

**CITY OF SULTAN
COUNCIL WORKSHOP
319 MAIN STREET, SULTAN, WA 98294
SEPTEMBER 2, 2021**

**IN PERSON -OR- 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) Key priorities and projects for the draft 2022 budget
- 2) Council packet prep/motion discussion

COMMENTS FROM THE PUBLIC: Citizens are requested to keep comments to a 3 minute maximum to allow time for everyone to speak.

Adjournment - 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

REMINDER TO STAFF AND VISITORS TO SPEAK INTO THE MICROPHONE

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

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

1. The council meeting will be hosted in person at City Hall. The address is 319 Main Street, Sultan, WA 98294. Mayor, council and staff will be wearing masks. City staff will have masks and hand sanitizer available for public use. Visitors can wear a mask at their discretion.
2. 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:
 - Via Computer:
 - <https://us02web.zoom.us/j/84106805119>
 - Phone #: (253) 215-8782
 - Meeting ID 841-0680-5119
 - 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 computer prompts to connect to the meeting

3. 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 dial *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.
4. Please begin your comments by stating your name, city of residence, and any organization represented.
5. 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.



To: Sultan City Council

From: Mayor Russell Wiita and City Administrator Will Ibershof

Re: 2022 Budget - Potential Investments

Introduction

To kick off the 2022 budget process, we are presenting Council with a series of new projects and programs for consideration. To draft a proposed budget, we need Council feedback on specific priorities. Following this discussion, we will work with staff to draft a budget that reflects the priorities discussed and balances operational needs.

We have an opportunity with the 2022 budget to make meaningful investments in programs and projects that will impact our community moving forward. Significant residential growth has resulted in revenue increases above and beyond what we anticipated in the 2021 budget. These unanticipated revenues will help the City address critical needs that have arisen.

In this discussion, we will cover investments in the following categories:

- Major Infrastructure Projects
- Community Development Department
- Finance
- Clerk
- Public Works
- Administration

Major Infrastructure Projects

The City has several major infrastructure projects under various levels of consideration including traffic and US-2, water plant replacement, wastewater treatment plant upgrade, and Main St. improvements. With each of these projects, we are providing a high-level overview in today's presentation but asking for delayed consideration of specific investments which will be explained herein.

Traffic and US-2

Resources available: \$2,900,000 (traffic impact fee fund – as of 8/25/2021)

Traffic has been a challenge in Sultan. With the recent growth it has become a greater challenge. Staff is working with our traffic consultant on modeling a series of improvements on US-2 including new roundabouts, reconfiguring intersections, and limited widening projects. This work will take several more weeks to finish.

Once we receive the report, a presentation to council will occur and we will discuss potential funding to design them. The City hopes that WSDOT will fund the design, yet we know we cannot wait. Staff does not feel that we will have cost estimates for complete design by the time council decides on the framework for the 2022 budget.

Our recommendation is that Council set aside a large portion of its transportation funding for a thorough discussion in early 2022 regarding US-2 improvements.

Water and Wastewater Treatment Plants

Resources available: (Sewer Capital Fund \$4,000,000, Water Capital Fund \$1,200,000, ARPA Funds of \$1,264,000 as of 8/25/2021)

The second set of key projects are the replacement of the water treatment plant and upgrade to the wastewater treatment plant. Council supported the design work on both facilities which is currently underway. The design work is expected to be completed in the first quarter of 2022. Currently, the cost estimates are \$7 million for a new water plant and \$17 million for the upgrades to the wastewater plant.

The City will need to borrow a certain amount of funds to complete both projects. Once the cost estimates and designs are finalized, staff will bring forward a recommended funding package. The funding package could include a combination of capital funds, excess reserves, ARPA funds, and bond proceeds or other financing resources.

Our recommendation is that Council does not consider additional projects within the water and wastewater capital funds until a through discussion can occur on both projects. We expect to bring this forward in early 2022.

Main St. Improvements

Resources available: (General fund reserves \$1,600,000, ARPA funds \$ 1,264,000 as of 8/25/2021)

Additional population growth is creating an opportunity to expand economic development in Sultan. To plan for meaningful investments, the City commissioned a strategic plan through the work of interns with the University of Washington Evans School of Public Affairs. This work is expected to be completed in September 2021 with a presentation to Council in October 2021.

The strategic plan will include recommendations for short, mid, and long-term investments the City can make as well as strategies for working with our partners to support existing businesses and attract new businesses.

We are also receiving additional guidance regarding the American Rescue Plan Act (ARPA) funds the City has received. Staff needs additional time to determine the scope of investments that can be made with the ARPA funds before making a recommendation to Council on how to proceed with those funds.

Our recommendation is that Council set aside a portion of the General Fund reserves and ARPA funds to be appropriated for Main St. improvements at a later date after the strategic plan has been analyzed by staff and a discussion is had with Council in early 2022 about priorities.

Community Development Department

Resources available - \$1,600,000 (General fund balance: this number represents the fund balance above and beyond the City's operating reserves of 90-days)

The newly formed Community Development Department has several projects that they would like to accomplish. Each of these projects is designed to support the city's growth, meet the needs for diverse housing, support existing businesses, those moving to town and assist the Department's staff.

Housing action plan - \$50,000 (reimbursable by the State Department of Commerce)

The city would like to apply for a grant to complete a housing action plan. This plan will help with the city with its requirement for the housing element of the comprehensive plan. It would include housing types for different levels of income, analyze population and employment trends, and review the current housing element of the comprehensive plan.

Storefront Studio Project - \$4,000

With the completion of the downtown visioning plan, the next step would be to assist business owners with design ideas for their buildings. This would range from frontage improvements to open spaces and common areas. The University of Washington would be able to assist with this project through their Storefront Studio program.

Developing Commercial Design Guidelines - \$45,000

Hiring a firm to develop commercial design guidelines for new buildings downtown. This would include public outreach to determine the character and design elements preferred by the community. These guidelines were recommended by several cities interviewed for the visioning process. These guidelines can help define a theme for the city.

Modernization of permit processing - \$30,000

With the rollout of the new online permitting system and updates to City Code regarding permits, the Community Development Department would like to develop materials to explain and create ease of access for customers using our systems. These physical and online materials would help customers understand when they do or do not need a permit and, if they do, how to apply.

Development Code Updates - \$30,000

The City has invested staff and consultant time to make improvements to the development code over the past couple of years. There remain significant sections of code that need review and improvement to achieve the development goals of our City. This investment would allow the City to hire a consultant to continue this code revision process. Sultan has a development code that the department would like a firm to review and make recommendations that fit in with the future vision of Sultan.

Day-to-Day Consultant Work - \$25,000

With the hiring of an Assistant/Associate Planner, and the training needed to bring that individual up to speed, the department will need 3-months of consultant help on a wide range of projects. The director will be investing 10-15 hours a week with the new hire and the time he would invest in a wide range of projects would need to be completed by a consultant. The consultant would be focused on reviewing complex land use applications, drafting staff reports and tackling other tasks to free up City staff time.

SB 5235/HB 1220 Updates - \$15,000

Recently passed legislation requires Cities to update their municipal codes to meet changes to housing needs and where health and human services are located. To complete this update, we need to bring on a consultant to review the current code and provide proposed updated language. This review is necessary to make sure the city is in compliance with recently adopted state regulations. Failure to comply may make portions of our code unenforceable.

The total investment requested from the Community Development Department is \$199,000.

Finance

Resources available - \$1,600,000 (General fund balance: this number represents the fund balance above and beyond the City's operating reserves of 90-days)

The Finance Department does not have any projects or programs that it will be taking on that require investments in the 2022 budget. With several staffing and operational changes, the department will continue to work on day-to-day operations.

City Clerk

Resources available - \$1,600,000 (General fund balance: this number represents the fund balance above and beyond the City's operating reserves of 90-days)

In 2021 the City Clerk's office invested a great deal of time on two key projects. They are the cemetery and records management. Due to the extensive nature of these projects, the Clerk's Office will continue working on them through 2022. Therefore, the department is not asking to fund any new projects.

Public Works

Resources Available: \$560,000 (REET 1), \$800,000 (REET 2), \$1,100,000 (Parks Capital) as of 8/25/2021

Traveler's Park Parking Lot - \$125,000

Tesla is willing to install 8 fast charging stations in the parking lot, if the city will pave the parking lot. Additional charging stations has an opportunity to bring more visitors to local businesses and provide services to travelers through town.

Traveler's Park Paved Trails - \$204,000

The long-term plan for Traveler's Park includes trails that connect the park to businesses located to the east and to the intersection of 311th St (Mann Rd Intersection) for pedestrian access to downtown. The trail to 311th would also provide easier access to the Roesler Log, fountain, and Freedom Rock. The paved trail to the businesses is estimated to cost \$118,000. The trail connecting the park attractions and 311th is estimated to cost \$86,000. Council could prioritize both, either, or neither of these projects.

City Hall Parking Lot Expansion – \$76,000

The City owns the lot behind City Hall on Alder Ave. between the old Fire Station and the House on the corner of 4th and Alder. This estimate covers the cost of leveling the site, adding drainage, and paving the lot.

When all City staff are in the office and a meeting is being held in the Community Room or Visitor Information Center, parking can become a challenge. This project proposes paving the lot on Alder Ave to provide roughly 16 additional parking stalls for City Hall and Library staff and visitors.

Sultan Basin Park Design – \$75,000

In 2021, the City commissioned conceptual drawings of a potential park on the City owned lot off Sultan Basin Road (Hammer Property). The public engagement for those conceptual drawings is ongoing. To move forward with a park on that property, funds would need to be allocated for a full design.

Purchasing Property – Investments to be determined following the appraisals.

Acquiring property to help with a potential transportation project to improving parking and a location for the historical museum. The city is working with an appraiser on two parcels of property and will bring forward the outcome at one of the September council meetings.

Administration

Resources available - \$1,600,000 (General fund balance: this number represents the fund balance above and beyond the City's operating reserves of 90-days)

Management Analyst Intern - \$6,000

With the different tasks that the interns have successfully accomplished this year, it would help to have a resource 10-hours a week to help with a wide range of projects. These tasks could include assisting with implementing the downtown vision work, supporting the Community Development Department on code changes, grant writing, and assisting finance with a variety of small projects.

Conclusion

Aside from the Major Infrastructure Projects outlined at the beginning of this memo, the City has the resources to complete all the projects listed above. We are looking for feedback from Council on which of these projects are priorities and should be included in the proposed 2022 budget.

After receiving feedback from Council, we will work with staff to incorporate Council priorities into the draft budget and will bring forward a proposed budget in October.



SULTAN CITY COUNCIL

Discussion #2

SUBJECT	Council Procedures Clarification
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
9/2/2021	Administration	Tami Pevey	Tami Pevey	Discussion #2

Discussion:

From time-to-time staff finds it necessary to check in with council-on-council procedures and packet preparation to clear up any items of concern and answer questions. Staff requests direction from council on the following procedure items.

Council Packet Ease of Use

Several items have been added to the packet to ensure ease of use and maneuverability to specific items of interest to include the following:

- Quick link items on the front page
 - When clicked in the electronic format, it will take you directly to the beginning of the section referenced.
- Bookmarks
 - These are available on the right hand of the screen when the packet is viewed in Adobe Reader format and offers a quick way to move around the packet and view agenda items and relevant attachments.

Motion clarification:

As City Clerk, Roberts Rules guide the minutes of the meeting to reflect the motion as it was stated, not as it is intended. On several occasions, it has been noted that the title of the item found on the agenda cover page has been utilized as the verbiage for the wording; or that the motion made and the secondary confirmation of the motion by the mayor are slightly different with both having the same meaning and intention. Staff understands the necessity of specific motions to ensure public transparency and provide direction to staff how to proceed on an item in question. Therefore, in each agenda item, staff provides recommended motion language (sample shown below):

REQUESTED ACTION: A motion to authorize the Mayor to sign Task order #3 with Transportation Solutions inc.(TSI) for an amount not to exceed \$72,750.00.

Staff acknowledges that the council packet can be large and cumbersome to maneuver, so one suggestion presented is to add the recommended motion on the agenda cover page. This way it is easy to locate and transparent for both council and the public. Staff is open to other suggestions for ease of use.

Other areas of council interest:

Open discussion of other areas of council prep and procedure that council is interested in having staff discuss or review for updates and changes.