

**CITY OF SULTAN  
COUNCIL MEETING – COMMUNITY CENTER  
January 14, 2016**

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

1. Mayor Pro-tem Appointment

**CHANGES/ADDITIONS TO THE AGENDA**

**PRESENTATIONS**

- 1) Sky Valley Chamber of Commerce Annual Report
- 2) Dan Chaplik – Sultan School District

**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. Code Enforcement

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

1. Minutes of the December 17, 2015 Council meeting
2. 2015 Closeout Voucher Approval
3. 2016 Voucher Approval

**ACTION ITEMS:**

1. Resolution 16-01 Natural Hazard Plan Adoption
2. WWTP Energy Conservation Measures – Final Acceptance
3. Engineering Contract – 4<sup>th</sup> and 5<sup>th</sup> Street Projects
4. Council Sub-committee Appointments
5. Ordinance 1215-16 Salary Commission
6. Salary Commission Appointments
7. Safe Stop Agreement with Boys/Girls Club

**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](mailto:cityhall@ci.sultan.wa.us) or visit our web site at [www.ci.sultan.wa.us](http://www.ci.sultan.wa.us)

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**Agenda Item #:** Action – Open Meeting  
**Date:** January 14, 2016  
**SUBJECT:** Appointment of Mayor Pro-tem  
**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**SUMMARY STATEMENT:**

In accordance with the current Council Rules of Precedures for Council Meetings, the Council appoints a Mayor Pro Tem for the year at the first Council meeting. The Mayor Pro Tem conducts the business of presiding over meetings of the council and any other regularly conducted business of the Mayor in the Mayor's absence.

**8.5 Selecting Mayor Pro Tem and Alternate Mayor Pro Tem:**

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

**FISCAL IMPACTS:** None

**Motion:**

I nominated Councilmember ? as the Mayor Pro-tem for 2016. Nominations will close and the Council will vote.

**RECOMMENDED ACTION:**

Appoint a Mayor Pro Tem for 2016.

**SULTAN CITY COUNCIL  
AGENDA COVER SHEET**

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**ITEM NO:** SR-1  
**DATE:** January 14, 2016  
**SUBJECT:** Community Service Officer  
**CONTACT PERSON:** Victoria Forte', Community Service Officer

**STAFF RECOMMENDATION:**  
Receive Report, no action required

Animal Control  
Code Enforcement

**BACKGROUND:**  
Community Service Officer Report

Start Date	Case #	Property Address	Owner Name	Description of Violation	1st due	2nd due	contact with owner	permit issued	final
6.23.2015	15.564	415 W. Stevens	Roman/Nunen	No permit for construction, demo or remodel <b>stop work order issued</b>	6.24.2015	8.16.2015	see file	7.14.2015	7.14.2015
6.23.2015	15.565	Practical #	Stockings/Trowe	No permit for construction, demo or remodel <b>stop work order issued</b>	6.24.2015	8.16.2015		note to be issued	11.20.2015
6.23.2015	15.566	207 Alder Avenue	Vin Hom	No permit for construction, demo or remodel <b>stop work order issued</b>	6.24.2015	8.16.2015		06.29.2015	7.24.2015
6.23.2015	15.567	516 Spruce Avenue	Tumer	Blue tarp over City easement	7.17.2015	6.24.2015		06.29.2015	12.22.2015
6.24.2015	15.568	615 Martin Street	Bunbyr Diamassib	Illegal dwelling trailer coach	6.26.2015	8.1.2015		see cjd	07.01.2015
6.24.2015	15.569	14310 5020 Ave SE	Aktion/Hammer	construction of handrails on back deck without permit or inspection	6.26.2015	8.1.2015		note needed	7.23.2015
6.24.2015	15.570	1170 Taylor Avenue	Secretary of Housing	accumulations of lumber, fire hazard, potential dwelling for vermin	6.26.2015	8.1.2015			7.24.2015
6.24.2015	15.571	1120 Taylor Avenue	Discol	vegetation, fire hazard	6.26.2015	8.1.2015			7.24.2015
6.24.2015	15.572	511 3rd Street	Meयर	No permit for construction, new deck and remodel	7.20.2015	8.1.2015			7.24.2015
6.24.2015	15.573	323 M. Marcus Street	Weldman	legally parked trailer	8.1.2015	n/a			7.24.2015
6.24.2015	15.574	706 S. Street	SES district	fence permit (work done by road construction crew) informational only	9.30.2015	n/a	11.24.2015		7.24.2015
6.24.2015	14.352	Marcus Street, Mobile Park	Maxwell	illegal accessory units (dwellings and buildings), trash, fencing, additions with no permits	08.19.2015				7.24.2015
6.24.2015	15.577	308 Cedar Street	Olson	#1) vehicle obstructing ROW #2) inhabited trailer coach #3) nonconforming garage conversion #4) new fence <b>no permit</b>	08.19.2015				7.24.2015
6.24.2015	15.578	710 Dair Avenue	Nelson	Parking obstruction	7.24.2015				7.24.2015
6.24.2015	14.358	309 3rd Street/400 Dale	O'Dell	Vegetation, encroachment on sidewalk	8.15.2015				8.6.2015
6.24.2015	15.579	216 Alder Avenue	Forenfiere	Roof - no permit	08.06.2015				8.6.2015
6.24.2015	15.580	301 3rd Street	Forenfiere	Vegetation, encroachment on sidewalk	08.15.2015	10.3.2015			8.2015
6.24.2015	15.581	7th Street bwn Franklin Avenues	City ROW	Parking prohibited illegal signage posted by citizen					
6.24.2015	15.582	104 Raspberry Lane	SES district	illegal garage conversion					
6.24.2015	15.583	SES	Shelster	Trees obstructing PUD lines	2.25.2014	3.25.2014	will/courte		11.24.2015
6.24.2015	15.516	717 Junction Lane	Moreno	upper level deck construction started, never complete "no permit issued (file safety issue)"	10.31.2015				
6.24.2015	15.585	111 / 11112 Cedar Avenue	HOA	#1) uncomforming conversion to garage #2) grey water discharge in side yard - <b>report of inspection needed</b>					
6.24.2015	15.586	207 6th Street	Shelster	unsecured/damaged property					
6.24.2015	15.587	Dale street HOA wear retention pond	HOA	overgrown vegetation	08.01.2015		09.07.2015	goes working on	12.25.2015
6.24.2015	15.588	516 SR2	Tumer	illegal dumping on City ROW	08.01.2015				08.10.2015
6.24.2015	15.589	516 SR2	Bairner	inhabited trailer coach	8.16.2015				8.21.2015
6.24.2015	15.590	1114 East Mith	Anderson	inhabited trailer coach	09.25.2015				10.6.2015
6.24.2015	15.591	Sullivan Bash Road	Anderson	non-conforming setbacks, accessory structure	ASAP		SO	respass order in place	
6.24.2015	15.592	302 3rd Street	Evans	trash and rubbish	09.14.2015	09.21.2015	cjd	note needed	12.22.2015
6.24.2015	15.593	710 Stratford Place	Rogers	Rais	09.31.2015				
6.24.2015	15.594	725 West Stevens	Widger	non-conforming setbacks, accessory structure	09.06.2015				
6.24.2015	15.595	809 West Stevens	Widger	Rais	09.06.2015				
6.24.2015	15.596	311 W. Babun	Butler Diamassib	Illegal dwelling trailer coach growing marijuana/deck	12				
6.24.2015	15.597	801 West Stevens	Butler Diamassib	fence	09.31.2015		mayer	10.7.2015	10.7.2015
6.24.2015	15.598	249 Dale Avenue	Butler Diamassib	Illegal dumping and dumping trash				unfounded	
6.24.2015	15.599	615 Main Street	Butler Diamassib	Illegal dumping and dumping trash					
6.24.2015	14.268	Property Address	Owner Name	Description of Violation	1st due	2nd due	contact with owner	permit issued	final
10.6.2015	15.570	107 Main Street	Basham	File 10.2.2015, illegally inhabited trailer, unit dwelling	10.14.2015			Permit issued	
10.6.2015	15.571	616 Alder Avenue	Grier	fence	10.14.2015			Fire marshal/Unit issued	
10.6.2015	15.572	717 Main Street	McNyre	fence	10.14.2015				
11.4.2015	15.573	805 Main Street	Rasmussen	construction of outbuilding/sho permits	10.14.2015		will		11.2015
11.4.2015	15.574	811 7th Street	Rasmussen	construction and grading	10.14.2015				
11.4.2015	15.575	803 7th Street	Milbr	Roof - no permit	11.20.2015				
11.4.2015	15.576	400 8th street	Jordan	trailer/ADU	11.20.2015				
11.4.2015	15.577	707 Alder Avenue	Guderez	trash and rubbish/parked abandoned vehicles	11.20.2015			with the City Attorney	11.23.2015
11.4.2015	15.578	608 Walnut	Guderez	trailer/ADU	11.20.2015				
12.21.2015	15.579	811 Alder Avenue	V LLC	construction/remodel and fence	12.18.2015				
12.21.2015	15.580	1212 Lower Hill Drive	Walter	legally parked trailer	12.18.2015				
12.21.2015	15.581	107 Birch Avenue	Hoyt	trailer/ADU	1.4.2016				
01.04.2016	15.581	107 Birch Avenue	Forrest	stairs	01.14.2016				
01.04.2016	15.582	1008 Cheryl Wy by	Messinger	public safety					
01.04.2016	15.583	805 Elm Street	Green	fence/no permit					
01.04.2016	15.584	1054 5th Street	Noyes	illegally parked trailers					
01.04.2016	15.584	33000 Bk SR2	Noyes	illegally parked trailers					



2015	Sent to rescue	Euthanized	Dog at Large/leash law violation	Barking Dog/Crowing Rooster Complaints	Dead on arrival (DOA)	Abandoned Animal Complaint	Aggressive Animal Complaints	Bite Dogs/Cats	Cruelty/Neglect Investigation Complaints	Cat Complaints and/or Calls	Other... i.e. horses and chickens	Wildlife
January	0	0	17	2	0	0	3	0	2	3	1	
February	0	0	13	1	1	0	1	0	1	4	0	
March	0	0	15	2	0	0	2	0	3	2	2	
April	0	0	17	3	2	0	4	0	1	5	1	
May	2	0	18	1	1	0	6	2	1	4	0	
June	2	0	17	10	3	1	2	1	2	7	5	2
July	4	0	19	3	2	0	4	0	2	4	3	3
August	3	1	15	3	1	0	4	1	1	6	2	10
September	2	0	13	3	2	0	3	1	4	5	1	3
October	1	0	14	2	3	1	3	0	0	1	0	3
November	7	0	15	1	2	1	3	0	2	1	5	2
December	1	0	13	2	2	1	2	1	2	3	2	1
Yearly Totals	22	1	156	30	18	4	33	6	18	38	21	24



**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 1  
DATE: January 14, 2016  
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**SUMMARY:**

Attached are the minutes of the December 17, 2015 Council meeting as on file in the office of the City Clerk.

**RECOMMENDED ACTION:**

Approve as submitted.

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

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

**CHANGES/ADDITIONS TO THE AGENDA:**

Action: Move Salary Commission Appointment to January 14, 2016

Consent: Add excused absence of Councilmember Neigel

**PRESENTATIONS:****Oath of Office**

Laura Koenig, City Clerk, administered the Oath of Office to the re-elected officials Mayor Carolyn Eslick and Councilmember Jeffrey Beeler and to the newly elected Councilmember Russell Wiita.

**Business Spotlight – Affordable Bookkeeping**

The issue before the Council is to recognize Affordable Bookkeeping as the City of Sultan's Business Spotlight for December 2015. Affordable Bookkeeping is located at 803 Main Street and owned by Cindy Jordan-Zirkle. Cindy has owned the business since 1992 when she took it over from her Mom, Peggie Irvin who started it in 1980. "Mom did everything by hand back then, using an adding machine and ledgers, no computers", Cindy commented.

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

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

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

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

Mayor Eslick presented a Certificate of Recognition.

**Volunteer Spotlight – Donna Rice**

The Council recognized Donna Rice as the City of Sultan's Volunteer Spotlight for December 2015. Donna Marson Rice was born in Seattle in 1937. Married Ken Rice in 1956 and settled in Startup in 1973. That's not when Donna's volunteering and philanthropic was began though; she was born giving to and helping people. She's lived a lifetime protecting and taking care of the underdogs. Donna and Ken had 5 children, but they raised many more because that's just what they did to help people.

Donna was a waitress and home care and massage therapist for 28 years all the while raising 5+ children and taking care of people of need in the community. She admits that her volunteering over the years has not been "mainstream", and even a bit odd. For example, she's delivered over 400 babies volunteering as a midwife. She did however, receive one stone and 6 chickens for payment from some very happy new parents.

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

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

Donna has also tutored elementary school students; ran a Free Food Bank in Gold Bar for 10 years; worked with a case worker delivering food to 64 community members who were shut in or disabled; every Thanksgiving and Christmas she took dinners (along with her homemade jam and gifts) to needy people; worked with the community to get personal supplies and clothing for the homeless and shut ins; is past president of the VFW and Eagles; ran "Tabetha House", a place for people to get free clothing for 3 ½ years, volunteering 40 – 80 hours per week and promoted the Sultan High School "Adopt a Grand Parent" program to match students up with elderly people who need help with household chores.

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

Mayor Eslick presented a Certificate of Appreciation.

**Recognition – Councilmember Sarah Davenport-Smith**

Mayor Eslick presented a Certificate of Appreciation to Sarah Davenport-Smith for her work on the Council for the past eight years.

Sarah Davenport-Smith: Has no regrets for being a Councilmember or for not running again. She has grown and learned a lot over the last eight years along with having children, starting a business and dealing with her husband's deployment. In the legacy of life she has learned:

- Remember where you started (working on the Comp Plan and public safety)
- Be humble – the more you know, the more you don't know.
- Everyone desires a smile
- Be honest
- Have integrity and a code of ethics
- Be aware the people are always watching you
- Remember you are not more important than anyone else
- Be passionate about what you do
- Get to know people, especially those you work with as you are a team
- You have one mouth and two ears – use them in proportion

Thanked her family, husband and daughters for their support as she missed many hours at home and family functions. Is proud of the community and city – have come so far in the past 8 years.

**COMMENTS FROM THE PUBLIC:**

Kay George: Hopes those who took the oath of office intend to uphold the US and State Constitutions. Affordable Bookkeeping is a great small business. On the pedestrian bridge the engineering fee is 10-15% of project and the total project cost is \$5 million plus. Should not proceed if the project is not funded as the city will have to pay the money back just as they did on the sewer plant project.

**COUNCILMEMBER COMMENTS**

McCarty: Is working on Safe Stop issues and the city contract is up with VOA and needs to be change to Boys/Girls club. Will need more volunteers and space for the kids.

Seehuus: Thanked Sarah for her services, she will be missed.

Walker: Thanked Sarah for teaching him about how to get around Olympia.

Naslund: School surplus sale at the Startup gym had a great turn out and they got rid of a lot of stuff. Moving forward with the Art Council project at the gym. She completed FEMA training on active shooter. There was an incident this week and the training paid off and schools did a lock down.

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

Beeler: Excited to have Russell Wiita join the council. Sarah has performed well and he has enjoyed working with her – great input. Thanks to Public Work crew for work on the floods.

Mayor Eslick: It has been an honor to sit next to Sarah and for her great friendship. Boys/Girls Club would like to have a meeting on Safe Stop. Dan Chaplick will be at Coffee with Mayor to talk about the school bond coming up.

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

- 1) Public Works Report
- 2) Planning Board Minutes
- 3) Grant Report
- 4) Code Enforcement

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

- 1) Minutes of the December 3, 2015 Council Meeting
- 2) Minutes of the December 3, 2015 Public Hearing on 2015 Budget Amendments
- 3) Minutes of the December 3, 2015 Public Hearing on the Amended 6 Year TIP
- 4) Voucher Approval in the amount of \$179,848.16 and payroll through December 4, 2015 in the amount of \$54,922.25 to be drawn and paid on the proper accounts.
- 5) Voucher Approval – December Closeout
- 6) Excused absence of Councilmember Neigel from the December 17, 2015 meeting.

**ACTION ITEMS:****Resolution 15-17 Fee Schedule**

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

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

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

On a motion by Councilmember Walker, seconded by Councilmember Naslund, Resolution 15-17, 2016 fee Schedule, was adopted. All ayes.

**Ordinance 1224-15 – 2015 Budget Amendment**

The issue before the Council is to adopt Ordinance 1224-15 to amend the 2015 Budget. A public hearing on the proposed amendments to the 2015 Budget was held on December 3, 2015 during the regular Council meeting. A final review of the budget for 2015 includes additional amendments to the General Fund, Street Fund, Water Operating Fund and bond funds.

On a motion by Councilmember Beeler, seconded by Councilmember Davenport-Smith, Ordinance 1224-15 amending the 2015 Budget was adopted. All ayes.

**CITY OF SULTAN COUNCIL MEETING – December 17, 2015****Ordinance 1227-15 - Garbage Rates**

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

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

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

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

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

Discussion:

Need to continue to look at commercial rates for further reductions also. Staff is working with commercial customers to reduce garbage and recycle more.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Naslund, Ordinance No. 1227-15 setting Garbage Rates; providing for severability; and establishing an effective date was adopted. All ayes.

**RH2 Contract Amendment**

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

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

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

On a motion by Councilmember Beeler, seconded by Councilmember Walker, the Mayor was authorized to sign contract addendum with RH2 Engineering, Inc. (RH2) to expand the scope and fee of the original contract to provide professional engineering services for Infiltration and Inflow Assistance. All ayes.

**WHPacific Contract Extension – Pedestrian Bridge Project**

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

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

The City is continuing to seek construction funding for the Sultan River Pedestrian/Bicycle Bridge. The design is approximately 90 percent complete, and there is additional work needed to finish. The City's contract with WHPacific is set to expire on December 31, 2015, and it is necessary to extend the contract. Supplemental Agreement Number 4 only extends the contract duration. The fee is not impacted. It is critically important that the contract be extended because the City cannot be reimbursed for any expenditure related to the design if the work performed occurred after the contract expiration.

On a motion by Councilmember Walker, seconded by Councilmember Naslund, the Mayor was authorized to sign Supplemental Agreement Number 4 with WHPacific Inc. to extend contract completion date from December 31, 2015 to December 31, 2016. All ayes.

**Siren Maintenance Contract**

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

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

West Shore Services was highly recommended to fulfill this role. As part of the agreement, they have included the cost of the system investigation that they have completed to date to become familiar with the City's system, and the reprogramming needed based on the recommendations from the City's IT support person. Snohomish County PUD provides the City of Sultan with approximately \$2,700 annually for siren maintenance.

On a motion by Councilmember Naslund, seconded by Councilmember Davenport-Smith, the Mayor was authorized to sign an agreement with West Shore Services, Inc. for inspection and annual maintenance for the four emergency sirens for a four-year period. The agreement for services is for an amount not to exceed \$2,700 per year plus tax without prior written authorization from city council. All ayes.

**Executive Session:** On a motion by Councilmember Seehuus, seconded by Councilmember Davenport-Smith, the Council adjourned to executive session at 7:55 PM for twenty minutes to discuss pending litigation and real estate. All ayes. The Council returned to regular session at 8:12 PM.

**Adjournment:** On a motion by Councilmember Naslund, seconded by Councilmember Seehuus, the meeting adjourned at 8:12 PM. All ayes.

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM #:** Consent 2  
**DATE:** January 14, 2016  
**SUBJECT:** Voucher Approval - 2015  
**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**SUMMARY:**

Attached are the vouchers for approval in the amount of \$213,382.18 and payroll through December 18, 2015 in the amount of \$103,873.60 to be drawn and paid on the proper accounts.

**FISCAL IMPACT:** \$317,255.78

**RECOMMENDATION:**

Approve the payment of vouchers as submitted.

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**City Of Sultan  
Voucher Approval  
December 31, 2015**

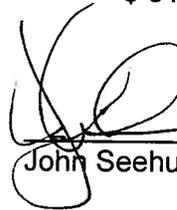
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described hereon, and that the claim is just, due and an unpaid obligation against the City of Sultan, and that I am authorized to authenticate and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

\_\_\_\_\_  
Laura J. Koenig, Clerk/Deputy Finance Director

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

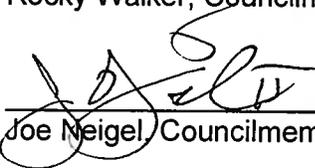
Payroll Check #31279-287	\$ 6,692.51
Direct Deposit #26	\$ 27,683.55
Benefits Check #31269-273,31288-291	\$ 42,712.20
Tax Deposit #25 and 26	\$ 26,785.34
Accounts Payable Checks #31274-278,292-338	\$ 203,958.58
ACH Transactions - DOR	\$ 9,423.60
<b>TOTAL</b>	<b>\$ 317,255.78</b>

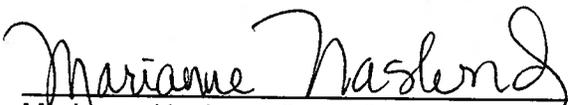
\_\_\_\_\_  
Bob McCarty, Councilmember

  
\_\_\_\_\_  
John Seehuus, Councilmember

\_\_\_\_\_  
Rocky Walker, Councilmember

\_\_\_\_\_  
Russell Wiita, Councilmember

  
\_\_\_\_\_  
Joe Meigel, Councilmember

  
\_\_\_\_\_  
Marianne Naslund, Councilmember

\_\_\_\_\_  
Jeffrey Beeler, Councilmember

abstain to check #31329  
Trans for \$105,676.93

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
 Printed: 12/31/2015 - 10:59 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31292	12/31/2015	Aramark	Aramark Uniform Services - AUS We	629.53	0
31293	12/31/2015	App	Associated Petroleum Products Inc	608.07	0
31294	12/31/2015	BenFrank	Ben Franklin	235.67	0
31295	12/31/2015	bluetarp	BlueTarp Financial	647.49	0
31296	12/31/2015	brandee	Brandee Leafy Photography	175.00	0
31297	12/31/2015	cadman	Cadman, Inc.	1,443.43	0
31298	12/31/2015	bcollins	Brad Collins	5,807.50	0
31299	12/31/2015	Corin	Correctional Industries	204.40	0
31300	12/31/2015	DOH	Department of Health	778.00	0
31301	12/31/2015	dnd	DND Glass	384.33	0
31302	12/31/2015	dnd	DND Glass	2,156.74	0
31303	12/31/2015	Frontier	Frontier	796.29	0
31304	12/31/2015	HoneyB	Honey Bucket	183.50	0
31305	12/31/2015	LPD	LPD Engineering PLLC	2,392.50	0
31306	12/31/2015	Mailfin	Mail Finance	732.66	0
31307	12/31/2015	Markley	Markley Electric	352.95	0
31308	12/31/2015	maraward	Marysville Awards	79.42	0
31309	12/31/2015	MotorTru	Motor Trucks Inc	89.66	0
31310	12/31/2015	NCMACHIN	NC MACHINERY CO.	6,997.28	0
31311	12/31/2015	OASYS	Oasys Office Automation Systems	43.36	0
31312	12/31/2015	OfcDepot	Office Depot	269.23	0
31313	12/31/2015	OwenE	Owen Equipment	365.59	0
31314	12/31/2015	platt	Platt	298.47	0
31315	12/31/2015	PUD 1	PUD	6,491.05	0
31316	12/31/2015	PSE	Puget Sound Energy	280.86	0
31317	12/31/2015	QualCont	Quality Controls Corporation	34,984.00	0
31318	12/31/2015	QBS	QualityBusinesss Systems Inc	50.15	0
31319	12/31/2015	AllWaste	Republic Services	229.53	0
31320	12/31/2015	rh2	RH2 Engineering, Inc.	8,279.43	0
31321	12/31/2015	Robinson	Robinson Noble	131.25	0
31322	12/31/2015	SCcorrec	Snohomish County Corrections	5,200.50	0
31323	12/31/2015	SChumsvc	Snohomish County Human Services	311.06	0
31324	12/31/2015	SnoPlan	Snohomish County Planning and Deve	1,678.75	0
31325	12/31/2015	SoundPub	Sound Publishing Inc	254.56	0
31326	12/31/2015	Staples	Staples Credit Plan	165.38	0
31327	12/31/2015	Auditor	State Auditor's Office	804.85	0
31328	12/31/2015	jstrauss	Jason Strauss	76.00	0
31329	12/31/2015	trane	Trane US Inc	105,676.93	0
31330	12/31/2015	UULC	Utilities Underground Location Center	20.02	0
31331	12/31/2015	VerizonW	Verizon Wireless	828.33	0
31332	12/31/2015	visa	Visa	204.89	0
31333	12/31/2015	visa	Visa	529.95	0
31334	12/31/2015	visa	Visa	182.00	0
31335	12/31/2015	WATract	Washington Tractor	391.01	0
31336	12/31/2015	WSysFab	Western Systems & Fabrication	634.92	0
31337	12/31/2015	WLJ	White Lightning Janitorial	680.00	0
31338	12/31/2015	mwoods	Matthew Wood	186.00	0

# 193,942.49

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
Printed: 12/21/2015 - 10:25 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31274	12/21/2015	NCMACHIN	NC MACHINERY CO.	603.18	0
31275	12/21/2015	polar	Polar Bear Energy Soluntions Inc.	5,098.51	0
31276	12/21/2015	sdc	SDC Concrete	3,303.88	0
31277	12/21/2015	signco	Signco 2012	196.02	0
31278	12/21/2015	SkyHPM	Sky Valley Home Repair and Mainten:	814.50	0
				<hr/> <hr/>	
				Check Total:	
				10,016.09	
				<hr/> <hr/>	

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
Printed: 12/15/2015 - 10:06 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31269	12/15/2015	Retire	Department of Retirement	1,112.50	0
31270	12/15/2015	Retire	Department of Retirement	7,876.04	0
31271	12/15/2015	AWCben	AWC Employee Benefit Trust	21,932.57	0
31272	12/15/2015	AWCben	AWC Employee Benefit Trust	24.00	0
31273	12/15/2015	WATeamTr	Washington Teamsters Welfare Trust	1,890.20	0
				<hr/> <hr/>	
Check Total:				32,835.31	
				<hr/> <hr/>	

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
Printed: 12/22/2015 - 1:19 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31288	12/22/2015	Retire	Department of Retirement	1,112.50	0
31289	12/22/2015	Retire	Department of Retirement	7,919.09	0
31290	12/22/2015	AFLAC	AFLAC	44.30	0
31291	12/22/2015	UNION	Teamsters Local Union #763	801.00	0
				<hr/> <hr/>	
Check Total:				9,876.89	
				<hr/> <hr/>	

# Payroll

## ACH Check Register

User: 'julie.addington'  
Printed: 12/21/2015 - 12:29PM  
Batch: 3-12-2015  
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
12/23/2015	0	001	Laura Koenig	1,978.84
12/23/2015	0	002	Tami Pevey	1,093.53
12/23/2015	0	004	Donna Murphy	956.95
12/23/2015	0	007	Julie Addington	1,516.96
12/23/2015	0	010	Cynthia Sparks	1,563.01
12/23/2015	0	011	Janice Mann	1,128.06
12/23/2015	0	015	Kenneth Walker	2,900.21
12/23/2015	0	019	Michael Matheson	2,759.48
12/23/2015	0	020	Connie Dunn	1,985.71
12/23/2015	0	025	John Harris	2,781.28
12/23/2015	0	028	Todd Strom	1,449.37
12/23/2015	0	049	Victoria Forte	1,827.65
12/23/2015	0	098	Robert McCarty	256.22
12/23/2015	0	120	Matthew Wood	1,503.68
12/23/2015	0	121	Jason Strauss	1,647.91
12/23/2015	0	125	Riley Edwards	1,174.68
12/23/2015	0	127	Michael Rains	1,160.01
Total Employees:			17	Total: 27,683.55

# Payroll

## Computer Check Register

User: julie.addington  
Printed: 12/21/2015 - 12:21PM  
Batch: 00003-12-2015 Computer



Check No	Check Date	Employee Information	Amount
31279	12/23/2015	024 Michael Williams	2,380.12
31280	12/23/2015	029 James Barns	1,471.06
31281	12/23/2015	073 Sarah Davenport-Smith	415.57
31282	12/23/2015	074 John Seehuus	394.80
31283	12/23/2015	092 Jeffrey Beeler, Sr	415.57
31284	12/23/2015	094 Joseph Neigel	415.57
31285	12/23/2015	095 Marianne Naslund	369.40
31286	12/23/2015	099 Rocky Walker	415.57
31287	12/23/2015	128 Fred Stecher II	414.85
Total Number of Employees:		9	Total for Payroll Check Run: 6,692.51

### Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
31269	12/15/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	49.76
31269	12/15/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	21.49
31269	12/15/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	2.00
31269	12/15/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	6.37
31269	12/15/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	39.26
31269	12/15/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	36.24
31269	12/15/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	24.87
31269	12/15/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	20.01
31269	12/15/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	210.14
31269	12/15/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	74.25
31269	12/15/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	6.70
31269	12/15/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	13.87
31269	12/15/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	201.17
31269	12/15/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	296.88
31269	12/15/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	66.12
31269	12/15/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	43.37
31270	12/15/2015	GENERAL FUND	PERS Payable	Department of Retirement	270.30
31270	12/15/2015	GENERAL FUND	PERS Payable	Department of Retirement	120.88
31270	12/15/2015	GENERAL FUND	PERS Payable	Department of Retirement	400.77
31270	12/15/2015	STREET FUND	PERS Payable	Department of Retirement	174.78
31270	12/15/2015	CEMETERY FUND	PERS Payable	Department of Retirement	28.03
31270	12/15/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	29.58
31270	12/15/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	796.45
31270	12/15/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	644.74
31270	12/15/2015	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	377.64
31270	12/15/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	195.82
31270	12/15/2015	GENERAL FUND	PERS Payable	Department of Retirement	732.21
31270	12/15/2015	STREET FUND	PERS Payable	Department of Retirement	319.32
31270	12/15/2015	CEMETERY FUND	PERS Payable	Department of Retirement	51.20
31270	12/15/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	54.11
31270	12/15/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	1,454.95
31270	12/15/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	1,177.65
31270	12/15/2015	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	689.89
31270	12/15/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	357.72
31271	12/15/2015	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	51.67
31271	12/15/2015	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	12.18

31271	12/15/2015	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1.07
31271	12/15/2015	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2.90
31271	12/15/2015	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	25.73
31271	12/15/2015	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	23.32
31271	12/15/2015	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	17.92
31271	12/15/2015	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	12.59
31271	12/15/2015	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	181.26
31271	12/15/2015	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	37.87
31271	12/15/2015	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	4.71
31271	12/15/2015	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.89
31271	12/15/2015	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	254.63
31271	12/15/2015	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	147.14
31271	12/15/2015	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	81.73
31271	12/15/2015	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	61.21
31271	12/15/2015	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.24
31271	12/15/2015	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.77
31271	12/15/2015	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	0.56
31271	12/15/2015	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.69
31271	12/15/2015	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.74
31271	12/15/2015	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	51.65
31271	12/15/2015	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	12.14
31271	12/15/2015	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1.10
31271	12/15/2015	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2.92
31271	12/15/2015	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	25.73
31271	12/15/2015	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	23.32
31271	12/15/2015	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	17.90
31271	12/15/2015	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	12.62
31271	12/15/2015	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	181.28
31271	12/15/2015	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	37.85
31271	12/15/2015	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	4.74
31271	12/15/2015	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.87
31271	12/15/2015	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	254.62
31271	12/15/2015	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	147.09
31271	12/15/2015	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	81.83
31271	12/15/2015	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	61.16
31271	12/15/2015	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2,600.85
31271	12/15/2015	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	480.03
31271	12/15/2015	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	139.76
31271	12/15/2015	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	33.20
31271	12/15/2015	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	5,163.66
31271	12/15/2015	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	3,137.16

31271	12/15/2015	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	2,319.23
31271	12/15/2015	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,256.35
31271	12/15/2015	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	1,330.79
31271	12/15/2015	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	410.77
31271	12/15/2015	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	35.91
31271	12/15/2015	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	105.84
31271	12/15/2015	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	821.80
31271	12/15/2015	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust	751.14
31271	12/15/2015	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	531.39
31271	12/15/2015	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	411.72
31271	12/15/2015	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	10.42
31271	12/15/2015	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.45
31271	12/15/2015	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.64
31271	12/15/2015	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	0.55
31271	12/15/2015	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	13.99
31271	12/15/2015	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	10.79
31271	12/15/2015	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	7.86
31271	12/15/2015	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust	3.30
31271	12/15/2015	GENERAL FUND	Benefits - Disability Insuranc	AWC Employee Benefit Trust	515.33
31272	12/15/2015	GENERAL FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	3.60
31272	12/15/2015	UTILITY WATER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.28
31272	12/15/2015	UTILITY SEWER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	1.80
31272	12/15/2015	UTILITY GARBAGE FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.16
31272	12/15/2015	STORMWATER UTILITY FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.16
31272	12/15/2015	GENERAL FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	3.60
31272	12/15/2015	UTILITY WATER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.29
31272	12/15/2015	UTILITY SEWER FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	1.80
31272	12/15/2015	UTILITY GARBAGE FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.15
31272	12/15/2015	STORMWATER UTILITY FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust	2.16
31273	12/15/2015	GENERAL FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	299.08
31273	12/15/2015	STREET FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	81.67
31273	12/15/2015	CEMETERY FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	24.30
31273	12/15/2015	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	7.29
31273	12/15/2015	UTILITY WATER FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	578.95
31273	12/15/2015	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	423.55
31273	12/15/2015	UTILITY GARBAGE FUND	Med/Dental/Vis Payable	Washington Teamsters Welfare Trust	340.71
31273	12/15/2015	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	Washington Teamsters Welfare Trust	134.65
31274	12/21/2015	PARK IMPROVEMENT UTILITY FUND	General Park Improvements	NC MACHINERY CO.	603.18
31275	12/21/2015	BUILDING MAINTENANCE FUND	Capital - Buildings	Polar Bear Energy Solutions Inc.	5,098.51
31276	12/21/2015	PARK IMPROVEMENT FUND	General Park Improvements	SDC Concrete	3,303.88
31277	12/21/2015	PARK IMPROVEMENT FUND	General Park Improvements	Sigco 2012	196.02

31278	12/21/2015	INSURANCE CLAIMS FUND	Professional Services	Sky Valley Home Repair and Maintenance	814.50
31288	12/22/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	49.73
31288	12/22/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	2.00
31288	12/22/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	21.50
31288	12/22/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	6.38
31288	12/22/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	39.24
31288	12/22/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	36.28
31288	12/22/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	24.87
31288	12/22/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	20.00
31288	12/22/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	210.12
31288	12/22/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	74.25
31288	12/22/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	6.69
31288	12/22/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	13.87
31288	12/22/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	201.17
31288	12/22/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	296.90
31288	12/22/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	66.11
31288	12/22/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	43.39
31289	12/22/2015	STREET FUND	PERS Payable	Department of Retirement	172.03
31289	12/22/2015	CEMETERY FUND	PERS Payable	Department of Retirement	27.53
31289	12/22/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	29.34
31289	12/22/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	780.04
31289	12/22/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	679.60
31289	12/22/2015	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	371.92
31289	12/22/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	196.60
31289	12/22/2015	GENERAL FUND	PERS Payable	Department of Retirement	730.94
31289	12/22/2015	STREET FUND	PERS Payable	Department of Retirement	314.23
31289	12/22/2015	CEMETERY FUND	PERS Payable	Department of Retirement	50.26
31289	12/22/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	53.61
31289	12/22/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	1,424.99
31289	12/22/2015	GENERAL FUND	PERS Payable	Department of Retirement	281.80
31289	12/22/2015	GENERAL FUND	PERS Payable	Department of Retirement	126.03
31289	12/22/2015	GENERAL FUND	PERS Payable	Department of Retirement	400.10
31289	12/22/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	1,241.49
31289	12/22/2015	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	679.41
31289	12/22/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	359.17
31290	12/22/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.04
31290	12/22/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	5.97
31290	12/22/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	0.04
31290	12/22/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.11
31290	12/22/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	15.90

31290	12/22/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	0.09
31290	12/22/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.05
31290	12/22/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	5.97
31290	12/22/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	0.03
31290	12/22/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.11
31290	12/22/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	15.90
31290	12/22/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	0.09
31291	12/22/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	73.16
31291	12/22/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	19.98
31291	12/22/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	4.47
31291	12/22/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	73.09
31291	12/22/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	20.03
31291	12/22/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	4.42
31291	12/22/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	1.17
31291	12/22/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	126.11
31291	12/22/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	92.88
31291	12/22/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	58.47
31291	12/22/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	24.33
31291	12/22/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	1.19
31291	12/22/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	126.02
31291	12/22/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	92.88
31291	12/22/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	58.45
31291	12/22/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	24.35
31292	12/31/2015	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	6.63
31292	12/31/2015	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	30.93
31292	12/31/2015	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	30.93
31292	12/31/2015	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	28.71
31292	12/31/2015	STREET FUND	Uniforms	Aramark Uniform Services	6.63
31292	12/31/2015	GENERAL FUND	Uniforms	Aramark Uniform Services	6.63
31292	12/31/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
31292	12/31/2015	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.72
31292	12/31/2015	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	8.04
31292	12/31/2015	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	8.04
31292	12/31/2015	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	7.46
31292	12/31/2015	STREET FUND	Uniforms	Aramark Uniform Services	1.73
31292	12/31/2015	GENERAL FUND	Uniforms	Aramark Uniform Services	1.72
31292	12/31/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
31292	12/31/2015	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	13.58
31292	12/31/2015	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	13.59
31292	12/31/2015	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	13.59
31292	12/31/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	13.59

31292	12/31/2015	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	13.59
31292	12/31/2015	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.23
31292	12/31/2015	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	5.73
31292	12/31/2015	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	5.73
31292	12/31/2015	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	5.32
31292	12/31/2015	STREET FUND	Uniforms	Aramark Uniform Services	1.23
31292	12/31/2015	GENERAL FUND	Uniforms	Aramark Uniform Services	1.23
31292	12/31/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
31292	12/31/2015	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	12.71
31292	12/31/2015	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	12.72
31292	12/31/2015	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	12.71
31292	12/31/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	12.72
31292	12/31/2015	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	12.71
31292	12/31/2015	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.37
31292	12/31/2015	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	6.37
31292	12/31/2015	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	6.37
31292	12/31/2015	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	5.91
31292	12/31/2015	STREET FUND	Uniforms	Aramark Uniform Services	1.37
31292	12/31/2015	GENERAL FUND	Uniforms	Aramark Uniform Services	1.36
31292	12/31/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
31292	12/31/2015	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	13.73
31292	12/31/2015	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	13.73
31292	12/31/2015	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	13.74
31292	12/31/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	13.73
31292	12/31/2015	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	13.73
31292	12/31/2015	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.37
31292	12/31/2015	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	6.37
31292	12/31/2015	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	6.37
31292	12/31/2015	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	5.91
31292	12/31/2015	STREET FUND	Uniforms	Aramark Uniform Services	1.37
31292	12/31/2015	GENERAL FUND	Uniforms	Aramark Uniform Services	1.36
31292	12/31/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
31292	12/31/2015	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	13.97
31292	12/31/2015	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	13.97
31292	12/31/2015	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	13.97
31292	12/31/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	13.97
31292	12/31/2015	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	13.97
31292	12/31/2015	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	5.91
31292	12/31/2015	STREET FUND	Uniforms	Aramark Uniform Services	1.37
31292	12/31/2015	GENERAL FUND	Uniforms	Aramark Uniform Services	1.36
31292	12/31/2015	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	6.37

31292	12/31/2015	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	6.37
31292	12/31/2015	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	1.37
31292	12/31/2015	UTILITY WATER FUND	Operating Supply	Aramark Uniform Services	25.08
31292	12/31/2015	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services	25.09
31292	12/31/2015	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services	25.08
31292	12/31/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	25.09
31292	12/31/2015	STREET FUND	Office/Operating Supplies	Aramark Uniform Services	25.08
31293	12/31/2015	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	337.05
31293	12/31/2015	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	41.15
31293	12/31/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	154.99
31293	12/31/2015	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	10.15
31293	12/31/2015	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	10.14
31293	12/31/2015	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	10.15
31293	12/31/2015	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	26.58
31293	12/31/2015	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	3.24
31293	12/31/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	12.22
31293	12/31/2015	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	0.80
31293	12/31/2015	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	0.80
31293	12/31/2015	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	0.80
31294	12/31/2015	GENERAL FUND	Office Supplies	Ben Franklin	235.67
31295	12/31/2015	GENERAL FUND	Small Tools/Minor Equipment	BlueTarp Financial	215.83
31295	12/31/2015	STREET FUND	Small Tools/Minor Equipment	BlueTarp Financial	215.83
31295	12/31/2015	UTILITY GARBAGE FUND	Small Tools/Minor Equipment	BlueTarp Financial	215.83
31296	12/31/2015	GENERAL FUND	Miscellaneous	Brandee Leaty Photography	175.00
31297	12/31/2015	GENERAL FUND	Operating Supplies	Cadman, Inc.	491.90
31297	12/31/2015	UTILITY WATER FUND	Operating Supply	Cadman, Inc.	525.54
31297	12/31/2015	UTILITY WATER FUND	Operating Supply	Cadman, Inc.	425.99
31298	12/31/2015	GENERAL FUND	Professional Services	Brad Collins	5,807.50
31299	12/31/2015	UTILITY WATER FUND	Office Supplies	Correctional Industries	25.55
31299	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Correctional Industries	25.55
31299	12/31/2015	UTILITY SEWER FUND	Office Supplies	Correctional Industries	25.55
31299	12/31/2015	STREET FUND	Office Supplies	Correctional Industries	25.55
31299	12/31/2015	GENERAL FUND	Office/Operating Supplies	Correctional Industries	102.20
31300	12/31/2015	WATER SYSTEM IMPROVEMENT FUND	Water Project - Other	Department of Health	778.00
31301	12/31/2015	BUILDING MAINTENANCE FUND	Capital - Buildings	DND Glass	384.33
31302	12/31/2015	INSURANCE CLAIMS FUND	Capital Outlay	DND Glass	2,156.74
31303	12/31/2015	UTILITY SEWER FUND	Communication	Frontier	796.29
31304	12/31/2015	UTILITY SEWER FUND	Rentals	Honey Bucket	183.50
31305	12/31/2015	TIMBER RIDGE SETTLEMENT FUND	Professional - Legal	LPD Engineering PLLC	2,392.50
31306	12/31/2015	UTILITY WATER FUND	Rentals	Mail Finance	202.87
31306	12/31/2015	UTILITY SEWER FUND	Rentals	Mail Finance	147.85

31306	12/31/2015	UTILITY GARBAGE FUND	Miscellaneous	Mail Finance	186.76
31306	12/31/2015	STORMWATER UTILITY FUND	Rentals	Mail Finance	195.18
31307	12/31/2015	UTILITY WATER FUND	Repair and Maintenance	Markley Electric	352.95
31308	12/31/2015	GENERAL FUND	Office/Operating	Marysville Awards	79.42
31309	12/31/2015	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Motor Trucks Inc	89.66
31310	12/31/2015	CR EQUIPMENT FUND	Capital - Equipment	NC MACHINERY CO.	6,997.28
31311	12/31/2015	GENERAL FUND	Office/Operating Supplies	Oasys Office Automation Systems	7.22
31311	12/31/2015	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems	7.23
31311	12/31/2015	UTILITY SEWER FUND	Repair and Maintenance	Oasys Office Automation Systems	7.23
31311	12/31/2015	UTILITY GARBAGE FUND	Repair and Maintenance	Oasys Office Automation Systems	7.22
31311	12/31/2015	STORMWATER UTILITY FUND	Repair and Maintenance	Oasys Office Automation Systems	7.23
31311	12/31/2015	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems	7.23
31312	12/31/2015	UTILITY WATER FUND	Office Supplies	Office Depot	5.98
31312	12/31/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	5.99
31312	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	5.98
31312	12/31/2015	STREET FUND	Office Supplies	Office Depot	5.99
31312	12/31/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	23.93
31312	12/31/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	40.20
31312	12/31/2015	UTILITY WATER FUND	Office Supplies	Office Depot	10.05
31312	12/31/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	10.05
31312	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	10.05
31312	12/31/2015	STREET FUND	Office Supplies	Office Depot	10.06
31312	12/31/2015	UTILITY WATER FUND	Office Supplies	Office Depot	8.77
31312	12/31/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	8.78
31312	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	8.77
31312	12/31/2015	STREET FUND	Office Supplies	Office Depot	8.77
31312	12/31/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	35.09
31312	12/31/2015	UTILITY WATER FUND	Office Supplies	Office Depot	0.62
31312	12/31/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	0.63
31312	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	0.62
31312	12/31/2015	STREET FUND	Office Supplies	Office Depot	0.62
31312	12/31/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	2.49
31312	12/31/2015	UTILITY WATER FUND	Office Supplies	Office Depot	2.93
31312	12/31/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	2.93
31312	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	2.93
31312	12/31/2015	STREET FUND	Office Supplies	Office Depot	2.94
31312	12/31/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	11.72
31312	12/31/2015	UTILITY WATER FUND	Office Supplies	Office Depot	2.93
31312	12/31/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	2.93
31312	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	2.93
31312	12/31/2015	STREET FUND	Office Supplies	Office Depot	2.94

31312	12/31/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	11.72
31312	12/31/2015	UTILITY WATER FUND	Office Supplies	Office Depot	2.36
31312	12/31/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	2.36
31312	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	2.36
31312	12/31/2015	STREET FUND	Office Supplies	Office Depot	2.37
31312	12/31/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	9.44
31313	12/31/2015	UTILITY SEWER FUND	Operating Supplies	Owen Equipment	365.59
31314	12/31/2015	UTILITY SEWER FUND	Repair and Maintenance	Platt	298.47
31315	12/31/2015	UTILITY SEWER FUND	Utilities	PUD	3,961.41
31315	12/31/2015	UTILITY WATER FUND	Utilities	PUD	18.61
31315	12/31/2015	UTILITY SEWER FUND	Utilities	PUD	18.61
31315	12/31/2015	UTILITY WATER FUND	Utilities	PUD	18.60
31315	12/31/2015	UTILITY GARBAGE FUND	Utilities	PUD	18.61
31315	12/31/2015	STREET FUND	Utilities	PUD	56.59
31315	12/31/2015	GENERAL FUND	Utilities	PUD	39.01
31315	12/31/2015	GENERAL FUND	Utilities	PUD	40.97
31315	12/31/2015	UTILITY WATER FUND	Utilities	PUD	1,595.79
31315	12/31/2015	GENERAL FUND	Utilities	PUD	17.42
31315	12/31/2015	GENERAL FUND	Utilities	PUD	78.76
31315	12/31/2015	UTILITY SEWER FUND	Utilities	PUD	453.07
31315	12/31/2015	GENERAL FUND	Utilities	PUD	155.62
31315	12/31/2015	STREET FUND	Utilities	PUD	17.98
31316	12/31/2015	GENERAL FUND	Utilities	Puget Sound Energy	148.50
31316	12/31/2015	GENERAL FUND	Utilities	Puget Sound Energy	132.36
31317	12/31/2015	SEWER SYSTEM IMPROVEMENT FUND	Capital - WWTP Upgrades	Quality Controls Corporation	34,209.00
31317	12/31/2015	UTILITY SEWER FUND	Repair and Maintenance	Quality Controls Corporation	775.00
31318	12/31/2015	GENERAL FUND	Office/Operating Supplies	Quality Business Systems Inc	10.03
31318	12/31/2015	STREET FUND	Office Supplies	Quality Business Systems Inc	10.03
31318	12/31/2015	UTILITY WATER FUND	Office Supplies	Quality Business Systems Inc	10.03
31318	12/31/2015	UTILITY SEWER FUND	Office Supplies	Quality Business Systems Inc	10.03
31318	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Quality Business Systems Inc	10.03
31318	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Quality Business Systems Inc	10.03
31319	12/31/2015	UTILITY SEWER FUND	Intergovernmental - Recycle	Republic Services	229.53
31320	12/31/2015	UTILITY GARBAGE FUND	Professional Service	RH2 Engineering, Inc.	3,377.04
31320	12/31/2015	UTILITY WATER FUND	Professional Service - General	RH2 Engineering, Inc.	1,606.43
31320	12/31/2015	UTILITY WATER FUND	Professional Service - General	RH2 Engineering, Inc.	2,536.55
31320	12/31/2015	UTILITY WATER FUND	Professional Service - General	RH2 Engineering, Inc.	759.41
31321	12/31/2015	TIMBER RIDGE SETTLEMENT FUND	Professional - Legal	Robinson Noble	131.25
31322	12/31/2015	GENERAL FUND	Miscellaneous - Jail Fees	Snohomish County Corrections	5,200.50
31323	12/31/2015	GENERAL FUND	Intergovernmental	Snohomish County Human Services	311.06
31324	12/31/2015	GENERAL FUND	SnoCty Plan/Building Service	SnoCty Plan/Development Services	0.00
31324	12/31/2015	GENERAL FUND	SnoCty Plan/Building Service	SnoCty Plan/Development Services	1,678.75

31325	12/31/2015	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	20.64
31325	12/31/2015	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	53.32
31325	12/31/2015	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	73.96
31325	12/31/2015	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	106.64
31326	12/31/2015	GENERAL FUND	Office/Operating Supplies	Staples Credit Plan	32.58
31326	12/31/2015	STREET FUND	Office Supplies	Staples Credit Plan	8.15
31326	12/31/2015	UTILITY WATER FUND	Office Supplies	Staples Credit Plan	8.14
31326	12/31/2015	UTILITY SEWER FUND	Office Supplies	Staples Credit Plan	8.15
31326	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Staples Credit Plan	8.14
31326	12/31/2015	GENERAL FUND	Office/Operating Supplies	Staples Credit Plan	41.27
31326	12/31/2015	STREET FUND	Office Supplies	Staples Credit Plan	10.31
31326	12/31/2015	UTILITY WATER FUND	Office Supplies	Staples Credit Plan	10.32
31326	12/31/2015	UTILITY SEWER FUND	Office Supplies	Staples Credit Plan	10.31
31326	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Staples Credit Plan	10.32
31326	12/31/2015	GENERAL FUND	Office/Operating Supplies	Staples Credit Plan	8.85
31326	12/31/2015	STREET FUND	Office Supplies	Staples Credit Plan	2.21
31326	12/31/2015	UTILITY WATER FUND	Office Supplies	Staples Credit Plan	2.21
31326	12/31/2015	UTILITY SEWER FUND	Office Supplies	Staples Credit Plan	2.21
31326	12/31/2015	UTILITY GARBAGE FUND	Office Supplies	Staples Credit Plan	2.21
31327	12/31/2015	GENERAL FUND	Audit Costs	State Auditor's Office	160.97
31327	12/31/2015	STREET FUND	Professional Services	State Auditor's Office	160.97
31327	12/31/2015	UTILITY WATER FUND	Professional Service - General	State Auditor's Office	160.97
31327	12/31/2015	UTILITY SEWER FUND	Professional Service	State Auditor's Office	160.97
31327	12/31/2015	UTILITY GARBAGE FUND	Professional	State Auditor's Office	160.97
31328	12/31/2015	GENERAL FUND	Rentals	Jason Strauss	17.00
31328	12/31/2015	STREET FUND	Rentals	Jason Strauss	17.00
31328	12/31/2015	UTILITY WATER FUND	Communication	Jason Strauss	42.00
31329	12/31/2015	SEWER SYSTEM IMPROVEMENT FUND	Capital - WWTP Upgrades	Trane US Inc	105,676.93
31330	12/31/2015	UTILITY WATER FUND	Miscellaneous	Utilities Underground Location Center	10.01
31330	12/31/2015	UTILITY SEWER FUND	Miscellaneous	Utilities Underground Location Center	10.01
31331	12/31/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.49
31331	12/31/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.50
31331	12/31/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.49
31331	12/31/2015	STREET FUND	Communication	Verizon Wireless	7.50
31331	12/31/2015	GENERAL FUND	Communication	Verizon Wireless	7.49
31331	12/31/2015	GENERAL FUND	Communication	Verizon Wireless	55.47
31331	12/31/2015	UTILITY WATER FUND	Communication	Verizon Wireless	55.47
31331	12/31/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	55.47
31331	12/31/2015	GENERAL FUND	Communication	Verizon Wireless	55.47
31331	12/31/2015	UTILITY WATER FUND	Communication	Verizon Wireless	37.47
31331	12/31/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	55.47

31331	12/31/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.49
31331	12/31/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.50
31331	12/31/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.49
31331	12/31/2015	GENERAL FUND	Communication	Verizon Wireless	7.50
31331	12/31/2015	STREET FUND	Communication	Verizon Wireless	7.49
31331	12/31/2015	UTILITY WATER FUND	Communication	Verizon Wireless	11.09
31331	12/31/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	11.10
31331	12/31/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	11.09
31331	12/31/2015	GENERAL FUND	Communication	Verizon Wireless	11.10
31331	12/31/2015	STREET FUND	Communication	Verizon Wireless	11.09
31331	12/31/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.49
31331	12/31/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.50
31331	12/31/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.49
31331	12/31/2015	GENERAL FUND	Communication	Verizon Wireless	7.50
31331	12/31/2015	STREET FUND	Communication	Verizon Wireless	7.49
31331	12/31/2015	GENERAL FUND	Office/Operating Supplies	Verizon Wireless	37.47
31331	12/31/2015	UTILITY WATER FUND	Communication	Verizon Wireless	12.10
31331	12/31/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	12.11
31331	12/31/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	12.10
31331	12/31/2015	STREET FUND	Communication	Verizon Wireless	12.11
31331	12/31/2015	GENERAL FUND	Communication	Verizon Wireless	12.10
31331	12/31/2015	UTILITY WATER FUND	Communication	Verizon Wireless	38.43
31331	12/31/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	38.44
31331	12/31/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	38.43
31331	12/31/2015	GENERAL FUND	Communication	Verizon Wireless	38.44
31331	12/31/2015	STREET FUND	Communication	Verizon Wireless	38.43
31331	12/31/2015	GENERAL FUND	Communication	Verizon Wireless	55.47
31332	12/31/2015	UTILITY WATER FUND	Travel and Seminars	Verizon Wireless	3.00
31332	12/31/2015	GENERAL FUND	Rentals	Verizon Wireless	119.68
31332	12/31/2015	UTILITY SEWER FUND	Repair and Maintenance	Verizon Wireless	76.21
31332	12/31/2015	STREET FUND	Travel and Seminars	Verizon Wireless	6.00
31333	12/31/2015	COMMUNITY IMPROVEMENT FUND	Supply - Safe Stop	Verizon Wireless	529.95
31334	12/31/2015	GENERAL FUND	Office/Operating - Mayor	Verizon Wireless	144.00
31334	12/31/2015	GENERAL FUND	Travel and Seminars	Verizon Wireless	38.00
31335	12/31/2015	UTILITY WATER FUND	Operating Supply	Washington Tractor	323.64
31335	12/31/2015	UTILITY WATER FUND	Operating Supply	Washington Tractor	67.37
31336	12/31/2015	UTILITY GARBAGE FUND	Vehicle Repair	Western Systems & Fabrication	634.92
31337	12/31/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	166.67
31337	12/31/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	55.55
31337	12/31/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	166.66
31337	12/31/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	55.55

31337	12/31/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	55.57
31337	12/31/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	20.00
31337	12/31/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	6.67
31337	12/31/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	20.00
31337	12/31/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	6.66
31337	12/31/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	6.67
31337	12/31/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	40.00
31337	12/31/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	13.33
31337	12/31/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	40.00
31337	12/31/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	13.33
31337	12/31/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	13.34
31338	12/31/2015	UTILITY WATER FUND	Miscellaneous	Matthew Wood	93.00
31338	12/31/2015	UTILITY WATER FUND	Miscellaneous	Matthew Wood	93.00
				<b>TOTAL</b>	<b>246,670.78</b>

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM #:** Consent 3  
**DATE:** January 14, 2016  
**SUBJECT:** Voucher Approval - 2016  
**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**SUMMARY:**

Attached are the vouchers for approval in the amount of \$31790.82 and payroll through January 1, 2016 in the amount of \$80,834.54 to be drawn and paid on the proper accounts.

**FISCAL IMPACT:** \$112,625.36

**RECOMMENDATION:**

Approve the payment of vouchers as submitted.

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**City Of Sultan  
Voucher Approval  
January 14, 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 #31341-43	\$ 3,394.66
Direct Deposit #1	\$ 29,750.18
Benefits Check #31397-71	\$ 33,946.03
Tax Deposit #1	\$ 13,743.67
Accounts Payable Checks #31339-40,344-366	\$ 31,790.82
ACH Transactions - DOR	\$
<b>TOTAL</b>	<b>\$ 112,625.36</b>

\_\_\_\_\_  
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  
 Printed: 1/8/2016 - 9:36 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31344	01/14/2016	Accela	Accela	13,843.29	0
31345	01/14/2016	agsupply	AG Supply Co	326.08	0
31346	01/14/2016	SCCT	Association of Snohomish County Citi	100.00	0
31347	01/14/2016	AWC	AWC	2,362.00	0
31348	01/14/2016	comcast	Comcast	694.41	0
31349	01/14/2016	ERW	Evergreen Rural Water	180.00	0
31350	01/14/2016	Eylander	Eylanders Sales & Service Inc	469.57	0
31351	01/14/2016	Frontier	Frontier	103.75	0
31352	01/14/2016	HoneyB	Honey Bucket	246.40	0
31353	01/14/2016	lowes	Lowe's	318.87	0
31354	01/14/2016	moreno	Lco Moreno	164.99	0
31355	01/14/2016	OfcDepot	Office Depot	385.51	0
31356	01/14/2016	PUD I	PUD	4,144.18	0
31357	01/14/2016	PugSoAir	Puget Sound Clean Air Agency	2,766.00	0
31358	01/14/2016	PSE	Puget Sound Energy	344.15	0
31359	01/14/2016	SkyCC	Sky Valley Chamber of Commerce	75.00	0
31360	01/14/2016	SoundPub	Sound Publishing Inc	48.16	0
31361	01/14/2016	PartWork	The Part Works, Inc.	653.73	0
31362	01/14/2016	atrua	Aimee Lou Trua	1,700.00	0
31363	01/14/2016	usps	USPS	225.00	0
31364	01/14/2016	apwa	WA State Chapter APWA	204.00	0
31365	01/14/2016	wpta	Washington Public Treasurers Associa	40.00	0
31366	01/14/2016	Wetrc	WETRC - Green River Community C	900.00	0
Check Total:				30,295.09	

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
 Printed: 1/8/2016 - 10:46 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31367	01/08/2016	AWCben	AWC Employee Benefit Trust	22,558.06	0
31368	01/08/2016	AWCben	AWC Employee Benefit Trust	40.20	0
31369	01/08/2016	WATeamTr	Washington Teamsters Welfare Trust	2,035.60	0
31370	01/08/2016	Retire	Department of Retirement	1,112.50	0
31371	01/08/2016	Retire	Department of Retirement	8,199.67	0
Check Total:				33,946.03	

# Payroll

## ACH Check Register

User: 'julie.addington'  
 Printed: 01/05/2016 - 4:05PM  
 Batch: 1-1-2016  
 Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
01/08/2016	0	001	Laura Koenig	2,195.78
01/08/2016	0	002	Tami Pevey	1,113.03
01/08/2016	0	004	Donna Murphy	1,028.84
01/08/2016	0	007	Julie Addington	1,539.64
01/08/2016	0	010	Cynthia Sparks	1,493.11
01/08/2016	0	011	Janice Mann	1,155.39
01/08/2016	0	015	Kenneth Walker	3,123.23
01/08/2016	0	019	Michael Matheson	3,002.72
01/08/2016		020	Janie Dunn	2,082.02
01/08/2016		025	Sultan Harris	2,154.95
01/08/2016		028	Todd Strom	1,848.39
01/08/2016		049	Victoria Forte	1,962.02
01/08/2016	0	072	Carolyn Eslick	461.75
01/08/2016	0	120	Matthew Wood	2,570.92
01/08/2016	0	121	Jason Strauss	1,673.04
01/08/2016	0	125	Riley Edwards	1,180.20
01/08/2016	0	127	Michael Rains	1,165.15
Total Employees:			17	Total: 29,750.18

# Payroll

## Computer Check Register

User: julie.addington  
 Printed: 01/05/2016 - 4:01PM  
 Batch: 00001-01-2016 Computer



Check No	Check Date	Employee Information	Amount
31341	01/08/2016	024 Michael Williams	1,817.04
31342	01/08/2016	029 James Barns	1,402.93
31343	01/08/2016	128 Fred Stecher II	174.69
Total Number of Employees:	3	Total for Payroll Check Run:	3,394.66

*PR 1 - 2016*

# Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
31339	01/04/2016	UTILITY GARBAGE FUND	Communication	USPS	694.73
31340	01/05/2016	UTILITY WATER FUND	Communication	USPS	240.30
31340	01/05/2016	UTILITY SEWER FUND	Communication	USPS	240.30
31340	01/05/2016	UTILITY GARBAGE FUND	Communication	USPS	240.30
31340	01/05/2016	STORMWATER UTILITY FUND	Communication	USPS	80.10
31344	01/14/2016	INFORMATION TECHNOLOGY FUND -	Professional Service	Accela	13,843.29
31345	01/14/2016	GENERAL FUND	Operating Supplies	AG Supply Co	128.04
31345	01/14/2016	BUILDING MAINTENANCE FUND	Operating Supply	AG Supply Co	10.00
31345	01/14/2016	UTILITY WATER FUND	Small Tools/Minor Equipment	AG Supply Co	30.00
31345	01/14/2016	UTILITY SEWER FUND	Small Tools/Minor Equipment	AG Supply Co	30.00
31345	01/14/2016	UTILITY GARBAGE FUND	Small Tools/Minor Equipment	AG Supply Co	30.97
31345	01/14/2016	GENERAL FUND	Office/Operating Supplies	AG Supply Co	34.44
31345	01/14/2016	STREET FUND	Office/Operating Supplies	AG Supply Co	34.44
31345	01/14/2016	GENERAL FUND	Office/Operating Supplies	AG Supply Co	28.19
31346	01/14/2016	GENERAL FUND	Organization Dues	Association of SnoCty Cities & Towns	100.00
31347	01/14/2016	GENERAL FUND	Organization Dues	AWC	2,362.00
31348	01/14/2016	GENERAL FUND	Communication	Comcast	57.47
31348	01/14/2016	UTILITY WATER FUND	Communication	Comcast	38.32
31348	01/14/2016	UTILITY SEWER FUND	Communication	Comcast	38.31
31348	01/14/2016	UTILITY GARBAGE FUND	Communication	Comcast	38.31
31348	01/14/2016	STREET FUND	Communication	Comcast	19.16
31348	01/14/2016	STREET FUND	Communication	Comcast	55.06
31348	01/14/2016	UTILITY WATER FUND	Communication	Comcast	55.07
31348	01/14/2016	UTILITY SEWER FUND	Communication	Comcast	55.06
31348	01/14/2016	UTILITY GARBAGE FUND	Communication	Comcast	55.07
31348	01/14/2016	STORMWATER UTILITY FUND	Communication	Comcast	55.06
31348	01/14/2016	GENERAL FUND	Communication	Comcast	91.01
31348	01/14/2016	UTILITY WATER FUND	Communication	Comcast	45.50
31348	01/14/2016	UTILITY SEWER FUND	Communication	Comcast	45.51
31348	01/14/2016	UTILITY GARBAGE FUND	Communication	Comcast	45.50
31349	01/14/2016	UTILITY WATER FUND	Miscellaneous	Evergreen Rural Water	60.00
31349	01/14/2016	UTILITY WATER FUND	Miscellaneous	Evergreen Rural Water	60.00
31349	01/14/2016	UTILITY WATER FUND	Miscellaneous	Evergreen Rural Water	60.00
31350	01/14/2016	UTILITY WATER FUND	Repair and Maintenance	Eylanders Sales & Service Inc	122.17
31350	01/14/2016	UTILITY SEWER FUND	Repair and Maintenance	Eylanders Sales & Service Inc	122.18
31350	01/14/2016	BUILDING MAINTENANCE FUND	Repair and Maintenance	Eylanders Sales & Service Inc	225.22

31351	01/14/2016	UTILITY WATER FUND	Communication	Frontier	103.75
31352	01/14/2016	UTILITY SEWER FUND	Rentals	Honey Bucket	134.75
31352	01/14/2016	UTILITY SEWER FUND	Rentals	Honey Bucket	111.65
31353	01/14/2016	GENERAL FUND	Volunteer Program	Lowes	192.86
31353	01/14/2016	UTILITY WATER FUND	Operating Supply	Lowes	126.01
31354	01/14/2016	GENERAL FUND	Office/Operating Supplies	Leo Moreno	164.99
31355	01/14/2016	UTILITY WATER FUND	Office Supplies	Office Depot	44.65
31355	01/14/2016	UTILITY WATER FUND	Office Supplies	Office Depot	44.64
31355	01/14/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	44.65
31355	01/14/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	44.65
31355	01/14/2016	STREET FUND	Office Supplies	Office Depot	178.58
31355	01/14/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	1.17
31355	01/14/2016	UTILITY WATER FUND	Office Supplies	Office Depot	1.17
31355	01/14/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	1.17
31355	01/14/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	1.17
31355	01/14/2016	STREET FUND	Office Supplies	Office Depot	4.67
31355	01/14/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	2.37
31355	01/14/2016	UTILITY WATER FUND	Office Supplies	Office Depot	2.38
31355	01/14/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	2.37
31355	01/14/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	2.38
31355	01/14/2016	STREET FUND	Office Supplies	Office Depot	2.38
31355	01/14/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	9.49
31356	01/14/2016	STREET FUND	Utilities	Office Depot	2,640.34
31356	01/14/2016	UTILITY WATER FUND	Utilities	PUD	104.83
31356	01/14/2016	UTILITY SEWER FUND	Utilities	PUD	104.83
31356	01/14/2016	UTILITY GARBAGE FUND	Utilities	PUD	104.82
31356	01/14/2016	STREET FUND	Utilities	PUD	104.83
31356	01/14/2016	GENERAL FUND	Utilities	PUD	104.83
31356	01/14/2016	GENERAL FUND	Utilities	PUD	524.14
31356	01/14/2016	UTILITY WATER FUND	Utilities	PUD	57.31
31356	01/14/2016	UTILITY SEWER FUND	Utilities	PUD	57.31
31356	01/14/2016	UTILITY GARBAGE FUND	Utilities	PUD	57.31
31356	01/14/2016	STREET FUND	Utilities	PUD	57.31
31356	01/14/2016	STREET FUND	Utilities	PUD	62.86
31356	01/14/2016	GENERAL FUND	Utilities	PUD	163.46
31357	01/14/2016	GENERAL FUND	Miscellaneous	Puget Sound Clean Air Agency	553.20
31357	01/14/2016	STREET FUND	Miscellaneous	Puget Sound Clean Air Agency	553.20
31357	01/14/2016	UTILITY WATER FUND	Miscellaneous	Puget Sound Clean Air Agency	553.20
31357	01/14/2016	UTILITY SEWER FUND	Miscellaneous	Puget Sound Clean Air Agency	553.20
31357	01/14/2016	UTILITY GARBAGE FUND	Miscellaneous	Puget Sound Clean Air Agency	553.20
31358	01/14/2016	GENERAL FUND	Utilities	Puget Sound Clean Air Agency	172.08
31358	01/14/2016	STREET FUND	Utilities	Puget Sound Energy	34.41

31358	01/14/2016	UTILITY WATER FUND	Utilities	Puget Sound Energy	34.42
31358	01/14/2016	UTILITY SEWER FUND	Utilities	Puget Sound Energy	34.41
31358	01/14/2016	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy	34.42
31358	01/14/2016	GENERAL FUND	Utilities	Puget Sound Energy	34.41
31359	01/14/2016	GENERAL FUND	Organization Dues	Sky Valley Chamber of Commerce	75.00
31360	01/14/2016	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	48.16
31361	01/14/2016	GENERAL FUND	Small Tools/Minor Equipment	The Part Works, Inc.	653.73
31362	01/14/2016	GENERAL FUND	Public Defender Attorney	Aimee Lou Trua	1,700.00
31363	01/14/2016	UTILITY WATER FUND	Communication	USPS	67.50
31363	01/14/2016	UTILITY SEWER FUND	Communication	USPS	67.50
31363	01/14/2016	UTILITY GARBAGE FUND	Communication	USPS	67.50
31363	01/14/2016	STORMWATER UTILITY FUND	Communication	USPS	22.50
31364	01/14/2016	UTILITY WATER FUND	Miscellaneous	WA State Chapter APWA	102.00
31364	01/14/2016	UTILITY SEWER FUND	Miscellaneous	WA State Chapter APWA	102.00
31365	01/14/2016	GENERAL FUND	Organization Dues	Washington Public Treasurers Association	40.00
31366	01/14/2016	UTILITY WATER FUND	Travel and Seminars	WETRC - Green River Community College	900.00
			TOTAL		31,790.82

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** A-1

**DATE:** January 14, 2016

**SUBJECT:** Resolution 16-01 Adopting the Updated and Revised Snohomish County Hazard Mitigation Plan

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



**ISSUE:**

The issue before the council is to authorize the Mayor to sign Resolution 16-01 adopting the updated and revised Snohomish County Hazard Mitigation Plan.

**STAFF RECOMMENDATION:**

Authorize the Mayor to sign Resolution 16-01 adopting the updated and revised Snohomish County Hazard Mitigation Plan.

**SUMMARY:**

The City is mandated to adopt the updated and revised Snohomish County Hazard Mitigation Plan.

Prior to 2000, federal disaster funding in the U.S. focused on relief and recovery, with limited funding for hazard mitigation planning. In 2000, the federal Disaster Mitigation Act required state and local governments to develop hazard mitigation plans as a condition for receiving disaster-related federal grant assistance (Public Law 106-390, approved by Congress on October 10, 2000). Commonly known as the DMA or the 2000 Stafford Act amendments, the act emphasizes the importance of community hazard mitigation planning before disasters occur.

Snohomish County was awarded a grant from the federal Pre-Disaster Mitigation Grant Program (PDM) to prepare the Snohomish County Hazard Mitigation Plan. The County hired a consultant to prepare the plan with oversight from a Planning Committee. The committee acted as the principal vehicle for public involvement in the plan development. Preparation of the plan began in 2013.

The hazard mitigation plan identifies resources, information, and strategies for reducing risk from natural hazards.

The 2015 Update was prepared by a partnership of 33 jurisdictions in Snohomish County (14 municipal governments, 2 tribal governments, 16 special purpose districts and the County).

The following are the five mitigation goals for the 2015 Update:

- Goal 1 - Reduce natural hazard -related injury and loss of life.
- Goal 2 - Reduce property damage.
- Goal 3 - Promote a sustainable economy.
- Goal 4 - Maintain, enhance, and restore the natural environment's capacity to absorb and reduce the impacts of natural hazard events.
- Goal 5 - Increase public awareness and ability to respond to disasters.

There are nine objectives for the Natural Hazard Mitigation Plan Update.

<b>Objectives for Natural Hazard Mitigation Plan Update</b>	
<b>Objective Number</b>	<b>Objective Statement</b>
O-1	Discourage growth within high risk areas.
O-2	Relocate uses where safety to life or vital ecosystem services cannot be assured.
O-3	Support risk reduction mitigation measures on lands where life safety and ecosystem services can be assured to a tolerable level.
O-4	Strengthen tools such as the transfer and purchase of development rights to remove threatened uses from hazardous areas or uses that degrade natural and beneficial functions.
O-5	Support actions that mitigate the causes of climate change and adapt to expected impacts.
O-6	Provide incentives that support the mitigation of impacts to critical manufacturing and manufacturing support facilities and operations.
O-7	Reduce the adverse impacts of disasters on isolated communities.
O-8	Reduce the adverse impacts and exploit the beneficial functions of natural hazards to resource lands.
O-9	Increase the resilience of critical infrastructures to hazards (e.g. roads, non-redundant facilities, pipelines, water and sewage treatment facilities, healthcare facilities, schools and emergency support facilities).

The 2015 Update addresses the following specific hazards of concern:

<b>Hazards of Concern</b>	
Climate Change	Landslide and other mass movements
Avalanche	Severe weather
Dam/levee failure	Volcano
Earthquake	Wildland fire
Flooding	Tsunami/Seiche

The City of Sultan was required to attend multiple planning meetings at Snohomish County, and was tasked with preparing the City of Sultan Annex (Attachment B). The City of Sultan Annex was prepared with input from the following team:

<b>Team Member</b>	<b>Title</b>
Mick Matheson, P.E	City of Sultan Public Works Director
Stacy MacGregor	City of Sultan Senior Planner
Connie Dunn	City of Sultan Public Works Field Supervisor
Cyd Sparks	City of Sultan Permit Assistant
Chief Merlin Halverson	Snohomish County Fire District 5
Chief Monte Beaton	Police Chief
Dara Salmon	Snohomish County Dept of Emergency Management

The team identified the specific hazards of concern affecting Sultan, and developed a risk rating score (probability x impact) for each Hazard Type. The City of Sultan Annex was reviewed and approved by FEMA.

**TABLE 19-2.  
HAZARD RISK RANKING**

Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Description of Risk (Describe the community impacts)
1	Earthquake	54	Earthquake ranks highest due to probable damage to bridges that would isolate the City. The majority of downtown buildings are made up of unreinforced masonry.
2	Severe Storm	39	Severe storm adversely impacts residential, commercial and industrial lands due to power outages, downed power lines, and storm debris.
3	Wildland Fire	30	Wildland fire potentially adversely impacts every structure in Sultan. The vast majority of residential, commercial, and industrial construction is wood frame, and the City is surrounded by forestland.
4	Flood	27	Sultan is located at the confluence of the Skykomish and Sultan Rivers and historically floods. The older downtown area of Sultan receives some flooding on an annual basis, and critical utility improvements are located in the floodplain.
4	Climate Change	27	Climate change affects Sultan residents and businesses located in the floodplain due to potentially greater flooding. Warmer temperatures also make the City and surrounding area more prone to wildfire.
5	Landslide	18	Sultan is comprised of a low flat area adjacent to the Sultan and Skykomish Rivers, and a higher plateau area. The transition area between the lowland area and plateau is steep and unstable and prone to landslides.
5	Dam Failure	18	Sultan lies directly downstream of Culmback Dam which forms Spada Lake. The probability of dam failure is low, however, if it happens, citizens have approximately 50 minutes to reach high ground or risk death.
6	Volcano/Lahar	15	The City is not downstream of any active volcano, so lahar is not a concern. Volcanic ash fallout is possible in a manner similar to the Mount St. Helens eruption in 1980.
N/A	Avalanche	0	The City of Sultan is not in avalanche danger due to the elevation of the City and the surrounding topography.
N/A	Tsunami	0	The City of Sultan is not threatened by a tsunami due to the elevation of the City and the distance from the ocean.

The City is required to adopt the following:

- City of Sultan Annex (Attachment B).
- Volume 1 - about 750 pages (the link is shown below).
- Volume 2 - Part 1- Introduction (the link is shown below).
- Volume 2 - all appendices (the link is shown below).
- Appendix E (Attachment C)

<http://www.snohomishcountywa.gov/2429/Hazard-Mitigation-Plan>

Council is encouraged to review the entire Hazard Mitigation Plan prior to the January 14, 2016 council meeting.

**FISCAL IMPACT:**

There is no fiscal impact other than the staff time spent to attend meetings and prepare the City of Sultan Annex.

**ALTERNATIVES:**

1. Authorize the Mayor to sign Resolution 16-01.
2. Do not authorize the Mayor to sign Resolution 16-01 and direct staff to areas of concern.

**RECOMMENDED ACTION:**

Authorize the Mayor to sign Resolution 16-01 adopting the updated and revised Snohomish County Hazard Mitigation Plan.

**ATTACHMENTS:**

Attachment A – Resolution 16-01  
Attachment B - City of Sultan Annex  
Attachment C - Appendix E

**CITY OF SULTAN  
WASHINGTON  
RESOLUTION NO. 16-01**

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**A RESOLUTION OF THE CITY OF SULTAN  
WASHINGTON, ADOPTING THE UPDATED AND  
REVISED SNOHOMISH COUNTY HAZARD MITIGATION  
PLAN**

---

**WHEREAS**, all of Snohomish County has exposure to natural hazards that increase the risk to life, property, environment, and the County's economy; and

**WHEREAS**, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

**WHEREAS**, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

**WHEREAS**, a coalition of Snohomish County, Tribes, Cities, and Special Purpose Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the county; and

**WHEREAS**, the 2010 edition of the Snohomish County Hazard Mitigation Plan has been updated, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating, and revising this strategy; and

**WHEREAS**, the coalition has completed a planning process that reviewed and/or revised the risk assessment, goals and objectives, action plan, and reengaged the public; and

**WHEREAS**, FEMA has completed pre-adoption review of the revised Snohomish County Hazard Mitigation Plan pursuant to 44 CFR Part 201, and City Council adoption must occur for the City of Sultan to have a FEMA approved Natural Hazards Mitigation Plan; and

**WHEREAS**, it has been found that the proposed Plan is consistent with the City of Sultan Comprehensive Plan, and other State, Federal, and local regulations;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF SULTAN, WASHINGTON AS FOLLOWS:**

A. The Sultan City Council hereby;

1. Adopts Volume 1 in its entirety and adopts the following portions of Volume 2: Part 1; the City of Sultan jurisdictional annex in Part 2; and all Volume 2 appendices of the Snohomish County Hazard Mitigation Plan (SC HMP). A copy of said documents shall be available for review and inspection at the Office of the City Clerk.

2. Will use the adopted portions of the SC HMP to guide pre- and post-disaster mitigation of the hazards identified.

3. Will coordinate the strategies identified in the SC HMP with other planning programs and mechanisms under its jurisdictional authority.

**ATTACHMENT A**

- 4. Will continue its support of the Planning Coalition and continue to participate in the Coalition Partnership as described by the SC HMP.
- 5. Will help to promote and support the mitigation successes of all SC HMP Planning Partners.

B. It is the purpose of the Resolution to provide for the health, welfare, and safety of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this Resolution. No provision or term used in this Resolution is intended to impose any duty whatsoever upon the City or any of its officers, agents, or employees for whom the implementation of this Resolution shall be discretionary and not mandatory.

C. Nothing contained in this Resolution is intended to be, nor shall be construed to create or form the basis for, any liability on the part of the City or its officers, agents, and employees for any inquiry or damage resulting from the failure to comply with the provisions of this Resolution or be a reason or a consequence of any inspections, notice, or order, in connection with the implementation or enforcement of the Resolution, or by reason of any action of the City related in any manner to enforcement of this Resolution by its officers, agents, or employees.

**ADOPTED** by the City Council and **APPROVED** by the Mayor this 14th day of January 2016.

CITY OF SULTAN

By

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

ATTEST:

APPROVED AS TO FORM:

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

By \_\_\_\_\_  
Amy Mill, City Attorney

## 19 CITY OF SULTAN ANNEX

### 19.1 HAZARD MITIGATION PLAN POINT OF CONTACT

#### Primary Point of Contact

Mick Matheson, Public Works Director  
 319 Main Street #200, PO Box 1199  
 Sultan, WA 98294  
 Telephone: 360.793.2231  
 e-mail Address: mick.matheson@ci.sultan.wa.us

#### Alternate Point of Contact

Monte Beaton, Police Chief  
 515 Main Street  
 Sultan, WA 98294  
 Telephone: 425.388.6262  
 e-mail Address: monte.beaton@snoco.org

### 19.2 JURISDICTION PROFILE

The following is a summary of key information about the jurisdiction and its history:

- **Date of Incorporation**—June 10, 1905
- **Current Population**—4,665 as of April 1, 2014 (estimate from Washington State OFM for incorporated city limits)
- **Population Growth**—Sultan was incorporated as a municipal jurisdiction in 1905 with a resident population of 576 persons. The resident population increased on a gradual basis averaging 1.5 to 1.8 percent per year from 1910 to 1940. The population declined by 1.6 percent between 1940 and 1950 and increased 0.1 percent from 1950 to 1960. The resident population increased at a rate considerably higher than the surrounding county between 1960 and 2000 as corporate boundaries expanded. The population grew an average of 3.1 to 4.1 percent per year from 1960 to 2000. From 2000 to 2010, the population growth slowed to an average of 2.6 percent per year or from 3,344 to 4,651 residents. By 2011, 4,655 people resided within Sultan city limits and 4,969 persons resided within the Sultan Urban Growth Area (Washington State Office of Financial Management, Forecasting Division, June, 2014 and “Snohomish County Buildable Lands Report, 2012).
- **Location and Description**—The City of Sultan is located within Snohomish County in the western part of Washington State. Located in the Skykomish River valley at the confluence of the Skykomish and Sultan Rivers, the area is a semi-rural part of Snohomish County at the foot of the Cascade Mountains. The city is about 40 miles northeast of Seattle and 23 miles east of Everett. Access to and through Sultan is via US 2.
- **Brief History**—Sultan was settled at the confluence of the Sultan and Skykomish Rivers by European settlers in the 1880s, when gold was found nearby. The city’s location is historically important to the community, first as an Indian village and then as a logging community. The town

was named after the local Indian Chief Tseul-ted, but settlers mispronounced the name as “Sultan”. By 1891, the town played an important role in the building of the Burlington Northern Railroad which runs east from Everett adjacent to the Skykomish River. During the railroad construction, Sultan was used as a supply station employing (at times) over 800 men. This boom brought many new businesses to the area and in 1905 Sultan incorporated. For most of the 20th century, the Sultan economy was driven by its proximity to logging, mining, and agricultural resources. As the production and availability of natural resources declined in the late 20th century, Sultan has struggled to maintain its economic prosperity and redefine itself for the 21st century. Currently, the city is focused on building eco-tourism opportunities, capturing recreation and business travelers on US 2, and serving as the cultural and commercial center for local residents. Sultan still provides manufacturing services and employment opportunities to the surrounding rural area including lumber production, foundry services, and light manufacturing of various products such as boat paddles.

- **Climate**—The City of Sultan enjoys a moderate year-round climate, with average temperatures ranging from about 76.5° F in July to about 32.8° F in January. Annual precipitation in the City of Sultan is around 65.5 inches. At an elevation of 170 above sea level, Sultan receives around 11 inches of snowfall annually.
- **Governing Body Format**—The City has a council-mayor form of government, with seven at-large elected council members. This Council will assume the responsibility for the adoption of this plan.
- **Development Trends**— Population growth targets call for the City of Sultan to plan for a projected combined city and UGA population of 8,393 by 2035; this is a decrease from the previously projected population of 11,119 by 2025. It is assumed that the entire UGA will be incorporated into the City by that time. This is an official population estimate and is used by the City for its growth and capital facilities planning. Anticipated growth has been and will continue to primarily be greenfield subdivisions. Development activity is constrained by market forces, extensive critical areas and floodplains, and development standards that are not representative of current development trends. High impact fees and general facility charges also constrain development. The City is reviewing and updating its regulations to facilitate the projected growth and development goals outlined in the comprehensive plan.

Washington State Law (RCW 36.70) requires that counties that meet specified population criteria, and the cities within those counties, to prepare and adopt a comprehensive long-range plan to serve as a guide for community development. The plan must consist of an integrated and internally consistent set of goals, policies, and implementation measures. In addition, the plan must focus on issues of the greatest concern to the community and be written in a clear and concise manner. City actions, such as those relating to land use allocations, annexations, zoning, subdivision and design review, redevelopment, and capital improvements, must be consistent with such a plan. The City of Sultan is in compliance and good standing with the provisions of RCW 36.70 and adopted its most recent general plan in 2011. The City will review and amend its Comprehensive Plan as necessary. Future growth and development will be managed as identified in this plan.

### 19.3 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Table 19-1 lists all past occurrences of natural hazards within the jurisdiction. Repetitive loss records are as follows:

- Number of FEMA Identified Repetitive Flood Loss Properties: 24 (as of 2/28/2010)
- Number of Repetitive Flood Loss Properties that have been mitigated: 3 (as of 2/28/2010)

#### 19.4 HAZARD RISK RANKING

Table 19-2 presents the ranking of the hazards of concern.

#### 19.5 CAPABILITY ASSESSMENT

The assessment of the jurisdiction's legal and regulatory capabilities is presented in Table 19-3. The assessment of the jurisdiction's administrative and technical capabilities is presented in Table 19-4. The assessment of the jurisdiction's fiscal capabilities is presented in Table 19-5. Classifications under various community mitigation programs are presented in Table 19-6.

#### 19.6 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED INITIATIVES

Table 19-7 lists the initiatives that make up the jurisdiction's hazard mitigation plan. Table 19-8 identifies the priority for each initiative. Table 19-9 summarizes the mitigation initiatives by hazard of concern and the six mitigation types.

#### 19.7 STATUS OF PREVIOUS PLAN INITIATIVES

Table 19-10 summarizes the initiatives that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

#### 19.8 HAZARD AREA EXTENT AND LOCATION

Hazard area extent and location maps have been generated for the City of Sultan and are included at the end of this chapter. These maps are based on the best available data at the time of the preparation of this plan, and are considered to be adequate for planning purposes.

#### 19.9 INTERNAL PLANNING PROCESS

The internal planning process is described in Appendix E of this document.

**TABLE 19-1.  
NATURAL HAZARD EVENTS**

Type of Event	FEMA Disaster # (if applicable)	Date	Preliminary Damage Assessment
Severe Storm	1817-DR	01/2009	\$3,391—Emergency protection, debris removal
Severe Storm	1825-DR	12/2008	\$10,327—Building damage, road repair, snow and debris removal
Severe Storm/Flooding	1734-DR	12/2007	No estimates available
Severe Storm	1682-DR	12/2006	No estimates available
Flooding	1671-DR	11/2006	\$37,087 Water Treatment Plant repair, sandbagging, Sewage plant clean up and repair, parking lot repair
Severe Storm/Flooding	1641-DR	01/2006	No estimates available
Severe Storm/ Flooding	1499-DR	10/2003	\$63,000
Earthquake (Nisqually)	1361-DR	02/2001	\$1,848 – Damaged Post Office, Sewage Treatment, Museum
Flooding/Landslide	1172-DR	03/1997	No estimates available
Earthquake (Duvall)	N/A	05/1996	No estimates available
Severe Storm	1159-DR	12/1996	No estimates available
Flooding	1100-DR	01/1996	No estimates available
Flooding	1079-DR	11/1995	No estimates available
Severe Weather	981-DR	01/1993	No estimates available
Flooding	896-DR	12/1990	No estimates available
Flooding	883-DR	11/1990	No estimates available
Flooding	784-DR	11/1986	No estimates available
Volcano	823-DR	05/1980	No estimates available
Flooding	612-DR	12/1979	No estimates available
Flooding/Landslide	545-DR	12/1977	No estimates available
Flooding	492-DR	12/1975	No estimates available
Earthquake	196-DR	05/1965	No estimates available
Flooding	185-DR	12/1964	No estimates available
Flooding/Wind	137-DR	10/1962	No estimates available

**TABLE 19-2.  
HAZARD RISK RANKING**

Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Description of Risk (Describe the community impacts)
1	Earthquake	54	Earthquake ranks highest due to probable damage to bridges that would isolate the City. The majority of downtown buildings are made up of unreinforced masonry.
2	Severe Storm	39	Severe storm adversely impacts residential, commercial and industrial lands due to power outages, downed power lines, and storm debris.
3	Wildland Fire	30	Wildland fire potentially adversely impacts every structure in Sultan. The vast majority of residential, commercial, and industrial construction is wood frame, and the City is surrounded by forestland.
4	Flood	27	Sultan is located at the confluence of the Skykomish and Sultan Rivers and historically floods. The older downtown area of Sultan receives some flooding on an annual basis, and critical utility improvements are located in the floodplain.
4	Climate Change	27	Climate change affects Sultan residents and businesses located in the floodplain due to potentially greater flooding. Warmer temperatures also make the City and surrounding area more prone to wildfire.
5	Landslide	18	Sultan is comprised of a low flat area adjacent to the Sultan and Skykomish Rivers, and a higher plateau area. The transition area between the lowland area and plateau is steep and unstable and prone to landslides.
5	Dam Failure	18	Sultan lies directly downstream of Culmback Dam which forms Spada Lake. The probability of dam failure is low, however, if it happens, citizens have approximately 50 minutes to reach high ground or risk death.
6	Volcano/Lahar	15	The City is not downstream of any active volcano, so lahar is not a concern. Volcanic ash fallout is possible in a manner similar to the Mount St. Helens eruption in 1980.
N/A	Avalanche	0	The City of Sultan is not in avalanche danger due to the elevation of the City and the surrounding topography.
N/A	Tsunami	0	The City of Sultan is not threatened by a tsunami due to the elevation of the City and the distance from the ocean.

**TABLE 19-3.  
LEGAL AND REGULATORY CAPABILITY**

	Local Authority	State or Federal Prohibitions	Other Jurisdictional Authority	State Mandated	Comments
<b>Codes, Ordinances &amp; Requirements</b>					
Building Code	Y	N	N	Y	2012 International Building Code w/statewide amendments; 2012 International Residential Code with statewide amendments except Appendix S
Zonings	Y	N	Y	Y	Title 16, Municipal Code adopted July, 1995 with subsequent amendments
Subdivisions	Y	N	Y	Y	Title 19, Municipal Code adopted May, 2012 with subsequent amendments
Stormwater Management	Y	N	Y	Y	Department of Ecology Stormwater Management Manual for the Puget Sound Basin, 2012, and Chapter 17.14 Stormwater Management Performance Standards, adopted 1995 and amendments
Post Disaster Recovery	Y	N	Y	N	No adopted regulations
Real Estate Disclosure	Y	N	Y	Y	Critical Areas are recorded against title when identified during development approval
Growth Management	Y	N	Y	Y	Growth Management Act, 2011 GMA Compliant Comp Plan
Site Plan Review	Y	N	N	Y	Title 16, Municipal Code adopted July, 1995 with subsequent amendments

**TABLE 19-3.  
LEGAL AND REGULATORY CAPABILITY**

Special Purpose (flood management, critical areas)	Y	N	Y	Y	Chapter 17.08, Flood Damage Prevention adopted 2003 with amendments; Chapter 16.16.035 Compliance with FEMA Bi-Op Provisions, adopted January, 2012; Chapter 17.10.300 Geological Hazards Area, adopted June, 2014  <i>State law prohibits residential construction in designated floodway.</i>
<b>Planning Documents</b>					
General or Comprehensive Plan	Y	N	Y	Y	State-mandated GMA Plan, adopted 2011
Floodplain or Basin Plan	Y	N	Y	Y	City of Sultan Comprehensive Floodplain Management Plan, Adopted in 2005  Repetitive Flood Loss Plan, Adopted in 2001
Stormwater Plan	Y	N	Y	Y	Storm Water Utility/Code Chapter 17.14 Stormwater Management Performance Standards, adopted 1995 and amendments
Capital Improvement Plan	Y	N	Y	Y	Chapter 9 of the 2011 Comprehensive Plan
Habitat Conservation Plan	Y	N	Y	Y	Chapter 17.10
Economic Development Plan	Y	N	Y	Y	Chapter 6 of the 2011 Comprehensive Plan
Emergency Response Plan	Y	N	Y	Y	No adopted plan
Shoreline Management Plan	Y	N	Y	Y	2009 Shoreline Master Program
Post Disaster Recovery Plan	Y	N	Y	N	No adopted plan
<b>Other</b>					
Other	Sultan is member of WRIA 7 City of Sultan Hazard Identification and Vulnerability Analysis (March 2004) Design Standards Manual for Utilities and Roads Flood Hazard Topography mapping with flood zone overlay				

**TABLE 19-3.  
LEGAL AND REGULATORY CAPABILITY**

**TABLE 19-4.  
ADMINISTRATIVE AND TECHNICAL CAPABILITY**

Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Y	City Community Department City Public Works Director
Engineers or professionals trained in building or infrastructure construction practices	Y	City Community Department w/ contract to Snohomish County Building Division
Planners or engineers with an understanding of natural hazards	Y	City Community Department, City Public Works Director w/ consultation to Snohomish County DEM
Staff with training in benefit/cost analysis	Y	City Administrator's office
Floodplain manager	Y	Community Development Department
Surveyors	N	Private contract
Personnel skilled or trained in GIS applications	Y	Community Development Department w/ consultant support and Snohomish County Planning and Development Services Support
Scientist familiar with natural hazards in local area	Y	On-call contract with geotechnical engineers, on-call contract with biologists to be developed
Emergency manager	Y	City Public Works Director
Grant writers	Y	City Economic Development Department

**TABLE 19-5.  
FISCAL CAPABILITY**

Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	Y
Capital Improvements Project Funding	Y
Authority to Levy Taxes for Specific Purposes	Y
User Fees for Water, Sewer, Gas or Electric Service	Y-Full Service Utility
Incur Debt through General Obligation Bonds	Y
Incur Debt through Special Tax Bonds	Y
Incur Debt through Private Activity Bonds	Unknown
Withhold Public Expenditures in Hazard-Prone Areas	Y

State Sponsored Grant Programs	Y
Development Impact Fees for Homebuyers or Developers	Y

TABLE 19-6. COMMUNITY CLASSIFICATIONS			
	Participating ?	Classification	Date Classified
Community Rating System	Yes	6	10/1/2014
Building Code Effectiveness Grading Schedule	Yes	3/4	7/2014
Public Protection	Yes	5	4/2014
Storm Ready	Yes	N/A	10/28/2013
Firewise	No	N/A	N/A
Tsunami Ready	No	N/A	N/A

**TABLE 19-7.  
HAZARD MITIGATION ACTION PLAN MATRIX**

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Department & Position	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
<b>S-1—Implement policies and recommendations identified in the City of Sultan Comprehensive Floodplain Management and Repetitive Flood Loss Plan.</b>							
Existing	Flood	All	Community Development	High	General Fund, CIP, Possible FEMA Hazard Mitigation Grants	Short term, ongoing	Yes
<b>S-2—Provide citizens of Sultan access to web-based information on natural hazards.</b>							
New	All Hazards	4,7	Community Development	Medium	General Fund	Long term, ongoing	Yes
<b>S-3—Acquire, relocate, or retrofit identified repetitive flood loss properties.</b>							
Existing	Flood	2,3,4,5,6,7	Community Development	High	General Fund, REET, FEMA Hazard Mitigation Grants	Long term, ongoing	Yes
<b>S-4—Update, enhance, and adopt the City’s Emergency response plan based on the most current information and include identification of multi-hazard evacuation routes.</b>							
New & Existing	All Hazards	2,3,4,5,7	Public Works, County DEM	Medium	General Fund, FEMA Hazard Mitigation Grants	Long term, ongoing	Yes
<b>S-5—Create additional evacuation routes out of the Sultan Bowl.</b>							
New	All Hazards	7,9	Public Works	High	Developer Fees, REET	Long term, ongoing	Yes
<b>S-6—Promote flood insurance, reducing flood insurance rating by providing certified elevation data on all structures in the floodplain.</b>							
New	Flood	3,4,5	Community Development	Medium	General Fund, Impact Fees	Long term, ongoing	Yes

**TABLE 19-7 (CONTINUED).  
HAZARD MITIGATION ACTION PLAN MATRIX**

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Department & Position	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
<b>S-7—Enhance Outreach programs to promote preparedness and mitigate hazards that impact Sultan</b>							
Existing	All Hazards	1,2,3,4,5,6, 7	Community Development	Low	General Fund, Grants, Snohomish Co DEM	Short term, ongoing	Yes
<b>S-8—Promote mitigation of private property within Sultan by providing incentive and alternative ways to fund mitigation in Sultan</b>							
New	All Hazards	1,2,3,4,5,6, 7	Community Development	Low	General Fund, Permit and Impact Fees	Short term, ongoing	Yes
<b>S-9—Seismic retrofit of vulnerable water mains within Sultan</b>							
Existing	Earthquake	3,6,7,9	Public Works	High	CIP Fund, FEMA Hazard Mitigation Grants	Long term, ongoing	Yes
<b>S-10—Support County-wide initiatives identified in Chapter 21 of Volume 1.</b>							
New and Existing	All Hazards	All	Community Development	Low	General Fund	Short term, ongoing	Yes
<b>S-11—Continue to maintain compliance and good standing under the National Flood Insurance Program (NFIP).</b>							
New and existing	Flooding	1,2,3,4,5,6	Community Development	Low	General Fund	Short term, ongoing	Yes
<b>S-12—Continue participation and consider class improvement in the Community Rating System (CRS)</b>							
New	Flooding	1,2,3,4,5,6	Community Development	Low	General Fund	Short term, ongoing	Yes

**TABLE 19-7 (CONTINUED).  
HAZARD MITIGATION ACTION PLAN MATRIX**

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Department & Position	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
<b>S-13</b> —Where appropriate, support retrofitting, purchase, or relocation of structures located in hazard-prone areas to protect structures from future damage, with repetitive loss and severe repetitive loss properties as priority when applicable.							
Existing	All Hazards	2,3,4,5,6,7, 8	Community Development	High	FEMA Hazard Mitigation Grant funding with local match provided by property owner contribution	Long term depends on funding	Yes
<b>S-14</b> —Continue to support the implementation, monitoring, maintenance, and updating of this Plan, as defined in Chapter 7 of Volume 1.							
New and Existing	All Hazards	All	Community Development	Low	General Fund, FEMA Mitigation Grant Funding for 5-year update	Short term, ongoing	Yes
<b>S-15</b> —Integrate, where appropriate, risk assessment information from the Snohomish County Hazard Mitigation Plan into other planning mechanisms available to the City such as; the Capital Improvements Program, the Comprehensive planning process, and Shoreline Master planning.							
New and Existing	All Hazards	All	Community Development  Public Works	Low	General Fund	Short term, ongoing	Yes

**S-16-Design and construct an Emergency Evacuation Command Center in Sultan on existing Snohomish County Fire District 5 property adjacent to US2. The Command Center will house a Fire Station, Police Station, Emergency Operations Center, Public Meeting Facility, Health Clinic, and landing facilities for a Rotary Wing Aircraft. The site is located out of the floodplain. Construction of the facility will adhere to all building codes with special attention to seismic requirements.**

New	All Hazards	All	Community Development Public Works	High	General Fund, State of Washington Capital Budget, Homeland Security-FEMA	Short term, ongoing	No
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**TABLE 19-8.  
MITIGATION STRATEGY PRIORITY SCHEDULE**

Initiative #	#of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Priority <sup>a</sup>
S-1	9	High	High	Yes	Yes	No	High
S-2	2	High	Medium	Yes	No	Yes	High
S-3	6	High	High	Yes	Yes	No	High
S-4	5	High	Medium	Yes	Yes	No	High
S-5	2	High	Medium	Yes	No	No	Low
S-6	3	High	Low	Yes	No	No	Medium
S-7	7	High	Medium	Yes	Yes	No	Medium
S-8	7	Medium	Low	Yes	No	No	Low
S-9	4	High	High	Yes	Yes	No	High
S-10	9	Medium	Low	Yes	No	Yes	High
S-11	6	Medium	Low	Yes	No	Yes	High
S-12	6	Medium	Low	Yes	No	Yes	High
S-13	7	High	High	Yes	Yes	No	Medium
S-14	9	Medium	Low	Yes	Yes	Yes	High
S-15	9	High	Low	Yes	No	Yes	High
S-16	9	High	High	Yes	Yes	Yes	High

a. Explanation of priorities

- High Priority: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short-term project) once funded.
- Medium Priority: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
- Low Priority: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and timeline for completion is long term (5 to 10 years).

**TABLE 19-9.  
ANALYSIS OF MITIGATION INITIATIVES**

Hazard Type	Initiative Addressing Hazard, by Mitigation Type					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Earthquake	S-4, S-10, S-14, S-15	S-9, S-10, S-13	S-2, S-6, S-7, S-8, S-10, S-14	S-10	S-4, S-5, S-10, S-16	S-10, S-16
Severe Weather	S-4, S-10, S-14, S-15	S-10, S-13	S-2, S-6, S-7, S-8, S-10, S-14	S-10	S-4, S-5, S-10, S-16	S-10, S-16
Wildfire	S-4, S-10, S-14, S-15	S-10, S-13	S-2, S-6, S-7, S-8, S-10, S-14	S-10	S-4, S-5, S-10, S-16	S-10
Flood	S-1, S-4, S-10, S-11, S-12, S-14, S-15	S-1, S-3, S-6, S-10, S-11, S-12, S-13	S-1, S-2, S-6, S-7, S-8, S-10, S-11, S-12, S-14	S-1, S-3, S-10, S-11, S-12	S-1, S-4, S-5, S-10, S-11, S-12, S-16	S-1, S-10, S-11, S-12, S-16
Climate Change		S-1, S-3, S-6, S-10, S-11, S-12, S-13	S-1, S-2, S-6, S-7, S-8, S-10, S-11, S-12, S-14	S-1, S-3, S-10, S-11, S-12	S-1, S-4, S-5, S-10, S-11, S-12, S-16	S-1, S-10, S-11, S-12, S-16
Landslide	S-4, S-10, S-14, S-15	S-10, S-13	S-2, S-6, S-7, S-8, S-10, S-14	S-10	S-4, S-5, S-10, S-16	S-10, S-16
Dam Failure	S-4, S-10, S-14, S-15	S-10, S-13	S-2, S-6, S-7, S-8, S-10, S-14	S-10	S-4, S-5, S-10, S-16	S-10, S-16
Volcano/Lahar					S-16	S-16
Avalanche						
Tsunami						

Notes:

1. Prevention: Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
2. Property Protection: Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
3. Public Education and Awareness: Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
4. Natural Resource Protection: Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
5. Emergency Services: Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
6. Structural Projects: Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

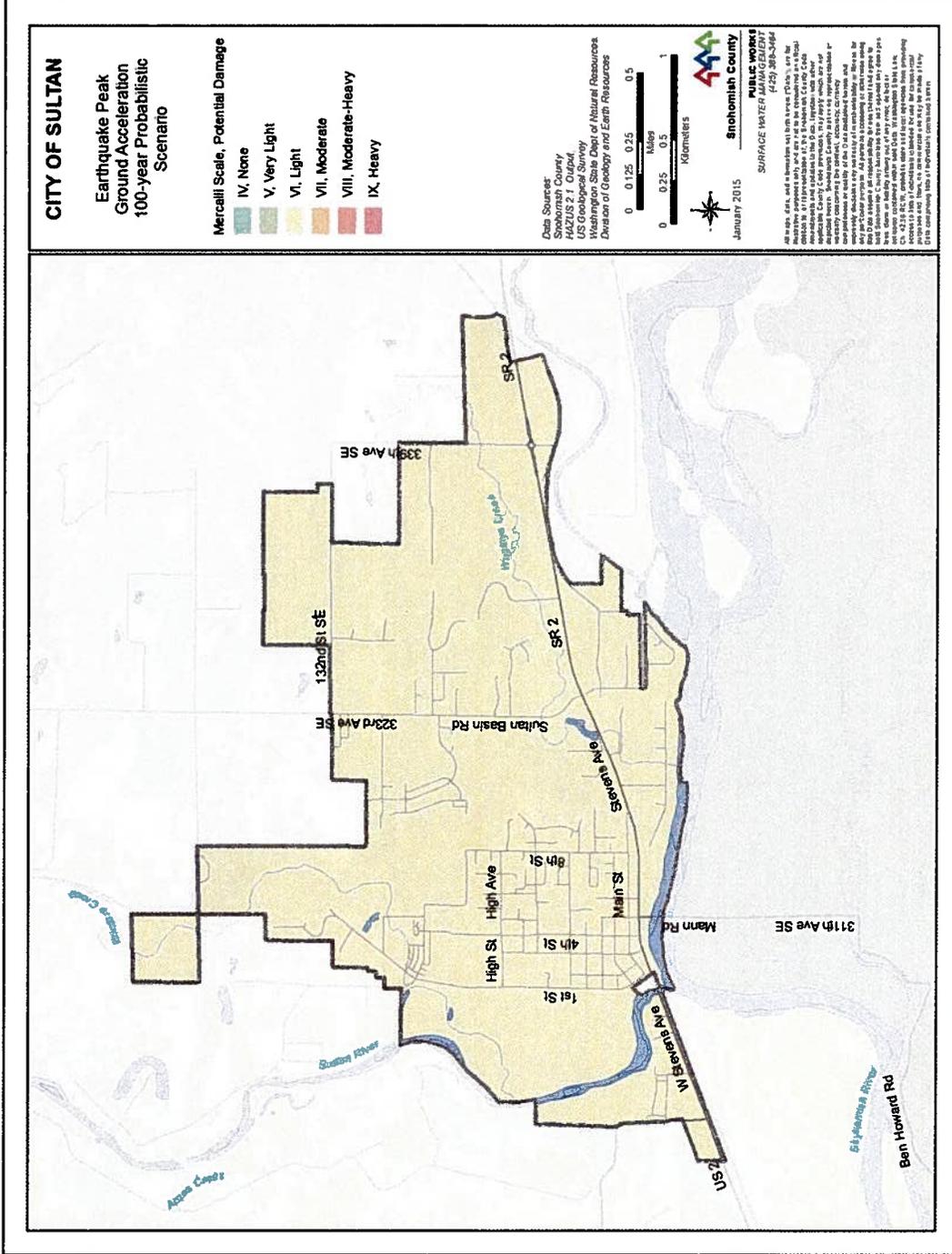
**TABLE 19-10.  
PREVIOUS ACTION PLAN IMPLEMENTATION STATUS**

Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
1		X		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-1).
2		X		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-2).
3		X		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-3). Ongoing as the city is partially in a floodplain, driven grant availability.
4		X		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-4).
5		X		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-5).
6		X		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-6).
7		X		The City has constructed new ductile iron water mains to replace old asbestos cement water mains on several projects. This process is ongoing. Act has been carried over to updated action plan (S-7).
8		X		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-8). Action will take place in regulations, zoning and planning ordinance updates.
9		X		The City has constructed new ductile iron water mains to replace old asbestos cement water mains on several projects. This process is ongoing. Act has been carried over to updated action plan (S-9). Action depends on funding.

<b>TABLE 19-10. PREVIOUS ACTION PLAN IMPLEMENTATION STATUS (CONTINUED)</b>				
10		<b>X</b>		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-10)
11		<b>X</b>		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-11).
12		<b>X</b>		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-12)
13		<b>X</b>		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-13)
14		<b>X</b>		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-14)
15		<b>X</b>		No action completed on this initiative during initial performance period. Act has been carried over to updated action plan (S-15)



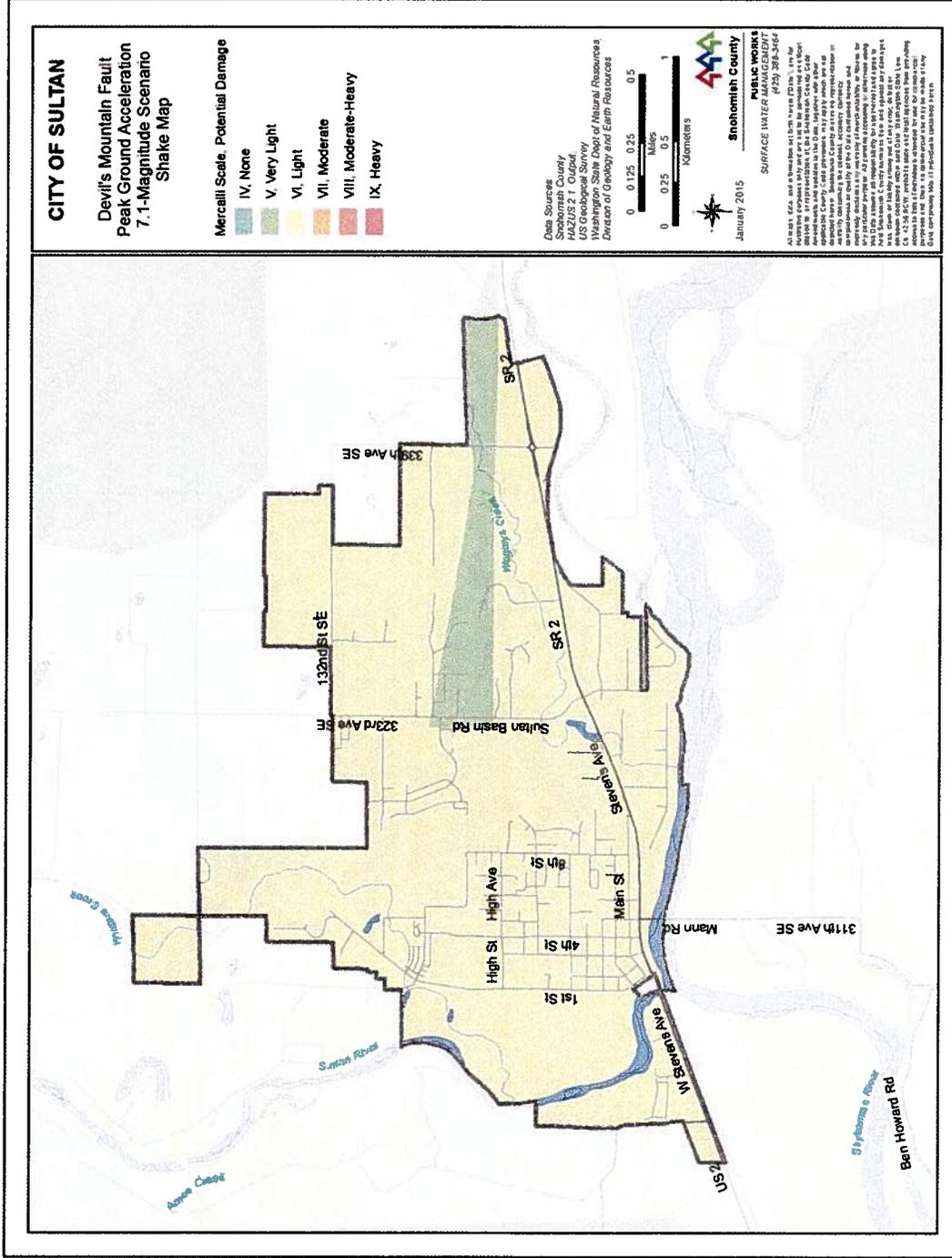
Map 19-1. City of Sultan Critical Facilities



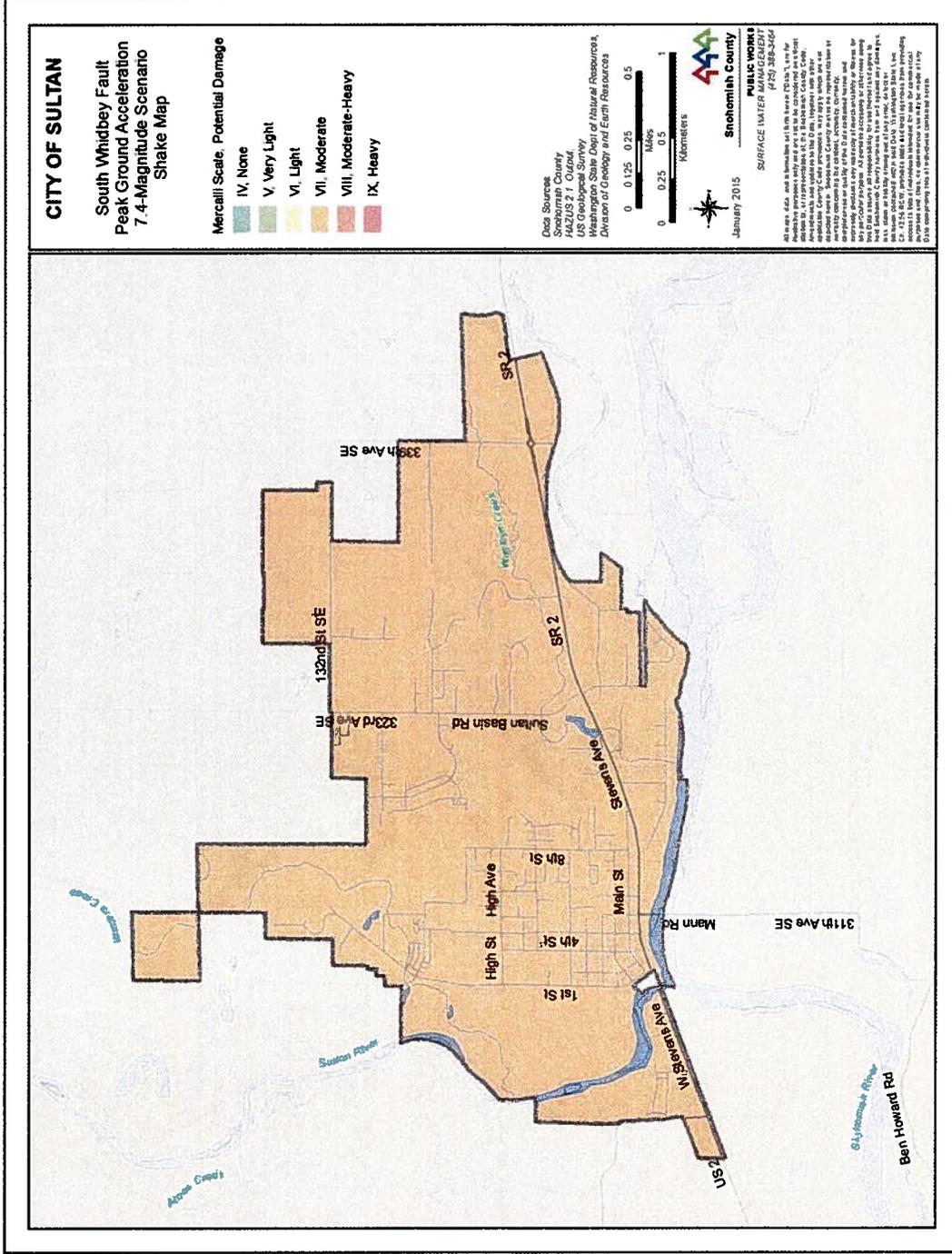
\\sno\work\GIS\MapServer\MapServer\MapServer\100\19-1.mxd

Map 19-2. City of Sultan 100-year Probabilistic Earthquake Scenario



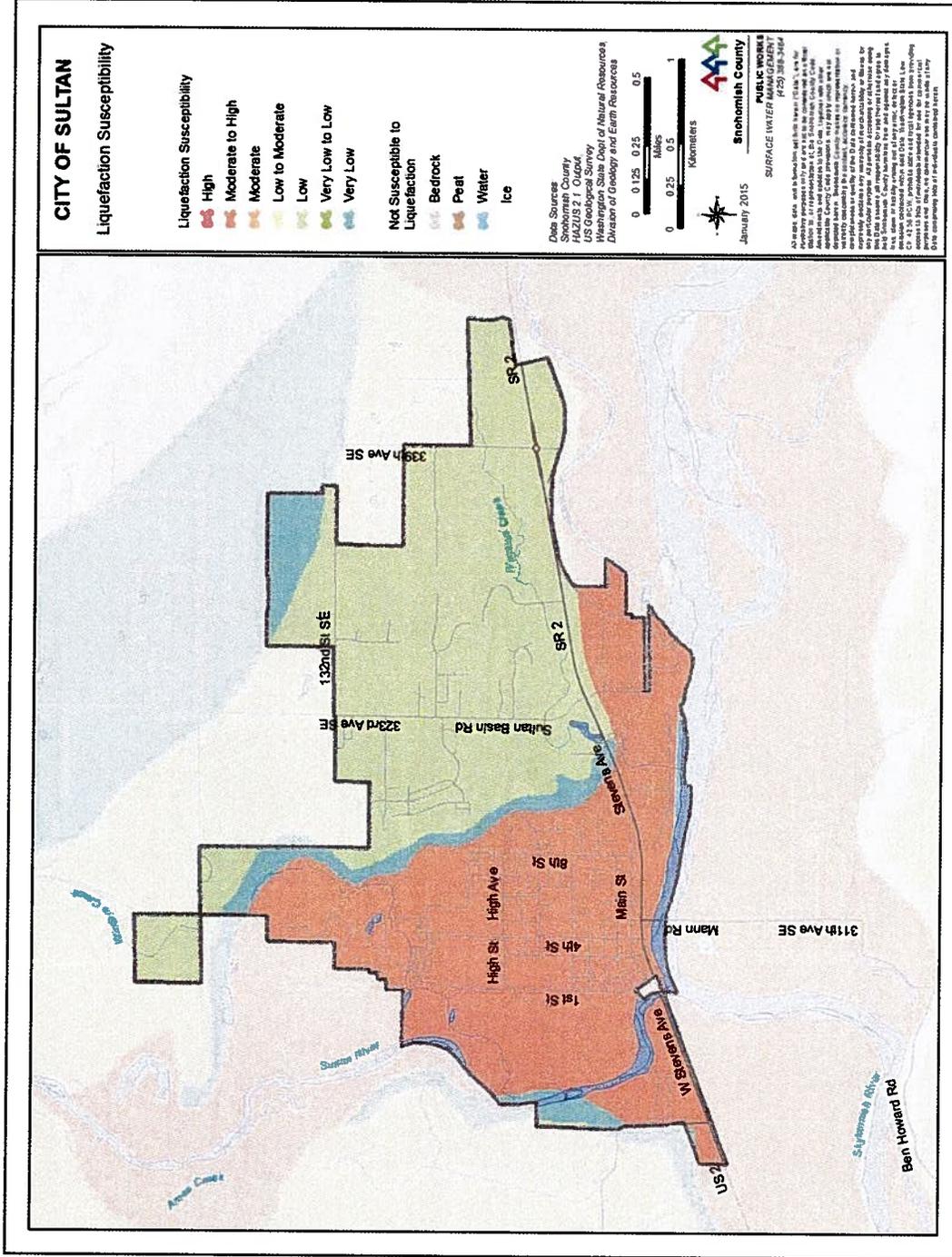


Map 19-4. City of Sultan Devil's Mountain Fault 7.1 Magnitude Earthquake Scenario

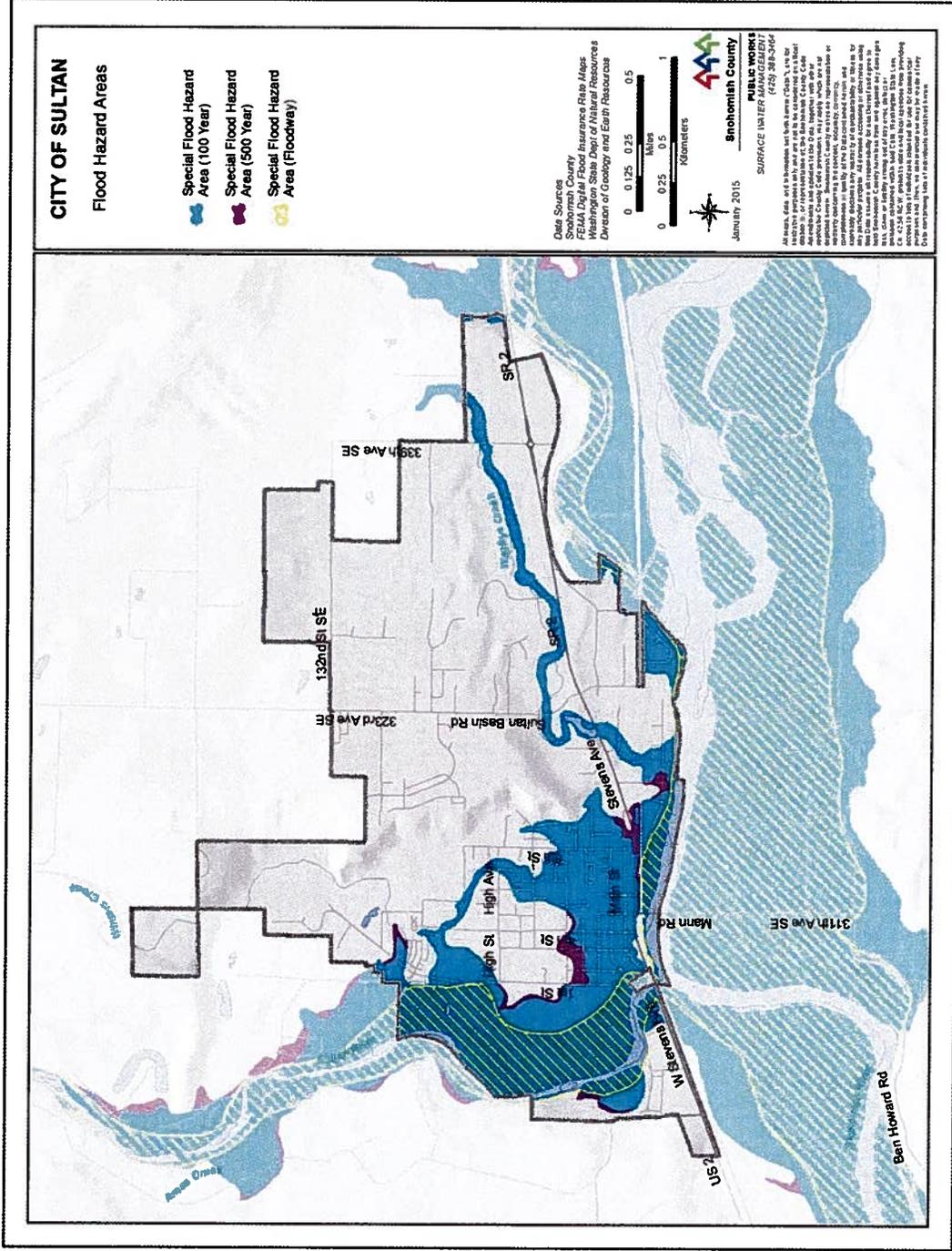


Map 19-5. City of Sultan South Whidbey Fault 7.4 Magnitude Earthquake Scenario

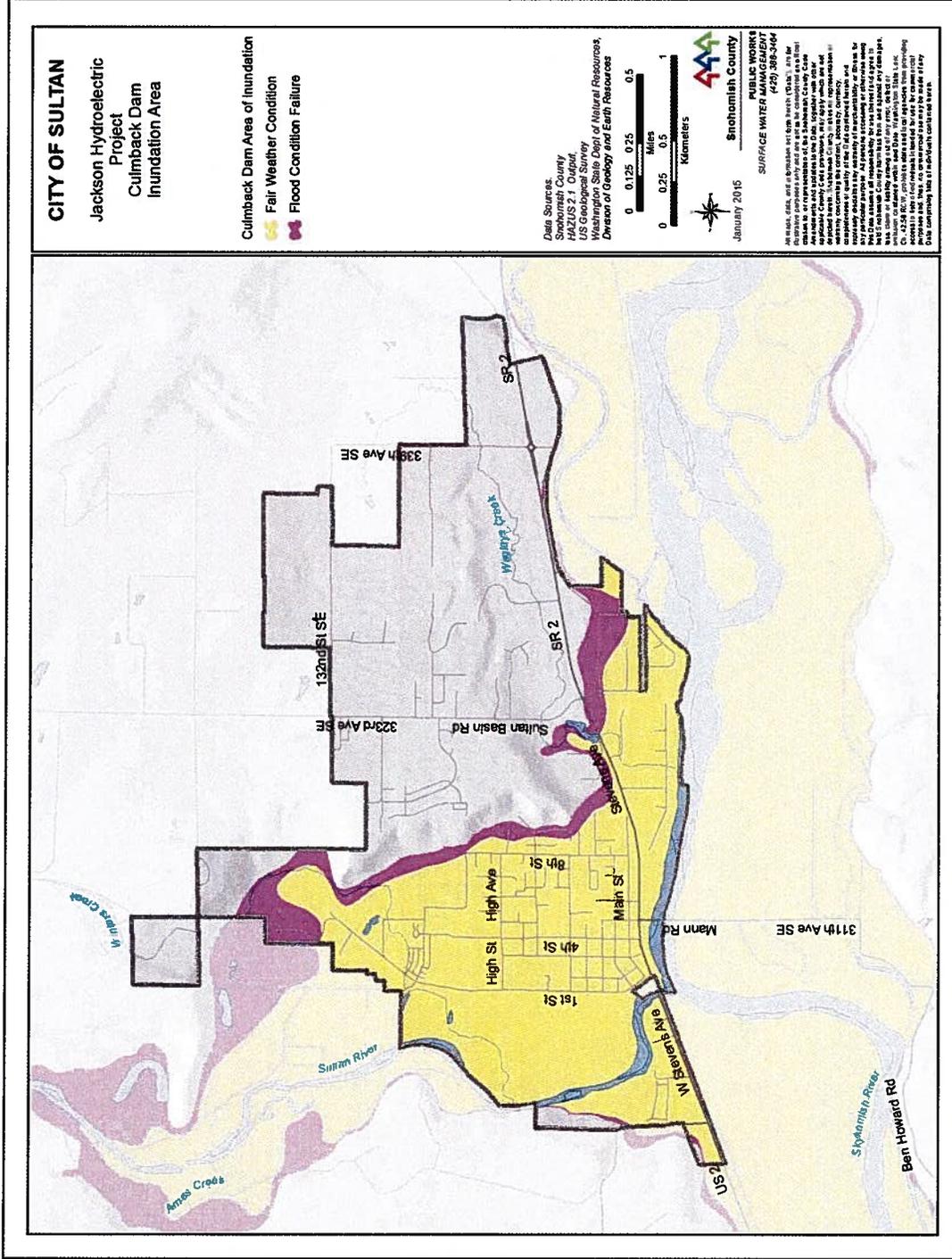




Map 19-7. City of Sultan Liquefaction Susceptibility



Map 19-8. City of Sultan Flood Hazard Areas



\\sno\apps\Engineering\Projects\19-09\Map19-9\Map19-9\_Sultan\_Culmback\_Surround.mxd

Map 19-9. City of Sultan Culmback Dam Inundation Areas





<b>Appendix E - Internal Planning Process Documentation</b>				
	Planning Committee Meeting	Internal Planning Meeting	Internal Planning Meeting Via Email	Council/ Board Meeting
Unincorporated Snohomish County	X	X	X	X
Arlington	X	X	X	
Brier				
Darrington		X		X
Edmonds	X			
Gold Bar		X		
Granite Falls	X	X	X	
Index			X	
Lake Stevens	X			
Lynnwood	X		X	
Marysville & FD12	X	X		
Mill Creek	X	X		
Monroe	X			
Mountlake Terrace	X	X		
Mukilteo	X			
Snohomish	X	X		
Stanwood	X	X		X
Sultan	X	X		
Woodway				
Stillaguamish Tribe of Indians	X			
Tulalip Tribes	X			
FD1	X			
FD3	X	X		
FD5		X		X
FD24	X	X		
Alderwood Water/Wastewater District	X	X	X	
Cross Valley Water District	X			
Highland Water District	X	X		X
Mukilteo Water/Wastewater District	X	X		
Silver Lake Water & Sewer District	X			
Snohomish County PUD #1	X	X		
Snohomish County Dike District #2	X	X		X
French Slough Flood Control District	X			X
Marshland Flood Control District	X	X		X
Sultan School District		X		X
Snohomish Health District	X		X	
Yellow indicates annexes that will be linked to the HMP after adoption; provided here as placeholders.				Green indicates internal process documentation submitted herein. Annexes with no color code indicate internal process documentation to be submitted in the next review.



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**2015 Snohomish County Hazard Mitigation Plan**

Kickoff Meeting

October, 24, 2013

10 AM to 12 PM

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10:00 – 10:45 AM - Presentation

- Introductions - Jason Biermann, Snohomish County DEM
- Overview of 2010 SCHMP -Jason Biermann
- Resilience and Snohomish County - Jason Biermann
- What is Natural Hazard Mitigation? - Bob Freitag, University of Washington
- Overview of Plan Development – Heidi Kandathil & Jamie Mooney, University of Washington
- The Regional Approach - Jonathan Olds, University of Washington

10:45 – 11:00 AM BREAK

11:00 – 11:50AM Region – Specific Discussion (Breakouts)

- Hazards Risk
- Impacts Analysis
- Safe Growth Gap Analysis

11:50 AM – 12:00 PM Next Steps

ATTACHMENT C

Name	Representing	Best Contact Information	Alternate Contact Information	Partner or Stakeholder?	Resolution/LOI Submitted?
Christi Huerter	Mail Clerk	Christi.Huerter@snoco.gov		Partner Stakeholder	Yes
Rick Calloway	Silverdale Wash State Dental Hygiene Club	rick.calloway@snoco.gov		Partner Stakeholder	Yes
Chad Lisensky	Providence Regional Medical Center	chad.lisensky@providence.org		Partner	Yes
Lisa Huelde	Snoco	Lisa.Huelde@snoco.gov		Partner	Yes
Lynn Hill	FDI	lynn.hill@fdi.com		Partner	Yes
Gary Idleberry	Snoco/RDS	gary.idleberry@snoco.gov		Partner	Yes
Dawn Behor	Snoco/RD	dawn.behor@snoco.gov	425-783-8770	Partner	Yes
Ruth Brandel	Dike Dist #2	ruth.brandel@snoco.gov		Stakeholder	Yes
Neil Wheeler	ESF #10	neil.wheeler@snoco.gov		Stakeholder	Yes
Brad Feilberg	City of Monroe	brad.feilberg@monroewa.gov		Partner	Yes

ATTACHMENT C

Name	Representing	Best Contact Information	Alternate Contact Information	Partner or Stakeholder?	Resolution/LOI Submitted?
John Caring	Puyallup	360-265-8261			No
Todd Nones	EDMOTOS	425-258-8816			Yes
Martin Hansen	Sun Co EDRS	425-422-8521			Yes
Steve Thompson	Suzco W's	X-6652			
Lauri Anderson	Kenmore	425-498-8900			
Kevin Hushagen	City of Stanwood	425-754-4880			
Edward Ingraham	Port of Everett	425-754-0782			<input checked="" type="checkbox"/>
Tom CATTMAN	CITY OF MILL BURN	425 924 5722			SIT
Mike Hill	Sun Co Fire Dist 3	425-422-8521	425-359-3902		Yes



ATTACHMENT C

Name	Organization	Email	Phone #
Mary Turner	SNO CO Surface Water	mary.turner@sno.co.org	425-388-6401
Paula Setters	City of Mountlake Terrace	pschwartz@ci.mt.wa.us	425-794-6280
Mick Matheson	City of Sultan	mick.matheson@ci.sultan.wa.us	360-793-2262
Suzy Brunzell	SnoCo SWM	Suzy.brunzell@sno.co.org	425-388-3464 X7405
Dale FULFES	NORTH COUNTY IRRIG	DALE@NORTH COUNTY IRRIG.COM	360-652-1246

Mary Turner  
 Paula Setters  
 Mick Matheson  
 Suzy Brunzell  
 Dale Fulfes  
 X  
 Turner  
 Col  
 unknown




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**2015 Snohomish County Hazard Mitigation Plan**

Planning Committee Meeting

February, 25, 2014

 9 AM to 10:30 AM
 

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- |                         |  |
|-------------------------|--|
| <b>9:00 – 9:05 AM</b>   | Welcome and Introductions (SC DEM)   |
| <b>9:05 – 9:10 AM</b>   | Overview of 2015 SCHMP Plan Development & Schedule (UW)  |
| <b>9:10 – 9:20 AM</b>   | Results of Kick-off Meeting (UW) <ul style="list-style-type: none"> <li>• Hazards Ranking</li> <li>• Impacts Ranking</li> </ul>  |
| <b>9:20– 9:50 AM</b>    | Goals and Objectives (UW) <ul style="list-style-type: none"> <li>• Present 2015 Proposed Goals and Objectives</li> <li>• Group Discussion &amp; Report Back</li> </ul> |
| <b>9:50 to 10:00 AM</b> | <b>BREAK</b>   |
| <b>10:00 – 10:20AM</b>  | Description of Public Process (UW) <ul style="list-style-type: none"> <li>• Questions</li> <li>• Group Discussion</li> </ul>   |
| <b>10:20 – 10:30 AM</b> | Closing & Next Steps (SC DEM, UW)  |

ATTACHMENT C

Name	Representing	Best Contact Information	Alternate Contact Information	Partner or Stakeholder?	Resolution/LOI Submitted?
Ray Reeves	Highland AD	rayph@sefrontier.com	360 794 6939	✓	
Chandra Fox	ESHA	Chandra@ESHA.com	425/796 3722	Stakeholder	
Steve Saffron	City of Lake Forest Park	Steve.Saffron@lfp.wa.gov	206 957-2405	✓	
John Cooney	Marysville	johncooney@marysville.wa.gov	360-565-0201	✓	
Hate Denter	Snohomish Health District	Hdenter@snohd.org	425 339 8711	✓	
Ruth Brandel	Dike Dist #2	brandel@dykedist.com	425 334 7403	✓	
Dick Matthews	Multitiered Water & Wastewater Dist.	rickm@multitiered.wa.gov	425 355 3355	✓	
Pauline Libber's	Tulip Tribes	Pauline@tuliptribes.org	360 796 5945	Partner	yes
Mary Haver	Space Co Storm	Mary.Haver@space.org	x 4401	Stakeholder	

ATTACHMENT C

Name	Representing	Best Contact Information	Alternate Contact Information	Partner or Stakeholder?	Resolution/OI Submitted?
Neil Wheeler	Fire and Flood Control	neil.wheeler@fireandflood.com		<input checked="" type="checkbox"/>	YES
Tom Gathman	City of Mill Creek	Tom Gathman@millcreek.com	425 921 5722	<input checked="" type="checkbox"/>	YES
Gary Edleburg	Snohomish Co	g.edleburg@sno.wa.gov	425.888.3311 x2377	<input checked="" type="checkbox"/>	?
Rick Gilmore	Silver Lake Watershed Council Dist	rgilmore@slwcd.com		<input checked="" type="checkbox"/>	
Steve Thompson	Sno. Co. DPCU	stthompson@snoco.gov	425-308-6052	<input checked="" type="checkbox"/>	
Lisa Dunne	Sno Co Zoning Office	lisa.dunne@snoco.gov	425-388-3765	<input checked="" type="checkbox"/>	N/A

ATTACHMENT C

Name	Representing	Best Contact Information	Alternate Contact Information	Partner or Stakeholder?	Resolution/LOI Submitted?
Ray Sturtz	City of Everett Falls	planning@ci.everett-wa.us	206-409-1842	✓	
Dad Feilberg	City of Monroe	feilberg@monroe.wa.gov	360-453-7129	✓	✓
Jim Haverford	5th & Fire Dist Mt7 Crest Hill	jim.haverford@ci.mt7.org	360-691-5553	✓	
DENNIS FEUSTERMAYER	DARRINGTON FIRE DISTRICT 24	dfeustermayer@ci.darrington-wa.com	360-426-1336	✓	
GARY BRANSTETTER	MAPLE AND FROSH CONTRA DISTRICT	gary@quikrete.com	425-324-8722	✓	✓



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**2015 Snohomish County Hazard Mitigation Plan Update**

Planning Committee Meeting

County Administration Building East – Public Hearing Room, 1<sup>st</sup> Floor

3000 Rockefeller, Everett, WA 98201

July 24, 2014

9:00 -11:00 AM

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<b>9:00 – 9:05 AM</b>	Welcome and Purpose (Dara Salmon, SC DEM)
<b>9:05 – 9:10 AM</b>	Past Efforts (Heidi Kandathil, UW)
<b>9:10 – 9:25 AM</b>	Future Vision of the County (Clay White, SC PDS)
<b>9:25 – 9:40 AM</b>	Mitigation & the Future Vision (Bob Freitag, UW)
<b>9:40– 9:50 AM</b>	Past Action Items (Jonathan Olds, UW)
<b>9:50 to 10:05 AM</b>	<b>BREAK</b>
<b>10:05 – 10:50AM</b>	Focus Groups – “How can mitigating risks achieve community vision?” (UW) <ul style="list-style-type: none"><li>• Stillaguamish Area</li><li>• Snohomish/Central</li><li>• Southwest Areas</li></ul>
<b>10:50 – 11:00 AM</b>	Closing & Next Steps (SC DEM, UW)

Snohomish County NHMP Meeting Attendance - July 14, 2014			
Please Initial	Name	Organization	
MM	Amrine, Christi	Mill Creek	
WAK	Anderson, Lauri	Kenmore	
Chill	Brees, Curt	Cross Valley Water District	
	Brunzell, Suzy	SnoCo SWM	
MR	Curtis, Katie	SHD	
	DeHaan, Dave	Everett OEM	
	Dulude, Lisa	SnoCo Exec Office	
	Feilberg, Brad	Monroe	
	Fox, Chandra	ESCA	
	Freitag, Bob	UW	
	Gathmann, Tom	Mill Creek	
	Gausman, Hal	SnoCo Parks	
	Gilmore, Rick	Silver Lake W/S District	
	Holt, Brett	FEMA	
	Hushagen, Kevin	Stanwood	
	Idelburg, Gary	SnoCo PDS	
	Kandathil, Heidi	UW	
	Klipp, David	PUD	
	Lindemulder, Bobbi	Conservation District	
	<del>Lach, Corbitt</del>	Lynnwood	HALL, TODD
	Madura, Ed	Port of Everett	
	Matthews, Rick	Mukilteo	
	Moles Tod	Edmonds	
	Morse, Julie	Nature Conservancy	
	Nunes, Mark	Swedish Hospital	
	Olds, Jonathon	UW	
CO	Pendergrass, Doug	Stillaguamish Tribes	425-508-0084
	Russell, Curt	Alderwood W/WW District	
	Salmon, Dara	SnoCo DEM	
	Schwartz, Paula	Mountlake Terrace	425.744.6280
	Scott, Eric	Arlington	
	Sturtz, Ray	Granite Falls	
	Sutton, Steve	Lake Forest Park	
	Teigen, Tom	SnoCo Parks	
	Thomsen, Steve	SnoCo PW	
	Thunberg, Mark	SnoCo Facilities	
	Trimm, Bill	Mountlake Terrace	
	White, Clay	SnoCo PDS	
	Zenk, Frank	Lake Forest Park	
		Darrington	
MP	Penny, Meredith	Mountlake Terrace	425 299-1132
MA	Hurner, Mary	SnoCo SWM	

JE  
A-1  
NLM  
M

Cawling, John Marysville  
Matheson, Mick Sultan  
M... ..

360-363-8261

Please add name, organization +  
phone number if you don't see  
your name on the list.

<u>Name</u>	<u>Organization</u>	<u>Phone</u>
Brandtitty, Gary	Meadowland Flood Control Dist	425 760 4262
Matheson, Mick	Sultan	360 793 2265
Matthews, Rick	Mukultev Water & Wastewater	425 355 3355
Boersma, Jason	Sno Co DEM	5068
Kelly Stone	FEMA Region X	425-481-4636



**2015 Snohomish County Hazard Mitigation Plan Update**

Planning Committee Meeting

County Administration Building East – Public Hearing Room, 1<sup>st</sup> Floor

3000 Rockefeller, Everett, WA 98201

January 9, 2015

10 AM to Noon

<b>10:00 – 10:05 AM</b>	Welcome and Purpose
<b>10:05 – 10:30 AM</b>	Risk Assessment Document
<b>10:30 – 11:00 AM</b>	Annex Template & Instructions Community Hazard Rating Exercise
<b>11:00 – 11:45 AM</b>	Action Item Discussion Goals & Objectives STAPLEE Criteria
<b>11:45 – Noon</b>	Questions? Closing & Next Steps

**Snohomish County HMP Meeting Attendance - January 9, 2015**

Case Initial	Name	Organization
	Amrine, Christi	Mill Creek
CB	Blake, Bill	Arlington
GB	Brandstetter, Gary	Marshland Flood Control District
UB	Brees, Curt	Cross Valley Water District
JL	Cermak, John	North County Regional Fire Authority
	Cowling, John	Marysville
AKC	Curtis, Katie	SHD
	Danielson, Ashlynn	Tulalip Tribes
BJ	Feilberg, Brad	Monroe
GD	Fenstermaker, Denny	Darrington
	Fox, Chandra	ESCA
FW	Freitag, Bob	UW
	Gathmann, Tom	Mill Creek
	Gilmore, Rick	Silver Lake W/S District
BA	Henson, Brandon	Mukilteo WW District
KLV	Hilt, Kurt	Fire District #1
MM	Hurner, Mary	SnoCo SWM
HH	Hushagen, Kevin	Stanwood
	Kandathil, Heidi	UW
	Kirk, Brent	Granite Falls
RL	Lubbers, Rochelle	Tulalip Tribes
	Maloney, Tom	Fire District #12
NR	Newman, Nicki	SnoCo DEM
	Olds, Jonathon	UW
	Pendergrass, Doug	Stillaguamish Tribes
DMR	Rose, Diana	Marysville
	Russell, Curt	Alderwood WW District
	Salmon, Dara	SnoCo DEM
DS	<del>Schwartz, Paula</del> Darryl Jones	Mountlake Terrace
	Scott, Eric	Arlington
LV	VALVERDE, CRAIG	LAKE STEVENS
KLV	K. HILT	FD 1
TH	HALL, TODD	C. OF LYNNWOOD
SP	PETTIT, SHARON	City of Snohomish

**City of Arlington  
Public Works Division**

# Memo

**To:** Dara Salmon, Snohomish County DEM  
**From:** Bill Blake  
**cc:**  
**Date:** August 24, 2015  
**Re:** **Hazard Mitigation Plan Update**

Dara, Thanks for your assistance throughout the Hazard Planning process. I have outlined below the responses to FEMA's questions regarding adoption of our annex.

1. The City's internal process included sending out drafts of the plan and discussing the topic at the Manager/Director meetings. Several of the below team assisted in reviewing and providing support information for the first draft of the plan. In December of 2014 there were several communications with the finance department to determine events resulting in previous FEMA claims.

A copy of the draft plan was sent to the full team listed below for review and comment on January 27, 2015. A copy of the draft plan was also sent to Jessica Stickles a member of the City Council. Following your review I added a Climate Change reference and sent the draft out to the full team again on February 9, 2015. Comments and suggestions were included as applicable to the exercise:

Jim Kelly, Public Works Director

Paul Ellis, City Administrator

Eric Scott, City Engineer

Tom Cooper, Fire Chief

Kristin Banfield, Human Resources

Troy Davis, Planner

Marc Hayes, Permit Center Manager

**Mike Wolanek, Water Resources**

**Chris Young, Community and Economic Development**

**On June 22, 2015 based on communications with you regarding refining the tsunami and avalanche elements I notified Jim Kelly Public Works Director and Paul Ellis City Administrator of the potential changes.**

**Since that time we have been waiting as advised to include FEMA's comments and approval before introducing to the full City Council our Hazard Mitigation Plan.**



**TOWN OF DARRINGTON**  
**EMERGENCY MANAGEMENT MEETING**  
**MONDAY, FEBRUARY 9, 2015**

**Attendees: Mayor Rankin, Sonya Blacker, Dara Salmon, Gary Willis**

**A G E N D A**

- I. Snohomish County Emergency Management – Dara Salmon to present items needed for updated plan.**
- II. Review of Darrington Emergency Plan**
  - a. Make suggestions for updates to the plan**
  - b. Review Contract Agreements between the Town and Sno Co Emergency Management**



**GRANITE FALLS**

City of Granite Falls  
206 S. Granite Avenue / P.O. Box 1440  
Granite Falls, Washington 98252

**ATTACHMENT C**

P 360-691-6441  
F 360-691-6734  
[www.ci.granite-falls.wa.us](http://www.ci.granite-falls.wa.us)

**A1: GRANITE FALLS SCHMP ANNEX - Internal Planning Process.**

2/12/15 – Staff (Public Works Director Brent Kirk and PW Supervisor Charles White) met with the City's planning consultant (Ray Sturtz – Community Planning Services) and engineering consultant (Warren Perkins – Gray and Osborne Engineering) to review existing HMP from 2010 and provide input on the update for 2015. Staff and consultants discussed existing elements of plan and proposed changes. Changes were incorporated via several emails exchanges between staff and consultants over the next two weeks including changes incorporated by Stacey Clear of Gray and Osborne Engineering to update maps and associated data related to the plan.

2/26/15 – Draft 2015 document was provided the City's contract police chief (Dave Bowman – Snohomish County Sheriff's office) and the local fire district chief (Jim Haverfield – Granite Falls Fire District #17). The fire and police chief provided oral comments to the City's public works director and were satisfied with the 2015 draft.

2/27/15 – 2015 Draft was submitted to Dara Salmon at Snohomish County DEM for review.

**Salmon, Dara**

---

**From:** bheron <bheron@seanet.com>  
**Sent:** Wednesday, February 11, 2015 5:44 PM  
**To:** Salmon, Dara  
**Cc:** 'Index'; k.peterson@cityofindex.org  
**Subject:** Town of Index hazard list for risk rating  
**Attachments:** Town of Index 2015 updated HAZ MIT DRAFT.PDF

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dara

Attached is our Town of Index updated Hazard Plan as we reviewed it. Due to the complexity of the individuals involved in the Towns review we did not hold a meeting but rather passed this around amongst us for input (as an email review) and this is the resulting document.

Please let me know if we need to add anything else

Kim Peterson  
Town of Index  
PO 88 Index WA 98256  
360 793 2488 (Town Hall)  
360 793 7767 (Kim)  
[K.peterson@cityofindex.org](mailto:K.peterson@cityofindex.org)  
[townhall@cityofindex.org](mailto:townhall@cityofindex.org)

**Salmon, Dara**

---

**From:** Todd Hall <thall@ci.lynnwood.wa.us>  
**Sent:** Thursday, February 19, 2015 7:15 AM  
**To:** Salmon, Dara  
**Cc:** Jared Bond  
**Subject:** RE: Lynnwood Annex

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dara,

Jared Bond and I were the only individuals who worked on this project. Internal emails were sent soliciting information for the document from city staff. However, no internal meetings were held other than a brief 15-20 minute discussion with Jared, Corbitt Loch (Deputy Planning Director) and myself. Jared may have met internally with his staff at public works. He may provide additional details regarding that, if any.

**Todd Hall**

Senior Planner  
City of Lynnwood Community Development  
4114 198<sup>th</sup> St. SW #7; Mail: PO Box 5008  
Lynnwood, WA 98046-5008  
P: 425-670-5407  
[thall@ci.lynnwood.wa.us](mailto:thall@ci.lynnwood.wa.us)

 [www.ci.lynnwood.wa.us](http://www.ci.lynnwood.wa.us)

City of Marysville/

Fire District 12

## Natural Hazards Mitigation Plan Update 2015

### AGENDA

- Review and Discussion on current objectives
- Addition of new objectives
- Hazard Risk Rating Discussion
- Discussion on Benefit/Cost Analysis on plan objectives

Marysville / FD #12

Natural Hazards Mitigation Plan Update 2015

Meeting – January 29<sup>th</sup> at 11:00 am

Steamboat Room – PW Admin Building

<u>Name</u>	<u>Department</u>
Diana Rose <i>DMR</i>	Executive
Tom Maloney <i>TM</i>	Fire District 12
John Cowling <i>JC</i>	PW- Engineering
Kevin Nielsen <i>KN</i>	PW-Director
Cheryl Dungan <i>CD</i>	Community Development
Paul Kinney <i>PK</i>	PW- Streets
Kari Chennault <i>KC</i>	PW- Surface Water
Adam Benton <i>AB</i>	PW-Facilities/Fleet
Jim Ballew <i>JB</i>	Parks-Director

**Salmon, Dara**

---

**From:** Tom Gathmann <tomg@cityofmillcreek.com>  
**Sent:** Friday, February 20, 2015 4:17 PM  
**To:** Salmon, Dara  
**Subject:** Mill Creek NHMP time log info

Hi Dara,

Per our telecom this afternoon, here is a summary of the meetings we held in preparation of the Mill Creek Annex for the updated 2015 Snohomish County NHMP:

Community Development Dept. Staff meeting on the morning of 2/10/15. Topic of discussion: community hazard ratings. Length of discussion: 30 minutes. Each staff member individually completed the hazard rating table after the meeting and submitted it to me for averaging the ratings in the final table. Eight staff members participated.

2/19/15: Recreation Manager, PW Director, Community Development Director, Senior Planner; review action initiatives, both past and proposed. Two meetings on this date, totaling two hours.

Christi and I did all the other work in completing the Annex. I have about 40 hours invested in this project, not including the regional group meetings (at which I turned in a local match cert form). Christi estimates she has 24 hours of work in the project (again not including attendance at the regional group meetings).

Please let me know if this is sufficient documentation. I did not have sign-in sheets at these meetings, as we do not typically do that for internal staff discussions.

Thanks,

Tom Gathmann, P.E.  
Public Works Director  
City of Mill Creek  
(425) 921-5722 - direct  
(425) 745-1891 - front desk  
[TomG@cityofmillcreek.com](mailto:TomG@cityofmillcreek.com)



October 5, 2015

TO: Whom It May Concern:

FROM: Brad Feilberg  
Public Works Director

RE: Internal Planning Process

Input during the planning process from the Public Works Director, the Community Development Director, and the Emergency Manager is vital in the development of a mitigation strategy. In normal circumstances these people would meet frequently during the planning process to coordinate their respective needs and desires in mitigation initiatives.

However, during the 2015 update to the Hazard Mitigation the staffing at the City of Monroe was at a low point. As result, I was serving in all three capacities. Therefore there were no formal meetings or coordination during the planning process.



# CITY OF SNOHOMISH

*Founded 1859, Incorporated 1890*

116 UNION AVENUE • SNOHOMISH, WASHINGTON 98290 • TEL (360) 568-3115 FAX (360) 568-1375

## *City of Snohomish Annex to the HMP*

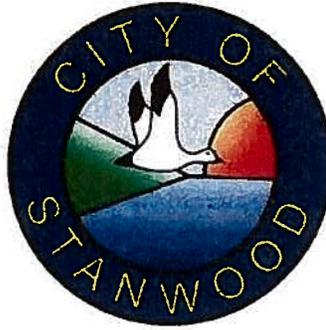
### Internal Planning Process

The Snohomish City Council previously adopted the 2010 edition of the Snohomish County Hazard Mitigation Plan. On April 1, 2014 pursuant Resolution 1314, the Snohomish City Council authorized Snohomish County to act on the City's behalf in the development of the Plan, which included the City of Snohomish. Specific to the City, the Snohomish City Council designated Building/Fire Official Sharon Pettit and Project Engineer Andrew Sics to serve as the City's point of contact for the update.

The City's existing Plan was discussed during Public Works, Engineering and Planning staff meetings beginning in April 2014, and occurred on a bi-monthly basis. City Staff involved in the planning process included City Manager Larry Bauman, Planning Director Owen Dennison, Public Works Director Steve Schuller, Finance Director Jennifer Olson, City Engineer Yosh Monzaki, Building/Fire Official Sharon Pettit and Project Engineer Andrew Sics. City Staff Pettit and Sics attended planning meetings held by Snohomish County.

Although Snohomish County held public meetings specific to the Hazard Mitigation Plan, the City of Snohomish did not receive any specific comments.

Staff will present the updated Plan to the Snohomish City Council for adoption once FEMA approval of the overall plan is received.



## **AGENDA**

### **HAZARD MITIGATION PLAN UPDATE COMMITTEE MEETING**

**February 11, 2015, 9:00 AM  
Fire Station 99 – 8117 267<sup>TH</sup> Street NW**

This is the 3<sup>rd</sup> meeting for the City's HMP Committee.

**Attendance:**

**City Administrator Deborah Knight, Fire Chief John Cermak,  
Community Development Director Ryan Larsen, PW Director Kevin Hushagen,  
PW Admin. Assistant Lisa Sokolik, and Dara Salmon, Snohomish County  
Preparedness Program Manager**

- 1. Review notes from Monday, February 9, 2015 meeting.**
- 2. Rank each Hazard**
- 3. Questions/Answers for Dara**
- 4. Assign committee members tasks (plan update due Tuesday, February 17<sup>th</sup>)**

# City of Sultan

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## Memorandum

**To:** Dara Salmon, Snohomish County Department of Emergency Management  
**From:** Mick Matheson, P.E. Public Works Director  
**Date:** 8/31/2015  
**Re:** 2015 City of Sultan Hazard Mitigation Plan Annex Internal Planning Process  
Dara,

The purpose of this memorandum is to document the City of Sultan's Internal Planning Process for the Hazard Mitigation Plan update.

The initial planning meeting was held on January 28, 2015 between the following individuals where tasks were assigned:

Mick Matheson, Public Works Director  
Connie Dunn, Public Works Field Supervisor  
Stacy MacGregor, Senior Planner  
Cyd Sparks, Permit Assistant

A second review meeting was held on February 4, 2015 between the following individuals to reach consensus on Hazard Ratings for the Sultan Community:

Mick Matheson, Public Works Director  
Connie Dunn, Public Works Field Supervisor  
Stacy MacGregor, Senior Planner  
Cyd Sparks, Permit Assistant  
Dara Salmon, Snohomish County DEM  
Monte Beaton, Snohomish County Sherriff's Office, Police Services Contact  
Merlin Halverson, Snohomish County Fire District No. 5

# 2015 City of Sultan Hazard Mitigation Plan Annex

## Meeting 2/4/2015

### Sign In Sheet

Name	Organization	Phone	Email
Mick Matheson	City of Sultan	360 793 2262	mick.matheson@ci.sultan.wa.us
Monty Beaton	Snohomish County SO Police Service Center	425-388-6262	monty.beaton@sno.co.org
Dana Salmon	SnoCo DEM	425-388-5071	dana.salmon@sno.co.org
Connie Dunn	City of Sultan	425 508 8987	connie.dunn@ci.sultan.wa.us
Cyd Sparks	City of Sultan	360 793-1099	cyd.sparks@ci.sultan.wa.us
Stacy MacGregor	City of Sultan	360-793-1311	STACY.MACGREGOR@ci.sultan.wa.us
Merlin Halverson	Fire Dist 5	360 793 1179	m.halverson@fire5.org

**Internal planning process**

**Fire District #3**

**Unfortunately I did not keep good records of meetings.**

**-10/4/13 Met with CFO Silva to review letter of intent to participate and formal authorization resolution and discuss NHMP process.**

**-10/14/13 Presented Letter of Intent to Participate and Authorization Resolution to Board of Fire Commissioners in open public meeting and took comments on planning process**

**-I met face to face with Brad Feilberg of the City of Monroe on July 24<sup>th</sup>, 2014 during and after the NHMP Update meeting and we discussed the process and needs for the update.**

**-At 11/13/14 Fire Department Officer's meeting presented Annex information to Fire Chief, Assistant Chief, Department Battalion Chiefs and Captains**

**Michael Hill**



## Snohomish County Fire District #5

Regarding: Process of Input for the Hazardous Mitigation Plan

The Hazardous Mitigation Plan is discussed at one or more Association meetings held the last Thursday of each month at 1900 hours, this meeting is attended by **volunteer and part-time firefighters**. Input is taken by the Fire Chief.

District Lieutenants are then asked to review the plan with their crews, made up of a combination of **paid and volunteer staff**, and report back to the Chief their thoughts. Generally one Lieutenant is the lead, in this case Lieutenant Bertholf.

The Fire Chief reviews the plan with the **Board of Fire Commissioners** and again takes input. The Chief then makes changes to the plan thought appropriate based on input

Submitted by: Chief Halverson

**Fire District 24  
1115 Seeman Street  
Darrington, WA 98241**

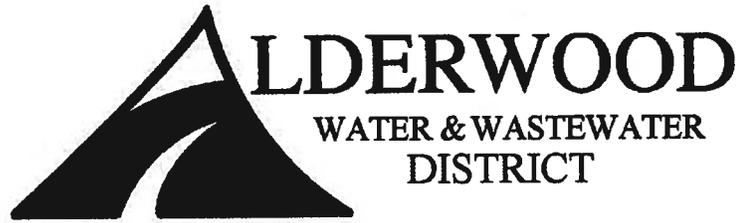
**Process documentation:**

**Discussed with Fire Board during County's process.**

**Discussed with Darrington Mayor and Council when action projects could be coordinated.**

**Talked to firefighters about action projects during County's process.**

**Dennis Fenstermaker, Fire Chief**




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3626 – 156<sup>th</sup> St SW • Lynnwood, Washington 98087 – 5021 • (425) 743-4605 Fax (425) 742-4562

# MEMO

October 01, 2015

Subj: Mitigation Plan Internal Planning Process

Alderwood updated the Hazard Mitigation Annex plan via email, several committee meetings and face-to-face meetings. The district has a standing emergency planning committee that provided input into the update process. Several group and face to face meetings with staff from the district's Planning and Development Services to identify the capital improvement process, to ensure mitigation projects are included in district long range planning.

Planning Meeting	Attendees	Hours Spent
Emergency Planning Committee	8	16 man hours (2 one hour sessions)
Planning Development	2	4 man hours (2 one hour meetings)
Email discussion	multiple	est. 6 man hours



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24602 Old Owen Rd, P.O. BOX 158, Monroe, WA. 98272 Phone: (360) 794-6900 Fax: (360) 805-0616 highlandwater@frontier.com

Friday, September 11th, 2015

Dara Salmon  
Preparedness & Mitigation Program Manager  
Snohomish County Department of Emergency Management  
720 80th St SE, Building A  
Everett, WA 98203

Dara,

In regards to you email sent on August 28 regarding the Highland Water District's the criteria that require more information:

**1) A1: Annex does not describe the internal planning process.**

Highland Water District has 3 full-time employees and 3 elected commissioners who meet on the 2nd Thursday of the month. Any issues that deal with the maintenance and operations of the water distribution are handled by Ray Phelps, Lead Maintenance Technician. If they are any billing and office issues the District's Office Administrator, Susan Forbes, handle those issues .There maybe issues that both Susan and Ray may make and also it can be brought to the attention to the board of commissioners at their meeting.

Ray Phelps  
Lead Maintenance Technician  
Highland Water District  
PO Box 158  
24602 Old Owen Rd  
Monroe, WA 98272  
(360) 794-6900 Office  
(360) 805-0616 Fax  
rayphelps@frontier.com

Hazard Mitigation Meetings Mukilteo Water/Wastewater District

Names	Dates	Times	Face to Face	Email
Brandon Henson	1/9/2015	10 am-Noon	X	
Dara Salmon	1/9/2015	10 am-Noon	X	
Everyone else @ courthouse	1/9/2015	10 am-Noon	X	
<hr/>				
Rick Matthews	2/2/2015	1:30-3pm	X	
Brandon Henson	2/2/2015	1:30-3pm	X	
Dara Salmon	2/2/2015	1:30-3pm	X	
<hr/>				
Rick Matthews	2/3/2015	11:45 AM	X	
Brandon Henson	2/3/2015	11:45 AM	X	
Jim Voetberg	2/3/2015	11:45 AM	X	
<hr/>				
Rick Matthews	5/6/2015	10:30 AM	X	
Brandon Henson	5/6/2015	10:30 AM	X	
Jim Voetberg	5/6/2015	10:30 AM	X	
<hr/>				
Rick Matthews	7/9/2015	2:30 PM	X	
Brandon Henson	7/9/2015	2:30 PM	X	
Jim Voetberg	7/9/2015	2:30 PM	X	
<hr/>				
Rick Matthews	9/9/2015	9:00am	X	
Brandon Henson	9/9/2015	9:00am	X	
<hr/>				
Rick Matthews	9/11/2015	9:45	X	
Brandon Henson	9/11/2015	9:45	X	
<hr/>				
Rick Matthews	9/17/2015	1:30:00 PM	X	
Brandon Henson	9/17/2015	1:30:00 PM	X	

**From Dike District #2:**

**Internal planning process:**

**Dike District Board of Commissioners meet monthly and discuss issues pertinent to District business. During these regularly scheduled meetings various problems are addressed and possible solutions are discussed and actions taken. It is through this routine process that the HMP priorities and decisions have been made. The issues discussed are recorded and transcribed into the meeting minutes by the Secretary/Commissioner.**

**Ruth Brandal,  
Secretary/Commissioner  
Dike District #2**

French Slough Flood Control District  
Commissioner's Meeting February 12, 2015  
6:30 AM

AGENDA

- 1) Snohomish County Natural Hazard Mitigation Plan 2015-2020

Vote—continuation of FSFCD's involvement

Date *2-12-15*

Time *6:40 A.M.*

Commissioners

Chairman Scott Gunning *Scott Gunning*

Dave Remlinger *Dave Remlinger*

Scott Griffin *Scott Griffin*

*The commissioner voted unanimous to accept all the changes to the Sn.Co. Natural Hazard Mitigation Plan - 2015 to 2020.*

- 2) ACE-- Cathie DesJardin  
Rehabilitation Plan for the Mouth of Pilchuck River

- 3) WDFW –Update of HPA for Fish Bearing Streams

- 4) Study of Water Quality for Fish Enhancement within FSFC  
Funding for project

- 5) Power Interruption at pump plant  
Investigate means of an alarm system

- 6) Authority to lower slough water level

- 7) Sexton Dike—large Maple tree removal and needed topsoil for repair

**Salmon, Dara**

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**From:** Brandstetter, Gary W.  
**Sent:** Tuesday, February 10, 2015 1:48 PM  
**To:** Salmon, Dara  
**Subject:** Marshland

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dara:

All three Commissioners attended the monthly meeting last night. They had received the "annex" in their packets and had reviewed it. Except for some information for which you are awaiting the latest values on, the report was judged well put together. Thank you. Commissioner Thomas moved and Commissioner Stocker seconded to approve the annex for the inclusion in the Natural Hazard Mitigation for 2015. Thank you again.

Gary Brandstetter  
Sec/Mgr MFCD

**Gary W. Brandstetter -- Attorney at Law**  
P.O. Box 1331, Snohomish, WA 98291-1331 (425) 760-4262 [gary@gwbrandstetterlaw.com](mailto:gary@gwbrandstetterlaw.com)

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**Date:** August 28, 2015  
**To:** Dara Salmon  
**From:** Katie Curtis  
**Subject:** Mitigation Planning

Planning for the Health Districts annex to the county mitigation plan was done most via email. The Public Health Emergency Preparedness Supervisor created the draft annex, which was then submitted to the Communicable Disease Division Director who oversees the Emergency Preparedness work at the Health District. Input on possible Mitigation actions was also obtained from the business manager via email. Once the final draft of the annex was complete it was sent via email to the agency Chief Operating Officer for final review prior to submission to the County for inclusion in the overall mitigation plan.

Any required updates to the Snohomish Health District Annex will be done by the Public Health Emergency Preparedness Supervisor.

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** A - 2

**DATE:** January 14, 2016

**SUBJECT:** Wastewater Treatment Plant Energy Conservation Measures - Final Acceptance

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

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**ISSUE:**

The issue before the City Council is final acceptance of the four Wastewater Treatment Plant Energy Conservation Measures projects completed by Trane.

**STAFF RECOMMENDATION:**

Staff recommends accepting the four Wastewater Treatment Plant Energy Conservation Measures projects completed by Trane.

**SUMMARY:**

The council accepted Trane's Energy Service Proposal for process and efficiency improvements at the City's wastewater treatment plant, and authorized the Washington State Department of Enterprise Services to generate contract documents for the City and Trane's signature for Energy Conservation Measures 2, 3, and 4 at the March 12, 2015 council meeting.

ECM 2 - Oxidation Ditch - Control Aerators to Dissolved Oxygen Setpoint  
ECM 3 - Operations Building Heat Pump Replacement  
ECM 4 - Wastewater Treatment Plant Exterior Lighting

The council authorized the Mayor to sign Change Order Number 1 to incorporate the installation of a second mixer (ECM 1) at the April 23, 2015 council meeting. This project was planned and budgeted for 2015, however when it was analyzed, it did not meet the criteria for the Energy Efficiency Grant. Because the City received a grant in the amount of \$196,584, it was necessary to generate contracts for only the ECM's that qualified for the Energy Efficiency Grant. Because ECM 1 was part of the initial study that led to the grant application, it was acceptable to add this measure into the project via change order. The final cost for this change order was \$62,126.17 without tax.

Change Order Number 2 involved replacing the existing 45kVA Transformer which was over capacity with a new 75kVA transformer for \$10,600 (excluding sales tax). The cost of the change order was less than the project contingency, therefore council action was not necessary. The actual construction cost was \$8,199.39 for this change order.

Change Order Number 3 was necessary to prepare a deductive change order for construction cost savings of \$9,823.11 which was returned to the City of Sultan per the State Contract.

**FISCAL IMPACT:**

The overall project finished under budget which resulted in a cost savings back to the City of \$9,823.11.

**RECOMMENDED ACTION:**

A motion to accept the four Wastewater Treatment Plant Energy Conservation Measures projects completed by Trane.

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** A-3

**DATE:** January 14, 2016

**SUBJECT:** Gray & Osborne Consultant Agreement for Professional Services – 4th & 5th Street Reconstruction Project

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

**ISSUE:**

The issue before the council is to authorize the Mayor to sign a contract with Gray & Osborne, Inc. to provide professional engineering and related services necessary to:

- Develop plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of the 4th Street and 5th Street project from US 2 to Alder Avenue.
- Provide construction management, inspection, and materials testing during the construction phase of the project.

The fee to complete these services is not to exceed \$137,200.00 without prior written authorization by the City Council.

**STAFF RECOMMENDATION:**

Authorize the Mayor to sign a contract with Gray & Osborne, Inc. to provide professional engineering and related services necessary to:

- Develop plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of the 4th & 5th Street Reconstruction project from US 2 to Alder Avenue.
- Provide construction management, inspection and materials testing during the construction phase of the project.

## **SUMMARY:**

The City of Sultan has recently received grant funding of \$400,140.00 for the reconstruction of 4th Street and 5th Street from US 2 to Alder Avenue from the Transportation Improvement Board.

The City is also planning to line or replace portions of the existing sanitary sewer system; and to replace portions of the existing asbestos cement water system that both generally run perpendicular to the street improvements. The City has budgeted capital funds for 2016 for this work effort.

City staff invited four engineering consulting firms to prepare a Letter of Interest. All four consulting firms responded. The firms in alphabetical order were:

- Blueline Group
- Gray & Osborne
- Lochner
- Skillings Connolly

Staff rated each firm's qualifications and Gray & Osborne was selected as the most qualified consulting engineering firm for this project.

The purpose of the contract is for Gray & Osborne and its sub consultants to provide engineering and related services necessary to develop plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of the following:

- Pavement rehabilitation of 4th Street and 5th Street from US 2 to Alder Avenue. Cement treated base (CTB) will be considered.
- Reconstruction of curb ramps, curb and gutter (isolated locations) and sidewalks (isolated locations) as necessary to meet current ADA requirements.
- Minor storm drainage modifications (as determined during the design) and minor utility adjustments (raising castings to grade).
- Replacement of existing asbestos-cement water main with 8-inch ductile iron water main on 4th Street (from US 2 to Alder Avenue where appropriate). This also includes the replacement of fire hydrants and water services within the project limits.
- Replacement of existing asbestos-cement water main with 8-inch ductile iron water main on the north side of US 2 between 4th and 5th Streets. This also includes the replacement of fire hydrants and water services within the project limits.

- Review City provided report(s) regarding the condition of the existing sanitary sewer system within the project corridor. Based on the recommendations from this report, multiple sewer mains may need to be rehabilitated (lined or replaced). This also includes for the replacement of side sewers within the right-of-way and new manholes as required.

The scope of work with Gray & Osborne includes the following tasks:

- Task 1 – Project Management
- Task 2 – Survey & Mapping
- Task 3 – Geotechnical
- Task 4 – Project Funding Agency and WSDOT Coordination
- Task 5 – Environmental Permitting
- Task 6 – Utility Data Acquisition
- Task 7 – Preliminary Design
- Task 8 – Public Involvement Process
- Task 9 – Semifinal Design Document Preparation (90 Percent)
- Task 10 – Final Design Document Preparation (PS&E)
- Task 11 – Quality Assurance/Quality Control
- Task 12 – Bid & Award Services
- Task 13 – Construction Management Services

**FISCAL IMPACT:**

**Transportation/Storm Drainage**

The \$400,140.00 Transportation Improvement Board grant will only pay for road and drainage design and construction improvements, but **will not** pay for sanitary sewer or water design or construction.

The grant agreement with the Transportation Improvement Board stipulates the maximum amount of TIB funds that are available for design and construction management (\$92,340.00). The agreement also requires the City provide at least a five percent match for design and construction.

<b>Transportation/Drainage Design Funding Available</b>	
TIB Design & Construction Management Funds for 4th & 5th Street Reconstruction	\$92,340.00
Required City Match for Design & Construction Management of 4th & 5th Street Reconstruction	\$4,860.00
<b>Total</b>	<b>\$97,200.00</b>

The City's 2016 Capital Budget designated \$4,860.00 for the required City match using REET 2 funds.

Gray & Osborne's proposed fee is \$97,200.00 for the design and construction management of the transportation and storm drainage related improvements which matches up with the available funding.

### **Water & Sanitary Sewer**

Gray & Osborne's proposed fee is estimated to be a maximum of \$40,000.00 for the design and construction management of the water and sanitary sewer improvements. This is conservative as the extent of the sewer improvements is currently being determined by an Infiltration and Inflow study being conducted by RH2 Engineering.

The City's 2016 Capital Budget designated \$156,000 for water improvements and \$106,000 for sewer improvements for the 4th & 5th Street Reconstruction project and the 4th Street Overlay project (which was not selected to be funded by the Transportation Improvement Board). A conservative estimate of thirty percent needed for design and construction management results in \$78,600 being available for water and sewer design and construction management. Gray & Osborne's proposed maximum fee is significantly less at \$40,000.

### **ALTERNATIVES:**

1. Authorize the Mayor to sign a contract with Gray & Osborne, Inc. to provide professional engineering and related services necessary to:
  - Develop plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of the 4th Street and 5th Street project from US 2 to Alder Avenue.
  - Provide construction management, inspection, and materials testing during the construction phase of the project.

The fee to complete these services is not to exceed \$137,200.00 without prior written authorization by the City Council.

2. Do not authorize the Mayor to sign a contract with Gray & Osborne, Inc. and direct staff to areas of concern.

### **RECOMMENDED ACTION:**

Authorize the Mayor to sign a contract with Gray & Osborne, Inc. to provide professional engineering and related services necessary to:

- Develop plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and

construction of the 4th & 5th Street Reconstruction project from US 2 to Alder Avenue.

- Provide construction management, inspection and materials testing during the construction phase of the project.

The fee to complete these services is not to exceed \$137,200.00 without prior written authorization by the City Council.

**ATTACHMENTS:**

Attachment A	Consultant Selection Memorandum
Attachment B	Consultant Agreement

# Memorandum

To: File

CC: Ken Walker, City Administrator

From: Mick Matheson, P.E. Public Works Director 

Date: 1/4/2016

Re: 4th & 5th Street Reconstruction (US2 to Alder Avenue)

I contacted Municipal Research and Services Center of Washington (MRSC) to receive guidance on consultant selection. Consultants that provide professional services (e.g. engineers and architects) for public works projects must be selected based on their qualifications.

The MRSC maintains a roster of consulting engineering firms on their website. Each firm on the roster lists their qualifications. For a project of this size and scope, MRSC recommended reviewing the qualifications of three to five consulting engineering firms listed on the MRSC roster and making a consultant selection based on specific criteria for this project.

I sent a Request for Letters of interest to Gray & Osborne, The Blueline Group, Skillings Connelly, and Lochner on December 4, 2015 (copy attached). The selection criteria as presented in the Request for Letters of Interest is shown below:

<u>Selection Criteria</u>	<u>Maximum Points</u>
• Understanding of Project	20
• Suggested Approach	30
• Key Personnel Knowledge & Expertise	20
• Key Personnel Experience on Similar Projects	10
• Key Personnel Experience working with the Transportation Improvement Board & WSDOT	15
• References	5
<b>Total</b>	<b>100</b>

<b>4th &amp; 5th Street Reconstruction - Consultant Selection</b>				
	<b>Gray &amp; Osborne</b>	<b>The Blueline Group</b>	<b>Skillings Connelly</b>	<b>Lochner</b>
Understanding of Project (Max 20 pts.)	20	20	20	20
Suggested approach (Max 30 pts.)	29	26	29	28
Key Personnel Knowledge & Expertise (Max 20 pts.)	20	20	20	19
Key Personnel Experience on Similar Projects (Max 10 pts.)	10	10	10	10
Key Personnel working with TIB & WSDOT (Max 15 pts.)	15	14	14	14
References (Max 5 pts.)	5	5	5	5
<b>Total Score</b>	<b>99</b>	<b>95</b>	<b>98</b>	<b>96</b>

Based on the selection criteria and recent past experience working with three of the four firms, the City chose Gray & Osborne as the most qualified consultant.

CITY OF SULTAN, WASHINGTON  
Request for Letters of Interest  
**4th and 5th Street Reconstruction**  
December 2015

**I. Introduction**

The City of Sultan is requesting letters of interest from firms qualified to provide services to obtain permits, prepare construction documents and provide construction management and inspection for a reconstruction project for 4th Street and 5th Street from US2 to Alder Avenue.

The scope of work includes lining or replacing portions of the existing sanitary sewer system that run perpendicular to the street improvements; replacing portions of the existing asbestos cement water system that generally run perpendicular to the street improvements, full reconstruction of the streets from US2 to Main Street; overlay of the streets from Main Street to Alder Avenue with HMA, minor drainage improvements, crosswalk improvements, and handicap ramp improvements.

There is an existing traffic signal at the intersection of US 2 and 5th Street. This project will require the existing traffic signal loop detectors to be replaced, and coordination with the Washington State Department of Transportation (WSDOT).

It is the city's intent to construct the project while school is out of session (June 11, 2016 through September 8, 2016) due to the high volume of school bus traffic during the school year.

The project is fully funded for design and construction assuming bids are close to the engineer's preliminary estimate. Funding is provided from the Transportation Improvement Board fund and the City of Sultan.

The city's ideal candidate will be an engineering consulting team with experience completing projects of similar size and scope.

**II. Deadline and Information for Submittals**

The deadline for submission of the letter of interest is **December 18, 2015**.

Deliver/Mail to:

City of Sultan  
Attn: Laura Koenig, City Clerk  
319 Main Street, Suite 200  
PO Box 1199  
Sultan, WA 98294

Direct questions regarding this request for letters of interest to:

Mick Matheson, P.E.  
360.793.2262  
[mick.matheson@ci.sultan.wa.us](mailto:mick.matheson@ci.sultan.wa.us)

CITY OF SULTAN, WASHINGTON  
Request for Letters of Interest  
**4th and 5th Street Reconstruction**  
December 2015

A sealed envelope shall be clearly labeled 4th and 5th Street Reconstruction. Timely delivery is solely and strictly the responsibility of the consultant. Letters of interest received after this date and time will not be considered and will be returned to the consultant unopened.

### III. Requirements of Submittals

Provide the information in the following format:

- Submittals shall be limited to a TOTAL of four (4) pages (excluding transmittal letter, front and back covers), printed on both sides for a **total of 2 pieces of paper**. Page size shall be 8.5x11-inches. **Submittals exceeding the maximum number of pages will be rejected. No notification of rejection will be made to the submitting firm.**
- Four (4) copies of the letter of interest shall be submitted.

The letter of interest shall contain the following:

- A statement as to staff availability to complete the work signed by a principal of the firm.
- Experience, qualifications, and expertise of staff to be assigned to the project. Work experience should be specific to the individual's actual tasks performed on similar projects.
- A description of the suggested approach to the project.
- Experience of key staff working with the Transportation Improvement Board and WSDOT.
- References, including names and telephone numbers of previous clients with similar projects.
- The insurance limits carried by the consultant for General Liability, Automotive Liability, Professional Liability, and other coverage the company may carry.

Letters that do not address the items listed in this section, will be considered incomplete and will be deemed non-responsive by the city.

Before receiving an award, the successful consultant will be required to provide the City of Sultan copies of their current State of Washington and City of Sultan business licenses and Certificates of Insurance.

### IV. Background

The City of Sultan is located in eastern Snohomish County at the confluence of the Sultan and Skykomish Rivers on US 2 about six miles east of the City of Monroe. The city's population is approximately 4,700 residents.

CITY OF SULTAN, WASHINGTON  
Request for Letters of Interest  
**4th and 5th Street Reconstruction**  
December 2015

The city was recently successful in receiving a \$400,140 Transportation Improvement Board grant for design, construction, and construction management and inspection services for the project.

City funds will be used to provide a five percent match for design, construction, and construction management and inspection services. The city is also providing funding for the lining or replacement of the sanitary sewer system and services, and replacing the existing asbestos cement water system and services.

The city is currently under contract to have the sanitary sewer system within the project limits cleaned, smoke tested, and CCTV inspected. A report summarizing the findings and recommendations will be provided to the successful consultant.

**V. Scope of Services**

Consultant shall assist the city to:

- Identify and obtain all necessary permits and coordinate with permitting agencies
- Prepare construction documents including necessary survey mapping and geotechnical engineering support
- Manage construction including inspection services
- Act as manager of their team to ensure timely completion of the work
  - Coordinate with city staff
  - Work independently with other government agencies such as the Transportation Improvement Board (TIB) and Washington State Department of Transportation.
  - Research and gather relevant information
  - Attend meetings with city staff, public hearings, and city council to present and defend findings and recommendations

The Consultant contract for this work is expected to encompass the period February 2016 through December 2016.

**VI. Consultant Selection and Evaluation Process**

Consultant selection will be based on the understanding of the project, the suggested approach, the knowledge and expertise of individuals assigned to the project, the key personnel experience of consultant team on similar projects, responses from references and phone interviews.

CITY OF SULTAN, WASHINGTON  
Request for Letters of Interest  
**4th and 5th Street Reconstruction**  
December 2015

Evaluation and selection will be accomplished by reviewing the statements of qualification and scoring the selection criteria as follows:

<u>Selection Criterion</u>	<u>Maximum Points</u>
○ Understanding of Project	20
○ Suggested Approach	30
○ Key Personnel Knowledge & Expertise	20
○ Key Personnel Experience on Similar Projects	10
○ Key Personnel Experience working with the Transportation Improvement Board & WSDOT	15
○ References	5
<b>Total</b>	<b>100</b>

The top scoring two or three consultants may be interviewed by the city staff via telephone. If telephone interviews are conducted, the above scores may be adjusted to reflect the results of the interviews and the highest scoring consultant will be selected for contract negotiations.

#### **VII. Timeline**

- City will send request for letters of interest on December 3, 2015.
- Consultants shall submit a letter of interest on or before December 18, 2015.
- City staff will evaluate the consultant's submittals, review responses from references and make a selection of two to three finalists for telephone interviews by city staff on January 5, 2016.
- A detailed scope of work is to be submitted to the city by the selected consultant by January 14, 2016.
- A contract will be submitted to the city council for approval on January 28, 2016.
- The final contract will be executed by the city after council approval and a notice to proceed provided to the selected consultant by January 29, 2016.

The City of Sultan's Standard Consultant Agreement will be used as the basis for the contract. If the city and the selected firm are unable to agree on the terms and conditions of the contract, the city will terminate negotiations and contact the next best-qualified firm.

CITY OF SULTAN, WASHINGTON  
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**VIII. Terms and Conditions**

1. The city reserves the right to reject any or all letters of interest, to waive minor irregularities or technicalities, to re-advertise, and to otherwise conduct this request for letters of interest in the manner it deems to be in the best interests of the city.
2. The city reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The city reserves the right to award any contract to the next more qualified consultant, if the successful consultant does not execute a contract within fifteen (15) calendar days after the award of the proposal.
4. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrecoverable offer, for a period of forty-five (45) days to provide to the city, the services described in the attached specifications or proposal, or until one or more of the proposals have been approved by the city council, whichever occurs first.
5. The contract resulting from acceptance of a proposal by the city and the TIB shall reflect the specifications in this request for letters of interest. The city reserves the right to reject any proposed agreement or contract that does not conform to the specification contained in this request for letter of interest, and which is not approved by the city attorney's office and the TIB.
6. The city shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the request for letters of interest. Additionally, the city shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Council action approving or disapproving any proposed contract or agreement.
7. All request for letters of interest documents are public record and subject to disclosure.
8. Proposals failing to comply with the requirements of this request for letters of interest may be considered non-responsive.
9. The City of Sultan in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

**AGREEMENT FOR SERVICES  
BETWEEN THE CITY OF SULTAN AND  
GRAY & OSBORNE, INC.**

THIS AGREEMENT, is made by and between the City of Sultan (hereinafter referred to as "City"), a Washington Municipal Corporation, and Gray & Osborne, Inc. (hereinafter referred to as "Service Provider"), doing business at 701 Dexter Avenue North, Suite 200, Seattle, WA 98109.

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

WHEREAS, the City desires to contract with Service Provider for the provision of such services for the preparation of bid documents and construction management services for the 4<sup>th</sup> and 5<sup>th</sup> Street Improvement Projects, and Service Provider agrees to contract with the City for same;

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

**TERMS**

1. **Description of Work.** Service Provider shall perform work as described in Exhibit A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the express written permission of the City.
2. **Payment.**
  - A. The City shall pay Service Provider at the hourly rate set forth in Exhibit B, but not more than a total of one hundred thirty seven thousand two hundred dollars (\$137,200) for the services described in this Agreement. This is the maximum amount to be paid under this Agreement.
  - B. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed, and shall separate all charges for clerical work and reimbursable expenses.
  - C. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.

3. **Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. No agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.
4. **Project Name.** 4<sup>th</sup> and 5<sup>th</sup> Street Improvement Projects
5. **Duration of Work.** Service Provider shall complete the work described in Exhibit A on or before December 31, 2016.
6. **Termination.**
  - A. Termination Upon the City's Option. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Service Provider.
  - B. Termination for Cause. If Service Provider refuses or fails to complete the tasks described in Exhibit A, or to complete such work in a manner unsatisfactory to the City, then the City may, by written notice to Service Provider, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a written termination letter which shall be effective upon deposit in the United States mail to Service Provider's address as stated below.
  - C. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City Administrator shall make the final determination about what services have been satisfactorily performed.
7. **Nondiscrimination.** In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory,

mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

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

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

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

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

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

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

- F. **Subcontractors.** Service Provider shall include each subcontractor as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage shall be subject to all of the same insurance requirements as stated herein for the Service Provider.
- 10. Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
- 11. City's Right of Supervision, Limitation of Work Performed by Service Provider.** Even though Service Provider works as an independent contractor in the performance of his or her duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- 12. Work Performed at Service Provider's Risk.** Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
- 13. Ownership of Products and Premises Security.**
- A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City.
  - B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.
  - C. All reports, designs, drawings and specifications prepared by the Service Provider, as provided under this Contract shall be and do become property of the City upon payment to the Service Provider his compensation as set forth in this Contract. Reuse of any of the instruments of services of the Service Provider by the City on extensions of this project or on any other project without the written permission of the Service Provider shall be at the City's risk and the City agrees to defend, indemnify and hold harmless the Service Provider from all claims, damages and expenses including attorney's fees

arising out of such unauthorized reuse of the Service Provider's instruments of service by the City or by others acting through the City.

14. **Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.
15. **Assignment.** Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.
16. **Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
17. **Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
18. **Resolution of Disputes, Governing Law, Venue.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Administrator, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Snohomish County, Washington.
19. **Severability.** Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and Service Provider, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

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

Dated this        day of        , 20

**CITY OF SULTAN**

By: \_\_\_\_\_  
Carolyn Eslick, Mayor

**SERVICE PROVIDER**

By: Michael B. Johnson  
Title: Michael B. Johnson, President  
Taxpayer ID #: 91-0890718

**CITY CONTACT**

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

**SERVICE PROVIDER CONTACT**

Gray & Osborne, Inc.  
701 Dexter Avenue North, Suite 200  
Seattle, WA 98109  
Phone: 206-284-0860  
Fax: 206-283-3206

**ATTEST/AUTHENTICATED**

By: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Office of the City Attorney

**EXHIBIT A**

**SCOPE OF SERVICES**

**CITY OF SULTAN  
4<sup>TH</sup> AND 5<sup>TH</sup> STREET IMPROVEMENT PROJECTS**

**INTRODUCTION**

The City of Sultan, with financial assistance (grant) from the Washington State Transportation Improvement Board (TIB), desires to reconstruct portions of 4<sup>th</sup> Street and 5<sup>th</sup> Street from US 2 to Alder Avenue, totaling approximately 900 feet of roadway rehabilitation and pedestrian mobility improvements. This portion of the project is referred to as Schedule A: Street and Sidewalk Improvements. This portion of the project is eligible for Washington State TIB financial support (grant) per the terms and conditions of the City's interlocal agreement. Additionally, the City desires to make certain utility improvements to the City-owned water and sanitary sewer systems. This portion of the project is herein referred to as Schedule B: Water and Sewer Improvements. Schedule B is not eligible for reimbursement from the TIB and will be paid for in its entirety by the City. All costs associated with this Project will be tracked and invoiced accordingly. The project is described in more detail below:

**SCHEDULE A: STREET AND SIDEWALK IMPROVEMENTS**

- The alignment, profile, and cross section of the new improvements will generally match the existing conditions and include two 12-foot-wide travel lanes and two 8-foot-wide parking lanes. Existing curb and gutter will generally remain in place and the curb alignments will remain unchanged.
- Develop and provide recommendations for pavement rehabilitation options. Cement treated base (CTB) will be considered.
- Evaluate existing curb ramps and sidewalks to ensure infrastructure meets current ADA standards. Should it be determined that these items do not meet current design standards, they will be replaced.
- Minor storm drainage modifications (as determined during the design) and minor utility adjustments (raising castings to grade) will be included.
- Unless otherwise directed and approved by the City and TIB, the project will be designed in conformance with the TIB grant application as funded.

**SCHEDULE B: WATER AND SEWER IMPROVEMENTS**

**Water Improvements**

- 4<sup>th</sup> Street: Replace existing asbestos-cement water main with a new 8-inch ductile iron water main from US 2 to Main Street and from the existing ductile iron main (between Main Street and Alder Avenue) to Alder Avenue. This work also includes the replacement of fire hydrants and water services within the project limits.
- US 2: Replace existing asbestos-cement water main that is located on the north side of US 2 with a new 8-inch ductile iron water main between 4<sup>th</sup> and 5<sup>th</sup> Streets. This also includes for the replacement of fire hydrants and water services within the project limits.

**Sewer Improvements**

- 4<sup>th</sup> and 5<sup>th</sup> Streets: Review City-provided report(s) regarding the condition of the existing sanitary sewer system within the project corridor. Based on the recommendations from this report, multiple sewer mains may need to be rehabilitated (lined or replaced). This also includes for the replacement of side sewers within the right-of-way and new manholes, as required.

The engineering and related services contemplated for this project will generally include topographic survey and mapping, a geotechnical investigation, identifying right-of-way and potential right-of-way needs, developing conceptual drawings, conducting a public involvement process, coordinating with funding and regulatory agencies, and developing detailed project cost estimates. It is the intent of this contract to merge the TIB funded road project and City funded utility project into one set of bid/construction documents with separate schedules of work (for accounting purposes).

Our scope of work is more fully detailed below.

**Task 1 – Project Management**

**Objective:** Provide overall project management of Gray & Osborne resources, provide subconsultant management, monitor and manage budget, manage and oversee the schedule of deliverables, manage quality assurance/quality control (QA/QC) program, and provide client contact.

**Consultant Responsibilities**

1. Contract execution, internal accounting, and auditing.
2. Internal resource management and prioritization of resources.

3. Oversee QA/QC reviews of engineering products to include constructability review, risk management assessment, and identification and pursuit of critical path items.
4. Subconsultant coordination and their contract administration.
5. Preparation of monthly progress reports (to be submitted with monthly invoices).
6. Manage and oversee the schedule of deliverables.

**Assumptions**

1. Gray & Osborne will provide standard Gray & Osborne-formatted invoices identifying personnel, hours, subconsultant costs (with itemized bills), and direct costs (mileage, printing, etc.). Invoices will be provided on a monthly basis.
2. Gray & Osborne will transmit a monthly progress letter with each monthly invoice.
3. QA/QC meetings will occur at 60 percent and 90 percent levels (see Task 11).

**City Responsibilities**

1. Review and process monthly invoices in a timely fashion.
2. Participate in QA/QC process, as desired.

**Deliverables**

1. Monthly reports identifying major work items completed during invoice period and identification of any impacts to the schedule of deliverables, scope, and/or budget.
2. Monthly invoices.
3. Original and/or courtesy copies of electronic mail, letters, photographs, etc., applicable to the development of the project.

**Task 2 – Survey and Mapping**

**Objective:** Establish vertical and horizontal control (or utilize existing control from previously designed projects) and acquire pertinent topographical features suitable to support the design and mapping of project corridors. Work also includes identifying existing right-of-way lines on both 4<sup>th</sup> and 5<sup>th</sup> Street (within project limits) and all intersecting public rights-of-way (streets and alleys). It will not include property lines. Property lines will be shown at their approximate locations based on existing information (assessor maps). Mapping products shall further identify property addresses of adjoining properties, as well as, the ostensible owner’s name (county assessor provided information).

**Consultant Responsibilities**

1. Research and acquire public records of survey, plat maps, assessor maps, and related survey data as may be available from public agencies (County and City) this work includes researching and identifying property owners (of record at county assessor’s office) and addresses of property.
2. Establish vertical and horizontal control for survey and mapping at a scale of 1"=20' horizontal and 1"-5' vertical. Datum will be per City of Sultan standards/requirements (vertical datum shall be NAVD 88). Coordinate survey work with City of Sultan Public Works Department. Provide (set or establish) a minimum of two survey control points for vertical and horizontal control within project area.
3. Perform topographical survey of project corridor, including all street intersection “legs” and adjacent driveways (up to 50 feet). Acquire topographical data approximately 10 feet beyond right-of-way (assuming it is not fenced in and/or property owners refuse access) for mapping and design purposes. Topographical data shall include establishing surface grades, pavement edges, utilities (visually obvious and/or painted surfaces during site survey), utility structures, hydrants, valves, fences, major trees and significant landscaping, walkways, major grade breaks, and any other pertinent physical features, found in the project area deemed necessary to adequately map the project area for the purpose of designing a project of this nature.
4. Map survey data and show pertinent topographical features and existing right-of-way of 4<sup>th</sup> and 5<sup>th</sup> Streets (within project limits).

**Assumptions**

1. City may elect to notify abutting property owners within the project corridor and alert them of our survey work. The City will be provided an

opportunity to notify property owners and the Consultant shall give the City a 5-day minimum notice prior to commencing survey onsite.

2. Access onto private properties will not be prevented in order to acquire the data described above. Where access is denied, this data shall not be acquired or mapped. Gray & Osborne assumes survey can be performed on a continuous basis and not piecemealed due to multiple site visits caused by property owners preventing access. The City may, at its discretion, provide notification to abutting property owners regarding site survey access.
3. The development and/or recording of a "Record of Survey" is not required or included in this scope of work.
4. City-approved horizontal and vertical control/datum is available and accessible within 1/4 mile of the project site.
5. It is the intent of the survey and mapping efforts to record and map all pertinent physical features and topography in order to facilitate the design of the project as currently contemplated.
6. No right-of-way acquisition, to include title reports, right-of-entry agreements, appraisals, appraisal reviews, market research, legal descriptions, deeds, negotiations or conveyance documents are included in this scope of work.

City Responsibilities

1. The City will support survey efforts regarding notification to and inquiries from private property owners.
2. The City Public Works Department will provide to the Consultant any pertinent survey control information they may have in their possession.
3. The City will specify survey datum to be used for the project.

Deliverables

1. Copy of electronic field data collected for the project as well as copies of any survey notes, calculations, plat maps, assessor maps, etc., pertinent to the project.
2. Hard copy and electronic file of survey mapping products.

**Task 3 – Geotechnical**

**Objective:** Provide the services of a qualified geotechnical engineer to provide limited geotechnical services to aid in the development of design products.

**Subconsultant (PanGEO, Inc.) Responsibilities**

1. *Site Reconnaissance* – PanGEO will conduct a reconnaissance along the project alignment to observe surface conditions that could impact the proposed improvements. During the reconnaissance, PanGEO will mark test pit locations for utility locates (see Item 2, below). PanGEO will coordinate the test pit locations with the City and Gray & Osborne. After completion of the site reconnaissance, PanGEO will prepare an exploration plan for review prior to the test pit excavation.
2. *Subsurface Explorations* – PanGEO will evaluate three to four test pits for this project. The actual number of test pits and test pit locations will be determined jointly with Gray & Osborne and the City on a later date. The test pits will be excavated to a maximum depth of about 10 feet. The test pits will be excavated and the disturbed areas will be restored by the City. Traffic control, as needed, will also be provided by the City.
3. *Laboratory Tests* – Laboratory tests will be conducted on representative soil samples. Specifically, natural moisture contents and grain size distribution will be conducted. The grain size test results will be used for proper soil classification, and to estimate the design infiltration rates of site soils using the methodology outlined in the current Ecology stormwater design manual. No in-situ infiltration tests are included in this scope of work.
4. *Meeting* – PanGEO will attend one meeting at the Gray & Osborne office to discuss their findings.
5. *Report* – A draft report will be prepared and submitted to the project team for review. The draft report will be revised and finalized once PanGEO receives review comments from the project team. In general, the report will include:
  - A site map with approximate test pit locations;
  - Description of surface and subsurface (soil and groundwater) conditions, including summary test pit logs;

- Pavement design recommendations, including new pavement sections with crushed rock base, cement treated base, and if feasible, overlay of existing pavement;
  - PanGEO's opinion regarding feasibility to infiltration along the alignment, and if feasible, provide long-term design infiltration rate determined based on grain size distribution of the site soils;
  - PanGEO's opinion regarding the feasibility of using the site soils as trench backfill; and
  - Earthwork recommendations including the suitability of the site soils as structural fill, subgrade preparation, temporary excavation, control of groundwater (if needed), and general earthwork discussions.
6. *Post-Report Consultation* – PanGEO will provide post report consultation at the 90 percent QA/QC meeting.

**Assumptions**

1. City will research and provide pertinent existing geotechnical information not previously prepared by PanGEO. PanGEO shall be able to rely on this information for their preliminary review and analysis.
2. Consultant and City will review geotechnical engineer's letter report and consider/evaluate comments provided by geotechnical engineer in QA/QC reviews/team meetings. PanGEO, Inc. shall attend and participate at 90 percent QA/QC meeting.
3. City will provide backhoe (and/or vac-truck) and operator, traffic control, and other items as may be deemed necessary by the City to excavate, backfill and temporary repair test pits for the geotechnical investigation.

**City Responsibilities**

1. City will provide the backhoe (and/or vac-truck), equipment operator, and traffic control for the test pit excavation.
2. City will provide pertinent existing geotechnical information as may be known to exist.
3. City will provide timely review and comment on the geotechnical engineer's written letter report as may be applicable.

4. City may, at their option, attend and participate in 90 percent QA/QC meeting at which the geotechnical engineer participates.

**Deliverables**

1. Geotechnical Report.

**Task 4 – Project Funding Agency and WSDOT Coordination**

**Objective:** Assist the City with coordinating the project with TIB staff so as to adhere to TIB and agency requirements. Contact and coordinate our work with WSDOT staff regarding impacts to the existing traffic signal (at US 2 and 5<sup>th</sup> Street) and additional work adjacent to US 2.

**Consultant Responsibilities**

1. Prepare bid authorization, and updated cost estimate (at various project milestones) for signature by the City.
2. Contact WSDOT staff (NW Region Traffic Engineer) to discuss impacts to the existing traffic signal at 5<sup>th</sup> Street. Gray & Osborne will prepare all necessary plans (channelization plans), exhibits and/or permits (construction plan approval), for signature by the City (as needed), to obtain approval by WSDOT. This scope of work assumes that the existing pedestrian push buttons at the traffic signal will not be impacted.

**Task 5 – Environmental Permitting**

**Objective:** Prepare a draft and final SEPA Checklist and Department of Ecology (DOE) General Construction Stormwater Permit to allow construction of the project.

**Consultant Responsibilities**

1. Prepare and submit draft SEPA checklist and revise the document as necessary before preparing final documents for City processing.
2. Prepare and submit draft DOE Construction Stormwater Permit and notice of intent for the City's review. Permit will be prepared to transmit to the Contractor after contract execution.

**Assumptions**

1. City will pay all publishing and permit fees.

2. No cultural investigation of the site is anticipated at this time. Should a cultural investigation be required, a contract supplement for this work will be completed.

**City Responsibilities**

1. The City will review all permit applications.
2. The City will provide a threshold determination and publish the determination (as needed).

**Deliverables**

1. One hard copy and one electronic copy of all permit documents.

**Task 6 – Utility Data Acquisition**

**Objective:** Acquire record drawings and map information from utility companies known to provide service in the project corridor.

**Consultant Responsibilities**

1. Provide written requests for all utility companies known to provide utility service in the project area.
2. Review data provided by utility companies and incorporate into design products and future phases of the project as may be applicable.

**Assumptions**

1. Utility companies will provide requested information in a timely manner.

**Deliverables**

1. Upon City request, Gray & Osborne will provide copy of any utility infrastructure record drawings or as-built drawings received from utility companies.

**Task 7 – Preliminary Design**

**Objective:** Use information generated in Tasks 1 through 6 to develop a preliminary design for the proposed improvements for the City's evaluation, review, and comment.

**Consultant Responsibilities**

1. Develop a strip map of the project corridor to include survey data and pertinent utility information. Mapping products will be used in development of conceptual design for proposed features to include pavement, concrete curb and gutter, curb ramp and sidewalk replacements along the corridor.
2. Provide preliminary layouts for the water, sewer and storm drainage facilities. Connection details, as needed, will be provided for review and comment by City Staff.
3. Evaluate impacts to the existing traffic signal at US 2 and 5<sup>th</sup> Street. Discuss with WSDOT Traffic Engineers options
4. Low Impact Development (LID) facilities, consisting of pervious sidewalk material will be implemented, if feasible.
5. Develop a detailed cost estimate of the preliminary design for City review and comment. Break the work into separate schedules for water improvements, sewer improvements, and roadway improvements (TIB-eligible work).
6. Perform QA/QC review at 60 percent level. (see Task 11)

**Assumptions**

1. Strip maps will be prepared at 1"=20' full size scale.
2. The water main replacement falls under the Department of Health submittal exception process for distribution main projects (i.e., the City has a current DOH-approved Water System Plan that includes standard construction specifications for distribution mains and an analysis of the hydraulic capacity of the basic water main configuration for the water system).
3. Stormwater treatment or detention systems will not be required. We assume that there is adequate downstream capacity in the existing system.

4. Plan and profile sheets will be at a scale of 1"=20' horizontal and 1"=5' vertical.
5. Specifications will be in WSDOT format referencing the 2016 Standard Specifications.

**City Responsibilities**

1. Provide timely review (and comment) of products generated and submitted for this task.

**Deliverables**

1. One full-size (1"=20') strip map with preliminary design shown.
2. Two copies of plan and profile sheets of project corridor with plan view concept only (not profile).

**Task 8 – Public Involvement Process**

**Objective:** Solicit public input on project for City evaluation in developing project. Assist the City in the Public Involvement Process.

**Consultant Responsibilities**

1. Coordinate the public involvement process with the City. The process will consist of one public meeting (near the end of preliminary phase). Review strip map of preliminary design with aerial photograph, exhibits, schedule, etc. (Consultant-generated products), for use in the meeting.
2. Conduct and/or participate in the public meeting as desired by the City to include verbal presentation, answering questions, preparing and providing information and comment sheets.
3. Prepare memorandum to the City regarding Consultant Project Manager's general observation of public meeting. Memorandum will include copy of sign-in sheet and any comment sheets turned in.

**Assumptions**

1. Public meeting will be scheduled by the City, to include location, time, and meeting room accommodations.
2. Strip map and exhibits will be prepared for display only (not handouts).

3. The meeting will be for 2 hours or less.

**City Responsibilities**

1. City will provide timely comments on draft information, exhibits, etc., generated by Consultant to be used in public meeting.
2. City will secure public meeting site and notify participants.
3. City will participate in public meeting.

**Deliverables**

1. Strip map with concept at 1"=20' scale, project schedule (22" x 34"), typical cross section (22" x 34"), and supporting documentation for public meeting.
2. Memorandum regarding the general observation of public meeting along with a copy of sign-in sheet and any comment sheets turned in.

**Task 9 – Semifinal Design Document Preparation (90%)**

**Objective:** Develop design/bid/construction documents to the 90 percent level based on preliminary design documents (60 percent complete).

1. Prepare and submit project specifications (two copies) to include proposal, contract, and bonding forms. This work assumes project specifications (including Special Provisions) will be based on the WSDOT Standard Specifications for Road, Bridge and Municipal Construction (2016) and amendments thereto. The City shall be responsible for reviewing and approving the documents. Prepare and submit updated and detailed engineering construction cost estimate at interval listed above for City review.
2. Prepare two copies of preliminary plans/drawings (to include special details). The plans will incorporate applicable City design standards, WSDOT design standards, MUTCD standards, and AASHTO Manual guidelines. Where conflicts exist between standards, the City will provide direction or request the Consultant's recommendation.
3. Perform the 90 percent QA/QC per Task 11.

**Deliverables**

1. Two sets of 90 percent specifications.

2. Two sets of 90 percent project plans. Plan set will include title sheet, index sheet/legend/vicinity map/etc., road and stormwater plan and profile sheets, sanitary sewer plan/profiles, water plan and connection details, curb ramp plan, cross-section sheets, typical "street" section sheets, paving sheets, channelization and signing plan sheets, TESC sheets, and miscellaneous detail sheets.

**Task 10 – Final Design Document Preparation (PS&E)**

**Objective:** Prepare final project plans, specifications, and cost estimates sufficient for bidding and constructing the project.

1. Submit final plans, specifications, engineer's cost estimate (construction), and the Transportation Improvement Board's (TIB) Bid Authorization form to the City and TIB and solicit authorization to bid the project from both the City and TIB.
2. Prepare and submit final project plans (four copies) to City to include incorporation of all previous applicable and relevant City comments. Revise contract documents to incorporate final City comments (as applicable).
3. Prepare and submit final project specifications (four copies) to include contract, proposal, bonds, and insurance requirements, per City review and direction. Incorporate revisions or all previous applicable and relevant City comments. Prepare final and detailed engineer's construction cost estimate.

**Task 11 – Quality Assurance/Quality Control**

**Objective:** Provide QA/QC reviews of engineering products to enhance overall quality of products. Prepare QA/QC review recommendations as further noted below.

1. Conduct two QA/QC reviews at 60 percent and 90 percent by key design team members to solicit comments, recommendations, and suggestions regarding engineering products, constructability issues, critical path items, risk management, and quality of product. City will be invited to participate. Prepare QA/QC Memorandum at each QA/QC interval regarding QA/QC comments, attendees, location, and date.

**Deliverables**

1. Provide City with written comments (memorandum) noted in QA/QC process. Identify all personnel participating in QA/QC review, as well as, date, location, discussion items and pertinent comments.

**Task 12 – Bid and Award Services**

**Objective:** Assist City in bidding and award services.

1. Prepare bid advertisement(s) for publication for City review and use.
2. Upon City and TIB authorization and direction, prepare and transmit both electronic and hard copies of bid documents to City. Prepare and transmit electronic files to the utility companies and various plan centers in the area. Gray & Osborne will maintain a plan holders list and will distribute copies of the contract provisions and contract plans and any addenda to bidders, free of charge, in electronic PDF format on compact discs from the Seattle office.

**Deliverables**

1. Electronic file of all plans and specifications and addenda (as may be applicable) to the City.
2. Hard copy of plans (four copies, two full size and two half size) and specifications (four copies) and cost estimates to include any addenda (as may be applicable) to City.

**Task 13 – Construction Management Services**

**Objective:** Provide overall construction management services (including office and field support) for the duration of the project.

1. Project Management – Provide overall project management to include resource allocation management, client contact, risk management assessment, monitoring of Contractor's compliance with schedule, and assist City, TIB and WSDOT coordination during the construction phase of this project.
2. Preconstruction Services
  - a. Assist Agency in contract execution (Contractor and City).

- b. Organize and lead the preconstruction conference (prepare agenda, conduct meeting, and prepare meeting minutes), and issuing a formal Notice to Proceed.
  - c. Review Contractor's schedule, and provide comments to Contractor and Agency as applicable.
3. Contract Administration
- a. Provide construction survey staking in compliance with the contract documents sufficient in nature to assist the Contractor in the construction of this project. All such work to be performed under the supervision of a Washington State licensed professional land surveyor (PLS).
  - b. Assist City in negotiation of change orders as may be applicable.
  - c. Track, review and evaluate Request for Information (RFI) from Contractor. Manage responses to RFIs.
  - d. Provide miscellaneous office support to include review of submittals, statement of intent to pay prevailing wages, and other miscellaneous items to support Contractor inquiries, field activities, contract requirements, and City requests. Our estimated cost assumes the Project Manager will make up to six separate construction site visits during the course of the project.
  - e. Prepare monthly progress estimates and review with Contractor and City.
  - f. Conduct project closeout paperwork to include punchlist walk through; Notice to Completion of Public Works Contract and final closeout.
4. Field Observation
- a. Provide on-site observation services to observe the progress of the work and determine, in general, that the work is proceeding in accordance with the Contract Documents and notify Contractor of non-compliance. Review means and methods employed by Contractor and materials delivered to the site.
  - b. Provide field documentation to include: Inspector's Daily Report, Weekly Quantity Reports, and Weekly Working Day Reports. Confirm quantities for payment with Contractor in the field.

- c. Establish communication with adjacent property owners and utility companies. Respond to questions from various stakeholders during the course of the project, particularly those visiting the construction site.
  - d. At substantial completion, coordinate with the Agency and prepare a punchlist of items to be completed or corrected.
5. Project Closeout Services
- a. Assist the City in preparing project closeout paperwork in compliance with state law and TIB requirements.
  - b. Prepare record drawings based on Contractor's submittal of his drawings (including markups) and the inspector's markups.

Deliverables

- 1. One copy of all daily and weekly inspection reports will be provided to the City throughout the construction phase.
- 2. One copy of the final record drawings will be provided to the City.

Assumptions

- 1. Our scope of work and fees does not anticipate nor include overtime (more than 40 hours per week) or a contract duration in excess of 50 work days to substantial completion, and 60 work days to physical completion.

**EXHIBIT B**

**CONSULTANT FEE DETERMINATION - SUMMARY SHEET  
(COST PLUS FIXED FEE)**

**Project:** 4th and 5th Street Improvement Projects: Schedule A: Street and Sidewalk

Direct Salary Cost (DSC):

<b>Discipline Required</b>	<b>Estimated Hours</b>	<b>Estimated Rate</b>	<b>Estimated Amount</b>
Principal-in-Charge	20	\$35 to \$55	\$1,100
Project Manager	40	\$35 to \$55	\$1,680
Project Engineer	80	\$33 to \$44	\$3,200
Civil Engineer	120	\$24 to \$38	\$3,840
Electrical Engineer	20	\$32 to \$46	\$840
AutoCAD/GIS Technician/Engineering Intern	80	\$15 to \$28	\$2,080
Professional Land Surveyor (PLS)	16	\$34 to \$42	\$576
Survey Crew (2 Person)	40	\$45 to \$66	\$2,640
Resident Engineer/Inspector	320	\$28 to \$46	\$11,200

**Total DSC:** \$ 27,156

**Overhead (OH Cost - including Salary Additives)**  
OH Rate x DSC or 180% x \$27,156 \$ 48,881

**Total DSC and Overhead** \$ 76,037

**Fixed Fee (FF)**  
FF Rate x DSC or 42% x \$27,156 \$ 11,406

**Reimbursables**  
Misc. Expenses, including mileage (@ \$0.54/mile), Reproduction, etc. \$ 605

**Subconsultant Costs (including 10% Administrative Overhead):**  
PanGEO, Inc. - Geotechnical \$ 9,152

**Subtotal Estimated Cost, Schedule A:** \$ 97,200

**EXHIBIT B**

**CONSULTANT FEE DETERMINATION - SUMMARY SHEET  
(COST PLUS FIXED FEE)**

**Project:** 4th and 5th Street Improvement Projects: Schedule B: Water and Sewer Improvements

Direct Salary Cost (DSC):

<b>Discipline Required</b>	<b>Estimated Hours</b>	<b>Estimated Rate</b>	<b>Estimated Amount</b>
Principal-in-Charge	6	\$35 to \$55	\$330
Project Manager	16	\$35 to \$55	\$672
Project Engineer	24	\$33 to \$44	\$960
Civil Engineer	64	\$24 to \$38	\$2,048
Electrical Engineer	0	\$32 to \$46	\$0
AutoCAD/GIS Technician/Engineering Intern	104	\$15 to \$28	\$2,704
Professional Land Surveyor (PLS)	6	\$34 to \$42	\$216
Survey Crew (2 Person)	16	\$45 to \$66	\$1,056
Resident Engineer/Inspector	120	\$28 to \$46	\$4,200

**Total DSC:** \$ 12,186

**Overhead (OH Cost - including Salary Additives)**

OH Rate x DSC or 180% x \$12,186 \$ 21,935

**Total DSC and Overhead** \$ 34,121

**Fixed Fee (FF)**

FF Rate x DSC or 42% x \$12,186 \$ 5,118

**Reimbursables**

Misc. Expenses, includeing mileage (@ \$0.54/mile), Reproduction, etc. \$ 761

**Subtotal Estimated Cost, Schedule B:** \$ 40,000

**TOTAL ESTIMATED COST, SCHEDULES A AND B:** \$ 137,200

# SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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ITEM NO: Action A 4  
DATE: January 14, 2016  
SUBJECT: Council Sub-Committees  
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the City Council is to discuss the Council sub-committee structure and membership for 2016.

**SUB COMMITTEES:**

Council Subcommittees are working groups within the Council that focus on particular areas of concern and interest to the Council and the community.

The Council established sub-committees based on topics. The most common issues referred to the sub-committee are requests for utility charge relief and that committee meets on a regular basis.

The purpose of prescheduled meetings is to provide opportunities for in-depth understanding of City issues prior to bringing the issues forward for discussion by the full Council.

Normally, if a council subcommittee meeting is only to discuss an issue and report back to the full council with a recommendation, then the meeting is not a formal meeting under the Public Records Act (Act) and minutes do not have to be kept. If the subcommittee is taking public testimony or has been delegated to take action on behalf of the council, then it is subject to the Act.

**RECOMMENDATION:**

The staff recommends maintaining the sub-committees based on topic and establishing a set meeting date each month. The meeting day would be scheduled by the committee and staff would be responsible for contacting the sub-committee if a meeting was not necessary. The two committees are:

1. **Government Services, Finances and Public Safety** (Utility relief, Policy, personnel, budget and public safety)
2. **Community Development and Public Works** (planning and development regulations, public works capital projects and equipment).

Each sub-committee has three Councilmembers and an alternate. The current committee assignments follows:

1. Government Services, Finances and Public Safety (Utility relief, Policy, personnel, budget and public safety)

Councilmembers: Neigel, Seehuus, and Naslund; Beeler - alternate.

2. Community Development and Public Works (planning and development regulations, public works capital projects and equipment)

Councilmembers: McCarty and Walker; Beeler, alternate.

The Council may want to consider alternatives for the committee assignments.

FISCAL IMPACT:

There may be a small fiscal impact in the form of overtime costs for additional subcommittee meetings if hourly employees need to attend (e.g. Utility Clerk).

RECOMMENDED ACTION:

Approve the sub-committee structure and appoint members for 2016.

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**Agenda Item #:** Action A 5  
**Date:** January 14, 2016  
**SUBJECT:** Ordinance 1229-16 - Salary Commission  
**CONTACT PERSON:** Laura Koenig, City Clerk/Deputy Finance Director

**Issue:**

The issue before the Council is the adoption of Ordinance 1229-16 amending Ordinance 1215-15 for the formation of a Salary Commission.

**Summary:**

In April 2015, the Council adopted Ordinance 1215-15 for the formation of a Salary Commission and criteria for appointment. Ordinance 1215-15 provided for the Commission to meet every two years in the month of August. After several months of advertising, the city has received five applications for the positions on the Salary Commission.

Councilmembers have requested the meeting month be changed from every two years in August to every two years in February.

**Discussion:**

In accordance with RCW 35A.12.070 (Attachment B), the Council can not increase its own pay unless a Salary Commission is established under RCW 35.21.015. The Council can increase the Mayor's pay at any time with the proper budget amendments. RCW 35.21.015 (Attachment B) provides for establishment of a salary commission which allows mid term increases to council pay. If the Council increases council pay without a salary commission, the pay would be effective for only new council members beginning in January 2017.

**Recommendation:**

Adoption of Ordinance 1229-16 to amend SMC 2.07.050(A).

**Attachments:** A. Ordinance 1229-16 - Salary Commission  
B. RCW 35.21.015 – Salary Commissions

CITY OF SULTAN  
SULTAN WASHINGTON  
ORDINANCE 1229-16

AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON ESTABLISHING A  
SALARY COMMISSION FOR THE CITY; AMENDING SMC 2.07-050(A), PROVIDING  
FOR AN EFFECTIVE DATE AND PROVIDING FOR SEVERABILITY

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

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

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

2.07.010 Purpose.

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

2.07.020 Created -Membership, appointment, compensation, term.

- A. There is created and established an independent Salary Commission.
- B. The salary commission shall review and establish the salaries of the mayor and the council members and shall exercise the powers and perform the duties set forth by RCW 35.21.015, as now existing or hereafter amended.
- C. The salary commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
- D. A member of the Commission shall serve for a three year term without compensation, and shall be a US citizen and a resident of the City for at least one year preceding the appointment. The initial members shall be appointed for staggered terms of one, two or three years.
- E. No member of the Commission shall be appointed to more than two terms.
- F. A member of the Commission shall not be an officer, official, or employee of the City or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.
- G. No member of the board shall be involved in litigation against the city during their term of appointment.

2.07.030 Vacancies.

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

#### 2.07.040 Removal.

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

#### 2.07.050 Duties

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

#### 2.07.060 Referendum

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

#### 2.07.070 Meetings to be open.

All meetings, actions, hearings and business of the Salary Commission shall be undertaken in

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

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

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 14 DAY OF January , 2016.

CITY OF SULTAN  
Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Danielle Evans, City Attorney

**RCW 35.21.015**

**Salary commissions.**

(1) Salaries for elected officials of towns and cities may be set by salary commissions established in accordance with city charter or by ordinance and in conformity with this section.

(2) The members of such commissions shall be appointed in accordance with the provisions of a city charter, or as specified in this subsection:

(a) Shall be appointed by the mayor with approval of the city council;

(b) May not be appointed to more than two terms;

(c) May only be removed during their terms of office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office or for a disqualifying change of residence; and

(d) May not include any officer, official, or employee of the city or town or any of their immediate family members. "Immediate family member" as used in this subsection means the parents, spouse, siblings, children, or dependent relatives of the officer, official, or employee, whether or not living in the household of the officer, official, or employee.

(3) Any change in salary shall be filed by the commission with the city clerk and shall become effective and incorporated into the city or town budget without further action of the city council or salary commission.

(4) Salary increases established by the commission shall be effective as to all city or town elected officials, regardless of their terms of office.

(5) Salary decreases established by the commission shall become effective as to incumbent city or town elected officials at the commencement of their next subsequent terms of office.

(6) Salary increases and decreases shall be subject to referendum petition by the people of the town or city in the same manner as a city ordinance upon filing of such petition with the city clerk within thirty days after filing of the salary schedule. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by vote of the people.

(7) Referendum measures under this section shall be submitted to the voters of the city or town at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall be otherwise governed by the provisions of the state Constitution, or city charter, or laws generally applicable to referendum measures.

(8) The action fixing the salary by a commission established in conformity with this section shall supersede any other provision of state statute or city or town ordinance related to municipal budgets or to the fixing of salaries.

(9) Salaries for mayors and councilmembers established under an ordinance or charter provision in existence on July 22, 2001, that substantially complies with this section shall remain in effect unless and until changed in accordance with such charter provision or ordinance.

[2001 c 73 § 4.]

**NOTES:**

**Findings -- Intent -- 2001 c 73:** "The legislature hereby finds and declares that:

(1) Article XXX, section 1 of the state Constitution permits midterm salary increases for municipal officers who do not fix their own compensation;

(2) The Washington citizens' commission on salaries for elected officials established pursuant to Article XXVIII, section 1 of the state Constitution with voter approval has assured that the compensation for state and county elected officials will be fair and certain, while minimizing the dangers of midterm salary increases being used to influence those officers in the performance of their duties;

(3) The same public benefits of independent salary commissions should be extended to the setting of compensation of municipal elected officers; and

(4) This act is intended to clarify the intent of the legislature that existing state law authorizes:

(a) The establishment of independent salary commissions to set the salaries of city or town elected officials, county commissioners, and county councilmembers; and

(b) The authority of the voters of such cities, towns, and counties to review commission decisions to increase or decrease such salaries by means of referendum." [2001 c 73 § 1.]

**Severability -- 2001 c 73:** "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [2001 c 73 § 6.]

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**Agenda Item #:** Action A 6  
**Date:** January 14, 2016  
**SUBJECT:** Salary Commission  
**CONTACT PERSON:** Laura Koenig, City Clerk/Deputy Finance Director

**Issue:**

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

**Summary:**

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

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

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

1. Ken Marshall
2. Cindy Jordan Zirke
3. Lola Nelson
4. Stephanie MacDonald
5. Mark Crowley

The appointments will be effective January 1, 2016.

**Recommendation:**

Approval of the recommended appointments to the Salary Commission.

**Attachments:** A. Ordinance 1215-15 - Salary Commission

CITY OF SULTAN  
SULTAN WASHINGTON  
ORDINANCE 1215-15

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

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

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

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2.07.010 Purpose.

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

2.07.020 Created -Membership, appointment, compensation, term.

- A. There is created and established an independent Salary Commission.
- B. The salary commission shall review and establish the salaries of the mayor and the council members and shall exercise the powers and perform the duties set forth by RCW 35.21.015, as now existing or hereafter amended.
- C. The salary commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
- D. A member of the Commission shall serve for a three year term without compensation, and shall be a US citizen and a resident of the City for at least one year preceding the appointment. The initial members shall be appointed for staggered terms of one, two or three years.
- E. No member of the Commission shall be appointed to more than two terms.
- F. A member of the Commission shall not be an officer, official, or employee of the City or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.
- G. No member of the board shall be involved in litigation against the city during their term of appointment.

#### 2.07.030 Vacancies.

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

#### 2.07.040 Removal.

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

#### 2.07.050 Duties

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

#### 2.07.060 Referendum

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

2.07.070 Meetings to be open.

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

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

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9<sup>th</sup> DAY OF APRIL, 2015.

CITY OF SULTAN  
Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Danielle Evans, City Attorney

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Action A-7

DATE: January 14, 2016

SUBJECT: Reassign Agreement with VOA for Safe Stop Program to the Boys & Girls Club

CONTACT PERSON: Ken Walker, City Administrator

**ISSUE:**

The issue before the city council is to authorize the Mayor to sign a new contract with the Boys & Girls Club to assume the agreement with the Volunteers of America (VOA) not to exceed six thousand dollars (\$6,000) over a four (4) year period for the Safe Stop program.

**STAFF RECOMMENDATION:**

Authorize the mayor to sign an agreement (Attachment A) with the Boys & Girls Club not to exceed \$6,000 without council approval over a four year period for the Boys & Girls Club Safe Stop program.

**SUMMARY:**

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

The city has supported the Safe Stop program using Criminal Justice Special Program funds for at least 20 years. The safe stop program was initially started by former councilmember Patricia Knowlton to provide young people ages 11 to 18 with a safe place to go and hang-out on Saturday nights.

The Safe Stop program is now staffed by The Boys & Girls Club. There are both planned and spontaneous activities for kids to participate in during the evening from 7 p.m.-10 p.m. Some kids attend because they don't want to be at home watching TV, while others say it's a refuge from troubled friends.

**DISCUSSION:**

The City agrees to pay the Boys & Girls Club one-thousand five hundred dollars (\$1,500) per year for 2015-2018, but not more than a total of six thousand dollars (\$6,000) for the services described in the Agreement. Any unspent funds from 2015 will carry over to 2016. Future funds must be expended during the budgeted year. This is the maximum amount to be paid under this Agreement, and may not be exceeded without prior written authorization from the City in the form of a negotiated and executed supplemental agreement. Funding for the program is contingent on the availability of city funds.

The Boys & Girls Club will submit quarterly payment invoices to the City after services have been performed, and the City will make payment within four (4) weeks after the submittal of

each approved invoice. The invoices will detail the hours worked, a description of the tasks performed and supplies purchased.

FISCAL IMPACT:

The program is funded through the city's allocation of Criminal Justice Special Program funds. However, if program funds are unavailable, the city would need to determine if funds are available from the general fund. The city has the right to terminate the agreement with 10 days notice.

RECOMMENDED ACTION:

Authorize the Mayor to sign an agreement with the Boys & Girls Club not to exceed six thousand dollars (\$6,000) without additional council approval over a four (4) year period for the Boys & Girls Club Safe Stop program.

ATTACHMENTS:     A: Agreement for Services

**AGREEMENT FOR SERVICES  
BETWEEN THE CITY OF SULTAN AND  
THE BOYS & GIRLS CLUB**

This Agreement for services is made this 1st day of December 2014 between the City of Sultan, Washington (hereinafter "City") and the Boys & Girls Club ("BGC") doing business at Boys & Girls Club facilities with respect to their Safe Stop program (hereinafter "Safe Stop").

WHEREAS Safe Stop provides youth activities within the City of Sultan;

WHEREAS Safe Stop provides a valuable community benefit, including youth activities targeted at ages 11-19, drug and alcohol free environments, and other youth intervention services;

WHEREAS City wishes to provide for the continuation of these valuable community benefits;

Now, therefore City and Safe Stop agree as follows:

1. Payment to BGC. City hereby agrees to pay to BGC the sum of one-thousand-five hundred dollars per year (\$1,500.00) for services for the duration of this Agreement. Payment shall be made as follows:
  - a. The City shall pay Boys & Girls Club one thousand five hundred dollars (\$1,500.00) per year, but not more than a total of six thousand dollars (\$6,000) during the four year term, for the services described in this Agreement. This is the maximum amount to be paid under this Agreement, and shall not be exceeded without prior written authorization from the City in the form of a negotiated and executed supplemental agreement.
  - b. Payment to the Boys & Girls Club for the Safe Stop program may be amended with council approval if additional funding is available from Criminal Justice Special Programs.
  - c. Boys & Girls Club shall submit quarterly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed, and supplies purchased.
  - d. If the City objects to all or any portion of any invoice, it shall notify Boys & Girls Club of the same within fourteen (14) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.

2. Effective date; duration. The term of this Agreement shall commence on January 1, 2015 and end on December 31, 2018. Upon mutual consent of both parties, this Agreement can be extended for an additional two (2) year term memorialized by written amendment to the Agreement.
3. Services to be provided. In exchange for City's payment BGC agrees to provide the following services:
- a. Safe Stop agrees to hold a space open to the Sultan youth or target-age, properly staffed, at the Boys & Girls Club facilities, Sultan, Washington a minimum of 3 hours per day, every Friday during the school year, unless inclement weather or conditions do not allow, and at least 30 days per year. Safe Stop shall provide to City a schedule showing the facility's hours of operation meet the requirements. Safe Stop shall provide an initial schedule on or before January 1, 2015. Safe Stop shall provide activities, entertainment, and snacks to participants as appropriate. Thereafter, until termination of this Agreement, a schedule shall be supplied quarterly and upon the City's request.
  - b. Safe Stop agrees to promote its facility to schools and community groups.
3. Termination.
- a) Termination Upon the City's Option. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to Boys & Girls Club.
  - b) Termination for Cause. If BGC refuses or fails to complete the tasks described in this Agreement, or completes such work in a manner unsatisfactory to the City, then the City may, by written notice to BGC, give notice of its intention to terminate this Agreement. After such notice, BGC shall have ten (10) days to cure, to the satisfaction of the City or its representative. If BGC fails to cure to the satisfaction of the City, the City shall send BGC a written termination letter that shall be effective upon deposit in the United States mail to BGC's address as stated below.
  - c) Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by BGC to the effective date of termination, as described in the final invoice to the City. The Mayor shall make the final determination about what services have been satisfactorily performed.
4. Nondiscrimination. In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, BGC, its subcontractors or any person acting on behalf of BGC shall not, by reason of race, religion, color, sex, marital status, age, sexual orientation/gender identity, honorably discharged veteran or military status, national origin or the presence of any sensory, mental,

or physical disability or use of a trained dog guide or service animal by a person with a disability, discriminate against any person who is qualified and available to perform the work to which the employment relates. BGC agrees to maintain and provide its facilities and services in a nondiscriminatory fashion to all persons, as required by any and all Federal Civil Rights laws and Washington State laws against discrimination.

4. Insurance. Safe Stop shall maintain general liability and other insurance coverage in such amounts, and on such terms as set out in Attachment A. BGC shall furnish the City with original certificates and any required endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the BGC before commencement of the services.
5. Indemnity. Safe Stop hereby agrees to save, indemnify, and hold the City harmless of all claims, causes of action or demands for damages arising out of the provision of services under this agreement, except as to claims, causes of action or demands that are the result of the sole negligence or intentional acts of City. In the event of the concurrent negligence of City and Safe Stop, each City and Safe Stop shall be responsible to the degree of fault. This indemnity includes all claims for attorney's fees and costs incurred in defense of any claim. This indemnity also includes any claims of employees of Safe Stop. In that regard, Safe Stop hereby intentionally and voluntarily waives immunity as provided by Title 51, RCW. Safe Stop hereby sets forth its initials specifically agreeing to this waiver of immunity. \_\_\_\_\_ (initials).
6. Modification. No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and BGC.
7. Assignment. Any assignment of this Agreement by BGC without prior written consent of the City shall be void.
8. 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 is 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.
9. 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.

10. Resolution of Disputes, Governing Law. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the Mayor, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its attorney fees and costs from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington with venue in Snohomish County Superior Court.

11. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

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

**CITY OF SULTAN**

**SERVICE PROVIDER**

By: \_\_\_\_\_  
Carolyn Eslick, Mayor

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Taxpayer ID #: \_\_\_\_\_

**CITY CONTACT CONTACT**

**SERVICE PROVIDER**

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

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\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**ATTEST/AUTHENTICATED**

By: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Office of the City Attorney