

**CITY OF SULTAN  
COUNCIL MEETING – COMMUNITY CENTER  
319 MAIN STREET, SULTAN, WA 98294  
Thursday, May 9, 2024**

**IN PERSON AND REMOTE ATTENDANCE AVAILABLE**

See below for instruction on attendance and providing public comment

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

Page

**1. CHANGES/ADDITIONS TO THE AGENDA**

**2. COMMENTS FROM THE PUBLIC**

**3. COUNCILMEMBER COMMENTS**

**4. MAYOR/CITY ADMINISTRATOR COMMENTS**




**5. STAFF REPORTS**

None Noted

**6. CONSENT AGENDA**

- 6.1 [Voucher Packet](#)  4 - 21  
[May 9, 2024 Council Voucher Packet.pdf](#) 

**7. ACTION ITEMS**

- 7.1 AB 24-33 [Resolution 24-05 Public Works Reorganization adding a 2nd Operations Manager Salary Allocation Amendment](#)  22 - 28  
[ATT A Resolution 24-05.docx](#)  [ATT B Amended Salary Allocation.docx](#) 

**Approve Resolution No. 24-05 establishing wage and benefit allocations for payroll purposes**

- 7.2 AB 24-34 [Channel 21 Interlocal Agreement Termination](#)  29 - 36  
[ILA - Community Access Channel.pdf](#)  [Agreement for Termination of Community Access Channel \(Channel 21\) ILA .docx](#) 

**Authorize the Mayor to execute the termination**

## agreement for the Community Access Channel 21.

### 8. DISCUSSION ITEMS

8.1 AB 24-35 [Firework Regulations in Sultan](#) 

37 - 38

### 9. ADJOURNMENT

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

### DIRECTIONS FOR ATTENDING THE COUNCIL MEETING 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 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
    - 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.
  - Via Computer
    - Zoom Link :  
<https://us02web.zoom.us/j/81932177444?pwd=M0dDSFFNS3ZyeStpRFBNOHVnYzVLUT09>
    - Meeting ID: 819 3217 7444
    - Passcode: 684579

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

### DIRECTIONS FOR PROVIDING PUBLIC COMMENT

#### **Written comments:**

- Written public comments 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 must be received by 4:00 PM on the day of the meeting.

#### **Virtual Public Comments**

All community members who attend the meeting remotely and wish to provide public comment during City meetings are required to register on the City website beforehand. To register, please visit the City website at <https://ci.sultan.wa.us/205/City-Council> and follow the simple

registration. All virtual comment registrations must be received by **4:00 PM** on the day of the meeting.

Once registered, the Chair will bring forward registered participants at the appropriate time for comments to be given.

If you encounter any difficulties with the registration process or have questions, please feel free to contact our City Clerk Tami Pevey for assistance. She can be reached via email at [tami.pevey@ci.sultan.wa.us](mailto:tami.pevey@ci.sultan.wa.us) or via phone at (360) 793-1811

### **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

## Consent Agenda No. 1

<b>SUBJECT</b>	Finance Voucher Packet
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
05/09/2024	Finance	Lisa Erdman	None	Consent #1

**Dates Presented:** 05/09/2024

**Attachments:** Voucher Packet

<b>REQUESTED ACTION:</b> Approve the voucher through the adoption of the consent agenda.
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### DESCRIPTION/BACKGROUND

Attached are the May 9, 2024, accounts payable vouchers in the amount of \$418,035.71, and payroll and benefits in the amount of \$139,569.09, and taxes in the amount of \$46,028.97, and election fees in the amount of \$4,664.24, all to be drawn and paid on the proper accounts.

### FISCAL IMPACT:

Total Fiscal Impact is **\$608,298.01**

EXPENDITURE AMOUNT: **\$608,298.01**

AMOUNT BUDGETED: **\$608,298.01**

BUDGET MODIFICATION REQUIRED: **NO**

**City of Sultan  
Voucher Approval  
May 9, 2024**

I, Lisa Erdman, 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.

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:

  
 \_\_\_\_\_  
 Lisa Erdman, Finance Director

ITEMS	Amount
AP Computer Cks 42685-42688, Q1 2024 Taxes	\$17,858.51
AP Computer Cks 12689, PR Benefits AWC	\$44,634.23
Electronic AP Benefits, NW Admin	\$2,339.20
Direct Deposit PR #8	\$72,726.53
Electronic AP, IRS, DCS	\$28,495.46
AP Computer Cks 42721, PR Benefits DRS	\$19,544.13
AP Computer Cks 42690-42720, 05/09/2024	\$184,494.65
Election Service Sno Co, Election Fees	\$4,664.24
AP Computer Cks 42722, 05/09/2024	\$233,541.06
<b>Total</b>	<b>\$608,298.01</b>

\_\_\_\_\_  
 Conner Morgan, Councilmember      Date

\_\_\_\_\_  
 Heidi Dawson, Councilmember      Date

\_\_\_\_\_  
 Stephanie Aldrich, Councilmember      Date

\_\_\_\_\_  
 Christina Sivewright, Councilmember      Date

\_\_\_\_\_  
 Cory Dearborn, Councilmember      Date

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

\_\_\_\_\_  
 Joseph Hund, Councilmember      Date

# Accounts Payable

## Computer Check Register



User: Bethany.Turriaga  
 Printed: 04/24/2024 - 8:59AM  
 Batch: 00002.01.2024 - 1st Quarter Taxes  
 Bank Account: TREAS

Check	Vendor No	Vendor Name	Date	Invoice No	amount
42685	L&I	Department of Labor & Indus	4/24/2024		103.08
					109.48
					107.33
					107.13
					84.54
					20.86
					94.62
					117.56
					83.68
					113.78
					37.27
					4.27
					115.43
					103.72
					29.02
					101.67
					95.67
					14.96
					34.23
					5.79
					95.57
					19.65
					5.30
					19.91
					82.95
					17.30
					4.69
					26.36
					84.08
					111.26
					36.23
					5.31
					36.95
					4.29
					14.97
					107.59
					14.47
					24.45
					22.87
					23.95
					19.78
					30.20
					302.16
					346.29
					268.96
					443.60
					323.34
					419.57

Check	Vendor No	Vendor Name	Date	Invoice No	amount
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149.10  
412.22  
338.74  
17.31  
364.92  
436.66  
336.61  
320.37  
120.76  
427.24  
61.90  
22.40  
84.54  
137.01  
365.48  
81.82  
77.44  
275.82  
62.50  
61.79  
71.07  
388.24  
451.17  
17.92  
16.28  
412.62  
147.48  
144.90  
20.65  
116.07  
72.09  
64.55  
81.89  
59.97  
76.42  
20.83

Check 42685 Total: 10,712.92

42686	EmpLTcar	Employment Security Depart	4/24/2024		30.92
					110.59
					120.13
					150.90
					114.24
					133.80
					114.76
					122.24
					14.29
					133.11
					134.44
					30.97
					124.22
					77.79
					9.77
					117.47
					127.39
					37.05
					4.01

Check	Vendor No	Vendor Name	Date	Invoice No	amount
					4.02
					8.67
					5.34
					37.57
					3.67
					151.17
					33.23
					32.93
					123.52
					118.24
					34.31
					126.89
					27.36
					29.72
					42.95
					10.58
					4.45
					144.48
					10.43
					11.71
					3.23
					32.14
					34.41
					2,739.11
					Check 42686 Total:
42687	EmpPFML	Employment Security Depart	4/24/2024		
					5.28
					164.66
					161.41
					128.79
					122.43
					161.74
					145.45
					36.41
					191.80
					172.13
					36.32
					35.23
					4.82
					145.38
					12.15
					43.70
					33.34
					33.89
					38.72
					130.60
					136.66
					6.16
					131.30
					117.59
					32.58
					42.89
					145.93
					136.02
					152.88
					138.66
					12.42
					4.76



Check	Vendor No	Vendor Name	Date	Invoice No	amount
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Report Total:

17,858.51

# Accounts Payable

## Computer Check Register

User: Bethany.Turriaga  
 Printed: 04/26/2024 - 10:09AM  
 Batch: 00003.04.2024 - PR Benefits April 2024 AWC, NW  
 Bank Account: TREAS



Check	Vendor No	Vendor Name	Date	Invoice No	amount
12689	AWCben	Association of Washington Ci	4/26/2024		176.18
					139.54
				Dunlap	775.14
					120.48
					31.77
					177.88
					117.79
					9.06
					26.02
					46.41
					46.86
					56.89
					1.31
					92.86
					0.68
					26.79
					4,955.86
					0.29
					1,562.43
					0.25
					4,034.35
					32.39
					0.27
					64.05
					139.52
					117.78
					908.89
					46.79
					3,952.64
					0.68
					44.11
					1.35
					6.39
					120.54
					55.01
					26.02
					13.99
					2.11
					45.13
					13.26
					77.24
					12.84
					53.32
					20.57
					52.26
					1.08
					0.69
					177.82

Check	Vendor No	Vendor Name	Date	Invoice No	amount
					56.87
					31.76
					92.93
					9.07
					176.15
					46.45
					5,463.11
					7,601.51
					6,893.38
					1,310.08
					1,804.73
					2,313.88
					377.08
					14.87
					4.09
					0.18
					15.13
					32.15
					4.80
					0.43
					<hr/>
				Check 12689 Total:	44,634.23
					<hr/>
				Report Total:	44,634.23
					<hr/>
					<hr/>

# Clearing House

## Electronic AP Proof List

User: Bethany.Turriaga  
Printed: 04/26/2024 - 10:41AM  
Sort By: Vendor Name  
Batch: 00005.04.2024



Source	Vendor	Name	Transfer/Route	Check Digit	Account Number	Amount
AP5 003-04-2024	WATeamTr	Washington Teamsters Welfare Trust,	1111/2222	3	999999999	2,339.20

Records Printed: 1

# Clearing House

## Electronic AP Proof List

User: Bethany.Turriaga  
 Printed: 05/01/2024 - 3:00PM  
 Sort By: Vendor Name  
 Batch: 00001.05.2024



Source	Vendor	Name	Transfer/Route	Check Digit	Account Number	Amount
APS 001-05-2024	IRS	Internal Revenue Service,	1111/2222	3	999999999	28,170.46
APS 001-05-2024	WSupport	Washington State Support Registry,	/			325.00
Records Printed: 2						28,495.46

# Accounts Payable

## Computer Check Register

User: Bethany.Turriaga  
 Printed: 05/01/2024 - 2:57PM  
 Batch: 00001.05.2024 - PR #8 Benefits May 5 2024  
 Bank Account: TREAS



Check	Vendor No	Vendor Name	Date	Invoice No	amount
42721	Retire	Department of Retirement	5/5/2024		55.54
					251.00
					303.48
					259.47
					37.52
					11.97
					81.02
					37.00
					94.53
					47.50
					74.23
					10.20
					74.77
					36.77
					397.67
					1,658.35
					1,444.22
					1,443.89
					341.08
					129.75
					55.15
					2,164.08
					194.46
					2,163.57
					2,484.71
					595.92
					82.64
					511.15
					66.12
					412.22
					550.40
					48.30
					151.16
					6.33
					1,397.97
					5.32
					134.22
					288.85
					45.26
					154.49
					293.20
					35.65
					286.77
					118.01
					46.54
					289.48
					4.56
					23.74

Check	Vendor No	Vendor Name	Date	Invoice No	amount
					143.90
					Check 42721 Total: 19,544.13
					Report Total: 19,544.13

# Accounts Payable

## Computer Check Register



User: Bethany.Turriaga  
 Printed: 04/30/2024 - 5:23PM  
 Batch: 00008.04.2024 - AP May 9 2024  
 Bank Account: TREAS

Check	Vendor No	Vendor Name	Date	Invoice No	amount
42690	AmTest	AM Test	5/9/2024		
				139502	240.00
				139476	500.00
					740.00
		Check 42690 Total:			740.00
42691	ChicagoT	Chicago Title of Washington	5/9/2024		
				500149324-1	384.65
				500149884-1	384.65
				500149883-1	384.65
					1,153.95
		Check 42691 Total:			1,153.95
42692	Comcast	Comcast	5/9/2024		
				5.01.24-05.30.24	125.35
				5.01.24-05.30.24	89.53
				5.01.24-05.30.24	89.54
				5.01.24-05.30.24	35.81
				5.01.24-05.30.24	17.91
				5.06.24-06.05.24	121.74
				5.06.24-06.05.24	121.74
				5.06.24-06.05.24	121.73
				5.06.24-06.05.24	121.74
				5.01.24-05.30.24	115.48
				5.01.24-05.30.24	64.16
				5.01.24-05.30.24	64.16
				5.01.24-05.30.24	12.83
				5.01.24-05.31.24	154.94
					1,256.66
		Check 42692 Total:			1,256.66
42693	ComBus	Comcast Business	5/9/2024		
				199646528	194.21
				199646528	194.20
					388.41
		Check 42693 Total:			388.41
42694	PWTF	Department of Commerce	5/9/2024		
				PWTF-266382	69,859.37
				PWTF-266382	349.30
					70,208.67
		Check 42694 Total:			70,208.67
42695	FusionTk	FusionTek	5/9/2024		
				24186	1,065.29
					1,065.29
		Check 42695 Total:			1,065.29
42696	Whistle	GCP WW Holdco, LLC	5/9/2024		
				INV2010014600	38.57
				INV2010014600	38.57

Check	Vendor No	Vendor Name	Date	Invoice No	amount
				INV2010014600	38.57
				INV2010014600	38.57
				INV2010014600	38.58
		Check 42696 Total:			192.86
42697	Gray	Gray & Osborne Inc.	5/9/2024	42	20,877.70
		Check 42697 Total:			20,877.70
42698	UB*00059	Lennar Homes	5/9/2024		38.26
		Check 42698 Total:			38.26
42699	Kennys	Kenny's Truck Parts and Repa	5/9/2024	72891	760.17
		Check 42699 Total:			760.17
42700	kpg	KPG	5/9/2024	207584	2,491.00
		Check 42700 Total:			2,491.00
42701	Lakeside	Lakeside Industries	5/9/2024	265406	370.61
				265406	370.61
				265406	370.60
		Check 42701 Total:			1,111.82
42702	maid2	Maid 2 Shine Cleaning Servic	5/9/2024	1682	1,650.00
		Check 42702 Total:			1,650.00
42703	NorthSta	Northstar Chemical, Inc.	5/9/2024	276922	6,674.74
		Check 42703 Total:			6,674.74
42704	OfcDepot	ODP Business Solutions LLC	5/9/2024	363224945001	17.99
				363224945001	17.98
				363224945001	17.99
				363224945001	17.98
				363224945001	71.94
				363224945001	111.80
				363224945001	176.95
		Check 42704 Total:			432.63
42705	Pape	Pape Machinery Inc	5/9/2024	15208964	19.98
				15208964	19.98
				15208964	19.98
				15208964	19.98
		Check 42705 Total:			79.92

Check	Vendor No	Vendor Name	Date	Invoice No	amount
42706	PUD 1	PUD	5/9/2024		
				122703932	4,726.55
				119394945	2,906.29
				142438079	1,159.96
				132602594	48.53
				135910058	625.49
				100785550	0.27
				100785550	0.26
				100785551	760.63
				135907516	31.69
				100785550	0.27
				100785550	0.27
				100785550	1.60
Check 42706 Total:					10,261.81
42707	Shred	Shred-it USA LLC	5/9/2024		
				8006885182	129.77
Check 42707 Total:					129.77
42708	SVT	Sky Valley Timber	5/9/2024		
				10051	95.73
Check 42708 Total:					95.73
42709	SCcorrec	Snohomish County Correctior	5/9/2024		
				2024-8197	8,131.64
Check 42709 Total:					8,131.64
42710	SoundPub	Sound Publishing Inc	5/9/2024		
				EDH994460	135.88
				EDH981505	159.96
				EDH984579	89.44
				EDH985066	34.40
				EDH985104	34.40
				EDH988266	30.96
				EDH994233	92.88
Check 42710 Total:					577.92
42711	SPR	Sprague Pest Solutions	5/9/2024		
				5371903	45.01
				5371903	45.00
				5371903	45.01
				5371903	45.00
Check 42711 Total:					180.02
42712	FabShop	The Fab Shop	5/9/2024		
				38529	13,397.29
Check 42712 Total:					13,397.29
42713	TheMast	The Master's Touch LLC	5/9/2024		
				P90365	349.65
				P90365	339.37
				P90365	339.37
				90365	218.79
	90365	218.79			

Check	Vendor No	Vendor Name	Date	Invoice No	amount
				90365	225.42
					<hr/>
				Check 42713 Total:	1,691.39
42714	UB*00058	Lennar Title	5/9/2024		101.72
					90.14
					<hr/>
				Check 42714 Total:	191.86
42715	TopSoils	TopSoils Northwest, Inc.	5/9/2024		
				T118638	563.24
					<hr/>
				Check 42715 Total:	563.24
42716	TransSol	Transportation Solutions Inc	5/9/2024		
				19672	1,560.85
				19660	20,397.46
				19659	5,444.50
					<hr/>
				Check 42716 Total:	27,402.81
42717	VerizonW	Verizon Wireless	5/9/2024		
				9961504594	356.17
				9961504594	378.77
				9961504594	117.52
				9961504594	52.74
				9961504594	192.85
				9961504594	30.13
				9961504594	181.70
				9961504594	15.07
				9961504594	181.70
					<hr/>
				Check 42717 Total:	1,506.65
42718	WEX	WEX Bank	5/9/2024		
				96543152	1,033.94
				96543152	723.75
				96543152	103.40
				96543152	1,809.39
				96543152	878.85
				96543152	103.39
				96543152	516.97
					<hr/>
				Check 42718 Total:	5,169.69
42719	GBGeek	Steven Yarbrough	5/9/2024		
				507	272.75
					<hr/>
				Check 42719 Total:	272.75
42720	Zachor	Zachor, Stock & Krepps Inc P	5/9/2024		
				24-SUL-0004	5,800.00
					<hr/>
				Check 42720 Total:	5,800.00
					<hr/>
				Report Total:	184,494.65
					<hr/>

# Accounts Payable

## Computer Check Register

User: Bethany.Turriaga  
 Printed: 05/01/2024 - 4:04PM  
 Batch: 00004.05.2024 - AP #2 May 9 2024  
 Bank Account: TREAS



Check	Vendor No	Vendor Name	Date	Invoice No	amount
42722	Harbor	Harbor Pacific	5/9/2024	22	233,541.06
Check 42722 Total:					233,541.06
Report Total:					233,541.06



# SULTAN CITY COUNCIL

## Agenda Bill No. 24-33

<b>SUBJECT</b>	Resolution 24-05 Public Works Reorganization adding a 2 <sup>nd</sup> Operations Manager _ Salary Allocation Amendment
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
5/9/2024	Administrative	Tyler Christian	Tyler Christian	Action Item

**Dates Presented:** CM 5/9/2024

**Attachments:**       **A: Resolution No. 24-05**  
                               **B: Amended Salary Allocation**

**REQUESTED ACTION: Approve Resolution No. 24-05 establishing wage and benefit allocations for payroll purposes**

**DESCRIPTION/BACKGROUND**

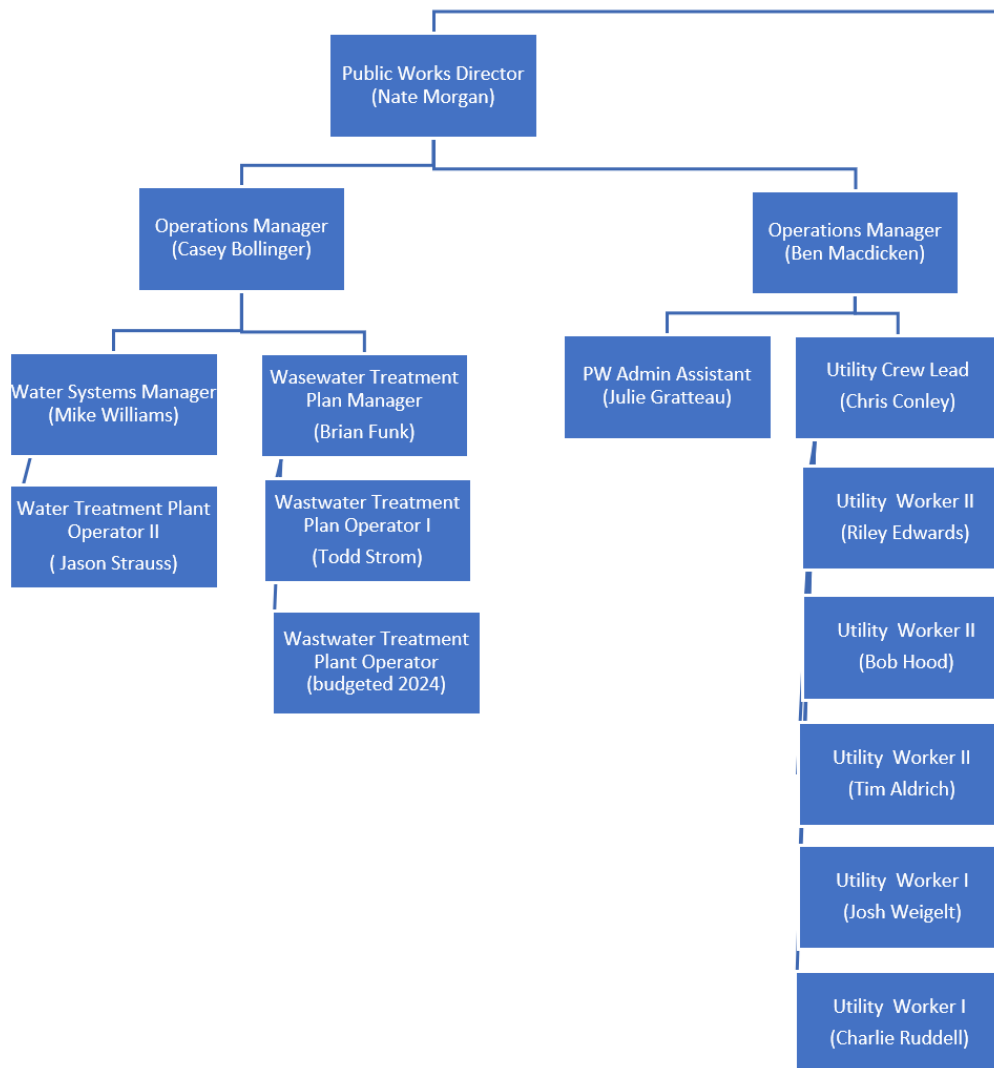
The issue before the council is to adopt Resolution 24-05 establishing the allocation of salaries and benefits to the various operating funds for the 2024 budget. The State Auditor recommends the council adopt the salary/benefit allocation as a part of the budget process. The city council adopted Resolution 12-08, Cost Allocation Policy, which includes a three-step process to ensure each fund is correctly charged for employee services. Per this policy, during the 2024 budget approval process, Resolution 23-11 set the original salary allocation for 2024. In February, the council approved Resolution 20-03 changing the salary allocation to include the addition of the new Administrative Services Director.

Tonight, the staff is requesting to update this allocation once again. With the increase in workload within the public works department, staff has been looking at ways to better distribute some of the workload on the current Operations Manager. Currently, all employees and administrative functions for all Public Works units are directly supervised by a single Operations Manager. This Operations Manager is currently managing operations of the city’s parks, streets, storm, sewer, water, cemetery, building and facility maintenance, civil and capital project inspections, and customer service. This Operations Manager currently oversees 12 employees (11 current employees and 1 planned additional employee) that are directly assigned to them.

In an effort to share the work load, staff is requesting to promote our current Construction Specialist to an Operations Manager. Staff would request to leave the Construction Specialist position in the pay scale in case this position is needed in the future but not backfill that roll at this time.

This new Operations Manager would take over all responsibilities of civil and capital inspections as well as managing the supervision for the water and sewer departments. This Operations Manager would have five (5) employees assigned to them (four (4) current and one (1) future planned for 2024).

The current Operations Manager would continue managing the parks, streets, storm, cemetery and facility maintenance. They will have six (6) employees assigned to them. See the proposed organizational chart below:



If the council is supportive of this change, it is necessary to have an updated adopted salary and benefit distribution list for the proper alignment with the Council approved 2024 budget including the addition of an Operations Manager. The work the Construction Specialist was performing falls within the same departments as the new responsibilities of the additional Operations Manager so staff is proposing the same salary and benefit distribution.

**FISCAL IMPACT:**

The city has demonstrated fiscal responsibility, as evidenced by several salary savings realized in the 2024 budget. Consequently, the reorganization of staff including the promotion of the Construction Specialist to the new Operations Manager position can be accommodated within the 2024 budget without compromising financial integrity. Total expected cost of the adjustment is approximately \$5,500 for the 2024 fiscal year.

**BUDGET MODIFICATION REQUIRED:** No budget modification is needed at this time. Any future

adjustments would be considered in the mid-year budget adjustment.

CITY OF SULTAN  
SULTAN, WASHINGTON

RESOLUTION NO. 24-05

**A RESOLUTION AMENDING AND PROVIDING FOR THE  
REALLOCATION OF WAGES AND BENEFITS FOR PAYROLL  
PURPOSES FOR THE 2024 FISCAL YEAR.**

WHEREAS as a part of the annual budget process the allocation of expenditures for wages and benefits must be determined to properly charge funds for services received; and

WHEREAS staff has reviewed the current job responsibilities of the employees and the proposed work programs for 2024; and

WHEREAS the State Auditor has recommended that the Council adopt the distribution schedule to allocate expenditures for wages and benefits; and

WHEREAS staff has reviewed and defined a current need Reorganize the position in Public Works to add a 2<sup>nd</sup> Operations Manager; and

WHEREAS the City Council finds that sufficient funds are available for appropriation to such purpose.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

**Section 1.** The following process will be used to ensure each fund is correctly charged for employee services.

1. During the annual budget process a review of staffing requirements will be completed by the Department Heads. Staff will review the current job responsibilities, the proposed work program for the next year and the adopted cost allocation plan to determine the appropriate fund to charge for the salaries and benefits. Staff time must be appropriated to the fund for which the employee performs the work. Allocation of Council time will be based on agenda items.
2. Mid-year, staff will review the work program and the amount of time each staff member is working in the departments and funds.
3. At the end of the year, a final review of work programs and actual hours worked for each fund will be completed and budget adjustments will be made if required.

**Section 2.** The amended attached document entitled, "Allocation of Wages and Benefits for Payroll Purposes" is hereby adopted by reference and will be used for the distribution of wages and benefits for the 2024 fiscal year (Exhibit A). Any previously adopted allocations are hereby repealed.

**ATTACHMENT A**

**Section 3. Effective Date.** This resolution shall take effect and be in force immediately upon its passage.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9<sup>th</sup> DAY OF MAY 2024.

CITY OF SULTAN

\_\_\_\_\_  
Russell Wiita, Mayor

ATTEST:

\_\_\_\_\_  
Tami Pevey, City Clerk

ATTACHMENT B

SALARY AND BENEFIT DISTRIBUTION FOR 2024

Percentage Distribution by Fund

CLASSIFICATION	ENTERPRISE AND CAPITAL FUNDS		PARKS	BLDG MAINT	STORM WATER	UTILITY WATER	UTILITY SEWER	CEMETERY	STREET	Total
	FTE's	001	113	406	400	401	103	101	Distribution	
MAYOR/COUNCIL (7)	0			0.02	0.18	0.2			0.1	0.5
CITY ADMINISTRATOR	0	0.04		0.03	0.2	0.24			0.05	0.56
CITY CLERK	1	0.01		0.1	0.22	0.22	0.03		0.02	0.6
ADMINISTRATIVE DIRECTOR	1	0.03	0.01	0.14	0.25	0.25	0.01		0.08	.077
FINANCE DIRECTOR	0	0.03	0.01	0.05	0.16	0.16	0.01		0.1	0.52
DEPUTY TREASURER	1	0.03	0.01	0.14	0.25	0.25	0.01		0.08	0.77
DEPUTY TREASURER	1	0.03	0.01	0.14	0.25	0.25	0.01		0.08	0.77
UTILITY BILLING SPECIALIST	1			0.29	0.35	0.35				0.99
UTILITY BILLING SPECIALIST	1			0.29	0.35	0.35				0.99
PLANNING DIRECTOR	0			0.05	0.05	0.05		0.05		0.2
PLANNING ASSISTANT	0			0.01	0.01	0.01				0.03
PLANNING ASSISTANT	0			0.01	0.01	0.01				0.03
PUBLIC WORKS DIRECTOR	1	0.04	0.01	0.08	0.39	0.38			0.1	1
PW OPERATIONS MANAGER	1	0.11		0.11	0.31	0.31			0.16	1
ADMINISTRATIVE ASSISTANT	1	0.1	0.05	0.27	0.27	0.28	0.03			1
PW OPERATIONS MANAGER	1				0.4	0.4			0.2	1
CONSTRUCTION SPECIALIST	4.0				0.4	0.4			0.2	4.0
UTILITY LEAD PW	1	0.15	0.05	0.2	0.24	0.2	0.01		0.15	1
UTILITY WORKER I	1	0.43	0.2	0.05	0.1	0.1	0.03		0.09	1
UTILITY WORKER	1	0.43	0.2	0.05	0.1	0.1	0.03		0.09	1
UTILITY WORKER	1	0.13	0.02	0.12	0.17	0.2	0.11		0.25	1
UTILITY WORKER	1	0.25	0.15	0.01	0.2	0.18	0.01		0.2	1
UTILITY WORKER	1	0.25	0.15	0.01	0.2	0.18	0.01		0.2	1
SEASONAL	0.25	0.42	0.05	0.12	0.12	0.12	0.05		0.12	1
SEASONAL	0.25	0.42	0.05	0.12	0.12	0.12	0.05		0.12	1
WATER PLANT MANAGER	1				1					1
WATER PLANT UTILITY LEAD	1	0.02				0.9	0.05		0.03	1
WATER PLANT OPERATOR	1	0.04		0.01	0.82	0.07			0.06	1
SEWER PLANT MANAGER	1					1				1
SEWER PLANT OPERATOR	1					1				1
SEWER PLANT OPERATOR	1					1				1
<b>Sub Total</b>	<b>21.5</b>	<b>2.93</b>	<b>0.96</b>	<b>2.28</b>	<b>7.37</b>	<b>7.78</b>	<b>0.39</b>	<b>2.25</b>	<b>23.96</b>	

**ATTACHMENT B**

GENERAL FUND		COMMUNITY DEVELOPMENT	COUNCIL	EXEC	FINANCE	CITY CLERK	LAW	LEGAL	ARPA	TOTAL
CLASSIFICATION	FTE	558	511.1	513	514	514	521	515	518	Distribution
MAYOR/COUNCIL (7)	0		0.5							0.5
CITY ADMINISTRATOR	1	0.04		0.4						0.44
CITY CLERK	0					0.3		0.1		0.4
DEPUTY CLERK	1								1	1
ADMINISTRATIVE DIRECTOR	1				0.23					0.23
FINANCE DIRECTOR	1				0.47		0.01			0.48
DEPUTY TREASURER	0				0.23					0.23
DEPUTY TREASURER	0				0.23					0.23
UTILITY BILLING SPECIALIST	0				0.01					0.01
UTILITY BILLING SPECIALIST	0				0.01					0.01
PLANNING DIRECTOR	1	0.8								0.8
PLANNING ASSISTANT	1	0.97								0.97
PLANNING ASSISTANT	1	0.97								0.97
BUILDING INSPECTOR	1	1								1
LEOFF	0						1			1
<b>Sub Total</b>	<b>7</b>	<b>3.78</b>	<b>0.5</b>	<b>0.4</b>	<b>0.95</b>	<b>0.3</b>	<b>1.01</b>	<b>0.1</b>	<b>0</b>	<b>8.04</b>
<b>TOTAL FTE's</b>	<b>28.5</b>									



# SULTAN CITY COUNCIL

## Agenda Bill No. 24-34

<b>SUBJECT</b>	Community Access Channel 21 Interlocal Termination Agreement
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
05/09/2024	Executive	Tyler Christian	Tyler Christian	Action Item #2

**Dates Presented:** 05/09/2024

- Attachments:** A. ILA – Community Access Channel  
 B. Agreement for the Termination of the Community Access Channel

**REQUESTED ACTION: Authorize the Mayor to execute the termination agreement for the Community Access Channel 21.**

**DESCRIPTION/BACKGROUND:**

In 2011, the cities of Sultan, Monroe, Snohomish, and Lake Stevens established an interlocal agreement for the updates and ongoing use of Community Access Channel 21 (Attachment A).

Presently, the system is outdated and inactive. Following discussions with each participating city, it was unanimously determined that maintaining this service was not advantageous at this time. Staffing limitations and alternative methods for publishing content were cited as reasons for discontinuation. Public, Educational, and Governmental (PEG) fees, allocated for supporting the service, have become cumbersome, prompting cities to consider closure.

Lake Stevens will uphold support for the channel, equipment, and contracts in standby and emergency status until the Comcast Franchise renewal.

In case of emergencies, the City of Sultan will retain full access to Channel 21.

**FISCAL IMPACT:** There is not fiscal impact to the City of Sultan as the collection of PEG fees has been discontinued.

**BUDGET MODIFICATION REQUIRED: NO**

**INTERLOCAL AGREEMENT FOR SYSTEM IMPROVEMENTS  
TO THE COMMUNITY ACCESS CHANNEL**

**THIS INTERLOCAL AGREEMENT FOR SYSTEM IMPROVEMENTS TO THE COMMUNITY ACCESS CHANNEL** ("Agreement") is entered into by and between the City of Sultan, a Washington municipal corporation ("Sultan"), the City of Monroe, a Washington municipal corporation ("Monroe"), the City of Lake Stevens, a Washington municipal corporation ("Lake Stevens"), and the City of Snohomish, a Washington municipal corporation ("Snohomish") (collectively referred to hereinafter as the "Cities").

**WHEREAS**, the Interlocal Cooperation Act, RCW Chapter 39.34, provides that public agencies may enter into agreements for joint or cooperative action; and

**WHEREAS**, the Cities believe that systems improvements to the Community Access Channel 21 are in the best interests of their respective communities; and

**WHEREAS**, the Cities desire to use their respective jurisdiction's Capital Contribution to jointly purchase system improvements to the Access Channel.; and

**NOW, THEREFORE**, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the Cities as follows:

**1. SYSTEM IMPROVEMENTS**

The four jurisdictions have met and agreed to a preferred equipment package to purchase (Attachment A) and to relocate the system head from the Lake Stevens City Hall to the Lake Stevens Police Department. Contingent upon approval and execution of this Agreement, the City of Lake Stevens shall purchase and install the agreed upon equipment and contract with Comcast for the relocation of the Head. The first \$22,765 associated with this project shall be split based upon the percentage of Capital Contributions received by each jurisdiction as follows: City of Snohomish 33%, City of Monroe 29%, City of Lake Stevens 25% and City of Sultan 13% with the remaining estimated project cost of \$4,000 split evenly between the four cities (at 25% each).

## **2. PAYMENT**

The City of Lake Stevens shall purchase and install the agreed upon equipment and will invoice the remaining Cities for their share based upon the percentages stated in above. Each participating City shall be responsible for their share of the costs due and shall reimburse the City of Lake Stevens for their respective share of the costs and shall do so within thirty (30) calendar days of receipt of appropriate documentation from the City of Lake Stevens.

## **3. TERM AND TERMINATION OF AGREEMENT**

A. This Agreement shall become effective upon execution by the Cities and shall continue in effect unless terminated as provided below.

B. Any City may withdraw from and terminate participation under this Agreement upon the giving of thirty (30) calendar days advance written notice of intent to withdraw/terminate to the other Cities. A withdrawing City shall be responsible for its proportionate share of the costs due the City of Lake Stevens under Section 2 for the month when the City's withdrawal/termination is effective.

C. A majority of the participating Cities may terminate this Agreement at any time. Such termination shall be set forth in a document signed by the authorized Chief Executive Officer or designee of a majority of the participating Cities.

## **4. EXTENT OF AGREEMENT/MODIFICATION**

This Agreement, together with the attachment, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by all participating Cities.

## **5. SEVERABILITY**

A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

## **6. NOTICES**

Unless otherwise directed in writing, notices, reports, invoices, payments and other documents shall be delivered to each City as follows:

City of Monroe  
Attn: Gene Brazel, City Administrator  
806 W Main Street  
Monroe WA 98272

City of Lake Stevens  
Attn: Jan Berg, City Administrator  
P.O. Box 257  
Lake Stevens WA 98258

City of Sultan  
Attn: Laura Koenig,  
Clerk/Deputy Finance Director  
P.O. Box 1199  
Sultan, WA 98294

City of Snohomish  
Attn: Dock Leong, Information  
Services Manager  
116 Union Avenue  
Snohomish, WA 98290

Notices mailed by any party shall be deemed effective on the date mailed. Any party may change its address for receipt of reports, notices, invoices, payments and other documents by giving the other parties written notice of not less than seven (7) calendar days prior to the effective date.

#### **7. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

#### **8. VENUE**

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

#### **9. COUNTERPARTS**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

#### **10. FILING.**


As provided by RCW 39.34.040, this Agreement shall be filed prior to its entry in force with the respective City Clerk of each participating City and the Snohomish County Auditor, or, alternatively, listed by subject on the website of each participating City and the County.

IN WITNESS WHEREOF, the parties have executed this Agreement as of March 14, 2011.

**CITY OF MONROE**

Community Access Channel Interlocal

**CITY OF LAKE STEVENS**

  
Robert G. Zimmerman, Mayor

ATTEST/AUTHENTICATED:

  
Eadye Martinson, Deputy City Clerk

APPROVED AS TO FORM

  
J. Zachary Lell, City Attorney

**CITY OF SULTAN**

\_\_\_\_\_  
Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Laura Koenig, Clerk/Deputy Fin. Dir.

APPROVED AS TO FORM

\_\_\_\_\_  
Margaret King, City Attorney

\_\_\_\_\_  
Vern Little, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Norma Scott, City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
Grant K. Weed, City Attorney

**CITY OF SNOHOMISH**

\_\_\_\_\_  
Larry Bauman, City Manager

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Torchie Corey, City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
Grant K. Weed, City Attorney

\_\_\_\_\_  
Robert G. Zimmerman, Mayor

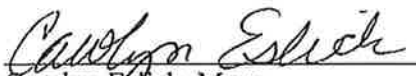
ATTEST/AUTHENTICATED:

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Eadye Martinson, Deputy City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
J. Zachary Lell, City Attorney

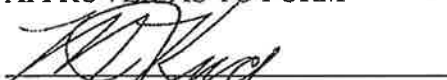
**CITY OF SULTAN**

  
\_\_\_\_\_  
Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Laura Koenig, Clerk/Deputy Fin. Dir.

APPROVED AS TO FORM

  
\_\_\_\_\_  
Margaret King, City Attorney

\_\_\_\_\_  
Vern Little, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Norma Scott, City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
Grant K. Weed, City Attorney

**CITY OF SNOHOMISH**

\_\_\_\_\_  
Larry Bauman, City Manager

ATTEST/AUTHENTICATED:

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Torchie Corey, City Clerk

APPROVED AS TO FORM

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ATTEST/AUTHENTICATED:

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J. Zachary Lell, City Attorney

**CITY OF SULTAN**

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Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

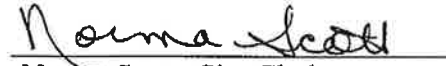
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Laura Koenig, Clerk/Deputy Fin. Dir.

APPROVED AS TO FORM

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Margaret King, City Attorney

  
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Vern Little, Mayor

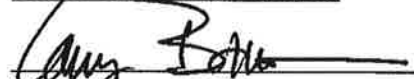
ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Norma Scott, City Clerk

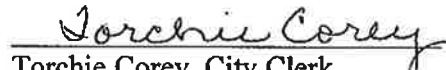
APPROVED AS TO FORM

  
Grant K. Weed, City Attorney

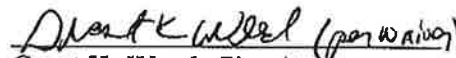
**CITY OF SNOHOMISH**

  
\_\_\_\_\_  
Larry Bauman, City Manager

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Torchie Corey, City Clerk

APPROVED AS TO FORM

  
Grant K. Weed, City Attorney





# SULTAN CITY COUNCIL

## Agenda Bill No. 24-35

<b>SUBJECT</b>	Fireworks Regulations in Sultan
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DATE:	DEPT:	CONTACT	PRESENTER:	ITEM:
05/09/2024	Administration	Mayor Wiita	Councilmember Sivewright	Discussion Item #1

**Dates Presented:** 05/09/2024

**Attachments:** N/A

**REQUESTED ACTION:** Discuss firework regulations and provide direction to Administration for next steps.

### DESCRIPTION/BACKGROUND

Council has requested a discussion regarding firework regulations in the City of Sultan. Each year, around and following the 4<sup>th</sup> of July, the Mayor and Councilmembers receive complaints from residents regarding the time limits imposed on firework discharge. Specifically, complaints that the current time limits are too relaxed.

Below, please find relevant information regarding fireworks regulations. If Council desires to pursue changes to firework regulations, Administration is requesting direction to draft an ordinance.

#### Regulatory Framework

Currently, the City of Sultan’s regulations regarding fireworks follow limits set in state law (RCW).<sup>1</sup> The limitations in state law allow for firework discharge for 8 days (June 28-July 5).<sup>2</sup> Cities are allowed to set more restrictive limits on firework discharge within their jurisdiction. Currently, the city does not impose more restrictive limits than state law. If the City Council adopts an ordinance imposing restrictions, the effective date must be no sooner than one year after adoption.<sup>3</sup> If the City Council desired to impose restrictions for the 4<sup>th</sup> of July holiday in 2025, an ordinance must be adopted before June 28<sup>th</sup>, 2024.

#### Regulations vary by jurisdiction

Cities in Snohomish County and unincorporated Snohomish County have various restrictions on the discharge of fireworks. Below, find a list of the various jurisdictions and their restrictions:

- City of Snohomish
  - July 4 - 9:00 AM-10:00 PM
- Cities of Granite Falls, Lake Stevens, Monroe
  - July 4 – 9:00 AM-Midnight
- Cities of Darrington, Stanwood, Sultan
  - June 28 – 12:00 PM-11:00 PM
  - June 29-July 3 – 9:00 AM-11:00 PM
  - July 4 – 9:00 AM-Midnight

- July 5 – 9:00 AM-11:00 PM
- Unincorporated Snohomish County (except Southwest UGA)
  - July 4 – 9:00 AM-11:59 PM

All other jurisdictions in Snohomish County do not allow the discharge of consumer fireworks.

#### References

<sup>1</sup> SMC 8.06.020 – Adopts state fireworks regulations in RCW 70.77

<sup>2</sup> RCW 70.77.395(2) – “Consumer fireworks may be used or discharged each day between the hours of twelve o'clock noon and eleven o'clock p.m. on the twenty-eighth of June and between the hours of nine o'clock a.m. and eleven o'clock p.m. on the twenty-ninth of June to the third of July, and on July 4th between the hours of nine o'clock a.m. and twelve o'clock midnight, and between the hours of nine o'clock a.m. and eleven o'clock p.m. on July 5th, and from six o'clock p.m. on December 31st until one o'clock a.m. on January 1st of the subsequent year, and as provided in RCW 70.77.311.”

<sup>3</sup> RCW 70.77.250(4) – “The chief of the Washington state patrol, through the director of fire protection, shall adopt those rules as are necessary to ensure statewide minimum standards for the enforcement of this chapter. Counties and cities shall comply with these state rules. Any ordinances adopted by a county or city that are more restrictive than state law shall have an effective date no sooner than one year after their adoption.” (emphasis added)

**FISCAL IMPACT: N/A**

**BUDGET MODIFICATION REQUIRED: NO**