

**CITY OF SULTAN
COUNCIL MEETING – COMMUNITY CENTER
December 18, 2014**

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

CHANGES/ADDITIONS TO THE AGENDA

PRESENTATIONS

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

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

- 1) Approval of the Council Meeting Minutes
- 2) Approval of Vouchers
- 3) Startup Interlocal Agreement
- 4) Resolution 14-14 - Surplus List
- 5) Finance Committee – December 30, 2014 meeting to approval vouchers

ACTION ITEMS:

- 1) Ordinance 1206-14 – 2015 Budget
- 2) Resolution 14-11 – 2015 Fee Schedule
- 3) Everett Intertie Material Purchase
- 4) Resolution 14-13 – Intent to Annex “Donut Hole”

DISCUSSION: Time Permitting

- 1) Council Procedures

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



Sheriff Ty Trenary

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

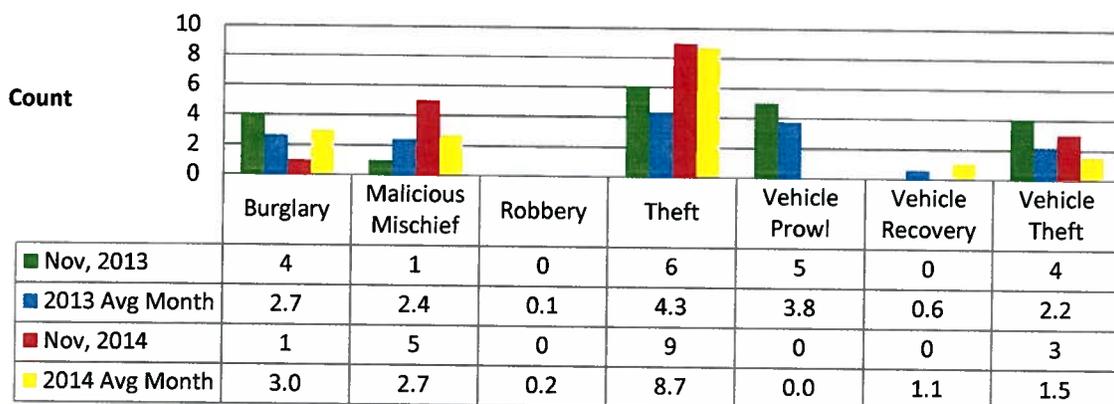


Mayor Carolyn Eslick

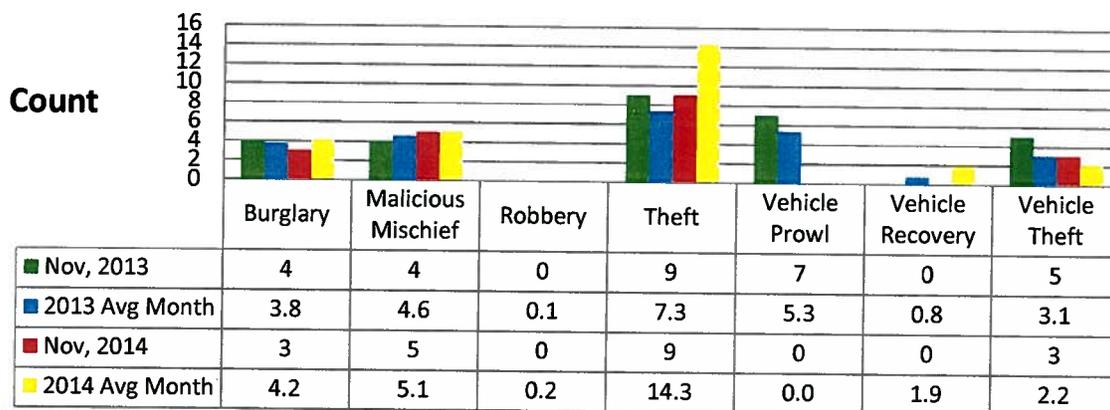
Notable Events of November 2014

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

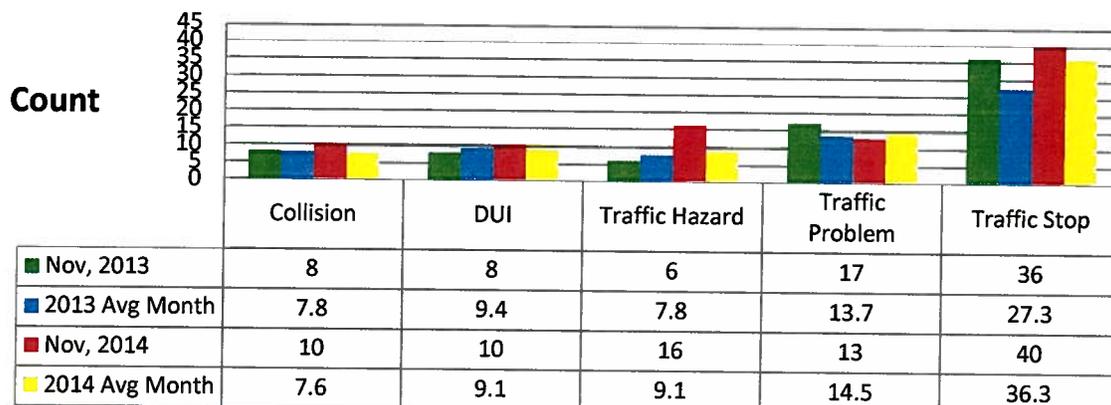
Property Crime - Sultan Reports and Arrests Made



Property Crime - Sultan All Dispositions

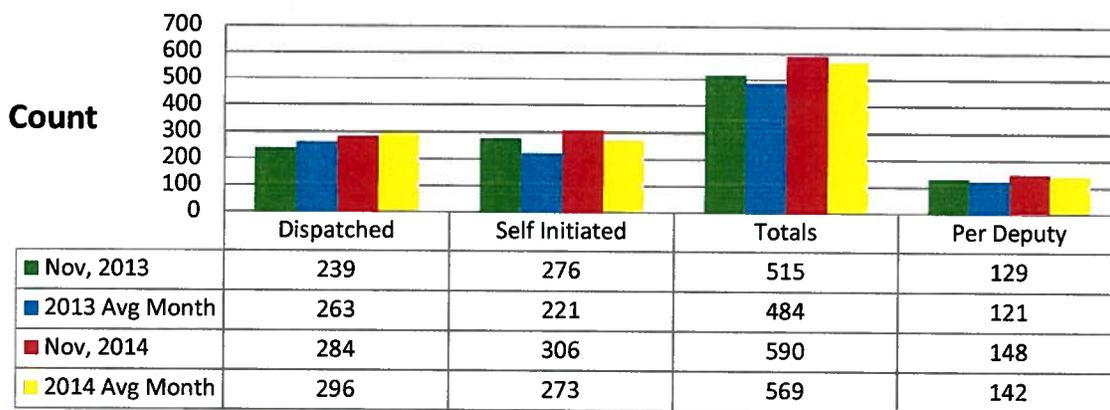


Traffic Calls - Sultan All Dispositions



Calls By Source - Sultan

All Dispositions



Notes: Dispatched: SNOPAC or Citizen generated – dispatched calls for service
 Self-Initiated: Calls initiated by deputies
 Per Deputy: Total divided by number of assigned personnel (4 deputies)

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

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-2
DATE: December 18, 2014
SUBJECT: Community Service Officer
CONTACT PERSON: Victoria Forte', Community Service Officer

STAFF RECOMMENDATION:
Receive Report, no action required

Animal Control
Code Enforcement

BACKGROUND:
Code Enforcement Report

VF

	Sent to rescue	Euthanized	Dog at Large/ leashed	Barking Dog/ leash law violation	Dead on arrival (DOA)	Domestic and Wildlife	Abandoned Animal Complaints	Aggressive Animal Complaint	Bite Dogs/Cats	Cruelty/Neglect	Investigation Complaints and/or Calls	Cat Complaints	Other... i.e. horses and chickens
January	0	0	19	3	2	1	1	0	4	0	5		
February	2	0	14	2	0	0	1	0	5	0	5		
March	0	0	13	3	0	0	1	0	0	0	5		
April	0	0	13	1	0	0	3	0	1	1	3		
May	0	0	15	5	1	0	3	0	0	0	1		
June	0	0	19	1	2	0	2	0	2	4	2		
July	0	0	16	5	1	4	1	0	3	3	4		
August	2	0	10	2	1	2	1	0	2	2	2		
September	0	0	13	3	0	1	0	0	0	3	2		
October	1	0	15	3	0	0	2	0	2	5	0		
November	4	0	14	3	2	0	4	1	2	6	5		
December													
Yearly Totals													

Project lead	Start Date	Case #	Property Address	Owner Name	Violations										1st	2nd	most recent	Final		
					Unsafe Structure, building or fence	Parked Cars/Trailers on Property/Street	Noxious Waste	Over-Growth/Invasive	Sight Obstruction/ROM	Vehicle Dismantling	No permit/Business License	Illegal building structure	ADU's/Inhabited trailer coaches	Other						
	3.26.2012	12-423	14006 339th St SE	Woter													4.3.2012	10.16.2012	1.3.2013	
	1.15.2013	14.13.300	402 5th Place	RLA Washington LLC													1.22.2013	3.18.2013	07.14.2014	
???	2.5.2013	13-305	707 Alder Ave	Jordan													2.12.2013			6.10.2014
	3.26.2013	13-317	Willow Run East	HOA													4.7.2013	4.16.2013	5.7.2013	No sign permit
Council	11.22.2011	2011-365	32821 Cascade View	Pearson													11.22.2011	11.28.2011		
Council	4.16.2013	13-321	Cemetery Road	Swzey													5.7.2013	5.14.2013		
	8.6.2013	13-380	Steen Park	Green													8.6.2013	9.6.2013	10.15.2013	3.25.2014
	8.12.2013	13-381	311 4th street	pending repo																see 13-408
	8.20.2013	13-384	208 Skywell Drive	Buehler													8.20.2013			see 14.282
	9.3.2013	13-388	913 Fir Ave	Fed National Mortgage													9.10.2013			1.7.2014
	9.30.2013	13-393	Irtaps building	AGM Inc													9.30.2013	10.21.2013	4.22.2014	5.5.2014
	9.30.2013	13-394	33818 SR2	Eastate Motors Inc													10.4.2013	11.12.2013	11.20.2013	07.08.2014
	9.30.2013	13-395	325 Marcus Street	Jessup													9.27.2013	10.21.2013		1.7.2014
	11.19.2013	13-403	912 1st Street	Rogers/pending repo													11.19.2013	4.22.2014	8.4.2014	11.17.2014
	11.19.2013	13-404	516 Stevens Ave	Tumer													11.19.2013			1.7.2014
	12.16.2013	13-407	716 Main Street	Moats													12.17.2013	3.24.2014		4.15.2014
	12.18.2013	13-408	311 4th Street	foreclosure													4.2.2014	4.22.2014	5.12.2014	5.28.2014
	1.1.2014	14-400	107 Birch	Fornest													12.31.2013			1.6.2013
	1.7.2014	14-401	401 8th Street	rental mngmt co.													1.7.2014			1.13.2014
	1.7.2014	14-402	106 8th Street	Jordan													1.7.2014	3.24.2014		4.5.2014
	1.13.2014	14-403	719 Junction Lane	PennyMac Corp													2.18.2014	3.24.2014	8.5.2014	09.03.2014
	1.27.2014	14-404	207 Date Ave	Wiediger													2.25.2014			3.24.2014
	1.27.2014	14-405	209 Date Ave	Wiediger													2.25.2014			3.24.2014
	1.27.2014	14-406	Skywell Dir/ROMAC	Residents													1.28.2014			2.2014
	1.27.2014	14-407	Barmon Lumber/ROMAC	Barmon													1.28.2014			2.2014

Project lead	Start Date	Case #	Property Address	Owner Name	Violations										1st	2nd	most recent	Final		
					Unsafe Structure, building or fence	Parked Cars/Trailers on Property/Street	Noxious Waste	Over-Growth/Invasive	Sight Obstruction/ROM	Vehicle Dismantling	No permit/Business License	Illegal building structure	ADU's/Inhabited trailer coaches	Other						
	1.27.2014	14-408	32807 138th St SE	Sharp													2.25.2014	3.26.2014		3.24.2014
	1.27.2014	14-409	Skoglund	HOA													2.25.2014			2.2014
	1.27.2014	14-410	1115 Merea Lane	Lemke																2.2014
	1.28.2014	14-411	608 3rd Street	Midfirst Bank													2.25.2014	3.26.2014		4.22.2014
	1.13.2014	14-412	810 Pine Street	Glidewell/pending Repo													6.2.2014			7.8.2014
???	1.13.2014	14-413	406 Bell Street	Marshall													2.25.2014	3.10.2014		
	2.25.2014	14-414	466 Marilyn Lane	Thompson													2.25.2014	4.22.2014	07.28.2014	8.4.2014
	2.25.2014	14-415	484 Marilyn Lane	Keijsompop													2.25.2014	3.6.2014		3.24.2014
	2.18.2014	14-416	717 Junction Lane	Shisler													2.25.2014	3.25.2014		
	2.18.2014	14-417	721 Junction Lane	French													2.25.2014	3.24.2014	4.22.2014	07.22.2014
	2.18.2014	14-418	710 Murphy Lane	Whitt													2.25.2014	3.24.2014		4.07.2014
	3.11.2014	14-419	812 Dyer Rd	MCS													3.11.2014	3.25.2014	7.13.2014	
	3.11.2014	14-420	100 Birch Ave	Meadows													3.11.2014			3.25.2014
	3.24.2014	14.421	413 Cedar Ave	Lewis													3.24.2014	4.22.2014	5.5.2014	
	3.24.2014	14.422	718 Junction Lane	Haaland													3.25.2014			4.15.2014
Bob	3.24.2014	14.423	32822 132nd St SE	Wright																
	3.24.2014	14.424	13896 Beech Court	Mariano													3.24.2014			4.15.2014
	3.24.2014	14.425	4th/Fir	Seigel													3.24.2014	4.1.2014	7.9.2014	
	3.31.2014	14.256	707 Alder Ave	Jordan													3.31.2014			4.2.2014
	4.15.2014	14.257	212 Skywell Drive	HUD													4.22.2014	7.8.2014		
	4.21.2014	14.258	219 Alder Ave	Valley													4.21.2014	4.22.2014	7.8.2014	
	4.21.2014	14.259	13014 311th Ave SE																	4.21.2014
	4.21.2014	14.260	32340 142nd Ave SE	Allisource property mngmt													5.5.2014	5.12.2014	8.25.2014	09.29.2014
	4.15.2014	14.261	Marcus Street Mobile Park	Maxwell													7.8.2014			Civil

Project lead	Start Date	Case #	Property Address	Owner Name	Issues										1st	2nd	most recent	Final	
					Unsafe Structure, building of fence	Parked Cars/Trailers on Property/Street	Noxious Weeds	Over-Growth/Invasive Species	Sign Obstruction/Signage	Vehicle Accumulation	Accumulation of rubbish / Trash	No permit/Business License	Illegal building structure	ADU w/ Inhabited trailer coaches					Other
	4.22.2014	14.262	701 Main Street								x					4.22.2014			4.22.2014
	4.22.2014	14.263	810 1st Street	Johnson/Pohaku			x				x					5.5.2014	5.19.2014	6.24.2014	7.13.2014
	5.5.2014	14.264	511 Alder Avenue	Kaylor							x					5.5.2014			5.13.2014
	5.12.2014	14.265	107 10th Street	Fortier							x					5.12.2014			7.8.2014
	5.12.2014	14.266	3034th Street	Secret							x					5.12.2014	7.8.2014		
	5.13.2014	14.267	910 Pine Avenue	foreclosure			x	x								5.13.2014			5.19.2014
	5.13.2014	14.268	102 2nd Street/Loggers	Houvener/Moreno							x					5.13.2014	6.10.2014		7.9.2014
	5.13.2014	14.269	107 Main Street	Beahm	x						x					5.13.2014	5.28.2014	6.23.2014	
	5.13.2014	14.271	106 4th Street	Meyer				x								5.13.2014			5.19.2014
	5.13.2014	14.272	511 3rd. Street	Meyer				x								5.13.2014			5.19.2014
	5.13.2014	14.273	700 Main Street	Tran				x								5.13.2014	6.23.2014	7.9.2014	07.22.2014
	5.13.2014	14.274	Steen Park	Green/HOA			x	x								5.13.2014			6.10.2014
	5.13.2014	14.275	307 3rd Street	Cross			x	x								5.28.2014			6.10.2014
	5.13.2014	14.276	613 Alder Ave	Lopez									x			5.13.2014	6.9.2014	pending further	Investigation
	5.20.2014	14.277	711 8th Street	Lacasse	x														unfounded
	5.21.2014	14.278	802 Pine Street	Deaver		x							x			5.20.2014	6.3.2014		6.10.2014
	5.27.2014	14.279	211 6th Street	Church			x	x								5.28.2014	7.13.2014		8.25.2014
	5.28.2014	14.280	205 Birch Avenue	HUD Home			x	x								6.2.2014	6.24.2014		7.9.2014
	5.28.2014	14.281	204 Skywall Drive	Martin			x	x								6.2.2014			
	5.28.2014	14.282	208 Skywall Drive	Buehler/repo			x	x								6.2.2014	08.05.2014		
	5.28.2014	14.283	Vacant lot Skywall Drive	Spenser			x	x								6.2.2014			6.24.2014
	5.28.2014	14.284	215 Alder Avenue	Safe Guard Properties							x					6.2.2014			7.8.2014
	5.28.2014	14.285	406 Date Street	Hendrickson			x	x								6.2.2014	6.11.2014		6.24.2014
	5.28.2014	14.286	401 8th Street	rental mngmt Co.				x								6.2.2014			08.05.2014
	5.28.2014	14.287	310 Main Street	Robbins			x	x								6.2.2014	6.17.2014	7.8.2014	8.4.2014
	5.28.2014	14.288	511 Main Street	Kreps			x									6.2.2014	6.10.2014		7.9.2014
	5.28.2014	14.289	312 Date Street	Larson			x									6.2.2014			8.4.2014
	5.28.2014	14.290	810 Pine Street	Mortgage Cont. Services							x					6.2.2014			7.9.2014
	5.28.2014	14.291	107 Ash Avenue	Hazel			x	x								6.2.2014			6.23.2014
	5.28.2014	14.292	111 3rd Street	Kohl					x							6.2.2014			7.8.2014
	5.28.2014	14.293	107 5th Street	Chittick					x							6.2.2014			6.3.2014
	5.28.2014	14.294	vacant lot 10th Street	Clark Family Trust			x	x								6.2.2014			8.4.2014
	5.28.2014	14.295	932 Perkins Way	Osterkamp				x								6.3.2014			7.9.2014
	5.28.2014	14.296	926 Bryant Road	Kesler	x											6.3.2014			08.04.2014
	5.28.2014	14.297	Skoglund Estates	Management Co.			x	x								6.3.2014			7.8.2014
	5.28.2014	14.298	Cascade View Ball Park	City of Sultan			x	x								5.28.2014			6.10.2014
	5.28.2014	14.299	405 High Street	Mason	x				x	x						6.2.2014			
	5.28.2014	14.300	706 Salmon Run	Waltman			x	x								6.3.2014			08.05.2014
	5.28.2014	14.301	704 Salmon Run	Robertson							x					6.16.2014			
	6.3.2014	14.302	1215 Loves Hill Drive	Hemingway					x							6.3.2014			
	6.3.2014	14.303	108 8th Street	Federal National					x							6.3.2014			7.8.2014
	5.28.2014	14.304	602 Walnut Ave	Blair							x								6.3.2014
	6.3.2014	14.305	714 Depot Lane	Holmes			x	vehicle moved								6.3.2014			6.16.2014
	6.3.2014	14.306	718 Depot Lane	Miller			x	preparing for sale								6.3.2014	6.10.2014		6.16.2014

Project lead	Start Date	Case #	Property Address	Owner Name	Issues											1st	2nd	most recent	Final	
					Unsafe Structure, building or fence	Parked Cars/Trailers on Property/Street	Noxious Wards	Over-Growth/Weed Hazard	Slight Obstruction/ROW Care	Vehicle Dismantling	Accumulation of rubbish / Trash	No permit/Business License	Illegal building structure	ADU w/ Inhabited trailer coaches	Other					
	6.3.2014	14.307	1220 Loves Hill Drive	Gutierrez				x									6.3.2014			8.4.2014
	6.3.2014	14.308	406 3RD Street	Baird				x									6.3.2014			
	6.3.2014	14.309	716 Date Street	Nelson					x								6.3.2014			
	6.3.2014	14.310	Date Street Condo ROW	HOA					x								6.3.2014			6.9.2014
	6.9.2014	14.311	511 7th Street	Bielstein				x									6.9.2014			
	6.10.2014	14.312	802 Main Street	McLean							x						6.10.2014	6.16.2014		10.15.2014
	6.10.2014	14.313	SR2 and Rice Road Lot	Noyes							x					x				unfounded
	6.10.2014	14.314	106 4th Street	Meyer				x									6.10.2014			6.16.2014
	6.10.2014	14.315	503 Lois Lane	pending repo				x	x	x										
	6.10.2014	14.316	407 High Avenue	Buchanan											x		6.10.2014	6.23.2014	8.5.2014	08.26.2014
	6.23.2014	14.317	409 Alder Avenue	US National Bank				x	x	x							7.9.2014			8.4.2014
	6.23.2014	14.318	202 Birch Avenue	Methodist Church				x			x						6.24.2014			08.26.2014
	6.24.2014	14.319	1054 5th Street	repo				x									6.24.2014	07.01.2014		10.13.2014
	6.24.2014	14.32	304 Woodwind Place	Allen																Fence permit OR
	6.24.2014	14.321	13974 Cedar Court	Woods							x						8.11.2014			10.13.2014
	6.24.2014	14.322	14511 Sultan Basin Road	Houvenier											x		8.11.2014		not lived in	08.11.2014
	6.24.2014	14.323	704 & 706 Alder Avenue	Gurbax/Sarbjit				x									6.24.2014			10.13.2014
	07.21.2014	14.324	201 8th Street	Burke							x		fence				7.28.2014			
	07.21.2014	14.325	1119 Dyer Road	Finch							x		fence				7.28.2014			
	07.22.2014	14.326	1019 Merea Lane	Andersson							x		deck				8.12.2014			
	07.22.2014	14.327	37821 Cascade View	Pearson				x									08.11.2014	seasonal	pending	

Project lead	Start Date	Case #	Property Address	Owner Name	Issues											1st	2nd	most recent	Final	
					Unsafe Structure, building or fence	Parked Cars/Trailers on Property/Street	Noxious Wards	Over-Growth/Weed Hazard	Slight Obstruction/ROW Care	Vehicle Dismantling	Accumulation of rubbish / Trash	No permit/Business License	Illegal building structure	Inhabited trailer coaches	Other					
	8.4.2014	14.328	1114 Loves Hill Drive	Safe Guard Properties				x									8.4.2014			
	8.5.2014	14.329	1115 Merea Lane	Lemke									x setbacks				08.25.2014			
	8.5.2014	14.33	308 Cedar	Olson									x				8.13.2014			
	8.5.2014	14.331	Post Office	City of Sultan				x									8.5.2014			8.11.2014
	8.5.2014	14.332	410 Main Street	Same Investment Co LLC				x									8.5.2014	8.11.2014		10.06.2014
	8.5.2014	14.333	602 Fir Ave	Broughton								x					8.11.2014			
	8.5.2014	14.334	925 Loves Hill Drive/essement	Scheving			x													unfounded
	8.25.2014	14.335	215 Birch Street	Zacksher								x					08.25.2014			
	09.16.2014	14.336	711 8th Street	Young		x	x					x								
	09.16.2014	14.337	721 Depot Lane	Spott								x								
	09.16.2014	14.338	12817 311th Avenue									x								
	09.16.2014	14.339	28083200206100	Birge								x	x	x	x		10.13.2014			
	09.16.2014	14.340	325 Marcus Street	Gessup		x					x	x					09.16.2014			10.13.2014
Cyd	09.23.2014	14.341	302 3rd Street									x	x							
	09.23.2014	14.342	617 Main Street	Fox											x		11.4.2014			
	09.23.2014	14.343	705 Main Street	Moreno											x		11.4.2014			
	09.29.2014	14.344	317 SR2	City of Sultan									dead tree		x		09.30.2014			
	9.29.2014	14.345	101 Birch Avenue	Phillips								roof	x							
	09.29.2014	14.346	407 High Avenue	Buchanan								x					11.4.2014			12.1.2014
	09.30.2014	14.347	12915 311th Avenue	Durham								roof	x							
	10.13.2014	14.348	701 Main Street	Crisswell											x					
	10.13.2014	14.349	943 Walbrun Road			x									x					

Project lead	Start Date	Case #	Property Address	Owner Name	Issues											1st	2nd	most recent	Final	
					Unsafe Structure, building or fence	Parked Cars/Trailers on Property/Street	Noxious Wards	Over-Growth/Weed Hazard	Slight Obstruction/ROW Care	Vehicle Dismantling	Accumulation of rubbish / Trash	No permit/Business License	Illegal building structure	unsecured property	Inhabited trailer coaches					Other
	11.2014	14.350	209 Date Ave	Widiger												x	x			
		14.351	513 3rd Street	Safe Guard Properties			x	x	x								x	11.3.2014		11.17.2014
	11.17.2014	14.352	Marcus Street Mobile Park	Maxwell		x						x	x					11.17.2014		
	12.1.2014	14.353	503 8th Street	foreclosure											x					12.1.2014
	12.1.2014	14.354	310 Main Street	Robbins											x					12.1.2014

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: SR – 3
DATE: December 18, 2014
SUBJECT: Public Works Monthly Report
CONTACT PERSON: Mick Matheson, P.E., Public Works Director



ISSUE:

Provide monthly reports to Council regarding:

- City of Sultan Water Plant Production and Operation
- Everett Meter Readings
- 2014 Water Meter Replacement Program
- City of Sultan Wastewater Treatment Plant Operation
- Recycling and Garbage Reports
- Cemetery Report
- Field Supervisor Report

SUMMARY:

There are eleven total attachments. Six attachments are designed to provide information regarding the City of Sultan's water production, a water supply comparison, water meter replacement program and information on the Everett meter readings.

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

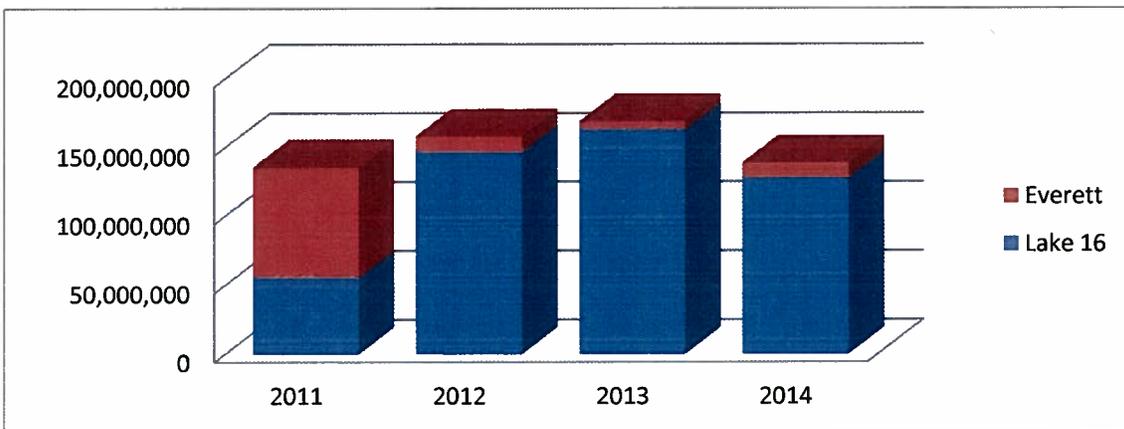
ATTACHMENTS:

Attachment A-1	Lake 16 vs. City of Everett Water Supply Comparison
Attachment A-2	Lake 16 Production for 2014
Attachment A-3	City of Sultan Water Plant Production Past 6 Years
Attachment A-4	Yearly Totals to Distribution System
Attachment A-5	2014 Water Meter Replacement Schedule
Attachment A-6	Everett Meter Readings for 2014
Attachment A-7	City of Sultan Wastewater Treatment Plant Operational Report
Attachment A-8	Garbage Report
Attachment A-9	Recycling Report
Attachment A-10	Cemetery Report
Attachment A-11	Field Supervisor Report

Lake 16 vs. City of Everett Water Supply Comparison

Yearly Totals for Lake 16 and Everett Productions

	2011	2012	2013	2014
Lake 16	55,707,050	146,762,070	163,185,000	128,132,000
Everett	80,360,632	11,943,316	6,154,544	10,996,348
Total Gallons	136,067,682	158,705,386	169,339,544	139,128,348
% Everett	59%	8%	4%	8%



NOTE: ALL NUMBERS ARE IN GALLONS

LAKE 16 ANNUAL PRODUCTION

MONTH	RUN TIME HOURS	FLOW	FLUSHES	BACKWASH	FILTER TO WASTE	TOTAL TO TOWN	CHLORINE POUNDS	FILTER AID/POUNDS	COAGULANT LBS	CAUSTIC LBS	FLUORIDE LBS	SODA ASH LBS
Jan-14	319.1	13,552,000	720,000	1,271,500	663,750	10,896,750	166.0	1.4	1,643	1,390	91.0	0.0
Feb-14	271.1	11,889,000	652,800	1,085,700	585,000	9,565,500	141.0	1.0	1,784	893	65.0	0.0
Mar-14	282.6	11,968,000	681,660	1,219,700	652,500	9,414,140	130.7	1.2	1,859	1,328	77.0	0.0
Apr-14	241.6	10,739,000	585,600	1,005,300	540,000	8,608,100	102.0	1.2	1,745	922	64.0	0.0
May-14	315.7	14,191,000	758,400	1,332,000	686,250	11,414,350	134.4	1.8	1,941	1,356	85.0	1,826.5
Jun-14	313.4	14,036,000	748,800	1,203,000	641,250	11,442,950	313.6	1.8	1,241	1,161	89.0	1,415.0
Jul-14	360.0	16,632,000	864,000	1,650,000	697,500	13,420,500	159.0	1.5	1,900	2,353	120.0	1,822.0
Aug-14	342.1	15,095,000	806,400	1,328,000	686,250	12,274,350	163.0	1.5	1,143	1,880	112.0	1928.0
Sep-14	325.6	14,458,000	777,600	1,278,000	663,750	11,738,650	162.8	1.3	1,254.00	1,911	102.0	1860.0
Oct-14	222.8	9,691,000	604,800	979,000	528,750	7,578,450	116.0	1.1	1,287	1,394	68.0	1636.0
Nov-14	233.4	10,339,000	748,800	1,029,000	573,750	7,987,450	124.0	1.2	1,510	1,432	79.0	1353.0
Dec-14						0						
TOTALS	3,227.4	142,590,000	7,948,860	13,381,200	6,918,750	114,341,190	1,712.5	15.0	17,307	16,020	952.0	11,840.5
AVERAGE	293.4	12,962,727	722,624	1,216,473	628,977		155.7	1.4	1,573	1,456	86.5	1,076.4

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

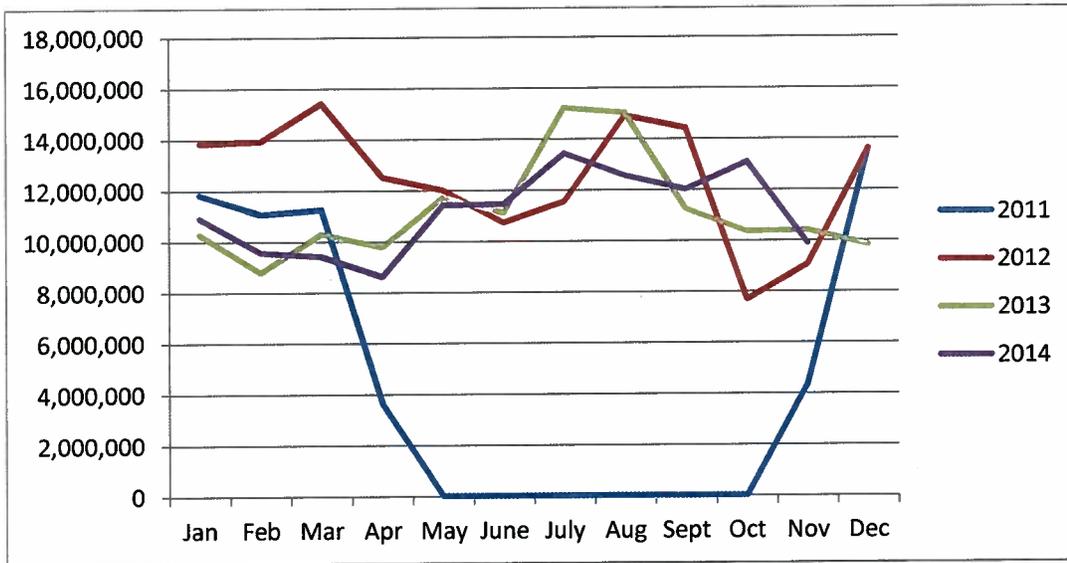
CITY OF SULTAN
Water Plant Production Past 6 years

	2009	2010	2011	2012	2013	2014
JAN	13,042,000	11,986,600	11,816,800	13,837,500	12,695,000	13,552,000
FEB	11,726,500	10,940,800	11,059,100	13,917,500	10,821,000	11,889,000
MARCH	11,707,750	12,070,300	11,246,150	15,413,700	12,453,000	11,968,000
APRIL	10,509,450	11,473,900	3,636,500	12,509,700	12,330,000	10,739,000
MAY	12,026,850	12,080,100	0	11,994,500	14,516,000	14,191,000
JUNE	14,787,200	10,055,300	0	10,721,850	13,654,000	14,036,000
JUL	19,943,900	16,291,400	0	11,536,100	18,270,000	16,632,000
AUG	16,797,000	16,332,850	0	14,897,550	16,369,000	15,095,000
SEPT	13,457,500	11,716,200	0	14,403,400	13,820,000	14,458,000
OCT	10,360,700	11,049,000	0	7,669,000	12,901,000	9,691,000
NOV	10,534,300	11,755,700	4,359,500	9,048,000	13,074,000	10,339,000
DEC	12,921,100	11,397,000	13,589,000	10,813,600	12,282,000	
AVG	13,151,188	12,262,429	4,642,254	12,230,200	13,598,750	
TOTAL	157,814,250	147,149,150	55,707,050	146,762,400	163,185,000	142,590,000

YEARLY TOTALS TO DISTRIBUTION SYSTEM

	2011	2012	2013	2014
Jan	11,816,800	13,837,500	10,271,500	10,896,750
Feb	11,059,100	13,917,500	8,778,600	9,565,500
Mar	11,246,150	15,413,700	10,295,800	9,414,140
Apr	3,636,500	12,509,700	9,775,750	8,608,100
May	0	11,994,500	11,709,190	11,414,350
June	0	10,721,850	11,106,400	11,442,950
July	0	11,536,100	15,208,100	13,420,500
Aug	0	14,897,550	15,005,000	12,551,110
Sept	0	14,403,400	11,235,750	12,015,410
Oct	0	7,669,000	10,349,400	13,065,976
Nov	4,359,500	9,048,000	10,396,050	9,876,190
Dec	13,589,000	13,589,000	9,823,500	
TOTAL	55,707,050	149,537,800	133,955,040	122,270,976
AVG	4,642,254	12,461,483	11,162,920	11,115,543

ALL NUMBERS ARE IN GALLONS



2014 WATER METER EXCHANGE SCHEDULE

Month-Year	Actual # Meters Changed	Program Goal	Remaining Meters at Month End
Beginning Balance			275
Jan-14	50	25	225
Feb-14	35	25	190
Mar-14	81	25	109
Apr-14	1	25	108
May-14	0	25	108
Jun-14	0	25	108
Jul-14	0	25	108
Aug-14	6	25	102
Sep-14	21	25	81
Oct-14	13	25	68
Nov-14	2	25	66
Dec-14		25	
TOTAL	209	275	66

Everett Meter Readings for 2014

DATE	PREVIOUS READING	CURRENT READING	TOTAL CUBIC FEET	TOTAL GALLONS	AVERAGE PER DAY
1/3/2014	161,275	162,945	167,000	1,249,160	40,295
1/4/2014	162,945	163,120	17,500	130,900	4,223
3/6/2014	163,120	164,221	110,100	823,548	29,412
4/2/2014	164,221	165,614	139,300	1,041,964	33,612
5/5/2014	165,614	167,881	226,700	1,695,716	56,524
6/5/2014	167,881	168,070	18,900	141,372	4,560
7/9/2014	168,070	168,906	83,600	625,328	20,844
8/13/2014	168,906	170,414	150,800	1,127,984	36,387
9/5/2014	170,414	170,784	37,000	276,760	8,928
11/4/2014	170,784	175,296	451,200	3,374,976	112,499
12/8/2014	175,296	177,821	252,500	1,888,700	60,926
			0	0	0
TOTALS			1,654,600	12,376,408	408,210

CITY OF SULTAN
Wastewater Treatment Plant
Operational Report
2013 - 2014

MONTH	Influent Flow (Max High allowed 0.72 MGD)			Total Rainfall Inches	Effluent PH (Range allowed 6.0 - 9.0)		Biological Oxygen Demand (Range allowed 85% to 100%)	Avg Suspended Solids (Range allowed 85% to 100%)	Sludge Wasted Gallons	Hauled Wet Tons	
	Total (MG)	Avg (MGD)	High (MGD)		Low (MGD)	PH Low					PH High
Jan-13	12,675	0.409	1.093	0.237	6.1	6.6	95.0	92.4	83,787	34.82	
Feb-13	8,804	0.314	0.395	0.260	6.3	6.7	96.0	93.1	72,960	35.17	
Mar-13	10,701	0.345	0.485	0.27	6.2	6.5	96.6	95.5	64,315	23.23	
Apr-13	11,602	0.387	0.628	0.217	6.3	6.4	97.6	97.7	58,980	23.98	
May-13	9,415	0.304	0.377	0.259	6.2	6.5	98.2	98.0	79,250	35.77	
Jun-13	7,892	0.263	0.341	0.234	6.2	6.5	98.5	98.4	82,452	23.23	
Jul-13	6,815	0.220	0.245	0.195	6.3	6.7	98.9	98.9	99,922	18.08	
Aug-13	6,484	0.209	0.278	0.189	6.4	6.7	98.8	98.5	88,730	35.58	
Sep-13	7,342	0.245	0.415	0.204	6.5	6.8	98.7	99.1	72,494	24.48	
Oct-13	8,320	0.268	0.397	0.226	6.3	6.7	98.4	98.5	73,875	36.92	
Nov-13	10,252	0.342	0.484	0.235	6.3	6.6	97.4	97.5	61,570	25.58	
Dec-13											

Jan-14	11,255	0.363	0.683	0.278	6.3	6.5	97.3	97.8	95,399	49.06
Feb-14	9,055	0.323	0.448	0.263	6.2	6.6	97.5	97.9	95,954	36.67
Mar-14	16,208	0.523	1.181	0.292	6.3	6.6	96.9	98.3	81,701	36.87
Apr-14	10,541	0.351	0.533	0.282	6.3	6.6	97.9	98.8	119,782	49.36
May-14	10,397	0.335	0.500	0.259	6.3	6.5	98.3	98.5	97,025	37.52
Jun-14	7,328	0.244	0.289	0.217	6.3	6.5	98.9	98.6	81,570	24.93
Jul-14	6,661	0.215	0.292	0.195	6.2	6.7	97.9	95.9	51,333	25.08
Aug-14	6,305	0.203	0.247	0.185	6.4	6.9	98.0	97.8	34,551	9.79
Sep-14	6,704	0.223	0.308	0.197	6.5	6.7	98.4	98.1	45,631	11.05
Oct-14	8,690	0.280	0.451	0.203	6.3	6.8	98.8	98.6	59,757	29.28
Nov-14	14,498	0.483	1.900	0.271	6.2	6.6	97.2	98.1	42,557	24.19
Dec-14										

2014 GARBAGE REPORT

	2013 TONS	2013 COST	2014 TONS	2014 COST
January	141.21	\$14,830.00	154.42	\$16,216.00
February	130.45	\$13,702.00	121.97	\$12,809.00
March	140.42	\$14,750.00	147.69	\$15,509.00
April	148.68	\$15,613.00	126.11	\$13,248.00
May	153.33	\$16,103.00	161.18	\$16,930.00
June	124.58	\$13,083.00	151.83	\$15,943.00
July	126.67	\$13,301.00	142.83	\$15,001.00
August	152.30	\$15,537.00	143.13	\$15,030.00
September	147.71	\$15,512.00	155.61	\$16,233.00
October	138.09	\$14,503.00	162.67	\$17,079.00
November	130.16	\$13,671.00	131.56	\$13,797.00
December	144.60	\$15,187.00		
TOTALS	1,678.20	\$ 175,792.00	1,599.00	\$167,795.00



**City of Sultan
Tonnage**

<u>Sector</u>	<u>Commodity</u>	<u>Jan-14</u>	<u>Feb-14</u>	<u>Mar-14</u>	<u>Apr-14</u>	<u>May-14</u>	<u>Jun-14</u>	<u>Jul-14</u>	<u>Aug-14</u>	<u>Sep-14</u>	<u>Oct-14</u>	<u>Nov-14</u>	<u>Dec-14</u>	<u>Total</u>
Commercial Multifamily Residential	Recycle	3.39	4.07	4.96	4.50	5.14	4.54	4.79	3.44	4.25	4.36	3.07	-	43.07
	Recycle	2.48	2.91	2.95	2.35	2.08	2.96	2.50	2.48	2.98	2.43	2.41	-	28.53
	Recycle	36.29	35.99	41.92	32.83	29.78	41.69	35.50	35.86	43.28	34.18	33.70	-	401.02
Total Recycle		42.16	42.97	49.83	39.68	37.00	49.19	42.79	38.34	50.51	40.97	39.18	-	472.62
Commercial Multifamily Residential	Yardwaste	0.19	0.14	0.57	0.52	0.68	0.87	0.45	0.42	0.55	0.45	0.24	-	5.08
	Yardwaste	0.04	0.03	0.11	0.10	0.14	0.17	0.09	0.08	0.11	0.09	0.05	-	1.01
	Yardwaste	13.16	9.30	38.68	35.61	46.29	59.39	30.38	28.91	37.37	30.86	16.55	-	346.50
Total Yardwaste		13.39	9.47	39.36	36.23	47.11	60.43	30.92	29.41	38.03	31.40	16.84	-	352.59

**City of Sultan
Customer Counts**

<u>Sector</u>	<u>Commodity</u>	<u>Jan-14</u>	<u>Feb-14</u>	<u>Mar-14</u>	<u>Apr-14</u>	<u>May-14</u>	<u>Jun-14</u>	<u>Jul-14</u>	<u>Aug-14</u>	<u>Sep-14</u>	<u>Oct-14</u>	<u>Nov-14</u>	<u>Dec-14</u>	<u>Total</u>
Residential Commercial Multifamily	Recycle	1,475	1,476	1,479	1,483	1,484	1,489	1,486	1,488	1,487	1,487	1,486	-	16,320
	Recycle	18	18	18	18	18	18	18	19	19	19	21	-	204
	Recycle	4	4	4	4	4	4	4	4	4	4	4	-	44
Residential Commercial Multifamily	Yardwaste	314	314	314	331	346	353	353	357	348	340	326	-	3,696
	Yardwaste	3	3	3	3	3	3	3	3	3	3	3	-	33
	Yardwaste	1	1	2	2	2	2	2	2	2	2	1	-	19

**CEMETERY REPORT
BURIALS**

103 Cemetery Operating Fund

Description	2014 BUDGET	2014 ACTUAL
Revenue		
Beginning Balance	0	6,405
Cemetery Fees	25,000	19,727
Investment Interest	100	0
Total Resources	25,100	26,132
Expenditures		
Total Expenditures	23,440	20,096
Ending Fund Balance	1,660	6,036

Burials	YTD 2014
Ash	6
Full	3

These numbers are January 2014 through November 2014

SULTAN CITY COUNCIL

AGENDA ITEM

DATE: December 18, 2014
SUBJECT: Public Works Projects-Update SR-3
CONTACT PERSON: Connie Dunn, Public Works Field Supervisor

ISSUE:

The Public Works projects list and status report.

WATER:

The City received verbal notification that the City of Sultan Water Treatment Plant (WTP) was upgraded by Washington State Department of Health from a Class 2 Treatment Plant to a Class 3. To maintain operation of a Class 3 WTP by WAC 246-292-040 through 246-292-060, we are required to have a WTP Operator 3 in charge of and overseeing the daily operation of the WTP and Water System. More information will be provided in a separate agenda cover when the City receives the Formal Notification from Washington State Department of Health.

PARKS:

Upon request, Reese Park has been reopened.

GARBAGE:

On February 2, 2015, the City will start the "Improved Garbage Collection" program of toters and automated service for residents.

Information on the garbage changes will initially be sent out at the end of December 2014. At the beginning of January 2015, toters will be delivered to customers with additional information regarding toters, day of collection, and the location the customer needs to place their toter. The toter and location will be color coordinated with the dates of collection and the route or zone the customer lives in. Garbage will be on an every other week cycle for residential customers and commercial accounts with dumpsters will go to Friday's ONLY.

STAFF:

Thank you,
Connie Dunn

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1
DATE: December 18, 2014
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the December 4, 2014 regular Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – December 4, 2014

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

CHANGES/ADDITIONS TO THE AGENDA:

Discussion: Add Mick Matheson

COMMENTS FROM THE PUBLIC:

Kathy Cotterill: Grew up in Sultan and is the Sultan store coordinator for Grow Washington. Has one of the 30 businesses in the store and would like the Council to consider a mall license instead of separate business licenses similar to the City of Snohomish. A reduced license fee would encourage the small businesses to stay and it makes more sense to collect \$750 a year instead of having an empty building.

Kay George: A special exempt for the Mayors clients not fair. Council should treat everyone equal and allow other small home businesses reduced fees.

Kalei Vaughn: VOA is looking for ways to get community support for the Food Bank. Task force was amazing and emphasis is on positive focus. Several youth attended and discussed Safe Stop, youth programs and how the community can help them. A mentor was assigned to six kids to help them. What we are doing does not work, so will focus on the kids and mentors and see if it works.

Paula Carlson: Lives at 802 Main Street and her granddaughter Madison just had a kidney transport and her mother (single parent) needs help with the water bill. They have been paying a \$100 per month but are still behind.

COUNCILMEMBER COMMENTS

McCarty: License fee should be fair and equitable for all business (small and home). Task force did great job – will work as a mentor for kids interested in animals. Did truck load of cleanup this week – flood may have been a factor.

Seehuus: Agrees they need to develop a new criteria for business license; great news on task force; need to find way to help with bill

Davenport-Smith: Met with state representatives from the Wenatchee area this week to discuss issues with Highway 2 and got some information on funding sources. Great news on task force – Sky Valley Coalition should be part of the task force.

Neigel: Community Transit meeting report – no updates for East County. Recommends setting a special joint meeting with the Planning Board to discuss Title 18 to resolve differences. Thanks to Stacy for her work on the Comprehensive Plan final adoption. Snohomish business license application has several lower options for business based on type of business. Would like to learn more about business license to encourage economic development. Need to treat everyone equal. Excited about the mentor program – has experience with program and would like to help set it up.

Naslund: December 6th Winterfest will be held at the High School and the Tree Lighting will be at the gazebo in Riverfront Park. Madison was one of her students and she would like to contribute \$50 towards her bill. Task Force was amazing and the students are excited about the program. School van was vandalized in Goldbar this week – requires staff time to clean and restore the property. Requests staff look into business license fee to see what others are doing.

CITY OF SULTAN COUNCIL MEETING – December 4, 2014

Beeler: Great to have long time residents doing business here. Business license fee needs to be compared again and city needs to look at options. Fee is ludicrous for him as he only has two customers in the city. Great to hear updates on task force. The churches in the area will help with utility bills and there are other agencies to help. The Community should help not the government.

Mayor Eslick: The Task Force will meet weekly and it was great timing as the problem kids were at City Hall during the last meeting. Is sorry the Ms. George thinks she is always trying to pull something over for Grow Washington. It has been very successful and there is a need to help small business learn how to succeed. The good work by Grow Washington needs to be commended not condemned because she is the Mayor.

Ken Walker, City Administrator: Sultan is a member of a sewer coalition of 200 cities and they are trying to get the state legislature to recognize that if Ecology gives mandates, the state should provide funds to do updates. They have requested \$900 in funding to help fund a lobbyist for next year. Cleanups in parks have produced 25-30 tons of garbage. The County agreed to reduce the fee and allow them to take garbage directly to the transfer station. City is getting good feedback from citizens using the parks.

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

- 1) Planning Board Minutes

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

- 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 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.
- 5) Gray & Osborne Contract Extension – Alder Avenue

ACTION ITEMS:**Ordinance 1206-14 – 2015 Budget**

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

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.

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.

CITY OF SULTAN COUNCIL MEETING – December 4, 2014

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 Public Works Department has 6 operating funds:

- Street fund
- Cemetery fund
- Water fund
- Sewer fund
- Garbage fund
- Stormwater fund

On a motion by Councilmember Beeler, seconded by Councilmember Neigel, Ordinance 1206-14 adopting the 2015 Budget was introduced for a first reading and passed it on to a second reading. All ayes.

VOA – Food Bank Lease

The issue before the city council is to authorize Mayor Eslick to sign a lease agreement 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. 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.

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.

Discussion: VOA pays for utilities and building improvements; good for community; need to continue support.

On a motion by Councilmember Neigel, seconded by Councilmember Seehuus, the Mayor was authorized to sign a lease agreement with the Volunteers of America to continue to operate the Sultan Food Bank at 703 First Street. All ayes.

Ordinance 1208-14 - Water Facility Charge

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

In January 2014, the Council adopted the Ordinance 1188-14 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.

CITY OF SULTAN COUNCIL MEETING – December 4, 2014

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

1. 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.

On a motion by Councilmember Beeler, seconded by Councilmember Davenport-Smith, Ordinance 1208-14 Water Facility Charges was adopted. All ayes.

Resolution 14-12 – Comprehensive Plan Final Adoption

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

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.

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.

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.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Seehuus, Resolution 14-12 clarifying ordinance 1113-11 and specifying the next deadline for periodic update of the Comprehensive Plan was adopted. All ayes.

DISCUSSION ITEMS:**Resolution 14-11 2015 Fee Schedule**

Issue is to 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. 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.

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.

CITY OF SULTAN COUNCIL MEETING – December 4, 2014

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.

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.

Discussion:

There is a need to clarify the schedule and restructure the format to make "user friendly". Need to justify the fees charge not just compare to other city's fees. Fees should reflect actual cost of service and it will be necessary to track costs as development occurs. Need to be competitive to encourage development and lower fees if the city is not losing money. Fees need to keep pace with inflation.

The consensus was not to increase fees at this time and to restructure the fee table.

Public Works Director Wage:

Mick Matheson, Public Works Director, requested the council consider an increase to the salary for the Public Works Director based on performance and what other cities pay. He is currently looking for a new job and if he leaves, the city will need to have a more competitive salary to find qualified candidates. There are other costs the city will incur to conduct a search and pay for accrued vacation. There are currently several projects underway that could be delayed if the city needs to hire a new employee. Requested \$500 per month with a 4.7% performance incentive under a two-year contract.

Discussion:

Current wage is \$99,900; increase to \$110,400 is \$900 per month increase; is worth the extra money but there is concern over the impact to other staff; need to consider the salary schedule not each individual employee; don't want to set precedent by dealing with each employee separately; need to be fair and equitable to everyone; 4.3% raise approved already; salary schedule is not adequate for the quality and qualified employee's the city has but there are fiscal realities; concern over the opinion of the taxpayers and backlash from the community if large increase is approved. The Council needs to review current policy, look at the long term, and determine levels of service.

The consensus of the Council was not to approve a pay increase.

PUBLIC COMMENTS

Kay George: Stacy has done great work on the Comp plan. Mick is a great employee and based on the attrition rate, Sultan must be a benefit to the employees. The salary and benefit for Public Works Director is \$137,721 per year and the people they represent will compare that to what they make. There are two supervisor FTE's for each worker. Citizens who are paying the bill don't make that much or get four weeks off. The proposal is going in the wrong direction. The Mayor's business is important but not more so then others. There is resentment that tax dollars are used to promote her business.

Lucy Hitchcock: The Comp plan can be updated once a year and they need to look at the population and not wait to address. Fee schedule – developer need to know what the fees are and when they are changed. Thanked Mick for his presentation and many businesses do negotiate with individuals.

CITY OF SULTAN COUNCIL MEETING – December 4, 2014

Ray George: It was unfortunate the way Mr. Matheson presented his proposal. He is a good worker and hopes other opportunities come his way. Public Works Director Position is what it is. When presented with ultimatum, it puts the city in a bad position and impacts all staff members.

Adjournment: On a motion by Councilmember Walker, seconded by Councilmember Naslund, the meeting adjourned at 9:10 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent 2

DATE: December 18, 2014

SUBJECT: Voucher Approval - 2014

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the vouchers for approval in the amount of \$540,883.18 and payroll through November 21, 2014 in the amount of \$80,375.69 to be drawn and paid on the proper accounts.

FISCAL IMPACT: \$621,258.87

RECOMMENDATION:

Approve the payment of vouchers as submitted.

**City Of Sultan
Voucher Approval
December 18, 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 #30005-06	\$ 3,489.04
Direct Deposit #25	\$ 26,054.71
Benefits Check #30000-03,08-12	\$ 38,999.83
Tax Deposit #25	\$ 11,832.11
Accounts Payable Checks #30004,07,13-52	\$ 540,883.18
ACH Transactions - DOR	\$
TOTAL	\$ 621,258.87

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: 12/12/2014 - 1:31 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
30013	12/18/2014	amtest	AM Test	120.00	0
30014	12/18/2014	AWWA	American Water Works Association	265.00	0
30015	12/18/2014	Aramark	Aramark Uniform Services - AUS We	362.00	0
30016	12/18/2014	app	Associated Petroleum Products Inc	1,360.91	0
30017	12/18/2014	bhc	BHC Consultants	46.00	0
30018	12/18/2014	Blueline	Blueline	8,864.75	0
30019	12/18/2014	CIAW	Cities Insurance Association of Washi	178,312.45	0
30020	12/18/2014	comcast	Comcast	941.34	0
30021	12/18/2014	Costco	Costco	28.82	0
30022	12/18/2014	DOE	Department of Ecology - Cashiering S	30.00	0
30023	12/18/2014	DOH	Department of Health	42.00	0
30024	12/18/2014	Frontier	Frontier	355.06	0
30025	12/18/2014	Grainger	Grainger	1,157.68	0
30026	12/18/2014	groco	Groco, Inc	1,548.16	0
30027	12/18/2014	honeyb	Honey Bucket	237.95	0
30028	12/18/2014	Kenyon	Kenyon Disend PLLC	6,206.76	0
30029	12/18/2014	napa	Monroe Parts House	360.99	0
30030	12/18/2014	Rooter	Mr. Rooter	356.70	0
30031	12/18/2014	OfcDepot	Office Depot	98.34	0
30032	12/18/2014	PitneyCr	Pitney Bowes Inc	207.93	0
30033	12/18/2014	PUD 1	PUD	2,437.63	0
30034	12/18/2014	PSE	Puget Sound Energy	89.20	0
30035	12/18/2014	QBS	QualityBusinesss Systems	51.46	0
30036	12/18/2014	RedApl	Red Apple Market	19.41	0
30037	12/18/2014	AllWaste	Republic Services	12,155.25	0
30038	12/18/2014	ServiceM	ServiceMaster Superb Cleaning	485.00	0
30039	12/18/2014	SCpubwor	Snohomish County Finance	13,797.00	0
30040	12/18/2014	SNOPLAN	Snohomish County Planning and Deve	3,066.00	0
30041	12/18/2014	SRDTF	Snohomish County Sheriff	72,886.00	0
30042	12/18/2014	Snopac	Snopac	5,124.71	0
30043	12/18/2014	SRVConst	SRV Construction Inc.	219,832.67	0
30044	12/18/2014	Summit	Summit Research Labs	3,333.49	0
30045	12/18/2014	TSI	Technical Systems, Inc.	2,365.31	0
30046	12/18/2014	PartWork	The Part Works, Inc.	99.62	0
30047	12/18/2014	Thyss	Thyssenkrupp Elevator Corporation	27.48	0
30048	12/18/2014	USBank	US Bank	74.00	0
30049	12/18/2014	UULC	Utilities Underground Location Center	10.78	0
30050	12/18/2014	voa	Volunteers of America	1,500.00	0
30051	12/18/2014	WSDOA	Washington State Department of Agric	33.00	0
30052	12/18/2014	WLJ	White Lightning Janitorial	660.00	0
Check Total:				538,950.85	

Accounts Payable

Check Register Totals Only

User: laura.koenig
Printed: 12/12/2014 - 10:04 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
30008	12/12/2014	Retire	Department of Retirement	1,987.50	0
30009	12/12/2014	Retire	Department of Retirement	5,958.79	0
30010	12/12/2014	AWCben	AWC Employee Benefit Trust	20,425.74	0
30011	12/12/2014	AWCben	AWC Employee Benefit Trust	24.00	0
30012	12/12/2014	WATeamTr	Washington Teamsters Welfare Trust	1,890.20	0
				<hr/> <hr/>	
Check Total:				30,286.23	
				<hr/> <hr/>	

Accounts Payable

Check Register Totals Only

User: laura.koenig
Printed: 12/3/2014 - 2:14 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
30000	12/03/2014	Retire	Department of Retirement	5,898.70	0
30001	12/03/2014	Retire	Department of Retirement	1,950.00	0
30002	12/03/2014	AFLAC	AFLAC	111.90	0
30003	12/03/2014	UNION	Teamsters Local Union #763	753.00	0
				<hr/> <hr/>	
Check Total:				8,713.60	
				<hr/> <hr/>	

Payroll

ACH Check Register

User: 'julie.addington'
Printed: 12/10/2014 - 8:42AM
Batch: 1-12-2014
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
12/12/2014	0	001	Laura Koenig	1,926.56
12/12/2014	0	004	Donna Murphy	1,342.43
12/12/2014	0	007	Julie Addington	1,424.91
12/12/2014	0	010	Cynthia Sparks	1,489.29
12/12/2014	0	011	Janice Mann	1,122.62
12/12/2014	0	013	Rosemary Murphy	1,196.41
12/12/2014	0	015	Kenneth Walker	2,232.23
12/12/2014	0	016	Stacy MacGregor	1,554.91
12/12/2014	0	019	Michael Matheson	2,704.58
12/12/2014	0	020	Connie Dunn	1,946.57
12/12/2014	0	025	John Harris	2,004.84
12/12/2014	0	028	Todd Strom	1,704.74
12/12/2014	0	049	Victoria Forte	586.09
12/12/2014	0	072	Carolyn Eslick	461.75
12/12/2014	0	120	Matthew Wood	1,544.93
12/12/2014	0	121	Jason Strauss	1,899.79
12/12/2014	0	125	Riley Edwards	912.06
Total Employees:			17	Total: 26,054.71

Payroll

Computer Check Register

User: julie.addington
Printed: 12/10/2014 - 8:17AM
Batch: 00001-12-2014 Computer

PR 25



Check No	Check Date	Employee Information	Amount
30005	12/12/2014	024 Michael Williams	2,113.26
30006	12/12/2014	029 James Barns	1,375.78
Total Number of Employees: 2		Total for Payroll Check Run:	3,489.04

Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
30004	12/05/2014	UTILITY WATER FUND	Communication	USPS	226.60
30004	12/05/2014	UTILITY SEWER FUND	Communication	USPS	226.59
30004	12/05/2014	UTILITY GARBAGE FUND	Communication	USPS	226.60
30004	12/05/2014	STORMWATER UTILITY FUND	Communication	USPS	75.53
30007	12/11/2014	INSURANCE CLAIMS FUND	Capital Outlay	Finish Line Auto Body Paint and Custom	1,177.01
30008	12/12/2014	GENERAL FUND	Deferred Comp Payable	Department of Retirement	74.48
30008	12/12/2014	STREET FUND	Deferred Comp Payable	Department of Retirement	25.50
30008	12/12/2014	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	1.51
30008	12/12/2014	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	7.51
30008	12/12/2014	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	57.25
30008	12/12/2014	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	42.99
30008	12/12/2014	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	19.52
30008	12/12/2014	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	21.24
30008	12/12/2014	GENERAL FUND	Deferred Comp Payable	Department of Retirement	487.24
30008	12/12/2014	STREET FUND	Deferred Comp Payable	Department of Retirement	91.15
30008	12/12/2014	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	5.85
30008	12/12/2014	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	26.50
30008	12/12/2014	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	345.53
30008	12/12/2014	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	534.97
30008	12/12/2014	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	139.51
30008	12/12/2014	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	106.75
30009	12/12/2014	GENERAL FUND	PERS Payable	Department of Retirement	69.35
30009	12/12/2014	GENERAL FUND	PERS Payable	Department of Retirement	37.65
30009	12/12/2014	GENERAL FUND	PERS Payable	Department of Retirement	406.44
30009	12/12/2014	STREET FUND	PERS Payable	Department of Retirement	117.20
30009	12/12/2014	CEMETERY FUND	PERS Payable	Department of Retirement	18.87
30009	12/12/2014	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	23.04
30009	12/12/2014	UTILITY WATER FUND	PERS Payable	Department of Retirement	563.10
30009	12/12/2014	UTILITY SEWER FUND	PERS Payable	Department of Retirement	491.33
30009	12/12/2014	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	274.69
30009	12/12/2014	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	142.89
30009	12/12/2014	GENERAL FUND	PERS Payable	Department of Retirement	760.77
30009	12/12/2014	STREET FUND	PERS Payable	Department of Retirement	219.33
30009	12/12/2014	CEMETERY FUND	PERS Payable	Department of Retirement	35.39
30009	12/12/2014	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	43.23
30009	12/12/2014	UTILITY WATER FUND	PERS Payable	Department of Retirement	1,053.99
30009	12/12/2014	UTILITY SEWER FUND	PERS Payable	Department of Retirement	919.71
30009	12/12/2014	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	514.28

30009	12/12/2014	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	267.53
30010	12/12/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.07
30010	12/12/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	196.71
30010	12/12/2014	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	110.36
30010	12/12/2014	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	69.17
30010	12/12/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	46.94
30010	12/12/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	55.79
30010	12/12/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.67
30010	12/12/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.88
30010	12/12/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.20
30010	12/12/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	31.23
30010	12/12/2014	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	25.74
30010	12/12/2014	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.13
30010	12/12/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.34
30010	12/12/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	81.92
30010	12/12/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	8.91
30010	12/12/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.92
30010	12/12/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.47
30010	12/12/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	55.78
30010	12/12/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.66
30010	12/12/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.87
30010	12/12/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.27
30010	12/12/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	31.19
30010	12/12/2014	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	25.75
30010	12/12/2014	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	13.13
30010	12/12/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.33
30010	12/12/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	84.89
30010	12/12/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	11.44
30010	12/12/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	4.76
30010	12/12/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.50
30010	12/12/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	198.06
30010	12/12/2014	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	110.30
30010	12/12/2014	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	77.53
30010	12/12/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	47.56
30010	12/12/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2,109.18
30010	12/12/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	366.34
30010	12/12/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	137.11
30010	12/12/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	18.96
30010	12/12/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	4,617.19
30010	12/12/2014	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3,008.92
30010	12/12/2014	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	2,372.47
30010	12/12/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,060.39

30010	12/12/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,584.20
30010	12/12/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	447.72
30010	12/12/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	27.47
30010	12/12/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	118.14
30010	12/12/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,015.20
30010	12/12/2014	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	802.36
30010	12/12/2014	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	389.11
30010	12/12/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	407.27
30010	12/12/2014	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.54
30010	12/12/2014	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.01
30010	12/12/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.57
30010	12/12/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.59
30010	12/12/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.26
30010	12/12/2014	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	10.81
30010	12/12/2014	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	14.56
30010	12/12/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.66
30010	12/12/2014	GENERAL FUND	Benefits - Disability Insuranc	AWC Employee Benefit Trust	513.24
30011	12/12/2014	GENERAL FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	1.81
30011	12/12/2014	UTILITY WATER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.87
30011	12/12/2014	UTILITY SEWER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.05
30011	12/12/2014	UTILITY GARBAGE FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.64
30011	12/12/2014	STORMWATER UTILITY FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.63
30011	12/12/2014	GENERAL FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	1.80
30011	12/12/2014	UTILITY WATER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.89
30011	12/12/2014	UTILITY SEWER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.03
30011	12/12/2014	UTILITY GARBAGE FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.63
30011	12/12/2014	STORMWATER UTILITY FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.65
30012	12/12/2014	GENERAL FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	36.35
30012	12/12/2014	GENERAL FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	36.35
30012	12/12/2014	STREET FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	367.14
30012	12/12/2014	CEMETERY FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	72.70
30012	12/12/2014	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	23.99
30012	12/12/2014	UTILITY WATER FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	4.36
30012	12/12/2014	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	475.47
30012	12/12/2014	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	Washington Teamsters Welfare Trust	399.86
30012	12/12/2014	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	357.68
30013	12/18/2014	UTILITY WATER FUND	Water - Testing	Washington Teamsters Welfare Trust	116.30
30014	12/18/2014	UTILITY WATER FUND	Miscellaneous	AM Test	120.00
30015	12/18/2014	STORMWATER UTILITY FUND	Uniforms	American Water Works Association	265.00
30015	12/18/2014	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	0.79
30015	12/18/2014	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	3.69
30015	12/18/2014	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	3.69

30015	12/18/2014	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	3.42
30015	12/18/2014	STREET FUND	Uniforms	Aramark Uniform Services	0.79
30015	12/18/2014	GENERAL FUND	Uniforms	Aramark Uniform Services	0.79
30015	12/18/2014	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
30015	12/18/2014	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	11.77
30015	12/18/2014	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	11.77
30015	12/18/2014	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	11.78
30015	12/18/2014	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	11.77
30015	12/18/2014	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	11.77
30015	12/18/2014	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.97
30015	12/18/2014	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	9.21
30015	12/18/2014	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	9.20
30015	12/18/2014	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	8.55
30015	12/18/2014	STREET FUND	Uniforms	Aramark Uniform Services	1.97
30015	12/18/2014	GENERAL FUND	Uniforms	Aramark Uniform Services	1.97
30015	12/18/2014	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
30015	12/18/2014	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	10.98
30015	12/18/2014	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	10.98
30015	12/18/2014	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	10.98
30015	12/18/2014	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	10.98
30015	12/18/2014	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	10.98
30015	12/18/2014	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.38
30015	12/18/2014	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	6.45
30015	12/18/2014	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	6.44
30015	12/18/2014	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	5.99
30015	12/18/2014	STREET FUND	Uniforms	Aramark Uniform Services	1.38
30015	12/18/2014	GENERAL FUND	Uniforms	Aramark Uniform Services	1.38
30015	12/18/2014	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
30015	12/18/2014	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	20.34
30015	12/18/2014	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	20.34
30015	12/18/2014	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	20.34
30015	12/18/2014	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	20.34
30015	12/18/2014	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	20.34
30015	12/18/2014	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	0.79
30015	12/18/2014	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	3.69
30015	12/18/2014	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	3.69
30015	12/18/2014	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	3.42
30015	12/18/2014	STREET FUND	Uniforms	Aramark Uniform Services	0.79
30015	12/18/2014	GENERAL FUND	Uniforms	Aramark Uniform Services	0.79
30015	12/18/2014	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
30015	12/18/2014	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	11.87
30015	12/18/2014	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	11.87

30015	12/18/2014	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	11.87
30015	12/18/2014	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	11.87
30015	12/18/2014	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	11.87
30016	12/18/2014	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	788.22
30016	12/18/2014	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	96.23
30016	12/18/2014	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	362.47
30016	12/18/2014	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	23.73
30016	12/18/2014	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	23.72
30016	12/18/2014	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	23.73
30016	12/18/2014	GENERAL FUND	Volunteer Program	Associated Petroleum Products Inc	42.81
30017	12/18/2014	GENERAL FUND	Professional Services	BHC Consultants	46.00
30018	12/18/2014	STREET IMPROVEMENT FUND	High Ave Project	Blueline	4,476.75
30018	12/18/2014	STREET IMPROVEMENT FUND	4th Street Project	Blueline	4,388.00
30019	12/18/2014	GENERAL FUND	Insurance	Cities Insurance Association of Washington	43,078.86
30019	12/18/2014	STREET FUND	Insurance	Cities Insurance Association of Washington	7,132.50
30019	12/18/2014	UTILITY WATER FUND	Insurance	Cities Insurance Association of Washington	39,229.74
30019	12/18/2014	UTILITY SEWER FUND	Insurance	Cities Insurance Association of Washington	51,710.61
30019	12/18/2014	UTILITY GARBAGE FUND	Insurance	Cities Insurance Association of Washington	28,528.24
30019	12/18/2014	STORMWATER UTILITY FUND	Insurance	Cities Insurance Association of Washington	7,132.50
30019	12/18/2014	CEMETERY FUND	Insurance	Cities Insurance Association of Washington	1,500.00
30020	12/18/2014	GENERAL FUND	Communication	Comcast	27.47
30020	12/18/2014	UTILITY WATER FUND	Communication	Comcast	18.32
30020	12/18/2014	UTILITY SEWER FUND	Communication	Comcast	18.31
30020	12/18/2014	UTILITY GARBAGE FUND	Communication	Comcast	18.31
30020	12/18/2014	STREET FUND	Communication	Comcast	9.16
30020	12/18/2014	STREET FUND	Communication	Comcast	52.31
30020	12/18/2014	UTILITY WATER FUND	Communication	Comcast	52.31
30020	12/18/2014	UTILITY SEWER FUND	Communication	Comcast	52.30
30020	12/18/2014	UTILITY GARBAGE FUND	Communication	Comcast	52.31
30020	12/18/2014	STORMWATER UTILITY FUND	Communication	Comcast	52.31
30020	12/18/2014	GENERAL FUND	Communication	Comcast	235.29
30020	12/18/2014	UTILITY WATER FUND	Communication	Comcast	117.65
30020	12/18/2014	UTILITY SEWER FUND	Communication	Comcast	117.64
30020	12/18/2014	UTILITY GARBAGE FUND	Communication	Comcast	117.65
30021	12/18/2014	UTILITY SEWER FUND	Office Supplies	Costco	3.60
30021	12/18/2014	UTILITY GARBAGE FUND	Office Supplies	Costco	3.61
30021	12/18/2014	UTILITY SEWER FUND	Office Supplies	Costco	3.60
30021	12/18/2014	UTILITY WATER FUND	Office Supplies	Costco	3.60
30021	12/18/2014	STREET FUND	Office/Operating Supplies	Costco	3.60
30021	12/18/2014	GENERAL FUND	Office/Operating Supplies	Costco	14.41
30022	12/18/2014	UTILITY SEWER FUND	Miscellaneous	Department of Ecology - Cashiering Section	30.00
30023	12/18/2014	UTILITY WATER FUND	Miscellaneous	Department of Health	42.00
30024	12/18/2014	GENERAL FUND	Communication	Frontier	48.16

30024	12/18/2014	STREET FUND	Communication	Frontier	48.16
30024	12/18/2014	UTILITY WATER FUND	Communication	Frontier	48.17
30024	12/18/2014	UTILITY SEWER FUND	Communication	Frontier	48.16
30024	12/18/2014	UTILITY GARBAGE FUND	Communication	Frontier	48.16
30024	12/18/2014	UTILITY WATER FUND	Communication	Frontier	114.25
30025	12/18/2014	GENERAL FUND	Small Tools/Minor Equipment	Grainger	57.88
30025	12/18/2014	STREET FUND	Small Tools/Minor Equipment	Grainger	57.88
30025	12/18/2014	UTILITY WATER FUND	Small Tools/Minor Equipment	Grainger	347.31
30025	12/18/2014	UTILITY SEWER FUND	Small Tools/Minor Equipment	Grainger	289.42
30025	12/18/2014	UTILITY GARBAGE FUND	Small Tools/Minor Equipment	Grainger	347.31
30025	12/18/2014	STORMWATER UTILITY FUND	Small Tools/Minor Equipment	Grainger	57.88
30026	12/18/2014	UTILITY SEWER FUND	Professional - Engineers	Groco, Inc	1,548.16
30027	12/18/2014	UTILITY SEWER FUND	Rentals	Honey Bucket	124.50
30027	12/18/2014	UTILITY SEWER FUND	Rentals	Honey Bucket	113.45
30028	12/18/2014	GENERAL FUND	Legal - Litigation Fees	Kenyon Disend PLLC	6,206.76
30029	12/18/2014	GENERAL FUND	Vehicle Maintenance	Monroe Parts House	-5.43
30029	12/18/2014	STREET FUND	Vehicle Operation/Maintenance	Monroe Parts House	-5.44
30029	12/18/2014	STORMWATER UTILITY FUND	Vehicle Operation/Maintenance	Monroe Parts House	-5.44
30029	12/18/2014	GENERAL FUND	Vehicle Maintenance	Monroe Parts House	50.36
30029	12/18/2014	STREET FUND	Vehicle Operation/Maintenance	Monroe Parts House	50.36
30029	12/18/2014	STORMWATER UTILITY FUND	Vehicle Operation/Maintenance	Monroe Parts House	50.37
30029	12/18/2014	GENERAL FUND	Vehicle Maintenance	Monroe Parts House	33.63
30029	12/18/2014	STREET FUND	Vehicle Operation/Maintenance	Monroe Parts House	33.63
30029	12/18/2014	STORMWATER UTILITY FUND	Vehicle Operation/Maintenance	Monroe Parts House	33.64
30029	12/18/2014	UTILITY WATER FUND	Operating Supply	Monroe Parts House	-16.31
30029	12/18/2014	UTILITY WATER FUND	Operating Supply	Monroe Parts House	113.58
30029	12/18/2014	UTILITY WATER FUND	Vehicle Maintenance	Monroe Parts House	14.02
30029	12/18/2014	GENERAL FUND	Vehicle Operation/Maintenance	Monroe Parts House	14.02
30029	12/18/2014	STREET FUND	Repair and Maintenance	Mr. Rooter	356.70
30030	12/18/2014	UTILITY SEWER FUND	Office Supplies	Office Depot	7.53
30031	12/18/2014	UTILITY WATER FUND	Office Supplies	Office Depot	7.52
30031	12/18/2014	UTILITY SEWER FUND	Office Supplies	Office Depot	7.53
30031	12/18/2014	UTILITY GARBAGE FUND	Office Supplies	Office Depot	7.53
30031	12/18/2014	STREET FUND	Office/Operating Supplies	Office Depot	30.10
30031	12/18/2014	GENERAL FUND	Office Supplies	Office Depot	4.77
30031	12/18/2014	UTILITY WATER FUND	Office Supplies	Office Depot	4.76
30031	12/18/2014	UTILITY SEWER FUND	Office Supplies	Office Depot	4.77
30031	12/18/2014	UTILITY GARBAGE FUND	Office Supplies	Office Depot	4.77
30031	12/18/2014	STREET FUND	Office/Operating Supplies	Office Depot	19.06
30031	12/18/2014	GENERAL FUND	Communication	Pitney Bowes Inc	49.90
30032	12/18/2014	GENERAL FUND	Communication	Pitney Bowes Inc	25.99
30032	12/18/2014	STREET FUND	Communication	Pitney Bowes Inc	35.35
30032	12/18/2014	UTILITY WATER FUND	Communication	Pitney Bowes Inc	

30032	12/18/2014	UTILITY SEWER FUND	Communication	Pitney Bowes Inc	35.35
30032	12/18/2014	UTILITY GARBAGE FUND	Communication	Pitney Bowes Inc	35.35
30032	12/18/2014	GENERAL FUND	Communication	Pitney Bowes Inc	25.99
30033	12/18/2014	STREET FUND	Utilities	PUD	2,278.30
30033	12/18/2014	GENERAL FUND	Utilities	PUD	159.33
30034	12/18/2014	GENERAL FUND	Utilities	Puget Sound Energy	44.60
30034	12/18/2014	STREET FUND	Utilities	Puget Sound Energy	8.92
30034	12/18/2014	UTILITY WATER FUND	Utilities	Puget Sound Energy	8.92
30034	12/18/2014	UTILITY SEWER FUND	Utilities	Puget Sound Energy	8.92
30034	12/18/2014	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy	8.92
30034	12/18/2014	GENERAL FUND	Utilities	Puget Sound Energy	8.92
30035	12/18/2014	GENERAL FUND	Office/Operating Supplies	QualityBusiness Systems	10.29
30035	12/18/2014	STREET FUND	Office Supplies	QualityBusiness Systems	10.29
30035	12/18/2014	UTILITY WATER FUND	Office Supplies	QualityBusiness Systems	10.30
30035	12/18/2014	UTILITY SEWER FUND	Office Supplies	QualityBusiness Systems	10.29
30035	12/18/2014	UTILITY GARBAGE FUND	Office Supplies	QualityBusiness Systems	10.29
30036	12/18/2014	UTILITY WATER FUND	Operating Supply	Red Apple Market	6.47
30036	12/18/2014	UTILITY SEWER FUND	Operating Supplies	Red Apple Market	6.47
30036	12/18/2014	UTILITY GARBAGE FUND	Operating Supplies	Red Apple Market	6.47
30037	12/18/2014	UTILITY GARBAGE FUND	Intergovernmental - Recycle	Republic Services	12,155.25
30038	12/18/2014	UTILITY SEWER FUND	Repair and Maintenance	ServiceMaster Superb Cleaning	485.00
30039	12/18/2014	UTILITY GARBAGE FUND	Intergovernmental - Recycle	Snohomish County Finance	13,797.00
30040	12/18/2014	GENERAL FUND	SnoCity Plan/Building Service	SnoCity Plan/ Develop	3,066.00
30041	12/18/2014	GENERAL FUND	Professional Service - SnoCity	Snohomish County Sheriff	72,886.00
30042	12/18/2014	GENERAL FUND	Intergovernmental - SNOPAC	Snopac	5,124.71
30043	12/18/2014	STREET IMPROVEMENT FUND	High Ave Project	SRV Construction Inc.	219,832.67
30044	12/18/2014	UTILITY WATER FUND	Operating Supply	Summit Research Labs	3,333.49
30045	12/18/2014	UTILITY SEWER FUND	Repair and Maintenance	Technical Systems, Inc.	2,365.31
30046	12/18/2014	UTILITY SEWER FUND	Operating Supplies	The Part Works, Inc.	99.62
30047	12/18/2014	BUILDING MAINTENANCE FUND	Repair and Maintenance	Thyssenkrupp Elevator Corporation	27.48
30048	12/18/2014	GENERAL FUND	Bank Fees	US Bank	74.00
30049	12/18/2014	UTILITY WATER FUND	Miscellaneous	Utilities Underground Location Center	5.39
30049	12/18/2014	UTILITY SEWER FUND	Miscellaneous	Utilities Underground Location Center	5.39
30050	12/18/2014	COMMUNITY IMPROVEMENT FUND	Supply - Safe Stop	Volunteers of America	1,500.00
30051	12/18/2014	GENERAL FUND	Miscellaneous	WA State Department of Agriculture	33.00
30052	12/18/2014	GENERAL FUND	Professional Services	White Lightning Janitorial	540.00
30052	12/18/2014	GENERAL FUND	Professional Services	White Lightning Janitorial	120.00
				TOTAL	571,169.41

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 3

DATE: December 18, 2014

SUBJECT: Interlocal Agreement with Startup Water District

CONTACT PERSON: Connie Dunn, Field Supervisor/Ken Walker, City Administrator

ISSUE:

The issue before the council is to authorize the Mayor to sign 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 one year contract with annual renewals. The Council reviewed the draft contract on November 20, 2014. The Startup Water District has reviewed the contract and has accepted all the terms.

STAFF RECOMMENDATION:

Authorize the Mayor to sign the interlocal agreement with SWD for one year with annual renewals. 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.

SCOPE OF WORK:

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

FISCAL IMPACT:

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.

COUNCIL ACTION:

Authorize the Mayor to sign the interlocal agreement with SWD for one year with annual renewals. 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.

ATTACHMENTS: A – Interlocal Agreement with Startup Water District

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF SULTAN
AND THE STARTUP WATER DISTRICT FOR THE PROVISION
OF WATER SYSTEM MANAGEMENT SUPPORT**

THIS AGREEMENT FOR THE PROVISION OF WATER SYSTEM MANAGEMENT SUPPORT (hereinafter referred to as "Agreement") is entered into under the Interlocal Cooperation Act (Chapter 39.34 RCW), between the City of Sultan, a municipal corporation of the State of Washington (hereinafter referred to as "Sultan"), and the Startup Water District, a municipal corporation of the State of Washington (hereinafter referred to as "Startup Water District").

WHEREAS, Sultan desires to enter into an agreement with Startup Water District whereby Sultan will provide water system management Support services to Startup Water District; and

WHEREAS, Sultan possesses the water system support technical personnel and agrees to render technical support to Startup Water District; and

WHEREAS, the Interlocal Cooperation Act, Chapter 39.34 RCW, provides for cooperation between and among public agencies;

NOW, THEREFORE, for and in consideration of the promises and covenants contained herein and the mutual benefits to be derived therefrom, the parties agree as follows:

1. **Purpose.** The purpose of this agreement is to provide Startup Water District with Water System Management Support services by Sultan.
2. **Duration and Termination.** The duration of the Agreement is an initial one (1) year term from January 1, 2015 through December 31, 2015. The Agreement may be renewed annually by mutual written consent. Each party has the right to terminate this Agreement at any time upon thirty (30) days written notice or with shorter notice by mutual consent.
3. **Notices.** All communications regarding the Agreement shall be sent to the parties addressed as follows:

City Administrator
City of Sultan
PO Box 1199
319 Main Street
Sultan, WA 98294-1199

Program Manager
Startup Water District
14310 367th Ave SE
Startup, WA 98293

Written notices may be given by mail, overnight delivery, facsimile, email (with confirmation of transmission) or personal delivery. Notices given by mail shall be deemed received three (3) days after the same are deposited in the United States Mail, postage prepaid, addressed as provided above.

4. **Services.** Sultan will provide Startup Water District the following information services:
 - 5 days per week
 - Read source meters
 - Read reservoir levels
 - Record reading on Startup Water District computer

- Water quality monitoring
- Bi-Monthly
 - Read all residential and business electronic meters
 - Mid-month meter leak detection
 - End of month billing
 - Download all meter readings
 - Maintain well and reservoir sites
 - pH readings
- Monthly
 - Flush dead end lines
 - Send bacteriological and nitrates testing to AmTest or other agreed provider of testing analysis
 - Measure/add calcite
- Quarterly
 - Attend Startup Water District Commission meeting
- Annually
 - Prepare water use efficiency report
 - Prepare water facilities inventory report
- As Needed:
 - Repair and maintain water distribution system
 - Water disconnects/connects
 - Water locate request – one call

5. **Responsibilities.** Sultan is not responsible for assuring that a request for work complies with bidding laws and other federal, state and local regulations governing the performance of such work. The Startup Water District is responsible to ensure that any request for work is lawful. Sultan relies on Startup Water District's assurance that any request for work is lawful and assumes no liability should there be irregularities or illegalities in the request for work.

6. **Compensation.** The Startup Water District hereby agrees to reimburse Sultan for the costs of the work performed by Sultan and its workers, based on the actual cost of labor, equipment rental and materials used in the construction, repair or maintenance work involved, including costs for overhead, indirect costs and fringe benefits to labor. Sultan shall submit to Startup Water District a statement of the costs incurred in performance of the work and within thirty (30) days thereafter Startup Water District shall pay to Sultan the amount of the statement. Alternatively, Sultan and Startup Water District may agree in writing to trade services of comparable value at Sultan's option.

7. **Assignment.** It is understood and agreed between the parties to this Agreement that the rights and duties under this Agreement shall not be assigned, transferred, delegated or any portions subcontracted by either party without first obtaining written permission of the other.

8. **Payment and Hours.**

8.1 Sultan shall provide the Startup Water District with a maximum of five (5) hours per week of water system management support services including off-site work and travel time.

Normal working hours are 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays, as scheduled by Startup Water District. Services described in this Agreement shall be provided during normal working hours.

8.2 Sultan shall bill Startup Water District monthly, the actual costs for water system management support services and travel time. Sultan shall bill Startup Water District at the current IRS mileage rate for use of a Sultan vehicle.

8.3 Startup Water District shall pay Sultan monthly.

9. **Dispute Resolution.** It is the parties' intent to resolve any disputes relating to the interpretation or application of this Agreement informally through discussions at the staff level. In the event disputes cannot be resolved informally at the staff level, resolution shall be sought by the City Administrator within thirty (30) days and, if unsuccessful, then the parties agree to submit the dispute to mediation/dispute resolution.

10. **Applicable Law and Jurisdiction.** This Agreement is governed by the laws of the State of Washington. Venue for any action relating to the interpretation or enforcement of this Agreement shall be solely in Snohomish County Superior Court. The prevailing party in any such action before the courts shall be entitled to recover its costs of suit and reasonable attorneys' fees.

11. **Indemnification.**

11.1 Startup Water District shall hold harmless, indemnify and defend at its own expense, Sultan, its elected and appointed officials, officers, employees and agents from any loss or claim for damages of any nature whatsoever arising out of, in connection with or incident to Sultan's performance of this Agreement, including claims by Sultan's employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of Sultan, its elected and appointed officials, employees or agents.

11.2 Sultan shall hold harmless, indemnify and defend at its own expense, Startup Water District, its elected and appointed officials, officers, employees and agents from any loss or claim for damages arising out of, in connection with or incident to Startup Water District's performance of this Agreement, including claims by Startup Water District's employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of Startup Water District, its elected and appointed officials, employees or agents.

11.3 The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

12. **Insurance.** Each party shall be responsible for obtaining and maintaining its own liability and property insurance against losses or liability related to this Agreement. Except to the extent that a claim is attributable to the fault of Sultan, any and all claims by loaned staff in the course of their work on behalf of Startup Water District or that result from or are associated with acts or omissions by loaned staff in the course of their work on behalf of Startup Water District shall be covered by and paid from Startup Water District insurance. Sultan insurance shall only apply to such claims should losses or liability exceed the coverage of Startup Water District insurance.

13. **Employment Status.** Each party to this Agreement is an independent contractor with respect to the subject matter herein. The Water System Manager and other Sultan staff shall remain an employee of the City of Sultan, and shall not be an employee of the Startup Water District.

14. **Assignability.** The rights, duties and obligations of either party to this Agreement may not be assigned to any third party without the prior written consent of the other party.

15. **Public Records.**

The Startup Water District acknowledges that it is a public agency subject to public records requests under state law. The agency shall have responsibility for: (1) preservation of Startup Water District public records as required by state law; (2) responding on a timely basis to public records requests for Startup Water District records as required by state law; and (3) putting into place means and methods for segregation of Startup Water District records from City of Sultan records.

The Startup Water District is solely responsible for responding to public records act requests for agency records in compliance with state law; provided that, in the event that Sultan receives a public records request that is related to or includes a request for public records of the Startup Water District, Sultan shall, as soon as reasonably practicable after receipt of such a request, notify and provide a copy of the request to the Startup Water District, by and through the City Clerk. The Startup Water District has sole liability for violations of the Washington Public Records Act, RCW Ch. 42.56.

16. **Property.** No real or personal property is to be acquired jointly by the parties under this Agreement.

17. **No Third Party Beneficiaries.** There are no third party beneficiaries to this Agreement. No person or entity other than a party to this Agreement shall have any rights hereunder or any authority to enforce its provisions, and any such rights or enforcement must be consistent with and subject to the terms of this Agreement.

18. **Severability.** If any provision of the Agreement shall be held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives of both parties.

19. **Interpretation and Modification.** The respective captions of the sections of this Agreement are inserted for convenience of reference only and shall not be deemed to modify or otherwise affect any of the provisions of this Agreement. No provision of this Agreement, including this provision, may be amended, waived or modified except by written agreement signed by duly authorized representatives of the parties. The parties have participated and had an equal opportunity to participate in the drafting of this Agreement, and the Exhibits, if any, attached. No ambiguity shall be construed against any party upon a claim that that party drafted the ambiguous language.

20. **Filing.** Pursuant to RCW 39.34.040, upon the execution of this Agreement by both parties, Sultan shall file a copy of the executed Agreement with the Snohomish County Auditor or in the alternative, this Agreement may be listed by subject on the Sultan web site or other electronically retrievable public source.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____ day of _____, 201__.

STARTUP WATER DISTRICT

CITY OF SULTAN

By: _____

By: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____

By: _____

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Consent C-4

DATE: December 18, 2014

SUBJECT: Resolution 14-14 – Surplus Equipment

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the City Council is to approve Resolution 14-14 (Attachment A) to surplus equipment from the City inventory that is functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

STAFF RECOMMENDATION:

Approve Resolution 14-14 to surplus equipment from City inventory that are functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

SUMMARY:

The City has several pieces of the following list of the equipment:

2014 Surplus List

Department	Item	Serial Number		Date of Surplus
Finance	Nortel Phones	NNTM60GA1ZZA		12/18/2014
Finance	Nortel Phones	NNTM60GA5R74		12/18/2014
Finance	Nortel Phones	NNTM60GA5154		12/18/2014
Finance	Sony Tape Recorder	3-383-081-01		12/18/2014
Finance	(4) Computer Keyboards - Broken			12/18/2014
Finance	(3) Computer Mice - Broken			12/18/2014
Finance	Plantronics Headset	IC: 457A-S12		12/18/2014
Finance	Plantronics Headset	2003554	176	12/18/2014
Finance	Laserjet Printer 4250N	CNGXD66718	211	12/18/2014
Finance	Polariod One Step	K4S0-5BTZVDDA		12/18/2014
Finance	Misc Office Supplies			12/18/2014
Finance	Xacto Pencil Sharpner			12/18/2014
Finance	AirTouch Cell Phone	495856958		12/18/2014
Finance	(2) Phone Headsets			12/18/2014

Police	Toughbook Laptop	8GKSB75030		12/18/2014
Police	Toughbook Laptop	0DKYA31419		12/18/2014
Police	Toughbook Laptop	0DKYA31412		12/18/2014
Police	Toughbook Laptop	8HKSB77504		12/18/2014
Police	(11) typerwriter Ribbons			12/18/2014
Police	(6) Phones			12/18/2014
Police	(4) Stuffed Animals			12/18/2014
Police	(2) Parts of a desk			12/18/2014
Police	Pentax	Printer & Paper		12/18/2014
Public Works	Nextel 600	364YGL6P10		12/18/2014
Public Works	LG	24K2419366		12/18/2014
Public Works	Motorola Nextel	354TFY227VT		12/18/2014
Public Works	Motorola Nextel	364TGU30B1		12/18/2014
Public Works	Motorola Nextel	384TFY22M6		12/18/2014
Public Works	Motorola Nextel	364YGS2LR0		12/18/2014
Public Works	Nextel Phone	364VEWB3TJ	641	12/18/2014
Public Works	Nextel Phone	364VFSF37N	640	12/18/2014
Public Works	Sprint Qualcomm 3G	268435459910927890	312	12/18/2014
Public Works	Sprint Qualcomm 3G	268435459910936589	307	12/18/2014
Public Works	Sprint Qualcomm 3G	268435459910936570	308	12/18/2014
Public Works	Sprint Qualcomm 3G	268435459910936566	309	12/18/2014
Public Works	Sprint Qualcomm 3G	268435459910936567	310	12/18/2014
Public Works	Sprint Qualcomm 3G	268435459910927886	311	12/18/2014
Public Works	Sprint Qualcomm 3G	268435459910936587	313	12/18/2014
Public Works	Sprint Qualcomm 3G	268435459910936568	314	12/18/2014
Public Works	Sprint LG Rumor Reflex	268435461200171576	316	12/18/2014
Public Works	Nextel Phone	2324ANEX		12/18/2014
Public Works	Nextel Phone	364TFY22LK		12/18/2014
Public Works	Nextel Phone	364VEW8TRR		12/18/2014
Public Works	Nextel Phone	364YGL6P10		12/18/2014
Public Works	Nextel Phone	364VEW83RM		12/18/2014
Public Works	Sprint LG Cell Phone	008KPXV0691826		12/18/2014
Public Works	(11) Concrete Forms for Sidewalks & Curbing	12" X 10'		12/18/2014
Public Works	(20) Concrete Forms for Sidewalks & Curbing	4" X 10'		12/18/2014
Public Works	(14) Concrete Forms for Sidewalks & Curbing	5" X 10' (Slope Edge Curb)		12/18/2014

Public Works	(14) Concrete Forms for Sidewalks & Curbing	6" X 10'		12/18/2014
Public Works	(104) Pins			12/18/2014
Public Works	Wedges for Sitting Form			12/18/2014
Public Works	Devair	Air Compressor		12/18/2014
Public Works	(10) Misc Police Light Bars			12/18/2014
Public Works	(2) Stock Police Rear Seats			12/18/2014
Public Works	(2) Stihl	FS180 Weedeaters		12/18/2014
Public Works	Stihl	BG 61AB Leaf Blower		12/18/2014
Public Works	Stihl	028AB Chain Saw		12/18/2014
Public Works	Dayton	Curb Edger		12/18/2014
Public Works	Steel Book Shelving			12/18/2014
Public Works	(10) Decorative Lanterns			12/18/2014
Public Works	Box of Christmas Lights			12/18/2014
Public Works	Wacker	120 Volt Generator		12/18/2014
Public Works	Honda	Propellor Pump		12/18/2014
Public Works	Multi. Boxed Police Radios			12/18/2014
Public Works	John Deere	Backhoe Bucket		12/18/2014
Public Works	725 JD Mower			12/18/2014
Public Works	Sprint Qualcomm 3G	268435459910936569	315	12/18/2014
Public Works	Drill Press			12/18/2014

In accordance with SMC 3.60, staff will advertise the surplus equipment and call for sealed bids.

RECOMMENDED ACTION:

Adoption of Resolution 14-014 to surplus equipment from the City inventory that is functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

ATTACHMENTS: A. Resolution 14-14

ATTACHMENT A

**CITY OF SULTAN
RESOLUTION 14-14**

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

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

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

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

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

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

2014 Surplus List

Department	Item	Serial Number		Date of Surplus
Finance	Nortel Phones	NNTM60GA1ZZA		12/18/2014
Finance	Nortel Phones	NNTM60GA5R74		12/18/2014
Finance	Nortel Phones	NNTM60GA5154		12/18/2014
Finance	Sony Tape Recorder	3-383-081-01		12/18/2014
Finance	(4) Computer Keyboards - Broken			12/18/2014
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Finance	Plantronics Headset	IC: 457A-S12		12/18/2014
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Finance	Polariod One Step	K4S0-5BTZVDDA		12/18/2014
Finance	Misc Office Supplies			12/18/2014
Finance	Xacto Pencil Sharpener			12/18/2014
Finance	AirTouch Cell Phone	495856958		12/18/2014
Finance	(2) Phone Headsets			12/18/2014
Police	Toughbook Laptop	8GKSB75030		12/18/2014

Police	Toughbook Laptop	ODKYA31419		12/18/2014
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Police	Toughbook Laptop	8HKS77504		12/18/2014
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Police	Pentax	Printer & Paper		12/18/2014
Public Works	Nextel 600	364YGL6P10		12/18/2014
Public Works	LG	24K2419366		12/18/2014
Public Works	Motorola Nextel	354TFY227VT		12/18/2014
Public Works	Motorola Nextel	364TGU30B1		12/18/2014
Public Works	Motorola Nextel	384TFY2ZM6		12/18/2014
Public Works	Motorola Nextel	364YGS2LRO		12/18/2014
Public Works	Nextel Phone	364VEWB3TJ	641	12/18/2014
Public Works	Nextel Phone	364VFSF37N	640	12/18/2014
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Public Works	(11) Concrete Forms for Sidewalks & Curbing	12" X 10'		12/18/2014
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Public Works	(14) Concrete Forms for Sidewalks & Curbing	6" X 10'		12/18/2014
Public Works	(104) Pins			12/18/2014
Public Works	Wedges for Sitting Form			12/18/2014
Public Works	Devair	Air Compressor		12/18/2014
Public Works	(10) Misc Police Light Bars			12/18/2014
Public Works	(2) Stock Police Rear Seats			12/18/2014
Public Works	(2) Stihl	FS180 Weedeaters		12/18/2014
Public Works	Stihl	BG 61AB Leaf Blower		12/18/2014
Public Works	Stihl	028AB Chain Saw		12/18/2014
Public Works	Dayton	Curb Edger		12/18/2014
Public Works	Steel Book Shelving			12/18/2014
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Public Works	Box of Christmas Lights			12/18/2014
Public Works	Wacker	120 Volt Generator		12/18/2014
Public Works	Honda	Propeller Pump		12/18/2014
Public Works	Multi. Boxed Police Radios			12/18/2014
Public Works	John Deere	Backhoe Bucket		12/18/2014
Public Works	725 JD Mower			12/18/2014
Public Works	Sprint Qualcomm 3G	268435459910936569	315	12/18/2014
Public Works	Drill Press			12/18/2014

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

PASSED by the City Council 18th day of December, 2014.

City of Sultan

Carolyn Eslick, Mayor

ATTEST:

Laura J. Koenig, City Clerk

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM #: Consent C 5

DATE: December 18, 2014

SUBJECT: Voucher Approval

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

Issue:

The issue before the Council is to authorize the sub-committee to review and approval 2014 vouchers for payment prior to the end of the year.

Staff Recommendation:

Staff recommends setting a Sub-committee meeting for December 30, 2014 and authorizing the sub-committee to review and approval 2014 vouchers for payment.

Summary:

The city needs to properly charge the accounts for payroll and payables in the year they were incurred. The next scheduled meeting of the Council will be January 8, 2015 and payment of bills cannot be delayed pending Council approval.

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

The Sub-committee will meet on December 30, 2014 to approve payment of 2014 vouchers. Final closeout of 2014 payables will be included on the January 8, 2015 agenda.

Recommendation:

Set a Sub-committee meeting for December 30, 2014 and authorizing the sub-committee to review and approval 2014 vouchers for payment.

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM #: Action A 1
DATE: December 18, 2014
SUBJECT: Ordinance 1206-14 - 2015 Budget
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the Council is the adoption 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 adopt Ordinance 1206-14 adopting the 2015 Budget.

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
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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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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:

SULTAN CITY COUNCIL MEETING AGENDA COVER SHEET

ITEM NO: Action A 2

DATE: December 18, 2014

SUBJECT: Resolution 14-11 Adopting the 2015 Fee Schedule

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director
Stacy MacGregor, Senior Planner

ISSUE:

The issue before the Council is to authorize the Mayor to sign Resolution 14-11, 2015 City of Sultan Fee Schedule (Attachment A). Resolution 14-11 sets fees charged by the City for the various services provided to citizens and community members.

RECOMMENDED ACTION:

Authorize the Mayor to sign Resolution 14-11 adopting the 2015 Fee Schedule.

SUMMARY:

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

BACKGROUND:

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

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

DISCUSSION:

The land use fee schedule was updated with new fees proposed for various permits and approvals that were not included in the prior fee schedule. The proposed fees were set at the same rate as similar permit or approval types. A few fees were amended to have a base fee to account for staff time and then a retainer fee for outside review. Floodplain development permits were moved from building into land use as they are administered under Title 16. Street vacations were moved from land use into public works as they are not a land use decision. The proposed changes are shown in the attached fee schedule in underline/strikeout format and detailed in **Attachment A**.

FISCAL IMPACT:

With the exception of the utility rates and impact fees (which were adopted under separate ordinance following public hearings), the proposed fees will have a nominal effect on the city's budget. The purpose of amending the fee schedule is to identify new services and to bring revenues into alignment with city policy and program costs.

ATTACHMENT:

- A: Land Use Fee Changes table
- B: Resolution 14-11 - 2015 Fee Schedule (With changes marked

ATTACHMENT A

Proposed City of Sultan 2015 Land Use Fee Schedule					
Code Citation for fee	Change from 2014	Additional Fees/Permits/Process	Permit Type	Review Type	2015 fee
APPEAL					
2.26, 19.36, 16.136.060	Fee changed the same but is divided between HE cost from staff cost	HE, PN	Appeals of Administrative Decisions (type 1 & 2), interpretations, appeal of Notice and Order	Type 3	\$500 + HE
19.36.010	New Fee, mirrors appeal to HE cost	PN	Appeals of Type 3 and 4 decisions (to superior court)	Type 5	\$500 + DC
2.26.125	2014 fee only was to HE, no staff time	HE, PN	Hearing Examiner Reconsiderations	Type 3	\$150 + HE
16.112.090	New Fee	HE if appealed 2xs	Appeal of Impact Fees	Type 2	\$250 + HE if appealed 2xs
VARIANCES & SPECIAL PERMISSION					
2.26, 16.16.130, 2.26, 17.08.090, 2.26, 21.08, 16.120, 2.26, 22.06.070	no change	HE, PN	Variance: Building Permit Required, Flood Damage Prevention, Cell Tower Height, Signs	Type 3	\$1000 + HE + DC
	no change		Variance: Administrative	Type 2	\$500
SITE PLAN REVIEW					

SMC 19.44, 16.44, 16.52.050. 060, 16.56. 040 .050, .060, 16.60, 16.104, 16.24.010	New Fee		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
	no change		Model Home in approved Prelim plat	Type 1	\$300 + \$100/subdivision
	no change		Site Inspection/Re-inspection		\$105
	no change		Condominium/Town Home		\$1500 + \$200/lot
	no change		Mobile Home Park		\$1500 + \$100/lot
	no change		Apartment/Multifamily Development		\$1500 + \$100/unit
LOT CREATION AND CONSOLIDATION					
19.16.030	no change		Boundary Line Adjustments	Type 2	\$700
19.14.	no change	CE, NB	Short Plat Preliminary (2-9 lots)	Type 2	\$1200 + \$100/lot + CE
19.14.	no change	HE, SEPA, Concurrency, PNx2+, NB	Short Plat Final (2-9 lots)	Type 2	\$600 + \$100/lot
2.26.010	no change		Preliminary Subdivision (10+ lots)	Type 3	\$2400 + \$100/lot + CE + HE
19.10.	no change	PNx2, MN, CC	Final Subdivision (10+ lots)	Type 4	\$1200 + \$100/lot \$1200 + \$100/lot + CE
19.18.040		DA, NB	BSP-Small Scale, Preliminary	Type 2	CE
19.20.050		Concurrency, CE	BSP-Small Scale, Final	Type 2	\$600 + \$100/lot
19.18.030, 050, 16.52.070	2014 fee schedule didn't make the distinction between large and small scale & charged subdivision fee	HE, CE, DA, SEPA, Concurrency, PNx2, MN, NB	BSP-Large Scale, Preliminary (includes Condos and Mobile Home Parks)	Type 3	\$2400 + \$100/lot + CE + HE
19.20.060		PNx2, MN, CC	BSP-Large Scale, Final	Type 4	\$1200 + \$100/lot
WIRELESS COMMUNICATION FACILITY					
21.08.110	New fee		Administrative use <60' Wireless facility	Type 2	\$250

21.08.110	New Fee		Conditional use >60' Wireless facility, residential zone, unscreened tower	Type 3	\$1,000 + HE
ENVIRONMENTAL PERMITS					
16.16.035			Floodplain Development Permit		
	moved from building to land use, no change		Without a structure	Type 1	300
	Reduced from \$1000 to \$250 and direct cost added		With a structure		700
17.10.220	new fee	DC	Critical Areas Review of Application/Consultant Report	Type 2	\$250 + DC
17.10.215	new fee	DC	Reasonable Use Allowance for Streams/Wetlands/Slopes/Geohazards	Type 2	250
17.10.300	new fee	DC	Steep Slope Development Review	Type 2	\$250 + DC
		PN	Geological Hazard Area	Type 2	\$250 + DC
	lot # changed for short plats		SEPA Threshold Determination (SEPA)		
	no change		Subdividing: 0-9 lots		550
	no change		Subdividing: 10-20 lots		650
	no change		Subdividing: 21-50 lots		750
	no change		Subdividing: 51-100 lots		900
	no change		Subdividing: 101+ lots		1,100
	no change		Commercial/UC/ HOD zoning, commercial building permits, MF in any zone		
	no change		0-2 acres		550
	no change		3-10 acres		700
	no change		11-20 acres		850
	no change		>20 acres		1,100
	no change		Industrial Economic Development Zoning		
	no change		0-2 acres		550
	no change		3-10 acres		800
	no change		11-20 acres		1,000

	no change		>20 acres			1,200	
	no change		Threshold Determination for all actions not specifically listed			550	
			Shoreline Substantial Development Permit				
	no change		Project Value: Minimum -\$10,000	Type 2		500	
	no change		Project Value: \$10,000-50,000	Type 2		750	
	no change		Project Value: \$50,001-250,000	Type 2		1,500	
	no change		Project Value: \$250,001-\$1,000,000	Type 2		2,500	
	no change		Project Value: More than \$1,000,000	Type 2		\$3000 + 1% of project value	
	no change		Permit Exempt letter, Shoreline	Type 1		200	
	no change	HE	Conditional Use, Shoreline plus Substantial development permit fee	Type 3		938 + HE	
	no change		Variance, Shoreline plus Substantial development permit fee	Type 3		\$882 + HE	
	no change		Pre-substantial review	Type 1		225	
	no change		Shoreline Permit Amendment	Type 2		80% of permit fee being amended	
			USE PERMITS				
2.26.010, 21.04	no change	HE, DC	Conditional Use Permit (non-shoreline) includes site plan review	Type 3		\$1,000 + HE	
21.04.020 B	no change	HE, DC	Non-Conforming Use/Expansion			1000 + HE + DC	
			COMPREHENSIVE PLAN CHANGES				
21.1	was called "site specific rezone", included the HE which is not in code or statute, no change to base fee	DC	Map Change/Rezones	Type 4		\$1,000	

	removed HE from the fee schedule		Comprehensive Plan Amendment (may also require map change)	Type 4	\$1,000
	new fee	PB, DC, SEPA, PNx2+	Docketing Request	Type 1	\$250
	no change	PB, DC, SEPA, PNx2+	Zoning Code Amendment	Type 4	1000 + DC
	no change	PB, DC, SEPA, PNx2+	Annexation (also requires map change and may require comp plan amendment)	Type 4	
	no change		Election		\$1,500
	no change		Petition		\$1,000
	no change		Each Revised Petition application within 24 months of initial application		\$750
MISCELLANEOUS SERVICES AND CHARGES					
	This process could be simple and could be very complex. The fee is reduced from \$1000 to cover the simple applications while the complex applications costs recouped via 3rd party consultants	DC	Certificate of Concurrency to reserve capacity (Concurrency)	Type 1	\$250 + DC
16.108.040	new fee		Nonbinding concurrency determination (does not reserve capacity)	Type 1	\$250
	new fee	CC, PH, PN	Development Agreement/BSP Agreement (DA)	Type 4	\$1,000
	new fee		Code Interpretation		\$250
	new fee		Zoning Verification Letter		\$250
	added 50% credit if an application follows within 90 days		Pre-Application Meeting - 1 hour		\$400/ 1 hr with 50% credit for an application submitted within 90 days

			Pre-application - additional hour	150/hr
no change			Critical Areas Sign, each	\$35/sign
no change			Recording Fee	\$75 + direct cost
no change			Map Reproduction	actual cost
			If developer contacts city's contract consultant	DC
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	\$4350/peak hour trip
			Traffic Impact administration fee per dwelling unit	\$35 or 1% of fee, whichever is greater
			School Impact Fees check with school 360.793.9800	set by school district, currently 0
Notice Fees				
2014 fee was \$200 which often doesn't recoup the cost of publication			Public Notice Publication Fee and Posting (projects may require 1 or more noticing, fee is per each)	\$100/notice + \$100 retainer towards publication
	PN		Public Notice Mailing Label review (0-50 addresses)	\$50
	MN		Public Notice Mailing Label review (each additional over 50)	0.25
	NB		Public Notice Board	\$25/board
Definitions and Legend				
no change			HE = Hearing Examiner: Retainer + 15% Admin Fee + Actual Cost	\$1500 retainer
no change			CE = City Engineer Plan Review Fee: Base Fee (listed), + 15% Admin Fee, +Direct Cost	\$2500 retainer

	<p>Direct Cost, Consultant Review and Administrative fee (DC): The city may engage a consultant to review an application on behalf of the City (Geotech, Environment, Biologist, Planner, Engineer, Construction Inspector, etc.). The retainer or estimate is payable at the time of application to provide the initial funds that the city will use to pay the consultant for initial review of the application.</p> <p>The Consultant will keep records of time and cost and submit this accounting to the city on a monthly basis. The fee is based on the amount billed by the consultant through the city to the applicant. An administrative fee of 15% fee will be applied to the direct cost for handling consultant accounts. If the consultant review fee and administrative fee charges deplete the retainer to within 20% of the original fee collected, the city will inform the applicant that additional funds are needed to replenish the account to continue the consultant review process. The amount requested by the city for continued review will be the amount reasonably estimated to complete review of the application. The city shall submit monthly payment invoices to the applicant and the applicant shall make payment within four (4) weeks after the submittal of each approved invoice. If the applicant fails to submit the additional funds, review of the application will be suspended.</p> <p>If the applicant objects to all or any portion of any invoice, it shall so notify city of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion. Review of an application will be suspended during a fee dispute.</p> <p>If funds remain in the account once the consultant has completed review, the city will apply its administrative fee, reconcile the account and refund the remaining balance to the applicant.</p>	\$2500 retainer
	CC = City Council Decision/Public Hearing	
	PB = Planning Board Hearing	
	PN = Public Notice Fee and Posting; projects may require 1 or more noticing	

	Street Vacation Petition	\$1,000
This belongs in PW fees		
This belongs in Miscellaneous or Finance	Bond Release (Performance and Maintenance)	\$200
6.04.061 New Fee that belongs in Miscellaneous fees	Appeals to Civil violations of Title 6 (Animals) HE	Type 3 \$100 + HE

**CITY OF SULTAN
WASHINGTON
RESOLUTION NO. 14-11**

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

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

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

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

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

Section 1 The City Council hereby adopts as findings, the abover recitals and the content of the Agenda Item Cover Sheet for this matter, dated December 18, 2014..

Section 2. The attached document entitled "City of Sultan 2015 Fee Schedule" is hereby adopted by reference and the fees, fines, penalties, interest and charges for services not otherwise set by separate ordinance will be effective January 1, 2015.

PASSED AND ADOPTED this 18th day of December 2014.

Carolyn Eslick, Mayor

ATTEST:

Laura J. Koenig, City Clerk

~~2014~~2015^{*}
FEE SCHEDULE
 Approved Resolution 13-07

FEES CANNOT BE WAIVED EXCEPT BY COUNCIL APPROVAL

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GENERAL DEVELOPMENT LAND USE PERMIT FEES DEFINITIONS

DEFINITIONS

Standard Base Fee, City Staff Review (SF):

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

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

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Per Hour Fee, City Staff On-Site Inspection:

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

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

~~Base Fee, Consultant Review and/or In-House Plan Review:~~

~~If aThe city may engage a consultant is engaged to review an application on behalf of the City (Geotech, Environment, Biologist, Planner, Engineer, Construction Inspector, etc.), the "Base Fee" will be used to pay the consultant at the rate charged by the consultant. The Base Fee listed for that type of application will be required at the time the application is filed. The retainer or estimate is payable at the time of application to provide the initial funds that the city will use to pay the consultant for initial review of the application.~~

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

~~If the applicant fails to submit the additional funds, review of the application will be suspended.~~

~~If the applicant objects to all or any portion of any invoice, it shall so notify city of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion. Review of an application will be suspended during a fee dispute.~~

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

City Engineer Plan Review (CE)

Direct Cost, Consultant Review:

~~If the charges (Consultant and City Administrative Fee) deplete the Base Fee account to within 20% of the original Base Fee, the city will inform the applicant that additional funds referred to as "Direct Cost" are needed to replenish the account to continue the consultant review process. If the applicant fails to submit the additional funds, review of the application will be suspended. The amount requested by the city for "Direct Cost" will be the amount reasonably estimated to complete review of the application. If "Direct Cost" funds remain in the account once the consultant has completed review, the city will determine its administrative fee, reconcile the account and refund the remaining balance to the applicant.~~

City Administrative Fee:

~~The City Administrative fee is a 15% fee for handling consultant accounts (Base Fee and Direct Cost). The "Administrative Fee" is based on the amount billed by the consultant through the city to the applicant. Certain project types require the use of the City Engineer or equivalent to review the project. The fee for the City Engineer is a flat fee added to the permit fee if the review is conducted by an appointed City Engineer or passed through to the applicant under the same process as other Direct Costs if a consultant is used. An administrative fee of 15% fee will be applied to the direct cost for use of a consulting City Engineer.~~

Hearing Examiner (HE)

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

- ~~✓ The city shall submit monthly payment invoices to the applicant after such services have been performed, and the applicant shall make payment within four (4) weeks after the submittal of each approved invoice.~~
- ~~✓ If the applicant objects to all or any portion of any invoice, it shall so notify city of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.~~

LAND USE PERMIT FEES

3rd Party Review

CE: City Engineer (fee if staff is used; otherwise direct cost applies)	--\$2500 or \$2500 retainer
DC: Direct Cost, Consultant Review and Administrative fee	\$2500 retainer
HE: Hearing Examiner Public Hearing	\$1,500.00 retainer
If Developer Contacts City Contract Consultant	15% administration fee + DC

Variances and Special Permission

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

Site Plan Review

Apartment/Multi-Family Development	\$1,500.00 + \$100.00 per unit
Condominium Town Home	\$1,500.00 + \$200.00 per lot
Mobile Home Park	\$1,500.00 + \$100.00 per lot

Model Homes in Approved Preliminary Plats \$300.00 per Unit + \$100.00 per subdivision

Site Plan Review without another land use approval	\$250
<small>Lot Averaging, Special Residential Uses, Manufactured Homes, Non Residential Uses, Drive Thrus, Split Use, RV Parks, Parking Standards, Infill</small>	
Site Plan/Landscaping/Inspection/ Re-Inspections	\$105.00 per inspection

Hearing Examiner Appeals

Administrative Appeal to Hearing Examiner	\$2,000.00 base fee + administrative fee 500 + HE
Appeals of Type 3 and 4 decisions (to superior court)	\$500 + DC
Appeal of Impact Fees (a second appeal requires the HE fee)	\$250
Hearing Examiner Public Hearing	\$1,500.00 base fee + administrative fee [†]
Hearing Examiner Reconsideration	\$1,500.00 base fee + administrative fee 150 + HE

Impact Fees:

Park Impact Fees	\$3,175.00 per dwelling unit
Park Impact Administrative Fee	\$35.00 each unit
School Impact Fees May be required by the School District at building permit application, check with school 360.793.9800	
Traffic Impact Fees	\$5,272,350.00 per peak hour trip
Traffic Impact Administration Fee	\$35.00 or 1% of the fee whichever is greater

Land Division Processes: Lot Creation and Consolidation

Boundary Line Adjustment (BLA)	\$700.00
Binding Site Plan	
Preliminary	\$2,400.00 + \$100.00 unit/lot (SF)
Final	\$1,200.00 + \$100.00 unit/lot (SF)
Boundary Line Adjustment (BLA)	\$700.00 (SF)
City Engineer Plan Review Fee (Subdivision/Binding Site Plan)	\$2,500.00 base fee
Construction Inspection, Outside Consultant	\$2,500.00 base fee + administrative fee

Planned Unit Development (PUD) (Administrative provisions relating to PUD's have been repealed by Ordinance 1077-10, these fees apply only to existing valid PUD applications).

[†]-50% of Hearing Examiner Fees to be returned if Hearing Examiner finds for appellant upon reconsideration

Amendment.....	\$500.00 + \$10.00 per swelling unit (SF)
Master Plan.....	\$2,000.00 + \$10.00 per dwelling unit (SF)
Preliminary PUD	
Residential.....	\$1,500.00 + \$20.00 per dwelling unit (SF)
Commercial.....	\$1,500.00 (SF)
Administrative Review.....	\$500.00 (SF)
Major Modification.....	\$2,400.00 + \$100.00 per unit/lot (SF)
Minor Modification.....	\$250.00 (SF)
Final PUD	
Residential.....	\$570.00 + \$10.00 per lot (SF)
Commercial.....	\$750.00 (SF)

Short Plat Subdivision – (Four Nine (49) or fewer lots/units 2-9 lots)

Preliminary.....	\$1,200.00 + \$100.00 unit/lot + <u>CE</u> (SF)	Fi
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Long Plat Subdivision (five 10+ lots)(5) or more units or lots)

Preliminary.....	\$2,400.00 + \$100.00 unit/lot + <u>CE</u> (SF)	Fi
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Binding Site Plan, Small Scale (2-9 lots)

Preliminary	\$1,200.00 + \$100.00 unit/lot + CE
Final	\$600.00 + \$100.00 unit/lot

Binding Site Plan, Large-Scale

Preliminary	\$2,400.00 + \$100.00 unit/lot + CE
Final	\$1,200.00 + \$100.00 unit/lot

Wireless Communication Facility

Administrative use <60' Wireless facility	\$250
Conditional use >60' Wireless facility, residential zone, unscreened tower	\$1,000 + HE

Model Homes

In Approved Preliminary Plats.....	\$300.00 per Unit + \$100.00 per subdivision
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Other Land Use Fees Comprehensive Plan Changes

Administrative Variance	\$500.00 (SF)
Annexation	
Election	\$1,500.00
Petition	\$1,000.00
Each Revised Petition Application submitted within 24 months of initial application	
.....\$ \$750.00(SF)	
Apartment/Multi Family Development	\$1,500.00 + \$100.00 per unit
Bond Release (Performance and Maintenance)	\$200.00 (SF)
Comprehensive Plan Amendment (may also require a map change)	\$1,000.00 + hearing examiner + direct cost HE + D
Comp Plan Docket Request	
\$250(SF)	
Concurrency Determination (transportation, parks, water and sewer)	\$1,000.00 + direct cost
Conditional Use Application	\$1,000.00 + hearing examiner + direct cost (SF)
Condominium Town Home	\$1,500.00 + \$200.00 per lot (SF)
Critical Area Process:	
Critical Area: Review of Application/Consultant Report	\$1,000.00 (SF)
Critical Area Signs (Each)	\$35.00 (SF)
Land Use Address Mailing Review - First 50	\$50.00 (SF)
51+	\$.25 each additional (SF)
Map Reproduction	direct cost (SF)
Mobile Home Park	\$1,500.00 + \$100.00 per lot (SF)
Non-Conforming Use/Expansion	\$1,000.00 + hearing examiner + direct cost (SF)
Pre-Application Process:	
Pre-Application Conference - 1 st Hour	\$400.00 (SF)
Pre-Application Conference Additional Hours	\$150.00 (SF)
Public Notice Fee and Posting	\$200.00 (SF)
Public Notice Land Use Sign - Each	\$25.00 (SF)
Recording Fee	\$75.00 + direct cost (SF)
Rezoning	\$1,000.00 + direct cost (SF)
Site Plan/Landscaping/Inspection	\$105.00 per inspection (SF)
Site Improvements/Re-Inspections	\$105.00 per inspection (SF)
Street Vacation Petition	\$1,000.00 (SF)
Variance Application	\$1,000.00 ea + hearing examiner fees + direct cost (SF)
Vegetation Removal Permit	\$100.00 (SF)
Zoning Code Amendments	\$1,000.00 + direct cost (SF)
Map Changes/Rezoning	\$1,000.00 + DC
Zoning Code Amendments	\$1,000.00 + DC

Use Permits

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

SHORELINE MASTER PROGRAM

Shoreline Substantial Development Permits	
\$2,500 to \$10,000 Valuation	\$500.00 (SF)
\$10,001 to \$50,000	\$750.00 (SF)
\$50,001 to \$250,000	\$1,500.00 (SF)
\$250,001 to \$1,000,000	\$2,500.00 (SF)
Over \$1,000,000 (plus .1% of projected value)	\$3,000.00 + 1% (SF)
For Variance, Add	\$882.00 (SF)
For Conditional Use Permit, Add	\$938.00 (SF)
Pre-Substantial Review	\$225.00 (SF)

Shoreline Exemptions.....	\$200.00 (SF)
Permit Amendment is 80% of the fee under this schedule	

STATE ENVIRONMENTAL POLICY ACT (SEPA) Environmental Permits

Critical Area Review of Application/Consultant Report	\$250 + DC
Flood Hazard Area Development Permit	
Without a Structure	\$300.00
With a Structure	\$750.00
Geological Hazard Area Development Review	\$250 + DC
Reasonable Use Allowance for Streams/Wetlands/Slopes/Geohazard	\$250
Steep Slope Development Review	\$250 + DC
Vegetation Removal Permit	\$100.00

EIS Review.....	\$10,000.00 (SF)
<u>SEPA Fee Schedule - Development Threshold Determinations</u>	
Short Subdivisions	
0 to 4 Lots.....	\$550.00
Subdivisions	
0 to 20 Lots.....	\$650.00
21 to 50 Lots.....	\$750.00
51 to 100 Lots.....	\$900.00
Greater than 100 Lots.....	\$1,100.00
Commercial Urban Center and Highway Oriented Development Zoning or Commercial Building Permits and Multiple Family Construction in any zone	
0 to 2 Acres.....	\$550.00 (SF)
3 to 10 Acres.....	\$700.00 (SF)
11 to 20 Acres.....	\$850.00 (SF)
Greater than 20 Acres.....	\$1,100.00 (SF)
Industrial Economic Development Zoning	
0 to 2 Acres.....	\$550.00 (SF)
3 to 10 Acres.....	\$800.00 (SF)
11 to 20 Acres.....	\$1,000.00 (SF)
Greater than 20 Acres.....	\$1,200.00 (SF)
Threshold Determinations for all Other Project Actions not specifically listed.....	\$550.00 (SF)
SEPA--EIS Review	\$500 + DC

<u>Shoreline Substantial Development Permits</u>	
\$2,500 to \$10,000 Valuation	\$500.00
\$10,001 to \$50,000	\$750.00
\$50,001 to \$250,000	\$1,500.00
\$250,001 to \$1,000,000	\$2,500.00
Over \$1,000,000 (plus .1% of projected value)	\$3,000.00 + 1%
For Conditional Use Permit, Add	\$938.00 + HE
For Variance, Add	\$882.00 + HE
Pre-Substantial Review	\$225.00
Shoreline Exemptions	\$200.00
Shoreline Substantial Development Permit Amendment	80% of the fee under this schedule

If Developer Contacts City Contract Consultant 15% administration fee + direct cost

<u>Miscellaneous</u>	
Critical Area Signs (Each)	\$35.00

Code Interpretation	\$250
Concurrency Determination	
To reserve capacity (transportation, parks, water and sewer)	\$250 + DC
Non-binding concurrency determination (does not reserve capacity)	\$250
Development Agreement	\$1000
Land Use Address Mailing Review – First 50	\$50.00
51+	\$.25 each additional
Map Reproduction	DC
Pre-Application Process: (50% fee credited for an application submitted within 90 days of pre-app)	
Pre-Application Conference– 1 st Hour	\$400.00
Pre-Application Conference Additional Hours	\$150.00
Public Notice Fee and Posting	\$100/notice + \$100/retainer towards publication + DC of publication
Public Notice Land Use Sign - Each	\$25.00
Recording Fee	\$75.00 + DC
Zoning Verification Letter	\$250

BUILDING PERMIT FEES

WORK BEGUN OR COMPLETED BEFORE PERMIT ISSUANCE

Permit Fees Double

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

Table 1-A Building Permit Fees

Valuation in dollars	Fee in dollars
0 to \$1,000	\$48.00
\$1,001 to \$2,000	\$48.00 for the first 1,000 plus \$3.45 for each additional 100 or fraction thereof
\$2,001 to \$25,000	\$82.50 for the first \$2,000 plus \$15.40 for each additional 1,000 or fraction thereof
\$25,001 to \$50,000	\$436.70 for the first \$25,000 plus \$11.10 for each additional \$1,000 or fraction thereof to and including \$50,000
\$50,001 to \$100,000	\$714.20 for the first \$50,000 plus \$7.70 for each additional \$1,000 or fraction thereof to and including \$100,000
\$100,001 to \$500,000	\$1,099.20 for the first \$100,000 plus \$6.15 for each additional \$1,000 or fraction thereof to and including \$500,000
\$500,001 to \$1,000,000	\$3,559.20 for the first \$500,000 plus \$5.25 for each additional \$1,000 or fraction thereof to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,184.20 for the first \$1,000,000 plus \$3.40 for each additional \$1,000 or fraction thereof to and including \$5,000,000
\$5,000,001 and up	\$19,784.20 for the first \$5,000,000 plus \$2.65 for each additional \$1,000 or fraction thereof

Plan Review and Permit Processing Fees

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

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

Other Fees

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

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

Mechanical

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

Plumbing

Additional Plan Review Fees.....	\$50.00
Alteration/Repair Piping.....	\$15.60
Backflow Assembly.....	\$26.00
Base Plumbing Fee.....	\$31.25
Bath/Shower Combo.....	\$15.60
Building Main Waste.....	\$25.00
Clothes Washer.....	\$15.60

Dishwasher.....	\$15.60
Drinking Fountain.....	\$15.60
Floor Drains.....	\$15.60
Grease Interceptor.....	\$100.00
Grease Trap.....	\$25.00
Hose Bibbs.....	\$15.60
Icemaker/Refrigeration.....	\$15.60

Plumbing (Continued)

Kitchen Sink & Disposal.....	\$15.60
Laundry Tray.....	\$15.60
Lavatory.....	\$15.60
Medical Gas Piping < 5 inlets/outlets.....	\$60.00
Medical Gas Piping > 5 inlets/outlets.....	\$5.00
Miscellaneous Appliance (no other fee in schedule).....	\$20.85
<u>Plan Review Fee with no plans</u>	<u>\$31.25</u>
Pre-Treatment Interceptor.....	\$15.60
Re-Inspection Fee (All).....	\$105.00
Roof Drains.....	\$15.60
Shower (only).....	\$15.60
Sink (bar, service, etc.).....	\$15.60
Supplemental Permit Fee.....	\$15.60
Toilets.....	\$15.60
Urinal.....	\$15.60
Water Heater.....	\$15.60

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

Other Inspections and Fees:

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

MISCELLANEOUS BUILDING PERMITS

Demolition Permit

Garage/Shed.....	\$2050.00
Single Family Residence.....	\$100150.00
Multi-family/Commercial.....	\$200250.00

Fence Permit\$15.00

Fire Alarm Systems (IFC Section 907)

- Comprehensive Fees for permit, review and inspection
- Existing System**
- Tenant Improvement or System Modification

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

Fire Alarm Systems (IFC Section 907) (Continued)

New System

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

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

FACP and/or Transmitter

Number of Devices (see footnote 1)	
Replace.....	\$125.00
New.....	\$200.00

Fire Marshall

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

Fire Sprinkler Systems Table E (IFC Section 903)

Tenant Improvement or System Modification Commercial

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

New System - Commercial

Number of Sprinklers or Devices (see footnote 2)	
1 – 100.....	\$375.00
101 – 200.....	\$475.00
201 – 300.....	\$600.00
>300.....	\$625.00 + \$50.00 per 100 additional devices

New System - Residential

Number of Sprinklers	
1 – 10.....	\$175.00
11 – 25.....	\$225.00

² Note: All Central Station Monitoring must be UL or FM listed. Notification Appliances, Flow Switches, Supervisory Switches, Magnetic Door Hold-Open devices, Remote Annunciators, Pull Stations, Beam Detectors (each is one device) and other such devices.

³ Devices include separate individual portions of a Fire Sprinkler System such as sprinklers, risers, valves and earthquake bracing but not including hangers.

26 +\$275.00
 *Non-required NFPA 13-D Systems Fee is 50% of the listed fees for voluntary installations.

Hood Suppression System

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

Fireworks Stand

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

Flood

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

Roofing

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

Sign Confiscation in Public Right-of-Way

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

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

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

Flood Hazard Area Development Permit

~~Without a Structure.....\$300.00~~
~~With a Structure.....\$750.00~~

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

Note: *Separate Sprinkler Permit Required*

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

Standpipe Systems (IFC Section 905)

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

Placement Mobile/Modular Placement

Commercial Industrial or Residential Development

Temporary Permit Deposit for Mobile.....\$500.00 (refundable with conditions - Ord. 617)
 Temporary Permit.....\$125.00
 Deposit (SMC 15.14.050).....\$1,000.00 + direct cost
 (Refundable if Mobile removed within one year)
 Temporary Permit (SMC 15.14.060).....\$125.00

Renewal Fee.....	\$125.00
Permanent Placement Permit.....	\$500.00
Title Elimination - Each.....	\$50.00

Tenant Improvement

New Commercial and/or Commercial Tenant Improvement

Change of Use Certificate of Occupancy

< 2,000 sq. ft.....	\$100 <u>200</u> .00
≥ 2,000 sq. ft.....	\$200 <u>300</u> .00

SPECIAL BUILDING INSPECTION FEES + CALCULATED REVIEW FEE

- A. A minimum investigation fee equal to the required permit fee shall be charged pursuant to the IBC.
- B. All FHA/VA and pre-move inspection within the City limits shall be \$100140.00. An additional fee of \$.040 cents per mile shall be charged for inspections outside corporate limits.
- C. A Re-Inspection Fee of \$100140.00 shall be charged under provisions of the IBC Section 305.

CIVIL PENALTIES / LAND USE ENFORCEMENT

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

PUBLIC WORKS FEES

WORK BEGUN OR COMPLETED BEFORE PERMIT ISSUANCE

Permit Fees Double

Cross Connection/Backflow Inspections and Certifications

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

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

Driveway Permit Fee within Right of Way

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

Engineering Site Plan Review (Preliminary plat submittals)

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

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

Grading Plan Review Fees

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

Other Fees

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

Grading Permit Fees

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

Application Fee.....	\$100.00
50 cubic yards or less.....	\$189.00
51 to 1,000 cubic yards.....	\$300.00
1,001 to 10,000 cubic yards.....	\$300.00 for the first 1,000 cubic yards plus \$50.00 for each additional 1,000 cubic yards or fraction thereof
10,001 <u>to 100,000</u> cubic yards or more	\$730.00 for the first 10,000 cubic yards plus \$88.00 for each additional 10,000 cubic yards or fraction thereof
1000,001 or more.....	\$929.00 for the first 100,000 cubic yards plus \$35.00 for each additional 10,000 cubic yards or fraction thereof

Other Grading Inspections and Fees

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

Major Utility Construction

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

Other Major Utility & Construction of Existing Utilities

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

Right of Way Permit

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

Sanitary Sewer Extension

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

Street Vacation Petition \$1,000.00

Stormwater

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

Water

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

Water Fees – Miscellaneous

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

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

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

Inspection Fee – Regular Business Hours - Each Occurrence.....	\$105.00
Inspection Fee – After Business Hours - Each Occurrence.....	\$180.00
Per 1,000 gallons.....	\$50.00

Deposit for Backflow Device.....\$100.00

Water Service Disconnect/Re-Connect

After Hours Reconnection for Accounts Disconnected for Non Payment (after 4 pm).....\$100.00

Emergency

 during regular business hours.....Free

 after regular business hours.....\$25.00

Lock Replacement (labor charge doubles after 4pm).....\$150.00 equipment + \$50.00 labor

Meter Installation (labor charge doubles after 4pm).....\$50.00

Meter Replacement (labor charge doubles after 4pm).....\$400.00 equipment + \$50.00 labor

Non-Payment Disconnect/Re-Connect Fee.....\$50.00

Request Disconnection/Re-Connect

 Regular Business Hours for repairs or vacancy (8 am to 4 pm) – each occurrence.....\$50.00

 After Regular Business Hours for repairs or vacancy (after 4 pm) – each occurrence.....\$100.00

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

Water and Sewer Connection Fees

Water Connection Fee <u>Installation Cost</u>	\$3,694.00
Sewer Connection Fee.....	\$12,895.00

Sewer Special Assessment

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

Cemetery Fees

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

Ash and Infant lot.....	\$904.80
Ash Burial on Existing Lot.....	\$760.50
Burial lot (Full & Junior).....	\$1,509.30
Endowment Care (applies to all lots in the cemetery including columbarium spaces).....	\$350 <u>500</u> .00
Liner (Full).....	\$525.00
Liner (Junior/Infant).....	\$300.00
Liner (Ash).....	\$180.00
Niche Wall Purchase.....	\$520.00
Niche Wall Open/Close.....	\$130.00
Niche Wall Shutter Setting Fee.....	\$65.00
Open/Close of grave (Full/Junior).....	\$1,107.60
Open/Close of grave (Ash/Infant).....	\$703.95
Saturday Services (Full/Junior).....	\$1,407.90
Saturday Services (Ash/Infant).....	\$926.25
Sunday/Holiday Services (Full/Junior).....	\$1,850.55
Sunday/Holiday Services (Ash/Infant).....	\$1,277.25

SETTING HEADSTONES

By City Staff

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

By Others – Must have proof of insurance

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

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

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

Administrative Fee on Services.....15%

MISCELLANEOUS FEES

Animal Control

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

(All License Fees are Per Animal)

SMC 6.04.100 Fees:

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

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

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

Impound Fees

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

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

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

Parking Violations

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

Other Municipal On-Line Services

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

Business License.....	\$25.00
Comprehensive Plan - Land Use - Each.....	\$75.00
Comprehensive Plan - Land Use – CD – Each.....	\$35.00

Other Municipal On-Line Services (Continued)

Comprehensive Plan - Land Use Updates.....	direct cost
Copies of Records – Per Page.....	\$.15
Copies of Records (Other).....	direct cost
Engineering Water/Sewer Design Standards.....	\$50.00
CD - Each.....	\$5.00
Fax (per page).....	\$1.00
Fee Schedule.....	\$5.00
Municipal Code Book – Each Hard Copy.....	\$60.00
Municipal Code CD.....	\$5.00
Notary Service Fees – Per Document.....	\$10.00
NSF Charge.....	\$35.00
Passports	
Passport Fee – Per Application - Adult (set by US Department of State Homeland Security).....	\$110.00
Passport Fee – Per Application – Child (set by US Department of State Homeland Security).....	\$80.00
Passport Card – Per Application – Adult (set by US Department of State Homeland Security).....	\$30.00
Passport Card – Per Application – Child (set by US Department of State Homeland Security).....	\$15.00
Passport Acceptance Fee – Per Application (set by US Department of State Homeland Security).....	\$25.00
Passport Photo Fee (2 pictures).....	\$10.00
Maps – Per Page.....	direct cost
Map Reproduction.....	direct cost
Road Design Standards - Each.....	\$5.00
Secondary Billing Fee.....	\$10.00
Sultan Lapel Pins.....	\$3.00
Utility Billing Landlord fee.....	\$10.00
Water/Sewer/Stormwater Plan - Each.....	\$75.00
CD - Each.....	\$5.00
Maps - Each.....	\$5.00
Zoning Map (11 x 17).....	\$5.00
Zoning Map (24 x 36).....	\$15.00

PARK & FACILITY USE FEES

ALL FACILITY RENTALS REQUIRE A \$100.00 DAMAGE DEPOSIT

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

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

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

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

RIVER PARK PAVILION:

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

REESE PARK, SPORTSMAN'S PARK & OSPREY PARK:

Reserved Shelter/Basketball Court:

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

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

ALL FIELDS:

Administrative Fees

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

Field Use Fees

Softball/Baseball

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

Soccer

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

Tournament Policy Fees

Reservation Fee.....\$100.00

Field Use Fees

Softball/Baseball

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

Soccer

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

COMMUNITY ROOM - Requires Additional \$10.00 key deposit

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

ORDINANCES

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

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

DATE: December 18, 2014

ITEM NO: A – 3

SUBJECT: Everett Intertie Flow Control Valve Improvements
Purchase of Materials

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

ISSUE:

The issue before the council is to authorize the expenditure to purchase materials necessary for staff to construct the Everett Intertie Flow Control Valve Improvements at the Water Treatment Plant.

STAFF RECOMMENDATION:

Authorize the purchase of the materials from Ferguson Waterworks for an amount not to exceed \$8,063.98 plus sales tax and freight charges.

ALTERNATIVES:

1. Authorize the expenditure with Ferguson Waterworks in the amount not to exceed \$8,063.98 plus sales tax and freight charges to complete the improvements recommended by RH2 to meet pressure requirements in the water system.
2. Do not approve the expenditure and direct staff to areas of concern.

SUMMARY:

The City of Sultan contracted with RH2 Engineering on November 22, 2013 to evaluate improvements necessary to allow the existing Everett intertie to open automatically in the event that the existing 632 Zone Booster Pump Station (BPS) cannot provide adequate pressures to the system.

RH2 then prepared construction drawings with an itemized materials list to aid the City in obtaining quotes from suppliers.

The City requested written quotes from three companies. The quotes do not include freight charges or sales tax.

Company	Quote
Ferguson Waterworks	\$8,063.98
H.B. Jaeger	\$8,408.40
HD Supply Waterworks	\$8,944.05

FISCAL IMPACT:

The 2015 budget Capital Budget included this project with an estimated total expenditure of \$40,000. The materials element of the project was estimated to be \$29,500, so there is adequate budget available for this purchase.

RECOMMENDED ACTION:

Authorize the purchase of the materials from Ferguson Waterworks for an amount not to exceed \$8,063.98 plus sales tax and freight charges.

ATTACHMENTS:

Attachement A Bid Documents

City of Sultan



City of Sultan
Bid Document
Everett Intertie Flow Control Valve Improvements
November 13, 2014

Description	Quantity	Price/Unit	Total Price
12" X 8" Reducer (FL X FL)	2	696.65	1,391.30
3/4" Hose Bib Assembly	1	5.85	5.85
4" Pressure Gauge (0-200 PSI) C/W Gage Cock	2	74.95	149.90
8" Cla-Val 90G-01BDVY Pressure Reducing Check Valve w/ adjustable pipe support. DI Body, Bronze trim, 150# flanged. WX101 position indicator	1	4,495.85	4,495.85
Tie Rod Lugs	4	41.65	166.60
12" Romac 501 ST to DI Transition Coupling or Comparable	1	255.65	255.65
8" Steel Spool (FL X FL) 2'-2" in length	1	585.65	585.65
8" Steel Spool (FL X PE) 1'-4" in length w/Shackle Rods and FCA	1	675.65	675.65
8" Steel Spool (FL X FL) approx 3'-0" in Length	1	645.65	645.65
8" Steel Spool (FL X PE) Approx 1'-8" in length	1	360.65	360.65
8" Flanged Coupling Adapter	1	155.65	155.65
3" Blind Flange	1	55.65	55.65
TOTALS			8,944.05

City of Sultan
PO Box 1199
Sultan, WA 98294
Contact: Mike Williams
Cell # 425.508.9120
email: mike.williams@ci.sultan.wa.us

Company Name: HD Supply Waterworks
Contact Person: Brod Hammar
Contact Information: 6511 NE 192nd PL
Kenmore, WA 98028
Brod. Hammar @ HDsupply.com
425.766.3311

City of Sultan



City of Sultan
 Bid Document
 Everett Intertie Flow Control Valve Improvements
 November 13, 2014

Description	Quantity	Price/Unit	Total Price
12" X 8" Reducer (FL X FL)	2	299.50	599.00
3/4" Hose Bib Assembly	1	3.64	3.64
4" Pressure Gauge (0-200 PSI) C/W Gage Cock	2	36.00	72.00
8" Cla-Val 90G-01BDVY Pressure Reducing Check Valve w/ adjustable pipe support. DI Body, Bronze trim, 150# flanged. WX101 position indicator	1	4737.50	4737.50
Tie Rod Lugs	4	5.00	20.00
12" Romac 501 ST to DI Transition Coupling or Comparable	1	398.13	398.13
8" Steel Spool (FL X FL) 2'-2" in length	1	577.64	577.64
8" Steel Spool (FL X PE) 1'-4" in length w/Shackle Rods and FCA	1	361.17	361.17
8" Steel Spool (FL X FL) approx 3'-0" in Length	1	630.58	630.58
8" Steel Spool (FL X PE) Approx 1'-8" in length	1	361.17	361.17
8" Flanged Coupling Adapter	1	281.15	281.15
3" Blind Flange	1	22.00	22.00
TOTALS			8063.98

City of Sultan
 PO Box 1199
 Sultan, WA 98294
 Contact: Mike Williams
 Cell # 425.508.9120
 email: mike.williams@ci.sultan.wa.us

Company Name: Funkhouser Waterworks
 Contact Person: Tom Roselli
 Contact Information: 253-283-5483
Fax 253-531-9909

Please note that all plain ends are quoted non-restrained

Notes, please read carefully:

Steel pipe will be AWWA C-200, 8 5/8" OD & standard wall---Fabrication will be per AWWA C-208 with ASTM A-105, 150# flat faced carbon steel flanges with a maximum design pressure of 275 PSI---welding will be per ASME section IX & AWS D1.1 per AWWA C-200 paragraph 4.11.3.1. by welders with current & valid certifications---the testing of the shop welds covered by this quote is limited to a dye penetrate test performed by our in-house quality control department, who are not CWI ---this material is quoted fusion epoxy lined & coated per the manufactures' recommendations & AWWA C-213 with Scotchkote # 206-N, (light green) NSF approved, 12 mils DFT minimum, NO maximum

This material is quoted using standard AWWA specifications, and our standard certified shop welding procedures

This quote excludes all project specifications, taxes, is FOB Olivehurst, with all freight paid for by the customer.

This quote specifically excludes the hiring of, or paying for, an independent testing laboratory.

This quote is valid for 30 days due to the fluctuation in material pricing & availability. Orders not placed into production within 30 days will be subject to pricing in effect at the time of release.

Materials are quoted as import

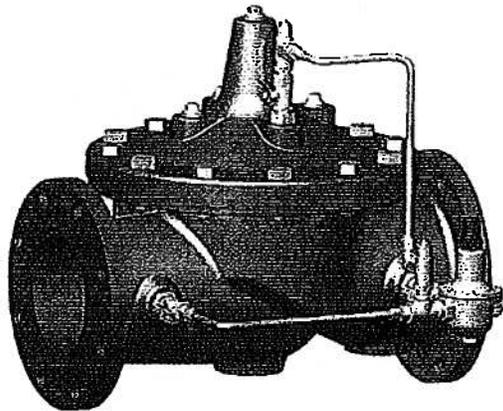
Sincerely,
U.S. Pipe Fabrication

Ric Cameron, Estimator



90-01
 (Full Internal Port)
 —MODEL—
690-01
 (Reduced Internal Port)

Pressure Reducing Valve



- Sensitive and Accurate Pressure Control
- Easy Adjustment and Maintenance
- Tamper Resistant
- Optional Check Feature
- Fully Supported Frictionless Diaphragm

The Cla-Val Model 90-01/690-01 Pressure Reducing Valve automatically reduces a higher inlet pressure to a steady lower downstream pressure, regardless of changing flow rate and/or varying inlet pressure. This valve is an accurate, pilot-operated regulator capable of holding downstream pressure to a pre-determined limit. When downstream pressure exceeds the pressure setting of the control pilot, the main valve and pilot valve close drip-tight.

If a check feature is added, and a pressure reversal occurs, the downstream pressure is admitted in the main valve cover chamber, closing the valve to prevent return flow.

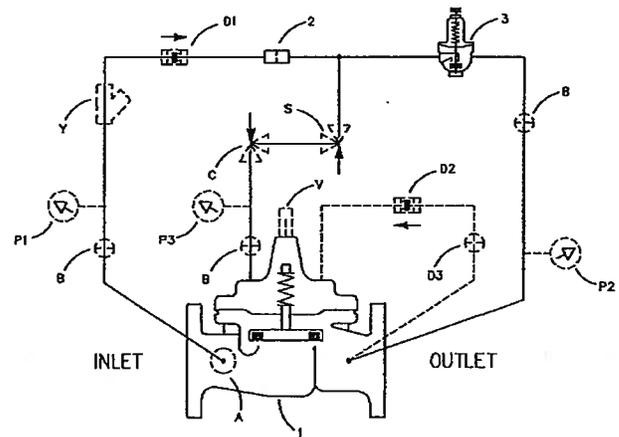
Schematic Diagram

Item	Description
1	Hytrol (Main Valve)
2	X58 Restriction Fitting
3	CRD Pressure Reducing Control

Optional Features

Item	Description
A	X46A Flow Clean Strainer
B	CK2 (Isolation Valve)
C	CV Flow Control (Closing)*
D	Check Valves with Isolation Valve
P	X141 Pressure Gauge
S	CV Flow Control (Opening)
V	X101 Valve Position Indicator
Y	X43 "Y" Strainer

*The closing speed control (optional) on this valve should always be open at least three (3) turns off its seat.

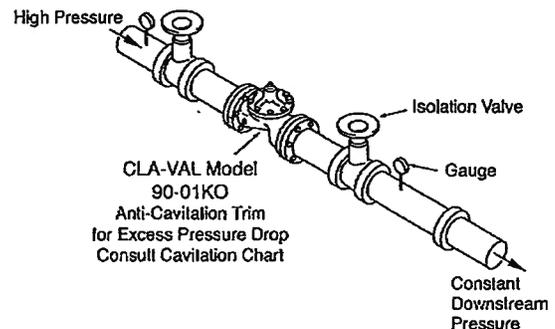
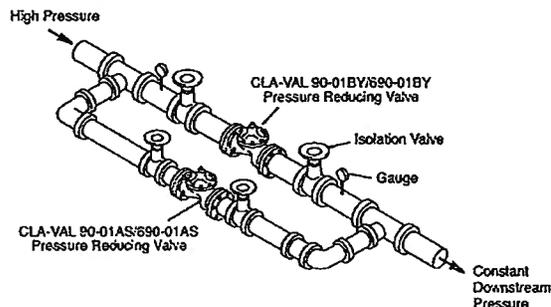


Typical Applications

Typical applications include pressure reducing valve station using Model 90-01BY/690-01BY and Model 90-01AS/690-01AS in parallel to handle wide range of flow rates. Larger Model 90-01BY/690-01BY valve meets requirements of peak loads and smaller Model 90-01AS/690-01AS handles low flows.

Cla-Val Model 90-01KO/690-01KO Pressure Reducing Valve with Anti-Cavitation Trim provides for optimum downstream pressure control while reducing noise and eliminating damage associated with cavitation.

See Cavitation Guide to determine if the valve is a candidate for the KO Anti-Cavitation Trim.



Model 90-01 (Uses Basic Valve Model 100-01)

Pressure Ratings (Recommended Maximum Pressure - psi)

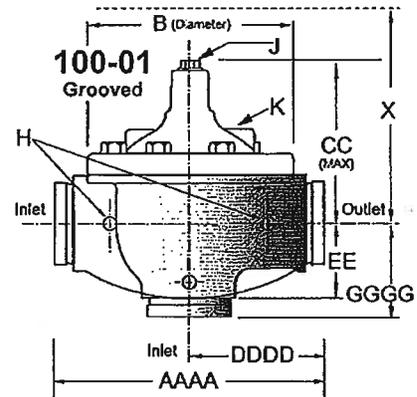
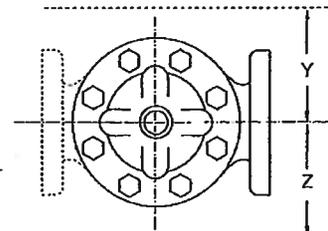
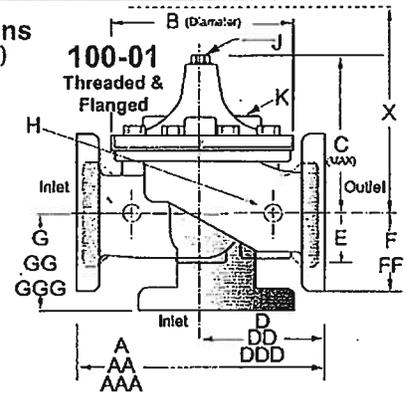
Valve Body & Cover		Pressure Class				
		Flanged		Grooved	Threaded	
Grade	Material	ANSI Standards*	150 Class	300 Class	300 Class	End‡ Details
ASTM A536	Ductile Iron	B16.42	250	400	400	400
ASTM A216-WCB	Cast Steel	B16.5	285	400	400	400
ASTM B62	Bronze	B16.24	225	400	400	400

Note: * ANSI standards are for flange dimensions only.
 † Flanged valves are available faced but not drilled.
 ‡ End Details machined to ANSI B2.1 specifications.
 Valves for higher pressure are available; consult factory for details

Materials

Component	Standard Material Combinations		
Body & Cover	Ductile Iron	Cast Steel	Bronze
Available Sizes	1" - 36"	1" - 16"	1" - 16"
Disc Retainer & Diaphragm Washer	Cast Iron	Cast Steel	Bronze
Trim: Disc Guide, Seat & Cover Bearing	Bronze is Standard Stainless Steel is Optional		
Disc	Buna-N [®] Rubber		
Diaphragm	Nylon Reinforced Buna-N [®] Rubber		
Stem, Nut & Spring	Stainless Steel		
For material options not listed, consult factory. Cla-Val manufactures valves in more than 50 different alloys.			

Dimensions (In inches)



Model 90-01 Dimensions (In Inches)

Valve Size (Inches)	1	1 1/4	1 1/2	2	2 1/2	3	4	6	8	10	12	14	16	18	20	24	30	36
A Threaded	7.25	7.25	7.25	9.38	11.00	12.50	—	—	—	—	—	—	—	—	—	—	—	—
AA 150 ANSI	—	—	8.50	9.38	11.00	12.00	15.00	20.00	25.38	29.75	34.00	39.00	41.38	46.00	52.00	61.50	63.00	76.00
AAA 300 ANSI	—	—	9.00	10.00	11.62	13.25	15.62	21.00	26.38	31.12	35.50	40.50	43.50	47.64	53.62	63.24	64.50	76.00
AAAA Grooved End	—	—	8.50	9.00	11.00	12.50	15.00	20.00	25.38	—	—	—	—	—	—	—	—	—
B Dia.	5.62	5.62	5.62	6.62	8.00	9.12	11.50	15.75	20.00	23.62	28.00	32.75	35.50	41.50	45.00	53.16	56.00	66.00
C Max.	5.50	5.50	5.50	6.50	7.56	8.19	10.62	13.38	16.00	17.12	20.88	24.19	25.00	39.06	41.90	43.93	54.60	61.50
CC Max. Grooved End	—	—	4.75	5.75	6.88	7.25	9.31	12.12	14.62	—	—	—	—	—	—	—	—	—
D Threaded	3.25	3.25	3.25	4.75	5.50	6.25	—	—	—	—	—	—	—	—	—	—	—	—
DD 150 ANSI	—	—	4.00	4.75	5.50	6.00	7.50	10.00	12.69	14.88	17.00	19.50	20.81	—	—	—	—	—
DDD 300 ANSI	—	—	4.25	5.00	5.88	6.38	7.88	10.50	13.25	15.56	17.75	20.25	21.62	—	—	—	31.62	—
DDDD Grooved End	—	—	—	4.75	—	6.00	7.50	—	—	—	—	—	—	—	—	—	—	—
E	1.12	1.12	1.12	1.50	1.69	2.06	3.19	4.31	5.31	9.25	10.75	12.62	15.50	12.95	15.00	17.75	21.31	24.56
EE Grooved End	—	—	2.00	2.50	2.88	3.12	4.25	6.00	7.56	—	—	—	—	—	—	—	—	—
F 150 ANSI	—	—	2.50	3.00	3.50	3.75	4.50	5.50	6.75	8.00	9.50	10.50	11.75	15.00	16.50	19.25	22.50	25.60
FF 300 ANSI	—	—	3.06	3.25	3.75	4.13	5.00	6.25	7.50	8.75	10.25	11.50	12.75	15.00	16.50	19.25	24.00	25.60
G Threaded	1.88	1.88	1.88	3.25	4.00	4.50	—	—	—	—	—	—	—	—	—	—	—	—
GG 150 ANSI	—	—	4.00	3.25	4.00	4.00	5.00	6.00	8.00	8.62	13.75	14.88	15.69	—	—	22.06	—	—
GGG 300 ANSI	—	—	4.25	3.50	4.31	4.38	5.31	6.50	8.50	9.31	14.50	15.62	16.50	—	—	22.90	—	—
GGGG Grooved End	—	—	—	3.25	—	4.25	5.00	—	—	—	—	—	—	—	—	—	—	—
H NPT Body Tapping	.375	.375	.375	.375	.50	.50	.75	.75	1	1	1	1	1	1	1	1	1	2
J NPT Cover Center Plug	.25	.25	.25	.50	.50	.50	.75	.75	1	1	1.25	1.5	2	1.5	1.5	1.5	2	2
K NPT Cover Tapping	.375	.375	.375	.375	.50	.50	.75	.75	1	1	1	1	1	1	1	1	1	2
Stem Travel	0.4	0.4	0.4	0.6	0.7	0.8	1.1	1.7	2.3	2.8	3.4	4.0	4.5	5.1	5.63	6.75	7.5	8.5
Approx. Ship Wt. Lbs.	15	15	15	35	50	70	140	285	500	780	1165	1600	2265	2982	3900	6200	7703	11720
X Pilot System	11	11	11	13	14	15	17	29	31	33	36	40	40	43	47	68	79	85
Y Pilot System	9	9	9	9	10	11	12	20	22	24	26	29	30	32	34	39	40	45
Z Pilot System	9	9	9	9	10	11	12	20	22	24	26	29	30	32	34	39	42	47

Note: The top two flange holes on valve size 36 are threaded to 1 1/2"-6 UNC.

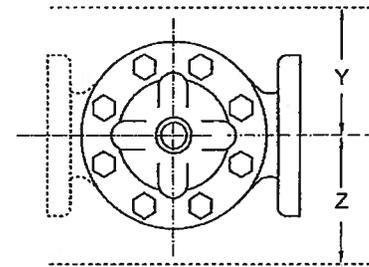
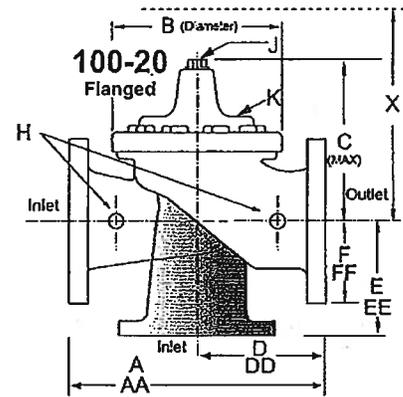
Model 690-01 (Uses Basic Valve Model 100-20)

**Dimensions
(In Inches)**

Pressure Ratings (Recommended Maximum Pressure - psi)

Valve Body & Cover		Pressure Class		
		Flanged		
Grade	Material	ANSI Standards*	150 Class	300 Class
ASTM A536	Ductile Iron	B16.42	250	400
ASTM A216-WCB	Cast Steel	B16.5	285	400
ASTM B62	Bronze	B16.24	225	400

Note: * ANSI standards are for flange dimensions only.
Flanged valves are available faced but not drilled.
Valves for higher pressure are available; consult factory for details



Materials

Component	Standard Material Combinations		
	Ductile Iron	Cast Steel	Bronze
Body & Cover	Ductile Iron	Cast Steel	Bronze
Available Sizes	3" - 48"	3" - 16"	3" - 16"
Disc Retainer & Diaphragm Washer	Cast Iron	Cast Steel	Bronze
Trim: Disc Guide, Seat & Cover Bearing	Bronze is Standard Stainless Steel is Optional		
Disc	Buna-N® Rubber		
Diaphragm	Nylon Reinforced Buna-N® Rubber		
Stem, Nut & Spring	Stainless Steel		

For material options not listed, consult factory.
Cla-Val manufactures valves in more than 50 different alloys.

Model 690-01 Dimensions (In Inches)

Valve Size (Inches)	3	4	6	8	10	12	14	16	18	20	24	30	36	42	48
A 150 ANSI	10.25	13.88	17.75	21.38	26.00	30.00	34.25	35.00	42.12	48.00	48.00	63.25	65.00	76.00	94.50
AA 300 ANSI	11.00	14.50	18.62	22.38	27.38	31.50	35.75	36.62	43.63	49.62	49.75	63.75	67.00	76.00	94.50
B Dia.	6.62	9.12	11.50	15.75	20.00	23.62	27.47	28.00	35.44	35.44	35.44	53.19	56.00	66.00	66.00
C Max.	7.00	8.62	11.62	15.00	17.88	21.00	20.88	25.75	25.00	31.00	31.00	43.94	54.60	61.50	61.50
D 150 ANSI	—	6.94	8.88	10.69	CF*	—	—	—	—						
DD 300 ANSI	—	7.25	9.38	11.19	CF*	—	—	—	—						
E 150 ANSI	—	5.50	6.75	7.25	CF*	—	—	—	—						
EE 300 ANSI	—	5.81	7.25	7.75	CF*	—	—	—	—						
F 150 ANSI	3.75	4.50	5.50	6.75	8.00	9.50	11.00	11.75	15.88	14.56	17.00	19.88	25.50	28.00	31.50
FF 300 ANSI	4.12	5.00	6.25	7.50	8.75	10.25	11.50	12.75	15.88	16.06	19.00	22.00	27.50	28.00	31.50
H NPT Body Tapping	.375	.50	.75	.75	1	1	1	1	1	1	1	1	2	2	2
J NPT Cover Center Plug	.50	.50	.75	.75	1	1	1.25	1.25	2	2	2	2	2	2	2
K NPT Cover Tapping	.375	.50	.75	.75	1	1	1	1	1	1	1	1	2	2	2
Stem Travel	0.6	0.8	1.1	1.7	2.3	2.8	3.4	3.4	3.4	4.5	4.5	6.5	7.5	8.5	8.5
Approx. Ship Wt. Lbs.	45	85	195	330	625	900	1250	1380	2365	2551	2733	6500	8545	12450	13100
X Pilot System	13	15	27	30	33	36	36	41	40	46	55	68	79	85	86
Y Pilot System	10	11	18	20	22	24	26	26	30	30	30	39	40	45	47
Z Pilot System	10	11	18	20	22	24	26	26	30	30	30	39	42	47	49

*Consult Factory

Note: The top two flange holes on valve sizes 36 thru 48 are threaded to 1 1/2"-6 UNC.

90-01 Valve Selection	100-01 Pattern: Globe (G), Angle (A), End Connections: Threaded (T), Grooved (GR), Flanged (F) Indicate Available Sizes																		
	Inches	1	1½	1½	2	2½	3	4	6	8	10	12	14	16	18	20	24	30	36
	mm	25	32	40	50	65	80	100	150	200	250	300	350	400	450	500	600	750	900
Basic Valve 100-01	Pattern	G, A	G, A	G, A	G, A	G, A	G, A	G, A	G, A	G, A	G, A	G, A	G, A	G, A	G	G	G, A	G	G
	End Detail	T	T	T, F, Gr*	T, F, Gr	T, F, Gr*	T, F, Gr	F, Gr	F, Gr*	F, Gr*	F	F	F	F	F	F	F	F	F
Suggested Flow (gpm)	Maximum	55	93	125	210	300	460	800	1800	3100	4900	7000	8400	11000	14000	17000	25000	42000	50000
	Maximum Intermittent	68	120	160	260	370	580	990	2250	3900	6150	8720	10540	13700	17500	21700	31300	48000	62500
	Minimum	1	1	1	1	2	2	4	10	15	35	50	70	95	120	150	275	450	650
Suggested Flow (Liters/Sec)	Maximum	3.5	6	8	13	19	29	50	113	195	309	442	530	694	883	1073	1577	2650	3150
	Maximum Intermittent	4.3	7.6	10	16	23	37	62	142	246	387	549	664	863	1104	1369	1972	3028	3940
	Minimum	.03	.03	.03	.06	.09	0.13	0.25	0.63	0.95	2.2	3.2	4.4	6.0	7.6	9.5	17.4	28.4	41.0

100-01 Series is the full internal port Hytrol.

For Lower Flows Consult Factory

*Globe Grooved Only

690-01 Valve Selection	100-20 Pattern: Globe (G), Angle (A), End Connections: Flanged (F) Indicate Available Sizes															
	Inches	3	4	6	8	10	12	14	16	18	20	24	30	36	42	48
	mm	80	100	150	200	250	300	350	400	450	500	600	750	900	1000	1200
Basic Valve 100-20	Pattern	G	G, A	G, A	G, A	G	G	G	G	G	G	G	G	G	G	G
	End Detail	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
Suggested Flow (gpm)	Maximum	260	580	1025	2300	4100	6400	9230	9230	16500	16500	16500	28000	33500	33500	33500
	Minimum	1	2	4	10	15	35	50	50	95	95	95	275	450	450	450
Suggested Flow (Liters/Sec)	Maximum	16	37	65	145	258	403	581	581	1040	1040	1040	1764	2115	2115	2115
	Minimum	.06	.13	.25	.63	.95	2.2	3.2	3.2	6.0	6.0	6.0	17.4	28.4	41.0	41.0

100-20 Series is the reduced internal port size version of the 100-01 Series.

For Lower Flows Consult Factory

Many factors should be considered in sizing pressure reducing valves including inlet pressure, outlet pressure and flow rates. For sizing questions or cavitation analysis, consult Cla-Val with system details.

Pilot System Specifications

Adjustment Ranges

- 2 to 30 psi
- 15 to 75 psi
- 20 to 105 psi
- 30 to 300 psi*

*Supplied unless otherwise specified
Other ranges available, please consult factory

Temperature Range

Water: to 180°F

Materials

Standard Pilot System Materials

Pilot Control: Bronze ASTM B62
Trim: Stainless Steel Type 303
Rubber: Buna-N® Synthetic Rubber

Optional Pilot System Materials

Pilot Systems are available with optional
Aluminum, Stainless Steel or Monel materials.

Note: Available with remote sensing control.

When Ordering, Please Specify

1. Catalog No. 90-01 or No. 690-01
2. Valve Size
3. Pattern - Globe or Angle
4. Pressure Class
5. Threaded, Flanged or Grooved
6. Trim Material
7. Adjustment Range
8. Desired Options
9. When Vertically Installed
10. Product Enhancements

**** ESTIMATE ****

H.B. JAEGER

Company LLC.

Snohomish Office
1830 16th Street
Snohomish, Wa. 98290
Phone: 360-568-5958
Phone: 425-486-5958
Fax: 360-568-7506

TO:

REF:

DATE
EXPIRES

Estimator:

Ln#	Sku	Description	Qty	Price
1	IFR12X8FLXFL	12"X8" D.I. FLXFL REDUCER L/ACC	2	288.00
2	NLBGARDV34	3/4" GARDEN HOSE BIB FIP X HOSE	1	9.78
3	MISC	4" PRESSURE GAUGE	2	79.36
4	MISC	865T-PBF GAUGE COCK	2	14.95
5	MISC	8" CLA-VAL CHECK VALVE	1	4,497.30
6	MISC	8" HARNESS LUG	4	20.04
7	FUFC12	12" FORD ULTRA FLEX 12.75-14.38	1	240.66
8	MISC	8" STEEL SPOOL FL X FL 2' X 2"	1	577.65
9	MISC	8" STEEL SPOOL FL X PE 1' X 4"	1	689.42
10	ALLTHREAD	3/4"X10' GALV.ALLTHREAD- ALE10GA	10	2.61
11	SB912FCA8	912 8.54-9.11 8" FLG CPLG ADPTR	1	255.52
12	MISC	8" STEEL SPOOL FL X FL 3'	1	630.58
13	MISC	8" STEEL SPOOL FL X PE 1' X 8"	1	361.19
14	SB912FCA8	912 8.54-9.11 8" FLG CPLG ADPTR	1	255.52
15	MISC260	3" BLIND FLANGE	1	19.90
16	FREIGHTIN	POOLS & CLA-VAL FREIGHT CHARGE	1	0.00

SUBTOTAL

TAX (8.6%) (NOT INCLUDING FREIGHT)

TOTAL (NOT INCLUDING FREIGHT)

Doc: 606193

CITY OF SULTAN

EVERETT INTERTIE

12/1/2014

12/12/2014

BV

Extension

576.00

9.78

158.72

29.90

4,497.30

80.16

240.66

577.65

689.42

26.10

255.52

630.58

361.19

255.52

19.90

0.00

8,408.40

723.12

9,131.52



3387 Plumas-Arboga road
Olivehurst, CA 95961
Ph (530) 742-5171 x18
Fax (530) 742-8483

December 1, 2014

H. B. Jaeger
1830 16th Street
Snohomish, WA 98290
Attention S. Brodie VanNoy

RE: City of Sultan

Brodie

Per your request & list, U.S. Pipe Fabrication is pleased to offer the following:

Description

- 1-8" x 2'-2" flanged spool
- 1-8" x 1'-4" flange x RJE
- 1-8" x 3'-0" flanged spool
- 1-8" x 1'-8" flange x plain end spool

RJE = AWWA M-11 joint restraint for a FCA, less rods & coupling, all other plain ends are quoted non-restrained

Notes, please read carefully:

Steel pipe will be AWWA C-200, 8 5/8" OD & standard wall---Fabrication will be per AWWA C-208 with ASTM A-105, 150# flat faced carbon steel flanges with a maximum design pressure of 275 PSI---welding will be per ASME section IX & AWS D1.1 per AWWA C-200 paragraph 4.11.3.1. by welders with current & valid certifications---the testing of the shop welds covered by this quote is limited to a dye penetrate test performed by our in-house quality control department, who are not CWI ---this material is quoted fusion epoxy lined & coated per the manufactures' recommendations & AWWA C-213 with Scotchkote # 206-N, (light green) NSF approved, 12 mils DFT minimum, NO maximum, NOT AWWA C-210 liquid epoxy, blue

This material is quoted using standard AWWA specifications, and our standard certified shop welding procedures

This quote excludes all project specifications, taxes, is FOB Olivehurst, with all freight paid for by the customer.

This quote specifically excludes the hiring of, or paying for, an independent testing laboratory.

This quote is valid for 30 days due to the fluctuation in material pricing & availability. Orders not placed into production within 30 days will be subject to pricing in effect at the time of release.

Materials are quoted as import

Sincerely,
U.S. Pipe Fabrication

Ric Cameron, Estimator

700 Series

Field Liquid Fillable • Stainless Steel Case

INDUSTRIAL GAUGES



700SS shown



- ▶ 2 1/2", 4", 6" Dial Sizes
- ▶ ±1.0% Accuracy
- ▶ Stainless Steel Case
- ▶ Field Liquid Fillable

The Trerice 700 Series Industrial Gauge is designed for the varying needs of the world's industrial applications. This gauge has a stainless steel case and ring. Its sturdy interior design and field liquid-fill capability (no kit required) provide the durability and accuracy required for industrial process environments. Available wetted parts are bronze tube with brass socket, stainless steel tube and socket, or Monel tube and socket.

- Optional features and case style variations available: Please consult the Options & Accessories Section for details.
- For correct use and application of all pressure gauges, please refer to: Pressure Gauge Standard ASME B40.100.

HOW TO ORDER

Sample Order Number: **700LFSS 25 02 B A 140**

Model	Dial Size	Connection Size	Connection Location	Units of Measure	Range Code
700B	25 2 1/2" *	02 1/4 NPT	L Lower	A psi	See Standard Ranges
700LFB	40 4"	04 1/2 NPT	B Back	D psi/kPa	
700SS	60 6"				
700LFSS					
700M					
700LFM					

* Not available with Monel wetted parts or with 1/2 NPT connection.

Specifications

Models	Wetted Parts
700B (dry)	Bronze tube, brass socket
700LFB (liquid-filled)	
700SS (dry)	316 stainless steel tube and socket
700LFSS (liquid-filled)	
700M (dry)	Monel tube and socket (meets NACE MR 01.75)
700LFM (liquid-filled)	

Dial Sizes	2 1/2", 4", 6"
Fill	Glycerine. Other fills available. See Options & Accessories.
Movement	Stainless steel
Connection	2 1/2" Dial Size: Lower male or center back male, 1/4 NPT 4", 6" Dial Size: Lower male or lower back male, 1/4 or 1/2 NPT
Case	304 stainless steel, satin finished, stem-mounted flangeless
Ring	Bayonet type, 304 stainless steel
Window	Laminated safety glass
Pointer	2 1/2" Dial Size: Adjustable, black finished 4", 6", Dial Size: Micro adjustable, black finished
Dial Face	Aluminum, white background with black graduations and markings
Accuracy	±1.0% Full Scale, ASME B40.100 Grade 1A

Maximum Temperature	
700SS, 700M:	250°F (121°C)
700B, 700LFB, 700LFSS, 700LFM:	150°F (65°C)

Approximate Shipping Weight

700B, 700SS 2 1/2" Dial Size:	0.4 lbs [0.18 kg]
700LFB, 700LFSS, 700LFM 2 1/2" Dial Size:	0.5 lbs [0.23 kg]
700B, 700SS, 700M 4" Dial Size:	1.3 lbs [0.59 kg]
700LFB, 700LFSS, 700LFM 4" Dial Size:	2.1 lbs [0.95 kg]
700B, 700SS, 700M 6" Dial Size:	2.0 lbs [0.91 kg]
700LFB, 700LFSS, 700LFM 6" Dial Size:	3.8 lbs [1.72 kg]



700 Series

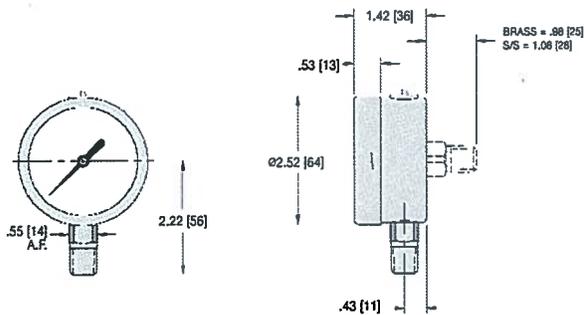
Field Liquid Fillable • Stainless Steel Case

All dimensions are nominal. Dimensions in [] are in millimeters.

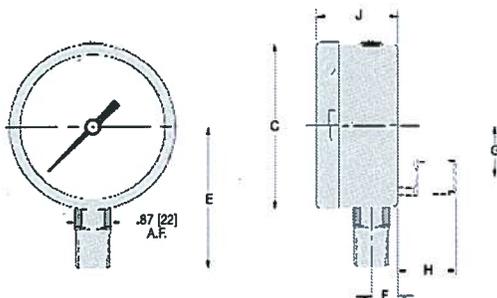
INDUSTRIAL GAUGES

Dial Size	Material	G	E	F	G	H	J
4"	Brass	3.98 [101]	3.39 [86]	0.94 [24]	1.04 [27]	1.44 [37]	2.24 [57]
	SS	3.98 [101]	3.39 [86]	0.94 [24]	1.36 [35]	1.38 [35]	2.24 [57]
6"	Brass	6.34 [161]	4.57 [116]	0.69 [18]	1.04 [27]	1.44 [37]	1.97 [50]
	SS	6.34 [161]	4.57 [116]	0.69 [18]	1.36 [35]	1.38 [35]	1.97 [50]

2 1/2"



4" & 6"



Standard Ranges

psi Ranges (A)			
All Sizes			
Range Code	Specific Range (psi)	Figure Intervals	Minor Divisions
010	30" Hg to 0	5	0.5
020	30" Hg to 15 psi	10/5	0.5/0.5
030	30" Hg to 30 psi	10/5	1/1
040	30" Hg to 60 psi	10/10	2/1
050	30" Hg to 100 psi	30/20	2/2
060	30" Hg to 150 psi	30/20	5/2
070	30" Hg to 300 psi	30/50	5/5
080	0 to 15 psi	3	0.2
090	0 to 30 psi	5	0.5
100	0 to 60 psi	10	1
110	0 to 100 psi	10	1
120	0 to 160 psi	20	2
130	0 to 200 psi	20	2
140	0 to 300 psi	50	5
150	0 to 400 psi	50	5
160	0 to 600 psi	100	10
Ranges over 600 psi are not available in 700B or 700LFB in 4" or 6" Dial Sizes.			
180	0 to 1000 psi	100	20
190	0 to 1500 psi	300	20
200	0 to 2000 psi	200	20
210	0 to 3000 psi	500	50
220	0 to 5000 psi	1000	100
230	0 to 10,000 psi	2000	200
Ranges over 10,000 psi are ONLY available in 700SS or 700LFSS in 4" or 6" Dial Sizes.			
240	0 to 15,000 psi	2000	200
250	0 to 20,000 psi	2000	200

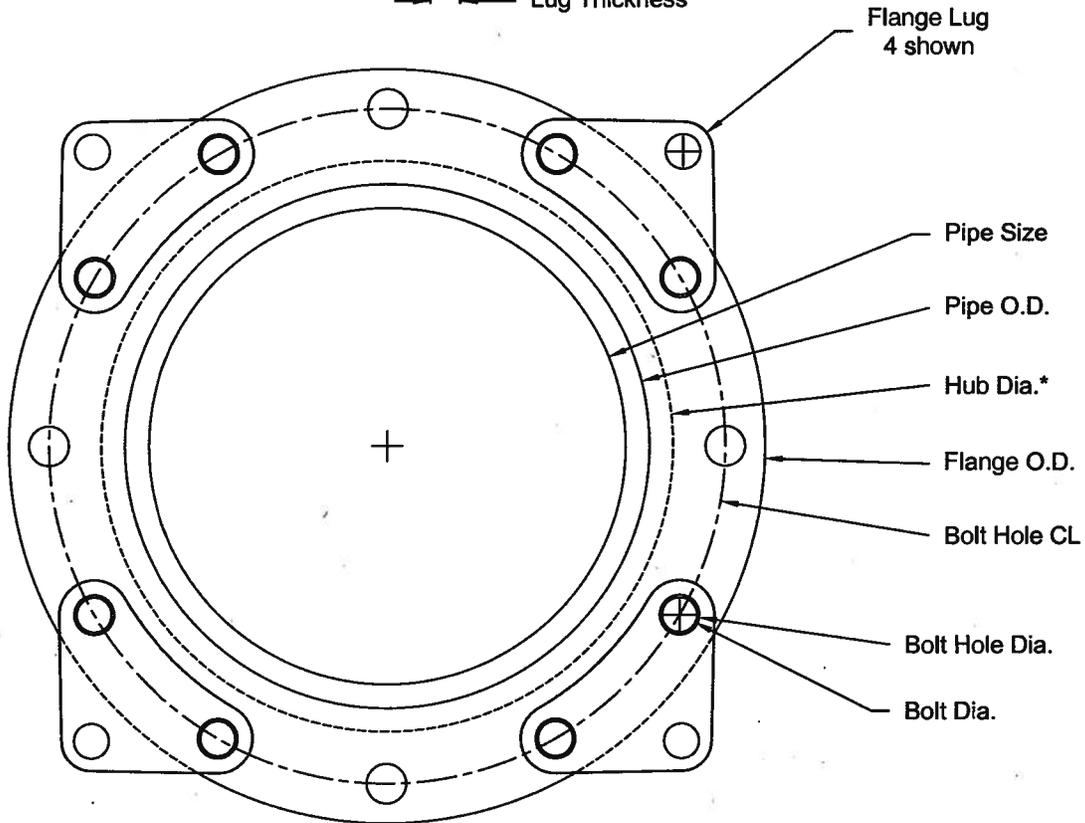
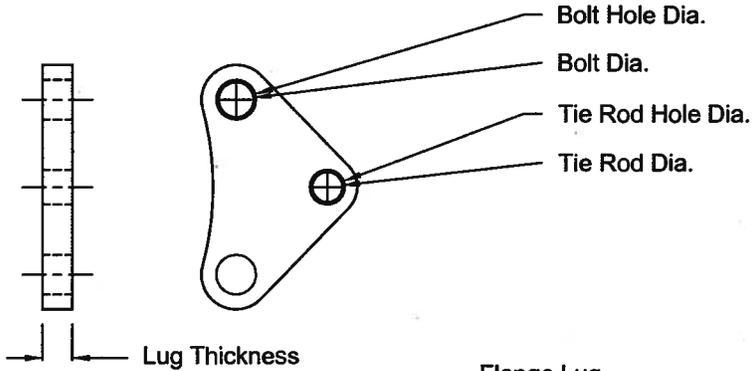
For dual scale ranges, specify the appropriate Units of Measure: D (psi/kPa) followed by the corresponding A (psi) Range Code. Other pressure ranges are also available including: Altitude, Ammonia, Refrigerant and Receiver. Consult Special Application Ranges section or factory for availability.

Pipe Size	Pipe O.D.	Hub* O.D.	Flange O.D.	Bolt Holes			Bolt Dia.	Lug Thickness	Tie Rods			Weight pounds
				Hole CL	Qty.	Hole D.			Hole D.	Rod D.	Qty.	
4"	4.80"	5.31"	9"	7.5"	8	3/4"	5/8"	1/2"	3/4"	5/8"	2	0.94
6"	6.90"	7.56"	11"	9.5"	8	7/8"	3/4"	1/2"	3/4"	5/8"	2	1.26
8"	9.05"	9.69"	13.5"	11.75"	8	7/8"	3/4"	1/2"	3/4"	5/8"	2	1.56
10"	11.10"	12.00"	16"	14.25"	12	1"	7/8"	3/4"	7/8"	3/4"	4	2.91
12"	13.20"	14.38"	19"	17"	12	1"	7/8"	3/4"	7/8"	3/4"	4	3.27
14"	15.30"	15.75"	21"	18.75"	12	1-1/8"	1"	3/4"	7/8"	3/4"	4	3.90
16"	17.40"	18.00"	23.5"	21.25"	16	1-1/8"	1"	1"	1-1/8"	1"	4	5.09
18"	19.50"	19.88"	25"	22.75"	16	1-1/4"	1-1/8"	1"	1-1/8"	1"	4	5.68
20"	21.60"	22.00"	27.5"	25"	20	1-1/4"	1-1/8"	1"	1-1/8"	1"	4	5.31
24"	25.80"	26.13"	32"	29.5"	20	1-3/8"	1-1/4"	1-1/8"	1-1/4"	1-1/8"	5	7.44

ANSI Class 125 B16.1 Drilling Template
 * Hub O.D. can vary with manufacturer.

Notes:

- A36 structural steel plate.
- 250 psi maximum pressure.
- TNEMEC red 37-77 primer.
- Other finishes available.



Drawn:	Drawing Revision:	TRUMBULL INDUSTRIES P.O. Box 1556 1040 N. Meridian Rd. Youngstown, Ohio 44501	Drawn to Scale
Date 1/14/11	Rev. A Date 1/14/11		FLANGE LUGS

Accessories

PRESSURE GAUGES

Impulse Dampeners

870 Series Pressure Impulse Dampeners are designed to improve readability and prevent wear on delicate gauge mechanisms by slowing rapid pressure changes and reducing shock and chattering. An impulse dampener should be installed on a gauge in any application where pressure spikes and/or pulsations may be present. Trerice Impulse Dampeners are engineered for field serviceability (cleaning and parts replacement) and are constructed from brass or stainless steel for use on a variety of pressure media.

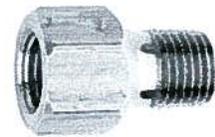


870 Series Impulse Dampeners

Item No.	Body & Insert Material	Connection Size (NPT)	Maximum Pressure (psig)	Service	Approximate Shipping Weight
870-1	Brass	1/4	1000	Air, water, steam and gases	0.5 lbs [0.23 kg]
870-2	Brass	1/4	1000	Gasoline and light oils	0.5 lbs [0.23 kg]
870-3	Brass	1/4	1000	Lubricating and heavy oils	0.5 lbs [0.23 kg]
870-7	303SS	1/4	5000	Includes 3 pistons for various viscosities	0.5 lbs [0.23 kg]
870-10	303SS	1/2	10,000	Includes 3 pistons for various viscosities	0.8 lbs [0.36 kg]
870-13	316SS	1/4	5000	Includes 3 pistons for various viscosities	0.5 lbs [0.23 kg]
870-16	316SS	1/2	10,000	Includes 3 pistons for various viscosities	0.8 lbs [0.36 kg]

Pressure Snubbers

872 Series Pressure Snubbers are designed to improve readability and prevent wear on delicate gauge mechanisms by slowing rapid pressure changes and reducing shock and chattering. A pressure snubber should be installed on a gauge in any application where pressure spikes and/or pulsations may be present. If a single snubber does not correct the oscillation, it is recommended to place an additional snubber in line with the first. Trerice Pressure Snubbers reduce the pulsation by forcing the pressure medium through a porous metal core and are constructed from brass or 303 stainless steel for use on a variety of pressure media.



872 Series Pressure Snubbers

Item No.	Body & Insert Material	Connection Size (NPT)	Maximum Pressure (psig)	Service	Approximate Shipping Weight
872-1	Brass	1/4	1000	Air and gases	0.1 lbs [0.05 kg]
872-2	Brass	1/4	1000	Water, steam, gasoline and light oils	0.1 lbs [0.05 kg]
872-3	Brass	1/4	1000	Lubricating and heavy oils	0.1 lbs [0.05 kg]
872-4	303SS	1/4	2000	Air and gases	0.3 lbs [0.14 kg]
872-5	303SS	1/4	2000	Water, steam, gasoline and light oils	0.3 lbs [0.14 kg]
872-6	303SS	1/4	2000	Lubricating and heavy oils	0.3 lbs [0.14 kg]
872-7	Brass	1/2	5000	Air and gases	0.1 lbs [0.05 kg]
872-8	Brass	1/2	5000	Water, steam, gasoline and light oils	0.1 lbs [0.05 kg]
872-9	Brass	1/2	5000	Lubricating and heavy oils	0.1 lbs [0.05 kg]
872-10	303SS	1/2	10,000	Air and gases	0.3 lbs [0.14 kg]
872-11	303SS	1/2	10,000	Water, steam, gasoline and light oils	0.3 lbs [0.14 kg]
872-12	303SS	1/2	10,000	Lubricating and heavy oils	0.3 lbs [0.14 kg]

Accessories

PRESSURE GAUGES

OPTIONS & ACCESSORIES

Coil Syphons

885 Series Coil Syphons are designed for use on steam service to form a pocket of water between the pressure gauge and the process steam, thereby preventing the steam from reaching the bourdon tube of the pressure gauge. Terrice Coil Syphons are constructed of steel, brass, or 304 stainless steel with a 180° coil for use on a variety of requirements. Other materials and coil styles are available; consult factory.



885 Series Coil Syphons

Item No.	Material	Style	Connection Size (NPT)	Maximum Pressure (psig)	Maximum Temperature	Approximate Shipping Weight
885-1	Welded steel, schedule 40	180° coil	1/4	600	750°F	0.4 lbs [0.18 kg]
885-1.1	Welded steel, schedule 40	180° coil	1/2	800	650°F	1.4 lbs [0.64 kg]
885-2	Seamless brass, schedule 40	180° coil	1/4	250	406°F	0.4 lbs [0.18 kg]
885-3	Chrome plated brass, schedule 40	180° coil	1/4	250	406°F	0.4 lbs [0.18 kg]
885-4	Welded 304SS, schedule 40	180° coil	1/4	1300	650°F	0.4 lbs [0.18 kg]
885-4.1	Welded 304SS, schedule 40	180° coil	1/2	1000	650°F	1.4 lbs [0.64 kg]
885-6	Welded 316SS, schedule 40	180° coil	1/4	1300	650°F	0.4 lbs [0.18 kg]
885-6.1	Welded 316SS, schedule 40	180° coil	1/2	1000	650°F	1.4 lbs [0.64 kg]

Needle Valves

735/740 Series Needle Valves are of the rising stem type and are designed to shut off the flow of the process media to the pressure instrument, thereby allowing the instrument to be isolated from the pressure media or removed from service. Needle valves may also be used to throttle flow and aid in dampening pulsations. Terrice Needle Valves are constructed from brass, carbon steel and stainless steel for use on a variety of pressure media. **It is recommended to place a needle valve, ball valve or gauge cock in line before every pressure gauge installation.**



735-2
735-4



735-8
740-3
740-11



735-9
740-4
740-9

735/740 Series Needle Valves

Item No.	Type	Connection Size (NPT)	Body	Seat	Stem	Packing	Maximum Pressure (psig)	Maximum Temperature	Approximate Shipping Weight
735-2	F X F	1/4	Brass	Brass	Brass	Teflon	2000	300°F	0.3 lbs [0.14 kg]
735-4	F X F	1/4	Carbon steel	Teflon	316SS	Teflon	4000	500°F	0.3 lbs [0.14 kg]
735-8	F X F	1/4	316SS	316SS	316SS	Teflon	5000	500°F	0.3 lbs [0.14 kg]
735-9	M X F	1/4	316SS	316SS	316SS	Teflon	5000	500°F	0.3 lbs [0.14 kg]
740-3	F X F	1/2	Carbon steel	Carbon steel	316SS	Teflon	10,000	200°F	1.0 lbs [0.45 kg]
740-4	M X F	1/2	Carbon steel	Carbon steel	316SS	Teflon	10,000	200°F	1.3 lbs [0.59 kg]
740-9	M X F	1/2	316SS	Delrin	316SS	Teflon	6000	200°F	1.3 lbs [0.59 kg]
740-11	F X F	1/2	316SS	316SS	316SS	Teflon	10,000	200°F	1.0 lbs [0.45 kg]

Accessories

PRESSURE GAUGES

OPTIONS & ACCESSORIES

Ball Valves

866 Ball Valve is a single entry flow valve, incorporating a Teflon seat to shut off the flow of process media to the pressure instrument, thereby allowing the instrument to be isolated from the pressure media or removed from service. The Trerice 866 Ball Valve is constructed from brass, for use on air, water, oil and other noncorrosive process media. **It is recommended to place a needle valve, ball valve or gauge cock in line before every pressure gauge installation.**



866 Ball Valve

Item No.	Type	Connection Size	Body	Seat	Ball	Handle	Maximum Pressure (psig)	Maximum Temperature	Approximate Shipping Weight
866	FXF	1/4 NPT	Brass	Teflon	Plated brass	Lever	500 psig	180°F	0.1 lbs [0.05 kg]

Gauge Cocks

865/880 Series Quarter Turn Gauge Cocks provide an economical way to shut off the flow of air to the pressure instrument, thereby allowing the instrument to be isolated from the pressure media or removed from service. Trerice Gauge Cocks are constructed from brass and are intended for use on air lines where leakage is not of concern. **It is recommended to place a needle valve, ball valve or gauge cock in line before every pressure gauge installation.**

In applications where process media leakage may result in possible personal injury or property damage, gauge cocks should not be specified as they contain no packing gland and leakage may result. For tight shut-off and prevention of leakage, use of a Trerice Ball Valve or Needle Valve is required.



865/880 Series Gauge Cocks

Item No.	Type	Connection Size	Body	Plug	Handle	Maximum Pressure (psig)	Maximum Temperature	Approximate Shipping Weight
865	FXF	1/4 NPT	Brass	Brass	Tee	200	500°F	0.1 lbs [0.05 kg]
865MFG	MXF	1/4 NPT	Brass	Brass	Tee	200	500°F	0.1 lbs [0.05 kg]
865L	FXF	1/4 NPT	Brass	Brass	Lever	200	500°F	0.1 lbs [0.05 kg]
865-1	FXF	1/4 NPT	Brass	Brass	Tee	200	500°F	0.3 lbs [0.14 kg]
880	MXF	1/4 Union	Brass	Brass	Lever	150	500°F	0.5 lbs [0.23 kg]

Pointer Jack

The **D329 Pointer Jack** is required for removing the pointer of a pressure gauge without causing damage to the dial face, pointer, pointer shaft or movement of the gauge.

Approximate Shipping Weight

0.1 lbs [0.05 kg]



Test Plugs & Accessories

OPTIONS & ACCESSORIES

The **Trerice Test Plug** provides a convenient access port for determining the pressure and/or temperature of process media contained in a pipe line or vessel. The test plug is designed for use in chilled or hot water systems and is permanently installed in the system at the desired test location. A test thermometer or pressure gauge with test adapter can be inserted through the plug to determine the conditions within the system. When the probe is withdrawn, the inner valve plug closes to seal the system. The test plug includes a removable cap to protect the inner valve plug and provide a secondary seal.

Nordel, otherwise known as EPDM, provides excellent service in hot or cold water. **Nordel should not be used with hydrocarbon solvents, hydrocarbon oils, chlorinated hydrocarbons or turpentine.**

Neoprene, a synthetic rubber, provides excellent service in ammonia, high aniline point petroleum oils and silicate ester lubricants. **Neoprene should not be used with silicone greases, silicone oils or di-ester based lubricants.**



Test plugs are designed for initial startup and testing, not continuous or frequent use. If continuous or frequent use is desired or expected, a test well should be installed for temperature applications and a needle valve installed for pressure applications.

Tests should be made as quickly as possible because the inner plug resealing time is dependent upon the length of time the probe remains inserted, as well as the temperature and pressure of the system. The test plug may take longer to reseal at lower temperatures or pressures. The probe used for testing should never exceed a diameter of 0.156" (4 mm). The pressure gauge used for testing should always have a range of twice the system pressure.

Test Plugs

Test Plug Item No.	Test Plug with Retainer Item No.	Connection Size (NPT)	Body & Cap	Core	Max Pres. (psig)	Max Temp.	Approximate Shipping Weight
D3741	D3764	1/4	Brass	Nordel	1000	350°F	0.1 lbs [0.05 kg]
D3743	D3763	1/4	Brass	Neoprene	1000	200°F	0.1 lbs [0.05 kg]
D3758	D3766	1/4	316SS	Nordel	1000	350°F	0.1 lbs [0.05 kg]
D3757	D3765	1/4	316SS	Neoprene	1000	200°F	0.1 lbs [0.05 kg]
D3760	D3768	3/8	Brass	Nordel	1000	350°F	0.1 lbs [0.05 kg]
D3759	D3767	3/8	Brass	Neoprene	1000	200°F	0.1 lbs [0.05 kg]
D3742	D3770	1/2	Brass	Nordel	1000	350°F	0.2 lbs [0.09 kg]
D3744	D3769	1/2	Brass	Neoprene	1000	200°F	0.2 lbs [0.09 kg]
D3762	D3772	1/2	316SS	Nordel	1000	350°F	0.2 lbs [0.09 kg]
D3761	D3771	1/2	316SS	Neoprene	1000	200°F	0.2 lbs [0.09 kg]

Accessories

Item No.	Description	Approx. Shipping Weight
D3747	Gauge Adapter, 1/8" diameter	0.1 lbs [0.05 kg]
D3749	2" Brass Extension, 1/4 NPT	0.1 lbs [0.05 kg]
D3753	2" Brass Extension, 1/2 NPT	0.2 lbs [0.09 kg]

Test Kits

Item No.	Pressure Range (psi)	Approximate Shipping Weight
D3750	0 to 100	1.4 lbs [0.64 kg]
D3751	0 to 200	1.4 lbs [0.64 kg]
D3752	0 to 300	1.4 lbs [0.64 kg]
D3748	0 to 600	1.4 lbs [0.64 kg]

Each test kit contains:
 (1) 700B Pressure Gauge,
 (1) B82105P03F&C Thermometer,
 (1) B82105P05F&C Thermometer,
 (1) D3747 Gauge Adapter,
 (1) Carrying Case

Test Kit Replacement Items

Item No.	Description	Approximate Shipping Weight
DB00113	700B Pressure Gauge, 2 1/2", 1/4 NPT, lower connection, 0 to 100 psi	0.4 lbs [0.18 kg]
DB00116	700B Pressure Gauge, 2 1/2", 1/4 NPT, lower connection, 0 to 200 psi	0.4 lbs [0.18 kg]
DB00117	700B Pressure Gauge, 2 1/2", 1/4 NPT, lower connection, 0 to 300 psi	0.4 lbs [0.18 kg]
DB00119	700B Pressure Gauge, 2 1/2", 1/4 NPT, lower connection, 0 to 600 psi	0.4 lbs [0.18 kg]
B82105P03	B82105 Bimetal Thermometer, 1 3/4" dial size, 5" stem, 25° to 125°F & C	0.4 lbs [0.18 kg]
B82105P05	B82105 Bimetal Thermometer, 1 3/4" dial size, 5" stem, 20° to 240°F & C	0.4 lbs [0.18 kg]

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-4
DATE: December 18, 2014
SUBJECT: Pursue Annexation of Donut Hole - Resolution 14-13
CONTACT PERSON: Stacy MacGregor, Senior Planner

ISSUE:
 The issue before the Council is the adoption of Resolution 14-13 directing staff to pursue annexation of the 3 acre area of land known as the "Doughnut Hole".

SUMMARY:
 The city limits for the City of Sultan does not include an area of land, approximately three acres in area, in the vicinity of River Park. This area of land, commonly referred to as the "Doughnut Hole", includes portions of privately held vacant land, City-held park land, city-held vacant land, WSDOT-held park land, and both City and WSDOT controlled rights-of-way. In addition to not being in the City limits, until October, 2014, the Doughnut Hole was also not in the City's Urban Growth Boundary (UGA).

The following table details the parcels included in the "Doughnut Hole".

Parcel #	Owner	Taxpayer	Use
27080600104000	WSDOT	WA State Parks and Rec	Undeveloped Vacant Land
27080600103900	D. Boucher	D. Boucher	Undeveloped Vacant Land
00571200100100	Town of Sultan	Town of Sultan	Parks-General Recreation
00571200100902	Town of Sultan	Town of Sultan	Undeveloped Vacant Land
00571200100901	D. Boucher	D. Boucher	Undeveloped Vacant Land
Also included are portions of ROW controlled by the City of Sultan and WSDOT			

In 2013, city staff made a request to Snohomish County to amend their Future Land Use Map to add the three acres to the Sultan Urban Growth Area. Throughout 2014, the UGA amendment proposal went through the County process and was approved for inclusion to the Sultan UGA in October of 2014. With a revised UGA boundary, the city is now in position to annex the area into the city limits.

Successful annexation will streamline the permitting process for the future pedestrian/bicycle bridge across the Sultan River. Design and permitting of the bridge will fall under the jurisdictional rules and standards of the jurisdiction in which it is located. If

annexation is not sought or not successful, the pedestrian bridge would require permitting approval from both Sultan and Snohomish County which would result in essentially double fees, double review, and different codes that would apply to the bridge sections on either side of the river.

The annexation is subject to the following procedural requirements:

1. Adopt a resolution of intent to annex. The resolution includes a date approximately 2 or more weeks later for a hearing per RCW 35A.14.295.
2. Publish a Notice of Hearing on this resolution, including publication of this resolution, on December 23, 2014 and December 30, 2014 in the Everett Herald newspaper.
3. Send the resolution to Snohomish County Boundary Review Board with a notice of intent to annex and request a waiver of the BRB process under RCW 36.93.110.
4. Hold a public hearing as scheduled in resolution. No action will be taken at the hearing.

The ordinance will include provisions for assumption of indebtedness and adoption of a proposed zoning regulation. Following passage of the annexation ordinance, notice of the effective date of the ordinance will be published at least once a week for two weeks in the Everett Herald. Notice will include the effective date of annexation, a description of the property to be annexed, and the adoption of the proposed zoning regulation.

5. When the BRB completed its review (or sooner if they waive the review) adopt an ordinance providing for annexation with an effective date of at least 45 days later (to allow opportunity for referendum). RCW 35A.14.297. If BRB did not grant waiver and is still processing the resolution of intent to annex wait until completed and then pass ordinance.
6. Publish the ordinance once a week for two weeks.
7. On date fixed in ordinance of annexation, more than 45 days later, the area to be annexed becomes part of the code city
8. The Annexation Ordinance and a recording fee will be sent to the office of the Boundary Review Board of Snohomish County.

RECOMMENDED ACTION:

Authorize the Mayor to sign Resolution 14-13 to pursue annexation of the Doughnut Hole and hold a public hearing on January 8, 2015.

ATTACHMENTS:

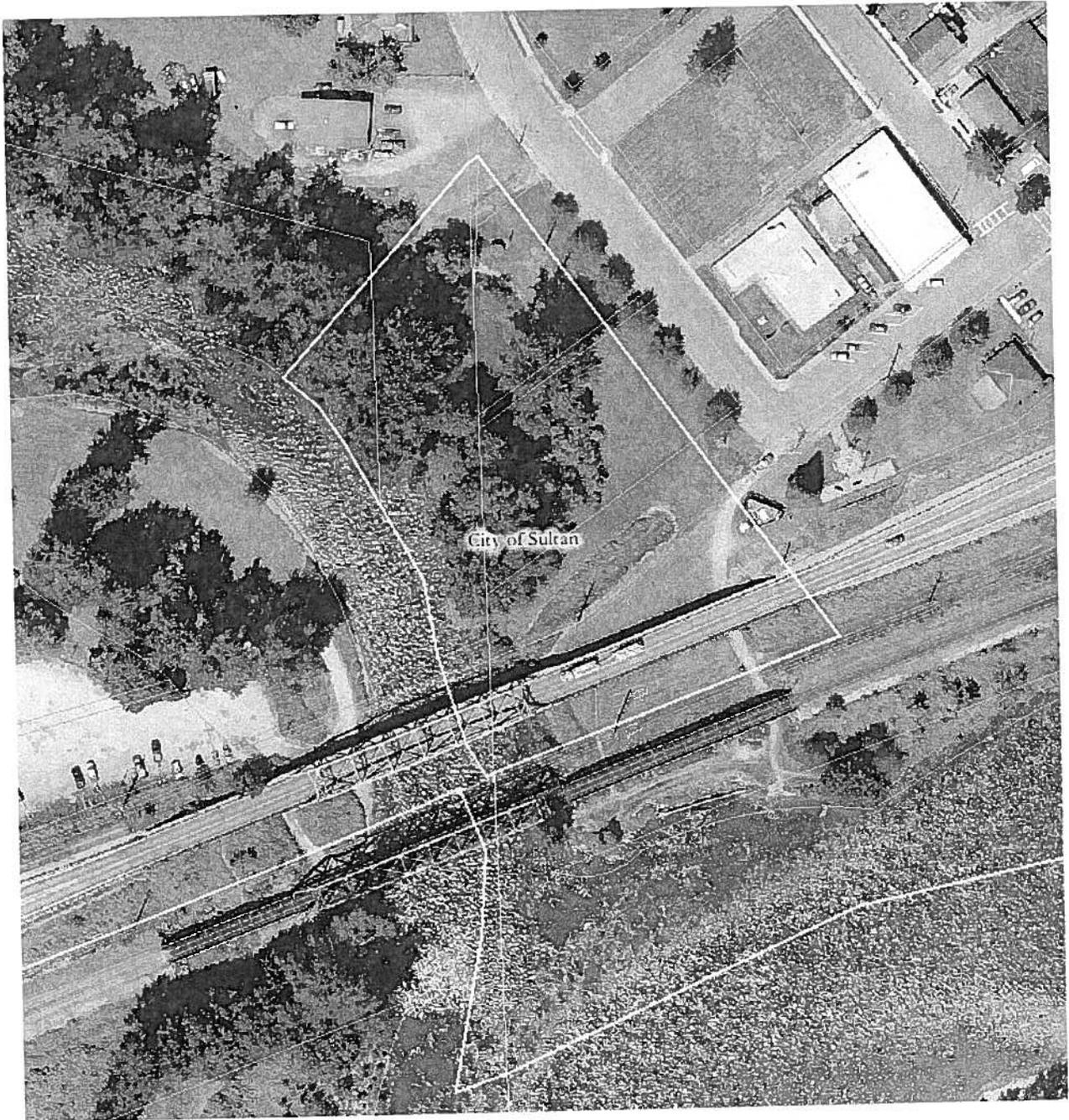
Attachment A: Aerial map of the annexation area

Attachment B: Resolution NO. 14-13: Pursue Annexation of the Donut Hole

Exhibit A: Map of Annexation Boundaries

Exhibit B: Description of Annexation Boundaries

ATTACHMENT A: Aerial map of the annexation area



**CITY OF SULTAN
WASHINGTON
RESOLUTION NO. 14-13**

A RESOLUTION OF THE CITY OF SULTAN, WASHINGTON, DECLARING THE CITY'S INTENT TO ANNEX AN AREA OF UNINCORPORATED SNOHOMISH COUNTY COMMONLY KNOWN AS THE DOUGHNUT HOLE; DESCRIBING THE BOUNDARIES OF THE AREA TO BE ANNEXED; SETTING A DATE FOR A PUBLIC HEARING ON THE PROPOSED ANNEXATION; AND PROVIDING DIRECTION TO STAFF.

WHEREAS, the Snohomish County Council approved an amendment to their Future Land Use Map of the General Policy Plan to add three acres of undeveloped land that will remain designated Public/Institutional Use to the Sultan Urban Growth Area and rezone the subject three acres from Rural Use to Residential (R-7200), and

WHEREAS, the Sultan City Council desires to annex the "Doughnut Hole" into the City of Sultan to facilitate construction of a pedestrian/bicycle bridge connecting River Park to Sportsman Park crossing over the Sultan River; and

WHEREAS, RCW 43.21C.222 provides that annexation of territory by a city is exempt from the State Environmental Policy Act; and

WHEREAS, RCW 35A.14.295, .297, and .299 establish a process to annex unincorporated territory containing less than 175 acres with all boundaries contiguous to the City; and

WHEREAS, the area commonly known as the "Doughnut Hole" is three acres and has all of its boundaries contiguous to the City; and

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

Section 1. Findings. The City Council adopts the above recitals in support of the annexation proposed by this resolution. The Council further finds that the best interests and general welfare of the City of Sultan would be served by the proposed annexation.

Section 2. Voters. The area consists entirely of vacant land. No voters reside within the area to be annexed.

Section 3. Proposed Annexation Boundaries. The boundaries of the proposed annexation are depicted in Exhibit A and described in Exhibit B to this resolution and incorporated by the reference as if set forth in full.

Section 4. Public Hearing Scheduled. The Sultan City Council hereby schedules a public hearing concerning the proposed annexation at the City Council meeting on January 8, 2014, starting at 7:00 p.m. or later, in City Hall.

Section 5. Filing. The Mayor or her designee is hereby authorized and directed to file a copy of this resolution with the Snohomish County Boundary Review Board seeking approval for annexation of the “doughnut hole” to the City of Sultan. The Mayor is further authorized to take all necessary steps to pursue approval of the annexation by the Boundary Review Board including requesting review be waived per RCW 36.93.110.

Section 6. Corrections by City Clerk. Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener’s/clerical errors, references to other local or state laws, codes, rules, or regulations, resolution numbering, and section/subsection numbers.

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:

EXHIBIT B

BEGINNING at the intersection of the Southerly right of way margin of State Route 15 (State Route 2) as existing July, 1962 with the Easterly bank of the Sultan River, said intersection located in Government Lot 4, Township 27 North, Range 8 East, W. M., Snohomish County, Washington, also known as the Point of Beginning of City of Sultan Annexation Ordinance No. 261, effective from and after the 28th day of July, 1962; thence Northerly along said Easterly bank and the Easterly line of said Ordinance 261 to the southwesterly extension of the Northerly right of way margin of Alder Street as dedicated by the Plat of SULTAN CITY WASHINGTON, as recorded in Volume 1 of Plats, page 91, records of said County, and to the City Limits line established by City of Sultan Annexation Ordinance No. 106, as passed the 4th day of August, 1920; thence Northeasterly along said southwesterly extension and Ordinance No. 106 line to a point 48 feet southwesterly of its intersection with the Westerly right of way margin of First Street as dedicated on said Plat; thence Southeasterly along said Ordinance No. 106 line parallel with said Westerly margin to the Northerly right of way margin of the Great Northern Railroad right of way (now being the Burlington Northern Railroad), said Northerly margin being the same as said Southerly margin; thence Westerly along said margins and Ordinance No. 106 line to the POINT OF BEGINNING.

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM #: Discussion D 1
DATE: December 18, 2014
SUBJECT: Council Meeting Procedures
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the Council is to discuss and provide direction to staff in regards to amending the Council Meeting Procedures to eliminate the requirement to record all meetings held in the Community Center Council Chambers and posting those recordings to the City web site.

SUMMARY:

In October 2010, at the request of a Councilmember, the council revised the Council Meeting Procedures to require recording all regular and special meetings of the city council held in the Community Center Council Chambers and to post the recordings on the web site.

Under the RCW's there are no requirements to record council meetings (see Attachment A). There is a requirement for written minutes under the RCW's. Unless the audio recordings are transcribed and the transcription is approved, the recordings must be retained as a public record for 6 years. The Council's Policy and Procedure reads:

1.1 Journal of Proceedings: A journal of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

1.2 Recording Meetings: The clerk shall make an audio recording of all meetings the public is invited to attend that are held in the Community Center Council Chambers. The audio recordings will be posted on the City's web page in a timely manner (within two weeks).

The change required staff to record sub-committee meetings, retreats, workshops and open houses. These meetings are less informal in nature to allow the council to discuss issues without making any decisions or taking action. Staff may take notes for reference during these meetings but there are no minutes taken.

In October 2014, the city held a workshop on the Open Meeting Acts to comply with the current state requirement for all elected officials and staff to have training in the Open Meetings Act and Public Records Act. The workshop was presented by a representative from the cities insurance pool (CIAW). During the workshop it was strongly recommended that the city no longer record meetings. It was noted that many cities have discontinued the practice of recording meetings as often it is not possible to properly identify the speaker (Councilmembers do not state their names prior to speaking).

It is also recommended the Planning Board and other boards of the city discontinue the practice of doing an audio recording.

RECOMMENDATION:

Direct Staff to amend the Council Meeting Procedures to discontinue record meetings held by the City Council.

Attachments: A. Information from MRSC on audio recordings

B. Council Meeting Procedures

ATTACHMENT A

Following is additional information from MRSC regarding audio recordings of council meetings <http://www.mrsc.org/askmrsc/featuredinq.aspx?inq=452>

Regular and Special Council Meetings

There does not appear to be any legal requirement for local legislative bodies to make audio tape recordings of general public meetings of the legislative body. Written minutes are still required as a permanent record of legislative proceedings.

Many local legislative bodies make a tape recording of the proceedings to assist the clerk in preparing the required summary or minutes of the official proceedings for approval by the council or board. If such a tape is made, it must now be retained for the new six year period even if the purpose for tape recording is simply to assist the clerk in preparing minutes.

Even though the tape must now be retained for six years, written meeting minutes are still required for every regular and special meetings, except executive sessions (RCW 42.32.030).

Quasi-Judicial Meetings

Different rules apply to quasi-judicial adjudicative proceedings and to public hearings where specific findings are required and a record may need to be made for judicial review. Washington courts have held that a verbatim record is required and even a close paraphrase of the proceedings is not sufficient where it becomes necessary to prepare an adequate record for review.

Although other methods of reporting are possible to obtain a verbatim transcript, the potential need for a verbatim transcript essentially means an audio recording is required for any hearing involving testimony upon which the legislative body will base its decision and which will become part of the record in the event of judicial review. If a verbatim transcript of the tapes is prepared and certified, the required retention period for the audio tapes may be reduced.

If there is any question over whether a tape needs to be made, consideration might be given to making a tape recording simply to avoid a court subsequently vacating the action due to lack of an adequate record for review. In addition, the courts have upheld actions even where the formal written findings were found inadequate to support the decision, where the decision was supported by oral findings contained in the tapes of the proceeding.

If you have any questions on whether audio tapes need to be made of particular hearings or proceedings, you should discuss the issue with your county prosecutor or city attorney.

CITY OF SULTAN

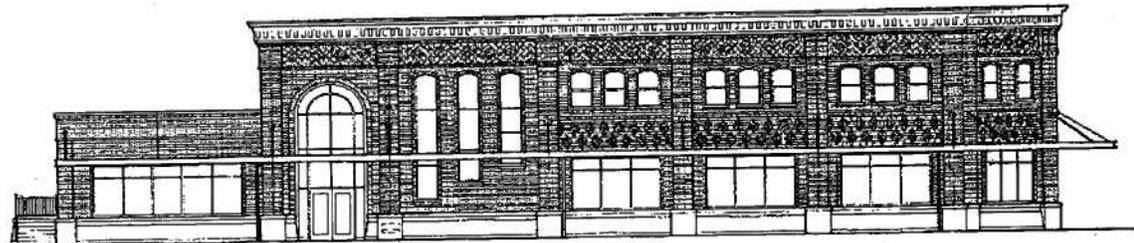
COUNCIL

MEETING

PROCEDURES

Revised October 2010

Adopted April 12, 2007





CITY OF SULTAN -COUNCIL MEETING PROCEDURES

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CITY OF SULTAN COUNCIL PROCEDURES

1. GENERAL RULES

- 1.1 **Meetings to be Public:** All official meetings of the Council shall be open to the public with the exception of executive sessions for certain limited topics (as defined in RCW Chapter 42.30). The journal of proceedings (minute book) shall be open to public inspection.
- 1.2 **Quorum:** Four Councilmembers shall be in attendance to constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.
- 1.3 **Attendance, Excused Absences:** RCW 35A.12.060 provides that a Councilmember shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Chair prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Chair, the member shall contact the City Clerk, who shall convey the message to the Chair. The Chair shall inform the Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. If the motion is not passed the Clerk will note in the minutes that the absence is unexcused.
- 1.4 **Journal of Proceedings:** A journal of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.
- 1.5 **Recording Meetings:** The clerk shall make an audio recording of all meetings the public is invited to attend that are held in the Community Center Council Chambers. The audio recordings will be posted on the City's web page in a timely manner (within two weeks).
- 1.6 **Right of Floor:** Any member desiring to speak shall be recognized by the Chair and shall confine his/her remarks to one subject under consideration or to be considered.
- 1.7 **Rules of Order:** Robert's Rules of Order Newly Revised shall be the guideline procedures for the proceedings of the Council. If there is a conflict, these rules shall apply.

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- 1.8 **Arrangement of the Council:** The mayor shall be seated in the center of the council table with the Council in order of position number shall fill the other seven seats at the Council table.

- 1.9 **Oath of Office:** Prior to taking a seat on the council, the elected or appointed council member must take the oath or office as required under RCW 35A.

2. TYPES OF MEETINGS

- 2.1 **Regular Council Meetings:** The Council shall meet on such days as set by resolution beginning at 7 PM and ending at 10 PM. (The current resolution provides for meetings on the 2nd and 4th Thursday of the month) When a Council meeting falls on a holiday, the Council may determine an alternate day for the meeting or cancel the meeting. The Council may reschedule regular meetings to a different date or time by motion. The location of the meetings shall be the Community Center meeting room at 319 Main Street, unless specified otherwise by a majority vote of the Council. All regular and special meetings shall be public.
- 2.2 **Special Meetings:** Special meetings may be called by the Mayor or any four (4) members of the Council. The City Clerk shall prepare a notice of the special meeting stating the time, place and business to be transacted. The City Clerk shall attempt to notify each member of the Council, either by telephone or otherwise, of the special meeting. The City Clerk shall give at least 24 hours' notice of the special meeting to each local newspaper of general circulation and to each local radio and/or television station which has filed with the Clerk a written request to be notified of special meetings. No subjects other than those specified in the notice shall be considered. The Council may not make final disposition on any matter not mentioned in the notice.
- 2.3 **Emergency Meetings:** Emergency meetings may be called in less than 24 hours and without notice requirements for special and regular meetings, to deal with emergencies involving damage to persons or property, or when there is a likelihood that adherence to the notice requirements would be impractical and may increase the likelihood of injury or damage.
- 2.4 **Continued and Adjourned Sessions:** Any session of the Council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.
- 2.5 **Study Sessions and Workshops:** The Council may meet informally in study sessions and workshops (open to the public), at the call of the Mayor or of

Council Procedures – Page 3

any four or more members of the Council, to review forthcoming programs of the city, receive progress reports on current programs or projects, receive other similar information from city department heads or conduct procedures workshops, provided that all discussions and conclusions thereon shall be informal and do not constitute official actions of the Council. Study sessions and workshops held by the council are “special meetings” of the council, and the notice required by RCW 42.30.080 must be provided.

- 2.6 Executive Sessions:** Executive Sessions or closed meetings may be held in accordance with the provisions of the Washington State Open Meetings Act (Chapter 42.30 RCW).

Among the topics that may be discussed are:

- (1) certain personnel matters;
- (2) consideration of acquisition of property for public purposes or sale of city-owned property; and
- (3) potential or pending litigation in which the city has an interest, as provided in the Revised Code of Washington.

The Council may hold an executive session during a regular or special meeting. Before convening in executive session the Chair shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. The announced time limit for executive sessions may be extended to a state later time by the announcement of the Chair.

- 2.7 Attendance of Media at Council Meetings:** All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

3. CHAIR COUNCIL AND DUTIES

- 3.1 Chair:** The Mayor, if present, shall preside as Chair at all meetings of the Council. In the absence of the Mayor, the Mayor Pro tem shall preside. In the absence of both the Mayor and Mayor Pro Tem, the Council shall elect a Chair.
- 3.2 Council:** The Council consists of seven council members, who are residents within the city limits of Sultan and have been elected or appointed.

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- 3.3 Call to Order:** The meetings of the Council shall be called to order by the Mayor or, in his/her absence, by the Mayor Pro Tem. In the absence of both the Mayor and the Mayor Pro Tem, the meeting shall be called to order by the City Clerk for the election of a temporary Chair.
- 3.4 Lack of a Quorum:** Before the meeting is called to order, it is the duty of the Mayor to determine if there is a quorum present. In the absence of a quorum, any business transacted is null and void, except that within this paragraph. If a quorum is not present, the Mayor shall wait a reasonable to time to determine if a quorum will be present. If it appears that a quorum will not be present, or if a reasonable time expires and there is no quorum, the Mayor shall call the meeting to order, announce the absence of a quorum, then entertain a non-debatable motion to adjourn, a motion to adjourn to a specific time and place other than regularly scheduled meeting or a recess. During the recess, measures shall be taken to contact members of the council to seek their attendance.
- 3.5 Preservation of Order:** The Chair shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives and confine members in debate to the question under discussion.
- 3.6 Points of Order:** The Chair shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be "Shall the decision of the Chair be sustained?"
- 3.7 Questions to be Stated:** The Chair shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon all questions.
- 3.8 Mayor – Powers:** The Mayor may not make or second motions, but may participate in debate to the extent that such debate does not interfere with chairing the meeting. If the mayor wishes to participate vigorously in the debate of an issue, the mayor shall turn over chairing of that portion of the meeting to the Mayor Pro Tem, or to another councilmember if the Mayor Pro Tem is absent. The mayor's voting rights and veto power are as specified in RCW35A.12.100.

4. ORDER OF BUSINESS AND AGENDA

4.1 Order of Business: The order of business for all regular meetings shall be transacted as follows unless the Council, by a majority vote of the members present, suspends the rules and changes order:

- (1) Call to Order
- (2) Pledge of Allegiance
- (3) Changes/Additions to the agenda
- (4) Presentations
- (5) Comments from the Public
- (6) Councilmembers comments
- (7) Hearings scheduled during the Council meeting
- (8) Department Head/Council Committee/Commission Reports
- (9) Consent Agenda
- (10) Action Items
- (11) Discussion Items
- (12) Comments from the Public on agenda items
- (13) Councilmember response to comments on agenda items
- (14) Executive sessions (may be held at anytime during the meeting)
- (15) Adjournment

The Consent Agenda may contain items which are of a routine and non-controversial in nature which may include, but are not limited to, the following: meeting minutes, payroll, claims, budget amendments, and any item previously approved by Council with a unanimous vote and which is being submitted to Council for final approval. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Councilmember or any person attending a Council meeting.

4.2 Council Agenda: The Mayor shall prepare the agenda for Council meetings. Subject to the Council's right to amend the agenda, no legislative item shall be voted upon which is not on the Council agenda, except in emergency situations (defined as situations which would jeopardize the public's health, safety or welfare).

4.3 Mayor and Councilmember Comments and Concerns: The agenda shall provide a time when the Mayor or and Councilmember ("Comments From Councilmembers") may bring before the council any business that he/she feels should be deliberated upon by the council. There shall be no lectures, speeches or grandstanding

COUNCIL PROCEDURES – Page 6

- 4.4 **Procedure to Bring Business Before the Council:** In order to bring any item of business before the Council, a person must contact the Clerk's office a minimum of seven business days prior to the council meeting so that the Clerk may place the item on the agenda. The person must clearly identify the item of business he/she wishes to address to the council. Any written materials should be presented to the Clerk's office seven business day prior to the meeting so that the Clerk has an opportunity to distribute them to the Council for review. This shall only apply to requests for action by the Council. Citizens may address the council on other matters during the Public comments section of the meeting.

5. CONSENSUS AND MOTIONS

- 5.1 **Consensus Votes:** When a formal motion is not required on a Council action or opinion, a consensus voice vote will be taken. The Chair will state the action or opinion and each Councilmember will state his/her name and vote by saying "aye" or "nay".
- 5.2 **Motions:** No motion shall be entertained or debated until duly seconded and announced by the Chair. The motion shall be recorded and, if desired by any Councilmember, it shall be read by the Clerk before it is debated and, by the consent of the Council, may be withdrawn at any time before action is taken on the motion.
- 5.3 **Votes on Motions:** Each member present shall vote on all questions put to the Council except on matters in which he or she has been disqualified for a conflict of interest or under the appearance of fairness doctrine. Such member shall disqualify himself or herself prior to any discussion of the matter and shall leave the Council Chambers. When disqualification of a member or members results or would result in the inability of the Council at a subsequent meeting to act on a matter on which it is required by law to take action, any member who was absent or who had been disqualified under the appearance of fairness doctrine may subsequently participate, provided such member first shall have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.
- 5.4 **Tie Vote:** If the vote is tied, the Mayor shall take a roll call, calling each individual council member by name to record his/her vote. To the extent allowed by state law, in the event of a tie vote, the Mayor shall vote and break the tie.
- 5.5 **Failure to Vote on a Motion:** Any councilmember present who fails to vote without a valid disqualification shall be declared to have voted in the affirmative on the question.

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- 5.6 **Motions to Reconsider:** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings were adopted.

6. PUBLIC HEARING PROCEDURES

- 6.1 Speaker Sign-In:** Prior to the start of a public hearing the Chair may require that all persons wishing to be heard sign in with the Clerk, giving their name and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Chair, subject to the concurrence of a majority of the Council, may establish time limits and otherwise control presentations. (Suggested time limit is three minutes per speaker or five minutes when presenting the official position of an organization or group.) The Chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, etc.).
- 6.2 Conflict of Interest/Appearance of Fairness:** Prior to the start of a public hearing the Chair will ask if any Councilmember has a conflict of interest or Appearance of Fairness Doctrine concern which could prohibit the Councilmember from participating in the public hearing process. A Councilmember who refuses to step down after challenge and the advice of the City Attorney, a ruling by the Mayor or Chair and/or a request by the majority of the remaining members of the Council to step down is subject to censure. The Councilmember who has stepped down shall not participate in the Council decision nor vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration, provided, however, that nothing herein shall be interpreted to prohibit a Councilmember from stepping down in order to participate in a hearing in which the Councilmember has a direct financial or other personal interest.
- 6.3 The Public Hearing Process:** The Chair introduces the agenda item, opens the public hearing and announces the following Rules of Order:
- (1) All comments by proponents, opponents or other members of the public shall be made from the podium; any individuals making comments shall first give their name and address. This is required because an official recorded transcript of the public hearing is being made.

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- (2) No comments shall be made from any other location. Anyone making “out of order” comments shall be subject to removal from the meeting. If you are disabled and require accommodation, please advise the Clerk.
- (3) There will be no demonstrations during or at the conclusion of anyone’s presentation.
- (4) These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right of free speech.
 - The Chair calls upon city staff to describe the matter under consideration.
 - The Chair calls upon proponents, opponents and all other individuals who wish to speak regarding the matter under consideration.
 - The Chair inquires as to whether any Councilmember has questions to ask the proponents, opponents, speakers or staff. If any Councilmember has questions, the appropriate individual will be recalled to the podium.
 - The Chair continues the public hearing to a time specific or closes the public hearing.

7. DUTIES AND PRIVILEGES OF CITIZENS

- 7.1 Meeting Participation:** Citizens are welcome at all Council meetings and are encouraged to attend and participate before the deliberations of the Council. Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, Councilmember or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. Use of cellular telephones is prohibited in the Community Center Meeting Room.
- 7.2 Subjects Not on the Current Agenda:** Under agenda item “Comments From the Public” citizens may address any item they wish to discuss with the Mayor and Council. They shall first obtain recognition by the Chair, state their name, address and subject of their comments. The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Council may deem necessary. Following such comments, if action is required or has been requested, the Chair may place

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the matter on the current agenda or a future agenda or refer the matter to staff or a Council committee for action or investigation and report at a future meeting.

- 7.3 Subjects on the Current Agenda:** Any member of the public who wishes to address the Council on an item on the current agenda shall make such request to the Chair or Presiding Officer. The Chair shall rule on the appropriateness of public comments as the agenda item is reached. The Chair may change the order of speakers so that testimony is heard in the most logical grouping (i.e. proponents, opponents, adjacent owners, etc.). All comments shall be limited to three (3) minutes per speaker or other limitations as the Chair or Council may deem necessary.
- 7.4 Manner of Addressing the Council – Time Limit:** Each person addressing the Council shall step up to the podium, give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit his/her remarks to three (3) minutes. Agenda items “Comments From the Public” and “Public Comments on Agenda Items” shall be limited to a total of 30 minutes each unless additional time or less time is agreed upon by the Council (dependent upon the length of the agenda). All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the Chair, members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the Chair. The Council will then determine the disposition of the issue (information only, place on present agenda, workshop, a future agenda, assign to staff, assign to Council Committee or do not consider).
- 7.5 Personal and Slanderous Remarks:** Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council may be requested to leave the meeting and may be barred from further audience before the Council during that Council meeting by the Chair or Presiding Officer.
- 7.6 Written Communications:** Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the city’s business or over which the Council had control at any time. The written communication may be submitted by direct mail or by addressing the communication to the City Clerk who will distribute copies to the Councilmembers. The communication will be entered into the record without the necessity for reading as long as sufficient copies are distributed to members of the audience/public.

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- 7.7 **Comments in Violation of the Appearance of Fairness Doctrine:** The Chair may rule out of order any comment made with respect to quasi-judicial matter pending before the Council or its Boards or Commissions. Such comments should be made only at the hearing on a specific matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear at the public hearing on the matter and present their comments.
- 7.8 **“Out of Order” Comments:** Any person whose comments have been ruled out of order by the Chair shall immediately cease and refrain from further improper comments. The refusal of an individual to desist from inappropriate, slanderous or otherwise disruptive remarks after being ruled out of order by the Chair may subject the individual to removal from the Community Center Meeting Room. These rules are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

8. FILLING COUNCIL VACANCIES AND SELECTING MAYOR PRO TEM

- 8.1 **Notice of Vacancy:** If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy and the procedure and deadline for applying for the position.
- 8.2 **Application procedure:** The Council will draw up an application form which contains relevant information that will answer set questions posed by Council. The application form will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.
- 8.3 **Interview Process:** All candidates who submit an application by the deadline will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Community Center Meeting Room while other applicants are being interviewed. Applicants will be asked to answer questions submitted to them in advance of the interview and questions posed by each Councilmember during the interview process. The Councilmembers will ask the same questions of each candidate. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.

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- 8.4 **Selection of Councilmember:** The Council may recess into executive session to discuss the qualifications of all candidates. Nomination, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.
- 8.5 **Selecting Mayor Pro Tem and Alternate Mayor Pro Tem:** The council shall appoint a Mayor Pro Tem to conduct the business of presiding over meetings of the council

and may other regularly conducted business of the Mayor in the Mayor's absence. While the council member is functioning as Mayor Pro Tem, the council member retains his/her right and responsibility to make and vote on motions before the council. The appointment of the Mayor Pro Tem shall take place annually at the first regular meeting of the council each year and the term shall be for one year.

9. CREATION OF COMMITTEES, BOARDS AND COMMISSIONS

- 9.1 Citizen Committees, Boards and Commissions:** The Council may create committees, boards, and commissions to assist in the conduct of the operation of city government with such duties as the Council may specify not inconsistent with the Sultan Municipal Code.
- 9.2 Membership and Selection:** Membership and selection of members shall be as provided by the Council if not specified otherwise in the SMC. Any committee, board, or commission so created shall cease upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council or to the mayor except as otherwise specified in the SMC.
- 9.3 Removal of Members of Boards and Commissions:** The Council may remove any member of any board or commission which it has created by a vote of at least a majority of the Council (this rule does not apply to the Civil Service Commission or any other such body which has statutory or ordinance procedures concerning removal).

10. SUSPENSION AND AMENDMENT OF THESE RULES

- 10.1 Suspension of These Rules:** Any provision of these rules not governed by the SMC may be temporarily suspended by a vote of a majority of the Council.
- 10.2 Amendment of These Rules:** These rules may be amended or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have introduced into the record at a prior Council meeting.