

**CITY OF SULTAN  
COUNCIL WORKSHOP  
319 MAIN STREET, SULTAN, WA 98294  
February 2, 2023**

**IN PERSON & REMOTE ATTENDANCE AVAILABLE  
(SEE PAGE 2 FOR INSTRUCTIONS ON HOW TO ATTEND)**

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

**CHANGES/ADDITIONS TO THE AGENDA** (Requires a motion)

**DISCUSSION**

- 1) ARPA Funds
- 2) IT Security Upgrades

**COMMENTS FROM THE PUBLIC**

Citizens are requested to keep comments to a 3 minute maximum to allow time for everyone to speak.

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

WRITTEN PUBLIC COMMENT SHOULD BE EMAILED TO THE CITY CLERK, TAMI PEVEY  
EMAIL: [TAMI.PEVEY@CI.SULTAN.WA.US](mailto:TAMI.PEVEY@CI.SULTAN.WA.US)

WRITTEN COMMENTS SHOULD BE RECEIVED NO LATER THAN 4:00 PM THE DAY OF THE  
MEETING

REMINDER TO STAFF AND VISITORS TO SPEAK INTO THE MICROPHONE

**DIRECTIONS FOR ATTENDING THE COUNCIL MEETING REMOTELY VIA ZOOM, AND INSTRUCTIONS ON PROVIDING REMOTE ORAL PUBLIC COMMENT:**

1. At 7:00 p.m. (or shortly before or after) on Thursday, please join the meeting in person, via computer, or phone as shown below and enter the meeting ID to join the meeting. If using the website, the phone number given may be different, please follow prompts given:
  - Phone #: (253) 215-8782
  - Via Computer:
  - <https://us02web.zoom.us/j/87498519148?pwd=MEgzV09wY0NmMWNNYmZuZHFITXhhdz09>
  - Meeting ID: 874 9851 9148
  - Passcode: 316000
  - After you enter the meeting ID, if it asks for a participant ID, just wait or press # and you will be added to the meeting.

Please note if you attend via computer, your computer may provide different options for connecting to audio to include different phone numbers. It is recommended to follow the zoom compute prompts to connect to the meeting

2. You will be muted upon entry to the meeting. When it is the portion of the meeting for Public Comment, mayor will acknowledge in person comments first, then remote attendees second. If you are remote and wish to speak, please raise your virtual hand by pressing \*9 on your phone's dial pad or Control Y on your keyboard. Once acknowledged, your name will be called to speak, and the City Clerk will unmute you.
3. Please begin your comments by stating your name, city of residence, and any organization represented.
4. Please be advised that your comments are being recorded.

Each speaker is allotted 3 minutes and you will be notified when your time has expired.

**ADA NOTICE:**

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



# SULTAN CITY COUNCIL

## Agenda Bill No. 22-26

<b>SUBJECT</b>	<b>Discussion and direction on ARPA funds</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
2/2/2023	Administration	Will Ibershof	Will Ibershof	Discussion #1

**Dates Presented:** 7/1/2021 CW, 7/8/2021 CM, 7/22/21 CM, 4/7/2022 CW, 5/12/2022 CM, 5/26/22 CM, 2/2/23 CW

**Attachments:** A) List of potential ARPA funding

### History:

In 2020, the Federal Government provided the largest grant in its history. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) are part of the American Rescue Plan. Each city received funds that would be used to help the city not only recover from the pandemic but help the city with key projects or programs. In 2021 and 2022, the city received two payments totaling \$1,504,000.00 (One Million Five Hundred Four Thousand Dollars).

The city's ARPA funds have been discussed at different council workshops and council meetings. As we begin 2023 it is time to finalize the investments the city wishes to make with ARPA. To help with the discussion, staff will outline the investments we have already made and highlight several that we would like council to consider.

### Investments already made:

- Grant to the Chamber of Commerce for an Economic Development and Tourism Manager
- Resources to recognize staff for their hard work during the pandemic.
- Funding to upgrade the audio and visual system in council chambers.
- Funding to purchase tables, chairs, and barricades.
- Two separate grants to the VOA to assist residents and businesses with their utilities.

Each of these investments have paid dividends to the community. The Tourism and Economic Development Manager has connected with commercial and home-based businesses to offer support services during the pandemic and continued recovery. In addition, the manager has been played a vital role in rebooting community events. The VOA grants provided utility assistance to those who struggled to keep their employment during covid. In addition, the city purchased additional tables and chairs for community events, that allowed VOA to host an event for families to share a meal together in the park.

## **Current discussion:**

To help council with the discussion this evening. Staff has combined a variety of items to include those projects that did not make the 2023 budget due to resources, as well as items that have been discussed before, but the city has not yet moved forward on them due to budget restrictions. Council will notice that the list exceeds the funding available. The reason for this is to provide council with a robust list that will give options to review and discuss. The focus of the workshop is to provide staff with direction on how to best invest the funds. Staff will then bring back agreements, task orders, and purchase orders for the items council selects.

To assist with the discussion, staff has grouped the suggestions into a few different buckets as follows:

### **Economic Development**

Extend the grant with the Chamber of Commerce for their Economic Development and Tourism manager. The city has seen a great deal of success and the Mayor and staff would like to see the work continue. Next are two economic grants for businesses. Both are designed to improve the front of the buildings, the façade and lighting. The façade grant could be a cost share or 100% grant funded. The lighting grant would be 100% grant funded. Where the building owner would have to pay for the install and the electricity. Both grants could be administered by the Chamber of Commerce.

### **Park Development**

The next area is the park on the basin. With the uncertainty of a grant from the State, staff is recommending that council consider a portion of the ARPA dollars be invested in the park.

### **City Property**

The next area is the city's property at the corner of 4<sup>th</sup> and Alder. One thought is to invest the funds to tear down the building and install a restroom. The other thought is to wait and include this parcel into the comprehensive plan discussions and potentially create a sub-area plan for the downtown, building off the Downtown Visioning Plan.

### **Streets**

The next area is streets: The investments range from striping the Sultan Basin area, electronic speed signs, installing new garbage cans on Main Street, striping paint and buggy to stripe downtown streets. Many are small projects that would have a big impact to the city.

### **IT Services**

An Electronic Content Management system has been discussed internally over the last couple of budget cycles. The reason this item is on the list is twofold. First, it addresses requirements set by state laws around records retention and open transparency. Secondly, city staff currently operate in many different platforms, with records stored in all of these locations to include various electronic programs, as well as paper records in city hall and in the records room. When the city receives a records request, staff has to search in all locations to find responsive records which can bog down the response time to a requestor. An ECM system would be able pull all these records into one location, limiting duplicate copies and applying adequate retention schedules to protect the documents we are tasked to oversee. This helps cut down on the data storage and retention costs associated. In addition, the city could create work flows within the organization to maximize employee time, as well as allowing conversion of paper records to an electronic version, which would then allow us to offer more documents to be accessible to the public and easier to locate.

## Building & Parks

The next area is buildings and parks. There were several different projects that did not make the 2023 budget due to limited resources in the building fund. These range from adding storage bays at the Public Works yard; upgrading outdoor lighting at city facilities to include the police station and visitor center, as well as trash cans on Main Street and throughout city parks for uniformity.

### **Conclusion:**

At the workshop, staff would like council to narrow the list and recommend projects or programs that fit within the remaining funds. This final list will be used to design and implement the city's ARPA investments into the community.

If council has any questions on any item(s), feel free to contact staff.

**Possible ARPA Funds  
(Available Resource \$1,000,000)**

<b>Item</b>	<b>Economic Development</b>	<b>Parks</b>	<b>Streets</b>	<b>Storm</b>	<b>IT fund</b>	<b>Water/Sewer</b>	<b>Building</b>	<b>Total</b>
Grass Seed -Reese Park Ball Fields		\$2,500.00						\$2,500.00
Top soil for Reese Park leveling		\$10,000.00						\$10,000.00
Striping Paint		\$1,500.00	\$5,000.00					\$6,500.00
Torch down cross walk markings			\$15,000.00					\$15,000.00
Tools for Trucks/shop tool box		\$3,000.00	\$3,000.00	\$2,000.00				\$8,000.00
New ball field in-field drag		\$2,000.00						\$2,000.00
One (1) shipping container to lock tools up		\$1,500.00	\$1,500.00	\$1,000.00				\$4,000.00
Infield Mix for Baseball Fields		\$10,000.00						
Replace and add trash cans and benches (Main Street)			\$25,000.00					\$25,000.00
Speed Signs			\$15,000.00					\$15,000.00
City Hall -Upgrade the outside lighting							\$25,000.00	\$25,000.00
Public Works - replace the perimeter fence and automatic gate							\$25,000.00	\$25,000.00
Public Works - install concrete floor in covered parking area							\$2,000.00	\$2,000.00
Public Works - add material storage bay's (eco-blocks)							\$10,000.00	\$10,000.00
Visitor Center - Upgrade the outside lighting							\$10,000.00	\$10,000.00
Police Department- Upgrade the outside lighting							\$10,000.00	\$10,000.00
Post Office - Add Planter boxes to the Main Street facing windows							\$2,000.00	\$2,000.00
Post Office - Upgrade the outside lighting							\$18,000.00	\$18,000.00
Post Office and VIC - Install security cameras							\$18,000.00	\$18,000.00
Osprey Park - Install way finding signs in the trails		\$10,000.00						\$10,000.00
Osprey Park - Replace and add trash cans and benches		\$10,000.00						\$10,000.00
Osprey Park - Replace the water fountain		\$3,500.00						\$3,500.00
Rudolph Reese Park - Replace and add trash cans and benches		\$5,000.00						\$5,000.00
Sportsman Park - Replace and add trash cans and benches		\$5,000.00						\$5,000.00
River Park - Replace and add trash cans and benches		\$10,000.00						\$10,000.00
Safety cameras for parks (\$3K each)		\$30,000.00						\$30,000.00
Travelers Park - Replace and add trash cans and benches		\$5,000.00						\$5,000.00
Electronic Content Management System					\$20,000.00			\$20,000.00
Downtown façade grant program	\$400,000.00							\$400,000.00
Extend EDD and Tourism Manager	\$200,000.00							\$200,000.00
Mobile Digital reader boards	\$40,000.00							\$40,000.00
Downtown lighting grants	\$100,000.00							\$100,000.00
Funding for the park on the basin	\$500,000.00							\$500,000.00
Demolish and level the old law office (4th & Alder Property)	\$100,000.00							\$100,000.00

<b>Item</b>	<b>Economic Development</b>	<b>Parks</b>	<b>Streets</b>	<b>Storm</b>	<b>IT fund</b>	<b>Water/Sewer</b>	<b>Building</b>	<b>Total</b>
Demolish and and prefab bathroom	\$250,000.00							\$250,000.00
Store Front Studio downtown enhancements	\$200,000.00							\$200,000.00
Enhanced covered areas in the parks	\$120,000.00							\$120,000.00
Striping on Sultan Basin	\$20,000.00							\$20,000.00
Covered parking at Public Works							\$100,000.00	\$100,000.00
Emergency siren repairs	\$45,000.00							\$45,000.00
Striper buggy			\$11,000.00					\$11,000.00
Purchase a new bucket truck			\$40,000.00					\$40,000.00
Purchase a new sewer/storm/water camera truck						\$600,000.00		\$600,000.00
Pay off the street sweeper			\$113,558.00					\$113,558.00
Pay off the vactor truck loan from the General Fund						\$135,657.00		\$135,657.00
Subtotal								\$2,975,215.00
Total								-\$2,975,215.00