

**CITY OF SULTAN  
COUNCIL MEETING – COMMUNITY CENTER  
January 24, 2013**

**7:00 PM Executive Session:** Personnel

**7:30 PM CALL TO ORDER** - Pledge of Allegiance and Roll Call

**CHANGES/ADDITIONS TO THE AGENDA**

**COMMENTS FROM THE PUBLIC:** Citizens are requested to keep comments to a 3 minute maximum to allow time for everyone to speak. It is also requested that you complete a comment form for further contact.

**COUNCILMEMBER COMMENTS**

**STAFF REPORTS** – Written Reports Submitted

- 1) Planning Board
- 2) Public Works
- 3) Public Works Field Supervisor
- 4) Volunteer Report
- 5) Animal Control/Code Enforcement

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

- 1) Approval of the Council Meeting Minutes
  - A. January 10, 2013 Council meeting
  - B. January 10 2013 Public Hearing - Timber Ridge Moratorium
  - C. January 10 2013 Public Hearing – Collective Gardens/Medical Marijuana Moratorium
- 2) Approval of Vouchers

**ACTION ITEMS:**

- 1) WWTP Short Term Improvements – Final Acceptance
- 2) Mayor Pro-Tem Appointment
- 3) Sub Committees/Retreat Schedule
- 4) Planet Power Grant Application
- 5) Alder Avenue – Engineering Contract

**DISCUSSION: Time Permitting**

- 1) Cost Allocation Report
- 2) FCS Proposal – Stormwater Study

**PUBLIC COMMENT ON AGENDA ITEMS ONLY**

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

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

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

**SULTAN CITY COUNCIL  
AGENDA COVER SHEET**

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**ITEM NO:** SR-1

**DATE:** January 24, 2013

**SUBJECT:** Planning Board Minutes

**CONTACT PERSON:** Robert Martin, Community Development Director

**ISSUE:**

Transmittal of Planning Board Minutes from the December 4, 2012 Planning Board Meeting.

**STAFF RECOMMENDATION:**

Receive Reports, no action required.

**BACKGROUND:**

Receive Reports, no action required.

**Attachment A:** Planning Board Minutes of December 4, 2012

**SULTAN PLANNING BOARD MINUTES**  
**December 4, 2012**

**PLANNING BOARD MEMBERS PRESENT:**

Frank Linth  
Janet Peterson  
Lucy Hitchcock  
Bob Knuckey  
Geoffrey Evans (New Member)

**STAFF PRESENT:**

Robert Martin, Director  
Ken Walker, City Administrator

**CALL TO ORDER:**

Call to Order at 7:05 p.m.

**CHANGES TO THE AGENDA:**

Mr. Martin indicated addition of Item A-3, Planning Board 2013 Meeting Schedule. Copies were on member's desks.

**PLANNING BOARD MEMBER COMMENTS:**

**Ms. Peterson:**

- Suggested that city meetings be listed on the Chamber of Commerce web site, and city site linked with Chamber site.

**Mr. Knuckey:**

- Suggestion from citizen that the vacant Dutch Cup restaurant be considered by the community for a Senior Citizen Center.
- Welcome Mr. Evans to the Board

**Ms. Hitchcock:**

- Christmas decorating at the gazebo is great, can be seen from the highway.

**Mr. Evans:**

- Happy to be on the board. Looking forward to learning the job.

**Mr. Linth:**

- Welcome Mr. Evans. Membership is an interesting pursuit. Question everything. It takes a year to come up to speed.
- Spoke with several industrial/commercial operators in Industrial Area where collective gardens are proposed to go. Encouraged attendance at tonight's public hearing.

**PUBLIC COMMENTS:**

Mr. Bida was in attendance as a member of the public. No comments.

**APPROVAL OF MINUTES:**

Bob Knuckey moved that the Planning Board Meeting Minutes for November 20, 2012 be approved as submitted. Second by Lucy Hitchcock. All Ayes. Mr. Evans abstained as he was not present at this meeting.

**PUBLIC HEARING AND ACTION ITEMS:**

**PH-1:Public Hearing on Code Amendment regarding Medical Marijuana Collective Gardens**

There was no public attendance at this meeting. Mr. Linth dispensed with reading of the hearing procedures.

Mr. Knuckey moved to close the hearing. Ms. Peterson seconded.  
All Ayes.

**A-1: Recommendation to City Council on Medical Marijuana Collective Gardens**

This code is in response to RCW 69.51A which legalized collective gardens for production of medical marijuana for persons with certificates documenting need for the drug. The law requires jurisdictions to allow placement of collective gardens, but authorizes adoption of local land use restrictions on the facilities.

The Board discussed the proposed draft code language as it was assembled from Board input during and after the November 20<sup>th</sup> meeting. Modifications were agreed to as follows:

- Remove requirement for City to have record of names of members served by the collective. Record required by state statute to be on file at the facility is sufficient.

Mr. Linth asked for the Board's action on this issue.

Mr. Knuckey moved to forward the proposed amendments to SMC 16.56.070 and SMC 16.12.060 to the Council with a recommendation for adoption. Second by Ms. Peterson.

Mr. Linth asked if the referral should include a recommendation that the Council conduct a second public hearing.

The Board concluded that the businesses in the area had been fully appraised by Mr. Linth and other notices and did not attend this evening's hearing.

Mr. Knuckey added to his motion that the Planning Board did a complete job of engaging with potentially affected parties, and that the Board recommends that the Council need not hold an additional public hearing on adoption of these code amendments.

Question called:

All Ayes.

**A-2: Re-set Public Hearing regarding Moratorium on Placement of Medical Marijuana Collective Gardens north of US-2 under proposed SMC 16.56.070 and SMC 16.12.060.**

This moratorium would be invoked if the Council adopts the proposed code amendments to permit collective gardens under specific restrictions, and allows the existing moratorium against any placement of collective gardens to lapse.

The Board recommends this moratorium because there are industrial zoned areas north of US-2 that the 2011 Comprehensive Plan indicates should be converted to commercial zoning. This would make any collective gardens placed in these areas into nonconforming uses in a location where they should not be located. The moratorium would be tied to zoning code and zoning map amendments that implement these Comprehensive Plan policies, and would lapse upon completion of these work items.

The hearing was previously scheduled for the December 4<sup>th</sup>, 2012 meeting. Staff requested that it be re-scheduled for January 8, 2013.

Mr. Knuckey moved to re-schedule the hearing for January 8, 2013. Seconded by Mr Evans.

All Ayes.

Staff will publish notice accordingly.

**A-3: Planning Board Meeting Schedule for 2013.**

Due to budget considerations, the Planning Board meeting schedule is being reduced to one regular meeting per month. This agenda item provides the proposed meeting schedule.

Mr. Knuckey moved to adopt the proposed 2013 Planning Board meeting schedule. Seconded by Ms. Peterson.

All ayes.

Staff will publish accordingly.

**DISCUSSION AND STUDY ITEMS:**

**D-1: Planning Board Purpose Statement**

Mr. Linth proposed that this agenda item be carried forward to the next meeting. He wants staff to include the Snohomish County purpose statement.

**D-2: Zoning Code Development: Chapter 18.140. Essential Public Facilities Siting Process**

This zoning code chapter is in response to RCW 36.70A.200, requiring local jurisdictions to include a process for siting facilities such as airports, landfills, and similar unpopular but necessary facilities and services. The program involves participating and affected jurisdictions, agencies, and individuals in a mandatory coordination/information process that results in the siting permit for a facility unless there are overwhelming physical constraints to the contrary.

Mr. Linth explained that this issue had been held for board action from a prior meeting to allow Mr. Knuckey to have input.

Mr. Knuckey thanked the Board for the opportunity to input. He said that he had discussed this topic with staff and understood the concept. It is properly supported by the Board and he supports the language as presented.

Ms. Hitchcock commented that citizen input opportunities and notice of same are very important to the public process.

The Board discussed public input notice and alternatives to engage the public.

Mr. Knuckey stated that work on public involvement programs is important, but his first priority is to complete the new zoning code, Title 18.

By consensus, the Board affirmed Chapter 18.140, Essential Public Facility Siting, for inclusion in the Planning Board Draft of the document.

**FUTURE ACTIONS & NEXT MEETING:**

- Mr. Evans needs a notebook for Zoning Code revision activities
- County Planning Commission Purpose will be included in next meetings Packet on this topic.
- Planning Short Course is being scheduled with Dept. of Commerce and P.A.W. for April 2013.

**PLANNING BOARD MEMBER COMMENTS:**

Mr. Linth: Welcomed a member of the public recently arrived at the meeting. He asked if he had any comments on the proceedings.

Mr. Carl Brida introduced himself. He said that he has had experience with the legalities and management of medical marijuana in Canada. He said that the current upheaval over legalization of marijuana in the US is a passing phase and it will all settle out with time.

Ms. Peterson: This Board really cares. It is a pleasure to be involved.

Mr. Knuckey: Thanked Mr. Brida for his comments. Welcomed Mr. Evans to the board.

Ms. Hitchcock: Asked Mr. Brida how he became aware of tonight's meeting. He said that he heard about it by word-of-mouth.

Mr. Evans:

- Happy to be on the Board. Good discussion, helpful to get up to speed on the issues.
- Suggested that the City should investigate a Facebook presence that links to City sites, documents, and activities. That may provide an additional public contact without engaging issues for public records laws and the like.

**ADJOURNMENT:**

Mr. Knuckey moved to adjourn.

Ms. Peterson seconded.

All Ayes.

Adjourned at 9:10

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Frank Linth, Chair

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Robert Martin, CDD

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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ITEM NO: SR – 2  
DATE: January 24, 2013  
SUBJECT: Public Works Monthly Report  
CONTACT PERSON: Mick Matheson, P.E., Public Works Director



**ISSUE:**

Provide monthly reports to Council regarding:

- City of Sultan Water Plant Production and Operation
- Everett Meter Readings
- City of Sultan Wastewater Treatment Plant Operation
- Recycling and Garbage Reports
- Cemetery Report

**SUMMARY:**

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

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

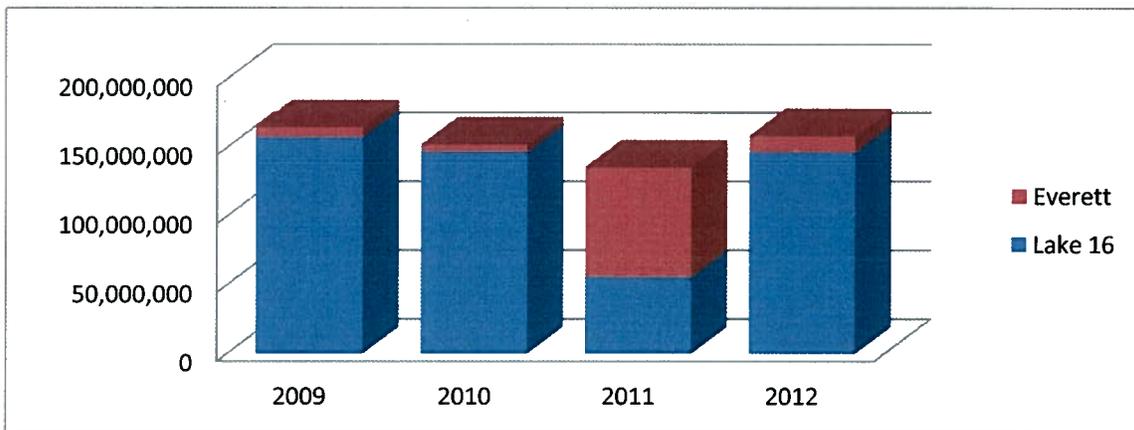
**ATTACHMENTS:**

Attachment A-1 Lake 16 vs. City of Everett Water Supply Comparison  
Attachment A-2 Lake 16 Production for 2012  
Attachment A-3 City of Sultan Water Plant Production Past 6 Years  
Attachment A-4 Yearly Totals for Lake 16 Production  
Attachment A-5 Everett Meter Readings for 2012  
Attachment A-6 City of Sultan Wastewater Treatment Plant Operational Report  
Attachment A-7 Garbage Report  
Attachment A-8 Recycling Report  
Attachment A-9 Cemetery Report

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

Yearly Totals for Lake 16 and Everett Productions

	2009	2010	2011	2012
Lake 16	157,814,250	146,834,350	55,707,050	146,762,070
Everett	7,270,560	5,542,680	80,360,632	11,943,316
Total Gallons	165,084,810	152,377,030	136,067,682	158,705,386
% Everett	4%	4%	59%	8%



NOTE: ALL NUMBERS ARE IN GALLONS

## Lake 16 Production for 2012

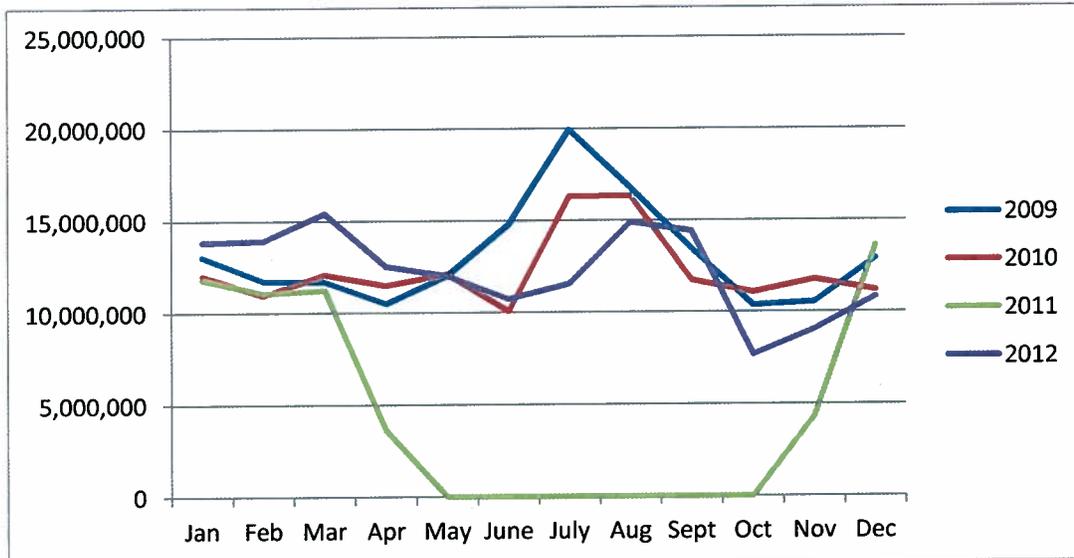
MONTH	RUN TIME HRS	RAW WATER FLOW/GAL	FLUSHES GALLONS	BACKWASH GALLONS	FILTER TO WASTE/GAL	TOTAL TO TOWN/GAL	CHLORINE LBS	FILTER AID/LBS	COAGULANT LBS	CAUSTIC LBS	FLUORIDE	
											LBS	LBS
JAN	385.8	16,217,000	482,500	1,519,000	378,000	13,837,500	131.0	1.4	1,620	1,313	131.5	131.5
FEB	384.9	16,169,000	480,000	1,435,500	336,000	13,917,500	127.0	2.2	1,862	1,284	139.5	139.5
MAR	415.8	17,467,000	500,000	1,190,000	363,300	15,413,700	138.0	2.7	1,689	1,598	128.0	128.0
APR	344.2	14,449,000	430,000	1,173,300	336,000	12,509,700	110.0	2.4	1,616	1,523	135.0	135.0
MAY	314.0	13,754,000	392,500	1,052,000	315,000	11,994,500	102	2.2	1,483	1,873	106.0	106.0
JUNE	277.9	12,505,000	347,500	884,400	551,250	10,721,850	98.2	1.9	1,392	1,664	100.0	100.0
JULY	307.0	13,812,000	693,000	952,900	630,000	11,536,100	110.5	2.0	1,499	1,917	114.0	114.0
AUG	385.1	17,326,000	481,250	1,227,200	720,000	14,897,220	138.7	2.6	1,449	2,525	141.0	141.0
SEPT	363.7	16,370,000	455,000	1,196,600	577,500	14,403,400	133.6	2.1	1,152	2,082	116.0	116.0
OCT	218.6	9,183,000	275,000	808,500	430,500	7,669,000	83.7	1.0	986	1,195	71.0	71.0
NOV	259.0	10,888,000	602,000	923,000	315,000	9,048,000	120.4	1.3	1,440	1,493	91.0	91.0
DEC	318.2	13,361,000	954,000	1,216,400	378,000	10,813,600	142.6	1.7	1,593	1,630	87.4	87.4
<b>TOTALS</b>	<b>3,974.2</b>	<b>171,501,000</b>	<b>6,092,750</b>	<b>13,578,800</b>	<b>5,330,550</b>	<b>146,762,070</b>	<b>1435.7</b>	<b>23.5</b>	<b>17,781</b>	<b>20,097</b>	<b>1,360.4</b>	<b>1,360.4</b>
<b>AVERAGE</b>	<b>331.2</b>	<b>14,291,750</b>	<b>507,729</b>	<b>1,131,567</b>	<b>444,213</b>	<b>12,230,173</b>	<b>119.64</b>	<b>1.96</b>	<b>1,481.75</b>	<b>1,674.75</b>	<b>113.37</b>	<b>113.37</b>



### YEARLY TOTALS FOR LAKE 16 PRODUCTION

	2009	2010	2011	2012
Jan	13,042,000	11,986,600	11,816,800	13,837,500
Feb	11,726,500	10,940,800	11,059,100	13,917,500
Mar	11,707,750	12,070,300	11,246,150	15,413,700
Apr	10,509,450	11,473,900	3,636,500	12,509,700
May	12,026,850	12,080,100	0	11,994,500
June	14,787,200	10,055,300	0	10,721,850
July	19,943,900	16,291,400	0	11,536,100
Aug	16,797,000	16,332,850	0	14,897,550
Sept	13,457,500	11,716,200	0	14,403,400
Oct	10,360,700	11,049,000	0	7,669,000
Nov	10,534,300	11,755,700	4,359,500	9,048,000
Dec	12,921,100	11,159,200	13,589,000	10,813,600
<b>TOTAL</b>	<b>157,814,250</b>	<b>146,911,350</b>	<b>55,707,050</b>	<b>146,762,400</b>
<b>AVG</b>	<b>13,151,188</b>	<b>12,242,613</b>	<b>4,642,254</b>	<b>12,230,200</b>

ALL NUMBERS ARE IN GALLONS





**CITY OF SULTAN**  
Wastewater Treatment Plant  
Operational Report  
2011 - 2012

MONTH	Influent Flow (Max High allowed 0.72 MGD)				Total Rainfall Inches	Effluent PH (Range allowed 6.0 - 9.0)		Biological Oxygen Demand (Range allowed 85% to 100%)	Avg Suspended Solids (Range allowed 85% to 100%)	Sludge Wasted Gallons	Hauled Wet Tons
	Total (MG)	Avg (MGD)	High (MGD)	Low (MGD)		PH Low	PH High				
Jan-11	18,170	0.593	2.179	0.276	7.88	6.2	6.5	97.5	80.2	93,990	11.49
Feb-11	10,000	0.357	0.482	0.294	4.60	6.3	6.5	97.3	97.1	114,905	34.72
Mar-11	12,213	0.372	1.354	0.266	8.22	6.1	6.8	97.8	98.5	116,244	23.28
Apr-11	12,936	0.433	0.933	0.273	6.88	6.1	6.5	98.6	98.5	55,848	14.58
May-11	10,416	0.327	0.453	0.265	4.76	6.2	6.5	98.6	98.4	59,886	5.89
Jun-11	8,772	0.292	0.329	0.263	2.72	6.2	6.5	98.5	98.5	174,337	46.91
Jul-11	6,962	0.258	0.285	0.214	1.78	6.5	6.1	98.5	96.8	135,354	36.91
Aug-11	6,697	0.216	0.236	0.194	0	6.3	6.7	98.6	98.8	113,290	32.2
Sep-11	6,586	0.220	0.250	0.2	1.28	6.2	6.9	98.9	99.0	126,645	23.23
Oct-11	7,389	0.238	0.307	0.214	3.86	6.3	7.0	99.2	99.0	110,114	20.46
Nov-11	9,125	0.304	0.760	0.215	5.88	6.6	7.0	98.3	98.0	212,508	45.96
Dec-11	8,696	0.278	0.420	0.239	2.56	6.6	7.1	97.7	97.5	149,148	35.28

Jan-12	10,965	0.353	0.650	0.262	5.28	6.5	6.9	97.2	96.0	96,723	24.72
Feb-12	11,468	0.395	1.511	0.249	6.22	6.3	6.8	97.2	95.2	122,915	48.16
Mar-12	11,161	0.36	0.586	0.251	7.12	6.5	6.8	96.5	95.2	119,228	35.87
Apr-12	9,143	0.305	0.413	0.238	4.58	6.2	6.7	97.5	96.4	104,348	21.98
May-12	10,191	0.329	0.510	0.275	5.03	6.5	6.5	98.3	97.6	106,900	33.02
Jun-12	9,818	0.327	0.393	0.281	4.7	6.3	6.8	98.2	97.4	87,077	22.48
Jul-12	8,118	0.262	0.326	0.22	1.54	6.3	6.8	98.7	98.0	107,479	28.47
Aug-12	6,615	0.213	0.233	0.189	0	6.3	6.8	98.5	96.6	80,222	18.68
Sep-12	6,235	0.208	0.235	0.168	0.40	6.2	6.9	98.8	97.6	62,517	20.98
Oct-12	8,461	0.273	0.497	0.203	7.82	6.4	6.8	98.3	97.3	68,736	20.88
Nov-12	11,936	0.398	0.861	0.297	6.96	6.3	6.5	98.4	97.2	105,762	23.18
Dec-12	13,499	0.435	0.778	0.290	7.74	6.1	6.4	96.1	91.5	67,761	23.03

## 2012 GARBAGE REPORT

	2011 COST	2012 COST	2011 TONS	2012 TONS
January	\$ 16,883.00	\$13,732.00	160.75	130.73
February	\$ 14,066.00	\$13,911.00	133.90	132.41
March	\$ 15,874.00	\$16,861.00	151.15	160.53
April	\$ 15,530.00	\$15,431.00	147.84	146.87
May	\$ 16,041.00	\$15,202.00	152.70	144.69
June	\$ 15,479.00	\$15,441.00	147.37	146.97
July	\$ 15,282.00	\$15,181.00	145.50	144.48
August	\$ 14,549.00	\$15,770.00	138.50	150.09
September	\$ 16,257.00	\$17,567.00	154.75	167.22
October	\$ 15,552.00	\$15,429.00	148.06	146.92
November	\$ 13,731.00	\$18,337.00	130.71	174.61
December	\$ 15,538.00	\$15,308.00	147.93	145.76
<b>TOTALS</b>	<b>\$ 184,782.00</b>	<b>\$ 188,170.00</b>	<b>1,759.16</b>	<b>1,791.28</b>

ATTACHMENT A-7



City of Sultan  
Tonnage  
For 2012

Sector	Commodity	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Total
Commercial	Recycle	2.83	3.44	4.21	2.89	3.73	2.81	3.64	4.32	2.83	2.59	3.49	-	36.78
Multifamily	Recycle	3.01	2.66	2.57	2.54	2.01	2.68	3.27	2.48	2.45	3.23	2.78	-	29.68
Residential	Recycle	45.68	32.50	34.57	38.70	29.69	34.43	41.44	31.46	27.19	41.41	36.53	-	393.60
<b>Total</b>	<b>Recycle</b>	<b>51.52</b>	<b>38.60</b>	<b>41.35</b>	<b>44.13</b>	<b>35.43</b>	<b>39.92</b>	<b>48.35</b>	<b>38.26</b>	<b>32.47</b>	<b>47.23</b>	<b>42.80</b>	-	<b>460.06</b>
Commercial	Yardwaste	0.25	0.20	0.29	0.60	0.59	0.51	0.45	0.26	0.20	0.25	0.31	-	3.91
Multifamily	Yardwaste	3.72	2.96	4.30	8.76	8.60	7.45	6.57	3.85	2.91	3.72	4.47	-	57.31
Residential	Yardwaste	18.49	14.71	21.38	43.57	42.78	41.00	36.20	21.23	16.03	20.48	22.79	-	298.66
<b>Total</b>	<b>Yardwaste</b>	<b>22.46</b>	<b>17.87</b>	<b>25.97</b>	<b>52.93</b>	<b>51.97</b>	<b>48.96</b>	<b>43.22</b>	<b>25.34</b>	<b>19.14</b>	<b>24.45</b>	<b>27.57</b>	-	<b>359.88</b>

As of this printing, the December tonnage was not available.

CEMETERY REPORT  
BURIALS

**103 Cemetery Operating Fund**

Description	2012 BUDGET	2012 ACTUAL
<b>Revenue</b>		
Beginning Balance	0	6,910
Cemetery Fees	25,000	18,283
Investment Interest	100	0
Total Resources	25,100	25,193
 <b>Expenditures</b>		
Total Expenditures	24,956	19,526
Ending Fund Balance	144	5,667

No current budget number were available at the time of this printing

Burials	YTD 2012
Ash	5
Full	4

**SULTAN CITY COUNCIL**  
**AGENDA ITEM COVER SHEET**

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**ITEM NO:** Staff Report – 3  
**DATE:** January 24, 2013  
**SUBJECT:** Public Works Projects-Update  
**CONTACT PERSON:** Connie Dunn, Public Works Field Supervisor

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**ISSUE:**

The Public Works projects list and status report from the Field Supervisor.

**SUMMARY:**

STREETS

Pothole filling is a continuous process for both asphalt and gravel streets, especially with the cold weather we have experienced.

The City has been working on finalizing the US 2/Rice Road Roundabout Monuments. The east bound monument will be engraved with "Stevens Pass Greenway Recreational Area" and the west bound monument will be engraved with "Welcome to Sultan". Both monuments will be sandstone. The monuments will be installed by the monument company with flagging provided by City staff. The contract for the monument purchase and installation will be brought to City Council on February 10, 2013.

City staff is working on a federally mandated sign reflectivity program which includes an inventory of existing signs and their condition.

CEMETERY

City staff and council members are working together to market the Sultan Cemetery. As part of marketing the niche wall for ash burials, the city will be including information in the February 2013 billing statements.

WATER TREATMENT PLANT (WTP)

During 2013, the water system staff will complete the second year of the fire hydrant flushing program. This keeps the fire hydrants and valves operable and in good working order.

In December 2012, a city crew installed a new water service to property on 132<sup>nd</sup> Ave. SE, Sultan.

STAFF

The city is working to hire a public works employee to replace Jeremy Link who resigned on December 7, 2012. Interviews start the week of January 21, 2013.

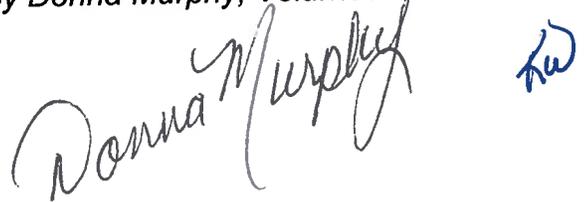
Respectfully Presented,

Connie Dunn  
Public Works Field Supervisor

# CITY-WIDE PRIDE VOLUNTEER PROG.

## Staff Report

By Donna Murphy, Volunteer Coordinator



### 2012 Report

#### SUMMARY

Volunteer hours are very difficult to capture because volunteers for the most part are modest and private about what they give to their community. Based on input from the volunteers who report their hours, it is my best estimation that approximately **556 hours** are donated by volunteers each month to their community.

**TOTAL VOLUNTEER HOURS DONATED TO THE CITY OF SULTAN IN 2012:**  
**6,672 X \$21.79 per hour = \$145,383 Value to the City of Sultan**

	Number of Hours	Total Value
2012	6,672	\$145,383
2011	8,653	\$184,828
2010	5,270	\$112,567

- Dollar value is based on the Independent Sector's hourly rate of volunteer service.  
[http://independentsector.org/volunteer\\_time](http://independentsector.org/volunteer_time)

#### WINTER SNOW & ICE REMOVAL – 1/19/12 & 1/20/12

- 32 Community and CERT Volunteers cleared Senior Citizen roofs and patios of heavy, wet snow: 105 hours
- Community Volunteer cleared Main Street and sidewalks with his Kabota = 8 hours

**HOURS VOLUNTEERED: 113 Hours**

#### LOBBYING STATE LEGISLATORS

3 Volunteers, 3 ½ days = 84 hours

**HOURS VOLUNTEERED: 84 Hours**

#### VOLUNTEER APPRECIATION DINNER – April 12, 2011

Mountainview Christian Fellowship Church donated

1. Venue
2. Power Point Equipment and Sound System
3. Tables and Chairs
4. Pastors Sean and Tony helped mop and cleanup after the event

Volunteers of America donated \$500 toward food and decorations for the event.

Power Point Slide Show Preparation: 20 Volunteer Hours  
 Dinner – Shopping for Food, Preparation and Serving: 27 Volunteer Hours

Volunteer Appreciation Total Attendance: Approximately 130 Volunteers

**HOURS VOLUNTEERED: 47 Hours**



Marlene, Cyndi & Sylvia Volunteer Kitchen Help



Abigail Snellgrove, a 5<sup>th</sup> Grade Student read the City's Volunteer Appreciation Week Proclamation

#### **4<sup>th</sup> ANNUAL CLEANUP CONTEST – Saturday, April 28, 2012**

This Volunteer Event consisted of:

1. Weeding the Memorial at River Park
2. Spread gravel along the trail at River Park
3. City Wide Pride litter pick up
4. 11 Naval Reserves volunteered at the event.

**HOURS VOLUNTEERED: 96 Hours**

#### **CLEANUP DAY VOLUNTEER ASSISTANCE, April 28, 2012**

Sportsmen Club Loading and transporting debris for disabled and unable Sultan citizens

**HOURS VOLUNTEERED: 10 Hours**

#### **SULTAN HIGH SCHOOL SENIOR PROJECTS – Friday, May 18, 2012**

10 Volunteers listening to and evaluating Sultan High School Senior's Project presentations. *All communication with SHS staff and volunteer recruitment was done by a Volunteer.*

10 Volunteers

**HOURS VOLUNTEERED: 90 Hours**

#### **SULTAN FAMILY SAFETY FAIR – SATURDAY, MAY 19, 2012**

26 Volunteers

18 Agencies and Groups:

1. Washington State Patrol

2. Search and Rescue
3. Child Identification
4. Dept. of Emergency Mgmt. Command Vehicle
5. Sno Pac Emergency
6. Child Restraint Coalition
7. 911 Practice Phone
8. Frontier Communications – Internet Safety and Financial Sponsor
9. PUD – Culmback Dam and Electrical Safety
10. Bicycle Safety Rodeo
11. Sultan Senior Parents
12. Graffiti Removal Machine and Storyboard
13. Sno Isle Library
14. Fire District 5
15. Snohomish County Drug Task Force
16. McGruff the Crime Fighting Dog
17. **Crosswater Church donated 2 cases of bottled water**
18. Volunteer organizers – Pre-event, during the event, and post-event including, but not limited to volunteers attending planning meetings, designing flyers, circulating flyers, closing streets, tear down after the event and debrief meeting.



**HOURS VOLUNTEERED: 214 Hours**

**PROJECT MAIN STREET – Saturday, June 30, 2012**

1. 35 Volunteers worked from 9:00 AM – Noon
2. Weeding, weed eating, edging at River Park and east along Main Street
3. Pressure washing and painting crosswalks. Pressure washed the Veteran’s Memorial
4. **Monroe Rotary donated \$300** to purchase flowers and beauty bark to place around the pavilion

**HOURS VOLUNTEERED: 109 Hours**



Sultan High School Cheerleaders



Boy Scouts Painting the Pavilion

**SULTAN SUMMER SHINDIG - JULY 13,14,15, 2012**

- Electrical rewiring the gazebo
- Explorer Patrol
- DEM Communications Van
- Crowd Control at the parade
- Weeding Dutch Cup Island

**HOURS VOLUNTEERED: 95 Hours**

**SERVE FEST – SEPTEMBER 15, 2012 The Church of Jesus Christ Latter Day Saints.**

40 volunteers pressure washed, and scrubbed headstones for 4 hours at the cemetery. They weeded and ran weed eaters.

**HOURS VOLUNTEERED: 160 Hours**

**REPAIR POLICE RADAR TRAILER - SUMMER – Summer, 2012**

11 Volunteers completely repaired a Police Radar Trailer that had been totaled by Snohomish County.

**HOURS VOLUNTEERED: 120 Hours**

**HOMECOMING PARADE - SEPTEMBER 28, 2012**

CERT and Citizen Volunteers – Road Closure and Traffic Control

**HOURS VOLUNTEERED: 26 Hours**

**FILLING SANDBAGS**

Organized and led by a volunteer – 6 volunteers

**HOURS VOLUNTEERED: 21 Hours**

**VETERAN'S DAY CEREMONIES – SUNDAY, NOVEMBER 11, 2012**

**HOURS VOLUNTEERED: 26 Hours**

**SULTAN HARVEST – THANKSGIVING DAY, 2012**

**HOURS VOLUNTEERED: 254 Hours**

**CHRISTMAS TREE LIGHTING & BEST CHRISTMAS LIGHTS CONTEST – DECEMBER 1 & 15**

**HOURS VOLUNTEERED: 481 Hours**



**CANVASING COMMUNITY, HANDING OUT FLYERS ABOUT BURGALARIES – DECEMBER 18**

**HOURS VOLUNTEERED: 42 Hours**

**COMMUNITY BLOCK WATCH There are 313+ Community Block Watch Members**

The spirit of the Neighborhood Block Watch Program is "Neighbor watching out for their neighbor and working WITH law enforcement." Block Watch volunteers are the eyes and ears for the police when they aren't there.

Neighborhood Patrol = Unknown

Monthly Block Watch Meetings = 438 hours

*\*Note: It was at the request of a Block Watch Captain that the hours they donate and volunteer at the monthly meetings be recorded and documented in this report.*

**HOURS VOLUNTEERED: 438 Hours**

**SULTAN LIONS CLUB COMMUNITY SERVICE – YEAR ROUND VOLUNTEERING**

**HOURS VOLUNTEERED: 239 Hours**

**SULTAN PLANNING BOARD**

7 members, 2 meetings per month = 126 hours

7 members, 1 meeting per month (June-Dec) = 84

**HOURS VOLUNTEERED: 210 Hours**

## **OFFICE ASSISTANCE AND OTHER HELP**

- One individual volunteers approximately **40 Hours per MONTH** phone calling. She calls Block Watch volunteers, CERT class members, and miscellaneous phone calling whenever asked. 480 hours
- Six volunteers work exclusively for the Police Department preparing monthly Police Reports, mapping, Volunteer Patrol, etc. = Approximately 500 hours
- Ted Jackson, Economic Development Intern volunteered approximately 35 hours per week for the City of Sultan through May, 2012 = 700 hours
- Furniture Assembly, 1 volunteer = 4 hours
- Set up and tear down disabled parking for Community Awards Night = 2 hours
- Transporting radar unit to display at roundabout, 2 Volunteers = 20 hours
- "Save Our Museum Fundraiser" – 2 Volunteers = 8 hours
  - Musicians assisting raising funds – 2 Volunteers = 4 hours
- Windshield Survey for Pedestrian and Bicycle Bridge Grant Application – 2 hours
- Volunteers at the Visitor Information Center help when needed.
  - Assemble 90 Flyers for Block Watch Town Meeting = 3 hours
  - Punched holes in Comp Plan = 1 hour

**HOURS VOLUNTEERED: 1,724 Hours**

## **GRAFFITI REMOVAL AND PRESSURE WASHING**

**HOURS VOLUNTEERED: 62 Hours**

## **ADOPT A STREET OR PARK AND MAIN STREET ISLAND PROGRAM**

Volunteer Program Managers: Bob and Teresa Knuckey  
226 volunteers

There are 16 miles of streets in Sultan – 13 miles have been adopted by volunteers

**HOURS VOLUNTEERED: 1,170 Hours**

## **CONTINUOUS COMMUNITYWIDE CLEANUP & VOLUNTEERING**

Weeding Main Street Islands, Sultan Post Office, River Park, including the West Gateway Sign, River Park and the Pavilion and Veteran's Memorial, Sportsmen Park, and Traveler's Park. Cutting blackberries in the parks, graveled trail at River Park, planting, mowing grass, sweeping and pressure washing Main Street, clearing storm drains, regular maintenance of the gateway sign located at Old Owen Road and US 2, and graffiti removal.

**HOURS VOLUNTEERED: 321 Hours**

## **COURT ORDERED COMMUNITY SERVICE**

Trail Clearing and Grooming at Osprey Park, street cleanup, weeding and pick up garbage along Main and 1<sup>st</sup> Streets. Cleaning City Hall, Visitor Information Center, Public Works Field Office and Wastewater Treatment Plant

**HOURS VOLUNTEERED: 520 Hours**

**SULTAN CITY COUNCIL  
AGENDA COVER SHEET**

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**ITEM NO:** SR-5  
**DATE:** January 24, 2013  
**SUBJECT:** Animal Control Report and Code Enforcement Year End Report  
**CONTACT PERSON:** Victoria Forte', Community Service Officer  
Robert Martin, Community Development Director

*KW*

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

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

**BACKGROUND:**  
Animal Control Report and Code Enforcement Year End Report

**ATTACHMENT**

**ATTACHMENT A:** Animal Control Report and Code Enforcement Year End Report

2012	Returned to owner/Released off truck	Adopted	Sent to rescue	Euthanized	Dog at Large/leash law violation calls	Barking Dog/Crowing Rooster Complaints	Dead on arrival (DOA)	Domestic and Wildlife	Animals Abandoned/tied out	Aggressive Animal Complaints	Bite Dogs/Cats	Cruelty/Neglect Investigation Complaints	Cat Complaints and/or Calls	Other
January	1	0	0	2	5	0	0	2	2	1	1	0	0	2
February	7	0	2	19	2	1	0	4	2	2	1	5	5	2
March	16	0	0	21	0	0	0	6	0	0	0	0	0	1
April	9	0	0	15	3	1	0	1	1	1	2	2	2	7
May	17	0	0	19	0	0	1	2	0	0	3	5	5	1
June	0	0	10	2	1	0	0	1	1	1	0	0	3	4
July	4	0	1	2	4	0	0	4	0	0	2	3	3	12
August	9	0	0	17	2	2	1	3	1	3	2	2	2	10
September	4	0	1	7	1	2	1	4	0	0	2	1	1	2
October	0	0	0	8	6	0	0	0	0	0	2	2	3	4
November	3	0	0	3	2	1	0	0	0	0	0	0	1	2
December	8	0	0	8	0	1	0	3	0	0	1	1	1	0
<b>Yearly Totals</b>	<b>70</b>	<b>0</b>	<b>11</b>	<b>102</b>	<b>19</b>	<b>7</b>	<b>3</b>	<b>24</b>	<b>3</b>	<b>14</b>	<b>3</b>	<b>21</b>	<b>43</b>	<b>43</b>

Case Stat	Project Lead	Start Date	Case #	Property Address	Owner Name	Depleted building/fence	Parked Cars/Trailers on Property/Street	Noxious Weeds	Over-Grown Trees and Shrubs	Sign Obstructions	Vehicle Obstructions	Accumulation of Rubbish / Trash	ADU's/Inhabited trailer coaches	Other	1st	2nd	most recent	Final
A	Council	11.22.2011	011-CV-36	32821 Cascade View	Pearson										11.22.2011	11.28.2011		
A	Mayor	2.8.2012	12-407	Bakery "A" Frame Sign	Smith										2.14.2012			
A	Bob	3.26.2012	12-423	14006 339th St SE	Wolter										4.3.2012	10.16.2012	1.3.2013	
P	Bob	5.22.2012	12-446	Vacant lot Salmon Run	Nelson										5.30.2012	7.24.2012		
A		7.18.2012	12-488	1200 Blk SR2 @ SBR	Coastal										9.19.2012	11.20.2012		
A		10.22.2012	12-508	806 Main Street	Gordon										5.2.2012	10.23.2012	12.18.2012	
A	Bob	10.15.2012	12-509	934 Stevens Ave	Fulcher										10.17.2012	12.5.2012		
A		11.8.2012	12-515	613 Dyer Rd	Koehler										11.13.2012	11.18.2012	1.8.2013	
A	Bob	11.13.2012	12-517	100 10th Street	Clark										11.14.2012			
P		12.18.2012	12-572	409 Main Street	Buio-Avay										12.18.2012			1.9.2013
A		1.15.2013	13-300	402 5th Place	Sunquist													

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 1 A  
DATE: January 24, 2013  
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

*JK KW*

**SUMMARY:**

Attached are the minutes of the January 10, 2013 regular Council meeting as on file in the office of the City Clerk.

**RECOMMENDED ACTION:**

Approve as submitted

**CITY OF SULTAN COUNCIL MEETING – January 10, 2013**

Mayor Eslick called the regular meeting of the Sultan City Council to order in the Sultan Community Center. Councilmembers present: Marshall, Slawson, George, Davenport-Smith, Blair and Beeler. Neigel – arrived at 7:35

**PRESENTATIONS:****Volunteer Spotlight – Holiday Lighting Team**

To recognize Pennie Marshall and many community volunteers who planned and organized the First Annual Christmas Tree Lighting and Lighting Competition in 2012.

In September 2012, Sultan resident Pennie Marshall read an article in the Everett Herald and showed it to her husband and City Councilmember, Ken Marshall. The article was about a competition in Everett that awarded plaques for different categories such as “Best Renovation”, “Best Manicured Yard”, etc. Her husband brought the article to City Council for discussion and consideration to do in Sultan. Mayor Carolyn Eslick asked Pennie at the council meeting if she would be interested in meeting to discuss it further. She agreed. A few days later Pennie met with Mayor Eslick who loved the idea and the two of them decided it could work with a Christmas theme in 2012. “Carolyn gave me my wings and let me go”, said Pennie.

After a meeting or two, it was decided to make it a two-phased event with a Christmas Tree Lighting on December 1<sup>st</sup> and a lighting competition to be judged by students representing each of the 4 local Sultan schools on December 15<sup>th</sup>.

Pennie then recruited several volunteers to help pull off these two events. The small army of volunteers met weekly, each taking on an area of responsibility.

On December 1, 2012 approximately 250 community members attended the event. Mr. and Mrs. Claus arrived in the Fire Truck and Mrs. Claus was given the honor of lighting the tree atop the gazebo. Two Weeks’ Notice Band performed Christmas music and encouraged the children to join them in singing on stage. Local artist, Michelle Bernarth also sang for the event.

Mayor Eslick presented a certificate of appreciation to Pennie Marshall and the other volunteers. Pennie Marshall thanked all the volunteers for making the event effortless.

**COMMENTS FROM THE PUBLIC:**

Ray George: Read statement from Al Wirta regarding the Planning Board meeting on collective gardens.

Tom Green: Would like Sultan to become a town to build in and the city should consider deferring mitigation fees and hookup fees until after the house is sold as it makes a difference in cost to the builders. Collective gardens – against them as most burglaries are done by drug addicts looking to buy drug. Town does not need an area - they can be placed in the County.

Bart Dalmasso: In the 1980’s, Craig Bruner used to work with people to get building permits. City grew and now population is decreasing. Staff does not help citizens with permits and the city has a terrible reputation in the building community. The City needs to make it easier and less expensive to get building permits and they could put a lien on a house and collect mitigation fees after the sale and the builders could save money. The per capital income is 44% of the County and the city needs to grow. Marijuana should be agricultural product not industrial and placed in an agricultural zone not industrial. It is legal to grow but not legal to sell.

Melissa Morrison: Regarding medical marijuana, is opposed to having in her neighbor due to crime rates and devaluation of home.

**CITY OF SULTAN COUNCIL MEETING – January 10, 2013****COUNCILMEMBER COMMENTS**

Slawson: Mr. Bruner was the building inspector for the city and the work is now done by the county. Rick Cisar was the Community Development Director.

George: Sultan needs to brush up its reputation and make it feasible to build. Deferral of fees good idea.

Davenport-Smith: 2013 will be a good year – looking forward to the next tree lighting. They will be going to Olympia on January 21<sup>st</sup> to meet with state legislatures and again on February 12-14 for the legislative conference. Thanks for the public comments – favors making permit process easier and encourage building in the city.

Blair: Thanked Pennie Marshall for her work and was sorry they missed the tree lighting. In regards to the delay of fees, they have discussed the proposal and they must be responsible to the taxpayers not the builder and make sure the fees come into the city. There is no guarantee a lien would be satisfied by the buyer. Marysville looked into liens and the city could look into their success. Thanks to staff for putting the grant information on the utility bills – lot of money for Sultan.

Beeler: Attended the PSRC meeting today and it appears that with the change in Governors that transportation issues may be put on the back burner. They are looking at gas tax package and an increase in license fees. The Puget Sound Business Journal has great article on what the state legislature is doing. Thanks for comments.

McNaughton: Welcome to 2013. The Boys and Girls basketball teams are doing great. Pep band will be playing at the game on Friday night.

Mayor Eslick: Block Watch meeting on January 16<sup>th</sup> will feature a K-9 unit. The City received a \$145,000 grant from CDBG for the water/sewer lines on Alder. Kirk Pearson purchased gifts from Grow Washington for presentation when he is sworn in.

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

- 1) Police Report

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

- 1) Timber Ridge Moratorium Extension
- 2) Collective Gardens/Medical Marijuana Moratorium Extension

**CONSENT AGENDA:** The following items are incorporated into the consent agenda and approved by a single motion of the Council. On a motion by Councilmember Blair, seconded by Councilmember Slawson, the consent agenda was approved as presented. Marshall – aye; Slawson – aye; George – aye, nay on the vouchers; Davenport-Smith – aye, abstained on November 29, 2012 minutes; Neigel – aye; Blair – aye; Beeler - aye.

- 1) Approval of the Council Meeting Minutes
  - A. November 29<sup>th</sup> and December 11, 2012 Public Hearings on 2012 Budget Amendments
  - B. December 11, 2012 Special Council meeting
  - C. December 13, 2012 Council meeting
- 2) A. Approval of Vouchers in the amount of \$234,030.99 and payroll through December 21, 2012 in the amount of \$110,178.88 to be drawn and paid on the proper accounts.

**CITY OF SULTAN COUNCIL MEETING – January 10, 2013**

- B. Approval of Vouchers in the amount of \$59,041.39 and payroll through December 21, 2012 in the amount of \$10,091.32 to be drawn and paid on the proper accounts.
- 3) Approval of the Kenyon-Disend Contract Renewal for legal service
  - 4) Approval of the Washington State Purchasing Co-op Agreement
  - 5) Approval of the Utility Sub Committee Report
  - 6) Adoption of Ordinance 1165-13 Timber Ridge Moratorium Extension
  - 7) Approval of the MadCity Buzz Contract extension
  - 8) Approval of the Gold Bar Geek Contract extension

**ACTION ITEMS:****Ordinance 1166-13 - Collective Gardens/Medical Marijuana Moratorium Extension**

The issue before the City Council is adoption of Ordinance 1166-13, an Ordinance enacting extension of the moratorium on establishment of medical marijuana collective gardens and dispensaries for six months from the date of adoption, and declaring an emergency; said adoption being based on the recitals included in Ordinance 1166-13 and the recitals included in Ordinance 1108-11.

On a motion by Councilmember Marshall, seconded by Councilmember Slawson, Ordinance 1166-13 extending the moratorium on medical marijuana collective gardens was adopted. All ayes.

**DISCUSSION:****Snohomish County Population Allocation**

Sultan's 2004 Comprehensive Plan was based on a population of 11,119 to be achieved by 2025.

The City of Sultan's population allocation proposed by the SCT-PAC for the City and County 2015-2035 Comprehensive Plan is 7,362 inside the current City limits, and 1,045 in the current Urban Growth Area, for a total of 8,407 to be achieved by 2035.

Discussion: The Council should send e-mails and letters to other cities to get their votes at SCT. CTED had a statement on their web site stating that they only had to make a request to reduce the population allocation but they had no information on who to make the request to. Larger cities (Everett and Lynnwood) are making comments about the allocations they received as they are full and don't know where the population will go. Give the allocation to the county and let them build. Money was well spent on the 2011 update – now have the basis and facts to take to the people to make the changes. 80% complete on the 2015 update. Kudos to the staff who planned for what we had and for the realistic plan. Can move forward with the realistic plan.

**PUBLIC COMMENTS**

Gerry Gibson: Comments about population allocation read into the record.

Bart Dalmasso: Congratulations to Mr. Martin for getting the population allocation down. He was on the Planning Board when the allocation given. Need to find way to encourage building to increase growth rate. Tax liens are like property tax and the city could collect.

**COUNCILMEMBER RESPONSE TO PUBLIC COMMENT**

Blair: Need to put a note on the utility bills to remind people to clear vehicles of ice and snow or they can create problems for other drivers. There is nothing hip about med marijuana and it has nothing to do with the passage for recreational use. Question for attorney – suggest language the cities allow anywhere as authorized by state and federal law – would prevent them anywhere.

Neigel: Loves the City Council – there are discussions on great subjects and it is nice to agree and disagree and remain friends. Apologize to Mr. Martin if it appeared he was critical.

**CITY OF SULTAN COUNCIL MEETING – January 10, 2013**

Davenport – Smith: Thanks for comments – appreciates the time and effort put into city issues.

George: Noted in the Kenyon-Disend contract that the attorney tracks time within one tenth of an hour. She requested the city administration do the same for the ratepayers. This is standard business practice and should be done for the rate payers. Ratepayers deserve better.

Slawson: People can ride the bus if don't want to deal with the snow. SCT has been pursuing the population allocation and have been working with the current council. This is a good time to get this done as there will be a new group next year. The City needs to thank Dave Somers for his work on the issue. Thanks to Bob Martin for his work.

Mayor Eslick: Times have tough for the last two weeks and she appreciates the council and staff support.

**Adjournment:**

On a motion by Councilmember Slawson, seconded by Councilmember Davenport-Smith, the meeting adjourned at 9:30 PM. All ayes.

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 1B  
DATE: January 24, 2013  
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director



**SUMMARY:**

Attached are the minutes of the January 10, 2013 public hearing on the Timber Ridge Building Moratorium as on file in the office of the City Clerk.

**RECOMMENDED ACTION:**

Approve as submitted

**CITY OF SULTAN COUNCIL MEETING – January 10, 2013****PUBLIC HEARING:**

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

**Staff:**

The issue is to conduct a Public Hearing to take public testimony on Ordinance 1165-13 to extend the emergency moratorium on building in the Timber Ridge Plat.

The staff presented Ordinance 1136-12, an emergency moratorium on development within the plat of Timber Ridge at the February 9, 2012 council meeting. Council unanimously authorized Mayor Eslick to sign Ordinance 1136-12, which went into effect immediately after passage.

Since that time, the city's consultants (WHPacific and Robinson Noble) have continued to study the slope instability issue at Timber Ridge. Both consulting firms recommended to Council at the June 14, 2012 council meeting that the six-month moratorium be extended an additional six months.

The staff subsequently presented Ordinance 1155-12, an emergency moratorium on development within the plat of Timber Ridge at the July 26, 2012 council meeting. Council unanimously authorized Mayor Eslick to sign Ordinance 1155-12, which went into effect immediately after passage.

The emergency moratorium extension is necessary to give the city and its consultant's additional time to understand the slope stability issues at Timber Ridge. This is considered an emergency due to the fact the housing market appears to be improving in the greater Seattle area and there is potential for new building activity. It is critical that some or all new homes built in this plat have special foundation designs to address the unique conditions of onsite soils. Special design requirements are not in place at this time, and the potential exists for extreme structure damage due to possible earth settlement and landslide activity.

Ordinance No. 1155-12 established the following "findings of fact" to justify adoption of the moratorium:

- In December 2010, the City discovered issues with slope stability, and damage to 141<sup>st</sup> Street SE
- In early 2011, the City discovered issues with damage to the storm conveyance system associated with 141<sup>st</sup> Street SE
- In early 2011, the City discovered issues with slope stability and damage to 142<sup>nd</sup> Street SE.
- Inclinometers installed by the developer to monitor movement of the site are showing creep of ¼ inch to ½ inch over a four-year period (2007-2011).
- The Hilfiger wall located south of 142<sup>nd</sup> Street SE, was designed to settle between 6 to 14 inches. As such, special foundation requirements will need to be developed for houses affected by this significant settlement and perhaps additional requirements as well.

**CITY OF SULTAN COUNCIL MEETING – January 10, 2013**

- The City has retained the services of a geotechnical engineer to evaluate groundwater levels to determine if the Hilfiger wall was designed properly, and to develop special building foundation requirements.
- The City has retained the services of a civil engineer and land surveyor to monitor and evaluate horizontal and vertical movement throughout the plat.
- The City's geotechnical engineer and civil engineer have recommended to City Council that the six month moratorium established by Ordinance 1136-12 be extended an additional six months provide the City and its' consultants time to better understand the underlying problems

Ordinance 1165-13 will extend the moratorium an additional six months to give the City and the consultants more time to understand the ongoing issues and to provide recommended solutions.

**ALTERNATIVES:**

1. Hold a public hearing to take testimony on extending a six-month moratorium on grading or building on lots within the plat of Timber Ridge. Determine it is in the best interest of the city to continue to conduct appropriate research to understand the extent of the underlying issues and not allow grading or building on lots during this six-month timeframe.
2. Hold a public hearing to take testimony on extending a six-month moratorium on grading or building on lots within the plat of Timber Ridge, and repeal or amend Ordinance No. 1165-13. Determine it is in the best interest of the city to continue to allow grading or building on lots while the City conducts appropriate research to understand the extent of the underlying issues.

**Council Comments:**

Beeler: Requested an update on the status of the property.

Staff advised it is still in bad shape and the sidewalk has dropped 4-4 ½ feet and the lower road is pulling away from the curb in spots. The survey crew will be out in the next week to determine movement over the past year. Work has been done to help with stormwater runoff.

**Public Input**

Judy Heydrick – e-mail read into the record by Mayor Eslick. On file in office of City Clerk.

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

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 1C  
DATE: January 24, 2013  
SUBJECT: Council Meeting Minutes

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

**SUMMARY:**

Attached are the minutes of the January 10, 2013 public hearing on the Collective Gardens/Medical Marijuana moratorium as on file in the office of the City Clerk.

**RECOMMENDED ACTION:**

Approve as submitted

**CITY OF SULTAN COUNCIL MEETING – January 10, 2013****PUBLIC HEARING:**

Mayor Eslick called the Public Hearing on the Collective Garden/Medical Marijuana Moratorium extension to order. Councilmembers present: Slawson, George, Marshall, Neigel, Davenport-Smith, Blair and Beeler.

**Staff:**

The issue before the city council is to hold a public hearing, as required by RCW 35A.63.220 and RCW 36.70A.390, to take public testimony on Ordinance 1166-13, an ordinance extending, for an additional six months, a moratorium on medical cannabis collective gardens and dispensaries.

The Planning Board, at its meeting of December 4, 2012, recommended that the City Council conduct a public hearing, consider the public input, and continue the current moratorium for an additional six (6) months to allow time for the Council to consider and address the Planning Board Draft of the Medical Marijuana Collective Garden Code (Proposed as new Sultan Municipal Code Section 16.56.070, and the related changes to SMC 16.12.060, Economic Development Zone) as necessary to implement the provisions of recently adopted Chapter 69.51A RCW.

On July 28, 2011, the Council passed Ordinance No. 1108-11 declaring an emergency and adopting a moratorium in Sultan on the establishment of medical cannabis collective gardens or dispensaries.

On August 11, 2011, the Council held a public hearing, as required by RCW 35A.63.220 and RCW 36.70A.390, to gather public input on the emergency moratorium, and to be legally authorized to make the moratorium effective for six months. Subsequent to the public hearing, the moratorium became effective for six months from the date of adoption (July 28, 2011).

On December 6, 2011, the Planning Board held a public hearing on extension of the current moratorium for an additional six months as required by RCW 35A.63.220 and RCW 36.70A.390. There was no public testimony on the matter at the public hearing.

Upon close of the public hearing, the Planning Board considered the information in the staff report and adopted a motion to forward a recommendation to the Council that the existing moratorium be continued for an additional six months from the original date of adoption. The purpose of this proposed extension is to allow the legislature to clarify contradictions in the law, address the Governor's partial veto, and allow the City time to construct appropriate land use codes in response to the revised state law.

On January 12, 2012, the Council adopted Ordinance 1132-12, a 6-month extension of the moratorium on Medical Cannabis Collective Gardens.

On July 26, 2012, the Council adopted Ordinance 1156-12, a 6-month extension of the moratorium on Medical Cannabis Collective Gardens.

At its March 6, March 20, April 3, April 17, May 1, May 15, June 19, July 24, August 7, August 21, September 4, September 18, October 2, October 23, and November 20 meetings, the Planning Board has addressed the issues and options related to collective gardens. The Board has:

**CITY OF SULTAN COUNCIL MEETING – January 10, 2013**

- Studied the statutes
- Reviewed the range of actions taken by other jurisdictions
- Studied the most up-to-date legal analysis available from law firms
- Reviewed maps of the community indicating options for location based on various criteria
- Visited communities where collective garden regulations have been adopted
- Attended seminars on legislative and legal aspects
- The Board Chairman has also met with the Police Chief to provide a law enforcement perspective to the discussion
- Discussed alternatives and possibilities for locations and standards under which Sultan could appropriately allow and regulate collective gardens
- Developed a draft code
- Contacted individual business owners
- Advertised all meetings and public hearings
- Conducted a public hearing on the draft code
- Forwarded recommendations to the Council

On December 4, 2012, the Planning Board held a public hearing and voted unanimously to forward its recommendation to the City Council for further action.

On December 13, 2012, the Council received the Planning Board's recommendation and directed staff to return with an extension of the moratorium to allow time for the Council to consider and complete action on the Board's recommendation.

**Council Comments:**

Slawson: Has reviewed the list of what other cities are doing and there is a combination of moratoriums, not action or allowing collective gardens. Does not want Sultan to be the poster child in a lawsuit however, the Governor has passed responsibility to the cities. Federal law may change in the future – will not go to jail for taking action. It is scary to think a grow operation could be placed anywhere in the city and the Council needs to restrict by zoning. The plants reek and it would not be good to have next door. Supports moratorium.

Neigel: There is no mandate to zone in a manner that does not preclude collective gardens and the Council has the authority to decide what the city wants to do. There is nothing in the senate bill to precludes the city from doing what they want for gardens or dispensaries. They can not allow cities or employees to allow actions in violation of federal law or they could be subject to prosecution under federal law. The city is operating under a false premises that we must take some action. One puts on path to litigation and the other puts on path for criminal action.

Blair: There has been a lot of legal review of the law and based on the review, the city attorney has advised the city to proceed with a moratorium to allow the city to take no action. City must show they have worked on issue to prevent the appearance of an outright ban. There is various action by other cities and the County has taken no action which allows collective gardens anywhere. They can't make everyone happy and she does not want to see collective gardens in her neighborhood. The higher risk is to do outright ban so the city should continue with moratorium and wait to see what the state will do. Is legal to grow if you have a medical marijuana card.

**CITY OF SULTAN COUNCIL MEETING – January 10, 2013**

George: Also feels they have been misled and they don't need to take action. It would be malfeasance to take action in violation of federal law. Planning Board member said the study shows it will be safe and will not diminish property values. The people who want to be hip are misleading the council. Don't need to approve anything just because the Planning Board worked hard and want to be hip. Maybe people have pot growing in their homes but they will keep it secret as opposed to a business.

McNaughton: It is smart not to be the poster child for litigation. This is government but it is also a business to help the people who put them in office. They should not take action at this time as the new governor may make changes. Use the time to let someone else take the hit and base decision on what happens.

Davenport-Smith: Favors the moratorium. She would like to see an outright ban. Even if federal law changes, still does not want to allow it. The city has to be careful on how we zone – if too restrictive could be sued for the zoning issue.

Staff: The Governor vetoed part of the law to prevent cities from issuing licenses in violation of federal law. Only a couple of cities are taking business license applications for collective gardens or dispensaries. Most are just imposing restrictions not issuing license. They must have regulations or the city is wide open for location of collective garden. They can legislate but not restrict.

**Public Input**

Judy Hedrick: Letter supporting moratorium read into the record.

Gerry Gibson: Letter supporting moratorium read into the record.

Al Wirta: Letter supporting moratorium read into the record.

Tom Green: The Council is meeting with state legislatures, request they make collective gardens an agricultural activity. There is no agricultural zoning in the city and that would prevent gardens anywhere. Against gardens – favors moratorium.

Bart Dalmasso: He purchased marijuana for his mother-in-law to help treat the pain from a brain tumor. His Nephew died in his early 40's and was a legal and illegal grower in Oregon. He grew it for income as well as to smoke it. Both he and his wife died early and drugs were a factor. He supports the moratorium and hopes they find way to make it illegal in the city.

Ray George: Agrees 100% with Mr. Neigel and Ms. George – there is a big difference between shall and may. Supports the moratorium. The issue will end in litigation either way. The new Planning Board member who discussed the study said there were no issues in Colorado but studies can go the way they want. Location does not equate to reduced crime.

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

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL**  
**AGENDA ITEM COVER SHEET**

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**ITEM #:** Consent 2  
**DATE:** January 24, 2013  
**SUBJECT:** Voucher Approval  
**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director *LK*

**SUMMARY:**

Attached are the vouchers for approval in the amount of \$170,771.38 and payroll through January 4, 2013 in the amount of \$79,932.28 to be drawn and paid on the proper accounts.

**FISCAL IMPACT:** \$250,703.66

**RECOMMENDATION:**

Approve the payment of vouchers as submitted.

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**City Of Sultan  
Voucher Approval  
January 24, 2013**

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

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

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

Payroll Check #27569-86	\$ 27,441.66
Direct Deposit #	\$ 0
Benefits Check #27587-94	\$ 40,094.60
Tax Deposit #PR 1	\$ 12,396.02
Accounts Payable Checks #27568,95-617	\$ 111,144.47
Accounts Payable Checks #27618-43	\$ 51,111.36
ACH Transactions - DOR	\$ 8,515.55
<b>TOTAL</b>	<b>\$ 250,703.66</b>

\_\_\_\_\_  
Kenneth Marshall, Councilmember

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Steve Slawson, Councilmember

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Kay George, Councilmember

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Sarah Davenport-Smith, Councilmember

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

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

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

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
Printed: 1/18/2013 - 11:46 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
27618	01/24/2013	Aramark	Aramark Uniform Services - AUS Eve	465.36	0
27619	01/24/2013	wilbert	Automatic Wilbert Vault Co.	1,314.06	0
27620	01/24/2013	bony	Bank of New York	603.50	0
27621	01/24/2013	bravo	Bravo Environmental	6,193.84	0
27622	01/24/2013	chemsear	Chemsearch	141.18	0
27623	01/24/2013	CDunn	Connie Dunn	72.00	0
27624	01/24/2013	erw	Evergreen Rural Water	475.00	0
27625	01/24/2013	expressp	Express Employment Professionals	1,782.72	0
27626	01/24/2013	hach	Hach Company	2,539.02	0
27627	01/24/2013	Johnson	Johnson & Son Tire	809.81	0
27628	01/24/2013	lowes	Lowes	146.48	0
27629	01/24/2013	napa	Monroe Parts House	276.07	0
27630	01/24/2013	nextel	Nextel Communications	332.45	0
27631	01/24/2013	OASYS	Oasys Office Automation Systems	125.62	0
27632	01/24/2013	OfcDepot	Office Depot	157.37	0
27633	01/24/2013	PUD 1	PUD	3,501.41	0
27634	01/24/2013	RedApl	Red Apple Market	68.92	0
27635	01/24/2013	SCpubwor	Snohomish County Finance	15,308.00	0
27636	01/24/2013	SCtreas	Snohomish County Treasurer	124.53	0
27637	01/24/2013	visa	Visa	9.00	0
27638	01/24/2013	visa	Visa	6.00	0
27639	01/24/2013	apwa	WA State Chapter APWA	179.00	0
27640	01/24/2013	Wetrc	WETRC	558.00	0
27641	01/24/2013	WH	WH Pacific	13,586.02	0
27642	01/24/2013	WH	WH Pacific	2,045.00	0
27643	01/24/2013	wlj	White Lightning Janitorial	291.00	0
				<hr/>	
				Check Total:	
				51,111.36	
				<hr/>	

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
Printed: 1/17/2013 - 3:26 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
27595	01/17/2013	SCCT	Association of Snohomish County Citi	70.00	0
27596	01/17/2013	SCCT	Association of Snohomish County Citi	50.00	0
27597	01/17/2013	AWC	AWC	2,294.00	0
27598	01/17/2013	Code	Code Publishing Company	4,314.85	0
27599	01/17/2013	comcast	Comcast	670.88	0
27600	01/17/2013	EvtStamp	Everett Stamp Works	35.73	0
27601	01/17/2013	EvDC	Evergreen District Court	641.37	0
27602	01/17/2013	Frontier	Frontier	212.30	0
27603	01/17/2013	GBGeek	Gold Bar Geek	1,997.17	0
27604	01/17/2013	Kenyon	Kenyon Disend PLLC	912.00	0
27605	01/17/2013	madcity	MadCity Buzz LLC	1,500.00	0
27606	01/17/2013	PUD 1	PUD	8.74	0
27607	01/17/2013	PugSoAir	Puget Sound Clean Air Agency	500.25	0
27608	01/17/2013	PSE	Puget Sound Energy	1,074.61	0
27609	01/17/2013	SkyCC	Sky Valley Chamber of Commerce	95.00	0
27610	01/17/2013	SCcorrec	Snohomish County Corrections	5,213.80	0
27611	01/17/2013	SRDTF	Snohomish County Sheriff	73,802.08	0
27612	01/17/2013	Snopac	Snopac	5,061.75	0
27613	01/17/2013	Springb	Springbrook Software	11,155.28	0
27614	01/17/2013	Thyss	Thyssenkrupp Elevator Corporation	326.27	0
27615	01/17/2013	usbank	US Bank	26.00	0
27616	01/17/2013	usps	USPS	190.00	0
27617	01/17/2013	WMCA	WMCA	300.00	0

Check Total: 110,452.08

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
 Printed: 1/16/2013 - 1:55 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
27587	01/16/2013	Retire	Department of Retirement	4,749.17	0
27588	01/16/2013	Retire	Department of Retirement	600.00	0
27589	01/16/2013	AFLAC	AFLAC	215.10	0
27590	01/16/2013	AWCben	AWC Employee Benefit Trust	19,282.86	0
27591	01/16/2013	AWCben	AWC Employee Benefit Trust	24.00	0
27592	01/16/2013	L&I	Department of Labor & Industries	5,367.98	0
27593	01/16/2013	Unemploy	Employment Security Department	8,256.09	0
27594	01/16/2013	WATeamTr	Washington Teamsters Welfare Trust	1,599.40	0
Check Total:				40,094.60	



# Accounts Payable

## Checks for Approval

User: laura.koenig  
 Printed: 1/18/2013 - 1:50 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27568	01/04/2013	UTILITY WATER FUND	Communication	USPS		207.72
27568	01/04/2013	UTILITY SEWER FUND	Communication	USPS		207.71
27568	01/04/2013	UTILITY GARBAGE FUND	Communication	USPS		207.72
27568	01/04/2013	STORMWATER UTILITY FUND		USPS		69.24
27587	01/16/2013	CEMETERY FUND	PERS Payable	Department of Retirement		29.57
27587	01/16/2013	GENERAL FUND	PERS Payable	Department of Retirement		53.78
27587	01/16/2013	GENERAL FUND	PERS Payable	Department of Retirement		29.78
27587	01/16/2013	GENERAL FUND	PERS Payable	Department of Retirement		452.68
27587	01/16/2013	STREET FUND	PERS Payable	Department of Retirement		159.49
27587	01/16/2013	CEMETERY FUND	PERS Payable	Department of Retirement		16.11
27587	01/16/2013	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement		22.91
27587	01/16/2013	UTILITY WATER FUND	PERS Payable	Department of Retirement		488.73
27587	01/16/2013	UTILITY SEWER FUND	PERS Payable	Department of Retirement		469.59
27587	01/16/2013	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement		183.48
27587	01/16/2013	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement		148.60
27587	01/16/2013	GENERAL FUND	PERS Payable	Department of Retirement		630.79
27587	01/16/2013	STREET FUND	PERS Payable	Department of Retirement		292.75
27587	01/16/2013	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement		42.03
27587	01/16/2013	UTILITY WATER FUND	PERS Payable	Department of Retirement		657.45
27587	01/16/2013	UTILITY SEWER FUND	PERS Payable	Department of Retirement		661.91
27587	01/16/2013	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement		236.70
27587	01/16/2013	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement		172.82
27587	01/16/2013	GENERAL FUND	Deferred Comp Payable	Department of Retirement		87.75
27588	01/16/2013	STREET FUND	Deferred Comp Payable	Department of Retirement		41.00
27588	01/16/2013	CEMETERY FUND	Deferred Comp Payable	Department of Retirement		3.75
27588	01/16/2013	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement		8.99
27588	01/16/2013	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement		156.00
27588	01/16/2013	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement		245.50
27588	01/16/2013	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement		25.75
27588	01/16/2013	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement		31.26
27589	01/16/2013	GENERAL FUND	Deferred Comp Payable	AFLAC		0.72
27589	01/16/2013	STREET FUND	Deferred Comp Payable	AFLAC		0.07
27589	01/16/2013	CEMETERY FUND	Deferred Comp Payable	AFLAC		0.02
27589	01/16/2013	UTILITY WATER FUND	Deferred Comp Payable	AFLAC		7.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27589	01/16/2013	UTILITY SEWER FUND		AFLAC		10.26
27589	01/16/2013	UTILITY GARBAGE FUND		AFLAC		1.94
27589	01/16/2013	STORMWATER UTILITY FUND		AFLAC		0.05
27589	01/16/2013	GENERAL FUND		AFLAC		4.66
27589	01/16/2013	STREET FUND		AFLAC		0.16
27589	01/16/2013	CEMETERY FUND		AFLAC		0.10
27589	01/16/2013	UTILITY WATER FUND		AFLAC		28.26
27589	01/16/2013	UTILITY SEWER FUND		AFLAC		40.10
27589	01/16/2013	UTILITY GARBAGE FUND		AFLAC		13.54
27589	01/16/2013	STORMWATER UTILITY FUND		AFLAC		0.18
27589	01/16/2013	CEMETERY FUND		AFLAC		0.09
27589	01/16/2013	UTILITY WATER FUND		AFLAC		28.25
27589	01/16/2013	UTILITY SEWER FUND		AFLAC		40.13
27589	01/16/2013	UTILITY GARBAGE FUND		AFLAC		13.53
27589	01/16/2013	STORMWATER UTILITY FUND		AFLAC		0.16
27589	01/16/2013	GENERAL FUND		AFLAC		0.71
27589	01/16/2013	STREET FUND		AFLAC		0.07
27589	01/16/2013	CEMETERY FUND		AFLAC		0.03
27589	01/16/2013	UTILITY WATER FUND		AFLAC		7.48
27589	01/16/2013	UTILITY SEWER FUND		AFLAC		10.25
27589	01/16/2013	UTILITY GARBAGE FUND		AFLAC		1.95
27589	01/16/2013	STORMWATER UTILITY FUND		AFLAC		0.06
27589	01/16/2013	GENERAL FUND		AFLAC		4.68
27589	01/16/2013	STREET FUND		AFLAC		0.16
27589	01/16/2013	CEMETERY FUND		AFLAC		0.63
27590	01/16/2013	BUILDING MAINTENANCE FUND		AWC Employee Benefit Trust		84.29
27590	01/16/2013	UTILITY WATER FUND		AWC Employee Benefit Trust		106.58
27590	01/16/2013	UTILITY SEWER FUND		AWC Employee Benefit Trust		34.07
27590	01/16/2013	GENERAL FUND		AWC Employee Benefit Trust		21.88
27590	01/16/2013	STREET FUND		AWC Employee Benefit Trust		3.17
27590	01/16/2013	CEMETERY FUND		AWC Employee Benefit Trust		0.32
27590	01/16/2013	BUILDING MAINTENANCE FUND		AWC Employee Benefit Trust		103.90
27590	01/16/2013	UTILITY WATER FUND		AWC Employee Benefit Trust		26.07
27590	01/16/2013	UTILITY SEWER FUND		AWC Employee Benefit Trust		43.88
27590	01/16/2013	UTILITY GARBAGE FUND		AWC Employee Benefit Trust		3.02
27590	01/16/2013	STORMWATER UTILITY FUND		AWC Employee Benefit Trust		49.16
27590	01/16/2013	GENERAL FUND		AWC Employee Benefit Trust		0.51
27590	01/16/2013	STREET FUND		AWC Employee Benefit Trust		0.51
27590	01/16/2013	UTILITY WATER FUND		AWC Employee Benefit Trust		0.50
27590	01/16/2013	UTILITY SEWER FUND		AWC Employee Benefit Trust		167.18
27590	01/16/2013	GENERAL FUND		AWC Employee Benefit Trust		100.30
27590	01/16/2013	STREET FUND		AWC Employee Benefit Trust		100.31
27590	01/16/2013	UTILITY WATER FUND		AWC Employee Benefit Trust		100.31
27590	01/16/2013	UTILITY SEWER FUND		AWC Employee Benefit Trust		100.30
27590	01/16/2013	UTILITY GARBAGE FUND		AWC Employee Benefit Trust		100.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27590	01/16/2013	STORMWATER UTILITY FUND		AWC Employee Benefit Trust		100.31
27590	01/16/2013	GENERAL FUND		AWC Employee Benefit Trust		0.80
27590	01/16/2013	UTILITY GARBAGE FUND		AWC Employee Benefit Trust		53.32
27590	01/16/2013	STORMWATER UTILITY FUND		AWC Employee Benefit Trust		3.61
27590	01/16/2013	GENERAL FUND		AWC Employee Benefit Trust		97.35
27590	01/16/2013	STREET FUND		AWC Employee Benefit Trust		8.83
27590	01/16/2013	CEMETERY FUND		AWC Employee Benefit Trust		2.94
27590	01/16/2013	STREET FUND		AWC Employee Benefit Trust		0.48
27590	01/16/2013	UTILITY WATER FUND		AWC Employee Benefit Trust		0.48
27590	01/16/2013	UTILITY SEWER FUND		AWC Employee Benefit Trust		0.48
27590	01/16/2013	UTILITY GARBAGE FUND		AWC Employee Benefit Trust		0.48
27590	01/16/2013	STORMWATER UTILITY FUND		AWC Employee Benefit Trust		0.48
27590	01/16/2013	GENERAL FUND		AWC Employee Benefit Trust		32.76
27590	01/16/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		13.98
27590	01/16/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		0.77
27590	01/16/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		2.37
27590	01/16/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		23.22
27590	01/16/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust		21.53
27590	01/16/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		12.28
27590	01/16/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		13.18
27590	01/16/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		74.16
27590	01/16/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		15.91
27590	01/16/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		5.50
27590	01/16/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		2.07
27590	01/16/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		177.44
27590	01/16/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust		95.22
27590	01/16/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		69.90
27590	01/16/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		28.37
27590	01/16/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		1,697.17
27590	01/16/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		337.22
27590	01/16/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		74.12
27590	01/16/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		62.52
27590	01/16/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		1,938.54
27590	01/16/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust		2,255.86
27590	01/16/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		1,334.42
27590	01/16/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		577.21
27590	01/16/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		45.49
27590	01/16/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		2.68
27590	01/16/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		2.68
27590	01/16/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust		2.68
27590	01/16/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		855.14
27590	01/16/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		667.81
27590	01/16/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		27.78
27590	01/16/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		90.66

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27590	01/16/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		2,705.07
27590	01/16/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust		851.98
27590	01/16/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		601.80
27590	01/16/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		624.02
27590	01/16/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		1,370.77
27590	01/16/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		67.10
27590	01/16/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		67.11
27590	01/16/2013	UTILITY SEWER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		67.09
27590	01/16/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust		13.29
27590	01/16/2013	GENERAL FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		3.65
27590	01/16/2013	STREET FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		0.46
27590	01/16/2013	CEMETERY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		0.61
27590	01/16/2013	BUILDING MAINTENANCE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		11.34
27590	01/16/2013	UTILITY WATER FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		10.04
27590	01/16/2013	UTILITY SEWER FUND	Med/Dental/Vis Payable	AWC Employee Benefit Trust		5.19
27590	01/16/2013	UTILITY GARBAGE FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		3.42
27590	01/16/2013	STORMWATER UTILITY FUND	Med/Den/Vision/Life Payable	AWC Employee Benefit Trust		1,002.83
27590	01/16/2013	GENERAL FUND	Benefits - Disability Insuranc	AWC Employee Benefit Trust		12.00
27591	01/16/2013	GENERAL FUND	Miscellaneous Payroll Ded	AWC Employee Benefit Trust		11.62
27591	01/16/2013	GENERAL FUND		AWC Employee Benefit Trust		0.13
27591	01/16/2013	STREET FUND		AWC Employee Benefit Trust		0.13
27591	01/16/2013	UTILITY WATER FUND		AWC Employee Benefit Trust		0.12
27591	01/16/2013	UTILITY SEWER FUND		AWC Employee Benefit Trust		37.53
27591	01/16/2013	GENERAL FUND		AWC Employee Benefit Trust		4.93
27592	01/16/2013	STREET IMPROVEMENT FUND		Department of Labor & Industries		109.29
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		154.94
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		98.26
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		19.05
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		18.18
27592	01/16/2013	STREET FUND		Department of Labor & Industries		2.25
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		0.93
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		1.27
27592	01/16/2013	STREET IMPROVEMENT FUND		Department of Labor & Industries		31.37
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		43.13
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		28.29
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		5.38
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		114.93
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		64.18
27592	01/16/2013	STREET FUND		Department of Labor & Industries		8.25
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		3.54
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		133.52
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		75.64
27592	01/16/2013	STREET FUND		Department of Labor & Industries		11.46
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		113.09
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		19.07
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		32.39
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		55.37
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		38.33
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		5.67
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		115.97
27592	01/16/2013	STREET FUND		Department of Labor & Industries		60.95
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		6.31
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		3.26
27592	01/16/2013	STREET IMPROVEMENT FUND		Department of Labor & Industries		3.46
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		77.59
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		202.72
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		72.22
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		20.24
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		37.52
27592	01/16/2013	STREET FUND		Department of Labor & Industries		16.99
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		1.77
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		0.85
27592	01/16/2013	STREET IMPROVEMENT FUND		Department of Labor & Industries		0.90
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		22.76
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		55.07
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		21.33
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		22.85
27592	01/16/2013	STREET FUND		Department of Labor & Industries		10.15
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		1.32
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		0.35
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		31.06
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		34.98
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		19.37
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		2.73
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		65.69
27592	01/16/2013	STREET FUND		Department of Labor & Industries		34.74
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		4.91
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		1.33
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		111.12
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		126.53
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		66.57
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		9.35
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		31.81
27592	01/16/2013	STREET FUND		Department of Labor & Industries		15.81
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		2.08
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		0.60
27592	01/16/2013	STREET IMPROVEMENT FUND		Department of Labor & Industries		1.27
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		26.66

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		51.81
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		29.40
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		4.81
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		91.53
27592	01/16/2013	STREET FUND		Department of Labor & Industries		54.67
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		7.54
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		2.23
27592	01/16/2013	STREET IMPROVEMENT FUND		Department of Labor & Industries		4.93
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		90.15
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		187.57
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		101.40
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		16.96
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		30.25
27592	01/16/2013	STREET FUND		Department of Labor & Industries		16.88
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		2.15
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		0.59
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		53.45
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		53.53
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		31.05
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		4.81
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		86.94
27592	01/16/2013	STREET FUND		Department of Labor & Industries		59.32
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		7.80
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		2.15
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		193.43
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		193.71
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		107.25
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		17.00
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		2.21
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		192.56
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		204.46
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		101.07
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		17.28
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		30.57
27592	01/16/2013	STREET FUND		Department of Labor & Industries		16.94
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		2.02
27592	01/16/2013	BUILDING MAINTENANCE FUND		Department of Labor & Industries		0.60
27592	01/16/2013	UTILITY WATER FUND		Department of Labor & Industries		53.37
27592	01/16/2013	UTILITY SEWER FUND		Department of Labor & Industries		56.41
27592	01/16/2013	UTILITY GARBAGE FUND		Department of Labor & Industries		29.54
27592	01/16/2013	STORMWATER UTILITY FUND		Department of Labor & Industries		4.90
27592	01/16/2013	GENERAL FUND		Department of Labor & Industries		86.93
27592	01/16/2013	STREET FUND		Department of Labor & Industries		59.15
27592	01/16/2013	CEMETERY FUND		Department of Labor & Industries		7.24

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27592	01/16/2013	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries		106.99
27592	01/16/2013	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries		106.99
27592	01/16/2013	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries		107.02
27592	01/16/2013	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries		326.58
27593	01/16/2013	GENERAL FUND		Employment Security Department		113.04
27593	01/16/2013	STREET FUND		Employment Security Department		12.99
27593	01/16/2013	CEMETERY FUND		Employment Security Department		3.96
27593	01/16/2013	BUILDING MAINTENANCE FUND		Employment Security Department		7.33
27593	01/16/2013	STREET IMPROVEMENT FUND		Employment Security Department		221.72
27593	01/16/2013	UTILITY WATER FUND		Employment Security Department		305.67
27593	01/16/2013	UTILITY SEWER FUND		Employment Security Department		200.58
27593	01/16/2013	UTILITY GARBAGE FUND		Employment Security Department		35.06
27593	01/16/2013	STORMWATER UTILITY FUND		Employment Security Department		183.49
27593	01/16/2013	UTILITY GARBAGE FUND		Employment Security Department		297.75
27593	01/16/2013	GENERAL FUND		Employment Security Department		13.08
27593	01/16/2013	CEMETERY FUND		Employment Security Department		3.98
27593	01/16/2013	BUILDING MAINTENANCE FUND		Employment Security Department		216.28
27593	01/16/2013	UTILITY WATER FUND		Employment Security Department		289.73
27593	01/16/2013	UTILITY SEWER FUND		Employment Security Department		326.24
27593	01/16/2013	GENERAL FUND		Employment Security Department		113.20
27593	01/16/2013	STREET FUND		Employment Security Department		13.88
27593	01/16/2013	CEMETERY FUND		Employment Security Department		4.00
27593	01/16/2013	BUILDING MAINTENANCE FUND		Employment Security Department		7.32
27593	01/16/2013	STREET IMPROVEMENT FUND		Employment Security Department		227.62
27593	01/16/2013	UTILITY WATER FUND		Employment Security Department		308.88
27593	01/16/2013	UTILITY SEWER FUND		Employment Security Department		210.61
27593	01/16/2013	UTILITY GARBAGE FUND		Employment Security Department		35.65
27593	01/16/2013	STORMWATER UTILITY FUND		Employment Security Department		295.04
27593	01/16/2013	GENERAL FUND		Employment Security Department		103.66
27593	01/16/2013	STREET FUND		Employment Security Department		9.13
27593	01/16/2013	CEMETERY FUND		Employment Security Department		3.21
27593	01/16/2013	BUILDING MAINTENANCE FUND		Employment Security Department		242.88
27593	01/16/2013	UTILITY WATER FUND		Employment Security Department		305.46
27593	01/16/2013	UTILITY SEWER FUND		Employment Security Department		159.66
27593	01/16/2013	UTILITY GARBAGE FUND		Employment Security Department		33.15
27593	01/16/2013	STORMWATER UTILITY FUND		Employment Security Department		294.52
27593	01/16/2013	GENERAL FUND		Employment Security Department		96.00
27593	01/16/2013	STREET FUND		Employment Security Department		8.94
27593	01/16/2013	CEMETERY FUND		Employment Security Department		3.21
27593	01/16/2013	BUILDING MAINTENANCE FUND		Employment Security Department		7.33
27593	01/16/2013	STREET IMPROVEMENT FUND		Employment Security Department		216.10
27593	01/16/2013	UTILITY WATER FUND		Employment Security Department		299.28
27593	01/16/2013	UTILITY SEWER FUND		Employment Security Department		156.95
27593	01/16/2013	UTILITY GARBAGE FUND		Employment Security Department		

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27593	01/16/2013	STORMWATER UTILITY FUND		Employment Security Department		33.14
27593	01/16/2013	GENERAL FUND		Employment Security Department		296.27
27593	01/16/2013	STREET FUND		Employment Security Department		112.19
27593	01/16/2013	CEMETERY FUND		Employment Security Department		11.90
27593	01/16/2013	BUILDING MAINTENANCE FUND		Employment Security Department		3.21
27593	01/16/2013	UTILITY WATER FUND		Employment Security Department		282.73
27593	01/16/2013	UTILITY SEWER FUND		Employment Security Department		304.07
27593	01/16/2013	UTILITY GARBAGE FUND		Employment Security Department		193.64
27593	01/16/2013	STORMWATER UTILITY FUND		Employment Security Department		33.33
27593	01/16/2013	GENERAL FUND		Employment Security Department		290.27
27593	01/16/2013	STREET FUND		Employment Security Department		103.35
27593	01/16/2013	CEMETERY FUND		Employment Security Department		8.93
27593	01/16/2013	BUILDING MAINTENANCE FUND		Employment Security Department		3.21
27593	01/16/2013	UTILITY WATER FUND		Employment Security Department		254.06
27593	01/16/2013	UTILITY SEWER FUND		Employment Security Department		298.93
27593	01/16/2013	UTILITY GARBAGE FUND		Employment Security Department		159.30
27593	01/16/2013	STORMWATER UTILITY FUND		Employment Security Department		33.07
27593	01/16/2013	STREET FUND		Employment Security Department		97.54
27593	01/16/2013	CEMETERY FUND		Employment Security Department		9.82
27593	01/16/2013	BUILDING MAINTENANCE FUND		Employment Security Department		13.97
27593	01/16/2013	UTILITY WATER FUND		Employment Security Department		318.43
27593	01/16/2013	UTILITY SEWER FUND		Employment Security Department		146.84
27593	01/16/2013	UTILITY GARBAGE FUND		Employment Security Department		17.46
27594	01/16/2013	STREET FUND		Employment Security Department		11.64
27594	01/16/2013	CEMETERY FUND		Employment Security Department		420.20
27594	01/16/2013	BUILDING MAINTENANCE FUND		Employment Security Department		370.76
27594	01/16/2013	UTILITY WATER FUND		Washington Teamsters Welfare Trust		215.21
27594	01/16/2013	UTILITY SEWER FUND		Washington Teamsters Welfare Trust		98.86
27594	01/16/2013	UTILITY GARBAGE FUND		Washington Teamsters Welfare Trust		70.00
27594	01/16/2013	STORMWATER UTILITY FUND		Washington Teamsters Welfare Trust		50.00
27595	01/17/2013	GENERAL FUND		Association of Snohomish County Cities & Towns		2,294.00
27596	01/17/2013	GENERAL FUND		Association of Snohomish County Cities & Towns		4,314.85
27597	01/17/2013	GENERAL FUND		AWC		26.09
27598	01/17/2013	GENERAL FUND		Code Publishing Company		17.39
27599	01/17/2013	GENERAL FUND		Comcast		17.39
27599	01/17/2013	UTILITY WATER FUND		Comcast		17.39
27599	01/17/2013	UTILITY SEWER FUND		Comcast		8.69
27599	01/17/2013	UTILITY GARBAGE FUND		Comcast		233.57
27599	01/17/2013	STREET FUND		Comcast		116.79
27599	01/17/2013	GENERAL FUND		Comcast		116.78
27599	01/17/2013	UTILITY WATER FUND		Comcast		116.79
27599	01/17/2013	UTILITY SEWER FUND		Comcast		116.79
27599	01/17/2013	UTILITY GARBAGE FUND		Comcast		35.73
27600	01/17/2013	GENERAL FUND		Everett Stamp Works		641.37
27601	01/17/2013	GENERAL FUND		Evergreen District Court		212.30
27602	01/17/2013	UTILITY SEWER FUND		Frontier		

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27603	01/17/2013	INFORMATION TECHNOLOGY FUNI	Professional Service	Gold Bar Geek		692.33
27603	01/17/2013	INFORMATION TECHNOLOGY FUNI	Professional Service	Gold Bar Geek		741.76
27603	01/17/2013	INFORMATION TECHNOLOGY FUNI	Operating Supply	Gold Bar Geek		563.08
27604	01/17/2013	GENERAL FUND	Legal - Litigation Fees	Kenyon Disend PLLC		912.00
27605	01/17/2013	INFORMATION TECHNOLOGY FUNI	Professional Service	MadCity Buzz LLC		1,500.00
27606	01/17/2013	STREET FUND	Utilities	PUD		8.74
27607	01/17/2013	GENERAL FUND	Miscellaneous	Puget Sound Clean Air Agency		100.05
27607	01/17/2013	STREET FUND	Miscellaneous	Puget Sound Clean Air Agency		100.05
27607	01/17/2013	UTILITY WATER FUND	Miscellaneous	Puget Sound Clean Air Agency		100.05
27607	01/17/2013	UTILITY SEWER FUND	Miscellaneous	Puget Sound Clean Air Agency		100.05
27607	01/17/2013	UTILITY GARBAGE FUND	Miscellaneous	Puget Sound Clean Air Agency		100.05
27608	01/17/2013	GENERAL FUND	Utilities	Puget Sound Energy		35.11
27608	01/17/2013	GENERAL FUND	Utilities	Puget Sound Energy		175.56
27608	01/17/2013	STREET FUND	Utilities	Puget Sound Energy		35.11
27608	01/17/2013	UTILITY WATER FUND	Water Service - Everett	Puget Sound Energy		35.12
27608	01/17/2013	UTILITY SEWER FUND	Utilities	Puget Sound Energy		35.11
27608	01/17/2013	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy		35.11
27608	01/17/2013	GENERAL FUND	Utilities	Puget Sound Energy		149.04
27608	01/17/2013	GENERAL FUND	Utilities	Puget Sound Energy		187.91
27608	01/17/2013	STREET FUND	Utilities	Puget Sound Energy		96.64
27608	01/17/2013	UTILITY WATER FUND	Utilities	Puget Sound Energy		96.63
27608	01/17/2013	UTILITY SEWER FUND	Water Service - Everett	Puget Sound Energy		96.64
27608	01/17/2013	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy		96.63
27608	01/17/2013	GENERAL FUND	Utilities	Puget Sound Energy		75.00
27609	01/17/2013	GENERAL FUND	Organization Dues	Sky Valley Chamber of Commerce		20.00
27609	01/17/2013	GENERAL FUND	Organization Dues	Sky Valley Chamber of Commerce		5,213.80
27610	01/17/2013	GENERAL FUND	Miscellaneous - Jail Fees	Snohomish County Corrections		73,802.08
27611	01/17/2013	GENERAL FUND	Professional Service - SnoCy	Snohomish County Sheriff		4,935.47
27612	01/17/2013	GENERAL FUND	Intergovernmental - SNOPAC	Snopac		126.28
27612	01/17/2013	GENERAL FUND	Intergovernmental - SNOPAC	Snopac		11,155.28
27613	01/17/2013	INFORMATION TECHNOLOGY FUNI	Repair and Maintenance	Springbrook Software		326.27
27614	01/17/2013	BUILDING MAINTENANCE FUND	Repair and Maintenance	Thyssenkrupp Elevator Corporation		26.00
27615	01/17/2013	GENERAL FUND	Bank Fees	US Bank		57.00
27616	01/17/2013	UTILITY WATER FUND	Communication	USPS		57.00
27616	01/17/2013	UTILITY SEWER FUND	Communication	USPS		57.00
27616	01/17/2013	UTILITY GARBAGE FUND	Communication	USPS		19.00
27616	01/17/2013	STORMWATER UTILITY FUND	Communication	USPS		60.00
27617	01/17/2013	GENERAL FUND	Travel and Seminars	WMCA		60.00
27617	01/17/2013	UTILITY WATER FUND	Travel and Seminars	WMCA		60.00
27617	01/17/2013	UTILITY SEWER FUND	Travel and Seminars	WMCA		60.00
27617	01/17/2013	UTILITY GARBAGE FUND	Travel and Seminars	WMCA		60.00
27617	01/17/2013	STORMWATER UTILITY FUND	Travel and Seminars	WMCA		60.00
27618	01/24/2013	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		0.65
27618	01/24/2013	UTILITY WATER FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		3.04
27618	01/24/2013	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		3.04

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27618	01/24/2013	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		2.83
27618	01/24/2013	STREET FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		0.65
27618	01/24/2013	GENERAL FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		0.65
27618	01/24/2013	UTILITY WATER FUND	Operating Supply - New Connect	Aramark Uniform Services - AUS Everett Lockbox		18.42
27618	01/24/2013	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		18.42
27618	01/24/2013	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		18.41
27618	01/24/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		18.42
27618	01/24/2013	STREET FUND	Office/Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		18.42
27618	01/24/2013	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		0.65
27618	01/24/2013	UTILITY WATER FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		3.04
27618	01/24/2013	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		3.04
27618	01/24/2013	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		2.83
27618	01/24/2013	STREET FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		0.65
27618	01/24/2013	GENERAL FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		0.65
27618	01/24/2013	UTILITY WATER FUND	Operating Supply - New Connect	Aramark Uniform Services - AUS Everett Lockbox		9.51
27618	01/24/2013	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		9.52
27618	01/24/2013	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		9.51
27618	01/24/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		9.52
27618	01/24/2013	STREET FUND	Office/Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		9.51
27618	01/24/2013	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		2.54
27618	01/24/2013	UTILITY WATER FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		11.85
27618	01/24/2013	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		11.85
27618	01/24/2013	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		11.00
27618	01/24/2013	STREET FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		2.54
27618	01/24/2013	GENERAL FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		2.54
27618	01/24/2013	UTILITY WATER FUND	Operating Supply - New Connect	Aramark Uniform Services - AUS Everett Lockbox		18.29
27618	01/24/2013	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		18.29
27618	01/24/2013	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		18.28
27618	01/24/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		18.29
27618	01/24/2013	STREET FUND	Office/Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		18.29
27618	01/24/2013	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		2.52
27618	01/24/2013	UTILITY WATER FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		11.75
27618	01/24/2013	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		11.75
27618	01/24/2013	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		10.91
27618	01/24/2013	STREET FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		2.52
27618	01/24/2013	GENERAL FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		2.52
27618	01/24/2013	STREET FUND	Office/Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		10.16
27618	01/24/2013	UTILITY WATER FUND	Operating Supply - New Connect	Aramark Uniform Services - AUS Everett Lockbox		10.16
27618	01/24/2013	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		10.17
27618	01/24/2013	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		10.16
27618	01/24/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		10.17
27618	01/24/2013	STREET FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		6.92
27618	01/24/2013	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		1.59
27618	01/24/2013	GENERAL FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		1.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27618	01/24/2013	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		1.60
27618	01/24/2013	UTILITY WATER FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		7.45
27618	01/24/2013	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services - AUS Everett Lockbox		7.45
27618	01/24/2013	UTILITY WATER FUND	Operating Supply - New Connect	Aramark Uniform Services - AUS Everett Lockbox		10.16
27618	01/24/2013	UTILITY SEWER FUND	Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		10.17
27618	01/24/2013	UTILITY GARBAGE FUND	Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		10.16
27618	01/24/2013	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		10.17
27618	01/24/2013	STREET FUND	Office/Operating Supplies	Aramark Uniform Services - AUS Everett Lockbox		10.16
27618	01/24/2013	CEMETERY FUND	Professional Services	Aramark Uniform Services - AUS Everett Lockbox		1,314.06
27619	01/24/2013	LIMITED GO TAX BOND FUND	Professional Services	Automatic Wilbert Vault Co.		301.75
27620	01/24/2013	POLICE GO BOND FUND	Professional Services	Bank of New York		301.75
27620	01/24/2013	STORMWATER UTILITY FUND	Rentals	Bank of New York		6,193.84
27621	01/24/2013	UTILITY SEWER FUND	Operating Supplies	Bravo Environmental		141.18
27622	01/24/2013	UTILITY WATER FUND	Miscellaneous	Chemsearch		42.00
27623	01/24/2013	UTILITY SEWER FUND	Miscellaneous	Connie Dunn		30.00
27623	01/24/2013	UTILITY WATER FUND	Miscellaneous	Connie Dunn		150.00
27624	01/24/2013	UTILITY WATER FUND	Travel and Seminars	Evergreen Rural Water		325.00
27624	01/24/2013	UTILITY WATER FUND	Travel and Seminars	Evergreen Rural Water		594.24
27624	01/24/2013	UTILITY WATER FUND	Repair and Maintenance	Express Employment Professionals		594.24
27625	01/24/2013	UTILITY GARBAGE FUND	Repair and Maintenance	Express Employment Professionals		594.24
27625	01/24/2013	UTILITY GARBAGE FUND	Repair and Maintenance	Express Employment Professionals		1,715.83
27625	01/24/2013	UTILITY WATER FUND	Operating Supply - New Connect	Hach Company		823.19
27626	01/24/2013	UTILITY WATER FUND	Operating Supply - New Connect	Hach Company		809.81
27626	01/24/2013	UTILITY WATER FUND	Vehicle Operation/Maintenance	Johnson & Son Tire		146.48
27627	01/24/2013	UTILITY WATER FUND	Operating Supply	Lowes		276.07
27628	01/24/2013	BUILDING MAINTENANCE FUND	Small Tools/Minor Equipment	Monroe Parts House		7.30
27629	01/24/2013	UTILITY SEWER FUND	Communication	Nextel Communications		7.31
27630	01/24/2013	UTILITY SEWER FUND	Communication	Nextel Communications		7.30
27630	01/24/2013	UTILITY WATER FUND	Communication	Nextel Communications		7.31
27630	01/24/2013	UTILITY GARBAGE FUND	Communication	Nextel Communications		7.30
27630	01/24/2013	STREET FUND	Communication	Nextel Communications		23.20
27630	01/24/2013	GENERAL FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	UTILITY WATER FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	UTILITY WATER FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	UTILITY SEWER FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	UTILITY GARBAGE FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	GENERAL FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	STREET FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	UTILITY SEWER FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	UTILITY SEWER FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	UTILITY GARBAGE FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	GENERAL FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	STREET FUND	Communication	Nextel Communications		7.30
27630	01/24/2013	UTILITY WATER FUND	Communication	Nextel Communications		7.31
27630	01/24/2013	UTILITY SEWER FUND	Communication	Nextel Communications		7.30
27630	01/24/2013	UTILITY GARBAGE FUND	Communication	Nextel Communications		7.30
27630	01/24/2013	UTILITY GARBAGE FUND	Communication	Nextel Communications		7.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27630	01/24/2013	GENERAL FUND	Communication	Nextel Communications		7.31
27630	01/24/2013	STREET FUND	Communication	Nextel Communications		7.30
27630	01/24/2013	UTILITY WATER FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	UTILITY SEWER FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	UTILITY GARBAGE FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	GENERAL FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	STREET FUND	Communication	Nextel Communications		4.64
27630	01/24/2013	GENERAL FUND	Communication	Nextel Communications		23.20
27630	01/24/2013	GENERAL FUND	Communication	Nextel Communications		37.29
27630	01/24/2013	GENERAL FUND	Communication	Nextel Communications		23.20
27630	01/24/2013	GENERAL FUND	Office/Operating Supplies	Nextel Communications		7.30
27630	01/24/2013	UTILITY WATER FUND	Communication	Nextel Communications		7.31
27630	01/24/2013	UTILITY SEWER FUND	Communication	Nextel Communications		7.30
27630	01/24/2013	UTILITY GARBAGE FUND	Communication	Nextel Communications		7.31
27630	01/24/2013	STREET FUND	Communication	Nextel Communications		7.30
27630	01/24/2013	GENERAL FUND	Communication	Nextel Communications		23.20
27630	01/24/2013	UTILITY SEWER FUND	Communication	Nextel Communications		23.20
27630	01/24/2013	UTILITY SEWER FUND	Communication	Nextel Communications		23.20
27631	01/24/2013	UTILITY WATER FUND	Communication	Nextel Communications		20.94
27631	01/24/2013	UTILITY SEWER FUND	Communication	Nextel Communications		20.94
27631	01/24/2013	UTILITY GARBAGE FUND	Communication	Nextel Communications		20.94
27631	01/24/2013	STORMWATER UTILITY FUND	Repair and Maintenance	Oasys Office Automation Systems		20.94
27631	01/24/2013	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems		20.94
27631	01/24/2013	GENERAL FUND	Office/Operating Supplies	Oasys Office Automation Systems		20.93
27631	01/24/2013	UTILITY WATER FUND	Office Supplies	Oasys Office Automation Systems		20.93
27632	01/24/2013	UTILITY WATER FUND	Office Supplies	Office Depot		0.33
27632	01/24/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		0.34
27632	01/24/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		0.34
27632	01/24/2013	STREET FUND	Office/Operating Supplies	Office Depot		1.33
27632	01/24/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		0.34
27632	01/24/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		0.34
27632	01/24/2013	UTILITY WATER FUND	Office Supplies	Office Depot		0.33
27632	01/24/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		0.34
27632	01/24/2013	STREET FUND	Office Supplies	Office Depot		1.35
27632	01/24/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		3.12
27632	01/24/2013	UTILITY WATER FUND	Office Supplies	Office Depot		3.12
27632	01/24/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		3.12
27632	01/24/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		3.13
27632	01/24/2013	STREET FUND	Office Supplies	Office Depot		12.48
27632	01/24/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		2.92
27632	01/24/2013	STREET FUND	Office Supplies	Office Depot		2.92
27632	01/24/2013	UTILITY WATER FUND	Office Supplies	Office Depot		2.91
27632	01/24/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		2.92
27632	01/24/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		11.66
27632	01/24/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		3.68
27632	01/24/2013	UTILITY WATER FUND	Office Supplies	Office Depot		

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27632	01/24/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		3.69
27632	01/24/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		3.68
27632	01/24/2013	STREET FUND	Office Supplies	Office Depot		3.68
27632	01/24/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		14.73
27632	01/24/2013	UTILITY WATER FUND	Office Supplies	Office Depot		6.30
27632	01/24/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		6.29
27632	01/24/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		6.30
27632	01/24/2013	STREET FUND	Office Supplies	Office Depot		6.29
27632	01/24/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		25.18
27632	01/24/2013	UTILITY WATER FUND	Office Supplies	Office Depot		2.99
27632	01/24/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		2.98
27632	01/24/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		2.99
27632	01/24/2013	STREET FUND	Office Supplies	Office Depot		2.98
27632	01/24/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		11.94
27632	01/24/2013	UTILITY SEWER FUND	Utilities	Office Depot		3,501.41
27633	01/24/2013	UTILITY SEWER FUND	Volunteer Program	PUJD		68.92
27634	01/24/2013	GENERAL FUND	Intergovernmental - Recycle	Red Apple Market		15,308.00
27635	01/24/2013	UTILITY GARBAGE FUND	Crime Victim Services	Snohomish County Finance		124.53
27636	01/24/2013	GENERAL FUND	Miscellaneous	Snohomish County Treasurer		3.00
27637	01/24/2013	STREET FUND	Miscellaneous	Visa		2.00
27637	01/24/2013	UTILITY WATER FUND	Miscellaneous	Visa		2.00
27637	01/24/2013	UTILITY SEWER FUND	Miscellaneous	Visa		2.00
27637	01/24/2013	UTILITY GARBAGE FUND	Miscellaneous	Visa		6.00
27638	01/24/2013	GENERAL FUND	PB Travel and Seminars	Visa		29.83
27639	01/24/2013	UTILITY WATER FUND	Miscellaneous	WA State Chapter APWA		29.83
27639	01/24/2013	UTILITY SEWER FUND	Miscellaneous	WA State Chapter APWA		29.83
27639	01/24/2013	UTILITY GARBAGE FUND	Miscellaneous	WA State Chapter APWA		29.83
27639	01/24/2013	STORMWATER UTILITY FUND	Miscellaneous	WA State Chapter APWA		29.84
27639	01/24/2013	STREET FUND	Miscellaneous	WA State Chapter APWA		29.84
27639	01/24/2013	GENERAL FUND	Miscellaneous	WA State Chapter APWA		279.00
27640	01/24/2013	UTILITY WATER FUND	Travel and Seminars	WETRC		279.00
27640	01/24/2013	UTILITY WATER FUND	Travel and Seminars	WETRC		13,586.02
27641	01/24/2013	STREET IMPROVEMENT FUND	Sultan River Bridge Project	WH Pacific		2,045.00
27642	01/24/2013	STREET IMPROVEMENT FUND	Hwy 2 Roundabout Project	WH Pacific		291.00
27643	01/24/2013	GENERAL FUND	Professional Services	White Lightning Janitorial		

Report Total:

202,350.43

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** A - 1  
**DATE:** January 24, 2013  
**SUBJECT:** Wastewater Treatment Plant Short Term Improvements -  
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 Wastewater Treatment Plant Short Term Improvements completed by Stouder General Construction, LLC.

**STAFF RECOMMENDATION:**

Staff recommends accepting the Wastewater Treatment Plant Short Term Improvements completed by Stouder General Construction, LLC.

**SUMMARY:**

The council authorized the Mayor to sign a contract on November 10, 2011 with Stouder General Construction, LLC not to exceed \$323,000 to construct the following:

- One Influent Archimedes Screw Pump and Automated Grease System
- Influent Screw Pump Trough Concrete and Grout
- Electrical for Influent Screw Pump & Automated Grease System
- Two Stop Gates
- One Ultraviolet Bank with System Control Panel
- Electrical for one Ultraviolet Bank

The actual contract amount with Stouder General Construction, LLC was for \$307,473.75 (not including sales tax). There was one change order for wiring modifications for the Influent Screw Pump for an additional \$266.74. The resulting total contract amount was 283,391.74. With 8.6 percent sales tax, the contract amount was \$307,763.43.

Gray & Osborne has completed all contract elements including updating the Operations and Maintenance Manual and providing the City with as-constructed drawings. All system improvements are in place and operational.

**FISCAL IMPACT:**

The total cost of the project is the sum of the professional services provided by Gray & Osborne, Inc for design and construction management (\$51,262), and the Wastewater Treatment Plant Short Term improvements provided by Stouder General Construction, LLC (\$307,763.43). The total cost expenditure is \$359,025.43.

The City received a \$335,000 legislative proviso for these improvements. Council approved using a portion of the CR Reserve Sewer Fund to make up the anticipated budget shortfall at their November 10, 2011 council meeting.

**RECOMMENDED ACTION:**

Staff recommends accepting the Wastewater Treatment Plant Short Term Improvements completed by Stouder General Construction, LLC.

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**Agenda Item #:** Action A 2  
**Date:** January 24, 2013  
**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 2013. Mayor will close nominations and ask for a vote.

**RECOMMENDED ACTION:**

Appoint a Mayor Pro Tem for 2013.

# SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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ITEM NO: Action A 3 A  
DATE: January 12, 2012  
SUBJECT: Council Sub-Committees  
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director *lk kw*

## ISSUE:

The issue before the City Council is to discuss the Council sub-committee structure and membership for 2013 and set dates for the Council retreats.

## 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 would be:

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 are:

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

Councilmembers: Blair, Neigel and Slawson; Beeler - alternate.

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

Councilmembers: Beeler, Davenport-Smith and Marshall; George, alternate.

**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 2013.

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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ITEM NO: Action A 3 B  
DATE: January 24, 2013  
SUBJECT: Council Meeting and Retreat Schedule  
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director 

ISSUE:  
The issue before the City Council is to discuss dates for council retreats and other special council meetings.

POLICY:  
The adopted Council Procedures establish regular meeting days on the 2nd and 4th Thursday of each month. Special meetings, such as council retreats and joint meetings with the planning board may be held as determined by the mayor and city council. Many city councils in Washington State schedule annual planning retreats. Retreat agendas are generally set by the mayor and staff with council input.

SUMMARY:  
Since 2007, the Council has scheduled certain types of community and council meetings in advance. The purpose of prescheduled meetings is to provide opportunities for in-depth understanding of city issues prior to bringing the issues forward for discussion at a regular council meeting. Council approval will continue this practice.

### Council Retreats

It is difficult to adequately discuss all the long range needs of the city during a regular council meeting. The Sultan City Council, like many other city councils, volunteers a weekend of their time away from distractions to meet in retreat to discuss and plan the long range goals and programs of the City.

Staff recommends the council schedule three council retreats to allow in-depth discussion of council goals and policies, and other topics as identified by the mayor and city council. Generally, the council does not take action at its retreats. Key issues are brought back to the council for discussion and action at a regular council meeting. The proposed dates for 2013 are:

- March or April (date to be determined) - Study session. Suggested topics include: Cemetery, nuisance codes, property management code and economic development.  
City Hall Council Chambers from 9 AM to 2:30 PM
- Saturday, June 22, 2013 - 2014 budget priorities  
Sultan Council Chambers from 9 AM to 2:30 PM
- Saturday, October 5, 2013 - Mayor's recommended budget for 2014  
Sultan Council Chambers from 9 AM to 2:30 PM

### Joint Meetings

The council may also want to consider setting special meeting dates with the other community groups:

- Planning Board
- Sky Valley Chamber Board
- Sultan School Board

The proposed joint meetings and retreat schedule are a full schedule of activities in addition to the regular bi-weekly council meetings. For some staff members this schedule may require one to two night meetings per week per month.

The payoff for this level of effort should be better decision making and public process. The balancing act is to have just enough joint meetings and retreat opportunities to inform the council's policy making responsibilities along with enough public participation opportunities to keep the community interested enough to give up an evening of personal time.

### FISCAL IMPACT:

There may be a small fiscal impact in the form of overtime costs for additional joint meetings if hourly employees need to attend (e.g. planning board secretary). Other costs would be limited to food and beverage expense (approximately \$250).

### RECOMMENDED ACTION:

- Schedule three council retreats to allow in-depth discussion of council goals and policies, and other topics as identified by the mayor and city council. Generally, the council does not take action at its retreats. Rather, council gives general direction to staff. Key issues are brought back to the council for discussion and action at a regular council meeting.
  - March or April (date to be determined) - Study session. Suggested topics include: Cemetery, nuisance codes, property management code and economic development.  
City Hall Council Chambers from 9 AM to 2:30 PM
  - Saturday, June 22, 2013 - 2014 budget priorities  
Sultan Council Chambers from 9 AM to 2:30 PM
  - Saturday, October 5, 2013 - Mayor's recommended budget for 2014  
Sultan Council Chambers from 9 AM to 2:30 PM
- Discuss setting special meeting dates with the other community groups:
  - Planning Board
  - Sky Valley Chamber
  - Sultan School Board

CITY OF SULTAN  
AGENDA ITEM COVER SHEET

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ITEM: A-4  
DATE: January 24, 2013  
SUBJECT: Planet POWER Grant



CONTACT PERSON: Donna Murphy Grants and Economic Development Coordinator *KW*

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**ISSUE:**

Snohomish County Public Utility District (PUD) called for grant applications for small solar photovoltaic (PV) demonstration projects on newly constructed or existing non-profit and public buildings and/or schools.

**STAFF RECOMMENDATION:**

Motion to direct staff to apply for a Snohomish County PUD Planet POWER Grant, with a \$5,500 match for a small solar PV demonstration project at the Wastewater Treatment Plant and direct the Mayor to sign the necessary documents to submit the grant application.

**SUMMARY STATEMENT:**

On January 7, 2013 Snohomish County PUD issued a Request for Applications for Planet POWER Grants.

On January 15, 2013 the City of Sultan submitted an Energy Efficiency grant application to the Department of Commerce to install solar panels on the Community Center and Visitor Information Center. While working closely with Snohomish County PUD on that grant application, the City was encouraged to continue seeking funding for "Green Power" and submit a grant application for a Planet POWER Grant.

After careful review of the application, staff determined to recommend to Council to request funding to install solar photovoltaic panels at the Wastewater Treatment Plant.

The range of grants PUD funds is \$20,000 - \$60,000. Staff recommends requesting \$49,500 to fund installation of a 10KW PV Solar System at the Wastewater Treatment Plant. The total project cost is \$55,000 with a \$5,500 match from the 2013 Wastewater Treatment Plant Fund.

**FISCAL IMPACTS:**

Matching funds improve the likelihood of receiving the grant. An investment of a \$5,500 match will be returned back into the Wastewater Treatment Fund within the first year (Between \$6,000 and \$9,600) by the savings created using solar power. Over a 20 year period, the savings generated will be between \$120,000 and \$192,000.



**Planet Power Grants  
for Solar Photovoltaic Demonstration Projects  
for Schools, Non-Profits and Public Organizations**

**Request For Applications**

**ISSUE DATE: 1/7/2013**

TASK	DUE DATE
Written Questions Due to Snohomish PUD for Executive Summary Round	5:00 PM PST 1/25/2013
Written Responses to Questions Posted by Snohomish PUD	5:00 PM PST 2/1/2013
Executive Summary Due to Snohomish PUD	11:59 PM PST <b>2/12/2013</b>
Eligible Applicants Invited by Snohomish PUD to Submit Complete Applications	3/6/2013
Written Questions Due to Snohomish PUD for Complete Application Round	5:00 PM PST 4/2/2013
Written Responses to Questions Posted by Snohomish PUD	5:00 PM PST 4/8/2012
Complete Application Due to Snohomish PUD	11:59 PM PST <b>4/25/2013</b>
Grant Awards Announced by Snohomish PUD	5/10/2013
Planet Power Renewable Energy System Deliverables Due	12/5/2013



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APPENDIX A Executive Summary Template and Instructions **(Due February 12)**

APPENDIX B Instructions for Complete Applications upon Invitation **(Due April 25)**

APPENDIX C Annual Reporting Requirements

## I. BACKGROUND

Snohomish County PUD (The PUD) is a Public Utility District organized under Title 54 of the Revised Code of Washington ("RCW") to provide retail electric service in Snohomish County and on neighboring Camano Island, Washington. The PUD is the second largest publicly owned utility in the Pacific Northwest and the twelfth largest in the nation in terms of customers served, currently serving over 320,000 customers.

The PUD has created the Planet Power program to allow its customers to support more renewable energy development than would otherwise occur. The PUD's customers voluntarily contribute funds to this program in the manner prescribed by Snohomish PUD Rate Schedule 81. To fulfill the program's renewable energy development goals, the PUD develops small-scale projects within the PUD service area which create education and outreach opportunities while generating renewable energy. The PUD is currently seeking applications for small solar photovoltaic (PV) demonstration projects on newly constructed or existing non-profit and public buildings and/or schools. To learn more about Planet Power, visit [www.snopud.com/planetpower](http://www.snopud.com/planetpower).

Projects may be partially or entirely funded, depending on the organization's function, the type of system, funding requirements, and funding availability. This Request for Applications (RFA) is designed specifically to attract organizations in Snohomish County PUD's service area that can provide visible system placement of solar PV with good access for the public to see and learn about the system. Applicants must have the ability to contract for and manage the installation of the solar panels.

## II. PROGRAM OBJECTIVES

One of the main objectives of the Planet Power program is to support projects that include strong community outreach and renewable energy education efforts. By focusing on local projects, the program hopes to more effectively motivate new customers that are exposed to the projects to support renewable energy development. Since projects are funded by Planet Power participants, the renewable energy produced by these systems should benefit the broader local community as much as possible.

Energy produced by the solar array will offset operational costs by helping to power the applicant's facility. The array may be eligible for a WA State production incentive, which the facility owner may elect to accept, decline, or donate back to the Planet Power Program. Any and all non-energy benefits (such as Renewable Energy Certificates, or RECs) produced by the Planet Power system will be assumed by the PUD for its customers enrolled in the Planet Power program.

### III. PROJECT SCOPE

The PUD expects to fund 4-8 systems with this RFP, ranging from 5-15 kW in size. While applicants can propose larger systems, evidence that an organization can provide matching funds will improve the likelihood of being awarded funds for a larger system. Projects must be installed by 12/5/ 2013. In addition to the PV system, the organization may also be eligible to receive funds for a display kiosk and, for schools, educational curriculum training and materials.

At its sole discretion, The PUD will provide selected awardees with grants expected to range in value from approximately \$20,000 to \$60,000, which may be used to provide some or all of the following:

- Solar PV equipment and related hardware
- Data monitoring hardware and web-based access to live solar data
- Subject matter curriculum and teacher training
- Interactive lobby/common area kiosks to display project information and live data (if appropriate)
- Visibility through PUD's marketing and public relations
- Other, as proposed by applicant

### IV. APPLICATION PROCESS

Part 1: All applications will first provide an Executive Summary to be screened for qualification and Planet Power eligibility requirements. Instructions are attached as Appendix A. A question/answer period is provided if additional clarification is required. If basic eligibility requirements are met, the PUD will review the Executive Summary and determine whether the proposed project is likely to receive funding during this funding cycle. Site visits and other follow-up contact may be required to fully assess the Executive Summary. By March 6, 2013, PUD will contact applicants eligible to submit a Complete Application.

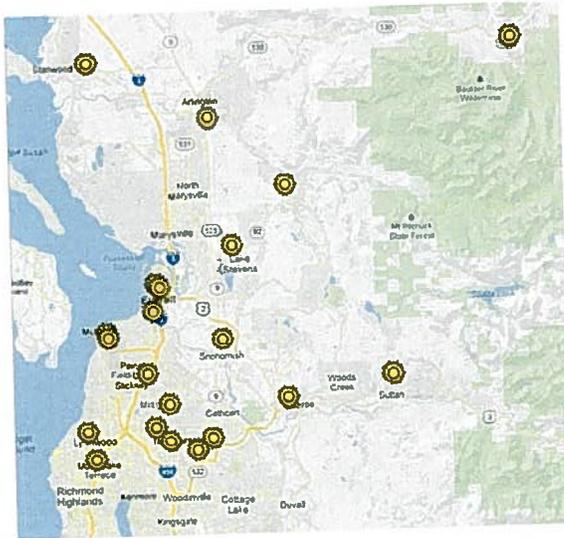
Part 2: Eligible applicants will then provide a Complete Application for PUD review, by invitation, no later than April 25, 2013. A question/answer period is provided if additional clarification is required. Instructions are attached as Appendix B.

Awards: The PUD Application Review and Selection Team will make the final determination of 2013 Planet Power Awards. Successful awardees will be notified with a letter and Planet Power Grant Memorandum of Understanding by 5/10/2013.

## V. EVALUATION CRITERIA

The PUD will consider the following criteria when evaluating applications:

- **Applicant eligibility:** Does this applicant meet eligibility and Planet Power program requirements (school, non-profit business, or public organization)?
- **Project eligibility:** Will this project provide local, renewable energy for Planet Power for a minimum of 10 years?
- **Type of organization:** Is this organization public use, charitable, or education-oriented?
- **Feasibility:** Does this organization have the ability to contract for installation of the system within the desired timeframe? Are the proposed technology and site a good fit for energy production?
- **Outreach:** Does the host possess potential for educating the community and demonstrate stakeholder enthusiasm long term?
- **Outreach diversity/uniqueness:** Is the project located in an area or does the project reach an audience that does not benefit from other renewable energy demonstration?



*Existing Planet Power Projects*

- **Site:** Does the proposed location of the system offer good curb-side visibility? Will there be community awareness and/or visitor access?
- **Matching Funds:** Is there a matching funds commitment to this project and/or realistic possibility that the host will enlarge the system in future years? Will the applicant be providing resources to improve outreach and education within the community?
- **Energy efficiency:** Has the host exhibited a commitment to energy efficiency and/or renewable energy advocacy?
- **Planet Power participation:** Does the applicant indicate any past, present, or future support for the Planet Power program?
- **Innovation:** Does the project offer something unique or innovative in terms of technology, outreach, or education?
- **Any other potential benefits at The PUD's sole discretion**

## VI. OTHER REQUIREMENTS

Upon selection, The PUD will initiate an MOU with the recipient to address the project and deliverables.

- The Facility Owner/Awardee, Project Champion, or designee will offer and implement an outreach, marketing and/or education strategy for 5 years and will submit an Annual Progress Report to PUD for five years. Reporting Requirements are provided as Appendix C.
- Facility Owner/ Awardee will provide good stewardship of the renewable energy system for a minimum of 10 years.

## VII. EXAMPLES

1. Sample Optional Deliverables- This menu of optional deliverables is provided to assist applicants in preparing the Executive Summary. You may choose deliverables from this list and/or describe other deliverables.

Purpose	Deliverable	Details	Estimated Cost
Renewable Energy System	Solar PV panels, inverter, other equipment, and installation	# of kW, indicate possible location on site	<i>Estimate \$4,500/kW</i>
Renewable Energy System	Solar PV	Rooftop racking system or wall attachments	<i>Included</i>
Renewable Energy System	Engineering	Structural or Electrical engineering analysis of roof, if applicable	
Renewable Energy System	Contracting and Project Management Support	Applicant will bid project, contract, and manage solar installer	
Renewable Energy System	Others as described by applicant		
Outreach	System Accessibility	Specialized kiosk to display system data	<i>Estimate \$2,000 per kiosk</i>
Outreach	Network Accessibility and IT	Dedicated PC to display system data provided by applicant, firewall permissions, and support	
Outreach	System data and monitoring	Required for minimum 5 years	<i>Estimate \$100/year for data hosting</i>
Outreach	Installed sign describing solar array	Template provided by PUD or sign designed by applicant	<i>Estimate \$400</i>
Outreach	Others as described by applicant		
Education	Teacher Training	Scholarship to SnoPUD Renewable Energy Teacher Workshop	<i>Estimate \$100 per attendee</i>
Education	Curricula	NEED Primary Curriculum <a href="http://www.need.org/curriculum-guides">http://www.need.org/curriculum-guides</a>	Free
Education	Teacher Materials	Teaching Solar: Guidebook & DVD	\$32
Education	Classroom Materials	Solar Cell Classroom Set (1-3V radio and speakers, 1-digital multimeter, 4-3V/3W solar modules with clips, 30-0.5V/400mA solar cells, 16 motors, wheels, fans, jumpers, wires, user guide)	\$350
Education	Classroom Materials	Solar Education Kit (1V solar cell, motor, fan, optical wheels)	\$12/kit
Education	Books and Materials	Your Solar Home (Student Guidebook)	\$18
Education	Others as described by applicant		

2. Sample Executive Summary Budget- This example is intended to help applicants understand the amount of detail that the PUD wishes to receive in an Executive Summary. The PUD may request clarification or additional detail, if needed.

Purpose	Deliverable	Details	Estimated Total Cost	Planet Power Cost	Applicant Cost Share	Cost Share from Others
Renewable Energy System	Solar PV	8 kW rooftop PV	\$36,000	\$36,000	\$0	\$0
Renewable Energy System	Contracting and Project Management	Bid, Contract, and Manage Installer	\$2,000	\$0	\$2,000	\$0
Outreach	System accessibility	Kiosk to display system information	\$2,000	\$0	\$2,000	\$0
Outreach	Network Accessibility and IT Support	Firewall permissions and support	\$200	\$0	\$200	\$0
Outreach	System data access and monitoring	5 years	\$500	\$0	\$500	\$0
Outreach	Installed sign	Sign to describe array and Planet Power grant, designed by PUD or applicant	\$400	\$0	\$400	\$0
Education	Teacher Training	3 Scholarships to SnoPUD Renewable Energy Teacher Workshop, July 2012	\$300 plus teacher time/travel	\$300	Teacher time/travel Teacher Clock Hours Substitute if needed	\$0
Education	Curricula	NEED Curriculum Guide	\$0	\$0	\$0	\$0
Education	Teacher Materials	Teaching Solar Guidebook and DVD	\$32	\$0	\$32	\$0
Education	Classroom Materials	Class Set of solar cells	\$350	\$0	\$350	\$0
Education	Books and Resources	Your Solar Home (Library Book)	\$18	\$0	\$18	\$0
<b>TOTALS</b>			\$41,800 100%	\$36,300 87%	\$5,500 13%	\$0 0%

3. Example of Planet Power Renewable Energy Systems- Descriptions of all Planet Power projects funded 2009-2012 can be found at: <http://www.snopud.com/planetpower> (click on "Funded Projects" on the left).

## APPENDIX A—EXECUTIVE SUMMARY INSTRUCTIONS

1. Questions are due in writing by 5:00 PM PST, 1/25/2013 to [planetpower3@snopud.com](mailto:planetpower3@snopud.com).
2. Answers to all questions will be posted by The PUD by 2/1/2013 at [www.snopud.com/planetpower](http://www.snopud.com/planetpower).
3. The Executive Summary is due to The PUD no later than 11:59 PM PST, 2/12/2013.
4. Complete and submit your Executive Summary through our online application portal at: [www.snopud.com/planetpower](http://www.snopud.com/planetpower)
5. Answer all questions, or enter N/A if the question is not applicable. Incomplete applications may be discarded. You can save your application and return to it.
6. Attach an Applicant Statement to your online application. PDF is preferred, but doc, docx, xls, and xlsx files are accepted. In the Applicant Statement, please describe
  - a) Project Characteristics- Include any known details about feasibility, renewable energy technology type, size, location, accessibility/visibility, estimated energy production, etc. Include any plans for data monitoring, kiosk/display, use of energy, use of educational equipment, etc. Where project details are yet unknown, include plans for specifying, bidding and contracting.
  - b) Host Commitment- Demonstrate ability to meet requirements of the Planet Power program (related to installation, maintenance, monitoring, reporting, and sustained education efforts).
  - c) Financial Leverage and Matching Funds- State total estimated project cost with breakdown of matching contribution and PUD grant request. Include sources of matching funds and deliverables to which they are allocated.
  - d) Energy Efficiency and Environmental Values- Describe historic or planned steps to reduce energy use and/or incorporate sustainability into the organization/facility's use.
  - e) Planet Power participation and support- Describe historic or planned contribution to the Planet Power program, and level of participation.
  - f) Education/Outreach- Describe plans to use the Planet Power project to educate the community about renewable energy and promote participation in the Planet Power program.
  - g) Please provide any additional information about the project's unique nature, value of the project to your organization, reasons for participating, or other aspects of the proposal that you would like the PUD to consider.
7. Attach an Executive Summary Budget to your online application. PDF is preferred, but doc, docx, xls, and xlsx files are accepted.
8. The application interface will accept one additional optional document.

## APPENDIX B—COMPLETE APPLICATION INSTRUCTIONS

1. Based on the review Executive Summaries submitted, The PUD will invite Eligible Applicants to submit Complete Applications.
2. Complete Applications will be due to The PUD no later than 11:59 PM PST Thursday, 4/25/2013.
3. Estimated preparation time: 2 hours plus RFP/bid
4. By 3/6/2013, Eligible Applicants will receive detailed submission instructions for the Complete Application. Most applicants will augment their Executive Summary by submitting:

A. A full site assessment and renewable energy installation bid of your choice. Applicants are required to utilize an installer from the Solar Express Registered Contractors List (found at [www.snopud.com/solarexpress](http://www.snopud.com/solarexpress)), unless otherwise approved in writing by the PUD. If a general contractor, project manager, or other third party is delivering the project, the general contractor, project manager, or third party must utilize an installer from the Solar Express Registered Installers List, unless otherwise approved in writing by the PUD.

B. A final project budget with complete definition of the proposed system, cost, deliverables, and cost share.

## APPENDIX C—ANNUAL REPORT DIRECTIONS

It is required for each Awardee to provide an annual report to The PUD. These reports will be compiled to inform The PUD's stakeholders and Planet Power Donors. The following directions represent the minimum requirement.

1. The annual report is due to The PUD no later than January 31 of each year.
2. Send report to:

Planet Power Program Manager  
Energy Efficiency  
2320 California St, PO Box 1107  
Everett, WA 98206

Email: [planetpower3@snopud.com](mailto:planetpower3@snopud.com)

3. Report Format and Content:

- a. Format

- i. Word document or PDF
- ii. Recommended length: 2 or 3 pages plus any photos /attachments. More information is welcome, but this report is not intended to be burdensome.

- b. Project Installation Date

- c. Reporting Period

- d. Renewable Energy System

- i. Indicate whether your system was operable during the reporting period and describe any periods of inoperability.
- ii. Report any relevant changes to system or equipment
- iii. Identify issues relating to maintenance and operations of the equipment
- iv. Identify any issues relating to solar access (shading)
- v. Any other information about the Renewable Energy System you wish to share

- e. Renewable Energy Outreach

- i. Describe overall impact of the demonstration to your culture
- ii. Indicate outreach tools used (newsletter, website, etc)
- iii. Estimate the number of people reached
- iv. Describe any plans for future outreach
- v. Any other information about your Renewable Energy Outreach you wish to share

- f. Renewable Energy Education

- i. Briefly describe the curriculum utilized
- ii. Detail any additions/removals/changes from the original curriculum design
- iii. Suggest modifications or improvements
- iv. Assess the success of the student learning
- v. Describe any plans for future renewable energy education efforts
- vi. Any other information about your Renewable Energy Education efforts you wish to share

- g. Intangibles

- i. Please share any quotes or feedback from the community
- ii. Indicate whether you feel the system is an asset to your facility and why
- iii. Report anything you think would make your outreach and education efforts more successful

- iv. Report any way you think the Renewable Energy Project could be improved or made more effective
  - v. Any other information about the Renewable Energy System, Renewable Energy Education Resources, or Renewable Energy Outreach Support you wish to share with The PUD and the Planet Power Donors who made this project possible.
- h. Attachments
- i. Photos
  - ii. Samples of student created projects, community outreach, and/or images related to the coursework

*NOTE: The PUD will retain ownership and rights to publish attached photos and student works on our website and/or promotional materials. Please do not include images of students unless a waiver is attached. For student projects, please ensure anonymity OR include a waiver if the student would like to be identified as the artist.*

4. Project Champion sign the report and provide updated contact information

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM NO:** A-5

**DATE:** January 24, 2013

**SUBJECT:** Gray & Osborne, Inc. Consultant Agreement for Professional Services – Alder Avenue Reconstruction

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

**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 preliminary and final plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of Alder Avenue Reconstruction improvements.

The fee to complete these services is not to exceed \$88,638 without prior written authorization by the City Council. This fee includes a \$5,000 Management Reserve Fund.

**STAFF RECOMMENDATION:**

Authorize the Mayor to sign a contract with Gray & Osborne, Inc. to provide professional engineering and related services necessary to develop preliminary and final plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of Alder Avenue Reconstruction improvements for an amount not to exceed \$88,638 without prior written authorization by the City Council.

**SUMMARY:**

The City of Sultan has recently received grant funding for the design and reconstruction of Alder Avenue. The City has received the following grants:

Grant Source	
Legislative Proviso	\$500,000
Community Development Block Grant (Sidewalk on north side of Alder from 7 <sup>th</sup> to 8 <sup>th</sup> )	\$30,516
Community Development Block Grant (Sanitary Sewer and Water Facilities)	\$145,000
<b>Total</b>	<b>\$675,516</b>

City staff invited eight engineering consulting firms to prepare a Statement of Qualifications. All eight consulting firms responded. The firms in alphabetical order were:

- AHBL, Inc.
- Blueline Group
- Gray & Osborne
- Lochner
- Parametrix
- RH2 Engineering
- Skillings Connolly
- WHPacific, Inc.

Staff developed a rating sheet with the assistance of Sam Schuyler (WSDOT Local Agency Engineer). As this is a federally funded project and WSDOT is the City of Sultan's Certified Agent, Mr. Schuyler is required to be a key member in the consultant selection process.

City staff, two Council members, Mr. Ray George and Mr. Schuyler rated the Statements of Qualifications and the three top firms (Blueline, Gray & Osborne, and Skillings Connolly) were selected for interviews.

The three finalists were then interviewed by Mick Matheson, Ken Walker, and Sam Schuyler. Gray & Osborne was selected as the most qualified consulting engineering firm for this project.

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

- Reconstruction and/or overlay of Alder Avenue (from 5<sup>th</sup> to 8<sup>th</sup> Street). The use of cement treated base will be investigated.
- Reconstruction of curb ramps and sidewalk as necessary to meet ADA requirements.
- Construction of new sidewalk improvements on the north side of Alder Avenue between 7<sup>th</sup> Street and 8<sup>th</sup> Street.
- Replacement of existing asbestos-cement water main with 8-inch ductile iron water main pipe.
- Replacement of fire hydrants and water services within the project limits.

- Investigation of the condition of the existing sanitary sewer and replacement of the sanitary sewer main, side sewers within the right-of-way, and manholes as required.
- Replacement of portions of the existing curb and gutter and storm improvements.

It is important to note that the contract does not include construction management or inspections services for this project. These services will be necessary and will be provided either by Gray & Osborne through a Supplemental Agreement or another consulting engineering firm through a separate contract.

### **FISCAL IMPACT:**

The \$500,000 legislative proviso will only pay for road and drainage design and construction improvements, but **will not** pay for sanitary sewer or water design or construction.

The road and storm drainage related design elements (\$66,184) will be paid for out of the \$500,000 legislative proviso at no cost to the City.

The sanitary sewer and water design elements (\$22,454) will be funded by the CR Water Reserve fund and the CR Sewer Reserve fund. The 2013 capital budget anticipated these specific design expenditures for this project and adequate funds are in place.

The CDBG grant for \$145,000 for sanitary sewer and water facilities is slated only for construction and not design.

### **ALTERNATIVES:**

1. Authorize the Mayor to sign a contract with Gray & Osborne, Inc. to provide professional engineering and related services necessary to develop preliminary and final plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of Alder Avenue Reconstruction improvements for an amount not to exceed \$88,638 without prior written authorization by the City Council.
2. Do not authorize the Mayor to sign a contract with Gray & Osborne 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 preliminary and final plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of Alder Avenue Reconstruction improvements for an amount not to exceed \$88,638 without prior written authorization by the City Council.

**ATTACHMENTS:**

Attachment A: Local Agency Standard Consultant Agreement

# ATTACHMENT A

## WITNESSETH THAT:

WHEREAS, the AGENCY desires to accomplish the above referenced project, and

WHEREAS, the AGENCY does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the PROJECT; and

WHEREAS, the CONSULTANT represents that he/she is in compliance with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish Consulting services to the AGENCY,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

### I General Description of Work

The work under this AGREEMENT shall consist of the above described work and services as herein defined and necessary to accomplish the completed work for this PROJECT. The CONSULTANT shall furnish all services, labor, and related equipment necessary to conduct and complete the work as designated elsewhere in this AGREEMENT.

### II Scope of Work

The Scope of Work and projected level of effort required for this PROJECT is detailed in Exhibit "A" attached hereto and by this reference made a part of this AGREEMENT.

### III General Requirements

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress and presentation meetings with the AGENCY and/or such Federal, State, Community, City or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit "A."

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the work in sufficient detail so that the progress of the work can easily be evaluated.

The CONSULTANT, and each SUBCONSULTANT, shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONSULTANT, and each SUBCONSULTANT, shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT that may result in the termination of this AGREEMENT.

Participation for Disadvantaged Business Enterprises (DBE), if required, per 49 CFR Part 26, or participation of Minority Business Enterprises (MBE), and Women Business Enterprises (WBE), shall be shown on the heading of this AGREEMENT. If D/M/WBE firms are utilized, the amounts authorized to each firm and their certification number will be shown on Exhibit "B" attached hereto and by this reference made a part of this AGREEMENT. If the Prime CONSULTANT is a DBE firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY'S "DBE Program Participation Plan". The mandatory DBE participation goals of the AGREEMENT are those established by the WSDOT'S Highway and Local Programs Project Development Engineer in consultation with the AGENCY.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit "C."

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for this PROJECT, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring as a part of this PROJECT, shall be without liability or legal exposure to the CONSULTANT.

#### **IV Time for Beginning and Completion**

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY.

All work under this AGREEMENT shall be completed by the date shown in the heading of this AGREEMENT under completion date.

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD or governmental actions or other conditions beyond the control of the CONSULTANT. A prior supplemental agreement issued by the AGENCY is required to extend the established completion time.

#### **V Payment Provisions**

The CONSULTANT shall be paid by the AGENCY for completed work and services rendered under this AGREEMENT as provided in Exhibit "D" attached hereto, and by reference made part of this AGREEMENT. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31.

A post audit may be performed on this AGREEMENT. The need for a post audit will be determined by the State Auditor, WSDOT External Audit Office and/or at the request of the AGENCY'S PROJECT Manager.

#### **VI Sub-Contracting**

The AGENCY permits sub-contracts for those items of work as shown in Exhibit "G" attached hereto and by this reference made part of this AGREEMENT.

Compensation for this sub-consultant work shall be based on the cost factors shown on Exhibit "G."

The work of the sub-consultant shall not exceed its maximum amount payable unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, overhead, direct non-salary costs and fixed fee costs for the sub-consultant shall be substantiated in the same manner as outlined in Section V. All sub-contracts shall contain all applicable provisions of this AGREEMENT.

With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. No permission for sub-contracting shall create, between the AGENCY and sub-contractor, any contract or any other relationship. A DBE certified sub-consultant is required to perform a minimum amount of their sub-contracted agreement that is established by the WSDOT Highways and Local Programs Project Development Engineer in consultation with the AGENCY.

#### **VII Employment**

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from the AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a

third party as a consequence of any act or omission on the part of the CONSULTANT'S employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of the contract, any professional or technical personnel who are, or have been, at any time during the period of the contract, in the employ of the United States Department of Transportation, or the STATE, or the AGENCY, except regularly retired employees, without written consent of the public employer of such person.

### **VIII Nondiscrimination**

During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest agrees to comply with the following laws and regulations:

Title VI of the Civil Rights Act of 1964  
(42 USC Chapter 21 Subchapter V Section 2000d through 2000d-4a)

Federal-aid Highway Act of 1973  
(23 USC Chapter 3 Section 324)

Rehabilitation Act of 1973  
(29 USC Chapter 16 Subchapter V Section 794)

Age Discrimination Act of 1975  
(42 USC Chapter 76 Section 6101 et seq.)

Civil Rights Restoration Act of 1987  
(Public Law 100-259)

American with Disabilities Act of 1990  
(42 USC Chapter 126 Section 12101 et. seq.)

49 CFR Part 21

23 CFR Part 200

RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit "H" attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit "H" in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

### **IX Termination of Agreement**

The right is reserved by the AGENCY to terminate this AGREEMENT at any time upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT as shown in Exhibit "I" for the type of AGREEMENT used.

No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the Notice to Terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth herein above, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In such an event, the amount to be paid shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which was satisfactorily completed to date of termination, whether that work is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the work required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the work performed at the time of termination.

Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth above.

If it is determined for any reason that the CONSULTANT was not in default or that the CONSULTANT'S failure to perform is without the CONSULTANT'S or its employee's default or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs in accordance with the termination for other than default clauses listed previously.

In the event of the death of any member, partner or officer of the CONSULTANT or any of its supervisory personnel assigned to the PROJECT, or dissolution of the partnership, termination of the corporation, or disaffiliation of the principally involved employee, the surviving members of the CONSULTANT hereby agree to complete the work under the terms of this AGREEMENT, if requested to do so by the AGENCY. This subsection shall not be a bar to renegotiation of the AGREEMENT between the surviving members of the CONSULTANT and the AGENCY, if the AGENCY so chooses.

In the event of the death of any of the parties listed in the previous paragraph, should the surviving members of the CONSULTANT, with the AGENCY'S concurrence, desire to terminate this AGREEMENT, payment shall be made as set forth in the second paragraph of this section.

Payment for any part of the work by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it by the AGENCY. Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

#### **X Changes of Work**

The CONSULTANT shall make such changes and revisions in the complete work of this AGREEMENT as necessary to correct errors appearing therein, when required to do so by the AGENCY, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under Section XIV.

#### **XI Disputes**

Any dispute concerning questions of fact in connection with the work not disposed of by AGREEMENT between the CONSULTANT and the AGENCY shall be referred for determination to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided, however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to de novo judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J", and disputes concerning claims will be conducted under the procedures found in Exhibit "K".

#### **XII Venue, Applicable Law, and Personal Jurisdiction**

In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the parties hereto agree that any such action shall be initiated in the Superior court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties to such action shall have the right of appeal from such decisions of the Superior court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior court of the State of Washington, situated in the county in which the AGENCY is located.

### XIII Legal Relations

The CONSULTANT shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this AGREEMENT. This contract shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall indemnify and hold the AGENCY and the STATE and its officers and employees harmless from and shall process and defend at its own expense all claims, demands, or suits at law or equity arising in whole or in part from the CONSULTANT'S negligence or breach of any of its obligations under this AGREEMENT; provided that nothing herein shall require a CONSULTANT to indemnify the AGENCY or the STATE against and hold harmless the AGENCY or the STATE from claims, demands or suits based solely upon the conduct of the AGENCY or the STATE, their agents, officers and employees; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT'S agents or employees, and (b) the AGENCY or the STATE, their agents, officers and employees, this indemnity provision with respect to (1) claims or suits based upon such negligence (2) the costs to the AGENCY or the STATE of defending such claims and suits shall be valid and enforceable only to the extent of the CONSULTANT'S negligence or the negligence of the CONSULTANT'S agents or employees.

The CONSULTANT'S relation to the AGENCY shall be at all times as an independent contractor.

The CONSULTANT shall comply with all applicable sections of the applicable Ethics laws, including RCW 42.23, which is the Code of Ethics for regulating contract interest by municipal officers. The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT'S own employees against the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW.

Unless otherwise specified in the AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the PROJECT. Subject to the processing of a new sole source, or an acceptable supplemental agreement, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for: proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of the AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.

#### Insurance Coverage

- A. Worker's compensation and employer's liability insurance as required by the STATE.
- B. Commercial general liability and property damage insurance in an aggregate amount not less than two million dollars (\$2,000,000) for bodily injury, including death and property damage. The per occurrence amount shall not exceed one million dollars (\$1,000,000).
- C. Vehicle liability insurance for any automobile used in an amount not less than a one million dollar (\$1,000,000) combined single limit.

Excepting the Worker's Compensation Insurance and any Professional Liability Insurance secured by the CONSULTANT, the AGENCY will be named on all policies as an additional insured. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by the AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within fourteen (14) days of the execution of this AGREEMENT to the AGENCY.

No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT'S professional liability to the AGENCY shall be limited to the amount payable under this AGREEMENT or one million (\$1,000,000) dollars, whichever is the greater, unless modified by Exhibit "L". In no case shall the CONSULTANT'S professional liability to third parties be limited in any way.

The AGENCY will pay no progress payments under Section V until the CONSULTANT has fully complied with this section. This remedy is not exclusive, and the AGENCY and the STATE may take such other action as is available to it under other provisions of this AGREEMENT, or otherwise in law.

#### **XIV Extra Work**

- A. The AGENCY may at any time, by written order, make changes within the general scope of the AGREEMENT in the services to be performed.
- B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of the AGREEMENT, the AGENCY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify the AGREEMENT accordingly.
- C. The CONSULTANT must submit any "request for equitable adjustment", hereafter referred to as "CLAIM", under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of the AGREEMENT.
- D. Failure to agree to any adjustment shall be a dispute under the Disputes clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and conditions of paragraphs (A) and (B) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

#### **XV Endorsement of Plans**

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

#### **XVI Federal and State Review**

The Federal Highway Administration and the Washington State Department of Transportation shall have the right to participate in the review or examination of the work in progress.

#### **XVII Certification of the Consultant and the Agency**

Attached hereto as Exhibit "M-1(a and b)" are the Certifications of the CONSULTANT and the AGENCY. Exhibit "M-2" Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit "M-3" Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit "M-4" Certificate of Current Cost or Pricing Data. Exhibit "M-3" is required only in AGREEMENTS over \$100,000 and Exhibit "M-4" is required only in AGREEMENTS over \$500,000.

#### **XVIII Complete Agreement**

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as an amendment to this AGREEMENT.

#### **XIX Execution and Acceptance**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept the AGREEMENT and agrees to all of the terms and conditions thereof.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the "Execution Date" box on page one (1) of this AGREEMENT.

By  \_\_\_\_\_ By \_\_\_\_\_

Consultant Tim Osborne, P.E., Gray & Osborne, Inc. Agency City of Sultan

# CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Discussion D 1  
 DATE: January 24, 2013  
 SUBJECT: Salary/Benefit Allocation to Funds  
 CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director *LK*

**ISSUE:**  
 The issue before the Council is review the allocation of salaries and benefits to the various operating funds for 2012.

**SUMMARY:**  
 As a part of the annual budget process, the Council adopted Resolution 11-18 providing for the allocation of wages and benefits to the various operating funds. The resolution requires:

1. During the annual budget process a review of staffing requirements will be completed by the Department Heads. Staff will review the current job responsibilities, the proposed work program for the next year and the adopted cost allocation plan to determine the appropriate fund to charge for the salaries and benefits. Staff time must be appropriated to the fund for which the employee performs the work. Allocation of Council time will be based on agenda items.
2. Mid-year, staff will review the work program and the amount of time each staff member is working in the departments and funds.
3. At the end of the year, a final review of work programs and actual hours worked for each fund will be completed and budget adjustments will be made if required.

At the May 24, 2012 Council meeting, Resolution 12-08 providing a Cost Allocation Plan was adopted. The Plan sets guidelines to determine direct and indirect costs for services provided by staff to the various funds.

Based on time sheet submittals and the factors in the Cost Allocation Plan, staff has completed the year end review. The following is a summary of budget versus actual full time employees (FTE) for each fund:

Cost Allocation of Wages and Benefits for 2012		General Fund	STREET	CEMETERY	UTILITY WATER	UTILITY SEWER	GARBAGE	STORM WATER	BLDG MAINT	TOTAL
Fund #		001	101	103	400	401	402	406	113	FTE's
ORIGINAL - Budgeted	FTE's	5.04	1.83	0.23	4.31	4.50	3.67	0.37	0.06	20
December	FTE's	6.05	2.02	0.39	4.11	3.30	2.33	1.37	0.43	20
Increase/Decrease	FTE's	1.01	0.19	0.16	-0.20	-1.20	-1.34	1.00	0.37	

The Utility Clerks time for maintenance of the Stormwater utility accounts was not included in the budget for that fund. The final analysis summary includes time allocation for office and public works employees who worked in the Stormwater fund. This will reduce the allocation of time and costs to the Water, Sewer and Garbage funds.

In accordance with Resolution 11-18, final adjustments for 2012 will be made based on actual cost incurred for each fund. There were several factors that impacted the actual wages paid:

1. The 2<sup>nd</sup> employee for the Water plant was not hired until November. The Public Works Supervisor filled in at the Water plant.
2. The City Administrator resigned at the end of May 2012. An interim administrator was hired to fill in until the new City Administrator was hired in October 2012 under a professional service contract.
3. Two employees in Public Works resigned in November and December. The city has used a temporary employee for garbage service. One employee has been replaced and city is the process of hiring the second employee.

Attachments:

- A. Resolution 11-18, Allocation of Wages/Benefits
- B. Resolution 12-08 - Cost Allocation

**CITY OF SULTAN  
SULTAN WASHINGTON  
RESOLUTION 11-18**

A RESOLUTION PROVIDING FOR THE ALLOCATION OF WAGES  
AND BENEFITS FOR PAYROLL PURPOSES FOR THE 2011 FISCAL  
YEAR.

WHEREAS, as a part of the annual budget process the allocation of expenditures for wages and benefits must be determined to properly charge funds for services received and;

WHEREAS, staff has reviewed the current job responsibilities of the employees and the proposed work programs for 2012 and;

WHEREAS, the State Auditor has recommended that the Council adopt the distribution schedule to allocate expenditures for wages and benefits;

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

Section 1. The following process will be used to ensure each fund is correctly charged for employee services.

1. During the annual budget process a review of staffing requirements will be completed by the Department Heads. Staff will review the current job responsibilities, the proposed work program for the next year and the adopted cost allocation plan to determine the appropriate fund to charge for the salaries and benefits. Staff time must be appropriated to the fund for which the employee performs the work. Allocation of Council time will be based on agenda items.
2. Mid-year, staff will the work program and the amount of time each staff member is working in the departments and funds.
3. At the end of the year, a final review of work programs and actual hours worked for each fund will be completed and budget adjustments will be made if required.

Section 2. The attached document entitled Allocation of Wages and Benefits for Payroll Purposes is hereby adopted by reference and the will be used for the distribution of wages and benefits for the 2012 fiscal year.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 10<sup>TH</sup>  
DAY OF NOVEMBER, 2011.

CITY OF SULTAN  
Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:  
Laura Koenig, City Clerk  
Approved as to form:  
Margaret J. King, City Attorney

REVISED 10/20/11

Percentage Distribution by Fund

SALARY AND BENEFIT DISTRIBUTION FOR 2012

CLASSIFICATION	FTE's	Park Projects FUND	STREET CAPITAL	PARKS	STREET	CEMETER Y	UTILITY WATER	UTILITY SEWER	GARBAGE	STORM WATER	BLDG MAINT	TOTAL
ENTERPRISE AND CAPITAL FUNDS												
CLASSIFICATION												
MAYOR/COUNCIL (7)	0.00				0.20		0.20	0.20	0.20			0.80
ADMINISTRATOR	0.00			0.05	0.15		0.20	0.20	0.20			0.80
CITY CLERK/DEP FIN	0.00				0.10	0.005	0.20	0.20	0.20			0.705
UTILITY CLERK	1.00						0.30	0.30	0.30			0.90
PERMIT TECH	0.00				0.01		0.01	0.01				0.030
GRANT ADMIN.	1.00				0.30		0.15	0.15	0.05	0.01	0.01	0.65
ADMIN. ASSIT/UT	1.00			0.04	0.05	0.05	0.25	0.24	0.30	0.01	0.01	0.95
UTILITY CLERK	1.00		0.07		0.10		0.30	0.30	0.30	0.03	0.02	0.90
PUBLIC WORKS DIR	1.00			0.10	0.13	0.025	0.20	0.25	0.15	0.05	0.05	1.00
FIELD/WWTP SUPERVISOR	1.00						1.00	1.00	0.20	0.05	0.05	1.00
WWTP OPERATOR	1.00			0.01	0.01	0.005	0.915	0.05		0.01		1.00
WATER SYSTEM MANAGER	1.00						0.95		0.05			1.00
WATER PLANT OPERATOR	1.00			0.10	0.35	0.02	0.04	0.05	0.30	0.13	0.01	1.00
UTILITY WORKER	1.00						1.00					1.00
WWTP OPERATOR	1.00			0.15	0.10	0.05	0.05	0.05	0.60			1.00
UTILITY WORKER	1.00			0.15	0.10	0.05	0.05	0.05	0.60			1.00
UTILITY WORKER	1.00				0.01		0.01	0.01				0.03
COMMUNITY DEV DIR	0.00			0.20	0.16	0.00	0.16	0.16	0.16	0.14	0.02	1.00
PT SUMMER WORKERS	1.00											15.77
Sub Total FTE's	14.00	0.00	0.07	0.83	1.77	0.205	4.29	4.52	3.61	0.37	0.11	
GENERAL FUND		FINANCE	GRANTS	COUNCIL	EXEC	LEGAL	LAW	CODE	PLAN	BUILDING		TOTAL
CLASSIFICATION	WAGES	514	514	511.10	513	515	521	539	559	560		
ADMINISTRATOR	1.00				0.20							0.20
CITY CLERK/DEP FIN	1.00	0.245				0.05						0.295
GRANTS	0.00		0.35									0.35
UTILITY CLERK	0.00	0.10					0.03					0.10
UTILITY CLERK	0.00	0.07										0.10
PW ADMIN ASST	0.00	0.025		0.025					0.91	0.06		0.050
COMMUNITY DEV DIR	1.00							1.00	0.40	0.57		0.97
PERMIT TECH	1.00											0.97
ANIMAL CONTROL	1.00											1.00
MAYOR/COUNCIL (7)	1.00			0.20								0.20
Sub Total FTE's	6.00	0.440	0.35	0.225	0.20	0.05	0.03	1.00	1.31	0.63		4.24
TOTAL FTE's	20.00	20.00										

FTE = Full time equivalent employee

**CITY OF SULTAN  
WASHINGTON**

RESOLUTION NO. 12-08

**A RESOLUTION OF THE CITY OF SULTAN, WASHINGTON,  
ADOPTING A COST ALLOCATION PLAN FOR THE CITY OF  
SULTAN**

WHEREAS, the Washington State Auditor's Office prescribes the accounting and reporting of local governments in the State of Washington under RCW 43.09.200.; and

WHEREAS, RCW 43.09.210 requires that no department, public improvement, undertaking institution, or public service industry shall benefit in any financial manner whatever by an appropriation or fund made for the support of another; and

WHEREAS, in November 2011 the State Auditor's Office issued Report No. 1006136 on local government allocating overhead costs; and

WHEREAS, as part of the 2010 State Audit of the City of Sultan completed in 2011 the State Auditor found the City of Sultan charged administrative costs related to the City Council, Mayor's Office, City Administrator, and City Clerk/Deputy Finance Director to the city's utility funds; and

WHEREAS, state law prohibits resources restricted for certain uses, such as utilities, from benefiting other funds;

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

Section 1 Adoption. The attached Exhibit A is adopted as the Cost Allocation Plan of the City of Sultan and incorporated by reference the same as though it were fully set forth herein.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 24th DAY OF  
May, 2012.

CITY OF SULTAN

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

ATTEST/AUTHENTICATED:

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

Approved as to form:

\_\_\_\_\_  
Margaret J. King, City Attorney

# **City of Sultan Cost Allocation Plan**

Adopted: May 24, 2012  
Resolution No. 12-08

# City of Sultan Cost Allocation Plan

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## Introduction

The City of Sultan (city) provides a wide variety of services to the citizens of Sultan. The city is a municipal corporation incorporated in 1905. The city operates under the Strong Mayor form of government. The city provides a full range of municipal services including police, public works, parks, planning and development, water, sewer, garbage, stormwater, cemetery, and general administrative and support services.

The city is a local government established as a subdivision of the State of Washington. It is funded mostly by local taxing sources, but specific projects may be funded from some federal award and pass-through awards from the State of Washington. The city administers various federal and state programs. While the federal portion of the city's total funding is important, it is not a major source of funding.

The city used historical data, upon which to build the cost allocation plan. However, the city assigns transaction data or staff to specific programs based on an analysis of functions and services planned for either the budgeted year where practical, otherwise the preceding year, and those assignments are quantified and described in this cost allocation plan. The allocations are adjusted for actual activity during the year to better reflect the costs associated with the year's activities.

## Background

The City of Sultan desires to comply with all laws and recommendations in calculating and receiving full cost recovery for services rendered to other funds.

Cost allocation is a method to identify and distribute indirect costs. The Washington State Auditor's Office prescribes the accounting and reporting of local governments in the State of Washington under Revised Code of Washington (RCW) 43.09.200. Washington State law provides, at RCW 43.09.210. It states in part:

*"Separate accounts shall be kept for each department, public improvement, undertaking, institution, and public service industry under the jurisdiction of the taxing body. All service rendered by, or property transferred from, one department, public improvements, undertaking, institution, or public service industry receiving the same, and no department, public improvement, undertaking institution, or public service industry shall benefit in any financial manner whatever by any appropriation of fund made for the support of another."*

## Purpose of the Plan

The purpose of the Cost Allocation Plan (CAP) is to identify the total cost of providing specific city services. A separate cost accounting analysis is required because in almost all organizations—whether in the private or the public sector—the cost of producing goods or delivering services can be classified into two basic categories: direct and indirect costs.

"Direct costs" by their nature are usually easy to identify and relate to a specific service. However, this is not the case for "indirect costs." As such, if we want to know the "total cost" of providing a specific service, then we need to develop an approach—a Plan—for allocating indirect costs to direct cost programs.

# City of Sultan Cost Allocation Plan

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## What are Direct and Indirect Costs?

Direct costs are those that can be specifically identified with a particular cost objective, such as street maintenance, police protection, and water service. Indirect costs are not readily quantifiable with a direct operating program, but rather, are incurred for a joint purpose that benefits more than one cost objective.

Common examples of indirect cost functions include accounting, purchasing, legal services, personnel administration and building maintenance. Indirect costs are incurred in support of operating programs and consequently they should be reflected as an integral part of the total cost of providing specific goods and services.

## Distributing Indirect Costs

In order to determine the total cost of delivering specific services, methodologies for determining and distributing indirect costs must be developed, and that is the purpose of cost allocation plans: to identify indirect costs and to allocate them to benefiting direct cost programs in a logical and uniform manner.

## Determining Direct and Indirect Costs

The first step in preparing the city's CAP is determining direct and indirect costs. Program costs that primarily provide service to the public are identified as direct program costs, whereas the cost of programs that primarily provide services to the organization, Central Service Departments, are identified as indirect cost programs. Examples of Central Service Departments are City Attorney, Human Resources, Mayor and Council, City Clerk, City Administrator, Finance and Information and Technology (IT) - Operations. In addition, within the direct operating departments there are also administrative costs that get allocated such as with Recreation and Parks, Police, Community Planning and Development Services and Public Works.

Additionally, allowance costs for facilities and equipment may also be developed. In accordance with generally accepted accounting principles, only operating costs are considered in preparing the cost allocation plan. As such, capital outlay and debt service costs are excluded from the calculations.

## Description of Central Services

The city provides support services to operating units (funds and departments) through the following central service departments (cost centers).

- Mayor and City Council
- City Administrator
- City Clerk
- City Attorney's Office
- Administrative Services – finance, human resources, information technology
- Public works administration – fleet and building maintenance

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- Non-departmental – city wide expenses

Operating departments may charge one another for actual services provided, but this is rare. When it does occur, the charge is typically based on actual hours worked as documented on a project time sheet or other tracking data. This cost allocation plan does not quantify or present amounts of these interdepartmental charges, as these charges are outside of the central service allocation plan.

The city uses Springbrook software system for its accounting and financial reporting processes. Costs are captured at various levels of detail. In descending order, costs are captured at the fund level, the sub-fund or department level, BARS coding and project codes. Direct federal award programs and Federal wards passed through from the State of Washington are assigned an appropriate BARS code and may also include a project code.

Certain central service departments use BARS and project coding to separately account for services which are allocable to benefitting functions using a different allocation base and methodology. As a result certain departments may show more than one allocation pool and how it is allocated to benefitting functions. Another way in which the city uses department, BARS and project coding is to capture direct costs separately from indirect costs.

### Bases of allocation

Each Central Service Department (finance, administration, council, etc.) selects and establishes an allocation factor for each indirect cost service provided. This enables each indirect cost service to be allocated to a direct cost program in an equitable, convenient, and, most importantly, consistent manner. The table below proposes the city's cost allocation factors for indirect costs.

Table 1 – Basis of Cost Allocation

<b>Cost Center</b>	<b>Allocation Factor</b>
Maintenance and janitorial of city facilities	Square footage
Externally provided utilities	Square footage
Accounting/Budget	Total funds
Utilities	Total number of accounts
Payroll/Human Resources and Training	Total employees
IT Services	Number of computers/servers
Legal – indirect costs	Actual expenses or hours worked
Insurance	Square footage
Purchasing	Total funds
Mayor/Council and Executive Dept.	Agenda items

### Cost Allocation Policies

1. Develop and maintain a cost allocation plan. The Plan will specify how overhead costs will be allocated. The Plan will be reviewed annually and updated if necessary to clearly state

## City of Sultan Cost Allocation Plan

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which overhead costs will be allocated, how the process will work, and the rationale for key decisions.

- a. Include relevant, up-to-date information about overhead and how to allocate it equitably. The Plan will describe each overhead cost center, which costs are allocable and which are not, and what allocation factors and data sources will be used to calculate the allocations. The Plan will describe the decisions made and the rationale for those decisions. The Plan should contain calculations of overhead charges to each fund and department. Cities should update the plan annually.
- b. Use factors that equitably allocate central overhead costs to each fund or department. Allocation factors are used to allocate overhead costs to departments and funds that benefit from overhead services. Different factors are necessary to equitably allocate the various overhead costs. For example, square footage is an appropriate factor to allocate maintenance and janitorial costs. The number of transactions is an appropriate factor to allocate accounting costs. Good allocation factors result in each fund and department paying only for the overhead services it received.

Allocation factors will be based on current and accurate information. If estimates or budgeted figures are used, the city will adjust them to actual at least annually.

- c. Allocate overhead to all benefiting funds and departments for overhead services received.
  - d. Ensure that general government costs or questionable costs that do not clearly benefit the utilities are charged entirely to the general fund. General government programs serve the public at large. Charging their costs to the utilities is questionable because they do not support the utilities. The costs of such programs are typically paid by all taxpayers, not the utility ratepayers.
2. Assess overhead charges only after the services are provided.
    - a. Charge departments and funds only after overhead services are provided. Overhead allocation plans allow a city to forecast the amount of overhead it will charge each department in a given year. Although costs can be charged quarterly, monthly or more frequently, they should *always* be charged after services are rendered. If the general fund charges overhead costs before services are rendered, it has inappropriately borrowed money from other funds in violation of state law (RCW 43.09.210).
    - b. Charge departments and funds only for actual costs. If cities charge departments and funds based on estimated overhead costs, they should reconcile and adjust those estimates to actual costs at least once a year.
  3. Charge only for actual costs incurred. Estimates used for initial calculations should be reconciled against actual expenses at year-end.
  4. Maintain appropriate, thorough documentation to support the allocation process. This is especially important to ensure continuity when staff turnover occurs.

**2012 Indirect Cost Allocation Factors**  
**Accounting/Budget, Utilities and Payroll/Human Resources**

Accounting/Budget Fund	Total Funds	%
General	11	33.33%
Street	3.5	10.61%
Water	5.5	16.67%
Sewer	7.5	22.73%
Garbage	1.5	4.55%
Storm	2	6.06%
Cemetery	2	6.06%
<b>Total</b>	<b>33</b>	

**Utilities**

Fund	Total Accounts	%
General	0	0.00%
Street	0	0.00%
Water	1526	27.69%
Sewer	1112	20.18%
Garbage	1405	25.49%
Storm	1468	26.64%
Cemetery	0	0.00%
<b>Total</b>	<b>5511</b>	

**Payroll/Human Resources and Training**

Fund	Total Employees	%
General	5.25	26.15%
Street	1.84	9.16%
Water	4.29	21.36%
Sewer	4.52	22.51%
Garbage	3.61	17.98%
Storm	0.37	1.84%
Cemetery	0.2	1.00%
<b>Total</b>	<b>20.08</b>	

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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ITEM NO: Discussion D 2  
DATE: January 24, 2013  
SUBJECT: Stormwater Utility Financial Plan & Rate Study  
CONTACT PERSON: Ken Walker, City Administrator 

**ISSUE:**

The issue before the Council is to discuss the Stormwater Utility Financial Plan & Rates Study.

Early in 2013, the City will need an analysis of the revenues and expenditures to determine if the rate structure meets the current needs of the utility. The city has received a proposal for the Stormwater Financial Plan and Rate Forecast with detailed scope of services. The Council needs to determine if the analysis will be done by staff or if a formal rate study is necessary. The proposal is for \$22,840, which is significantly below the estimated cost of \$35,000.

**SUMMARY:**

The City owns, operates and maintains the drainage, or storm water system, consisting of conveyance assets (pipes, culverts, catch basins, and inlets), storm water ponds, and storm water treatment facilities.

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

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

The purpose of the storm water operating fund is to promote quality control of storm water in the city. The fund is used to maintain the city's storm water conveyance and treatment facilities and construct storm water capital projects such as the Wagley Creek Culvert Replacement at Dyer Rd

The city operates a street sweeper and vacuums manholes and catch basins to remove sediment and increase system capacity to lessen the impact of leaves and debris on the storm water system.

In 2008, the Council adopted Ordinance 986-08 establishing a stormwater utility rate structure effective January 2009 through May 2013. The monthly rate established in 2009 was \$5.75; the current rate as of June 1<sup>st</sup> is \$9.25. The Council delayed the increase for 2011 and 2012 until June of each year. The current rates expire May 2013.

**Attachment A**

FCS Group Proposal

## SCOPE OF SERVICES

The City of Sultan (City) has requested a scope of services and budget for a stormwater financial plan and rate forecast. An onsite meeting was held with the City on December 17 to discuss specific needs. The scope of services below outlines the tasks and budget necessary to complete the services requested.

A financial plan and rate forecast is a tool to evaluate if existing rates are sufficient to meet the stormwater utility's financial obligations as well as to project and analyze future changes in operations, regulatory requirements and the economic environment. A rate study is a marriage between policy analysis, technical approach, and communication. Each area relies on the other to sustain financial strength, communicate cost recovery, and ultimately gain understanding and support from the community being served.

The following tasks are proposed for completion of the stormwater financial plan and rate forecast.

### TASK ONE: DATA COLLECTION/VALIDATION

FCS GROUP will gather data provided by the City. Data and information will be reviewed and organized, identifying any additional data request items and/or clarification.

### TASK TWO: FINANCIAL PLAN/ RATE FORECAST

The financial plan and rate forecast (also termed revenue requirement) will be developed for a six-year time period. The plan will identify the total costs required for the stormwater system to be self-sustaining. The following key areas will be analyzed:

- ◆ long-term capital investment funding (improvements, expansion and replacement projects);
- ◆ expenses incurred to operate, maintain, and manage the system;
- ◆ debt repayment (existing and new obligations);
- ◆ cash flow needs; and
- ◆ fiscal policy achievement

Key task outcomes include the following:

- 2a. Validate rate revenue based on 2011-2012 individual account level customer data. A revenue reconciliation calculation will be completed to check that billed units tie to reported revenue. This step is critical to developing proposed rates and evaluating alternative rate structures.
- 2b. Develop a forecast of operating revenues and expenses to reflect the most recent budget available. Adjust for any known future changes in annual non-capital costs associated with the operation, maintenance, and administration of the stormwater system such as additional staffing needs and other operating costs associated with maintaining the system along with initiating new or enhanced program activities. Other revenues and expenses will be projected based on the City's budget.
- 2c. Develop a capital funding plan that captures total capital needs from the City's comprehensive planning documents or Capital Improvement Plan. Incorporate available funding sources such as general facility charges and existing reserves. Identify if new debt proceeds will be required to fund the capital program.
- 2d. Incorporate an annual system reinvestment funding target and evaluate the impact on rate levels of meeting this target.

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- 2e. Evaluate cash flow needs to meet existing and anticipated new annual debt service requirements and debt coverage requirements.
- 2f. Review reserve levels for adequacy and for conformance with minimum policy targets. Recommend new or revised policies as warranted.
- 2g. Test the sufficiency of current system revenues in meeting all system obligations. Rate revenue sufficiency will be tested from two perspectives: the ability to meet all cash obligations, and the attainment of any coverage requirements.
- 2h. Provide up to two (2) sensitivity analyses to assess rate impacts of changes in service level costs, capital levels, debt, change in revenue levels or other changes identified by the City.
- 2i. Develop annual and six-year rate strategy for meeting system financial obligations.

### TASK THREE – RATE DESIGN

This task develops rates that generate sufficient revenue to meet the financial plan and rate forecast. The rate ordinance, comprehensive plan and any other relevant documents will be reviewed to understand the basis of the existing rate structure. One (1) rate structure alternative will be developed for consideration.

### TASK FOUR – MEETINGS/PRESENTATIONS

Prepare for and facilitate meetings with Staff to review results and recommendations. Reviews with staff will ensure that the study develops work products collaboratively, reflecting the industry expertise of the project team and the specific needs and goals of the City. The review points with staff will be the first presentation of analytical outcomes and recommendations held before any presentation to the City Council, Committee or public.

Our budget for meetings and presentations includes four (4) meetings/presentations:

- ◆ Two (2) project review meetings to review and discuss assumptions, preliminary results and incorporate changes/edits. One meeting will be onsite and one meeting will be conducted via the interactive computer program Go-To-Meeting™. This program allows users in different locations to review documents and changes in real-time. This is becoming the preferred method for reviewing follow-up analysis with many of our clients.
- ◆ Two (2) formal presentations. The meetings can be to either the Council or Public Works Committee. Meetings will be in person and include presentation material.
- ◆ Additional meeting requested will be billed at the hourly rate plus travel time.

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**BUDGET**

The total proposed level of effort to complete the financial plan and rate forecast is summarized below. The estimated study fees have been listed for each major task. If we have scaled our approach out of line with the City's expectations, we would be more than happy to negotiate the appropriate level of effort.

Task	Consultant Hours				Total Estimated Hours	Labor Budget
	Principal Sanchez	Project Consultant Tarasov	Analyst Various	Admin. Support		
<i>Hourly Billing Rates:</i>	<b>\$220</b>	<b>\$145</b>	<b>\$110</b>	<b>\$70</b>		
Task 1 - Data Collection/Validation	-	2	2	2	6	\$650
Task 2 - Financial Plan/Rate Forecast	8	12	32	-	52	7,020
- Customer Statistics Validation	4	4	24	-	32	4,100
Task 3 - Rate Design	10	10	16	-	36	5,410
Subtotal Technical Analysis	22	28	74	2	126	\$17,180
Task 4 - Meetings/Presentations	4	4	2	-	10	\$1,680
- Project Meetings (2 meetings - 1 onsite, 1 GoTo)	8	8	-	4	20	3,200
- Presentations (2 Meetings+ presentation material)	34	40	76	6	156	\$22,060
Total All Labor						\$780
Technology Charge \$5.00 per labor hour						
<b>Total All</b>	<b>34</b>	<b>40</b>	<b>76</b>	<b>6</b>	<b>156</b>	<b>\$22,840</b>

**SCHEDULE**

The City has indicated that the technical analysis will need to be completed in January/February 2013 with final results and presentation completed in March. FCS GROUP has reviewed project team schedules and can complete the analysis within the stated timeframe specified by the City.