. The Comp Plan is primarily there to chase dollars, to show we are in compliance with the State. There are two big changes that need to be made in the Comp Plan. Population allocation 11k to 8k was adopted in 2013. Board likes having definitions. Board agrees that they may need to find a happy compromise. The document is excellent but needs to reduce and preserve the information.

Staff says: how about it starts with a nice introduction and moves into the story. A part about why the heck we are doing this, meaty introductions, goals and policies and stats in the back.

Board would like a trial chapter to look at. Board and Staff have more discussion on the plan and its content and what changes could be made to them. Peterson likes Burien's Pol. HS 2.2 (c). Maybe reduce building permit fees for lower income houses. Staff will bring something back for them to take a look at. Board would like a timeline of what's to come. Maybe add more meetings till we get through this.

Staff will develop a work plan for content review using the general format the planning board recommends.

ACTIONS FOR NEXT MEETING:

Gossett – schedule planning at the next meeting

Hitchcock – County Meeting will be on the 7th, 8th & 9th. Will bring back comments.

PUBLIC COMMENTS:

Frank Linth, 41202 May Creek Drive, Gold Bar. Fond memories of the Comp Plan update when he was on the Board. He gave brief history of the writing of the Comp Plan and the Falgatter 1-8 lawsuits. This explains why the Comp Plan is so big. The City had to defend itself with the Comp Plan, which they did and received high marks for the finished product.

PLANNING BOARD MEMBER COMMENTS:

Gossett – Tells Frank that the Comp Plan was really interesting and a good read. Good job. Thank you.

Peterson – Might not be at the next meeting. Maybe having surgery.

Hitchcock – Thanks Frank for coming. Sean brings cookies. Advertise for the Planning Board position, put in utility bill in October.

ADJOURNMENT: Peterson moved to close the meeting and Gossett seconded the motion.
All Ayes.

Adjourned at 8:57 pm

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1
DATE: December 4, 2014
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director 

SUMMARY:

Attached are the minutes of the November 20, 2014 regular Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

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

PRESENTATIONS:

Proclamation – Global Entrepreneurship Week

Proclaim the week of November 17-23, 2014 Global Entrepreneurship Week.

Entrepreneurs are the innovators and job creators who launch startups that bring ideas to life, drive economic growth and expand human welfare. Our community has benefited from large organizations and small. We are fortunate to have businesses ranging from Microsoft and Amazon to GROW Washington. Sultan has benefited from these businesses and the individual entrepreneurs who have built them. Fostering these activities and the culture of innovation is an integral component of economic development.

The purpose of recognizing Global Entrepreneurship Week is to encourage continued development of new ideas, processes, businesses and jobs that our community is so dependent on. Special recognition is given to the work of GROW Washington. Local entrepreneurs receive mentoring and training providing them with the knowledge to transition from start-up to business operation.

COMMENTS FROM THE PUBLIC:

Ray George: The salary increase is confusing for non-represented one place says 0% and another says 4.3%

Kay George: FTE for salary schedule allocation - for every FTE who do work there are two FTE's of supervisors. Don't believe the employees need two supervisors – too much time being charged to utility. It is clear and blatant something is wrong. City Administrator and Clerk spending 80% of their time in utilities is preposterous; pared down but need to look at.

Mandy Geiger: Requested the Council adopt a resolution to support a spray park in the city. Cost is around \$75,000 plus \$18-20000 per year to run it. They are looking for donations from companies in Washington. Tom Teigen, Snohomish County is providing assistance. Would use volunteers to put the system in place.

Calei Vaughan: Task Force is help to work on the spray park and focus on the positive. Cleaned out three encampments this week. They were going to suspend the cleanups until spring but it encouraged people to reestablish camps. New Years day there will be an event at the gazebo from noon to two.

COUNCILMEMBER COMMENTS

McCarty: Worked the cleanup this week and there was an incident with a dog; told to clean up their stuff and leave but they did not. Spray park – has done research on the project and is looking at different grants to help.

Walker: Spray park is a great idea, would support. Thanks to Calei for her work.

Davenport-Smith: Spray park is a great idea, glad they are working on the project. Thanks to Calei for her work on the task force and the cleanup efforts. Like idea of community event every month. Sno-Isle attended celebration for student who won an award for her artwork, which is for sale in the library.

Neigel: Spray park is a great idea; don't know about volunteer labor but supports the concept. It has economic potential. Thanks for the work on the task force. Thanks to Chief Beaton for response to Marysville incident. Been a tough year for the county.

Naslund: Food Bank will not supply Thanksgiving food baskets this year due to lack of funds. Sultan Harvest will be held at the high school and is open to everyone. Requests everyone bring food for the food bank. Dave Wood giving tree will be active for toys. Block Watch will be held at the Eagles Club on the 25th. People like to complain but don't want to offer solutions.

Sultan Middle school had pipes freeze and they are relocating students. Someone took a pipe cutter to the swing set at Goldbar Elementary and it will be difficult to repair. Sultan Elementary School artwork will be posted at city hall.

Beeler: Appreciates the staff reports. Glad to see city is down to only 68 more electronic meters to install. Garbage switch will occur in February – will it be promoted? Legislative priorities were discussed at the Cities & Towns dinner. McCleary decision is an unfunded mandate for education and 11350 added additional funding requirements. AWC needs the cities to make sure the state knows transportation is important and a funding plan is needed. The US 2 Safety Coalition is moving to designate US 2 as a mega project to get more federal funding and to include the railroad to help with funding to promote transportation of goods.

Nichols Sorgen: Boys and girls basketball and wrestling are starting; doing auditions for musical; blood drive on Monday.

Mayor Eslick: Need to continue the task force efforts to keep the city clean. Other cities are beginning to cleanup camps. Working on newsletter to help promote the food bank.

Ken Walker, City Administrator: Community Transit will return to Sunday service but they are moving the route to 4th Street, down Alder and back to the highway. The method used to pave the street makes it a stronger surface but the city would like to see an alternate route.

City representatives will be attending a meeting with state representatives in Wenatchee on December 3rd to promote city projects and request support.

Arts Council meets on the 3rd Tuesday of each month at the VIC. They are creating documents to allow the school district to donate the building in Startup to the Art Council.

Garbage – staff is meeting to develop the information materials for the public, changed was moved to February due to all the holidays; toter information must be entered into the computer; city will be divided into 4 sections with everything color coded to help the residents. City/School/Fire committee discussed the evacuation drill. The drill provides points toward the CRS program for flood insurance. Will try to schedule the drill in the spring; need to provide education for the children so they understand why the drill is held.

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

- 1) Police Report
- 2) Public Works Report
- 3) Code Enforcement/Animal Control

HEARINGS:

- 1) 2015 Budget – Capital Projects/Other General Funds
- 2) 2014 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 Davenport-Smith, seconded by Councilmember Seehuus, the consent agenda was approved as presented. McCarty – aye, abstain on vouchers; Seehuus – aye; Walker – aye; Davenport-Smith – aye, abstained on minutes, Neigel – aye; Naslund – aye; Beeler - aye.

- 1) Approval of the November 6, 2014 Council Meeting Minutes
- 2) Approval of Vouchers
- 3) Contract Renewal – Aimee Trua, Public Defender
- 4) Contract Renewal – Thom Graafstra – Special Counsel
- 5) Contract Renewal – Kenyon Disend, City Attorney
- 6) Contract Renewal – Goldbar Geek , IT Service
- 7) Proclamation for Global Entrepreneurship Week

ACTION ITEMS:

Safe Stop Program Agreement

The issue before the city council is to authorize the mayor to sign an extension to the agreement with the Volunteers of America (VOA) not to exceed six thousand dollars (\$6,000) over a four (4) year period for the Volunteers of America safe stop program.

The city receives funding annually from the Criminal Justice Special Program for youth activities and domestic violence prevention. In the past, the portion the city receives for youth activities has been earmarked to support the safe stop program. The council budgets \$1,500 for the Safe Stop program in the Community Improvement Fund (109).

The City proposes to pay Volunteers of America one-thousand five hundred dollars (\$1,500) per year. Funding for the program is contingent on the availability of city funds. Volunteers of America will submit quarterly payment invoices to the City after services have been performed, and the City will make payment within four (4) weeks after the submittal of each approved invoice. The invoices will detail the hours worked and a description of the tasks performed.

Discussion: Issues with the four year term due to the problems with the program; School district is charging them \$60 per month for use; reimbursement program based on invoices submitted to the city; the program is not effective in changing behavior and needs to be evaluated; Good Behavior Game is more successful; long term benefits; contract has termination clause; consensus to change to one year term with annual evaluation.

On a motion by Councilmember Beeler, seconded by Councilmember Seehuus, the Mayor was authorized to sign an agreement with the Volunteers of America not to exceed \$1500 (one thousand five hundred dollars) without additional council approval over a one (1) year period for the Volunteers of America safe stop program. All ayes.

Food Bank Lease – VOA

The issue before the city council is to authorize Mayor Eslick to sign a 4-year lease agreement with the Volunteers of America to use the facility located at 703 First Street to operate the Sultan Food Bank.

The Sultan Food Bank (food bank) operates out of the northern portion of the former city hall building located at 703 First Street. The city and the Sultan Food Bank jointly improved the facility in 2003 using Community Development Block Grant Funds. Under the terms of the grant, the building must continue to operate as a food bank for a minimum of 15 years unless a new facility is found to house the food bank program.

The Volunteers of America began operating the Food Bank in 2011. The Volunteers of America will continue to pay \$280 per month to lease the premises for food bank operations and \$51 per month for insurance. The food bank uses approximately 30 percent of the building. The city has control of approximately 65 percent of the building. There is no direct fiscal impact to the city. The proposed lease agreement provides for the same monthly payment as currently negotiated with the Sultan Food Bank.

Discussion was held regarding not charging rent and fairness to the citizens who would have to support the food bank; use of criminal justice funds; food drives held at the school; 450 families served by the food bank; food bank is losing money each year.

On a motion by Councilmember Seehuus, seconded by Councilmember Walker, the matter was tabled. All ayes.

Snohomish County Jail Interlocal Agreement

The Jail services contract with Snohomish County expires at the end of 2014. The County has asked cities to review and agree to a new three year contract for services. The city must have a signed jail services contract in place to book and house all misdemeanor and gross misdemeanor suspects and inmates.

The 2014 Jail Services budget is \$40,000 and the city has spent \$22,471. Currently the city is paying \$95.94 per booking and \$66.63 per day for prisoner maintenance. The contract calls for a booking fee of \$115 per prisoner, \$84.00 per day for prisoner maintenance, \$22 per day for home monitoring and \$50 per prisoner that is in work release or in-custody work crews, in 2010. The contract also calls for yearly cost of living increases of the fees, equal to the Seattle-Tacoma-Bremerton Consumer Price Increase (CPI), not to exceed a 3% increase yearly.

The 2015 budget for jail services is \$32,000.

On a motion by Councilmember Neigel, seconded by Councilmember Naslund, the Mayor was authorized to sign the Interlocal Agreement with Snohomish County for Jail Services. All ayes.

Ordinance 1205-14 – 2015 Salary Schedule

The issue before the City Council is to introduce Ordinance 1205-14 - 2015 Salary Schedule. RCW 35A.33.050 requires that salary ranges for various positions in the City be made a part of the annual budget document adopted with the annual budget. As a part of the annual budget process, the City Council must adopt a salary and compensation ordinance for non-represented employees. Salary levels for represented (union) employees are established during contract negotiations.

In the 2015 budget, the number of non-represented employees has been reduced from 6 to 4 with the replacement of the Community Development director with a Senior Planner and the Grant Coordinator going part time. In 2014 in lieu of a COLA, the non-represented employees received a city contribution of \$100 a month to each employees Deferred Comp account. The 2015 Budget is based on this continued contribution to the employees Deferred Comp account. With the assumption listed in the fiscal impact section, represented employees will have received an increase of 7.0% for 2013 through 2015. Currently non-represented employees have received 1.7% for the same period. The current proposal is to provide an increase of 4.3% in 2015 for the non-represented employees, bringing the three year total from 2013 through 2015 to 6%, or an average of 2% per year. The amount for the non-represented employees is 1.0% less than that received by represented employees during the same period.

Discussion: Non-represented employees have help with reduced or no increase during hard times; concern over 4.3% increase for four employees; did not receive a COLA in 2014 and received a reduced COLA in 2013; employees should be treated equally and fairly; consider performance based increases; health care costs and options for reduction in insurance costs; managers deserve increases; salaried employees don't receive overtime.

On a motion by Councilmember Beeler, seconded by Councilmember Naslund, Ordinance 1205-14 setting the 2015 Salary Schedule was introduced for a first reading. All ayes, except Councilmember McCarty, Neigel, who voted nay.

Startup Water District Interlocal Agreement

The issue before the council is to authorize staff to complete negotiations for the Interlocal Agreement with Startup Water District (SWD) for the City of Sultan (City) Water Treatment Plant Operators to perform the duties for SWD for a contract time of five years after the City Attorney finalizes her review. The agreement stipulates the city will be reimbursed time, equipment, and materials to perform required maintenance, operation and testing per the Washington Administrative Code (WAC) for a Class A Water System.

The City of Sultan Washington State certified Water Treatment Operator's will provide service to the SWD for a period of five years. City staff will complete daily, weekly, monthly, quarterly, semi-annual, and annual tasks required by certified operators for a Class A water system.

No impact for City of Sultan. The SWD will reimburse the City for time, equipment and materials used in providing water contract services to SWD.

CITY OF SULTAN COUNCIL MEETING – November 20, 2014

Discussion: Number of hours worked per month; employee will work 50% for city and 50% for Startup; need to include administrative costs; five-year contract with city adding extra employee – impact to city if Startup terminates the contract; need to review the cost throughout the year.

Councilmember Walker, seconded by Councilmember Naslund, staff was authorized to negotiate the final Interlocal Agreement with SWD for five years after the City Attorney finalizes her review. The agreement stipulates the city will be reimbursed for time, equipment, and materials to perform required maintenance, operation and testing per the Washington Administrative Code (WAC) for a Class A Water System. All ayes.

Ordinance 1207-014 – 2014 Budget Amendment

The issue before the Council is to introduce Ordinance 1207-14 to amend the 2014 Budget. A public hearing was held during the November 20, 2014 Council meeting.

A public hearing on the proposed amendments to the 2014 Budget was held on November 20, 2014 during the regular Council meeting.

On a motion by Councilmember Seehuus, seconded by Councilmember Naslund, Ordinance 1207-14 to amend the 2014 Budget was adopted. All ayes.

Resolution 14-10 – 2015 Salary Allocation

The issue before the Council is the adoption of Resolution 14-10 to allocate salaries and benefits to the various operating funds for the 2015 Budget.

The State Auditor recommends that the Council adopt the Salary/Benefit allocation as a part of the budget process. As a part of the accountability audit, the State Auditor will also review the process and documentation the city used to determine the allocated costs. The City Council adopted Resolution 12-08, Cost Allocation Plan, which includes a three-step process to ensure each fund is correctly charged for employee services.

The 2015 allocation for wages and benefits is based on actual hours worked in the various funds through September 2014 and the proposed work program for 2015. For 2015, there are no major changes for salaries and benefits allocation. The reduction in wages and benefits will occur due to staff reductions:

1. The Permit Assistance's time for the General Fund has been increased to a 25% allocation in the Building Department due to the increase in permit activity.
2. The Grant Coordinator's hours are reduced to the 50% level.
3. The position of Deputy Treasurer will provide administrative assistance to the City Finance department.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Neigel, Resolution 14-10 allocating salaries and benefits for 2015 to the appropriate fund budgets was adopted. All ayes.

PUBLIC COMMENTS

Al Wirta submitted written comments regarding the design and cost of the Sultan Pedestrian bridge.

Ray George: Never met employee who did think they deserve raise. He has not received raise and has taken pay cuts. Don't disparage city employees from raises the money comes from other citizens who can't pay their water bills. Retro increase is not good.

Kay George: No one thinks the clerk does not spend time on utility just not 80%. For Interlocal – if only charging for one person, not charging actual costs if no administrative costs. For each person there are 2 supervisors. Not being fully reimbursed.

COUNCIL RESPONSE TO COMMENTS

Beeler: WSDOT pushed the city to move forward with the pedestrian bridge as the street bridge is not ADA compliant and they have liability. State has implied they would help with funds.

Adjournment: On a motion by Councilmember Walker, seconded by Councilmember Naslund, the meeting adjourned at 9:50 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 2

DATE: December 4, 2014

SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the Public Hearing on the 2014 Budget Amendments as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

PUBLIC HEARING:

The Public Hearing on the 2014 Budget Amendments was called to order by Mayor Eslick. Councilmembers present: McCarty, Seehuus, Walker, Neigel, Davenport-Smith, Naslund and Beeler.

Staff:

The issue before the Council is to hold a public hearing on proposed budget amendments to the 2014 Budget.

SUMMARY STATEMENT:

Staff recommends the following amendments to the funds:

Fund	Revenue Increase	Expenditures Increase
001 General Fund	\$45,655	\$62,469
104 Equipment Reserve	\$2,000	\$58,620
112 Park Impact	\$20,000	\$20,000
113 Building Maintenance	\$8,000	\$20,500
115 Insurance Claim	\$11,825	\$11,443
207 LID Bond	\$0	\$2,000
303 Street Construction	\$735,299	\$632,455
305 Park Improvement	\$337,030	\$337,030
401 Sewer Operating	\$91,000	\$85,000
403 Water/Sewer Bond	2,981,720	\$10,198
633 Treasurers Trust	\$137,000	\$137,000

Utility fund surplus:

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

Council

Brief discussion on the use and transfer of excess utility funds.

Public Input

None

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

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 3

DATE: December 4, 2014

SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the October 23, 2014, November 6, 2014 and November 20, 2014 Public Hearings on the 2015 Budget as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – October 23, 2014**PUBLIC HEARING:**

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

Staff:

The issue before the Council is to hold a public hearing on the 2015 budgets for the Debt Service funds and the Reserve Funds.

The City has General Obligation debt bonds for construction of the Community Center issued in 1999 and for the 2004 bonds for Police Equipment. The City pledges the assets of the city (property taxes) to pay the general obligation bonds for the Community Center. The Police equipment bonds were a voted issue and additional property tax is assessed to make annual payments. The Water and Sewer Funds have revenue bonds and Public Works Trust Fund (PWTF) loans for capital projects. The assets of the Water and Sewer Utility are pledged to make payments. The source of funding for payments can be user fees from rate payments, connection fees and reserve funds.

203 Limited GO Tax Bond Fund:

The General Obligation Tax bonds for the Community Center/Library are a General Fund obligation. In 1999 the City issued bonds for the construction of the Community Center/Library. The bonds will mature in 2018. The finance issue the city will face with this bond is the escalating principle payment for the remainder of the bond. The bond payments must be made from property taxes, real estate excise tax (REET 1) funds or other general fund sources. In 2015, property taxes will be used for payments as revenues from Real Estate sales (REET 1) (\$30,000) will not be sufficient to make the bond payments.

205 Police GO Bond Fund:

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

207 LID Bond Fund:

The LID Bond payments are made by the benefited property owners who receive annually billing statements in December. The LID (Local Improvement District) project is a sewer line from the Sultan Basin Road to Rice Road that was constructed in 1997 that runs parallel to Wagley Creek. Payments on the bonds are from assessment against the benefitted properties. The LID payments are for 18 years and are considered a lien against the property. The bonds will mature in 2021. In February 2012, the Council passed Resolution 12-03 setting a payment schedule for the city's obligation under LID 97-1. The City assessments are paid in full.

403 Water Revenue Bond Fund:

Water/Sewer Revenue Bonds were issued in 1996 to fund system improvements. The funding source for the bond payment is transfer from the Water and Sewer Utility Funds. Water and Sewer revenue bonds were used to fund Main Street and Eighth Street main line upgrades and replacement. The bonds will mature in 2016. The City refinanced the bonds which lowered the interest payments in 2012-2016. The overall savings on the refinancing was \$41,783. In 2014, the city issues \$2,870,000 in Water/Sewer Utility Bonds to finance the Booster Pump Station, Lift Station upgrades and water, sewer and storm lines on Alder, 4th and High streets.

CITY OF SULTAN COUNCIL MEETING – October 23, 2014**412 Water Debt Service Fund:**

The purpose of this fund is to provide for the payment of debt service incurred by the Water Utility System for capital projects. The fund has outstanding debt for the previous the connection to the Everett Waterline and for the second reservoir. For 2015 the debt service payments will be made from the operating fund (Water Utility Fund – 400). The Public Works Trust Fund (PWTF) loan documents pledge the assets of the Water Utility for repayment of the loan

413 Sewer Debt Service Fund:

The purpose of this fund is to provide for the payment of debt service incurred by the Sewer Utility System for capital projects. The fund has outstanding debt for the previous expansion of the existing Wastewater Treatment Plant, the I & I Reduction program and for the Stormwater Report. For 2015, the debt service payments will all be made from the operating funds (Sewer Utility Fund – 401 and Stormwater Utility Fund – 406). The PWTF loan documents pledge the assets of the Sewer Utility for repayment of the loan. The loan for the sewer plant upgrade will be paid in full in 2016 and stormwater report will be paid in full in 2016.

RESERVE FUNDS:

The City has several reserve funds that serve as a “savings account” for Operating and Capital Fund budgets. Most of the revenues received for these funds have restricted uses. The expenditures are in the form of transfers to other funds with the exception of the 501 Pubic Work Equipment Fund. The fund is used to purchase vehicles for the Public Works departments. The city will create the 501 (formally 104) Equipment Reserve fund in 2015 to comply with the State Auditor’s reporting requirements.

501 Equipment Reserve Fund:

The equipment reserve fund was established to provide funding for vehicles and equipment for the public works department. Operating transfer from the enterprise funds are used to fund equipment replacement purchases. In recent years, the city has implemented an equipment replacement fund by setting aside funds from several departments to purchase equipment to be used in the maintenance and operation of the city. In 2014, the city purchased an automated garbage collection system, riding lawn mower, and a vactor truck. \$60,000 is earmarked to be transferred into the equipment replacement fund from various enterprise funds.

108 Transportation Impact Fund:

The Transportation Impact Fee collects fees from developers for transportation construction and engineering costs. The fee is based on the number of car trips a development will generate and how those trips will impact areas of the City. Impact fee revenue is dependent on the types and level of development within the City. The fee is \$5,272 per PM peak hour trip. There are 20 single family building permits anticipated for 2015.

112 Park Impact Fund:

The Park Impact Fee was established to set aside money for park facility planning, land acquisition, site improvements, construction, and engineering costs. Funds will be used in 2015 for the trail development along the Sultan River. The estimated revenue from this tax is budgeted to be \$63,500. There are 20 single family building permits anticipated in 2015.

301 Real Estate Excise Tax 1 (REET 1)

Sultan has levied two 1/4% real estate excise taxes. The Revised Code of Washington 82.46 authorizes a real estate excise tax levy of 1/4%. The Growth Management Act authorizes another 1/4% real estate excise tax to be used primarily for financing capital facilities specified

CITY OF SULTAN COUNCIL MEETING – October 23, 2014

in the City's capital facilities plan. Revenues from this tax must be used for financing capital facilities specified in the City's capital facilities plan. REET 1 funds are being used to make the Community Center bond payments. In 2015, REET 2 funds will be used for capital street improvements and park improvements.

404 Cumulative Reserve Sewer Fund

The Reserve Sewer Fund was established to fund construction, reconstruction, and expansion of sewer lines, treatment plants, and other related facilities and to reduce infiltration and inflow into the sewer treatment plant. The Reserve Sewer Fund receives revenues from connection fees (General Facilities Charge) and transfers from the Sewer Operation Fund. Any connection fees collected in 2015 will be receipted into the reserve fund. There are 20 single family residential units anticipated to connect to the sewer system in 2015. In 2015 reserve funds will be used to fund the lift station upgrades and design work for the sewer line on the pedestrian bridge.

405 Cumulative Reserve Water Fund:

The Reserve Water Fund is used for the construction, extension, repair and betterment of the municipal water system, and head-works and reservoir, and for the purchase of rights-of-way, and/or necessary land. The city owns a 360 acre watershed which includes Lake 16 – the major water source for the city. The city contracts with a professional forester to maintain the watershed and annual thinning is completed. The annual thinning produces \$50,000 to \$150,000 in revenues. Revenues from the water shed are restricted by ordinance and can only be used for capital improvements to the water system. There are 20 single family residential units anticipated to connect to the water system in 2015. In 2015, reserve funds will be used to fund the design work for the waterline on the pedestrian bridge and PRV station.

621 Cemetery Trust Fund:

The Cemetery Trust fund accumulates funds for future maintenance of the Sultan Cemetery. The funding source is perpetual care charged on the sale of cemetery lots. There are no expenditures from the trust fund.

Discussion:

Brief discussion on the use of the one time PUD funds. Staff recommended the funds be used for repairs to the VIC, street projects and for the General fund contingency.

Public Input

None

On a motion by Councilmember Naslund, seconded by Councilmember Davenport-Smith, the public hearing was continued to November 6, 2014. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

CITY OF SULTAN COUNCIL MEETING – November 6, 2014**PUBLIC HEARING:**

The continued Public Hearing on 2015 Preliminary Budget was called to order by Mayor Eslick. Councilmembers present: McCarty, Seehuus, Walker, Neigel, Naslund and Beeler.

STAFF:

The issue before the council is to hold a public hearing on the preliminary 2015 Budget for the General Fund and Public Works Operating Funds.

The Public Works Department serves the citizens of Sultan with a wide variety of services, as well as being an integral part of Sultan governmental offices. The divisions within Public Works operations and maintenance are Streets, Cemetery, Water, Sewer, Garbage and Stormwater. Public Works is also responsible for maintenance of the parks and city buildings. Those budgets included in the General Fund portion of the budget.

The City has 6 Public Works Operating Funds:

- 101 Street
- 103 Cemetery
- 400 Water
- 401 Sewer
- 402 Garbage
- 406 Storm

With the exception of the Street Fund (which is technically part of the General fund and tax supported) the funds are enterprise funds and must be self-supporting.

Street Fund Operating Expenditures

The current Street Fund proposal is \$3,751 out of balance primarily due to an estimated \$15,000 expenditure for the Transportation Element of the Comprehensive Plan Update. The update is estimated to cost \$30,000, however the update is planned to be spread over two years (2015 & 2016). The Public Works Director is projected to be spending less time in the Street Fund in 2015 as development activity is picking up, and more time will be spent working with developers and providing plan review services.

The 2015 budget shows no Operating Transfer Out to the Street Capital Fund (303). Instead, expenditures to fund a speed cushion project for 1st Street, the annual chip seal project, raised pavement markers for Sultan Basin Road, and the 3rd Street repair (totaling \$22,500) will be completed using funds from the sale of city property. The remaining \$3,751 shortfall may require the City to use the beginning fund balance in the Street Fund which is not typical Council policy.

The Street Fund is an annual problem. Revenue generated to supply the fund is simply not adequate to meet maintenance expenditures. The City of Sultan has traditionally relied on grants to pay for Transportation projects and traditional funding sources are drying up. The Community Block Grant (CDBG) program is now only available for properties west of the Sultan River. The downtown area of Sultan is no longer eligible for CDBG grants. The Surface Transportation Program (STP) that funded the design of the Sultan River Pedestrian Bridge and the Sultan Basin Overlay project had a rural set-aside for communities of less than 5,000 residents. The Federal Highway Administration that administers STP grants recently made the determination that Sultan, Goldbar, and Index are no longer rural and are not eligible for a rural set-aside.

Cemetery Fund Operating Expenditures

The current Cemetery Fund proposal is \$2,277 out of balance. The budget shortfall may require the City to use the beginning fund balance in the Cemetery Fund which is not typical Council policy.

Water Fund Operating Expenditures

The Water Fund is \$52,171 out of balance due to a number of factors. There is an estimated \$90,000 expenditure for the preparation of the 2015 Water System Plan Element of the Comprehensive Plan Update over two years. A 2014 budget amendment will allow a consultant to start in November 2014 with a proposed expenditure of \$25,000. The balance of the Water System Plan update (65,000) is budgeted for 2015 & 2016 with \$32,500 proposed to be spent each year.

The budget shows no expenditure for Capital Buildings. A \$75,000 capital expenditure is proposed to construct a roof over the blowers at the Water Treatment Plant (\$10,000) and to rebuild the upflow clarifier (\$65,000). These projects are proposed using funding from the Capital Budget. A \$10,000 Capital Equipment expenditure is proposed for a chlorine pump (\$3,000) and two turbidity meters (\$7,000). A \$5,000 Operating Transfer Out to 510 is for the water fund's contribution towards rental of the City's recently purchased vector truck.

Salaries and benefits are increased by \$71,596 in 2015 primarily due to promoting a utility worker to spend significantly more time with in water related activities, to support the Startup Water District, and hiring a replacement Utility Worker.

With a \$52,171 budget shortfall the council will need to consider using the Beginning Fund Balance to have a balanced budget for 2015. The shortfall is primarily due to the Water System Plan Update (\$65,000) and a Water Bond payment (\$171,700). The Water Bond allowed the City to move forward with the Booster Pump Station upgrade and to replace water main and services on High Avenue, 4th Street, and Alder Avenue.

Sewer Fund Operating Expenditures

The Sewer Fund is proposed to have a \$62,072 balance. Salaries and benefits are increased by \$16,032 in 2015. There is an estimated \$90,000 expenditure for the preparation of the 2015 General Sewer Plan Element of the Comprehensive Plan Update over two years. A 2014 budget amendment will allow a consultant to start in November 2014 with a proposed expenditure of \$25,000. The balance of the General Sewer Plan update (65,000) is budgeted for 2015 & 2016 with \$32,500 proposed to be spent each year. There is no proposed expenditure for Capital Equipment in 2015. Instead, a \$100,000 Operating Transfer Out to Fund 407 (Sewer System Improvement Fund) to pay for a new oxidation ditch mixer and frame is proposed. A rotary fine screen and a new de-gritter will be Capital Purchases if there is available funding.

A \$37,000 Operating Transfer Out to 510 includes \$15,000 for the sewer fund's contribution towards rental of the City's recently purchased vector truck. The balance includes \$22,000 to go towards the purchase of utility trucks, a side arm mower, and a mower replacement.

Garbage Fund Operating Expenditures

The Garbage Fund has a surplus of \$38,742. The City has purchased a new garbage truck and toters. The City will distribute the toters and start collecting garbage with the new truck in January 2015. Salaries and benefits are increased by \$17,140 in 2015. Three utility workers equally shared the garbage duties in 2014, however there will likely be two utility workers sharing duties in 2015 due to the purchase of the automated garbage truck resulting in a savings to the garbage operating fund. Capital Equipment has a \$10,000 expenditure for dumpsters and toters. The Operating Transfer Out for Equipment Replacement (104) has been reduced

CITY OF SULTAN COUNCIL MEETING – November 6, 2014

Stormwater Fund Operating

The Stormwater Fund has a proposed budget shortfall of \$2,653. Professional services are increasing significantly to cover the expenditure for the update the stormwater update to the Comprehensive Plan which is assumed to cost \$30,000. The cost is proposed to be spread over two years with a \$15,000 expenditure in both 2015 and 2016. The Operating Transfer Out to Fund 413 (Debt Service) is shown to be zero. The \$10,480 for a the loan payment for 2015 is proposed to be paid out of Fund 413 (Sewer Debt Service Fund). A \$2,000 Operating Transfer Out to 510 is for the stormwater fund's contribution towards rental of the City's recently purchased vactor truck. With such a large budget deficit mostly due to the need for an stormwater update to comply with the state mandated Comprehensive Plan update; council will need to consider using the Beginning Fund Balance to have a balanced budget for 2015.

Council:

Discussion was held regarding the reduce area eligible for CDBG funding due to the income levels in the city; water and sewer comprehensive plan updates; transportation element needed for the comprehensive plan update; Startup Water District Interlocal; unfunded mandates by the state.

GENERAL FUND:

The city has an obligation to provide levels of service to the community that meet the basic need. Some services are mandated such as floodplain management, Growth Management Act planning, financial reporting, and building inspection. Other services such as public safety, economic development, code enforcement and park maintenance are optional. Whether a service is mandatory or option, the city has a choice about the level-of-service or level of investment to make when providing services to the community. The budget themes identify areas of strategic investment over the next five years to coincide with the five year forecast.

The 2015 budget forecast anticipates increasing General Fund revenues and expenditures.

The General fund is the largest fund in the budget. The General fund is supported by taxes and fees and generally has no funding restrictions. The General and Street funds share revenue sources including property taxes and utility taxes.

The proposed general fund revenue of \$1.7 million for 2015 is a 10% increase from 2014. The increase in building activity is the major factor contributing to the increase.

The following is a summary by revenue type:

	<u>2015 Budget</u>
Taxes	\$1,324,894
Licenses and Permits	\$132,000
Intergovernmental	\$151,630
Charges for Service	\$48,840
Fines and Penalties	\$14,600
Miscellaneous	\$120,991
Total Revenues	\$1,792,955

Property Tax

The Snohomish County Assessor has notified the City of Sultan that the assessment value of existing property for Property Taxes Payable in 2015 increased by 10%.

The city reached its maximum levy rate of \$1.60/\$1,000 assessed value in 2011. Property tax revenues are divided between the General Fund, Street Fund, Police Bond Fund (voter approved) and the general obligation bond for the community center (councilmatic). Based on the City's estimated 2015 assessed value of \$326,822,644 the amount to be collected is \$1.46

per thousand of assessed property value which is below the statutory limit for the city. The City will use banked capacity to assess at \$1.60/1000 to collect \$542,429.

GENERAL FUND EXPENDITURES

The 2015 proposed has been increased by \$91,262 from the 2014 adopted budget. The major area of change includes the need to update the Comprehensive Plan beginning in 2015.

The General Fund is comprised of 13 departments and provides:

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

2015 General Fund Budget Expenditures

Legislative	\$16,708
Executive	\$60,437
Finance/Administration	\$78,128
Grants	\$23,773
Legal	\$46,532
Other Governmental	\$50,725
Law Enforcement	\$989,129
Law Enforcement - Court	\$71,600
Emergency Management	\$5,985
Code Enforcement	\$37,890
Planning and Community Development	\$154,366
Building	\$38,771
Public Health	\$1,000
Library	\$6,500
Park/Recreation	\$88,534
Miscellaneous (Transfers Out)	\$9,000
Total Expenditures	\$1,679,078

Council:

Discussed the Wellness program and including funds to repair the field at Osprey park.

PUBLIC COMMENT:

None

On a motion by Councilmember Neigel, seconded by Councilmember Naslund, the public hearing was continued to November 20, 2014. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

CITY OF SULTAN COUNCIL MEETING – November 20, 2014**PUBLIC HEARING:**

The continued Public Hearing on 2015 Preliminary Budget was called to order by Mayor Eslick. Councilmembers present: McCarty, Seehuus, Walker, Neigel, Naslund and Beeler.

STAFF:**STREET AND TRANSPORTATION IMPROVEMENTS****Street chip seal project**

A street will be selected for the City's annual chip seal project. This project will be funded using Snohomish County PUD funds from the sale of City land and easements.

5th Street Design & Reconstruction (US2 to Main Street)

This project is contingent on receiving a grant from the Transportation Improvement Board. The City has pledged a ten percent (10%) match.

Date Avenue Reconstruction (4th Street to 150 feet east of 5th Place)

This project is contingent on receiving a grant from the Transportation Improvement Board. The City has pledged a ten percent (10%) match.

3rd Street Repair

This project is proposed to be funded using Snohomish County PUD funds from the sale of City land and easements.

Timber Ridge

This project involves repairing the cul-de-sac and drainage system on 141st Street SE and is proposed to be funded using the maintenance bond forfeited from the bonding company.

Sultan River Pedestrian Bridge

The design is 60 percent complete with construction planned for 2015 and 2016, contingent on receiving construction funding. The design of the transportation related bridge improvements is grant funded through a legislative proviso and the Surface Transportation Program. Construction is currently unfunded.

Sultan Basin Road Raised Pavement Markers (RPM's)

This project is planned to add raised pavement markers to the centerline striping on the recently completed Sultan Basin Road Overlay project. The project is proposed to be funded using Snohomish County PUD funds from the sale of City land and easements.

1st Street Speed Cushions

This project is planned for 2015 and will be funded using Snohomish County PUD funds from the sale of City land and easements.

WATER SYSTEM IMPROVEMENTS**Gohr Road Water Main**

This project is contingent on receiving a Community Development Block Grant. The City has pledged a \$25,000 match using Water Capital Funds.

Booster Pump House Upgrade

The design and construction of the Booster Pump House Upgrade include the replacement of pumps, the electrical system, generator, and pump house structure. The City is working with Trane and RH2 Engineering, with the project to be funded using proceeds from the Water Bond obtained in 2014.

CITY OF SULTAN COUNCIL MEETING – November 20, 2014135th Street SE Water Main

This project is contingent on receiving a Community Development Block Grant. The City has pledged a \$30,000 match using Water Capital Funds.

Date Avenue Water Main (4th Street to 150 feet east of 5th Place)

This project is contingent on receiving a grant for the street reconstruction from the Transportation Improvement Board. The water main will be replaced using Water Capital Funds.

Roof Over Blowers at Water Treatment Plant

This project will be constructed by Public Works staff and will be funded using Water Capital Funds.

Rebuild Upflow Clarifier

This project will be funded using Water Capital Funds.

Sultan River Pedestrian Bridge Water Design & Construction

The design is currently 60 percent complete. The remaining design of the water element of the bridge will be funded using Water Capital Funds. The construction element is currently unfunded and will require a grant or a loan.

PRV No. 1 Station Replacement

The design and construction of PRV No. 1 are proposed to be funded using Water Capital Funds.

Everett Intertie Upgrade

The design is complete and Public Works staff will be constructing the upgrade. The construction will be funded using Water Capital Funds.

Water Capital Fund

The following projects are proposed to be funded using Water Capital Funds:

Gohr Road Water Main CDBG Matching Funds	\$25,000
135th Street Water Main CDBG Matching Funds	\$30,000
Date Avenue Water Main Design	\$11,500
Date Avenue Water Main Construction & CM	\$88,000
Roof Over Blowers at Water Treatment Plant	\$10,000
Rebuild Upflow Clarifier	\$65,000
Sultan River Bridge Water Design	\$24,000
PRV No. 1 Design & Construction	\$82,500
<u>Everett Intertie Upgrade Construction</u>	<u>\$40,000</u>
Total	\$376,000

To provide adequate funding for the capital projects, staff is proposing the following:

- The Water Operating Fund for 2015 has a \$52,171 shortfall therefore leaving an available beginning fund balance of \$304,108. Staff is proposing to leave \$200,000 in the Water Operating Fund leaving \$104,108 available to be transferred Fund 409 (Water System Improvements Fund).
- The Water Reserve Fund has an available balance of \$423,964. Staff is proposing to leave \$150,000 in the Reserve Fund and to transfer \$273,964 to Fund 409 (Water System Improvements Fund).
- After the proposed transfers, the Water System Improvement Fund will have a balance of \$415,569.

CITY OF SULTAN COUNCIL MEETING – November 20, 2014

The \$415,569 in Fund 409 is adequate to fund the proposed capital improvements of \$376,000. Revenues from timber sales from the City's watershed or Water System General Facilities charges for new connections were not factored into the analysis to be conservative.

SEWER SYSTEM IMPROVEMENTS

Lift Station Upgrade

Approximately \$60,000 towards the design is proposed to be funded using Sewer Capital Funds. The balance of the design (approximately \$124,000) will be funded using proceeds from the Sewer Bond obtained in 2014. A portion of the construction will be funded using proceeds from the Sewer Bond with the balance funded through a grant. This project is tied to the Sultan River Bridge Construction and is contingent on receiving a \$3.4 million dollar grant for the bridge construction.

Infiltration and Inflow Study

This project is proposed to be funded using Sewer Capital Funds.

Date Avenue Sewer Main (4th Street to 150 feet east of 5th Place)

This project is contingent on receiving a grant for the street reconstruction from the Transportation Improvement Board. The sewer main will be replaced using Sewer Capital Funds.

Wastewater Treatment Plant Energy Conservation Measures 2, 3, and 4

The City has applied for a \$196,000 Energy Conservation grant and is working with Trane and Gray & Osborne to construct Energy Conservation Measures 2, 3, and 4 at the Wastewater Treatment Plant. If the City receives the grant, we have committed a \$82,000 match which will be funded using Sewer Capital Funds.

Wastewater Treatment Plant Oxidation Ditch Mixer Replacement

This project is to replace the oxidation ditch mixer at the Wastewater Treatment Plant. It is being funded by an Operating Transfer Out to Fund 407 (Sewer System Improvement Fund).

Wastewater Treatment Plant Rotary Fine Screen Replacement

This project is to replace the rotary fine screen at the Wastewater Treatment Plant. It is proposed to be funded using Sewer Capital Funds.

Wastewater Treatment Plant De-Gritter Replacement

This project is to replace the de-gritter at the Wastewater Treatment Plant. It will only move forward in 2015 if it is funded using grant proceeds.

Sultan River Pedestrian Bridge Sewer Design & Construction

The design is currently 60 percent complete. The remaining design of the sewer element of the bridge will be funded using Sewer Capital Funds. The construction element is currently unfunded and will require a grant or a loan.

Sewer Capital Fund

The following projects are proposed to be funded using Sewer Capital Funds:

Lift Station Design Upgrade	\$60,000
Infiltration & Inflow Study	\$30,000
Date Avenue Sewer Design	\$11,000
Date Avenue Sewer Construction & CM	\$86,000
WWTP ECM 2, 3, and 4 (City Match)	\$82,000

Mixer Replacement	\$100,000
Rotary Fine Screen Replacement	\$80,000
Sultan Bridge Sewer Design	\$36,000
Total	\$485,000

To provide adequate funding for the capital projects, staff is proposing the following:

- Transfer \$351,103 from the Sewer Operating Fund to Fund 407 (Sewer System Improvement Fund) leaving a \$200,000 balance in the operating fund.
- Transfer \$35,804 from the Sewer Reserve Fund to the Sewer System Improvement Fund leaving \$100,000 in the Sewer Reserve Fund.
- There is an Operating Transfer Out to Fund 407 (Sewer System Improvement Fund) of \$100,000 specifically for the Mixer Replacement Project.

The \$486,907 in Fund 407 is adequate to fund the proposed capital improvements of \$485,000. Sewer System General Facility's charges for new sewer connections are not factored into the analysis to be conservative

PARK IMPROVEMENTS

Sultan River Trail (River Park to Osprey Park) Design

The design of the trail running parallel with the Sultan River from River Park to Osprey Park is proposed to be funded with Park Impact Fees

Sultan River Trail (River Park to Osprey Park) Land Purchase

The purchase of the property for the trail running parallel with the Sultan River from River Park to Osprey Park is proposed to be funded with a Conservation Futures grant.

STORM WATER SYSTEM IMPROVEMENTS

Dyer Road Culvert Replacement

The design is 90 percent complete. Construction is currently unfunded, and the City is seeking grants complete the project.

Council:

Discuss was held regarding a priority listing of the projects to assist with grant applications; detail list of needs in the comprehensive plans for water, sewer and transportation; funding availability; bond rating and the impact of reduce reserve balances.

GENERAL FUNDS:

There are several special revenue and reserve funds included in the budget. Some of the funds are "stand alone" funds and others are support funds for the operating budgets.

100 General Fund Contingency

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

RCW 35A.33.145 provides that "the total amount accumulated in such fund at any time shall not exceed the equivalent of thirty-seven and one-half cents per thousand dollars of assessed valuation of property within the city at such time". The current assessed value of the property for 2015 is \$26,822,644 (estimate). This currently limits the amount allowed to be accumulated in the fund to \$122,558.

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

CITY OF SULTAN COUNCIL MEETING – November 20, 2014**109 Community Improvement Fund**

The Community Improvement Fund is used to track revenues and expenditures for community oriented programs and improvements. The City partners with the School District and Volunteers of America to operate and fund the Safe Stop program. The City will contribute \$1,500 in 2015 from Criminal Justice Special programs funds.

113 BUILDING MAINTENANCE AND REPAIR FUND

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

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

114 Information Technology (IT) Fund

In 2009, the city began the process of standardizing computers and servers in all city departments. The information technology fund is used to track the cost of information technology services. Revenues are provided from interfund transfers from the operating budgets. Funds have been set aside funds in the 2015 budget purchase computers for the Council.

PUBLIC COMMENT:

None

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

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent 4
DATE: December 4, 2014
SUBJECT: Voucher Approval - 2014
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the vouchers for approval in the amount of \$30,294.67 and payroll through November 21, 2014 in the amount of \$49,724.48 to be drawn and paid on the proper accounts.

FISCAL IMPACT: \$110,019.15

RECOMMENDATION:

Approve the payment of vouchers as submitted.

**City Of Sultan
Voucher Approval
December 4, 2014**

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 #29963-64	\$ 2,853.95
Direct Deposit #24	\$ 25,648.04
Benefits Check #29958-62	\$ 28,579.81
Tax Deposit #23-24	\$ 22,642.68
Accounts Payable Checks #29915-57	\$ 30,294.67
ACH Transactions - DOR	\$
 TOTAL	 \$ 110,019.15

Bob McCarty, Councilmember

John Seehuus, Councilmember

Rocky Walker, Councilmember

Sarah Davenport-Smith, Councilmember

Joe Neigel, Councilmember

Marianne Naslund, Councilmember

Jeffrey Beeler, Councilmember

Accounts Payable

Check Register Totals Only

User: laura.koenig
 Printed: 12/1/2014 - 2:31 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
29966	12/04/2014	AdvTele	Advocate Telecom	490.87	0
29967	12/04/2014	agsupply	AG Supply Co	146.20	0
29968	12/04/2014	AmTest	AM Test	25.00	0
29969	12/04/2014	APP	Associated Petroleum Products Inc	1,112.57	0
29970	12/04/2014	SCCT	Association of Snohomish County Citi	140.00	0
29971	12/04/2014	DOLI	Department of Labor & Industries	114.10	0
29972	12/04/2014	DORBL	Department of Revenue	60.10	0
29973	12/04/2014	Elite	Elite Lock & Safe	81.53	0
29974	12/04/2014	EvUtil	Everett Utilities	2,596.33	0
29975	12/04/2014	ExpressP	Express Employment Professionals	504.16	0
29976	12/04/2014	Frontier	Frontier	208.91	0
29977	12/04/2014	Groco	Groco, Inc	1,873.92	0
29978	12/04/2014	Harmsen	Harmsen & Associates INc	1,900.00	0
29979	12/04/2014	JHarris	John Harris	30.00	0
29980	12/04/2014	HDSupply	HD Supply Waterworks	130.18	0
29981	12/04/2014	HoneyB	Honey Bucket	395.66	0
29982	12/04/2014	Lacal	Lacal Equipment, Inc.	924.66	0
29983	12/04/2014	Markley	Markley Electric	97.74	0
29984	12/04/2014	NorthSta	Northstar Chemical, Inc.	529.90	0
29985	12/04/2014	OASYS	Oasys Office Automation Systems	39.42	0
29986	12/04/2014	OfcDepot	Office Depot	753.84	0
29987	12/04/2014	Platt	Platt	386.07	0
29988	12/04/2014	PUD 1	PUD	8,482.88	0
29989	12/04/2014	Sedgwick	Sedgwick CMS	357.30	0
29990	12/04/2014	SCcorrec	Snohomish County Corrections	3,711.26	0
29991	12/04/2014	SCproAty	Snohomish County Prosecuting Attorn	2,892.76	0
29992	12/04/2014	SoundPub	Sound Publishing Inc	249.40	0
29993	12/04/2014	TStrom	Todd Strom	30.00	0
29994	12/04/2014	VerizonW	Verizon Wireless	580.75	0
29995	12/04/2014	visa	Visa	169.22	0
29996	12/04/2014	visa	Visa	262.44	0
29997	12/04/2014	visa	Visa	139.06	0
29998	12/04/2014	visa	Visa	49.25	0
29999	12/04/2014	Whitney	Whitney Equipment	829.19	0
Check Total:				30,294.67	

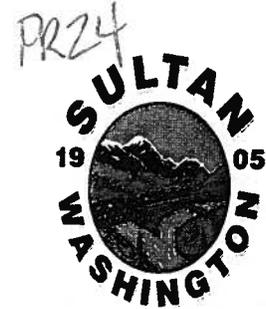
Printed: 11/21/2014 - 2:17PM
 Batch: 2-11-2014
 Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
11/26/2014	0	001	Laura Koenig	1,925.95
11/26/2014	0	004	Donna Murphy	1,342.58
11/26/2014	0	007	Julie Addington	1,422.36
11/26/2014	0	010	Cynthia Sparks	1,487.32
11/26/2014	0	011	Janice Mann	1,126.21
11/26/2014	0	013	Rosemary Murphy	1,195.82
11/26/2014	0	015	Kenneth Walker	2,231.64
11/26/2014	0	016	Stacy MacGregor	1,481.23
11/26/2014	0	019	Michael Matheson	2,695.56
11/26/2014	0	020	Signia Dunn	1,941.15
11/26/2014	0	025	John Harris	1,968.94
11/26/2014	0	028	Todd Strom	1,569.60
11/26/2014	0	049	Victoria Forte	811.60
11/26/2014	0	120	Matthew Wood	2,090.67
11/26/2014	0	121	Jason Strauss	1,397.75
11/26/2014	0	125	Riley Edwards	959.66
Total Employees:			16	Total: 25,648.04

Payroll Computer Check Register

User: julie.addington
 Printed: 11/21/2014 - 2:13PM
 Batch: 00002-11-2014 Computer



Check No	Check Date	Employee Information	Amount
29963	11/26/2014	024 Michael Williams	1,480.39
29964	11/26/2014	029 James Barns	1,373.56
Total Number of Employees: 2			Total for Payroll Check Run: 2,853.95

Accounts Payable Check Register Totals Only

User: laura.koenig
 Printed: 11/17/2014 - 1:43 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
29958	11/17/2014	Retire	Department of Retirement	1,950.00	0
29959	11/17/2014	Retire	Department of Retirement	5,772.55	0
29960	11/17/2014	AWCben	AWC Employee Benefit Trust	19,088.46	0
29961	11/17/2014	AWCben	AWC Employee Benefit Trust	24.00	0
29962	11/17/2014	WATeamTr	Washington Teamsters Welfare Trust	1,744.80	0
Check Total:				28,579.81	

Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
29956	11/20/2014	STREET IMPROVEMENT FUND	Sultan River Bridge Project	WH Pacific	14,756.80
29957	11/20/2014	GENERAL FUND	Professional Services	White Lightning Janitorial	480.00
29957	11/20/2014	UTILITY SEWER FUND	Repair and Maintenance	White Lightning Janitorial	120.00
29957	11/20/2014	UTILITY SEWER FUND	Repair and Maintenance	White Lightning Janitorial	20.00
29957	11/20/2014	UTILITY WATER FUND	Repair and Maintenance	White Lightning Janitorial	20.00
29957	11/20/2014	UTILITY GARBAGE FUND	Repair and Maintenance	White Lightning Janitorial	20.00
29958	11/17/2014	GENERAL FUND	Deferred Comp Payable	Department of Retirement	20.00
29958	11/17/2014	STREET FUND	Deferred Comp Payable	Department of Retirement	74.47
29958	11/17/2014	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	25.51
29958	11/17/2014	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	1.50
29958	11/17/2014	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	7.51
29958	11/17/2014	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	57.25
29958	11/17/2014	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	43.00
29958	11/17/2014	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	19.50
29958	11/17/2014	GENERAL FUND	Deferred Comp Payable	Department of Retirement	21.26
29958	11/17/2014	STREET FUND	Deferred Comp Payable	Department of Retirement	480.50
29958	11/17/2014	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	85.49
29958	11/17/2014	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	4.00
29958	11/17/2014	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	26.50
29958	11/17/2014	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	342.52
29958	11/17/2014	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	534.99
29958	11/17/2014	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	120.75
29959	11/17/2014	GENERAL FUND	Deferred Comp Payable	Department of Retirement	105.25
29959	11/17/2014	GENERAL FUND	PERS Payable	Department of Retirement	85.60
29959	11/17/2014	GENERAL FUND	PERS Payable	Department of Retirement	46.47
29959	11/17/2014	STREET FUND	PERS Payable	Department of Retirement	394.45
29959	11/17/2014	CEMETERY FUND	PERS Payable	Department of Retirement	111.58
29959	11/17/2014	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	17.04
29959	11/17/2014	UTILITY WATER FUND	PERS Payable	Department of Retirement	23.11
29959	11/17/2014	UTILITY SEWER FUND	PERS Payable	Department of Retirement	541.39
29959	11/17/2014	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	472.82
29959	11/17/2014	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	260.90
29959	11/17/2014	GENERAL FUND	PERS Payable	Department of Retirement	142.68
29959	11/17/2014	STREET FUND	PERS Payable	Department of Retirement	738.44
29959	11/17/2014	CEMETERY FUND	PERS Payable	Department of Retirement	208.88
29959	11/17/2014	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	31.87
29959	11/17/2014	UTILITY WATER FUND	PERS Payable	Department of Retirement	43.25
29959	11/17/2014	UTILITY SEWER FUND	PERS Payable	Department of Retirement	1,013.50
29959	11/17/2014	UTILITY SEWER FUND	PERS Payable	Department of Retirement	885.13

29959	11/17/2014	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	488.42
29959	11/17/2014	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	267.02
29960	11/17/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	55.77
29960	11/17/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.67
29960	11/17/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.87
29960	11/17/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.22
29960	11/17/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	31.21
29960	11/17/2014	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	25.78
29960	11/17/2014	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.13
29960	11/17/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.33
29960	11/17/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	81.91
29960	11/17/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	8.93
29960	11/17/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.94
29960	11/17/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.50
29960	11/17/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	196.71
29960	11/17/2014	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	110.33
29960	11/17/2014	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	69.15
29960	11/17/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	46.93
29960	11/17/2014	GENERAL FUND	Benefits - Disability Insuranc	AWC Employee Benefit Trust	513.24
29960	11/17/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	55.81
29960	11/17/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.63
29960	11/17/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.87
29960	11/17/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.23
29960	11/17/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	31.22
29960	11/17/2014	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	25.76
29960	11/17/2014	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	13.13
29960	11/17/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.33
29960	11/17/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	81.90
29960	11/17/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	8.94
29960	11/17/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.95
29960	11/17/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.48
29960	11/17/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	196.70
29960	11/17/2014	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	110.34
29960	11/17/2014	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	69.17
29960	11/17/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	46.92
29960	11/17/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,995.37
29960	11/17/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	271.46
29960	11/17/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	105.54
29960	11/17/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	18.95
29960	11/17/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	4,341.22
29960	11/17/2014	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	2,783.51
29960	11/17/2014	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,830.96

29960	11/17/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,035.05
29960	11/17/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,584.20
29960	11/17/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	447.72
29960	11/17/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	27.46
29960	11/17/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	118.13
29960	11/17/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,015.23
29960	11/17/2014	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	802.33
29960	11/17/2014	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	389.13
29960	11/17/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	407.27
29960	11/17/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.53
29960	11/17/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.56
29960	11/17/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.51
29960	11/17/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.24
29960	11/17/2014	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	10.82
29960	11/17/2014	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	8.58
29960	11/17/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.69
29961	11/17/2014	GENERAL FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	1.80
29961	11/17/2014	UTILITY WATER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.88
29961	11/17/2014	UTILITY SEWER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.04
29961	11/17/2014	UTILITY GARBAGE FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.64
29961	11/17/2014	STORMWATER UTILITY FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.64
29961	11/17/2014	GENERAL FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	1.80
29961	11/17/2014	UTILITY WATER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.88
29961	11/17/2014	UTILITY SEWER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.04
29961	11/17/2014	UTILITY GARBAGE FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.64
29961	11/17/2014	STORMWATER UTILITY FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.64
29962	11/17/2014	GENERAL FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	36.35
29962	11/17/2014	GENERAL FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	36.35
29962	11/17/2014	GENERAL FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	340.96
29962	11/17/2014	STREET FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	50.90
29962	11/17/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	16.69
29962	11/17/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	4.34
29962	11/17/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	463.86
29962	11/17/2014	UTILITY SEWER FUND	Med/Dental/Vis Payable	Washington Teamsters Welfare Trust	399.85
29962	11/17/2014	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	285.00
29962	11/17/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	110.50
29966	12/04/2014	GENERAL FUND	Communication	Washington Teamsters Welfare Trust	490.87
29967	12/04/2014	UTILITY WATER FUND	Operating Supply	Advocate Telecom	17.37
29967	12/04/2014	STORMWATER UTILITY FUND	Operating Supplies	AG Supply Co	24.88
29967	12/04/2014	UTILITY WATER FUND	Operating Supply	AG Supply Co	24.88
29967	12/04/2014	UTILITY SEWER FUND	Operating Supplies	AG Supply Co	24.88
29967	12/04/2014	UTILITY GARBAGE FUND	Operating Supplies	AG Supply Co	24.91

29967	12/04/2014	UTILITY GARBAGE FUND	Operating Supplies	AG Supply Co	29.28
29968	12/04/2014	UTILITY WATER FUND	Water - Testing	AM Test	25.00
29969	12/04/2014	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	665.32
29969	12/04/2014	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	81.21
29969	12/04/2014	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	305.96
29969	12/04/2014	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	20.03
29969	12/04/2014	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	20.02
29969	12/04/2014	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	20.03
29970	12/04/2014	GENERAL FUND	Travel and Seminars	Association of Snohomish County Cities & Towns	35.00
29970	12/04/2014	GENERAL FUND	Travel and Seminars	Association of Snohomish County Cities & Towns	105.00
29971	12/04/2014	GENERAL FUND	Miscellaneous	Department of Labor & Industries	114.10
29972	12/04/2014	GENERAL FUND	Bank Fees	Department of Revenue	60.10
29973	12/04/2014	BUILDING MAINTENANCE FUND	Operating Supply	Elite Lock & Safe	81.53
29974	12/04/2014	UTILITY WATER FUND	Utilities	Everett Utilities	2,596.33
29975	12/04/2014	UTILITY GARBAGE FUND	Repair and Maintenance	Express Employment Professionals	504.16
29976	12/04/2014	GENERAL FUND	Communication	Frontier	16.60
29976	12/04/2014	STREET FUND	Communication	Frontier	16.61
29976	12/04/2014	UTILITY WATER FUND	Communication	Frontier	16.60
29976	12/04/2014	UTILITY SEWER FUND	Communication	Frontier	16.61
29976	12/04/2014	UTILITY GARBAGE FUND	Communication	Frontier	16.60
29976	12/04/2014	GENERAL FUND	Communication	Frontier	11.33
29976	12/04/2014	STREET FUND	Communication	Frontier	11.32
29976	12/04/2014	UTILITY WATER FUND	Communication	Frontier	11.33
29976	12/04/2014	UTILITY SEWER FUND	Communication	Frontier	11.32
29976	12/04/2014	UTILITY GARBAGE FUND	Communication	Frontier	11.33
29976	12/04/2014	GENERAL FUND	Communication	Frontier	13.85
29976	12/04/2014	STREET FUND	Communication	Frontier	13.85
29976	12/04/2014	UTILITY WATER FUND	Communication	Frontier	13.86
29976	12/04/2014	UTILITY SEWER FUND	Communication	Frontier	13.85
29976	12/04/2014	UTILITY GARBAGE FUND	Communication	Frontier	13.85
29977	12/04/2014	UTILITY SEWER FUND	Professional - Engineers	Groco, Inc	1,873.92
29978	12/04/2014	PARK IMPROVEMENT FUND	Professional Service	Harmesen & Associates INC	1,900.00
29979	12/04/2014	UTILITY SEWER FUND	Miscellaneous	John Harris	30.00
29980	12/04/2014	UTILITY WATER FUND	Operating Supply	HD Supply Waterworks	130.18
29981	12/04/2014	UTILITY SEWER FUND	Rentals	Honey Bucket	65.16
29981	12/04/2014	UTILITY SEWER FUND	Rentals	Honey Bucket	185.50
29981	12/04/2014	UTILITY SEWER FUND	Rentals	Honey Bucket	145.00
29982	12/04/2014	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Lacal Equipment, Inc.	924.66
29983	12/04/2014	UTILITY WATER FUND	Repair and Maintenance	Markley Electric	97.74
29984	12/04/2014	UTILITY WATER FUND	Operating Supply	Northstar Chemical, Inc.	529.90
29985	12/04/2014	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems	6.57
29985	12/04/2014	UTILITY SEWER FUND	Repair and Maintenance	Oasys Office Automation Systems	6.57

29985	12/04/2014	UTILITY GARBAGE FUND	Repair and Maintenance	Oasys Office Automation Systems	6.57
29985	12/04/2014	STORMWATER UTILITY FUND	Repair and Maintenance	Oasys Office Automation Systems	6.58
29985	12/04/2014	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems	6.56
29985	12/04/2014	GENERAL FUND	Office/Operating Supplies	Oasys Office Automation Systems	6.57
29986	12/04/2014	UTILITY WATER FUND	Office Supplies	Office Depot	26.77
29986	12/04/2014	UTILITY SEWER FUND	Office Supplies	Office Depot	26.77
29986	12/04/2014	UTILITY GARBAGE FUND	Office Supplies	Office Depot	26.77
29986	12/04/2014	STREET FUND	Office Supplies	Office Depot	26.77
29986	12/04/2014	GENERAL FUND	Office/Operating Supplies	Office Depot	107.07
29986	12/04/2014	UTILITY WATER FUND	Operating Supply	Office Depot	3.04
29986	12/04/2014	UTILITY SEWER FUND	Operating Supplies	Office Depot	3.03
29986	12/04/2014	UTILITY GARBAGE FUND	Operating Supplies	Office Depot	3.04
29986	12/04/2014	STREET FUND	Office/Operating Supplies	Office Depot	3.03
29986	12/04/2014	GENERAL FUND	Office/Operating Supplies	Office Depot	3.04
29986	12/04/2014	UTILITY WATER FUND	Office Supplies	Office Depot	2.50
29986	12/04/2014	UTILITY SEWER FUND	Office Supplies	Office Depot	2.51
29986	12/04/2014	UTILITY GARBAGE FUND	Office Supplies	Office Depot	2.50
29986	12/04/2014	STREET FUND	Office Supplies	Office Depot	2.51
29986	12/04/2014	GENERAL FUND	Office/Operating Supplies	Office Depot	10.01
29986	12/04/2014	UTILITY WATER FUND	Office Supplies	Office Depot	3.58
29986	12/04/2014	UTILITY SEWER FUND	Office Supplies	Office Depot	3.58
29986	12/04/2014	UTILITY GARBAGE FUND	Office Supplies	Office Depot	3.58
29986	12/04/2014	STREET FUND	Office Supplies	Office Depot	3.58
29986	12/04/2014	GENERAL FUND	Office/Operating Supplies	Office Depot	14.31
29986	12/04/2014	UTILITY WATER FUND	Office Supplies	Office Depot	59.48
29986	12/04/2014	UTILITY SEWER FUND	Office Supplies	Office Depot	59.48
29986	12/04/2014	UTILITY GARBAGE FUND	Office Supplies	Office Depot	59.48
29986	12/04/2014	STREET FUND	Office Supplies	Office Depot	59.49
29986	12/04/2014	GENERAL FUND	Office/Operating Supplies	Office Depot	237.92
29987	12/04/2014	BUILDING MAINTENANCE FUND	Repair and Maintenance	Platt	386.07
29988	12/04/2014	UTILITY WATER FUND	Utilities	PUD	138.77
29988	12/04/2014	UTILITY SEWER FUND	Utilities	PUD	138.77
29988	12/04/2014	UTILITY GARBAGE FUND	Utilities	PUD	138.77
29988	12/04/2014	STREET FUND	Utilities	PUD	138.77
29988	12/04/2014	GENERAL FUND	Utilities	PUD	138.78
29988	12/04/2014	GENERAL FUND	Utilities	PUD	693.85
29988	12/04/2014	GENERAL FUND	Utilities	PUD	275.11
29988	12/04/2014	UTILITY WATER FUND	Utilities	PUD	2,370.19
29988	12/04/2014	UTILITY SEWER FUND	Utilities	PUD	3,014.06
29988	12/04/2014	STREET FUND	Utilities	PUD	32.33
29988	12/04/2014	UTILITY WATER FUND	Utilities	PUD	8.08
29988	12/04/2014	UTILITY SEWER FUND	Utilities	PUD	8.09

29988	12/04/2014	UTILITY GARBAGE FUND	Utilities	PUD	8.08
29988	12/04/2014	STREET FUND	Utilities	PUD	8.08
29988	12/04/2014	GENERAL FUND	Utilities	PUD	144.39
29988	12/04/2014	GENERAL FUND	Utilities	PUD	108.99
29988	12/04/2014	GENERAL FUND	Utilities	PUD	70.29
29988	12/04/2014	UTILITY SEWER FUND	Utilities	PUD	528.64
29988	12/04/2014	GENERAL FUND	Utilities	PUD	75.55
29988	12/04/2014	STREET FUND	Utilities	PUD	47.13
29988	12/04/2014	STREET FUND	Utilities	PUD	95.74
29988	12/04/2014	UTILITY WATER FUND	Utilities	PUD	47.14
29988	12/04/2014	UTILITY SEWER FUND	Utilities	PUD	47.13
29988	12/04/2014	UTILITY GARBAGE FUND	Utilities	PUD	47.14
29988	12/04/2014	STREET FUND	Utilities	PUD	159.01
29989	12/04/2014	GENERAL FUND	Professional Services	Sedgwick CMS	71.46
29989	12/04/2014	STREET FUND	Professional Services	Sedgwick CMS	71.46
29989	12/04/2014	UTILITY WATER FUND	Professional Service - General	Sedgwick CMS	71.46
29989	12/04/2014	UTILITY SEWER FUND	Professional Service	Sedgwick CMS	71.46
29989	12/04/2014	UTILITY GARBAGE FUND	Professional	Sedgwick CMS	71.46
29990	12/04/2014	GENERAL FUND	Miscellaneous - Jail Fees	Snohomish County Corrections	3,711.26
29991	12/04/2014	GENERAL FUND	Professional Services - Prosec	Snohomish County Prosecuting Attorney	2,892.76
29992	12/04/2014	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	48.16
29992	12/04/2014	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	58.48
29992	12/04/2014	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	72.24
29992	12/04/2014	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	53.32
29992	12/04/2014	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	17.20
29993	12/04/2014	UTILITY SEWER FUND	Miscellaneous	Todd Strom	30.00
29994	12/04/2014	UTILITY WATER FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY SEWER FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY GARBAGE FUND	Communication	Verizon Wireless	10.99
29994	12/04/2014	STREET FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	GENERAL FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	GENERAL FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY WATER FUND	Communication	Verizon Wireless	37.89
29994	12/04/2014	UTILITY SEWER FUND	Communication	Verizon Wireless	54.91
29994	12/04/2014	GENERAL FUND	Communication	Verizon Wireless	37.89
29994	12/04/2014	UTILITY SEWER FUND	Communication	Verizon Wireless	54.91
29994	12/04/2014	UTILITY WATER FUND	Communication	Verizon Wireless	37.89
29994	12/04/2014	UTILITY SEWER FUND	Communication	Verizon Wireless	4.48
29994	12/04/2014	UTILITY GARBAGE FUND	Communication	Verizon Wireless	4.48
29994	12/04/2014	GENERAL FUND	Communication	Verizon Wireless	4.49
29994	12/04/2014	STREET FUND	Communication	Verizon Wireless	4.48
29994	12/04/2014	UTILITY WATER FUND	Communication	Verizon Wireless	4.48

29994	12/04/2014	UTILITY GARBAGE FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY SEWER FUND	Communication	Verizon Wireless	10.99
29994	12/04/2014	GENERAL FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	STREET FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY WATER FUND	Communication	Verizon Wireless	4.48
29994	12/04/2014	UTILITY SEWER FUND	Communication	Verizon Wireless	4.48
29994	12/04/2014	UTILITY GARBAGE FUND	Communication	Verizon Wireless	4.49
29994	12/04/2014	GENERAL FUND	Communication	Verizon Wireless	4.48
29994	12/04/2014	STREET FUND	Communication	Verizon Wireless	4.48
29994	12/04/2014	GENERAL FUND	Office/Operating Supplies	Verizon Wireless	54.91
29994	12/04/2014	UTILITY WATER FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY SEWER FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY GARBAGE FUND	Communication	Verizon Wireless	10.99
29994	12/04/2014	STREET FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	GENERAL FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY WATER FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY SEWER FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY GARBAGE FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	GENERAL FUND	Communication	Verizon Wireless	10.99
29994	12/04/2014	STREET FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY WATER FUND	Communication	Verizon Wireless	10.98
29994	12/04/2014	UTILITY SEWER FUND	Communication	Verizon Wireless	10.98
29995	12/04/2014	UTILITY WATER FUND	Operating Supply	Verizon Wireless	37.89
29995	12/04/2014	UTILITY SEWER FUND	Operating Supplies	Verizon Wireless	29.93
29995	12/04/2014	UTILITY GARBAGE FUND	Operating Supplies	Verizon Wireless	29.93
29995	12/04/2014	GENERAL FUND	Office/Operating Supplies	Verizon Wireless	29.93
29996	12/04/2014	GENERAL FUND	Travel and Seminars	Verizon Wireless	79.43
29997	12/04/2014	GENERAL FUND	Economic Development	Verizon Wireless	262.44
29998	12/04/2014	UTILITY GARBAGE FUND	Miscellaneous	Verizon Wireless	139.06
29999	12/04/2014	UTILITY WATER FUND	Repair and Maintenance	Whitney Equipment	49.25
					829.19

TOTALS 74,291.28

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: C-5

DATE: December 4, 2014

SUBJECT: Gray & Osborne, Inc. Alder Avenue Reconstruction Project
Supplemental Agreement Number 2

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



ISSUE:

The issue before the council is to authorize the Mayor to sign Supplemental Agreement Number 2 (Attachment A) with Gray & Osborne, Inc. for the Alder Avenue Reconstruction Project to extend the completion date to June 30, 2015.

STAFF RECOMMENDATION:

Authorize the Mayor to sign Supplemental Agreement Number 2 with Gray & Osborne, Inc. to extend the contract completion date to June 30, 2015.

SUMMARY:

The City selected Gray & Osborne, Inc. as the civil engineering consultant to prepare engineering plans and specifications for the Alder Avenue Reconstruction Project. The City also selected Gray and Osborne, Inc. to provide construction management and inspection services during the construction phase of the project. The project is substantially complete with a few minor punch list items remaining to be finished.

It is critically important that the contract be extended because the City cannot be reimbursed for any expenditure related to project close out if the work performed occurs after the contract expiration on December 31, 2014.

FISCAL IMPACT:

Supplemental Agreement Number 2 only extends the contract duration. The fee is not impacted.

ALTERNATIVES:

1. Authorize the Mayor to sign Supplemental Agreement Number 2 (Attachment A) with Gray & Osborne, Inc. to extend the contract completion date to June 30, 2015.
2. Do not authorize the Mayor to sign Supplemental Agreement Number 3 with Gray & Osborne, Inc. and direct staff to areas of concern.

RECOMMENDED ACTION:

Authorize the Mayor to sign Supplemental Agreement Number 2 with Gray & Osborne Inc. to extend the contract completion date to June 30, 2015.

ATTACHMENTS:

Attachment A: Supplemental Agreement Number 2



Supplemental Agreement Number <u>2</u>		Organization and Address Gray & Osborne, Inc. 701 Dexter Avenue North, Suite 200 Seattle, Washington 98109	
Original Agreement Number		Phone: (206) 284-0860	
Project Number STPS 310(004)		Execution Date 2/4/2013	Completion Date 6/30/2015
Project Title Alder Avenue Reconstruction Project		New Maximum Amount Payable \$ 174,638.00	
Description of Work No Change.			

The Local Agency of City of Sultan
 desires to supplement the agreement entered into with Gray & Osborne, Inc.
 and executed on 2/4/2013 and identified as Agreement No. _____

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

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

No Change.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Completion Date is changed to 6/30/2015.

III

Section V, PAYMENT, shall be amended as follows:

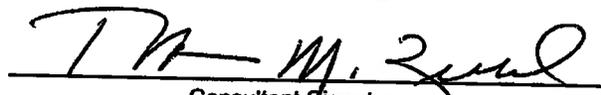
No Change.

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

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

By: Thomas M. Zerkel, P.E., Gray & Osborne, Inc.

By: _____


 Consultant Signature

 Approving Authority Signature

 Date

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM #: Action A 1

DATE: December 4, 2014

SUBJECT: Ordinance 1206-14 - 2015 Budget

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the Council is the introduction of Ordinance 1206-14 (Attachment A) to adopt a budget for the 2015 fiscal year.

SUMMARY:

The detailed budget and department reports were prepared and submitted to the Council during the public hearing process on October 23, 2014, November 6, 2014 and November 20, 2014.

GENERAL FUND:

The General fund is the largest fund in the budget. The General fund is supported by taxes and fees and generally has no funding restrictions. The General and Street funds share revenue sources including property taxes and utility taxes.

As a part of the budget process, staff reviews the 2015 work plan for each fund. A review of current job responsibilities, the proposed work program for the next year and the actual hours worked is used to determine the appropriate fund to charge for the salaries and benefits. Staff time must be appropriated to the fund for which the employee performs the work. Allocation of Council time is based on agenda items. All salary allocations are based on recognized accounting practices identified by Audit Report 1006136.

Property Tax

The Snohomish County Assessor has notified the City of Sultan that the assessment value of existing property for Property Taxes Payable in 2015 increased by 10%.

The city reached its maximum levy rate of \$1.60/\$1,000 assessed value in 2011. Property tax revenues are divided between the General Fund, Street Fund, Police Bond Fund (voter approved) and the general obligation bond for the community center (councilmatic). Based on the City's estimated 2015 assessed value of \$326,822,644 the amount to be collected is \$1.46 per thousand of assessed property value which is below the statutory limit for the city. The City will use banked capacity to assess at \$1.60/1000 to collect \$542,429.

Phone B&O Tax

The collection of phone B&O tax is consist and should come in as projected.

Utility Taxes

Last year the city council approved changing the percentage of B&O Electric Utility Tax allocated between the Street Fund and the General Fund. City staff recommend continuing the 70/30 split between the General Fund and the Street Fund. General Fund Utility taxes are expected to keep pace with inflation. Utility taxes now make-up 41% of total taxes.

Liquor Revenue

As reported previously changes in state law has resulted in less of an impact in liquor revenue. Based on information received from the State, Sultan should receive \$40,912 in liquor tax in 2015.

Building Permits:

There are twenty (20) residential building permit anticipated for 2015. The city's major source of variable revenues are land use and building permit fees. The city is required to use building permit revenues to support building permit services including land use permit processing, building plan review, building and infrastructure inspections and overhead. Building permit revenue is expected to increase substantially over the next two years.

Fines/Penalties:

The city has seen a steady decline in fines/penalties revenues since 2012. This is revenue collected for traffic and non traffic tickets.

The following is a summary by revenue type:

2015 Budget

Taxes	\$1,324,894
Licenses and Permits	\$132,000
Intergovernmental	\$151,630
Charges for Service	\$48,840
Fines and Penalties	\$14,600
Miscellaneous	\$120,991
Total Revenues	\$1,792,955

The General Fund is comprised of 13 departments and provides:

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

The following provides the expenditures by department:

GENERAL FUND EXPENDITURES BY DEPARTMENT

Legislative	\$16,708.00
Executive	\$62,650.00
Finance/Administration	\$78,476.00
Grants	\$23,773.00
Legal	\$46,438.00
Other Governmental	\$79,803.00
Law Enforcement	\$989,129.00
Law Enforcement - Court	\$71,600.00
Emergency Management	\$5,985.00
Code Enforcement	\$57,858.00
Planning and Community Development	\$168,572.00
Building	\$39,402.00
Public Health	\$1,000.00
Library	\$6,500.00
Park/Recreation	\$92,504.00
Miscellaneous (Transfers Out)	\$15,798.00
Total Expenditures	\$1,756,196.00

PUBLIC WORKS FUNDS

Street Fund:

The Street Fund is used to repair and maintain the city's streets, sidewalks, alley ways trails, signs and vegetation (street trees and grass strips). The city has approximately 31 miles (62 lane miles) of roadways and trails, 600 signs, and 150 trees.

Maintenance is a factor affecting the usability of city streets, and is an on-going, day-to-day requirement for Sultan's street system. The present level of maintenance is generally minimal and includes sweeping, mowing planter strips and rights of way, filling pot holes, and grading gravel streets. As more street facilities are developed, it will be necessary to expand the maintenance operation commensurate with the increase in street infrastructure.

Although the Street Fund is not a part of the city's general fund budget, the two funds share operating revenues. The Street operating budget is supported by property taxes, utility taxes, B & O taxes and the motor vehicle excise tax which is dedicated solely to the Street Operating fund.

Street Fund Operating Expenditures

The 2015 budget shows no Operating Transfer Out to the Street Capital Fund (303). Instead, expenditures to fund a speed cushion project for 1st Street, the annual chip seal project, raised pavement markers for Sultan Basin Road, and the 3rd Street repair (totaling \$22,500) are proposed from the sale of City land and easements to Snohomish County Public Utility District (PUD).

The Street Fund is an annual problem. Revenue generated to supply the fund is simply not adequate to meet maintenance expenditures. The City of Sultan has traditionally relied on grants to pay for Transportation projects and traditional funding sources are drying up. The Community Block Grant (CDBG) program is now only available for properties west of the Sultan River. The downtown area of Sultan is no longer eligible for CDBG grants. The Surface Transportation Program (STP) that funded the design of the Sultan River Pedestrian Bridge and the Sultan Basin Overlay project had a rural set-aside for communities of less than 5,000 residents. The Federal Highway Administration that administers STP grants recently made the determination that Sultan, Goldbar, and Index are no longer rural and are not eligible for a rural set-aside.

The bottom line is that Sultan residents will need to pay more in the future to maintain their street system. Several Snohomish County cities (Snohomish, Monroe, Stanwood) have adopted Transportation Benefit Districts in order to increase revenue to maintain streets. Council should consider taking this step in 2015.

Cemetery Fund

The Sultan Cemetery is located on approximately 4.5 acres at the east end of Cascade View Drive. The cemetery was established in the late 1800's by the Woodsmen of America. Sultan took ownership of the cemetery from the Woodsmen in the early 1900's.

The Cemetery Fund is one of the city's five enterprise funds. Revenues raised from fees must be used to maintain and operate the cemetery. Continuing to maintain Sultan's cemetery within existing revenues has been a challenge over the last five years.

The city council has raised burial fees to capture sufficient revenues to cover costs. Unfortunately, this has only exacerbated the problem because unlike our utilities the cemetery is not a monopoly. This year particularly people have been choosing to bury their loved ones in other area cemeteries. In addition, the "market" is changing and more people are choosing cremation and are scattering the ashes rather than place the ashes in a cemetery.

The city has been seeking opportunities to raise revenues and/or lower costs. In 2011, the city council took a number of steps to bring expenditures into alignment with revenues including outsourcing burial services to Wilbert Vault and installing a columbarium niche wall, donated by Koppenburg Enterprises, for ash internment. The niche wall is a future revenue source for the Cemetery Fund.

Estimated revenue for the cemetery is based on the assumption of the sale of five gravesites in 2014. The city council will need to carefully consider maintaining the 2013 level of service in order to ensure expenditures for maintenance are aligned with revenues. Labor costs are approximately 62% of the cemetery budget expenditures.

Water Fund:

This fund is for the operation and maintenance of the water treatment and distribution system, which includes a 360 acre watershed. The water department supplies water to approximately 1,700 households and businesses in the Sultan area. New case law requires the city general fund to pay for the fire hydrant repair and maintenance program.

The City's owns a raw water supply reservoir (Lake 16) located approximately 2.5 miles north of the City's Water Treatment Plant. The City is normally reliant on Lake 16 for its water supply (approximately 97 percent). The City also has an intertie with the City of Everett's water system, which delivers treated water to Sultan water consumers during periods of Water Treatment Plant maintenance activities (approximately 3 percent of total water usage).

Revenues dedicated to the water budget are used to support staff and resources to maintain the Water Treatment Plant and the water distribution system. Water rate revenues (revenues from sales) are estimated to be \$1,105,628 for 2015 (an increase of \$84,408).

Water Fund Operating Expenditures

There is an estimated \$90,000 expenditure for the preparation of the 2015 Water System Plan Element of the Comprehensive Plan Update over two years. A 2014 budget amendment will allow a consultant to start in November 2014 with a proposed expenditure of \$25,000. The balance of the Water System Plan update (65,000) is budgeted for 2015 & 2016 with \$32,500 proposed to be spent each year.

The budget shows no expenditure for Capital Buildings. A \$75,000 capital expenditure is proposed to construct a roof over the blowers at the Water Treatment Plant (\$10,000) and to rebuild the upflow clarifier (\$65,000). These projects are proposed using funding from the Capital Budget.

A \$10,000 Capital Equipment expenditure is proposed for a chlorine pump (\$3,000) and two turbidity meters (\$7,000).

With a \$52,171 budget shortfall the council will need to consider using the Beginning Fund Balance to have a balanced budget for 2015. The shortfall is primarily due to the Water System Plan Update (\$65,000) and a Water Bond payment (\$171,700). The Water Bond allowed the City to move forward with the Booster Pump Station upgrade and to replace water main and services on High Avenue, 4th Street, and Alder Avenue.

Sewer Fund

This fund is for the operation and maintenance of the wastewater treatment plant, lift station, and approximately 16 miles of gravity and force main piping. The City's Wastewater Treatment Plant (WWTP) was upgraded in 1998 and has a maximum month average flow design capacity of 0.72 million gallons per day and a peak hour capacity of 2.16 million gallons per day.

The City had been experiencing rapid growth and high peak flows and peaking factors; therefore the City completed an Engineering Report for the WWTP upgrades in 2006. The 2006 WWTP Upgrade Engineering Report prepared by Brown and Caldwell provided a phased approach for the expansion of the WWTP to plan for future growth within the Urban 'Growth Area.

Revenues dedicated to the sewer budget are used to support staff and resources to maintain the Wastewater Treatment Plant, the lift station, and the 16 miles of conveyance pipe and forcemain.

Sewer Fund Operating Expenditures

There is an estimated \$90,000 expenditure for the preparation of the 2015 General Sewer Plan Element of the Comprehensive Plan Update over two years. A 2014 budget amendment will allow a consultant to start in November 2014 with a proposed expenditure of \$25,000. The balance of the General Sewer Plan update (65,000) is budgeted for 2015 & 2016 with \$32,500 proposed to be spent each year.

There is no proposed expenditure for Capital Equipment in 2015. Instead, a \$100,000 Operating Transfer Out to Fund 407 (Sewer System Improvement Fund) to pay for a new oxidation ditch mixer and frame is proposed. A rotary fine screen and a new de-gritter will be Capital Purchases if there is available funding.

A \$37,000 Operating Transfer Out to 510 includes \$15,000 for the sewer fund's contribution towards rental of the City's recently purchased vector truck. The balance includes \$22,000 to go towards the purchase of utility trucks, a side arm mower, and a mower replacement.

Garbage Fund:

Sultan provides garbage service to the citizen three days per week, Monday, Thursday, and Friday. The city has a franchise agreement with Allied Waste for recycling which is critical in the waste stream flow in Sultan as well as Snohomish County.

Revenues dedicated to the garbage budget are used to support staff and resources to maintain smooth operations of this enterprise fund.

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

Garbage Fund Operating Expenditures

The City has purchased a new garbage truck and toters. The City will distribute the toters and start collecting garbage with the new truck in February 2015.

Three utility workers equally shared the garbage duties in 2014, however there will likely be two utility workers sharing duties in 2015 due to the purchase of the automated garbage truck resulting in a savings to the garbage operating fund.

Capital Equipment has a \$10,000 expenditure for dumpsters and toters.

The Operating Transfer Out for Equipment Replacement (104) has been reduced from \$49,000 to \$35,000 due to the purchase of the new garbage truck.

Stormwater Fund:

The City owns, operates and maintains the drainage, or storm water system, consisting of conveyance assets (pipes, culverts, catch basins, and inlets), storm water ponds, and storm water treatment facilities. The City has approximately 82,000 linear feet (15.5 miles) of storm water system pipes and major culverts. Approximately 820 catch basins and 160 inlets are located throughout the service area (from City of Sultan Comprehensive Plan updated September 25, 2008). Grass-lined ditches are also part of the storm water collection system.

In addition to the conveyance assets, the City owns and maintains infiltration facilities and retention ponds. Approximately thirteen (13) such facilities are owned and operated by the City. There are numerous privately-owned storm water facilities scattered throughout the City of Sultan service area including approximately 44 privately-owned ponds in the Sultan Urban Growth Area (UGA).

The purpose of the storm water operating fund is to promote quality control of storm water in the city. The fund is used to maintain the city's storm water conveyance and treatment facilities and construct storm water capital projects such as the detention facility for Sultan Basin Road Phase III. Ordinance 985-08 was adopted in 2008 to establish the storm water utility and Ordinance 986-08 set storm water utility rates through 2012.

Stormwater Fund Operating Expenditures

Professional services are increasing significantly to cover the expenditure for the update the stormwater update to the Comprehensive Plan which is assumed to cost \$30,000. The cost is proposed to be spread over two years with a \$15,000 expenditure in both 2015 and 2016.

The Operating Transfer Out for Equipment Replacement (104) shows no expenditure for 2015 due to the budget shortfall. As a result, money to be set aside from the stormwater fund towards the purchase of new utility trucks, a side arm mower, and a sweeper will be deferred.

The Operating Transfer Out to Fund 413 (Debt Service) is shown to be zero. The loan payment due is \$10,480 for a stormwater study that is no longer valid. In an effort to attempt to balance the Stormwater Fund, the loan payment for 2015 is proposed to be paid out of Fund 413 (Sewer Debt Service Fund).

A \$2,000 Operating Transfer Out to 510 is for the stormwater fund's contribution towards rental of the City's recently purchased vactor truck.

With such a large budget deficit mostly due to the need for an stormwater update to comply with the state mandated Comprehensive Plan update; council will need to consider using the Beginning Fund Balance to have a balanced budget for 2015.

As the City moves forward, the stormwater rates will need to be raised to be able to afford the design and construction of stormwater and flood prevention projects, and to incorporate state mandated Low Impact Development requirements.

CAPITAL PROJECTS

Street & Transportation Improvements

Street chip seal project

A street will be selected for the City's annual chip seal project. This project will be funded using Snohomish County PUD funds from the sale of City land and easements.

5th Street Design & Reconstruction (US2 to Main Street)

This project is contingent on receiving a grant from the Transportation Improvement Board. The City has pledged a ten percent (10%) match.

Date Avenue Reconstruction (4th Street to 150 feet east of 5th Place)

This project is contingent on receiving a grant from the Transportation Improvement Board. The City has pledged a ten percent (10%) match.

3rd Street Repair

This project is proposed to be funded using Snohomish County PUD funds from the sale of City land and easements.

Timber Ridge

This project involves repairing the cul-de-sac and drainage system on 141st Street SE and is proposed to be funded using the maintenance bond forfeited from the bonding company.

Sultan River Pedestrian Bridge

The design is 60 percent complete with construction planned for 2015 and 2016, contingent on receiving construction funding. The design of the transportation related bridge improvements is grant funded through a legislative proviso and the Surface Transportation Program. Construction is currently unfunded.

Sultan Basin Road Raised Pavement Markers (RPM's)

This project is planned to add raised pavement markers to the centerline striping on the recently completed Sultan Basin Road Overlay project. The project is proposed to be funded using Snohomish County PUD funds from the sale of City land and easements.

1st Street Speed Cushions

This project is planned for 2015 and will be funded using Snohomish County PUD funds from the sale of City land and easements.

Water System Improvements:

Gohr Road Water Main

This project is contingent on receiving a Community Development Block Grant. The City has pledged a \$25,000 match using Water Capital Funds.

Booster Pump House Upgrade

The design and construction of the Booster Pump House Upgrade include the replacement of pumps, the electrical system, generator, and pump house structure. The City is working with Trane and RH2 Engineering, with the project to be funded using proceeds from the Water Bond obtained in 2014.

135th Street SE Water Main

This project is contingent on receiving a Community Development Block Grant. The City has pledged a \$30,000 match using Water Capital Funds.

Date Avenue Water Main (4th Street to 150 feet east of 5th Place)

This project is contingent on receiving a grant for the street reconstruction from the Transportation Improvement Board. The water main will be replaced using Water Capital Funds.

Roof Over Blowers at Water Treatment Plant

This project will be constructed by Public Works staff and will be funded using Water Capital Funds.

Rebuild Upflow Clarifier

This project will be funded using Water Capital Funds.

Sultan River Pedestrian Bridge Water Design & Construction

The design is currently 60 percent complete. The remaining design of the water element of the bridge will be funded using Water Capital Funds. The construction element is currently unfunded and will require a grant or a loan.

PRV No. 1 Station Replacement

The design and construction of PRV No. 1 are proposed to be funded using Water Capital Funds.

Everett Intertie Upgrade

The design is complete and Public Works staff will be constructing the upgrade. The construction will be funded using Water Capital Funds.

Water Capital Fund

The following projects are proposed to be funded using City Water Capital Funds:

Gohr Road Water Main CDBG Matching Funds	\$25,000
135th Street Water Main CDBG Matching Funds	\$30,000
Date Avenue Water Main Design	\$11,500
Date Avenue Water Main Construction & CM	\$88,000
Roof Over Blowers at Water Treatment Plant	\$10,000
Rebuild Upflow Clarifier	\$65,000
Sultan River Bridge Water Design	\$24,000
PRV No. 1 Design & Construction	\$82,500
Everett Intertie Upgrade Construction	\$40,000
Total	\$727,000

To provide adequate funding for the capital projects, staff is proposing the following:

- The Water Operating Fund for 2015 has a \$52,171 shortfall therefore leaving an available beginning fund balance of \$304,108. Staff is proposing to leave \$200,000 in the Water Operating Fund leaving \$104,108 available to be transferred Fund 409 (Water System Improvements Fund).
- The Water Reserve Fund has an available balance of \$423,964. Staff is proposing to leave \$150,000 in the Reserve Fund and to transfer \$273,964 to Fund 409 (Water System Improvements Fund).
- After the proposed transfers, the Water System Improvement Fund will have a balance of \$415,569.

The \$415,569 in Fund 409 is adequate to fund the proposed capital improvements of \$376,000. Please note that revenues from timber sales from the City's watershed or Water System General Facilities charges for new connections were not factored into the analysis to be conservative.

Sewer System Improvements

Lift Station Upgrade

Approximately \$60,000 towards the design is proposed to be funded using Sewer Capital Funds. The balance of the design (approximately \$124,000) will be funded using proceeds from the Sewer Bond obtained in 2014. A portion of the construction will be funded using proceeds from the Sewer Bond with the balance funded through a grant. This project is tied to the Sultan River Bridge Construction and is contingent on receiving a \$3.4 million dollar grant for the bridge construction.

Infiltration and Inflow Study

This project is proposed to be funded using Sewer Capital Funds.

Date Avenue Sewer Main (4th Street to 150 feet east of 5th Place)

This project is contingent on receiving a grant for the street reconstruction from the Transportation Improvement Board. The sewer main will be replaced using Sewer Capital Funds.

Wastewater Treatment Plant Energy Conservation Measures 2, 3, and 4

The City has applied for a \$196,000 Energy Conservation grant and is working with Trane and Gray & Osborne to construct Energy Conservation Measures 2, 3, and 4 at the Wastewater

Treatment Plant. If the City receives the grant, we have committed a \$82,000 match which will be funded using Sewer Capital Funds.

Wastewater Treatment Plant Oxidation Ditch Mixer Replacement

This project is to replace the oxidation ditch mixer at the Wastewater Treatment Plant. It is being funded by an Operating Transfer Out to Fund 407 (Sewer System Improvement Fund).

Wastewater Treatment Plant Rotary Fine Screen Replacement

This project is to replace the rotary fine screen at the Wastewater Treatment Plant. It is proposed to be funded using Sewer Capital Funds.

Wastewater Treatment Plant De-Gritter Replacement

This project is to replace the de-gritter at the Wastewater Treatment Plant. It will only move forward in 2015 if it is funded using grant proceeds.

Sultan River Pedestrian Bridge Sewer Design & Construction

The design is currently 60 percent complete. The remaining design of the sewer element of the bridge will be funded using Sewer Capital Funds. The construction element is currently unfunded and will require a grant or a loan.

Sewer Capital Fund

The following projects are proposed to be funded using City Sewer Capital Funds:

Lift Station Design Upgrade	\$60,000
Infiltration & Inflow Study	\$30,000
Date Avenue Sewer Design	\$11,000
Date Avenue Sewer Construction & CM	\$86,000
WWTP ECM 2, 3, and 4 (City Match)	\$82,000
Mixer Replacement	\$100,000
Rotary Fine Screen Replacement	\$80,000
Sultan Bridge Sewer Design	\$36,000
Total	\$485,000

To provide adequate funding for the capital projects, staff is proposing the following:

- Transfer \$351,103 from the Sewer Operating Fund to Fund 407 (Sewer System Improvement Fund) leaving a \$200,000 balance in the operating fund.
- Transfer \$35,804 from the Sewer Reserve Fund to the Sewer System Improvement Fund leaving \$100,000 in the Sewer Reserve Fund.
- There is an Operating Transfer Out to Fund 407 (Sewer System Improvement Fund) of \$100,000 specifically for the Mixer Replacement Project.

The \$486,907 in Fund 407 is adequate to fund the proposed capital improvements of \$485,000. Please note that Sewer System General Facilities charges for new sewer connections were not factored into the analysis to be conservative

Park Improvements

Sultan River Trail (River Park to Osprey Park) Design

The design of the trail running parallel with the Sultan River from River Park to Osprey Park is proposed to be funded with Park Impact Fees

Sultan River Trail (River Park to Osprey Park) Land Purchase

The purchase of the property for the trail running parallel with the Sultan River from River Park to Osprey Park is proposed to be funded with an RCO grant.

Stormwater System Improvements

Dyer Road Culvert Replacement

The design is 90 percent complete. Construction is currently unfunded, and the City is seeking grants complete the project.

RECOMMENDATION:

Move to introduce Ordinance 1206-14 adopting the 2015 Budget for a first reading and pass it on to a second reading.

ATTACHMENTS:

- A. Fund Summary
- B. Ordinance 1206-14 - 2015 Budget
- C. Fund Detail

2015 BUDGET SUMMARY

Fund	Fund Name	REVENUE	EXPENSE	SURPLUS
001	General Fund	\$1,792,955.00		
	Legislative		\$16,708.00	
	Executive		\$62,650.00	
	Finance/Administration		\$78,476.00	
	Grants		\$23,773.00	
	Legal		\$46,438.00	
	Other Governmental		\$79,803.00	
	Law Enforcement		\$989,129.00	
	Law Enforcement - Court		\$71,600.00	
	Emergency Management		\$5,985.00	
	Code Enforcement		\$57,858.00	
	Planning and Community Development		\$168,572.00	
	Building		\$39,402.00	
	Public Health		\$1,000.00	
	Library		\$6,500.00	
	Park/Recreation		\$92,504.00	
	Miscellaneous (Transfers Out)		\$15,798.00	
	Total Expenditures		\$1,756,196.00	\$36,759.00
100	General Fund Contingency	\$6,798.00	\$0.00	\$6,798.00
101	Street Fund	\$190,719.00	\$190,719.00	\$0.00
103	Cemetery Fund	\$28,007.00	\$28,007.00	\$0.00
501	C.R. Equipment Fund	\$75,500.00	\$15,000.00	\$60,500.00
108	Street Impact Fee Fund	\$86,000.00	\$53,200.00	\$32,800.00
109	Community Improvement Fund	\$8,500.00	\$8,500.00	\$0.00
112	Park Impact Fee Fund	\$75,000.00	\$75,000.00	\$0.00
113	Building Maintenance Fund	\$50,200.00	\$45,948.00	\$4,252.00
114	Information Tech Fund (IT)	\$64,100.00	\$56,500.00	\$7,600.00
115	Insurance Claim Fund	\$0.00	\$0.00	\$0.00
117	Timber Ridge Settlement	\$303,568.00	\$303,568.00	\$0.00
203	Limited Tax Bond GO	\$145,575.00	\$145,575.00	\$0.00
205	Unlimited Tax GO Bond	\$31,978.00	\$31,978.00	\$0.00
207	LID Guaranty Fund	\$284,125.00	\$284,125.00	\$0.00
301	Capital Project Fund REET 1	\$30,000.00	\$30,000.00	\$0.00
302	Capital Project Fund REET 2	\$30,000.00	\$30,000.00	\$0.00
303	Street Improvement Fund	\$455,500.00	\$399,500.00	\$56,000.00
305	Park Improvement Fund	\$399,600.00	\$399,600.00	\$0.00
400	Utility Water Fund	\$1,105,628.00	\$1,105,628.00	\$0.00
401	Utility Sewer Fund	\$1,309,195.00	\$1,264,480.00	\$44,715.00
402	Utility Garbage Fund	\$806,650.00	\$785,105.00	\$21,545.00
403	Water Revenue Bond Fund	\$344,100.00	\$343,591.00	\$509.00
404	C.R. Sewer Utility Fund	\$225,640.00	\$225,640.00	\$0.00
405	C.R. Water Utility Fund	\$229,880.00	\$229,880.00	\$0.00
406	Storm Water Utility	\$180,580.00	\$180,580.00	\$0.00
407	Sewer System Improvement Fund	\$485,000.00	\$485,000.00	\$0.00
409	Water System Improvement Fund	\$1,827,200.00	\$1,819,500.00	\$7,700.00
410	Stormwater System Improvement Fund	\$0.00	\$0.00	\$0.00
412	Water System Debt Fund	\$129,478.00	\$129,478.00	\$0.00
413	Sewer System Debt Fund	\$204,982.00	\$204,979.00	\$3.00
621	Cemetery Trust Fund	\$2,200.00	\$0.00	\$2,200.00
	TOTALS	\$10,908,658.00	\$10,627,277.00	\$281,381.00

**CITY OF SULTAN
SULTAN, WASHINGTON
ORDINANCE NO. 1206-14**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF SULTAN
WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2015; PROVIDING
FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the Mayor of the City of Sultan, Washington, completed and placed on file with the City clerk a proposed budget and estimate of the amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2015, and notice was published that the Council of said City would meet on October 23, 2014 for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

WHEREAS, the Council continued the public hearing to November 6, 2014 and November 20, 2014 for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

WHEREAS, the said City Council did meet at said times and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Sultan for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of the City during said period.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN DO ORDAIN as follows:

Section 1: The budget for the City of Sultan, Washington for the year 2015 is hereby adopted in its final form and content as set forth in the document entitled City of Sultan 2015 Budget, three (3) copies of which are on file in the office of the City Clerk.

Section 2: Estimated resources, including fund balances or working capital for each separate fund of the City of Sultan, and aggregate totals (net of transactions between funds) for all such funds combined, for the year 2015 are set forth in the summary form below, and are hereby appropriated for expenditures during the year 2015 as set forth below:

2015 BUDGET

Fund	Fund Name	REVENUE	EXPENSE	SURPLUS
001	General Fund	\$1,792,955.00		
	Legislative		\$16,708.00	
	Executive		\$62,650.00	
	Finance/Administration		\$78,476.00	
	Grants		\$23,773.00	
	Legal		\$46,438.00	
	Other Governmental		\$79,803.00	
	Law Enforcement		\$989,129.00	
	Law Enforcement - Court		\$71,600.00	
	Emergency Management		\$5,985.00	
	Code Enforcement		\$57,858.00	
	Planning and Community Development		\$168,572.00	
	Building		\$39,402.00	
	Public Health		\$1,000.00	
	Library		\$6,500.00	
	Park/Recreation		\$92,504.00	
	Miscellaneous (Transfers Out)		\$15,798.00	
	Total Expenditures		\$1,756,196.00	\$36,759.00
100	General Fund Contingency	\$6,798.00	\$0.00	\$6,798.00
101	Street Fund	\$190,719.00	\$190,719.00	\$0.00
103	Cemetery Fund	\$28,007.00	\$28,007.00	\$0.00
501	C.R. Equipment Fund	\$75,500.00	\$15,000.00	\$60,500.00
108	Street Impact Fee Fund	\$86,000.00	\$53,200.00	\$32,800.00
109	Community Improvement Fund	\$8,500.00	\$8,500.00	\$0.00
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113	Building Maintenance Fund	\$50,200.00	\$45,948.00	\$4,252.00
114	Information Tech Fund (IT)	\$64,100.00	\$56,500.00	\$7,600.00
115	Insurance Claim Fund	\$0.00	\$0.00	\$0.00
117	Timber Ridge Settlement	\$303,568.00	\$303,568.00	\$0.00
203	Limited Tax Bond GO	\$145,575.00	\$145,575.00	\$0.00
205	Unlimited Tax GO Bond	\$31,978.00	\$31,978.00	\$0.00
207	LID Guaranty Fund	\$284,125.00	\$284,125.00	\$0.00
301	Capital Project Fund REET 1	\$30,000.00	\$30,000.00	\$0.00
302	Capital Project Fund REET 2	\$30,000.00	\$30,000.00	\$0.00
303	Street Improvement Fund	\$455,500.00	\$399,500.00	\$56,000.00
305	Park Improvement Fund	\$399,600.00	\$399,600.00	\$0.00
400	Utility Water Fund	\$1,105,628.00	\$1,105,628.00	\$0.00
401	Utility Sewer Fund	\$1,309,195.00	\$1,264,480.00	\$44,715.00
402	Utility Garbage Fund	\$806,650.00	\$785,105.00	\$21,545.00
403	Water Revenue Bond Fund	\$344,100.00	\$343,591.00	\$509.00
404	C.R. Sewer Utility Fund	\$225,640.00	\$225,640.00	\$0.00
405	C.R. Water Utility Fund	\$229,880.00	\$229,880.00	\$0.00
406	Storm Water Utility	\$180,580.00	\$180,580.00	\$0.00
407	Sewer System Improvement Fund	\$485,000.00	\$485,000.00	\$0.00
409	Water System Improvement Fund	\$1,827,200.00	\$1,819,500.00	\$7,700.00
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412	Water System Debt Fund	\$129,478.00	\$129,478.00	\$0.00
413	Sewer System Debt Fund	\$204,982.00	\$204,979.00	\$3.00
621	Cemetery Trust Fund	\$2,200.00	\$0.00	\$2,200.00
	TOTALS	\$10,908,658.00	\$10,627,277.00	\$281,381.00

Section 3: The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

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

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 18th DAY OF DECEMBER, 2014.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Danielle Evans, City Attorney

Date of Publication:

Effective Date:

2015 Budget	001 GENERAL FUND					
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
001-000-308-80-000	Beginning Fund Balance	287,783	181,611	66,924	0	
001-000-311-10-000	Real and Personal Property Tax	611,955	423,849	360,403	345,000	404,769
001-000-313-11-000	Local and Retail Sales and Use	282,460	278,295	254,064	280,000	310,000
001-000-313-71-000	Sales Tax - Criminal Justice	59,603	62,462	67,305	59,500	60,000
001-000-316-41-000	B & O Electric	122,181	147,084	174,957	160,000	165,000
001-000-316-42-000	Water Utility Tax	51,443	51,444	57,625	57,000	58,000
001-000-316-43-000	B & O Gas	67,853	48,008	56,679	60,000	60,000
001-000-316-44-000	Sewer Utility Tax	73,060	75,106	77,294	77,000	77,125
001-000-316-46-000	B & O Cable	59,574	49,360	56,529	55,000	59,000
001-000-316-47-000	B & O Telephone	106,520	144,480	106,521	101,000	95,000
001-000-316-48-000	Garbage Utility Tax	32,839	34,291	35,503	32,000	34,000
001-000-316-81-000	Gambling Tax	5,350	2,856	2,221	2,000	2,000
	Total Taxes	1,472,837	1,317,233	1,249,101	1,228,500	1,324,894
001-000-321-91-000	Cable Franchise Fees	52,339	60,205	61,317	55,000	50,000
001-000-321-99-000	Business License	16,639	16,558	14,567	17,000	17,000
001-000-322-10-100	Buildings, Structures	3,499	4,101	14,827	15,000	54,000
001-000-322-10-200	Permits - Other	10,475	9,809	6,425	6,500	8,000
001-000-322-30-000	Animal Licenses	1,978	1,430	1,729	1,500	1,500
001-000-322-90-000	Non Business Permits	752	657	3,316	1,000	1,500
	Total License/Permits	85,682	92,760	102,181	96,000	132,000
001-000-334-04-200	Plan Grant - Dept of Com.	0	0	16,970	9,000	9,000
001-000-335-03-910	PUD Privilege Tax	25,840	25,828	26,945	27,000	27,000
001-000-336-04-980	Local Government Assistance	39,226	48,838	68,517	43,800	70,000
001-000-336-06-210	Criminal Justice Funding	1,028	1,049	1,121	1,212	1,166
001-000-336-06-260	CJ Special Programs	2,900	2,610	2,750	4,054	2,652
001-000-336-06-510	DUI Cities	978	870	847	900	900
001-000-336-06-950	Liquor Board Profits	55,136	63,579	45,010	46,973	40,912
	Total Intergovernmental	125,108	142,774	162,160	132,939	151,630
001-000-341-81-000	Copies and Certifications	701	281	120	300	300
001-000-341-91-000	Candidate Filing Fees	186	0	144	0	140
001-000-341-99-000	Passport Fees	6,505	8,405	7,011	7,000	8,500
001-000-345-81-000	Zoning and Subdivision Fees	700	1,900	21,912	5,000	5,000
001-000-345-83-000	Plan Check Fees	952	1,736	14,660	1,000	32,000
001-000-345-85-010	Administrative Fees					1,400
001-000-345-89-010	Prof. - Hearing Examiner					500
001-000-345-89-000	Other Environment Protection	1,375	0	1,420	1,500	1,000
		10,419	12,322	45,266	14,800	48,840
001-000-353-10-100	District Court	26,442	25,418	15,557	25,000	12,000
001-000-353-10-300	Violations Bureau	873	3,835	1,222	1,500	1,500
001-000-354-10-000	Parking Infractions	180	90	0	100	100
001-000-359-90-000	Animal Control Fines	333	436	861	500	500
001-000-359-90-010	Animal Control Fees	544	365	103	300	500
	Total Fines/Forfeits	28,373	30,144	17,742	27,400	14,600
001-000-361-11-000	Investment Interest	376	234	377	500	500
001-000-361-40-000	Sales Tax Interest	227	123	80	120	120
001-000-362-40-000	Rents and Royalties	47,706	54,343	31,025	7,500	7,500
001-000-362-50-000	Rental Income Post Office	0	0	18,813	47,860	47,860
001-000-367-11-010	Contributions/Donations	71,686	2,800	7,738	9,000	5,000
001-000-369-90-000	Miscellaneous /NSF fees	2,897	16,234	25,638	4,000	4,000
	Total Miscellaneous	122,892	73,734	83,670	68,980	64,980
001-000-397-10-100	Operating Transfer In	0	51,096	51,380	56,011	56,011
		0	51,096	51,380	56,011	56,011
	Total Revenues	2,133,093	1,901,674	1,778,426	1,624,630	1,792,955

GENERAL FUND		EXPENDITURES				
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
005	Legislative					
001-005-511-60-100	Salaries and Wages	8,808	7,898	7,700	6,300	6,510
001-005-511-60-200	Benefits	579	865	1,017	850	498
001-005-511-60-310	Office/Operating	777	824	534	500	100
001-005-511-60-311	Office/Operating - Mayor	-221	170	52	200	500
001-005-511-60-430	Travel and Seminars	5,740	4,403	4,809	2,000	4,300
001-005-511-80-490	Voter Registration	6,095	5,832	5,812	6,000	4,800
	Total Legislative	21,779	19,993	19,926	15,850	16,708
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
010	Executive/Administrative					
001-010-513-10-100	Salaries and Wages	22,414	24,983	23,001	44,520	42,637
001-010-513-10-200	Benefits	6,947	4,931	6,576	16,985	17,913
001-010-513-10-420	Communication	0	26	707	500	500
001-010-513-10-430	Travel and Seminars	3,876	3,364	2,511	500	1,500
001-010-513-10-490	Miscellaneous	5	184	50	100	100
	Total Executive	33,243	33,488	32,845	62,605	62,650
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
015	Finance Administration					
001-015-514-23-100	Salaries and Wages	28,508	35,725	35,668	37,870	46,211
001-015-514-23-200	Benefits	10,383	10,860	15,671	17,520	23,565
001-015-514-23-320	Office Supplies	0	289	551	250	200
001-015-514-23-412	Audit Costs	10,987	14,604	7,032	7,000	6,000
001-015-514-23-430	Travel and Seminars	1,648	2,381	1,274	1,000	1,500
001-015-514-23-491	Bank Fees	1,479	2,322	921	1,000	650
001-015-514-23-490	Miscellaneous Expense	0	0	665	250	350
	Total Finance	53,006	66,182	61,782	64,890	78,476
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
020	Grants					
001-020-514-60-100	Salaries and Wages	15,220	40,272	24,537	21,768	12,311
001-020-514-60-200	Benefits	4,475	6,287	8,538	8,312	6,662
001-020-514-60-311	Economic Development	99	4,903	614	5,000	3,000
001-020-514-60-320	Office Supplies	40	23	47	700	100
001-020-514-60-430	Travel and Seminars	1,334	1,588	510	500	500
001-020-514-60-491	Volunteer Program	243	542	957	1,200	1,200
	Total Grants	21,412	53,614	35,203	37,480	23,773
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
025	Legal Services					
001-025-515-30-100	Salaries and Wages	3,960	3,964	3,835	3,834	3,999
001-025-515-30-200	Benefits	1,388	1,388	1,543	1,661	1,939
001-025-515-30-411	Legal - Litigation Fees	80,207	76,946	34,370	40,000	40,000
001-025-515-70-510	Crime Victim Services	550	335	404	500	500
	Total Legal	86,105	82,635	40,152	45,995	46,438

035	Other Governmental Services					
001-035-518-90-310	Office/Operating Supplies	9,297	9,988	9,820	8,000	9,000
001-035-518-90-340	Books and Periodicals	955	1,067	5,528	1,000	1,000
001-035-518-20-490	Organization Dues	3,093	6,039	3,670	4,000	4,000
001-035-518-90-410	Professional Services	3,201	19,201	6,154	6,000	6,000
001-035-518-90-420	Communication	9,161	6,812	6,591	5,500	6,085
001-035-518-90-440	Advertising and Legal Notices	4,408	3,364	1,165	2,000	2,000
001-035-518-90-460	Insurance	22,142	32,207	36,174	34,935	44,578
001-035-518-90-470	Utilities	5,283	4,599	4,489	4,500	5,340
001-035-518-90-480	Repair and Maintenance	731	130	619	700	500
001-035-518-90-490	Miscellaneous	413	856	1,453	800	1,300
	Total Other Gov.	58,684	84,262	75,662	67,435	79,803
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
040	Law Enforcement					
001-040-521-20-100	Salaries and Wages	1,123	2,053	2,003	2,162	2,204
001-040-521-20-200	Benefits	403	444	856	870	1,014
001-040-521-20-210	Disability Insurance	11,745	12,034	12,034	6,500	6,160
001-040-521-20-320	Operating Supplies	0	0	0	100	100
001-040-521-20-490	Miscellaneous	1,212	726	0	1,200	500
001-040-521-20-411	Professional Service - SnoCty	878,351	958,931	909,980	875,000	901,771
001-040-521-20-500	Intergovernmental - SNOPAC	66,760	61,059	59,731	60,500	62,480
001-040-521-20-510	Intergovernmental - 800 MHZ	13,316	13,857	14,651	13,860	14,900
	Total Law	972,909	1,049,103	999,254	960,192	989,129
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
045	Law Enforcement Agency Fees					
001-045-521-90-491	Misc- Court Filing Fees	16,728	12,664	5,756	6,000	5,700
001-045-521-90-412	Professional Prosecutor	36,410	31,542	9,187	15,000	13,500
001-045-521-90-411	Public Defender Attorney	0	0	17,040	18,400	20,400
001-045-521-90-492	Miscellaneous - Jail Fees	53,478	50,764	34,036	40,000	32,000
	Total Law Agency	106,616	94,970	66,018	79,400	71,600
050	Emergency Services					
001-050-525-50-310	Operating Supplies	939	0	0	0	100
001-050-525-50-480	Repair and Maintenance	0	1,292	0	500	500
001-050-525-10-510	Depart of Emergency Mgmt	4,840	3,776	5,177	5,100	5,385
	Total Emergency	5,779	5,068	5,177	5,600	5,985
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
060	Code Enforcement					
001-030-554-30-100	Salaries and Wages	21,704	21,679	20,289	22,684	29,894
001-030-554-30-200	Benefits	4,448	5,224	5,465	6,480	23,814
001-030-554-30-310	Office/Operating Supplies	1,843	1,216	2,767	1,500	1,500
001-030-554-30-360	Vehicle Operation/Maintenance	322	1,732	337	500	1,650
001-030-554-30-410	Professional Services	2,518	566	124	750	750
001-030-554-30-430	Travel and Seminars	807	365	25	250	250
	Total Code	31,642	30,782	29,007	32,164	57,858

Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
065	Planning and Development					
001-065-558-60-100	Salaries and Wages	66,409	113,482	77,095	68,560	58,589
001-065-558-60-200	Benefits	24,204	37,377	30,599	29,750	31,183
001-065-558-60-310	Office/Operating Supplies	430	439	75	100	200
001-065-558-60-411	Professional Services	32,282	2,760	531	9,000	75,000
001-065-558-60-420	Communication	3,136	528	305	500	500
001-065-558-60-430	Travel and Seminars	1,477	2,286	935	0	1,500
001-065-558-60-440	Advertising and Legal Notices	770	1,369	535	750	700
001-065-558-60-490	Miscellaneous	1,827	967	855	500	900
	Total Planning	130,533	159,207	110,929	109,160	168,572
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
070	Building and Community Dev.					
001-070-558-50-100	Salaries and Wages	27,829	39,979	23,761	10,243	14,729
001-070-558-50-200	Benefits	12,849	15,088	11,809	5,260	8,673
001-070-558-50-310	Operating Supplies	59	206	196	250	250
001-070-558-50-340	Books and Periodical	8	0	0	900	1,200
001-070-558-50-410	Professional Services	0	1,525	0	500	500
001-070-558-50-420	Communication	948	1,019	856	500	250
001-070-558-50-430	Travel and Seminars	708	1,451	690	250	600
001-070558-50-490	Miscellaneous	587	50	160	200	200
001-070-558-50-510	SnoCty Plan/Building Service	8,638	12,573	8,477	8,000	13,000
	Total Building	51,626	71,891	45,948	26,103	39,402
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
075	Public Health					
001-075562-50-510	Intergovernmental	1,125	2,471	1,063	1,000	1,000
	Total Health	1,125	2,471	1,063	1,000	1,000
080	Library					
001-080-572-20-470	Utilities	7,286	6,876	6,696	6,500	6,500
	Total Library	7,286	6,876	6,696	6,500	6,500
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
085	Parks and Recreation					
001-085-576-80-100	Salaries and Wages	38,942	40,847	32,985	40,200	39,463
001-085-576-80-200	Benefits	19,825	17,821	12,598	16,680	20,584
001-085-576-80-220	Uniforms	773	498	339	500	250
001-085-576-80-310	Office/Operating Supplies	2,158	2,678	3,678	1,300	3,135
001-085-576-80-350	Small Tools/Minor Equipment	61	398	1,263	350	3,750
001-085-576-80-360	Vehicle Maintenance	0	0	1,546	1,300	1,600
001-085-576-80-370	Vehicle Repair	0	165	488	500	500
001-085-576-80-410	Professional Services	0	0	0	1,000	1,000
001-085-576-80-420	Communication	652	564	638	400	600
001-085-576-80-430	Travel and Seminars	540	95	15	222	222
001-085-576-80-450	Rentals	2,608	3,330	0	0	1,000
001-085-576-80-460	Insurance	5,003	956	3,035	0	-
001-085-576-80-470	Utilities	3,655	2,751	117	3,300	3,300
001-085-576-80-480	Repair and Maintenance	1,873	446	109	500	5,000
001-085-576-80-490	Miscellaneous	80	399	146	100	100
001-085-594-80-640	Capital - Equipment	328	33	73	0	9,000
001-085-597-55-000	Operating Transfer Out	600	0	1,000	0	3,000
	Total Parks	77,099	70,981	58,028	66,352	92,504

Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
E90	Interfund Services					
001-090-597-55-000	Operating Transfer Out -100	146,885	1,798	27,121	0	6,798
001-090-597-55-001	Operating Transfer Out - 114	8,216	8,576	9,000	9,000	9,000
		155,101	10,374	36,121	9,000	15,798
		1,813,944	1,841,896	1,623,812	1,589,726	1,756,196
	Fund Balance	319,149	59,778	154,614	34,904	36,759

100 GENERAL FUND CONTINGENCY						
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
100-000-308-80-000	Beginning Fund Balance	42,455	55,508	55,642	65,760	115,760
100-000-361-11-000	Investment Interest	53	134	118	0	-
100-000-397-40-400	Operating Transfer In	13,000	0	10,000	50,000	6,798
	Total Revenue	55,508	55,642	65,760	115,760	122,558
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
100-100597-60-000	Operating Transfer Out	0	0	0	0	-
	Total Expense	0	0	0	0	0
	Ending Fund Balance	55,508	55,642	65,760	115,760	122,558
109 COMMUNITY IMPROVEMENT FUND						
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
109-000-308-80-000	Beginning Fund Balance	3,731	4,293	254,205	150,000	7,000
109-000-336-06-260	CJ Special Prog - Safe Sto	1,293	1,334	1,421	1,500	1,500
109-000-361-11-000	Investment Interest	5	612	323	0	-
109-000-397-10-100	Operating Transfer In	0	250,000	0	0	-
	Total Revenue	5,030	256,239	255,949	151,500	8,500
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
109-109-594-90-640	Capital Outlay	0	790	104,190	144,310	7,000
109-109-571-10-310	Supply - Safe Stop	737	1,244	283	1,500	1,500
	Total Expense	737	2,034	104,473	145,810	8,500
	Ending Fund Balance	4,293	254,205	151,476	5,690	0

113	BUILDING MAINTENANCE FUND					
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
113-000-308-80-000	Beginning Fund Balance	63,217	26,914	11,357	4,000	36,600
113-000-316-41-000	Utility Tax - Electrical	3,325	7,719	7,873	8,000	8,000
113-000-316-43-000	Utility Tax - Gas	1,292	1,394	1,763	2,000	2,000
113-000-316-47-000	Utility Tax - Telephone	2,031	4,594	3,314	4,000	3,500
113-000-361-11-000	Investment Interest	58	42	80	100	100
113-000-397-40-400	Operating Transfer In	0	0	78,502	66,502	-
	Total Revenues	69,923	40,663	102,889	84,602	50,200
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
113-113-518-30-100	Salary and Wages	4,540	3,363	13,354	8,655	7,736
113-113-518-30-200	Benefits	2,045	1,094	4,857	3,512	3,662
113-113-518-30-310	Operating Supply	1,486	2,444	23,050	500	1,550
113-113518-30-410	Professional Service	2,377	3,461	0	0	-
113-113518-30-480	Repair and Maintenance	10,042	10,500	6,429	5,300	9,000
113-113594-00-620	Capital - Buildings	22,519	2,347	7,003	48,502	24,000
	Total Expenditures	43,009	23,209	54,693	66,469	45,948
	Ending Balance	26,914	17,453	48,196	18,133	4,252
114 INFORMATION	TECHNOLOGY FUND					
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
114-000-308-80-000	Beginning Fund Balance	20,277	18,769	8,479	0	-
114-000-361-11-000	Investment Interest	32	20	5	0	-
114-000-397-50-500	Operating Transfer In	41,552	44,118	44,494	46,100	64,100
	Total Revenue	61,861	62,907	52,978	46,100	64,100
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
114-114-518-80-310	Operating Supply	0	268	1,502	1,500	1,500
114-114-518-80-410	Professional Service	10,731	43,513	33,329	15,000	35,000
114-114-518-80-480	Repair and Maintenance	10,068	0	12,855	21,000	5,000
114-114-594-80-640	Capital - Equipment	22,293	10,648	2,751	5,000	15,000
	Total Expense	43,092	54,429	50,437	42,500	56,500
		18,769	8,479	2,541	3,600	7,600

101		STREET FUND				
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
101-000-308-80-000	Beginning Fund Balance	93,513	87,095	52,997	0	14,519
101-000-311-10-000	Real and Personal Property Tax	38,427	16,846	17,762	20,000	28,547
101-000-316-41-000	B & O Electric	78,960	63,559	35,866	35,000	38,000
101-000-316-43-000	Utility Tax Gas	10,339	3,841	4,534	5,000	5,300
101-000-316-47-000	Utility Tax Telephone	16,231	11,558	8,520	12,000	7,400
101-000-322-40-000	Street/Curb Permits -ROW	1,150	3,384	1,722	2,000	2,000
101-000-336-00-870	Motor Vehicle Excise Tax	97,292	95,119	96,335	95,064	94,653
101-000-361-11-000	Investment Interest	126	153	13	200	300
101-000-367-11-010	Contributions - Street Project	131	5,448	250	0	0
	REVENUE TOTAL	336,170	287,002	217,999	169,264	190,719
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
101-150-542-30-100	Salaries and Wages	92,692	112,160	94,142	66,620	75,281
101-150-542-30-200	Employee Benefits	28,864	33,085	32,869	25,975	37,268
101-150-542-30-220	Uniforms	667	508	470	200	200
101-150-542-30-310	Office/Operating Supplies	6,727	3,710	5,850	2,200	3,200
101-150-542-30-320	Office Supplies	1,681	1,951	1,703	1,000	1,500
101-150-542-30-350	Small Tools/Minor Equipment	1,689	344	1,255	350	1,450
101-150-542-30-360	Vehicle Operation/Maintenance	3,260	2,539	1,608	1,500	2,050
101-150-542-30-370	Vehicle Repair	257	1,948	287	500	500
101-150-542-30-410	Professional Service	40,145	16,229	7,696	2,000	22,000
101-150-542-30-420	Communication	2,262	2,831	2,920	2,500	2,500
101-150-542-30-430	Travel and Seminars	652	897	640	445	370
101-150-542-30-460	Insurance	8,817	12,528	12,683	8,000	7,200
101-150-542-30-490	Miscellaneous	1,749	1,491	568	200	200
101-150-594-30-640	Capital - Equipment and Signs	6,420	234	2,040	1,500	0
101-150-597-30-000	Operating Transfer Out - 303	14,000	6,392	1,813	2,400	0
101-150-597-50-010	Operating Transfer Out - 114	3,905	2,960	9,854	3,500	3,500
101-160-542-30-480	Repair and Maintenance	2,687	200	2,240	1,000	500
101-160-542-63-470	Utilities	32,601	35,061	32,013	30,000	33,000
	EXPENDITURES TOTALS:	249,075	235,069	210,651	149,890	190,719
		87,095	51,933	7,348	19,374	0
103		CEMETERY FUND				
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
103-000-308-80-000	Beginning Fund Balance	29,732	6,910	1,924	0	2,757
103-000-343-60-000	Cemetery Fees	16,080	23,989	34,784	25,000	25,000
103-000-361-11-000	Investment Interest	31	14	16	100	250
103-000-367-11-000	Contributions - Cemetery Impro	2,926	138	0	0	0
	REVENUE TOTAL	48,769	31,051	36,724	25,100	28,007
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
103-103-536-10-100	Salaries and Wages	25,351	16,795	10,943	9,790	11,692
103-103-536-10-200	Benefits	9,233	4,912	4,367	4,850	6,515
103-103-536-10-220	Uniforms	138	12	20	0	0
103-103-536-10-310	Operating Supplies	307	336	56	500	200
103-103-536-10-320	Office Supplies	11	115	0	0	100
103-103-536-10-340	Items for Resale	732	747	1,363	900	1,500
103-103-536-10-350	Small Tools/Minor Equipment	40	0	147	100	0
103-103-536-10-360	Vehicle Operation/Maintenance	506	474	446	700	500
103-103-536-10-410	Professional Services	400	5,187	9,324	5,000	5,000
103-103-536-10-460	Insurance	4,287	682	3,507	1,500	1,500
103-103-536-10-480	Repair and Maintenance	95	0	0	100	0
103-103-594-10-640	Capital - Equipment	761	0	0	0	500
103-103-597-40-000	Operating Transfers Out	0	0	0	0	500
	EXPENDITURE TOTAL	41,860	29,260	30,173	23,440	28,007
	Ending Fund Balance	6,910	1,790	6,551	1,660	0

400 UTILITY WATER FUND						
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
400-000-308-80-000	Beginning Fund Balance	149,409	90,758	184,728	0	25,848
400-000-343-90-000	Water Service	878,046	874,172	962,543	992,520	980,000
400-000-361-11-000	Turn On/Off Fees	21,171	10,879	10,708	10,500	8,780
400-000-379-10-000	Investment Interest	140	542	453	200	500
400-000-369-90-000	Miscellaneous	24,740	23,174	29,414	17,000	23,500
400-000-395-10-000	Water Connection Charges	1,600	1,200	1,000	1,000	7,000
400-000-395-10-100	Interlocal - Startup	5,321	0	518	0	60,000
	Total Revenue	1,080,427	1,000,726	1,189,364	1,021,220	1,105,628
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
400-400-534-80-100	Salaries and Wages	296,914	229,295	265,591	280,395	302,802
400-400-534-80-200	Benefits	110,136	76,238	120,562	134,510	177,376
400-400-534-80-220	Uniforms	1,468	1,785	1,683	1,000	800
400-400-534-80-310	Operating Supply	26,203	38,791	57,771	63,220	63,375
400-400-534-80-320	Office Supplies	3,267	3,052	2,502	3,600	3,700
400-400-534-80-350	Small Tools/Minor Equipment	1,194	9,422	6,893	13,175	12,950
400-400-534-80-360	Vehicle Operation/Maintenance	9,205	7,469	8,292	6,875	7,825
400-400-534-80-370	Vehicle Repair	225	2,200	229	500	500
400-400-534-80-413	Professional Service - General	98,630	33,255	30,840	8,000	44,500
400-400-534-80-420	Communication	10,249	9,344	9,113	7,000	8,000
400-400-534-80-430	Travel and Seminars	2,434	2,958	3,265	3,855	4,205
400-400-534-80-450	Rentals	413	1,364	3,535	3,000	1,000
400-400-534-80-460	Insurance	29,013	26,085	46,823	45,500	42,000
400-400-534-80-470	Utilities	105,020	37,976	28,940	20,000	25,000
400-400-534-80-471	Water Service - Everett	0	0	0	15,000	7,000
400-400-534-80-480	Repair and Maintenance	15,296	8,462	6,875	62,375	20,000
400-400-534-80-490	Miscellaneous	14,121	10,837	7,546	15,614	8,614
400-400-534-80-490	Water - Testing	0	0	895	4,000	4,000
400-400-534-80-510	Taxes - Excise	43,648	46,366	50,396	39,500	51,000
400-400-534-80-510	Capital - Buildings	45,370	0	4,153	14,000	0
400-400-594-80-620	Capital - Equipment	6,385	2,028	13,070	39,500	10,000
400-400-594-80-640	Operating Transfer Out - 412	91,500	137,167	137,000	133,090	109,478
400-400-597-20-000	Operating Transfer Out - 403	65,000	65,000	63,500	50,000	171,700
400-400-597-30-010	Operating Transfer Out - 104	3,000	46,000	40,000	8,000	0
400-400-597-50-020	Operating Transfer Out - 001	0	12,774	2,000	16,803	16,803
400-400-597-30-030	Operating Transfer Out - 409	0	12,774	12,774	18,500	0
400-400-597-20-040	Operating Transfer Out - 114	10,979	10,500	9,000	9,000	13,000
	Total Expense	989,669	831,143	933,248	1,016,012	1,105,628
	Ending Fund Balance	90,758	169,583	256,116	5,208	0

401 UTILITY SEWER FUND						
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
401-000-308-80-000	Beginning Fund Balance	181,176	196,455	250,012	0	
401-000-342-00-200	Sewer Inspection Fee	750	0	250	0	5,000
401-000-343-50-000	Sewer Service	1,240,277	1,248,369	1,286,780	1,275,912	1,286,195
401-000-361-11-000	Investment Interest	273	496	1,095	500	500
401-000-369-90-000	Miscellaneous	14,464	18,337	17,019	15,000	17,500
	Total Revenue	1,436,940	1,463,656	1,555,156	1,291,412	1,309,195
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
401-401-535-80-100	Salaries and Wages	284,669	240,139	250,714	244,780	256,329
401-401-535-80-200	Benefits	91,096	95,984	96,638	101,531	123,371
401-401-535-80-220	Uniforms	1,665	1,939	1,672	1,700	800
401-401-535-80-310	Operating Supplies	17,536	23,148	28,796	41,270	39,875
401-401-535-80-320	Office Supplies	3,752	3,282	2,281	3,500	3,500
401-401-535-80-350	Small Tools/Minor Equipment	1,065	1,909	5,650	16,575	7,950
401-401-535-80-360	Vehicle Operation Maintenance	2,848	2,250	2,586	8,375	9,300
401-401-535-80-370	Vehicle Repair	2,971	2,676	229	3,000	500
401-401-535-80-412	Professional Service	98,826	66,311	49,338	10,500	43,000
401-401-535-80-413	Services - Sludge Hauling	0	0	9,983	30,000	30,000
401-401-535-80-420	Communication	10,725	10,739	10,606	9,000	9,000
401-401-535-80-430	Travel and Seminars	1,119	3,226	1,726	2,755	3,405
401-401-535-80-450	Rentals	292	3,175	14,285	29,226	12,226
401-401-535-80-460	Insurance	35,580	37,042	52,079	50,420	56,000
401-401-535-80-470	Utilities	41,418	38,934	39,741	38,000	37,000
401-401-535-80-480	Repair and Maintenance	58,210	49,270	35,147	66,375	64,875
401-401-535-80-490	Miscellaneous	10,442	11,578	6,730	4,654	4,664
401-401-535-80-490	Sewer - Testing	0	0	498	1,400	1,400
401-401-535-80-510	Taxes - Excise	29,825	31,447	29,995	29,500	30,000
401-401-594-80-620	Capital - Buildings	15,336	0	4,153	12,000	4,000
401-401-594-80-640	Capital - equipment	4,170	47,639	2,109	57,450	0
401-401-597-20-000	Operating Transfer Out - 413	410,000	432,712	301,537	324,608	183,182
401-401-597-20-040	Operating Transfer Out - 403	65,000	65,000	63,500	50,000	171,700
401-401-597-30-010	Operating Transfer Out - 104	45,400	21,000	120,000	34,000	37,000
401-401-597-30-030	Operating Transfer Out - 001	0	12,774	12,774	16,803	16,803
401-401-597-30-040	Operating Transfer Out - 407	0	0	50,000	65,000	100,000
401-401-597-50-020	Operating Transfer Out - 114	8,979	14,660	14,660	18,600	18,600
	Total Expense	1,240,923	1,216,835	1,207,427	1,271,022	1,264,480
	Ending Balance	196,016	246,821	347,729	20,390	44,715

402 UTILITY GARBAGE FUND						
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
402-000-308-80-000	Beginning Fund Balance	152,859	181,476	202,853	0	0
400-000-316-48-000	Garbage State Tax	19,085	19,459	20,223	20,600	\$21,250.00
402-000-321-91-000	Garbage Franchise Fees	1,473	2,962	3,401	3,000	\$3,300.00
402-000-334-03-100	Coordinated Prevention Grant	2,680	1,770	1,789	1,700	\$1,700.00
402-000-343-70-000	Garbage/Solid Waste	545,216	566,490	577,803	540,000	\$590,000.00
402-000-343-70-100	Recycling Charges	175,355	165,586	167,695	166,500	\$167,900.00
402-000-361-11-000	Investment Interest	246	424	730	200	\$500.00
402-000-362-20-000	Dumpster Delivery Charges	20,658	20,675	21,214	21,500	\$21,500.00
402-000-369-90-000	Miscellaneous	350	150	180	400	\$500.00
402-000-395-10-000	Sale of Fixed Assets	1,027	284	114	0	\$0.00
	Total Revenue	918,949	959,276	996,002	753,900	806,650
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
402-402-537-80-100	Salaries and Wages	168,048	143,871	143,195	146,880	154,672
402-402-537-80-200	Benefits	65,380	73,944	59,848	69,080	80,625
402-402-537-80-220	Uniforms	680	1,208	1,186	900	800
402-402-537-80-230	Contract Labor	0	3,565	1,783	0	0
402-402-537-80-310	Operating Supplies	1,585	1,090	1,487	3,520	3,540
402-402-537-80-320	Office Supplies	3,180	2,687	2,223	2,600	2,700
402-402-537-80-350	Small Tools/Minor Equipment	304	92	708	1,100	350
402-402-537-80-360	Vehicle Operation/Maintenance	19,148	19,565	23,604	27,000	33,300
402-402-537-80-370	Vehicle Repair	12,643	7,373	5,049	500	3,000
402-402-537-80-380	CPG Grant - Clean UP	2,464	1,333	969	1,700	1,700
402-402-537-80-410	Professional	6,439	12,850	7,696	9,750	9,750
402-402-537-80-420	Communication	8,296	7,402	7,527	7,000	7,000
402-402-537-80-430	Travel and Seminars	478	1,566	453	915	790
402-402-537-80-460	Insurance	13,817	16,722	13,393	12,890	29,000
402-402-537-80-470	Utilities	2,489	2,246	2,114	2,000	2,000
402-402-537-80-480	Repair and Maintenance	1,181	224	2,919	4,175	3,975
402-402-537-80-490	Miscellaneous	959	2,434	1,725	1,120	1,235
402-402-537-80-510	Intergovernmental - Recycle	141,917	139,141	113,943	141,500	145,865
402-402-537-80-500	Intergovernmental - Disposal F	185,726	188,400	191,316	185,000	192,000
402-402-537-80-520	Taxes - Excise	32,128	30,728	30,282	27,000	30,000
402-402-594-80-620	Capital Outlay - Buildings	0	0	2,040	8,000	5,000
402-402-594-80-640	Capital Outlay - Equipment	20,315	18,605	19,009	15,000	10,000
597-30-000	Operating Transfer Out - 104	44,000	79,639	75,000	49,000	35,000
402-402-597-50-010	Operating Transfer Out - 001	0	0	0	16,803	16,803
402-402-597-50-010	Operating Transfer Out - 114	6,479	3,710	17,434	16,000	16,000
	Total Expenditures	737,655	758,397	724,903	749,433	785,105
	Ending Balance	181,294	200,879	271,099	4,467	21,545

406		STORMWATER UTILITY FUND				
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
406-000-308-80-000	Beginning Fund Balance	60,026	66,020	69,367	0	14,380
406-000-343-50-000	Stormwater Utility Fee	126,428	150,169	163,084	165,945	166,000
406-000-361-11-000	Investment Interest	92	306	89	200	200
406-000-397-10-100	Operating Transfer In	0	0	0	0	0
	Total Revenues	186,546	216,494	232,540	166,145	180,580
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
406-406-531-10-100	Salaries and Wages	23,023	77,239	85,724	75,845	83,305
406-406-531-10-200	Benefits	7,020	5,951	33,579	34,085	41,280
406-406-531-10-220	Uniforms	145	354	483	400	400
406-406-531-10-310	Operating Supplies	436	772	1,097	2,250	2,250
406-406-531-10-320	Office Supplies	297	415	316	500	500
406-406-531-10-350	Small Tools/Minor Equipment	1,526	389	404	2,050	1,850
406-406-531-10-360	Vehicle Operation Maintenance	331	154	684	1,400	1,800
406-406-531-10-370	Vehicle Repair	60	1,954	229	500	0
406-406-531-10-410	Professional Service	0	5,503	495	0	19,500
406-406-531-10-420	Communication	1,267	1,485	1,328	1,000	1,000
406-406-531-10-430	Travel and Seminars	382	1,172	769	500	1,190
406-406-531-10-450	Rentals	17,961	5,047	11,004	10,000	0
406-406-531-10-460	Insurance	1,000	4,762	10,209	9,980	9,000
406-406-531-10-470	Utilities	0	0	0	800	0
406-406-531-10-480	Repair and Maintenance	3,882	116	332	1,020	1,020
406-406-531-10-490	Miscellaneous	886	40	50	184	184
406-406-531-10-510	State Excise Tax	2,309	2,709	2,695	2,700	2,700
406-406-594-10-640	Capital Outlay - Equipment	0	33	2,040	0	5,000
406-406-597-50-020	Operating Transfer - 413 Debt	28,700	28,700	28,632	10,136	0
406-406-597-60-030	Operating Transfers Out - 114	0	3,712	10,104	4,000	4,000
406-406-597-20-010	Operating Transfer Out - 001	0	0	0	5,601	5,601
406-406-597-20-010	Operating Transfer Out - 104	31,300	7,127	23,000	0	0
	Total Expenditures	120,525	147,633	213,174	162,951	180,580
	Ending Fund Balance	66,020	68,861	19,366	3,194	0

203 LIMITED GO TAX BOND FUND						
REVENUES		2011	2012	2013	2014	2,015
Account	Description	Actual	Actual	Actual	Adopted	Proposed
203-000-308-80-000	Beginning Fund Balance	190	46	414	0	0
203-000-311-10-000	Property Taxes	0	109,443	101,662	120,275	115,270
203-000-361-11-000	Investment Interest	0	229	223	302	305
203-000-397-20-000	Operating Transfer In	127,900	25,000	35,000	20,000	30,000
		128,090	134,718	137,299	140,577	145,575
EXPENDITURES		2011	2012	2013	2014	2015
Account	Description	Actual	Actual	Actual	Adopted	Proposed
203-203-514-20-410	Professional Services	302	302	302	302	305
203-203-591-15-710	Bond Payment - Principal	85,000	95,000	100,000	110,000	120,000
203-203-592-15-800	Bond Payment - Interest	42,743	39,003	34,775	30,275	25,270
		128,044	134,304	135,077	140,577	145,575
		46	414	2,222	0	0
203 POLICE GO BOND FUND						
REVENUES		2011	2012	2013	2014	2015
Account	Description	Actual	Actual	Actual	Adopted	Adopted
205-000-308-80-000	Beginning Fund Balance	24,763	25,909	22,632	0	0
205-000-311-11-000	Property Tax	30,948	25,877	29,538	32,523	31,673
205-000-361-11-000	Investment Interest	37	107	97	305	305
		55,749	51,894	52,267	32,828	31,978
EXPENDITURES		2011	2012	2013	2014	2015
Account	Description	Actual	Actual	Actual	Adopted	Adopted
205-205-514-20-410	Professional Services	302	302	302	305	305
205-205-591-21-700	Bond Payment - Principal	15,000	15,000	20,000	20,000	20,000
205-205-592-21-800	Bond Payment - Interest	14,538	13,960	13,353	12,523	11,673
		29,839	29,262	33,655	32,828	31,978
508-80-000	Ending Fund Balance	25,909	22,632	18,612	0	0
207 LID GUARANTY AND BOND FUND						
REVENUES		2011	2012	2013	2014	2015
Account	Description	Actual	Actual	Actual	Adopted	Adopted
207-000-308-80-000	Beginning Fund Balance	546,238	422,149	361,269	0	105,625
207-000-361-11-000	Penalties	2,714	5,266	0	3,000	1,000
207-000-359-90-100	Investment Interest	513	895	685	900	500
207-000-361-40-000	Interest Payments	77,106	67,313	43,170	75,000	50,000
207-000-368-10-000	Special Assessments - LID 97-1	119,618	112,578	86,814	100,000	127,000
207-000-397-10-100	Operating Transfer In	0	69,000	114,137	140,000	0
		746,188	677,201	606,075	318,900	284,125
EXPENSE		2011	2012	2013	2014	2015
Account	Description	Actual	Actual	Actual	Adopted	Adopted
207-207-514-201-410	Professional Services	241	1,565	3,690	0	300
207-207-591-35-790	Principal - Special Assessment	205,000	205,000	205,000	205,000	205,000
207-207-592-35-820	Interest - Special Assessment	118,798	109,368	99,528	89,278	78,825
		324,038	315,933	308,218	294,278	284,125
	Ending Balance	422,149	361,269	297,857	24,622	0

403 WATER REVENUE BOND FUND						
REVENUES						
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
403-000-308-80-000	Beginning Fund Balance	35,192	57,351	74,767	25,432	0
403-000-361-11-000	Investment Interest	2,618	188	167	100	700
403-000-397-30-300	Operating Transfer In (400/401)	130,000	130,000	127,000	100,000	343,400
		167,810	187,539	201,934	125,532	344,100
EXPENSE						
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
403-403-514-20-410	Professional Services	310	320	0	302	700
403-403-591-80-720	Bond Payment - Principal	90,000	105,000	120,000	120,000	195,000
403-403-592-80-830	Bond Payment - Interest	20,149	7,454	6,520	5,230	147,891
		110,459	112,774	126,520	125,532	343,591
	Ending Balance	57,351	74,766	75,414	0	509
412 WATER SYSTEM DEBT FUND						
REVENUES						
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
412-000-308-80-000	Beginning Fund Balance	75,089	35,810	32,575	0	20,000
412-000-361-11-000	Investment Interest	50	78	70	0	0
412-000-379-10-000	Connection Fees	13,098	0	0	0	0
412-000-397-10-100	Operating Transfer In	91,500	137,000	137,000	133,090	109,478
		179,737	172,888	169,645	133,090	129,478
EXPENSE						
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
412-412-591-34-780	State Revolving Fund Principal	57,147	57,147	57,147	57,147	57,148
412-412-591-34-781	PWTF Loan Principle	57,559	57,559	57,559	57,559	57,559
412-412-592-34-831	State Revolving Fund Interest	10,933	9,606	13,715	11,429	9,144
412-412-592-34-830	PWTF Loan Interest	18,287	16,001	8,279	6,955	5,627
		143,926	140,313	136,701	133,090	129,478
	Ending Balance	35,810	32,575	32,944	0	0
413 SEWER SYSTEM DEBT FUND						
REVENUES						
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
413-000-308-80-000	Beginning Fund Balance	53,005	68,995	69,396	0	21,800
413-000-361-11-000	Investment Interest	185	167	151	0	0
413-000-379-10-000	Connection Fees	23,064	0	0	0	0
413-000-397-10-100	Operating Transfer In	798,700	425,700	216,032	214,744	183,182
		874,954	494,862	285,579	214,744	204,982
EXPENSE						
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
431-413-591-35-700	PWTF Principal Payment	385,868	385,868	177,535	177,535	177,536
431-413-591-35-780	State Revolving Fund Principal	26,976	27,483	27,953	29,690	21,474
413-413-592-35-831	State Revolving Fund Interest	1,655	1,148	679	446	322
413-413-592-35-830	PWTF Interest	13,434	10,966	8,499	7,073	5,647
413-413-535-80-800	Bond Principle/Interest	378,025	0	0	0	0
		805,958	425,466	214,666	214,744	204,979
	Ending Balance	68,995	69,396	70,913	0	3

Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
501-000-308-80-000	Beginning Fund Balance	\$282,201	\$382,058	\$475,879	\$0	0
501-000-361-11-000	Investment Interest	\$355	\$900	\$1,017	\$0	\$0
501-000-395-10-200	Sale of Fixed Assets – Utility	\$0	\$0	\$0	\$0	\$0
501-000-316-40-000	Utility Taxes	\$6,648	\$0	\$0	\$0	\$0
501-000-397-10-020	Operating Transfer In	\$50,000	\$35,000	\$41,000	\$44,400	\$40,500
501-000-397-10-100	Operating Transfer In	\$44,000	\$67,150	\$75,000	\$49,000	\$35,000
	Total	\$383,204	\$485,108	\$592,896	\$93,400	\$75,500
501-501-594-80-640	Capital - Garbage Equipment	\$0	\$0	\$0	\$0	\$0
501-501-594-80-640	Capital - Equipment	\$1,146	\$9,229	\$0	\$36,000	\$15,000
	Total	\$1,146	\$9,229	\$0	\$36,000	\$15,000
	Ending Fund Balance	\$382,058	\$475,879	\$592,896	\$57,400	\$60,500
Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
108-000-308-80-000	Beginning Fund Balance	\$14,807	\$0	\$0	\$0	\$0
108-000-345-85-100	Traffic Improvements	\$10,544	\$0	\$1,837	\$0	\$86,000
108-000-361-11-000	Investment Interest	\$29	\$0	\$4	\$0	\$0
	Total	\$25,380	\$0	\$1,841	\$0	\$86,000
108-108-597-30-000	Operating Transfer Out	\$25,380	\$0	\$0	\$0	\$53,200
	Total	\$25,380	\$0	\$0	\$0	\$53,200
	Ending Fund Balance	\$0	\$0	\$1,841	\$0	\$32,800
Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
112-000-308-80-000	Beginning Fund Balance	\$72,263	\$78,709	\$75,691	\$0	\$11,500
112-000-345-85-100	Mitigation Fees - Parks	\$6,350	\$0	\$300	\$0	\$63,500
112-000-361-11-000	Investment Interest	\$95	\$182	\$162	\$0	\$0
	Total	\$78,708	\$78,891	\$76,153	\$0	\$75,000
112-112-597-30-000	Operating Transfer Out	\$0	\$3,200	\$0	\$0	\$75,000
	Total	\$0	\$3,200	\$0	\$0	\$75,000
	Ending Fund Balance	\$78,708	\$75,691	\$76,153	\$0	\$0

Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
301-000-308-80-000	Beginning Fund Balance	\$1,757	\$14	\$4,114	\$0	\$0
301-000-318-34-000	Real Estate Excise (REET1)	\$23,646	\$29,068	\$20,912	\$20,000	\$30,000
301-000-361-11-000	Investment Interest	\$11	\$32	\$10	\$0	\$0
	Total	\$25,414	\$29,114	\$25,036	\$20,000	\$30,000
301-301-597-20-000	Operating Transfer Out	\$25,400	\$25,000	\$20,000	\$20,000	\$30,000
	Total	\$25,400	\$25,000	\$20,000	\$20,000	\$30,000
	Ending Fund Balance	\$14	\$4,114	\$5,036	\$0	\$0
Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
302-000-308-80-000	Beginning Fund Balance	\$1,972	\$15,753	\$35,406	\$0	\$0
302-000-318-35-000	Real Estate Excise (REET 2)	\$22,771	\$29,068	\$20,912	\$20,000	\$30,000
302-000-361-11-000	Investment Interest	\$10	\$85	\$120	\$0	\$0
	Total	\$24,753	\$44,906	\$56,438	\$20,000	\$30,000
302-302-597-30-000	Operating Transfer Out	\$9,000	\$9,500	\$20,000	\$20,000	\$30,000
		\$9,000	\$9,500	\$20,000	\$20,000	\$30,000
	Ending Fund Balance	\$15,753	\$35,406	\$36,438	\$0	\$0
Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
404-000-308-80-000	Beginning Fund Balance	\$59,788	\$98,009	\$67,209	\$163,578	\$0
404-000-361-11-000	Investment Interest	\$92	\$200	\$142	\$0	\$0
404-000-381-20-000	Loan Repayment Received	\$38,129	\$0	\$0	\$0	\$0
404-000-379-20-000	Sewer Connection Charge	\$0	\$0	\$0	\$0	\$225,640
404-000-397-00-010	Operating Transfer In	\$0	\$0	\$120,000	\$0	\$0
	Totals	\$98,009	\$98,209	\$187,351	\$163,578	\$225,640
404-404-597-40-030	Operating Transfer Out	\$0	\$31,000	\$21,814	\$163,578	\$225,640
	Totals	\$0	\$31,000	\$21,814	\$163,578	\$225,640
404-900-508-00-000	Ending Fund Balance	\$98,009	\$67,209	\$165,537	\$0	\$0

Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
405-000-308-80-000	Beginning Fund Balance	\$333,412	\$339,842	\$336,614	\$160,614	\$156,000
405-000-361-11-000	Investment Interest	\$501	\$810	\$1,108	\$0	\$0
405-000-381-20-000	Loan Repayment Received	\$38,129	\$0	\$0	\$0	\$0
405-000-379-10-000	Water Connections Fee	\$0	\$0	\$0	\$0	\$73,880
405-000-395-10-000	Sale of Fixed Assets	\$115,901	\$75,962	\$181,743	\$0	\$0
	Totals	\$487,943	\$416,614	\$519,465	\$160,614	\$229,880
405-405-597-30-000	Operating Transfer Out	\$148,100	\$80,000	\$125,054	\$160,614	\$229,880
	Totals	\$148,100	\$80,000	\$125,054	\$160,614	\$229,880
405-900-508-00-000	Ending Fund Balance	\$339,843	\$336,614	\$394,411	\$0	\$0
Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
621-000-308-10-000	Beginning Fund Balance	\$ 103,226	\$ 105,368	\$ 108,128	\$ 110,112	\$ 111,612
621-000-361-11-000	Investment Interest	\$ -	\$ 131	\$ 234	\$ -	\$ 500
621-621-343-60-000	Perpetual Care	\$ 2,142	\$ 2,628	\$ 1,750	\$ 1,500	\$ 1,700
	Total Resources	\$ 105,368	\$ 108,128	\$ 110,112	\$ 111,612	\$ 113,812
621-900-508-00-000	Ending Fund Balance	\$ 105,368	\$ 108,128	\$ 110,112	\$ 111,612	\$ 113,812

303 STREET CONSTRUCTION						
Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
303-000-308-80-000	Beginning Fund Balance	\$1,401	\$72,785	-\$37,408	\$0	\$22,500
303-000-334-20-200	Legislative Proviso	\$0	\$0	\$0	\$517,229	
303-000-334-20-200	WSDOT - Funding	\$1,124,073	\$496,660	\$398,098	\$500,000	\$95,000
303-000-333-03-600	TIB Funding	\$173,385	\$294,309	\$111,702	\$892,190	\$244,800
303-000-334-14-210	HUD Funds - Street Projects	\$32,400	\$189,600	\$69,856	\$30,516	
303-000-369-90-000	Miscellaneous Income	\$8,654	\$0	\$3,206	\$0	\$10,000
303-000-397-10-100	Operating Transfer In	\$122,880	\$88,000	\$59,867	\$0	\$83,200
	Total Resources	\$1,462,793	\$1,141,354	\$605,321	\$1,939,935	\$455,500
303-303-595-10-100	Salaries/Benefits	\$21,794	\$0	\$0	\$0	
303-303-595-10-410	Engineering (Street Projects)	\$0	\$36,608	\$518,831	\$515,229	\$95,000
303-303-595-10-412	Sultan Basin Road	\$203,245	\$25,130	\$0	\$0	
303-303-595-10-490	Miscellaneous	\$12,252	\$39,461	\$581	\$0	
303-303-595-10-610	Capital - Property Purchase	\$187,935	\$0	\$0	\$0	
303-303-595-30-630	Street Construction - Basin Rd	\$900,960	\$801,131	\$302,008	\$0	
303-303-595-30-631	Capital Construction Date	\$29,741	\$15,807	\$8,757	\$0	\$272,000
303-303-595-31-630	Street Construction - Other	\$34,080	\$260,652	\$3,238	\$1,422,706	\$32,500
	Total Expense	\$1,390,007	\$1,178,789	\$833,415	\$1,937,935	\$399,500
	Ending Fund Balance	\$72,786	-\$37,435	-\$228,094	\$2,000	\$56,000
407 SEWER CONSTRUCTION FUND						
Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
407-000-308-10-000	Beginning Fund Balance	\$316,184	\$5,560	\$377	\$0	\$159,360
407-000-333-03-100	DOE Centennial Clean Water	\$50,000	\$305,757	\$29,291	\$0	
407-000-361-11-000	Investment Interest	\$7	\$0	\$13	\$0	
407-000-369-90-000	Miscellaneous	\$39,721	\$15,000	\$0	\$0	
	Operating Transfer In	\$0	\$0	\$50,000	\$228,578	\$325,640
	Total Resources	\$405,912	\$326,317	\$79,681	\$228,578	\$485,000
407-407-594-35-410	Professional - Engineering	\$0	\$101,061	\$175	\$228,578	
407-407-594-35-490	Miscellaneous Expense	\$460	\$0	\$0	\$0	
407-407-594-35-633	Construction Projects	\$39,892	\$224,879	\$23,519	\$0	\$485,000
407-407-597-55-000	Operating Transfer Out	\$360,000	\$0	\$0	\$0	
	Total Expense	\$400,352	\$325,940	\$23,694	\$228,578	\$485,000
407-900-508-00-000	Ending Fund Balance	\$5,560	\$377	\$55,987	\$0	\$0
409 WATER CONSTRUCTION FUND						
Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
409-000-308-80-000	Beginning Fund Balance	\$55,874	\$53,397	\$62,518	\$0	\$1,443,500
409-000-334-04-200	Legislative Proviso - Lake 16	\$233,916	\$8,584	\$0	\$0	
409-000-334-14-200	CDBG Funds	\$0	\$0	\$0	\$107,662	\$153,800
409-000-361-11-000	Investment Interest	\$35	\$151	\$0	\$0	
409-000-367-11-000	Contributions	\$0	\$8,388	\$3,694	\$0	
409-000-397-10-100	Operating Transfer In	\$78,600	\$25,000	\$109,000	\$179,114	\$229,900
	Total Resources	\$368,425	\$95,519	\$175,212	\$286,776	\$1,827,200
409-409-594-34-410	Professional - Engineer	\$0	\$0	\$0	\$119,776	
409-409-594-34-600	Construction - Water Lines	\$2,474	\$20,126	\$107,341	\$167,000	\$1,819,500
409-409-594-34-630	Construction - Lake 16 Repair	\$312,377	\$12,875	\$67,699	\$0	
	Total Expense	\$314,852	\$33,001	\$175,040	\$286,776	\$1,819,500
	Ending Fund Balance	\$53,573	\$62,518	\$172	\$0	\$7,700

410 STORM CONSTRUCTION FUND						
Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
410-000-308-10-000	Beginning Fund Balance	\$65,000	\$56,898	\$4,947	\$0	\$0
410-000-361-11-000	Investment Interest	\$85	\$12	\$0	\$0	\$0
410-000-397-10-000	Operating Transfer In	\$31,300	\$0	\$23,000	\$0	\$0
	Total Resources	\$96,385	\$56,910	\$27,947	\$0	\$0
410-410-594-35-410	Capital Projects - Engineering	\$5,496	\$28,418	\$27,311	\$0	\$0
410-410-594-35-630	Storm Infrastructure Project	\$18,999	\$46	\$0	\$0	\$0
410-410-597-55-000	Operating Transfer Out	\$15,000	\$23,500	\$0	\$0	\$0
	Total Expense	\$39,496	\$51,963	\$27,311	\$0	\$0
	Ending Fund Balance	\$56,889	\$4,947	\$636	\$0	\$0
117 Timber Ridge Settlement Fund						
Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
117-000-308-80-000	Beginning Fund Balance	\$0	\$0	\$351,012	\$317,000	\$303,568
117-000-361-11-000	Investment Interest	\$0	\$0	\$683	\$0	
117-000-397-10-000	Operating Transfer In	\$0	\$468,283	\$0	\$0	
	Total Resources	\$0	\$468,283	\$351,695	\$317,000	\$303,568
117-117-594-10-410	Professional - Engineer	\$0	\$117,271	\$31,252	\$50,000	\$30,000
117-117-594-10-640	Construction	\$0		\$0	\$267,000	\$273,568
	Total Expense	\$0	\$117,271	\$31,252	\$317,000	\$303,568
	Ending Fund Balance	\$0	\$351,012	\$320,443	\$0	\$0
305 Park Improvement Fund						
Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted	2015 Adopted
305-000-308-10-000	Beginning Fund Balance	\$863	\$864	\$30	\$0	
305-000-361-11-000	Investment Interest	\$1	\$0	\$1	\$0	
305-000-369-90-010	Grant	\$0	\$0	\$250	\$0	\$324,600
305-000-397-10-000	Operating Transfer In	\$0	\$3,200	\$0	\$0	\$75,000
	Total Resources	\$864	\$4,064	\$281	\$0	\$399,600
305-305-594-60-410	Professional Service	\$0	\$4,034	\$0	\$0	
305-305-594-60-610	General Park Improvements	\$0	\$0	\$0	\$0	\$399,600
	Total Expense	\$0	\$4,034	\$0	\$0	\$399,600
305-900-508-80-000	Ending Fund Balance	\$864	\$30	\$281	\$0	\$0

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-2

DATE: December 4, 2014

SUBJECT: Lease Agreement with the Volunteers of America to operate the Sultan Food Bank at 703 First Street

CONTACT PERSON: Ken Walker, City Administrator

ISSUE:

The issue before the city council is to authorize Mayor Eslick to sign a lease agreement (Attachment A) with the Volunteers of America to use the facility located at 703 First Street to operate the Sultan Food Bank.

The matter was tabled at the November 20, 2014 meeting to allow the Mayor an opportunity to meet with VOA regarding the financial difficulties associated with the Food Bank.

STAFF RECOMMENDATION:

The Mayor recommends the lease agreement be amended to a 2 year term at a cost of \$1 per year plus \$51 a month to cover the cost of insurance. It was also recommended the city assist the VOA in obtaining grants.

Authorize Mayor Eslick to sign a lease agreement with the Volunteers of America to continue to operate the Sultan Food Bank at 703 First Street.

SUMMARY:

The Sultan Food Bank (food bank) operates out of the northern portion of the former city hall building located at 703 First Street. The city and the Sultan Food Bank jointly improved the facility in 2003 using Community Development Block Grant Funds. Under the terms of the grant, the building must continue to operate as a food bank for a minimum of 15 years unless a new facility is found to house the food bank program.

The Volunteers of America began operating the Food Bank in 2011. The Volunteers of America will pay \$1 per year to lease the premises for food bank operations and \$51 per month for insurance. The food bank uses approximately 30 percent of the building. The city has control of approximately 65 percent of the building.

As the landlord, the city has responsibility for major repairs to the building and building systems. The tenant has responsibility for routine maintenance items and repairing damage as a result of the tenant's negligence. The walk-in refrigerator and freezer are the responsibility of the tenant.

Standard insurance and indemnification requirements apply. For fire insurance purposes, the city will be named "as the insured".

ALTERNATIVES:

1. Authorize Mayor Eslick to negotiate and sign the lease agreement (Attachment A) with the Volunteers of America to lease a portion of the facility located at 703 First Street to operate the Sultan Food Bank. This alternative implies the city council supports the

proposed lease agreement with the Volunteers of America and is prepared to execute the agreement.

2. Do not authorize Mayor Eslick to negotiate and sign the lease agreement (Attachment A) with the Volunteers of America to lease a portion of the facility located at 703 First Street to operate the Sultan Food Bank. This alternative implies the city council has questions or concerns regarding the proposed lease agreement. The city council may direct staff to make specific changes to the lease and return the lease agreement to council for approval at a later date.

RECOMMENDED ACTION:

Authorize Mayor Eslick to sign a lease agreement with the Volunteers of America to continue to operate the Sultan Food Bank at 703 First Street.

ATTACHMENTS: A: Proposed lease agreement with the Volunteers of America for 703 First Street

**LEASE AGREEMENT COMMERCIAL PREMISES
BETWEEN THE
CITY OF SULTAN AND
VOLUNTEERS OF AMERICA WESTERN WASHINGTON**

The parties hereto are the **CITY OF SULTAN** a municipal corporation of the State of Washington ("Landlord"), and **VOLUNTEERS OF AMERICA WESTERN WASHINGTON**, a charitable corporation ("Tenant").

RECITALS

WHEREAS, the City of Sultan has as building located at 703 First Street, Sultan, WA a portion of which is currently leased to the **VOLUNTEERS OF AMERICA WESTERN WASHINGTON** for use as the SULTAN FOOD BANK; and

WHEREAS, the Tenant desires to initiate a lease with the Landlord, for a two (2) year period; and

WHEREAS, the Tenant is a charitable corporation who is committed to provide food assistance to families and residents within the City of Sultan and the Sky Valley who are in need;

NOW, THEREFORE, FOR AND IN CONSIDERATION OF the mutual covenants hereinafter contained, the parties agree as follows:

COVENANTS

1. **LEASE AND DESCRIPTION.** Upon the terms and conditions hereinafter set forth, the Landlord does hereby lease to Tenant and the Tenant does hereby lease from Landlord those certain portion of premises located at 703 First Street in the City of Sultan, County of Snohomish, State of Washington, depicted on the map thereof filed with the Landlord's Clerk, and being described in **Attachment A**, hereinafter the above described property is called "premises."
2. **BUILDING CONSTRUCTION ON PREMISES** The premises is located at 703 First Street. The Tenant shall not commence any construction or improvements on the premises without written consent of the Landlord.
3. **OCCUPANCY.** The Tenant shall only occupy or use that portion of the building and parking areas depicted on **Attachment A**. Additional occupancy of the building and parking areas must be approved in advance in writing with the approval of the City Council.
4. **BUSINESS PURPOSE.** The premises are to be used solely for the purpose of a community food bank and such other purposes which are consistent with the use of the facility as a community-oriented food assistance center as determined solely by the Landlord.
5. **USE.** A description of Tenant's initial program and schedule to serve as a community food bank is set forth in **Attachment B**. Throughout the term of this lease Tenant shall generally offer programs and services as a community food bank consistent with the intended program.
 - a. The Tenant shall conduct and carry on only the business for which said premises are leased. The Tenant shall at all times keep and use the premises in accordance with the laws of the State of Washington and ordinances of the City of Sultan and in accordance with all directions, rules and regulations of the health officer, fire marshal, building official or other proper officer of any pertinent and authorized public authority, at the sole cost and expense of the Tenant.
 - b. The Tenant is responsible to ensure that any use of the premises is consistent with the intended purposes and uses of the premises as stated herein.
 - c. The Tenant must submit an annual report to the Landlord by October 1 of each year summarizing the previous twelve months of programming and the number of unduplicated clients served by the Tenant.
 - d. The Tenant agrees to assist the Landlord in securing grant funds to maintain and improve the premises. Either the Tenant or the Landlord may be lead agency in securing grant funds. The Tenant is responsible for notifying the Landlord in writing at least sixty (60) days in advance of submitting a grant application for funding.
 - e. Any future construction on the site is specifically excluded from this lease and the terms herein. The preparation of any lease arrangements and terms for any new construction of additions will be at the sole discretion of the Landlord.
 - f. Failure to provide adequate programming or any of the use requirements stated herein constitutes a default of this lease. In such an event, the Landlord will notify the Tenant, in writing, of such and the Tenant shall correct same within ninety (90) days of the date of the Notification. Failure to correct such conditions constitute grounds for termination of this lease.

6. **TERM.** The term of this lease shall be for two (2) years effective January 1, 2015 and ending December 31, 2017. The Tenant and the Landlord shall have the option of renewing this lease for two (2) additional one (1) year periods; such renewal shall be conditioned on the approval of the Landlord.

Either party must give at least 180 days written notice of intent to renew or terminate the lease agreement.

7. **RENTAL FEE.** In consideration of and in exchange for a contribution of the community food assistance, programs, services, and maintenance and operation of the premises from the Tenant, the annual rental amount shall be \$1 per year plus \$51 per month for insurance. The rental fee is due and payable by the 10th of each month. The Tenant will be charged a \$50.00 fee for payments not received by the 15th of each month.
8. **UTILITIES.** The Tenant shall pay for all utilities, including but not limited to electricity, heat, gas, telephone, and cable.
9. **ACCESS.** The Tenant will allow the Landlord or the Landlord's agents free access at all reasonable times and upon at least twenty-four (24) hours notice to said premises during normal business hours for the purpose of inspection. Nothing herein shall be construed as in any way limiting the authority of the Landlord's Building Official under existing law.

10. CARE OF PREMISES.

- a. Tenant shall at all times keep the premises neat, clean, and in a sanitary condition and shall at all times preserve said premises in good repair except for reasonable wear and tear and damage by fire or other unavoidable casualty.
- b. All route maintenance and operating costs of the premises and equipment shall be borne by the Tenant, unless otherwise agreed to, in writing, by the Landlord. This includes, but is not limited to, all HVAC systems and fixtures. Refrigerators, freezers and other systems and equipment owned or used by the Tenant for the purposes of storing and/or preserving food are the responsibility of the Tenant.
- c. Tenant will not commit nor permit waste, damage, or injury to the premises. This includes, but is no limited to: the replacement of any glass of all broken windows and doors of the building as may become cracked or broken; keeping all drainage pipes free and open and protecting water, heating and other pipes so that they will not freeze or become clogged; and, the repair of all leaks and all damages caused by leaks or by reason of the Tenant's failure to protect and keep free, open and unfrozen any of the pipes and plumbing on said premises. All such maintenance and repairs shall be at the sole expense of the Tenant.
- d. To the extent permitted by law, the Landlord may assist Tenant in soliciting donations and in kind services for purposes of this section.
- e. Landlord agrees that the expense of maintaining the foundation, walls, and roof of the premises is the responsibility of Landlord.

- 11. MAINTENANCE OF GROUNDS.** The Tenant shall maintain the grounds and parking areas. The Tenant shall make every effort to keep the grounds and parking areas clean and free of debris.
- 12. STORAGE OF MATERIALS, SUPPLIES, ETC.** The Tenant agrees to not store or deposit materials, supplies or other objects on the exterior of the leased premises without the permission of the Landlord. Tenant agrees not to store "bulk" food items on the premises nor to keep food items on the premises that cannot be reasonably distributed within thirty (30) days of the expiration date. Expired food items shall be promptly distributed and/or removed from the premises. Failure of Tenant to fully comply with this provision shall be a breach of this lease.
- 13. HAZARDOUS WASTES.** The Tenant shall not permit dangerous wastes, hazardous wastes, or extremely hazardous wastes as defined by RCW 70.105.010, *et seq.* to exist on the premises and must, at Tenant's sole expense, undertake to comply with all rules, regulations and policies of the Washington State Department of Ecology and the United States Environmental Protection Agency.

Tenant shall promptly notify the Landlord of the existence of dangerous wastes, hazardous wastes, or extremely hazardous wastes as required by state and federal regulations. Tenant shall comply with any provisions of the local Hazardous Waste Plan as now in existence or hereinafter enacted. Tenant shall comply with any requirements for hazardous waste disposal as may be imposed by RCW 70.105D.030 and the State Department of Ecology.

- 14. MOTOR VEHICLE PARKING ON PREMISES.** The Landlord shall provide parking on the leased premises, as shown on **Attachment A**, in accordance with an agreed-upon plan for parking facilities for all motor vehicles in connection with Tenant's business. The Tenant shall at all times ensure that all such vehicles park within the leased premises.
- 15. VACATING THE PREMISES.** Tenant agrees that at the expiration or termination of this lease, the Tenant will quit and surrender said premises in a neat and clean condition and will deliver to the Landlord all keys to the building on the premises.
- 16. INDEMNITY.** All personal property on said leased premises is at the risk of Tenant. Landlord is not be liable for any damage, either to person or property, sustained by Tenant or others, caused by any defects now in said premises or hereafter occurring therein, or due to the condition of any buildings hereafter erected to any part or appurtenance thereof becoming out of repair, or caused by fire or by the bursting or leaking of water, gas, sewer, or steam pipes, or from any act or neglect of tenants or other occupants of said buildings, or any other persons, or due to the happening of any accident from any cause in or about said buildings.

Tenant covenants to protect, save, indemnify, and hold harmless the Landlord, its elected and appointed officials, city employees, agents, and volunteers against all claims, demands and causes of action of any kind or character, including the cost of defense thereof, arising in favor of Tenant's employees or third parties on account of personal injuries, death or damage to property arising out of the premises leased by Tenant or in any way resulting from the willful or negligent acts or omissions of the Tenant and/or its agents, employees or representatives.

Landlord covenants to protect, save and indemnify Tenant, its elected and appointed officials and employees while acting within the scope of their duties as such, harmless from and against all claims, demands and causes of action of any kind or character, including the cost of defense thereof, arising in favor of third parties on account of personal injuries, death or damage to property arising out of the willful acts or sole negligence of Landlord and/or its agents, employees or representatives.

- 17. LIABILITY INSURANCE.** Tenant shall at all times carry and maintain liability insurance in a company or companies rated in the current edition of Best's General Ratings as at least A (Excellent), and Financial Size Category of not less than Class X, or in such other company or companies not so rated which may be acceptable to Landlord, insuring Tenant against all claims for damages for personal injury, including death, and against all claims for damage and destruction of property, which may arise by the acts or negligence of the Tenant, its agents, employees or servants, or by any means of transportation whatsoever including owned, non-owned and hired automobiles, to the extent of at least Two Million Dollars (\$2,000,000) combined single limit.

Landlord shall be named in all such policies as an additional insured, and a duplicate true certified copy of the original of such insurance policy or policies shall be furnished to Landlord. Each such policy shall provide that the policy may not be cancelled without the company first giving Landlord at least thirty (30) days written notice.

- 18. FIRE INSURANCE.** The Tenant shall, at all times, carry at its own expense fire insurance, extended coverage and vandalism and malicious mischief fire insurance on all buildings existing or hereafter constructed on the premises acceptable to the Landlord, which policy or policies shall name the Landlord as the insured, and to the extent of one hundred percent (100%) of value as mutually agreed upon by Tenant and Landlord.

The original policy, a duplicate true certified copy, or such other evidence of insurance as the Landlord shall in writing have agreed to accept, shall be on deposit with the Landlord's Clerk at all times during the term hereof. Each such policy shall provide that the policy may not be cancelled without the company first giving the Landlord at least thirty (30) days prior written notice. No such policy shall contain a deductible clause greater than One Thousand Dollars (\$1,000) per claim. In the event of loss, the Tenant shall pay such deductible sum.

19. INSURANCE PROCEEDS IN EVENT OF LOSS.

- a. Total Destruction. If the premises are totally destroyed by fire, earthquake or other casualty during the term of this lease, and if the Tenant desires to rebuild, the proceeds of insurance shall be used for the purpose of rebuilding such building. The balance of funds shall be payable pro rata to the Landlord and Tenant based on the investment of the parties; the Tenant's portion subject further to being reduced proportionately to the remaining length of the lease. If either Landlord or Tenant elects to rebuild as above provided, such party shall prosecute the work of such rebuilding or repairing without delay. If both Landlord and Tenant fail to give notice of intention to build as aforesaid, within the times specified, both the Landlord and Tenant shall have the right to declare this lease terminated by written notice served upon the other party by mail as in this lease provided.
- b. Partial Destruction. In case of partial destruction, the proceeds shall be used

for repairing the damage.

- c. Duties Regardless of Extent of Destruction. The Tenant shall give notice of loss immediately and of intention to rebuild within sixty (60) days of loss. Prior to termination of this lease whether by expiration of the term or by notice as in this paragraph, rent for the premises shall not abate as between the Landlord and Tenant in the event of loss or destruction of any buildings placed on the premises.

20. LIENS AND INSOLVENCY. Tenant shall keep the leased premises and the property in which the leased premises are situated free from any liens arising out of any work performed, materials furnished or obligations incurred by Tenant, except for financing instruments obtained with the written consent of the Landlord. If the Tenant becomes insolvent, voluntarily or involuntarily bankrupt, or if a receiver, assignee or other liquidating officer is appointed for the business of the Tenant, the Landlord may cancel this lease at Landlord's option, provided at least ninety (90) days prior notice is given to Tenant.

21. ASSIGNMENT AND SUBLETTING. This lease may not be assigned or sublet.

22. NOTICE. All notices and consents hereunder must be given in writing, delivered in person or mailed by certified mail, postage prepaid, to the receiving party at its address below, or to such other address as the receiving party may notify the sender beforehand, in writing, referring to this lease:

VOLUNTEERS OF AMERICA WESTERN WASHINGTON

2802 Broadway
PO BOX 839
Everett, WA 98206

CITY OF SULTAN

319 Main Street, Suite 200
P.O. Box 1199
Sultan, WA 98294-1199

23. GOVERNMENTAL FEES. Except for those which may be approved by Resolution of the City Council of the City of Sultan, all fees due under applicable law to the City, County or State on account of any inspection made on leased premises by any officer thereof shall be paid by Tenant.

24. SIGNS. All signs and symbols placed in the windows or doors or elsewhere about the premises, or upon the exterior part of the building, shall be subject to the approval of the Landlord or Landlord's agents. Landlord agrees to allow the Tenant logo on the exterior of the building in accordance with the City of Sultan Sign Code and Building Code.

In the event Tenant shall place signs or symbols on the exterior of said building or in the windows or doors or elsewhere visible from the street that are not satisfactory to the Landlord or Landlord's agents, the Landlord or Landlord's agents may immediately demand the removal of such signs or symbols, and the refusal of the Tenant to comply with such demand within a period of twenty-four (24) hours will constitute a breach of this lease, and entitle the Landlord to immediately recover possession of said premises in the manner provided by law.

Any signs so placed on the premises shall be so placed upon the understanding and agreement that Tenant will remove same at the termination of the tenancy herein created and repair any damage or injury to the premises caused thereby, and if not so removed by Tenant, then Landlord may have the same removed at Tenant's expense.

Tenant shall conform to all requirements of the City of Sultan Sign Code and Building Code and pay applicable fees.

- 25. ALTERATIONS.** The Tenant shall not make any material alterations, additions or improvements to the leased premises without written consent of the Landlord. All approved alterations, additions and improvements shall be at the sole cost and expense of the Tenant. All approved alterations, additions and improvements become the property of the Landlord, except those not attached to the building and shall remain in and be surrendered with the premises as part thereof at the termination of this lease.

The term "material alterations additions or improvements" shall include but not be limited to any structural modification of the building or its components. If the Tenant performs work with the written consent of the Landlord, Tenant agrees to comply with all applicable laws ordinances, rules and regulations.

The Tenant further agrees to hold the Landlord free and harmless from damage, loss or expense arising out of said work. Heating systems, plumbing systems (including hot water tanks) and all lighting and electrical systems and parts thereof shall be considered fixtures, and become part of the real estate upon being installed in any building.

- 26. DEFAULT AND RE-ENTRY.** If any rents or any part thereof, remain unpaid when due, or if the Tenant violates or defaults in any of the covenants and agreements therein contained, then the Landlord may cancel this lease upon giving the written notice required by law, and re-enter said premises. Notwithstanding such re-entry by the landlord, the liability of the Tenant for the rent provided for herein shall not be extinguished for the balance of the term of this lease, and the Tenant covenants and agrees to compensate the Landlord for any deficiency arising from a re-entry and re-letting of the premises at a lesser rental than herein agreed to.

- 27. COSTS AND ATTORNEY'S FEES.** If by reason of any default on the part of either party, litigation is commenced to enforce any provision of this lease or to recover for breach of any provision of this lease, the prevailing party is entitled to recover from the other party reasonable attorney's fees in such amount as is fixed by the court, and all costs and expenses incurred by reason of the breach or default by the other under this lease.

- 28. NON-WAIVER OF BREACH.** The failure of either party to insist upon strict performance of any of the covenants and agreements of this lease, or to exercise any option herein conferred in any one or more instances, shall not be construed to be a waiver or relinquishment of any right to strict performance or of the exercise of such option or any other covenants or agreements but the same shall be and remain in full force and effect.

- 29. REMOVAL OF PROPERTY.** In the event of default and failure to cure, or taking possession of the leased premises, the Landlord shall have the right, but not the obligation, to remove from the leased premises all personal property located therein or thereon, and may store the same in any place selected by Landlord, including but not

limited to a public warehouse, at the expense and risk of the owners thereof, with the right to sell such stored property with notice to the Tenant, after it has been stored for a period of at least sixty (60) days, the proceeds of such sale to be applied first to the cost of such sale, second to the payment of the charges for storage, if any, and third to the payment of any other sums of money which may then be due from Tenant to Landlord under any of the terms hereof, and the balance, if any, to be paid to Tenant.

30. HEIRS AND SUCCESSORS. The covenants and agreements of this lease are binding upon and inure to the benefit of the heirs, executors, administrators, legal representatives, and successors of any of all of the parties hereto.

31. HOLD OVER. If the Tenant shall, with the written consent of Landlord, hold over after the expiration of the term of this lease, such tenancy shall be determined as provided by the laws of the State of Washington. During such tenancy Tenant agrees to pay Landlord the same rate of rent as set forth herein, unless a different rate is agreed upon, and to be bound by all of the terms, covenants and conditions as herein specified, so far as applicable.

32. VENUE. The venue of any suit which may be brought by either party under the terms of this lease or growing out of the tenancy under this lease shall at the option of the Landlord be in court or courts in Snohomish County, Washington.

IN WITNESS WHEREOF, the parties hereto have executed this lease on the _____ day of _____, 2014.

CITY OF SULTAN, LANDLORD

By _____
Carolyn Eslick, Mayor

Attest:

By _____
Laura Koenig, City Clerk

Approved as to form:

By _____
Danielle Evans, City Attorney

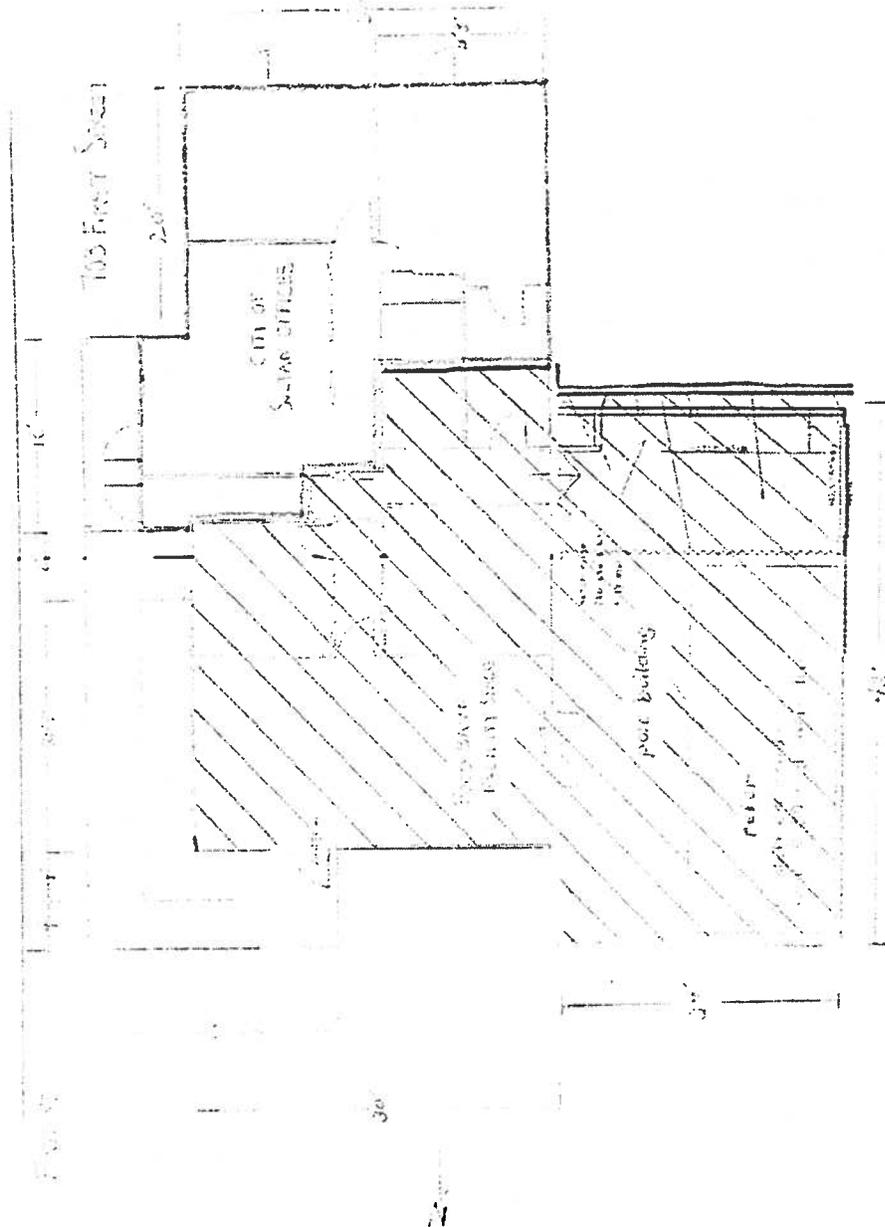
VOLUNTEERS OF AMERICA

By _____

Approved as to form:

By _____
Attorney, Volunteers of America

ATTACHMENT A
(CITY OF SULTAN BUILDING AT 703 FIRST STREET, SULTAN, WA)
TO LEASE AGREEMENT COMMERCIAL PREMISES
City of Sultan
and
Volunteers of America Western Washington (VOA WW)
Sultan Food Bank



 Area occupied by Volunteers of America Western Washington Sultan Food Bank.

**ATTACHMENT B
(PROGRAM AND SCHEDULE OF OPERATIONS)
TO
LEASE AGREEMENT COMMERCIAL PREMISES**

**City of Sultan
and
Volunteers of America Western Washington (VOA WW)
Sultan Food Bank**

1. PROGRAM

- a. Coverage Area. The VOA Sultan Food Bank's primary focus is serving the residents of the Sultan area of Unincorporated East Snohomish County. The coverage area also and includes the City of Sultan, Start Up, Gold Bar which includes the Sultan and Index School Districts. The food bank also supports residents of Baring, Skykomish and Unincorporated King County within the Skykomish School District who are isolated from other regional services.
- b. Major activities. Food distribution is the primary function of the Sultan Food Bank. The facility will not be used for training, community or VOA meetings, or other community or VOA program activities
- c. Eligibility Verification. The staff will verify personal identification and request a utilities bill or some other means as proof that users live in the service area.
- d. Other Activities. The food bank staff will make flyers, brochures, and other material addressing human services available to patrons (e.g.: the 2-1-1 information and referral telephone number, where individuals in need can access critical information concerning shelter, quality care for children, and other essential services). The staff will also refer patrons to other program such as the Sky Valley Family and Community Resource Center's Giving Tree, back pack Back to School Program and the community's Sultan harvest Thanksgiving Community Dinner. The Staff will also participate in the annual Point in Time survey of homeless individuals.

2. SCHEDULE

a. Food Distribution

Tuesday:	5:00 p.m. – 7:00 p.m.
Fridays:	9:00 a.m. – 12:00 p.m.

b. Truck Schedule for Food Pickup from Donor Sites

Monday – Sunday:

Leaves: 8:00 a.m.
Returns: 12:30 p.m.

c. Food Donation Drop Off Time

Thursdays: 8:00 a.m. – 12:00 p.m.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Action A 3
DATE: December 4, 2014
SUBJECT: Ordinance 1208-14 – Water Connection Fees
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the City Council is to introduce Ordinance 1208-14 to increase fees for meter costs and installation service.

SUMMARY:

In January 2014, the Council adopted the Ordinance 1188-14t to increase the charge for new water meters and installation services.

Since the adoption of the ordinance, the city crew has been tracking the actual cost to install the water meter. Depending on the location of the meter, installation costs have run from \$1,200 to \$3,500. For installations outside the City limits, the city is required to obtain a Snohomish County right of way permit to work inside the county road corridor. The cost is \$600 for the permit.

RECOMMENDATION:

Staff recommends amending Ordinance 1208-14 regarding Water General Facility charges to read as follows:

1. The charge per equivalent residential unit shall be \$3,694.
2. The GFC may be adjusted annually during the budget process to capture capital costs from the 6-year Capital Improvement Plan (CIP) and changes in the Engineering News Record Construction Cost Index
3. A deposit towards actual cost shall be paid for water service installation from the main to the meter, water meter and inspection based on the City's estimate for installation costs for units not within an approved development or plat. Units outside the city limits shall be responsible for a Snohomish County right-of-way use permit.
If actual cost differs from the deposit, the balance will be billed or credited on the monthly utility bill.
4. A \$400.00 additional charge shall be assessed for water meter, installation and inspection for units within an approved development or plat, with meter service extended to the back of right of way.
5. The charges imposed by this subsection shall be in addition to any charges due under an approved latecomer or cost recovery contract.

Attachment: A. Ordinance 1208-14 – Water General Facility Charge

CITY OF SULTAN
WASHINGTON
ORDINANCE NO. 1208-14

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

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

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

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

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

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

1. The charge per equivalent residential unit shall be \$3,694.
2. The GFC may be adjusted annually during the budget process to capture capital costs from the 6-year Capital Improvement Plan (CIP) and changes in the Engineering News Record Construction Cost Index
3. A deposit towards actual cost shall be paid for water service installation from the main to the meter, water meter and inspection based on the City's estimate for installation costs for units not within an approved development or plat. Units outside the city limits shall be responsible for a Snohomish County right-of-way use permit.
 - i. If actual cost differs from the deposit, the balance will be billed or credited on the _____ monthly utility bill.
- ~~3. A \$1,200 additional charge shall be assessed for water meter, installation and inspection for units within the city limits not within an approved development or plat.~~
- ~~4. A \$1,800 additional charge shall be assessed for water meter, installation and inspection for units outside the city limits not within an approved development or plat.~~

5.4. A ~~\$350.00~~ \$400.00 additional charge shall be assessed for water meter, installation and inspection for units within an approved development or plat, with meter service extended to the back of right of way.

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

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

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

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

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Danielle Evans, City Attorney

Date of Publication:

Effective Date:

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-4
DATE: December 4, 2014
SUBJECT: Resolution NO. 14-12: 2011 Comprehensive Plan Adoption-Final Action
CONTACT PERSON: Stacy MacGregor, Senior Planner

ISSUE:

Provide Council with a resolution to clarify that the 2011 Comprehensive Plan and update process satisfies the 2015 GMA deadline for Comprehensive Plan Updates.

BACKGROUND:

In 1994, the City of Sultan adopted its first Comprehensive Plan in compliance with the Growth Management Act (GMA). The GMA mandates periodic updates and allows annual revisions of a City's Comprehensive Plan. In 2004, the City of Sultan's Comprehensive Plan underwent a mandatory update; the update was invalidated by the Growth Management Hearings Board. The deficiencies centered upon capital improvements needed to address desired growth and the financial reality of trying to meet those improvements. The Comprehensive Plan was voluntarily updated in 2008 to bring it into compliance with the GMA. In 2009, the City started the mandatory review and revision process for the state-mandate Comprehensive Plan update (then) due in 2011. In 2010 and 2011, as a result of the economic downturn, the state legislature twice extended the deadline for the mandated update; the final deadline was ultimately moved from 2011 to June 30, 2015 for Snohomish County and the cities in Snohomish County. An extensive public participation process, including numerous public meetings and hearings, was already underway and the City chose to continue its update with the intent of completing the mandated update in advance of the newly extended deadline.

When the state legislature extended the deadline for mandated comprehensive updates they also authorized local jurisdictions to complete the process early. In 2010, the Department of Commerce published a guidebook which provided direction to jurisdiction undertaking early adoption. The Sultan City Council passed Ordinance 1113-11 adopting the City's 2011 Comprehensive Plan but did not include the recommended language detailed in the Commerce guidebook.

Confusing the process, the City sought and was awarded a grant from the Department of Commerce to assist with the 2015 Comprehensive Plan update. (See Attachment C) The City submitted a checklist of actions and deliverables to Commerce that was approved. The deliverables included updating the 2011 Comprehensive Plan to accommodate a new Urban Growth Area by March, 2015. .

DISCUSSION:

When the 2011 Comprehensive Plan was adopted, the Sultan City Council understood that the plan would meet the state-mandate update requirement. When the Puget Sound Regional Council certified the plan, they acknowledged that the updated plan was "to meet the 2015 GMA update deadline." (PSRC Plan Review Report & Certification Recommendation, June 26, 2012, page 8.) However, Commence does not feel that the language in the ordinance adopting the 2011 Comprehensive Plan clarified that the 2011 update was intended to be the 2015 mandated update.

Since adoption, numerous changes by Snohomish County have been adopted or are under review that directly affect the City's long-range planning efforts and will require further amendments to the City's Comprehensive Plan. These include a revised population allocation from 11,119 residents by 2025 to 8,393 residents by 2035; a housing target to be met by 2035; a planning horizon of 2025 instead of 2035;

and, a pending petition with the County to revise Sultan's UGA to remove the entire northwest peninsula of the UGA and the inclusion of two new areas. The Comprehensive Plan needs to consider all of these adopted and pending changes to the population, the planning horizon, and the UGA. Current city staff was given direction from both the Department of Commerce and the former staff to reconcile these changes under the state-mandated 2015 update process.

Current staff worked with the Department of Commerce to try to reconcile the timing of the County changes under the 2015 update timeframe. It became clear to staff and Commerce that the concurrent timelines for both the County update of the City's UGA and the City's Comprehensive Plan would result in the City having to either plan for a "best-guess" scenario, plan twice if the "guess" is wrong, or fail to plan under the 2015 deadline and not be compliant with the GMA. The City is in the enviable position of having updated the plan in 2011.

The purpose of this proposed resolution is to clarify that the 2011 Comprehensive Plan was intended to satisfy the state-mandated 2015 Comprehensive Plan update. The resolution includes the language recommended by the Department of Commerce when a city pursues an early adoption. The next state-mandated update is not until 2023 and the resolution includes the statutory timelines for the next update and deadlines to incorporate Countywide Planning Policies and the County's Buildable Lands Report. This resolution was reviewed by the City Attorney and the Department of Commerce.

NEXT STEPS:

Following passage of this resolution, Staff will continue focusing on updating the Development Regulations, including the Critical Areas Ordinance, to harmonize the code with the Comprehensive Plan. The grant from Commerce will be amended to reflect this focus. (See Attachment C)

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

RECOMMENDATION:

Move to adopt Resolution 14-XX clarifying ordinance 1113-11 and specifying the next deadline for periodic update of the Comprehensive Plan.

ATTACHMENTS:

Attachment A: Resolution NO. 14-12

Attachment B: Periodic Update Checklist for Cities

Attachment C: Grant Status Report

CITY OF SULTAN
WASHINGTON
RESOLUTION NO. 14-12

**A RESOLUTION OF THE CITY OF SULTAN, WASHINGTON,
CLARIFYING ORDINANCE 1113-11, SPECIFYING THE NEXT
DEADLINE FOR PERIODIC UPDATE OF COMPREHENSIVE
PLAN.**

WHEREAS, the City of Sultan adopted a Comprehensive Plan in 1994 in compliance with the requirements of Chapter 36.70A RCW, and has amended the plan on several occasions since that time; and

WHEREAS, the Growth Management Act in RCW 36.70A.130(1)(b) mandates each city in Washington to take legislative action to review and, if necessary, revise its comprehensive plan to ensure compliance with the Growth Management Act according to the deadline in RCW 36.70A.130(5); and

WHEREAS, legislative action means the adoption of a resolution or ordinance following notice and a public hearing indicating at a minimum, a finding that a review and evaluation has occurred and identifying the revisions made, or that a revision was not needed and the reasons therefor, and

WHEREAS, in 2010 the State Legislature extended the comprehensive plan review and revision deadline from December 2011 to December 2014 under RCW 36.70A.130(5)(a); and

WHEREAS, in 2011 the State Legislature revised the periodic update schedule and extended the deadline for Snohomish county and the cities within Snohomish county from December 1, 2014 to June 30, 2015 and every eight years thereafter under RCW 36.70A.130(5)(a); and

WHEREAS, the schedule specified in RCW 36.70A.130(5) requires Sultan to complete this review and update by June 30, 2015, and

WHEREAS, the State Legislature authorized local jurisdictions to complete the periodic update process before the 2015 deadline established in the Growth Management Act, RCW 36.70A.130(6)(a); and

WHEREAS, the Sultan City Council decided to pursue amending the Sultan Comprehensive Plan and updating the goals and policies to be consistent with the Puget Sound Regional Council Vision 2040 and the revised Snohomish County Countywide Planning Policies on the original schedule; and

WHEREAS, the City encouraged extensive public participation and review of the draft plans from September 2009 to September 2011, including at least eleven ad hoc public meetings, four open houses, nineteen Planning Board meetings, eight City Council special meetings, three Planning Board open houses, and two public hearings as summarized in Ordinance 1113-11; and

WHEREAS, in 2011 the City updated the Comprehensive Plan in compliance with changes to the Growth Management Act; to insure compliance with Vision 2040; the Puget Sound Regional Council Multi-County Planning Policies; Snohomish County Countywide Planning Policies; to fully reflect the

issues and opportunities facing Sultan; and to revise policies and other language in the plan to update information, improve readability, and eliminate redundancy; and

WHEREAS, the City Council adopted the City of Sultan's 2011 Comprehensive Plan by Ordinance 1113-11 with an effective date of November 22, 2011; and

WHEREAS, on September 27, 2012, the Puget Sound Regional Council Executive Board certified the City of Sultan's 2011 Comprehensive Plan and acknowledged that the plan meets the 2015 GMA update deadline; and

WHEREAS, A Guide to the Periodic Update Process Under the Growth Management Act, dated September, 2012, by the Department of Commerce recommends that "the final legislative action taken upon completion of the periodic update process clearly note the early adoption and the due date of the next scheduled periodic update according to state statute" (page 5); and

WHEREAS, the Sultan City Council desires to follow the recommendation by the Department of Commerce; and

WHEREAS, the Sultan City Council wishes to clarify the timelines for future amendments and updates to the Comprehensive Plan; and

WHEREAS, Snohomish County adopted Countywide Planning Policies (CPP) in June of 2011. RCW 36.70A.215(4), provides the City five years to evaluate the City's comprehensive plan and development regulations to rectify any inconsistency between the City's plans and the CPP. Thus, by June 2016, the City shall adopt and implement measures to the Comprehensive Plan and development regulations that are reasonably likely to increase consistency with the 2011 CPP and shall annually monitor the measures adopted to determine their effect and may revise and rescind them as appropriate; and

WHEREAS, Snohomish County adopted a Buildable Lands Report (BLR) in December of 2012. RCW 36.70A.215(4), provides the City five years to rectify any inconsistency between the City's plans and the BLR. Thus, by December 2017, the City shall adopt and implement measures that are reasonably likely to increase consistency between the City's plans and the County's BLR and shall annually monitor the measures adopted to determine their effect and may revise and rescind them as appropriate; and

WHEREAS, Snohomish County amended its Countywide Planning Policies (CPP) in June of 2013. The amendment included a revised population target for the City of Sultan through 2035. RCW 36.70A.215(4), provides the City five years to evaluate the City's comprehensive plan and development regulations to rectify any inconsistency between the City's plans and the revised population allocation. Thus, by June 2018, the City shall adopt and implement measures to create consistency in the Comprehensive Plan and development regulations to account for the revised population allocation established in Snohomish County's CPP and shall annually monitor the measures adopted to determine their effect and may revise and rescind them as appropriate;

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

Section 1. Findings. The Sultan City Council hereby adopts by reference the statements above as findings.

Section 2. Clarify Ordinance 1113-11. The Sultan City Council clarifies that the 2011 Sultan Comprehensive Plan adopted by Ordinance 1113-11 was an early adoption of the periodic update and

satisfies the 2015 comprehensive plan periodic update process. The deadline for the next periodic update is June 2023, under RCW 36.70A.130(5)(a).

Section 3. The Sultan City Council acknowledges that the review required by RCW 36.70A.130(1) also includes a review and update of the development regulations, including the critical areas ordinance. This review currently underway and legislative action on the remaining portions of the review will occur at a later time.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____, 2014.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Danielle Evans, City Attorney

Passed by the City Council:

Resolution No.:

Date Posted:

Periodic Update Checklist for Cities – Updated June 2013

Covers laws through 2012

This checklist is intended to help cities that are fully planning under the Growth Management Act (GMA) to conduct the “periodic review and update” of comprehensive plans and development regulations required by RCW 36.70A.130(4). Cities can use the checklist to identify components of their comprehensive plan and development regulations that may need to be updated to reflect the latest local conditions or to comply with changes to the GMA since their last update.

This checklist includes components of the comprehensive plan and development regulations that are specifically required by the GMA. **Statutory requirements adopted since 2003 are emphasized in highlighted text** to help identify new components of the GMA that may not have been addressed in annual updates or other amendments outside of the required periodic update process. Cities within the Puget Sound Regional Council boundaries may want to use this checklist in tandem with PSRC checklists. A separate checklist is available for counties. **Expanded checklists** (one for Comprehensive Plans, one for Development Regulations) are also available, which include a more comprehensive list of related good ideas and things to consider.

How to fill out the checklist

With the most recent version of your comprehensive plan and development regulations in hand, fill out each item in the checklist. Select the check box or type in the fields, answering the following questions:

Is this item addressed in your current plan or regulations? If YES, fill in the form with citation(s) to where in the plan or code the item is addressed. We recommend using citations rather than page numbers because they stay the same regardless of how the document is printed. If you have questions about the requirement, follow the hyperlinks to the relevant statutory provision or rules. If you still have questions, visit the [Commerce web page](#) or contact a [Commerce planner](#) assigned to your region.

Is amendment needed to meet current statute? Check YES to indicate a change to your plan or regulations will be needed. Check NO to indicate that the GMA requirement has already been met. Local updates may not be needed if the statute hasn’t changed since your previous update, if your city has kept current with required inventories, or if there haven’t been many changes in local circumstances. Check “Further Review Needed” if you are unsure whether the requirement has already been met or if the city is considering a review, but hasn’t yet decided.

Is your city considering optional amendments? Use this field to note areas where your city may elect to work on or amend sections of your plan or development regulations that are not required by the GMA.

How to use the completed checklist

Commerce strongly encourages you to use the completed checklist to develop a **detailed work plan** (see Appendix B) for your periodic update. The checklist can be used to inform the contents of a city council resolution that defines what actions will be taken as part of the GMA periodic update.

I. Required Comprehensive Plan Elements and Components

1. A Land Use Element that is consistent with countywide planning policies (CWPPs) and RCW 36.70A.070(1).			
a. A future land use map showing city limits and urban growth area (UGA) boundaries. RCW 36.70A.070(1) and RCW 36.70A.110(6) WAC 365-196-400(2)(d), WAC 365-196-405(2)(i)(ii)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 3.9, Map 3-C, Table 3-6	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	Yes, UGA modification and new land use designations
b. Consideration of urban planning approaches that increase physical activity. RCW 36.70A.070(1), Amended in 2005 WAC 365-196-405 (2)(j)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 2.3.2, & Goal LU-9.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
c. A consistent population projection throughout the plan which should be consistent with the Office of Financial Management forecast for the county or the county's sub-county allocation of that forecast. RCW 43.62.035, WAC 365-196-405(f)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 3.7 and Appendix B.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	Yes, reduced allocation, in process at County.
d. Estimates of population densities and building intensities based on future land uses. RCW 36.70A.070(1); WAC 365-196-405(2)(i)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapters 3.6, 3.7, 3.8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	Yes, based on reduced allocation and UGA amendment
e. Provisions for protection of the quality and quantity of groundwater used for public water supplies. RCW 36.70A.070(1)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 9.6	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	Note: City owns its entire watershed, managed for potable water.
f. Identification of lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, stormwater management facilities, recreation, schools, and other public uses. RCW 36.70A.150 and WAC 365-196-340	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 8.14, Chapter 9.5.3, Chapter 9.6.3, Chapter 9.7.3, Chapter 9.8.2, Chapter 9.9.2, Chapter 9.10.2 Chapter 9.12.2 Water System Plan, General Sewer Plan,	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	Adjustments as required to implement UGA changes

	PROS Plan,		
g. Identification of open space corridors within and between urban growth areas , including lands useful for recreation, wildlife habitat, trails, and connection of critical areas. RCW 36.70A.160 and WAC 365-196-335	<input type="checkbox"/> No X Yes Location(s) Chapter 8.8, Chapter 10.11 PROS Plan, Shoreline Master Program	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
h. <i>If there is an airport within or adjacent to the city: policies, land use designations (and zoning) to discourage the siting of incompatible uses adjacent to general aviation airports.</i> [RCW 36.70A.510, RCW 36.70.547, New in 1996] <i>Note: The plan (and associated regulations) must be filed with the Aviation Division of WSDOT. WAC 365-196-455</i>	X No <input type="checkbox"/> Yes Location(s) Not in Comprehensiv e Plan, but recently included in new Zoning Code.	X Yes <input type="checkbox"/> No <input type="checkbox"/> Further Include policies in Chapter 8 to call for new Airport Approach Overlay Zone	Airport Approach Overlay Zone in newly- adopted Zoning Code, Coordinated & approved by Aeronautics 4/14.
i. <i>If there is a Military Base within or adjacent to the jurisdiction employing 100 or more personnel: policies, land use designations, (and consistent zoning) to discourage the siting of incompatible uses adjacent to military bases.</i> RCW 36.70A.530(3), New in 2004. See WAC 365-196-475	X No <input type="checkbox"/> Yes Location(s) Not Applicable	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
j. Where applicable, a review of drainage, flooding, and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state. RCW 36.70A.70(1) and WAC 365-196-405(2)(c) <i>Note: RCW 90.56.010(26) defines waters of the state.</i>	<input type="checkbox"/> No X Yes Location(s) Chapter 9.7, Goal EN-4	<input type="checkbox"/> Yes <input type="checkbox"/> No X Further review needed	
k. Policies to designate and protect critical areas including wetlands, fish and wildlife habitat protection areas, frequently flooded areas, critical aquifer recharge areas, and geologically hazardous areas. In developing these policies, the city must have included the best available science (BAS) to protect the functions and values of critical areas, and give “special consideration” to conservation or protection measures necessary to preserve or enhance anadromous fisheries. RCW 36.70A.030(5), RCW 36.70A.172, BAS added in 1995. See WAC 365-195-900 through -925, WAC 365-190-080	<input type="checkbox"/> No X Yes Location(s) Chapter 5.8, Goal EN-1, Goal UT-4, Goal UT-5,	<input type="checkbox"/> Yes <input type="checkbox"/> No X Further review needed	

<p><i>Note:</i> A voluntary stewardship program was created in 2011 as an alternative for protecting critical areas in areas used for agricultural activities. Counties had the opportunity to opt into this voluntary program before January 22, 2012. See requirements of the voluntary stewardship program. RCW 36.70A.700 through .904.</p>			
<p>i. If forest or agricultural lands of long-term commercial significance are designated <i>inside</i> city: a program authorizing Transfer (or Purchase) of Development Rights. RCW 36.70A.060(4), Amended in 2005</p>	<p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Location(s) Not Applicable</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed</p>	
<p>2. A Housing Element to ensure the vitality and character of established residential neighborhoods and is consistent with relevant CWPPs, and RCW 36.70A.070(2).</p>			
<p>a. Goals, policies, and objectives for the preservation, improvement, and development of housing. RCW 36.70A.070(2)(b) and WAC 365-196-410(2)(a)</p>	<p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 4.8, Goals H-1 to H-6.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed</p>	
<p>b. An inventory and analysis of existing and projected housing needs over the planning period. RCW 36.70A.070(2)(a) and WAC 365-196-410(2)(b) and (c)</p>	<p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 4.5</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed</p>	
<p>c. Identification of sufficient land for housing, including but not limited to, government-assisted housing, housing for low-income families, manufactured housing, multifamily housing, group homes, and foster care facilities. RCW 36.70A.070(2)(c)</p>	<p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Map 3-C Chapter 3.7 Chapter 4.8</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed</p>	
<p>d. Adequate provisions for existing and projected housing needs for all economic segments of the community. RCW 36.70A.070(2)(d) and WAC 365-196-410</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes Location(s) Chapter 4.8</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed</p>	
<p>e. If enacting or expanding an affordable housing program under RCW 36.70A.540: identification of land use designations within a geographic area where increased residential development will assist in achieving local growth management and housing policies. RCW 36.70A.540, New in 2006. WAC 365-196-870</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes Location(s) Not Applicable</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed</p>	
<p>f. Policies so that manufactured housing is not regulated</p>	<p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes</p>	

<p>differently than site built housing. RCW 35.21.684, 35.63.160, 35A.21.312, and 36.01.225, Amended in 2004</p>	<input type="checkbox"/> Yes Location(s) Chapter 4.8 Zoning Code Chapters 18.160 to 18.168	<input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p>g. <i>If the city has a population of over 20,000: provisions for accessory dwelling units (ADUs) to be allowed in single-family residential areas.</i> RCW 36.70A.400, RCW 43.63A.215(3)</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s) Not exceeding 20,000, but ADU provided at Zoning Code Chapter 18.92	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p>3. A Capital Facilities Plan (CFP) Element to serve as a check on the practicality of achieving other elements of the plan, covering all capital facilities planned, provided, and paid for by public entities including local government and special districts, etc.; including water systems, sanitary sewer systems, storm water facilities, schools, parks and recreational facilities, police and fire protection facilities. Capital expenditures from Park and Recreation elements, if separate, should be included in the CFP Element. The CFP Element must be consistent with CWPPs, and RCW 36.70A.070(3), and include:</p>			
<p>a. Policies or procedures to ensure capital budget decisions are in conformity with the comprehensive plan. RCW 36.70A.120</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 9.4 Chapter 9.14, Goal CF-1.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	<i>Capital Facility Plan will be adjusted to conform to UGA adjustments</i>
<p>b. An inventory of existing capital facilities owned by public entities. RCW 36.70A.070(3)(a) and WAC 365-196-415(2)(a)</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 9 Chapter 10	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	<i>Capital Facility Plans will be adjusted to conform to UGA adjustments</i>
<p>c. A forecast of needed capital facilities. RCW 36.70A.070(3)(b) and WAC 365-196-415 (b) <i>Note: The forecast of future need should be based on projected population and adopted levels of service (LOS) over the planning period.</i></p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Adopted LOS: Chapter 9.4 Future needs: Chapter 9.5.4	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	<i>Capital Facility Plans will be adjusted to conform to UGA adjustments</i>

	<p>Chapter 9.6.4 Chapter 9.7.3 Chapter 9.8.2 Chapter 9.9.2 Chapter 9.10.2 Chapter 9.10.2</p>		
<p>d. Proposed locations and capacities of expanded or new capital facilities. RCW 36.70A.070(3)(c) and WAC 365-196-415 (3)(C)</p>	<p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 9.11, Chapter 9.12, Chapter 9.14, General Sewer Plan Chapter 7, Water System Plan Chapter 9.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed</p>	<p><i>Capital Facility Plans will be adjusted to conform to UGA adjustments</i></p>
<p>e. A six-year plan (at least) identifying sources of public money to finance planned capital facilities. RCW 36.70A.070(3)(d) and RCW 36.70A.120 WAC 365-196-415</p>	<p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 9.11, Chapter 9.12, Chapter 9.14, Goal CF-1, Goal CF-2, Goal UT-1, Goal UT-3, General Sewer Plan Chapter 9, Water System Plan Chapter 10</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed</p>	
<p>f. A policy or procedure to reassess the Land Use Element if probable funding falls short of meeting existing needs. RCW 36.70A.070(3)(e) WAC 365-196-415(2)(d)</p>	<p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 9.12</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed</p>	
<p>g. <i>If impact fees are collected:</i> identification of public facilities on which money is to be spent. RCW 82.02.050(4) WAC 365-196-850</p>	<p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 9.11.7 Chapter 9.11.8</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed</p>	<p><i>Capital Facility Plans will be adjusted to conform to UGA adjustments</i></p>
<p>4. A Utilities Element which is consistent with relevant CWPPs and RCW 36.70A.070(4) and includes:</p>			
<p>a. The general location, proposed location and capacity of all existing and proposed utilities. RCW 36.70A.070(4) WAC 365-196-420</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes Location(s) Chapter 10.6 Chapter 10.7</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review</p>	<p><i>Utility Plans will be adjusted to conform to UGA</i></p>

	Chapter 10.8 Chapter 10.9 Chapter 10.12	needed	adjustments
5. A Transportation Element which is consistent with relevant CWPPs and RCW 36.70A.070(6) and includes:			
a. An inventory of air, water, and ground transportation facilities and services, including transit alignments, state-owned transportation facilities, and general aviation airports. RCW 36.70A.070(6)(a)(iii)(A) and WAC 365-196-430(2)(c) .	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 8.6 Chapter 8.7 Chapter 8.9 Chapter 8.10	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further Comprehensive Plan Policies addressing Airport	<i>Airport Approach Zone is included in new Zoning Code, Chapter 18.68</i>
b. Adopted levels of service (LOS) standards for all arterials, transit routes and highways. RCW 36.70A.070(6)(a)(iii)(B) , New in 1997. WAC 365-196-430	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 8.6.3 Chapter 8.6.5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
c. Identification of specific actions to bring locally-owned transportation facilities and services to established LOS. RCW 36.70A.070(6)(a)(iii)(D) , Amended in 2005. WAC 365-196-430	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 8.6.7 Policy TR-1.5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
d. A forecast of traffic for at least 10 years , including land use assumptions used in estimating travel. RCW 36.70A.070(6)(a)(i) , RCW 36.70A.070(6)(a)(iii)(E) WAC 365-196-430(2)(f) .	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 8.6.8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
e. A projection of state and local system needs to meet current and future demand. RCW 36.70A.070(6)(a)(iii)(F) WAC 365-196-430(2)(f)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) Chapter 8.6.6 Chapter 8.6.7 Chapter 8.6.8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
f. A pedestrian and bicycle component. RCW 36.70A.070(6)(a)(vii) , Amended 2005 WAC 365-196-430(2)(j)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review	

	<i>Chapter 8.8</i>	needed	
g. A description of any existing and planned transportation demand management (TDM) strategies , such as HOV lanes or subsidy programs, parking policies, etc. RCW 36.70A.070(6)(a)(vi) WAC 365-196-430(2)(i)	<input type="checkbox"/> No X Yes Location(s) <i>Chapter 8.11, Policy TR 1.2.</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	<i>Mixed Use Center Zone included in new Zoning Code</i>
h. An analysis of future funding capability to judge needs against probable funding resources. RCW 36.70A.070(6)(a)(iv)(A) WAC 365.196-430(2)(k)(iv)	<input type="checkbox"/> No X Yes Location(s) <i>Chapter 8.15 Chapter 8.16</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	<i>Transportation Plans will be adjusted to conform to UGA adjustments</i>
i. A multiyear financing plan based on needs identified in the comprehensive plan, the appropriate parts of which serve as the basis for the 6-year street, road or transit program. RCW 36.70A.070(6)(a)(iv)(B) and RCW 35.77.010 WAC 365-196-430(2)(k)(ii)	<input type="checkbox"/> No X Yes Location(s) <i>Chapter 8.15 Chapter 8.16 Policy TR-1.10, and 1.11</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
j. <i>If</i> probable funding falls short of meeting identified needs: a discussion of how additional funds will be raised, or how land use assumptions will be reassessed to ensure that LOS standards will be met. RCW 36.70A.070(6)(a)(iv)(C); WAC 365-196-430(2)(l)(ii)	<input type="checkbox"/> No X Yes Location(s) <i>Chapter 8.15 Chapter 8.16</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
k. A description of intergovernmental coordination efforts , including an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions and how it is consistent with the regional transportation plan. RCW 36.70A.070(6)(a)(v); WAC 365-196-430(2)(a)(iv)	<input type="checkbox"/> No X Yes Location(s) <i>Chapter 8.13, Policy TR 2.3</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
6. Provisions for siting essential public facilities (EPFs) , consistent with CWPPs and RCW 36.70A.200 . This section can be included in the Capital Facilities Element, Land Use Element, or in its own element. Sometimes the identification and siting process for EPFs is part of the CWPPs.			
a. A process or criteria for identifying and siting essential public facilities (EPFs) . [RCW 36.70A.200, Amended in 1997 and 2001] <i>Notes:</i> EPFs are defined in RCW 71.09.020(14). Cities should consider OFM's list of EPFs that are required or likely to be built within the next six years. Regional Transit Authority facilities are included in the list of essential public facilities RCW 36.70A.200, amended 2010. WAC 365-196-550(d)	<input type="checkbox"/> No X Yes Location(s) <i>Chapter 3.11 New Zoning Code Chapter 18.140, Goal LU-2.</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	

<p>b. Policies or procedures that ensure the comprehensive plan does not preclude the siting of EPFs. RCW 36.70A.200(5) <i>Note: If the EPF siting process is in the CWPPs, this policy may be contained in the comprehensive plan as well.</i> WAC 365-196-550(3)</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) <i>Chapter 3.12, Policies LU 2.5, 2.6</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
7. Consistency is required by the GMA.			
<p>a. All plan elements must be consistent with relevant county-wide planning policies (CWPPs) and, where applicable, Multicounty Planning Policies (MPPs), and the GMA. RCW 36.70A.100 and 210 WAC 365-196-400(2)(c), 305 and 520</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) <i>All Policy Chapters of each Element List the MPP and CWPP that are addressed by each Policy, Goal LU-2.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p>b. All plan elements must be consistent with each other. RCW 36.70A.070 (preamble). WAC 365-197-400(2)(f)</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) <i>Chapter 1.5 & 1.6</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p>c. The plan must be coordinated with the plans of adjacent jurisdictions. RCW 36.70A.100 WAC 365-196-520</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) <i>Chapter 1.3 Chapter 3.2, 3.3, 3.4, Policy LU-2.2, and 2.4</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
8. Shoreline Provisions			
<p>Comprehensive plan acknowledges that for shorelines of the state, the goals and policies of the shoreline management act as set forth in RCW 90.58.020 are added as one of the goals of this chapter as set forth in RCW 36.70A.020 without creating an order of priority among the fourteen goals. The goals and policies of the shoreline master program approved under RCW 90.58 shall be considered an element of the comprehensive plan. RCW 36.70A.480, WAC 365-196-580</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) <i>Chapter 5.7, Goal EN-4, EN-5.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
9. Public participation, plan amendments and monitoring. <i>Note: House Bill 2834, passed in 2012, eliminates the requirement for cities planning under the GMA to report every 5 years on its progress in implementing its comprehensive plans.</i>			
<p>a. A process to ensure public participation in the comprehensive planning process.</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<p>RCW 36.70A.020(11), .035, and .140; WAC 365-196-600(3) The process should address annual amendments (if the jurisdiction allows for them) [RCW 36.70A.130(2), Amended in 2006], emergency amendments [RCW 36.70A.130(2)(b)], and may include a specialized periodic update process. Plan amendment processes may be coordinated among cities within a county [RCW 36.70A.130(2)(a)] and should be well publicized.</p>	<p>Location(s) Chapter 1.8</p>	<p><input type="checkbox"/> Further review needed</p>	
<p>b. A process to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property. See <i>Attorney General's Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property</i> for guidance. RCW 36.70A.370</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes Location(s) SMC Chapter 18.94</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed</p>	

II. Required Components of Development Regulations WAC 365-196-810

<p>10. Regulations designating and protecting critical areas are required by RCW 36.70A.170, RCW 36.70A.060(2) and RCW 36.70A.172(1).</p> <p><i>Note: A voluntary stewardship program was created in ESHB 1886 (2011) as an alternative for protecting critical areas in areas used for agricultural activities. Counties may choose to opt into this voluntary program before January 22, 2012. Click here for the requirements of the voluntary stewardship program.</i></p>			
<p>a. Classification and designation of each of the five types of critical areas (<i>wetlands, critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, and geologically hazardous areas</i>), if they are found within your city. RCW 36.70A.170; WAC 365-196-830(2) <i>Note: Senate Bill 5292 adopted in 2012 clarified that certain water-based artificial features or constructs are excluded from being considered part of a fish and wildlife habitat conservation areas.</i></p>	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s) <i>Plan Chapter 5.6: SMC Chapters 17.08 Flood, 17.10 Critical Areas (Streams/wetlands, Erosion, Landslide, Steep Slope, Habitat Management), 17.12 Groundwater, 17.14 Stormwater: Shoreline Master Program Chapters 2,3,4,5,6:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p>b. Findings that demonstrate Best Available Science (BAS) was included in developing policies and development regulations to protect the function and values of critical areas. In addition, findings should document special consideration given to conservation or protection measures necessary to preserve or enhance anadromous fisheries. RCW 36.70A.172(1); WAC 365-195, WAC 365-195</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Locations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Further review needed <i>Verify BAS compliance</i>	
<p>c. Regulations that protect the functions and values of wetlands. RCW 36.70A.060(2) and RCW 36.70A.172(1) WAC 365-190-090</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) <i>SMC Chapter 17.10</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Further review needed <i>Verify Statutory Compliance</i>	
<p>d. A definition of wetlands consistent with RCW 36.70A.030(21)</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

WAC 365-190-090, WAC 173-22-035	Location(s) <i>SMC 17.10.100</i>	<input type="checkbox"/> Further review needed	
e. Delineation of wetlands using the approved federal wetlands delineation manual and applicable regional supplements [RCW 36.70A.175, RCW 90.58.380 (1995) (2011)] WAC 173-22-035	<input type="checkbox"/> No X Yes Location(s) <i>Snohomish Co. Mapping</i>	X Yes No <input type="checkbox"/> Further review needed <i>Formal reference to County Mapping</i>	
f. Regulations that protect the functions and values of critical aquifer recharge areas (“areas with a critical recharging effect on aquifers used for potable water” RCW 36.70A.030(5)(b)). RCW 36.70A.060(2) and RCW 36.70A.172(1) WAC 365-190-100	<input type="checkbox"/> No X Yes Location(s) <i>City’s water source is city owned and publically managed for the purpose, no public access</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
g. Regulations to protect the quality and quantity of ground water used for public water supplies. RCW 36.70A.070(1)	<input type="checkbox"/> No X Yes Location(s) <i>See above</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
h. Regulations that protect the functions and values of fish and wildlife habitat conservation areas. RCW 36.70A.060(2) and RCW 36.70A.172(1) WAC 365-195-925(3), 365-190-130	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s) <i>SMC Chapter 17.10, Shoreline Master Program Chapters 3,4,5.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
i. Regulations that protect the functions and values of frequently flooded areas. RCW 36.70A.060(2) and RCW 36.70A.172(1) WAC 365-190-110, WAC 173-158-040	<input type="checkbox"/> No X Yes Location(s) <i>SMC Chapter 17.08</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
j. Definition of “fish and wildlife habitat conservation areas” does not include such artificial features or constructs as irrigation delivery systems, irrigation infrastructure, irrigation canals, or drainage ditches that lie within the boundaries of and are maintained by a port district or an irrigation district	X No <input type="checkbox"/> Yes Location(s)	X Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	

<p>or company. New in 2012. RCW 36.70A.030(5)</p>			
<p>k. Provisions to ensure water quality and stormwater drainage regulations are consistent with applicable Land Use Element policies. RCW 36.70A.070(1)</p>	<p><input type="checkbox"/> No X Yes Location(s) <i>Not clear what this is intended to require. City follows Western WA Stormwater Management Manual, and SMC Chapter 17.14. How does the City adopt provisions to ensure compliance with the Land Use Element?</i></p>	<p><input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed</p>	
<p>i. Regulation of geologically hazardous areas consistent with public health and safety concerns. RCW 36.70A.030(9), RCW 36.70A.060(2) and RCW 36.70A.172(1) WAC 365-190-120</p>	<p><input type="checkbox"/> No X Yes Location(s) <i>SMC Chapter 17.10</i></p>	<p><input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed</p>	
<p>m. Provisions that allow "reasonable use" of properties constrained by presence of critical areas. RCW 36.70A.370. See <i>Attorney General's Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property</i> for guidance</p>	<p><input type="checkbox"/> No X Yes Location(s) <i>SMC 17.10.220</i></p>	<p><input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed</p>	
<p>n. <i>If your city is assuming regulation of forest practices as provided in RCW 76.09.240: forest practices regulations that protect public resources, require appropriate approvals for all phases of conversion of forest lands, are guided by GMA planning goals, and are consistent with adopted critical areas regulations.</i> RCW 36.70A.570, Amended in 2007, 2010 and RCW 76.09.240 Amended in 2007, 2010 <i>Note: Applies only to counties fully planning under the GMA with a population greater than 100,000 and the cities and towns within those counties where a certain number of Class</i></p>	<p>X No <input type="checkbox"/> Yes Location(s) <i>Not within qualifying limits for City assumption of regulations</i></p>	<p><input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed</p>	

<i>IV applications have been filed within a certain timeframe.</i>			
11. Shoreline Master Program			
See Washington State Department of Ecology's SMP Submittal Checklist			
a. Zoning is consistent with Shoreline Master Program (SMP) environmental designations. RCW 36.70A.070; RCW 36.70A.480 WAC 365-196-580	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s) <i>Shoreline Master Program Chapters 1 & 5</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
b. If SMP regulations have been updated to meet Ecology's shoreline regulations: protection for critical areas in shorelines is accomplished solely through the SMP. RCW 36.70A.480(4), Amended in 2003 and 2010 and RCW 90.58.090(4). WAC 365-196-580	<input type="checkbox"/> No X Yes Location(s) <i>Shoreline Master Program Chapter 1, pp 7-13.</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
12. The Zoning Code should contain the following provisions:			
a. Family daycare providers are allowed in areas zoned for residential or commercial uses. Zoning conditions should be no more restrictive than those imposed on other residential dwellings in the same zone, but may address drop-off and pickup areas and hours of operation. RCW 36.70A.450, WAC 365-196-865	<input type="checkbox"/> No X Yes Location(s) <i>SMC Title 18, Ch. 18.70.</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
b. Manufactured housing is regulated the same as site-built housing. RCW 35.21.684, 35.63.160, 35A.21.312 and 36.01.225, All Amended in 2004	<input type="checkbox"/> No X Yes Location(s) <i>SMC Title 18, Ch. 18.62.</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
c. If the city has a population over 20,000 accessory dwelling units (ADUs) are allowed in single-family residential areas. RCW 43.63A.215(3)	<input type="checkbox"/> No X Yes Location(s) <i>Not over 20,000, but ADU provided SMC Title 18, Ch. 18.92.</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
m. If there is an airport within or adjacent to the city: zoning that discourages the siting of incompatible uses adjacent to general aviation airports. RCW 36.70A.510, RCW 36.70.547, New in 1996) <i>Note: The zoning regulations must be filed with the Aviation Division of WSDOT. WAC 365-196-455</i>	<input type="checkbox"/> No X Yes Location(s) <i>SMC Title 18, Ch. 18.68.</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed	
n. If there is a Military Base within or adjacent to the jurisdiction employing 100 or more personnel: zoning that discourages the siting of incompatible uses adjacent to military bases.	X No <input type="checkbox"/> Yes Location(s) <i>Not Applicable</i>	<input type="checkbox"/> Yes X No <input type="checkbox"/> Further review	

<p>RCW 36.70A.530(3), New in 2004. WAC 365-196-475</p>		<p>needed</p>	
<p>o. Residential structures that are occupied by persons with handicaps must be regulated the same as a similar residential structure occupied by a family or other unrelated individuals. RCW 36.70A.410, WAC 365-196-860</p>	<p><input type="checkbox"/> No X Yes Location(s) <i>SMC Title 18, Ch. 18.70, 18.168.</i></p>	<p><input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed</p>	
<p>p. Cities adjacent to I-5, I-90, I-405, or SR 520 and counties -- for lands within 1 mile of these highways -- must adopt regulations that allow electric vehicle infrastructure (EVI) as a use in all areas except those zoned for residential or resource use, or critical areas by July 1, 2011. RCW 36.70A.695, New in 2009</p>	<p><input type="checkbox"/> No X Yes Location(s) <i>Not required, but provided at SMC Title 18, Ch. 18.134.</i></p>	<p><input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed</p>	
<p>q. Development regulations of all jurisdictions must allow electric vehicle battery charging stations in all areas except those zoned for residential or resource use, or critical areas by July 1, 2011. RCW 36.70A.695, New in 2009</p>	<p><input type="checkbox"/> No X Yes Location(s) <i>SMC Title 18, Ch. 18.134.</i></p>	<p><input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed</p>	
<p>13. Subdivision Code regulations</p>			
<p>a. Subdivision code is consistent with and implements comprehensive plan policies. RCW 36.70A.030(7)and 36.70A.040(4)(d), WAC 365-196-820</p>	<p><input type="checkbox"/> No X Yes Location(s) <i>SMC Title 19, Ch. 19.02 .</i></p>	<p><input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed</p>	
<p>b. Code requires written findings documenting that proposed subdivisions provide appropriate provision under RCW 58.17.110(2)(a) for: Streets or roads, sidewalks, alleys, other public ways, transit stops, and other features that assure safe walking conditions for students; potable water supplies [RCW 19.27.097], sanitary wastes, and drainage ways (stormwater retention and detention); open spaces, parks and recreation, and playgrounds; and schools and school grounds. WAC 365-196-820(1)</p>	<p><input type="checkbox"/> No X Yes Location(s) <i>SMC Title 19, Ch. 19.06, 19.08, 19.10, 19.18, 19.20.</i></p>	<p><input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed</p>	
<p>c. Subdivision regulations may implement traffic demand management (TDM) policies. RCW 36.70A.070(6)(a)(vi)</p>	<p><input type="checkbox"/> No X Yes Location(s) <i>SMC Title 19, Sec. 19.08.080.</i></p>	<p><input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed</p>	
<p>d. Preliminary subdivision approvals under RCW 58.17.140 are valid for a period of five, seven, or nine years. [RCW 58.17.140 and RCW 58.17.170. Amended 2010 by SB 6544. Expires 2014. Amended 2012 by HB 2152 Note: House Bill 2152, adopted by the Legislature in 2012,</p>	<p><input type="checkbox"/> No X Yes Location(s) <i>SMC Title 19, Sec. 19.02.070.</i></p>	<p><input type="checkbox"/> Yes X No <input type="checkbox"/> Further review needed</p>	

<p>modified timelines. The preliminary plat approval is valid for: seven years if the date of preliminary plat approval is on or before December 31, 2014; five years if the preliminary plat approval is issued on or after January 1, 2015; and nine years if the project is located within city limits, not subject to the shoreline management act, and the preliminary plat is approved on or before December 31, 2007.</p>			
14. Concurrency , Impact Fees, and TDM			
<p>a. The transportation concurrency ordinance includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. RCW 36.70A.070(6)(b)</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) <i>SMC Title 18, Chapter 18.150.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p>b. <i>If adopted: impact fee methods</i> are consistent with RCW 82.02.050 through 100 <i>Note: The timeframe for expending or encumbering impact fees has been extended to ten years. RCW 82.02.070 and RCW 82.02.080, Amended in 2011. WAC 365-196-850</i></p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) <i>SMC Title 18, Chapter 18.152, 18.154.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p><i>If required by RCW 70.94.527: a commute trip reduction ordinance to reduce the proportion of single-occupant vehicle commute trips. RCW 70.94.521-551, Amended in 2006. WAC 468-63 Note: WSDOT maintains a list of affected jurisdictions</i></p>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Location(s) <i>Not Applicable</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
15. Siting Essential Public Facilities (EPFs)			
<p>Regulations are consistent with Essential Public Facility siting process in countywide planning policies or city comprehensive plan, and do not preclude the siting of EPFs. RCW 36.70A.200(5) WAC 365-196-550</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) <i>SMC Title 18, Chapter 18.140.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
16. Project Review Procedures			
<p>Project review processes integrate permit and environmental review for: notice of application; notice of complete application; one open-record public hearing; allowing applicants to combine public hearings and decisions for multiple permits; notice of decision; one closed-record appeal. RCW 36.70A.470, RCW 36.70B and RCW 43.21C WAC 365-196-845</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) <i>SMC Title 18, Chapters 18.10 to 18.44, SMC Title 19, Sections 19.08.090 to 19.08.110.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	
17. General Provisions: The GMA requires that development regulations be consistent with and implement the comprehensive plan. RCW 36.70A.030(7) and .040(4)(d). Regulations should also include:			
<p>a. A process for early and continuous public participation in the development regulation development and amendment</p>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

process. RCW 36.70A.020(11),.035, .130 and .140	Location(s) <i>SMC Title 18, Chapters 18.200 to 18.210.</i>	<input type="checkbox"/> Further review needed	
b. A process to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property. RCW 36.70A.370, WAC 365-196-855 <i>Note: See Attorney General's Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property.</i>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Location(s) <i>SMC Title 18, Chapter 18.94.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further review needed	

This checklist covers the requirements of the Growth Management Act through the laws of 2012. It does not address related issues, or things that are not required but that are commonly found in comprehensive plans and the implementing regulations. It may be useful to look at the expanded checklists (one for comprehensive plans, one for development regulations) and the Growth Management Act Amendment Changes 1995-2012 (amended annually). For more information, please visit:

<http://www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Growth-Management-Planning-Topics/Pages/GMA-Periodic-Update.aspx>

**Department of Commerce
Growth Management Services**

Grant Status Report

This form should be completed according to the schedule established in your grant agreement. Grant invoices will not be processed unless accompanied by a completed Grant Status Report.

Grantee Name:	City of Sultan
Person Completing Status Report:	Robert C. Martin/Stacy MacGregor
Phone Number:	360-793-1131
Contract Number:	14-63200-036
Grant Project Title:	GMA Update Grant
Grant Amount:	\$18,000
Grant Status Report #	First X Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Grant Closeout

1(a). On the attached Statement of Work (Attachment A), indicate the approximate percentage of work completed for each Action and Deliverable.

1(b) Please list any Actions or Deliverables that are currently due but incomplete, as indicated in 1(a). Provide a brief explanation describing the reason for the delay and projected completion date.

None. City has not requested funding until the beginning of calendar/fiscal year 2014. No expenditures, work products, or deliverables are scheduled at this time.

2(b). Please indicate how much of your grant award you have spent to date. (Please refer to Attachment B in your grant contract.) The total amounts in Table 1 and Table 2 must balance):

Table 1: Category of Expenditures:

	SFY 2014 Planned	SFY 2014 Actual to Date	SFY 2015 Planned	SFY 2015 Actual to Date
Salaries and Benefits	\$75,000	\$0	\$40,000	\$0
Goods and Supplies	\$2,500	\$0	\$2,500	\$0
Professional Services	\$16,000	\$43,000	\$16,000	\$0

Other Goods and Services	\$0	\$0	\$0	\$0
Total	\$93,500	\$0	\$58,500	\$0

Table 2: Budget Summary

	SFY 2014 Planned	SFY 2014 Actual to Date	SFY 2015 Planned	SFY 2015 Actual to Date
Commerce Funds	\$9,000	\$9,000	\$9,000	\$0
Other Funds	\$84,500	\$34,000	\$49,500	\$0
Total	\$93,500	\$0	\$58,500	\$0

3. Have you provided a certificate of insurance coverage? Under the Special Terms and Conditions (Section 4) of the contract, Commerce must have a letter or certificate on file outlining your jurisdiction's coverage or participation in a risk management program.

X Yes No

We accept a copy by mail or Email. If you have questions, please provide them below. If you have already submitted this item, you may disregard this question.

4. Describe any significant problem(s) that have or will affect the project's timeline or successful completion of the project, (i.e. any delays or changes to the project tasks as described in the contract Statement of Work).

None at this time.

5. Are any contract amendments needed? Yes No

If yes, please explain.

6. Final Grant Closeout Report (Only complete this section at the end of your grant)

On the space provided below, or in a separate, attached report, please summarize your grant

accomplishments. (You may expand the space provided on this form below as needed.)

The report should include a description of how much grant funding was awarded, how the funds were used, and major accomplishments achieved with this grant funding.

Your description may be used to represent your grant project as a good example of planning activities in Washington State.

Please do not exceed 500 words.

Return this complete report by mail or Email:

Department of Commerce
Growth Management Services
PO Box 42525
Olympia, WA 98504-2525

Email: gmsgrants@commerce.wa.gov

Question 1(a): Please indicate in the far right column the percentage complete for each task. For any Action or Deliverable currently due but incomplete, please see Question 1(b) above.

Statement of Work

Goals/ Actions/ Deliverables	Description	Start Date	End Date	% Complete
<i>Example: Goal 0.0</i>	<i>Description of Action or Deliverable...</i>	<i>Date of Execution</i>	12/31/12	25%

Goal 1.0	Review relevant plans and regulations to determine if there are any sections that need revision.			0%
Action 1.1	Review the comprehensive plan using the Commerce periodic update checklist.	Date of Execution (DOE)	03/31/14	100%
Action 1.2	Review the development regulations, including the critical areas regulations using the Commerce periodic update checklist.	DOE	03/31/14	100%
Deliverable 1.1	Completed Commerce periodic update checklists for comprehensive plan and development regulations.	DOE	03/31/14	100%
Deliverable 1.2	First grant status report due to Department of Commerce for Goal 1.0.	DOE	1-13-14	100%
Performance Measure 1.0	Grantee has completed review of relevant plans and regulations to determine if there are any sections that need revision.		5-22-14	100%
Goal 2.0	Reconfigure Urban Growth Area.			0%
Action 2.1	Secure place on County 2015 UGA	02/01/14	07/25/14	100%

	Docket.			
Action 2.2	Conduct SEPA analysis of proposed UGA modifications with County as required by Docket agreement.	09/01/14	7-25-14	County is SEPA Lead Agency, under way
Action 2.3	Conduct/participate in City and County public meetings on the Sultan UGA.	03/01/14	7-25-14	40%
Deliverable 2.1	Written report describing results of the public meeting process on the Sultan UGA.	03/01/14	06/30/14	County Records
Action 2.4	Revise text of Comprehensive Plan to accommodate UGA reconfiguration.	07/01/14	03/01/15	0%
Deliverable 2.2	Revised Comprehensive Plan that adopts new UGA.	05/01/15	06/30/15	0%
Performance Measure 2.0	Grantee has completed the actions required to reconfigure the Urban Growth Area.		06/30/15	30%
Goal 3.0	Implement new land use designations called for in 2011 Comprehensive Plan.			0%

Action 3.1	Conduct public meeting on text and map modifications.	03/01/14	06/30/15	75%
Action 3.2	Determine areas for new "Centers" zones.	03/01/14	07/01/14	25%
Action 3.3	Determine areas for density reallocation in flood-prone areas.	04/01/14	08/01/14	0%
Action 3.4	Analyze and refine locations of Public/Institutional zone.	05/01/14	09/01/14	0%
Action 3.5	Text and map modifications to include new designations in Comprehensive Plan.	01/01/15	04/01/15	0%
Deliverable 3.1	Revised Comprehensive Plan that adopts new land use designations.	05/01/15	06/30/15	0%
Deliverable 3.2	Second grant status report due to Department of Commerce for Goal 1.0, Goal 2.0, and Goal 3.0.	01/01/14	5-20-14	100%
Deliverable 3.3	Third grant status report due to Department of Commerce for Goal 2.0 and Goal 3.0.	07/01/14	12/31/14	0%
Deliverable 3.4	Grant closeout report due to Department of Commerce.	01/01/15	06/30/15	0%

Performance Measure 3.0	Grantee has completed the actions required to implement the new land use designations called for in the 2011 Comprehensive Plan.		06/30/15	0%

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: D-1
DATE: December 4, 2014
SUBJECT: Land Use Fee Schedule
CONTACT PERSON: Stacy MacGregor, Senior Planner *SM*

ISSUE:

Provide Council with a comparison of land use fees charged by neighboring jurisdictions and an updated fee schedule proposal prior to amending the fee schedule for 2015.

SUMMARY:

Staff is proposing an amended fee schedule that generally increase land use fees by 10%, consolidates review processes into the "parent" fee to help simplify the fee schedule, and re-order the fee schedule for ease of use.

Fees Charged: With minor exceptions, it appears that the fee schedule for land use permits has remained the same since at least 2007. Since 2007, the cost of staff time and professional services has generally increased, building permit fees have increased, but the cost of obtaining a land use permit or approval has remained the same.

Staff has reviewed the fee schedule and compared the current fees to fees charged by neighboring jurisdictions. The fees are assigned review types based on who holds decision making authority and who is the appeal body. Type 1 permits and decisions are the simplest, are completed at the staff level, and are either not appealable or appealable to the Community Development Director. Type 2 decisions are made by the Community Development Director and appealable to the Hearing Examiner. Type 3 decisions are made by the Hearing Examiner and Type 4 decisions are made by City Council; both are appealable to Superior Court. The level of complexity and the amount of staff time needed to review an application is commensurate with the review type. Review type was heavily relied upon to assign fees to project types that were not represented in the prior fee schedule.

The current fee schedule was compared against neighboring jurisdictions (and the City of Tukwila due to staff's familiarity with that jurisdictions' fee schedule). An increase of 10%, generally, kept Sultan's development fees typically lower than the comparison jurisdictions.

Applicability: Ideally, the development code would clearly state that each permit or approval is subject to a fee according to the latest adopted fee schedule. Numerous permits and approvals do not clearly state that a fee applies to the application or approval. Any fee resolution moving forward will clarify that it is Council's intent to apply the fees listed in the fee schedule to permits and approvals. The development code is under revision and will clarify that fees are a part of the application or decision process.

Organization: Finally, staff finds the fee schedule difficult to administer. Staff proposes a reorganization of the fee schedule to consolidate review types and make the schedule simpler to apply with the goal of presenting to the public a fee schedule that is easy to understand and administer.

NEXT STEPS:

Staff will present to Council an updated fee resolution at the December 18, 2014 Council meeting. Staff is requesting direction from Council regarding proposed updates to the 2015 land use fee schedule.

ATTACHMENTS:

Attachment A: Comparison of City of Sultan Land Use Fees to neighboring jurisdictions
Attachment B: Draft City of Sultan 2015 Land Use Fee Schedule

Comparison of City of Sultan Land Use Fees with neighboring jurisdictions											
Citation for fee	Additional Fees/Permits	Permit Type	Review Type	2014 Fee	Suggested 2015 fee	Lake Stevens	Tukwila	Montroe	Snohomish	Stanwood	Gold Bar
APPEAL											
2.26, 19.36, 16.136.060	HE, PN	Appeals of Administrative Decisions (type 1 & 2), interpretations, appeal of Notice and Order	Type 3	HE only	\$400 + HE	\$350 + HE	\$608 + HE	\$550 + HE	500.00	\$500 + HE	\$225 + HE
19.36.010	PN	Appeals of Type 3 and 4 decisions (to superior court)	Type 5	no fee, shouldn't exist as written	\$400 + DC						
8.06.080	HE, PN	Appeal of Denial of Firework Stand (to City Council)	Type 5	HE only	\$0						
2.26.125	HE, PN	Hearing Examiner Reconsiderations	Type 3	HE only	\$150 + HE	100 + HE		275.00		\$200 + HE	
16.112.090		Appeal of Impact Fees	Type 2		\$300 (+ HE if appealed 2x)						
VARIANCES, SPECIAL PERMISSION, SITE PLAN REVIEW											
2.26,	HE, PN	Variance: Building Permit Required	Type 3	\$1,000.00	\$1100 + HE		2908 + HE	1,650.00		\$1200 + cost	
17.08.090	HE, PN	Variations: Flood Damage Prevention	Type 3	\$1,000.00	\$1100 + HE		2908 + HE	1,650.00			
2.26, 21.08, 16.120	HE, PN	Variance: Cell Tower Height	Type 3	\$1,000.00	\$1100 + HE		2908 + HE	1,650.00			
22.06.070	HE, PN	Variance: Signs	Type 3	\$1,000.00	\$1100 + HE		2908 + HE	1,650.00		600.00	\$1200 + cost
19.44		Variance: Administrative	Type 2	\$550	\$550		607.00	250.00		\$125-500+	
SMC 16.44		Site Plan Review: Lot Averaging	Type 1	\$250	\$250		607.00	250.00		\$125-500+	
SMC		Site Plan Review: Special Residential Uses	Type 1	\$250	\$250			250.00		\$125-500+	
16.52.050, 060		Site Plan Review: Manufactured Homes	Type 1	\$250	\$250			250.00		\$125-500+	
SMC 16.56		Site Plan Review: Non-Residential Uses	Type 1	\$250	\$250			250.00		\$125-500+	
16.56.040		Site Plan Review: Drive-Thrus	Type 1	\$250	\$250			250.00		\$125-500+	
SMC		Site Plan Review: Split Use	Type 1	\$250	\$250			250.00		\$125-500+	
16.56.050		Site Plan Review: RV Parks	Type 1	\$250	\$250			250.00		\$125-500+	
16.56.060		Site Plan Review: Parking Standards (without other applications)	Type 1	\$250	\$250		607.00	250.00		\$125-500+	
SMC 16.60		Site Plan Review: Landscape Standards (without other applications)	Type 1	\$250	\$250		607.00	250.00	200.00	\$400 + 3rd	
sac 16.104		Site Plan Review: Infill	Type 1	\$250	\$250			250.00		\$125-500+	
SMC		Site Plan Review: Apartment/Multi-Family Development	Type 1	\$1,500 + \$100/unit	\$1650 + \$100/unit		1500 + 100/lot + 3rd	250.00		\$125-500+	
16.24.010		Site Plan Review: Condo/Townhouse	Type 1	\$1,500 + \$200/unit	\$1650 + \$100/unit		1500 + 100/lot + 3rd	250.00		\$125-500+	
		Site Plan Review: Mobile Home Park	Type 1	\$1,500 + \$100/lot	\$1650 + \$100/unit		1500 + 100/lot + 3rd	250.00		\$125-500+	
		Site Inspection/Re-inspection	Type 1	\$105.00	\$115			250.00		\$150 + 3rd	
LOT CREATION AND CONSOLIDATION											
19.16.030		Boundary Line Adjustments	Type 2	\$700.00	\$770	1,000.00	1,726.00	575.00	500.00	950.00	
19.14,	NB	Short Plat Preliminary (2-9 lots)	Type 2	\$1,200 + \$100/unit + CE	\$2,700 + \$100/lot		\$3929-4472	2750 + 60/lot	2300 + \$185/lot	3,600.00	\$1500 deposit
19.14,	HE, SEPA, Concurrency, PNz2+, NB	Short Plat Final (2-9 lots)	Type 2	\$600 + \$100/unit	\$660 + \$100/lot		0.00	550	1,500.00		
2.26.010		Preliminary Subdivision (10+ lots)	Type 3	\$2,400 + \$100/unit + CE	\$4900 + \$100/lot		\$3078 + HE	2750 + \$60/lot	6900 + \$440/lot	\$7,000 + \$250/lot + HE	\$3000 deposit
19.10,	PNz2, MN, CC	Final Subdivision (10+ lots)	Type 4	\$1,200 + \$100/unit	\$1320 + \$100/lot		3,078.00	1,650.00	\$220/lot	\$700 + \$125/lot	

Code	Description	Type	Fee	Rate	Unit	Notes	Other	Impact Fees
PB, DC, SEPA, PN&Z+	Zoning Code Text Amendment	Type 4	\$1,000.00	\$1,100				
PB, DC, SEPA, PN&Z+	Annexation (also requires map change and may require comp plan amendment)	Type 4	\$1,500.00	\$2,000				
	Election Petition		\$1,000.00	\$1,100			550-825	
	Each Revised Petition application within 24 months of initial application		\$750.00	\$825				
MISCELLANEOUS SERVICES AND CHARGES								
16.108.040	Certificate of Concurrency to reserve capacity (Concurrency)	Type 1	\$1,000.00	\$1,000				\$400 + 3rd & \$500/HZO&sewer
16.108.060	Nonbinding concurrency determination (does not reserve capacity)	Type 1		\$250				
	Development Agreement/BSP Agreement (DA)		\$1,100	\$1,100		1,400.00		2,052.00
	Code Interpretation		\$220	\$220				358.00
	Zoning Verification Letter		\$220	\$220				358.00
	Legal Lot Verification		\$220	\$220				575.00
	Pre-Application Meeting		\$400/first hour, \$150/each additional hour	\$400 with 50% credit/90 days				\$300 (\$150 credit/90 days)
Code PN	Public Notice Publication Fee and Posting (projects may require 1 or more noticing, # is estimated)		\$200/notice	\$220/notice				\$60 deposit
Code MN	Public Notice Mailing Label review (0-50 addresses)		\$50.00	\$55				\$1 (includes postage)
Code NB	Public Notice Mailing Label review (each additional over 50)		\$0.25	0.27				
DC	Critical Areas Sign, each		\$25/each	\$27.50/board		50.00		375.00
	Recording Fee		\$35.00	\$38/sign				
	Map Reproduction		\$75.00	DC				
	Bond Release		Direct Cost	DC				
	If developer contacts city's contract consultant		\$200.00	\$220				
OTHER PERMITS								
8.06	Fireworks Stand	Type 5		\$100		100.00		
	Sign Permit	Type 1	per building permit fee schedule	\$50.00			250.00	100.00
	Business License-new		\$100.00	\$100.00				
	Business License-annual renewal							
IMPACT FEES								
	Park Impact Fee per dwelling unit		\$3,175.00	\$3,175/unit		2,363.00	579.00	4,579.00
	Park Impact administration fee per dwelling unit		\$35.00	\$35/unit				
	Traffic Impact Fee per peak hour trip		\$5,272.00	\$5,272/peak hour trip		2039-2917	579.00	2,291.00
	Traffic Impact administration fee per dwelling unit		\$35.00	\$35 or 1% of fee, whichever is greater set by school district, currently 0				
	School Impact Fees		\$0.00	\$0.00		4,692.00		3,767.00
	Fire Impact Fees		\$0.00	\$0.00			579.00	
CODES								
Code HE	Hearing Examiner: Base Fee (listed), + Admin Fee, +Direct Cost		1500-2000	\$2,000				
Code CE	City Engineer Plan Review Fee: Base Fee (listed), + Admin Fee, +Direct Cost		\$2,500 base fee	n/a		75/hr		

	Code 3rd Code PB Code PN Code DC Code CC	3rd Party Consultant (Geotech, Environment, Biologist, Planner, etc.); Base Fee (listed)+ Admin Fee, +Direct Cost Planning Board Hearing Public Notice Fee and Posting (projects may require 1 or more noticing, # is estimated) Direct Cost past-thru to applicant (implied as hourly or consultant review) City Council Decision/Public Hearing	estimate or \$1500 retainer	estimate +10% admin							

DRAFT City of Sultan 2015 Land Use Fee Schedule

Additional Fees/Permits	Permit Type	Review Type	Suggested 2015 fee
APPEAL			
New fee	Appeals to Civil violations of Title 6 (Animals)	Type 3	\$100 + HE
HE, PN	Appeals of Administrative Decisions (type 1 & 2), interpretations, appeal of Notice and Order	Type 3	\$400 + HE
PN	Appeals of Type 3 and 4 decisions (to superior court)	Type 5	\$400 + DC
	Appeal of Denial of Firework Stand (to City Council)	Type 5	\$0
HE, PN	Hearing Examiner Reconsiderations	Type 3	\$150 + HE
	Appeal of Impact Fees	Type 2	\$300 (+ HE if appealed 2xs)
VARIANCES, SPECIAL PERMISSION, SITE PLAN REVIEW			
HE, PN	Variance: Building Permit Required	Type 3	\$1100 + HE
HE, PN	Variations: Flood Damage Prevention	Type 3	\$1100 + HE
HE, PN	Variance: Cell Tower Height	Type 3	\$1100 + HE
HE, PN	Variance: Signs	Type 3	\$1100 + HE
	Variance: Administrative	Type 2	\$550
	Site Plan Review without another land use approval: Lot Averaging, Special Residential Uses, Manufactured Homes, Non-Residential Uses, Drive-Thrus, Split Use, RV Parks, Parking Standards, Infill	Type 1	\$250
	Model Home in approved Prelim plat	Type 1	\$300 + \$100/subdivision
	Site Inspection/Re-inspection		\$115
LOT CREATION AND CONSOLIDATION			
	Boundary Line Adjustments	Type 2	\$770
NB	Short Plat Preliminary (2-9 lots)	Type 2	\$2,700 + \$100/lot
	Short Plat Final (2-9 lots)	Type 2	\$660 + \$100/lot
HE, SEPA, Concurrency, PNx2+, NB	Preliminary Subdivision (10+ lots)	Type 3	\$4900 + \$100/lot
PNx2, MN, CC	Final Subdivision (10+ lots)	Type 4	\$1320 + \$100/lot
DA, NB	BSP-Small Scale, Preliminary	Type 2	\$2,700 + \$100/lot
Concurrency, CE	BSP-Small Scale, Final	Type 2	\$660 + \$100/lot
HE, CE, DA, SEPA, Concurrency, PNx2, MN, NB	BSP-Large Scale, Preliminary (includes Condos and Mobile Home Parks)	Type 3	\$4900 + \$100/lot
PNx2, MN, CC	BSP-Large Scale, Final	Type 4	\$1320 + \$100/lot
WIRELESS COMMUNICATION FACILITY			
	Administrative use <60' Wireless facility	Type 2	\$250
	Conditional use >60' Wireless facility, residential zone, unscreened tower	Type 3	\$1,100 + HE
ENVIRONMENTAL PERMITS			
	Floodplain Development Permit		
	Without a structure	Type 1	330
	With a structure		770
3rd	Critical Areas Buffer Reduction/Mitigation	Type 2	1,100
3rd	Reasonable Use Allowance for Streams/Wetlands/Slopes/Geohazards	Type 2	250
3rd	Steep Slope Development Review	Type 2	DC
3rd	Geological Hazard Area	Type 2	DC
PN	SEPA Threshold Determination (SEPA)	Type 2	850
3rd, PN	SEPA EIS (excess fee is refunded)	Type 2	DC
	SEPA Addendum		250
	Vegetation Removal Permit		
	5 or fewer trees or <1000 sf or clearing	Type 1	110
	6-15 trees or up to one acre of clearing	Type 2	500
	15 or more trees or greater than one acre of clearing	Type 2	DC
SHORELINE PERMITS			
PN	Substantial Development Permit		
	Project Value: Minimum -\$10,000	Type 2	750
	Project Value: \$10,000-50,000	Type 2	750
	Project Value: \$50,001-250,000	Type 2	1,250
	Project Value: \$250,001-\$1,000,000	Type 2	2,000
	Project Value: More than \$1,000,000	Type 2	2,500
	Permit Exempt letter, Shoreline	Type 1	220
HE	Conditional Use, Shoreline plus Substantial development permit fee	Type 3	1,031
	Variance, Shoreline plus Substantial development permit fee	Type 3	\$1,100 + HE

	Pre-substantial review	Type 1	250
	Shoreline Permit Amendment	Type 2	80% of permit fee being amended
USE PERMITS			
HE, DC	Conditional Use Permit (non-shoreline) includes site plan review	Type 3	\$2,700 + HE + \$100/lot/unit if applicable
HE, DC	Non-Conforming Use Expansion		\$1,100
COMPREHENSIVE PLAN CHANGES			
HE, DC	Site-Specific Rezone (Rename as "Map Change")	Type 4	\$1100 + HE
PB, DC, SEPA, PNx2+	Comprehensive Plan Amendment (may also require map change)	Type 4	\$1500 + HE
	Docketing Request	Type 1	\$250
PB, DC, SEPA, PNx2+	Zoning Code Text Amendment	Type 4	\$1,100
PB, DC, SEPA, PNx2+	Annexation (also requires map change and may require comp plan amendment)	Type 4	\$2,000
	Election		\$1,650
	Petition		\$1,100
	Each Revised Petition application within 24 months of initial application		\$825
MISCELLANEOUS SERVICES AND CHARGES			
DC	Certificate of Concurrence to reserve capacity (Concurrence)	Type 1	\$1,000
	Nonbinding concurrence determination (does not reserve capacity)	Type 1	\$250
CC	Development Agreement/BSP Agreement (DA)	Type 4	\$1,100
	Code Interpretation		\$220
	Zoning Verification Letter		\$220
	Legal Lot Verification	Type 1	\$220
	Pre-Application Meeting		\$400 with 50% credit/90 days
	Critical Areas Sign, each		\$38/sign
	Recording Fee		DC
	Map Reproduction		DC
	Bond Release		\$220
	If developer contacts city's contract consultant		DC
OTHER PERMITS			
	Fireworks Stand	Type 1	100 + Building permit
	Sign Permit	Type 1	Building Permit
	Business License-new		\$50
	Business License-annual renewal		\$100
IMPACT FEES			
	Park Impact Fee per dwelling unit		\$3,175/unit
	Park Impact administration fee per dwelling unit		\$35/unit
	Traffic Impact Fee per peak hour trip		\$5,272/peak hour trip
	Traffic Impact administration fee per dwelling unit		\$35 or 1% of fee, whichever is greater
	School Impact Fees		set by school district, currently 0
	Fire Impact Fees		none
Additional Fees/Permits/Legend			
PN	Public Notice Publication Fee and Posting (projects may require 1 or more noticing, # is estimated)		\$220/notice
MN	Public Notice Mailing Label review (0-50 addresses)		\$55
	Public Notice Mailing Label review (each additional over 50)		0.27
NB	Public Notice Board		\$27.50/board
HE	Hearing Examiner: Base Fee (listed),+ Admin Fee, +Direct Cost		\$2000 retainer
CE	City Engineer Plan Review Fee: Base Fee (listed),+ Admin Fee, +Direct Cost		fee incorporated into permit fee
3rd	3rd Party Consultant (Geotech, Environment, Biologist, Planner, etc): Base Fee (listed),+ Admin Fee, +Direct Cost		estimate or \$1500 retainer
PB	Planning Board Hearing		
PN	Public Notice Fee and Posting (projects may require 1 or more noticing, # is estimated)		
DC	Direct Cost past-thru to applicant (implied as hourly or consultant review)		
CC	City Council Decision/Public Hearing		