

**CITY OF SULTAN
COUNCIL MEETING – COMMUNITY CENTER
May 12, 2016**

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

CHANGES/ADDITIONS TO THE AGENDA

PRESENTATIONS

- 1) Financial Report

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

COUNCILMEMBER COMMENTS

CITY ADMINISTRATOR COMMENTS

STAFF REPORTS – Written Reports Submitted

- 1) Code Enforcement
- 2) Police Report
- 3) Planning Board Minutes

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

- 1) Minutes of the April 28, 2016 Council meeting as on file in the Office of the City Clerk
- 2) Voucher Approval

ACTION ITEMS:

- 1) Ordinance 1235-16 Board of Adjustments
- 2) Ordinance 1236-16 Hearing Examiner
- 3) Resolution 16-06 Debt Management Policy
- 4) Main Sewer Pump Station Seal Replacement
- 5) GC Systems Contract – PRV Maintenance
- 6) Memorandum of Understanding (MOU) – FEMA Signs

DISCUSSION ITEMS:

Executive Session:

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

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

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Presentation 1
 DATE: May 12, 2016
 SUBJECT: Finance Report
 CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:
 Attached are:

- 2016 1st Quarter Financial Report for the City.
- 2015 Annual Report

Overall the revenues and expenditures for the funds are within the expected ranges. The charts below show the summary for the City's operating Funds.

Fund	Budgeted Revenues	Revenues YTD	% of Budget
General	\$ 1,969,714	\$ 451,641	23%
Building Maintenance	\$ 23,400	\$ 4,222	18%
Street	\$ 204,025	\$ 42,313	21%
Cemetery	\$ 27,704	\$ 4,432	16%
Water Utility	\$ 1,210,913	\$ 276,002	23%
Sewer Utility	\$ 1,348,039	\$ 351,580	26%
Garbage Utility	\$ 782,260	\$ 187,908	24%
Stormwater Utility	\$175,364	\$ 45,781	26%
Total Operating Funds	\$ 5,741,419	\$ 1,363,881	24%

Fund	Budgeted Expenditures	Expenditures YTD	% of Budget
General	\$ 1,967,272	\$ 415,182	21%
Building Maintenance	\$ 34,987	\$ 16,116	46%
Street	\$ 198,224	\$ 48,912	25%
Cemetery	\$ 27,704	\$ 8,846	32%
Water Utility	\$ 1,210,913	\$ 307,906	25%
Sewer Utility	\$ 1,323,333	\$ 306,927	23%
Garbage Utility	\$ 775,397	\$ 227,598	29%
Stormwater Utility	\$ 174,704	\$ 40,296	23%
Total Operating Funds	\$ 5,712,534	\$ 1,371,784	24%

Attachments: A: Revenue vs Expenses Summary
 B: 1st Quarter Budget Status Statements for Operating Funds
 C: 2015 Annual Report

Revenue vs Expenses Summary
January to March 2016

Fund	Description	2016 Beginning Balance	Revenues for Period	Expenses for Period	Year to Date Amount	Liabilities	Total Fund Balance
001	GENERAL FUND	518,427.36	454,526.35	403,932.02	569,021.69	19651.77	549,369.92
100	GENERAL FUND CONTINGENCY	123,166.04	0.00	0.00	123,166.04	0.00	123,166.04
101	STREET FUND	29,537.96	42,313.22	45,307.95	26,543.23	4948.28	21,594.95
103	CEMETERY FUND	19,004.16	4,431.58	8,343.92	15,091.82	651.27	14,440.55
104	CR EQUIPMENT FUND	186,889.80	6,997.28	0.00	193,887.08	0.00	193,887.08
108	IMPACT FEE FUND	226,602.90	0.00	0.00	226,602.90	0.00	226,602.90
109	COMMUNITY IMPROVEMENT FUND	-122.94	383.79	0.00	260.85	0.00	260.85
112	PARK IMPACT FEE FUND	144,155.91	0.00	0.00	144,155.91	0.00	144,155.91
113	BUILDING MAINTENANCE FUND	99,475.15	4,222.48	15,600.58	88,097.05	714.76	87,382.29
114	INFORMATION TECHNOLOGY FUND -	67,877.28	67,100.00	18,571.15	116,406.13	0.00	116,406.13
115	INSURANCE CLAIMS FUND	-3,608.09	2,721.24	165.35	-1,052.20	0.00	-1,052.20
117	TIMBER RIDGE SETTLEMENT FUND	58,135.81	0.00	0.00	58,135.81	0.00	58,135.81
203	LIMITED GO TAX BOND FUND	9,949.29	2,986.62	0.00	12,935.91	0.00	12,935.91
205	POLICE GO BOND FUND	17,859.18	1,165.25	0.00	19,024.43	0.00	19,024.43
207	LID GUARANTY AND BOND FUND	409,538.76	75,064.09	284,311.25	200,291.60	0.00	200,291.60
301	CAPITAL PROJECT FUND - REET 1	73,418.17	21,485.68	0.00	94,903.85	0.00	94,903.85
302	CAPITAL PROJECT FUND - REET 2	135,169.07	21,485.67	0.00	156,654.74	0.00	156,654.74
303	STREET IMPROVEMENT FUND	3,455.40	0.00	34,744.89	-31,289.49	0.00	-31,289.49
305	PARK IMPROVEMENT FUND	-57,126.81	18,738.93	6,201.27	-44,589.15	0.00	-44,589.15
400	UTILITY WATER FUND	371,001.76	276,696.94	292,366.28	355,332.42	23631.53	331,700.89
401	UTILITY SEWER FUND	619,348.54	352,684.93	295,156.06	676,877.41	18304.81	658,572.60
402	UTILITY GARBAGE FUND	321,154.10	188,299.88	220,806.73	288,647.25	8333.38	280,313.87
403	WATER REVENUE BOND FUND	288,805.87	86,326.00	0.00	375,131.87	0.00	375,131.87
404	CR RESERVE SEWER FUND	379,916.06	0.00	0.00	379,916.06	0.00	379,916.06
405	CR WATER FUND	950,086.56	0.00	0.00	950,086.56	0.00	950,086.56
406	STORMWATER UTILITY FUND	107,692.89	45,904.19	37,213.19	116,383.89	4808.23	111,575.66
407	SEWER SYSTEM IMPROVEMENT FUND	552,067.97	0.00	55,563.37	496,504.60	0.00	496,504.60
409	WATER SYSTEM IMPROVEMENT FUND	1,045,386.33	17,671.50	753,946.69	309,111.14	0.00	309,111.14
410	STORMWATER IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00
412	WATER SYSTEM DEBT FUND	13,541.72	28,966.00	0.00	42,507.72	0.00	42,507.72
413	SEWER SYSTEM DEBT FUND	51,618.45	45,439.00	0.00	97,057.45	0.00	97,057.45
621	CEMETERY TRUST FUND	113,444.18	0.00	0.00	113,444.18	0.00	113,444.18
633	TREASURERS TRUST FUND	2,884.59	5,272.21	4,837.94	3,318.86	0.00	3,318.86
634	INVESTMENT FUND	0.00	9,885.28	0.00	9,885.28	0.00	9,885.28
	Report Totals:	6,878,753.42	1,780,768.11	2,477,068.64	6,182,452.89	81,044.03	6,101,408.86

General Ledger

Budget Status

User: laura.koenig
 Printed: 5/4/2016 - 8:49 AM
 Period: 1 to 3, 2016



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
GENERAL FUND								
Fund 001								
Dept 001-000								
R10	Taxes							
001-000-311-10-000	Real and Personal Property Tax	462,636.00	17,248.37	17,248.37	445,387.63	0.00	445,387.63	96.27
001-000-313-11-000	Local and Retail Sales and Use	350,000.00	100,207.57	100,207.57	249,792.43	0.00	249,792.43	71.37
001-000-313-71-000	Sales Tax - Criminal Justice	60,000.00	19,314.49	19,314.49	40,685.51	0.00	40,685.51	67.81
001-000-316-41-000	B & O Electric	178,000.00	62,198.53	62,198.53	115,801.47	0.00	115,801.47	65.06
001-000-316-42-000	Water Utility Tax	63,396.00	15,478.44	15,478.44	47,917.56	0.00	47,917.56	75.58
001-000-316-43-000	B & O Gas	50,000.00	21,305.19	21,305.19	28,694.81	0.00	28,694.81	57.39
001-000-316-44-000	Sewer Utility Tax	79,800.00	20,767.57	20,767.57	59,032.43	0.00	59,032.43	73.98
001-000-316-46-000	B & O Cable	63,000.00	18,687.64	18,687.64	44,312.36	0.00	44,312.36	70.34
001-000-316-47-000	B & O Telephone	93,000.00	21,404.62	21,404.62	71,595.38	0.00	71,595.38	76.98
001-000-316-48-000	Garbage Utility Tax	33,000.00	7,803.86	7,803.86	25,196.14	0.00	25,196.14	76.35
001-000-316-81-000	Gambling Tax	3,500.00	2,023.21	2,023.21	1,476.79	0.00	1,476.79	42.19
	R10 Sub Totals:	1,436,332.00	306,439.49	306,439.49	1,129,892.51	0.00	1,129,892.51	78.67
R20	Licenses and Permits							
001-000-321-91-000	Cable Franchise Fees	52,000.00	13,684.96	13,684.96	38,315.04	0.00	38,315.04	73.68
001-000-321-99-000	Business License	15,000.00	4,816.66	4,816.66	10,183.34	0.00	10,183.34	67.89
001-000-322-10-100	Buildings, Structures, Equipme	97,500.00	-1,053.52	-1,053.52	98,553.52	0.00	98,553.52	101.08
001-000-322-10-200	Permits - Other	9,000.00	901.09	901.09	8,098.91	0.00	8,098.91	89.99
001-000-322-30-000	Animal Licenses	1,000.00	993.00	993.00	7.00	0.00	7.00	0.70
001-000-322-90-000	Non Business Permits	1,000.00	944.00	944.00	56.00	0.00	56.00	5.60
	R20 Sub Totals:	175,500.00	20,286.19	20,286.19	155,213.81	0.00	155,213.81	88.44
R30	Intergovernmental Revenues							
001-000-334-04-200	Plan Grant - Dept of Commerce	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	100.00
001-000-335-03-910	PUD Privilege Tax	29,000.00	0.00	0.00	29,000.00	0.00	29,000.00	100.00
001-000-336-00-980	City Assistance	70,000.00	0.00	0.00	70,000.00	0.00	70,000.00	100.00
001-000-336-06-025	CJ Contracted Services (Law)	0.00	1,982.50	1,982.50	-1,982.50	0.00	-1,982.50	0.00
001-000-336-06-094	Liquor Excise Tax	20,732.00	4,958.96	4,958.96	15,773.04	0.00	15,773.04	76.08
001-000-336-06-210	Criminal Justice Pop	1,310.00	314.92	314.92	995.08	0.00	995.08	75.96
001-000-336-06-260	CJ Special Programs	2,894.00	767.59	767.59	2,126.41	0.00	2,126.41	73.48
001-000-336-06-510	DUI Cities	700.00	184.09	184.09	515.91	0.00	515.91	73.70
001-000-336-06-950	Liquor Board Profits	40,295.00	10,103.03	10,103.03	30,191.97	0.00	30,191.97	74.93
001-000-337-00-100	Snoisle Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-000-360-00-980	City Assistance	0.00	22,627.98	22,627.98	-22,627.98	0.00	-22,627.98	0.00
	R30 Sub Totals:	169,431.00	40,939.07	40,939.07	128,491.93	0.00	128,491.93	75.84
R40	Charges for Services							
001-000-341-81-000	Copies and Certifications	300.00	114.75	114.75	185.25	0.00	185.25	61.75
001-000-341-91-000	Candidate Filing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-000-341-99-000	Passport Fees	7,000.00	4,180.00	4,180.00	2,820.00	0.00	2,820.00	40.29
001-000-345-81-000	Zoning and Subdivision Fees	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
001-000-345-83-000	Plan Check Fees	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00	100.00
001-000-345-85-010	Administrative Fees	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
001-000-345-89-000	Other Environment Protection F	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-000-345-89-010	Prof. - Hearing Examiner	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-000-345-89-020	Consultant Review Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	44,800.00	4,294.75	4,294.75	40,505.25	0.00	40,505.25	90.41
R50	Fines and Penalties							
001-000-353-10-100	District Court	13,000.00	3,190.85	3,190.85	9,809.15	0.00	9,809.15	75.46
001-000-353-10-300	Violations Bureau	1,500.00	503.43	503.43	996.57	0.00	996.57	66.44
001-000-354-10-000	Parking Infractions	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-000-359-90-000	Animal Control Fines	700.00	275.00	275.00	425.00	0.00	425.00	60.71
001-000-359-90-010	Animal Control Fees	300.00	403.00	403.00	-103.00	0.00	-103.00	0.00
	R50 Sub Totals:	15,600.00	4,372.28	4,372.28	11,227.72	0.00	11,227.72	71.97
R60	Miscellaneous Revenues							
001-000-361-11-000	Investment Interest	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-000-361-40-000	Sales Tax Interest	180.00	42.47	42.47	137.53	0.00	137.53	76.41
001-000-362-40-000	Rents and Royalties	7,000.00	12,209.75	12,209.75	-5,209.75	0.00	-5,209.75	0.00
001-000-362-50-000	Rental Income Post Office	47,860.00	0.00	0.00	47,860.00	0.00	47,860.00	100.00
001-000-367-11-010	Contributions/Donations	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
001-000-369-40-000	Judgements and Settlements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-000-369-81-000	Cash Overages and Shortages	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-000-369-90-000	Miscellaneous Income/NSF fees	11,000.00	6,977.44	6,977.44	4,022.56	0.00	4,022.56	36.57
001-000-369-91-100	NSF Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-000-369-91-200	Notary Fees	0.00	70.00	70.00	-70.00	0.00	-70.00	0.00
001-000-369-91-300	Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R60 Sub Totals:	72,040.00	19,299.66	19,299.66	52,740.34	0.00	52,740.34	73.21
R90	Other Financing Sources							
001-000-395-10-000	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-000-397-10-100	Operating Transfer In	56,011.00	56,010.00	56,010.00	1.00	0.00	1.00	0.00
	R90 Sub Totals:	56,011.00	56,010.00	56,010.00	1.00	0.00	1.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Sub Totals:	1,969,714.00	451,641.44	451,641.44	1,518,072.56	0.00	1,518,072.56	77.07
Dept 001-005	Dept 000 Sub Totals:							
E10	Legislative	-1,969,714.00	-451,641.44	-451,641.44	1,518,072.56	0.00		
001-005-511-60-100	Salaries and Wages	7,998.00	1,075.00	1,075.00	6,923.00	0.00	6,923.00	86.56
	Salaries and Wages	7,998.00	1,075.00	1,075.00	6,923.00	0.00	6,923.00	86.56
E20	E10 Sub Totals:	612.00	82.22	82.22	529.78	0.00	529.78	86.57
001-005-511-60-200	Employee Benefits	612.00	82.22	82.22	529.78	0.00	529.78	86.57
	Benefits	612.00	82.22	82.22	529.78	0.00	529.78	86.57
E30	E20 Sub Totals:	100.00	780.70	780.70	-680.70	0.00	-680.70	0.00
001-005-511-60-310	Operating and Office Supply	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-005-511-60-311	Office/Operating	600.00	780.70	780.70	-180.70	0.00	-180.70	0.00
	Office/Operating - Mayor	600.00	780.70	780.70	-180.70	0.00	-180.70	0.00
E40	E30 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-005-511-60-410	Other Services and Charges	0.00	111.26	111.26	-111.26	0.00	-111.26	0.00
001-005-511-60-420	Professional Services	5,000.00	1,932.61	1,932.61	3,067.39	0.00	3,067.39	61.35
001-005-511-60-430	Communication	0.00	153.89	153.89	-153.89	0.00	-153.89	0.00
001-005-511-60-490	Travel and Seminars	5,070.00	5,313.23	5,313.23	-243.23	0.00	-243.23	0.00
001-005-514-90-510	Miscellaneous	10,070.00	7,510.99	7,510.99	2,559.01	0.00	2,559.01	25.41
	Voter Registration	19,280.00	9,448.91	9,448.91	9,831.09	0.00	9,831.09	50.99
	E40 Sub Totals:	19,280.00	9,448.91	9,448.91	9,831.09	0.00	9,831.09	50.99
	Expense Sub Totals:	19,280.00	9,448.91	9,448.91	9,831.09	0.00	9,831.09	50.99
Dept 001-010	Dept 005 Sub Totals:							
E10	Executive/Administrative	45,035.00	12,594.66	12,594.66	32,440.34	0.00	32,440.34	72.03
001-010-513-10-100	Salaries and Wages	45,035.00	12,594.66	12,594.66	32,440.34	0.00	32,440.34	72.03
	Salaries and Wages	45,035.00	12,594.66	12,594.66	32,440.34	0.00	32,440.34	72.03
E20	E10 Sub Totals:	16,542.00	4,555.46	4,555.46	11,986.54	0.00	11,986.54	72.46
001-010-513-10-200	Employee Benefits	16,542.00	4,555.46	4,555.46	11,986.54	0.00	11,986.54	72.46
	Benefits	16,542.00	4,555.46	4,555.46	11,986.54	0.00	11,986.54	72.46
E30	E20 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-010-513-10-320	Operating and Office Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E30	E30 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges							
001-010-513-10-420	Communication	900.00	222.52	222.52	677.48	0.00	677.48	75.28
001-010-513-10-430	Travel and Seminars	2,000.00	2,706.00	2,706.00	-706.00	0.00	-706.00	0.00
001-010-513-10-490	Miscellaneous	100.00	0.00	0.00	100.00	0.00	100.00	100.00
E40	E40 Sub Totals:	3,000.00	2,928.52	2,928.52	71.48	0.00	71.48	2.38
	Expense Sub Totals:	64,577.00	20,078.64	20,078.64	44,498.36	0.00	44,498.36	68.91
Dept 001-015	Dept 010 Sub Totals:	64,577.00	20,078.64	20,078.64	44,498.36	0.00		
E10	Finance Administration							
001-015-514-23-100	Salaries and Wages	61,128.00	16,776.36	16,776.36	44,351.64	0.00	44,351.64	72.56
	Salaries and Wages	61,128.00	16,776.36	16,776.36	44,351.64	0.00	44,351.64	72.56
E20	E10 Sub Totals:	27,907.00	8,241.89	8,241.89	19,665.11	0.00	19,665.11	70.47
001-015-514-23-200	Employee Benefits	27,907.00	8,241.89	8,241.89	19,665.11	0.00	19,665.11	70.47
	Benefits	27,907.00	8,241.89	8,241.89	19,665.11	0.00	19,665.11	70.47
E30	E20 Sub Totals:	300.00	47.49	47.49	252.51	0.00	252.51	84.17
001-015-514-23-310	Operating and Office Supply	300.00	47.49	47.49	252.51	0.00	252.51	84.17
	Office Supplies	300.00	47.49	47.49	252.51	0.00	252.51	84.17
E40	E30 Sub Totals:	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
001-015-514-23-410	Other Services and Charges	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
	Audit Costs	1,500.00	195.00	195.00	1,305.00	0.00	1,305.00	87.00
001-015-514-23-430	Travel and Seminars	800.00	192.00	192.00	608.00	0.00	608.00	76.00
001-015-514-23-490	Bank Fees	1,000.00	345.00	345.00	655.00	0.00	655.00	65.50
001-015-514-23-491	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-015-518-60-460	Payment of Judgements and Sett	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E40	E40 Sub Totals:	9,300.00	732.00	732.00	8,568.00	0.00	8,568.00	92.13
	Expense Sub Totals:	98,635.00	25,797.74	25,797.74	72,837.26	0.00	72,837.26	73.85
Dept 001-020	Dept 015 Sub Totals:	98,635.00	25,797.74	25,797.74	72,837.26	0.00		
E10	Grants							
001-020-514-60-100	Salaries and Wages	18,774.00	7,812.04	7,812.04	10,961.96	0.00	10,961.96	58.39
	Salaries and Wages	18,774.00	7,812.04	7,812.04	10,961.96	0.00	10,961.96	58.39
	E10 Sub Totals:	18,774.00	7,812.04	7,812.04	10,961.96	0.00	10,961.96	58.39

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E20	Employee Benefits							
001-020-514-60-200	Benefits	7,547.00	3,357.09	3,357.09	4,189.91	0.00	4,189.91	55.52
	E20 Sub Totals:	7,547.00	3,357.09	3,357.09	4,189.91	0.00	4,189.91	55.52
E30	Operating and Office Supply							
001-020-514-60-310	Economic Development	2,000.00	250.00	250.00	1,750.00	0.00	1,750.00	87.50
001-020-514-60-320	Office Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-020-514-60-350	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E30 Sub Totals:	2,100.00	250.00	250.00	1,850.00	0.00	1,850.00	88.10
E40	Other Services and Charges							
001-020-514-60-410	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-020-514-60-420	Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-020-514-60-430	Travel and Seminars	750.00	0.00	0.00	750.00	0.00	750.00	100.00
001-020-514-60-490	Volunteer Program	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	E40 Sub Totals:	1,750.00	0.00	0.00	1,750.00	0.00	1,750.00	100.00
	Expense Sub Totals:	30,171.00	11,419.13	11,419.13	18,751.87	0.00	18,751.87	62.15
Dept 001-025	Dept 020 Sub Totals:	30,171.00	11,419.13	11,419.13	18,751.87	0.00		
E10	Legal Services							
001-025-515-30-100	Salaries and Wages	4,449.00	1,214.50	1,214.50	3,234.50	0.00	3,234.50	72.70
	E10 Sub Totals:	4,449.00	1,214.50	1,214.50	3,234.50	0.00	3,234.50	72.70
E20	Employee Benefits							
001-025-515-30-200	Benefits	1,894.00	523.24	523.24	1,370.76	0.00	1,370.76	72.37
	E20 Sub Totals:	1,894.00	523.24	523.24	1,370.76	0.00	1,370.76	72.37
E40	Other Services and Charges							
001-025-515-30-410	Legal - Litigation Fees	35,000.00	16,167.18	16,167.18	18,832.82	0.00	18,832.82	53.81
	E40 Sub Totals:	35,000.00	16,167.18	16,167.18	18,832.82	0.00	18,832.82	53.81
E50	Intergovernmental Services							
001-025-515-70-510	Crime Victim Services	500.00	40.97	40.97	459.03	0.00	459.03	91.81
	E50 Sub Totals:	500.00	40.97	40.97	459.03	0.00	459.03	91.81
	Expense Sub Totals:	41,843.00	17,945.89	17,945.89	23,897.11	0.00	23,897.11	57.11
	Dept 025 Sub Totals:	41,843.00	17,945.89	17,945.89	23,897.11	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 001-035	Other Governmental Services							
E30	Operating and Office Supply							
001-035-518-10-310	Office/Operating Supplies	10,000.00	4,169.35	4,169.35	5,830.65	0.00	5,830.65	58.31
001-035-518-90-340	Books and Periodicals	1,300.00	0.00	0.00	1,300.00	0.00	1,300.00	100.00
001-035-518-90-350	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E30 Sub Totals:	11,300.00	4,169.35	4,169.35	7,130.65	0.00	7,130.65	63.10
E40	Other Services and Charges							
001-035-518-20-490	Organizational Dues	8,600.00	2,827.00	2,827.00	5,773.00	0.00	5,773.00	67.13
001-035-518-90-410	Professional Services	4,000.00	756.67	756.67	3,243.33	0.00	3,243.33	81.08
001-035-518-90-420	Communication	6,000.00	1,759.07	1,759.07	4,240.93	0.00	4,240.93	70.68
001-035-518-90-440	Advertising and Legal Notices	2,000.00	469.56	469.56	1,530.44	0.00	1,530.44	76.52
001-035-518-90-450	Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-035-518-90-460	Insurance	47,000.00	0.00	0.00	47,000.00	0.00	47,000.00	100.00
001-035-518-90-470	Utilities	5,500.00	1,591.33	1,591.33	3,908.67	0.00	3,908.67	71.07
001-035-518-90-480	Repair and Maintenance	500.00	373.58	373.58	126.42	0.00	126.42	25.28
001-035-518-90-490	Miscellaneous	1,000.00	723.11	723.11	276.89	0.00	276.89	27.69
	E40 Sub Totals:	74,600.00	8,500.32	8,500.32	66,099.68	0.00	66,099.68	88.61
	Expense Sub Totals:	85,900.00	12,669.67	12,669.67	73,230.33	0.00	73,230.33	85.25
Dept 001-040	Dept 035 Sub Totals:							
E10	Law Enforcement							
001-040-521-20-100	Salaries and Wages	2,411.00	0.00	0.00	2,411.00	0.00	2,411.00	100.00
	E10 Sub Totals:	2,411.00	0.00	0.00	2,411.00	0.00	2,411.00	100.00
E20	Employee Benefits							
001-040-521-20-200	Benefits	1,619.00	0.00	0.00	1,619.00	0.00	1,619.00	100.00
001-040-521-20-210	Benefits - Disability Insurance	6,600.00	1,509.68	1,509.68	5,090.32	0.00	5,090.32	77.13
001-040-521-20-220	Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	8,219.00	1,509.68	1,509.68	6,709.32	0.00	6,709.32	81.63
E30	Operating and Office Supply							
001-040-521-20-310	Operating Supplies	100.00	17.37	17.37	82.63	0.00	82.63	82.63
	E30 Sub Totals:	100.00	17.37	17.37	82.63	0.00	82.63	82.63
E40	Other Services and Charges							
001-040-521-20-460	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-040-521-20-490	Miscellaneous	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
001-040-521-20-510	Professional Service - SnoCity	929,725.00	154,954.16	154,954.16	774,770.84	0.00	774,770.84	83.33

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E40	E40 Sub Totals:	934,725.00	154,954.16	154,954.16	779,770.84	0.00	779,770.84	83.42
	Intergovernmental Services							
001-040-528-10-500	Intergovernmental - SNOPAC	63,000.00	16,876.23	16,876.23	46,123.77	0.00	46,123.77	73.21
001-040-528-10-510	Intergovernmental - 800 MHZ	13,800.00	15,895.00	15,895.00	-2,095.00	0.00	-2,095.00	0.00
E50	E50 Sub Totals:	76,800.00	32,771.23	32,771.23	44,028.77	0.00	44,028.77	57.33
	Expense Sub Totals:	1,022,255.00	189,252.44	189,252.44	833,002.56	0.00	833,002.56	81.49
	Dept 040 Sub Totals:	1,022,255.00	189,252.44	189,252.44	833,002.56	0.00		
Dept 001-045	Law Enforcement Agency Fees							
E40	Other Services and Charges							
001-045-512-50-510	Miscellaneous - Court Filing F	7,000.00	1,451.02	1,451.02	5,548.98	0.00	5,548.98	79.27
001-045-515-30-410	Professional Services - Prosecc	50,000.00	2,112.48	2,112.48	47,887.52	0.00	47,887.52	95.78
001-045-515-30-411	Public Defender Attorney	22,800.00	6,100.00	6,100.00	16,700.00	0.00	16,700.00	73.25
001-045-523-90-510	Miscellaneous - Jail Fees	40,000.00	13,601.47	13,601.47	26,398.53	0.00	26,398.53	66.00
E40	E40 Sub Totals:	119,800.00	23,264.97	23,264.97	96,535.03	0.00	96,535.03	80.58
	Expense Sub Totals:	119,800.00	23,264.97	23,264.97	96,535.03	0.00	96,535.03	80.58
Dept 001-050	Dept 045 Sub Totals:	119,800.00	23,264.97	23,264.97	96,535.03	0.00		
E30	Emergency Services							
001-050-525-50-310	Operating and Office Supply	5,400.00	0.00	0.00	5,400.00	0.00	5,400.00	100.00
	Operating Supplies							
E30	E30 Sub Totals:	5,400.00	0.00	0.00	5,400.00	0.00	5,400.00	100.00
E40	Other Services and Charges							
001-050-525-10-480	Repair and Maintenance	100.00	0.00	0.00	100.00	0.00	100.00	100.00
001-050-525-50-430	Emergency Mgmt - Training	0.00	425.16	425.16	-425.16	0.00	-425.16	0.00
E40	E40 Sub Totals:	100.00	425.16	425.16	-325.16	0.00	-325.16	0.00
E50	Intergovernmental Services							
001-050-525-10-510	Department of Emergency Mgmt	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
E50	E50 Sub Totals:	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Expense Sub Totals:	6,500.00	425.16	425.16	6,074.84	0.00	6,074.84	93.46
Dept 001-060	Dept 050 Sub Totals:	6,500.00	425.16	425.16	6,074.84	0.00		
	Code Enforcement							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E10	Salaries and Wages	27,878.00	14,918.14	14,918.14	12,959.86	0.00	12,959.86	46.49
001-060-554-30-100	Salaries and Wages							
E10 Sub Totals:		27,878.00	14,918.14	14,918.14	12,959.86	0.00	12,959.86	46.49
E20	Employee Benefits	21,870.00	8,460.94	8,460.94	13,409.06	0.00	13,409.06	61.31
001-060-554-30-200	Employee Benefits							
E20 Sub Totals:		21,870.00	8,460.94	8,460.94	13,409.06	0.00	13,409.06	61.31
E30	Operating and Office Supply	1,000.00	296.95	296.95	703.05	0.00	703.05	70.31
001-060-554-30-310	Office/Operating Supplies	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-060-554-30-360	Vehicle Operation/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-060-554-30-370	Vehicle Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E30 Sub Totals:		1,500.00	296.95	296.95	1,203.05	0.00	1,203.05	80.20
E40	Other Services and Charges	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
001-060-554-30-410	Professional Services	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
001-060-554-30-430	Travel and Seminars	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-060-554-30-460	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E40 Sub Totals:		3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
Expense Sub Totals:		54,248.00	23,676.03	23,676.03	30,571.97	0.00	30,571.97	56.36
Dept 060 Sub Totals:		54,248.00	23,676.03	23,676.03	30,571.97	0.00		
Dept 001-065	Planning and Development	37,675.00	761.46	761.46	36,913.54	0.00	36,913.54	97.98
E10	Salaries and Wages	37,675.00	761.46	761.46	36,913.54	0.00	36,913.54	97.98
001-065-558-60-100	Salaries and Wages							
E10 Sub Totals:		37,675.00	761.46	761.46	36,913.54	0.00	36,913.54	97.98
E20	Employee Benefits	19,744.00	561.84	561.84	19,182.16	0.00	19,182.16	97.15
001-065-558-60-200	Employee Benefits							
E20 Sub Totals:		19,744.00	561.84	561.84	19,182.16	0.00	19,182.16	97.15
E30	Operating and Office Supply	200.00	0.00	0.00	200.00	0.00	200.00	100.00
001-065-558-60-310	Office/Operating Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-065-558-60-340	Books and Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-065-558-60-350	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E30 Sub Totals:		200.00	0.00	0.00	200.00	0.00	200.00	100.00
E40	Other Services and Charges	125,000.00	12,416.25	12,416.25	112,583.75	0.00	112,583.75	90.07
001-065-558-60-410	Professional Services	500.00	27.18	27.18	472.82	0.00	472.82	94.56
001-065-558-60-420	Communication	1,500.00	330.00	330.00	1,170.00	0.00	1,170.00	78.00
001-065-558-60-430	Travel and Seminars							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-065-558-60-440	Advertising and Legal Notices	600.00	48.16	48.16	551.84	0.00	551.84	91.97
001-065-558-60-490	Miscellaneous	700.00	985.50	985.50	-285.50	0.00	-285.50	0.00
	E40 Sub Totals:	128,300.00	13,807.09	13,807.09	114,492.91	0.00	114,492.91	89.24
	Expense Sub Totals:	185,919.00	15,130.39	15,130.39	170,788.61	0.00	170,788.61	91.86
Dept 001-070	Dept 065 Sub Totals:	185,919.00	15,130.39	15,130.39	170,788.61	0.00		
E10	Building and Community Dev.							
001-070-558-50-100	Salaries and Wages	46,877.00	12,182.76	12,182.76	34,694.24	0.00	34,694.24	74.01
	Salaries and Wages	46,877.00	12,182.76	12,182.76	34,694.24	0.00	34,694.24	74.01
E20	E10 Sub Totals:	30,982.00	8,990.38	8,990.38	21,991.62	0.00	21,991.62	70.98
001-070-558-50-200	Employee Benefits	30,982.00	8,990.38	8,990.38	21,991.62	0.00	21,991.62	70.98
	Benefits	30,982.00	8,990.38	8,990.38	21,991.62	0.00	21,991.62	70.98
E30	E20 Sub Totals:	30,982.00	8,990.38	8,990.38	21,991.62	0.00	21,991.62	70.98
001-070-558-50-310	Operating and Office Supply	250.00	174.50	174.50	75.50	0.00	75.50	30.20
001-070-558-50-340	Operating Supplies	100.00	1,567.22	1,567.22	-1,467.22	0.00	-1,467.22	0.00
001-070-558-50-350	Books and Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-070-558-50-360	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Vehicle Operation/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E40	E30 Sub Totals:	350.00	1,741.72	1,741.72	-1,391.72	0.00	-1,391.72	0.00
001-070-558-50-410	Other Services and Charges	500.00	0.00	0.00	500.00	0.00	500.00	100.00
001-070-558-50-420	Professional Services	300.00	444.81	444.81	-144.81	0.00	-144.81	0.00
001-070-558-50-430	Communication	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
001-070-558-50-460	Travel and Seminars	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-070-558-50-480	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-070-558-50-490	Repair and Maintenance	200.00	184.90	184.90	15.10	0.00	15.10	7.55
	Miscellaneous	200.00	184.90	184.90	15.10	0.00	15.10	7.55
E50	E40 Sub Totals:	2,500.00	629.71	629.71	1,870.29	0.00	1,870.29	74.81
001-070-558-50-510	Intergovernmental Services	23,000.00	1,962.50	1,962.50	21,037.50	0.00	21,037.50	91.47
001-070-559-60-500	SnoCty Plan/Building Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Snohomish County inspections	23,000.00	1,962.50	1,962.50	21,037.50	0.00	21,037.50	91.47
	Expense Sub Totals:	103,709.00	25,507.07	25,507.07	78,201.93	0.00	78,201.93	75.41
Dept 001-075	Dept 070 Sub Totals:	103,709.00	25,507.07	25,507.07	78,201.93	0.00		
	Public Health	103,709.00	25,507.07	25,507.07	78,201.93	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E50	Intergovernmental Services							
001-075-562-50-510	Intergovernmental	1,200.00	303.49	303.49	896.51	0.00	896.51	74.71
E50 Sub Totals:		1,200.00	303.49	303.49	896.51	0.00	896.51	74.71
Expense Sub Totals:		1,200.00	303.49	303.49	896.51	0.00	896.51	74.71
Dept 075 Sub Totals:		1,200.00	303.49	303.49	896.51	0.00		
Dept 001-080	Library							
E40	Other Services and Charges							
001-080-572-20-460	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-080-572-20-470	Utilities	6,500.00	2,239.79	2,239.79	4,260.21	0.00	4,260.21	65.54
E40 Sub Totals:		6,500.00	2,239.79	2,239.79	4,260.21	0.00	4,260.21	65.54
Expense Sub Totals:		6,500.00	2,239.79	2,239.79	4,260.21	0.00	4,260.21	65.54
Dept 080 Sub Totals:		6,500.00	2,239.79	2,239.79	4,260.21	0.00		
Dept 001-085	Parks and Recreation							
E10	Salaries and Wages							
001-085-576-80-100	Salaries and Wages	44,825.00	13,030.40	13,030.40	31,794.60	0.00	31,794.60	70.93
E10 Sub Totals:		44,825.00	13,030.40	13,030.40	31,794.60	0.00	31,794.60	70.93
E20	Employee Benefits							
001-085-576-80-200	Benefits	21,265.00	5,982.11	5,982.11	15,282.89	0.00	15,282.89	71.87
001-085-576-80-220	Uniforms	250.00	511.98	511.98	-261.98	0.00	-261.98	0.00
E20 Sub Totals:		21,515.00	6,494.09	6,494.09	15,020.91	0.00	15,020.91	69.82
E30	Operating and Office Supply							
001-085-576-80-310	Office/Operating Supplies	4,500.00	2,513.77	2,513.77	1,986.23	0.00	1,986.23	44.14
001-085-576-80-320	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-085-576-80-350	Small Tools/Minor Equipment	1,000.00	715.45	715.45	284.55	0.00	284.55	28.46
001-085-576-80-360	Vehicle Maintenance	1,600.00	1,297.85	1,297.85	302.15	0.00	302.15	18.88
001-085-576-80-370	Vehicle Repair	600.00	0.00	0.00	600.00	0.00	600.00	100.00
E30 Sub Totals:		7,700.00	4,527.07	4,527.07	3,172.93	0.00	3,172.93	41.21
E40	Other Services and Charges							
001-085-576-80-410	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-085-576-80-420	Communication	800.00	143.34	143.34	656.66	0.00	656.66	82.08
001-085-576-80-430	Travel and Seminars	300.00	0.00	0.00	300.00	0.00	300.00	100.00
001-085-576-80-450	Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-085-576-80-460	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-085-576-80-470	Utilities	3,300.00	1,336.91	1,336.91	1,963.09	0.00	1,963.09	59.49

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
001-085-576-80-480	Repair and Maintenance	3,000.00	429.00	429.00	2,571.00	0.00	2,571.00	85.70
001-085-576-80-490	Miscellaneous	100.00	62.04	62.04	37.96	0.00	37.96	37.96
	E40 Sub Totals:	7,500.00	1,971.29	1,971.29	5,528.71	0.00	5,528.71	73.72
E60	Capital Outlays							
001-085-594-80-620	Capital - Equipment	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
001-085-594-80-640	Capital - Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E60 Sub Totals:	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
E90	Interfund Services							
001-085-597-30-000	Operating Transfer Out	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
	E90 Sub Totals:	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
	Expense Sub Totals:	91,540.00	26,022.85	26,022.85	65,517.15	0.00	65,517.15	71.57
Dept 001-090	Dept 085 Sub Totals:	91,540.00	26,022.85	26,022.85	65,517.15	0.00		
E90	Interfund Services							
001-090-588-80-000	Prior Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-090-597-40-020	Operating Transfer Out	23,195.00	0.00	0.00	23,195.00	0.00	23,195.00	100.00
001-090-597-50-010	Operating Transfer Out - 114	12,000.00	12,000.00	12,000.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	35,195.00	12,000.00	12,000.00	23,195.00	0.00	23,195.00	65.90
	Expense Sub Totals:	35,195.00	12,000.00	12,000.00	23,195.00	0.00	23,195.00	65.90
Dept 001-900	Dept 090 Sub Totals:	35,195.00	12,000.00	12,000.00	23,195.00	0.00		
E95	Ending Fund Balance							
001-900-508-80-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E95 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 900 Sub Totals:								
	Dept 900 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Revenue Sub Totals:	1,969,714.00	451,641.44	451,641.44	1,518,072.56	0.00	1,518,072.56	77.07
	Fund Expense Sub Totals:	1,967,272.00	415,182.17	415,182.17	1,552,089.83	0.00	1,552,089.83	78.90

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund 001 Sub Totals:	-2,442.00	-36,459.27	-36,459.27	34,017.27	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 101	STREET FUND							
Dept 101-000								
R10	Taxes							
101-000-311-10-000	Real and Personal Property Tax	53,177.00	2,116.50	2,116.50	51,060.50	0.00	51,060.50	96.02
101-000-316-41-000	B & O Electric	36,000.00	12,750.70	12,750.70	23,249.30	0.00	23,249.30	64.58
101-000-316-43-000	Utility Tax Gas	4,000.00	1,657.06	1,657.06	2,342.94	0.00	2,342.94	58.57
101-000-316-47-000	Utility Tax Telephone	7,500.00	1,664.79	1,664.79	5,835.21	0.00	5,835.21	77.80
	R10 Sub Totals:	100,677.00	18,189.05	18,189.05	82,487.95	0.00	82,487.95	81.93
R20	Licenses and Permits							
101-000-322-40-000	Street/Curb Permits -ROW	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	R20 Sub Totals:	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
R30	Intergovernmental Revenues							
101-000-334-03-000	FEM/A Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-336-00-710	Multimodal Trans - City	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-336-00-870	Motor Vehicle Excise Tax	100,948.00	24,089.17	24,089.17	76,858.83	0.00	76,858.83	76.14
	R30 Sub Totals:	100,948.00	24,089.17	24,089.17	76,858.83	0.00	76,858.83	76.14
R60	Miscellaneous Revenues							
101-000-361-11-000	Investment Interest	400.00	0.00	0.00	400.00	0.00	400.00	100.00
101-000-367-11-010	Contributions - Street Project	0.00	35.00	35.00	-35.00	0.00	-35.00	0.00
	R60 Sub Totals:	400.00	35.00	35.00	365.00	0.00	365.00	91.25
R90	Other Financing Sources							
101-000-395-10-000	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-397-10-100	Operating Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	204,025.00	42,313.22	42,313.22	161,711.78	0.00	161,711.78	79.26
	Dept 000 Sub Totals:	-204,025.00	-42,313.22	-42,313.22	-161,711.78	0.00		
E10	Road and Street Maintenance							
101-150-542-30-100	Salaries and Wages	81,377.00	21,948.99	21,948.99	59,428.01	0.00	59,428.01	73.03
	E10 Sub Totals:	81,377.00	21,948.99	21,948.99	59,428.01	0.00	59,428.01	73.03
E20	Employee Benefits							
101-150-542-30-200	Employee Benefits	35,487.00	9,414.77	9,414.77	26,072.23	0.00	26,072.23	73.47
101-150-542-30-220	Uniforms	700.00	613.26	613.26	86.74	0.00	86.74	12.39
	E20 Sub Totals:	36,187.00	10,028.03	10,028.03	26,158.97	0.00	26,158.97	72.29

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E30	Operating and Office Supply							
101-150-542-30-310	Office/Operating Supplies	4,710.00	463.18	463.18	4,246.82	0.00	4,246.82	90.17
101-150-542-30-320	Office Supplies	1,750.00	734.65	734.65	1,015.35	0.00	1,015.35	58.02
101-150-542-30-350	Small Tools/Minor Equipment	1,000.00	123.68	123.68	876.32	0.00	876.32	87.63
101-150-542-30-360	Vehicle Operation/Maintenance	2,050.00	439.73	439.73	1,610.27	0.00	1,610.27	78.55
101-150-542-30-370	Vehicle Repair	1,000.00	112.48	112.48	887.52	0.00	887.52	88.75
	E30 Sub Totals:	10,510.00	1,873.72	1,873.72	8,636.28	0.00	8,636.28	82.17
E40	Other Services and Charges							
101-150-542-30-410	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-150-542-30-420	Communication	3,300.00	827.76	827.76	2,472.24	0.00	2,472.24	74.92
101-150-542-30-430	Travel and Seminars	650.00	8.50	8.50	641.50	0.00	641.50	98.69
101-150-542-30-450	Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-150-542-30-460	Insurance	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
101-150-542-30-490	Miscellaneous	200.00	1,111.60	1,111.60	-911.60	0.00	-911.60	0.00
	E40 Sub Totals:	12,150.00	1,947.86	1,947.86	10,202.14	0.00	10,202.14	83.97
E60	Capital Outlays							
101-150-594-30-620	Capital - Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-150-594-30-630	Capital - Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-150-594-30-640	Capital - Equipment and Signs	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
	E60 Sub Totals:	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
E90	Interfund Services							
101-150-597-30-000	Operating Transfer Out - 104	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
101-150-597-50-010	Operating Transfer Out - 114	3,500.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	18,500.00	3,500.00	3,500.00	15,000.00	0.00	15,000.00	81.08
	Expense Sub Totals:	163,724.00	39,298.60	39,298.60	124,425.40	0.00	124,425.40	76.00
Dept 101-160	Dept 100 Sub Totals:	163,724.00	39,298.60	39,298.60	124,425.40	0.00		
E30	Traffic and Pedestrian Service							
101-160-542-66-310	Operating and Office Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-160-542-67-310	Snow and Ice Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E30 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E40	Other Services and Charges							
101-160-542-30-480	Repair and Maintenance	500.00	268.32	268.32	231.68	0.00	231.68	46.34
101-160-542-63-470	Utilities	34,000.00	9,345.16	9,345.16	24,654.84	0.00	24,654.84	72.51
	E40 Sub Totals:	34,500.00	9,613.48	9,613.48	24,886.52	0.00	24,886.52	72.13

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	34,500.00	9,613.48	9,613.48	24,886.52	0.00	24,886.52	72.13
Dept 101-900	Dept 160 Sub Totals:							
E95	Ending Fund Balance	34,500.00	9,613.48	9,613.48	24,886.52	0.00		
101-900-508-80-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E95 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	204,025.00	42,313.22	42,313.22	161,711.78	0.00	161,711.78	79.26
	Fund Expense Sub Totals:	198,224.00	48,912.08	48,912.08	149,311.92	0.00	149,311.92	75.32
	Fund 101 Sub Totals:	-5,801.00	6,598.86	6,598.86	-12,399.86	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 103	CEMETERY FUND							
Dept 103-000	Charges for Services		4,431.58	4,431.58	20,568.42	0.00	20,568.42	82.27
R40	Cemetery Fees	25,000.00						
103-000-343-60-000		25,000.00	4,431.58	4,431.58	20,568.42	0.00	20,568.42	82.27
	R40 Sub Totals:							
	Miscellaneous Revenues							
R60	Investment Interest	400.00	0.00	0.00	400.00	0.00	400.00	100.00
103-000-361-11-000	Contributions - Cemetery Impro	0.00	0.00	0.00	0.00	0.00	0.00	0.00
103-000-367-11-000								
	R60 Sub Totals:	400.00	0.00	0.00	400.00	0.00	400.00	100.00
	Revenue Sub Totals:	25,400.00	4,431.58	4,431.58	20,968.42	0.00	20,968.42	82.55
	Dept 000 Sub Totals:	-25,400.00	-4,431.58	-4,431.58	-20,968.42	0.00		
Dept 103-103	Cemetery							
E10	Salaries and Wages	10,207.00	2,786.77	2,786.77	7,420.23	0.00	7,420.23	72.70
103-103-536-10-010	Salaries and Wages							
	E10 Sub Totals:	10,207.00	2,786.77	2,786.77	7,420.23	0.00	7,420.23	72.70
E20	Employee Benefits	5,097.00	1,351.39	1,351.39	3,745.61	0.00	3,745.61	73.49
103-103-536-10-200	Benefits							
103-103-536-10-220	Uniforms	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	E20 Sub Totals:	5,297.00	1,351.39	1,351.39	3,945.61	0.00	3,945.61	74.49
E30	Operating and Office Supply	400.00	0.00	0.00	400.00	0.00	400.00	100.00
103-103-536-10-310	Operating Supplies							
103-103-536-10-320	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
103-103-536-10-340	Items for Resale	1,000.00	1,192.44	1,192.44	-192.44	0.00	-192.44	0.00
103-103-536-10-350	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
103-103-536-10-360	Vehicle Operation/Maintenance	800.00	75.30	75.30	724.70	0.00	724.70	90.59
103-103-536-10-370	Vehicle Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E30 Sub Totals:	2,200.00	1,267.74	1,267.74	932.26	0.00	932.26	42.38
E40	Other Services and Charges	8,000.00	3,393.31	3,393.31	4,606.69	0.00	4,606.69	57.58
103-103-536-10-410	Professional Services							
103-103-536-10-420	Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
103-103-536-10-460	Insurance	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
103-103-536-10-480	Repair and Maintenance	0.00	47.00	47.00	-47.00	0.00	-47.00	0.00
	E40 Sub Totals:	9,500.00	3,440.31	3,440.31	6,059.69	0.00	6,059.69	63.79
E60	Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00	0.00
103-103-594-10-620	Capital - Buildings							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
103-103-594-10-640	Capital - Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E60 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
103-103-597-40-000	Interfund Services Operating Transfers Out	500.00	0.00	0.00	500.00	0.00	500.00	100.00
E90 Sub Totals:		500.00	0.00	0.00	500.00	0.00	500.00	100.00
Expense Sub Totals:		27,704.00	8,846.21	8,846.21	18,857.79	0.00	18,857.79	68.07
Dept 103-900	Dept 103 Sub Totals:	27,704.00	8,846.21	8,846.21	18,857.79	0.00		
E95	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
103-900-508-80-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E95 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 900 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Revenue Sub Totals:		25,400.00	4,431.58	4,431.58	20,968.42	0.00	20,968.42	82.55
Fund Expense Sub Totals:		27,704.00	8,846.21	8,846.21	18,857.79	0.00	18,857.79	68.07
Fund 103 Sub Totals:		2,304.00	4,414.63	4,414.63	-2,110.63	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 113	BUILDING MAINTENANCE FUN							
Dept 113-000								
R10	Taxes							
113-000-316-41-000	Utility Tax - Electrical	8,700.00	2,798.92	2,798.92	5,901.08	0.00	5,901.08	67.83
113-000-316-43-000	Utility Tax - Gas	2,200.00	710.17	710.17	1,489.83	0.00	1,489.83	67.72
113-000-316-47-000	Utility Tax - Telephone	3,800.00	713.39	713.39	3,086.61	0.00	3,086.61	81.23
	R10 Sub Totals:	14,700.00	4,222.48	4,222.48	10,477.52	0.00	10,477.52	71.28
R60	Miscellaneous Revenues							
113-000-361-11-000	Investment Interest	200.00	0.00	0.00	200.00	0.00	200.00	100.00
113-000-367-11-000	Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R60 Sub Totals:	200.00	0.00	0.00	200.00	0.00	200.00	100.00
R90	Other Financing Sources							
113-000-395-10-100	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
113-000-397-40-400	Operating Transfer In	8,500.00	0.00	0.00	8,500.00	0.00	8,500.00	100.00
	R90 Sub Totals:	8,500.00	0.00	0.00	8,500.00	0.00	8,500.00	100.00
E90	Revenue Sub Totals:	23,400.00	4,222.48	4,222.48	19,177.52	0.00	19,177.52	81.96
	Interfund Services							
113-000-397-10-100	Operating Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 000 Sub Totals:		-23,400.00	-4,222.48	-4,222.48	-19,177.52	0.00		
Dept 113-113	Salaries and Wages							
E10	Salary and Wages	10,060.00	2,785.78	2,785.78	7,274.22	0.00	7,274.22	72.31
113-113-518-30-100								
	E10 Sub Totals:	10,060.00	2,785.78	2,785.78	7,274.22	0.00	7,274.22	72.31
E20	Employee Benefits							
113-113-518-30-200	Benefits	4,427.00	1,196.95	1,196.95	3,230.05	0.00	3,230.05	72.96
	E20 Sub Totals:	4,427.00	1,196.95	1,196.95	3,230.05	0.00	3,230.05	72.96
E30	Operating and Office Supply							
113-113-518-30-310	Operating Supply	1,000.00	262.72	262.72	737.28	0.00	737.28	73.73
	E30 Sub Totals:	1,000.00	262.72	262.72	737.28	0.00	737.28	73.73
E40	Other Services and Charges							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
113-113-518-30-410	Professional Service	0.00	1,367.58	1,367.58	-1,367.58	0.00	-1,367.58	0.00
113-113-518-30-480	Repair and Maintenance	9,500.00	5,404.87	5,404.87	4,095.13	0.00	4,095.13	43.11
E40 Sub Totals:		9,500.00	6,772.45	6,772.45	2,727.55	0.00	2,727.55	28.71
E60	Capital Outlays							
113-113-594-00-620	Capital - Buildings	10,000.00	5,098.51	5,098.51	4,901.49	0.00	4,901.49	49.01
E60 Sub Totals:		10,000.00	5,098.51	5,098.51	4,901.49	0.00	4,901.49	49.01
	Expense Sub Totals:	34,987.00	16,116.41	16,116.41	18,870.59	0.00	18,870.59	53.94
Dept 113 Sub Totals:		34,987.00	16,116.41	16,116.41	18,870.59	0.00		
Dept 113-900	Ending Fund Balance							
E95	Ending Fund Balance							
113-900-508-80-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E95 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:							
Dept 900 Sub Totals:								
Fund Revenue Sub Totals:		23,400.00	4,222.48	4,222.48	19,177.52	0.00	19,177.52	81.96
Fund Expense Sub Totals:		34,987.00	16,116.41	16,116.41	18,870.59	0.00	18,870.59	53.94
Fund 113 Sub Totals:		11,587.00	11,893.93	11,893.93	-306.93	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 400	UTILITY WATER FUND							
Dept 400-000	Intergovernmental Revenues							
R30	Startup Water District	0.00	5,896.00	5,896.00	-5,896.00	0.00	-5,896.00	0.00
400-000-337-00-000								
R30 Sub Totals:		0.00	5,896.00	5,896.00	-5,896.00	0.00	-5,896.00	0.00
R40	Charges for Services							
400-000-341-82-100	Engineering Review Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400-000-342-00-010	Inspection Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400-000-343-40-000	Water Service	1,056,068.00	258,637.93	258,637.93	797,430.07	0.00	797,430.07	75.51
400-000-343-40-100	Authorization to Bill Rentor	0.00	30.00	30.00	-30.00	0.00	-30.00	0.00
400-000-343-40-200	Late Fees - Water Service	0.00	-4.22	-4.22	4.22	0.00	4.22	0.00
400-000-359-10-000	Turn On/Off Fees	9,000.00	2,775.00	2,775.00	6,225.00	0.00	6,225.00	69.17
R40 Sub Totals:		1,065,068.00	261,438.71	261,438.71	803,629.29	0.00	803,629.29	75.45
R60	Miscellaneous Revenues							
400-000-361-11-000	Investment Interest	500.00	0.00	0.00	500.00	0.00	500.00	100.00
400-000-367-00-000	Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400-000-369-40-000	Judgements and Settlements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400-000-369-90-000	Miscellaneous	25,000.00	8,667.49	8,667.49	16,332.51	0.00	16,332.51	65.33
400-000-379-10-000	Water Connection Charges	15,600.00	0.00	0.00	15,600.00	0.00	15,600.00	100.00
R60 Sub Totals:		41,100.00	8,667.49	8,667.49	32,432.51	0.00	32,432.51	78.91
R90	Other Financing Sources							
400-000-395-10-000	Sale of Fixed Assets	45,000.00	0.00	0.00	45,000.00	0.00	45,000.00	100.00
400-000-397-10-100	Operating Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R90 Sub Totals:		45,000.00	0.00	0.00	45,000.00	0.00	45,000.00	100.00
Revenue Sub Totals:		1,151,168.00	276,002.20	276,002.20	875,165.80	0.00	875,165.80	76.02
Dept 000 Sub Totals:		-1,151,168.00	-276,002.20	-276,002.20	-875,165.80	0.00		
Dept 400-400	Utility Water							
E10	Salaries and Wages	334,344.00	95,637.04	95,637.04	238,706.96	0.00	238,706.96	71.40
400-400-534-80-100	Salaries and Wages							
E10 Sub Totals:		334,344.00	95,637.04	95,637.04	238,706.96	0.00	238,706.96	71.40
E20	Employee Benefits							
400-400-534-80-200	Benefits	159,512.00	46,795.24	46,795.24	112,716.76	0.00	112,716.76	70.66
400-400-534-80-220	Uniforms	1,400.00	908.40	908.40	491.60	0.00	491.60	35.11
E20 Sub Totals:		160,912.00	47,703.64	47,703.64	113,208.36	0.00	113,208.36	70.35
E30	Operating and Office Supply							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
400-400-534-80-310	Operating Supply	64,885.00	10,304.66	10,304.66	54,580.34	0.00	54,580.34	84.12
400-400-534-80-320	Office Supplies	2,700.00	834.47	834.47	1,865.53	0.00	1,865.53	69.09
400-400-534-80-350	Small Tools/Minor Equipment	10,500.00	903.88	903.88	9,596.12	0.00	9,596.12	91.39
400-400-534-80-360	Vehicle Operation/Maintenance	7,825.00	1,905.27	1,905.27	5,919.73	0.00	5,919.73	75.65
400-400-534-80-370	Vehicle Repair	1,000.00	4,262.95	4,262.95	-3,262.95	0.00	-3,262.95	0.00
E30 Sub Totals:		86,910.00	18,211.23	18,211.23	68,698.77	0.00	68,698.77	79.05
E40	Other Services and Charges							
400-400-534-80-410	Professional Service - General	100,000.00	5,420.61	5,420.61	94,579.39	0.00	94,579.39	94.58
400-400-534-80-411	Professional Service - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400-400-534-80-420	Communication	10,000.00	2,480.92	2,480.92	7,519.08	0.00	7,519.08	75.19
400-400-534-80-430	Travel and Seminars	5,205.00	736.25	736.25	4,468.75	0.00	4,468.75	85.85
400-400-534-80-450	Rentals	1,000.00	203.43	203.43	796.57	0.00	796.57	79.66
400-400-534-80-460	Insurance	47,000.00	0.00	0.00	47,000.00	0.00	47,000.00	100.00
400-400-534-80-470	Utilities	35,000.00	3,927.64	3,927.64	31,072.36	0.00	31,072.36	88.78
400-400-534-80-471	Water Service - Everett	7,000.00	6,581.03	6,581.03	418.97	0.00	418.97	5.99
400-400-534-80-480	Repair and Maintenance	30,975.00	4,296.24	4,296.24	26,678.76	0.00	26,678.76	86.13
400-400-534-80-490	Miscellaneous	9,250.00	4,649.41	4,649.41	4,600.59	0.00	4,600.59	49.74
400-400-534-80-491	Water - Testing	5,000.00	915.00	915.00	4,085.00	0.00	4,085.00	81.70
E40 Sub Totals:		250,430.00	29,210.53	29,210.53	221,219.47	0.00	221,219.47	88.34
E50	Intergovernmental Services							
400-400-534-80-510	Taxes - Excise	53,000.00	13,765.19	13,765.19	39,234.81	0.00	39,234.81	74.03
E50 Sub Totals:		53,000.00	13,765.19	13,765.19	39,234.81	0.00	39,234.81	74.03
E60	Capital Outlays							
400-400-594-80-620	Capital - Buildings	500.00	0.00	0.00	500.00	0.00	500.00	100.00
400-400-594-80-640	Capital - Equipment	6,500.00	1,446.55	1,446.55	5,053.45	0.00	5,053.45	77.75
E60 Sub Totals:		7,000.00	1,446.55	1,446.55	5,553.45	0.00	5,553.45	79.34
E90	Interfund Services							
400-400-597-20-000	Operating Transfer Out - 412	115,864.00	28,966.00	28,966.00	86,898.00	0.00	86,898.00	75.00
400-400-597-20-050	Operating Transfer Out - 403	172,650.00	43,163.00	43,163.00	129,487.00	0.00	129,487.00	75.00
400-400-597-30-010	Operating Transfer Out - 104	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400-400-597-30-030	Operating Transfer Out - 409	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400-400-597-50-020	Operating Transfer Out - 114	13,000.00	13,000.00	13,000.00	0.00	0.00	0.00	0.00
400-400-597-50-040	Operating Transfer Out - 001	16,803.00	16,803.00	16,803.00	0.00	0.00	0.00	0.00
E90 Sub Totals:		318,317.00	101,932.00	101,932.00	216,385.00	0.00	216,385.00	67.98
Expense Sub Totals:		1,210,913.00	307,906.18	307,906.18	903,006.82	0.00	903,006.82	74.57
Dept 400 Sub Totals:		1,210,913.00	307,906.18	307,906.18	903,006.82	0.00	903,006.82	74.57

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 400-900	Ending Fund Balance							
E95	Ending Fund Balance							
400-900-508-80-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E95 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,151,168.00	276,002.20	276,002.20	875,165.80	0.00	875,165.80	76.02
	Fund Expense Sub Totals:	1,210,913.00	307,906.18	307,906.18	903,006.82	0.00	903,006.82	74.57
	Fund 400 Sub Totals:	59,745.00	31,903.98	31,903.98	27,841.02	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 401	UTILITY SEWER FUND							
Dept 401-000								
R40								
401-000-341-82-100	Charges for Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-000-342-00-200	Engineering Service	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
401-000-343-50-000	Sewer Inspection Fee	1,325,039.00	347,027.80	347,027.80	978,011.20	0.00	978,011.20	73.81
401-000-343-50-200	Sewer Service	0.00	0.78	0.78	-0.78	0.00	-0.78	0.00
	Late Fees - Sewer Service							
	R40 Sub Totals:	1,330,039.00	347,028.58	347,028.58	983,010.42	0.00	983,010.42	73.91
R60	Miscellaneous Revenues							
401-000-361-11-000	Investment Interest	500.00	0.00	0.00	500.00	0.00	500.00	100.00
401-000-369-90-000	Miscellaneous	17,500.00	4,551.55	4,551.55	12,948.45	0.00	12,948.45	73.99
401-000-369-91-000	Rebate	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R60 Sub Totals:	18,000.00	4,551.55	4,551.55	13,448.45	0.00	13,448.45	74.71
R90	Other Financing Sources							
401-000-395-10-000	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-000-397-10-100	Operating Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	1,348,039.00	351,580.13	351,580.13	996,458.87	0.00	996,458.87	73.92
Dept 401-003								
R40								
401-003-343-50-200								
	Dept 000 Sub Totals:	-1,348,039.00	-351,580.13	-351,580.13	-996,458.87	0.00	0.00	0.00
	Charges for Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Late Fees - Sewer Service							
	R40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 401-401								
E10								
401-401-535-80-100								
	Dept 003 Sub Totals:	275,957.00	75,923.69	75,923.69	200,033.31	0.00	200,033.31	72.49
	Utility Sewer							
	Salaries and Wages							
	Salaries and Wages							
	E10 Sub Totals:	275,957.00	75,923.69	75,923.69	200,033.31	0.00	200,033.31	72.49
E20	Employee Benefits							
401-401-535-80-200	Benefits	121,272.00	34,458.20	34,458.20	86,813.80	0.00	86,813.80	71.59
401-401-535-80-220	Uniforms	1,300.00	1,062.60	1,062.60	237.40	0.00	237.40	18.26
	E20 Sub Totals:	122,572.00	35,520.80	35,520.80	87,051.20	0.00	87,051.20	71.02

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E30	Operating and Office Supply							
401-401-535-80-310	Operating Supplies	41,085.00	6,488.93	6,488.93	34,596.07	0.00	34,596.07	84.21
401-401-535-80-320	Office Supplies	3,000.00	834.45	834.45	2,165.55	0.00	2,165.55	72.19
401-401-535-80-350	Small Tools/Minor Equipment	6,650.00	377.98	377.98	6,272.02	0.00	6,272.02	94.32
401-401-535-80-360	Vehicle Operation Maintenance	10,800.00	1,036.94	1,036.94	9,763.06	0.00	9,763.06	90.40
401-401-535-80-370	Vehicle Repair	2,000.00	1,576.48	1,576.48	423.52	0.00	423.52	21.18
	E30 Sub Totals:	63,535.00	10,314.78	10,314.78	53,220.22	0.00	53,220.22	83.77
E40	Other Services and Charges							
401-401-535-80-410	Professional Service	97,000.00	31,745.91	31,745.91	65,254.09	0.00	65,254.09	67.27
401-401-535-80-411	Services - Sludge Hauling	10,000.00	1,927.34	1,927.34	8,072.66	0.00	8,072.66	80.73
401-401-535-80-413	Professional - Engineers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-401-535-80-420	Communication	13,000.00	2,883.29	2,883.29	10,116.71	0.00	10,116.71	77.82
401-401-535-80-430	Travel and Seminars	3,405.00	500.26	500.26	2,904.74	0.00	2,904.74	85.31
401-401-535-80-450	Rentals	13,226.00	1,437.96	1,437.96	11,788.04	0.00	11,788.04	89.13
401-401-535-80-460	Insurance	56,000.00	0.00	0.00	56,000.00	0.00	56,000.00	100.00
401-401-535-80-470	Utilities	40,000.00	9,262.17	9,262.17	30,737.83	0.00	30,737.83	76.84
401-401-535-80-480	Repair and Maintenance	67,575.00	2,935.01	2,935.01	64,639.99	0.00	64,639.99	95.66
401-401-535-80-490	Miscellaneous	4,754.00	2,495.05	2,495.05	2,258.95	0.00	2,258.95	47.52
401-401-535-80-491	Sewer - Testing	1,500.00	150.00	150.00	1,350.00	0.00	1,350.00	90.00
	E40 Sub Totals:	306,460.00	53,336.99	53,336.99	253,123.01	0.00	253,123.01	82.60
E50	Intergovernmental Services							
401-401-535-80-510	Taxes - Excise	30,000.00	7,825.89	7,825.89	22,174.11	0.00	22,174.11	73.91
	E50 Sub Totals:	30,000.00	7,825.89	7,825.89	22,174.11	0.00	22,174.11	73.91
E60	Capital Outlays							
401-401-594-80-620	Capital - Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-401-594-80-630	Capital - Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-401-594-80-640	Capital - Equipment	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00	100.00
	E60 Sub Totals:	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00	100.00
E90	Interfund Services							
401-401-597-20-000	Operating Transfer Out - 413	181,756.00	45,439.00	45,439.00	136,317.00	0.00	136,317.00	75.00
401-401-597-20-040	Operating Transfer Out - 403	172,650.00	43,163.00	43,163.00	129,487.00	0.00	129,487.00	75.00
401-401-597-30-010	Operating Transfer Out - 104	35,000.00	0.00	0.00	35,000.00	0.00	35,000.00	100.00
401-401-597-30-030	Operating Transfers Out - 407	70,000.00	0.00	0.00	70,000.00	0.00	70,000.00	100.00
401-401-597-50-020	Operating Transfers Out - 114	18,600.00	18,600.00	18,600.00	0.00	0.00	0.00	0.00
401-401-597-50-040	Operating Transfer Out - 001	16,803.00	16,803.00	16,803.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	494,809.00	124,005.00	124,005.00	370,804.00	0.00	370,804.00	74.94
	Expense Sub Totals:	1,323,333.00	306,927.15	306,927.15	1,016,405.85	0.00	1,016,405.85	76.81

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 401-900	Dept 401 Sub Totals:	1,323,333.00	306,927.15	306,927.15	1,016,405.85			
E95	Ending Fund Balance							
401-900-508-80-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E95 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,348,039.00	351,580.13	351,580.13	996,458.87	0.00	996,458.87	73.92
	Fund Expense Sub Totals:	1,323,333.00	306,927.15	306,927.15	1,016,405.85	0.00	1,016,405.85	76.81
	Fund 401 Sub Totals:	-24,706.00	-44,652.98	-44,652.98	19,946.98	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 402	UTILITY GARBAGE FUND							
Dept 402-000								
R10	Taxes							
402-000-316-48-000	Garbage State Tax	20,064.00	4,607.43	4,607.43	15,456.57	0.00	15,456.57	77.04
	R10 Sub Totals:	20,064.00	4,607.43	4,607.43	15,456.57	0.00	15,456.57	77.04
R20	Licenses and Permits							
402-000-321-91-000	Garbage Franchise Fees	3,500.00	1,820.42	1,820.42	1,679.58	0.00	1,679.58	47.99
	R20 Sub Totals:	3,500.00	1,820.42	1,820.42	1,679.58	0.00	1,679.58	47.99
R30	Intergovernmental Revenues							
402-000-333-03-100	Coordinated Prevention Grant	1,600.00	0.00	0.00	1,600.00	0.00	1,600.00	100.00
	R30 Sub Totals:	1,600.00	0.00	0.00	1,600.00	0.00	1,600.00	100.00
R40	Charges for Services							
402-000-343-70-000	Garbage/Solid Waste	557,340.00	129,492.73	129,492.73	427,847.27	0.00	427,847.27	76.77
402-000-343-70-100	Recycling Charges	177,816.00	46,898.98	46,898.98	130,917.02	0.00	130,917.02	73.62
	R40 Sub Totals:	735,156.00	176,391.71	176,391.71	558,764.29	0.00	558,764.29	76.01
R60	Miscellaneous Revenues							
402-000-361-11-000	Investment Interest	500.00	0.00	0.00	500.00	0.00	500.00	100.00
402-000-362-20-000	Dumpster Delivery Charges	20,940.00	5,088.56	5,088.56	15,851.44	0.00	15,851.44	75.70
402-000-369-90-000	Miscellaneous	500.00	0.00	0.00	500.00	0.00	500.00	100.00
402-000-395-10-000	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R60 Sub Totals:	21,940.00	5,088.56	5,088.56	16,851.44	0.00	16,851.44	76.81
R90	Other Financing Sources							
402-000-397-10-100	Operating Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	782,260.00	187,908.12	187,908.12	594,351.88	0.00	594,351.88	75.98
	Dept 000 Sub Totals:	-782,260.00	-187,908.12	-187,908.12	-594,351.88	0.00		
Dept 402-402	Garbage							
E10	Salaries and Wages							
402-402-537-80-100	Salaries and Wages	137,507.00	37,386.52	37,386.52	100,120.48	0.00	100,120.48	72.81
	E10 Sub Totals:	137,507.00	37,386.52	37,386.52	100,120.48	0.00	100,120.48	72.81
E20	Employee Benefits							
402-402-537-80-200	Benefits	69,887.00	19,245.29	19,245.29	50,641.71	0.00	50,641.71	72.46
402-402-537-80-220	Uniforms	1,000.00	591.81	591.81	408.19	0.00	408.19	40.82
402-402-537-80-230	Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E20	E20 Sub Totals:	70,887.00	19,837.10	19,837.10	51,049.90	0.00	51,049.90	72.02
402-402-537-80-310	Operating and Office Supply	5,000.00	788.90	788.90	4,211.10	0.00	4,211.10	84.22
402-402-537-80-320	Operating Supplies	2,400.00	834.45	834.45	1,565.55	0.00	1,565.55	65.23
402-402-537-80-350	Office Supplies	2,000.00	216.57	216.57	1,783.43	0.00	1,783.43	89.17
402-402-537-80-360	Small Tools/Minor Equipment	16,000.00	2,868.43	2,868.43	13,131.57	0.00	13,131.57	82.07
402-402-537-80-370	Vehicle Operation/Maintenance	7,000.00	65.09	65.09	6,934.91	0.00	6,934.91	99.07
402-402-537-80-380	Vehicle Repair	1,600.00	53.70	53.70	1,546.30	0.00	1,546.30	96.64
	CPG Grant - Clean UP							
E30	E30 Sub Totals:	34,080.00	4,827.14	4,827.14	29,172.86	0.00	29,172.86	85.80
E40	Other Services and Charges							
402-402-537-80-410	Professional	9,700.00	5,964.57	5,964.57	3,735.43	0.00	3,735.43	38.51
402-402-537-80-420	Communication	8,500.00	2,741.13	2,741.13	5,758.87	0.00	5,758.87	67.75
402-402-537-80-430	Travel and Seminars	1,400.00	249.74	249.74	1,150.26	0.00	1,150.26	82.16
402-402-537-80-460	Insurance	31,000.00	0.00	0.00	31,000.00	0.00	31,000.00	100.00
402-402-537-80-470	Utilities	2,000.00	733.62	733.62	1,266.38	0.00	1,266.38	63.32
402-402-537-80-480	Repair and Maintenance	3,000.00	15,790.14	15,790.14	-12,790.14	0.00	-12,790.14	0.00
402-402-537-80-490	Miscellaneous	2,600.00	956.74	956.74	1,643.26	0.00	1,643.26	63.20
E40	E40 Sub Totals:	58,200.00	26,435.94	26,435.94	31,764.06	0.00	31,764.06	54.58
E50	Intergovernmental Services							
402-402-537-80-500	Intergovernmental - Recycle	150,000.00	37,833.75	37,833.75	112,166.25	0.00	112,166.25	74.78
402-402-537-80-510	Intergovernmental - Disposal F	192,000.00	47,639.00	47,639.00	144,361.00	0.00	144,361.00	75.19
402-402-537-80-520	Taxes - Excise	30,000.00	6,826.23	6,826.23	23,173.77	0.00	23,173.77	77.25
E50	E50 Sub Totals:	372,000.00	92,298.98	92,298.98	279,701.02	0.00	279,701.02	75.19
E60	Capital Outlays							
402-402-594-80-620	Capital Outlay - Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-402-594-80-640	Capital Outlay - Equipment	10,000.00	14,009.40	14,009.40	-4,009.40	0.00	-4,009.40	0.00
E60	E60 Sub Totals:	10,000.00	14,009.40	14,009.40	-4,009.40	0.00	-4,009.40	0.00
E90	Interfund Services							
402-402-597-30-000	Operating Transfer Out - 104	60,000.00	0.00	0.00	60,000.00	0.00	60,000.00	100.00
402-402-597-50-010	Operating Transfer Out - 114	16,000.00	16,000.00	16,000.00	0.00	0.00	0.00	0.00
402-402-597-50-040	Operating Transfer - 001	16,803.00	16,803.00	16,803.00	0.00	0.00	0.00	0.00
E90	E90 Sub Totals:	92,803.00	32,803.00	32,803.00	60,000.00	0.00	60,000.00	64.65
Expense Sub Totals:		775,397.00	227,598.08	227,598.08	547,798.92	0.00	547,798.92	70.65
Dept 402-900	Dept 402 Sub Totals:	775,397.00	227,598.08	227,598.08	547,798.92	0.00	547,798.92	70.65
	Ending Fund Balance							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E95	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-900-508-80-000	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E95 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 900 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Revenue Sub Totals:	782,260.00	187,908.12	187,908.12	594,351.88	0.00	594,351.88	75.98
	Fund Expense Sub Totals:	775,397.00	227,598.08	227,598.08	547,798.92	0.00	547,798.92	70.65
	Fund 402 Sub Totals:	-6,863.00	39,689.96	39,689.96	-46,552.96	0.00	0.00	

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 406	STORMWATER UTILITY FUND							
Dept 406-000								
R40	Charges for Services		45,781.34	45,781.34	129,382.66		129,382.66	73.86
406-000-343-10-000	Stormwater Utility Fee	175,164.00	45,781.34	45,781.34	129,382.66	0.00	129,382.66	73.86
R40 Sub Totals:		175,164.00	45,781.34	45,781.34	129,382.66	0.00	129,382.66	73.86
R60	Miscellaneous Revenues							
406-000-361-11-000	Investment Interest	200.00	0.00	0.00	200.00	0.00	200.00	100.00
406-000-369-90-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R60 Sub Totals:		200.00	0.00	0.00	200.00	0.00	200.00	100.00
R90	Other Financing Sources							
406-000-395-10-000	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
406-000-397-10-100	Operating Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R90 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Sub Totals:		175,364.00	45,781.34	45,781.34	129,582.66	0.00	129,582.66	73.89
Dept 000 Sub Totals:		-175,364.00	-45,781.34	-45,781.34	-129,582.66	0.00		
Dept 406-406								
E10	Salaries and Wages							
406-406-531-10-100	Salaries and Wages	67,459.00	18,132.90	18,132.90	49,326.10	0.00	49,326.10	73.12
E10 Sub Totals:		67,459.00	18,132.90	18,132.90	49,326.10	0.00	49,326.10	73.12
E20	Employee Benefits							
406-406-531-10-200	Benefits	32,800.00	9,460.01	9,460.01	23,339.99	0.00	23,339.99	71.16
406-406-531-10-220	Uniforms	400.00	533.75	533.75	-133.75	0.00	-133.75	0.00
E20 Sub Totals:		33,200.00	9,993.76	9,993.76	23,206.24	0.00	23,206.24	69.90
E30	Operating and Office Supply							
406-406-531-10-310	Operating Supplies	2,500.00	46.88	46.88	2,453.12	0.00	2,453.12	98.12
406-406-531-10-320	Office Supplies	500.00	0.00	0.00	500.00	0.00	500.00	100.00
406-406-531-10-350	Small Tools/Minor Equipment	1,150.00	0.00	0.00	1,150.00	0.00	1,150.00	100.00
406-406-531-10-360	Vehicle Operation Maintenance	2,000.00	193.97	193.97	1,806.03	0.00	1,806.03	90.30
406-406-531-10-370	Vehicle Repair	500.00	423.35	423.35	76.65	0.00	76.65	15.33
E30 Sub Totals:		6,650.00	664.20	664.20	5,985.80	0.00	5,985.80	90.01
E40	Other Services and Charges							
406-406-531-10-410	Professional Service	14,500.00	0.00	0.00	14,500.00	0.00	14,500.00	100.00
406-406-531-10-420	Communication	1,800.00	428.51	428.51	1,371.49	0.00	1,371.49	76.19
406-406-531-10-430	Travel and Seminars	1,190.00	25.50	25.50	1,164.50	0.00	1,164.50	97.86
406-406-531-10-450	Rentals	600.00	195.72	195.72	404.28	0.00	404.28	67.38

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
406-406-531-10-460	Insurance	9,000.00	0.00	0.00	9,000.00	0.00	9,000.00	100.00
406-406-531-10-470	Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
406-406-531-10-480	Repair and Maintenance	1,320.00	530.70	530.70	789.30	0.00	789.30	59.80
406-406-531-10-490	Miscellaneous	184.00	51.00	51.00	133.00	0.00	133.00	72.28
E40 Sub Totals:		28,594.00	1,231.43	1,231.43	27,362.57	0.00	27,362.57	95.69
E50	Intergovernmental Services							
406-406-531-10-510	State Excise Tax	2,700.00	672.44	672.44	2,027.56	0.00	2,027.56	75.09
E50 Sub Totals:		2,700.00	672.44	672.44	2,027.56	0.00	2,027.56	75.09
E60	Capital Outlays							
406-406-594-80-640	Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E60 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
E90	Interfund Services							
406-406-597-20-010	Operating Transfer - 410 Cap	17,000.00	0.00	0.00	17,000.00	0.00	17,000.00	100.00
406-406-597-50-020	Operating Transfers Out - 114	4,000.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00
406-406-597-50-040	Operating Transfer - 001	5,601.00	5,601.00	5,601.00	0.00	0.00	0.00	0.00
406-406-597-60-030	Operating Transfer Out - 104	9,500.00	0.00	0.00	9,500.00	0.00	9,500.00	100.00
E90 Sub Totals:		36,101.00	9,601.00	9,601.00	26,500.00	0.00	26,500.00	73.41
Expense Sub Totals:		174,704.00	40,295.73	40,295.73	134,408.27	0.00	134,408.27	76.93
Dept 406 Sub Totals:		174,704.00	40,295.73	40,295.73	134,408.27	0.00		
Fund Revenue Sub Totals:		175,364.00	45,781.34	45,781.34	129,582.66	0.00	129,582.66	73.89
Fund Expense Sub Totals:		174,704.00	40,295.73	40,295.73	134,408.27	0.00	134,408.27	76.93
Fund 406 Sub Totals:		-660.00	-5,485.61	-5,485.61	4,825.61	0.00		

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-1
DATE: May 12, 2016
SUBJECT: Community Service Officer
CONTACT PERSON: Victoria Forte', Community Service Officer

STAFF RECOMMENDATION:
Receive Report, no action required

Animal Control
Code Enforcement



BACKGROUND:
Community Service Officer Report

Start Date	Case #	Property Address	Owner Name	Description of Violation	1st due	2nd due	contact with owner	comments	final
03.02.2016	16.603	219 Alder Avenue Valley	Valley	Resid. - no permit	03.31.2016				04.22.2016
02.24.2016	16.604	800 1st Street Soke	Soke	trash	3.10.2016			permit app coming	03.14.2016
02.24.2016	16.605	210 1st Street Foye	Foye	trash	3.10.2016				
03.14.2016	16.606	31309 Rosewood		vehicle repairs on the street, blocking of...	03.18.2016				
3.16.2016	16.607	208 SW 90th Drive		overgrown vegetation				responsible party?	
3.11.2016	16.608	904 1st Street	Sherrill	trash, rubbish, parked and operable vehicles	04.01.2016		vol		
4.5.2016	16.609	1017 1st Court	MCC Innoch	roof no permit	04.19.2016				04.13.2016
04.05.2016	16.610	1017 1st Court	Buchon	roof no permit	04.19.2016			red us by agreement	04.12.2016
04.05.2016	16.611	403 High Avenue	Gallagher	displaced fence	04.19.2016	05.13.2016	vol	meeting with Pastor	
04.05.2016	16.612	200 Fr Avenue	Wright	Fence					
04.09.2016	16.613	211 6th Street	Mountain View Church	unpermitted conversion	05.02.2016				
04.12.2016	16.614	614 Alder Avenue		fence setback	5.3.2016				
4.13.2016	16.615	812 Dyer Road	Broughton	fence/road way	04.17.2016				
04.13.2016	16.616	1212 Lovell Hill Drive	Fence	Blocking Sidewalk	04.20.2016		neighbors	to no lying and must not block sidewalk	
04.14.2016	16.619	910 Pine Street	bank owned	overgrown vegetation	05.03.2016				
04.15.2016	16.617	303 8th Street	G-3 INC	fence - no permit	05.03.2016				
04.15.2016	16.618	495 5th Place	Grinkler	displaced fence	05.03.2016				
04.15.2016	16.621	404 11th Street	Keller	unpermitted conversion	05.13.2016				
04.15.2016	16.620	604 Fr Avenue	Funer	trash	05.13.2016				
04.15.2016	16.622	602 Walnut Avenue	Shivers	fence	05.13.2016				
04.15.2016	16.623	811 7th Street	Johns	construction	05.13.2016				
04.19.2016	16.625	468 Marilyn Lane	Thompson	non-conforming setbacks, accessory structure	04.30.2016				
04.19.2016	16.626	Salem Run North	HOA	grading etc	04.28.2016		Cyd		
4.15.2016	16.628	687 1st street	VOA	light obstruction	05.13.2016		VFCDD	waiting for fixtures	04.22.2016
04.20.2016	16.627	201 Cedar Street	Percopo	fence	05.13.2016			no permit needed	
04.20.2016	16.628	207 Birch Street	Coit	deck	05.13.2016			no permit needed	
04.20.2016	16.629	206 Birch Street	Aborn	deck	05.13.2016				
04.20.2016	16.630	714 Junction Lane	Home	fence	05.13.2016				Duplicate
04.20.2016	16.631	602 Walnut Avenue	Shivers	fence					
04.20.2016	16.632	3rd Street and Main	City of Sultan	sidewalk safety issue/tree					
04.20.2016	16.633	1015 Dyer Road	Eberberger	trash and rubbish					
04.20.2016	16.634	13716 332nd Avenue SE	Koenig	flagging					
04.20.2016	16.635	968 Whispering Pine Place	Wilbur Run East HOA	unsecure property					
Start Date	Case #	Property Address	Owner Name	Description of Violation	1st due	2nd due	contact with owner	comments	final
04.25.2016	16.358	805 Walnut Avenue	Gubert	obstruction of sidewalk					
04.25.2016	16.357	1021 First Court	Barnett	fence					
04.25.2016	16.358	1104 Menlo	Payne						
04.25.2016	16.359	Timber Ridge	Pepe Schroeder	overgrown vegetation	05.13.2016				
04.25.2016	16.360	308 Cedar Avenue	Oborn	fence and occupied part					
04.29.2016	16.361	711 8th Street	Young	overgrown vegetation					
04.29.2016	16.362	728 Junction Lane	Jonesbank owned	overgrown vegetation					
04.29.2016	16.363	718 Junction Lane	Halsall	park and repairable vehicles					
04.29.2016	16.364	12917 31th Avenue NE	Wrostar	park and repairable vehicles	05.13.2016				
04.29.2016	16.365								

Start Date	Case #	Property Address	Owner Name	Description of Violation	1st due	2nd due	Contact with owner	Comments	Final
6.23.2015	15-664	415 W Shawnee	McCarthy, Lynn	No permit for construction, demo or removal no work order issued	6.24.2015	6.24.2015		7.14.2015	7.14.2015
6.23.2015	15-665	202 Alder Avenue	Stocks, Anthony	No permit for construction, demo or removal work order issued	6.24.2015	8.15.2015	see file	none to be issued	11.20.2015
6.23.2015	15-666	518 Shawnee Avenue	Turner	No permit for construction, demo or removal work order issued	6.24.2015	6.24.2015		08.29.2015	7.24.2015
6.24.2015	15-668	615 Main Street	Burns/ Dalmeida	Illegal dwelling trailer coach	6.17.2015	6.24.2015		08.29.2015	7.24.2015
6.24.2015	15-669	14310 330th Ave SE	Atkinson/Hammer	unsecured property	6.26.2015	6.26.2015		see cyl	8.20.2015
6.24.2015	15-670	1117 New Avenue	Secretary of Housing	construction of lumber, rim block, enclosed dwelling for vermin	6.26.2015	6.26.2015		none needed	07.01.2015
6.26.2015	15-672	511 3rd Street	Mayer	No permit for construction, new deck and removal	6.26.2015	07.01.2015			7.23.2015
7.18.2015	15-674	323 Marston Street	Walman	vegetation, fire hazard	7.18.2015	7.18.2015			7.23.2015
07.18.2015	15-676	706 Salmon Run	SES district	illegal parked trailer	8.1.2015	n/a			7.23.2015
11.17.2014	14-352	Marston Street/Mobile Park	Mason	fence permit (work done by road construction crew) individual only	9.30.2015	03.25.2016	VA	need more info	4.20.16
7.24.2015	15-677	306 Cedar Street	Olson	Illegal accessory units (sheds) and building, trash, heating, additions with no permit	08.19.2015	n/a			7.24.2015
08.20.2015	15-678	718 Dale Avenue	Nelson	Illegal accessory units (sheds) and building, trash, heating, additions with no permit	8.15.2015	8.15.2015			7.24.2015
08.08.2015	15-679	300 3rd Street/106 Dale	Olson	Parking obstruction	08.09.2015	10.3.2015			8.6.2015
09.08.2015	15-680	215 Alder Avenue	Flornrina	Roof - no permit	08.19.2015	10.3.2015			8.6.2015
15.581	15-681	307 2nd Street	Flornrina	Vegetation, encroachment on sidewalk	08.19.2015	10.3.2015			8.6.2015
15.582	15-682	7th Street Down (at High Avenue)	City ROW	Vegetation, encroachment on sidewalk					8.20.15
15.583	15-683	104 Raspberry Lane	SES district	Parking prohibited (legal storage) by 2 items					11.24.2015
2.18.2014	14-111	717 Junction Lane	SES district	Legal parking conversion	2.25.2014	3.25.2014			12.25.2015
08.10.2015	15-585	111 111 1/2 Cedar Avenue	Shelar	Trees obstructing PID lines	08.01.2015	08.10.2015	VA/owner		08.10.2015
15.586	15-586	207 6th Street	Morano	upper level deck construction started, never completed no permit issued (see safety act 1)	09.25.2015	09.25.2015			08.10.2015
09.01.2015	15-587	dave street HOA water retention pond	HOA	#1: uncombining conversion in garage #2: gray water discharge in side yard - report of impact on needed	09.31.2015	09.31.2015			12.25.2015
07.24.2015	15-588	501 3rd Street	Turner	overgrown vegetation	08.01.2015	08.01.2015	09.07.2015	goals working on	08.10.2015
08.13.2015	15-589	516 3rd Street	Turner	overgrown vegetation	08.01.2015	08.13.2015			08.10.2015
9.1.2015	15-590	1114 East Meth	Benson	Illegal dumping on City ROW	09.25.2015	09.25.2015			8.21.2015
08.1.2015	15-591	Sullen Beach Road	See Sheriff Gary Hamer	Inhabited trailer coach	ASAP	ASAP	GO	has plans code in place	10.6.2015
09.01.2015	15-592	302 2nd Street	Anderson	Inhabited trailer coach	09.14.2015	08.21.2015			12.25.2015
08.31.2015	15-593	718 Emerald Place	Evans	non-conforming setbacks, across yard structure	09.31.2015	09.31.2015			1.21.2016
09.01.2015	15-604	725 West Stevens	Evans	trash and rubbish	09.08.2015	09.08.2015			01.07.2016
09.01.2015	15-605	810 West Stevens	Evans	Rails	09.08.2015	09.08.2015			unbonded
09.22.2015	15-606	317 Walman	Rogers	non-conforming setbacks, accessory structure	09.31.2015	09.31.2015			10.7.2015
09.28.2015	15-608	209 Dale Avenue	Wendler	fence					unbonded
09.30.2015	15-609	615 Main Street	Burns/ Dalmeida	Illegal dwelling trailer coach deck					unbonded
5.2014	14-289	107 Main Street	Owner	Illegal dwelling trailer coach deck					unbonded
10.8.2015	15-576	616 Alder Avenue	Bushman	Fre 10.2.2015, illegally installed trailer unit (dwelling)	10.14.2015	10.14.2015		comments	01.01.2016
10.8.2015	15-577	717 Main Street	Owner	fence	10.14.2015	10.14.2015	VA		01.08.2016
10.8.2015	15-578	808 Main Street	McLynn	fence	10.14.2015	10.14.2015	VA		11.2015
11.8.2015	15-579	811 7th Street	Rasmussen	Illegal trailer coach	02.15.2016	02.15.2016		working on permits	
11.8.2015	15-579	803 7th Street	Jones	construction of outbuilding no permit	02.15.2016	02.15.2016			
11.8.2015	15-579	400 9th Street	Pugh	construction and grading	02.15.2016	02.15.2016			
11.8.2015	15-579	400 9th Street	Miller	Roof - no permit	11.20.2015	11.20.2015			12.2015
11.8.2015	15-579	717 Alder Avenue	Jordan	Trailer/ADU path and driveway demarcating	03.25.2016	04.12.2016	WFO	voluntary sign permit	11.23.2015
11.8.2015	15-577	600 Walnut	Gubert	trail and rubbish	11.20.2015	12.18.2015	VA	voluntary sign permit	
11.20.2015	15-578	811 Alder Avenue	V.L.C.	construction/removal and fence					
12.24.2015	15-579	Vegetation 158th Street SE	Wagner	Illegal trailer coach	1.14.2016	1.14.2016			
12.24.2015	15-579	158th Street SE	Wagner	Trailer/ADU	1.14.2016	1.14.2016			
12.24.2015	15-581	107 Birch Way	Forest	Trailer/ADU	01.14.2016	01.14.2016			2.2016
01.02.2016	15-582	109 Birch Way	Forest	Trailer/ADU	01.14.2016	01.14.2016			
01.04.2016	15-583	406 6th Street	M. Miller	Trailer/ADU	01.20.2016	01.20.2016			
01.04.2016	15-584	1064 6th Street	Green	Trailer/ADU	01.20.2016	01.20.2016			
1.1.2016	15-585	3300 1st SE	Green	Trailer/ADU	02.02.2016	03.01.2016			01.26.2016
1.22.2016	15-586	1001 Deer Road	Irish	Vegetation, attachment and height	02.01.2016	03.01.2016			01.26.2016
1.22.2016	15-587	1008 Deer Road	Irish	Vegetation, attachment and height	02.01.2016	03.01.2016			01.26.2016
1.22.2016	15-588	1018 Deer Road	Irish	Vegetation, attachment and height	02.01.2016	03.01.2016			01.26.2016
1.22.2016	15-589	1110 Deer Road	Irish	Vegetation, attachment and height	02.01.2016	03.01.2016			01.26.2016
1.22.2016	15-591	317 Deer Road	Knight	Vegetation, attachment and height	02.01.2016	03.01.2016			01.26.2016
01.28.2016	15-592	113 Deer Road	Green	Vegetation, attachment and height	02.15.2016	02.15.2016			0.25.2016
01.28.2016	15-593	829 Deer Road	Mahoney	Vegetation, attachment and height	02.15.2016	02.15.2016			04.01.2016
01.28.2016	15-594	807 Deer Road	Turner	Vegetation, attachment and height	02.15.2016	02.15.2016			02.26.2016
01.28.2016	15-595	501 Alder Avenue	Evans	Vegetation, attachment and height	02.15.2016	02.15.2016			02.27.2016
02.02.2016	15-597	710 Safford Place	Wagner	Vegetation, attachment and height	03.17.2016	03.17.2016			02.27.2016
02.03.2016	15-598	2603 10042 300	Kronlein	trash, rubbish, accumulations of poop	02.24.2016	02.24.2016			03.01.2016
02.10.2016	15-599	202 Alder Avenue	Van Horn	trash, rubbish, accumulations of poop	02.29.2016	02.29.2016			03.01.2016
02.11.2016	15-600	3240 142nd Street SE	Van Horn	trash, rubbish, accumulations of poop	02.29.2016	02.29.2016			03.01.2016
02.12.2016	15-601	720 Fir Avenue	Coyle	fence light obstruction	02.29.2016	02.29.2016			04.07.2016
02.17.2016	15-602	1203 Sable Road 2	The Garage	Roof - no permit / sign - no permit	3.31.2016	3.31.2016			04.07.2016

Start Date	Case #	Property Address	Owner Name	Vehicle Ownership	Accumulation of debris / Trash	No current business license	Legal building subconstruction	Unlawful property	Unlawful water courses	1st	2nd	most recent	Final	Project lead
01-28-2015	15-514	33226 132nd St SE	Wall	X	X	X	X	X	X	2-9-2015				6.11.2015
01-28-2015	15-515	6316 310th Ave SE	Stephens	X	X	X	X	X	X	6-3-2015				6.11.2015
2-24-2015	15-516	615 Alder Avenue	Stephens	X	X	X	X	X	X	2-23-2015			3-30-2015	pending
02-23-2015	15-517	607 Alder Avenue	Urbani	X	X	X	X	X	X					
03-30-2015	15-518	611 Alder Avenue	Flagg	X	X	X	X	X	X					
03-30-2015	15-519	521 1st Street	Chase Bank	X	X	X	X	X	X					
03-30-2015	15-520	207 1st Street	Chase Bank	X	X	X	X	X	X					
03-30-2015	15-521	518 1st Street	Chase Bank	X	X	X	X	X	X					
03-30-2015	15-522	33405 SR2	Green	X	X	X	X	X	X	6-23-2015				7.2015
03-30-2015	15-523	403 Hemlock Court	Burns	X	X	X	X	X	X	5-20-2015	8-21-2015			8.2015
05-18-2015	15-524	410 Main Street	Burns	X	X	X	X	X	X	5-20-2015	8-21-2015			8.2015
05-05-2015	15-525	310 Main Street	Burns	X	X	X	X	X	X	5-20-2015	8-21-2015			8.2015
05-05-2015	15-526	305/207 Main Street	Starchewicz/pending repo	X	X	X	X	X	X	04-28-2015				08.2.2015
04-27-2015	15-527	107 Ash Avenue	Starchewicz/pending repo	X	X	X	X	X	X	04-28-2015				08.2.2015
05-19-2015	15-528	301 Elm Street	Starchewicz/pending repo	X	X	X	X	X	X	6-3-2015				9.2015
05-19-2015	15-529	4th Street	School	X	X	X	X	X	X	6-3-2015				07-30-2015
05-19-2015	15-530	1015 Deer Road	Elmayer	X	X	X	X	X	X					
05-19-2015	15-531	1110 Deer Road	Knight	X	X	X	X	X	X					
05-19-2015	15-532	911 Deer Road	Carrigan	X	X	X	X	X	X					
05-19-2015	15-533	600 Deer Road	Elmayer	X	X	X	X	X	X					
05-20-2015	15-534	515 3rd Street	Almshel	X	X	X	X	X	X					
05-20-2015	15-535	515 3rd Street	Chemical	X	X	X	X	X	X					
05-20-2015	15-536	703 High Avenue	Robinson	X	X	X	X	X	X	06-3-2015	8-24-2015			unfounded
05-20-2015	15-537	703 High Avenue	MacKopis	X	X	X	X	X	X	6-3-2015				8.2015
05-20-2015	15-538	712 Lake Drive	Indemmagie	X	X	X	X	X	X	5-23-2015				
05-20-2015	15-539	309 8th Street	Messenger	X	X	X	X	X	X	6-23-2015	7-7-2015			08.20.2015
05-20-2015	15-540	813 3rd Street	HUD	X	X	X	X	X	X	7-7-2015				unfounded
05-20-2015	15-541	510 5th Street	Hietzen	X	X	X	X	X	X	7-7-2015				unfounded
05-20-2015	15-541	638 Salmon Run North	Hietzen	X	X	X	X	X	X	7-7-2015				unfounded
05-20-2015	15-542	305 3rd street	Houwer	X	X	X	X	X	X	6-25-2015	10-3-2015			
05-20-2015	15-543	301 3rd Street	Hietzen/Brienne	X	X	X	X	X	X	6-25-2015				
06-18-2015	15-544	928 Stevens Avenue	Ingstad	X	X	X	X	X	X	6-25-2015				
06-18-2015	15-545	405 High Street	Mason	X	X	X	X	X	X	6-26-2015				
6/18/2015	15-547	510 9th Street	Mason	X	X	X	X	X	X	6-25-2015				
7-7-2015	15-548	201 Skyway Drive	Prattson	X	X	X	X	X	X	7-7-2015	03.08.2016	03.18.2016		7.7.2015
6/18/2015	15-549	204 Skyway Drive	Grubb	X	X	X	X	X	X	6-24-2015				
6/18/2015	15-550	208 Skyway Drive	Marin	X	X	X	X	X	X	6-25-2015				
6/18/2015	15-551	209 Skyway Drive	Backler	X	X	X	X	X	X	6/18/2015				
6/18/2015	15-552	1306 Skyway Drive	Marshall	X	X	X	X	X	X	6/18/2015				
6/18/2015	15-553	1127 Gair Road	Adington	X	X	X	X	X	X	6-25-2015				
6/18/2015	15-554	415 W. Stevens	Moren/Mayson	X	X	X	X	X	X	6-25-2015				
6/18/2015	15-555	River Park Bridge Landscapes	Moren/Mayson	X	X	X	X	X	X	6-25-2015				
7-7-2015	15-556	708 5th Street	Chempson	X	X	X	X	X	X	7-7-2015				
6/18/2015	15-557	310 Main Street	Robbins	X	X	X	X	X	X	6/18/2015	6-23-2015	2-2016		7.2015
6/18/2015	15-558	111 Main Street	Sullivan/Allen LLC	X	X	X	X	X	X	6-23-2015				
6/18/2015	15-559	102 2nd Street	Houwer	X	X	X	X	X	X	6/18/2015				
6/18/2015	15-560	311 4th Street	MC Property Solutions LLC	X	X	X	X	X	X	6/18/2015				
6/18/2015	15-561	107 5th Street	CHICK	X	X	X	X	X	X	6/18/2015				
6/18/2015	15-562	401 2nd Street	Everts	X	X	X	X	X	X	6/18/2015				
6/18/2015	15-563	505 1st Street	Nelson	X	X	X	X	X	X	6/18/2015				
6/18/2015	15-564	483 Main Lane	Houwer	X	X	X	X	X	X	6-25-2015				

2015	Sent to rescue	Euthanized	Dog at Large/ leash law violation	Barking Dog/Crowing Rooster Complaints	Dead on arrival (DOA) Domestic and Wildlife	Abandoned Animal Complaint	Aggressive Animal Complaints	Bite Dogs/Cats	Cruelty/Neglect Investigation Complaints	Cat Complaints and/or Calls	Other... i.e. horses and chickens	Wildlife
January	1	0	15	2	0	3	0	0	1	0	0	0
February	0	0	13	1	2	2	0	0	2	1	0	3
March	3	0	12	1	3	3	0	0	2	2	1	3
April	0	0	17	2	0	2	0	0	0	3	2	0
May												
June												
July												
August												
September												
October												
November												
December												
Yearly Totals	4	0	57	6	5	1	10	0	5	6	3	6



Community First

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



Sheriff Ty Trenary

Mayor Carolyn Eslick

Notable Events of April 2016

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

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

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

The crime numbers for the month of April have seen a significant spike in Thefts and Vehicle Thefts inside our city. Your Sheriff's Office has made significant arrests in recent months and this spike is likely due to someone we're not familiar with at this time. Our team will be working hard to identify who is responsible for this activity but we need our friends in Sultan to call 911 every time you see something suspicious in or around your neighborhood. If you see someone out late, walking or riding a bike while carrying a backpack; please call 911. If you see someone just hanging around, maybe looking around a house or a parking lot; please call 911. If you see someone just sitting in a vehicle in your neighborhood; please call 911. We need to identify who is committing these crimes and it may be someone completely new to us and to our deputies. Sometimes a young person can change from being a cute little neighbor to a thief in a few months' time so please help us to help you.

Recently in the news you likely heard about the burglary suspect who was shot and killed after breaking into a home. The homeowners were present and the suspect broke in and assaulted them. This is a very rare case but one worth my thoughts here in this report. We should all be aware that criminals like this exist and are in or around every community. Good exterior lighting is important in making your homes looked lived in and cared for in the neighborhood. We should all be vigilant about our own safety and the safety of our neighbors. You may think that if your home is squared away and is well lighted that you don't have anything to worry about from criminals. But if your neighbor's house is inviting to the criminal type it could affect you as well. Keep your doors locked at night and know your neighbors.

People have been asking me what they can do in a situation like the one reported. They've asked if they could protect themselves from someone coming after them. You always have a right to self-protection particularly in your home. Very simply, if you feel you are in danger from someone who has broken into your home, you can protect yourself. If the suspect is 10 years old and you're an adult who is fit and capable of taking care of yourself, please don't use deadly force to protect yourself; that is not reasonable! Remember in any case like this, your neighbors and/or other residents are going to be the ones sitting on a jury to hear the case. You always have to act "reasonably" in taking any action to protect yourself or your property.

As I said before, this is a rare case and one that gets a lot of attention. Please be aware of events in your neighborhood and around your house.

Thanks and be good,

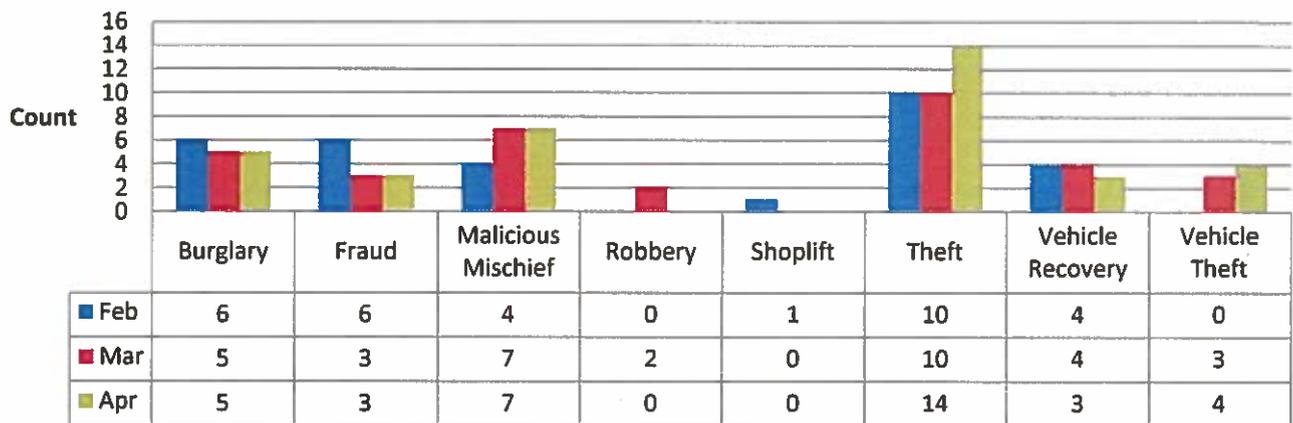
Chief Monte Beaton
425-388-6260

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

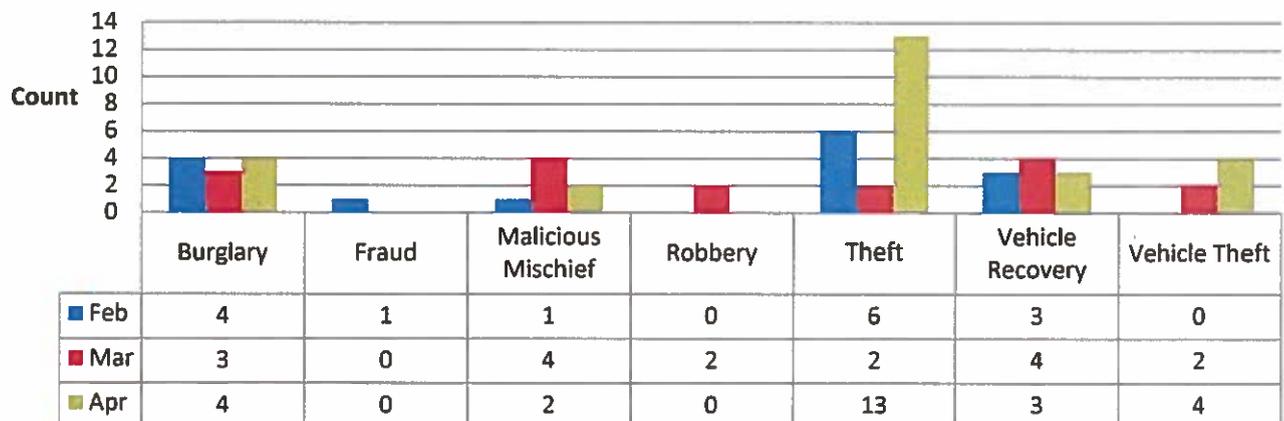
Incident Call Source

Call Source	Feb	Mar	Apr	Totals
	1	3	3	7
911	297	326	367	990
Officer-Initiated	272	314	259	845
Totals	570	643	629	1842

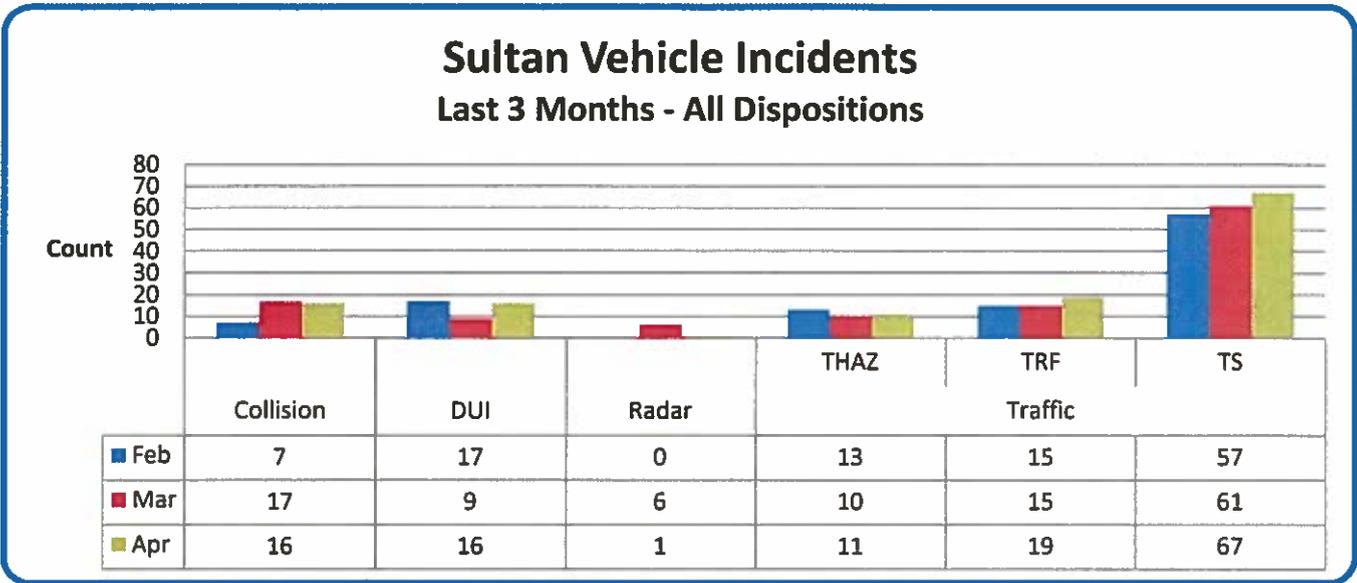
Sultan Property Crime Last 3 Months - All Dispositions



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



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



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

Tickets Reported	Feb	Mar	Apr	Totals
Collision	0	0	1	1
Traffic Problem	1	0	0	1
Traffic Stop	4	10	11	25
Totals	5	10	12	27

Incident Types – Past 3 Months

Incident Type	Feb	Mar	Apr	Totals
911	7	7	15	29
Abandoned Vehicle	3	10	8	21
Abuse of Person	1	0	1	2
Alarm	10	22	15	47
Animal	8	12	5	25
Assault	10	8	15	33
Assist	18	16	21	55
Attempt to Contact	1	0	1	2
Burglary	6	5	5	16
Civil	13	19	11	43
Collision	7	17	16	40
Death	1	1	1	3
Disturbance	20	23	29	72
DUI	17	9	16	42
DV	15	14	18	47
Escort	1	0	0	1

Fireworks	0	0	3	3
Follow Up	63	60	64	187
Foot	0	1	2	3
Fraud	6	3	3	12
Harassment	3	2	3	8
Information	3	2	6	11
Malicious Mischief	4	7	7	18
Mental	4	3	3	10
Noise Complaint	14	9	9	32
Nuisance	5	3	6	14
Order Violation	0	1	2	3
Ordinance Violation	0	0	3	3
Other	6	8	7	21
Paper Service	7	10	4	21
Parking	3	13	6	22
Person Lost/Found	3	7	5	15
Property Lost/Found	4	1	5	10
Public Assist	20	15	14	49
Radar	0	6	1	7
Robbery	0	2	0	2
RSO	2	3	2	7
School	27	25	14	66
Search Warrant	0	1	0	1
Security Check	42	43	20	105
Sex Offense	1	2	1	4
Shoplift	1	0	0	1
Shots Heard	1	4	5	10
Special Ops	1	1	0	2
Substance Abuse	4	3	10	17
Suicide	1	2	7	10
Suspicious	81	94	94	269
TFDrug	0	0	1	1
Theft	10	10	14	34
Threat	1	3	1	5
Traffic	85	86	97	268
Trespass	8	10	10	28
Vehicle Recovery	4	4	3	11
Vehicle Theft	0	3	4	7
Warrant	15	19	7	41
Weapon	0	1	0	1
Welfare Check	3	13	9	25
Totals	570	643	629	1842

➤ Note: All data in this report was obtained from a LERMS Data Analysis and Mapping query.
Report presented by Sultan Chief of Police Lt. Monte Beaton
Table and charts compiled by Volunteer Ray Coleman



**Snohomish County
Sheriff's Office**

Integrity - Dignity - Commitment - Pride

**SULTAN HIGH SCHOOL District #311
SRO Report for April 2016**

<u>Student Counseling:</u>	7 SHS, 4 SMS
<u>Theft/Burglary:</u>	3 HS, 2 SMS
<u>Substance:</u>	1 SHS
<u>Vandalism or Tagging:</u>	0
<u>Fighting/Threats/Assault:</u>	1
<u>Welfare/Truancy Check/BECCA:</u>	2 SHS, 1 SMS
<u>Traffic Issues:</u>	1 SHS
<u>Custodial Issue:</u>	0
<u>C.P.S. Referral:</u>	1 SHS
<u>Class Room Presentations:</u>	3 SHS
<u>Student Risk Assessments:</u>	1 SES
<u>Tobacco Violations:</u>	1 SHS
<u>Trespass Issues:</u>	0
<u>Security Checks:</u>	6 SES, 5 SMS & 3 GBE
<u>Harassment:</u>	3 SHS

The month of April was relatively a quiet month.

The High School had a rash of theft in the downstairs locker rooms. I was able to use the school surveillance system and identify possible suspects. I interviewed several people and a student admitted to committing the thefts. I was also able to recover the property that was taken. The thefts have now stopped.

I worked with Ms. Soper a HS Civics' teacher. We partnered up to teach the history of the Miranda ruling and how it applies. The students enjoyed the discussion and it allowed us to talk about other ongoing topics in our society.

We had 2 students that were need of mental health attention. We had one student who took a quantity of Tylenol. I arranged for the student to be transported to a local hospital. We had a 2nd student who has had prior mental health issues. I checked on her and saw that she was not in her scheduled class. I spoke with several kids and learned that she had gone into the woods behind the HS. I requested additional units to assist me as it was a large area. While searching for the student I located a suicide note. The student was located and transported to a local hospital. I went to the hospital to speak with the student and her parents about possible options. I also provided the hospital staff with the suicide note.

I met with the School District in our continuing effort to maintain a safe environment for students to learn in and for our staff to teach in. I will be attending 2 training courses to that end. The courses are Crime Prevention by Environmental Design and Digital Data recovery in Social Media.

With the warm weather traditionally students try to leave campus at lunch time. The HS is a closed campus. I will be using my patrol vehicle to monitor the front entrance of the school to discourage students from leaving campus. I will also be doing checks out on the trails behind the HS for the same reasons.

Respectfully,

Deputy Hess #1460
Sultan School Resource Officer
Duty Cell Phone 425-508-8286
School Cell 425 244-0735

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-3

DATE: May 12, 2016

SUBJECT: Planning Board Minutes

CONTACT PERSON: Cyd Sparks, Permit Assistant 

ISSUE:

Transmitting Planning Board Minutes from the January, February and March 2016 Meetings.

STAFF RECOMMENDATION:

Receive Report, no action required.

ATTACHMENT A: Planning Board Minutes for January, February and March 2016 Meetings.

SULTAN PLANNING BOARD MINUTES
January 21, 2016

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Gloria Reedy
Sean Gossett
Tom Green
Janet Peterson

STAFF PRESENT:

Brad Collins, FAICP Interim Planning Director
Cyd Sparks, Secretary of the Board

CALL TO ORDER:

Call to Order at 7:00 p.m.

CHANGES TO THE AGENDA:

Hitchcock would like to discuss Annexation and adds it to the Discussion section.

Reedy moves to accept the change to the Agenda and is Seconded by Peterson. All Ayes.

PUBLIC COMMENTS:

None.

PLANNING BOARD MEMBER COMMENTS:

Green - Is against the School Bond Issue, he said they are hitting us too hard. Future improvements on the Basin will bring more sidewalks if more development goes through. Board discusses the school impact fees.

Gossett - He will be serving the term of his contract through June but has vacation planned in February. The recent traffic issues on the weekends bring to mind discussing the East and West corridor road in the Comp Plan. Garbage placement of new cans, try and find a solution for new development. Who maintains the trails in Wildwood, there are water issues and trees blocking the right-of-way.

Hitchcock – Happy with the new signage for Osprey Park on Highway 2, would like to see a sign for the boat ramp in River Park. Boat ramp needs repair but it would be good to advertise that there is one available. Asks how Susie's Trail funds of \$250,000 are going to be used? She hopes it discussed publicly and asks about the maintenance of the trails. She is disappointed she has not seen anything on the Planner vacancy on the website or in the papers. March 30th is the deadline for Comp Plan Amendments, running out of time and would like to see the population allocation addressed.

Brad spoke with the Clerk and discussed future items that need to be addressed for the Comp Plan updates.

APPROVAL OF MINUTES:

December 10, 2015 Minutes – Gossett moves to approve the minutes as printed. Seconded by Green. All Ayes.

DISCUSSION AND STUDY ITEMS:

A-1 Planning Board Calendar for 2016

After discussion, the Board would like to change the meetings back to Tuesdays, beginning in May 2016 or after Brad leaves.

Peterson moves to accept the 2016 PB Meeting Calendar with future meetings being moved back to Tuesday after Brad's employment concludes. Seconded by Reedy. All Ayes.

D-1: Review Parks Questionnaire/Survey

After a brief discussion, the survey was accepted with a spelling correction on page 2 box 3 change "monitoring" to "monitor".

Gossett moves to approve the PROS Plan Survey as amended (spelling). Seconded by Reedy. All Ayes.

D-2: Zoning Code Update - Major Issues

Staff goes over issues with the Codes with the Board as written on Discussion Item 2, which included:

- Impact fees update (Commerce, School District, Public Works, City Attorney)
- Conflicts with new state legislation (Commerce, City Attorney)
- Levels of review in one Chapter or at least cross referenced (Planning Board, Planning Staff, City Attorney)
- Levels of review consistent with staff resources and required time deadlines (City Administration, City Attorney, Commerce)
- Missing or confusing language (Planning Board, Planning Staff, City Attorney)
- Permitted uses update (Planning Staff)

Brad handed out a brief list of Sultan Zoning Code Permitted Uses Update and items that need to be addressed. He explained that it is the Planning Directors job to interpret the Code and find the best fit for the business being applied for in the Code especially if it is not listed as a use. Brad is not a fan of the P/I Zone because it's very confusing. A Parks and Open Space Zone may make more sense. Brad would like to look at taking the zones and uses and make them work better together.

Board and Brad discuss Titles 16 and 18 and how to incorporate the two and make the Code work. Green says he understands that they should take Title 16 and 18 and call it the Zoning Code. Hitchcock would like to work first with the Parks and Open Space Areas since they are working on the PROS Plan now. Board asks if they are going to do the updates piece by piece; then have the Attorney look at it; and then have Council approve it. The Board plans on doing this bit by bit and give it to the Council as Planning Board recommends each section for approval and wait to send to the Council as a whole of all the changes.

BREAK FOR 8:20 pm – 8:25 pm

D-3 Annexation Discussion

Board and Brad have discussion over Annexations. Board notes that Titles 16 and 18 are not very informative in regard to Annexations. Brad updates the Board on the status and process of the 124th Street Annexation. Board asks Brad to discuss the types of Annexation. There are two types of Annexations and they are the Petition method versus the Election method for the Annexations. The Annexation does not approve or allow any development or approve services. This is just to annex the properties into the City. The development process would begin after the annexation was approved. Discussion over what will be coming to the PB for review if the

Annexation is approved. The Zoning would come to the PB for a Public Hearing. Board would like to see more information on Annexations in the updated Code. Brad welcomes input from the Board. Generally, annexations are good for the City and bad for the County because it changes the tax shares in favor of the City.

ACTIONS FOR NEXT MEETING:

- PB Minutes for January 21st
- Promote PROS Plan Survey
- Hitchcock will bring cookies
- Staff to put together materials for review of permitted uses for February's meeting. Green would like ADU's on the horizon.
- PROS Plan in shared location - still working on a solution. Shared computer upstairs.

PLANNING BOARD COMMENTS:

Reedy – Wants to talk to someone about getting volunteers for park clean-up, let her know that Donna can help her.

Green – Likes what he is seeing at the PB.

Gossett – Agrees with Green.

PUBLIC COMMENTS:

Jean Roberts – 31724 -124th Street SE – The Boundary Review Board (BRB) is the place for the Annexation proposal and do they have public hearings? Brad thinks that the BRB does hold a public hearing and yes the BRB does the annexations. Are commercial business allowed in the UGA? It would depend on the zoning of the property and if the County approved the business in the location. Jean is concerned because there is a trucking company on 124th Street. Brad explains that this could become a non-conforming use if the County has approved the use.

ADJOURNMENT:

Peterson moves to adjourn the meeting and seconded by Green. All Ayes.

Adjourned at 9:19 p.m.

SULTAN PLANNING BOARD MINUTES
February 18, 2016

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Gloria Reedy
Tom Green
Janet Peterson
Sean Gossett – Absent - Excused

STAFF PRESENT:

Brad Collins, FAICP Int. Planning Director
Cyd Sparks, Secretary of the Board

Bob McCarty arrived at 7:01 p.m.

Reedy moves to excuse Sean's absence. Green seconds. All Ayes.

CALL TO ORDER:

Call to Order at 7:00 p.m.

CHANGES TO THE AGENDA:

None.

PUBLIC COMMENTS:

Bob McCarty, 1203 Loves Hill Drive, Sultan. Gave Donna a Parks Board Form to give to the Planning Board. We did not receive it. Bob will check with the next Coffee with the Mayor to see what Donna did with it. Went over the last SnoCo Parks Board Meeting.

PLANNING BOARD MEMBER COMMENTS:

Green – will not be here for March's Meeting.

Reedy – may not be here for April or May's meeting. Will keep us posted.

Hitchcock: Had several comments:

- Went to the Sultan School Board wrap-up meeting found out more about the school impact fees. Meeting was to discuss why the Bond didn't pass
- Finds that the overall communication is terrible in Sultan. Thinks that a communication workshop would be beneficial to all.
- Comp Plan Amendments due April 1, 2016. For the record, Hitchcock feels that the Comp Plan changes should be made before the Development Code changes. Think about having 2-meetings a month since there is more work to do.
- Annexations Handbook has good information on Annexations and what City's should do and what questions to ask.

Staff discusses Annexations with the Board. The 124th Street Annexation has to be restarted. The Hearing will be closed at the next City Council Meeting on February 25th. The Council will set a new Public Hearing for March 10th with the completed annexation paperwork.

APPROVAL OF MINUTES:

January 21, 2016 Minutes – Peterson moved to approve the January 21st minutes as printed. Seconded by Green. All Ayes.

DISCUSSION AND STUDY ITEMS:

D-1: Zoning Code Update – Permitted Uses update.

The Unified Development Code will be called the Zoning Code. Staff discusses the updates to the Permitted Uses Title 16.12. There will be a Definition Section that will be pretty extensive to match the different Zoning Districts. Staff and Board have discussion over the different Residential Zones including; zero-lot lines, townhomes and accessory dwelling units (owner occupied-?) as well as Home Occupations. There is a discussion on Bed and Breakfasts and requirements for Group homes. Establishing a Neighborhood Commercial Zone where all the commercial uses from residential areas fall. Aim is to keep commercial out of the residential areas. The zones are going to be specific to their titles. Staff would like the Board's input on what has been done so far so he knows what to work on next.

Hitchcock would like to see the following in the requirements in the permitted uses: Low Density 4-lots; Moderate Density 6-lots; and High Density 8-lots.

Green would like to see the following in the requirements in the permitted uses: Low Density 8,500sq ft; Moderate Density 7,200sq ft; High Density 4,500sq ft to 5,000sq ft.

Staff asked the Board again on what section he should work on next and asked if the Residential Zones so far look okay this way? Staff asked the Board not to focus on the size of lots for the zones, we will get to that when we get to the Dimension and Density Requirements. Staff suggests that the PB go to the School District and ask what the population growth projection demographics are for Sultan.

Peterson asks what the Oxford House is. Staff explained that it was an adult group home that was purchased for alcoholics in recovery that paid rent. The house was bought by the Oxford Group. Peterson would like group home defined better in the Definition section.

Staff asks for comments on what was left out like Churches and lot sizes. Staff will begin working move on to P/I Zones and Commercial Overlay Zones. They are confusing and need to be sorted out. Staff really recommends a Neighborhood Commercial Zone away from Highway 2.

Peterson thinks there are too many things on the Neighborhood Commercial Zone. Staff says go ahead and take out what you don't want in the zones and we can go over it at the next meeting.

Board would like Staff to send them the next section via e-mail so they can start reviewing it and send back changes.

ACTIONS FOR NEXT MEETING:

- PB Minutes for February 18th
- Promote PROS Plan Survey – March Billing Statement and discuss how to promote it with the PB Members
- P/I & Commercial Overlay Zone - to review
- PROS Plan in shared location - still working on a solution. Shared computer upstairs.
- Planning Staff employment notice
- Peterson will bring cookies

PUBLIC COMMENTS:

None.

PLANNING BOARD COMMENTS:

Peterson – thank everyone for their participation

Reedy – feels like we are finally getting somewhere

ADJOURNMENT:

Hitchcock moves to adjourn the meeting and seconded by Reedy. All Ayes.

Adjourned at 9:17 p.m.

**SULTAN PLANNING BOARD MINUTES
MARCH 17, 2016**

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Sean Gossett
Gloria Reedy
Janet Peterson
Tom Green Absent - Excused

STAFF PRESENT:

Brad Collins, FAICP
Interim Planning Director
Cyd Sparks, Secretary of the Board

Peterson moves to excuse Green's absence, Reedy seconds. All Ayes.

CALL TO ORDER:

Call to Order at 7:00 p.m.

CHANGES TO THE AGENDA:

Add PRO's Plan Survey Discussion – what are the next steps.

PUBLIC COMMENTS:

Kathleen Morrison - 34805 Mann Road, new owner of KandR Home Realty at 421 Stevens Avenue, Sultan. Attending the PB Meetings to learn more about Sultan and has lived here for 13-years.

Tiffany Roeder - 321 Amberwood Circle, Sultan WA, newest broker at KandR Home Realty, lived in Sultan for 3-years and Duvall before that.

PLANNING BOARD MEMBER COMMENTS:

Hitchcock: Went to last CC Meeting and the last discussion item was ball fields. Gave an overview of what happened.

APPROVAL OF MINUTES:

February 17, 2016 Minutes – Peterson moved to approve the Minutes as corrected. Seconded by Reedy. All Ayes. Gossett abstained.

DISCUSSION AND STUDY ITEMS:

Discussion over updated material added into packet from last meetings review:

Peterson: Motel – redlined page.....keep rooms in and leave off the (or).

Hitchcock: Asked Staff if they looked at Title 18 because there is a whole lot more in Title 18. She asks if the Definitions would be a single chapter? Staff stated yes, the Definitions will be in one alphabetical listing. Staff stated that he only pulled definitions that we were working on. Gossett was going to ask about Tiny Housing. Staff did not include information at this time but it is getting popular especially in Europe. It is something we could add. There is a brief discussion over different housing types including co-housing and cottage housing. Hitchcock has some edits and will give us her comments to incorporate in the final draft.

Hitchcock has a question about subordinate use. Staff explained the difference between subordinate in size and accessory use to the principal permitted use. Gossett asks about

ADU's versus Air B&B's regarding owner occupancy and would not like to see them abused. Reedy asks about the square footage size for ADU's and how they are determined. Staff explained how the ADU would work and the difference between subordinate size and accessory unit. The accessory unit size is related to the square footage of the house and the ADU cannot exceed half the size of the square footage of the primary residence (principal use) to be subordinate. Reedy asked again about the size relation and Staff affirmed it is related to the size of the house not the size of the lot or building footprint.

Neighborhood Commercial (NC) Zone:

The discussion begins on allowed uses in the NC and convenience stores. Hitchcock talked about the 3-urban centers in the Comp Plan and how one would work on the East side of Sultan. Staff says that is something you could include when you update the Comp Plan. Gossett has fond memories of small neighborhood stores like the Roosevelt Store or the Storm Lake Store. Gossett said maybe it's better to say convenience stores should be less than 5,000 sq ft for example. Board and Staff had a great discussion including parking and over the wording minimum and maximum meanings.

BREAK 7:55 P.M. – 8:00 P.M.

D-1: Zoning Code Update – P/I Zone.

Staff goes over the P/I Zoning proposed changes. Discussion ensues over the P/I Zone. Gossett asks about the term "Overlay Zone" and asks if it has its own requirements, for example what about schools in a residential zone and the height restriction there? Staff explains this is where the planning director would make an interpretation of the code but if it has its own zone then the requirements would be clear and there is always the SEPA process for mitigation issues such as noise that could be identified as an adverse impact at the time. The SEPA decision maker could make a decision based on the adverse requirement information. Staff believes they should take the overlay zone wording out of the code and leave it as a Conditional Use. Staff discusses what he did to reorganize the P/I Zone and a lengthy discussion was had over steep slopes and hazardous geological areas.

Staff would like the Board to go over the P/I section again, think about it and the word overlay and removing it. Staff points out that most larger items would need a Conditional Use Permit. Hitchcock says so this is a two step process, the maps and the codes. Staff said yes. Staff and Board have a discussion over Comp plan, zoning maps, re-zoning process and public hearings. Staff stated that the pre-zoning from Title 18 was kind of a smoke and mirrors concept because the City cannot zone County property. That happens during the Comp Plan updates and the City would request the zoning changes at that time. Gossett asks how long would it take to update the Zoning map, Staff says anywhere from 2-months to a year depending on the input and agreement of the changes suggested. Staff is trying to get the Code to a place that reflects the City is doing what it means. He is not changing the content of the Code just clarifying and organizing. The whole point in getting the Zoning Code done is to get it to the point where you say what you mean because we do not have the Staff to go through all the processes that are in the existing Code.

(Reedy left, she was not feeling well).

Staff asks the Board to go over the new Public building, Parks and Open Space Zone again and gives us their thoughts. Hitchcock asked when they would be discussing Density. Staff said it will be discussed before the mapping.

D-2: PRO's Plan Survey –

Board and Staff discuss the surveys that have been received and what to do to get the word out more. The Board and Staff will consider the best way to tally the surveys that do come in.

ACTIONS FOR NEXT MEETING:

- PB Minutes for March 17th
- Promote PROS Plan Survey
- Chapters UC, HOD, ED from Titles 16 & 18 to review before next meetings.
- Discuss extra meeting time to go over mapping end of May or June.

PUBLIC COMMENTS:

Tiffany Roeder suggested handing out or taking the surveys to the Easter Egg Hunt.

PLANNING BOARD COMMENTS:

Gossett – Having sat in these meetings for the last 2-years enjoys having the open podium for the public to speak.

Hitchcock – Reminder that the Annexation Hearing at City Council on March 24th.

ADJOURNMENT:

Gossett moves to adjourn the meeting and seconded by Peterson. All Ayes.

Adjourned at 9:17 p.m.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1

DATE: May 12, 2016

SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the April 28, 2016 Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – April 28, 2016

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

PRESENTATIONS:**Business Spotlight – Gathering Grounds**

The Business Spotlight for April 2016 is the Gathering Grounds. Courtney Jemmett has been the owner/operator of Gathering Grounds, which is located at 507 US 2 in Sultan since April 1, 2015. Courtney was born and raised in the Monroe and Snohomish area. She lives in Arlington with her two daughters, Siri and Tove and hopes to move to Sultan soon.

Gathering Grounds serves a full line of hot and cold espresso drinks, as well as offering smoothies, pastries and coffee by the bag. Since Courtney took ownership of Gathering Grounds, she has provided outdoor seating and only one year later she commented, "Were in the month of change", adding new flooring, signs and product.

Courtney is a strong believer in supporting local businesses, carrying "Five Lines Pottery" created by a local artist, and gluten free pastries from "That Takes the Cake", located on Main Street in Sultan. Courtney also makes her own Chai Tea, Coffee Beans, Coffee and Chai Tea. Christmas Ornaments are offered for sale during the Christmas Holidays. She is currently waiting on her Wine and Food Permit Upgrade to serve hot food, such as Pannini (Hot Sandwiches), homemade soups and salads.

She currently has one employee and is hoping to hire up to six people when her business is cleared to sell food and wine. Courtney loves the holidays, decorating her store for all of them. During Halloween, she gave away free Caramel Apples to the Trick or Treaters and lined the room with local vendor wares. When asked where she sees her business in the next two years, Courtney said her vision is to remove the connecting wall and expand into the neighboring space. One of Courtney's customers put it best: "Courtney is a true inspiration, she's like a Rocky here", (The Rocky of Sultan).

Mayor Eslick presented a Certificate of Recognition.

Volunteer Spotlight – Bob McCarty

The Volunteer Spotlight for April 2016 is Bob McCarty. Bob was born in West Seattle where he grew up and graduated from West Seattle High School. Bob attended Grays Harbor College and graduated with an Associate's Degree in Science. From there he attended WSU and graduated with a Bachelors Degree in Range Management Wildlife Habitat Option.

He worked at a machine shop, Seattle Lighting and U-Haul. Bob then went to work for Washington State Department of Transportation as a Toll Collector on the 520 Bridge. He kept applying for jobs in his chosen field without success and transferred to the Washington State Liquor Board. He started as a clerk and quickly moved up to Senior Clerk and then Assistant Manager. He soon became manager and remained so until his retirement in 2005 from the Sammish Store.

Bob began attending the Folk Life Festival in the early 1990's and progressed to volunteer and then staff. Bob volunteered with the West Seattle Sportsmen's Club as a Hunter Education instructor and teaching basic marksmanship to kids. After he relocated to Sultan, he began volunteering for the Sultan Sportsmen's Club working at garage sales, cashiering Shindig and helping with the \$500 scholarship program every year for a Sultan High School Graduate. They also give scholarships that have a value of \$300 each to a Sultan boy and girl every year to attend Washington State Conservation Camp at Moran State Park on Orcas Island.

CITY OF SULTAN COUNCIL MEETING – April 28, 2016

Bob volunteers with the Sultan Sportsmen's Club at the annual Fishing Derby held at Boucher Pond every May. Bob is a member of the Friends of the NRA, helping them fundraise at their Annual Dinner Auction for the North Puget Sound Committee.

Bob is a Sultan City Councilmember, on the Snohomish County Parks Advisory Board for District 5, volunteers on the weekly park cleanup events in Sultan, a member of the Community Alliance, does prep work for the Senior Center Breakfast, volunteers every Friday night at the Boys and Girls Club, built the directional signs and mileage posts in Osprey Park trail system, worked on the "Susie's Trailhead Sign" for Susie's Trail, is on the Sky to Sound Water Trails Committee, representing Sultan and Snohomish County Parks, and regularly attends "Coffee With the Mayor" bringing fresh ideas for volunteering.

In the next 2-5 years, Bob will continue volunteering, but it's really cutting into his yard and housework. Bob commented, "My house and yard are deteriorating from lack of attention because there's nobody but me". He is hoping to see the completion of the Sultan Basin Range, Steelhead Park, Heybrook Ridge Park, revitalization of Sultan's River Park Boat Launch, potentially naming it "LeRoy's Landing" and a Water Trails System set up, all within the next 2-5 years.

Mayor Eslick presented a Certificate of Appreciation.

Volunteer Appreciation Essays

Mayor Eslick recently reviewed several essays about "What a Volunteer is" and chose four to be read aloud. Two at the Volunteer Appreciation Dinner on April 12, 2016 and two at City Council. Sultan Boys and Girls Club Membrs, Jacob Fettig and Ashlynn Steele read their essays to the Mayor and City Council.

Library Annual Report and Recognition of Library Board

Jackie Personeus, Sultan Library Branch Manager, presented the annual State of the Library presentation. Sultan is a member of the Sno-Isle Library system serving two counties through 21 community libraries. The Sultan Library was started by Muriel Bayspoole and the Women's Improvement Club (WIC) and was the first public library in East Snohomish County. In 1970, Mary Lou McCarty helped establish a Sno-Isle Public Library in Sultan. In 2015, over 100,000 items were checked out and the door counters recorded 82,000 visits to the library. The Sultan Library offered 96 programs and classes in 2015, with over 3,000. In March 2016, the Library Board voted to disband due to primary functions changing under the Sno-Isle system. The members are all part of the Friends of the Library who will continue to support the library through booksales, volunteering and sponsoring special programs.

The Mayor presented Certificates of Appreciation to the Sultan Library Board.

COMMENTS FROM THE PUBLIC:

Lucy Hitchcock: Concerned about lead in the water and assure the citizens that the water is safe. Older homes in the community that may have old pipes should be spot checked and help offered on how to correct any problems. Ordinance 1233-16 regarding planning board membership will provide for a business person who does not reside in the city to be on the board but does not include those uses schools or services but are not in the UGA. If adding businesses, it would be fair to retain those who support the rural character in the city.

Kay George: Questioned the School District why they are not imposing impact fees and was advised that enrollment is down and they can't charge a mitigation fees. The rest of the citizens will pay for schools if developers are not charged. Bob McCarty is one of the best volunteer she has ever worked with – always willing to help.

CITY OF SULTAN COUNCIL MEETING – April 28, 2016**COUNCILMEMBER COMMENTS**

McCarty: Still looking into getting a canon for the city but will need volunteer to go get it.

Wiita: Mitigation fees criteria for imposing them is set by the state and is out of the city's control, however, development should not be delayed due to the lack of impact fees for schools.

Neigel: Chris Hendrickson, Monroe Monitor, received a Community Advocate Award from the Monroe Chamber.

Naslund: Attended emergency management training on the First to See program which will create a method to capture data and create a river of information so emergency crews will know what is going on in the city during an emergency.

Beeler: Wonderful presentation by the library. He home schools and his kids are using the online tutors. Neighbors are concerned about speeders on the street and the city can change speed limits on the city streets – would like council to consider reviewing limits on different streets. Good to see the water meter changes are moving forward and the larger meters will be purchased in 2017.

Ken Walker: The sign for the dog park has been completed and will be installed next week. Phase 2 will start soon for completion this summer. Cleanup day had 540 cars go through and 53 citizens used the shredding service today. The Cleanup Day is paid for by a grant and Republic Services.

Representative DelBene held a meeting for officials and employees on emergency preparedness for disasters. There were several presentations from experts in the area of disasters. There will be additional meetings in June. The city needs to be prepared to survive 3 to 10 days without outside help.

Mayor Eslick: The presentations opened eyes to the impact of a disaster to the region and the need to reach out to other cities and work together during a disaster. The park survey provided to the High School and Middle School and had great response.

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

- 1) Public Works

CONSENT AGENDA: The following items are incorporated into the consent agenda and approved by a single motion of the Council. On a motion by Councilmember Wiita, seconded by Councilmember Naslund, the consent agenda was approved as presented. McCarty – aye, abstain on vouchers; Seehuus – aye; Walker – aye; Wiita – aye, Neigel – aye; Naslund – aye; Beeler - aye.

- 1) Minutes of the April 14, 2016 Council Meeting as on file in the Office of the City Clerk
- 2) Voucher Approval in the amount of \$106,779.99 and payroll through April 8, 2016 in the amount of \$66,799.85 to be drawn and paid on the proper accounts.
- 3) Resolution 16-06 - Surplus List

CITY OF SULTAN COUNCIL MEETING – April 28, 2016**ACTION ITEMS:****Leadership Day Proclamation**

The City received a request from Snohomish County to join in the declaration of October 14, 2016 as Leadership Day in Snohomish County.

Leadership Snohomish County is recognized as the local organization developing leaders for a lifetime, for a vibrant Snohomish County. For the past 18 years, the LSC program has been providing education and opportunities for people to strengthen our community. More than 100 employers in all sectors have participated in LSC, and this year, more than 500 Snohomish County professionals will have graduated from our programs. Employers in businesses, nonprofits and local government see the value of this work to support our workforce, retention and the economic viability of Snohomish County.

Leadership Snohomish County intends to use Leadership Day to unite and recognize the role of leadership in our County. We encourage community celebrations as well. LSC will undertake the recognition of the many contributions that our community leaders make across Snohomish County as part of this day as well as coordinate a leadership service opportunity. This will be an annual recognition of the importance of leadership.

On a motion by Councilmember Wiita, seconded by Councilmember Seehuus, the Council proclaimed October 14, 2016 as Leadership Day in Snohomish County. All ayes.

Ordinance 1232-16 – Office Hours

The issue before the council is to amend the city code to set City Hall office hours on Monday as 9:00 to 5:00. This is to allow a staff meeting to coordinate operations and activities with all staff present. This enables better customer service and all staff are aware of major projects and activities, enabling them to provide correct and knowledgeable information to customers.

On a motion by Councilmember Walker, seconded by Councilmember Naslund, Ordinance 1232-16, City Office Hours, was adopted. All ayes.

Ordinance 1233-16 – Planning Board Members

The issue before the council is to amend the city code to allow the mayor to appoint one Planning Board member who is a business person operating within Sultan city limits, having the remainder of the planning board members reside within city limits or one member from the Urban Growth Area and to increase the term of office for future Planning Board appointments from a term of two years to a term of four years to be in compliance with RCW 35.63.030.

The City of Sultan Code is structured to allow Planning Board membership to individuals that are City of Sultan or City of Sultan UGA residents. The inclusion of a non-resident business owner recognizes that business owners have a realistic interest in land use and planning matters in the City of Sultan.

On a motion by Councilmember Wiita, seconded by Councilmember Seehuus, Ordinance 1233-16, Planning Board Membership, was adopted. All ayes.

LED Streetlight Conversion Contract

The issue before the City Council is to authorize the Mayor to sign a contract with Northwest Edison to furnish and install ten new LED fixtures equipped with long life solid state photocells for an amount not to exceed \$15,000.00 including sales tax (which includes a ten percent contingency) without prior approval by the City Council.

The Washington State Transportation Improvement Board (TIB) has a newly developed "Relight Washington" grant program that provides funding for cities to replace existing street light fixtures with LED fixtures. Street lights that qualify for the program must be City-owned and must illuminate streets (not parks or parking lots). Sultan currently owns ten street lights that

CITY OF SULTAN COUNCIL MEETING – April 28, 2016

were installed as part of the WSDOT roundabout project at US 2 and Rice Road. These streetlights are eligible for the TIB grant. Snohomish County PUD has already converted all of PUD owned streetlights within Sultan to LED.

The City used the Municipal Research and Service Centers website to identify several contractors from which to solicit quotes. Quotes represented in the table below include sales tax

Contractor	Bid Amount
Northwest Edison	\$13,610.00
LYT-F/X Inc.	\$13,790.00
Conserve Energy	\$16,220.66

The City has received a grant from TIB for \$11,210.00 for this project. The estimated rebate from Snohomish County PUD is \$2,270.00. Estimated annual cost savings in electricity is approximately \$872.00. Cost overruns due to unanticipated conditions will be paid using Street funds.

On a motion by Councilmember Walker, seconded by Councilmember Naslund, the Mayor was authorized to sign a contract with Northwest Edison to furnish and install ten new LED fixtures equipped with long life solid state photocells for an amount not to exceed \$15,000.00 including sales tax (which includes a ten percent contingency) without prior approval by the City Council. All ayes.

Contract with Katy Isaksen & Associates for Rate Studies

The issue is to authorize the Mayor to sign a contract not to exceed \$45,100 with Katy Isaksen & Associates to complete Utility Financial Plans and Rate Studies for water, sewer, and storm utilities.

The city is working with RH2 Engineering, Inc. (RH2) to update the Water System Plan (WSP) and General Sewer Plan (GSP). As part of these updates for the WSP and GSP, the City will need an updated financial plan and rates for each utility. It is also a good time to review the storm utility rates as the current rate structure was adopted effective December 1, 2009, and last modified in May 2013.

City staff recommends contracting with Katy Isaksen & Associates to complete Utility Financial Plans and Rate Studies for water, sewer, and storm utilities. The firm is familiar with Sultan's financial history and community culture and is a well-known and respected firm in the region for performing utility rate studies for municipal governments and utility districts. There is no city or state requirement to bid personal services work.

Given the current business climate in the public sector, a "cost of service" or "rate study" is an essential tool to help the city council focus on financial and management issues facing the city's utilities. Most importantly, a well-planned and detailed rate analysis can be used to measure the revenues the city will need to provide the desired levels of service, while at the same time helping establish fair, equitable, stable, and defensible utility user rates.

The proposed scope of work is \$45,100. The Water, Sewer, and Storm Utility operating budgets have adequate funds available.

On a motion by Councilmember Naslund, seconded by Councilmember Neigel, the Mayor was authorized to sign a contract not to exceed \$45,100 with Katy Isaksen & Associates to complete Utility Financial Plans and Rate Studies for water, sewer, and storm utilities. All ayes.

Ordinance 1234-16 -- Library Board

The issue before the council is to amend the city code to approve disbanding the Sultan Library Board at the Library Boards request. At the March 9, 2016, the Sultan Library Board and library

CITY OF SULTAN COUNCIL MEETING – April 28, 2016

staff explored whether it is an effective use of community member's meeting to continue operating. It is difficult to recruit board members; the board is advisory only, the Friends of the Library are more effective and the City Council liaisons cannot attend the board meetings. It was also noted that numerous cities that participate in the Sno-Isle Library System has disbanded their Library Boards.

On a motion by Councilmember Walker, seconded by Councilmember Wiita, Ordinance 1234-16, Disbanding the Library Board, was adopted. All ayes.

Adjournment: On a motion by Councilmember Naslund, seconded by Councilmember Wiita, the meeting adjourned at 8:30 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent 2
DATE: May 12, 2016
SUBJECT: Voucher Approval - 2016
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the vouchers for approval in the amount of \$175,682.37 and payroll through April 22, 2016 in the amount of \$59,166.82 to be drawn and paid on the proper accounts.

FISCAL IMPACT: \$233,849.19

RECOMMENDATION:

Approve the payment of vouchers as submitted.

**City Of Sultan
Voucher Approval
May 12, 2016**

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

Laura J. Koenig, Clerk/Deputy Finance Director

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

Payroll Check #31778-79,782-786	\$ 5,366.27
Direct Deposit #9/CMP	\$ 32,195.84
Benefits Check #31780-81	\$ 8,134.76
Tax Deposit #9	\$ 13,469.95
Accounts Payable Checks #31787-829	\$ 174,682.37
ACH Transactions - DOR	\$
TOTAL	\$ 233,849.19

Bob McCarty, Councilmember

John Seehuus, Councilmember

Rocky Walker, Councilmember

Russell Wiita, Councilmember

Joe Neigel, Councilmember

Marianne Naslund, Councilmember

Jeffrey Beeler, Councilmember

Accounts Payable

Check Register Totals Only



User: laura.koenig
 Printed: 5/5/2016 - 1:25 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
31787	05/12/2016	AdvTele	Advocate Telecom	78.41	0
31788	05/12/2016	agsupply	AG Supply Co	256.09	0
31789	05/12/2016	App	Associated Petroleum Products Inc	902.00	0
31790	05/12/2016	Carmans	Carman's Construction LLC	9,695.10	0
31791	05/12/2016	CIAW	Cities Insurance Association of Washii	6,060.94	0
31792	05/12/2016	BCollins	Brad Collins	8,186.00	0
31793	05/12/2016	Comcast	Comcast	1,280.61	0
31794	05/12/2016	Corin	Correctional Industries	86.35	0
31795	05/12/2016	DEM	Department of Emergency Managemen	2,695.00	0
31796	05/12/2016	DOT-S	Department of Transportation NW Re	3,052.78	0
31797	05/12/2016	Dynacco	Dynacco	5,978.48	0
31798	05/12/2016	EFS	Embroidery for the Soul	31.50	0
31799	05/12/2016	Eylander	Eylanders Sales & Service Inc	500.85	0
31800	05/12/2016	Fedex	FedEx	11.02	0
31801	05/12/2016	Frontier	Frontier	144.83	0
31802	05/12/2016	GBGeek	Gold Bar Geek	390.71	0
31803	05/12/2016	hbjaeger	H.B. Jaeger	2,809.33	0
31804	05/12/2016	Harmsen	Harmsen & Associates Inc	72.50	0
31805	05/12/2016	HDSupply	HD Supply Waterworks	59.29	0
31806	05/12/2016	HoneyB	Honey Bucket	111.65	0
31807	05/12/2016	IHK	Issaquah Honda Kubota	53.98	0
31808	05/12/2016	napa	Monroe Parts House	299.99	0
31809	05/12/2016	OfcDepot	Office Depot	253.06	0
31810	05/12/2016	OwenE	Owen Equipment	1,491.19	0
31811	05/12/2016	PUD I	PUD	10,232.94	0
31813	05/12/2016	QBS	QualityBusinesss Systems Inc	41.55	0
31814	05/12/2016	RedApl	Red Apple Market	91.08	0
31815	05/12/2016	AllWaste	Republic Services	12,643.53	0
31816	05/12/2016	Robinson	Robinson Noble	422.09	0
31817	05/12/2016	SCcorrec	Snohomish County Corrections	6,944.07	0
31818	05/12/2016	SnoCoFl	Snohomish County Fleet Management	2,099.48	0
31819	05/12/2016	SRDTF	Snohomish County Sheriff	77,477.08	0
31820	05/12/2016	SRDTF	Snohomish County Sheriff	4,936.02	0
31821	05/12/2016	Snopac	Snopac	5,542.77	0
31822	05/12/2016	soundpub	Sound Publishing Inc	65.36	0
31823	05/12/2016	Staples	Staples Credit Plan	31.97	0
31824	05/12/2016	TMG	TMG Services, Inc.	738.91	0
31825	05/12/2016	Trane	Trane US Inc	5,347.83	0
31826	05/12/2016	atrua	Aimee Lou Trua	2,000.00	0
31827	05/12/2016	usps	USPS	769.76	0
31828	05/12/2016	VerizonW	Verizon Wireless	718.27	0
31829	05/12/2016	Weed	Weed, Graafstra and Associates	78.00	0
Check Total:				174,682.37	

Payroll

ACH Check Register

User: 'julie.addington'
Printed: 04/26/2016 - 2:58PM
Batch: 4-4-2016
Include Partial: FALSE

PR 9 2016



Check Date	Check Number	Employee No	Employee Name	Amount
04/29/2016	0	001	Laura Koenig	2,362.53
04/29/2016	0	002	Tami Pevey	1,189.43
04/29/2016	0	004	Donna Murphy	1,319.88
04/29/2016	0	007	Julie Addington	1,648.78
04/29/2016	0	010	Cynthia Sparks	1,997.05
04/29/2016	0	011	Janice Mann	1,271.05
04/29/2016	0	015	Kenneth Walker	3,212.75
04/29/2016	0	019	Michael Matheson	3,034.75
04/29/2016	0	020	Connie Dunn	2,167.90
04/29/2016	0	025	John Harris	2,241.53
04/29/2016	0	028	Todd Strom	1,677.93
04/29/2016	0	049	Victoria Forte	1,626.24
04/29/2016	0	120	Matthew Wood	2,581.42
04/29/2016	0	121	Jason Strauss	1,642.50
04/29/2016	0	125	Riley Edwards	1,230.83
04/29/2016	0	127	Michael Rains	1,151.06
Total Employees:			16	Total: 30,355.63

Payroll

Computer Check Register

User: julie.addington
Printed: 04/26/2016 - 2:56PM
Batch: 00004-04-2016 Computer

PR 9 2016



Check No	Check Date	Employee Information	Amount
31778	04/29/2016	024 Michael Williams	1,965.06
31779	04/29/2016	029 James Barns	1,461.88
Total Number of Employees:		2	Total for Payroll Check Run: 3,426.94

Payroll

ACH Check Register

User: 'julie.addington'
 Printed: 05/03/2016 - 1:45PM
 Batch: 1-5-2016
 Include Partial: FALSE

CMP May 2016



Check Date	Check Number	Employee No	Employee Name	Amount
05/04/2016	0	072	Carolyn Eslick	1,122.32
05/04/2016	0	098	Robert McCarty	348.57
05/04/2016	0	100	Russell Wiita	389.32
Total Employees:			3	Total: 1,860.21

Payroll

Computer Check Register

User: julie.addington
 Printed: 05/03/2016 - 1:40PM
 Batch: 00001-05-2016 Computer

CMP May 2016



Check No	Check Date	Employee Information	Amount
31782	05/04/2016	074 John Seehuus	415.57
31783	05/04/2016	092 Jeffrey Beeler, Sr	369.40
31784	05/04/2016	094 Joseph Neigel	415.57
31785	05/04/2016	095 Marianne Naslund	415.57
31786	05/04/2016	099 Rocky Walker	323.22
Total Number of Employees: 5		Total for Payroll Check Run:	1,939.33

Accounts Payable

Check Register Totals Only

User: laura.koenig
 Printed: 4/28/2016 - 4:30 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31780	04/28/2016	Retire	Department of Retirement	8,090.46	0
31781	04/28/2016	AFLAC	Attn: Remittance Processing AFLAC	44.30	0
Check Total:				8,134.76	

Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
31780	04/28/2016	GENERAL FUND	PERS Payable	Department of Retirement	199.02
31780	04/28/2016	STREET FUND	PERS Payable	Department of Retirement	11.71
31780	04/28/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	11.71
31780	04/28/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	11.71
31780	04/28/2016	GENERAL FUND	PERS Payable	Department of Retirement	89.01
31780	04/28/2016	STREET FUND	PERS Payable	Department of Retirement	5.23
31780	04/28/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	5.23
31780	04/28/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	5.23
31780	04/28/2016	GENERAL FUND	PERS Payable	Department of Retirement	581.11
31780	04/28/2016	STREET FUND	PERS Payable	Department of Retirement	180.06
31780	04/28/2016	CEMETERY FUND	PERS Payable	Department of Retirement	24.24
31780	04/28/2016	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	24.11
31780	04/28/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	805.47
31780	04/28/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	646.48
31780	04/28/2016	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	324.23
31780	04/28/2016	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	156.47
31780	04/28/2016	GENERAL FUND	PERS Payable	Department of Retirement	1,061.59
31780	04/28/2016	STREET FUND	PERS Payable	Department of Retirement	328.93
31780	04/28/2016	CEMETERY FUND	PERS Payable	Department of Retirement	44.31
31780	04/28/2016	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	44.01
31780	04/28/2016	UTILITY WATER FUND	PERS Payable	Department of Retirement	1,471.47
31780	04/28/2016	UTILITY SEWER FUND	PERS Payable	Department of Retirement	1,180.92
31780	04/28/2016	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	592.32
31780	04/28/2016	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	285.87
31781	04/28/2016	CEMETERY FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	0.04
31781	04/28/2016	UTILITY WATER FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	5.98
31781	04/28/2016	UTILITY SEWER FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	0.03
31781	04/28/2016	CEMETERY FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	0.12
31781	04/28/2016	UTILITY WATER FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	15.90
31781	04/28/2016	UTILITY SEWER FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	0.08
31781	04/28/2016	CEMETERY FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	0.05
31781	04/28/2016	UTILITY WATER FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	5.98
31781	04/28/2016	UTILITY SEWER FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	0.02
31781	04/28/2016	CEMETERY FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	0.12
31781	04/28/2016	UTILITY WATER FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	15.90

31781	04/28/2016	UTILITY SEWER FUND	AFLAC Payable	Attn: Remittance Processing AFLAC	0.08
31787	05/12/2016	GENERAL FUND	Repair and Maintenance	Advocate Telecom	78.41
31788	05/12/2016	BUILDING MAINTENANCE FUND	Operating Supply	AG Supply Co	7.58
31788	05/12/2016	BUILDING MAINTENANCE FUND	Operating Supply	AG Supply Co	13.02
31788	05/12/2016	GENERAL FUND	Office/Operating Supplies	AG Supply Co	8.14
31788	05/12/2016	STREET FUND	Office/Operating Supplies	AG Supply Co	8.14
31788	05/12/2016	UTILITY WATER FUND	Operating Supply	AG Supply Co	5.41
31788	05/12/2016	GENERAL FUND	Office/Operating Supplies	AG Supply Co	16.26
31788	05/12/2016	GENERAL FUND	Office/Operating Supplies	AG Supply Co	12.47
31788	05/12/2016	UTILITY WATER FUND	Operating Supply	AG Supply Co	50.41
31788	05/12/2016	STREET FUND	Office/Operating Supplies	AG Supply Co	103.10
31788	05/12/2016	STREET FUND	Office/Operating Supplies	AG Supply Co	2.27
31788	05/12/2016	UTILITY WATER FUND	Operating Supply	AG Supply Co	29.29
31789	05/12/2016	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	525.84
31789	05/12/2016	UTILITY SEWER FUND	Vehicle Operation Maintenance	Associated Petroleum Products Inc	64.19
31789	05/12/2016	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	241.82
31789	05/12/2016	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	15.82
31789	05/12/2016	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	15.83
31789	05/12/2016	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	15.83
31789	05/12/2016	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	13.56
31789	05/12/2016	UTILITY SEWER FUND	Vehicle Operation Maintenance	Associated Petroleum Products Inc	1.65
31789	05/12/2016	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	6.24
31789	05/12/2016	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	0.40
31789	05/12/2016	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	0.41
31789	05/12/2016	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	0.41
31790	05/12/2016	TIMBER RIDGE SETTLEMENT FUND	Construction	Associated Petroleum Products Inc	9,695.10
31791	05/12/2016	UTILITY SEWER FUND	Insurance	Carman's Construction LLC	6,060.94
31792	05/12/2016	GENERAL FUND	Professional Services	CIA W	8,186.00
31793	05/12/2016	GENERAL FUND	Communication	Brad Collins	94.82
31793	05/12/2016	UTILITY WATER FUND	Communication	Comcast	47.42
31793	05/12/2016	UTILITY SEWER FUND	Communication	Comcast	47.41
31793	05/12/2016	UTILITY GARBAGE FUND	Communication	Comcast	47.41
31793	05/12/2016	GENERAL FUND	Communication	Comcast	60.62
31793	05/12/2016	STREET FUND	Communication	Comcast	95.12
31793	05/12/2016	UTILITY WATER FUND	Communication	Comcast	95.12
31793	05/12/2016	UTILITY SEWER FUND	Communication	Comcast	95.12
31793	05/12/2016	UTILITY GARBAGE FUND	Communication	Comcast	95.12
31793	05/12/2016	STORMWATER UTILITY FUND	Communication	Comcast	95.12
31793	05/12/2016	UTILITY WATER FUND	Communication	Comcast	40.41
31793	05/12/2016	UTILITY SEWER FUND	Communication	Comcast	40.41
31793	05/12/2016	UTILITY GARBAGE FUND	Communication	Comcast	40.41

31793	05/12/2016	STREET FUND	Communication	Comcast	20.21
31793	05/12/2016	GENERAL FUND	Communication	Comcast	109.77
31793	05/12/2016	STREET FUND	Communication	Comcast	36.59
31793	05/12/2016	UTILITY WATER FUND	Communication	Comcast	73.17
31793	05/12/2016	UTILITY SEWER FUND	Communication	Comcast	73.18
31793	05/12/2016	UTILITY GARBAGE FUND	Communication	Comcast	73.18
31794	05/12/2016	UTILITY WATER FUND	Office Supplies	Correctional Industries	10.79
31794	05/12/2016	UTILITY GARBAGE FUND	Office Supplies	Correctional Industries	10.80
31794	05/12/2016	UTILITY SEWER FUND	Office Supplies	Correctional Industries	10.79
31794	05/12/2016	STREET FUND	Office Supplies	Correctional Industries	10.80
31794	05/12/2016	GENERAL FUND	Office/Operating Supplies	Correctional Industries	43.17
31795	05/12/2016	GENERAL FUND	Department of Emergency Mgmt	Department of Emergency Management	2,695.00
31796	05/12/2016	PARK IMPROVEMENT FUND	Professional Service	Department of Transportation	3,052.78
31797	05/12/2016	GENERAL FUND	Office/Operating Supplies	Dynaco	485.54
31797	05/12/2016	UTILITY WATER FUND	Operating Supply	Dynaco	138.73
31797	05/12/2016	UTILITY SEWER FUND	Operating Supplies	Dynaco	138.73
31797	05/12/2016	STORMWATER UTILITY FUND	Operating Supplies	Dynaco	138.72
31797	05/12/2016	STREET FUND	Office/Operating Supplies	Dynaco	485.54
31797	05/12/2016	UTILITY WATER FUND	Operating Supply	Dynaco	5,113.94
31797	05/12/2016	UTILITY WATER FUND	Operating Supply	Dynaco	-522.72
31798	05/12/2016	GENERAL FUND	Office/Operating Supplies	Embroidery for the Soul	31.50
31799	05/12/2016	BUILDING MAINTENANCE FUND	Repair and Maintenance	Eylanders Sales & Service Inc	500.85
31800	05/12/2016	UTILITY SEWER FUND	Miscellaneous	FedEx	11.02
31801	05/12/2016	UTILITY WATER FUND	Communication	Frontier	144.83
31802	05/12/2016	INFORMATION TECHNOLOGY FUND -	Professional Service	Gold Bar Geek	390.71
31803	05/12/2016	UTILITY WATER FUND	Small Tools/Minor Equipment	H.B. Jaeger	1,826.06
31803	05/12/2016	UTILITY SEWER FUND	Small Tools/Minor Equipment	H.B. Jaeger	702.33
31803	05/12/2016	STORMWATER UTILITY FUND	Small Tools/Minor Equipment	H.B. Jaeger	280.94
31804	05/12/2016	PARK IMPROVEMENT FUND	Professional Service	Harmsen & Associates Inc	72.50
31805	05/12/2016	UTILITY WATER FUND	Operating Supply	HD Supply Waterworks	59.29
31806	05/12/2016	UTILITY SEWER FUND	Rentals	Honey Bucket	111.65
31807	05/12/2016	GENERAL FUND	Vehicle Repair	Issaquah Honda Kubota	53.98
31808	05/12/2016	GENERAL FUND	Office/Operating Supplies	Monroe Parts House	40.00
31808	05/12/2016	STREET FUND	Office/Operating Supplies	Monroe Parts House	49.99
31808	05/12/2016	UTILITY WATER FUND	Operating Supply	Monroe Parts House	56.00
31808	05/12/2016	UTILITY SEWER FUND	Operating Supplies	Monroe Parts House	56.00
31808	05/12/2016	UTILITY GARBAGE FUND	Operating Supplies	Monroe Parts House	58.00
31808	05/12/2016	STORMWATER UTILITY FUND	Operating Supplies	Monroe Parts House	40.00
31809	05/12/2016	UTILITY WATER FUND	Office Supplies	Office Depot	22.04
31809	05/12/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	22.04
31809	05/12/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	22.04

31809	05/12/2016	STREET FUND	Office Supplies	Office Depot	22.04
31809	05/12/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	88.15
31809	05/12/2016	UTILITY WATER FUND	Office Supplies	Office Depot	8.17
31809	05/12/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	8.16
31809	05/12/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	8.17
31809	05/12/2016	STREET FUND	Office Supplies	Office Depot	8.17
31809	05/12/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	32.66
31809	05/12/2016	UTILITY WATER FUND	Office Supplies	Office Depot	1.43
31809	05/12/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	1.43
31809	05/12/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	1.42
31809	05/12/2016	STREET FUND	Office Supplies	Office Depot	1.43
31809	05/12/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	5.71
31810	05/12/2016	UTILITY SEWER FUND	Small Tools/Minor Equipment	Owen Equipment	1,092.67
31810	05/12/2016	UTILITY WATER FUND	Small Tools/Minor Equipment	Owen Equipment	398.52
31811	05/12/2016	GENERAL FUND	Utilities	PUD	124.70
31811	05/12/2016	UTILITY SEWER FUND	Utilities	PUD	3,351.00
31811	05/12/2016	STREET FUND	Utilities	PUD	26.11
31811	05/12/2016	UTILITY WATER FUND	Utilities	PUD	18.04
31811	05/12/2016	UTILITY SEWER FUND	Utilities	PUD	18.05
31811	05/12/2016	UTILITY GARBAGE FUND	Utilities	PUD	18.04
31811	05/12/2016	STREET FUND	Utilities	PUD	18.04
31811	05/12/2016	STREET FUND	Utilities	PUD	32.59
31811	05/12/2016	GENERAL FUND	Utilities	PUD	51.08
31811	05/12/2016	GENERAL FUND	Utilities	PUD	65.24
31811	05/12/2016	UTILITY WATER FUND	Utilities	PUD	5,219.57
31811	05/12/2016	GENERAL FUND	Utilities	PUD	31.53
31811	05/12/2016	UTILITY WATER FUND	Utilities	PUD	86.06
31811	05/12/2016	UTILITY SEWER FUND	Utilities	PUD	86.06
31811	05/12/2016	UTILITY GARBAGE FUND	Utilities	PUD	86.06
31811	05/12/2016	STREET FUND	Utilities	PUD	86.06
31811	05/12/2016	GENERAL FUND	Utilities	PUD	86.07
31811	05/12/2016	GENERAL FUND	Utilities	PUD	430.30
31811	05/12/2016	STREET FUND	Utilities	PUD	15.73
31811	05/12/2016	GENERAL FUND	Utilities	PUD	15.73
31811	05/12/2016	GENERAL FUND	Utilities	PUD	88.94
31811	05/12/2016	UTILITY SEWER FUND	Utilities	PUD	240.94
31811	05/12/2016	GENERAL FUND	Utilities	PUD	37.00
31813	05/12/2016	GENERAL FUND	Office/Operating Supplies	QualityBusiness Systems Inc	8.31
31813	05/12/2016	STREET FUND	Office Supplies	QualityBusiness Systems Inc	8.31
31813	05/12/2016	UTILITY WATER FUND	Office Supplies	QualityBusiness Systems Inc	8.31
31813	05/12/2016	UTILITY SEWER FUND	Office Supplies	QualityBusiness Systems Inc	8.31

31813	05/12/2016	UTILITY GARBAGE FUND	Office Supplies	QualityBusiness Systems Inc	8.31
31814	05/12/2016	GENERAL FUND	Office/Operating Supplies	Red Apple Market	21.06
31814	05/12/2016	GENERAL FUND	Miscellaneous	Red Apple Market	51.76
31814	05/12/2016	GENERAL FUND	Office/Operating	Red Apple Market	18.26
31815	05/12/2016	UTILITY GARBAGE FUND	Intergovernmental - Recycle	Republic Services	12,643.53
31816	05/12/2016	UTILITY WATER FUND	Professional Service - General	Robinson Noble	422.09
31817	05/12/2016	GENERAL FUND	Miscellaneous - Jail Fees	Snohomish County Corrections	6,924.65
31817	05/12/2016	GENERAL FUND	Miscellaneous - Jail Fees	Snohomish County Corrections	19.42
31818	05/12/2016	STREET FUND	Capital - Equipment and Signs	Snohomish County Fleet Management	2,099.48
31819	05/12/2016	GENERAL FUND	Professional Service - SnoCity	Snohomish County Sheriff	77,477.08
31820	05/12/2016	GENERAL FUND	Professional Service - SnoCity	Snohomish County Sheriff	4,936.02
31821	05/12/2016	GENERAL FUND	Intergovernmental - SNOPAC	Snohomish County Sheriff	5,542.77
31822	05/12/2016	GENERAL FUND	Advertising and Legal Notices	Snopac	20.64
31822	05/12/2016	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	22.36
31822	05/12/2016	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	22.36
31823	05/12/2016	GENERAL FUND	Advertising and Legal Notices	Sound Publishing Inc	15.99
31823	05/12/2016	GENERAL FUND	Office/Operating Supplies	Staples Credit Plan	3.99
31823	05/12/2016	GENERAL FUND	Office Supplies	Staples Credit Plan	3.99
31823	05/12/2016	UTILITY WATER FUND	Office Supplies	Staples Credit Plan	4.00
31823	05/12/2016	UTILITY SEWER FUND	Office Supplies	Staples Credit Plan	3.99
31823	05/12/2016	UTILITY GARBAGE FUND	Office Supplies	Staples Credit Plan	3.99
31823	05/12/2016	UTILITY GARBAGE FUND	Office Supplies	Staples Credit Plan	4.00
31824	05/12/2016	UTILITY SEWER FUND	Operating Supplies	Staples Credit Plan	4.00
31825	05/12/2016	SEWER SYSTEM IMPROVEMENT FUND	Capital - WWTP Upgrades	TMG Services, Inc.	738.91
31826	05/12/2016	GENERAL FUND	Public Defender Attorney	Trane US Inc	5,347.83
31827	05/12/2016	UTILITY WATER FUND	Communication	Aimee Lou Trua	2,000.00
31827	05/12/2016	UTILITY SEWER FUND	Communication	USPS	230.93
31827	05/12/2016	UTILITY GARBAGE FUND	Communication	USPS	230.93
31827	05/12/2016	STORMWATER UTILITY FUND	Communication	USPS	230.92
31828	05/12/2016	UTILITY WATER FUND	Communication	Verizon Wireless	76.98
31828	05/12/2016	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
31828	05/12/2016	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.50
31828	05/12/2016	STREET FUND	Communication	Verizon Wireless	7.49
31828	05/12/2016	GENERAL FUND	Communication	Verizon Wireless	7.50
31828	05/12/2016	GENERAL FUND	Communication	Verizon Wireless	7.49
31828	05/12/2016	UTILITY WATER FUND	Communication	Verizon Wireless	55.61
31828	05/12/2016	UTILITY SEWER FUND	Communication	Verizon Wireless	55.61
31828	05/12/2016	GENERAL FUND	Communication	Verizon Wireless	55.61
31828	05/12/2016	UTILITY WATER FUND	Communication	Verizon Wireless	55.61
31828	05/12/2016	UTILITY SEWER FUND	Communication	Verizon Wireless	37.47
31828	05/12/2016	UTILITY WATER FUND	Communication	Verizon Wireless	55.61
31828	05/12/2016	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
31828	05/12/2016	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.50
31828	05/12/2016	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.49

31828	05/12/2016	GENERAL FUND	Communication	Verizon Wireless	7.50
31828	05/12/2016	STREET FUND	Communication	Verizon Wireless	7.49
31828	05/12/2016	UTILITY WATER FUND	Communication	Verizon Wireless	19.82
31828	05/12/2016	UTILITY GARBAGE FUND	Communication	Verizon Wireless	19.82
31828	05/12/2016	UTILITY SEWER FUND	Communication	Verizon Wireless	19.83
31828	05/12/2016	GENERAL FUND	Communication	Verizon Wireless	19.82
31828	05/12/2016	STREET FUND	Communication	Verizon Wireless	19.82
31828	05/12/2016	UTILITY WATER FUND	Communication	Verizon Wireless	7.49
31828	05/12/2016	UTILITY SEWER FUND	Communication	Verizon Wireless	7.50
31828	05/12/2016	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.49
31828	05/12/2016	GENERAL FUND	Communication	Verizon Wireless	7.50
31828	05/12/2016	STREET FUND	Communication	Verizon Wireless	7.49
31828	05/12/2016	GENERAL FUND	Office/Operating Supplies	Verizon Wireless	37.47
31828	05/12/2016	UTILITY WATER FUND	Communication	Verizon Wireless	12.14
31828	05/12/2016	UTILITY SEWER FUND	Communication	Verizon Wireless	12.13
31828	05/12/2016	UTILITY GARBAGE FUND	Communication	Verizon Wireless	12.14
31828	05/12/2016	STREET FUND	Communication	Verizon Wireless	12.13
31828	05/12/2016	GENERAL FUND	Communication	Verizon Wireless	12.14
31828	05/12/2016	UTILITY WATER FUND	Communication	Verizon Wireless	7.49
31828	05/12/2016	UTILITY SEWER FUND	Communication	Verizon Wireless	7.50
31828	05/12/2016	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.49
31828	05/12/2016	GENERAL FUND	Communication	Verizon Wireless	7.50
31828	05/12/2016	STREET FUND	Communication	Verizon Wireless	7.49
31828	05/12/2016	GENERAL FUND	Communication	Verizon Wireless	55.61
31828	05/12/2016	GENERAL FUND	Communication	Verizon Wireless	78.00
31829	05/12/2016	LID GUARANTY AND BOND FUND	Professional Services	Weed, Graafstra and Associates	182,817.13
				TOTAL	

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Action A-1
DATE: May 12, 2016
SUBJECT: Ordinance 1235-16 Board of Adjustments
CONTACT PERSON: Ken Walker, City Administrator

ISSUE:

The issue before the council is to adopt Ordinance 1235-16 to establish a Board of Adjustments for the city.

SUMMARY:

The purpose of the Board of Adjustments is to hear appeals of:

- Administrative decisions made by staff regarding the application and interpretation of the Zoning Code
- Administrative decisions made by the building official regarding the application and interpretation of the International Construction Code
- Administrative decision made by staff regarding the enforcement of other city codes (such as code enforcement issues).

All appeal hearings currently must be held before the Hearing Examiner. The average cost for a hearing is \$2,500. Over the past six months, the city has received two appeals of administrative decisions, one involving a dog and one for the location of a fence. The use of a hearing examiner is costly and can take up to 60 plus days to complete.

The ordinance provides for a three member board with appointments made by the Mayor and confirmed by the City Council. The terms are for three years with the initial appointments staggered for one, two and three years.

STAFF RECOMMENDATION:

Staff recommends the adoption of Ordinance 1235-16 Board of Adjustments.

RECOMMENDED ACTION:

Adoption of Ordinance 1235-16 Board of Adjustments

ATTACHMENTS: A. Ordinance 1235-16 Board of Adjustments

**CITY OF SULTAN
WASHINGTON
ORDINANCE NO. 1235-16**

**AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON,
ADDING SMC CHAPTER 2.25 TO ESTABLISH A BOARD OF
ADJUSTMENT FOR THE CITY; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City has determined that an alternative option for administrative appeals is needed to eliminate the need to use a Hearing Examiner for all appeals; and

WHEREAS, it is the best interest of the city and the citizen to have a cost effective and timely process for appeals of administrative decisions, particularly when matters involve minor code enforcement;

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

Section 1. SMC Chapter 2.25 establishing a Board of Adjustments is hereby added to the Sultan Municipal Code to read as follows:

**Chapter 2.25
BOARD OF ADJUSTMENT**

Sections:

- 2.25.010 Purpose.
- 2.25.020 Establishment – Membership.
- 2.25.030 Organization.
- 2.25.040 Terms of office.
- 2.25.050 Removal.
- 2.25.060 Vacancy filling.
- 2.25.070 Meetings.
- 2.25.080 Rules and records.
- 2.25.090 Powers and duties.
- 2.25.100 Appeals from board of adjustment.

2.25.010 Purpose.

The purpose of this chapter is to establish a board of adjustment for the city, to provide for their powers and duties, and to set forth their procedures.

2.25.020 Establishment – Membership.

Pursuant to RCW 35.63.080, a board of adjustment is established, which shall consist of three members who are residents of the city or its urban growth area, to be appointed by the mayor and approved by the city council. A quorum of this committee shall be two members. The board of adjustment shall also act as the board of appeals of the city building codes as adopted in SMC 15.01.030.

2.25.030 Organization.

The board of adjustment shall elect a chairman and vice chairman from among its members and shall provide a secretary who need not be a member of the board. The planning staff shall provide assistance necessary to carry out the functions of the board of adjustment.

2.25.040 Terms of office.

The initial appointments to the board of adjustment shall be staggered. One member shall be appointed for one year, one member shall be appointed for two years, and one member shall be appointed for three-year terms. Thereafter, the terms shall be for three years.

2.25.050 Removal.

Any member of the board of adjustment may be removed by the mayor for neglect of duty or malfeasance in office. Neglect of duty shall include, but not be limited to, three consecutive unexcused absences for regular meetings, or a recurring pattern of unexcused absences, not necessarily consecutive.

2.25.060 Vacancy filling.

Vacancies on the board of adjustment shall be filled by appointment of the mayor and approved by the city council. Appointment shall be for the unexpired portion of the term.

2.25.070 Meetings.

The board of adjustment shall meet on the first Thursday of any month as may be needed for conducting their business at 7:00 p.m., at City Hall, 319Main Street, Sultan, WA, and all such meetings shall be open to the public in accordance with the provisions of the Open Public Meetings Act.

2.25.080 Rules and records.

The board of adjustment shall adopt rules for the transaction of its business and shall keep official minutes of its proceedings and shall keep a public record of its transactions, findings and determinations.

2.25.090 Powers and duties.

The board of adjustment shall hear and decide the following:

A. Zoning Ordinance. To hear and decide appeals of orders, decisions, or determinations made by the planning staff regarding the application and interpretation of the Zoning Code, SMC Title 16.

B. International Construction Codes. To hear and decide appeals of orders, decisions, or determinations made by the building official regarding the application and interpretation of the International Construction Codes, SMC Title 15.

C. Sultan Municipal Code. To hear and decide appeals of orders, decisions or determinations made by city staff regarding the enforcement of other city codes.

C. Majority Vote Required. The concurring vote of two members of the board of adjustment shall be necessary to set aside any order, decision, or determination regarding a requirement or condition placed on an appellant's development application or project for any matter upon which the board is required to pass under this chapter.

2.25.100 Appeals from board of adjustment.

A. Action Final. The action by the board of adjustment shall be final and conclusive unless within 10 days from the date of said action the original appellant or an adverse party makes application to a writ of prohibition or a writ of mandamus.

B. Inclusion of Findings of Fact. The board of adjustment shall, in making an order, decision, or determination, include, in a brief non verbatim written record of the case, the findings of fact upon which the action is based.

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

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

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

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Amy Mill, City Attorney

Date of Publication:

Effective Date:

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Action A-2
DATE: May 12, 2016
SUBJECT: Ordinance 1236-16 Hearing Examiner
CONTACT PERSON: Ken Walker, City Administrator

ISSUE:

The issue before the council is to adopt Ordinance 1236-16 to amend the duties of the Hearing Examiner. The ordinance will eliminate hearing appeals for administrative decisions.

SUMMARY:

Currently, all appeals on administrative decisions are held before the Hearing Examiner. The Hearing Examiner's primary purpose is to hear issues involving land use decisions and they are not involved in the application of ordinances regarding issues such as fence locations or animal control.

The city has proposed Ordinance 1235-16 to establish a Board of Adjustments is to hear appeals of:

- Administrative decisions made by staff regarding the application and interpretation of the Zoning Code
- Administrative decisions made by the building official regarding the application and interpretation of the International Construction Code
- Administrative decision made by staff regarding the enforcement of other city codes (such as code enforcement issues).

This will eliminate the need for the Hearing Examiner to be involved in the above listed appeals.

STAFF RECOMMENDATION:

Staff recommends the adoption of Ordinance 1236-16 Hearing Examiner

RECOMMENDED ACTION:

Adoption of Ordinance 1236-16 Hearing Examiner

ATTACHMENTS: A. Ordinance 1236-16 Hearing Examiner

CITY OF SULTAN
WASHINGTON
ORDINANCE NO. 1236-16

AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON,
AMENDING THE PROVISIONS OF SMC 2.26, HEARING
EXAMINER; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the city has established a Board of Adjustments to hear administrative appeals; and

WHEREAS, it is the best interest of the city and the citizens to eliminate the need for a Hearing Examiner to hear administrative appeals;

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

Section 1. Sultan Municipal Code Chapter 2.26, Hearing Examiner, is hereby amended to read as follows:

**Chapter 2.26
HEARING EXAMINER**

Sections:

- 2.26.010 Purpose.
- 2.26.020 Creation of hearing examiner position.
- 2.26.030 Appointment.
- 2.26.040 Qualifications.
- 2.26.050 Removal.
- 2.26.060 Freedom from improper influence.
- 2.26.070 Conflict of interest.
- 2.26.080 Rules.
- 2.26.090 Duties of the examiner – Applications.
- 2.26.100 Reports of city departments.
- 2.26.110 Public hearing.
- 2.26.120 Examiner's decision.
- 2.26.125 Reconsideration of examiner's decision.
- 2.26.130 Notice of examiner's decision.
- 2.26.140 Appeal from examiner's decision.
- 2.26.150 *Repealed.*
- 2.26.160 *Repealed.*
- 2.26.180 Local improvement district assessment roll hearings.
- 2.26.190 Variance criteria.

2.26.010 Purpose.

The purpose of this chapter is to establish a system of land use regulatory hearings which will satisfy the following basic needs:

- A. A more prompt opportunity for a hearing and decision on alleged violations of land use regulations, and such other regulations as may be assigned to the hearing examiner;

B. To provide an efficient and effective system for deciding quasi-judicial actions including conditional use applications, variance applications, preliminary subdivision applications, appeals from administrative decisions, and various other procedures as specified in this code (RCW 58.17.330); and

C. To help ensure procedural due process and appearance of fairness by holding such hearings before a neutral party, competent in the fields of land use and procedural requirements. (Ord. 1050-09 § 1; Ord. 979-08 (9/11/08); Ord. 550, 1990)

2.26.020 Creation of hearing examiner position.

Pursuant to Chapter 35A.63 RCW, the office of hearing examiner, hereinafter referred to as examiner, is created. Except for appeals of administrative decisions, All land use development regulation and construction codematters of a quasi-judicial nature, not requiring a modification of any ordinance or legislation shall be referred to the examiner who shall interpret, review and implement land use regulations in accordance with the procedures set forth herein. (Ord. 1050-09 § 1; Ord. 979-08 (9/11/08); Ord. 701, 1999; Ord. 550, 1990)

2.26.030 Appointment.

The hearing examiner shall be appointed by the mayor from a list of qualified persons approved by the council. The council shall approve the compensation of the hearing examiner as with other professional and consultant positions. (Ord. 1050-09 § 1; Ord. 979-08 (9/11/08); Ord. 701, 1999; Ord. 550, 1990)

2.26.040 Qualifications.

Examiners shall be appointed solely with regard to their qualifications for the duties of their office and will have such training and experience as will qualify them to conduct administrative or quasi-judicial hearings on regulatory enactments and to discharge the other functions conferred upon them. Examiners shall hold no other elective or appointive office or position in the city of Sultan. (Ord. 1050-09 § 1; Ord. 979-08 (9/11/08); Ord. 550, 1990)

2.26.050 Removal.

The mayor with concurrent majority vote of the city council may remove an examiner from office for cause. (Ord. 1050-09 § 1; Ord. 979-08 (9/11/08); Ord. 550, 1990)

2.26.060 Freedom from improper influence.

No person, including city officials, elected or appointed, shall attempt to influence an examiner in any matter pending before him, except at a public hearing duly called for such purpose, or to interfere with an examiner in the performance of his duties in any other way; provided, that this section shall not prohibit the city's attorney from rendering legal service to the examiner upon request. (Ord. 1050-09 § 1; Ord. 979-08 (9/11/08); Ord. 550, 1990)

2.26.070 Conflict of interest.

No examiner shall conduct or participate in any hearing, decision, or recommendation in which the examiner has a direct or indirect substantial financial or familial interest or concerning which the examiner has had substantial prehearing contacts with proponents or opponents. Nor, in considering an examiner's recommendation, shall any member of the council who has such an interest or has had such contacts participate in consideration thereof. (Ord. 1050-09 § 1; Ord. 979-08 § 1 (9/11/08); Ord. 550, 1990)

2.26.080 Rules.

The examiner shall have the power to prescribe rules for the scheduling and conduct of hearings and other procedural matters related to the duties of his office. Such rules may

provide for cross-examination of witnesses. (Ord. 1050-09 § 1; Ord. 979-08 § 1 (9/11/08); Ord. 550, 1990)

2.26.090 Duties of the examiner – Applications.

A. The examiner shall receive and examine available information, conduct fair and impartial public hearings, prepare a record thereof, and enter findings, conclusions, recommendations, or decisions as provided throughout the Sultan Municipal Code.

B. ~~Except for appeals of administrative decisions, the~~ examiner is empowered to act in lieu of ~~the board of adjustment, and such other officials, boards or commissions as may be assigned.~~ Whenever existing ordinances, codes or policies authorize or direct ~~the board of adjustment, or other officials, boards or commissions to undertake certain activities which the examiner has been assigned, such ordinances, codes or policies shall be construed to refer to the examiner.~~

C. The hearing examiner is empowered consistent with SMC ~~2.26.125(D)~~ and rules adopted by the hearing examiner to reconsider decisions or recommendations of the hearing examiner. (Ord. 1050-09 § 1; Ord. 979-08 § 2 (9/11/08); Ord. 764-01; Ord. 550, 1990)

2.26.100 Reports of city departments.

On any land use issue coming before the examiner, the ~~community development planning~~ director shall coordinate and assemble the reviews of other city departments, governmental agencies, and other interested parties and shall prepare a report summarizing the factors involved ~~and the planning board and/or city council findings and recommendations.~~ At least seven calendar days prior to the scheduled hearing, the report shall be filed with the examiner and copies thereof shall be mailed to the applicant and made available for public inspection. Copies thereof shall be provided to interested parties upon payment of reproduction costs. In the event that information to be provided by the applicant or other parties outside of city control has not been provided in sufficient time for filing seven days in advance of the hearing, the examiner may reschedule the hearing and notify interested parties. (Ord. 1050-09 § 1; Ord. 979-08 § 2 (9/11/08); Ord. 550, 1990)

2.26.110 Public hearing.

A. Before rendering a decision or recommendation on any application, the examiner shall hold at least one public hearing thereon.

B. Notice of the time and place of the public hearing shall be given as provided in the ordinance governing the application. If none is specifically set forth, such notice shall be given no less than 10 calendar days before the public hearing.

C. The examiner shall have the power to prescribe rules and regulations for the conduct of hearings under this chapter and also to administer oaths, and preserve order. (Ord. 1050-09 § 1; Ord. 979-08 § 2 (9/11/08); Ord. 821-03 § 1; Ord. 550, 1990)

2.26.120 Examiner's decision.

The hearing examiner shall render a written decision within 10 working days of the conclusion of a hearing, unless the applicant or appellant agrees to a longer period in writing. The decision shall include at least the following:

A. Findings of fact and conclusions of law based upon and supported by the record;

B. A decision on the application, or the appeal, to grant, deny, or grant with such conditions, modifications, and restrictions as the examiner finds reasonable to make the application or appeal compatible with its environment, the Sultan Municipal Code, the city of Sultan comprehensive plan, other official policies and objectives, and land use regulatory enactments. Examples of the kinds of conditions, modifications, and restrictions that may be imposed

include but are not limited to additional setbacks, screenings in the form of fencing or landscaping, easements, dedications, or additional right-of-way and performance bonds;
C. A statement of the date the decision will become final. (Ord. 1050-09 § 1; Ord. 979-08 § 3 (9/11/08); Ord. 764-01; Ord. 550, 1990)

2.26.125 Reconsideration of examiner's decision.

A. All decisions or recommendations of the hearing examiner are subject to reconsideration, unless reconsideration is waived. Reconsideration is waived unless within seven calendar days of the date of mailing of the decision or recommendation, the applicant, the city, or a party of record submits a written request for reconsideration in accordance with rules issued by the hearing examiner.

B. Pending reconsideration by the hearing examiner, a decision shall not be deemed final for the purpose of commencement of the period of time in which to commence an appeal.

C. If reconsideration is waived because no timely request for reconsideration is made, the initial decision of the hearing examiner, subject to any right of appeal, shall be deemed final as of the eighth calendar day after the date of mailing of the decision.

D. If a timely request for reconsideration is made, the hearing examiner shall grant or deny reconsideration within 10 working days of the date of receipt of the request for reconsideration. (Ord. 979-08 § 3 (9/11/08); Ord. 1050-09 § 1)

2.26.130 Notice of examiner's decision.

Not later than three working days following the rendering of a written decision, copies thereof shall be mailed to the applicant and to other parties of record in the case. "Parties of record" shall include the applicant and all other persons who specifically request notice by signing a register provided for such purpose at the public hearing, or otherwise provide written request for such notice. (Ord. 1050-09 § 1; Ord. 979-08 § 4 (9/11/08); Ord. 550, 1990)

2.26.140 Appeal from examiner's decision.

Examiner's decisions may be appealed to superior court by a party with standing in accordance with the procedures of Chapter 36.70C RCW, or other court of competent jurisdiction as provided by law. (Ord. 1050-09 § 1; Ord. 979-08 § 6 (9/11/08); Ord. 979-08 § 1 (2/14/08); Ord. 550, 1990)

2.26.150 Council consideration.

Repealed by Ord. 1050-09.(Ord. 979-08 § 7 (9/11/08); Ord. 550, 1990)

2.26.160 Effect of council action.

Repealed by Ord. 979-08, 9/11/08.(Ord. 550, 1990)

2.26.180 Local improvement district assessment roll hearings.

A. As authorized by RCW 35.44.070, the city council hereby provides for delegating the duty of conducting public hearings for the purpose of considering and making recommendations on final assessment rolls and the individual assessments upon property within local improvement districts to a hearing examiner appointed under this section, and the hearing examiner is directed to conduct such hearings and make those recommendations to the city council.

B. All objections to the confirmation of the assessment roll shall be in writing and identify the property, be signed by the owners and clearly state the grounds of the objection. Objections not made within the time and in the manner prescribed and as required by law shall be conclusively presumed to have been waived.

C. The hearing examiner shall conduct the hearing to be commenced at the time and place designated by the city council, cause an adequate record to be made of the proceedings, and make written findings, conclusions and recommendations to the city council following the completion of such hearings, which may be continued and recontinued as provided by law whenever deemed proper by the hearing examiner, and the city council shall either adopt or reject the recommendations of the hearing examiner.

D. The recommendations of the hearing examiner shall be that the city council correct, revise, lower, change or modify the roll or any part thereof, or set aside the roll in order for the assessment to be made de novo, or that the city council adopt or correct the roll or take other action on the roll as appropriate, including confirmation of the roll without change. The recommendations of the hearing examiner shall be filed with the city clerk and be open to public inspection. All persons whose names appear upon the recommended assessment roll who timely filed written objections to their assessments shall receive mailed written notification of their recommended assessments.

E. Any persons who shall have timely filed objections to their assessments may appeal the recommendations of the hearing examiner regarding their properties to the city council by filing written notice of such appeal with the city clerk within 10 calendar days after the date of mailing of the hearing examiner's recommendations.

F. The appeal shall be based exclusively upon the record made before the hearing examiner and shall be considered by the city council at a public meeting. No new evidence may be presented. Arguments on appeal shall be either oral or written as the city council may order.

G. The city council shall adopt or reject the recommendations of the hearing examiner at a public meeting, after considering any appeals, and shall act by ordinance in confirming the final assessment roll.

H. Any appeal from a decision of the city council regarding any assessment may be made to the superior court within the time and in the manner provided by law.

I. The procedures set forth in this section are independent of and alternative to any other hearing or review processes heretofore or hereafter established by the city, and shall govern the conduct and review of final assessment hearings conducted before hearing examiners and related proceedings when authorized by the city council. (Ord. 1050-09 § 1; Ord. 979-08 § 8 (9/11/08); Ord. 775-01 § 1)

2.26.190 Variance criteria.

No application for a variance shall be granted unless the examiner finds:

A. The variance shall not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property on behalf of which their application was filed is located; and

B. That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated; and

C. That such variance is necessary:

1. Because of special circumstances set forth in the findings relating to size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located; and

2. Because for reasons set forth in the findings, the variance as approved would contribute significantly to the improvement of environmental conditions, either existing or potentially arising from the proposed improvement. (Ord. 1050-09 § 1; Ord. 979-08 § 9 (9/11/08))

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

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____, 2015.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Amy Mill, City Attorney

Date of Publication:

Effective Date:

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Action A 3
DATE: May 12, 2016
SUBJECT: Resolution 16-06 – Debt Management Policy
CONTACT PERSON: Laura Koenig, Clerk/Finance Director
Councilmembers Wiita and Neigel

Issue:

The issue before the Council is the adoption of Resolution 16-06 to establish a formal Debt Management Policy. The policy has been developed by staff and the Council sub-committee of Councilmembers Wiita and Neigel.

Summary:

The City operates under the guidelines of the BARS (Budget, Accounting and Reporting System) manual provided by the State Auditor's Office. This provides a starting point for the development of internal policies for financial management of the City. The State Auditor recommends that cities adopt more formal and written policies for utility billing, credit card use, purchasing, and travel expense. It is also good fiscal management to have budget, investment and debt policies in place.

The City has adopted several financial management policies including:

- Financial Policies – Summary overview of the different types of policies
- Investment Policy – Detailed investment rules and strategies
- Operating Reserve Policies – To establish optimal reserves in operating funds
- Cash Handling – Provides for internal control of city funds
- Credit Card Use Policy – Use of city owned credit cards
- Travel and Training Policy – Guidelines for elected officials and employees
- Purchasing Policies – Guidelines for purchase of supplies, equipment and capital projects.

The purpose of the Debt Management Policy is to:

The Debt Policy for the City of Sultan (City) is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth guidelines for the issuance and management of all financings of the City. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations while providing flexibility and preserving financial stability.

Attachments: A. Resolution 16-06 and Debt Management Policy

**CITY OF SULTAN
RESOLUTION 16-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SULTAN ADOPTING A
POLICY FOR THE MANAGEMENT OF THE CITY'S DEBT.**

WHEREAS, the City Council of the City of Sultan deems to ensure that all debt is issued both prudently and cost effectively; and

WHEREAS, the City Council of the City of Sultan desires to set forth guidelines for issuance and management of all financings to the City; and

WHEREAS, the Sultan City Treasurer (Finance Director) has recommended the adoption of debt management policies; and

WHEREAS, the City of Sultan debt management policy has been written in accordance with the Washington Municipal Treasurers guidelines;

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

Section 1. The policy for the management of the City's debt set forth in the document entitled City of Sultan Debt Management Policy May 3, 2016, which is attached hereto and incorporated herein by this reference as if set forth in full is hereby adopted as official policy for the management of the City's debt.

Passed by majority vote of the Sultan City Council in open meeting this 12th day of May, 2016.

Mayor Carolyn Eslick

Attest:

City Clerk Laura Koenig

**City of Sultan
Debt Management Policy
Adopted by Resolution 16-06 on May 12, 2106**

The Debt Policy for the City of Sultan (City) is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth guidelines for the issuance and management of all financings of the City. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations while providing flexibility and preserving financial stability.

1.0 Uses of Debt

- 1.1 City of Sultan uses debt as a mechanism to equalize the cost of needed capital improvements for the benefit of both present and future citizens;
- 1.2 City of Sultan uses debt as a mechanism to reduce the immediate costs of substantial public improvements.
- 1.3 The City of Sultan will not use long-term debt to support current operations.
- 1.4 Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.
- 1.5 Non-capital furnishings, supplies, and personnel will not be financed from bond proceeds.
- 1.6 Interest, operating, and/or maintenance expenses will be capitalized only for enterprise activities, and will be strictly limited to those expenses incurred prior to actual operation of the facilities.
- 1.7 The City will not borrow money to fund studies.

2.0 Debt Limits

2.1 Legal Limits:

2.1.1 The general obligation debt of Sultan will not exceed an aggregated total of 7.5% of the assessed valuation of the taxable property within the City. RCW 39.36.020

2.1.2 The following individual percentages shall not be exceeded in any specific debt category:

General Debt – 2.5% of assessed valuation

Non-Voted 1.5% Limited Tax General Obligation (LTGO) Bonds

Voted 1.0% Unlimited Tax General Obligation (UTGO) Bonds

Utility Debt – 2.5% of assessed valuation

2.2 Public Policy Limits:

- 2.2.1 The City will establish and implement a comprehensive multi-year Capital Improvement Program (CIP) to include transportation, water, sewer, stormwater and parks.
- 2.2.2 Financial analysis of funding sources will be conducted for all proposed capital improvement projects.
- 2.2.3 Debt will be issued in accordance with the CIP as necessary.
- 2.2.4 Where borrowing is recommended, the source of funds to cover debt service requirements must be identified.
- 2.2.5 The City, as determined by the City Council, may consider using long term debt toward public improvements, which have an identified public benefit to the City, associated with economic development to the extent that new revenues from the project, in excess of those identified by the City Council for other City purposes can be agreed upon to support the debt service.

2.3 Financial Limits:

- 2.3.1 The City's policy is to plan and direct the use of debt so that debt service payments will be a predictable and manageable part of the Operating Budget.
- 2.3.2 The City will conduct a debt affordability analysis to evaluate the City's ability to support debt. The analysis will review available resources for the amount of debt the City can initiate each year and project the effects of that financing through six years of the CIP.

3.0 Allowable Types of Debt

- 3.1 **Short Term Obligations:** Short-term borrowing will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received. The City may issue inter-fund loans rather than outside debt instruments to meet short-term cash flow needs. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the funds current operations. All inter-fund loans will be subject to Council approval, will bear interest based upon prevailing rates and have terms consistent with state guidelines for inter-fund loans.
- 3.2 **Assessment/LID Bonds:** Assessment bonds will be considered in place of general obligation bonds, where possible, to assure the greatest degree of public equity. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who benefited from the capital improvement through annual assessments paid to the City. LIDs are formed by the City Council after a majority of property owners agree to the assessment.
- 3.3 **General Obligation Bonds Limited Tax:** General Obligation debt is backed by the full faith and credit of the City and is payable from General Fund revenues and taxes

collected by the City. Limited Tax General Obligation (LTGO) Bonds can be issued with the approval of the City Council and will only be issued if:

A project requires funding not available from alternative sources;

Matching fund monies are available which may be lost if not applied for in a timely manner;

Or Emergency conditions exist.

- 3.4 **General Obligation Bonds Unlimited Tax:** Unlimited Tax General Obligation (UTGO) Bonds are payable from excess tax levies and is subject to voter approval by 60% of the voters.
- 3.5 **Revenue Bonds:** Revenue bonds are used to finance construction or improvements to facilities of enterprise systems operated by the City in accordance with the Capital Improvement Program and are generally payable from the enterprise. No taxing power or general fund pledge is provided as security. Unlike general obligation bonds, revenue bonds are not subject to the City's statutory debt limitation nor is voter approval required.
- 3.6 **Leases:** Lease purchase or financing contracts are payment obligations that represent principal and interest components which are general obligations of the City.
- 3.7 **Other Loan Programs:**
 - 3.7.1 The Local Option Capital Asset Lending (LOCAL) Program is a financing contract with the Office of the State Treasurer under RCW 39.94. It is an expanded version of the state agency lease/purchase program that allows pooling funding needs into larger offerings of securities. This program allows local government agencies the ability to finance equipment needs through the State Treasurers office, subject to existing debt limitations and financial consideration.
 - 3.7.2 Other state funding programs.
 - 3.7.3 Private funding.
- 3.8 **Alternative types of debt:** No variable-rate debt or derivative products shall be utilized.
- 4.0 **Debt Structuring Practices**
 - 4.1 **Maximum term, Payback Period and Average maturity:**
 - 4.1.1 The issuance of bonds shall be financed for a period not to exceed a conservative estimate of the assets useful life with the average life of the bonds less than or equal to the average life of the assets being financed.
 - 4.1.2 General Obligation bonds will be issued with maturities of 20 years or less unless otherwise approved by Council.
 - 4.1.3 The maturity of all assessment bonds shall not exceed statutory limitations. RCW 36.83.050.
 - 4.2 **Debt Service Structure:**

- 4.2.1 Unless otherwise justified and deemed necessary, debt service should be structured on a level or declining repayment basis.
- 4.3 Criteria for issuance of advance refunding and current refunding bonds:
 - 4.3.1 The City will use refunding bonds, where appropriate, when restructuring its current outstanding debt. A debt refunding is a refinance of debt typically done to take advantage of lower interest rates. Unless otherwise justified, such as a desire to remove or change a bond covenant, a debt refunding will not be pursued without a sufficient net present value benefit after expenses.
- 4.4 Other structuring practices:
 - 4.4.1 Bond amortization schedules will be structured to minimize interest expense with the constraints of revenues available for debt service. The bonds should include call features to maximize the City's ability to advance refund or retire the debt early. However, call features should be balanced with market conditions to ensure that the total cost of the financing is not adversely affected.
- 5.0 Issuance Practices**
 - 5.1 Council Approval: City Council approval is required prior to the application and/or issuance of debt.
 - 5.2 Analytical Review: An analytical review shall be conducted prior to the issuance of debt including, but not limited to, monitoring of market opportunities and structuring and pricing of the debt.
 - 5.3 Use of credit ratings, minimum bond ratings, determination of the number of ratings and selection of rating services: The City will continually strive to maintain its bond rating by improving financial policies, budget, forecasts and the financial health of the City so its borrowing costs are minimized and its access to credit is preserved. The City will maintain good communication with bond rating agencies about its financial condition, coordinating meetings, and presentations in conjunction with a new issuance as necessary.
 - 5.4 Compliance with Statutes and Regulations: The Finance Director, City Attorney and bond counsel shall coordinate their activities and review all debt issuance to ensure that all securities are issued in compliance with legal and regulatory requirements by the State of Washington and the Federal Governments laws, rules and regulations.
 - 5.5 Selection and use of professional service providers:
 - 5.5.1 The City's Finance and Administration Department shall be responsible for the solicitation and selection of professional services that are required to administer the City's debt program.
 - 5.5.2 Bond Counsel: All debt issued by the City will include a written opinion by bond counsel affirming that the City is authorized to issue the proposed debt. The opinion shall include confirmation that the City has met all city and state constitutional and statutory requirements necessary for issuance, a

determination of the proposed debts federal income tax status and any other components necessary for the proposed debt.

- 5.5.3 **Financial Advisor:** A Financial Advisor(s) may be used to assist in the issuance of the City's debt. The Financial Advisor will provide the City with the objective advice and analysis on debt issuance. This includes, but is not limited to, monitoring of market opportunities, structuring and pricing of debt, and preparing official statements of disclosure.
- 5.5.4 **Underwriters:** An Underwriter(s) will be used for all debt issued in a negotiated or private placement sale method. The Underwriter is responsible for purchasing negotiated or private placement debt and reselling the debt to investors.
- 5.5.5 **Fiscal Agent:** A Fiscal Agent will be used to provide accurate and timely securities processing and timely payment to bondholders. In accordance with RCW 43.80, the City will use the Fiscal Agent that is appointed by the State.
- 5.6 **Criteria for determining sales method and investment of proceeds:**
 - 5.6.1 The Director of Finance and Administration shall determine the method of sale best suited for each issue of debt.
 - 5.6.2 The City will generally issue its debt through a competitive process. For any competitive sale of debt, the City will award the issue to the underwriter offering to buy the bonds at a price and interest rates that provides the lowest True Interest Cost (TIC).
 - 5.6.3 The City will provide for the sale of debt by negotiating the terms and conditions of sale when necessary to minimize the cost and risks of borrowing under the following conditions:
 - i. The bond issue is, or contains, a refinancing that is dependent on market/interest rate timing.
 - ii. At the time of issuance, the interest rate environment or economic factors that affect the bond issue are volatile.
 - iii. The nature of the debt is unique and requires particular skills from the underwriter(s) involved.
 - iv. The debt issued is bound by a compressed time line due to extenuating circumstances such that time is of the essence and a competitive process cannot be accomplished.
- 5.7 **Bond Insurance:** For each issue, the City will evaluate the costs and benefits of bond insurance or other credit enhancements. Any credit enhancement purchased by the City shall be competitively procured.
- 6.0 **Debt Management Practices**
 - 6.1 **Investment of Bond Proceeds**

The City shall comply with all applicable Federal, State and contractual restrictions regarding the investment of bond proceeds, including City of Sultan Investment Policy.
 - 6.2 **Continuing Disclosure**

The City shall provide annual disclosure information to established national information repositories and maintain compliance with disclosure statements as required by state and national regulatory bodies. Disclosure shall take the form of the Comprehensive Annual Financial Report (CAFR) unless information is required by a particular bond issue that is not necessarily contained within the CAFR.

6.3 Arbitrage Rebate monitoring and filing

The City will, unless otherwise justified, use bond proceeds within the established time frame pursuant to the bond ordinance, contract or other documents to avoid arbitrage. Arbitrage is the interest earned on the investment of the bond proceeds above the interest paid on the debt. If arbitrage occurs, the City will follow a policy of full compliance with all arbitrage rebate requirements of the federal tax code and Internal Revenue Service regulations, and will perform (internally or by contract consultants) arbitrage rebate calculations each issue subject to rebate. All necessary rebates will be filed and paid when due in order to preserve the tax-exempt status of the outstanding debt.

6.4 Federal and state law compliance practices

Discussed in Debt Issuance Practices sections 5.3 and 5.4 and Debt Management Practices sections 6.1 and 6.3.

6.5 Market and Investor relations efforts

The City shall endeavor to maintain a positive relationship with the investment community. The City shall communicate through its published Budget, Capital Improvement Program and Comprehensive Annual Financial Statement the City's indebtedness as well as its future financial plans.

6.6 Periodic review

The City's debt policy shall be adopted by City Council. The policy shall be reviewed every four years by the Council Finance Committee and modifications shall be submitted to and approved by City Council.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-4
DATE: May 12, 2016
SUBJECT: Main Sewer Pump Station Seal Replacement
CONTACT PERSON: Mick Matheson, P.E., Public Works Director



ISSUE:

The issue before the council is to authorize the Mayor to sign a maintenance service agreement with Beckwith & Kuffel to replace seals on both pumps at the Main Pump Station and to provide spare upper and lower seals for an amount not to exceed \$8,227.40 including sales tax without prior authorization from city council.

STAFF RECOMMENDATION:

Authorize the Mayor to sign a maintenance service agreement with Beckwith & Kuffel to replace seals on both pumps at the Main Pump Station and to provide spare upper and lower seals for an amount not to exceed \$8,227.40 including sales tax without prior authorization from city council.

SUMMARY:

The seals for the two pumps at the Main Sewer Pump Station need to be replaced as soon as possible. Time is of the essence and the seal replacement cannot wait. All council members were contacted by phone on April 29, 2016 and provided verbal authorization to move forward without formal council approval.

Two vendors were contacted. Beckwith & Kuffel provided a written quote, while Pump Tech did not respond.

Bidder	Quote (with tax)
Beckwith & Kuffel	\$8,227.40
Pump Tech	Did not respond

FISCAL IMPACT:

The project will be funded using Sewer Reserve Funds.

RECOMMENDED ACTION:

Authorize the Mayor to sign a maintenance service agreement with Beckwith & Kuffel to replace seals on both pumps at the Main Pump Station and to provide spare upper and lower seals for an amount not to exceed \$8,227.40 including sales tax without prior authorization from city council.

ATTACHMENTS

Attachment A Beckwith & Kuffel Quote & Service Agreement

ATTACHMENT A



The Best Provider of Lowest Total Cost Solutions
Seattle WA | Vancouver WA | Spokane WA

Emergency Service
24 Hours a Day
365 Days a Year

Quote Number: B16-01644-142-A

Quote Date: 4/26/2016	Customer ID: B: COS3 S: COS3	Cust.Reference: FAIRBANKS SEAL CHANGE	Territory: NW
Customer Contact: Todd Strom		Cust. Phone / Fax P: 360-793-2231 F: 360-793-3344	Exemption: Cert#: Exp:
Customer Email: todd.strom@ci.sultan.wa.us			

Sell To: CITY OF SULTAN WWTP
Todd Strom
PO BOX 1199
SULTAN, WA 98294
USA

Ship Date: 3 TO 4 DAYS ARO
FOB: FACTORY

Line No.	Number	Description	Qty	Unit Price	Total Price
10000	HYD1EV29906F	MECH SEAL INNER CER/CRB, 2.25 DIA UPPER SEAL	3	554.00	1,662.00*
20000	HYD1EW2 9906 F	MECH SEAL OUTER,TC/RSC,2.00DIA LOWER SEAL	3	1,208.00	3,624.00*
25000	CP2929 8380	VOLUTE GASKET	2	15.00	30.00*
27500	HYD42U1-9906F	FB INSPECTION PLUG W/ORING	2	43.00	86.00*
28750	H90908	FM OIL PLUG O-RING	20	1.00	20.00*
29375	GST-ISO-32	CHEVRON GST-ISO-32, 5 GALLON PAIL	1	153.00	153.00*
30000	T-PUMP CENTRIF/VIT	CHANGE OUT SEALS AND OIL ON 2 FAIRBANKS MORES PUMP THIS PRICE INCLUDES TRAVEL TO AND FROM SITE AND MILES.	1	1,980.00	1,980.00*

Comments:

Subtotal: 7,555.00
Tax (8.90%): 672.40*
Shipping & Handling: See Terms
Total - Check/Cash/NET 30 Terms: 8,227.40
Total - Visa / MasterCard Terms: 8,482.45

Submitted by: _____ Accepted by: _____

Website: www.b-k.com Phone: 206-767-6700 Fax: 206-767-6230 Email: kwilborn@b-k.com

ATTACHMENT A

Terms and Conditions of Sale: This transaction will be governed only by Beckwith & Kuffel (B&K) Terms and Conditions of Sale form BK-531-R16 attached.

Limitations of Liability: B&K will not accept changes to its Terms & Conditions of Sale or any consequential, special or indirect damages.

Credit Approval: Subject to Beckwith & Kuffel Credit Department approval.

Payment Terms:

Under \$50,000	NET 30 Days from date of shipment.
Over \$50,000	Progress Payment shall apply to all orders over \$50,000
25% of Total	Due NET 30 after order acceptance by B&K
35% of Total	Due NET 30 after Release to Manufacture or Submittal / Drawing Approval
Remainder	Due NET 30 Days after Shipment Date

Credit Card Sales: An additional 3.1% fee will be charged for all debit/credit/purchase card payments to cover additional transaction costs.

Sales Tax: Washington State Sales Tax (WSST) may apply to this order.

- A. **Customers located in Washington State:** must pay Washington State Sales Tax (WSST) on all orders delivered or picked up within Washington State unless B&K has in its possession an accurate and current resale or exemption tax certificate on file for your company. If you have a certificate on file with B&K please advise if tax is to be applied or not at the time of order.
- If no certificate is on file at B&K and this purchase **IS NOT** subject to WSST, then an applicable certificate is required with your order or WSST is required to be charged.
 - Sales Tax Exemption Certificate information for your company currently on file as follows:
 - Certificate #:
 - Exemption Through:
- B. **Customers located in the State of Oregon:** must obtain a corporate nonresident permit from the Washington State Department of Revenue in order to purchase goods in Washington State to not legally be required to pay WSST
- C. **Customers located outside the States of Washington and Oregon:** **DO NOT PAY** WSST on items purchased provided the goods are delivered out of state. However, various nexus agreements between the states may require collection of local sales tax for drop shipped items. If the goods are picked up by or delivered to the customer in Washington State, then state law (WAC 458-20-193) requires WSST to be paid unless the company provides a certificate as described in A above

Duration: Valid for 30 days from the date of the Quotation

Warranty: Manufacturer's Standard Warranty will apply.

FOB Point: Factory, unless otherwise specified in the quotation.

Shipping & Handling Charges: Charges will be added for packaging, crating, and/or export boxing requirements as required by the shipping company or other entity.

Inbound: Inbound Shipping & Handling will be billed as a separate item on an invoice.

Outbound: Outbound Shipping & Handling will be Prepaid and Added to the invoice, unless otherwise specified.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-5
DATE: May 12, 2016
SUBJECT: Pressure Reducing Valve Maintenance
CONTACT PERSON: Mick Matheson, P.E., Public Works Director



ISSUE:

The issue before the council is to authorize GC Systems, Inc. to provide preventive service maintenance on four pressure reducing valves.

STAFF RECOMMENDATION:

Authorize GC Systems, Inc. to provide preventative service maintenance on four pressure reducing valves.

SUMMARY:

The City has four pressure reducing valves scheduled for maintenance in 2016. GC Systems has been providing this service for the City for many years. Staff did research and concluded that GC Systems is the only service provider in the region.

FISCAL IMPACT:

GC Systems provided a quote to rebuild the four valves for a total of \$2,862 without tax.

The rebuild consists of the cleaning the main valve and pilot controls and the replacement of all rubber parts. If any metal parts in the valves or pilot controls require replacement, they will be billed over and above the quoted price.

GC Systems recommended adding a twenty percent contingency to cover unforeseen conditions. The total price including contingency and sales tax is estimated to be \$3,740. The project will be funded using Water Operating Funds.

RECOMMENDED ACTION:

Authorize GC Systems, Inc. to provide preventative service maintenance on four pressure reducing valves.

ATTACHMENTS

Attachment A GC Systems, Inc. Quote

G C SYSTEMS, INC.
P.O. BOX 848, PUYALLUP, WA. 98390
800-525-9425

December 21, 2015

City of Sultan
P.O. Box 1199
Sultan, Washington 98294

Attn: Mr. Mike Williams

Re: Proposal for 2016 Valve Rebuild

Dear Mr. Williams:

Our records indicate that you have four valves that need to be rebuilt in 2016. I am attaching a list of the valves for your review. The cost for the rebuild of will be \$2,862.00.

This rebuild consists of the cleaning of the main valve and pilot controls and the replacement of all rubber parts. If any metal parts in the valves or pilot controls require replacement they will be billed over and above this quoted price.

If required, the city shall supply all equipment, additional personnel, and complete any documentation required to meet OSHA regulations for confined space entry as well as supplying any traffic revisions which may be necessary for work in public right-of-ways.

Please let me know if you want to schedule this work Mike. Thank you.

Regards,

Beau Swet
GC Systems, Inc.

CITY OF SULTAN 2016 VALVE REBUILD

HWY. 2 AND LUMBER YARD

1 – 8" 90G-01AB

1 – 6" 90G-01AB

MORRIS POND PRV STATION

1 – 2 ½" 90G-01AS

1 – 8" 90G-01AB

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Action A-6

DATE: May 12, 2016

SUBJECT: Memorandum of Understanding (MOU) with FEMA for the High Water Mark Initiative (HWM)

CONTACT PERSON: Ken Walker, City Administrator

ISSUE:

The issue before the Council is to sign the Memorandum of Understanding (MOU) with FEMA for the High Water Mark Initiative. The High Water Mark Initiative, is a great risk awareness tool developed from FEMA's flood hazard mapping program, Risk MAP. We have been in contact with FEMA Regional X Office Staff in Bothell and in Washington D.C. and are working with them for a path forward.

FEMA staff would also like to provide the background on the current Snohomish County flood study, which was expected to be released in April and simultaneously have a public meeting to present the current updates to the Sultan Flood Maps and unveil the High Water Mark Initiative sometime in Summer of 2016. This will also aide in our effort to reduce our CRS Rating which is currently a Class 6; this provides a 20% discount to our citizens in the Special Flood Hazard Area (SFHA) in Sultan City Limits, with the possibility of a greater flood insurance rate reduction.

STAFF RECOMMENDATION:

Staff recommends signing the Memorandum of Understanding (MOU) with FEMA for the High Water Mark Initiative.

RECOMMENDED ACTION:

Recommend the Mayor sign the Memorandum of Understanding (MOU) with FEMA for the High Water Mark Initiative.

ATTACHMENTS:

Fact Sheet for the High Water Mark Initiative
Memorandum of Understanding (MOU) with FEMA for the High Water Mark Initiative
CRS Credit for a High Water Mark Initiative
Community Rating System Fact Sheet

HIGH WATER MARK INITIATIVE

What is the High Water Mark Initiative?

As part of the National Flood Insurance Program (NFIP), the High Water Mark (HWM) Initiative is a community-based awareness program that increases local communities' awareness of flood risk and encourages action to mitigate that risk. As part of the project, communities post HWM signs in prominent places, hold a high-profile launch event to unveil the signs, conduct ongoing education to build local awareness of flood risk, and complete mitigation actions to build community resilience against future flooding.

What's the need for the HWM Initiative?

Flooding is the number one natural disaster in the United States. Large storms such as Hurricanes Sandy and Ivan, as well as countless others, have ravaged American communities; costing billions a year in recovery, restoration, and rebuilding. However, less than one-third (30%) of respondents to FEMA's national Flood Risk Awareness Survey believed their community was at risk of flooding. To address this challenge, the Federal Emergency Management Agency (FEMA) partnered with over seven Federal agencies to create the HWM Initiative to help improve the public's awareness of flood risk and encourage communities to take long-term action to address this risk.

How Do HWM Projects Work?

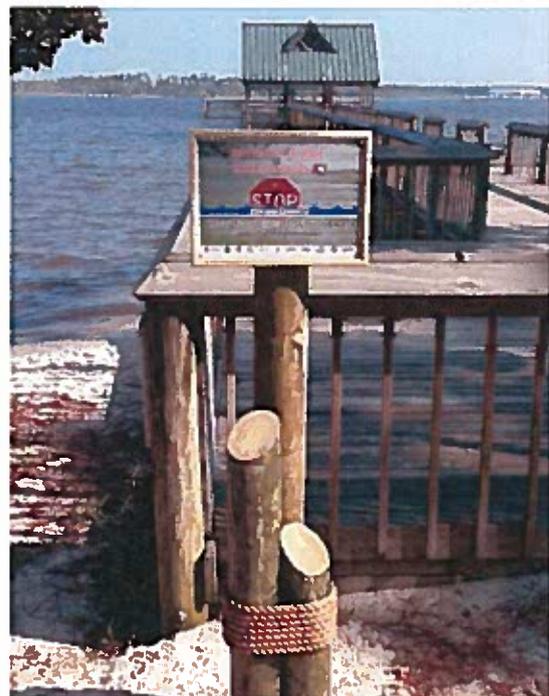
HWM communities work in close partnership with FEMA and other Federal partners on a HWM Project. The project has two parts:

1. Build flood risk awareness through a HWM Launch Event and other communications and outreach efforts and
2. Reduce risk through mitigation actions that help protect the community from future flooding.

FEMA Headquarters staff administer the HWM Initiative with leadership support from FEMA staff in the Regions. FEMA Regional staff work closely with the community to plan and manage a HWM Launch Event and begin discussions on mitigation actions. The Federal partners engage with the community and provide additional resources and support.

Federal Partners

- ▶ Federal Emergency Management Agency (FEMA)
- ▶ National Oceanic and Atmospheric Administration, National Weather Service (NOAA NWS)
- ▶ NOAA Coastal Service Center
- ▶ U.S. Army Corps of Engineers (USACE)
- ▶ U.S. Department of Agriculture, National Resources Conservation Service (USDA/NRCS)
- ▶ U.S. Department of Housing and Urban Development (HUD)
- ▶ U.S. Small Business Administration (SBA)
- ▶ U.S. Environmental Protection Agency (EPA)
- ▶ U.S. Department of Transportation (DOT)
- ▶ U.S. National Park Services (NPS), Center for Urban Ecology



FEMA



HWM Project Summary: Santa Rosa County, FL

Santa Rosa County, FL leveraged FEMA's HWM Initiative to encourage citizens in low-risk areas to buy flood insurance and increase awareness of efforts to update flood maps.

Santa Rosa County held an HWM Launch Event on December 8, 2014 with the support of the local flood mitigation task force, FEMA, and partner Federal agencies. The county unveiled a HWM sign at Navarre Beach State Park designed by the students from the Gulf Breeze High School Multimedia Academy.

As a result of the event, the sale of flood insurance policies increased by nine percent in the first month of the campaign. Furthermore, the Community Floodplain Manager has conducted two additional HWM Launch Events in adjacent towns and plans to erect signs in a total of 12 locations around the community

Join the HWM Initiative!

If your community is interested in participating, visit <https://www.fema.gov/high-water-mark-initiative>

For more information, contact:
Vince Brown - vincent.brown@fema.dhs.gov

Mitigation Ideas for Communities

Integrating Hazard Mitigation into Local Planning: Case Studies and Tools for Community Officials

This document provides practical guidance on how to incorporate risk reduction strategies into existing local plans, policies, codes, and programs that guide community development or redevelopment patterns.

<https://www.fema.gov/media-library/assets/documents/31372>

Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards

This document is a resource for communities looking to identify and evaluate a range of potential mitigation actions for reducing risk to natural hazards and disasters.

<http://www.fema.gov/media-library/assets/documents/30627>



HWM Pilots and Projects Nationwide

HIGH WATER MARK PROJECT MEMORANDUM OF UNDERSTANDING



*High Water Mark Project
Memorandum of Understanding*
Between the Federal Emergency Management Agency (FEMA) Region ____
And the
Community of _____

This is a voluntary partnership agreement between _____ (*Community name*) and FEMA Region ____ in support of a High Water Mark (HWM) Project as part of FEMA's High Water Mark Initiative (HWMI). As part of participating in a HWM Project, _____ (*Community name*), in coordination with the FEMA Region, will host a high-profile HWM Launch event, followed by the execution of a specific post-mitigation action(s) that the Community will take to reduce flood risk for residents. The mitigation action(s) will be:

This memorandum of understanding (MOU) reflects the mutual desire of both parties to collaborate and develop the strategy behind both the Launch event and the post-event mitigation action(s). The Community will immediately assume lead responsibility for following the HWM Project strategy for conducting a Launch event and achieving a post-event mitigation action(s), while the FEMA Region is committed to providing time and resources, as needed, to help the Community achieve its goals.

The responsibilities of each party—the FEMA Region and the Community—are summarized below.

FEMA Region Responsibilities

- Appoint a HWM Regional Project Coordinator.
- Facilitate HWM Project development, which includes conducting an Initial Planning Meeting to address HWM Project logistics with the Community as well as determine measurable goals and metrics.
- Work with the Community to schedule a kick-off meeting with local, State, and Federal participants to garner widespread support and collaboration for the Project.
- Provide tools, templates, best practices, and guidance to help the Community plan the Launch event.
- Lead strategic development of the HWM Project Plan including the identification of key milestones the Community should meet.
- Engage Federal agency representatives on behalf of the Community to provide additional assistance to the Project when necessary (with FEMA HQ support as needed).
- Fund HWM sign development (through FEMA HQ).

Community Responsibilities

- Provide subject matter expertise as needed.
- Coordinate with the FEMA Region to schedule a kick-off meeting with local, State, and Federal participants to garner widespread support and collaboration for the Project.
- Schedule post-Launch event meetings with the Community and provide a report on completed milestones and metrics to FEMA HQ*.
- Appoint a representative as HWM Project Coordinator and notify the FEMA Region designee of any change in the designated liaison.
- Determine the date, time, and location of the HWM Launch event, manage local logistics, and leverage media engagement and outreach and local partnerships.
- Determine and agree to the specific action or actions that will drive the theme and messaging of the HWM Launch event as well as sign design and placement.
- Hold a high-profile HWM Launch event to unveil the HWM signs and to announce the HWM Project to the public, inviting local, state, and federal officials, the media, the public and other key entities.



- The Community agrees that the activities it undertakes connected with this memorandum are not intended to provide services to the Federal Government and that the Community will not submit a claim for compensation to any Federal agency/department.
- The Community agrees that it will not claim or imply that its participation in the HWMI constitutes FEMA or endorsement of anything other than the Community's commitment to the HWMI.

Period of Performance

- The awareness and mitigation action activities outlined in this agreement shall be continuous and ongoing, in order to sustain and enhance community resilience.

The undersigned officials execute this memorandum of understanding (MOU) on behalf of their parties.

Region

Designated HWM Project Coordinator (Name/Title): _____

Signature: _____ Date: _____

Email address: _____ Phone: _____

Community

Community name: _____

Authorized Representative (Name/Title): _____

Signature: _____ Date: _____

Address: _____ Suite/Floor Number: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax Number: _____

E-mail Address: _____

Community Web Site (if applicable): _____

Please return this signed MOU to:
 Vincent Brown
 FEMA
 1800 S. Bell St.
 Arlington, VA 20598
 Or electronically to Vincent.Brown@FEMA.DHS.GOV



FEMA

Fact Sheet

Federal Insurance and Mitigation Administration

CRS Credit for a High Water Mark Initiative

The National Flood Insurance Program's Community Rating System (CRS) provides a flood insurance premium discount for policy holders in communities that participate in CRS. The discount is based on an assessment of floodplain management activities implemented by the community to reduce flood losses, promote flood risk awareness and flood insurance, and protect natural floodplain functions.

CRS Outreach Projects and Programs for Public Information

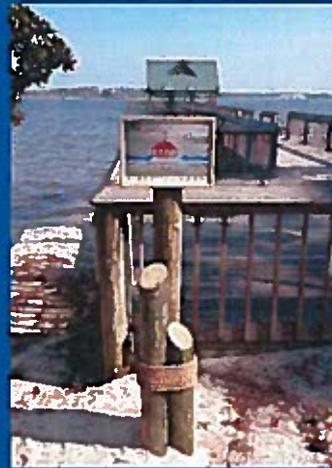
Communities that participate in CRS earn credits toward flood insurance premium discounts through a variety of activities including public information programs and projects. One of these is Activity 330 (Outreach Projects), which provides credit points based on the type of project, the audience reached, and the message(s) conveyed. Other public information activities credit providing floodplain map information, disclosing a property's flood status to a potential buyer, putting references in a library, posting information on a website, and providing one-on-one technical advice.

A CRS Program for Public Information (PPI) is an ongoing public information effort designed to transmit the messages that the community determines are most important to its flood safety and the protection of its floodplains' natural functions. It is developed following a seven step process designed to assess the community's public information needs, determine messages and outcomes appropriate for different audiences, and implement the most effective measures. Working with partners is a key factor throughout the process, resulting in greater credit for more involvement of other organizations and agencies.

High Water Marks and CRS Points

One activity that communities are implementing more often is providing information on past floods, such as posting high water marks in public places and maps and photographs of past floods on their websites. These high water mark initiatives and a CRS-credited PPI have a lot in common. To maximize CRS credit for such an initiative,

communities are encouraged to use high water marks as a way to generate greater flood risk awareness. For example, a ceremony to unveil flood level signs could be used to announce the formation of a PPI committee or the release of the PPI report.



CRS High Water Mark Highlights

Four communities occupy the highest levels of the CRS.

- CRS points can be earned through high water mark posting and ongoing outreach
- The greater the supporting outreach, the greater the possible CRS points that can be earned
- CRS points are explained in the *CRS Coordinator's Manual*



To learn more about CRS, visit:

www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system

FEMA and seven other Federal agencies have recently been promoting such efforts in its "Know Your Line: Be Flood Aware" initiative. This initiative encourages communities to post signs showing historical high water levels and educating residents about the risk of flooding.

Ongoing Outreach and CRS Points

It is important to note that both the High Water Mark initiative and the CRS call for more than just putting lines on a building or a sign. High water marks can be a catalyst for a master cooperative and coordinated public information program. Such an approach can receive CRS credit through a PPI, also credited under Activity 330 in the 2013 *CRS Coordinator's Manual*. Reviewing the criteria for both the High Water Mark Initiative and PPI is recommended, so communities can benefit from both programs via the same local activity. Credits are based on three factors:

- What and how many messages are conveyed;
- What type of projects they are (e.g., informational materials that people pick up, activities that reach out to people, or projects targeted to a specific audience); and
- How often they are delivered. Outreach Projects in CRS must be delivered at least once each year.

The 2013 *CRS Manual* provides more detailed information about the priority topics/areas to be communicated for CRS credits, with sample messages for each.

Promoting Action

Community outreach is one of many things communities can do to promote flood risk awareness. More than awareness, communities need to promote action. By examining ways communities can bolster mitigation actions, a community may discover how CRS points can be earned. In fact, there are activities communities can do concerning everything from floodplain mapping, flood damage reduction planning, or enacting new flood warning and response actions that can make communities more resilient...and safer!

For More Information

For more information on CRS credit for public information activities, contact your ISO/CRS Specialist. They are listed at <http://crsresources.org/100-2>.

More information on "Know Your Line: Be Flood Aware" can be found at www.fema.gov/knowyourline.

Contact Information for the High Water Mark Campaign

Vince Brown: vincent.brown@fema.dhs.gov

Website: www.fema.gov/knowyourline



FEMA

Fact Sheet

Federal Insurance and Mitigation Administration

Community Rating System

October 2015

The National Flood Insurance Program (NFIP) Community Rating System (CRS) was implemented in 1990 as a voluntary program for recognizing and encouraging community floodplain management activities exceeding the minimum NFIP standards. Any community in full compliance with the minimum NFIP floodplain management requirements may apply to join the CRS.

1,368 Communities Participate in the CRS

Nearly 3.8 million policyholders in 1,368 communities participate in the CRS by implementing local mitigation, floodplain management, and outreach activities that exceed the minimum NFIP requirements.

Under the CRS, flood insurance premium rates are discounted to reward community actions that meet the three goals of the CRS, which are: (1) reduce flood damage to insurable property; (2) strengthen and support the insurance aspects of the NFIP; and (3) encourage a comprehensive approach to floodplain management.

Although CRS communities represent only 5 percent of the over 22,000 communities participating in the NFIP, more than 68 percent of all flood insurance policies are written in CRS communities.

CRS Classes

The CRS uses a Class rating system that is similar to fire insurance rating to determine flood insurance premium reductions for residents. CRS Classes* are rated from 9 to 1. Today, most communities enter the program at a CRS Class 9 or Class 8 rating, which entitles residents in Special Flood Hazard Areas (SFHAs) to a 5 percent discount on their flood insurance premiums for a Class 9 or a 10 percent discount for Class 8. As a community

engages in additional mitigation activities, its residents become eligible for increased NFIP policy premium discounts. Each CRS Class improvement produces a 5 percent greater discount on flood insurance premiums for properties in the SFHA.

Best of the Best

Four communities occupy the highest levels of the CRS. Each has developed a floodplain management program tailored to its own particular hazards, character, and goals. Under these programs, each community carries out numerous and varied activities, many of which are credited by the CRS. The average discount in policyholder premiums varies according to a community's CRS Class and the average amount of insurance coverage in place. Some highlights

Roseville, California was the first to reach the highest CRS rating (Class 1). Damaging floods in 1995 spurred Roseville to strengthen and broaden its floodplain management program. Today the City earns points for almost all CRS creditable activities. The average premium discount for policies in the Special Flood Hazard Area (SFHA) is \$850.

Comprehensive planning for floodplain management has been a key contributor to **Tulsa, Oklahoma's** progress in reducing flood damage from the dozens of creeks within its jurisdiction. The City (Class 2) has cleared more than 900 buildings from its floodplains. The average premium discount for policies in the SFHA is \$630.

King County, Washington (Class 2) has preserved more than 100,000 acres of floodplain open space and receives additional CRS credit for maintaining it in a natural state. The average premium discount for policies in the SFHA is \$664.

Pierce County, Washington (Class 2) maintains over 80 miles of river levees. County officials annually mail informational brochures to all floodplain residents. The average premium discount for policies in the SFHA is \$687.

* CRS Class changes occur on May 1 and October 1 of each year. The data contained in this fact sheet were current through October 2015.

CRS Credit

A community accrues points to improve its CRS Class rating and receive increasingly higher discounts. Points are awarded for engaging in any of 19 creditable activities, organized under four categories:

- Public information
- Mapping and regulations
- Flood damage reduction
- Warning and response.

Formulas and adjustment factors are used to calculate credit points for each activity.

The communities listed below are among those that have qualified for the greatest premium discounts:

Class 1: Roseville, California

Class 2: Tulsa, Oklahoma
King County, Washington
Pierce County, Washington

Class 3: Sacramento County, California
Ocala, Florida
Louisville-Jefferson County, Kentucky

Class 4: Fort Collins, Colorado
Charleston County, South Carolina
Maricopa County, Arizona
Thurston County, Washington

Benefits of the CRS

Lower cost flood insurance rates are only one of the rewards a community receives from participating in the CRS. Other benefits include:

- Citizens and property owners in CRS communities have increased opportunities to learn about risk, evaluate their individual vulnerabilities, and take action to protect themselves, as well as their homes and businesses.
- CRS floodplain management activities provide enhanced public safety, reduced damage to property and public infrastructure, and avoidance of economic disruption and loss.
- Communities can evaluate the effectiveness of their flood programs against a nationally recognized benchmark.

- Technical assistance in designing and implementing some activities is available to community officials at no charge.
- CRS communities have incentives to maintain and improve their flood programs over time.

How to Apply

To apply for CRS participation, a community must initially inform the Federal Emergency Management Agency (FEMA) Regional Office of its interest in applying to the CRS and will eventually submit a CRS application, along with documentation that shows it is implementing the activities for which credit is requested. The application is submitted to the Insurance Services Office, Inc. (ISO)/CRS Specialist. ISO works on behalf of FEMA and insurance companies to review CRS applications, verify communities' credit points, and perform program improvement tasks.

A community's activities and performance are reviewed during a verification visit. FEMA establishes the credit to be granted and notifies the community, the State, insurance companies, and other appropriate parties.

Each year, the community must verify that it is continuing to perform the activities that are being credited by the CRS by submitting an annual recertification. In addition, a community can continue to improve its Class rating by undertaking new mitigation and floodplain management activities that earn even more points.

CRS Training

CRS Specialists are available to assist community officials in applying to the program and in designing, implementing, and documenting the activities that earn even greater premium discounts. A week-long CRS course for local officials is offered free at FEMA's Emergency Management Institute (EMI) on the National Emergency Training Center campus in Emmitsburg, Maryland, and can be field deployed in interested states. A series of webinars is offered throughout the year.

For More Information

A list of resources is available at the CRS website: www.fema.gov/national-flood-insurance-program-2/community-rating-system. For more information about the CRS or to obtain the CRS application, contact the Insurance Services Office by phone at (317) 848-2898 or by e-mail at nfipcrs@iso.com.