

**CITY OF SULTAN
COUNCIL MEETING – COMMUNITY CENTER
February 25, 2016**

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

CHANGES/ADDITIONS TO THE AGENDA

PRESENTATIONS

- 1) Business Spotlight – Sky Valley Home Maintenance and Repair
- 2) Volunteer Spotlight – Ruth Shapovalov

PUBLIC HEARING:

- 1) Annexation on 124th Street

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) Public Works Report
- 3) Planning Board Minutes

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

- 1) Minutes of the February 11, 2016 Council Meeting
- 2) Voucher Approval

ACTION ITEMS:

- 1) Resolution 16-04 Timber Ridge 141st Street Repair
- 2) Bid Award – Electrical Upgrade at City Shop
- 3) Grant Application – Homeless Pilot Program

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

CITY OF SULTAN
AGENDA ITEM COVER SHEET

Agenda Item: P- 1
Date: February 25, 2016
SUBJECT: Business Spotlight – Sky Valley Home Maintenance and Repair

Donna Murphy

CONTACT PERSON: Donna Murphy Grants and Volunteer Coordinator

ISSUE:

The issue before the Council is to recognize Sky Valley Home Maintenance and Repair as the City of Sultan's Business Spotlight for February, 2016.



SUMMARY STATEMENT:

Sky Valley Home Repair and Maintenance is located in Sultan and owned by Bill Pichon. Bill opened the doors of his new business in August, 2014 after he worked for 25 years as a Service Manager within the apartment industry.

Bill was born in Danville Illinois, moved to Woodinville in 1979 and to Sultan in 2012. He's been married to Victoria for 26 years and they have 2 grown children and 3 grand daughters.

In 2014 Bill decided to start his own business in Sultan for home maintenance and repair. Bill is the sole owner and employee serving customers along US 2, North to Arlington and South to Bothell. He contracts a lot with single family rental management companies as well. He specializes in exterior and interior painting, sheet rock, flooring repair, roof care and repair, pressure washing and yard care.

Bill is also a stellar volunteer, admitting he never volunteered until he moved to Sultan and started volunteering at the Shindig Car Show. Since then Bill has volunteered in



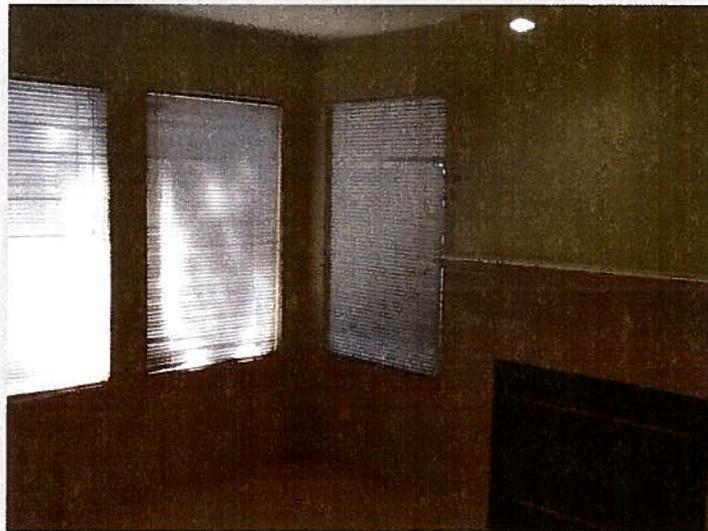
the City's Park Cleanup Program, unloading food at the Food Bank, and

provided needed painting supplies to spruce up the Main Street Gazebo before Shindig. And, he may be interested in adopting a Main Street Island.

After the November Floods Bill was downtown early in the morning when the water was receding and saw the TV News filming Main Street. "They were

filming where all the debris was left behind and it looked awful, so I got my brooms out and cleaned up 3 blocks of Main Street". Bill commented.

When asked where he sees himself in 2 – 5 years, Bill said he hopes to grow to having 1 – 2 employees within 2 years.



SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: P-2
DATE: February 25, 2016
SUBJECT: Volunteer Spotlight – Ruth Shapovalov

Donna Murphy

CONTACT PERSON: Donna Murphy, Grants and Volunteer Coordinator

ISSUE: To recognize Ruth Shapovalov as the City of Sultan's Volunteer Spotlight for February, 2016.

SUMMARY:

Ruth Shapovalov is currently the Teen Director at the Sultan Boys and Girls Club. She began volunteering with the teens at the Boys and Girls Club in 2013 and that eventually led

to a job offer in 2015.

Ruth and her husband David moved from Wenatchee to Bothell in 2005, to take over ownership of a Used and New Appliance Store in Lake City in January of 2006. When the recession and building decline hit,

they needed to look for something else. They found 1/3 acre in Sultan, and considering it a miracle, they moved to Sultan. Ruth and David have been married for 40 years and have 3 grown children and 5 grandchildren.

They moved to Sultan in 2011 and Ruth began volunteering through hearing about opportunities at Mayor Eslick's weekly Coffee With the Mayor. She was introduced to the Boys and Girls Club through James Luark using the WiFi at Vinaccios, and was invited to "Teen Power Hour", one hour a week at the Boys and Girls Club. Before she knew it, James told her she could teach the class herself and went home.

The only guidelines given for the teen power hour were to teach the teens how to interact with each other and adults with respect. Ruth took over where James left off, teaching the kids core values and feeding them. A lot. This branched out to activities inside and out with the kids, including a visit to H3 Horses Healing Heroes, and 'They Shall Walk', a non profit which uses video game technology to help those without the use of their legs to have a walking experience.

Although Ruth is now paid staff for the Boys and Girls Club, she continues to work tirelessly beyond her normal hours, shopping for and planning activities for the teens,





taking them on educational field trips throughout the county and Puget Sound, and assisting them in school work such as essay writing. It's hard for her to imagine that the little group of eight teens back when James Luark introduced her to "Power Hour" has turned into over fifty kids taking part in the current Boys and Girls Club Teen programs.

Ruth also has volunteered at Crosswater Community Church, teaching pre-school, as well as a 3rd, 4th and 5th grade combined class.

She's attended Block Watch Parties as the Bubble Blowing

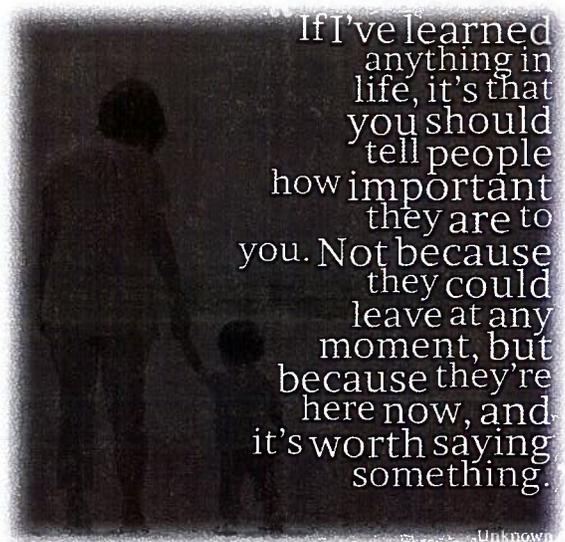
Lady and helped elderly people in the Sky View Drive Area with domestic chores such as overnight care.

She's attended Block Watch Parties as the Bubble Blowing Lady and helped elderly people in the Sky View Drive Area with domestic chores.

Ruth has her own business marketing meal replacements and supplements for people with health challenges called Isagenix. She uses 25% of all her proceeds to fund the Teen Programs.

Future volunteering for Ruth includes a Teen Mentoring Program and her dream is a 24 hour Teen Drop In Center. A safe place for them to be that will provide food, shelter, mentoring and homework help. She'd also like to move into more of a counseling roll for the teens.

"If you want to reach teens, first find out what THEY need, what love language they speak, and then meet them where they are. Listen more than you talk. Love more than you correct, and be prepared to have your heart broken. Is it worth it? Without a doubt!" Commented Ruth.



**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Public Hearing PH 1

DATE: February 25, 2016

SUBJECT: Consider annexation of area of land in the vicinity of 124th Street SE

CONTACT PERSON: Brad Collins, City Planner

ISSUE:

The issue before the Council is to continue the public hearing on the proposed annexation for an area of land in the vicinity of 124th Street SE. The public hearing was opened and public testimony was taken at the January 28, 2016 and February 11, 2016 Council meeting.

The Public Hearing that was opened on January 28, 2016 was set after the petition was submitted to the County. There was a signature missing on the petition and the County did not provide a certificate of sufficiency to the city. The hearing was continued to February 11, 2016 and the final signature was obtained.

A new 60% petition has been received from the proponent property owners and a new public hearing process must be started after the County Assessor's office determines sufficiency of 60% of the properties proposed for annexation.

The petition has been resubmitted to the county for review and determination if the "certificate of sufficiency" will be issued. After the city receives the certificate, a new public hearing will be set.

RECOMMENDED ACTION:

Close the public hearing and direct staff to schedule the Public Hearing after the 60% Annexation Petition has been certified by Snohomish County.



Community First

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



Sheriff Ty Trenary

Mayor Carolyn Eslick

Notable Events of January 2016

Mission: To provide safe communities through dedication and professional service.

Vision: Snohomish County will have a Sheriff's Office that is community-minded, progressive and professional.

Values: Integrity, Dignity, Commitment and Pride in our service.

January has been another month where the numbers of reported crimes have declined. In looking at the numbers of reports taken in town for the following crimes, you can see that Burglaries are down from November when there were 10 reports to this month where only 3 reports were taken. The numbers of Malicious Mischief and Robbery reports are basically unchanged at the very low numbers of 2 and 0 respectively. We also had 2 vehicle thefts and 1 vehicle recovery in town. These are very good numbers from a historical perspective.

The reason for such low numbers is the concerted effort between the Sheriff's Office and the community. We've had members of community calling 911 when they see suspicious activity so our Sultan team of deputies can respond and address those issues. We've also been able to give the necessary attention to those members of the community who have had problems in the past following the laws. We're aware of the problem individuals and also aware of the problem addresses where some of these folks have stayed in the past. We've applied pressure with the help of the Snohomish County Drug and Gang Task Force to identify those locations and those staying there. We then work with the property owners or managers to get the property cleaned up. We're currently working on a property on 132nd Street SE that has been a problem for the neighbors and the community for years.

New Staff:

I'd like to take this opportunity to introduce two new deputies in Sultan:

- 1) Deputy Mark Bond will be working dayshift on Thursday, Friday and Saturday and E/O Wednesday. He's worked in the City on many occasions in the past to fill in and he brings a great deal of passion and experience to the team. I think you'll find he is very community policing orientated and he's a great asset to the team.
- 2) Deputy Cameron Elwell will be working the same days of the week but on the night shift from 6 pm to 6 am. He brings energy and drive to serve the people of Sultan.

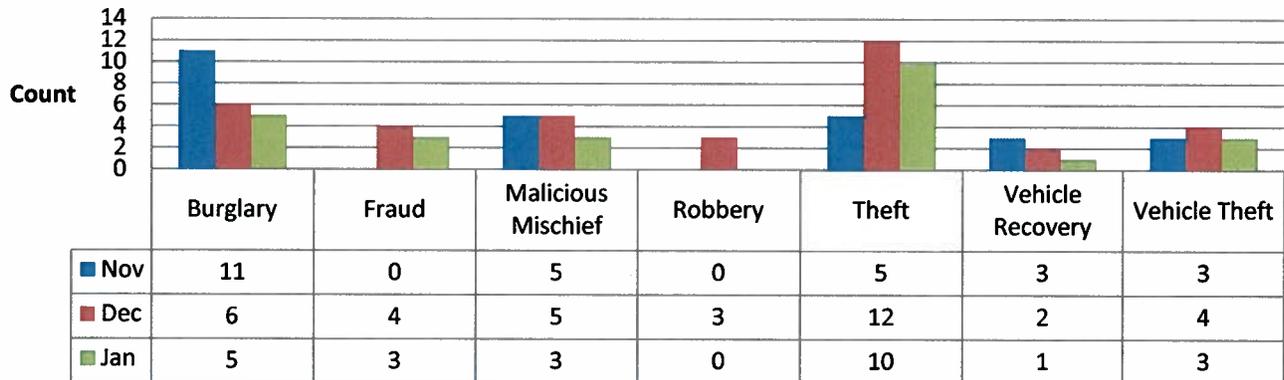
Please join me in welcoming them to the Sultan team.

The following tables and charts compare incident types of service as reported for the Sultan Police Department. This contract has an Originating Agency Identifier (ORI) of WA0311500.

Incident Call Source

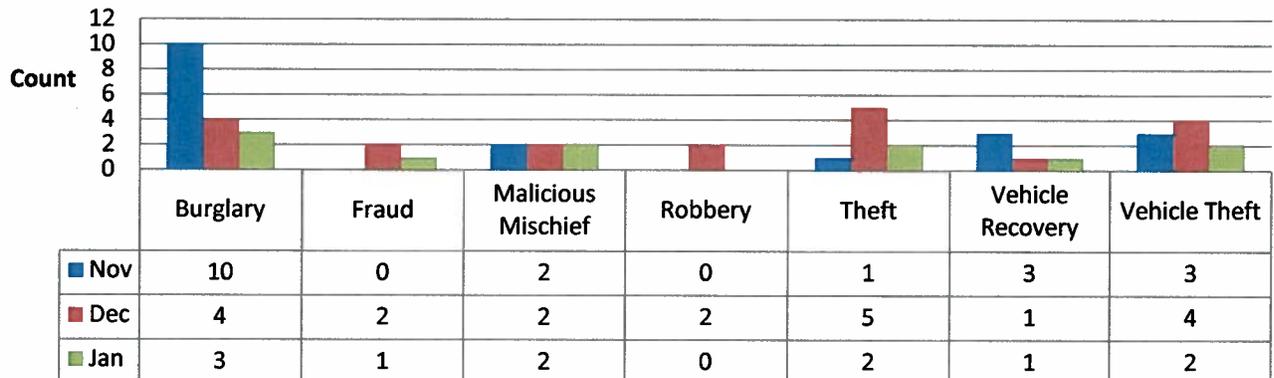
Call Source	Nov	Dec	Jan	Totals
	1	3	2	6
911	353	348	324	1025
Officer-Initiated	204	221	182	607
Totals	558	572	508	1638

Sultan Property Crime Last 3 Months - All Dispositions



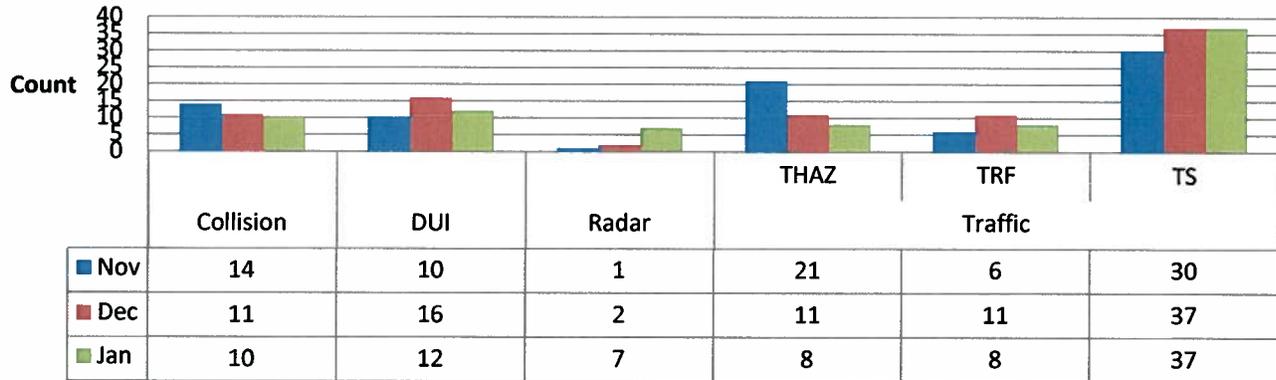
➤ Note: Dispositions for an incident may be singular or multiple (combined). Dispositions given here, other than "all", are singular values or the end disposition of a combined string of dispositions. A = Arrest, B= Booking, I = Impounded and R= Case Report

Sultan Property Crime Last 3 Months - Dispositions A, B, I & R



Tickets Reported	Nov	Dec	Jan	Totals
Collision	0	1	0	1
DUI	0	1	0	1
Traffic Stop	1	4	7	12
Totals	1	6	7	14

Sultan Vehicle Incidents Last 3 Months - All Dispositions



THAZ = Traffic Hazard, TRF = Traffic Problem and TS = Traffic Stop

Incident Types – Past 3 Months

Incident Type	Nov	Dec	Jan	Three Month Total
911	16	16	11	43
Abandoned Vehicle	4	1	2	7
Abuse of Person	1	0	1	2
Alarm	22	23	17	62
Animal	6	2	6	14
Assault	8	3	9	20
Assist	14	21	19	54
Attempt to Contact	0	0	1	1
Bomb	0	0	1	1
Burglary	11	6	5	22
Civil	20	19	16	55
Collision	14	11	11	36
CPS	3	2	2	7
Death	1	0	2	3
Disturbance	25	29	20	74
Dive	1	0	0	1
DUI	10	16	12	38
DV	15	13	21	49
Fireworks	0	0	1	1
Follow Up	71	72	58	201
Foot	1	0	0	1

Fraud	0	4	3	7
Harassment	2	2	3	7
Information	2	2	2	6
Mail/Web Based Complaint/Report	1	1	0	2
Malicious Mischief	5	5	3	13
Mental	2	2	1	5
Noise Complaint	8	12	12	32
Nuisance	5	7	4	16
Order Violation	8	5	1	14
Other	5	10	4	19
Paper Service	4	6	6	16
Parking	2	6	4	12
Person Lost/Found	8	6	2	16
Property Lost/Found	4	5	6	15
Public Assist	21	14	19	54
Pursuit	0	0	1	1
Radar	1	2	7	10
Robbery	0	3	0	3
RSO	5	0	4	9
SAR	1	0	1	2
School	26	20	28	74
Search Warrant	0	1	0	1
Security Check	22	36	17	75
Sex Offense	0	1	1	2
Shots Heard	2	3	2	7
Special Ops	0	0	1	1
Substance Abuse	8	8	3	19
Suicide	4	4	2	10
Suspicious	68	70	58	196
Theft	5	12	10	27
Threat	2	2	2	6
Traffic	60	60	53	173
Trespass	10	7	7	24
Vehicle Recovery	3	2	1	6
Vehicle Theft	3	4	3	10
Warrant	5	9	10	24
Weapon	1	0	1	2
Welfare Check	12	7	11	30
Totals	558	572	508	1638

➤ Note: The data in the preceding table is directly comparable to the Incident Breakdown by Month reports established by the New World Systems (NWS) LERMS module. This and all other data was obtained through a LERMS Data Analysis and Mapping (DA&M) query.

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

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: SR – 2
DATE: February 25, 2016
SUBJECT: Public Works Monthly Report
CONTACT PERSON: Mick Matheson, P.E., Public Works Director

ISSUE:

Provide monthly reports to Council regarding:

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

SUMMARY:

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

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

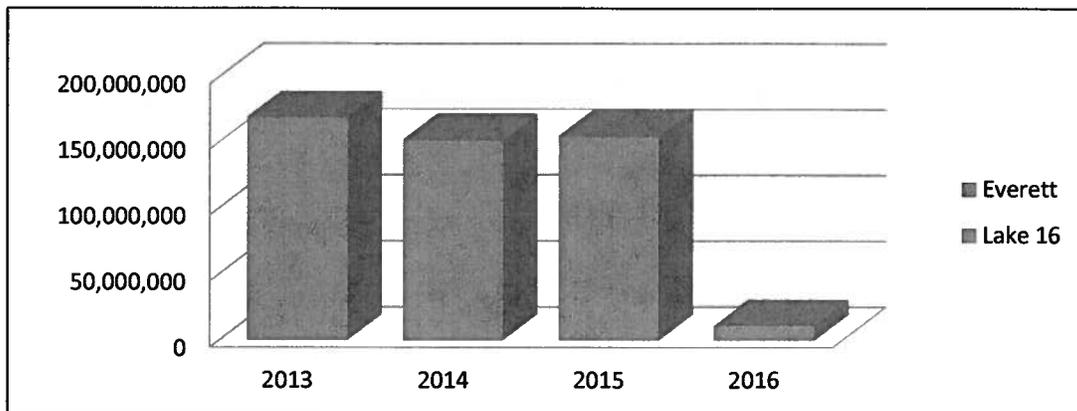
ATTACHMENTS:

Attachment A	Lake 16 vs. City of Everett Water Supply Comparison
Attachment B	Lake 16 Production for 2015
Attachment C	City of Sultan Water Plant Production Past 6 Years
Attachment D	Yearly Totals to Distribution System
Attachment E	2015 Water Meter Replacement Schedule
Attachment F	2015 Fire Hydrant Exercising Schedule
Attachment G	Everett Meter Readings for 2015
Attachment H	City of Sultan Wastewater Treatment Plant Operational Report
Attachment I	Garbage Report
Attachment J	Recycling Report
Attachment K	Cemetery Report
Attachment L	Field Supervisor Report (<i>not available at time of printing</i>)

Lake 16 vs. City of Everett Water Supply Comparison

Yearly Totals for Lake 16 and Everett Productions

	2013	2014	2015	2016
Lake 16	163,185,000	140,098,000	146,316,550	10,759,400
Everett	6,154,544	11,577,544	8,277,372	92,752
Total Gallons	169,339,544	151,675,544	154,593,922	10,852,152
% Everett	4%	8%	5%	1%



NOTE: ALL NUMBERS ARE IN GALLONS

LAKE 16 ANNUAL PRODUCTION

ATTACHMENT B

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-16	318.3	13,753,000	1,017,600	1,301,000	675,000	10,759,400	122.7	2.1	1,952	2,095	102.0	1819.0
Feb-16						0						
Mar-16						0						
Apr-16						0						
May-16						0						
Jun-16						0						
Jul-16						0						
Aug-16						0						
Sep-16						0						
Oct-16						0						
Nov-16						0						
Dec-16						0						
TOTALS	318.3	13,753,000	1,017,600	1,301,000	675,000	10,759,400	122.7	2.1	1,952	2,095	102.0	1,819.0
AVERAGE	318.3	13,753,000	1,017,600	1,301,000	675,000		122.7	2.1	1,952	2,095	102.0	1,819.0

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

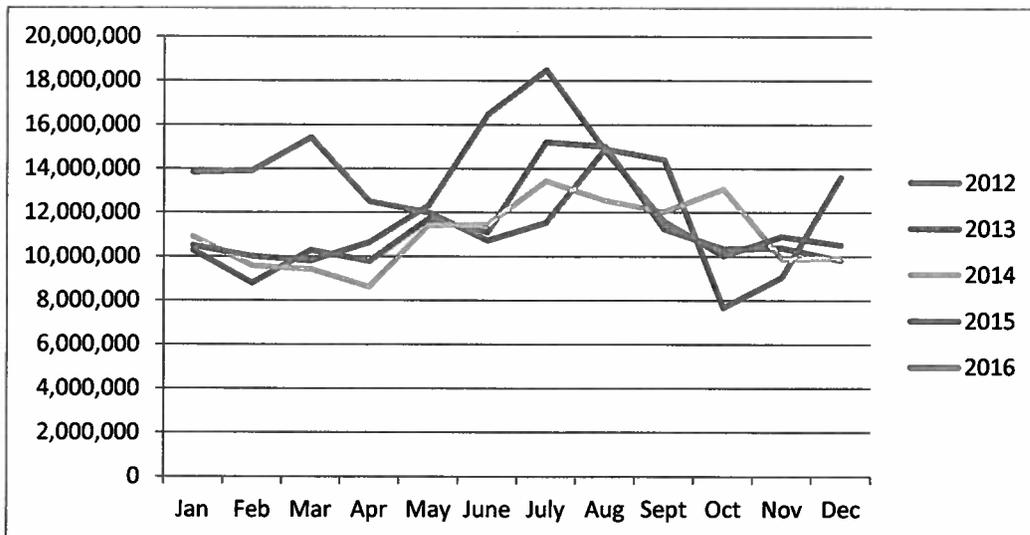
CITY OF SULTAN
Water Plant Production Past 6 years

	2011	2012	2013	2014	2015	2016
JAN	11,816,800	13,837,500	12,695,000	13,552,000	11,085,000	13,753,000
FEB	11,059,100	13,917,500	10,821,000	11,889,000	9,762,000	
MARCH	11,246,150	15,413,700	12,453,000	11,968,000	12,339,000	
APRIL	3,636,500	12,509,700	12,330,000	10,739,000	12,741,000	
MAY	0	11,994,500	14,516,000	14,191,000	14,666,000	
JUNE	0	10,721,850	13,654,000	14,036,000	19,483,000	
JUL	0	11,536,100	18,270,000	16,632,000	21,852,000	
AUG	0	14,897,550	16,369,000	15,095,000	17,011,000	
SEPT	0	14,403,400	13,820,000	14,458,000	13,864,000	
OCT	0	7,669,000	12,901,000	9,691,000	11,085,000	
NOV	4,359,500	9,048,000	13,074,000	10,339,000	10,910,000	
DEC	13,589,000	10,813,600	12,282,000	11,966,000	12,150,000	
AVG	4,642,254	12,230,200	13,598,750	12,879,667	13,912,333	13,753,000
TOTAL	55,707,050	146,762,400	163,185,000	154,556,000	166,948,000	13753000

YEARLY TOTALS TO DISTRIBUTION SYSTEM

	2012	2013	2014	2015	2016
Jan	13,837,500	10,271,500	10,896,750	10,494,970	10,759,400
Feb	13,917,500	8,778,600	9,565,500	10,011,458	
Mar	15,413,700	10,295,800	9,414,140	9,808,262	
Apr	12,509,700	9,775,750	8,608,100	10,624,748	
May	11,994,500	11,709,190	11,414,350	12,312,858	
June	10,721,850	11,106,400	11,442,950	16,476,104	
July	11,536,100	15,208,100	13,420,500	18,487,800	
Aug	14,897,550	15,005,000	12,551,110	14,820,546	
Sept	14,403,400	11,235,750	12,015,410	11,580,948	
Oct	7,669,000	10,349,400	13,065,976	10,030,402	
Nov	9,048,000	10,396,050	9,876,190	10,910,000	
Dec	13,589,000	9,823,500	9,933,596	10,513,822	
TOTAL	149,537,800	133,955,040	132,204,572	146,071,918	10759400
AVG	12,461,483	11,162,920	11,017,048	12,172,660	10,759,400

ALL NUMBERS ARE IN GALLONS



2016 WATER METER EXCHANGE SCHEDULE

Month-Year	Actual # Meters Changed	Program Goal	Remaining Meters at Month End
Beginning Balance			25***
Jan-16	3		22
Feb-16			
Mar-16			
Apr-16			
May-16			
Jun-16			
Jul-16			
Aug-16			
Sep-16			
Oct-16			
Nov-16			
Dec-16			
TOTAL	3	0	

** All remaining meters are commercial.

***December showed remaining meters as 12

however a recent audit of manual meters revealed the actual number as 25

2016 FIRE HYDRANT EXERCISING SCHEDULE

Month-Year	Actual # of FH's Exercised	Program Goal	Remaining FH's at Month End
Jan-16	14	a lot	257
Feb-16			
Mar-16			
Apr-16			
May-16			
Jun-16			
Jul-16			
Aug-16			
Sep-16			
Oct-16			
Nov-16			
Dec-16			

TOTAL

CITY OF SULTAN
Wastewater Treatment Plant
Operational Report
2015 - 2016

ATTACHMENT H

MONTH	Influent Flow (Max High allowed 0.72 MGD)				Total Rainfall Inches	Effluent PH (Range allowed 6.0 - 9.0)		Biological Oxygen Demand (Range allowed 85% to 100%)	Avg Suspended Solids (Range allowed 85% to 100%)	Sludge Wasted Gallons	Hauled Wet Tons
	Total (MG)	Avg (MGD)	High (MGD)	Low (MGD)		PH Low	PH High				
Jan-15	14,365	0.463	1.894	0.327	8.90	6.3	6.5	97.0	96.7	40,227	0.00
Feb-15	11,065	0.395	0.686	0.276	8.34	6.2	6.5	97.3	97.2	74,696	38.66
Mar-15	9,024	0.291	0.503	0.234	5.04	6.3	6.4	97.7	98.8	101,724	49.68
Apr-15	8,825	0.394	0.374	0.249	5.56	6.3	6.5	97.7	98.1	94,379	39.06
May-15	7,244	0.234	0.297	0.203	1.01	6.3	6.5	97.7	97.9	77,150	29.15
Jun-15	6,227	0.208	0.239	0.191	0.70	6.3	6.7	98.4	98.0	80,642	29.32
Jul-15	6,378	0.206	0.261	0.180	0.80	6.3	6.6	98.6	97.9	51,452	19.18
Aug-15	6,579	0.212	0.281	0.190	3.24	6.4	6.8	98.1	98.0	56,743	29.09
Sep-15	6,801	0.227	0.262	0.208	3.46	6.3	6.6	98.0	98.1	41,367	19.60
Oct-15	8,404	0.271	1.123	0.206	7.45	6.3	6.8	98.0	97.8	23,374	9.60
Nov-15	17,662	0.589	1.440	0.338	12.87	6.1	6.5	97.6	98.7	23,597	19.24
Dec-15	16,666	0.538	1.900	0.324	14.83	6.1	6.3	96.6	96.3	35,140	0
Jan-16	11,944	0.385	0.802	0.271	10.15	6.2	6.5	97.0	97.3	44,578	26.73
Feb-16											
Mar-16											
Apr-16											
May-16											
Jun-16											
Jul-16											
Aug-16											
Sep-16											
Oct-16											
Nov-16											
Dec-16											

2016 GARBAGE REPORT

ATTACHMENT I

	2015 TONS	2015 COST	2016 TONS	2016 COST
January	145.33	\$15,261.00	153.49	\$16,120.00
February	128.13	\$13,455.00		
March	138.96	\$14,593.00		
April	140.13	\$14,715.00		
May	145.89	\$15,320.00		
June	140.38	\$14,743.00		
July	153.48	\$16,093.00		
August	139.16	\$14,612.00		
September	134.68	\$14,144.00		
October	166.21	\$17,015.00		
November	162.05	\$16,589.00		
December	157.68	\$16,542.00		
TOTALS	1,752.08	\$ 183,082.00	153.49	\$16,120.00



City of Sultan
Customer Counts

<u>Sector</u>	<u>Commodity</u>	<u>Jan-16</u>	<u>Feb-16</u>	<u>Mar-16</u>	<u>Apr-16</u>	<u>May-16</u>	<u>Jun-16</u>	<u>Jul-16</u>	<u>Aug-16</u>	<u>Sep-16</u>	<u>Oct-16</u>	<u>Nov-16</u>	<u>Dec-16</u>	<u>Total</u>
Residential	Recycle	1,549												1,549
Commercial	Recycle	29												29
Multifamily	Recycle	6												6
Residential	Yardwaste	318												318
Commercial	Yardwaste	3												3
Multifamily	Yardwaste	1												1

**CEMETERY REPORT
BURIALS**

103 Cemetery Operating Fund

Description	2016 BUDGET	2016 ACTUAL
Revenue		
Beginning Balance	0	6,641
Cemetery Fees	25,000	
Investment Interest	100	0
Total Resources	25,100	6,641
Expenditures		
Total Expenditures	23,440	4,403
Ending Fund Balance	1,660	2,238

Burials	YTD 2016
Ash	0
Full	0

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-3
DATE: February 25, 2016
SUBJECT: Planning Board Minutes
CONTACT PERSON: Cyd Sparks, Permit Assistant 

ISSUE:
Transmitting Planning Board Minutes from the December 2015 meeting.

STAFF RECOMMENDATION:
Receive Report, no action required.

ATTACHMENT A: Planning Board Minutes for the December 2015 Meeting.

SULTAN PLANNING BOARD MINUTES
December 10, 2015

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Gloria Reedy
Sean Gossett
Tom Green, arrived 7:20p.m.
Janet Peterson arrived at 7:10p.m.

STAFF PRESENT:

Ken Walker, City Administrator
Cyd Sparks, Secretary of the Board
Brad Collins, FAICP Interim Planning Director

CALL TO ORDER:

Call to Order at 7:00 p.m.

CHANGES TO THE AGENDA:

None.

PUBLIC COMMENTS:

Bob McCarty, 1203 Loves Hill Drive, Sultan – Water Trails Planning – heads up, boat/float oriented. “Sky to Sound” The City received a Grant from National Park Service to have Park Staff person to help us through this project. To make areas “In/Out” areas for food stops and economic development. Make people want to spend their money here.

PLANNING BOARD MEMBER COMMENTS:

Gossett – Concerns over what is going on at the Sultan Airport. Gossett is going to let his term expire in February.

Reedy – Welcomes Brad to the Planning Board meeting. What do the initials behind your name mean? Are the PB dates changing to Thursdays? Brad explains.

Peterson – Welcomes Brad to the group and looks forward to getting something done.

Collins – Answers questions from the Board and discusses the change in the day for future PB Meetings.

APPROVAL OF MINUTES:

October 20, 2015 Minutes – Peterson moves to approve the minutes as printed. Reedy seconds. All Ayes.

DISCUSSION AND STUDY ITEMS:

D-1: Review Parks Questionnaire/Survey (November Packet) Board discusses the questionnaire and refines some of the questions. Add kayaking and boating. Change 8th to 9th Street. Add a map showing the park locations with numbers. Add question #13 from the phone survey. What about adding equestrian trails? Add a question about horse trails. Redo the questionnaire for the next meeting.

D-2: PROS Plan Edits (November Packet) Talk about FTP file (*FTP stands for File Transfer Protocol* and, as the name implies, it is a way of transferring files between computers) or setting up a separate computer for the Board to come to the City and make their edits. PB Members to go over the PROS Plan and pick a section that they would like to work on.

D-3: Planning Board By-Laws (November Packet) information only.

D-4: Planning Board Work List 2016

Brad goes over a work list for 2016 with the Board. Changing the meetings to the 3rd Thursday of the month for Jan thru March.

D-5: Zoning Code Amendments

Staff goes over the two zoning code changes he will be bringing up.

1) Recreational vehicle and boat storage yards and/or buildings. Board and Staff discuss the need for a public hearing at the planning board meeting. Board and Staff have discussion on changes to the By-Laws which list the items on the PB Agenda.

Recommendation to the City Council to Recreational vehicle in HOD in building, recreational vehicle yards in ED Zone. Green makes a motion and Peterson seconds. All Ayes.

2) Staff discusses the shared parking requirements with the Board. Board asks questions, what is Internal Trip Capture? Staff explains that it means cars are going into more than one business at the same parking site.

Recommendation to the City Council to allow shared parking requirement C as written. Green makes a motion and Reedy seconds. All Ayes.

16.60.100 Joint-use parking requirements.

Existing:

A. Places of Public Assembly. Parking spaces already provided to meet off-street parking requirements of stores, office buildings, schools, and industrial establishments, situated on the same site as places of public assembly, and that are not normally in use between the hours of 6:00 p.m. and midnight and are made available for other parking, may be used to meet not more than 50 percent of the total requirements of parking spaces. Written agreement is required for such joint-use parking arrangements between the officials of the place of public assembly and the owner or manager of the other development and parking area on the site.

B. Mixed Use Developments. In the case of mixed uses (such as shopping centers), the total requirements for off-street parking facilities shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities for one use shall not be considered as providing required parking facilities for any other use, except as specified above for joint use. (Ord. 630 § 2 [16.10.030(10)], 1995)

New:

C. Shared Parking Agreement. Parking facilities may be cooperatively used by different land uses, when the times of the use of such parking spaces by each use are not simultaneous. A shared parking agreement signed by all parties who share the parking facilities and approved by the City Community Development Director (Director) shall be required that binds the parking facilities and the parties until the agreement is dissolved by all parties and approved by the Director. The total number of required parking spaces may be reduced from the requirements of Sultan Municipal Code Chapter 16.60, if it is demonstrated through a parking study that complementary uses, internal trip capture or uses with different peak parking needs justify the reduction in required parking spaces at all times. A covenant running with the land shall be made between the property owner (owner) and the City of Sultan (City) stating the responsibilities of the owner and shall be recorded with Snohomish County. A copy with the recording number and parking layouts and scheduled times of use by the specific uses sharing

the on-site parking spaces shall be submitted as part of any permit application for development. When any shared parking agreement subject to the covenant is to be modified or terminated, the owner shall be responsible for notifying the Director and providing a revised site plan and schedule for meeting the parking requirements of all the development on the property subject to the covenant.

D-6: Title 16 - Unified Development Code

Staff goes over some of the historical events on Title 16 & 18. Several different versions have attempted unsuccessfully to update the City's development regulations. This work is identified as one of the principal duties of the Planning Board and the Community Development Director. Before we make another attempt at revising the City's Development/Zoning Code, an objective or set of objectives needs to be determined to guide the review.

The goal of the December Planning Board meeting is to set some work parameters and schedule. Board has discussion with Staff over what happened in the past. Staff wants to work on a way to make the process better this time. Have the Attorney review the updates to the Code as the Board completes them. January's meeting should begin with what are the major issues in Title 16 and Title 18? Look at impact fees, why are they expensive and can they pay them at another time other than when permits are due.

Revise the PB Meetings from the 3rd Tuesday of the month to the 3rd Thursday of the month thru March. Motion by Gossett and seconded by Green. All Ayes.

ACTIONS FOR NEXT MEETING:

- PB Minutes for December 10th
- Updated Survey for 3rd review.
- PROS Plan in shared location - still working on a solution. Shared computer upstairs.
- Bring Zoning Map for each member.
- Publish the PB Calendar in newspaper and webpage.
- Staff to put together materials for review of Code for January meeting.

PLANNING BOARD COMMENTS:

Peterson –Thanks for delivering the PB Packets.

Reedy – Did research on raising the Sultan Sales to what the Monroe tax rate to Sultan Council. Reedy would like the ear marked funds to parks.

Green – would like to find a way to sell cars and keep the sales tax here. Loves to hear that Staff is trying to keep it simple.

PUBLIC COMMENTS:

McCarty – comments on the SMC Code. Take what is the best from 16 and 18 and make one code.

ADJOURNMENT:

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

Adjourned at 9:10 p.m.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1

DATE: February 25, 2016

SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the February 11, 2016 Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – February 11, 2016

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

CHANGES/ADDITIONS TO THE AGENDA:

Add: Executive Session

PRESENTATIONS:**State of the City Address**

Mayor Eslick presented the State of the City Address for 2016.

Business Spotlight – Loggers Tavern

The Council recognized the Loggers Tavern as the City of Sultan Business Spotlight for January 2016. Leo Moreno was born in Los Angeles California, moved to Sultan in 2000 and bought the Loggers Tavern located at 215 Main Street in 2006. Leo and his wife Anca share two children, a girl and boy ages 9 and 12. Before Leo and Anca bought the Loggers Tavern, Leo worked for Lee Johnson Auto Group and Penske as a Manager, Crew Leader and Trainer. He has also been a Limo Driver, Bar Tender and an Entertainer.

The Loggers Tavern offers daily specials for breakfast, lunch and dinner, as well as one of Leo's Specialties, a 100% Blended Fruit Smoothie with flax seed meal. They offer Pool and Horseshoe Tournaments every Saturday and "Touch Tone" Music every day.

The Loggers Tavern has the oldest bar in the West, built in Cincinnati, Ohio in 1890 and shipped to the Ward and Klein's Saloon in Everett and eventually ending up in Duvall at the Wallace Hotel. A man named Brown moved it to Sultan in the 1930's and installed it in the Old Loggers Inn Tavern. In 1978, the old tavern was torn down and the new tavern was opened after the bar was dismantled and 15 gallons of paint stripper was used to remove years of grime. How the bar was transported to the West Coast is still a mystery.

Besides running his business, Leo has a passion for philanthropy, sponsoring "Karaoke for Cancer", Motorcycle Run for Autism, anti drug campaigns and volunteering building an Off Leash Dog Park at Osprey Park in Sultan. Leo sees his business prospering and expanding in the next 2 – 5 years. He now has seven employees and plans to refinance to expand the kitchen for full family meals.

Mayor Eslick presented a Certificate of Appreciation. Leo thanked the City for the spotlight and advised they try to make it a fun and friendly place.

PUBLIC HEARING

- 1) 124TH Annexation Continued hearing – minutes under separate report.

EXECUTIVE SESSION: On a motion by Councilmember Naslund, seconded by Councilmember Seehuus, the Council adjourned to executive session for twenty minutes at 8:00 PM to discuss pending litigation. All ayes. The Council returned to regular session at 8:20 PM.

COMMENTS FROM THE PUBLIC:

Bill Pichon: At the last meeting, citizens had complaints about not being notified about the hearing and this time they were notified. There were also Facebook and site postings. Thanks for the efforts.

COUNCILMEMBER COMMENTS

Neigel: Congratulated Vernon on his nomination to the Naval Academy. Advised he has been elected as the alternate for the small city representative to the Community Transit Board for a 2nd term. Will continue to represent the valley.

CITY OF SULTAN COUNCIL MEETING – February 11, 2016

Beeler: Thanked everyone for attending the hearing and noted that whatever happened in 2007 was under a different Council and the City and Council are run differently now. When he moved here, he heard about fights and other issues with the Council. A private study on I-405 was conducted and found that the traffic got worse after the toll lanes went in.

Vernon Johnson: School won district tournament for wrestling and they will go to regionals this week. The musical this spring will be the Wizard of Oz.

Mayor Eslick: Business workshop this month will be a Goggle class. Checked out the property near the cemetery and the city needs to start work on the cleaned up.

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

- 1) Code Enforcement
- 2) Hearing Examiner's Annual Report
- 3) Volunteer Report

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

- 1) Minutes of the January 28, 2016 Council Meeting
- 2) Minutes of the January 28, 2016 Public Hearing on the 6 Year Transportation Plan Amendment
- 3) Minutes of the January 28, 2016 Public Hearing on the Zoning Code Amendments
- 4) Voucher Approval in the amount of \$433,017.17 and payroll through January 15, 2016 in the amount of \$35,484.67 to be drawn and paid on the proper accounts.

ACTION ITEMS:**Ordinance 1230-16 SMC 16.12.050 Code Amendments (2nd reading)**

The issue before the Council is the adoption of Ordinance 1230-16 Zoning Code Amendments: RV Storage, Shared Parking. A public hearing was held during the January 28, 2016 Council meeting. The City Attorney has reviewed the ordinance and made minor corrections include language regarding the Department of Commerce review and SEPA requirements.

The proposed zoning code amendments accomplish three things:

- Make the development process, particularly private investment decisions, faster and simpler, relying less on an interpretation by the Planning Director and avoiding inconsistencies that can occur with such interpretations. These text changes allow two proposed development projects to proceed with less delay and uncertainty.
- Clarify how the development regulations are to be enforced and reduce the potential for citizen dissatisfaction with zoning requirements and conflicts after property investment and/or construction have been completed.
- Exemplify zoning code text changes that have been studied for more than two years without reaching conclusions regarding desired changes that will update and perhaps simplify development regulations that may be discouraging implementation of Sultan's Comprehensive Plan for economic development and stagnating healthy maintenance and growth of the City's tax base.

On a motion by Councilmember Neigel, seconded by Councilmember Wiita, the Council adopted Ordinance 1230-16 zoning code amendments. All ayes.

CITY OF SULTAN COUNCIL MEETING – February 11, 2016**Emergency Sewer Repair - Buno Construction Contract**

The issue before the City Council is to authorize the Mayor to sign a contract with Buno Construction, LLC to repair the existing sewer main upstream of Manhole 5-2N SS017 located between 3rd Street and 4th Street on the north side of US 2. The contract will not exceed \$26,326.27.

The City Council authorized the Mayor to sign Resolution 16.03 at the January 28, 2016 council meeting declaring an emergency and waiving the competitive bidding requirements to deal with a sinkhole issue adjacent to a sewer manhole between 3rd Street and 4th Street on the north side of US 2. On January 23, 2015, the city reviewed recently completed camera footage of the affected sewer main with RH2. The sewer main has significant longitudinal and circumferential cracking in the first ten feet upstream of Manhole 5-2N SS017. RH2 recommended Buno Construction to open cut a trench to expose the main and replace 10 to 20 feet of the existing concrete pipe with PVC and install a transition coupling.

Buno Construction started mobilizing on Monday, February 1, 2016 and uncovered a buried manhole at the intersection of 4th Street and US 2 to be used for bypass pumping. On Tuesday, after they started excavating, they discovered the sewer pipe was curved and a 36-inch storm main was in the work zone. They stopped work to bring out a wider shoring box and a smaller excavator. On Wednesday, they discovered a buried active storm catch basin that is set almost directly over the sewer line. At this point, Buno was directed to halt work on the sewer repair and to patch the disturbed asphalt. The City is now working with Michels Corporation on an alternative repair strategy involving cured-in-place pipe.

On a motion by Councilmember Neigel, seconded by Councilmember Naslund, the Mayor was authorized to sign a contract with Buno Construction, LLC for an amount not to exceed \$26,326.27. All ayes.

Emergency Sewer Rehabilitation – Michels Corporation Contract

The issue before the City Council is to authorize the Mayor to sign a contract with Michels Corporation to rehabilitate approximately 152 feet of sanitary sewer main. The contract is not to exceed \$27,000 (which includes a five percent contingency) unless authorized in writing by the City Council.

The City has been working with Buno Construction to repair damaged sanitary sewer main between 3rd Street and 4th Street on the north side of US 2. Buno was directed to stop work on February 5, 2016 due to unanticipated utility conflicts. RH2 Engineering recommended Michels Corporation to line the sewer pipe between manholes with cured in place pipe (CIPP). Michels Corporation is currently working on a major CIPP project in Tukwila and can start work on Friday, February 12, 2016. Due to the fact that the Council authorized the Mayor to sign Resolution 16-03 at the January 28, 2016 council meeting declaring an emergency and waiving competitive bidding requirements, it is appropriate to sign a contract with Michels Corporation so work can proceed quickly.

On a motion by Councilmember Walker, seconded by Councilmember Wiita, the Mayor was authorized to sign a contract with Michels Corporation to rehabilitate approximately 152 feet of sanitary sewer main. The contract is not to exceed \$27,000 (which includes a five percent contingency) unless authorized in writing by the City Council. All ayes.

Government Relations Contract – Armstrong and Associates

The issue before the City Council is to authorize the Mayor to sign a professional services contract with Armstrong and Associates not to exceed \$16,500. Staff recommends contracting with Armstrong and Associates. Mr. Armstrong has extensive government relations experience at the federal and state level. Mr. Armstrong represents local governments and agencies including the US Highway 2 Safety Coalition. He has professional relationships with state and

CITY OF SULTAN COUNCIL MEETING – February 11, 2016

federal legislators. He successfully represented the 12th District in Olympia as a Washington State Representative for 12 years.

The city council members have discussed the need to retain professional services to assist in the procurement of funding and representation in Olympia before the Washington State Legislature. The primary purpose of the contract is to provide assistance representing the City's need for capital budget funding for the Sultan Pedestrian Bridge and Emergency Services Complex from the state and federal legislatures

Mr. Armstrong may also provide other governmental relations services and legislative support at the state and federal legislative sessions during the term of the contract. The contract with Armstrong and Associates will be effective February 1, 2016 through December 31, 2016.

Discussion: The issue was discussed in January and the Council decided not to move forward due to budget constraints and the short legislative session. The state does not have capital funding available in this budget year however, the city needs to continue efforts during the interim to make sure representatives in Olympia have our projects on their radar. He works well with the Highway 2 Coalition and will push city projects as well. Appreciate that staff reached out to other lobbyist for proposals.

On a motion by Councilmember Wiita, seconded by Councilmember Seehuus, the Mayor was authorized to sign a professional service contract with Armstrong and Associates not to exceed \$16,500. All ayes, except Councilmember Neigel who vote nay.

Timber Ridge Project – Final Acceptance

The issue before the City Council is final acceptance of the Timber Ridge Plat Repair project completed by Carman's Construction LLC.

The council awarded the base bid and authorized the Mayor to sign a contract with Carman's Construction LLC not to exceed \$216,000 (which included a five percent contingency) to construct the Timber Ridge Plat Repair project on July 9, 2015. Carman's contract was for \$205,827.36. There were two change orders issued for this project.

The first change order was a no-cost change order to clarify the project was subject to prevailing wage. The second change order was for \$5,607.36 to repair damaged storm pipe that was an unforeseen condition.

The project was completed for \$193,901.94 including change orders. The quantities on some bid items (namely unsuitable foundation excavation, hot mix asphalt, and erosion control measures) under ran the original planned quantities resulting in the project finishing under budget.

On a motion by Councilmember Walker, seconded by Councilmember Seehuus, the Council accepted the Timber Ridge Plat Repair project as completed by Carman's Construction LLC. All ayes except Councilmember Naslund who voted nay.

Adjournment: On a motion by Councilmember Wiita, seconded by Councilmember Naslund, the meeting adjourned at 9:00 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent 2
DATE: February 25, 2016
SUBJECT: Voucher Approval - 2016
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the vouchers for approval in the amount of \$111,284.94 and payroll through February 12, 2016 in the amount of \$102,358.85 to be drawn and paid on the proper accounts.

FISCAL IMPACT: \$213,643.79

RECOMMENDATION:

Approve the payment of vouchers as submitted.

**City Of Sultan
Voucher Approval
February 25, 2016**

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 #31490-92	\$ 4,065.86
Direct Deposit #4	\$ 27,423.56
Benefits Check #41485-89,93-65	\$ 43,914.33
Tax Deposit #3 and	\$ 26,955.10
Accounts Payable Checks #31477,496-548	\$ 101,456.34
ACH Transactions - DOR	\$ \$9,828.60
 TOTAL	 \$ 213,643.79

Bob McCarty, Councilmember

John Seehuus, Councilmember

Rocky Walker, Councilmember

Russell Wiita, Councilmember

Joe Neigel, Councilmember

Marianne Naslund, Councilmember

Jeffrey Beeler, Councilmember

Accounts Payable

Check Register Totals Only

User: laura.koenig
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Check	Date	Vendor No	Vendor Name	Amount	Voucher
31496	02/25/2016	amtest	AM Test	585.00	0
31497	02/25/2016	Aramark	Aramark Uniform Services - AUS We:	814.89	0
31498	02/25/2016	APP	Associated Petroleum Products Inc	1,161.30	0
31499	02/25/2016	SCCT	Association of Snohomish County Citi	140.00	0
31500	02/25/2016	ASFM	Association of State Floodplain Mana	140.00	0
31501	02/25/2016	AWC	AWC	450.00	0
31502	02/25/2016	Buno	Buno Construction	25,326.20	0
31503	02/25/2016	Monroe	City of Monroe	1,927.34	0
31504	02/25/2016	Comcast	Comcast	275.85	0
31505	02/25/2016	ComWWTP	Comcast Business	269.36	0
31506	02/25/2016	Corin	Correctional Industries	204.40	0
31507	02/25/2016	DOL-2	Department of Licensing - Bus. & Pro	116.00	0
31508	02/25/2016	EvtStamp	Everett Stamp Works	60.65	0
31509	02/25/2016	EvUtil	Everett Utilities	2,790.39	0
31510	02/25/2016	EvDC	Evergreen District Court	110.27	0
31511	02/25/2016	Eylander	Eylanders Sales & Service Inc	3,843.74	0
31512	02/25/2016	FireProt	Fire Protection Inc.	1,367.58	0
31513	02/25/2016	JGalt	John E Galt	21.25	0
31514	02/25/2016	GBGeek	Gold Bar Geek	3,428.24	0
31515	02/25/2016	Gray	Gray & Osborne Inc.	1,150.02	0
31516	02/25/2016	Groco	Groco, Inc	1,710.72	0
31517	02/25/2016	JHarris	John Harris	250.00	0
31518	02/25/2016	HoneyB	Honey Bucket	183.50	0
31519	02/25/2016	IHK	Issaquah Honda Kubota	972.47	0
31520	02/25/2016	Kenyon	Kenyon Disend PLLC	4,577.27	0
31521	02/25/2016	lowes	Lowes	563.69	0
31522	02/25/2016	MarAward	Marysville Awards	160.60	0
31523	02/25/2016	NORFMA	Floodplain Managment Association N	40.00	0
31524	02/25/2016	OASYS	Oasys Office Automation Systems	43.36	0
31525	02/25/2016	OfcDepot	Office Depot	1,497.25	0
31526	02/25/2016	Pitney	Pitney Bowes - Purchase Power	574.50	0
31527	02/25/2016	PUD 1	PUD	3,231.55	0
31528	02/25/2016	PSE	Puget Sound Energy	1,207.69	0
31529	02/25/2016	QCL	QCL, Inc.	109.25	0
31530	02/25/2016	QualCont	Quality Controls Corporation	561.60	0
31531	02/25/2016	SkillP	SkillPath/NST Seminars	199.00	0
31532	02/25/2016	SkyCC	Sky Valley Chamber of Commerce	270.00	0
31533	02/25/2016	SCpubwor	Snohomish County Finance	16,120.00	0
31534	02/25/2016	SCpubwor	Snohomish County Finance	15,895.00	0
31535	02/25/2016	SChumsvc	Snohomish County Human Services	303.49	0
31536	02/25/2016	SnoPlan	Snohomish County Planning and Deve	576.50	0
31537	02/25/2016	SoundPub	Sound Publishing Inc	208.12	0
31538	02/25/2016	Sound	Sound Safety Products Co. Inc.	344.03	0
31539	02/25/2016	CDonk	Cyd Sparks	49.40	0
31540	02/25/2016	Staples	Staples Credit Plan	57.14	0
31541	02/25/2016	Summit	Summit Research Labs	3,172.70	0
31542	02/25/2016	UW	University of Washington	2,706.00	0
31543	02/25/2016	USBank	US Bank	38.00	0
31544	02/25/2016	WABO	WABO	95.00	0
31545	02/25/2016	Wagley	Wagley Creek Automotive, Inc	449.92	0

Accounts Payable

Check Register Totals Only

User: laura.koenig
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Check	Date	Vendor No	Vendor Name	Amount	Voucher
31493	02/18/2016	Retire	Department of Retirement	1,112.50	0
31494	02/18/2016	Retire	Department of Retirement	7,969.39	0
31495	02/18/2016	UNION	Teamsters Local Union #763	825.00	0
Check Total:				9,906.89	

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
31485	02/08/2016	Retire	Department of Retirement	1,112.50	0
31486	02/08/2016	Retire	Department of Retirement	8,227.28	0
31487	02/08/2016	AWCben	AWC Employee Benefit Trust	22,558.06	0
31488	02/08/2016	AWCben	AWC Employee Benefit Trust	40.20	0
31489	02/08/2016	WATeamTr	Washington Teamsters Welfare Trust	2,069.40	0
Check Total:				34,007.44	

PR 4-2016

Payroll

ACH Check Register

User: 'julie.addington'
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Batch: 2-2-2016
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
02/19/2016	0	001	Laura Koenig	2,191.38
02/19/2016	0	002	Tami Pevey	1,111.28
02/19/2016	0	004	Donna Murphy	1,027.19
02/19/2016	0	007	Julie Addington	1,538.10
02/19/2016	0	010	Cynthia Sparks	1,499.79
02/19/2016	0	011	Janice Mann	1,143.86
02/19/2016	0	015	Kenneth Walker	3,118.83
02/19/2016	0	019	Michael Matheson	2,982.59
02/19/2016	0	020	Connie Dunn	2,076.57
02/19/2016	0	025	John Harris	1,882.29
02/19/2016	0	028	Todd Strom	1,705.82
02/19/2016	0	049	Victoria Forte	1,537.16
02/19/2016	0	120	Matthew Wood	1,736.97
02/19/2016	0	121	Jason Strauss	1,587.16
02/19/2016	0	125	Riley Edwards	1,160.07
02/19/2016	0	127	Michael Rains	1,124.50
Total Employees:			16	Total: 27,423.56

Payroll

Computer Check Register

User: julie.addington
Printed: 02/16/2016 - 3:18PM
Batch: 00002-02-2016 Computer



Check No	Check Date	Employee Information	Amount
31490	02/19/2016	024 Michael Williams	2,365.48
31491	02/19/2016	029 James Barns	1,392.87
31492	02/19/2016	128 Fred Stecher II	307.51
Total Number of Employees: 3		Total for Payroll Check Run:	4,065.86

PR 4-2016

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
31485	02/08/2016	GENERAL FUND	Deferred Comp Payable	Department of Retirement	49.51
31485	02/08/2016	STREET FUND	Deferred Comp Payable	Department of Retirement	23.00
31485	02/08/2016	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	1.49
31485	02/08/2016	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	3.51
31485	02/08/2016	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	47.01
31485	02/08/2016	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	43.50
31485	02/08/2016	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	17.99
31485	02/08/2016	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	13.99
31485	02/08/2016	GENERAL FUND	Deferred Comp Payable	Department of Retirement	264.13
31485	02/08/2016	STREET FUND	Deferred Comp Payable	Department of Retirement	57.37
31485	02/08/2016	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	4.56
31485	02/08/2016	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	8.89
31485	02/08/2016	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	188.95
31485	02/08/2016	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	287.61
31485	02/08/2016	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	63.62
31485	02/08/2016	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	37.37
31486	02/08/2016	GENERAL FUND	PERS Payable	Department of Retirement	223.91
31486	02/08/2016	STREET FUND	PERS Payable	Department of Retirement	13.17
31486	02/08/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	13.17
31486	02/08/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	13.17
31486	02/08/2016	GENERAL FUND	PERS Payable	Department of Retirement	100.13
31486	02/08/2016	STREET FUND	PERS Payable	Department of Retirement	5.90
31486	02/08/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	5.91
31486	02/08/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	5.87
31486	02/08/2016	GENERAL FUND	PERS Payable	Department of Retirement	570.74
31486	02/08/2016	STREET FUND	PERS Payable	Department of Retirement	183.29
31486	02/08/2016	CEMETERY FUND	PERS Payable	Department of Retirement	24.51
31486	02/08/2016	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	24.66
31486	02/08/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	829.14
31486	02/08/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	657.14
31486	02/08/2016	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	330.30
31486	02/08/2016	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	155.81
31486	02/08/2016	GENERAL FUND	PERS Payable	Department of Retirement	1,042.61
31486	02/08/2016	STREET FUND	PERS Payable	Department of Retirement	334.89
31486	02/08/2016	CEMETERY FUND	PERS Payable	Department of Retirement	44.85
31486	02/08/2016	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	44.94
31486	02/08/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	1,514.72
31486	02/08/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	1,200.46

31486	02/08/2016	UTILITY GARBAGE FUND	PERS Payable	603.38
31486	02/08/2016	STORMWATER UTILITY FUND	PERS Payable	284.61
31487	02/08/2016	GENERAL FUND	Med/Den/Vision/Life Payable	52.56
31487	02/08/2016	STREET FUND	Med/Den/Vision/Life Payable	13.09
31487	02/08/2016	CEMETERY FUND	Med/Den/Vision/Life Payable	0.92
31487	02/08/2016	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	1.66
31487	02/08/2016	UTILITY WATER FUND	Med/Den/Vision/Life Payable	31.69
31487	02/08/2016	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	29.64
31487	02/08/2016	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	12.85
31487	02/08/2016	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	0.64
31487	02/08/2016	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	0.68
31487	02/08/2016	GENERAL FUND	Med/Den/Vision/Life Payable	9.45
31487	02/08/2016	STREET FUND	Med/Den/Vision/Life Payable	244.89
31487	02/08/2016	CEMETERY FUND	Med/Den/Vision/Life Payable	24.31
31487	02/08/2016	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	4.50
31487	02/08/2016	UTILITY WATER FUND	Med/Den/Vision/Life Payable	1.82
31487	02/08/2016	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	223.58
31487	02/08/2016	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	123.52
31487	02/08/2016	UTILITY SEWER FUND	Med/Dental/Vis Payable	70.22
31487	02/08/2016	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	46.21
31487	02/08/2016	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	0.30
31487	02/08/2016	GENERAL FUND	Med/Den/Vision/Life Payable	0.16
31487	02/08/2016	STREET FUND	Med/Den/Vision/Life Payable	0.68
31487	02/08/2016	UTILITY WATER FUND	Med/Den/Vision/Life Payable	0.54
31487	02/08/2016	UTILITY SEWER FUND	Med/Dental/Vis Payable	29.65
31487	02/08/2016	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	12.86
31487	02/08/2016	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	9.44
31487	02/08/2016	GENERAL FUND	Med/Den/Vision/Life Payable	244.91
31487	02/08/2016	STREET FUND	Med/Den/Vision/Life Payable	24.31
31487	02/08/2016	CEMETERY FUND	Med/Den/Vision/Life Payable	4.56
31487	02/08/2016	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	1.80
31487	02/08/2016	UTILITY WATER FUND	Med/Den/Vision/Life Payable	223.55
31487	02/08/2016	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	123.55
31487	02/08/2016	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	70.19
31487	02/08/2016	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	46.18
31487	02/08/2016	GENERAL FUND	Med/Den/Vision/Life Payable	4,186.13
31487	02/08/2016	STREET FUND	Med/Den/Vision/Life Payable	591.72
31487	02/08/2016	CEMETERY FUND	Med/Den/Vision/Life Payable	130.28
31487	02/08/2016	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	64.76
31487	02/08/2016	UTILITY WATER FUND	Med/Den/Vision/Life Payable	4,859.19
31487	02/08/2016	UTILITY SEWER FUND	Med/Dental/Vis Payable	3,067.05

31487	02/08/2016	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,931.27
31487	02/08/2016	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,003.61
31487	02/08/2016	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,353.65
31487	02/08/2016	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	446.73
31487	02/08/2016	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	29.44
31487	02/08/2016	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	60.56
31487	02/08/2016	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,006.02
31487	02/08/2016	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	933.42
31487	02/08/2016	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	387.63
31487	02/08/2016	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	301.47
31487	02/08/2016	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.14
31487	02/08/2016	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.45
31487	02/08/2016	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.55
31487	02/08/2016	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.47
31487	02/08/2016	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.00
31487	02/08/2016	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	10.80
31487	02/08/2016	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	7.01
31487	02/08/2016	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2.58
31487	02/08/2016	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	52.54
31487	02/08/2016	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.09
31487	02/08/2016	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.94
31487	02/08/2016	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1.65
31487	02/08/2016	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	31.69
31487	02/08/2016	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	369.31
31487	02/08/2016	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.80
31488	02/08/2016	UTILITY WATER FUND	Benefits - Disability Insuranc	AWC Employee Benefit Trust	0.60
31488	02/08/2016	UTILITY SEWER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	0.81
31488	02/08/2016	UTILITY GARBAGE FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	0.80
31488	02/08/2016	STORMWATER UTILITY FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	17.09
31488	02/08/2016	GENERAL FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	15.87
31488	02/08/2016	GENERAL FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	1.12
31488	02/08/2016	UTILITY WATER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	0.85
31488	02/08/2016	UTILITY SEWER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	1.13
31488	02/08/2016	UTILITY GARBAGE FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	1.13
31488	02/08/2016	STORMWATER UTILITY FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	521.04
31489	02/08/2016	GENERAL FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	105.89
31489	02/08/2016	STREET FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	21.60
31489	02/08/2016	CEMETERY FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	13.27
31489	02/08/2016	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	538.59
31489	02/08/2016	UTILITY WATER FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	429.12
31489	02/08/2016	UTILITY SEWER FUND	Med/Dental/Vis Payable	Washington Teamsters Welfare Trust	321.04
31489	02/08/2016	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	

31495	02/18/2016	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	4.07
31495	02/18/2016	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	20.38
31495	02/18/2016	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	103.38
31495	02/18/2016	STREET FUND	Union Dues Payable	Teamsters Local Union #763	19.65
31495	02/18/2016	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	4.12
31495	02/18/2016	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	2.22
31495	02/18/2016	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	126.74
31495	02/18/2016	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	89.70
31495	02/18/2016	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	55.31
31495	02/18/2016	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	2.23
31495	02/18/2016	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	103.29
31495	02/18/2016	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	110.13
31495	02/18/2016	STREET FUND	Union Dues Payable	Teamsters Local Union #763	19.19
31495	02/18/2016	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	89.30
31495	02/18/2016	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	54.94
31495	02/18/2016	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	20.35
31496	02/25/2016	UTILITY WATER FUND	Water - Testing	AM Test	120.00
31496	02/25/2016	UTILITY WATER FUND	Water - Testing	AM Test	440.00
31496	02/25/2016	UTILITY WATER FUND	Water - Testing	AM Test	25.00
31497	02/25/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	13.19
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	13.18
31497	02/25/2016	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	13.18
31497	02/25/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	13.18
31497	02/25/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	13.18
31497	02/25/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	14.39
31497	02/25/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	14.39
31497	02/25/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	14.38
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	14.39
31497	02/25/2016	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	14.39
31497	02/25/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	14.91
31497	02/25/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	14.91
31497	02/25/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	14.92
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	14.91
31497	02/25/2016	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	14.91
31497	02/25/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	13.07
31497	02/25/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	13.08
31497	02/25/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	13.07
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	13.08
31497	02/25/2016	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	13.07
31497	02/25/2016	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.37
31497	02/25/2016	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	6.37

31497	02/25/2016	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	6.37
31497	02/25/2016	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	5.91
31497	02/25/2016	STREET FUND	Uniforms	Aramark Uniform Services	1.37
31497	02/25/2016	GENERAL FUND	Uniforms	Aramark Uniform Services	1.36
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
31497	02/25/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	13.31
31497	02/25/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	13.31
31497	02/25/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	13.32
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	13.31
31497	02/25/2016	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	13.31
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
31497	02/25/2016	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.29
31497	02/25/2016	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	6.04
31497	02/25/2016	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	6.04
31497	02/25/2016	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	5.60
31497	02/25/2016	STREET FUND	Uniforms	Aramark Uniform Services	1.30
31497	02/25/2016	GENERAL FUND	Uniforms	Aramark Uniform Services	1.29
31497	02/25/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	14.57
31497	02/25/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	14.57
31497	02/25/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	14.56
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	14.57
31497	02/25/2016	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	14.57
31497	02/25/2016	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.29
31497	02/25/2016	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	6.03
31497	02/25/2016	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	6.03
31497	02/25/2016	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	5.60
31497	02/25/2016	STREET FUND	Uniforms	Aramark Uniform Services	1.29
31497	02/25/2016	GENERAL FUND	Uniforms	Aramark Uniform Services	1.29
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
31497	02/25/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	45.71
31497	02/25/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	45.71
31497	02/25/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	45.72
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	45.71
31497	02/25/2016	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	45.71
31497	02/25/2016	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.29
31497	02/25/2016	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	6.05
31497	02/25/2016	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	6.04
31497	02/25/2016	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	5.61
31497	02/25/2016	STREET FUND	Uniforms	Aramark Uniform Services	1.30
31497	02/25/2016	GENERAL FUND	Uniforms	Aramark Uniform Services	1.29
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24

31497	02/25/2016	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	15.35
31497	02/25/2016	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	15.36
31497	02/25/2016	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	15.35
31497	02/25/2016	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	15.36
31497	02/25/2016	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	15.35
31498	02/25/2016	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	10.75
31498	02/25/2016	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	10.74
31498	02/25/2016	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	10.75
31498	02/25/2016	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	357.03
31498	02/25/2016	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	43.58
31498	02/25/2016	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	164.19
31498	02/25/2016	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	337.43
31498	02/25/2016	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	41.19
31498	02/25/2016	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	155.17
31498	02/25/2016	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	10.16
31498	02/25/2016	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	10.15
31498	02/25/2016	GENERAL FUND	Travel and Seminars	Association of SnoCty Cities & Towns	10.16
31499	02/25/2016	GENERAL FUND	Operating Supplies	Association of State Floodplain Managers	140.00
31500	02/25/2016	GENERAL FUND	Travel and Seminars	AWC	140.00
31501	02/25/2016	GENERAL FUND	Miscellaneous Expense	Buno Construction	450.00
31502	02/25/2016	SEWER SYSTEM IMPROVEMENT FUND	Services - Sludge Hauling	City of Monroe	25,326.20
31503	02/25/2016	UTILITY SEWER FUND	Communication	Comcast	1,927.34
31504	02/25/2016	STREET FUND	Communication	Comcast	55.17
31504	02/25/2016	UTILITY WATER FUND	Communication	Comcast	55.17
31504	02/25/2016	UTILITY SEWER FUND	Communication	Comcast	55.17
31504	02/25/2016	UTILITY GARBAGE FUND	Communication	Comcast	55.17
31504	02/25/2016	STORMWATER UTILITY FUND	Communication	Comcast	55.17
31505	02/25/2016	UTILITY SEWER FUND	Communication	Comcast Business	269.36
31506	02/25/2016	UTILITY WATER FUND	Office Supplies	Correctional Industries	25.55
31506	02/25/2016	UTILITY GARBAGE FUND	Office Supplies	Correctional Industries	25.55
31506	02/25/2016	UTILITY SEWER FUND	Office Supplies	Correctional Industries	25.55
31506	02/25/2016	STREET FUND	Office Supplies	Correctional Industries	25.55
31506	02/25/2016	GENERAL FUND	Office/Operating Supplies	Correctional Industries	102.20
31507	02/25/2016	UTILITY WATER FUND	Miscellaneous	DOL - Bus. & Prof. Division	29.00
31507	02/25/2016	UTILITY SEWER FUND	Miscellaneous	DOL - Bus. & Prof. Division	29.00
31507	02/25/2016	UTILITY GARBAGE FUND	Miscellaneous	DOL - Bus. & Prof. Division	29.00
31507	02/25/2016	STREET FUND	Miscellaneous	DOL - Bus. & Prof. Division	29.00
31507	02/25/2016	GENERAL FUND	Office/Operating Supplies	Everett Stamp Works	60.65
31508	02/25/2016	UTILITY WATER FUND	Water Service - Everett	Everett Utilities	2,790.39
31509	02/25/2016	GENERAL FUND	Miscellaneous - Court Filing F	Evergreen District Court	110.27
31510	02/25/2016	UTILITY WATER FUND	Repair and Maintenance	Eylanders Sales & Service Inc	804.98
31511	02/25/2016	UTILITY WATER FUND			

31511	02/25/2016	UTILITY SEWER FUND	Repair and Maintenance	Eylanders Sales & Service Inc	804.98
31511	02/25/2016	UTILITY GARBAGE FUND	Repair and Maintenance	Eylanders Sales & Service Inc	804.98
31511	02/25/2016	STREET FUND	Repair and Maintenance	Eylanders Sales & Service Inc	268.32
31511	02/25/2016	BUILDING MAINTENANCE FUND	Repair and Maintenance	Eylanders Sales & Service Inc	202.54
31511	02/25/2016	BUILDING MAINTENANCE FUND	Repair and Maintenance	Eylanders Sales & Service Inc	957.94
31512	02/25/2016	BUILDING MAINTENANCE FUND	Professional Service	Fire Protection Inc.	1,367.58
31513	02/25/2016	GENERAL FUND	Professional Services	John E Galt	21.25
31514	02/25/2016	INFORMATION TECHNOLOGY FUND -	Professional Service	Gold Bar Geck	3,428.24
31515	02/25/2016	STREET IMPROVEMENT FUND	4th and 5th Street Project	Gray & Osborne Inc.	1,150.02
31516	02/25/2016	UTILITY SEWER FUND	Professional Service	Groco, Inc	1,710.72
31517	02/25/2016	UTILITY SEWER FUND	Uniforms	John Harris	250.00
31518	02/25/2016	UTILITY SEWER FUND	Rentals	Honey Bucket	183.50
31519	02/25/2016	GENERAL FUND	Vehicle Maintenance	Issaquah Honda Kubota	972.47
31520	02/25/2016	GENERAL FUND	Legal - Litigation Fees	Kenyon Disend PLLC	2,377.02
31520	02/25/2016	GENERAL FUND	Legal - Litigation Fees	Kenyon Disend PLLC	2,200.25
31521	02/25/2016	BUILDING MAINTENANCE FUND	Repair and Maintenance	Lowes	48.87
31521	02/25/2016	BUILDING MAINTENANCE FUND	Repair and Maintenance	Lowes	514.82
31522	02/25/2016	GENERAL FUND	Office/Operating Supplies	Marysville Awards	114.90
31522	02/25/2016	GENERAL FUND	Office/Operating Supplies	Marysville Awards	45.70
31523	02/25/2016	GENERAL FUND	Miscellaneous	Floodplain Managment Association Northwest Regional	40.00
31524	02/25/2016	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems	7.23
31524	02/25/2016	UTILITY SEWER FUND	Repair and Maintenance	Oasys Office Automation Systems	7.23
31524	02/25/2016	UTILITY GARBAGE FUND	Repair and Maintenance	Oasys Office Automation Systems	7.22
31524	02/25/2016	STORMWATER UTILITY FUND	Repair and Maintenance	Oasys Office Automation Systems	7.23
31524	02/25/2016	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems	7.23
31524	02/25/2016	GENERAL FUND	Office/Operating Supplies	Oasys Office Automation Systems	7.22
31525	02/25/2016	UTILITY WATER FUND	Office Supplies	Office Depot	25.11
31525	02/25/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	25.12
31525	02/25/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	25.11
31525	02/25/2016	STREET FUND	Office Supplies	Office Depot	25.11
31525	02/25/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	100.45
31525	02/25/2016	UTILITY WATER FUND	Office Supplies	Office Depot	8.17
31525	02/25/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	8.18
31525	02/25/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	8.17
31525	02/25/2016	STREET FUND	Office Supplies	Office Depot	8.18
31525	02/25/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	32.69
31525	02/25/2016	UTILITY WATER FUND	Office Supplies	Office Depot	2.15
31525	02/25/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	2.15
31525	02/25/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	2.14
31525	02/25/2016	STREET FUND	Office Supplies	Office Depot	2.15
31525	02/25/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	8.59

31525	02/25/2016	UTILITY WATER FUND	Office Supplies	Office Depot	11.04
31525	02/25/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	11.05
31525	02/25/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	11.04
31525	02/25/2016	STREET FUND	Office Supplies	Office Depot	11.04
31525	02/25/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	44.17
31525	02/25/2016	UTILITY WATER FUND	Office Supplies	Office Depot	6.22
31525	02/25/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	6.23
31525	02/25/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	6.22
31525	02/25/2016	STREET FUND	Office Supplies	Office Depot	6.22
31525	02/25/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	24.89
31525	02/25/2016	UTILITY WATER FUND	Office Supplies	Office Depot	26.46
31525	02/25/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	26.46
31525	02/25/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	26.46
31525	02/25/2016	STREET FUND	Office Supplies	Office Depot	26.46
31525	02/25/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	105.83
31525	02/25/2016	UTILITY WATER FUND	Office Supplies	Office Depot	108.00
31525	02/25/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	108.00
31525	02/25/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	108.00
31525	02/25/2016	STREET FUND	Office Supplies	Office Depot	108.00
31525	02/25/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	431.99
31525	02/25/2016	UTILITY WATER FUND	Office Supplies	Office Depot	201.08
31526	02/25/2016	GENERAL FUND	Communication	Pitney Bowes - Purchase Power	86.17
31526	02/25/2016	GENERAL FUND	Communication	Pitney Bowes - Purchase Power	71.81
31526	02/25/2016	STREET FUND	Communication	Pitney Bowes - Purchase Power	71.82
31526	02/25/2016	UTILITY WATER FUND	Communication	Pitney Bowes - Purchase Power	71.81
31526	02/25/2016	UTILITY SEWER FUND	Communication	Pitney Bowes - Purchase Power	71.81
31526	02/25/2016	UTILITY GARBAGE FUND	Communication	Pitney Bowes - Purchase Power	71.81
31527	02/25/2016	GENERAL FUND	Utilities	PUD	17.42
31527	02/25/2016	GENERAL FUND	Utilities	PUD	17.42
31527	02/25/2016	GENERAL FUND	Utilities	PUD	216.61
31527	02/25/2016	STREET FUND	Utilities	PUD	19.10
31527	02/25/2016	STREET FUND	Utilities	PUD	8.30
31527	02/25/2016	STREET FUND	Utilities	PUD	196.17
31527	02/25/2016	STREET FUND	Utilities	PUD	80.07
31527	02/25/2016	STREET FUND	Utilities	PUD	65.64
31527	02/25/2016	STREET FUND	Utilities	PUD	1,691.63
31527	02/25/2016	STREET FUND	Utilities	PUD	52.41
31527	02/25/2016	GENERAL FUND	Utilities	PUD	761.42
31527	02/25/2016	STREET FUND	Utilities	PUD	105.36
31527	02/25/2016	STREET FUND	Utilities	PUD	140.09
31528	02/25/2016	STREET FUND	Utilities	Puget Sound Energy	140.09
31528	02/25/2016	UTILITY WATER FUND	Utilities	Puget Sound Energy	140.08
31528	02/25/2016	UTILITY SEWER FUND	Utilities	Puget Sound Energy	140.08

31528	02/25/2016	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy	140.09
31528	02/25/2016	GENERAL FUND	Utilities	Puget Sound Energy	227.61
31528	02/25/2016	STREET FUND	Utilities	Puget Sound Energy	45.52
31528	02/25/2016	UTILITY WATER FUND	Utilities	Puget Sound Energy	45.52
31528	02/25/2016	UTILITY SEWER FUND	Utilities	Puget Sound Energy	45.53
31528	02/25/2016	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy	45.52
31528	02/25/2016	GENERAL FUND	Utilities	Puget Sound Energy	45.52
31528	02/25/2016	GENERAL FUND	Utilities	Puget Sound Energy	73.34
31528	02/25/2016	GENERAL FUND	Utilities	Puget Sound Energy	118.78
31528	02/25/2016	GENERAL FUND	Utilities	Puget Sound Energy	109.25
31529	02/25/2016	UTILITY GARBAGE FUND	Miscellaneous	QCL, Inc.	561.60
31530	02/25/2016	UTILITY SEWER FUND	Repair and Maintenance	Quality Controls Corporation	49.75
31531	02/25/2016	GENERAL FUND	Office/Operating Supplies	SkillPath/NST Seminars	49.75
31531	02/25/2016	UTILITY WATER FUND	Travel and Seminars	SkillPath/NST Seminars	49.75
31531	02/25/2016	UTILITY SEWER FUND	Travel and Seminars	SkillPath/NST Seminars	49.75
31531	02/25/2016	UTILITY GARBAGE FUND	Travel and Seminars	SkillPath/NST Seminars	49.75
31532	02/25/2016	GENERAL FUND	Miscellaneous	Sky Valley Chamber of Commerce	20.00
31532	02/25/2016	GENERAL FUND	Economic Development	Sky Valley Chamber of Commerce	250.00
31533	02/25/2016	UTILITY GARBAGE FUND	Intergovernmental - Disposal F	Sky Valley Chamber of Commerce	16,120.00
31534	02/25/2016	GENERAL FUND	Intergovernmental - 800 MHZ	Snohomish County Finance	15,895.00
31535	02/25/2016	GENERAL FUND	Intergovernmental	Snohomish County Finance	303.49
31536	02/25/2016	GENERAL FUND	SnoCity Plan/Building Service	Snohomish County Human Services	136.50
31536	02/25/2016	GENERAL FUND	SnoCity Plan/Building Service	SnoCity Planning and Development Services	440.00
31537	02/25/2016	GENERAL FUND	Advertising and Legal Notices	SnoCity Planning and Development Services	127.28
31537	02/25/2016	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	80.84
31538	02/25/2016	UTILITY SEWER FUND	Operating Supplies	Sound Publishing Inc	344.03
31539	02/25/2016	GENERAL FUND	Operating Supplies	Sound Safety Products Co. Inc.	34.50
31539	02/25/2016	GENERAL FUND	Miscellaneous	Cyd Sparks	14.90
31540	02/25/2016	GENERAL FUND	Office/Operating Supplies	Cyd Sparks	8.71
31540	02/25/2016	STREET FUND	Office Supplies	Staples Credit Plan	2.17
31540	02/25/2016	UTILITY WATER FUND	Office Supplies	Staples Credit Plan	2.18
31540	02/25/2016	UTILITY SEWER FUND	Office Supplies	Staples Credit Plan	2.17
31540	02/25/2016	UTILITY GARBAGE FUND	Office Supplies	Staples Credit Plan	2.18
31540	02/25/2016	UTILITY SEWER FUND	Office Supplies	Staples Credit Plan	4.96
31540	02/25/2016	UTILITY GARBAGE FUND	Office/Operating Supplies	Staples Credit Plan	4.97
31540	02/25/2016	GENERAL FUND	Office Supplies	Staples Credit Plan	19.87
31540	02/25/2016	STREET FUND	Office Supplies	Staples Credit Plan	4.96
31540	02/25/2016	UTILITY WATER FUND	Office Supplies	Staples Credit Plan	4.97
31541	02/25/2016	UTILITY WATER FUND	Operating Supply	Staples Credit Plan	3,172.70
31542	02/25/2016	GENERAL FUND	Travel and Seminars	Summit Research Labs	2,706.00
31543	02/25/2016	GENERAL FUND	Bank Fees	University of Washington	38.00
31544	02/25/2016	GENERAL FUND	Miscellaneous	US Bank	95.00
				WABO	

31545	02/25/2016	UTILITY WATER FUND	Vehicle Repair	Wagley Creek Automotive, Inc	112.48
31545	02/25/2016	UTILITY SEWER FUND	Vehicle Repair	Wagley Creek Automotive, Inc	112.48
31545	02/25/2016	STORMWATER UTILITY FUND	Vehicle Repair	Wagley Creek Automotive, Inc	112.48
31545	02/25/2016	STREET FUND	Vehicle Repair	Wagley Creek Automotive, Inc	80.00
31546	02/25/2016	GENERAL FUND	Office/Operating Supplies	W A Association of Code Enforcement	35.00
31547	02/25/2016	GENERAL FUND	Miscellaneous	W A State Association of Permit Technicians	14.90
31548	02/25/2016	UTILITY WATER FUND	Uniforms	Matthew Wood	188.33
31548	02/25/2016	UTILITY WATER FUND	Uniforms	Matthew Wood	
					144,582.79

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A - 1

DATE: February 25, 2016

SUBJECT: Resolution 16-04 - Rescind Resolution 11-01 and re-open 141st Street SE

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

ISSUE:

The issue before the City Council is to authorize the Mayor to sign Resolution 16-04 which rescinds Resolution 11-01 that closed 141st Street SE in Timber Ridge until the time the City accepts repairs to the roadway improvements, utility systems, fencing, and fill embankments that were damaged near the easterly terminus of the street.

The City Council accepted the "Timber Ridge Plat Repair" project as complete at the February 11, 2016 council meeting.

STAFF RECOMMENDATION:

Staff recommends authorizing the Mayor to sign Resolution 16-04 which reopens 141st Street SE now that the City has accepted the "Timber Ridge Plat Repair" project as complete.

SUMMARY:

In late 2010, City staff noticed damage to the roadway and sidewalk at the easterly terminus of 141st Street SE. The maintenance bond was still in place, and the bonding company hired consultants to study the problem. The result of the study was the forfeiture of the entire maintenance bond.

Since 2011, the City has worked with civil engineering and geotechnical consultants to study problem areas throughout the Timber Ridge subdivision, install a dewatering trench in 142nd Street SE to lower the groundwater beneath the street and most recently to design and construct improvements to 141st Street SE.

The City hired Carman's Construction in July 2015 to repair the storm drainage system in 141st Street SE, construct a rock ballast wall, remove the collapsed sidewalk, install guardrail, and install landscaping improvements to provide slope stabilization. The City Council accepted this project as complete at the February 11, 2016 council meeting.

FISCAL IMPACT:

There is no fiscal impact with the passage of Resolution 16-04. Reopening 141st Street SE will allow the lot owner to apply for building permits for the eighteen lots that are accessed via 141st Street SE.

RECOMMENDED ACTION:

A motion to authorize the Mayor to sign Resolution 16-04.

ATTACHMENTS:

A- Resolution 16-04

B- Resolution 11-01

**CITY OF SULTAN
WASHINGTON**

RESOLUTION NO. 16-04

**A RESOLUTION OF THE CITY OF SULTAN, WASHINGTON,
AUTHORIZING THE MAYOR TO RESCIND THE CLOSURE OF
141ST STREET SE (EAST OF SULTAN BASIN ROAD)
AUTHORIZED BY RESOLUTION 11-01.**

WHEREAS, damages occurred to 141st Street SE (east of Sultan Basin Road) in 2011 making the cul-de-sac at the east end of the road unsafe for vehicles to turn around, and unsafe for pedestrians; and

WHEREAS, the Mayor signed Resolution 11-01 which provided for closure of 141st Street SE until such time as the City accepts repairs to the roadway improvements, utility systems, fencing, and fill embankments; and

WHEREAS, the City Council accepted the "Timber Ridge Plat Repair" improvements as complete at the February 11, 2016 council meeting;

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

Section 1. The Mayor is authorized to rescind the closure of 141st Street SE (east of Sultan Basin Road) now that the City has accepted repairs to the roadway improvements, utility systems, fencing, and fill embankments that have been damaged near the easterly terminus of the street.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 11th DAY OF FEBRUARY 2016.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Amy Mill, City Attorney

**CITY OF SULTAN
WASHINGTON**

RESOLUTION NO. 11-01

A RESOLUTION OF THE CITY OF SULTAN, WASHINGTON, AUTHORIZING THE MAYOR TO ORDER THE CLOSURE OF 141ST STREET SE (EAST OF SULTAN BASIN ROAD) UNTIL SUCH TIME AS THE CITY ACCEPTS REPAIRS TO THE ROADWAY IMPROVEMENTS, UTILITY SYSTEMS, FENCING AND FILL EMBANKMENTS THAT HAVE BEEN DAMAGED NEAR THE EASTERLY TERMINUS OF 141ST STREET SE.

WHEREAS, damages have occurred to 141st Street SE (east of Sultan Basin Road) making the cul-de-sac at the east end of the road unsafe for vehicles to turn around, and unsafe for pedestrians; and

WHEREAS, the closure of 141st Street SE does not adversely impact homeowners who would necessarily use the roadway to access their homes, because all lots affected are vacant; and

WHEREAS, a subdivision maintenance bond covering failure of subdivision improvements in the amount of \$478,000 is in place through Insko Insurance Service, Inc. through October 14, 2011;

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

Section 1. The Mayor is authorized to order the closure of 141st Street SE (east of Sultan Basin Road) until such time as the City accepts repairs to the roadway improvements, utility systems, fencing, and fill embankments that have been damaged near the easterly terminus of the street.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 10th DAY OF FEBRUARY 2011.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Margaret J. King, City Attorney

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: A-2
DATE: February 25, 2016
SUBJECT: Electrical Upgrade for the City Shop
CONTACT PERSON: Mick Matheson, Public Works Director

ISSUE:

The issue before the council is to authorize the Mayor to sign a contract with Titan Electric to furnish and install a new 600 amp service and necessary equipment to complete the electrical upgrades at the City Shop to a new power pedestal provided by Snohomish County PUD (PUD) for an amount not to exceed \$26,310.00 (including sales tax and approximately a ten percent contingency) without prior written authorization from city council.

STAFF RECOMMENDATION:

Authorize the Mayor to sign a contract with Titan Electric to furnish and install the connection of a new 600 amp power pedestal and necessary equipment to complete electrical upgrades to Shop Buildings for an amount not to exceed \$26,305 (including sales tax and an approximate ten percent contingency) without prior written authorization from city council.

SUMMARY:

The electrical pole that feeds the power to the shop building is rotten and has become a health and safety hazard. The pole is city owned and PUD has reported several times that the pole needs to be replaced.

Trucks have also hit the sagging wire between the pole and the shop causing pole and line damage. The city has had the wire tightened several times. In January 2016, the wires on the top of the meter pole were so corroded and exposed to the elements that half the power to the shop had 110 power and there was no 220 power in any part of the shop (no welder, air compressor, grinders, heater, etc.).

Eylander Electric recently came out in an attempt to repair the electrical problem. They worked with PUD to do a temporary repair, including tightening the wire between the pole and the shop building as a necessary element of the repair process. The pole was already leaning at that point. When the wire was raised, the pole became more dangerous because it added an estimated 3" to the lean. When the wind blows the pole sways. The only thing holding the pole upright is the guy-wire and power feed from the PUD transformer pole.

The current power drop is at maximum capacity for the current shop and existing buildings. The upgrade would be large enough for the remainder of the buildings and any additional buildings added to this site (example: sandbag building), including upgrades of outlets and lights in the existing buildings.

Bidder	Quote (with tax and 10% contingency)
Titan Electric	\$26,310
Eylander Electric	\$30,480
Wyatt Electric	Replied - Too Busy

FISCAL IMPACT:

The general fund owns the property at 703 First Street and the enterprise funds associated with the property are charged for rent on a percentage basis. The enterprise funds at this facility will be paying for this upgrade. The percentages are:

- Water 30%
- Sewer 30%
- Garbage 30%
- Stormwater 10%

RECOMMENDED ACTION:

Authorize the Mayor to sign a contract with Titan Electric to furnish and install 600 amp service to the City Shop Facilities for an amount not to exceed \$26,305 (including sales tax and an approximate ten percent contingency) without prior written authorization from city council. The city will directly pay the PUD service cost for the new power drop.

ATTACHMENTS

Attachment A Contract

**CITY OF SULTAN
LIMITED PUBLIC WORKS CONTRACT**

THIS AGREEMENT, is made by and between the City of Sultan (hereinafter referred as "City"), a Washington Municipal Corporation, and Titan Electric (hereinafter referred to as "Contractor"), doing business at 12828 Northup Way #205, Bellevue, WA 98005.

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

WHEREAS, the City desires to contract with Contractor for the provision of such services to furnish and install a new 600 amp service and necessary equipment to complete the electrical upgrades at the City Shop and Contractor agrees to contract with the City for same;

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

TERMS

1. **Work.** The Contractor agrees to perform all work in accordance with this Contract and the following documents, incorporated herein:
 - Scope of Work
 - All provisions required by law to be inserted in this Contract whether actually attached hereto or not.
2. **Payment.** Payment for the work as described in the Contract shall not exceed twenty two thousand dollars (\$22,000.00) plus sales tax, excluding approved change orders, in accordance with the quote on the attached bid proposal (Exhibit A). If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract.
3. **General Administration.** The Contract Administrator, Connie Dunn, Public Works Field Supervisor, of the City of Sultan shall have primary responsibility for the City under this Contract and shall oversee and approve all work to be performed, coordinate communications, and review and approve all invoices, under this Contract.
4. **Final Payment.** Thirty (30) days after completion and final acceptance of this project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract except those required to be withheld by law or agreed to in special contract provisions.
5. **Notice to Proceed/Completion Time.** The Contractor agrees to begin the work set forth in this Contract immediately after receiving written notice from the City to proceed and further agrees to carry on such work regularly and uninterruptedly thereafter with such force as to secure its completion within ten calendar days (holidays and weekends included), after such notice to begin

work. The time of beginning, rate of progress and time of completion are essential conditions of this Contract.

6. **Ownership of Documents.** On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Contractor under this Contract will be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.
7. **Indemnity / Hold Harmless.** The Contractor shall indemnify, defend and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

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

8. **Bonds / Surety.** (City must check one of the following boxes.) The City waives does not waive the bond/surety provisions of this paragraph pursuant to RCW 39.04.155. If the City waives these provisions then Contractor need not complete this section. If the City does not waive these provisions then Contractor shall provide one of the following and shall check and initial next to one of the boxes below to indicate its selection:

- Performance bond in an amount of the bid amount plus 10%. The bond must be accepted by the City prior to the execution of the contract. The bond shall be released thirty days after the date of final acceptance of the work performed under this Contract, and receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries in settlement of any liens filed under Chapter 60.28 RCW, whichever is later.
- Performance Surety. In lieu of retainage and a performance bond, the City shall withhold 50% of all progress payments, excluding any applied tax, for the duration of the work performed under this Contract. This retained amount shall be released thirty (30) days after the date of final acceptance by the City of all work performed under this Contract, including any change orders, or receipt of all necessary releases from the Department of Labor and Industries and the Department of Revenue and any liens filed under Chapter 60.28 RCW are settled whichever is later. No interest shall be accrued nor paid to the Contractor on the retained amount. The City may, at its option, attach and expend the Performance Surety to cover any costs to complete any outstanding work or work deemed unacceptable under this contract.

9. **Subletting or Assigning of Contracts.** Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties or interests accruing from this Contract without the express prior written consent of the other.
10. **Relationship of Parties.** The parties intend that an independent contractor – client relationship will be created by this Contract. No agent, employee, representative or subcontractor of Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Contractor or his employees, agents, representatives or subcontractors. Contractor will be solely and entirely responsible for his acts and for the acts of Contractor’s agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that Contractor performs hereunder.
11. **Warranty.** Contractor shall be liable for any costs, losses, expenses or damages including consequential damages suffered by the City resulting from defects in the Contractor’s work including, but not limited to, cost of materials and labor expended by the City in making emergency repairs and cost of engineering, inspection and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.
12. **Correction of Defects.** Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within fourteen (14) days of mailing notice of discovery thereof by City and shall complete such work within a reasonable time. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the cost shall be borne by the Contractor. In the event the Contractor does not accomplish corrections within the time specified, the work will be otherwise accomplished and the cost of same shall be paid by the Contractor.
13. **Claims.** Any claim from Contractor against the City for damages, expenses, costs or extras arising out of the performance of this Contract must be made in writing to the City within thirty (30) days after the discovery of such damage, expense or loss, and in no event later than the time of approval by the City for final payment. Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.
14. **Contractor's Risk of Loss.** It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he has familiarized himself with all existing conditions and other contingencies likely to affect the work, and has made his bid accordingly, and that he shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

15. **Insurance** The Contractor shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives or employees.

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial Liability insurance for liability arising from explosion, collapse or underground property damage. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional endorsement CG 20 10 10 01 and CG 20 37 10 01 or substitute endorsements providing equivalent coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Contractor's profession.

B. **Minimum Amounts of Insurance.** Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

- E. **Verification of Coverage.** Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work.
 - F. **Subcontractors.** Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.
16. **Compliance with Laws.** The Contractor shall comply with all federal, state and local laws and regulations applicable to the work done under this Contract. Any violation of the provisions of these applicable laws and regulations shall be considered a violation of a material provision of this Contract and shall be grounds for cancellation, termination or suspension of the Contract by the City, in whole or in part, and may result in ineligibility for further work for the City.
17. **Job Safety.** Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and local regulations, ordinances and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.
18. **Prevailing Wage.** This Contract is subject to the requirements of Chapter 39.12 RCW, and as it may be amended, relating to prevailing wages. Prevailing rate shall be paid on public works and building service maintenance contracts, funded in part or in whole with Federal funds, Federal wage laws and regulations shall be applicable. No worker, laborer or mechanic employed in the performance of any part of this contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington. The schedule of prevailing wage rates for this Contract is attached hereto and by this reference made a part of this contract as though fully set forth herein.

Prior to making any payment under this Contract, the City must receive an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, Contractor shall submit an "Affidavit of Wages Paid" which must be certified by the Industrial Statistician of the Department of Labor and Industries.

In case any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be adjusted by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060 as amended.

19. **Termination.** This contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Exhibit A) and final payment by the City. Additionally, the City may terminate

the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient, by giving ten (10) days written notice to the Contractor.

In the event this Contract is terminated by the City, Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Exhibit A) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

20. **Extent of Contract / Modification.** This contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This contract may be amended, modified or added to only by written change order properly signed by both parties.
21. **Nondiscrimination.** Contractor agrees not to discriminate against any employee or applicant for employment or any other persons in the performance of this Contract because of race, creed, color, national origin, marital status, sex, age or disability, or other circumstances as may be defined by federal, state or local law or ordinance, except for a bona fide occupational qualification.
22. **Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
23. **Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
24. **Resolution of Disputes, Governing Law, Venue.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Administrator, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Snohomish County, Washington.
25. **Severability.** Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and Service Provider, who agree that the Agreement shall be reformed to

replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

Dated this 25th day of February, 2016

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

CITY OF SULTAN

By: _____
Mayor

CONTRACTOR

By: _____
Title: _____
Taxpayer ID #: _____

CITY CONTACT

City of Sultan
PO Box 1199
Sultan, 98294
Phone: 360.793.2231
Fax: 360.793.3344

CONTRACTOR CONTACT

Phone: _____
Fax: _____

ATTEST/AUTHENTICATED

By: _____
City Clerk

APPROVED AS TO FORM

By: _____
Office of the City Attorney



Titan Electric

12828 Northup Way #205
Bellevue, WA 98005
PH(206)633-2811 FAX(206)374-2128

City of Sultan
319 Main Street
Sultan, WA 98294

Re.: Public Works Office
703 1st Street
Sultan, WA 98294

Attn.: Connie Dunn

2/8/2016

As per your request, we submit estimated costs for the above referenced project as follows:

- Install a 600 amp, 120/240 volt Main Circuit Breaker Panelboard.
- Install CT Can and 6-jaw MeterBase per PUD requirements.
- Provide underground conduit for PUD feeder from their pedestal.
- Provide two, 200 amp underground feeders from new service to existing locations.
- Replace 50 amp panel in shop with a 200 amp load center.
- Service to be built on Strut "H" frame and supported on concrete footings, inside City Yard.
- All trenching, digging, and backfill of min 24" depth hole to be done by City.

Estimated Price: \$22,000.00

Specific Inclusions:

- * WA Dept. of Labor & Industries Review and Permit.

Specific Exclusions:

- * Washington State Sales Tax
- * Overtime or Shift Premiums
- * Trenching and Backfill.
- * PUD Fees
- * Hidden Conditions

Thank you for considering TITAN ELECTRIC for your projects. We look forward to your authorization to proceed on the above referenced project. This quote will be subject to review and subsequent revisions after 30 days. If you have any questions, or if we can be of further assistance, please contact me directly at 206-551-8801.

Steve Yarbrough

CITY OF SULTAN
AGENDA ITEM COVER SHEET

ITEM: A-3
DATE: February 25, 2016
SUBJECT: Homeless Pilot Project
CONTACT PERSON: Ken Walker, City Administrator

ISSUE:

The Snohomish County Human Services Department is requesting concept papers from Snohomish County cities and towns for a Homeless Pilot Project. Funds may become available for a capital project dedicated to homeless persons in Snohomish County who have chemical dependency, mental health, and/or co-occurring disorders. Funds may be used for the construction, acquisition, and/or rehabilitation of housing dedicated to this population.

STAFF RECOMMENDATION:

Motion to direct staff to collaborate with the Volunteers of America in writing a concept paper in anticipation of funding availability. The anticipated grant application will fund site preparations, modular housing units, therapeutic community common space and other basic living accommodations.

SUMMARY STATEMENT:

Snohomish County has requested concept papers for a Homeless Pilot Project to allow municipalities the resources necessary to provide viable solutions for some of our most vulnerable residents. There will be significant consideration to program design according to best practice models of rehabilitative community integration.

At this time, a public Request for Concept Papers (RFCP) is available with possible grant opportunities to follow. A preliminary cost estimate indicates that the project budget is \$150,000. This will finance four modular housing units and a therapeutic common area. The RFCP does not mean we are applying for funding, but looking at how this opportunity could work for the community. Additional council approval will be sought if funding becomes available.

All RFCP documents will be reviewed by the Snohomish County Sales Tax Board and be subject to board approval prior to submitting a funding application.

FISCAL IMPACTS:

There is no match requirement on this grant program, but the project will be located on land that belongs to the City. If funded, the project could require a forty (40) year use restriction/affordability period. We will provide the County with feedback regarding the length of this restrictive period within our formal RFCP.

**ATTACHMENT A: Snohomish County Human Services Department
Homeless Pilot Project
Request for Concept Papers (RFCP)**



Snohomish County Human Services Department

HOMELESS PILOT PROJECT

REQUESTS FOR CONCEPT PAPERS (RFCP)

Applications Due

4:00PM, Thursday, March 10, 2016

Mary Jane Brell Vujovic, Director
Human Services Department
Robert J. Drewel Building, 4th Floor
3000 Rockefeller Avenue, M/S 305
Everett, Washington 98201

**HOMELESS PILOT PROJECT
REQUEST FOR CONCEPT PAPERS**

Request:

The Snohomish County Human Services Department (HSD) is requesting concept papers from qualified applicants for a Homeless Pilot Project.

Funds are available for a capital project dedicated to homeless persons in Snohomish County who have chemical dependency, mental health, and/or co-occurring disorders. Funds may be used for the construction, acquisition, and/or rehabilitation of housing dedicated to this population.

Eligible Applicants:

Incorporated cities and towns within Snohomish County are eligible to apply. In response to this Request for Concept Papers (RFCP), eligible municipalities are permitted to submit a concept paper jointly as one (1) applicant, or separately. Applicants may submit more than one (1) concept paper.

Availability of Funds:

Under this RFCP, it is anticipated that a total of \$1,000,000 will be available; \$500,000 from the Real Estate Excise Tax (REET) I fund and \$500,000 from the one tenth of one percent (1/10th of 1%) Chemical Dependency/Mental Health (CD/MH) Sales Tax fund. Applicants may apply for any such amount up to the maximum amounts available from either or both fund sources. Funds are available on a one-time basis and are non-renewable.

Fund Source	Funds Available
Real Estate Excise Tax (REET) I	\$ 500,000
1/10 th of 1% CD/MH Sales Tax	\$ 500,000
TOTAL AVAILABLE	\$ 1,000,000

RFCP Timeline:

<p>Thursday, February 11, 2016 4:00PM, Thursday, March 10, 2016 March 10 to March 31, 2016 To Be Determined</p>	<p>RFCP Issuance Concept Paper Submission Deadline CD/MH Advisory Board Reviews Request County Executive and Council Review Request Selected applicants will be notified and will be invited to complete a full project proposal</p>
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The County reserves the right to obtain clarification of any point in concept papers or to obtain information necessary to properly evaluate a particular concept paper.

The County reserves the right to select one (1) or more concept papers, to negotiate and award any element of the concept paper, to reject any or all concept papers in part or in whole, and to waive any and all irregularities and informalities in the concept papers. The County also reserves the right to

disregard any concept papers that are incomplete or non-responsive and to re-solicit new concept papers, as the best interest of the County may require.

Background Information:

On November 23, 2015, the Snohomish County Council approved the Amended Ordinance No. 15-081, "Adopting the 2016 Budget and Making Appropriations for the Operation of County Agencies and Departments and Capital Improvements for the Period Beginning January 1, 2016 and Ending December 31, 2016." The Amended Ordinance included an amendment approving the budgets for the Real Estate Excise Taxes (REET) I and 1/10th of 1% Chemical Dependency/Mental Health (CD/MH) Sales Tax funds to provide \$500,000 from each fund to support a homeless pilot project.

Real Estate Excise Tax (REET) I

Real Estate Excise Tax (REET) I are funds from taxes applied to sale of real estate. REET I funds may be used for planning, acquisition, construction, repair or improvement of roads, surface water, parks, law enforcement, fire protection, or County administration projects. Projects must be included in the Capital Improvement Program to qualify. Refer to RCW 82.46.035 and SCC 4.12.015 for more information.

1/10th of 1% Chemical Dependency/Mental Health (CD/MH) Sales Tax

The Washington State Legislature passed the Omnibus Mental Health and Substance Abuse Act (E2SSB 5763) in 2005, which authorized counties to levy a one-tenth of one percent (1/10th of 1%) sales and use tax to fund new mental health, chemical dependency, or therapeutic court services. On December 3, 2008, the Snohomish County Council passed Ordinance 08-154 "Authorizing a Sales and Use Tax to Provide For Operation or Delivery of Chemical Dependency or Mental Health Treatment and Therapeutic Court Programs and Services." The County Council established the following policy goals to be achieved using these funds:

- Reduce the incidence and severity of chemical dependency and/or mental health disorders in adults and youth;
- Reduce the number of individuals with chemical dependency and/or mental health disorders using costly interventions such as hospitals, emergency rooms or jails;
- Diversion of adults and youth with mental chemical dependency and/or health disorders from initial or further involvement with the criminal justice system;
- Support linkages with other county efforts;
- Provide outreach to underserved populations; and
- Provide culturally appropriate service delivery.

Per Snohomish County Code 4.25.050, these Sales Tax funds shall be used for the operation or delivery of chemical dependency or mental health treatment programs and services for the operation or delivery of therapeutic court programs and services. The funds in this RFCP are dedicated to the construction, acquisition, and/or rehabilitation of low-barrier housing that is coordinated with a chemical dependency or mental health treatment program or service and other services as appropriate.

Project Requirements:

In compliance with the requirements set forth by the applicable fund source, Snohomish County is soliciting concept papers for a homeless pilot project. The main objective of this solicitation is to fund one (1) or more capital project(s) creating suitable housing for homeless persons in Snohomish County with chemical dependency, mental health, and/or co-occurring disorders.

General Requirements under this RFCP

- Funds must be used for a capital project providing low-barrier housing using a housing-first approach to chronically homeless persons with chemical dependency, mental health, and/or co-occurring disorders.
- These funds require a forty (40) year use restriction/affordability period.
- Projects must provide the appropriate level of supportive services needed to serve homeless persons who are either currently receiving services through the public mental health system or the chemical dependency treatment system, who were recently engaged in these services, or who are in need of these services.

Concept Paper Submittal Requirements:

Use a minimum font size of 11 points and one-inch margins.

Applicants must email electronic concept papers to the address listed below. Concept papers will not be accepted via fax.

Concept paper submittals must be received by the Snohomish County Human Services Department as set forth below no later than 4:00PM on Thursday, March 10, 2016. **Late or incomplete submittals will not be accepted.**

Concept papers must be timely delivered:

Electronically to the following email address: OCHS.applications@co.snohomish.wa.us
Please note: use the above email address for application materials only; please do not direct questions to this email address.

Email transmissions must contain the subject line "Homeless Pilot Project Concept Paper."

Concept papers submitted must include all of the required documentation and be responsive to the evaluation criteria as outlined in this RFCP.

Concept papers must include:

1. Application Cover Sheet
2. Project Narrative, including Project Schedule: five (5) page limit
3. Budget
4. Budget Narrative: one (1) page limit

All costs incurred in connection with the preparation and submission of concept papers and participation in this procurement shall be borne solely by the applicant. The County shall not, under any circumstances, be responsible for or defray any costs incurred by the applicant.

Threshold Criteria:

Threshold Criteria	Yes	No
1. Submitted on time and includes all of the required documents	<input type="checkbox"/>	<input type="checkbox"/>
2. Applicant is an incorporated city or town within Snohomish County	<input type="checkbox"/>	<input type="checkbox"/>
3. Request does not exceed \$1,000,000	<input type="checkbox"/>	<input type="checkbox"/>
4. Proposed project serves homeless persons with chemical dependency, mental health, and/or co-occurring disorders and project is located within Snohomish County	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation Criteria:

Evaluation Criteria	Maximum Score
1. Project Narrative	50 points
2. Project Schedule	10 points
3. Budget and Narrative	30 points
4. Match Commitment	10 points
MAXIMUM SCORE	100 points

Concept papers will be reviewed using the following Evaluation Criteria.

1. **Project Narrative (50 points)**
 - Project description (i.e., overall goal/general purpose; location of housing; housing description, including sites in project, number of units/beds made available; housing amenities such as appliances, accessibility features, etc.)
 - Target population including the number of persons/households to be served (i.e., project prioritizations, subpopulations served, etc.)
 - Residential services provided; proximity to critical services for persons with chemical dependency, mental health, and/or co-occurring disorders, as well as to other needed services, public transportation, etc.; need for the project and how the project will address the identified need)
 - Partnerships (i.e., describe project partners and their role in the project, particularly in regards to providing supportive services and/or other needed services); and
 - Affordability (i.e., describe the mechanism to ensure affordability throughout affordability period)
2. **Project Schedule (10 points)**
 - Project timeline with key project benchmarks (i.e., site control; feasibility (i.e., environmental review, etc.); relocation; financing (i.e., appraisal, financial underwriting, application(s) for funding, cost estimates, etc.); permitting (i.e., zoning, permits, etc.)
3. **Budget and Narrative (30 points)**
 - Cost effectiveness (i.e., estimated cost per unit; reasonable, well-supported, justified costs; basis for the costs, etc.)
 - Sustainability (i.e., alternative future sources of funding to support the proposed project, financial contingency plan, etc.)
 - Financial management capacity

4. **Match Commitment (10 points)** (i.e., amount of match; cash or in-kind; whether other funds have been secured, applied for, or are anticipated in the future)
- 10 of 10 points will be awarded for applicants that commit 2:1 match
 - 5 of 10 points will be awarded for applicants that commit 1:1 match
 - 0 of 10 points will be awarded for applicants that commit less than 1:1 match

Application Questions:

Technical assistance is available via in-person conference, telephone, or email. The contact person for questions regarding this RFCP is Jackie Anderson, Division Manager, Housing & Community Services (HCS). She may be contacted at 425.388.3237 or jackiem.anderson@snoco.org.

Applicants are expected to check the County's website regularly for amendments and any other updates related to this RFCP.

Compliance with Applicable Laws:

The applicant selected must provide services under this RFCP in accordance with all applicable local, state, and federal laws.

The services solicited under this RFCP are to be funded in part with Real Estate Excise Tax (REET) I funds and in part with 1/10th of 1% Chemical Dependency/Mental Health (CD/MH) Sales Tax funds. The applicant selected must perform its services in compliance with applicable laws and regulations and related local, state, and federal regulations and requirements. This includes, but is not limited to, non-discrimination, equal employment opportunity, and fiscal management requirements.

Submittals received in response to this solicitation become County property and are subject to Public Disclosure Laws, Chapter 42.56 RCW, the Public Records Act.

Snohomish County is an equal employment opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation (including gender identity), or any protected status.

**REQUEST FOR CONCEPT PAPERS
HOMELESS PILOT PROJECT**

I. COVER SHEET

Project Title:	
Contact Information for Project Applicant	
Applicant Name:	_____
Primary Contact Name:	_____
Mailing Address:	_____
Phone Number (including area code):	_____
Email Address:	_____
Tax Identification Number:	_____
Project Description (limit to ONE sentence)	
Budget and Service Levels	
Real Estate Excise Tax (REET) Funds Requested:	\$ _____
1/10 th of 1% CD/MH Sales Tax Funds Requested	\$ _____
Other Project Resources:	\$ _____
Total Project Budget:	\$ _____
Projected Number of Units constructed, acquired, and/or rehabilitated: _____	
Authorized Signature of Applicant: To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the proposal is awarded funding.	
Signature of Authorized Representative: _____	
Typed Name and Title: _____	Date Signed: _____

II. PROJECT NARRATIVE

Provide a Project Narrative, including a Project Schedule, ensuring that it is responsive to the Request for Concept Paper. The Project Narrative, including the Project Schedule, may not exceed five (5) pages. Responses will not be reviewed beyond the five-page limit.

III. BUDGET NARRATIVE

Provide a Budget Narrative, ensuring that it is responsive to the Request for Concept Paper. The Budget Narrative may not exceed one (1) page. Responses will not be reviewed beyond the one-page limit.
