

**CITY OF SULTAN  
COUNCIL BUDGET RETREAT  
September 12, 2015**

Schedule:

- |               |   |
|---------------|---|
| 9:00 – 9:15   | Mayor's Comments                          |
| 9:15 – 10:00  | D-1 Budget Themes and Revenue Assumptions |
| 10:15 – 11:00 | D-2 Public Works Capital Projects         |
| 11:00 – 12:00 | D-3 Capital Equipment and Buildings       |

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## SULTAN CITY COUNCIL RETREAT AGENDA ITEM COVER SHEET

**ITEM NO:** Discussion 1

**DATE:** September 02, 2015

**SUBJECT:** Budget Themes and Revenue Assumptions

**CONTACT PERSON:** Ken Walker, City Administrator

**ISSUE:**

The issue before the city council is to review:

- Adopted 2011-2015 budget themes (Attachment A)
- Proposed 3-year work plan (Attachment B)

And to develop 2016-2020 budget themes for the future.

**STAFF RECOMMENDATION:**

Review the financial assumptions, 2011-2015 budget themes, and three-year work plan and direct staff to areas of concern to develop the 2016-2020 budget themes.

Discuss the financial assumptions. Use the assumptions to prioritize and update the budget themes and three-year work plan to achieve short-term and long-term priorities such as meeting state planning mandates, increasing public safety services, supporting economic development and preparing for economic recovery.

**SUMMARY:**

The city council continues to complete many of the long-range goals adopted either formally or informally beginning in 2008. These goals included:

GOAL	STATUS
Align revenues and expenditures	On going
Building savings in the contingency fund (rainy-day fund)	Maximum Allowed Reached
Reducing debt	On schedule
Funding repair and replacement funds	On going
Funding facility maintenance and operations	On going
Maintaining the city's existing assets	On going
Continue equipment replacement funds	On going
Work with the police department to improve public safety	On going
Expand the network of security cameras throughout the city	On going
Update the comprehensive plan	Due 06/30/2016
Update the Water System Plan, General Sewer Plan	Due 06/30/2016
Capital Projects Completed or In Progress: Roads and Parks-5 Storm-5 Water and Sewer-15 General-0 Equipment-3	12/15/2015

GOAL	STATUS
Updating Zoning and Development Code	In progress
Updating future land use maps	In progress
Update Nuisance Codes	In progress
Update Utility Codes	In progress
Continue Succession planning	In progress
Donut Hole Annexation	In progress

**Proposed Budget Themes**

In 2010, the city council adopted new goals to move the community forward. These goals have carried forward into the 2012-2015 budgets. The adopted council goals were based in part by the priorities identified by the community in the citizen surveys and consultant interviews completed in 2009 and such as public safety, parks maintenance, and economic development.

With the adoption of the budget themes, the city council can align revenues, expenditures and staff resources to move the city towards a specific vision. The budget themes are divided into four categories:

1. Public safety
2. Economic development
3. Community development
4. Fiscal responsibility

City staff is looking for direction from City Council to update budget themes for preparation of the 2016 budget.

**DISCUSSION:**

**Five-Year Plan Financial Assumptions**

The five-year general fund financial analysis assumes slowly increasing revenues through 2020, with the greatest increase in revenues for 2016 and 2017 due to the build out of currently available residential lots in Sultan. Increases in available residential lots for building is probable, but should not be considered due to uncertainty. Assessed values are expected to increase by 11.36% for 2016. The city reached its maximum levy rate of \$1.60/\$1,000 assessed value in 2011. Assessed valuations are predicted to have increased from \$332,800,678 to \$365,144,818 for 2016.

Property tax revenues are divided between the General Fund, Street Fund, Police Bond Fund (voter approved) and the general obligation bond for the community center (councilmanic). Property and Sales tax revenues are approximately 50% of total taxes. Sales tax collections for Sultan have increased 8.2% in the first quarter of 2015. While this increase is dependent on numerous factors, it should not be considered to be a trend.

For the 2016-2018 budgets, property taxes may be needed to make the GO bond payments on the Community Center. Due to increased real estate sales, REET collections have increased substantially, reducing the need for payment from property tax revenues. The potential impact to the General Fund should be limited to a 10% reduction in property tax revenues.

For 2013, the city council approved changing the percentage of B&O Electric Utility Tax allocated between the Street Fund and the General Fund. City staff recommends continuing the 70/30 split between the General Fund and the Street Fund. General Fund Utility taxes are expected to keep pace with inflation.

The city's major source of variable revenues is land use and building permit fees. The city is required to use building permit revenues to support building permit services including land use permit processing, building plan review, building and infrastructure inspections and overhead. Building permit revenue is expected to continue with moderate increases for 2016-2018. The City experienced an increase in building permit activity starting in the last quarter of 2014 and continuing into 2015 with 60 new building permits issued. Based on current activity it is anticipated that the city will issue 100 permits during 2016 - 2018. General Facility Charges and Impact Fees will provide funding for much needed improvements and expansion to public infrastructure.

#### **EXPENSES ASSUMPTIONS AND CHANGES.**

##### **Labor Contract**

The labor contract expired 12/31/2014. The city is currently in negotiations with the union for a new contract. The proposed 5 year contract includes salary increases tied to the CPI with certain limitations.

##### **Employment Positions**

The position of Community Development Director/Senior Planner has been vacant for 3 months. Efforts are underway to fill the position. This will have an immediate impact on labor costs in 2016. It is anticipated that a number of long term current employees will be retiring in the coming years. The job search cost should be offset by wage differences based on time of service during the 2016-2020 budget, resulting in an expenditure neutral impact.

##### **Contract adjustments**

The contract amount for law enforcement services was successfully renegotiated in 2013. The city did accrue savings that will continue throughout the life of the contract. Still yearly contract expenses will post a 3.1% increase in cost for sheriff department services. The city has experienced a 400% increase in jail service costs in 2015 over budgeted amounts. Increased law enforcement activities should continue to place pressure on jail service costs for the 2016-2020 budget period. The city is also currently exploring changing prosecution services. This may result in higher prosecution expenditures. A corresponding increase in jail services could also result from increased prosecution.

The Association of Washington Cities has notified the city its medical insurance members, like Sultan, should anticipate a 5.0% rate increase for 2016

##### **Proposed Budget Themes**

The city has an obligation to provide services to the community. Some services are mandated such as floodplain management, Growth Management Act planning, financial reporting, and building inspection. Other services such as public safety, economic development, code enforcement and park maintenance are optional.

Whether a service is mandatory or optional, the city has a choice about the level-of-service or level of investment to make when providing services to the community. The budget themes identify areas of strategic investment over the next five years to coincide with the five-year forecast.

Strategic investments are needed in order to ensure the city is positioned to attract new development when the economy recovers. Failing to invest now could put the city in the position of falling so far behind that future investment will not be attracted to the Sultan community and will go elsewhere. This could lead to a spiraling decline of the community rather than slow but steady improvement.

**RECOMMENDED ACTION:**

Review the financial assumptions, 2011-2015 proposed budget themes, and three-year work plan and direct staff in the creation of 2016-2020 budget themes.

Discuss the financial assumptions. Use the assumptions to prioritize the budget themes and three-year work plan to achieve short-term and long-term priorities such as meeting state planning mandates, increasing public safety services, supporting economic development and preparing for economic recovery.

**ATTACHMENTS**

A – Proposed 2011-2015 Budget Themes

B – 2016-2018 Work Plan

**2011-2015 Budget Themes**

Public Safety

1. Reduce incidents of crime as measured in monthly police reports
2. Reduce the city's transient population and incidents of anti-social behavior not acceptable to the Sultan community.
3. Improve the community's perception of public safety.
4. Use technology – such as security cameras and emergency sirens to leverage manpower.
5. Seek strategic partnerships such the school resource officer, volunteers, and emphasis patrols to improve community safety.

Economic Development

1. Seek strategic public and private partnerships to enhance the city's economic growth.
2. Remove unnecessary bureaucracy and regulatory barriers to encourage economic development while maintaining city standards.
3. Maintain the city's existing public buildings, parks and streets.
4. Improve and enforce existing land use and building code regulations.
5. Prepare the city's parks, roads, stormwater, water and wastewater facilities for an increasing population and more rigorous state and federal operating standards.
6. Support business growth working with regional partners to bring recreational business and opportunities to the valley.

Community Development

1. Stay current with growth management act and other state planning requirements. Update supporting plans as required and needed.
2. Maximize land use strengths such as proximity to US 2 while minimizing land use weaknesses such as proximity to floodplain.
3. Strategically study city owned resources and seek opportunities to lead community development with public investment.

Fiscal Responsibility

1. Fully utilize financial software programs and technology to increase efficiency
2. Proactively manage equipment replacement
3. Proactively manage facility maintenance
4. Pay off existing loans and reduce the city's debt service payments. Limit future debt obligations until economic recovery is certain.
5. Seek to set aside the legally allowable amount in the general fund contingency account and 60-day operating reserve.
6. Stay current with utility rates to ensure adequate revenues to meet expenditure assumptions.

## 2013-2015 Work Plan

### Public Safety

- Fund annual security cameras replacement program - \$2,000 per location for replacement and installation
- Continue fire inspections of public and private businesses to ensure public safety.
- Work with Snohomish County Sheriff's Office to bring emphasis patrol to city.
- Enhance prosecution of criminal behavior.

### Economic Development

- Continue business retention and education efforts – roundtables and workshops.
- Amend the city's land use and development codes to enhance usability
- Participate in public/private partnerships to increase recreation and tourism opportunities in the Sky Valley - No direct cost. In-house staff.
- Support construction of the Boys and Girls Club, phase II.
- Complete Utility Plant short-term improvements and remove bottlenecks.
- Fund road and street maintenance leveraging grant opportunities
- Fund capital improvements to enhance public owned facilities such as City Hall (community center), Post Office and Food Bank.
- Identify potential parcels for future park acquisition and set aside park impact fees for specific acquisition strategy.

### Community Development

- 2015 comprehensive plan – urban growth area change \$300,000.
- Complete Donut Hole annexation.
- Complete trail system from Riverfront Park to Osprey Park.
- Complete the rewrite of development (Title 16) and utility (Title 13) code.
- Complete the 124<sup>th</sup> St annexation.

### Fiscal Responsibility

- Continue to implement debt service reduction plan
- Complete cemetery rate study to ensure adequate revenues for perpetual care.
- Use computer systems to reduce redundant data entry and increase efficiency.
- Create 60 day operating reserve for all operating funds.
- Update sewer and water rate studies following growth allocation report in 2013.
- Establish depreciation schedule for equipment replacement
- Continuously review city services to improve efficiency and reduce costs.
- Complete rate studies for Water/Sewer/Storm.
- Continue succession planning for key staff positions.

# SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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ITEM NO: Discussion 2  
DATE: September 12, 2015  
SUBJECT: Capital Projects  
CONTACT PERSON: Mick Matheson, P.E., Public Works Director



**ISSUE:**

The issue before the Council is to discuss capital projects that are up-coming in 2016-2017.

**DISCUSSION:**

**Transportation**

Transportation projects have historically been grant funded through various programs such as Transportation Improvement Board (TIB), Community Development Block Grants, Surface Transportation Plan (STP), Puget Sound Regional Council, and Legislative Provisos.

**Current Transportation Projects**

**Sultan River Pedestrian Bridge**

The City is continuing to work with WHPacific on the design of the pedestrian bridge together with associated sanitary sewer and water facilities. Design is scheduled to be completed in 2015. The City does not currently have construction funding for this project. The estimated cost is approximately \$3.4 million. The City will be applying for grants in 2016, as well as continuing to lobby our legislators in Olympia.

**Date Avenue (4<sup>th</sup> Street to 150 feet east of 5<sup>th</sup> Place – Sultan Elementary Frontage)**

The City received a Transportation Improvement Board grant to fund 90% of the transportation related elements of this project. The construction is complete and the City is in the process of project closeout.

**Timber Ridge Plat Repair (141st Street SE Cul-de-sac)**

Carman's Construction was awarded the contract to repair the 141st Street SE cul-de-sac and the failed stormwater system and are proceeding with construction. Construction is expected to be complete this autumn.

**Future Transportation Projects**

**4th & 5th Streets (US 2 to Alder)**

The City recently applied for a Transportation Improvement Board Small City Arterial Program (SCAP) grant to fund this project. The project scope is to reconstruct 4th Street and 5<sup>th</sup> Street from the northern side of US 2 to the south edge of Alder Avenue. The proposed improvements include:

- Full reconstruction of both 4th & 5th Streets from US2 to Main Street
- Grind (adjacent to existing curbs) and overlay both 4th & 5th Streets from Main Street to Alder Avenue

- Replacement of approximately 50% of the sidewalk, curb, and gutter throughout the project area; and
- Reconstruct the intersections of 4th and 5th Street with Main Street and provide ADA compliant curb ramps.

The TIB grant is estimated to be \$400,140 with a required five percent City match of \$21,060. This project is contingent on receiving TIB grant funding.

#### **4th Street Overlay (Fir Avenue to High Avenue)**

The City recently applied for a Transportation Improvement Board Preservation Program grant to overlay 4th Street from Fir Avenue to High Avenue. The TIB grant is estimated to be \$203,060 with a required five percent City match of \$10,153. The project is contingent on receiving TIB grant funding. If the City receives funding, we will partner with Snohomish County to complete the overlay work.

#### **3rd Street (Street repair north of Alder Avenue)**

The City worked with Robinson Noble and WHPacific to estimate costs to repair the dip in Third Street just north of Alder Avenue. The estimated cost is approximately \$10,000.

#### **3rd Street Reconstruction (US 2 to High)**

The Transportation Improvement Board is modifying their definition of small city arterials so that 3rd Street will be eligible for Small City Arterial Program (SCAP) grant monies in the future. A key component of receiving TIB grant money is that a funding strategy must be in place to replace or rehabilitate dilapidated utilities beneath the roadway to receive funding. This project is an excellent candidate for Transportation Improvement Board funding in 2016 or 2017 provided the sewer and water funds are healthy.

#### **Annual Chip Seal Project**

The City may partner with Snohomish County to chip seal a roadway in 2016 (likely Main Street) to extend the useful life, especially if the grant funding is not received for the 4th Street Overlay project listed above.

#### **Speed Cushions**

The City plans to install speed cushions on a yet-to-be determined street to control speed. Approximate cost is \$3,000.

#### **Raised Pavement Markers**

The City plans to purchase and install raised pavement markers on Sultan Basin Road in 2015 pending staff availability. Approximate cost is \$1,000.

#### **Sultan Basin Road Sidewalk**

The City plans to construct a missing gap of approximately 350 feet of detached sidewalk on the east side of Sultan Basin Road starting north of 141st Street SE. Work is planned for 2015 pending staff availability. Estimated cost is approximately \$5,000.

## **Storm Drainage**

### **Current Storm Drainage Projects**

#### **Wagley Creek Culvert Replacement at Dyer Road**

The City is working with WHPacific and their subconsultants to prepare a bid-ready set of construction drawings and specifications to replace the twin culverts at Dyer Road with a single

fish passage friendly bottomless arch culvert. The City is currently seeking grant funding for the construction. The estimated cost of construction is \$408,000 and is not funded.

**Date Avenue (4<sup>th</sup> Street to 150 feet east of 5<sup>th</sup> Place – Sultan Elementary Frontage)**

The storm drainage system was upgraded as part of this Transportation Improvement Board funded project.

**Timber Ridge Plat Repair (141st Street SE Cul-de-sac)**

The storm drainage conveyance system is being repaired as a result of this project. Subsurface drains are also being added to the new rock ballast wall on the south side of 141st Street SE to remove ground water to improve slope stability.

**Future Storm Drainage Projects**

**4th & 5th Streets (US 2 to Alder)**

The City is applying for a Transportation Improvement Board Small City Arterial Program (SCAP) grant to fund this project. Since this is a reconstruction project, storm drainage improvements are eligible as part of the grant.

**3rd Street Reconstruction (US 2 to High)**

When this project receives Small City Arterial Program (SCAP) grant monies in the future, storm drainage improvements are eligible as part of the grant.

## **Water**

**Current Water Projects**

**Booster Pump Station Design & Construction**

The City is working with TRANE and RH2 to design and construct the Booster Pump Station Improvements including pump and generator replacement, ventilation improvements, and electrical upgrades. The design is planned to be completed in 2015, with construction being completed in 2016.

**Sultan River Pedestrian Bridge**

The City is working with WHPacific to design a pedestrian bridge over the Sultan River. A 12-inch water main is proposed to be constructed as part of the project. The water related construction element of the bridge is estimated to be \$150,000.

**Everett Intertie Improvements**

City crews installed the Everett Intertie Improvements designed by RH2 Engineering this summer. The project is nearly complete and is planned to be finished by the end of September 2015.

**Future Water Projects**

**Gohr Road Water Main**

The City received a Community Development Block Grant (CDBG) for design and construction of water main improvements on Gohr Road. CDBG has committed \$77,000 with a required City match of \$31,000. Design will begin in early 2016, with construction in the summer/fall of 2016.

### **135th Street SE Water Main**

The City applied for a Community Development Block Grant (CDBG) for design and construction of this project in 2015, but did not receive funding. We have learned this project is not a good candidate for CDBG funding in the future because it benefits too many customers that do not qualify as low income. The estimated cost is \$124,000. Staff is recommending lobbying the Washington State Legislature in 2016 for a legislative proviso, or funding the project using City Capital Funds.

### **4th & 5th Streets (US 2 to Alder)**

The City recently applied for a Transportation Improvement Board Small City Arterial Program (SCAP) grant to fund this project. If the project is funded, sections of asbestos cement water main that lie within the project limits will be replaced with ductile iron.

### **4th Street Overlay (Fir Avenue to High Avenue)**

The City recently applied for a Transportation Improvement Board Preservation Program grant to overlay 4th Street from Fir Avenue to High Avenue. If the project is funded, the City plans to replace the existing asbestos cement water main with ductile iron.

### **3rd Street Reconstruction (US 2 to High)**

The Transportation Improvement Board is modifying their definition of small city arterials so that 3rd Street will be eligible for Small City Arterial Program (SCAP) grant monies in the future. A key component of receiving TIB funding is that a funding strategy must be in place to replace or rehabilitate dilapidated utilities beneath the roadway to receive funding. This project is an excellent candidate for Transportation Improvement Board funding in 2016 or 2017. If the project receives funding, the City would plan to replace the existing asbestos cement water main with ductile iron.

### **Rebuild Upflow Clarifier**

The project is estimated to cost \$70,000 with City Public Works crew members doing the majority of the work.

### **PRV Station Design and Construction**

The project is estimated to cost \$82,500 for design and construction. Staff recommends funding the project using City Capital funds.

### **US2 Water Main Improvements (Old Owen Road to Marcus Street)**

The City is considering pursuing CDBG design and construction funding for this project to replace 6-inch asbestos cement water main with 12-inch ductile iron to improve fire flow.

## **Sanitary Sewer**

### **Current Projects**

#### **Main Pump Station Upgrade**

The City is working with RH2 Engineering and QCC to design/build an upgrade to the Main Pump Station to alleviate an emergency situation. Construction of the ultimate Main Pump Station upgrade design that involves constructing the new pedestrian/bicycle bridge over the pump station will not move forward until the pedestrian/bicycle bridge is funded.

### **Sultan River Pedestrian Bridge**

*The City is working with WHPacific to design a pedestrian bridge over the Sultan River. An 18-inch force main, is part of the project. The grant funding in place will not pay for sanitary sewer improvements.*

### **Wastewater Treatment Plant Upgrades Identified by Gray & Osborne as part of TRANE analysis**

The City is working with TRANE currently to complete:

- Installation of a Second Mixer in the Oxidation Ditch (Energy Conservation Measure 1)
- Control Aerators to Dissolved Oxygen Set point (Energy Conservation Measure 2)
- Operations Building Heat Pump Replacement (Energy Conservation Measure 3)
- Wastewater Plant Exterior Lighting (Energy Conservation Measure 4)

The City received \$196,000 in grant funding towards the completion of these projects. Construction is expected to be complete in 2015.

### **Rotary Fine Screen Replacement**

The City is working with TEK Construction, Inc. to replace the Rotary Fine Screen at the City's Wastewater Treatment Plant. Construction is expected to be completed in early 2016.

### **Future Sewer Projects**

#### **4th & 5th Streets (US 2 to Alder)**

The City recently applied for a Transportation Improvement Board Small City Arterial Program (SCAP) grant to fund this project. If the project is funded, the City will consider lining or replacing sections of sewer main within the project limits depending on the results of an Infiltration and Inflow study.

#### **4th Street Overlay (Fir Avenue to High Avenue)**

The City recently applied for a Transportation Improvement Board Preservation Program grant to overlay 4th Street from Fir Avenue to High Avenue. If the project is funded, the City will consider lining or replacing sections of sewer main within the project limits depending on the results of an Infiltration and Inflow study.

#### **3rd Street Reconstruction (US 2 to High)**

The Transportation Improvement Board is modifying their definition of small city arterials so that 3rd Street will be eligible for Small City Arterial Program (SCAP) grant monies in the future. A key component of receiving TIB funding is that a funding strategy must be in place to replace or rehabilitate dilapidated utilities beneath the roadway to receive funding. If the project is funded, the City will consider lining or replacing sections of sewer main within the project limits depending on the results of an Infiltration and Inflow study.

#### **De-Gritter Replacment**

This project is estimated to cost approximately \$80,000 and will likely be funded using City Capital Funds.

#### **Aeration Rotor Repair & Maintenance**

This project is estimated to cost \$80,000 and will likely be funded using City Capital Funds.

#### **Infiltration & Inflow Study**

The City is currently working with RH2 Engineering to identify sections of sanitary sewer that may need to be replaced to improve Infiltration and Inflow for transportation improvement projects that may receive grant funding, and other areas in the downtown core.

## **Parks**

### **Current Parks Projects**

#### **Dog Park**

The City is working with volunteers to create a dog park using vacant City shop property just south of Osprey Park and the area where the former Boys & Girls Club/Public Works office was located prior to the 2010 fire.

#### **Sultan River Trail Acquisition/Design/Construction**

The City has received grant funding to move forward with the acquisition/design and construction of the Sultan River Trail.

CITY OF SULTAN  
AGENDA ITEM COVER SHEET

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ITEM: Discussion 3  
DATE: September 12, 2015  
SUBJECT: Capital Equipment/Buildings  
CONTACT PERSON: Laura Koenig, Clerk/Finance Director

**SUMMARY:**

As a part of the budget process, the staff evaluates the capital equipment needs (and wants) of the City and the ongoing need for building maintenance. For the 2015 budget the following items were discussed:

**Capital Equipment:**

1. Phone System – The phone system in City Hall was installed in 2000 and used the old phones from the other building to save money. The phones are 14 plus years old and can no longer be replaced (the Norstar phones are no longer available). The city is also using two phone providers – Frontier and Comcast. This was done to overcome an internet access problem. Staff would like the Council to consider an upgrade to the phone system and reevaluate the use of two providers.

Estimate cost: \$14,000

**The phone system replacement is currently in progress and will be completed by November 2015.**

2. Cameras/Server: The City has several security cameras placed around the community. The cameras are not designed to provide long distance detail and some are not designed for night time use. The current capacity on the server only allows for 24-36 hours of storage. Staff would recommend upgrading the server to hold at least 7 days of tape.

Estimate cost: \$5,000

3. Lap Tops for Council: The Council has discussed the purchase of lap tops for use at the Council meetings and to access e-mail on a city owned computer.

Estimate cost: \$3,500

**Computers were purchased and distributed to the Council in February 2015.**

4. Generator – City Hall: The city has generators at the Police Station, Water Plant and Sewer Plant. There is no generator at City Hall and when the power is out, staff has no access to phones or computers. In an emergency, the city has limited ability to handle community needs.

Estimate Cost: \$10,000 - \$15,000.

5. Copy Machine: The City relies heavily on its copy machine. The City purchased its Xerox copy machine in 2009. Its useful life when purchased was 5 years. The City's current Xerox copy machine has printed over 1,246,000 copies and has exceeded its expected lifespan. Staff has obtained bids from several companies to replace the current copier with a color copier.

Estimated cost: \$9,000 - \$11,000

6. Public Works: The City has purchased the new garbage truck and proposes to purchase the vactor truck in 2014. Additional equipment needs include:

Sweeper: The City purchased the current Athney Sweeper used from the City of Yakima for \$75,007 in 1998. It was purchased through the Local Options Loan Program and is paid in full. The sweeper was used when purchased and the city has used it for 17 years.

Dump truck: The current 1980 International dump truck was purchased from Snohomish County surplus in the mid 1996. The truck is used for hauling rock and soil, on job sites to haul debris, plowing snow, and sanding roads. This truck is wore-out. In 6 hours of use it burns a gallon of oil, the clutches has been going out for the last 10 years. We have been babying this truck along and use it minimally. The staff would like to recommend purchasing another used 5 yard dump truck for operation in the Public Works Department.

Staff is estimating looking for a good deal and not to spend over \$20,000 from the Equipment Replacement Fund Budget.

Pickup Truck: The city is need of an additional pickup truck. The 1989 Ford F-150 has been declared surplus as it no longer runs.

### **Building Maintenance:**

In 2009, the City completed a Facility Assessment Study. The study provided a detailed analysis of building maintenance and repair needs. City staff identified three projects that were critically in need of attention to preserve the buildings for future use.

1. Visitor Information Center: In 2012, the city replaced the roof on the building. The exterior of the brick building was leaking water into the interior due to the failing masonry and mortar. The roof cap needs to be repaired.
2. The windows will need to be replaced as the wood is deteriorating and the capping on the roof needs to be replaced. Estimated cost for windows, awnings and capping \$28,000.
3. Post Office Loading Dock and Museum: There is a small leak in the roof that needs repaired. Currently staff empties a water bucket weekly. The upstairs, which is used for the Museum needs to have the exit stairs replaced and the rafters repaired. Estimated cost to repair is \$11,000.

4. Community Center: The city has occupied the building for use as City Hall and the Library since 2000. The exterior of the building is beginning to show its "age" and will need to be cleaned, sealed and graffiti protect within the next 2-3 years. The concrete area also needs to be cleaned and painted. Estimated cost is \$16,800.
5. City Hall Remodel: The configuration of the city hall includes 5 small offices and 2 larger rooms. The larger rooms have 2 to 3 employees sharing space. As there is little separation between the work spaces, this can create an disruption when employees are on the phone or in a meeting. Staff has obtained bids to divide the larger rooms into 4 separate offices. The cost estimate range from \$8,000 to \$20,000.
6. Food Bank: The city is currently working with VOA to submit a grant application to CDBG to expand the size of the food bank.