

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

6:30 PM – Audit Exit Conference

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

CHANGES/ADDITIONS TO THE AGENDA

PRESENTATIONS

- 1) CERT Graduation

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

PUBLIC HEARINGS:

- 1) 2016 Budget: 1) Public Works and 2) Capital funds

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

- 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
- 4) Excused Absence of Councilmember Walker
- 5) Ordinance 1223-15 – 2016 Police Bond Levy
- 6) Resolution 15-15 – Surplus Equipment

ACTION ITEMS:

- 1) Ordinance 1222-15 – 2016 Property Tax Levy
- 2) Titan Electric Contract - Turbidity Meters
- 3) Resolution 15-14 – Professional Boundaries Policy

DISCUSSION ITEMS:

Executive Session: Pending Litigation

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

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

CITY OF SULTAN
AGENDA ITEM COVER SHEET

Agenda Item: Presentation – P-1
Date: October 5, 2015
SUBJECT: CERT Volunteer Graduation



CONTACT PERSON: Donna Murphy Grants and Volunteer Coordinator

ISSUE:

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.

SUMMARY STATEMENT:

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

They were taught:

- Disaster Preparedness
- Disaster Fire Suppression
- Disaster Medical I
- Disaster Medical II/Triage
- Terrorism and Disaster Psychology
- Search and Rescue
- Flagging
- CERT Drill

On November 4, 2015 these fourteen community members completed their final course and tonight we will honor them and the 24 hours they gave to their community training to protect their neighbors.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NUMBER: Public Hearing PH-1
DATE: November 5, 2015
SUBJECT: Public Works Funds Expenditures
CONTACT PERSON: Mick Matheson, P.E., Public Works Director



ISSUE:

- Review the proposed expenditure budgets for the operating funds
- Determine if additional expenditures are needed
- Determine if expenditures should or can be delayed

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.

2016 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.

101 STREET FUND							
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-000-308-80-000	Beginning Fund Balance	93,513	87,095	52,997	5,913	14,519	0
101-000-311-10-000	Real and Personal Property Tax	38,427	16,846	17,762	21,535	28,547	53,177
101-000-316-41-000	B & O Electric	78,960	63,559	35,866	37,894	38,000	36,000
101-000-316-43-000	Utility Tax Gas	10,339	3,841	4,534	4,701	5,300	400
101-000-316-47-000	Utility Tax Telephone	16,231	11,558	8,520	7,104	7,400	7,500
101-000-322-40-000	Street/Curb Permits -ROW	1,150	3,384	1,722	1,850	2,000	2,000
101-000-336-00-870	Motor Vehicle Excise Tax	97,292	95,119	96,335	96,125	94,653	100,948
101-000-361-11-000	Investment Interest	126	153	13	38	300	400
101-000-367-11-010	Contributions - Street Project	131	5,448	250	30	0	0
	REVENUE TOTAL	336,170	287,002	217,999	175,190	190,719	177,248
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-150-542-30-100	Salaries and Wages	92,692	112,160	94,142	66,809	75,281	81,377
101-150-542-30-200	Employee Benefits	28,864	33,085	32,869	23,707	37,268	35,487
101-150-542-30-220	Uniforms	667	508	470	195	200	700
101-150-542-30-310	Office/Operating Supplies	6,727	3,710	5,850	3,793	3,200	4,710
101-150-542-30-320	Office Supplies	1,681	1,951	1,703	2,158	1,500	1,750
101-150-542-30-350	Small Tools/Minor Equipment	1,689	344	1,255	925	1,450	1,000
101-150-542-30-360	Vehicle Operation/Maintenance	3,260	2,539	1,608	1,286	2,050	2,050
101-150-542-30-370	Vehicle Repair	257	1,948	287	564	500	1000
101-150-542-30-410	Professional Service	40,145	16,229	7,696	3,983	22,000	0
101-150-542-30-420	Communication	2,262	2,831	2,920	2,848	2,500	3,300
101-150-542-30-430	Travel and Seminars	652	897	640	991	370	650
101-150-542-30-460	Insurance	8,817	12,528	12,683	11,828	7,200	8,000
101-150-542-30-490	Miscellaneous	1,749	1,491	568	2,520	200	200
101-150-594-30-640	Capital - Equipment and Signs	6,420	234	2,040	729	0	5,000
101-150-597-30-000	Operating Transfer Out - 104	0	0	0	0	0	15,000
101-150-597-50-010	Operating Transfer Out - 114 IT	3,905	2,960	9,854	3,500	3,500	3,500
101-160-542-30-480	Repair and Maintenance	2,687	200	2,240	0	500	500
101-160-542-63-470	Utilities	32,601	35,061	32,013	35,271	33,000	34,000
	EXPENDITURES TOTALS:	235,075	228,677	208,838	161,107	190,719	193,144
		101,095	58,325	9,161	14,083	0	2,201

Street Fund Operating Expenditures

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.

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.

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 Community Block Grant (CDBG) program is now only available for properties west of the Sultan River. **The downtown area of Sultan is no longer eligible for CDBG grants.** The Surface Transportation Program (STP) that funded the design of the Sultan River Pedestrian Bridge and the Sultan Basin Overlay project had a rural set-aside for communities of less than 5,000 residents. The Federal Highway Administration that administers STP grants recently made the determination that Sultan, Gold Bar, and Index **are no longer rural** and are not eligible for a rural set-aside.

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.

2016 CEMETERY OPERATING FUND

103	CEMETERY FUND						
Account	Description	2011	2012	2013	2014	2015	2016
		Actual	Actual	Actual	Actual	Adopted	Proposed
103-000-308-80-000	Beginning Fund Balance	29,732	6,910	1,924	6,405	2,757	2,304
103-000-343-60-000	Cemetery Fees	16,080	23,989	34,784	20,844	25,000	25,000
103-000-361-11-000	Investment Interest	31	14	16	12	250	400
103-000-367-11-000	Contributions - Cemetery Impro	2,926	138	0	0	0	0
	REVENUE TOTAL	48,769	31,051	36,724	27,261	28,007	27,704

Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
103-103-536-10-100	Salaries and Wages	25,351	16,795	10,943	10,295	11,692	10,207
103-103-536-10-200	Benefits	9,233	4,912	4,367	4,251	6,515	5,097
103-103-536-10-220	Uniforms	138	12	20	0	0	200
103-103-536-10-310	Operating Supplies	307	336	56	29	200	400
103-103-536-10-320	Office Supplies	11	115	0	0	100	0
103-103-536-10-340	Items for Resale	732	747	1,363	2,183	1,500	1,000
103-103-536-10-350	Small Tools/Minor Equipment	40	0	147	0	0	0
103-103-536-10-360	Vehicle Operation/Maintenance	506	474	446	359	500	800
103-103-536-10-410	Professional Services	400	5,187	9,324	3,751	5,000	8,000
103-103-536-10-460	Insurance	4,287	682	3,507	1,500	1,500	1,500
103-103-536-10-480	Repair and Maintenance	95	0	0	0	0	0
103-103-594-10-640	Capital - Equipment	761	0	0	0	500	0
103-103-597-40-000	Operating Transfers Out -104	0	0	0	0	500	500
	EXPENDITURE TOTAL	41,860	29,260	30,173	22,368	28,007	32,772
	Ending Fund Balance	6,910	1,790	6,551	4,893	0	0

Cemetery Fund Operating Expenditures

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.

2016 WATER OPERATING FUND

400 UTILITY WATER FUND							
Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
400-000-308-80-000	<i>Beginning Fund Balance</i>	149,409	90,758	184,728	252,738	25,848	59,745
400-000-343-90-000	<i>Water Service</i>	878,046	874,172	962,543	976,467	980,000	1,056,068
400-000-361-11-000	<i>Turn On/Off Fees</i>	21,171	10,879	10,708	7,584	8,780	9,000
400-000-379-10-000	<i>Investment Interest</i>	140	542	453	835	500	500
400-000-369-90-000	<i>Miscellaneous</i>	24,740	23,174	29,414	43,877	23,500	25,000
400-000-395-10-000	<i>Water Connection Charges</i>	1,600	1,200	1,000	7,801	7,000	15,600
400-000-395-10-100	<i>Interlocal - Startup</i>	5,321	0	518	0	60,000	45,000
	Total Revenue	1,080,427	1,000,726	1,189,364	1,289,302	1,105,628	1,210,913

Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
400-400-534-80-100	Salaries and Wages	296,914	229,295	265,591	294,358	302,802	334,344
400-400-534-80-200	Benefits	110,136	76,238	120,562	131,893	177,376	159,512
400-400-534-80-220	Uniforms	1,468	1,785	1,683	907	800	1,400
400-400-534-80-310	Operating Supply	26,203	38,791	57,771	49,029	63,375	64,885
400-400-534-80-320	Office Supplies	3,267	3,052	2,502	3,141	3,700	2,700
400-400-534-80-350	Small Tools/Minor Equipment	1,194	9,422	6,893	6,171	12,950	10,500
400-400-534-80-360	Vehicle Operation/Maintenance	9,205	7,469	8,292	6,220	7,825	7,825
400-400-534-80-370	Vehicle Repair	225	2,200	229	498	500	1,000
400-400-534-80-413	Professional Service - General	98,630	33,255	30,840	21,283	44,500	100,000
400-400-534-80-420	Communication	10,249	9,344	9,113	10,337	8,000	10,000
400-400-534-80-430	Travel and Seminars	2,434	2,958	3,265	4,133	4,205	5,205
400-400-534-80-450	Rentals	413	1,364	3,535	1,772	1,000	1,000
400-400-534-80-460	Insurance	29,013	26,085	46,823	49,530	42,000	47,000
400-400-534-80-470	Utilities	105,020	37,976	28,940	34,235	25,000	35,000
400-400-534-80-471	Water Service - Everett	0	0	0	4,569	7,000	7,000
400-400-534-80-480	Repair and Maintenance	15,296	8,462	6,875	20,476	20,000	30,975
400-400-534-80-490	Miscellaneous	14,121	10,837	7,546	8,280	8,614	9,250
400-400-534-80-490	Water - Testing	0	0	895	4,085	4,000	5,000
400-400-534-80-510	Taxes - Excise	43,648	46,366	50,396	51,480	51,000	53,000
400-400-534-80-510	Capital - Buildings	45,370	0	4,153	624	0	500
400-400-594-80-620	Capital - Equipment	6,385	2,028	13,070	10,572	10,000	6,500
400-400-594-80-640	Operating Transfer Out - 412	91,500	137,167	137,000	133,088	109,478	115,864
400-400-597-20-000	Operating Transfer Out - 403	65,000	65,000	63,500	50,000	171,700	172,650
400-400-597-30-010	Operating Transfer Out - 104	3,000	46,000	40,000	8,000	0	0
400-400-597-50-020	Operating Transfer Out - 001	0	12,774	2,000	16,803	16,803	16,803
400-400-597-30-030	Operating Transfer Out - 409	0	12,774	12,774	18,500	0	0
400-400-597-20-040	Operating Transfer Out - 114 IT	10,979	10,500	9,000	9,000	13,000	13,000
	Total Expense	989,669	831,143	933,248	948,984	1,105,628	1,210,913
	Ending Fund Balance	90,758	169,583	256,116	340,319	0	0

Water Fund Operating Expenditures

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.

2016 SEWER OPERATING FUND

401 UTILITY SEWER FUND		2011	2012	2013	2014	2015	2016
Account	Description	Actual	Actual	Actual	Actual	Adopted	Proposed
401-000-308-80-000	Beginning Fund Balance	181,176	196,455	250,012	463,338		
401-000-342-00-200	Sewer Inspection Fee	750	0	250	2,250	5,000	5,000
401-000-343-50-000	Sewer Service	1,240,277	1,248,369	1,286,780	1,277,056	1,286,195	1,325,039
401-000-361-11-000	Investment Interest	273	496	1,095	1,191	500	500
401-000-369-90-000	Miscellaneous	14,464	18,337	17,019	41,359	17,500	17,500
	Total Revenue	1,436,940	1,463,656	1,555,156	1,785,195	1,309,195	1,348,039

Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
401-401-535-80-100	Salaries and Wages	284,669	240,139	250,714	253,334	256,329	275,957
401-401-535-80-200	Benefits	91,096	95,984	96,638	100,982	123,371	121,272
401-401-535-80-220	Uniforms	1,665	1,939	1,672	995	800	1,300
401-401-535-80-310	Operating Supplies	17,536	23,148	28,796	15,941	39,875	41,085
401-401-535-80-320	Office Supplies	3,752	3,282	2,281	3,498	3,500	3,000
401-401-535-80-350	Small Tools/Minor Equipment	1,065	1,909	5,650	1,173	7,950	6,650
401-401-535-80-360	Vehicle Operation Maintenance	2,848	2,250	2,586	3,006	9,300	10,800
401-401-535-80-370	Vehicle Repair	2,971	2,676	229	301	500	2,000
401-401-535-80-412	Professional Service	98,826	66,311	49,338	30,621	43,000	97,000
401-401-535-80-413	Services - Sludge Hauling	0	0	9,983	14,097	30,000	10,000
401-401-535-80-420	Communication	10,725	10,739	10,606	11,273	9,000	13,000
401-401-535-80-430	Travel and Seminars	1,119	3,226	1,726	2,611	3,405	3,405
401-401-535-80-450	Rentals	292	3,175	14,285	7,523	12,226	13,226
401-401-535-80-460	Insurance	35,580	37,042	52,079	65,780	56,000	56,000
401-401-535-80-470	Utilities	41,418	38,934	39,741	40,699	37,000	40,000
401-401-535-80-480	Repair and Maintenance	58,210	49,270	35,147	51,258	64,875	67,575
401-401-535-80-490	Miscellaneous	10,442	11,578	6,730	7,457	4,664	4,754
401-401-535-80-490	Sewer - Testing	0	0	498	1,682	1,400	1,500
401-401-535-80-510	Taxes - Excise	29,825	31,447	29,995	28,603	30,000	30,000
401-401-594-80-620	Capital - Buildings	15,336	0	4,153	119,799	4,000	0
401-401-594-80-640	Capital - equipment	4,170	47,639	2,109	26,063	0	30,000
401-401-597-20-000	Operating Transfer Out - 413	410,000	432,712	301,537	324,608	183,182	181,756
401-401-597-20-040	Operating Transfer Out - 403	65,000	65,000	63,500	50,000	171,700	172,650

401-401-597-30-010	Operating Transfer Out - 104	45,400	21,000	120,000	34,000	37,000	35,000
401-401-597-30-030	Operating Transfer Out - 001	0	12,774	12,774	16,803	16,803	16,803
401-401-597-30-040	Operating Transfer Out - 407	0	0	50,000	65,000	100,000	0
401-401-597-50-020	Operating Transfer Out - 114	8,979	14,660	14,660	18,600	18,600	18,600
	Total Expense	1,240,923	1,216,835	1,207,427	1,295,705	1,264,480	1,253,333
	Ending Balance	196,016	246,821	347,729	489,489	44,715	94,706

Sewer Fund Operating Expenditures

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.

2016 GARBAGE OPERATING FUND

402	UTILITY GARBAGE FUND						
Account	Description	2011	2012	2013	2014	2015	2016
		Actual	Actual	Actual	Actual	Adopted	Proposed
402-000-308-80-000	Beginning Fund Balance	152,859	181,476	202,853	267,155	0	0
400-000-316-48-000	Garbage State Tax	19,085	19,459	20,223	20,580	21,250	20,064
402-000-321-91-000	Garbage Franchise Fees	1,473	2,962	3,401	3,256	3,300	3,500
402-000-334-03-100	Coordinated Prevention Grant	2,680	1,770	1,789	2,211	1,700	1,600
402-000-343-70-000	Garbage/Solid Waste	545,216	566,490	577,803	592,059	590,000	557,340
402-000-343-70-100	Recycling Charges	175,355	165,586	167,695	166,456	167,900	177,816
402-000-361-11-000	Investment Interest	246	424	730	814	500	500
402-000-362-20-000	Dumpster Delivery Charges	20,658	20,675	21,214	21,136	21,500	20,940
402-000-369-90-000	Miscellaneous	350	150	180	531	500	500
402-000-395-10-000	Sale of Fixed Assets	1,027	284	114	0	0	0
	Total Revenue	918,949	959,276	996,002	1,074,199	806,650	782,260

Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
402-402-537-80-100	Salaries and Wages	168,048	143,871	143,195	146,406	154,672	137,507
402-402-537-80-200	Benefits	65,380	73,944	59,848	63,126	80,625	69,887
402-402-537-80-220	Uniforms	680	1,208	1,186	718	800	1,000
402-402-537-80-230	Contract Labor	0	3,565	1,783	0	0	0
402-402-537-80-310	Operating Supplies	1,585	1,090	1,487	2,804	3,540	5,000
402-402-537-80-320	Office Supplies	3,180	2,687	2,223	2,592	2,700	2,400
402-402-537-80-350	Small Tools/Minor Equipment	304	92	708	1,054	350	2,000
402-402-537-80-360	Vehicle Operation/Maintenance	19,148	19,565	23,604	19,247	33,300	16,000
402-402-537-80-370	Vehicle Repair	12,643	7,373	5,049	7,404	3,000	7,000
402-402-537-80-380	CPG Grant - Clean UP	2,464	1,333	969	897	1,700	1,600
402-402-537-80-410	Professional	6,439	12,850	7,696	4,105	9,750	9,700
402-402-537-80-420	Communication	8,296	7,402	7,527	8,053	7,000	8,500
402-402-537-80-430	Travel and Seminars	478	1,566	453	800	790	1,400
402-402-537-80-460	Insurance	13,817	16,722	13,393	33,461	29,000	31,000
402-402-537-80-470	Utilities	2,489	2,246	2,114	2,077	2,000	2,000
402-402-537-80-480	Repair and Maintenance	1,181	224	2,919	9,061	3,975	3,000
402-402-537-80-490	Miscellaneous	959	2,434	1,725	2,490	1,235	2,600
402-402-537-80-510	Intergovernmental - Recycle	141,917	139,141	113,943	143,516	145,865	150,000
402-402-537-80-500	Intergovernmental - Disposal F	185,726	188,400	191,316	182,982	192,000	192,000
402-402-537-80-520	Taxes - Excise	32,128	30,728	30,282	30,050	30,000	30,000
402-402-594-80-620	Capital Outlay - Buildings	0	0	2,040	0	5,000	0
402-402-594-80-640	Capital Outlay - Equipment	20,315	18,605	19,009	14,009	10,000	10,000
402-402-597-30-000	Operating Transfer Out - 104	44,000	79,639	75,000	31,000	35,000	30,000
402-402-597-50-010	Operating Transfer Out - 001	0	0	0	16,803	16,803	16,803
402-402-597-50-010	Operating Transfer Out - 114	6,479	3,710	17,434	16,000	16,000	16,000
	Total Expenditures	737,655	758,397	724,903	738,656	785,105	745,397
	Ending Balance	181,294	200,879	271,099	335,543	21,545	36,863

Garbage Fund Operating Expenditures

The Garbage Fund has a surplus of \$36,863.

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.

2016 STORMWATER OPERATING FUND

406 STORMWATER UTILITY FUND		2011	2012	2013	2014	2015	2016
Account	Description	Actual	Actual	Actual	Actual	Adopted	Proposed
406-000-308-80-000	Beginning Fund Balance	60,026	66,020	69,367	18,616	14,380	0
406-000-343-50-000	Stormwater Utility Fee	126,428	150,169	163,084	165,910	166,000	175,164
406-000-361-11-000	Investment Interest	92	306	89	89	200	200
406-000-397-10-100	Operating Transfer In	0	0	0	0	0	0
	Total Revenues	186,546	216,494	232,540	184,615	180,580	175,364
Account	Description	2011	2012	2013	2014	2015	2016
		Actual	Actual	Actual	Actual	Adopted	Proposed
406-406-531-10-100	Salaries and Wages	23,023	77,239	85,724	77,912	83,305	67,459
406-406-531-10-200	Benefits	7,020	5,951	33,579	33,682	41,280	32,800
406-406-531-10-220	Uniforms	145	354	483	217	400	400
406-406-531-10-310	Operating Supplies	436	772	1,097	1,608	2,250	2,500
406-406-531-10-320	Office Supplies	297	415	316	14	500	500
406-406-531-10-350	Small Tools/Minor Equipment	1,526	389	404	859	1,850	1,150
406-406-531-10-360	Vehicle Operation Maintenance	331	154	684	386	1,800	2,000
406-406-531-10-370	Vehicle Repair	60	1,954	229	301	0	500
406-406-531-10-410	Professional Service	0	5,503	495	0	19,500	14,500
406-406-531-10-420	Communication	1,267	1,485	1,328	1,543	1,000	1,800
406-406-531-10-430	Travel and Seminars	382	1,172	769	298	1,190	1,190
406-406-531-10-450	Rentals	17,961	5,047	11,004	976	0	600
406-406-531-10-460	Insurance	1,000	4,762	10,209	9,013	9,000	9,000
406-406-531-10-470	Utilities	0	0	0	0	0	0
406-406-531-10-480	Repair and Maintenance	3,882	116	332	211	1,020	1,320
406-406-531-10-490	Miscellaneous	886	40	50	279	184	184
406-406-531-10-510	State Excise Tax	2,309	2,709	2,695	2,487	2,700	0
406-406-594-10-640	Capital Outlay - Equipment	0	33	2,040	0	5,000	300
406-406-597-50-020	Operating Transfer - 413 Debt	28,700	28,700	28,632	10,136	0	0
406-406-597-60-030	Operating Transfers Out - 114	0	3,712	10,104	4,000	4,000	4,000
406-406-597-20-010	Operating Transfer Out - 001	0	0	0	5,601	5,601	5,601
406-406-597-20-010	Operating Transfer Out - 104	31,300	7,127	23,000	0	0	9,500
	Total Expenditures	120,525	147,633	213,174	149,524	180,580	15,304
	Ending Fund Balance	66,020	68,861	19,366	35,090	0	20,060

Stormwater Fund Operating Expenditures

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.

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Public Hearing PH-2
 DATE: November 5, 2015
 SUBJECT: Capital Project Budget
 CONTACT PERSON: Mick Matheson, Public Works Director



ISSUE:

The issue before the Council is the 2016-2017 budget for capital improvements.

SUMMARY:

Attached is a copy of the 2016-17 proposed Capital Budget Projects. The proposed projects include:

2016-2017 CAPITAL PROJECTS	
Street & Transportation Improvements	
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
Water System Improvements	
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

Sewer System Improvements	
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
Park Improvements	
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
Storm Water Improvements	
Dyer Rd Culvert Replacement	\$400,000.00
2015-2016 TOTAL EXPENDITURES	(\$9,180,000.00)

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
Total	\$830,415

The following funds are currently available:

400 – Water Operating Fund	\$116,515
405 – Water Reserve Fund	\$845,902
409 – Water System Improvements Fund	<\$2,006>

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.

Proposed funds after transfers:

400 –Water Operating Fund	\$200,000
405 – Water Reserve Fund	\$150,000
409 – Water System Improvements Fund	\$895,411

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

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
Total	\$600,133

The following funds are currently available:

401 – Sewer Operating Fund	\$658,647
404 – Sewer Reserve Fund	\$723,635
407 – Sewer System Improvement Fund	<\$90,484>

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.

Proposed funds after transfers:

401 –Sewer Operating Fund	\$300,000
404 – Sewer Reserve Fund	\$300,000
407 – Sewer System Improvement Fund	\$691,798

The \$691,798 in Fund 407 is adequate to fund the proposed capital improvements of \$600,133. Please note that 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.

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.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1
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 Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – October 22, 2015

Mayor Eslick called the regular meeting of the Sultan City Council to order in the Sultan Community Center. Councilmembers present: McCarty, Seehuus, Walker, Davenport-Smith, Neigel, Naslund and Beeler. Walker left at 8 PM prior to any action items.

PRESENTATIONS:**Business Spotlight – McDonalds**

The issue before the Council is to recognize Sultan McDonalds as the City of Sultan's Business Spotlight for October 2015. Dennis and Lauren Morris are the Owner/Operators of six McDonalds in Snohomish County. Their Sultan restaurant opened in 2002 and brought jobs and a great place for Sultan residents to come and enjoy a great meal with a great dining experience. It has also become a stopping place for all of the travelers driving US 2 to and from Steven's Pass.

McDonald's does a lot for the communities they are in. In Sultan they have had multiple McTeacher's Nights that have helped raise money for Sultan School District schools. They have been a sponsor for the Sultan Shindig for many years.

Dennis started his career with McDonalds while in high school in New York. He worked his way up through the ranks in various positions for 30 years for McDonalds Corporation. In 1997 he bought his first restaurant in Mill Creek and became an Owner/Operator. He now owns five stores in the area. In 2010 he sold his Monroe store to his daughter, Lauren Morris. Lauren started working for her father in 1997 as the "Birthday Party Ranger" at Mill Creek. She worked her way up through the ranks and has become a 2nd generation owner/operator.

McDonalds is a family business. Dennis has two other daughters and a son-in-law who work for him in Human Resources and Customer Service positions. He also has two grandsons that have started their careers with McDonalds in management positions. This has become a three generational family business. They are so excited to be a part of the Sultan Community.

Mayor Eslick presented a Certificate of Appreciation.

Dennis Morris: He and his family are proud to serve the community. McDonalds has the Archway Education to assist crew members obtain a high school degree and assist with college expenses. The online app has nutritional information and coupons for free food. They want to be involved in the communities they are located in and are a good economic partner for the community.

Volunteer Spotlight – Dolly Green

The City recognized Dolly Green as the City of Sultan's Volunteer Spotlight for September 2015. Dolly Johnson was raised in Ballard where she met her husband of 59 years, Tom Green when she was 15. Dolly and Tom Green moved to Sultan on 12/31/67 where they raised their 5 children and 5 acres of blueberries. They ran the Blueberry Farm for 35 years and owned the Sportsmen's Restaurant for 2 years in the 1970's.

Dolly became involved volunteering for the community shortly after she moved to Sultan by joining the Winter Lake Ladies Club. She helped run the "Shut In Club" that provided equipment and supplies for physically disabled people in the community loaning them wheel chairs, beds, crutches, commodes, etc. Winter Lake ladies helped people in the community who were having difficulties, giving them funds such as one family whose house caught on fire. They also gave funds toward beautifying the Rock Garden on US 2 in Sultan.

In the 1970's Dolly started the Clothing Bank at the Methodist Church. Dolly has been donating food and money to the Sultan Food Bank since the mid 1990's and as a member of the PTA helped organize the first Halloween Carnival at the grade school. Dolly recently moved into a volunteer administrative position as the Volunteer Coordinator for the CITYWIDE PRIDE Adopt a Street Program. Bob Knuckey ran the program for several years and following his death, the program languished for about a year. "Mayor Carolyn Eslick talked to me about taking it over and finally convinced me to do so." Dolly sheepishly commented.

CITY OF SULTAN COUNCIL MEETING – October 22, 2015

So much time had passed that she needed to reorganize the entire program. Now, 2 years later Dolly oversees 30 Adopt a Street Volunteers who keep approximately 12 miles of the City's existing 16 miles of streets clean. These volunteers range from a single person to families to groups of people and businesses. "I even have a high school student volunteering to get her required community service hours for graduation." Dolly said. When asked how long Dolly plans on continuing being the Volunteer Coordinator, she said she'll keep doing it as long as she is able.

Mayor Eslick presented a Certificate of Appreciation.

Dolly Green: Thanked Carolyn Eslick for twisting her arm and getting her involved in the volunteer program. Loves working with volunteers and loves Sultan and the majestic views and wants Sultan to be as beautiful.

Garbage Rate Study

Katy Isaksen with Katy Isaksen & Associates provided an update on the Garbage Rate Study. Rates are based on 2015 projected expenses, salary allocations, current customer counts and equipment replacement needs. Costs are allocated to four categories – customers, residential garbage collection, commercial garbage collection and disposal. Depreciation is based full replacement of one truck. The impact on residential rates is a 20% to 28% reduction in costs for residential customers. The six year outlook for rates is based on a CPI increase.

Council comments: The cost to have once a week pickup should be more than the two bins per pickup costs to encourage people to have biweekly service. Some residents only want additional bins in the summer.

COMMENTS FROM THE PUBLIC:

Kay George: The garbage rate comparison is not fair since other cities have weekly pickup. The rates went down but commercial rates are high. Business is suffering and rates are high.

Tom Green: Noticed there is a rate for seniors for one bin per week but not once a month. Almost got rear ended at Walbrun Road as it is a bad intersection and there should be no left turn. He does help his wife occasionally with picking up trash and that is why her name in on the top of the sign.

Kristina Blair: The turn at Ace Hardware on 3rd Street should be right turn only also as it is dangerous. Susie Hollenbeck's celebration of life will be on November 15 at 2 pm at the VOA. Will be a garage sale at her house and they are accepting donations for the memorial. Sultan Harvest served 379 meals last year. Would encourage everyone to attend the event and/or volunteer during the event at the High School. Starting coat, hat and glove drive; will also have cash donation jars. Meet on Tuesday nights and would like to have people attend.

COUNCILMEMBER COMMENTS

McCarty: Attended the Snohomish County Parks meeting and they have cut the budget by \$300,000 and are looking to raise rental fees to keep staff onboard. A High School student complained about speeding in the afternoon on the streets and maybe the city could use the radar trailer and camera to help resolve the problem.

Walker: Has had some close calls at Walbrun Road. City should look at right turn only off of 3rd to Highway 2.

CITY OF SULTAN COUNCIL MEETING – October 22, 2015

Davenport-Smith: Attended the IACC conference in Wenatchee and learned about the new updates with funding. TIB has a new program for Street lights. They are encouraging the city and PUD to switch out to LED lights. Snohomish PUD had a rate increase even though they are saving money on the LED's and are not passing any savings on to customers.

Mayor Eslick: Snohomish PUD advised until the entire cost of the LED lights are paid for there will have no savings for the customers. Other electrical companies are passing the savings on to the customers.

Naslund: Winterfest is December 5th at the High School.

Beeler: They are not doing an actual month to month comparison on the garbage but the other cities don't offer the same service as it may not be beneficial for them. Glad to be able to give the customers option and not have to consider whether we are going to have to lay people off. 20%+ decrease in rates is good. Has not heard a lot of complaints about not having weekly service. Walbrun Road has been an issue in the past. Should convert the Sultan Basin Road into a roundabout to make it safer and fix the issue with right turns on to Highway 2.

Ken Walker: City Vision magazine has a story about the Startup Water District contract with Sultan. TAC committee needs an alternate. John Seehuus is the primary. Rocky Walker volunteered to be the alternate. VOA and the Boys/Girls Club have created a service center and Rick Steves is donating money to build a center in Lynnwood based on Sultan's model. Great presentation on the services provided to youth and seniors. Audit Exit conference will be rescheduled to November.

Vernon Johnson: NHS has scheduled a blood drive on November 9th at High School. Not a lot of progress on Turk Avenue project but they are looking for designs. Homecoming is Friday.

Mayor Eslick: Boys/Girls Club gym: Met with the architect on the gym and the proposed location which has been changed to stay within budget. The stand alone building may help with vandalism issues. City of Everett had a Homeless Summit and Sultan, VOA and the task force programs were presented. Mentally ill were discussed and they are taking the issue to Olympia this year to encourage the state to take action. State wide there is a problem with getting help for the mentally ill.

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

- 1) Public Works
- 2) Finance

PUBLIC HEARING – Minutes of the hearings are under a separate report.

- 1) 2016 Preliminary Budget
- 2) 2016 Tax Levy

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

- 1) Minutes of the October 8, 2015 Council Meeting
- 2) Voucher Approval in the amount of \$333,324.96 and payroll through October 9, 2015 in the amount of \$27,993.17 to be drawn and paid on the proper accounts.

CITY OF SULTAN COUNCIL MEETING – October 22, 2015

- 3) Health Board Appointment - Confirm the appointment of Mayor Karen Guzak from the City of Snohomish as the District 5 Board Representative to the Snohomish Health District
- 4) Conservation Futures – Amended Contract to extend completion date to March 2016.
- 5) Excused Absence of Councilmember McCarty for November meetings

ACTION ITEMS:**Resolution 15-11 - Council Meeting Procedures**

The issue before the Council is to adopt Resolution 15-11 amending the Council Meeting Procedures to eliminate the requirement for a second comment period, recording of council meetings and posting audio recordings of the meeting to the City web site. The proposed changes were discussed at the October 8, 2015 meeting.

The Council by consensus decided to eliminate the second public comment period during the Council meeting in order to streamline the meetings. There is a public comment period at the beginning of each Council meeting at which time the public can comment on agenda items or bring issues before the Council. The Council is not required to provide public comments during a regular meeting. Section 4.1 will be change to eliminate the second set of comments. In October 2010, at the request of a Councilmember, the council revised the Council Meeting Procedures to require recording all regular and special meetings of the city council held in the Community Center Council Chambers and to post the recordings on the web site. Recordings are not being made during workshops, sub-committee meetings or open houses.

On a motion by Councilmember Neigel, seconded by Councilmember Naslund, Resolution 15-11 to amend the Council Meeting Procedures to be consistent with the new procedure and to discontinue recording meetings other than Council meetings and remove the requirement to post the audio recordings on the city web page was adopted. All ayes.

Resolution 15-12 - Union Contract

The issue before the City Council is authorizing the Mayor to sign Resolution No. 15-12 approving a five-year collective bargaining agreement (Agreement) with Teamsters Local 763, representing the City's public works and clerical workers.

The City's contract with the public works and clerical workers expired on December 31, 2014. The City and Teamsters have been bargaining in good faith and the parties have reached an agreement. Council reviewed the tentative contract and expressed support for the contract at the October 08, 2015 Council Meeting. In general, the city negotiated a contract that is fair to both parties. The primary changes are outlined below. The city council's goal was to hold the line on costs and limit expense increases. The Union members have ratified the contract.

On a motion by Councilmember Beeler, seconded by Councilmember Seehuus, the Mayor was authorized to sign Resolution No. 15-12 approving the terms and conditions of the collective bargaining agreement with the City's public works and clerical workers effective January 01, 2015 through December 31, 2019, authorizing the Mayor to execute the collective bargaining agreement on behalf of the City. All ayes.

RH2 I & I Contract

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

The City has an ongoing issue with Infiltration and Inflow with its sanitary sewer system, primarily in the older downtown and residential areas of Sultan where the groundwater table is high, especially in the wet season. Infiltration is groundwater entering sewers through defective joints and cracks in pipes and manholes. Inflow is water discharged into service

CITY OF SULTAN COUNCIL MEETING – October 22, 2015

connections and sewer pipes from foundation and roof drains, surface water entering the sewer system through manhole lids, and other illicit stormwater connections. Excessive infiltration and inflow cause surcharging of sewer lines with possible backup of sanitary wastes into basements, hydraulic overloading of treatment facilities, and can create capacity issues for sewage force mains. The Washington State Department of Ecology has expressed concerns regarding Sultan's infiltration and inflow issues and addressing this issue is one of Sultan's top priorities.

Recently completed street improvement projects (Alder Avenue, High Avenue, 4th Street, and Date Avenue) have taken steps to improve infiltration and inflow by replacing or lining the sanitary sewer main and services as part of the projects.

The City is working to continue to improve the infiltration and inflow issue. The top priority is to understand the condition of the existing sewer system where the City has applied or will be applying for grant funding for transportation improvements. This is important because it is imperative to make an informed decision about whether to replace or line the existing sewer system beneath these sections of roadway based on the actual condition of the sewer. This scope of work focuses on specific roadway and sewer segments to help the City make an informed decision regarding sewer replacement.

As the City moves forward, additional infiltration and inflow comprehensive studies of the City's sewer system will be necessary to be able to focus on problem areas. This project was included in the 2015 Sewer Capital Budget for \$30,000. The additional funding (\$7,109) will be paid out of the 2016 Sewer Capital Budget.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Neigel, the Mayor was authorized to sign a contract with RH2 to provide professional engineering services for Infiltration and Inflow Assistance. The contract amount is not to exceed \$37,109 without prior written authorization by the City Council. All ayes.

CDBG – Applications for Pedestrian/Bicycle Pathway from Albion to Marcus Street

Snohomish County Community Development Block Grant (CDBG) called for grant proposals for the 2016 funding cycle for Public Facilities and Infrastructure Projects. City staff is seeking Council approval to submit a grant application to construct a pedestrian/bicycle pathway on the north side of US 2 from Albion Street west to Marcus Street. A preliminary construction cost estimate to construct the pathway is being developed by LPD Engineering on a pro-bono basis.

There is no match requirement on this grant program.

On a motion by Councilmember Beeler, seconded by Councilmember Seehuus, staff was directed staff to apply for a Snohomish County CDBG Grant to construct a pedestrian/bicycle pathway on the north side of US 2 from Albion Street west to Marcus Street. All ayes.

CDBG – Application for Improvements to Food Bank with VOA

Snohomish County Community Development Block Grant (CDBG) called for grant proposals for the 2016 funding cycle for Public Facilities and Infrastructure Projects. City staff is seeking Council approval to partner with the Volunteers of America and apply for a grant to pay for necessary improvements and repairs at the Sultan Food Bank.

A preliminary construction cost estimate is being prepared by 2812 Architecture, an Everett based consulting firm who designed the Sultan Boys and Girls Club and is now working with the Volunteers of America on the Food Bank Project. The repairs include remodel to the existing space to increase efficiency and to ensure ADA compliance. Additionally, we hope to add on to the North side of the existing structure to increase food bank capacity.

There is no match requirement on this grant program, but because the building belongs to the City, there is a commitment to sign a lease agreement for up to 25 years with the Volunteers of America agreeing the building will be used as a food bank, or similar non-profit agency.

CITY OF SULTAN COUNCIL MEETING – October 22, 2015

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Neigel, staff was directed to partner with the Volunteers of America writing a CDBG Grant Application to fund necessary improvements and repairs at the Sultan Food Bank. All ayes.

Ordinance 1222-15 - 2016 Tax Levy

The issue before the Council is to have the first reading of Ordinance 1222-15 to set the property tax levy for the 2016. A public hearing was held during the Council meeting. Refer to Public Hearing 2 – 2016 Property Tax Levy for additional details.

On a motion by Councilmember Seehuus, seconded by Councilmember Davenport-Smith, Ordinance 1222-15 setting the 2016 property tax levy was introduced for a first reading. All ayes.

Ordinance 1223-15 - 2016 Police Bond Levy

The issue before the Council is the introduction of Ordinance 1223-15 which sets the 2016 tax levy for the 2004 General Obligation Police Bond. The amount of the levy for 2016 is \$30,803. In 2004, the City issued bonds to pay for the 800 MHz communication system and for capital improvements to the Police Station. The ordinance setting the annual levy amount for the bond payments is adopted as part of the budget process. Additional property taxes are levied annually to cover the cost of the bonds.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Seehuus, Ordinance 1223-15 setting the 2016 Tax Levy for the General Obligation Police bond was introduced for a first reading. All ayes.

Bid Award – Gateway Signs

The issue before the council is to authorize the expenditure of \$7,105 to Industrial Fabrication Co, Inc to build and deliver within 3 weeks the Community Events & Business Promotion Sign frame to the City of Sultan job site. In 2013 the City of Sultan received a \$10,500 Snohomish County Tourism Assistance Program grant to install Community Events & Business Promotion Signs.

The City received two quotes for the fabrication of one metal powder coated sign measuring 14 feet wide with the top 12.5 feet above ground. The sign will provide a 3' X 10' space at the top for banner signs for tourism attracting community events; then below will be six spaces for 2' X 5' banners for business advertising. The City's match is the installation of the sign frame which includes concrete, rock installation, assembly in place, and equipment that will be used for the project. The frame cost will be totally taken from the grant provided funds, not from city operating funds.

On a motion by Councilmember Seehuus, seconded by Councilmember Beeler, the bid was award in the amount of \$7,105 to Industrial Fabrication Co Inc to produce the Community Events & Business Promotion signs to be delivered to the job site within 3 weeks from authorization. All ayes.

Resolution 15-13 Support SR 522 Funding

The issue before the City Council is authorizing the Mayor to sign Resolution No. 15-13 requesting the state of Washington appropriate sufficient funding to finish SR 522 construction approaching Monroe and the Sky Valley. Completion of the widening of SR 522 is very important to improve access to the Sky Valley and the City of Sultan

On a motion by Councilmember Beeler, seconded by Councilmember Seehuus, the Mayor was authorized to sign Resolution 15-13 requesting the State of Washington appropriate sufficient funding to complete SR 522 approaches south of Monroe and the Sky Valley. All ayes.

CITY OF SULTAN COUNCIL MEETING – October 22, 2015

Adjournment: On a motion by Councilmember Seehuus, seconded by Councilmember Naslund, the meeting adjourned at 9:02 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

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 Public Hearing on the 2016 Property Tax Levy 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 Property Tax Levy 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 proposed use of 2016 property taxes and to have the first reading of Ordinance 1222-15 (Action A-6) which sets the property tax levy for the 2016.

In accordance with RCW 84.55.120, a taxing district with regular levies must hold a public hearing on the proposed increase and use of property tax funds. The ordinance must be adopted and filed with the County on or before November 30th.

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 statutory limit for the city. If the Fire District and Library District levy at the maximum amount allowed under state law, the City is limited to \$1.60 per thousand.

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 bank capacity to levy the property tax at \$1.60 per thousand. The calculated increase will be 8.4% for an increase of \$45,274.

The proposed distribution of taxes for 2015 will be:

PROPERTY TAX	GENERAL FUND 001	STREET FUND 101	GO COM. CENTER FUND 203	Total Property Tax
590,851	462,638	53,177	75,000	590.851

In 2015, the City had a 10% increase in assessed values. In 2016, the City will have an 11% increase in assessed value.

Public Input

None

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

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent 3
DATE: November 5, 2015
SUBJECT: Voucher Approval - 2015
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the vouchers for 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.

FISCAL IMPACT: \$192,286.57

RECOMMENDATION:

Approve the payment of vouchers as submitted.

**City Of Sultan
Voucher Approval
November 5, 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 #31060-64	\$ 9,656.30
Direct Deposit #22 and Retro	\$ 42,198.20
Benefits Check #31054-59	\$ 17,951.55
Tax Deposit #21	\$ 10,995.20
Accounts Payable Checks #31065-31100	\$ 101,002.68
ACH Transactions - DOR	\$ 10,482.64
 TOTAL	 \$ 192,286.57

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: 10/28/2015 - 4:24 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31065	11/05/2015	amtest	AM Test	25.00	0
31066	11/05/2015	App	Associated Petroleum Products Inc	1,232.81	0
31067	11/05/2015	Wilbert	Automatic Wilbert Vault Co.	1,445.47	0
31068	11/05/2015	EnvRes	Environmental Resource Associates	468.83	0
31069	11/05/2015	Eylander	Eylanders Sales & Service Inc	342.76	0
31070	11/05/2015	GBGeek	Gold Bar Geek	2,377.19	0
31071	11/05/2015	Groco	Groco, Inc	1,254.40	0
31072	11/05/2015	GroenPac	Groeneveld Pacific West, Inc.	92.96	0
31073	11/05/2015	hbjaeger	H.B. Jaeger	902.38	0
31074	11/05/2015	HoneyB	Honey Bucket	183.50	0
31075	11/05/2015	icc	International Code Council	135.00	0
31076	11/05/2015	JohnDeer	John Deere Company	20,679.54	0
31077	11/05/2015	lakeside	Lakeside Industries	2,709.56	0
31078	11/05/2015	LPD	LPD Engineering PLLC	2,940.00	0
31079	11/05/2015	OASYS	Oasys Office Automation Systems	331.09	0
31080	11/05/2015	OfcDepot	Office Depot	90.56	0
31081	11/05/2015	Tpevey	Tami Pevey	99.48	0
31082	11/05/2015	PitneyCr	Pitney Bowes Inc	162.45	0
31083	11/05/2015	PUD 1	PUD	4,845.67	0
31084	11/05/2015	PugSoAir	Puget Sound Clean Air Agency	609.75	0
31085	11/05/2015	QCL	QCL, Inc.	312.00	0
31086	11/05/2015	QBS	QualityBusinesss Systems Inc	52.44	0
31087	11/05/2015	RedApl	Red Apple Market	25.45	0
31088	11/05/2015	rh2	RH2 Engineering, Inc.	15,077.69	0
31089	11/05/2015	SCcorrec	Snohomish County Corrections	5,168.83	0
31090	11/05/2015	SCDEM	Snohomish County DEM	2,692.50	0
31091	11/05/2015	SnoPlan	Snohomish County Planning and Deve	3,825.00	0
31092	11/05/2015	SnoPlan	Snohomish County Planning and Deve	929.06	0
31093	11/05/2015	Auditor	State Auditor's Office	29,522.26	0
31094	11/05/2015	VerizonW	Verizon Wireless	673.63	0
31095	11/05/2015	VISA	Visa	152.84	0
31096	11/05/2015	visa	Visa	230.99	0
31097	11/05/2015	visa	Visa	62.05	0
31098	11/05/2015	visa	Visa	1,049.87	0
31099	11/05/2015	WFOA	Washington Finance Officers Associat	125.00	0
31100	11/05/2015	MWilliam	Mike Williams	174.67	0
				<hr/> <hr/>	
Check Total:				101,002.68	
				<hr/> <hr/>	

Accounts Payable

Check Register Totals Only

User: laura.koenig
Printed: 10/22/2015 - 2:00 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31054	10/22/2015	Retire	Department of Retirement	1,112.50	0
31055	10/22/2015	Retire	Department of Retirement	7,041.43	0
31056	10/22/2015	AFLAC	AFLAC	44.30	0
31057	10/22/2015	UNION	Teamsters Local Union #763	712.00	0
				<hr/> <hr/>	
Check Total:				8,910.23	
				<hr/> <hr/>	

Accounts Payable

Check Register Totals Only

User: laura.koenig
Printed: 10/26/2015 - 2:16 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
31058	10/26/2015	L&I	Department of Labor & Industries	8,523.60	0
31059	10/26/2015	Unemploy	Employment Security Department	517.72	0
				<hr/> <hr/>	
Check Total:				9,041.32	
				<hr/> <hr/>	

Payroll

ACH Check Register

User: 'julie.addington'
Printed: 10/27/2015 - 2:36PM
Batch: 3-10-2015
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
10/30/2015	0	001	Laura Koenig	2,150.13
10/30/2015	0	002	Tami Pevey	1,127.69
10/30/2015	0	004	Donna Murphy	1,300.31
10/30/2015	0	007	Julie Addington	1,956.75
10/30/2015	0	010	Cynthia Sparks	1,839.94
10/30/2015	0	011	Janice Mann	1,245.90
10/30/2015	0	015	Kenneth Walker	2,969.23
10/30/2015	0	019	Michael Matheson	2,814.46
10/30/2015	0	020	Connie Dunn	2,084.86
10/30/2015	0	025	John Harris	1,846.89
10/30/2015	0	028	Todd Strom	2,248.01
10/30/2015	0	049	Victoria Forte	1,599.73
10/30/2015	0	120	Matthew Wood	1,595.56
10/30/2015	0	121	Jason Strauss	2,088.08
10/30/2015	0	125	Riley Edwards	1,136.91

Total Employees:

15

Total:

28,004.45

Payroll

Computer Check Register

User: julie.addington
Printed: 10/27/2015 - 2:32PM
Batch: 00003-10-2015 Computer



Check No	Check Date	Employee Information	Amount
31060	10/30/2015	024 Michael Williams	2,295.85
31061	10/30/2015	029 James Barns	1,490.27
31062	10/30/2015	127 Michael Rains	536.23
Total Number of Employees:		3	Total for Payroll Check Run: 4,322.35

Payroll

ACH Check Register

User: 'julie.addington'
Printed: 10/28/2015 - 2:34PM
Batch: 4-10-2015
Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
10/28/2015	0	002	Tami Pevey	181.21
10/28/2015	0	004	Donna Murphy	580.08
10/28/2015	0	007	Julie Addington	805.63
10/28/2015	0	010	Cynthia Sparks	3,505.97
10/28/2015	0	011	Janice Mann	593.04
10/28/2015	0	025	John Harris	1,371.19
10/28/2015	0	028	Todd Strom	1,135.48
10/28/2015	0	049	Victoria Forte	1,657.96
10/28/2015	0	120	Matthew Wood	1,272.81
10/28/2015	0	121	Jason Strauss	715.08
10/28/2015	0	125	Riley Edwards	2,375.30
Total Employees:			11	Total: 14,193.75

Payroll

Computer Check Register

User: julie.addington
Printed: 10/28/2015 - 2:32PM
Batch: 00004-10-2015 Computer



Check No	Check Date	Employee Information	Amount
31063	10/28/2015	024 Michael Williams	4,634.04
31064	10/28/2015	029 James Barns	699.91
Total Number of Employees: 2		Total for Payroll Check Run:	5,333.95

Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
31054	10/22/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	49.76
31054	10/22/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	21.50
31054	10/22/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	2.00
31054	10/22/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	6.37
31054	10/22/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	39.25
31054	10/22/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	24.87
31054	10/22/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	210.11
31054	10/22/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	36.25
31054	10/22/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	20.00
31054	10/22/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	74.25
31054	10/22/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	6.72
31054	10/22/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	201.17
31054	10/22/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	13.87
31054	10/22/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	296.89
31054	10/22/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	66.13
31054	10/22/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	43.36
31055	10/22/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	566.02
31055	10/22/2015	GENERAL FUND	PERS Payable	Department of Retirement	225.03
31055	10/22/2015	GENERAL FUND	PERS Payable	Department of Retirement	100.64
31055	10/22/2015	GENERAL FUND	PERS Payable	Department of Retirement	372.27
31055	10/22/2015	STREET FUND	PERS Payable	Department of Retirement	158.67
31055	10/22/2015	CEMETERY FUND	PERS Payable	Department of Retirement	22.23
31055	10/22/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	27.05
31055	10/22/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	710.03
31055	10/22/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	585.94
31055	10/22/2015	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	309.85
31055	10/22/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	189.70
31055	10/22/2015	GENERAL FUND	PERS Payable	Department of Retirement	680.04
31055	10/22/2015	STREET FUND	PERS Payable	Department of Retirement	289.95
31055	10/22/2015	CEMETERY FUND	PERS Payable	Department of Retirement	40.60
31055	10/22/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	49.41
31055	10/22/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	1,297.04
31055	10/22/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	1,070.44
31055	10/22/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	346.52
31056	10/22/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.05
31056	10/22/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	5.97

31056	10/22/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	0.03
31056	10/22/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.11
31056	10/22/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	15.91
31056	10/22/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	0.08
31056	10/22/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.04
31056	10/22/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	5.97
31056	10/22/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	0.04
31056	10/22/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.12
31056	10/22/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	15.90
31056	10/22/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	0.08
31057	10/22/2015	GENERAL FUND	AFLAC Payable	AFLAC	66.76
31057	10/22/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	17.11
31057	10/22/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	3.33
31057	10/22/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	0.70
31057	10/22/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	111.14
31057	10/22/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	88.40
31057	10/22/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	45.69
31057	10/22/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	22.87
31057	10/22/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	66.79
31057	10/22/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	17.07
31057	10/22/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	3.35
31057	10/22/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	0.71
31057	10/22/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	111.19
31057	10/22/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	88.37
31057	10/22/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	45.67
31057	10/22/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	22.85
31058	10/26/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	334.85
31058	10/26/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	180.00
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	49.51
31058	10/26/2015	STREET FUND	L&I Payable	Department of Labor & Industries	15.19
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	184.80
31058	10/26/2015	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	221.34
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	39.51
31058	10/26/2015	STREET FUND	L&I Payable	Department of Labor & Industries	18.17
31058	10/26/2015	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	102.29
31058	10/26/2015	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	75.40
31058	10/26/2015	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	43.66
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	14.00
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	198.88
31058	10/26/2015	STREET FUND	L&I Payable	Department of Labor & Industries	82.73
31058	10/26/2015	CEMETERY FUND	L&I Payable	Department of Labor & Industries	17.30

31058	10/26/2015	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	16.73
31058	10/26/2015	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	391.40
31058	10/26/2015	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	287.60
31058	10/26/2015	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	209.00
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	46.60
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	49.53
31058	10/26/2015	STREET FUND	L&I Payable	Department of Labor & Industries	19.04
31058	10/26/2015	CEMETERY FUND	L&I Payable	Department of Labor & Industries	3.01
31058	10/26/2015	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	3.75
31058	10/26/2015	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	106.15
31058	10/26/2015	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	75.94
31058	10/26/2015	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	40.56
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	15.40
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	190.85
31058	10/26/2015	STREET FUND	L&I Payable	Department of Labor & Industries	83.60
31058	10/26/2015	CEMETERY FUND	L&I Payable	Department of Labor & Industries	15.73
31058	10/26/2015	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	16.28
31058	10/26/2015	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	405.52
31058	10/26/2015	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	288.89
31058	10/26/2015	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	189.23
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	52.06
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	48.92
31058	10/26/2015	STREET FUND	L&I Payable	Department of Labor & Industries	17.05
31058	10/26/2015	CEMETERY FUND	L&I Payable	Department of Labor & Industries	2.52
31058	10/26/2015	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	3.69
31058	10/26/2015	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	90.93
31058	10/26/2015	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	72.18
31058	10/26/2015	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	33.47
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	13.93
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	181.19
31058	10/26/2015	STREET FUND	L&I Payable	Department of Labor & Industries	71.87
31058	10/26/2015	CEMETERY FUND	L&I Payable	Department of Labor & Industries	12.36
31058	10/26/2015	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	15.26
31058	10/26/2015	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	345.64
31058	10/26/2015	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	273.80
31058	10/26/2015	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	145.51
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	46.28
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	44.18
31058	10/26/2015	CEMETERY FUND	L&I Payable	Department of Labor & Industries	2.88
31058	10/26/2015	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	2.88
31058	10/26/2015	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	102.54

31058	10/26/2015	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	70.48
31058	10/26/2015	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	40.75
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	13.40
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	163.10
31058	10/26/2015	STREET FUND	L&I Payable	Department of Labor & Industries	64.47
31058	10/26/2015	CEMETERY FUND	L&I Payable	Department of Labor & Industries	11.98
31058	10/26/2015	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	11.60
31058	10/26/2015	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	388.34
31058	10/26/2015	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	265.78
31058	10/26/2015	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	161.92
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	43.21
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	32.93
31058	10/26/2015	STREET FUND	L&I Payable	Department of Labor & Industries	13.85
31058	10/26/2015	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	2.26
31058	10/26/2015	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	87.13
31058	10/26/2015	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	60.40
31058	10/26/2015	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	34.50
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	11.86
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	112.36
31058	10/26/2015	STREET FUND	L&I Payable	Department of Labor & Industries	50.69
31058	10/26/2015	CEMETERY FUND	L&I Payable	Department of Labor & Industries	8.41
31058	10/26/2015	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	8.68
31058	10/26/2015	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	328.50
31058	10/26/2015	UTILITY SEWER FUND	L&I Payable	Department of Labor & Industries	226.45
31058	10/26/2015	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	126.21
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	38.70
31058	10/26/2015	GENERAL FUND	L&I Payable	Department of Labor & Industries	50.21
31058	10/26/2015	STREET FUND	L&I Payable	Department of Labor & Industries	19.34
31058	10/26/2015	CEMETERY FUND	L&I Payable	Department of Labor & Industries	2.91
31058	10/26/2015	UTILITY GARBAGE FUND	L&I Payable	Department of Labor & Industries	42.44
31058	10/26/2015	BUILDING MAINTENANCE FUND	L&I Payable	Department of Labor & Industries	15.32
31058	10/26/2015	UTILITY WATER FUND	L&I Payable	Department of Labor & Industries	349.32
31058	10/26/2015	STORMWATER UTILITY FUND	L&I Payable	Department of Labor & Industries	51.89
31058	10/26/2015	CEMETERY FUND	L&I Payable	Department of Labor & Industries	2.63
31059	10/26/2015	STREET FUND	Employment Security Payable	Employment Security Department	56.34
31059	10/26/2015	CEMETERY FUND	Employment Security Payable	Employment Security Department	8.74
31059	10/26/2015	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	9.62
31059	10/26/2015	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	112.91
31059	10/26/2015	GENERAL FUND	Employment Security Payable	Employment Security Department	16.77
31059	10/26/2015	STREET FUND	Employment Security Payable	Employment Security Department	5.60
31059	10/26/2015	CEMETERY FUND	Employment Security Payable	Employment Security Department	0.86

31059	10/26/2015	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	0.92
31059	10/26/2015	UTILITY WATER FUND	Employment Security Payable	Employment Security Department	23.48
31059	10/26/2015	UTILITY SEWER FUND	Employment Security Payable	Employment Security Department	19.52
31059	10/26/2015	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	11.26
31059	10/26/2015	STORMWATER UTILITY FUND	Employment Security Payable	Employment Security Department	6.15
31059	10/26/2015	GENERAL FUND	Employment Security Payable	Employment Security Department	16.38
31059	10/26/2015	STREET FUND	Employment Security Payable	Employment Security Department	5.33
31059	10/26/2015	CEMETERY FUND	Employment Security Payable	Employment Security Department	0.81
31059	10/26/2015	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	0.89
31059	10/26/2015	UTILITY WATER FUND	Employment Security Payable	Employment Security Department	23.90
31059	10/26/2015	UTILITY SEWER FUND	Employment Security Payable	Employment Security Department	19.18
31059	10/26/2015	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	10.68
31059	10/26/2015	STORMWATER UTILITY FUND	Employment Security Payable	Employment Security Department	6.17
31059	10/26/2015	GENERAL FUND	Employment Security Payable	Employment Security Department	16.05
31059	10/26/2015	STREET FUND	Employment Security Payable	Employment Security Department	5.21
31059	10/26/2015	UTILITY WATER FUND	Employment Security Payable	Employment Security Department	23.24
31059	10/26/2015	UTILITY SEWER FUND	Employment Security Payable	Employment Security Department	19.85
31059	10/26/2015	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	9.97
31059	10/26/2015	STORMWATER UTILITY FUND	Employment Security Payable	Employment Security Department	6.14
31059	10/26/2015	GENERAL FUND	Employment Security Payable	Employment Security Department	16.10
31059	10/26/2015	STREET FUND	Employment Security Payable	Employment Security Department	5.25
31059	10/26/2015	BUILDING MAINTENANCE FUND	Employment Security Payable	Employment Security Department	0.89
31059	10/26/2015	UTILITY WATER FUND	Employment Security Payable	Employment Security Department	23.65
31059	10/26/2015	UTILITY SEWER FUND	Employment Security Payable	Employment Security Department	19.71
31059	10/26/2015	UTILITY GARBAGE FUND	Employment Security Payable	Employment Security Department	10.01
31059	10/26/2015	STORMWATER UTILITY FUND	Employment Security Payable	Employment Security Department	6.14
31065	11/05/2015	UTILITY WATER FUND	Employment Security Payable	Employment Security Department	25.00
31066	11/05/2015	UTILITY GARBAGE FUND	Water - Testing	AM Test	717.42
31066	11/05/2015	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	87.58
31066	11/05/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	329.92
31066	11/05/2015	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	21.59
31066	11/05/2015	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	21.60
31066	11/05/2015	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	21.59
31066	11/05/2015	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	19.80
31066	11/05/2015	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	2.42
31066	11/05/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	9.10
31066	11/05/2015	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	0.60
31066	11/05/2015	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	0.59
31066	11/05/2015	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	0.60
31067	11/05/2015	CEMETERY FUND	Items for Resale	Associated Petroleum Products Inc	397.47
31067	11/05/2015	CEMETERY FUND	Professional Services	Automatic Wilbert Vault Co.	1,048.00

31068	11/05/2015	UTILITY SEWER FUND	Sewer - Testing	Environmental Resource Associates	468.83
31069	11/05/2015	BUILDING MAINTENANCE FUND	Repair and Maintenance	Eylanders Sales & Service Inc	342.76
31070	11/05/2015	INFORMATION TECHNOLOGY FUND -	Professional Service	Gold Bar Geek	2,377.19
31071	11/05/2015	UTILITY SEWER FUND	Professional Service	Groco, Inc	1,254.40
31072	11/05/2015	UTILITY SEWER FUND	Repair and Maintenance	Groeneveld Pacific West, Inc.	92.96
31073	11/05/2015	UTILITY WATER FUND	Operating Supply	H.B. Jaeger	902.38
31074	11/05/2015	UTILITY SEWER FUND	Rentals	Honey Bucket	183.50
31075	11/05/2015	GENERAL FUND	Miscellaneous	International Code Council	135.00
31076	11/05/2015	CR EQUIPMENT FUND	Capital - Equipment	John Deere Company	20,679.54
31077	11/05/2015	STREET FUND	Office/Operating Supplies	Lakeside Industries	1,831.73
31077	11/05/2015	STREET FUND	Office/Operating Supplies	Lakeside Industries	526.70
31077	11/05/2015	UTILITY WATER FUND	Operating Supply	Lakeside Industries	175.57
31077	11/05/2015	UTILITY SEWER FUND	Operating Supplies	Lakeside Industries	87.78
31077	11/05/2015	UTILITY SEWER FUND	Operating Supplies	Lakeside Industries	87.78
31077	11/05/2015	STORMWATER UTILITY FUND	Operating Supplies	Lakeside Industries	87.78
31078	11/05/2015	TIMBER RIDGE SETTLEMENT FUND	Professional - Legal	LPD Engineering PLLC	2,940.00
31079	11/05/2015	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems	55.19
31079	11/05/2015	UTILITY SEWER FUND	Repair and Maintenance	Oasys Office Automation Systems	55.20
31079	11/05/2015	UTILITY GARBAGE FUND	Repair and Maintenance	Oasys Office Automation Systems	55.19
31079	11/05/2015	STORMWATER UTILITY FUND	Repair and Maintenance	Oasys Office Automation Systems	55.19
31079	11/05/2015	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems	55.16
31079	11/05/2015	GENERAL FUND	Office/Operating Supplies	Oasys Office Automation Systems	55.16
31080	11/05/2015	UTILITY WATER FUND	Office Supplies	Office Depot	3.31
31080	11/05/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	3.30
31080	11/05/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	3.31
31080	11/05/2015	STREET FUND	Office Supplies	Office Depot	3.30
31080	11/05/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	13.22
31080	11/05/2015	UTILITY WATER FUND	Office Supplies	Office Depot	5.39
31080	11/05/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	5.40
31080	11/05/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	5.39
31080	11/05/2015	STREET FUND	Office Supplies	Office Depot	5.40
31080	11/05/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	21.57
31080	11/05/2015	UTILITY WATER FUND	Office Supplies	Office Depot	2.62
31080	11/05/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	2.62
31080	11/05/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	2.62
31080	11/05/2015	STREET FUND	Office Supplies	Office Depot	2.63
31080	11/05/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	10.48
31081	11/05/2015	GENERAL FUND	Travel and Seminars	Tami Pevey	99.48
31082	11/05/2015	GENERAL FUND	Communication	Pitney Bowes Inc	38.99
31082	11/05/2015	STREET FUND	Communication	Pitney Bowes Inc	20.30
31082	11/05/2015	UTILITY WATER FUND	Communication	Pitney Bowes Inc	27.62
31082	11/05/2015	UTILITY SEWER FUND	Communication	Pitney Bowes Inc	27.62

31082	11/05/2015	UTILITY GARBAGE FUND	Communication	Pitney Bowes Inc	27.61
31082	11/05/2015	GENERAL FUND	Communication	Pitney Bowes Inc	20.31
31083	11/05/2015	GENERAL FUND	Utilities	PUD	134.14
31083	11/05/2015	UTILITY WATER FUND	Utilities	PUD	1,115.66
31083	11/05/2015	GENERAL FUND	Utilities	PUD	70.52
31083	11/05/2015	GENERAL FUND	Utilities	PUD	53.36
31083	11/05/2015	GENERAL FUND	Utilities	PUD	34.58
31083	11/05/2015	GENERAL FUND	Utilities	PUD	257.40
31083	11/05/2015	UTILITY SEWER FUND	Utilities	PUD	16.02
31083	11/05/2015	STREET FUND	Utilities	PUD	37.60
31083	11/05/2015	GENERAL FUND	Utilities	PUD	16.02
31083	11/05/2015	GENERAL FUND	Utilities	PUD	2,764.59
31083	11/05/2015	UTILITY SEWER FUND	Utilities	PUD	345.78
31083	11/05/2015	STREET FUND	Utilities	PUD	121.95
31084	11/05/2015	GENERAL FUND	Miscellaneous	Puget Sound Clean Air Agency	121.95
31084	11/05/2015	STREET FUND	Miscellaneous	Puget Sound Clean Air Agency	121.95
31084	11/05/2015	UTILITY WATER FUND	Miscellaneous	Puget Sound Clean Air Agency	121.95
31084	11/05/2015	UTILITY SEWER FUND	Miscellaneous	Puget Sound Clean Air Agency	121.95
31084	11/05/2015	UTILITY GARBAGE FUND	Miscellaneous	Puget Sound Clean Air Agency	121.95
31084	11/05/2015	UTILITY GARBAGE FUND	Miscellaneous	Puget Sound Clean Air Agency	312.00
31085	11/05/2015	UTILITY GARBAGE FUND	Miscellaneous	QCL, Inc.	10.49
31086	11/05/2015	GENERAL FUND	Office/Operating Supplies	Quality Business Systems Inc	10.49
31086	11/05/2015	STREET FUND	Office Supplies	Quality Business Systems Inc	10.48
31086	11/05/2015	UTILITY WATER FUND	Office Supplies	Quality Business Systems Inc	10.48
31086	11/05/2015	UTILITY SEWER FUND	Office Supplies	Quality Business Systems Inc	10.49
31086	11/05/2015	UTILITY GARBAGE FUND	Office Supplies	Quality Business Systems Inc	10.49
31087	11/05/2015	UTILITY SEWER FUND	Miscellaneous	Red Apple Market	25.45
31088	11/05/2015	UTILITY SEWER FUND	Professional Service	RH2 Engineering, Inc.	6,087.54
31088	11/05/2015	UTILITY WATER FUND	Professional Service - General	RH2 Engineering, Inc.	4,052.18
31088	11/05/2015	UTILITY WATER FUND	Professional Service - General	RH2 Engineering, Inc.	4,937.97
31088	11/05/2015	UTILITY WATER FUND	Professional Service - General	RH2 Engineering, Inc.	5,139.50
31089	11/05/2015	GENERAL FUND	Miscellaneous - Jail Fees	Snohomish County Corrections	29.33
31089	11/05/2015	GENERAL FUND	Miscellaneous - Jail Fees	Snohomish County Corrections	2,692.50
31090	11/05/2015	GENERAL FUND	Department of Emergency Mgmt	Snohomish County DEM	3,825.00
31091	11/05/2015	GENERAL FUND	SnoCty Plan/Building Service	Sno County Planning and Development Services	929.06
31092	11/05/2015	UTILITY WATER FUND	Miscellaneous	Sno County Planning and Development Services	5,904.45
31093	11/05/2015	GENERAL FUND	Audit Costs	State Auditor's Office	5,904.45
31093	11/05/2015	STREET FUND	Professional Services	State Auditor's Office	5,904.46
31093	11/05/2015	UTILITY WATER FUND	Professional Service - General	State Auditor's Office	5,904.45
31093	11/05/2015	UTILITY SEWER FUND	Professional Service	State Auditor's Office	5,904.45
31093	11/05/2015	UTILITY GARBAGE FUND	Professional	State Auditor's Office	5,904.45
31094	11/05/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.49
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.50
31094	11/05/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.49

31094	11/05/2015	STREET FUND	Communication	Verizon Wireless	7.50
31094	11/05/2015	GENERAL FUND	Communication	Verizon Wireless	7.49
31094	11/05/2015	GENERAL FUND	Communication	Verizon Wireless	55.47
31094	11/05/2015	UTILITY WATER FUND	Communication	Verizon Wireless	55.47
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	55.47
31094	11/05/2015	GENERAL FUND	Communication	Verizon Wireless	55.47
31094	11/05/2015	UTILITY WATER FUND	Communication	Verizon Wireless	37.47
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
31094	11/05/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.50
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.50
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	11.09
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	11.10
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	11.09
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	11.10
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	11.09
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.50
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.50
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	37.47
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	12.10
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	12.11
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	12.10
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	12.11
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	12.10
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.50
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.50
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.49
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	55.47
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	21.25
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	21.25
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	21.25
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	21.25
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	16.92
31094	11/05/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	16.92
31095	11/05/2015	STREET FUND	Travel and Seminars	Visa	
31095	11/05/2015	UTILITY WATER FUND	Travel and Seminars	Visa	
31095	11/05/2015	UTILITY SEWER FUND	Travel and Seminars	Visa	
31095	11/05/2015	STORMWATER UTILITY FUND	Travel and Seminars	Visa	
31095	11/05/2015	UTILITY WATER FUND	Rentals	Visa	
31095	11/05/2015	UTILITY SEWER FUND	Rentals	Visa	

31095	11/05/2015	UTILITY WATER FUND	Miscellaneous	Visa	34.00
31096	11/05/2015	GENERAL FUND	Office/Operating Supplies	Visa	76.97
31096	11/05/2015	STREET FUND	Office Supplies	Visa	19.24
31096	11/05/2015	UTILITY WATER FUND	Office Supplies	Visa	19.24
31096	11/05/2015	UTILITY SEWER FUND	Office Supplies	Visa	19.24
31096	11/05/2015	UTILITY GARBAGE FUND	Office Supplies	Visa	19.25
31096	11/05/2015	GENERAL FUND	Travel and Seminars	Visa	26.87
31096	11/05/2015	GENERAL FUND	Travel and Seminars	Visa	40.18
31096	11/05/2015	GENERAL FUND	Travel and Seminars	Visa	10.00
31097	11/05/2015	GENERAL FUND	Travel and Seminars	Visa	35.05
31097	11/05/2015	GENERAL FUND	Travel and Seminars	Visa	27.00
31098	11/05/2015	GENERAL FUND	Office/Operating Supplies	Visa	34.79
31098	11/05/2015	GENERAL FUND	Office/Operating Supplies	Visa	55.72
31098	11/05/2015	GENERAL FUND	Office/Operating Supplies	Visa	51.80
31098	11/05/2015	GENERAL FUND	Travel and Seminars	Visa	181.51
31098	11/05/2015	STREET FUND	Travel and Seminars	Visa	181.51
31098	11/05/2015	UTILITY WATER FUND	Travel and Seminars	Visa	181.51
31098	11/05/2015	UTILITY SEWER FUND	Travel and Seminars	Visa	181.51
31098	11/05/2015	UTILITY GARBAGE FUND	Travel and Seminars	Visa	181.51
31099	11/05/2015	UTILITY WATER FUND	Travel and Seminars	Visa	181.52
31099	11/05/2015	UTILITY SEWER FUND	Travel and Seminars	Washington Finance Officers Association	41.66
31099	11/05/2015	UTILITY SEWER FUND	Travel and Seminars	Washington Finance Officers Association	41.67
31099	11/05/2015	UTILITY GARBAGE FUND	Travel and Seminars	Washington Finance Officers Association	41.67
31100	11/05/2015	UTILITY WATER FUND	Uniforms	Mike Williams	174.67
TOTAL					118,954.23

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent C 4
DATE: November 5, 2015
SUBJECT: Excused Absence – Councilmember Walker
CONTACT PERSON: Laura J. Koenig, Clerk/Deputy Finance Director

ISSUE:

Councilmember Walker will be out of town for the November 5, 2015 Council meeting and has requested an excused absence.

RECOMMENDATION:

Approve the excused absence of Councilmember Walker from the from the November 5, 2015 Council meetings.

**CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 5

DATE: November 5, 2015

SUBJECT: Adoption of Ordinance 1223-15 setting the tax levy for 2016 for the 2004 GO Police Bond

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director 

ISSUE:

The issue before the Council is the adoption of Ordinance 1223-15 (Attachment A) which sets the 2016 tax levy for the 2004 General Obligation Police Bond. The amount of the levy for 2016 is \$30,803. The ordinance was introduced for a first reading on October 22, 2015.

SUMMARY:

In 2004 the City issued bonds to pay for the 800 MHz communication system and for capital improvements to the Police Station. The ordinance setting the annual levy amount for the bond payments is adopted as part of the budget process.

This was a 20-year bond issue with average payments of \$31,000 per year. Additional property taxes are levied annually to cover the cost of the bonds. The average cost per household is \$19.25 per year.

Revenues: \$30,803 - tax levy on real property
Expenses: \$30,803 - bond principal and interest

203 POLICE GO BOND FUND

Account	Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
205-000-308-80-000	Beginning Fund Balance	25,909	22,632	18,612	0	0
205-000-311-11-000	Property Tax	25,877	29,538	32,432	31,673	30,803
205-000-361-11-000	Investment Interest	107	97	44	305	400
		51,894	52,267	51,088	31,978	31,203

Account	Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
205-205-514-20-410	Professional Services	302	302	302	305	400
205-205-591-21-700	Bond Payment - Principal	15,000	20,000	20,000	20,000	20,000
205-205-592-21-800	Bond Payment - Interest	13,960	13,353	12,523	11,673	10,803
		29,262	33,655	32,825	31,978	31,203

STAFF RECOMMENDATION

Move to adopt Ordinance 1223-15 setting the 2016 Tax Levy for the General Obligation Police bond.

Attachments: A. Ordinance 1223-15 Police bond Levy

CITY OF SULTAN
SULTAN WASHINGTON
ORDINANCE 1223-15

AN ORDINANCE OF THE CITY OF SULTAN FIXING THE AMOUNT OF TAXES TO BE LEVIED FOR THE GENERAL OBLIGATION BONDS AS APPROVED BY THE VOTERS ON TAXABLE PROPERTY WITHIN THE CITY OF SULTAN FOR THE YEAR 2016

WHEREAS, Proposition No. 1 Emergency Radio System and Health and Safety Bonds was approved by the voters on September 14, 2004, and

WHEREAS, that election allowed bonds to be issued and a regular property tax to be levied each year for a maximum term of 20 years, and

WHEREAS, the bonds have been issued and taxes need to be collected, now therefore

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SULTAN that Snohomish County tax the City's taxpayers for the year 2016 for a total of Thirty thousand eight hundred three dollars and 00/100 (\$30,803) so as to cause collection of these funds to cover the cost of the required bond debt service payments.

Effective Date: This ordinance shall be in full force and effect five days after publication as required by law.

REGULARLY ADOPTED this 5th day of November 2015.

Carolyn Eslick, Mayor

Attest:

Laura J. Koenig, City Clerk

Approved as to form:

Amy Mill, City Attorney

Adopted:
Published:

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C-6

DATE: November 5, 2015

SUBJECT: Resolution 15-15 – Surplus Equipment

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:

The issue before the City Council is to approve Resolution 15-15 (Attachment A) to surplus equipment from the City inventory that is functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

STAFF RECOMMENDATION:

Approve Resolution 15-15 to surplus equipment from City inventory that are functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

SUMMARY:

The City has pieces of equipment for surplus in the following list:

Department	Item Description	Serial Number	Inventory Number	Date of Surplus
Finance	Norstar Phone	NNTM0401F02S	357	10/16/2015
Finance	Norstar Phone	NNTM0401DVU0	405	10/16/2015
Finance	Norstar Phone	NNTM0401F0XH	128	10/16/2015
Finance	Norstar Phone	NNTM60G5CYWS	178	10/16/2015
Finance	Norstar Phone	NNTM60G44W47	158	10/16/2015
Finance	Norstar Phone	NNTM60GELY5J	504	10/16/2015
Finance	Norstar Phone	NNTM040EHJKD		10/16/2015
Finance	Norstar Phone	NNTM0401DVTQ		10/16/2015
Finance	Norstar Phone	NNTM60G5ME2G		10/16/2015
Finance	Norstar Phone	NNTM0401F02F		10/16/2015
Finance	Norstar Phone	NNTM0401F020		10/16/2015
Finance	Norstar Phone	NNTM0409B8W1		10/16/2015
Finance	Norstar Phone	IT8B30/2413919152	491	10/16/2015

In accordance with SMC 3.60, staff will advertise the surplus equipment and call for sealed bids.

RECOMMENDED ACTION:

Adoption of Resolution 15-15 to surplus equipment from the City inventory that is functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need in the foreseeable future.

ATTACHMENTS: A. Resolution 15-15

**CITY OF SULTAN
RESOLUTION -15 – 15**

A RESOLUTION PROVIDING FOR THE DISPOSAL OF CERTAIN INVENTORY ITEMS DEEMED TO BE SURPLUS TO THE REASONABLY FORESEEABLE NEEDS OF THE CITY OF SULTAN.

WHEREAS, certain items of equipment belonging to the City of Sultan are obsolete and no longer used by the City; and

WHEREAS, said items are physically worn or functionally obsolete and no longer necessary or needed for current City of Sultan purposes nor is there a need therefore in the foreseeable future;

WHEREAS, certain items are broken and non-useable and need to be removed from inventory and disposed of in a proper manner,

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

1. The following items are no longer needed by the city and are declared to be surplus equipment:

Department	Item Description	Serial Number	Inventory Number	Date of Surplus
Finance	Norstar Phone	NNTM0401F02S	357	10/16/2015
Finance	Norstar Phone	NNTM0401DVU0	405	10/16/2015
Finance	Norstar Phone	NNTM0401F0XH	128	10/16/2015
Finance	Norstar Phone	NNTM60G5CYWS	178	10/16/2015
Finance	Norstar Phone	NNTM60G44W47	158	10/16/2015
Finance	Norstar Phone	NNTM60GELY5J	504	10/16/2015
Finance	Norstar Phone	NNTM040EHJKD		10/16/2015
Finance	Nortstar Phone	NNTM0401DVTQ		10/16/2015
Finance	Nortstar Phone	NNTM60G5ME2G		10/16/2015
Finance	Norstar Phone	NNTM0401F02F		10/16/2015
Finance	Norstar Phone	NNTM0401F020		10/16/2015
Finance	Norstar Phone	NNTM0409B8W1		10/16/2015
Finance	Norstar Phone	T8B30/241391915	491	10/16/2015

2. That it is deemed to be for the common benefit of the residents of said City to dispose of said inventory.

3. That the staff is authorized to dispose of items listed in accordance with the provisions of SMC 3.60.030 to SMC 3.60.065, in a manner that will be to the best advantage to the City of Sultan.

PASSED by the City Council 10th day of September 2015.

City of Sultan

Carolyn Eslick, Mayor

ATTEST:

Laura J. Koenig, City Clerk

CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: Action A 1

DATE: November 5, 2015

SUBJECT: Ordinance 1222-15 - Setting the tax levy for the 2016 Property Taxes

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

ISSUE:

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.

SUMMARY:

In accordance with RCW 84.55.120, a taxing district with regular levies must hold a public hearing on the proposed increase and use of property tax funds. The ordinance must be adopted and filed with the County on or before November 30th.

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 statutory limit for the city. The maximum amount allowed under state law for the City is broken down as follows:

Statutory Levy Rate	\$3.60 per \$1000 of assessed value
Less Fire District	-\$1.50
Less Library District	<u>-\$.50</u>
City maximum	\$1.60

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.

The proposed distribution of taxes for 2016 will be:

PROPERTY TAX	GENERAL FUND 001	STREET FUND 101	GO COM. CENTER FUND 203	Total Regular Property Tax
	0.783	.09	.127	1.000000
590,851	462,638	53,177	75,000	590.851

In 2015, the City had a 10% increase in assessed values. In 2016, the City will have a 11% increase in assessed value.

Attachments: A. Ordinance 1222-15 – 2016 Property Tax Levy

**CITY OF SULTAN
SULTAN WASHINGTON
ORDINANCE 1222-15**

AN ORDINANCE OF THE CITY OF SULTAN FIXING THE AMOUNT OF TAXES TO BE LEVIED ON TAXABLE PROPERTY WITHIN THE CITY OF SULTAN FOR THE YEAR 2016

WHEREAS, the City of Sultan has met and considered its budget for the calendar year 2016; and

WHEREAS, the City Council of the City of Sultan after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Sultan requires a regular levy in the amount of \$600,000, which is a increase in property tax revenue from the previous year, based on amounts resulting from the increase in assessed values, addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest; now therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SULTAN

Section 1 Tax: That an increase in the regular property tax levy is hereby authorized for the 2016 levy in amount of \$45,274 which is a percentage increase of 8.3% from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

Section 2 Severability: If any provisions of this ordinance or its application to any person or circumstance are held invalid, the remainder of the ordinance or applications of the provisions of the ordinance to other person or circumstances is not affected.

Section 3 Effective Date: This ordinance shall be in full force and effect five days after publication as required by law.

REGULARLY ADOPTED this 5th day of November, 2015

Carolyn Eslick, Mayor

Attest:

Laura J. Koenig, City Clerk

Approved as to form:

Amy Mill, City Attorney

Published:

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-2
DATE: November 5, 2015
SUBJECT: Electrical Work for Turbidity Meters
CONTACT PERSON: Mike Williams, Water Treatment Plant Operator



ISSUE:

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.

STAFF RECOMMENDATION:

Authorize the Mayor to sign a contract with Titan Electric for electrical work associated 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.

SUMMARY:

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.

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

FISCAL IMPACT:

The project will be funded using Water Capital Funds.

RECOMMENDED ACTION:

Authorize the Mayor 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.

ATTACHMENTS

Attachment A Titan Electric Quote
Attachment B Wyatt Electric Quote
Attachment C Contract



Titan Electric

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

City of Sultan
319 Main Street
Sultan, WA 98294

Re.: WTP
Turbidity Meters

Attn.: Mike Williams

8/21/2015

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

- Label and remove low voltage control wiring from meters to be removed.
- Re-install and hook up control wiring to new meters.
- Install 120 volt wiring to 2 new control boxes.
- Assist City employees with physical installation of new meters.
- Work with TSI to ensure correct wire termination and proper operation.

Estimated Price: \$1,270.00

Specific Exclusions:

- * Washington State Sales Tax
- * Overtime or Shift Premiums
- * Hidden Conditions

Thank you for considering TITAN ELECTRIC for your projects. We look forward to your authorization to proceed on the above referenced project. This quote will be subject to review and subsequent revisions after 30 days. If you have any questions, or if we can be of further assistance, please contact me directly at 206-551-6601.

Steve Yarbrough



204 E Stanley ST - PO BOX 74 - Granite Falls, WA. 98252
 360.454.0641 office – 425.870.5485 cell - 888.857.4196 fax
WyattElectric@gmail.com – www.WyattElectric.net

ELECTRICAL BID

CLIENT: City of Sultan

Job Name: WTP

Work to be installed on this job by Wyatt Electric & Construction:

Service Work:

- Install new and reconnect existing electrical whips to new flow meters
- ~All new flow meters to be installed by City of Sultan Water Treatment crew.
- ~Test and programming to be done by City of Sultan Water Treatment crew.
- ~All low voltage conductors to be supplied by City of Sultan Water Treatment crew.
 - Work to be installed and reconnected
 - 120volt 20amp outlets
 - Low voltage PVC flex conduits
 - Termination of new device conductors
 - PVC flex conduit, Supports and connectors for new electrical whips
 - 12 gauge copper conductors for new outlet
 - Test all 120volt power polarity and voltage
 - Labor & Industries permit fees

-Electrical Bid proposed with Prevailing wage rates

Bid is good for 30 days of today's date: 07-13-2015

Job Address:
 124th – Sultan, WA. 98294

BID PRICE: \$ 2,060.50
PLUS TAX @ 8.6%: \$ 177.20

Sincerely,

Accepted by:

David Wyatt- Project Manager

Date:



204 E Stanley ST - PO BOX 74 - Granite Falls, WA. 98252

360.454.0641 office – 425.870.5485 cell – 888.857.4196 fax

WWW.WyattElectric.net - WyattElectric@gmail.com

Not included in this Bid are any Utility charges/fees, appliances, trenching/ditching/backfill and garbage removal. All devices to be installed will standard switches and standard outlets White in color. Any items found not meeting current state/city electrical code will be upgraded at a rate of Time and Material. All working hours will be from 7:00am to 5:00pm Monday through Friday. Bathroom required onsite supplied by General contractor or Home owner.

All Bids are done per blue prints or walk through. Anything installed in this building that is not included in this Bid is considered an extra and will be billed as such. This bid is expressly conditioned upon terms and conditions of subcontractor acceptable to Wyatt Electric, Inc...

Billing will be 50% down payment, 50% upon completion of electrical installation. All past due accounts are subject to a 2.5% per month finance charge. Payment must be received upon invoice. All Job sites will receive intent to lien notice. Any contractors delaying the project on scheduled electrical installation time will be billed for lost labor hours. Security monitoring will be a 24 month contract with Wyatt Electric & Construction.

EXCLUDED IS:

- Sheet rock, ceiling tile, paint, concrete, brick, roof top siding/tar & siding damage repair-
- Existing electrical and any 2014 NEC code violations- Coring holes-

Bid is good for 30 days of today's date: 07-13-2015

Job Address:

124th - Sultan, WA. 98294

David Wyatt

Accepted by:

Project Manager

Date:

**CITY OF SULTAN
LIMITED PUBLIC WORKS CONTRACT**

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

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

WHEREAS, the City desires to contract with Contractor for the provision of such services for electrical work associated with the installation of turbidity meters at the City of Sultan Water Treatment Plant, and Contractor agrees to contract with the City for same;

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

TERMS

1. **Work.** The Contractor agrees to perform all work in accordance with this Contract and the following documents, incorporated herein:
 - Scope of Work
 - All provisions required by law to be inserted in this Contract whether actually attached hereto or not.
2. **Payment.** Payment for the work as described in the Contract shall not exceed one thousand three hundred seventy nine dollars and twenty two cents (\$1,379.22), excluding approved change orders, in accordance with the attached bid proposal. 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, Mike Williams, 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 30 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 _____ day of _____, 20

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

ATTACHMENT A - SCOPE OF WORK

Electrical Work for Installation of Turbidity Meters at Sultan's Water Treatment Plant

- Label and remove low voltage control wiring form meters to be removed.
- Re-install and hook up control wiring to new meters.
- Install 120 volt wiring to 2 new control boxes.
- Assist City employees with physical installation of new meters
- Work with TSI to ensure correct wire termination and proper operation.

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	\$ 1,270.00_____
WSST @ 8.6%	\$ 109.22_____
TOTAL BASE BID	\$ 1379.22_____

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: Titan Electric_____

Address: 12828 Northup Way #205_____ City: Bellevue, WA Zip: 98005_____

Phone: (206) 633-2811_____ Fax: (206) 374-2128_____

Signature: _____

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: A-3
DATE: November 05, 2015
SUBJECT: Resolution 15-14 Professional Boundaries Policy
CONTACT PERSON: Ken Walker, City Administrator

ISSUE:

The issue before the city council is to authorize the mayor to sign Resolution No. 15-14 adopting a Professional Boundaries Policy

SUMMARY:

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 following areas are addressed in the Professional Boundaries Policy:

1. We understand that the city must work together with the citizens and young people in cooperation if we are to successfully address the challenges faced today.
2. City employees and staff must communicate with citizens and young people.
3. The city must meet the community values that residents demand.
4. Citizen's needs must be met in a timely manner.
5. Everyone must be treated with courtesy.
6. Information given must be accurate and timely.
7. All parties must be open to constructive feedback to improve the process.
8. City employees and staff will be accessible.
9. Finally, city employees must be accountable for their actions at all times.
10. Off hours interactions need to be addressed.

STAFF RECOMMENDATION:

Authorize the mayor to sign resolution No. 15-14 adopting a Professional Boundaries Policy for the City of Sultan. The purpose of Resolution 15-14 is to provide clearly written guidelines that employees will adhere to when dealing with citizens and young people in the City of Sultan.

BACKGROUND:

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.

ALTERNATIVES:

1. Authorize the mayor to sign Resolution No. 15-14 adopting a Professional Boundaries Policy the City of Sultan. This alternative implies that the city council supports implementation of written guidelines.
2. Make changes to the proposed Professional Boundaries Policy at the council meeting prior to authorizing the mayor to sign Resolution No. 15-14. This alternative implies the city council would like to make minor amendments prior to adoption.
3. Do not authorize the mayor to sign Resolution No. 15-14 and direct staff to areas of concern. This action indicates the city council has questions or concerns that need to be addressed prior to adopting a set of cemetery rules and regulations.

FISCAL IMPACT:

There is no fiscal impact associated with the adoption of Resolution No. 15-14. The purpose of the resolution is to provide clear policy direction to city staff regarding the interaction with citizens and customers.

RECOMMENDED ACTION:

Authorize the mayor to sign resolution No. 15-14 adopting a Professional Boundaries Policy.

**CITY OF SULTAN
WASHINGTON
RESOLUTION 15-14**

**A RESOLUTION OF THE CITY OF SULTAN, WASHINGTON
ESTABLISHING A CUSTOMER SERVICE POLICY**

WHEREAS, citizens and customers of the City of Sultan interact staff; and

WHEREAS, these Professional Boundaries and expectations are unwritten; and

WHEREAS, it is in the best interest of the citizens and customers of the City of Sultan to have these rights and expectations clearly defined and in writing; and

WHEREAS, it is incumbent upon the City of Sultan to define these professional boundaries.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DOES RESOLVE TO ADOPT THE ATTACHED PROFESSIONAL BOUNDARIES POLICY.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 5th DAY OF NOVEMBER, 2015.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Passed by the City Council:
Resolution No.:
Date Posted:

PROFESSIONAL BOUNDARIES

Public professions rely on the fostering of positive relationships between adults and children and young people. Public settings are places where all staff can have significant influence in the lives of children and young people because the relationship involves regular contact over relatively long periods of time. These features make it extremely important that staff understand how to foster positive relationships in ways that do not compromise children and young people's welfare.

The professional boundaries outlined in these guidelines apply beyond public facilities and work places and beyond specific cohorts of children and young people. For example, where staff are participating or have participated in interschool sport events or combined school trips or camps, they are expected to respect professional boundaries with all the children and young people involved in those activities.

The following examples will assist staff in establishing and maintaining expected boundaries. This list is not exhaustive.

Communication

- Inappropriate comments about a child/young person's appearance, including excessive flattering comments
- Inappropriate conversation or enquiries of a sexual nature (e.g. questions about a child or young person's sexuality or his/her sexual relationship with others)
- Disrespectful or discriminatory treatment of, or manner towards, young people based on their perceived or actual sexual orientation.
- Use of inappropriate pet names
- Vilification or humiliation
- Jokes or innuendo of a sexual nature
- Obscene gestures and language
- Facilitating/permitting access to pornographic material
- Facilitating/permitting access to sexually explicit material that is not part of endorsed curriculum
- Failing to intervene in sexual harassment of children and young people
- Correspondence of a personal nature via any medium (e.g. phone, text messages, letters, email, internet postings) that is unrelated to the staff member's role. This does not include class cards/bereavement cards etc.

Personal disclosure

- Discussing personal lifestyle details of self, other staff or children and young people unless directly relevant to the learning topic and with the individual's consent

Physical contact

- Unwarranted or unwanted touching of a child or young person personally or with objects (e.g. pencil or ruler)
- Corporal punishment (physical discipline, smacking, etc)
- Initiating, permitting or requesting inappropriate or unnecessary physical contact with a child or young person (e.g. massage, kisses, tickling games) or facilitating situations which unnecessarily result in close physical contact with a child or young person
- Inappropriate use of physical restraint

Place

- Inviting/allowing/encouraging children and young people to attend the staff member's home
- Allowing children and young people access to a staff member's personal internet locations (e.g. social networking sites)
- Attending children and young people's homes or their social gatherings
- Being alone with a child or young person outside of a staff member's responsibilities
- Entering change rooms or toilets occupied by children or young people when supervision is not required or appropriate
- Transporting a child or young person unaccompanied
- Using toilet facilities allocated to children and young people
- Undressing using facilities set aside for children and young people, or in their presence (**without the site leader's authority*)

Targeting individual children and young people

- Tutoring (outside education sector's directions or knowledge)
- Giving personal gifts or special favors
- Singling the same children and young people out for special duties or responsibilities
- Offering overnight/weekend/holiday care of children and young people as respite to parents (unless a family day care educator, or employed by a respite organization and with the site leader's knowledge)

Role

- Adopting an ongoing welfare role that is beyond the scope of their position or that is the responsibility of another staff member (e.g. a counselor) or an external professional, and that occurs without the permission of senior staff
- Photographing, audio recording or filming children or young people via any medium when not authorized by the site leader to do so and without required parental consent
- Using personal rather than city equipment for approved activities, unless authorized by the site leader to do so.

Possessions

- Correspondence or communication (via any medium) to or from children and young people where a violation of professional boundaries is indicated and where the correspondence has not been provided to the site leader by the staff member
- Still/moving images or audio recordings of children and young people on personal equipment or kept in personal locations such as car or home that have not been authorized by the site leader.
- Uploading or publishing still/moving images or audio recordings of children and young people to any location, without parental and site leader's consent

Violations

Professional boundary violations by a staff member represent a breach of trust, a failure to meet a duty of care to children and young people, and a failure to follow conduct requirements of the employer.

When staff violate boundaries they risk:

- Harmful consequences for the child or young person
- Seriously undermining the learning process
- Seriously undermining their professional reputation and the confidence of the education or care community in their suitability to work with children and young people
- Formal directions or other disciplinary action from their employer or registering/regulating authority

Any concern a staff member has about whether a situation may compromise or breach a professional relationship should be discussed with the site leader and an approved plan of action developed and followed.

Guidance for staff in managing professional boundaries

Working in country/local communities

Staff working in local communities face additional challenges in managing professional boundaries. They are more likely to have social relationships with the parents of the children and young people with whom they work and are, therefore, more likely to share social and sporting events or membership at various community clubs or associations.

This means they will have legitimate reasons, on occasions, to attend social events with the children and young people with whom they work, to visit their homes or to be visited by them in the company of their parents. These social engagements are an important part of community life and a positive contribution to the well being of staff working in country and local communities. Following the advice below will assist staff to enjoy these social engagements without compromising their professional responsibilities.

The guiding principles in managing these situations are that:

- Social contact should be generated via the relationship the staff member has with the parents of children and young people or by an event (such as a sporting event)
- Staff should avoid being alone with children and young people in these situations
- Staff should conduct themselves in a way that will not give others reason to question their suitability to work with children and young people and that will not create discomfort for children and young people in their learning relationship with them. Consuming alcohol in these situations may lessen a staff member's capacity to judge when a professional boundary is at risk
- Staff should politely refuse to discuss matters relating to the workplace and should not discuss children and young people's learning or social progress other than at times specifically set aside for that purpose
- Any concern a staff member has about whether or not a situation may be compromising or breaching a professional relationship should be discussed with the site leader and an approved plan of action followed. For example, a staff member may want advice about transporting a friend's child to and from the site or how to manage his/her own child's enrollment at the site.

Using social networking sites

Staff working for the city and in public settings are expected to model responsible and respectful conduct to the children and young people with whom they work. Staff need to consider the electronic social environments they utilize as part of this community and employer expectation.

The internet does not provide the privacy or control assumed by many users. Staff must appreciate that no matter what protections they place around access to their personal sites, their digital postings are still at risk of reaching an unintended audience and being used in ways that could complicate or threaten their employment. Staff should be aware of the following expectations in considering their use of social networking sites:

- They have considered the information and images of them available on their sites and are confident that these represent them in a light acceptable to their role in working with children and young people
- They do not have children or young people in their education community as 'friends' on their personal/private sites
- Comments on their sites about their workplace, work colleagues or children or young people, if published, would not cause hurt or embarrassment to others, risk claims of libel, or harm the reputation of the workplace, their colleagues or children and young people.

Working one-to-one with children and young people

The following summary of expectations applies to all situations where staff (teachers, support staff, professional service providers, counselors, pastoral care providers, mentors, volunteers, etc) are providing one-to-one learning assistance or feedback, behavior assistance/monitoring, counsel, testing or assessment.

- | | |
|---------------------------|---|
| Make it public | <ul style="list-style-type: none">• The more visible, public and busy the location the better• Use the site's authorized IT systems. Do not use personal email or websites to communicate with children and young people |
| Make it authorized | <ul style="list-style-type: none">• Parents should be informed/give consent• Activity must be authorized by the site leader |
| Make it timely | <ul style="list-style-type: none">• As far as possible, provide support during normal work hours, and do not conduct excessively long sessions |

Conducting home visits

Staff must ensure they follow specific home visiting protocols that apply to their sector or service. The key principle is that a home visit should place no one at unreasonable risk and that identified minor risks are consciously managed. A summary of general expectations is provided below.

- | | |
|---------------|---|
| Inform | <ul style="list-style-type: none">• Home visits must be authorized and documented by the site leadership and the site must have information about when and where visits are being undertaken and the expected return times. Inform parents of intended visit, where appropriate |
|---------------|---|

- | | |
|---------|--|
| Prepare | <ul style="list-style-type: none"> • All available information about the safety of the proposed visit must be considered and risks managed • Mobile phones must be taken, ID should be visible |
| Protect | <ul style="list-style-type: none"> • Inform parents of intended visit, where appropriate • Do not enter the house if parents are not at home • Speak with the student where the parent is present or clearly visible; do not interview students in their bedrooms • Have a colleague accompany if problems are anticipated • Document the visit |

Staff responsibilities in responding to behavior

Behavior of staff towards children and young people

Inappropriate behavior

Staff may also observe behaviors in other adults that they view to be inappropriate rather than abusive or that sit on the border of violating a professional boundary. Staff must ensure, through their supervisor, that the adult concerned is made aware of the potential of his/her actions to impact negatively on children and young people, and on themselves. Professional advice of this kind may be particularly valuable to young or newly appointed staff. The manager should document what is discussed.

All staff must take action if children and young people disclose information about inappropriate behaviors of other adults on the site. It is not acceptable to minimize, ignore or delay responding to such information. For the well being of all members of the education or care community, the site leader must be informed as a matter of urgency and a report made to the Child Abuse Report Line, if appropriate.

Behavior of children and young people towards staff

Should a child or young person engage in inappropriate behavior of a sexual nature, then immediate respectful steps must be taken to discourage the child or young person. The matter should be reported and documented promptly with the manager and a plan of action developed to support the child or young person and relevant staff member. Depending on the age/developmental capacity of the child or young person and contextual information, this plan of support may involve:

- Communication with parents
- Referral to and liaison with specialist counseling
- Formalized support within the site, which may include closer monitoring or supervision of the child or young person in his/her interactions with other children and young people
- Referral to and liaison with an appropriate agency with disability-specific expertise

Sometimes, the inappropriate sexual behavior of younger children towards staff can elicit a suspicion that the child in question has been sexually abused. In these situations, staff must:

- Make a mandatory notification to the appropriate authorities
- Consider the safety of other children and young people whom the child has contact
- Develop and document a plan of action and communication with all relevant parties (including other agencies)

Some children and young people may actively seek a relationship with a staff member that would constitute an inappropriate relationship. In such circumstances, staff are advised to immediately report the information to the manager and seek assistance from a senior staff member, school counselor or pastoral care coordinator to actively manage the situation in a way that *respects the emotional well being of the child or young person and provides support to the staff member.*

Examples of behaviors that should be reported and addressed are:

- Receiving gifts of an inappropriate nature or at inappropriate times (e.g. not as part of end of the year gift giving that some children and families follow)
- Flirtatious gestures and comments
- Inappropriate social invitations
- Inappropriate touching or invasions of personal space
- Inappropriate postings using any medium
- Correspondence or communication that suggests or invites an inappropriate relationship

The staff member and site leader should document the incident that initially prompted the concern and the plan of action that has been established. Contact with parents is recommended unless there are reasonable grounds to believe that this will create serious risks for the child or young person.

Sexual harassment – via any medium at any time or place – or assault of a staff member by a child or young person should be dealt with following normal behavior management protocols, with the involvement of parents and, where appropriate, police. Along with this response, consideration must also be given to the most appropriate counseling and support that can be provided to the child or young person and family. It is important to use these incidents as opportunities to organize meaningful intervention that address early sexual and other offending behaviors.