

**CITY OF SULTAN  
COUNCIL MEETING – COMMUNITY CENTER  
November 19, 2015**

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

**CHANGES/ADDITIONS TO THE AGENDA**

**PRESENTATIONS**

- 1) Business Spotlight – Down to Earth Farm
- 2) Volunteer Spotlight – Ann Marie Bunch

**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) Public Works Report
- 2) Police Report
- 3) Code Enforcement

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

- 1) Minutes of the November 5, 2015 Council Meeting
- 2) Minutes of the October 22, 2015 and November 5, 2015 Public Hearings on the 2016 Budget
- 3) Voucher Approval

**ACTION ITEMS:**

- 1) Bid Award – VIC Windows
- 2) Ordinance 1225-15 - 2016 Budget
- 3) Multi Use Roadway Safety Program Grant
- 4) Date Avenue Final Acceptance
- 5) Bid Award - Post Office Roof Repair

**DISCUSSION ITEMS:**

**Executive Session:** Property Acquisition

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

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

CITY OF SULTAN  
AGENDA ITEM COVER SHEET

Agenda Item: P- 1  
Date: November 19, 2015  
SUBJECT: Business Spotlight – Down to Earth Farm

CONTACT PERSON: Donna Murphy Grants and Volunteer Coordinator

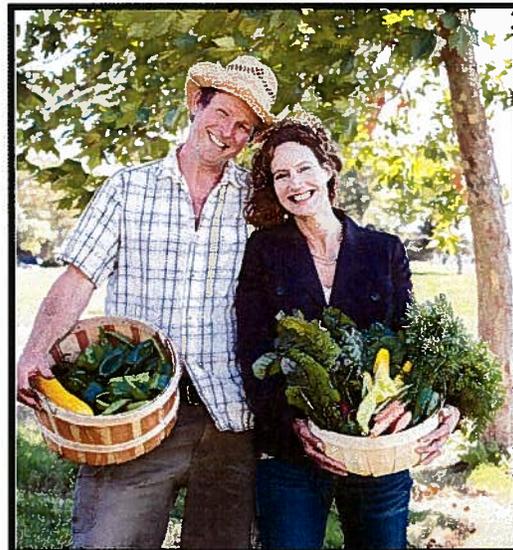
ISSUE:

The issue before the Council is to recognize Jeff Kyle and his local business, Down to Earth Farm as the City of Sultan's Business Spotlight for November, 2015.

SUMMARY STATEMENT:

Down to Earth Farm is located at 37003 Mann Road on 16 acres of land, 2 of which are in production currently.

Owner, Jeff Kyle moved to Seattle in 1996 where he attended Seattle Arts Institute and learned audio engineering. Later he became an Information Technologist (IT), but after 15 years the passion for technology had run its course, so he set his sights on working nearer the community and country life. While planning to start up a restaurant that supplied its own farm grown food, his wife Molli suggested that he should just grow vegetables being that it was becoming a favorite hobby.



Jeff and Molli moved to the Sultan area from Gold Bar and started preparing their land in 2012.

In 2014 Brandy Lipscomb of Sky Valley Natural Health told him that her customers would love to have fresh, organic food and encouraged him to grow produce for the public that summer. So, Jeff immediately started growing vegetables for 10 of her customers.

In 2015, after spending a year working on a business plan, studying farming practices and taking a couple farming classes, Jeff went into full production meeting his target of 37 subscribed customers.

Currently produce is mostly sold by the box to his customers (CSA) who pay a monthly fee to have it delivered to several pick-up locations around town.

On the two productive acres, Jeff uses a variety of sustainable farming methods to grow pesticide/herbicide-free crops on 1 acre, and berries and grapes that were just planted on another.

In the next 2-3 years Jeff wants to increase his growing area to 3 ½ acres, double his CSA subscriptions to 80, add berry and grape sales in the form of U-Pick, Roadside, and wholesale, and partner with other local farmers to provide cheeses, farm fresh honey and eggs.



## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM NO:** P-2  
**DATE:** November 19, 2015  
**SUBJECT:** Volunteer Spotlight – Ann Marie Bunch



**CONTACT PERSON:** Donna Murphy, Grants and Volunteer Coordinator

**ISSUE:** To recognize Ann Marie Bunch as the City of Sultan's Volunteer Spotlight for November, 2015.

### SUMMARY:

Ann Marie McGoff grew up in Sandwich on Cape Cod, Mass. She joined the US Air Force after graduation. At 18, her first duty was as an Administrative Assistant in the Pentagon and then as a Flight Attendent in support of President Bush and Clinton for 10 years.

After she left the Air Force, Ann Marie worked another 10 years as a Flight Attendent for Vulcan Inc/Paul Allen here in Seattle. Flying the family worldwide plus sports teams (Trailblazers, Mariners, Seahawks) throughout the US.

In 2005 Ann Marie moved to Sultan with her husband Steven and their children Ashlie and Ryann. Callum was born one year later.

Before her kids were out of diapers, Ann Marie was in the business of volunteering for her community.

Here are just some of the volunteering Ann Marie has been giving to her community for the past 10 years:

- Mondays and Wednesdays she drove bread through the Sky Valley and Gold Bar Elementary for their Backpack Program on Fridays. She was affectionally known as "The Bread Lady".
- Chair for the 2014 Fire Department Levy



- Gold Bar Elementary Volunteer all day, Tuesdays and Thursdays for 2 years
- Sultan Senior Center Volunteer on Mondays and Wednesdays for 1 year
- Sultan Senior Center Volunteer Kitchen Coordinator, Mondays – Thursdays 8-2
- Sultan Boys and Girls Club International Cooking Class
- Community Dinners on Friday Nights
- Pancake Breakfasts first Saturday of every month
- Sultan Harvest
- VFW, Jr. Vice Commander
- Sultan Tree Lighting - beverage coordinator
- VOA – Giving Tree, National Night Out, Shindig, Cinco-de-Mayo, Vol Appreciation Dinner, Memorials, Reunions, Fundraisers, Meetings, etc
- In a three week span - Guttered, cleaned and painted the VOA-frame as well as the kitchen (With help from Calei & Jen plus family) from top to bottom. Monroe Windemere later volunteered a “Day of Caring” to help finish.
- Sultan Youth Athletics: Football, Cheer, Wrestling, Fundraising Board Member
- Sultan Turk Baseball : Fundraising Board Member
- Worked with the City to provide dirt for our City Parks/Baseball fields as well as get free toilets donated from the prison for the Park Restrooms.
- SHS Booster Club – Working concessions, every home football or soccer game
- School Bond Committee – President of Community Bond Committee
- 2014 ~ Citizen of the Year for Sultan/Monroe Mason Lodge and Sultan Historical Society
- 2014 ~ Authored a Disaster Preparedness Plan for Sky Harbor, distributed it to homes, Sultan Fire Department, Sultan Police Department, City of Sultan.
- VOA pin for 2014 – over 500 service hours



Ann Marie had an epiphany years ago that gave birth to a phrase you may have heard her say; “Stand up and **DO SOMETHING** or sit down and shut up”. I believe that you, as an individual, can make a difference. If you don’t like something, change it. Stop standing with your hand out and make a difference; put that hand to work and show your children what caring is all about.....others! Strength comes in numbers, unite together to make this a better town to grow up in; **VOLUNTEER!**

Currently, Ann Marie is the Kitchen Coordinator at the Senior Center in Sultan; although this is a paid position for 10 hours per week, she’s been known to put in up to 50 hours per week for no additional pay.

Ann Marie says she’s not going anywhere as long as her kids are school age. This is their community where they live and she’ll continue to volunteer to make it better for them.





# SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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ITEM NO: SR – 1  
DATE: November 19, 2015  
SUBJECT: Public Works Monthly Report  
CONTACT PERSON: Mick Matheson, P.E., Public Works Director

**ISSUE:**

Provide monthly reports to Council regarding:

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

**SUMMARY:**

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

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

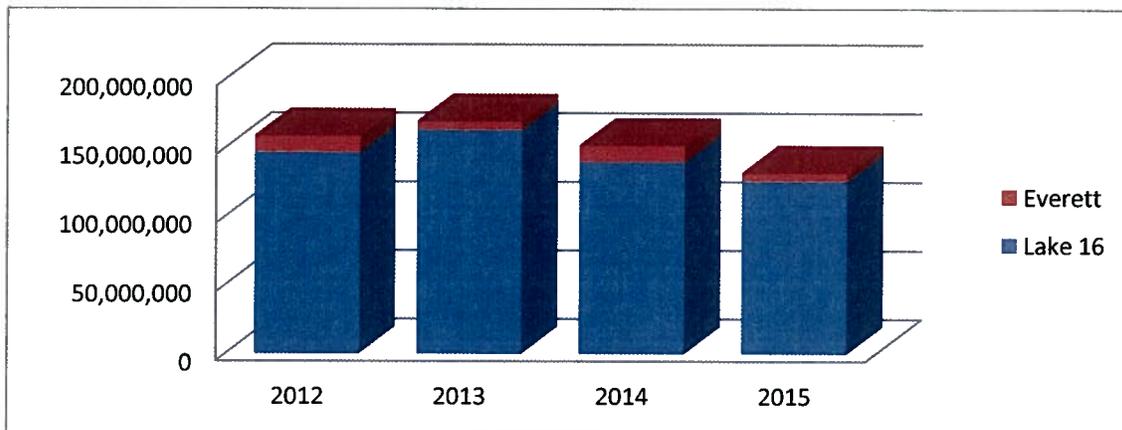
**ATTACHMENTS:**

Attachment A	Lake 16 vs. City of Everett Water Supply Comparison
Attachment B	Lake 16 Production for 2015
Attachment C	City of Sultan Water Plant Production Past 6 Years
Attachment D	Yearly Totals to Distribution System
Attachment E	2015 Water Meter Replacement Schedule
Attachment F	2015 Fire Hydrant Exercising Schedule
Attachment G	Everett Meter Readings for 2015
Attachment H	City of Sultan Wastewater Treatment Plant Operational Report
Attachment I	Garbage Report
Attachment J	Recycling Report
Attachment K	Cemetery Report
Attachment L	Field Supervisor Report

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

Yearly Totals for Lake 16 and Everett Productions

	2012	2013	2014	2015
Lake 16	146,762,070	163,185,000	140,098,000	126,081,300
Everett	11,943,316	6,154,544	11,577,544	5,817,948
Total Gallons	158,705,386	169,339,544	151,675,544	131,899,248
% Everett	8%	4%	8%	4%



NOTE: ALL NUMBERS ARE IN GALLONS

LAKE 16 ANNUAL PRODUCTION

ATTACHMENT B

MONTH	RUN TIME HOURS	FLOW	FLUSHES	BACKWASH	FILTER TO WASTE	TOTAL TO TOWN	CHLORINE POUNDS	FILTER AID/POUNDS	COAGULANT LBS	CAUSTIC LBS	FLUORIDE LBS	SODA ASH LBS
Jan-15	249.2	11,085,000	595,200	1,089,000	618,750	8,782,050	128.5	1.7	1,499	1,487	84.0	1502.9
Feb-15	218.9	9,762,000	528,000	860,000	528,750	7,845,250	109.4	1.1	1,320	1,680	66.2	1563.0
Mar-15	273.1	12,339,000	873,600	1,090,000	618,750	9,756,650	136.6	1.9	1,546	1,653	81.0	1488.0
Apr-15	282.9	12,741,000	681,600	929,000	562,500	10,567,900	137.7	1.9	1,759	1,745	87.0	1643.0
May-15	324.6	14,666,000	777,600	995,000	596,250	12,297,150	149.6	2.0	1,573	1,921	98.0	1,821.0
Jun-15	432.0	19,483,000	1,036,800	1,331,000	675,000	16,440,200	192.4	2.5	1,939	2,742	149.0	2,354.0
Jul-15	485.7	21,852,000	1,171,200	1,473,000	720,000	18,487,800	223.4	2.9	2,393	3,774	175.0	2,751.0
Aug-15	381.0	17,011,000	921,600	1,134,000	641,250	14,314,150	187.1	2.0	1,910	2,753	143.0	1,634.0
Sep-15	312.0	13,864,000	748,800	950,000	585,000	11,580,200	155.6	2.1	1,871.00	2,498	112.0	1,971.0
Oct-15	249.2	11,085,000	595,200	1,089,000	641,250	8,759,550	128.5	1.7	1,499	1,487	84.0	1,502.9
Nov-15						0						
Dec-15						0						
<b>TOTALS</b>	<b>3,208.6</b>	<b>143,888,000</b>	<b>7,929,600</b>	<b>10,940,000</b>	<b>6,187,500</b>	<b>118,830,900</b>	<b>1,548.8</b>	<b>19.8</b>	<b>17,309</b>	<b>21,740</b>	<b>1079.2</b>	<b>18,230.8</b>
<b>AVERAGE</b>	<b>320.9</b>	<b>14,388,800</b>	<b>792,960</b>	<b>1,094,000</b>	<b>618,750</b>		<b>154.9</b>	<b>2.0</b>	<b>1,731</b>	<b>2,174</b>	<b>107.9</b>	<b>1,823.1</b>

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

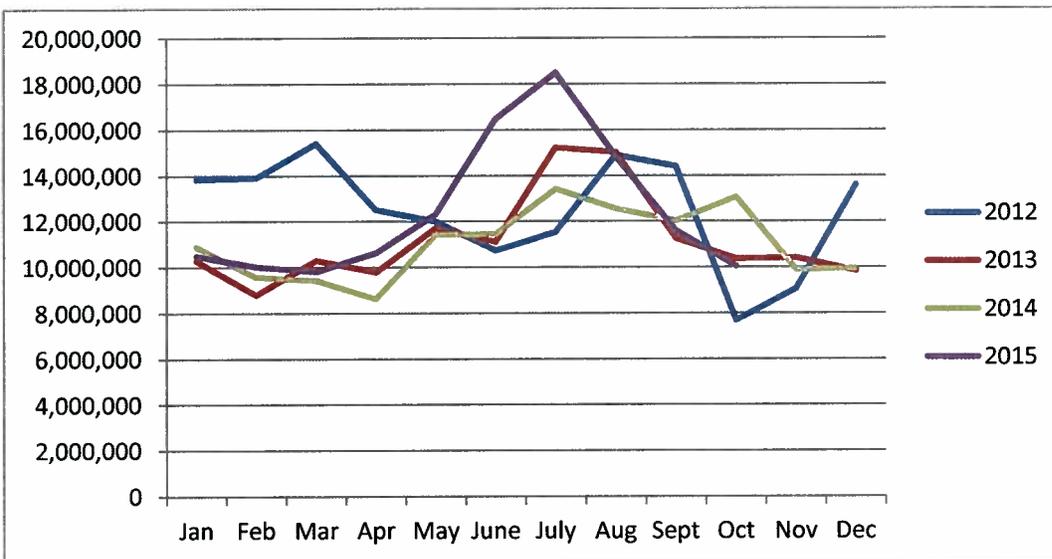
**CITY OF SULTAN**  
**Water Plant Production Past 6 years**

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>JAN</b>	11,986,600	11,816,800	13,837,500	12,695,000	13,552,000	11,085,000
<b>FEB</b>	10,940,800	11,059,100	13,917,500	10,821,000	11,889,000	9,762,000
<b>MARCH</b>	12,070,300	11,246,150	15,413,700	12,453,000	11,968,000	12,339,000
<b>APRIL</b>	11,473,900	3,636,500	12,509,700	12,330,000	10,739,000	12,741,000
<b>MAY</b>	12,080,100	0	11,994,500	14,516,000	14,191,000	14,666,000
<b>JUNE</b>	10,055,300	0	10,721,850	13,654,000	14,036,000	19,483,000
<b>JUL</b>	16,291,400	0	11,536,100	18,270,000	16,632,000	21,852,000
<b>AUG</b>	16,332,850	0	14,897,550	16,369,000	15,095,000	17,011,000
<b>SEPT</b>	11,716,200	0	14,403,400	13,820,000	14,458,000	13,864,000
<b>OCT</b>	11,049,000	0	7,669,000	12,901,000	9,691,000	11,085,000
<b>NOV</b>	11,755,700	4,359,500	9,048,000	13,074,000	10,339,000	
<b>DEC</b>	11,397,000	13,589,000	10,813,600	12,282,000	11,966,000	
<b>AVG</b>	12,262,429	4,642,254	12,230,200	13,598,750	12,879,667	14,388,800
<b>TOTAL</b>	<b>147,149,150</b>	<b>55,707,050</b>	<b>146,762,400</b>	<b>163,185,000</b>	<b>154,556,000</b>	<b>143,888,000</b>

YEARLY TOTALS TO DISTRIBUTION SYSTEM

	2012	2013	2014	2015
Jan	13,837,500	10,271,500	10,896,750	10,494,970
Feb	13,917,500	8,778,600	9,565,500	10,011,458
Mar	15,413,700	10,295,800	9,414,140	9,808,262
Apr	12,509,700	9,775,750	8,608,100	10,624,748
May	11,994,500	11,709,190	11,414,350	12,312,858
June	10,721,850	11,106,400	11,442,950	16,476,104
July	11,536,100	15,208,100	13,420,500	18,487,800
Aug	14,897,550	15,005,000	12,551,110	14,820,546
Sept	14,403,400	11,235,750	12,015,410	11,580,948
Oct	7,669,000	10,349,400	13,065,976	10,030,402
Nov	9,048,000	10,396,050	9,876,190	
Dec	13,589,000	9,823,500	9,933,596	
<b>TOTAL</b>	<b>149,537,800</b>	<b>133,955,040</b>	<b>132,204,572</b>	<b>124,648,096</b>
<b>AVG</b>	<b>12,461,483</b>	<b>11,162,920</b>	<b>11,017,048</b>	<b>12,464,810</b>

ALL NUMBERS ARE IN GALLONS



## 2015 WATER METER EXCHANGE SCHEDULE

Month-Year	Actual # Meters Changed	Program Goal	Remaining Meters at Month End
<b>Beginning Balance</b>			<b>129</b>
Jan-15	3	25	126
Feb-15	102	25	24
Mar-15	6	25	18
Apr-15	3	25	15
May-15	24*	25	15**
Jun-15	0	25	15**
Jul-15	1	25	14**
Aug-15	2	25	12**
Sep-15	14*	25	12**
Oct-15	0	25	12**
Nov-15		25	
Dec-15		25	
<b>TOTAL</b>	<b>117</b>	<b>275</b>	

\* New electronic meters installed in Wildwood and Steen Park.

\*\* All remaining meters are commercial.

## 2015 FIRE HYDRANT EXERCISING SCHEDULE

Month-Year	Actual # of FH's Exercised	Program Goal	Remaining FH's at Month End
Jan-15	0		257
Feb-15	22		235
Mar-15	14		221
Apr-15	18		203
May-15	8		195
Jun-15	0*		195
Jul-15	0*		195
Aug-15	0*		195
Sep-15	0		195
Oct-15	0		195
Nov-15			
Dec-15			
<b>TOTAL</b>	<b>62</b>		<b>195</b>

\* No flushing performed because of water conservation in hot weather

\*planning to start flushing again in November



CITY OF SULTAN  
Wastewater Treatment Plant  
Operational Report  
2014 - 2015

MONTH	Influent Flow (Max High allowed 0.72 MGD)				Total Rainfall Inches	Effluent PH (Range allowed 6.0 - 9.0)		Biological Oxygen Demand (Range allowed 85% to 100%)	Avg Suspended Solids (Range allowed 85% to 100%)	Sludge Wasted Gallons	Hauled Wet Tons
	Total (MG)	Avg (MGD)	High (MGD)	Low (MGD)		PH Low	PH High				
Jan-14	11,255	0.363	0.683	0.278	7.83	6.3	6.5	97.3	97.8	95,399	49.06
Feb-14	9,055	0.323	0.448	0.263	7.39	6.2	6.6	97.5	97.9	95,954	36.67
Mar-14	16,208	0.523	1.181	0.292	16.49	6.3	6.6	96.9	98.3	81,701	36.87
Apr-14	10,541	0.351	0.533	0.282	7.06	6.3	6.6	97.9	98.8	119,782	49.36
May-14	10,397	0.335	0.500	0.259	5.76	6.3	6.5	98.3	98.5	97,025	37.52
Jun-14	7,328	0.244	0.289	0.217	2.42	6.3	6.5	98.9	98.6	81,570	24.93
Jul-14	6,661	0.215	0.292	0.195	2.46	6.2	6.7	97.9	95.9	51,333	25.08
Aug-14	6,305	0.203	0.247	0.185	2.19	6.4	6.9	98.0	97.8	34,551	9.79
Sep-14	6,704	0.223	0.308	0.197	4.50	6.5	6.7	98.4	98.1	45,631	11.05
Oct-14	8,690	0.280	0.451	0.203	12.35	6.3	6.8	98.8	98.6	59,757	29.28
Nov-14	14,498	0.483	1.900	0.271	11.87	6.2	6.6	97.2	98.1	42,557	24.19
Dec-14	13,026	0.420	0.566	0.337	9.62	6.3	6.5	98.2	98.4	84,239	37.01

Jan-15	14,365	0.463	1.894	0.327	8.90	6.3	6.5	97.0	96.7	40,227	0.00
Feb-15	11,065	0.395	0.686	0.276	8.34	6.2	6.5	97.3	97.2	74,696	38.66
Mar-15	9,024	0.291	0.503	0.234	5.04	6.3	6.4	97.7	98.8	101,724	49.68
Apr-15	8,825	0.394	0.374	0.249	5.56	6.3	6.5	97.7	98.1	94,379	39.06
May-15	7,244	0.234	0.297	0.203	1.01	6.3	6.5	97.7	97.9	77,150	29.15
Jun-15	6,227	0.208	0.239	0.191	0.70	6.3	6.7	98.4	98.0	80,642	29.32
Jul-15	6,378	0.206	0.261	0.180	0.80	6.3	6.6	98.6	97.9	51,452	19.18
Aug-15	6,579	0.212	0.281	0.190	3.24	6.4	6.8	98.1	98.0	56,743	29.09
Sep-15	6,801	0.227	0.262	0.208	3.46	6.3	6.6	98.0	98.1	41,367	19.60
Oct-15	8,404	0.271	1.123	0.206	7.45	6.3	6.8	98.0	97.8	23,374	9.60
Nov-15											
Dec-15											

# 2015 GARBAGE REPORT

# ATTACHMENT I

	2014 TONS	2014 COST	2015 TONS	2015 COST
January	154.42	\$16,216.00	145.33	\$15,261.00
February	121.97	\$12,809.00	128.13	\$13,455.00
March	147.69	\$15,509.00	138.96	\$14,593.00
April	126.11	\$13,248.00	140.13	\$14,715.00
May	161.18	\$16,930.00	145.89	\$15,320.00
June	151.83	\$15,943.00	140.38	\$14,743.00
July	142.83	\$15,001.00	153.48	\$16,093.00
August	143.13	\$15,030.00	139.16	\$14,612.00
September	155.61	\$16,233.00	134.68	\$14,144.00
October	162.67	\$17,079.00	162.04	\$17,015.00
November	131.56	\$13,797.00		
December	157.68	\$16,558.00		
<b>TOTALS</b>	<b>1,756.68</b>	<b>\$ 184,353.00</b>	<b>1,428.18</b>	<b>\$149,951.00</b>



**City of Sultan  
Customer Counts**

<u>Sector</u>	<u>Commodity</u>	<u>Jan-15</u>	<u>Feb-15</u>	<u>Mar-15</u>	<u>Apr-15</u>	<u>May-15</u>	<u>Jun-15</u>	<u>Jul-15</u>	<u>Aug-15</u>	<u>Sep-15</u>	<u>Oct-15</u>	<u>Nov-15</u>	<u>Dec-15</u>	<u>Total</u>
Residential	Recycle	1,490	1,493	1,495	1,497	1,497	1,501	1,505	1,512	1,528	1,536	-	-	15,054
Commercial	Recycle	21	21	21	21	21	23	24	25	25	24	-	-	226
Multifamily	Recycle	4	4	4	4	4	4	4	4	4	4	-	-	40
Residential	Yardwaste	320	320	325	339	350	362	360	360	357	353	-	-	3,446
Commercial	Yardwaste	3	3	3	3	3	3	3	3	3	3	-	-	30
Multifamily	Yardwaste	1	2	2	2	2	2	2	2	2	2	-	-	19

**CEMETERY REPORT  
BURIALS**

**103 Cemetery Operating Fund**

<b>Description</b>	<b>2015 BUDGET</b>	<b>2015 ACTUAL</b>
<b>Revenue</b>		
Beginning Balance	0	8,961
Cemetery Fees	25,000	31,744
Investment Interest	100	0
<b>Total Resources</b>	<b>25,100</b>	<b>40,705</b>
<b>Expenditures</b>		
<b>Total Expenditures</b>	<b>23,440</b>	<b>25,286</b>
<b>Ending Fund Balance</b>	<b>1,660</b>	<b>15,419</b>

<b>Burials</b>	<b>YTD 2015</b>
Ash	5
Full	4
Disinterment	1

These numbers are January 2015 through October 2015

SULTAN CITY COUNCIL

AGENDA ITEM

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**DATE:** November 19, 2015  
**SUBJECT:** Public Works Projects-Update  
**CONTACT PERSON:** Connie Dunn, Public Works Supervisor

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**ISSUE:**  
The Public Works projects list and status report.

**WATER:**  
The Water Systems staff has been finishing up plant and system improvements including coordinating electrical work at the Water Treatment Plant, installing electronic water meters in the recently built homes in two developments, and updating the Water Treatment Plant Operation Plan.

**STORM WATER:**  
The vactor truck has been utilized to clear City storm systems of leaves and debris. The storm system on 141<sup>st</sup> Ave. SE (Timber Ridge) was also vactored as part of the Timber Ridge Plat Repair project which is nearing completion.

**PARKS:**  
Osprey Park Trail head signs are installed and available for viewing near the basketball court and near the north entrance of the soccer/baseball field.

The School District Cross Country Team has been using the Osprey Park Trails for track meets. The schools have also been using Osprey Park for their Science and Biology Classes, where they take and process water samples from the side channels and the Sultan River.

**BUILDING MAINTENANCE:**  
Public Works staff continues to work with the Library and City Hall to maintain the operating fixtures of the Community Center.

**STREETS:**  
The Public Wroks Staff is currently working on the installation of the sidewalk along Sultan Basin Road near the crest of the hill. This sidewalk will complete the gap from the north end of Timber Ridge to the south end of Steen Park.

**STAFF:**  
October 19<sup>th</sup> was the start date of a recently hired public works employee.

Thank you,  
Connie Dunn



*Sheriff Ty Trenary*

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



*Mayor Carolyn Eslick*

## *Notable Events of October 2015*

**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.

We had a significant increase in the number of Burglaries reported in Sultan in the month of October as compared to the month of October of 2014. I pulled each of the 6 reported burglaries to look for similarities.

- 1) PP15-521 was the entry into a home, open back door, possible suspect, under investigation.
- 2) PP15-538 was the break-in of a business, suspect identified-charges are pending.
- 3) PP15-544 was the entry into a vacant home. Unknown person used the shower and toilet.
- 4) PP15-554 was the entry into a home that had been vacant and upon owners moving back in. Unknown suspect or suspects entered and took some property. Latent prints were gathered, pending crime lab results.
- 5) PP15-558 was the entry into a storage unit. Unknown suspect, can't identify anything taken.
- 6) PP15-559 was the entry into a storage unit. Unknown suspect, can't identify anything taken, owner can't be found.

Our detective is working to get the two different suspects held responsible. The other four cases don't have any suspect information and will likely not be solved.

This time of year, it is darker sooner and longer. It is easier for someone to be out and committing crimes without detection. It is important that if you have the ability to turn on motion sensor lights around your property or out-buildings that you do so. If you have storage sheds or other properties and have not been there lately, please go and check on your property. Work with your neighbors and with property managers to keep track and to visit sites so you're aware of possible lapses in security.

Your law enforcement team will continue to patrol and to look for suspicious persons to stop these incidents from happening before they occur, but there are too many people and properties and too few of us. We need your help.

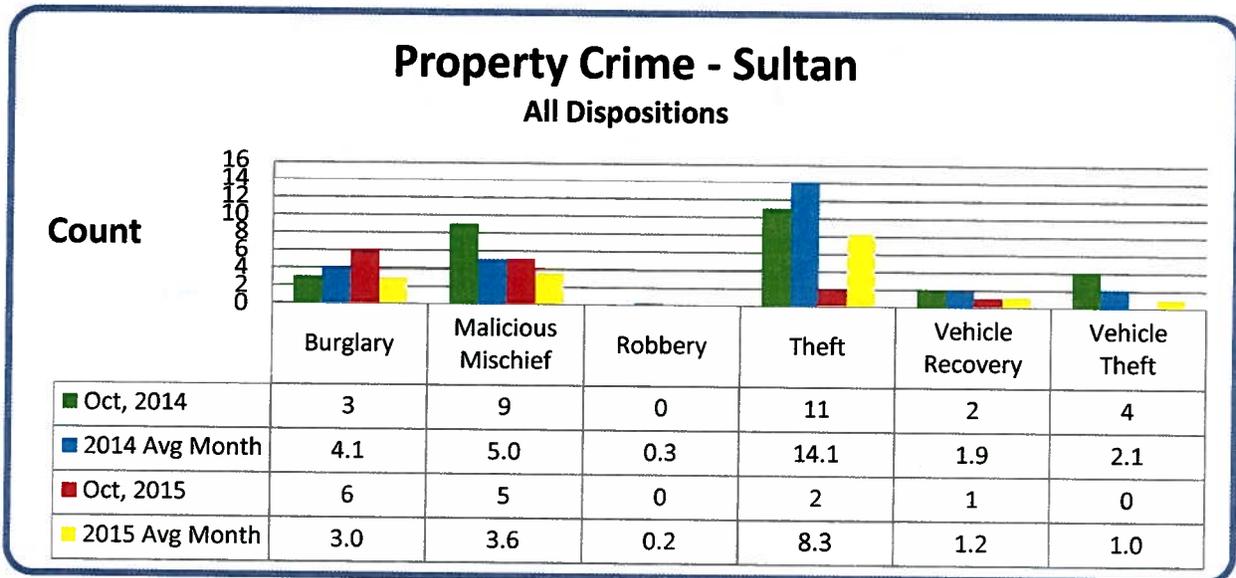
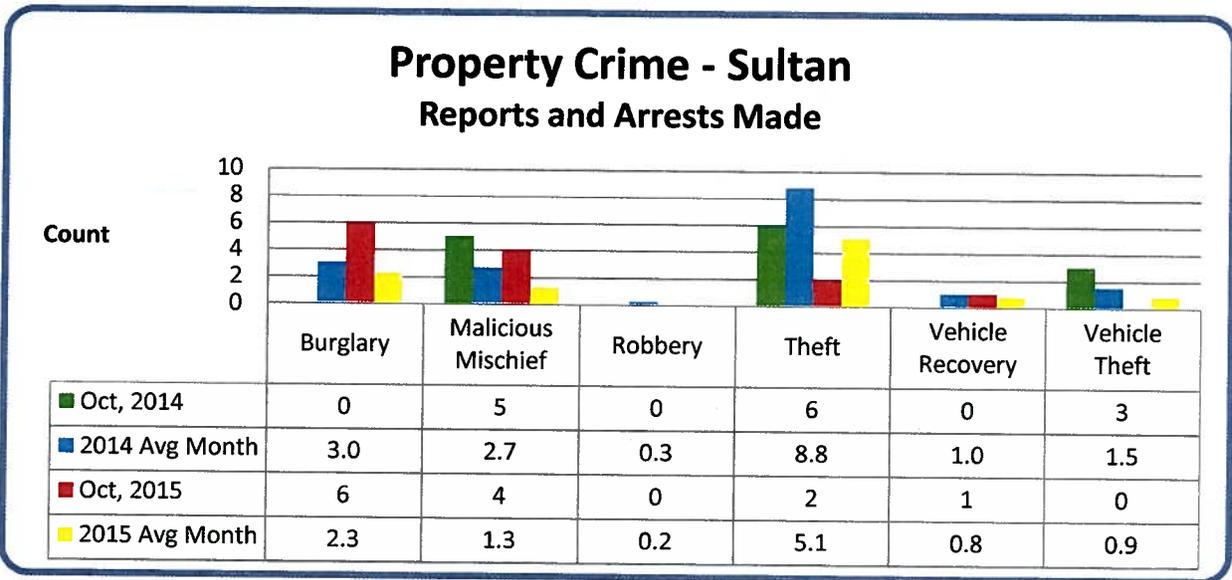
All other numbers in the Sultan report are normal or improved from October last year and from the preceding month of September.

Be good and if you need help or have questions, please call!

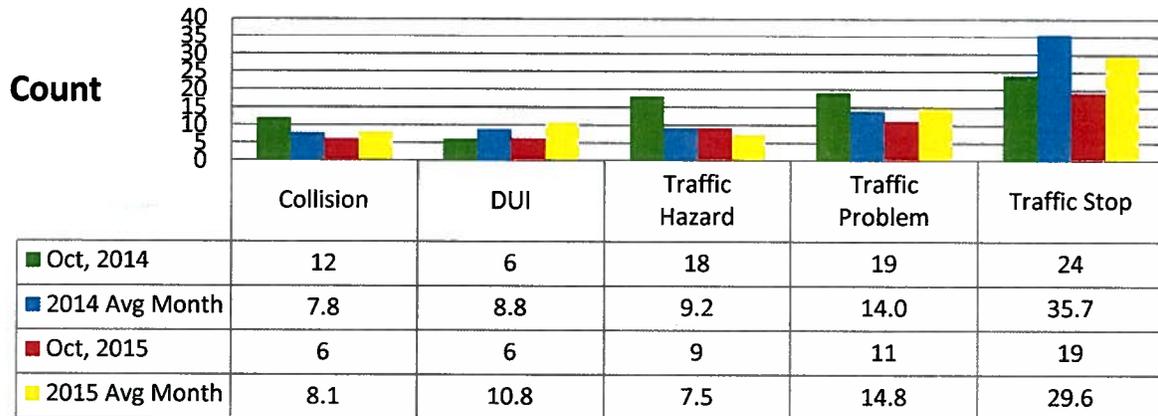
Chief Monte Beaton  
425-754-4680

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

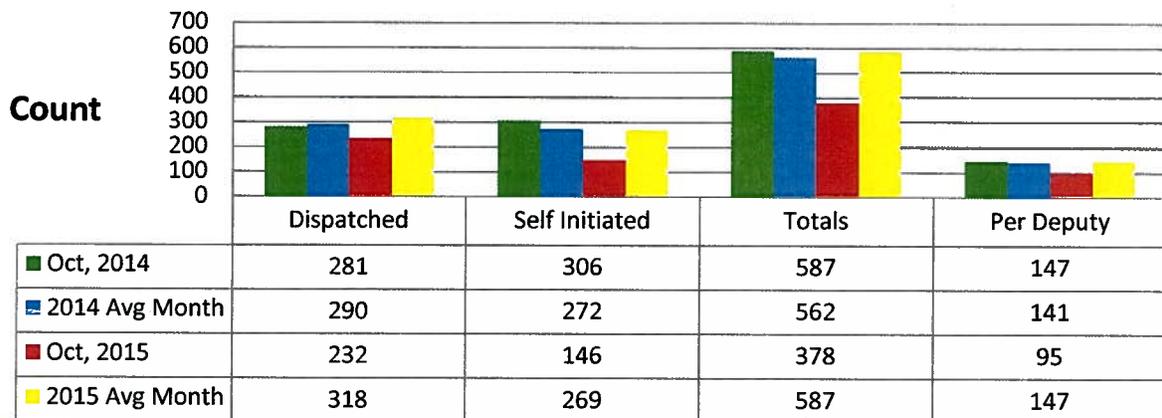
The only data available from the existing SNOPAC CAD ended on October 27, 2015 at 0400 hours upon transferring to the New World System. The 31 days of October 2014 are compared with the 26 days of October 2015 in the following charts.



## Traffic Calls - Sultan All Dispositions



## Calls By Source - Sultan All Dispositions



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

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



**Snohomish County  
Sheriff's Office**

*Integrity - Dignity - Commitment - Pride*

**SULTAN HIGH SCHOOL District #311  
SRO Report for October 2015**

<b><u>Student Counseling:</u></b>	<b>SHS 12 &amp; SMS 1</b>
<b><u>Theft/Burglary:</u></b>	<b>SMS 1</b>
<b><u>Substance:</u></b>	<b>0</b>
<b><u>Vandalism or Tagging:</u></b>	<b>1</b>
<b><u>Fighting/Threats/Assault:</u></b>	<b>SHS 3</b>
<b><u>Welfare/Truancy Check/BECCA:</u></b>	<b>SHS 12 &amp; SMS 6</b>
<b><u>Traffic Issues:</u></b>	<b>SHS 12 &amp; SES 1</b>
<b><u>Custodial Issue:</u></b>	<b>SES 2</b>
<b><u>C.P.S. Referral:</u></b>	<b>2</b>
<b><u>Class Room Presentations:</u></b>	<b>SHS 5 (Part 2 of DUI education)</b>
<b><u>Student Risk Assessments:</u></b>	<b>SMS 1</b>
<b><u>Tobacco Violations:</u></b>	<b>0</b>
<b><u>Trespass Issues:</u></b>	<b>SHS 1</b>
<b><u>Security Checks:</u></b>	<b>SMS 1 &amp; SES 1</b>
<b><u>Harassment:</u></b>	<b>SHS 10</b>
<b><u>Bus Stop Checks:</u></b>	<b>3</b>
<b><u>Parent Meetings:</u></b>	<b>SHS 5, SMS 1 &amp; SES 1</b>
<b><u>Runaway Issues:</u></b>	<b>SHS 1</b>
<b><u>Bullying:</u></b>	<b>SHS 4</b>
<b><u>Assist District Issues:</u></b>	<b>1</b>
<b><u>Agency Assist:</u></b>	<b>SHS 3</b>
<b><u>Weapon in school:</u></b>	<b>SHS 1 &amp; SMS 1</b>
<b><u>Rave Alert:</u></b>	<b>SMS 1</b>

I became aware of traffic issues after seeing some posts on social media and complaints from citizens. I took the initiative to set up a fix traffic post at the intersection of High & 8<sup>th</sup> Street. I also had announcements made at the HS and posted to the HS Facebook page reminding them about safe driving. I performed 12 traffic details demonstrating a high police presence. It resulted in multiple traffic stops. I continued to do sporadic fix traffic posts and I'm happy to report that drivers are driving safely and obeying all traffic laws. The citizens in the area have contacted me and expressed their appreciation for the extra traffic patrol. I have also performed extra traffic patrol at the Sultan elementary school to insure compliance with all traffic laws and that pedestrians are safe.

In September I had partnered with the school districts chemical dependency councilor where I designed a mock DUI crash that involved a pedestrian being struck by a vehicle. The demonstration was very effective in raising awareness of the dangers of a DUI driver with the students. A story was done by the Monroe Monitor 2 weeks ago about this demonstration. I have since followed up on the demonstration by teaching 5 classes in the history department about what happens after you're arrested for a DUI. We talked about the legal issues, financial issues, chemical testing that's done, possible punishments and a awareness of prevention so that no one endangers themselves or others. It was well received by the students.

The high school in the past has had problems with vehicles being parked on campus that has no permits. I drafted a notice that included their license plate, their name after running the license plate and a warning was issued letting them know that they needed a permit to park on school grounds. The warning notices were issued on 9/21. Since those notices were issued our compliance is now almost 100%.

The homecoming parade and dance were held this month. There were some small issues with the permit for the parade. Sultan City Hall was very helpful and working together we were able to have a great parade. The students at the HS enjoyed the parade and the dance which I provided an escort and security for.

Upcoming events: I will be teaching the active shooter run-hide-fight course to the two elementary schools in November.

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**

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**ITEM NO:** SR-3  
**DATE:** November 19, 2015  
**SUBJECT:** Community Service Officer  
**CONTACT PERSON:** Victoria Forte', Community Service Officer

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

Animal Control  
Code Enforcement

**BACKGROUND:**  
Community Service Officer Report



Start Date	Case #	Property Address	Owner Name	Description of Violation	1st due	2nd due	contact with owner	permit issued	final
6.23.2015	15-564	415 W Stevens	Moran/Nguyen	No permit for construction, demo or remodel	6.24.2015			7.14.2015	7.14.2015
6.23.2015	15-565	Parcel #	Stockings/Rowe	No permit for construction, demo or remodel	6.24.2015	8.16.2015	see file	none to be issued	
6.23.2015	15-566	202 Alder Avenue	Van Horn	No permit for construction, demo or remodel	6.24.2015			06.29.2015	
6.23.2015	15-567	516 Stevens Avenue	Turner	Blue Tarp over City easement	7.17.2015				7.24.2015
6.24.2015	15-568	615 Main Street	Burtis/ Dalmassio	illegal dwelling trailer coach	6.17.2015	6.24.2015		06.29.2015	
6.26.2015	15-569	14310 330th Ave SE	Arkison/Hammer	unsecured property	6.26.2015				
6.26.2015	15-570	1117 Yew Avenue	Secretary of Housing	construction of handrails on back deck without permit or inspection	6.26.2015			see cyd	8.2015
6.26.2015	15-571	1120 Yew Avenue	Driscoll	accumulations of lumber, fire hazard, potential dwelling for vermin	6.26.2015			none needed	07.01.2015
6.26.2016	15-572	511 3rd Street	Meyer	vegetation, fire hazard	6.26.2015				
7.8.2015	15-573	323 Marcus Street		No permit for construction, new deck and remodel	7.9.2015		07.01.2015		
7.16.2015	15-574	706 Salmon Run	Waltman	illegally parked trailer	8.1.2015				7.23.2015
	15-575	14430 Sultan Basin Road		verify property structure					7.24.2015
	15-576	SES	SES district	no permit/new gazebo					
07.16.2015	15-576	SES	SES district	fence permit (work done by road construction crew) informational only	n/a	n/a			
11.17.2014	14.352	Marcus Street Mobile Park	Maxwell	illegal accessory units (dwellings and buildings), trash, fencing, additions with no permits	9.30.2015		10.5.2015		
7.24.2015	15-577	308 Cedar Street	Olson	structuring ROW #2) inhabited trailer coach #3) nonconforming garage conversion #4) new fence	08.19.2015				
7.24.2015	15-578	716 Date Avenue	Nelson	Parking obstruction	7.24.2015				7.24.2015
06.30.2015	14.308	308 3rd Street/406 Date	O'Dell	Vegetation, encroachment on sidewalk	8.15.2015				
08.06.2015	15.579	215 Alder Avenue		Roof - no permit	08.06.2015			08.06.2015	8.6.2015
08.06.2015	15.580	301 3rd Street	Florentine	Vegetation, encroachment on sidewalk	08.15.2015	10.3.2015			
	15.581	307 2nd Street		driveway?!					
	15.582	7th Street btwn Fir/High Avenues	City ROW	Parking prohibited illegal signage posted by citizen					8.2015
	15.583	104 Raspberry Lane		illegal garage conversion					
	15.584	SES	SES district	Trees obstructing PUD lines					
2.18.2014	14-416	717 Junction Lane	Shisler	upper level deck construction started, never complete *no permit issued (life safety issue)	2.25.2014	3.25.2014			
08.10.2015	15.585	111 / 111 1/2 Cedar Avenue	Moreno	nonconforming conversion in garage #2) grey water discharge in side yard - report of inspection	10.31.2015		Mick		
	15.586	207 6th Street		unsecure/fire damaged property					
09.01.2015	15.587	7th street HOA water retention pond	HOA	overgrown vegetation			09.07.2015	goats working on	
07.24.2015	15.588	501 3rd Street		overgrown vegetation	08.01.2015				08.10.2015
08.13.2015	15.589	516 SR2	Turner	illegal dumping on City ROW	8.16.2015				8.21.2015
9.7.2015	15.590	1114 East Main	Barmon	inhabited trailer coach	09.25.2015				10.6.2015
09.7.2015	15.591	Sultan Basin Road	Law Shop/ Gary Hunter	inhabited trailer coach	ASAP		SO	trespass order in place	
09.01.2015	15.592	302 3rd Street	Anderson	non-conforming setbacks, accessory structure	09.14.2015	09.21.2015			
09.21.2015	15.593	710 Stratford Place	Evans	trash and rubbish	09.31.2015				
09.01.2015	15.594	725 West Stevens		Rats	09.06.2015				
09.01.2015	15.595	805 West Steven		Rats	09.06.2015				
09.22.2015	15.596	317 Walbrun	Rogers	non-conforming setbacks, accessory structure	10.16.2015				
09.22.2015	15.967	601 West Stevens		fence	09.31.2015			10.7.2015	10.7.2015
09.28.2015	15.968	209 Date Avenue	Widger	illegal dwelling trailer coach/ growing marijuana/			mayor		
09.30.2015	15.569	615 Main Street	Burtis/ Dalmassio	illegal camping and dumping trash				unfounded	
Start Date	Case #	Property Address	Owner Name	Description of Violation	1st due	2nd due	contact with owner	permit issued	final
5.2014	14.269	107 Main Street	Beahm	Fire 10.2.2015, illegally inhabited trailer, unfit dwelling				Fire marshal/LNI issue	
10.6.2015	15.570	616 Alder Avenue	Ginter	fence	10.14.2015				
10.6.2015	15.571	717 Main Street	McIntyre	fence	10.14.2015				
10.6.2015	15.572	805 Main Street	Rasmussen	fence/ illegal trailer coach	10.14.2015				
		811 7th Street		construction of outbuildings/no permits					
		803 7th Street		construction and grading					

Start Date	Case #	Property Address	Owner Name	Issues										1st	2nd	most recent	Final	Project lead					
				Unstable Structure, building or fence	Parked Cars/Trailers on Property/Street	Overgrown Yard	Excess Debris on Property	Vehicle Dismantling	Accumulation of rubbish / Trash	No permit/signage and post construction	No current Business License	Illegal building structure/conversion	unsecured property						Inhabited trailer coaches	Other			
6.18.2015	15-544	928 Stevens Avenue	Ingersoll														6.25.2015						
6.18.2015	15-545	405 High Street 510 9th Street	Mason	x													6.26.2015						
6/18/2015	15-547	845 Garden Green Place	Paulson/George														6.25.2015				?????		
7.7.2015	15-548	201 Skywall Drive	Griffith														7.7.2015						
6/18/2015	15-549	204 Skywall Drive	Martin														6.24.2015						
6/18/2015	15-550	208 Skywall Drive	Beuhler														6.25.2015						
6/18/2015	15-551	209 Skywall Drive 1306 Skywall Drive	Marshall														6/18/2015				6.25.2015		
6/18/2015	15-553	1327 Gohr Road	Addington														6.25.2015						
5.20.2015		415 W. Stevens	Moran/Nguyen		x	x											5.20.2015				6.2.2015		
		River Park Bridge underpass	BNSF/County/DNR		x	x	x																
7.7.2015	15-555	708 5th Street	Champeaux														7.7.2015						
6/18/2015	15-556	310 Main Street	Robbins	fence													6/18/2015	6.25.2015					
6/18/2015	15-557	111 Main Street	Sultan III Main LLC		x	x											6.25.2015					7.2015	
6/18/2015	15-558	102 2nd Street	Houener	fence													6/18/2015				6.26.2015		
6.26.2015	15-559	311 4th Street	Property Solutions LLC																			8.2015	
6.4.2015	15-561	107 5th Street	Chittick		x												6.4.2015	6.29.2015				7.2015	
6/18/2015	15-560	401 2nd Street	Everts			x											6/18/2015				6.25.2015		
6/18/2015	15-561	505 1st Street	Nixon														6.25.2015						
6/18/2015	15-562	483 Marilyn Lane 13801 310th Ave SE	Homer														6.25.2015						

Start Date	Case #	Property Address	Owner Name	Unseal Structure, building or fence	Parked Cars/Trailers on Property/Street	Vehicle Storage	Illegal Garages/Buildings/Structures	Vehicle Dismantling	Accumulation of rubbish / Trash	No permits/size and poor construction	Illegal building structure/conversion	Unsecured property	Inhabited trailer coaches	Other	1st	2nd	most recent	Final	Project lead
01.26.2015	15.514	33226 132nd St SE	Wall	x	x	x	x	x	x	x	x	x	x	x					
01.26.2015	15.515	13516 310th Ave SE	Stephens											x	2.9.2015				6.11.2015
2.24.2015	15.516	515 Alder Avenue						x		x									ok'd
2.23.2015	15.517	607 Alder Avenue	Lopez	x				x		x				x					pending
02.23.2015	15.518	611 Alder Avenue	Repo					x			x			x	2.23.2015			3.30.2015	
03.30.2015	15.519	521 1st Street								fence									
03.30.2015	15.520	207 1st Street	Chase Bank							fence									
03.03.2015	15.521	518 1st Street								fence									
03.03.2015	15.522	33405 SR2	Green							ADD Ramp					6.25.2015				cyd
03.03.2015	15.523	403 Hemlock Court	Buris							x									
05.18.2015	15.524	410 Main Street	Berdett				x								5.20.2015	6.23.2015		7.2015	
05.05.2015	15.525	310 Main Street					x											see 15-556	
05.05.2015	15.526	306/307 Main Street					x								5.20.2015			6.2.2015	
04.27.2015	15.527	107 Ash Avenue					x								04.28.2015			06.2.2015	
05.19.2015	15.528	301 First Street	tenchever/pending repo				x											9.2015	
05.11.2015	15.529	4th Street/Fir Avenue	Seigel		x	x	x								6.3.2015			07.30.2015	
05.19.2015	15.530	1015 Dyer Road	Effenberger				x												
05.19.2015	15.531	1110 Dyer Road	Knight				x												
05.19.2015	15.532	911 Dyer Road	Carrigan				x												
05.19.2015	15.533	809 Dyer Road	Everett				x												
05.20.2015	15.534	519 3rd Street	Melsler				x												
05.20.2015	15.535	515 3rd Street	Campbell				x												unfounded
05.20.2015	15.536	Vacant Lot 8th Street	Robinson				x								06.3.2015	6.24.2015			7.2015
05.20.2015	15.537	703 High Avenue	MacKenzie							X									5.2015
05.20.2015	15.538	712 Lois Lane	Loudenslager							X					6.3.2015			6.3.2015	
05.20.2015	15.539	306 8th Street	Messenger							X					5.25.2015				
05.20.2015	15.540	513 3rd Street	HUD												6.29.2015	7.7.2015	8.7.2014	08.06.2015	
05.20.2015	15.541	510 9th Street	Heinzen							X									
6.2.2015	15.541	838 Salmon Run North					x												unfounded
6.3.2015	15.542	305 3rd street	Houvenor							shop awning					7.7.2015				
6.18.2015	15.543	301 3rd Street	Hassler/Florentine				x	x							6.25.2015	10.3.2015			

2015	Sent to rescue	Euthanized	Dog at Large/ leash law violation	Barking Dog/Crowing	Dead on arrival (DOA)	Domestic and Wildlife	Abandoned Animal Complaints	Aggressive Animal Complaint	Bite Dogs/Cats	Cruelty/Neglect	Investigation Complaints and/or Calls	Cat Complaints and/or Calls	Other.... i.e. horses and chickens	wildlife
January	0	0	17	2	0	0	3	0	2	3	1			
February	0	0	13	1	1	0	1	0	1	4	0			
March	0	0	15	2	0	0	2	0	3	2	2			
April	0	0	17	3	2	0	4	0	1	5	1			
May	2	0	18	1	1	0	6	2	1	4	0			
June	2	0	17	10	3	1	2	1	2	7	5	2		
July	4	0	19	3	2	0	4	0	2	4	3	3		
August	3	1	15	3	1	0	4	1	1	6	2	10		
September	2	0	13	3	2	0	3	1	4	5	1	3		
October	1	0	14	2	3	1	3	0	0	1	0	3		
November														
December														
Yearly Totals	14	1	128	27	14	2	28	5	14	34	14	21		

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 1  
DATE: November 19, 2015  
SUBJECT: Council Meeting Minutes

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

**SUMMARY:**

Attached are the minutes of the November 5, 2015 Council meeting as on file in the office of the City Clerk.

**RECOMMENDED ACTION:**

Approve as submitted.

**CITY OF SULTAN COUNCIL MEETING – November 5, 2015**

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

**Executive Session:** On a motion by Councilmember Naslund, seconded by Councilmember Seehuus, the Council adjourned to executive session at 7:00 PM for fifteen minutes to discuss pending litigation. The Council returned to regular session at 7:15 PM.

**PRESENTATIONS:****CERT Graduation**

The issue before the Council is to recognize the 14 community volunteers who accomplished 24 hours of Disaster Preparedness training to protect and help their fellow community members.

On September 15, 2015, fourteen community members took their first class in Community Emergency Response Team (CERT).

**COMMENTS FROM THE PUBLIC:**

Ashland Deal: Concerned about road safety on Old Owen as people speed down the road to get ahead of traffic and it is not safe for the kids that live there. It also prevents people at the Red Apple from getting on the highway – big problem for the public.

Joyce M: Why she won't do drugs – it is bad for you and the consequences are death and cancer. She had a relative that had a drug overdose and he died and suffered a lot. Presented a poster – do hugs not drugs. She does not want to lose anyone else.

Kathryn Johnson: Concerned about drugs and bullying at the Middle School. Older kids pick on the younger kids and there are also drugs at the school and that is not good.

Gage Perine : Drugs are bad in Sultan and when he is walking around he does not feel safe because people are doing drugs. They were at the skate park, witnessed people with drugs, got scared, and hide.

Brandon Frost: In January 2013, bullying at the Middle School resulted in a suicide. The person being bullied does not speak up and the popular kids bully the other kids. There are more good kids than bad at the school and there is support for each other but it does not stop the bullying.

Conrad Rish: There are drugs and alcohol in schools. Many things look like water such as vodka. Kids get it from their parents and put it in a water bottle so no one will notice. Need to fix the problem.

**COUNCILMEMBER COMMENTS**

Beeler: It is great to see the chairs full and have people watch what the council does such as the work with the attorney. Roads are one of the important things he works on and he also works with US 2 Safety Coalition. The Old Owen intersection has been a topic lately because the road does get crowded and there is speeding. They are working with the state to make the lower road more difficult to get on, reduce the speeding and the change signal also to make it easier to get on the highway.

**CITY OF SULTAN COUNCIL MEETING – November 5, 2015**

Naslund: Winterfest is December 5<sup>th</sup>. The YMCA had a great board retreat. They are working on ways to teach kids how to run a business and work with money.

Davenport-Smith: Thanked the students for coming to the meeting and speaking to the council. Agrees there needs to be a left turn signal from Red apple to help people get on the road. Glad they brought up the concerns about bullying and drugs in the school – would like to help. The Sultan Alliance brings many people together to address problems and she encouraged them to come to the meeting.

Seehuus: Thanked the students for coming to the meeting. He is a founding member of the US 2 Safety Coalition and finds it takes a long time to get anything fixed and this road is on the radar to be fixed.

Vernon Johnson: Commended the students for coming to the meeting. It is great they are asking people to help solve the problem. Adults and teachers can't regulate everything because they don't see it all happen. Change needs to start with the kids and they need to change the culture.

Ken Walker: Thanked the students for coming and for getting involved. Sultan Community Alliance is a group of people trying to make the town a better place. They would like to come to the Boys/Girls Club and meet with the students to discuss solutions.

Mayor Carolyn Eslick: She met with the kids at the Boys/Girls Club with Dan Chaplik, School superintendent and Merlyn Halverson, Fire Chief and heard concerns about the school and the city. They need to take the concerns about drugs and bullying to the School Board. Appreciate all the kids especially those who spoke.

**PUBLIC HEARING:** Minutes are under separate report.

- 1) 2016 Budget: Public Works and Capital funds

**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 Davenport-Smith, seconded by Councilmember Naslund, the consent agenda was approved as presented. Seehuus – aye; Davenport-Smith – aye, Naslund – aye; Beeler - aye.

- 1) Minutes of the October 22, 2015 Council Meeting
- 2) Minutes of the October 22, 2015 Public Hearing on the 2016 Tax Levy
- 3) Voucher Approval in the amount of \$111,485.32 and payroll through October 23, 2015 in the amount of \$80,801.25 to be drawn and paid on the proper accounts.
- 4) Excused Absence of Councilmember Walker for the November 5, 2015 Council meeting.
- 5) Adoption of Ordinance 1223-15 – 2016 Police Bond Levy
- 6) Approval of Resolution 15-15 – Surplus Equipment

**ACTION ITEMS:****Ordinance 1222-15 – 2016 Property Tax Levy**

The issue before the Council is to adopt Ordinance 1222-15 setting the property tax levy for 2016. A public hearing on the proposed use of 2016 property taxes was held on October 22, 2015.

Based on the levy calculation for the City's estimated 2016 assessed value of \$369,264,571 the levy rate would be \$1.51 per thousand of assessed property value which is below the

**CITY OF SULTAN COUNCIL MEETING – November 5, 2015**

statutory limit for the city Ordinance 1222-15 sets the regular property tax levy for 2016 with the amount to be assessed for collection at \$600,000. Based on the \$1.60 per thousand, the amount the city can collect in 2016 is \$590,851. The difference allows the County to collect the full amount the City is entitled to based on the final assessed value calculated in late December. Banked capacity can be used in those years that the levy rate drops below \$1.60 per thousand. For 2016, the City will use part of the banked capacity to levy the property tax at \$1.60 per thousand. Based on a review of the ordinance by Snohomish County, the calculated increase will be 8.3% for an increase of \$45,274.

On a motion by Councilmember Beeler, seconded by Councilmember Naslund, Ordinance 1222-15, setting the 2016 property tax levy was adopted. All ayes.

**Titan Electric Contract - Turbidity Meters**

The issue before the council is to authorize the Mayor to sign a contract with Titan Electric for electrical work associated with the installation of recently purchased turbidity meters at the Water Treatment Plant for an amount not to exceed \$2000 without prior written authorization from city council.

Turbidity meters were purchased in 2015 as planned. The meters require a licensed electrician to install the meters. Staff received two quotes for the electrical work.

<b>Bidder</b>	<b>Quote (without tax)</b>
Titan Electric	\$1,270.00
Wyatt Electric & Construction	\$2,060.50

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Beeler, the Mayor was authorized to sign a contract with Titan Electric for electrical work associated with the installation of recently purchased turbidity meters for an amount not to exceed \$2000 without prior written authorization from City Council. All ayes.

**Resolution 15-14 – Professional Boundaries Policy**

The issue before the city council is to authorize the mayor to sign Resolution No. 15-14 adopting a Professional Boundaries Policy. The Professional Boundaries Policy is designed as a living document that addresses multiple aspects of the interaction between city staff and citizens and customers.

The city has operated without a set of professional boundaries guidelines to this date. Customer service has been a focus of city employees, but nothing has been written down and codified up to this point. The addition of working with the Sultan Community Alliance and the at-risk-youth in the city have reinforced the need for this clarification.

Employees and staff have been instructed on how to treat the public, and close attention has been given to treating the public properly. The public's expectations may not have been understood at times, leading to possible miscommunication. The best way to alleviate potential problems is to establish clear objectives.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Seehuus, Resolution No. 15-14 adopting a Professional Boundaries Policy was approved. All ayes.

**Adjournment:** On a motion by Councilmember Seehuus, seconded by Councilmember Naslund, the meeting adjourned at 8:35 PM. All ayes.

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Consent C 2  
DATE: November 5, 2015  
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director 

**SUMMARY:**

Attached are the minutes of the October 22, 2015 and November 5, 2015 Public Hearings on the 2016 Budget as on file in the office of the City Clerk.

**RECOMMENDED ACTION:**

Approve as submitted.

**CITY OF SULTAN COUNCIL MEETING – October 22, 2015****PUBLIC HEARING:**

The Public Hearing on 2016 Preliminary Budget was called to order by Mayor Eslick.

Councilmembers present: McCarty, Seehuus, Walker, Neigel, Davenport-Smith, Naslund and Beeler.

**Staff:**

The issue before the council is to hold a public hearing on the preliminary 2016 Budget for the General Funds and Debt Service Funds.

The city has an obligation to provide levels of service to the community that meet the basic need. Some services are mandated such as floodplain management, Growth Management Act planning, financial reporting, and building inspection. Other services such as public safety, economic development, code enforcement and park maintenance are optional. Whether a service is mandatory or option, the city has a choice about the level-of-service or level of investment to make when providing services to the community. The budget themes identify areas of strategic investment over the next five years to coincide with the five year forecast. The 2016 budget forecast anticipates increasing General Fund revenues and expenditures.

**001 General Fund:**

The General Fund is the largest fund in the City. The general fund is supported by taxes and fees and generally has no funding restrictions. The general fund and street fund share revenue sources including property taxes and utility taxes.

The fund collects approximately \$1.9 million in revenues to cover expenditures for the city council, city administrator, land use planning and building, public safety, code enforcement, animal control, economic development and parks maintenance. The public safety budget is approximately 61% (\$1,110,655) of the general fund expenditures.

The city's total payroll expenditures for 2016 are approximately \$1,811,420. Only \$466,031 (27%) of staff salaries and benefits are charged to the general fund. The remaining costs are allocated to the street fund (\$116,862) and enterprise funds (\$1,228,527).

The city's general fund budget is built around the city's long-range strategic plan approved by the city council at the budget retreat in 2016. The strategic plan ensures the city's resources are aligned to achieve the city council's long-range goals. The city council identified four strategic goals:

- Public Safety;
- Economic Development;
- Community Development
- Fiscal Responsibility.

**100 General Fund Contingency**

In 2006 the City established a General Fund Contingency and General Fund Reserve Fund with the intent of providing an emergency fund. The intent of the funds is to provide reserves for unexpected events or emergencies. RCW 35A.33.145 provides that "the total amount accumulated in such fund at any time shall not exceed the equivalent of thirty-seven and one-half cents per thousand dollars of assessed valuation of property within the city at such time". The

current assessed value of the property for 2016 is \$369,264,571 (estimate). This currently limits the amount allowed to be accumulated in the fund to \$138,474. Transfers are completed as part of the annual closeout process provided excess funds are available for transfer from the General Fund. The city transferred funds from the PUD property sale into the contingency fund. General Fund Contingency was fully funded for 2015.

**CITY OF SULTAN COUNCIL MEETING – October 22, 2015****109 Community Improvement Fund**

The Community Improvement Fund is used to track revenues and expenditures for community oriented programs and improvements. The City partners with the School District and Volunteers of America to operate and fund the Safe Stop program. The City will contribute \$1,500 in 2016 from Criminal Justice Special programs funds.

**113 Building Maintenance Fund**

The City of Sultan owns, operates and maintains a variety of buildings housing government and non-profit organizations. City facilities include city hall, public works field and food bank, public works shop, police station, post office, and visitor information center.

To provide funding for ordinary maintenance, the city council increased the utility tax allocated to the Building Maintenance Fund. The receives approximately \$14,000 in utility taxes. It covers anticipated normal, routine maintenance expenditures of approximately \$14,000. The annual expenditures include fire protection inspections, HVAC inspections, elevator maintenance and inspection, labor and industries inspections, light bulb replacements, etc.

**114 Information Technology (IT) Fund**

In 2009, the city began the process of standardizing computers and servers in all city departments. The information technology fund was created to track the cost of information technology services. Revenues are provided from interfund transfers from the operating budget. Funds have been set aside funds in the 2016 budget purchase a new color copier for City Hall.

**Debt Service Funds:**

The City has General Obligation debt bonds for construction of the Community Center issued in 1999 and for the 2004 bonds for Police Equipment. The City pledges the assets of the city (property taxes) to pay the general obligation bonds for the Community Center. The Police equipment bonds were a voted issue and additional property tax is assessed to make annual payments.

The Water and Sewer Funds have revenue bonds and Public Works Trust Fund (PWTF) loans for capital projects. The assets of the Water and Sewer Utility are pledged to make payments. The source of funding for payments can be user fees from rate payments, connection fees and reserve funds.

**Public Input**

Jean Roberts: Hopes improvements to the Osprey Park restrooms and electrically are included in the budget. The restrooms are in terrible shape. More people attended the Salmon Festival event this year and the restrooms needed work.

On a motion by Councilmember Davenport-Smith , seconded by Councilmember Naslund, the public hearing was continued to November 5, 2015. All ayes.

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**CITY OF SULTAN COUNCIL MEETING – November 5, 2015****PUBLIC HEARING:**

The continued Public Hearing on 2016 Preliminary Budget was called to order by Mayor Eslick.

Councilmembers present: Seehuus, Davenport-Smith, Naslund and Beeler.

**Staff:** Mick Matheson, Public Works Director

The Public Works Department serves the citizens of Sultan with a wide variety of services, as well as being an integral part of Sultan governmental offices. The divisions within Public Works operations and maintenance are Streets, Cemetery, Water, Sewer, Garbage and Stormwater. Public Works is also responsible for maintenance of the parks and city buildings. Those budgets included in the General Fund portion of the budget.

The City has 6 Public Works Operating Funds:

- 101 Street
- 103 Cemetery
- 400 Water
- 401 Sewer
- 402 Garbage
- 406 Storm

With the exception of the Street Fund (which is technically part of the General fund and tax supported) the funds are enterprise funds and must be self-supporting.

**Street Operating Fund:**

The Street Fund is used to repair and maintain the City's streets, sidewalks, alley ways, trails, signs, and vegetation (street trees and grass strips). The City has approximately 31 miles (62 lane miles) of roadways and trails, 600 signs, and 150 trees. The Street Fund proposal has a surplus of \$2,201. Salaries and benefits are increased by \$4,315 in 2016 primarily due to non-exempt staff wage increases as a result of the newly adopted union contract. Similar to 2015, the Public Works Director is projected to be spending less time in the Street Fund than in past few years as development activity is picking up, and more time is likely to be spent working with developers and providing plan review services. A \$15,000 expenditure is proposed for the Street Funds proportionate contribution to the Equipment replacement fund (Operating Transfer Out to Fund 104). This contribution proposes set asides of \$5,000 for a sidearm mower, \$5,000 for a street sweeper, and \$5,000 for utility trucks.

The Street Fund is an annual problem. Revenue generated to supply the fund is simply not adequate to meet maintenance expenditures. The City of Sultan has traditionally relied on grants to pay for Transportation projects and traditional funding sources are drying up. The bottom line is that Sultan residents will need to pay more in the future to maintain their street system. Several Snohomish County cities (Snohomish, Monroe, Stanwood) have adopted Transportation Benefit Districts in order to increase revenue to maintain streets. Council should consider taking this step in 2016.

**Cemetery Operating Fund:**

The Cemetery Fund is balanced by using \$2,304 of beginning fund balance.

Salaries and benefits are proposed to be decreased by \$2,903 in 2016. The 2016 staff allocation assumes more time being spent maintaining the cemetery by a newly hired Public Works employee, and less time by more experienced staff members resulting in a savings to the cemetery fund. Based on the direction from Council received at the October 2015 budget retreat, management will be meeting with union representatives to negotiate allowing volunteers to spend

**CITY OF SULTAN COUNCIL MEETING – November 5, 2015**

more time on cemetery maintenance. Additionally, staff will be reaching out to area churches and other cemeteries to gauge interest in the possible purchase of the Sultan cemetery.

**Water Operating Fund:**

The Water Fund is balanced by using \$59,745 of beginning fund balance. There is an estimated \$100,000 expenditure for Professional Services which includes approximately \$87,000 for the preparation of the 2016 Water System Plan Element of the Comprehensive Plan Update and a rate study.

The \$22,000 Operating Transfer Out for Equipment Replacement (104) which was included in the budget at the Council retreat on October 10, 2015 has been removed in an effort to balance the budget. Salaries and benefits are increased by \$13,678 in 2016. One of the main factors for the increase is due to a wage adjustment for the Water Systems Manager. The Washington State Department of Health has re-rated the City's Water Treatment Plant to a Level 3 facility which requires that the plant be operated by an employee with a Level 3 certification. The City's Water Systems Manager has now obtained this certification, and his wage has been increased to be competitive with other Level 3 Manager positions in Washington State.

Repair and maintenance has increased from \$20,000 in 2015 to \$30,975 in 2016, partially due to cleaning the drinking water reservoirs at the Water Treatment Plant.

**Sewer Operating Fund:**

The Sewer Fund currently shows a surplus of \$94,706. Salaries and benefits are increased by \$17,529 in 2016 primarily due to the significant effort involved in updating the General Sewer Plan and associated rate study. There is an estimated \$97,000 expenditure for Professional Services which includes approximately \$86,000 for the preparation of the 2016 General Sewer Plan Element of the Comprehensive Plan Update and a rate study. Sludge hauling has been reduced from \$30,000 in 2015 to \$10,000 in 2016 to be more in line with past year expenditures.

**Garbage Operating Fund:**

The Garbage Fund has a surplus of \$36,863. The City purchased a new garbage truck and totes in 2015 and has modified garbage service to once every two weeks. A garbage rate study is complete and as a result of the garbage rate study, garbage rates are expected to change. Salaries and benefits are decreased by \$27,903 in 2016 primarily due to less labor required to operate the garbage service. Vehicle Operation/Maintenance has been reduced from \$33,000 in 2015 to \$16,000 in 2016 primarily due to the new garbage truck purchased in 2015.

**Stormwater Operating Fund:**

The Stormwater Fund has a \$20,060 surplus. Salaries and benefits are decreased by \$24,326 in 2016. Professional services in 2016 are budgeted for legal counsel, the Washington State auditor, and street sweeping disposal services. As the City moves forward, the stormwater rates will very likely need to be raised to be able to afford the design and construction of stormwater and flood prevention projects, and to incorporate state mandated Low Impact Development requirements. The current rate structure has residential customers subsidizing commercial accounts. Council should consider moving forward with a rate study in 2017 to evaluate the current rate structure.

**CITY OF SULTAN COUNCIL MEETING – November 5, 2015****Council Comments:**

Need to set aside funds in 2017 for future Comprehensive plan updates.

Increase in cemetery professional services – due to pass through cost for burials.

Funds from timber sales and connections will provide funding for water capital improvements.

Stormwater fees need to be reviewed as there is not enough funding in the street and stormwater funds for operating costs. Residential stormwater customers are supporting the commercial customers.

Transportation Benefit District needs to look at options for sales tax levy instead of increase to car tabs. Levy for street improvements may be an option.

**CAPITAL PROJECT BUDGET****Street and Transportation Projects:**

Street chip seal project: A street will be selected for the City's annual chip seal project. This project will be funded using Snohomish County PUD funds from the sale of City land and easements.

4th & 5th Street Design & Reconstruction (US2 to Alder Street): This project is contingent on receiving a grant from the Transportation Improvement Board. The City has pledged a five percent (5%) match.

4th Street Overlay Design and Construction (Fir to High): This project is contingent on receiving a grant from the Transportation Improvement Board. The City has pledged a five percent (5%) match.

3rd Street Repair: This project is proposed to be funded using Snohomish County PUD funds from the sale of City land and easements.

Sultan River Pedestrian Bridge: The design is 80 percent complete with construction tentatively planned for 2016 and 2017, contingent on receiving construction funding. The design of the transportation related bridge improvements is grant funded through a legislative proviso and the Surface Transportation Program. Construction is currently unfunded.

US 2 Bicycle/Pedestrian Pathway (Albion to Marcus): This project is contingent on receiving a Community Development Block Grant. If the City is successful in receiving the grant funding, design and construction would occur in 2017.

Sultan Basin Road Raised Pavement Markers (RPM's): This project is planned to add raised pavement markers to the centerline striping on the recently completed Sultan Basin Road Overlay project. The project is proposed to be funded using Snohomish County PUD funds from the sale of City land and easements.

Speed Cushions: This project is planned for 2016 and will be funded using Snohomish County PUD funds from the sale of City land and easements.

## CITY OF SULTAN COUNCIL MEETING – November 5, 2015

**Water System Improvement:**

The following projects are proposed to be designed and constructed using City Water Capital Funds in 2016:

Gohr Road Water Main CDBG Matching Funds	\$25,000
Booster Pump Station Upgrade	\$491,915
4th & 5th Street Reconstruction Water Improvements	\$30,000
4th Street Overlay Water Improvements	\$126,000
Rebuild Upflow Clarifier	\$70,000
Sultan River Bridge Water Design	\$24,000
PRV No. 1 Design & Construction	\$82,500
<b>Total</b>	<b>\$830,415</b>

To provide adequate funding for the capital projects, staff is proposing the following:

- The Water Operating Fund for 2015 has an available beginning fund balance of \$316,515. Staff is proposing to leave \$200,000 in the Water Operating Fund leaving \$116,515 available to be transferred Fund 409 (Water System Improvements Fund).
- The Water Reserve Fund has an available balance of \$845,902. Staff is proposing to leave \$150,000 in the Reserve Fund. Twenty-four new water connections are projected to add approximately \$85,000. Staff is proposing to transfer \$780,902 to Fund 409 (Water System Improvements Fund).
- After the proposed transfers, the Water System Improvement Fund will have a balance of \$895,411.

The \$895,411 in Fund 409 is adequate to fund the proposed capital improvements of \$830,415.

**Sewer System Improvements:**

The following projects are proposed to be designed and constructed in 2016 with City Sewer Capital Funds:

Infiltration & Inflow Study/Improvements	\$150,000
4th & 5th Street Sewer Improvements	\$20,000
4th Street Overlay Sewer Improvements	\$86,000
WWTP Rotary Fine Screen Replacement	\$85,000
WWTP Oxidation Ditch Rotor	\$80,000
WWTP De-gritter Replacement	\$80,000
<u>Sultan Bridge Sewer Design</u>	<u>\$8,000</u>
<b>Total</b>	<b>\$600,133 - 91133</b>

To provide adequate funding for the capital projects, staff is proposing the following:

- Transfer \$358,647 from the Sewer Operating Fund to Fund 407 (Sewer System Improvement Fund) leaving a \$300,000 balance in the operating fund.
- Transfer \$423,635 from the Sewer Reserve Fund to the Sewer System Improvement Fund leaving \$300,000 in the Sewer Reserve Fund.
- After the proposed transfers, The Sewer System Improvement Fund will have a balance of \$691,798.

**CITY OF SULTAN COUNCIL MEETING – November 5, 2015**

The \$691,798 in Fund 407 is adequate to fund the proposed capital improvements of \$600,133. Sewer System General Facilities charges for new sewer connections were not factored into the analysis to be conservative

**Park Improvements****Sultan River Trail (River Park to Osprey Park) Design**

The design of the trail running parallel with the Sultan River from River Park to Osprey Park is proposed to be funded with Park Impact Fees

**Sultan River Trail (River Park to Osprey Park) Land Purchase**

The purchase of the property for the trail running parallel with the Sultan River from River Park to Osprey Park is proposed to be funded with an RCO grant.

**Stormwater system Improvements****Dyer Road Culvert Replacement**

The design is 90 percent complete. Construction is currently unfunded, and the City is seeking grants complete the project.

**Council**

Concerned about using fund balances in the water fund to balance the operating budget.

Timber sales are better than expected and this will increase the reserve fund.

Need to restrip the city streets for safety reasons. Consider contract with Snohomish County.

**Public Input**

None

On a motion by Councilmember Seehuus, seconded by Councilmember Davenport-Smith, the public hearing was closed. All ayes.

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Carolyn Eslick, Mayor

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Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM #:** Consent 3  
**DATE:** November 19, 2015  
**SUBJECT:** Voucher Approval - 2015  
**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**SUMMARY:**

Attached are the vouchers for approval in the amount of \$555,443.88 and payroll through November 6, 2015 in the amount of \$64,410.20 to be drawn and paid on the proper accounts.

**FISCAL IMPACT:** \$619,854.08

**RECOMMENDATION:**

Approve the payment of vouchers as submitted.

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**City Of Sultan  
Voucher Approval  
November 19, 2015**

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

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

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

Payroll Check #31104-106	\$ 3,412.93
Direct Deposit #23 and Mayor	\$ 28,239.00
Benefits Check #331101	\$ 12,273.94
Tax Deposit #22 & Retro	\$ 20,484.33
Accounts Payable Checks #31103,31107-156	\$ 555,443.88
ACH Transactions - DOR	\$
<b>TOTAL</b>	<b>\$ 619,854.08</b>

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

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

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

\_\_\_\_\_  
Sarah Davenport-Smith, Councilmember

\_\_\_\_\_  
Joe Neigel, Councilmember

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

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

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
 Printed: 11/12/2015 - 2:50 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31107	11/19/2016	agsupply	AG Supply Co	212.09	0
31108	11/19/2016	APP	Associated Petroleum Products Inc	776.65	0
31109	11/19/2016	Badget	Badger Meter Inc	1,277.14	0
31110	11/19/2016	carmans	Carman's Construction LLC	184,206.84	0
31111	11/19/2016	BCollins	Brad Collins	6,120.00	0
31112	11/19/2016	Comcast	Comcast	1,006.41	0
31113	11/19/2016	Corin	Correctional Industries	76.02	0
31114	11/19/2016	Costco	Costco	398.01	0
31115	11/19/2016	dosh	Department of Labor & Industries	3,000.00	0
31116	11/19/2016	dosh	Department of Labor & Industries	900.00	0
31117	11/19/2016	Dougs	Dougs RV Inc	181.34	0
31118	11/19/2016	EvUtil	Everett Utilities	1,038.25	0
31119	11/19/2016	EvDC	Evergreen District Court	738.95	0
31120	11/19/2016	Frontier	Frontier	79.21	0
31121	11/19/2016	GBGeek	Gold Bar Geek	922.38	0
31122	11/19/2016	Groco, Inc	Groco, Inc	614.40	0
31123	11/19/2016	hbjaeger	H.B. Jaeger	79.41	0
31124	11/19/2016	Harmsen	Harmsen & Associates Inc	2,970.70	0
31125	11/19/2016	IHK	Issaquah Honda Kubota	3,025.36	0
31126	11/19/2016	Kisaksen	Katy Isaksen Associates	8,778.00	0
31127	11/19/2016	Kenyon	Kenyon Disend PLLC	7,290.50	0
31128	11/19/2016	lowes	Lowe's	518.68	0
31129	11/19/2016	jmann	Janice Mann	163.38	0
31130	11/19/2016	napa	Monroe Parts House	599.34	0
31131	11/19/2016	Northern	Northern Tool	2,466.97	0
31132	11/19/2016	OfcDepot	Office Depot	169.16	0
31133	11/19/2016	PUD 1	PUD	3,787.99	0
31134	11/19/2016	PSE	Puget Sound Energy	171.76	0
31135	11/19/2016	QualCont	Quality Controls Corporation	78,735.00	0
31136	11/19/2016	Railroad	Railroad Management Company III, L	176.86	0
31137	11/19/2016	AllWaste	Republic Services	12,627.39	0
31138	11/19/2016	Robinson	Robinson Noble	1,510.66	0
31139	11/19/2016	sherwin	Sherwin-Williams	222.55	0
31140	11/19/2016	SCpubwor	Snohomish County Finance	17,216.00	0
31141	11/19/2016	SCproAty	Snohomish County Prosecuting Attorn	2,288.44	0
31142	11/19/2016	Snopac	Snopac	4,955.35	0
31143	11/19/2016	Sound	Sound Safety Products Co. Inc.	252.53	0
31144	11/19/2016	Sunbelt	Sunbelt Rentals Inc.	298.60	0
31145	11/19/2016	Thyss	Thyssenkrupp Elevator Corporation	158.41	0
31146	11/19/2016	Titan	Titan Electric	1,934.00	0
31147	11/19/2016	trane	Trane US Inc	78,505.38	0
31148	11/19/2016	trane	Trane US Inc	116,668.56	0
31149	11/19/2016	atrua	Aimee Lou Trua	1,700.00	0
31150	11/19/2016	USBank	US Bank	34.00	0
31151	11/19/2016	BluBook	USA Blue Book	508.86	0
31152	11/19/2016	UULC	Utilities Underground Location Center	20.02	0
31153	11/19/2016	valbridg	Bruce C. Allen & Associates Valbridge	1,500.00	0
31154	11/19/2016	Weed	Weed, Graafstra & Benson, Inc, P.S.	183.75	0
31155	11/19/2016	WH	WH Pacific	2,899.76	0
31156	11/19/2016	WLJ	White Lightning Janitorial	680.00	0

# Payroll

## ACH Check Register

User: 'julie.addington'  
Printed: 11/10/2015 - 3:46PM  
Batch: 2-11-2015  
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
11/12/2015	0	001	Laura Koenig	1,978.19
11/12/2015	0	002	Tami Pevey	1,093.64
11/12/2015	0	004	Donna Murphy	956.63
11/12/2015	0	007	Julie Addington	1,565.69
11/12/2015	0	010	Cynthia Sparks	1,476.41
11/12/2015	0	011	Janice Mann	1,133.57
11/12/2015	0	015	Kenneth Walker	2,977.73
11/12/2015	0	019	Michael Matheson	2,759.48
11/12/2015	0	020	Connie Dunn	1,983.90
11/12/2015	0	025	John Harris	2,164.50
11/12/2015	0	028	Todd Strom	2,017.51
11/12/2015	0	049	Victoria Forte	1,518.41
11/12/2015	0	120	Matthew Wood	2,245.81
11/12/2015	0	121	Jason Strauss	1,646.25
11/12/2015	0	125	Riley Edwards	1,141.20
11/12/2015	0	127	Michael Rains	1,118.33
Total Employees:			16	Total: 27,777.25

# Payroll

## Computer Check Register

User: julie.addington  
Printed: 11/10/2015 - 3:45PM  
Batch: 00002-11-2015 Computer



Check No	Check Date	Employee Information		Amount
31104	11/13/2015	024	Michael Williams	1,773.43
31105	11/13/2015	029	James Barns	1,377.27
31106	11/13/2015	128	Fred Stecher II	262.23
Total Number of Employees:		3	Total for Payroll Check Run:	3,412.93

Mayor PRI Nov 2015

# Payroll

## ACH Check Register

User: 'julie.addington'  
Printed: 11/02/2015 - 10:26AM  
Batch: 1-11-2015  
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
11/02/2015	0	072	Carolyn Eslick	461.75
Total Employees:			1	Total: 461.75

# Accounts Payable

## Check Register Totals Only

User: laura.koenig  
Printed: 11/5/2015 - 2:35 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31101	11/05/2015	Retire	Department of Retirement	12,273.94	0
Check Total:				12,273.94	

# Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
31103	11/05/2015	UTILITY WATER FUND	Communication	USPS	239.65
31103	11/05/2015	UTILITY SEWER FUND	Communication	USPS	239.64
31103	11/05/2015	UTILITY GARBAGE FUND	Communication	USPS	239.65
31103	11/05/2015	STORMWATER UTILITY FUND	Communication	USPS	79.88
31107	11/19/2016	UTILITY SEWER FUND	Miscellaneous	AG Supply Co	32.57
31107	11/19/2016	PARK IMPROVEMENT FUND	General Park Improvements	AG Supply Co	22.14
31107	11/19/2016	GENERAL FUND	Office/Operating Supplies	AG Supply Co	39.07
31107	11/19/2016	GENERAL FUND	Office/Operating Supplies	AG Supply Co	7.59
31107	11/19/2016	GENERAL FUND	Small Tools/Minor Equipment	AG Supply Co	135.68
31107	11/19/2016	GENERAL FUND	Small Tools/Minor Equipment	AG Supply Co	-44.50
31107	11/19/2016	GENERAL FUND	Office/Operating Supplies	AG Supply Co	19.54
31108	11/19/2016	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	464.44
31108	11/19/2016	UTILITY SEWER FUND	Vehicle Operation Maintenance	Associated Petroleum Products Inc	56.69
31108	11/19/2016	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	213.58
31108	11/19/2016	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	13.98
31108	11/19/2016	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	13.98
31108	11/19/2016	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	13.98
31109	11/19/2016	INFORMATION TECHNOLOGY FUND -	Repair and Maintenance	Badger Meter Inc	1,277.14
31110	11/19/2016	TIMBER RIDGE SETTLEMENT FUND	Construction	Carman's Construction LLC	184,206.84
31111	11/19/2016	GENERAL FUND	Professional Services	Brad Collins	6,120.00
31112	11/19/2016	GENERAL FUND	Communication	Comcast	137.20
31112	11/19/2016	UTILITY WATER FUND	Communication	Comcast	91.46
31112	11/19/2016	UTILITY SEWER FUND	Communication	Comcast	91.46
31112	11/19/2016	UTILITY GARBAGE FUND	Communication	Comcast	91.47
31112	11/19/2016	STREET FUND	Communication	Comcast	45.73
31112	11/19/2016	STREET FUND	Communication	Comcast	109.82
31112	11/19/2016	UTILITY WATER FUND	Communication	Comcast	109.82
31112	11/19/2016	UTILITY SEWER FUND	Communication	Comcast	109.81
31112	11/19/2016	UTILITY GARBAGE FUND	Communication	Comcast	109.82
31112	11/19/2016	STORMWATER UTILITY FUND	Communication	Comcast	109.82
31113	11/19/2016	UTILITY WATER FUND	Travel and Seminars	Correctional Industries	6.34
31113	11/19/2016	UTILITY SEWER FUND	Travel and Seminars	Correctional Industries	6.34
31113	11/19/2016	UTILITY GARBAGE FUND	Travel and Seminars	Correctional Industries	6.34
31113	11/19/2016	STREET FUND	Travel and Seminars	Correctional Industries	6.33
31113	11/19/2016	GENERAL FUND	Travel and Seminars	Correctional Industries	6.33
31113	11/19/2016	STORMWATER UTILITY FUND	Travel and Seminars	Correctional Industries	6.33

31113	11/19/2016	GENERAL FUND	Office/Operating	Correctional Industries	38.01
31114	11/19/2016	UTILITY GARBAGE FUND	Office Supplies	Costco	49.75
31114	11/19/2016	UTILITY SEWER FUND	Office Supplies	Costco	49.75
31114	11/19/2016	UTILITY WATER FUND	Office Supplies	Costco	49.75
31114	11/19/2016	STREET FUND	Office/Operating Supplies	Costco	49.76
31114	11/19/2016	GENERAL FUND	Office/Operating Supplies	Costco	199.00
31115	11/19/2016	UTILITY WATER FUND	Miscellaneous	Department of Labor & Industries	600.00
31115	11/19/2016	UTILITY GARBAGE FUND	Miscellaneous	Department of Labor & Industries	600.00
31115	11/19/2016	STORMWATER UTILITY FUND	Miscellaneous	Department of Labor & Industries	600.00
31115	11/19/2016	STREET FUND	Miscellaneous	Department of Labor & Industries	600.00
31115	11/19/2016	GENERAL FUND	Miscellaneous	Department of Labor & Industries	600.00
31116	11/19/2016	UTILITY WATER FUND	Miscellaneous	Department of Labor & Industries	900.00
31117	11/19/2016	GENERAL FUND	Small Tools/Minor Equipment	Dougs RV Inc	91.34
31117	11/19/2016	STREET FUND	Small Tools/Minor Equipment	Dougs RV Inc	90.00
31118	11/19/2016	UTILITY WATER FUND	Utilities	Everett Utilities	1,038.25
31119	11/19/2016	GENERAL FUND	Miscellaneous - Court Filing F	Evergreen District Court	738.95
31120	11/19/2016	GENERAL FUND	Communication	Frontier	15.84
31120	11/19/2016	STREET FUND	Communication	Frontier	15.84
31120	11/19/2016	UTILITY WATER FUND	Communication	Frontier	15.85
31120	11/19/2016	UTILITY SEWER FUND	Communication	Frontier	15.84
31120	11/19/2016	UTILITY GARBAGE FUND	Communication	Frontier	15.84
31121	11/19/2016	INFORMATION TECHNOLOGY FUND -	Professional Service	Gold Bar Geek	922.38
31122	11/19/2016	UTILITY SEWER FUND	Professional Service	Groco, Inc	614.40
31123	11/19/2016	UTILITY WATER FUND	Operating Supply	H.B. Jaeger	79.41
31124	11/19/2016	PARK IMPROVEMENT FUND	Professional Service	Harmsen & Associates Inc	2,970.70
31125	11/19/2016	GENERAL FUND	Vehicle Repair	Issaquah Honda Kubota	1,058.88
31125	11/19/2016	STREET FUND	Vehicle Repair	Issaquah Honda Kubota	1,058.88
31125	11/19/2016	UTILITY WATER FUND	Vehicle Repair	Issaquah Honda Kubota	302.54
31125	11/19/2016	UTILITY SEWER FUND	Vehicle Repair	Issaquah Honda Kubota	302.53
31125	11/19/2016	STORMWATER UTILITY FUND	Vehicle Repair	Issaquah Honda Kubota	302.53
31126	11/19/2016	UTILITY GARBAGE FUND	Professional	Katy Isaksen Associates	8,778.00
31127	11/19/2016	GENERAL FUND	Legal - Litigation Fees	Kenyon Disend PLLC	7,290.50
31128	11/19/2016	PARK IMPROVEMENT FUND	General Park Improvements	Lowes	195.85
31128	11/19/2016	UTILITY WATER FUND	Operating Supply	Lowes	13.50
31128	11/19/2016	GENERAL FUND	Small Tools/Minor Equipment	Lowes	200.00
31128	11/19/2016	STREET FUND	Small Tools/Minor Equipment	Lowes	109.33
31129	11/19/2016	GENERAL FUND	Travel and Seminars	Janice Mann	40.85
31129	11/19/2016	UTILITY WATER FUND	Travel and Seminars	Janice Mann	40.83
31129	11/19/2016	UTILITY SEWER FUND	Travel and Seminars	Janice Mann	40.85
31129	11/19/2016	UTILITY GARBAGE FUND	Travel and Seminars	Janice Mann	40.85
31130	11/19/2016	GENERAL FUND	Vehicle Maintenance	Monroe Parts House	90.60

31130	11/19/2016	UTILITY WATER FUND	Vehicle Operation/Maintenance	Monroe Parts House	90.63
31130	11/19/2016	UTILITY SEWER FUND	Vehicle Operation Maintenance	Monroe Parts House	90.60
31130	11/19/2016	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Monroe Parts House	90.60
31130	11/19/2016	STORMWATER UTILITY FUND	Vehicle Operation Maintenance	Monroe Parts House	90.60
31130	11/19/2016	UTILITY GARBAGE FUND	Operating Supplies	Monroe Parts House	16.23
31130	11/19/2016	UTILITY SEWER FUND	Repair and Maintenance	Monroe Parts House	130.08
31131	11/19/2016	GENERAL FUND	Small Tools/Minor Equipment	Monroe Parts House	493.39
31131	11/19/2016	STREET FUND	Small Tools/Minor Equipment	Northern Tool	493.39
31131	11/19/2016	UTILITY WATER FUND	Small Tools/Minor Equipment	Northern Tool	493.39
31131	11/19/2016	UTILITY SEWER FUND	Small Tools/Minor Equipment	Northern Tool	493.40
31131	11/19/2016	STORMWATER UTILITY FUND	Small Tools/Minor Equipment	Northern Tool	493.40
31132	11/19/2016	UTILITY SEWER FUND	Operating Supplies	Office Depot	153.91
31132	11/19/2016	UTILITY WATER FUND	Office Supplies	Office Depot	1.91
31132	11/19/2016	UTILITY SEWER FUND	Office Supplies	Office Depot	1.90
31132	11/19/2016	UTILITY GARBAGE FUND	Office Supplies	Office Depot	1.91
31132	11/19/2016	STREET FUND	Office Supplies	Office Depot	1.91
31132	11/19/2016	GENERAL FUND	Office/Operating Supplies	Office Depot	7.62
31133	11/19/2016	STREET FUND	Utilities	PUD	15.73
31133	11/19/2016	GENERAL FUND	Utilities	PUD	17.42
31133	11/19/2016	STREET FUND	Utilities	PUD	45.71
31133	11/19/2016	UTILITY WATER FUND	Utilities	PUD	22.34
31133	11/19/2016	UTILITY SEWER FUND	Utilities	PUD	22.35
31133	11/19/2016	UTILITY GARBAGE FUND	Utilities	PUD	22.34
31133	11/19/2016	STREET FUND	Utilities	PUD	22.34
31133	11/19/2016	GENERAL FUND	Utilities	PUD	75.57
31133	11/19/2016	GENERAL FUND	Utilities	PUD	15.73
31133	11/19/2016	STREET FUND	Utilities	PUD	8.02
31133	11/19/2016	UTILITY WATER FUND	Utilities	PUD	82.09
31133	11/19/2016	UTILITY SEWER FUND	Utilities	PUD	82.09
31133	11/19/2016	UTILITY GARBAGE FUND	Utilities	PUD	82.09
31133	11/19/2016	STREET FUND	Utilities	PUD	82.09
31133	11/19/2016	GENERAL FUND	Utilities	PUD	82.09
31133	11/19/2016	GENERAL FUND	Utilities	PUD	82.10
31133	11/19/2016	GENERAL FUND	Utilities	PUD	410.45
31133	11/19/2016	STREET FUND	Utilities	PUD	75.48
31133	11/19/2016	STREET FUND	Utilities	PUD	65.64
31133	11/19/2016	STREET FUND	Utilities	PUD	1,691.63
31133	11/19/2016	STREET FUND	Utilities	PUD	761.42
31133	11/19/2016	STREET FUND	Utilities	PUD	105.36
31134	11/19/2016	GENERAL FUND	Utilities	Puget Sound Energy	33.49
31134	11/19/2016	STREET FUND	Utilities	Puget Sound Energy	6.70
31134	11/19/2016	UTILITY WATER FUND	Utilities	Puget Sound Energy	6.70

31134	11/19/2016	UTILITY SEWER FUND	Utilities	Puget Sound Energy	6.69
31134	11/19/2016	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy	6.70
31134	11/19/2016	GENERAL FUND	Utilities	Puget Sound Energy	6.70
31134	11/19/2016	STREET FUND	Utilities	Puget Sound Energy	26.20
31134	11/19/2016	UTILITY WATER FUND	Utilities	Puget Sound Energy	26.19
31134	11/19/2016	UTILITY SEWER FUND	Utilities	Puget Sound Energy	26.20
31134	11/19/2016	UTILITY GARBAGE FUND	Utilities	Puget Sound Energy	26.19
31135	11/19/2016	SEWER SYSTEM IMPROVEMENT FUND	Capital - WWTP Upgrades	Quality Controls Corporation	78,735.00
31136	11/19/2016	UTILITY WATER FUND	Rentals	Railroad Management Company III, LLC	176.86
31137	11/19/2016	UTILITY GARBAGE FUND	Intergovernmental - Recycle	Republic Services	12,627.39
31138	11/19/2016	TIMBER RIDGE SETTLEMENT FUND	Professional - Legal	Robinson Noble	1,510.66
31139	11/19/2016	UTILITY SEWER FUND	Repair and Maintenance	Sherwin-Williams	200.17
31139	11/19/2016	UTILITY SEWER FUND	Repair and Maintenance	Sherwin-Williams	22.38
31140	11/19/2016	UTILITY GARBAGE FUND	Intergovernmental - Disposal F	Snohomish County Finance	17,015.00
31140	11/19/2016	STORMWATER UTILITY FUND	Miscellaneous	Snohomish County Finance	201.00
31141	11/19/2016	GENERAL FUND	Professional Services - Prosec	Snohomish County Prosecuting Attorney	2,288.44
31142	11/19/2016	GENERAL FUND	Intergovernmental - SNOFAC	Snopac	4,955.35
31143	11/19/2016	UTILITY WATER FUND	Travel and Seminars	Sound Safety Products Co. Inc.	42.09
31143	11/19/2016	UTILITY SEWER FUND	Travel and Seminars	Sound Safety Products Co. Inc.	42.09
31143	11/19/2016	UTILITY GARBAGE FUND	Travel and Seminars	Sound Safety Products Co. Inc.	42.09
31143	11/19/2016	GENERAL FUND	Travel and Seminars	Sound Safety Products Co. Inc.	42.09
31143	11/19/2016	STREET FUND	Travel and Seminars	Sound Safety Products Co. Inc.	42.09
31143	11/19/2016	STORMWATER UTILITY FUND	Travel and Seminars	Sound Safety Products Co. Inc.	42.08
31144	11/19/2016	UTILITY WATER FUND	Rentals	Sunbelt Rentals Inc.	298.60
31145	11/19/2016	BUILDING MAINTENANCE FUND	Repair and Maintenance	Thyssenkrupp Elevator Corporation	158.41
31146	11/19/2016	WATER SYSTEM IMPROVEMENT FUND	Water Project - Other	Titan Electric	1,934.00
31147	11/19/2016	SEWER SYSTEM IMPROVEMENT FUND	Professional Service Engineeri	Trane US Inc	22,647.64
31147	11/19/2016	SEWER SYSTEM IMPROVEMENT FUND	Professional Service Engineeri	Trane US Inc	55,857.74
31148	11/19/2016	WATER SYSTEM IMPROVEMENT FUND	Professional Services Engineer	Trane US Inc	88,551.80
31148	11/19/2016	WATER SYSTEM IMPROVEMENT FUND	Professional Services Engineer	Trane US Inc	28,116.76
31149	11/19/2016	GENERAL FUND	Public Defender Attorney	Aimee Lou Trua	1,700.00
31150	11/19/2016	GENERAL FUND	Bank Fees	US Bank	34.00
31151	11/19/2016	UTILITY WATER FUND	Operating Supply	USA Blue Book	508.86
31152	11/19/2016	UTILITY WATER FUND	Miscellaneous	Utilities Underground Location Center	10.01
31152	11/19/2016	UTILITY SEWER FUND	Miscellaneous	Utilities Underground Location Center	10.01
31153	11/19/2016	COMMUNITY IMPROVEMENT FUND	Capital Outlay	Bruce C. Allen & Associates Valbridge	1,500.00
31154	11/19/2016	LID GUARANTY AND BOND FUND	Professional Services	Weed, Graafstra & Benson, Inc, P.S.	183.75
31155	11/19/2016	STREET IMPROVEMENT FUND	Sultan River Bridge Project	WH Pacific	2,899.76
31156	11/19/2016	GENERAL FUND	Professional Services	White Lightning Janitorial	166.67
31156	11/19/2016	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	55.55
31156	11/19/2016	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	166.66

31156	11/19/2016	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	55.55
31156	11/19/2016	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	55.57
31156	11/19/2016	GENERAL FUND	Professional Services	White Lightning Janitorial	20.00
31156	11/19/2016	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	6.67
31156	11/19/2016	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	20.00
31156	11/19/2016	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	6.66
31156	11/19/2016	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	6.67
31156	11/19/2016	GENERAL FUND	Professional Services	White Lightning Janitorial	40.00
31156	11/19/2016	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	13.33
31156	11/19/2016	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	40.00
31156	11/19/2016	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	13.33
31156	11/19/2016	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	13.34
<b>TOTAL</b>					<b>555,443.88</b>

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** A-1  
**DATE:** November 19, 2015  
**SUBJECT:** Visitor Information Center Window Installation  
**CONTACT PERSON:** Ken Walker, City Administrator

**ISSUE:**

The issue before the council is to authorize the Mayor to sign a contract with Polar Bear Energy Solutions to furnish and install triple pane windows for the Visitor Information Center for an amount not to exceed \$11,200 (including sales tax and an approximate ten percent contingency) without prior written authorization from city council.

**STAFF RECOMMENDATION:**

Authorize the Mayor to sign a contract with Polar Bear Energy Solutions to furnish and install triple pane windows for the Visitor Information Center for an amount not to exceed \$11,200 (including sales tax and an approximate ten percent contingency) without prior written authorization from city council.

**SUMMARY:**

The windows at the Visitor Information Center were budgeted to be replaced in 2015 with an estimated expenditure of \$15,000. Staff received one quote for the window replacement.

<b>Bidder</b>	<b>Quote (without tax)</b>
Polar Bear Energy Solutions	\$9,389.52 (triple pane windows)
Lowe's Home Improvement	No response
Sky Valley Home Maintenance & Repair	No response

**FISCAL IMPACT:**

The project will be funded using Building Funds.

**RECOMMENDED ACTION:**

Authorize the Mayor to sign a contract with Polar Bear Energy Solutions to furnish and install triple pane windows for the Visitor Information Center for an amount not to exceed \$11,200 (including sales tax and an approximate ten percent contingency) without prior written authorization from city council.

**ATTACHMENTS**

Attachment A Polar Bear Energy Solutions Quote  
Attachment B Contract



Name DEBBIE  
 Address SULTAN  
 \_\_\_\_\_  
 Phone \_\_\_\_\_

**Your Polar Bear WeatherSafe Window Project will include:**

- ✓ Removal of existing windows.
- ✓ Cut back siding and interior trim (as needed).
- ✓ Install flexible flashing and rigid flashing to window opening (as needed).
- ✓ Install PRO SERIES windows in opening according to AAMA installation standards.
- ~~Replace entry doors with \_\_\_\_\_~~
- ✓ Interior window trim:
  - Cut back existing trim.
  - Install 2-1/4" Line & Case trim.
  - Install 1 X 3 Line & Case trim.
- ✓ Seal all interior and exterior joints with 3 Point sealing method.
- ✓ Job installed by Polar Bear installation crews.
- ✓ Licensed, bonded, & insured
- ✓ Complete L & I Insurance for your protection
- ✓ Haul away all job related debris.
- ✓ Once project is complete, our Lead Installer will inspect job with you to ensure that your job has been completed to your satisfaction.

- LIFETIME WARRANTY, INCLUDES GLASS, FRAME, MECHANICAL ETC.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Date <u>11/4/15</u>	Polar Bear	Price <u>9,195.12</u>	<u>DP</u>
Project Mgr <u>DREW BRENOGEL</u> <u>(425) 361-6478</u>	Install	Price	Warranty
		Tax <u>+ TAX</u>	
	Product	Total	
Estimate Valid for <u>30 DAYS</u>		Terms <u>9,389.52</u>	<u>TP</u> <u>+ TAX</u>

4416 Russell Rd, Suite A Mukilteo, WA 98275 (877) 948-2327 www.polarbearnw.com

**CITY OF SULTAN  
LIMITED PUBLIC WORKS CONTRACT**

THIS AGREEMENT, is made by and between the City of Sultan (hereinafter referred as "City"), a Washington Municipal Corporation, and Polar Bear Energy Solutions (hereinafter referred to as "Contractor"), doing business at 4416 Russell Road, Suite A, Mukilteo, WA 98275.

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

WHEREAS, the City desires to contract with Contractor for the provision of such services for window replacement at the Visitor Information Center with triple pane windows, and Contractor agrees to contract with the City for same;

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

**TERMS**

1. **Work.** The Contractor agrees to perform all work in accordance with this Contract and the following documents, incorporated herein:
  - Scope of Work (Exhibit A)
  - All provisions required by law to be inserted in this Contract whether actually attached hereto or not.
2. **Payment.** Payment for the work as described in the Contract shall not exceed nine thousand three hundred eighty nine dollars and fifty two cents(\$9,389.52), excluding sales tax and approved change orders, in accordance with the lump sum price shown on the attached bid proposal (Exhibit A). If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract.
3. **General Administration.** The Contract Administrator, Connie Dunn, of the City of Sultan shall have primary responsibility for the City under this Contract and shall oversee and approve all work to be performed, coordinate communications, and review and approve all invoices, under this Contract.
4. **Final Payment.** Thirty (30) days after completion and final acceptance of this project by the City as complying with the terms of this Contract, the City shall pay to the Contractor

all sums due as provided by this Contract except those required to be withheld by law or agreed to in special contract provisions.

5. **Notice to Proceed / Completion Time.** The Contractor agrees to begin the work set forth in this Contract immediately after receiving written notice from the City to proceed and further agrees to carry on such work regularly and uninterruptedly thereafter with such force as to secure its completion within 60 calendar days (holidays and weekends included), after such notice to begin work. The time of beginning, rate of progress and time of completion are essential conditions of this Contract.
6. **Ownership of Documents.** On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Contractor under this Contract will be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.
7. **Indemnity / Hold Harmless.** The Contractor shall indemnify, defend and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

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

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

Performance bond in an amount of the bid amount plus 10%. The bond must be accepted by the City prior to the execution of the contract. The bond shall be released thirty days after the date of final acceptance of the work performed under this Contract, and receipt of all necessary releases from the

Department of Revenue and Department of Labor and Industries in settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

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

9. **Subletting or Assigning of Contracts.** Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties or interests accruing from this Contract without the express prior written consent of the other.
10. **Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Contract. No agent, employee, representative or subcontractor of Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Contractor or his employees, agents, representatives or subcontractors. Contractor will be solely and entirely responsible for his acts and for the acts of Contractor's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that Contractor performs hereunder.
11. **Warranty.** Contractor shall be liable for any costs, losses, expenses or damages including consequential damages suffered by the City resulting from defects in the Contractor's work including, but not limited to, cost of materials and labor expended by the City in making emergency repairs and cost of engineering, inspection and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.
12. **Correction of Defects.** Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within

seven (7) days of mailing notice of discovery thereof by City and shall complete such work within a reasonable time. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the cost shall be borne by the Contractor. In the event the Contractor does not accomplish corrections within the time specified, the work will be otherwise accomplished and the cost of same shall be paid by the Contractor.

**13. Claims.** Any claim from Contractor against the City for damages, expenses, costs or extras arising out of the performance of this Contract must be made in writing to the City within thirty (30) days after the discovery of such damage, expense or loss, and in no event later than the time of approval by the City for final payment. Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

**14. Contractor's Risk of Loss.** It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he has familiarized himself with all existing conditions and other contingencies likely to affect the work, and has made his bid accordingly, and that he shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

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

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

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

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
  4. Professional Liability insurance appropriate to the Contractor's profession.
- B. Minimum Amounts of Insurance. Contractor shall maintain the following insurance limits:
1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
  2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
  3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- C. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
1. The Contractor's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
  2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work.
- F. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.
16. **Compliance with Laws.** The Contractor shall comply with all federal, state and local laws and regulations applicable to the work done under this Contract. Any violation of the provisions of these applicable laws and regulations shall be considered a violation of a material provision of this Contract and shall be grounds for cancellation, termination or

suspension of the Contract by the City, in whole or in part, and may result in ineligibility for further work for the City.

17. **Job Safety.** Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and local regulations, ordinances and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.
18. **Prevailing Wage.** This Contract is subject to the requirements of Chapter 39.12 RCW, and as it may be amended, relating to prevailing wages. Prevailing rate shall be paid on public works and building service maintenance contracts, funded in part or in whole with Federal funds, Federal wage laws and regulations shall be applicable. No worker, laborer or mechanic employed in the performance of any part of this contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington. The schedule of prevailing wage rates for this Contract is attached hereto and by this reference made a part of this contract as though fully set forth herein.

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

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

19. **Termination.** This contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment A) and final payment by the City. Additionally, the City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient, by giving ten (10) days written notice to the Contractor.

In the event this Contract is terminated by the City, Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A) is satisfactorily completed, as scheduled, up to the date of

termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

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

## **ATTACHMENT B**

continue to be valid and binding upon the City and Service Provider, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

Dated this 19 day of November, 2015

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

**CITY OF SULTAN**

By: \_\_\_\_\_  
Mayor

**CONTRACTOR**

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

**CITY CONTACT**

\_\_\_\_\_  
City of Sultan  
PO Box 1199  
Sultan, 98294  
Phone: 360-793-2231  
Fax: 360-793-334

**CONTRACTOR CONTACT**

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

**ATTEST/AUTHENTICATED**

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

**APPROVED AS TO FORM**

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

**BID PROPOSAL**

For Visitor Information Center Window Replacement with Triple Pane Windows

This proposal shall include all material, equipment, labor, license and permit fees, taxes and any other associated costs. The bid price shall be lump sum.

**BASE BID**

The Base Bid shall include all work as shown in these specifications.

Base Bid Amount	\$ 9,389.52_____
WSST @ 8.6%	\$ 807.50_____
<b>TOTAL BASE BID</b>	<b>\$ 10,197.02_____</b>

The undersigned has read these specifications and is familiar with the site and requirements of this construction project. The bid amount presented in this proposal is a lump sum price to perform all work necessary to complete this project.

Contractor Name: Polar Bear Energy Solutions\_\_\_\_\_

Address: 4416 Russell Road, Suite A\_\_\_\_\_ City: Mukilteo\_\_\_\_\_ Zip: 98275\_\_\_\_\_

Phone: (877) 948-2327\_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Action A - 2  
DATE: November 19, 2015  
SUBJECT: 2016 Final Budget  
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is the introduction of Ordinance 1225-15 (Attachment A) to adopt a budget for the 2016 fiscal year.

**SUMMARY:**

The detailed budget and department reports were prepared and submitted to the Council during the public hearing process on October 22, 2015, November 5, 2015.

As a part of the budget process, staff reviews the 2016 work plan for each fund. A review of current job responsibilities, the proposed work program for the next year and the actual hours worked is used to determine the appropriate fund to charge for the salaries and benefits. Staff time must be appropriated to the fund for which the employee performs the work. Allocation of Council time is based on agenda items. All salary allocations are based on recognized accounting practices identified by Audit Report 1006136.

**GENERAL FUND:**

The General Fund is the largest fund in the City. The general fund is supported by taxes and fees and generally has no funding restrictions. The general fund and street fund share revenue sources including property taxes and utility taxes.

The fund collects approximately \$1.9 million in revenues to cover expenditures for the city council, city administrator, land use planning and building, public safety, code enforcement, animal control, economic development and parks maintenance. The public safety budget is approximately 59% (\$1,110,655) of the general fund expenditures.

The city's total payroll expenditures for 2016 are approximately \$1,811,420. Only \$466,031 (27%) of staff salaries and benefits are charged to the general fund. The remaining costs are allocated to the street fund (\$116,862) and enterprise funds (\$1,228,527).

The city's general fund budget is built around the city's long-range strategic plan approved by the city council at the budget retreat in 2016. The strategic plan ensures the city's resources are aligned to achieve the city council's long-range goals. The city council identified four strategic goals:

- Public Safety;
- Economic Development;
- Community Development
- Fiscal Responsibility.

## REVENUE ASSUMPTION AND CHANGES

### Property Tax

The Snohomish County Assessor has notified the City of Sultan that the assessment value of existing property for Property Taxes Payable in 2016 will increase by 11%. The city reached its maximum levy rate of \$1.60/\$1,000 assessed value in 2011. Property tax revenues are divided between the General Fund, Street Fund, Police Bond Fund (voter approved) and the general obligation bond for the community center (councilmatic). This will limit the actual amount of revenue collected and will provide banked capacity for future years.

### B&O Tax on Utilities

The collection of utility tax has been healthy and meet or exceeded projections.

### Utility Taxes

The city council approved changing the percentage of Electric Utility Tax allocated between the Street Fund and the General Fund. City staff recommends continuing the 70/30 split between the General Fund and the Street Fund. General Fund Utility taxes are expected to keep pace with inflation.

### Liquor Revenue

Changes in state law have resulted in an impact to liquor profit revenues. The general fund revenue in 2016 will be approximately \$40,912.

### Building Permits:

Thirty-nine (39) residential building permits are anticipated in 2016. The city's major source of variable revenues are land use and building permit fees. The city is required to use building permit revenues to support building permit services including land use permit processing, building plan review, building and infrastructure inspections and overhead.

### Miscellaneous - Investment Interest.

Code cities may apportion some investment earnings from funds commingled for investment purposes to the general fund rather than the participating funds unless restricted by law (RCW 35.39.034). Utility funds, bond covenants or other provisions may require that the interest be allocated to the utility fund. Investment interest is anticipated to be minimal in 2016. The federal government is intentionally keeping interest rates low to stimulate the economy.

### Operating Transfer In.

In 2012, the City began charging the enterprise funds (water, sewer, garbage, stormwater, streets and cemetery) \$56,011 "rent" for the use of the public works shop and city hall owned by the general fund. The general fund "owns" city hall and the public works shop buildings located on First Street. City staff established a market rate rent for city hall (\$.876/square foot) and the public works shop building (\$.438/square foot) based on the city's lease with the post office for the building at US 2 and 4th Street.

### Interfund Rents

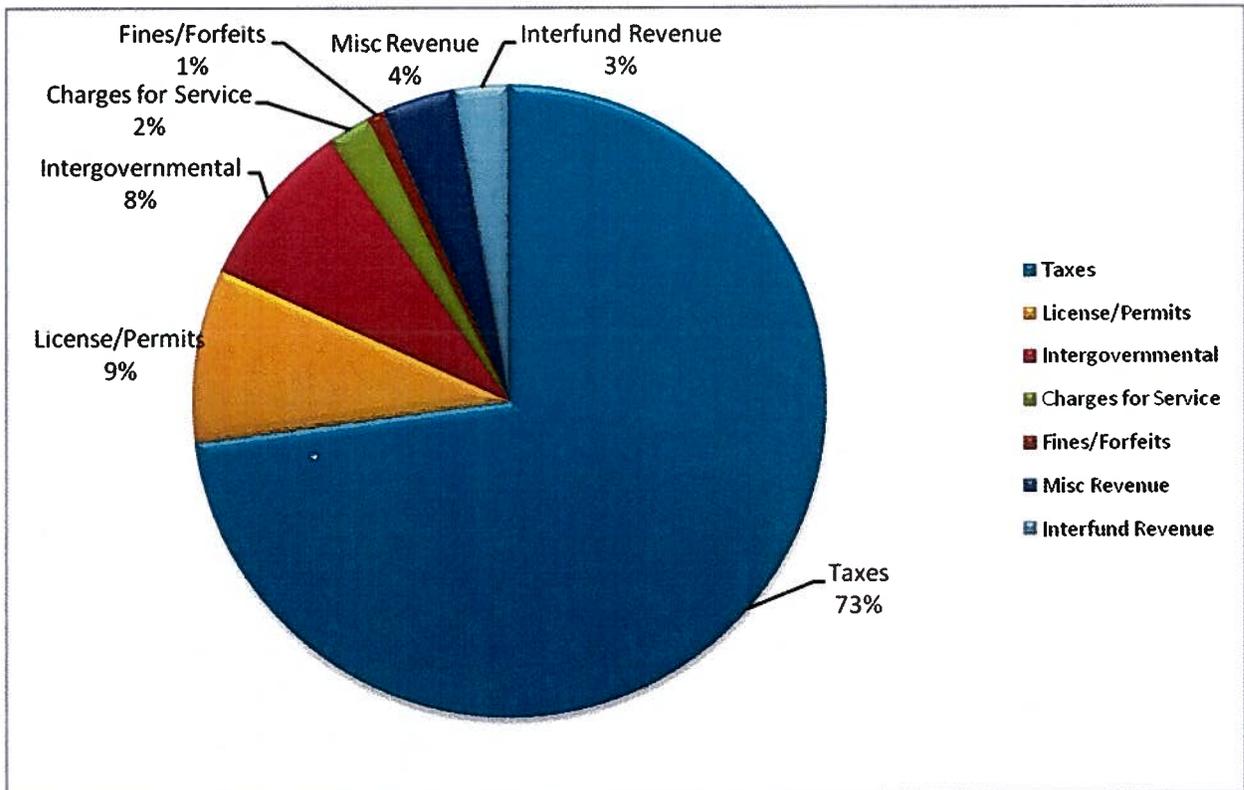
Rents are charged to the Street, Cemetery, Water, Sewer, Garbage and Stormwater funds based on the following calculations:

Total Rents	Square Feet	\$/Sqft	Less "Credits for GF use	Adjusted Total
Shop	4939	.876	(\$9,780)	\$31,727
City Hall	4228	.438	(\$20,160)	\$24,285
Total				\$56,011

The following is a summary by revenue type:

**2016 General Fund Revenues**

<b>Taxes</b>	<b>\$1,436,332</b>
<b>License/Permits</b>	<b>\$175,500</b>
<b>Intergovernmental</b>	<b>\$169,431</b>
<b>Charges for Service</b>	<b>\$44,800</b>
<b>Fines/Forfeits</b>	<b>\$15,600</b>
<b>Misc Revenue</b>	<b>\$72,040</b>
<b>Interfund Revenue</b>	<b>\$56,011</b>
<b>Total</b>	<b>\$1,969,714</b>



**GENERAL FUND EXPENDITURES**

The 2016 proposed has been increased by \$205,397 from the 2015 adopted budget. The major area of change includes the need to update the Comprehensive Plan beginning in 2016 and the increase in building activity. The General Fund is comprised of 13 departments and provides:

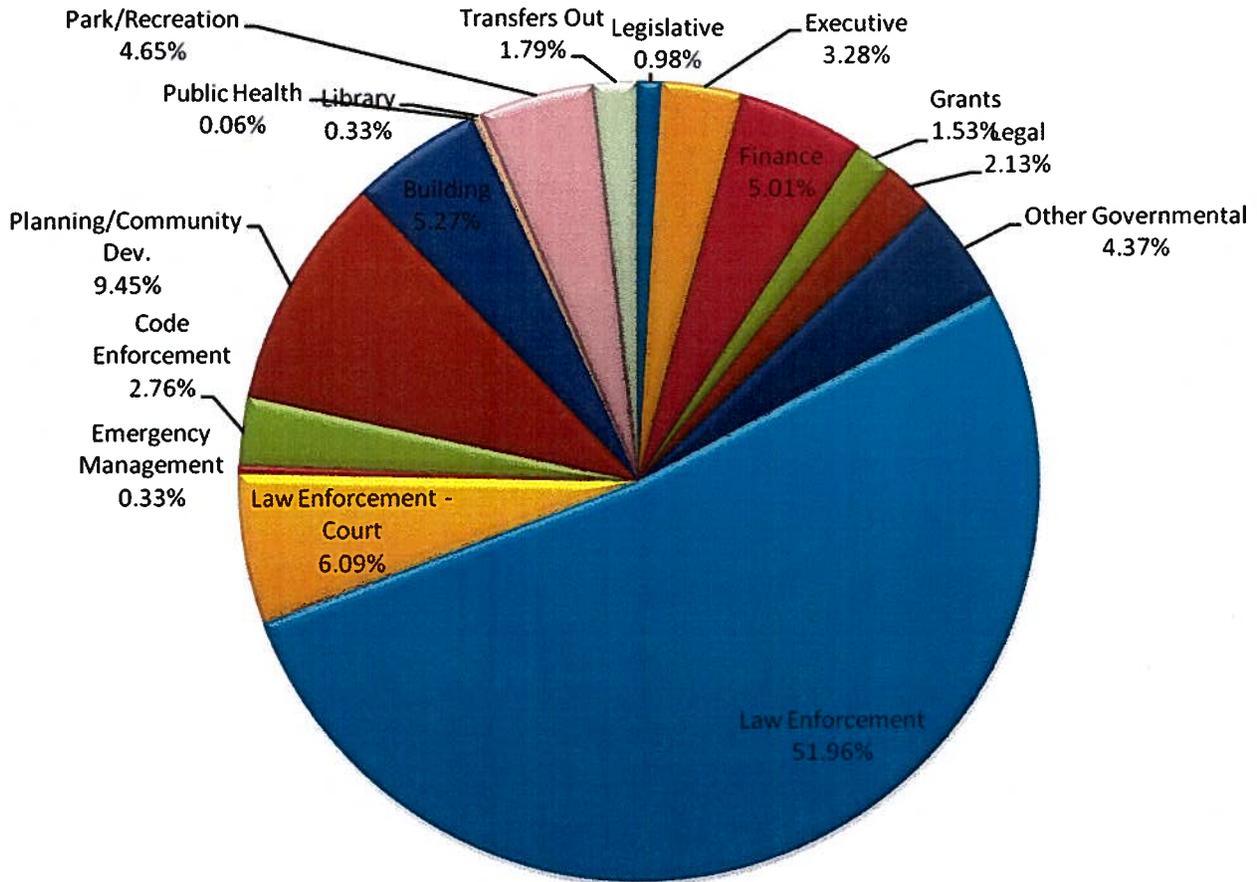
- General management and financial services
- Law Enforcement services
- Planning and Building services
- Parks and recreation service

The following is breakdown of expenditures by department:

**2016 General Fund Budget Expenditure**

Legislative	\$19,280
Executive	\$64,577
Finance	\$98,635
Grants	\$30,171
Legal	\$41,843
Other Governmental	\$85,900
Law Enforcement	\$1,022,255
Law Enforcement - Court	\$119,800
Emergency Management	\$6,500
Code Enforcement	\$54,248
Planning/Community Dev.	\$185,919
Building	\$103,709
Public Health	\$1,200
Library	\$6,500
Park/Recreation	\$91,540
Transfers Out	\$35,195
<b>Total GF Expenditures</b>	<b>\$1,967,272</b>

**2016 General Fund Expenditures**



### **100 General Fund Contingency**

In 2006 the City established a General Fund Contingency and General Fund Reserve Fund with the intent of providing an emergency fund. The intent of the funds is to provide reserves for unexpected events or emergencies.

RCW 35A.33.145 provides that “the total amount accumulated in such fund at any time shall not exceed the equivalent of thirty-seven and one-half cents per thousand dollars of assessed valuation of property within the city at such time”. The current assessed value of the property for 2016 is \$369,264,571 (estimate). This currently limits the amount allowed to be accumulated in the fund to \$138,474.

Transfers are completed as part of the annual closeout process provided excess funds are available for transfer from the General Fund. The city transferred funds from the PUD property sale into the contingency fund. General Fund Contingency was fully funded for 2016.

### **109 Community Improvement Fund**

The Community Improvement Fund is used to track revenues and expenditures for community oriented programs and improvements. The City partners with the School District and Volunteers of America to operate and fund the Safe Stop program. The City will contribute \$1,500 in 2016 from Criminal Justice Special programs funds.

### **113 Building Maintenance Fund**

The City of Sultan owns, operates and maintains a variety of buildings housing government and non-profit organizations. City facilities include city hall, public works field and food bank, public works shop, police station, post office, and visitor information center.

To provide funding for ordinary maintenance, the city council increased the utility tax allocated to the Building Maintenance Fund. The receives approximately \$14,000 in utility taxes. It covers anticipated normal, routine maintenance expenditures of approximately \$14,000. The annual expenditures include fire protection inspections, HVAC inspections, elevator maintenance and inspection, labor and industries inspections, light bulb replacements, etc.

### **114 Information Technology (IT) Fund**

In 2009, the city began the process of standardizing computers and servers in all city departments. The information technology fund was created to track the cost of information technology services. Revenues are provided from interfund transfers from the operating budget. Funds have been set aside funds in the 2016 budget purchase a new color copier for City Hall.

## **DEBT SERVICE FUNDS:**

The City has General Obligation debt bonds for construction of the Community Center issued in 1999 and for the 2004 bonds for Police Equipment. The City pledges the assets of the city (property taxes) to pay the general obligation bonds for the Community Center. The Police equipment bonds were a voted issue and additional property tax is assessed to make annual payments.

The Water and Sewer Funds have revenue bonds and Public Works Trust Fund (PWTF) loans for capital projects. The assets of the Water and Sewer Utility are pledged to make payments. The source of funding for payments can be user fees from rate payments, connection fees and reserve funds.

### **203 Limited GO Tax Bond Fund:**

The General Obligation Tax bonds for the Community Center/Library are a General Fund obligation. In 1999 the City issued bonds for the construction of the Community Center/Library. This was a council approved bond issue, not a voted issue. The bonds will mature in 2018. The finance issue the city will face with this bond is the escalating principle payment for the remainder of the bond.

The bond payments must be made from property taxes, real estate excise tax (REET 1) funds or other general fund sources. In 2016, property taxes and Real Estate Excise (REET) will be used make the payments.

### **205 Police GO Bond Fund:**

In 2004 the City issued bonds to pay for the 800 MHz communication system and for capital improvements to the Police Station. This was a voted issue and an additional levy on property located within the city limits. An ordinance will be adopted as part of the budget process to levy the required taxes to meet the annual payment. The bonds will mature in 2024.

### **207 LID Bond Fund**

The LID Bond payments are made by the benefited property owners who receive annually billing statements in December. The LID (Local Improvement District) project is a sewer line from the Sultan Basin Road to Rice Road that was constructed in 1997 that runs parallel to Wagley Creek. Payments on the bonds are from assessment against the benefited properties. The LID payments are for 18 years and are considered a lien against the property. The bonds will mature in 2021

### **403 Water Revenue Bond Fund:**

Water/Sewer Revenue Bonds were issued in 1996 to fund system improvements. The assets of the Water and Sewer Utility Funds were pledged as security for the bonds. The funding source for the bond payment is transfer from the Water and Sewer Utility Funds. Each fund will contribute \$60,000 towards bond payments. Water and Sewer revenue bonds were used to fund Main Street and Eighth Street main line upgrades and replacement. The bonds will mature in 2016. In 2014, the city issues \$2,870,000 in Water/Sewer Utility Bonds to finance the Booster Pump Station, Lift Station upgrades and water, sewer and storm lines on Alder, 4th and High streets.

### **412 Water Debt Service Fund:**

The purpose of this fund is to provide for the payment of debt service incurred by the Water Utility System for capital projects. The fund has outstanding debt for the previous the connection to the Everett Waterline and for the second reservoir.

The funding for debt service has been from operating fund transfers. For 2015 the debt service payments will be made from the operating fund (Water Utility Fund – 400). The Public Works Trust Fund (PWTF) loan documents pledge the assets of the Water Utility for repayment of the loan. The loans for the water reservoir and water filtration plant will be paid in full in 2018.

#### **413 Sewer Debt Service Fund:**

The purpose of this fund is to provide for the payment of debt service incurred by the Sewer Utility System for capital projects. The fund has outstanding debt for the previous expansion of the existing Wastewater Treatment Plant, the I & I Reduction program and for the Stormwater Report.

The funding for debt service is from current customers. For 2016, the debt service payments will all be made from the operating funds (Sewer Utility Fund – 401). The PWTF loan documents pledge the assets of the Sewer Utility for repayment of the loan.

The loan for the sewer plant upgrade will be paid in full in 2016 and stormwater report was paid in full in 2015.

### **PUBLIC WORKS FUNDS**

The City's goal is to lead a well equipped and effective staff in serving the Citizens of Sultan. As the City continues to grow and develop so will the Public Works Department in providing services in a professional manner.

The Public Works Department serves the citizens of Sultan with a wide variety of services, as well as being an integral part of Sultan governmental offices. The divisions within Public Works operations and maintenance are Streets, Cemetery, Water, Sewer, Garbage and Stormwater. Public Works is also responsible for maintenance of the parks and city buildings. Those budgets included in the General Fund portion of the budget.

The City has 6 Public Works Operating Funds:

- 101 Street
- 103 Cemetery
- 400 Water
- 401 Sewer
- 402 Garbage
- 406 Storm

With the exception of the Street Fund (which is technically part of the General fund and tax supported) the funds are enterprise funds and must be self-supporting.

#### **101 STREET OPERATING FUND**

The Street Fund is used to repair and maintain the City's streets, sidewalks, alley ways, trails, signs, and vegetation (street trees and grass strips). The City has approximately 31 miles (62 lane miles) of roadways and trails, 600 signs, and 150 trees. Although the Street Fund is not a part of the city's general fund budget, the two funds share operating revenues. The Street operating budget is supported by property taxes, utility taxes, B & O taxes and the motor vehicle excise tax which is dedicated solely to the Street Operating Fund.

The Street Fund proposal has a surplus of \$5,801.

Salaries and benefits are increased by \$4,315 in 2016 primarily due to non-exempt staff wage increases as a result of the newly adopted union contract. Similar to 2015, the Public Works

Director is projected to be spending less time in the Street Fund than in past few years as development activity is picking up, and more time is likely to be spent working with developers and providing plan review services.

A \$15,000 expenditure is proposed for the Street Funds proportionate contribution to the Equipment replacement fund (Operating Transfer Out to Fund 104). This contribution proposes set asides of \$5,000 for a sidearm mower, \$5,000 for a street sweeper, and \$5,000 for utility trucks. Street fund expenditures in 2016 such as a chip seal project, matching funds for TIB grants, 3rd Street dip repair, and speed cushions are anticipated to be funded using REET 2 instead of operating funds.

### **103 CEMETERY OPERATING FUND**

The Cemetery Fund is balanced by using \$2,304 of beginning fund balance.

Salaries and benefits are proposed to be decreased by \$2,903 in 2016. The 2016 staff allocation assumes more time being spent maintaining the cemetery by a newly hired Public Works employee, and less time by more experienced staff members resulting in a savings to the cemetery fund.

Based on the direction from Council received at the October 2015 budget retreat, management will be meeting with union representatives to negotiate allowing volunteers to spend more time on cemetery maintenance. Additionally, staff will be reaching out to area churches and other cemeteries to gauge interest in the possible purchase of the Sultan cemetery.

### **400 WATER OPERATING FUND**

The Water Fund is balanced by using \$59,745 of beginning fund balance.

There is an estimated \$100,000 expenditure for Professional Services which includes approximately \$87,000 for the preparation of the 2016 Water System Plan Element of the Comprehensive Plan Update and a rate study. The \$22,000 Operating Transfer Out for Equipment Replacement (104) which was included in the budget at the Council retreat on October 10, 2015 has been removed in an effort to balance the budget.

Salaries and benefits are increased by \$13,678 in 2016. One of the main factors for the increase is due to a wage adjustment for the Water Systems Manager. The Washington State Department of Health has re-rated the City's Water Treatment Plant to a Level 3 facility which requires that the plant be operated by an employee with a Level 3 certification. The City's Water Systems Manager has now obtained this certification, and his wage has been increased to be competitive with other Level 3 Manager positions in Washington State.

Repair and maintenance has increased from \$20,000 in 2015 to \$30,975 in 2016, partially due to cleaning the drinking water reservoirs at the Water Treatment Plant.

### **401 SEWER OPERATING FUND**

The Sewer Fund currently shows a surplus of \$24,706.

Salaries and benefits are increased by \$17,529 in 2016 primarily due to the significant effort involved in updating the General Sewer Plan and associated rate study. There is an estimated \$97,000 expenditure for Professional Services which includes approximately \$86,000 for the preparation of the 2016 General Sewer Plan Element of the Comprehensive Plan Update and a rate study.

Sludge hauling has been reduced from \$30,000 in 2015 to \$10,000 in 2016 to be more in line with past year expenditures.

#### **402 GARBAGE OPERATING FUND**

The Garbage Fund has a surplus of \$6,863.

The City purchased a new garbage truck and toters in 2015 and has modified garbage service to once every two weeks. A garbage rate study is underway, and the results will be available soon. As a result of the garbage rate study, garbage rates are expected to change.

Salaries and benefits are decreased by \$27,903 in 2016 primarily due to less labor required to operate the garbage service.

Vehicle Operation/Maintenance has been reduced from \$33,000 in 2015 to \$16,000 in 2016 primarily due to the new garbage truck purchased in 2015.

#### **406 STORMWATER OPERATING FUND**

The Stormwater Fund has a \$660 surplus.

Salaries and benefits are decreased by \$24,326 in 2016. Professional services in 2016 are budgeted for legal counsel, the Washington State auditor, and street sweeping disposal services.

As the City moves forward, the stormwater rates will very likely need to be raised to be able to afford the design and construction of stormwater and flood prevention projects, and to incorporate state mandated Low Impact Development requirements. The current rate structure has residential customers subsidizing commercial accounts. Council should consider moving forward with a rate study in 2017 to evaluate the current rate structure.

**CAPITAL PROJECTS FUNDS:**

The 2016-17 proposed Capital Budget Projects proposed projects include:

<b>2016-2017 CAPITAL PROJECTS</b>	
<b>Street &amp; Transportation Improvements</b>	
Street chip seal project	\$12,000.00
4th & 5th Street Design (US2 to Alder)	\$48,600.00
4th & 5th Street Reconstruction (US2 to Alder)	\$372,600.00
4th Street Overlay Design (Fir to High)	\$23,240.00
4th Street Overlay Construction (Fir to High)	\$179,630.00
3rd Street Repair	\$10,000.00
3rd Street Reconstruction Design (US2 to High)	\$145,000.00
3rd Street Reconstruction (US2 to High)	\$990,000.00
Sultan River Bridge Design	\$55,000.00
Sultan River Bridge Construction & CM	\$3,400,000.00
US2 Pathway (Albion to Marcus)	\$150,000
Speed Cushions	\$3,000.00
<b>Water System Improvements</b>	
Gohr Road Water Main Design	\$19,000.00
Gohr Road Water Main Construction & CM	\$83,000.00
Booster Pump Station Upgrade Construction	\$1,627,800.00
135th Street SE Water Main Design	\$23,000.00
135th Street SE Water Main Construction & CM	\$101,000.00
4th & 5th Street Reconstruction Water Improvements	\$30,000.00
4th Street Overlay Water Improvements	\$126,000.00
3rd Street Reconstruction Water Improvements	\$450,000.00
Rebuild Upflow Clarifier	\$70,000.00
Sultan River Bridge Water Design	\$5,000.00
Sultan River Bridge Water Construction & CM	\$174,000.00
PRV #1 Replacement Design	\$7,500.00
PRV #1 Replacement	\$75,000.00
<b>Sewer System Improvements</b>	
Lift Station Upgrade	\$698,500.00
I & I Program	\$50,000.00
4th & 5th Reconstruction Sewer Improvements	\$15,000.00
4th Street Overlay Sewer Improvements	\$86,000.00
3rd Street Reconstruction Sewer Improvements	\$350,000.00
Oxidation Ditch Rotor	\$80,000.00
Rotary Fine Screen Replacement	\$85,000.00
De-Gritter Replacement	\$80,000.00
Sultan River Bridge Sewer Design	\$8,000.00
Sultan River Bridge Sewer Construction	\$249,000.00
<b>Park Improvements</b>	
Sultan River Trail (River Park to Osprey Park) Design	\$75,000.00
Sultan River Trail (River Park to Osprey Park) Land Purchase	\$324,000.00
<b>Storm Water Improvements</b>	
Dyer Rd Culvert Replacement	\$400,000.00
<b>2016-2017 TOTAL EXPENDITURES</b>	<b>\$9,180,000.00</b>

## **STREET AND TRANSPORTATION IMPROVEMENTS**

### **Street chip seal project**

A street will be selected for the City's annual chip seal project. This project will be funded using Snohomish County PUD funds from the sale of City land and easements.

### **4th & 5th Street Design & Reconstruction (US2 to Alder Street)**

This project is contingent on receiving a grant from the Transportation Improvement Board. The City has pledged a five percent (5%) match.

### **4th Street Overlay Design and Construction (Fir to High)**

This project is contingent on receiving a grant from the Transportation Improvement Board. The City has pledged a five percent (5%) match.

### **3rd Street Repair**

This project is proposed to be funded using Snohomish County PUD funds from the sale of City land and easements.

### **Sultan River Pedestrian Bridge**

The design is 80 percent complete with construction tentatively planned for 2016 and 2017, contingent on receiving construction funding. The design of the transportation related bridge improvements is grant funded through a legislative proviso and the Surface Transportation Program. Construction is currently unfunded.

### **US 2 Bicycle/Pedestrian Pathway (Albion to Marcus)**

This project is contingent on receiving a Community Development Block Grant. If the City is successful in receiving the grant funding, design and construction would occur in 2017.

### **Sultan Basin Road Raised Pavement Markers (RPM's)**

This project is planned to add raised pavement markers to the centerline striping on the recently completed Sultan Basin Road Overlay project. The project is proposed to be funded using Snohomish County PUD funds from the sale of City land and easements.

### **Speed Cushions**

This project is planned for 2016 and will be funded using Snohomish County PUD funds from the sale of City land and easements.

## **WATER SYSTEM IMPROVEMENTS**

### **Gohr Road Water Main**

This project is planned for 2016 and will be mostly funded by a Community Development Block Grant. The City has pledged a \$25,000 match using Water Capital Funds.

### **Booster Pump House Upgrade**

The design and construction of the Booster Pump House Upgrade include the replacement of pumps, the electrical system, generator, and pump house structure. The City is working with Trane and RH2 Engineering. Construction is anticipated to be completed in 2016.

### **4th & 5th Street Reconstruction Water Improvements (US2 to Alder)**

This project is contingent on receiving a grant for the street reconstruction from the Transportation Improvement Board. The water main will be replaced using Water Capital Funds.

### **4th Street Overlay Water Improvements (Fir to High)**

This project is contingent on receiving a grant for the street reconstruction from the Transportation Improvement Board. The water main will be replaced using Water Capital Funds.

Rebuild Upflow Clarifier

This project will be funded using Water Capital Funds.

Sultan River Pedestrian Bridge Water Design & Construction

The design is currently 80 percent complete. The remaining design of the water element of the bridge will be funded using Water Capital Funds. The construction element is currently unfunded and will require a grant or a loan.

PRV No. 1 Station Replacement

The design and construction of PRV No. 1 are proposed to be funded using Water Capital Funds.

135th Street SE Water Main

The City applied for a Community Development Block Grant for this project in 2014, but was not successful. The project is planned for 2017 and will be funded using Water Capital Funds or a grant.

**Water Capital Fund**

The following projects are proposed to be designed and constructed using City Water Capital Funds in 2016:

Gohr Road Water Main CDBG Matching Funds	\$25,000
Booster Pump Station Upgrade	\$491,915
4th & 5th Street Reconstruction Water Improvements	\$30,000
4th Street Overlay Water Improvements	\$126,000
Rebuild Upflow Clarifier	\$70,000
Sultan River Bridge Water Design	\$24,000
PRV No. 1 Design & Construction	\$82,500
<b>Total</b>	<b>\$830,415</b>

To provide adequate funding for the capital projects, staff is proposing the following:

- The Water Operating Fund for 2015 has an available beginning fund balance of \$316,515. Staff is proposing to leave \$200,000 in the Water Operating Fund leaving \$116,515 available to be transferred Fund 409 (Water System Improvements Fund).
- The Water Reserve Fund has an available balance of \$845,902. Staff is proposing to leave \$150,000 in the Reserve Fund. Twenty four new water connections are projected to add approximately \$85,000. Staff is proposing to transfer \$780,902 to Fund 409 (Water System Improvements Fund).
- After the proposed transfers, the Water System Improvement Fund will have a balance of \$895,411.

**SEWER SYSTEM IMPROVEMENTS**

Lift Station Upgrade

This project is tied to the Sultan River Bridge Construction and is contingent on receiving a \$3.4 million dollar grant for the bridge construction.

Infiltration and Inflow Study

This project is proposed to be funded using Sewer Capital Funds.

4th & 5th Street Design & Reconstruction Sewer Improvements (US2 to Alder Street)

This project is contingent on receiving a grant from the Transportation Improvement Board. The sewer related improvements will be funded using Sewer Capital Funds.

4th Street Overlay Design and Construction Sewer Improvements (Fir to High)

This project is contingent on receiving a grant from the Transportation Improvement Board. The sewer related improvements will be funded using Sewer Capital Funds.

Wastewater Treatment Plant Oxidation Ditch Second Mixer

This project is to replace the second mixer in the oxidation ditch at the Wastewater Treatment Plant. The project will likely be completed in 2015; however, it is not complete at this time and is therefore included in the 2016 capital budget.

Wastewater Treatment Plant Rotary Fine Screen Replacement

This project is to replace the rotary fine screen at the Wastewater Treatment Plant. It is proposed to be funded using Sewer Capital Funds. The project was advertised and awarded in 2015, with construction anticipated to be completed in early 2016.

Wastewater Treatment Plant De-Gritter Replacement

This project is to replace the de-gritter at the Wastewater Treatment Plant. This project will be funded using Sewer Capital Funds.

Oxidation Ditch Rotor

This project is to replace the Oxidation Ditch Rotor. The project will be funded using Sewer Capital Funds.

Sultan River Pedestrian Bridge Sewer Design & Construction

The design is currently 80 percent complete. The remaining design of the sewer element of the bridge will be funded using Sewer Capital Funds. The construction element is currently unfunded and will require a grant or a loan.

**Sewer Capital Fund**

The following projects are proposed to be designed and constructed in 2016 with City Sewer Capital Funds:

Infiltration & Inflow Study/Improvements	\$150,000
4th & 5th Street Sewer Improvements	\$20,000
4th Street Overlay Sewer Improvements	\$86,000
WWTP Oxidation Ditch Second Mixer	\$91,133
WWTP Rotary Fine Screen Replacement	\$85,000
WWTP Oxidation Ditch Rotor	\$80,000
WWTP De-gritter Replacement	\$80,000
Sultan Bridge Sewer Design	\$8,000
<b>Total</b>	<b>\$600,133</b>

To provide adequate funding for the capital projects, staff is proposing the following:

- Transfer \$358,647 from the Sewer Operating Fund to Fund 407 (Sewer System Improvement Fund) leaving a \$300,000 balance in the operating fund.
- Transfer \$423,635 from the Sewer Reserve Fund to the Sewer System Improvement Fund leaving \$300,000 in the Sewer Reserve Fund.
- After the proposed transfers, The Sewer System Improvement Fund will have a balance of \$691,798.

## **PARK IMPROVEMENTS**

### **Sultan River Trail (River Park to Osprey Park) Design**

The design of the trail running parallel with the Sultan River from River Park to Osprey Park is proposed to be funded with Park Impact Fees

### **Sultan River Trail (River Park to Osprey Park) Land Purchase**

The purchase of the property for the trail running parallel with the Sultan River from River Park to Osprey Park is proposed to be funded with an RCO grant.

## **STORM WATER SYSTEM IMPROVEMENTS**

### **Dyer Road Culvert Replacement**

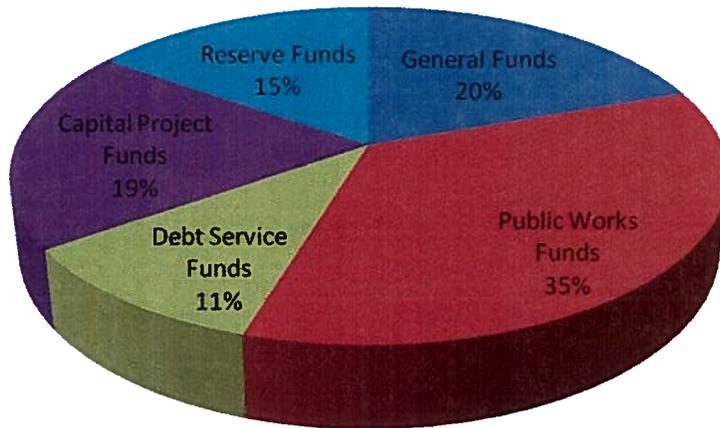
The design is 90 percent complete. Construction is currently unfunded, and the City is seeking grants complete the project.

## **RECOMMENDATION:**

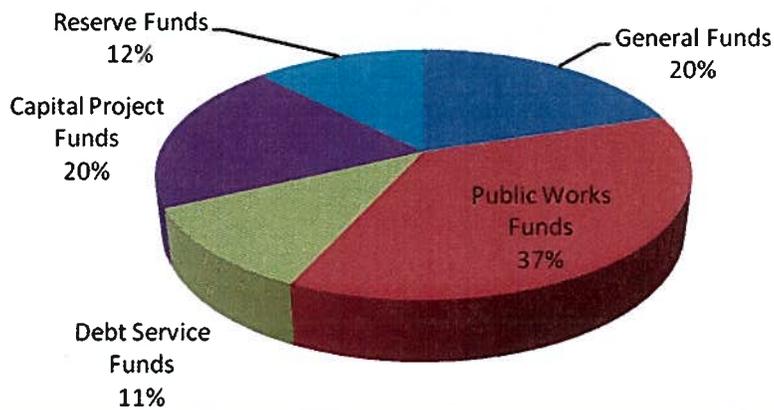
Move to introduce Ordinance 1225-15 adopting the 2016 Budget for a first reading and pass it on to a second reading.

- ATTACHMENTS:
- A. Fund Summary
  - B. Ordinance 1206-14 - 2015 Budget
  - C. Fund Detail

## 2016 Budget Revenue by Fund Type



## 2016 Budget Expenditures by Fund Type



**ATTACHMENT A  
2016 BUDGET SUMMARY**

Fund		REVENUE	EXPENSE	SURPLUS
001	General Fund	\$1,969,714		
	Legislative		\$19,280	
	Executive		\$64,577	
	Finance/Administration		\$98,635	
	Grants		\$30,171	
	Legal		\$41,843	
	Other Governmental		\$85,900	
	Law Enforcement		\$1,022,255	
	Law Enforcement - Court		\$119,800	
	Emergency Management		\$6,500	
	Code Enforcement		\$54,248	
	Planning and Community Development		\$185,919	
	Building		\$103,709	
	Public Health		\$1,200	
	Library		\$6,500	
	Park/Recreation		\$91,540	
	Miscellaneous (Transfers Out)		\$35,195	
	Total Expenditures		\$1,967,272	\$2,442
100	General Fund Contingency	\$14,695	\$0	\$14,695
101	Street Fund	\$204,025	\$198,224	\$5,801
103	Cemetery Fund	\$27,704	\$27,704	\$0
501	C.R. Equipment Fund	\$127,000	\$20,000	\$107,000
108	Street Impact Fee Fund	\$206,108	\$0	\$206,108
109	Community Improvement Fund	\$1,500	\$1,500	\$0
112	Park Impact Fee Fund	\$124,225	\$75,000	\$49,225
113	Building Maintenance Fund	\$35,400	\$34,987	\$413
114	Information Tech Fund (IT)	\$67,250	\$38,500	\$28,750
115	Insurance Claim Fund	\$0	\$0	\$0
117	Timber Ridge Settlement	\$20,000	\$20,000	\$0
203	Limited Tax Bond GO	\$150,300	\$150,150	\$150
205	Unlimited Tax GO Bond	\$31,203	\$31,203	\$0
207	LID Guaranty Fund	\$289,000	\$289,000	\$0
301	Capital Project Fund REET 1	\$75,000	\$75,000	\$0
302	Capital Project Fund REET 2	\$81,000	\$81,000	\$0
303	Street Improvement Fund	\$557,200	\$492,200	\$65,000
305	Park Improvement Fund	\$75,000	\$75,000	\$0
400	Utility Water Fund	\$1,210,913	\$1,210,913	\$0
401	Utility Sewer Fund	\$1,348,039	\$1,323,333	\$24,706
402	Utility Garbage Fund	\$782,260	\$775,397	\$6,863
403	Water Revenue Bond Fund	\$345,700	\$345,700	\$0
404	C.R. Sewer Utility Fund	\$503,405	\$486,133	\$17,272
405	C.R. Water Utility Fund	\$509,000	\$509,000	\$0
406	Storm Water Utility	\$175,364	\$174,704	\$660
407	Sewer System Improvement Fund	\$509,000	\$509,000	\$0
409	Water System Improvement Fund	\$901,000	\$901,000	\$0
410	Stormwater System Improvement Fund	\$17,000	\$0	\$17,000
412	Water System Debt Fund	\$125,864	\$125,864	\$0
413	Sewer System Debt Fund	\$181,757	\$181,757	\$0
621	Cemetery Trust Fund	\$1,750	\$0	\$1,750
	<b>TOTALS</b>	<b>\$10,667,376</b>	<b>\$10,119,541</b>	<b>\$547,835</b>

**CITY OF SULTAN  
SULTAN, WASHINGTON  
ORDINANCE NO. 1225-15**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF SULTAN  
WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2016;  
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the Mayor of the City of Sultan, Washington, completed and placed on file with the City clerk a proposed budget and estimate of the amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2016, and notice was published that the Council of said City would meet on October 22, 2015 for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

WHEREAS, the Council continued the public hearing to November 5, 2015 for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

WHEREAS, the said City Council did meet at said times and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Sultan for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of the City during said period.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN DO ORDAIN as follows:

Section 1: The budget for the City of Sultan, Washington for the year 2016 is hereby adopted in its final form and content as set forth in the document entitled City of Sultan 2016 Budget, three (3) copies of which are on file in the office of the City Clerk.

Section 2: Estimated resources, including fund balances or working capital for each separate fund of the City of Sultan, and aggregate totals (net of transactions between funds) for all such funds combined, for the year 2016 are set forth in the summary form below, and are hereby appropriated for expenditures during the year 2016 as set forth below:

Fund		REVENUE	EXPENSE
001	General Fund	\$1,969,714	
	Legislative		\$19,280
	Executive		\$64,577
	Finance/Administration		\$98,635
	Grants		\$30,171
	Legal		\$41,843
	Other Governmental		\$85,900
	Law Enforcement		\$1,022,255
	Law Enforcement - Court		\$119,800
	Emergency Management		\$6,500
	Code Enforcement		\$54,248
	Planning and Community Development		\$185,919
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	Public Health		\$1,200
	Library		\$6,500
	Park/Recreation		\$91,540
	Miscellaneous (Transfers Out)		\$35,195
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115	Insurance Claim Fund	\$0	\$0
117	Timber Ridge Settlement	\$20,000	\$20,000
203	Limited Tax Bond GO	\$150,300	\$150,150
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409	Water System Improvement Fund	\$901,000	\$901,000
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412	Water System Debt Fund	\$125,864	\$125,864
413	Sewer System Debt Fund	\$181,757	\$181,757
621	Cemetery Trust Fund	\$1,750	\$0
	<b>TOTALS</b>	<b>\$10,667,376</b>	<b>\$10,119,541</b>

Section 3: The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. 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 5. 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

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Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

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Laura Koenig, City Clerk

Approved as to form:

---

Amy Mill, City Attorney

Date of Publication:

Effective Date:

CITY OF SULTAN  
AGENDA ITEM COVER SHEET

---

ITEM NO: A-3  
DATE: November 19, 2015  
SUBJECT: WSDOT Multiuse Roadway Safety Grant Program  
CONTACT PERSON: Donna Murphy Grants and Volunteer Coordinator



**ISSUE:** The issue before the Council is to authorize the Mayor to sign the necessary documents to submit a grant application requesting approximately \$2,050 to fund four signs for ATV usage on City Streets.

**STAFF RECOMMENDATION:**

Direct Staff to proceed with submitting the grant application to WSDOT to request \$2,050 to fund four signs for Wheeled All Terrain Vehicles (WATV) usage on City streets. Authorize the Mayor to sign the application documents.

**SUMMARY:**

Washington State Department of Transportation (WSDOT) has called for projects for their Multiuse Roadway Safety Grant Program. The goal of this grant program is to provide local governments funding to install signs providing notice to the motoring public that wheeled all-terrain vehicles (WATV) are present, or wheeled all-terrain vehicles may be crossing. The highest priority will be given to projects involving the design and installation of signage.

The City of Sultan has Ordinance 10.30 in place that allows Motorized Recreation Vehicles and Wheeled All-Terrain Vehicles and Golf Carts to drive on City streets.

It is important to inform the public about WATV presence on City streets in Sultan and the preliminary recommended locations are:

1. Old Owen Road
2. Sultan Basin Road
3. 1<sup>st</sup> Street
4. 8<sup>th</sup> Street

**FISCAL IMPACT:**

There is no match requirement with this grant program. City staff time installing the signs is the only commitment.

**MOTION:**

I move to direct staff to apply for a WSDOT Multiuse Roadway Safety Grant Program in the amount of \$2,050 to fund four signs for ATV usage on City streets.

ATTACHMENT:

Sign sample



**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

---

**ITEM NO:** A - 4

**DATE:** November 19, 2015

**SUBJECT:** Date Avenue Reconstruction – Final Acceptance

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



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**ISSUE:**

The issue before the City Council is final acceptance of the Date Avenue Reconstruction project completed by SRV Construction, Inc.

**STAFF RECOMMENDATION:**

Staff recommends accepting the Date Avenue Reconstruction project completed by SRV Construction, Inc.

**SUMMARY:**

The council awarded the base bid and authorized the Mayor to sign a contract with SRV Construction, Inc. not to exceed \$384,000 (which included a five percent contingency) to construct the Date Avenue Reconstruction project on May 28, 2015. SRV Construction's contract was for \$365,690.17. There were no change orders issued for this project.

**FISCAL IMPACT:**

The Schedule A (Road & Storm Drainage Improvements) were primarily funded with a Transportation Improvement Board (TIB) grant. The quantities on some bid items (namely cement for cement treated base and unsuitable foundation excavation) under ran the original planned quantities resulting in Schedule A finishing under budget.

The Schedule B (Water & Sewer Improvements) were funded with City capital funds. The quantities on some bid items (namely control density fill and removal of unsuitable trench material) under ran the original planned quantities resulting in Schedule B finishing under budget.

	<b>Bid Amount</b>	<b>Final Cost</b>	<b>Net</b>
Schedule A (Road & Storm Drainage)	\$220,164.00	\$212,513.37	-\$7,650.63
Schedule B (Water & Sewer)	\$145,526.17	\$122,146.42	-\$23,379.75
<b>Total</b>	<b>\$365,690.17</b>	<b>\$334,659.79</b>	<b>-\$31,030.38</b>

**RECOMMENDED ACTION:**

A motion to accept the Date Avenue Reconstruction project as completed by SRV Construction, Inc.

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

---

**ITEM NO:** A-5  
**DATE:** November 19, 2015  
**SUBJECT:** Post Office Roof Repair  
**CONTACT PERSON:** Ken Walker, City Administrator

**ISSUE:**

The issue before the council is to authorize the Mayor to sign a contract with Axis Roof and Gutter to repair the metal roof on the Post Office building located at 102 4th Street in Sultan, Washington for an amount not to exceed \$5,000 without prior written authorization from City Council.

Note that the estimate from Axis Roof and Gutter for the repair is \$1,650.72, however their quote does not include the replacement of any wood decking or other materials once the sealant is removed and it is prudent and critical that the repair proceed regardless of the damage discovered. By authorizing a larger expenditure, change orders can be prepared and implemented without additional council approval.

**STAFF RECOMMENDATION:**

Authorize the Mayor to sign a contract with Axis Roof and Gutter to repair the metal roof on the Post Office building located at 102 4th Street in Sultan, Washington for an amount not to exceed \$5,000 without prior written authorization from City Council.

**SUMMARY:**

The roof at the Post Office building is damaged and must be repaired. Staff has had trouble getting bidders to respond with quotes to repair the roof. Due to the urgency associated with the roof repair, Mayor Eslick declared a verbal emergency and authorized staff to schedule the work with Axis Roof and Gutter.

<b>Bidder</b>	<b>Quote (with tax)</b>
Axis Roof and Gutter	\$1,650.72
State Roofing	No response
Sound Roofing	No response

**FISCAL IMPACT:**

The project will be funded using Building Funds.

**RECOMMENDED ACTION:**

Authorize the Mayor to sign a contract with Axis Roof and Gutter to repair the metal roof on the Post Office building located at 102 4th Street in Sultan, Washington for an amount not to exceed \$5,000 without prior written authorization from City Council.

**ATTACHMENTS**

Attachment A      Axis Roof and Gutter Quote  
Attachment B      Contract



**ROOFING, REPAIRS & CLEANING**  
 Phone # 360-653-ROOF (7663)  
 Fax # 360-653-AXIS (2947)

20932 67th Ave NE  
 Arlington, WA 98223

mary@axisroofandgutter.com  
 www.axisroofandgutter.com

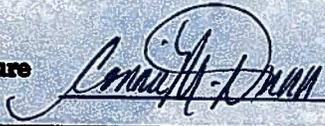
# Estimate

Date	Estimate #
11/11/2015	4430

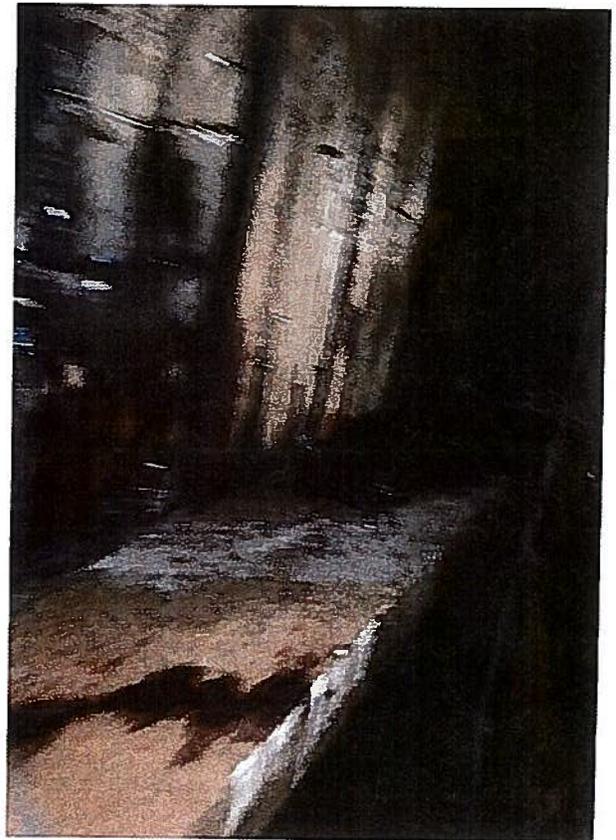
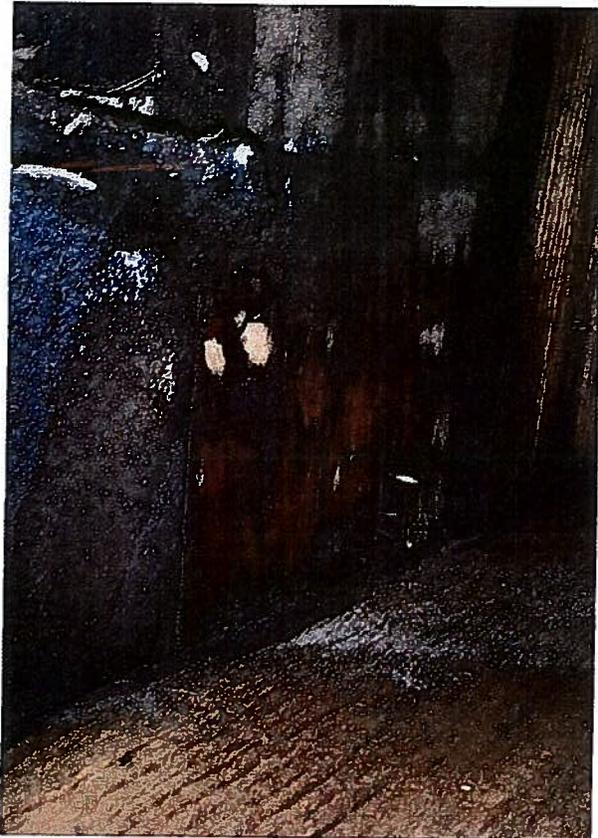
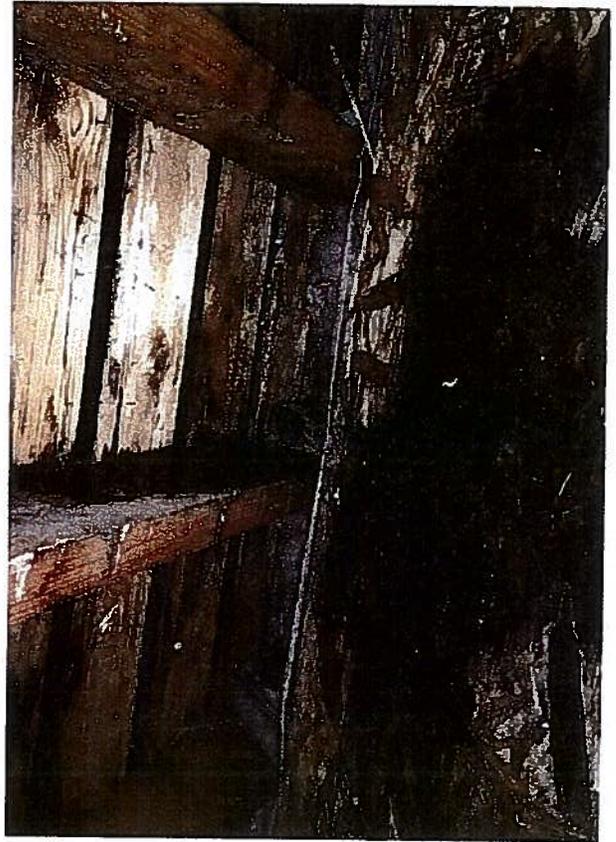
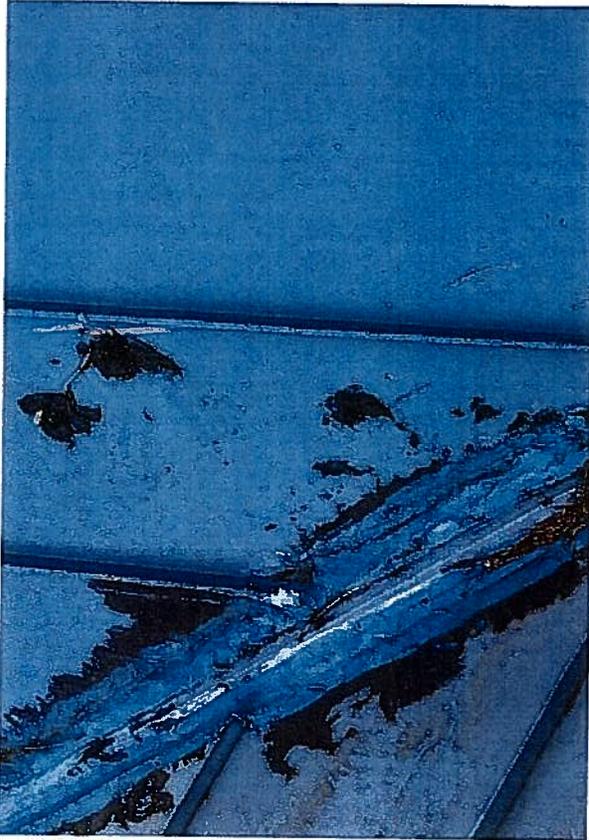
Name / Address		Ship To	
City of Sultan PO BOX 1199 Sultan, WA 98294		Post Office 102 4th St Sultan, WA 98294	
Customer Phone	425-508-8987	Customer E-mail	connie.dunn@ci.sultan.wa.us

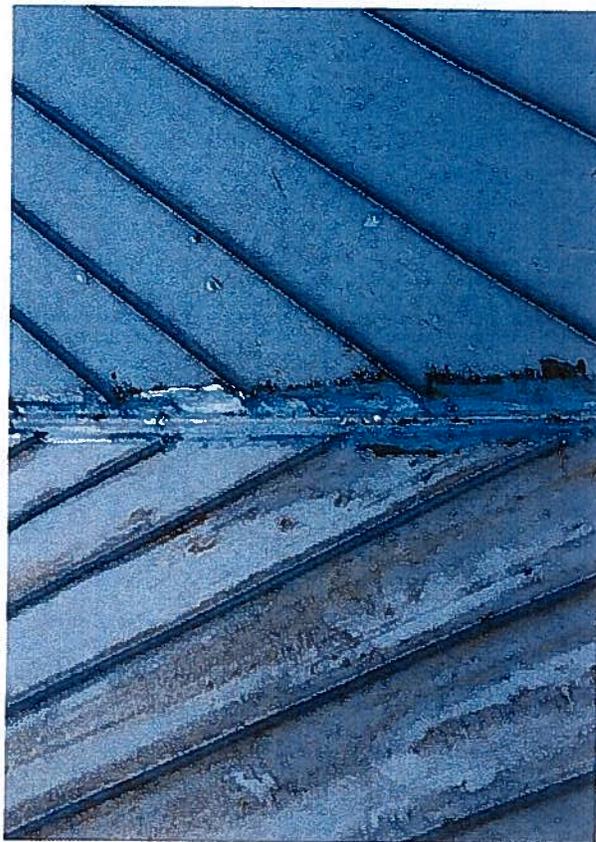
Item	Description	Rate	Qty	Total
Metal Roof Re...	Repair to Metal Roof as follows: Remove existing caulking, sealant, and/or roof mastic from valley where two metal roofs meet. This will need to be resealed and inspected for additional damage after adding in a metal valley. Please note this does not include the replacement of any wood decking or other discoverables once the sealant is removed.	1,520.00	1	1,520.00T
Repairs Include	Pricing includes all material, labor and full clean up	0.00	1	0.00T
	This work is weather pending due to the location of the water penetration.			

Please call to schedule services.  
 Thank you, we appreciate your business.

Signature 

<b>Subtotal</b>	\$1,520.00
<b>Sales Tax (8.6%)</b>	\$130.72
<b>Total</b>	\$1,650.72





**CITY OF SULTAN  
LIMITED PUBLIC WORKS CONTRACT**

THIS AGREEMENT, is made by and between the City of Sultan (hereinafter referred as "City"), a Washington Municipal Corporation, and Axis Roof and Gutter (hereinafter referred to as "Contractor"), doing business at 20932 67th Avenue NE, Arlington, WA 98223.

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

WHEREAS, the City desires to contract with Contractor for the provision of such services for metal roof repair at Post Office building located at 102 4th Street, Sultan, Washington, and Contractor agrees to contract with the City for same;

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

**TERMS**

1. **Work.** The Contractor agrees to perform all work in accordance with this Contract and the following documents, incorporated herein:
  - Scope of Work (Exhibit A)
  - All provisions required by law to be inserted in this Contract whether actually attached hereto or not.
2. **Payment.** Payment for the work as described in the Contract shall not exceed one thousand five hundred twenty dollars (\$1,520.00), excluding sales tax and approved change orders, in accordance with the lump sum price shown on the attached bid proposal (Exhibit A). If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract.
3. **General Administration.** The Contract Administrator, Connie Dunn, of the City of Sultan shall have primary responsibility for the City under this Contract and shall oversee and approve all work to be performed, coordinate communications, and review and approve all invoices, under this Contract.
4. **Final Payment.** Thirty (30) days after completion and final acceptance of this project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract except those required to be withheld by law or agreed to in special contract provisions.

5. **Notice to Proceed / Completion Time.** The Contractor agrees to begin the work set forth in this Contract immediately after receiving written notice from the City to proceed and further agrees to carry on such work regularly and uninterrupted thereafter with such force as to secure its completion within 60 calendar days (holidays and weekends included), after such notice to begin work. The time of beginning, rate of progress and time of completion are essential conditions of this Contract.
6. **Ownership of Documents.** On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Contractor under this Contract will be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.
7. **Indemnity / Hold Harmless.** The Contractor shall indemnify, defend and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

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

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

Performance bond in an amount of the bid amount plus 10%. The bond must be accepted by the City prior to the execution of the contract. The bond shall be released thirty days after the date of final acceptance of the work performed under this Contract, and receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries in settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

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

9. **Subletting or Assigning of Contracts.** Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties or interests accruing from this Contract without the express prior written consent of the other.
10. **Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Contract. No agent, employee, representative or subcontractor of Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Contractor or his employees, agents, representatives or subcontractors. Contractor will be solely and entirely responsible for his acts and for the acts of Contractor's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that Contractor performs hereunder.
11. **Warranty.** Contractor shall be liable for any costs, losses, expenses or damages including consequential damages suffered by the City resulting from defects in the Contractor's work including, but not limited to, cost of materials and labor expended by the City in making emergency repairs and cost of engineering, inspection and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.
12. **Correction of Defects.** Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of mailing notice of discovery thereof by City and shall complete such work within a reasonable time. In emergencies where damage may result from delay or where

loss of service may result, such corrections may be made by the City, in which case the cost shall be borne by the Contractor. In the event the Contractor does not accomplish corrections within the time specified, the work will be otherwise accomplished and the cost of same shall be paid by the Contractor.

13. **Claims.** Any claim from Contractor against the City for damages, expenses, costs or extras arising out of the performance of this Contract must be made in writing to the City within thirty (30) days after the discovery of such damage, expense or loss, and in no event later than the time of approval by the City for final payment. Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.
  
14. **Contractor's Risk of Loss.** It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he has familiarized himself with all existing conditions and other contingencies likely to affect the work, and has made his bid accordingly, and that he shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.
  
15. **Insurance** The Contractor shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives or employees.
  - A. **Minimum Scope of Insurance.** Contractor shall obtain insurance of the types described below:
    1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
    2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial Liability insurance for liability arising from explosion, collapse or underground property damage. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional endorsement CG 20 10 10 01 and CG 20 37 10 01 or substitute endorsements providing equivalent coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
  4. Professional Liability insurance appropriate to the Contractor's profession.
- B. Minimum Amounts of Insurance. Contractor shall maintain the following insurance limits:
1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
  2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
  3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- C. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
1. The Contractor's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
  2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work.
- F. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.
- 16. Compliance with Laws.** The Contractor shall comply with all federal, state and local laws and regulations applicable to the work done under this Contract. Any violation of the provisions of these applicable laws and regulations shall be considered a violation of a material provision of this Contract and shall be grounds for cancellation, termination or

suspension of the Contract by the City, in whole or in part, and may result in ineligibility for further work for the City.

- 17. Job Safety.** Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and local regulations, ordinances and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.
- 18. Prevailing Wage.** This Contract is subject to the requirements of Chapter 39.12 RCW, and as it may be amended, relating to prevailing wages. Prevailing rate shall be paid on public works and building service maintenance contracts, funded in part or in whole with Federal funds, Federal wage laws and regulations shall be applicable. No worker, laborer or mechanic employed in the performance of any part of this contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington. The schedule of prevailing wage rates for this Contract is attached hereto and by this reference made a part of this contract as though fully set forth herein.

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

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

- 19. Termination.** This contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment A) and final payment by the City. Additionally, the City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient, by giving ten (10) days written notice to the Contractor.

In the event this Contract is terminated by the City, Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A) is satisfactorily completed, as scheduled, up to the date of

termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

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

continue to be valid and binding upon the City and Service Provider, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

Dated this 19 day of November, 2015

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

**CITY OF SULTAN**

**CONTRACTOR**

By: \_\_\_\_\_  
Mayor

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

**CITY CONTACT**

**CONTRACTOR CONTACT**

\_\_\_\_\_  
City of Sultan  
PO Box 1199  
Sultan, 98294  
Phone: 360-793-2231  
Fax: 360-793-334

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

**ATTEST/AUTHENTICATED**

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

**APPROVED AS TO FORM**

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

**BID PROPOSAL**  
For Post Office Metal Roof Repair

This proposal shall include all material, equipment, labor, license and permit fees, taxes and any other associated costs. The bid price shall be lump sum.

**BASE BID**

The Base Bid shall include all work as shown in these specifications.

Base Bid Amount	\$ 1,520.00_____
WSST @ 8.6%	\$ 130.72_____
<b>TOTAL BASE BID</b>	<b>\$ 1,650.72_____</b>

The undersigned has read these specifications and is familiar with the site and requirements of this construction project. The bid amount presented in this proposal is a lump sum price to perform all work necessary to complete this project, excluding replacement of any wood decking or other damaged materials discovered once the sealant is removed.

Contractor Name: Axis Roof and Gutter\_\_\_\_\_

Address: 20932 67th Avenue NE\_\_\_\_\_ City: Arlington\_\_\_\_\_ Zip: 98223\_\_\_\_\_

Phone: (360) 653-2947\_\_\_\_\_ Fax: (360) 653-2947\_\_\_\_\_

Signature: \_\_\_\_\_