



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

NOTICE OF REGULAR MEETING

SNOHOMISH CITY COUNCIL

in the
George Gilbertson Boardroom
1601 Avenue D

TUESDAY
April 5, 2016
7:00 p.m.

AGENDA

*Estimated
time*

- 7:00 1. **CALL TO ORDER**
- a. Pledge of Allegiance
 - b. Roll Call
2. **APPROVE AGENDA** contents and order
3. **APPROVE MINUTES** of the meetings of March 15, 2016
- a. Council Workshop (*P.1*)
 - b. Regular Meeting (*P.9*)
- 7:05 4. **CITIZEN COMMENTS** - *Three minutes allowed for citizen comments on subjects not on the agenda. Three minutes will be allowed for citizen comments during each Public Hearing, Action or Discussion Agenda Item immediately following council questions and before council deliberation. Citizen comments are not allowed under New Business or Consent items.*
- 7:15 5. **PRESENTATION** – April as Volunteer Month – Proclamation (*P.31*)
6. **ACTION ITEMS**
- 7:20 a. **AMEND** Street Vacation SMC 12.48 – **ADOPT** Ordinance 2305 (*P.33*)
- 7:30 b. **AUTHORIZE** City Manager to Execute an Agreement with the Prothman Company for Planning Director Recruitment (*P.41*)

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7. **DISCUSSION ITEMS**
- 7:40 a. Comprehensive Emergency Management Plan (CEMP) (P.57)
- 7:50 b. Hazard Mitigation Plans and Annexes (P.89)
- 8:00 c. 2015 Year End Financial Report (P.131)
- 8:10 d. Appointments to the Parks Naming Committee (P.145)
- 8:20 8. **CONSENT ITEMS**
- a. **AUTHORIZE** payment of claim warrants #58391 through #58490 in the amount of \$175,808.30 issued since the last regular meeting (P.151)
- b. **CONFIRM** Mayor's Appointments to the Public Safety Commission (P.165)
- c. **AUTHORIZE** City Manager to Sign Contract for Thursday Farmers Market (P.167)
- 8:25 9. **OTHER BUSINESS/INFORMATION ITEMS**
- 8:35 10. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**
- 8:40 11. **MANAGER'S COMMENTS**
- 8:45 12. **MAYOR'S COMMENTS**
- 8:55 13. **EXECUTIVE SESSION** – Real Property Disposition and Potential Litigation
- 9:20 14. **ADJOURN**

NEXT MEETING: Tuesday, April 19, 2016, workshop at 6 p.m., regular meeting at 7 p.m., in the George Gilbertson Boardroom, Snohomish School District Resource Center, 1601 Avenue D.

The City Council Chambers are ADA accessible. Specialized accommodations will be provided with 5 days advanced notice. Contact the City Clerk's Office at 360-568-3115.

This organization is an Equal Opportunity Provider.

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**Snohomish City Council Workshop Minutes
March 15, 2016**

1. **CALL TO ORDER:** Mayor Guzak called the Snohomish City Council workshop to order at 6:00 p.m., Tuesday, March 15, 2016, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

COUNCILMEMBERS PRESENT

Karen Guzak, Mayor
Tom Hamilton
Dean Randall
Michael Rohrscheib
Lynn Schilaty
Zach Wilde

STAFF PRESENT

Larry Bauman, City Manager
Jennifer Olson, Finance Director
Owen Dennison, Planning Director
Steve Schuller, Public Works Director
John Flood, Police Chief
Debbie Emge, Economic Development
Manager
Pat Adams, City Clerk

COUNCILMEMBER ABSENT

Derrick Burke

2. **DISCUSSION ITEM** – Financial Management Policy Updates – Revenue Section

Ms. Olson explained in December 2015, Council began the planning work for updating the Financial Management Policy and incorporating the five year plan, both of which are 2016 City Council goals. On January 10, 2016, Council reviewed the Financial Management Policy sections on Reserves and Fund Balances. Staff would now like to discuss the Revenue Section with Council.

Ms. Olson stated she would like to update the Council on the final year end 2015 revenues and expenditures and the ending fund balance which has been finalized. She noted she would also like to explore forecasting for 2016. The discussion will primarily focus on general fund reserves and the proposed target range of 15 to 20% of expenditures. She provided an updated five year outlook to the Council.

She noted the City had great financial performance in 2015, which reflected a 10.4% increase over projected revenues. Actual expenditures in 2015 came in under budget at 8.5 million in expenditures, which resulted in an increase in fund balance of \$283,000, or an operating margin of 3.2%. When considering the minimum proposed new reserve target of 20%, this would meet that target.

The 2016 budget also reflects a positive operating margin within the new proposed reserve range. When expanding the budget out five years to 2021, the actual revenues average is increased by 1.5% every year. Actual expenditures remain at 3% based on historical performance. The five year outlook has improved, and the primary reason is sales tax. The estimated reserves based on the new reserve target stays positive. However in 2019, it falls below the 15-20% expenditure target. Staff continues to have concerns related to this structural imbalance, but there is additional time to work out some of those issues.

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Councilmember Hamilton questioned the projections. He noted at some point there will be a recession and inquired whether any thought had been given to accounting for that in the future and where we would cut expenditures.

Ms. Olson noted the analysis being review tonight is for a five year period. However, financial models will be created addressing various scenarios and will be presented at future meetings.

Mr. Bauman stated as in the prior recession, a range of options would be presented to the Council allowing them to prioritize expenditure options.

Ms. Olson stated the Revenue Policy should contain language that supports the design of the revenue system and generates adequate resources for expenditure obligations. The Financial Management Policy should include revenue guidance on how revenue streams will be managed.

Key revenue guidelines to be considered are whether the sources are stable and suitable for the purpose intended, and whether the distribution is fair and acceptable to the community, as well as its impact on Snohomish's economic competitiveness, along with the cost of administering any revenue program.

In discussions regarding proposed language to expand and define revenue for all sources of revenues, it should be noted the current policy has a variety of revenue policy related to utilities and enterprise revenues. It is recommended that the City have a more comprehensive policy that identifies revenue objectives. In the proposed policy, there are sections that define revenues that align with cost recovery and those directly related to economic development and revenues that enforce compliance and those that are self supporting.

After a review of the draft policy, which is currently very vague, Ms. Olson plans to amend the policy with Council's recommended policy language and obtain Council's perspective on future revenue sources. There are sections in the policy for revenue and receipting and how to collect on bad debts and deposits, especially in regard to State law. The Revenue Policy also speaks to grants management, and revenues related to donations or gifts.

Councilmember Rohrscheib questioned the 2009 property tax figure and noted a large new construction figure.

Mr. Bauman replied that number reflects Snohomish Station construction in 2008, which hit the City's revenue stream in 2009.

Ms. Olson continued with her discussion on revenue streams and property tax. Historically, in 2009 there was a significant increase in new construction due to Snohomish Station, and then a notable downward trend in 2011, 2012 and 2013. It appears the City is now shifting back upward toward 2009 levels of assessed valuation within the community.

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Councilmember Randall questioned new construction trends. He noted low inventory in the Seattle, Tacoma and Everett areas. He questioned whether the City is starting to see more building permit activity or inquiries from developers.

Mr. Dennison responded they have had some inquiries on several plats, but nothing significant. The most significant developments are Riverview Highlands off Ludwig Road and Shadowood Estates. Those were 2006 and 2007 plats. Cherry Hill Farm is another on 22nd and Park Avenue from 2007. It's been a long dry spell.

Ms. Olson discussed the annual property tax levy. In 2016, the levy is 1.178 million dollars. The portion of the levy amount related to new construction shows an increase in 2009, but has gradually declined with new construction inventory reductions. Ms. Olson noted the most stable source of revenue for local government is property tax. She reviewed property tax with levy limitation factors. Property taxes are sometimes viewed by citizens as difficult to understand with a lack of fairness. Historically, the City has had an annual levy without the one percent increase, which is allowed. However, over the past couple of years, there has been the one percent included in the City's levy amounts. Those annual assessments have created banked capacity. The City will need to consider if there is a willingness to increase the property tax beyond the one percent for banked capacity, which is almost one million dollars, which would be at the highest lawful levy of 1.79. It is noted the City would not be allowed to tap into that banked capacity, due to limitations and tests that need to be met prior to it being considered an allowable levy. For example, a levy rate of 1.61 per 1,000 would not be an acceptable levy, because it would likely not meet the 3.60 District Aggregate limitation. That is the limitation that provides the City with fire services.

Ms. Olson then discussed the sales tax revenue source. She noted the pre-recession high was at 3.7 million for overall sales tax. New construction was the reason for the spike. She also explained the City has been steadily rising in sales tax revenue even though construction is flat. Retail sales are strong. That source of revenue is what is primarily driving the positive sales tax performance for the General Fund. This is also one of the most volatile sources of revenue and is the majority of our revenues.

Councilmember Hamilton questioned why retail sales tax dipped from 2008 to 2009. That seems unusual with Snohomish Station coming on line at that time and he asked what the retail sales tax value was from Snohomish Station during the first year.

Mr. Bauman replied that he thought it was close to \$300,000 for the first year.

Ms. Emge noted in 2009 not all stores in the development were on line.

Ms. Olson will provide those numbers for the Council.

Ms. Olson discussed the current sales tax break out, and showed all the components which comprised the City's 2.3% total local rate. There is the basic and optional sales tax components, transit, criminal justice, mental health and the City's Transportation Benefit District (TBD). The TBD was added in January 2012. Overall, the sales tax net rate is a little

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over 2 percent because the City shares some of that sales tax with the County, in addition to the Department of Revenue administrative fee.

New sales tax revenue source options that may be available to the City are a Public Facilities District. This would be imposed by the voters. This would provide a .2% levy to fund costs associated with public facilities projects. The restriction is it needs to be a \$10 million or more project. The City has not yet defined the project.

Mayor Guzak questioned whether this funding could be used for projects like the Hal Moe project or for a parks project.

Ms. Emge replied this would be for a public facility. So, depending on what happens with the Hal Moe building, if it were a \$10 million dollar project, it could potentially qualify.

Ms. Olson discussed the Public Safety Levy. She feels it is a viable option. Voter approval is required. This would be a sales tax levy of .1% to fund criminal justice programs. The City would share 15% with the County.

Mayor Guzak stated the City's criminal justice is such a large percentage of the budget. She questioned if the City went out for voter approval would the City also be working with the County.

Mr. Bauman replied it would be a separate City vote.

Councilmember Randall asked if any neighboring cities have implemented a public safety levy.

Mr. Bauman replied the City of Monroe approved one last year.

Ms. Olson discussed the utility tax. Utility taxes are assessed on water, sewer and solid waste utilities and are approximately 27% of General Fund utility tax revenues. Utility taxes are authorized by the State. For cities, there is no limit on the percentage of tax that can be collected. Most cities have utility tax use revenues for General Fund purposes.

Ms. Olson reviewed the utility tax revenue history. The City expects approximately \$450,000 into the General Fund for utility tax, which is currently established at 5.33% on water, sewer and garbage. She noted neighboring cities utility tax rates. Granite Falls has a 25% utility tax rate and Lake Stevens and Marysville have none.

Councilmember Rohrscheib questioned why Lake Stevens and Marysville do not impose a utility tax.

Ms. Olson speculated they may have a flat rate or surcharge, or a different base level they charge customers.

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Councilmember Hamilton questioned other utility taxes, such as cable and telephone services. He wanted to know if the City also receives this as a revenue source.

Ms. Olson stated those services are also a source of revenue the City receives. The City receives revenues on electric, telephone, cable and gas utilities. The City also collects a very small percentage on gambling taxes.

Councilmember Hamilton wanted to know if the City has a uniform tax on cable and internet.

Mr. Bauman responded not on internet data. That is a federal ruling.

Ms. Olson will research what that tax rate is.

Councilmember Schilaty asked why the Granite Falls utility rate is so high.

Mr. Bauman replied it may be due it being a small city with very little retail sales tax.

Ms. Olson discussed the Business and Occupation (B&O) Tax option. The B&O tax is authorized by the State. The maximum amount imposed is 2% of gross business income. This is voter approved to impose, or to exceed maximum allowed tax. In Snohomish County, there are three communities, Darrington, Everett and Granite Falls that impose a B&O tax. For different business sectors, such as manufacturing, retail or wholesale a different rate can be imposed. The average amount of the B&O tax imposed for manufacturing is a little over 1%, which appears to be the standard across all business sectors. This would be a source of revenue that would be imposed not on the retail sector, but on businesses in the service industry.

Ms. Emge responded that she is waiting for data from the State Department of Revenue to see if they would share what those gross revenues might be for Snohomish, but has not heard back in time for the workshop.

Mayor Guzak confirmed the service industry would be generally comprised of accountants, dentists and physician type businesses.

Mr. Olson stated B&O tax reporting is not segregated out by tax code and staff is still waiting for the State to provide data that can be used to make assessments.

Ms. Olson discussed some small revenue sources. Liquor profits are an increasing source of shared revenue. The City is also looking at utilizing its purchasing card program for some rebate income. She noted there is also idle cash that could be used as investment income, and that will be addressed as a future section in the Revenue policy.

Mayor Guzak wanted to hear more about the rebate program.

Ms. Olson explained the City has an agreement with US Bank. It's a State contract with a credit card program. If we use the credit card to pay City vendors instead of paying by

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check, the City receives a rebate, or a percentage of the purchase amount. The more the City uses that form of payment, the greater the rebate amount. Her analysis resulted in an estimated rebate of between \$12-15,000 and that would be for just a handful of vendors. There are a lot of rules and controls surrounding the use of the City's purchasing card, and it would be something the City would work through slowly.

Ms. Olson asked the Council for their thoughts on property tax and the use of banked capacity, as well as adding the B&O tax, and the sales tax component for public safety. She welcomed the Council's thoughts on revenue sources and how staff can provide the Council with written guidelines and objectives within their proposed policies.

Mayor Guzak noted that the law enforcement and criminal justice budget increased by 200% and asked if there was a model for a public safety sales tax increase that would help to cover those expenses.

Mr. Bauman responded 1% would be roughly \$400,000, and would be more than enough to cover those increased costs.

Councilmember Hamilton is not in favor of banked capacity. He is reluctant to impose a property tax increase without going to the voters for it, and would like to see some very specific citizen benefits.

Councilmember Randall agrees with Councilmember Hamilton. He is more in favor of obtaining voter approval for the public safety levy. The law enforcement contract is coming up, jail costs are going up, and the voters understand that.

Councilmember Schilaty agrees. She noted that any of these revenue sources have economic development implications and impacts. She suggested it might be a good idea to have the Economic Development Committee conduct an analysis for B&O taxes. She also feels there is a nexus with increased law enforcement costs and a public safety levy.

Mayor Guzak wanted to discuss the banked capacity. The amount is approximately the amount that is needed to run our city parks. She is glad the Council has a year to evaluate all the options.

Mr. Bauman added that actual sales tax performance is key and if it continues to improve, it could push this discussion out even farther than one year.

Councilmember Rohrscheib agrees on conducting an analysis on the B&O tax. He believes the public safety levy would be a good option to explore and to have the voters look at.

Ms. Emge mentioned the B&O tax item is a current Economic Development Committee agenda item.

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Ms. Olson concluded that the issues discussed tonight will be reflected as options in the proposed Financial Management Policy. The Council will be provided the opportunity to review the language options and expand on them in future discussions.

3. **ADJOURN** at 6:50 p.m.

APPROVED this 5th day of April 2016

CITY OF SNOHOMISH

ATTEST:

Karen Guzak, Mayor

Pat Adams, City Clerk

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**Snohomish City Council Meeting Minutes
March 15, 2016**

1. **CALL TO ORDER:** Mayor Guzak called the Snohomish City Council meeting to order at 7:00 p.m., Tuesday, March 15, 2016, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

COUNCILMEMBERS PRESENT

Karen Guzak, Mayor
Tom Hamilton
Dean Randall
Michael Rohrscheib
Lynn Schilaty
Zach Wilde

STAFF PRESENT

Larry Bauman, City Manager
Grant Weed, City Attorney
Jennifer Olson, Finance Director
Owen Dennison, Planning Director
John Flood, Police Chief
Pat Adams, City Clerk

COUNCILMEMBER ABSENT

Derrick Burke

MOTION by Schilaty, second by Rohrscheib to excuse Councilmember Burke. The motion passed unanimously (6-0).

2. **APPROVE AGENDA** contents and order – no changes
3. **APPROVE MINUTES** of the meetings of March 1, 2016:
 - a. Workshop
 - b. Regular Meeting

MOTION by Schilaty, second by Rohrscheib to approve the minutes of the March 1, 2016 workshop and regular meeting. The motion passed unanimously (6-0).

4. **CITIZEN COMMENTS:**

Morgan Davis, 206 Avenue I, stated at the last Council meeting, the Mayor granted the Rautenbergs ten minutes each for citizen comments. Mr. Davis stated he would be commenting on Action Item 7a. and directed that he not be forgotten after Council questions. He supports selling the City-owned ten acres at 2000 Ludwig Road that the City purchased in 2013 for \$700,000 ostensibly for an off-lease dog park. The City now intends to rent it to an artist and/or caretaker at below market rents. The City of Kent is now selling off 10 acres of park land zoned for 64 homes to a developer for \$2 million. Their situation is similar to Snohomish. Mr. Davis read excerpts from a January 27 article in the Seattle Times written by James Westneat, which included a quote by Dennis Higgins, a Kent City Councilmember, "I can't deny the optics, but in the context of what we're dealing with here in Kent, there is an explanation. The park is lightly used and very difficult to get to and no parking. At the same time, the City's other parks are deteriorating and underfunded. After voters rejected a tax levy for parks three years ago, the City was forced into triage mode. The vast majority of Kent residents have never been to this park." This Kent situation sounds exactly like

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Snohomish's and its 2000 Ludwig Road property. Mr. Davis then spoke to the cannabis ban. He noted at the February 16 Council meeting, there were 42 citizens who spoke, but only 14 of those lived in the City and supported keeping the ban. In the February 24 Tribune, Michael Whitney reported the top two retail Everett recreational cannabis stores averaged each around \$600,000 in sales for the month of January 2016. Extrapolating that figure to an annual sales figure is approximately \$7.2 million each store. On July 1 when all medical cannabis is sold in the recreational stores, a doubling of sales is conservatively predicted by the Washington State Cannabis Board. That is why they want to double Everett stores from five to ten. That means one retail store will generate about 14.4 million in annual sales. Mr. Davis stated Owen Dennison admitted his annual sales estimate for Snohomish of only \$1 million was pure speculation. The State sales tax rate of 25%, or \$3.6 million in revenue goes to the taxpayers instead of the black market drug cartels. Snohomish is a tourist destination, home to craft breweries, distilleries, wine tasting events, etc. He predicts Snohomish like rural Colorado, 90% of all cannabis purchases will be from tourists, not the local residents. Mr. Davis said he supports a cannabis advisory election to be held in this year's presidential general election where voter turnout will be approximately 90%. In addition, placing the cannabis and the fireworks measures on the same ballot will save the City taxpayers at least \$5,000. He asks that the Council reconsider their decision placing the cannabis measure in an off year election with only 35% voter turnout and moving the issue to this year's presidential election.

Bill Betten, 56 State Street, provided the City Council with documentation. The first document is a letter from Owen Dennison to the County dated December 4, 2014. He referenced the deed restriction being lifted at Averill Field, and Mr. Dennison's response that the only reason the City sought removal of the deed restriction was related to the cell tower at Averill Field. He noted this is not an issue any more. There will be no cell towers in any parks within the community. The only reason the deed restriction was lifted was to clear the path for Verizon to put a cell tower up. The second document is the Quit Claim Deed from 1924 for Averill Field. He feels the City owes its pioneers a debt and the City has to honor their wishes. On January 24, he stated he went to Olympia and spoke on the issue and now they are drafting a law to ensure this will not happen again in the State of Washington. When somebody has gifted a piece of land, it will be law that you have to honor the wishes of the people that gifted the land. He asked the Council to again reinstate the deed restrictions on Earl Averill Field before the Hal Moe Pool Advisory Committee makes their decision. He feels the deed restriction should be reinstated and the Hal Moe Pool Advisory Committee can work around the deed restriction which simply states, "For playground purposes only."

Mayor Guzak said she would discuss this issue under New Business, and acknowledged it had been discussed at last meeting.

Diana McDowell, representing 165 Cypress Avenue, stated she is the owner's representative for the parcel (165 Cypress) and requested a vacation of the County Road. She stated her grandfather owned the property across from the cemetery for 38 years prior to the City acquiring ownership of the Pilchuck Cemetery in 1996 by Quiet Title action. Her grandfather purchased his farm in 1958 with his second wife. In March 1970, possibly

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September 1969, her grandfather sold his farm to the City of Snohomish to develop a park for the public good. Her grandfather kept the land above the park and developed the Mountain View Trailer Park. It was said that someone from the County or City had encouraged him to do so. Previously, his home was at the end of his property on Cypress Avenue. She found early pictures of the trailer court and it appeared the trailer court was used for the purpose of housing the construction workers working on the development of the Snohomish Pilchuck Park. She found a water permit from 1960 and a building permit log sheet from January 1, 1970. It indicates the utility building and 9 mobile home spaces had been constructed. Her grandfather had approval to build his trailer court and had to have passed inspections by whatever governing body did the approvals at that time. The County Road situation may have been a hand shake or gentleman's agreement for selling his farm to the City for the greater good. If he had done something wrong, someone would have stopped him from putting the trailers in. In addition, at some point, the City put in a curb and sidewalk in front of the park entrance. Her goal is to protect her renters and to be able to continue low income housing. She understands it is City staff's position is that it is not a public benefit. However, she feels it is a public benefit. Her rents are between \$400-\$700 per month, with the City getting about \$100 per month per trailer for water, garbage and sewer. Not to mention the taxes that her family has paid over the past 58 years. She is very proud of what her grandparents accomplished. In addition, her tenants are the eyes and ears for activities in the park. She completed a public information request regarding the property address and received communication between a potential unknown property buyer of her property and employees of the City of Snohomish. Both Owen Dennison and Yoshihiro Monzaki indicated in October of 2015 that City staff would recommend a vacation of the undeveloped right of way east of Cypress Avenue and south of the Pilchuck Park access to a Zach Schwarzmiller. Further, PSE has no gas lines within the vacation area as indicated in emails dated October 27, 2015, and the Snohomish PUD has no anticipated future need for the area. Her question is if staff was willing to vacate the entire 60 feet for someone that does not own the property as indicated in the October 2015 emails, why wouldn't staff have the same recommendation for the family that has owned the property since 1958 and sold their land to the City for a park for all to enjoy.

Mayor Guzak acknowledged her questions are valid and stated the issue is on the agenda this evening as a discussion item. She will address Ms. McDowell's concerns at that time, and thanked her for her comments and attendance.

John Kartak, 714 Fourth Street, stated Bill Betten is helping to organize some of the clean up that is happening on Saturday, March 19 on the Interurban Trail behind the McDonald's and Jack in the Box on Avenue D. He and Mr. Betten toured the three vast fields filled with debris in this location. When you enter the area wearing tennis shoes, the concern becomes needles coming up through your shoes and into your feet. He noted there are children that like to play in the area in the summertime. He also toured underneath the Second Street bridge on both sides (Visitor Center and Lumber Mill) and there is debris with people currently living under the bridge. There is a lot of debris and a serious concern for hypodermic needles. There are also mental health and drug abuse issues associated with the homeless population. He doesn't remember seeing it this bad before. Mr. Kartak stated he and Mr. Betten continued walking from the Second Street bridge over to the Sixth Street

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bridge and they saw a Snohomish County Park Ranger escorting a homeless person off the property. There is homeless encampment debris all the way up and down the Pilchuck River and its bad looking debris. There's no such thing as clean garbage, but this is extremely unhealthy looking. He understands the homeless don't have many options given their situation, but we have to think about the children. He asked if the City has given consideration to revisiting its vagrancy laws, or if we don't have any, drafting some.

Mayor Guzak appreciated Mr. Kartak's diligence and agrees it is quite a problem. She asked Chief Flood about the City's policies regarding homelessness in the community.

Chief Flood stated the City doesn't have an enforcement tool at this time. Previously, they used camping as a tool, but it has been declared unconstitutional, so the City can't enforce it. The approach typically taken is not to remove the homeless from the property, but to offer them services. So, rather than remove them and have them set up camp 100 feet down the river bank, they are offered a place to either seek housing, treatment or public assistance. Unfortunately, what he has found is the majority of these individuals don't want assistance. There are significant substance abuse issues. Once they are removed from Sixth Street, they just move out to Hwy 2. About once a week, the area is swept, and they'll move on for a short time to eventually return. Law enforcement is trying to offer services to stop this cycle.

Mayor Guzak stated the City is conducting a Citywide Clean Up event on March 19. She appreciates the citizens' assistance in helping to clean up the community.

Stephen Niver, 110 Cedar Avenue, questioned whether the City Council had planned on discussing the noise issues at Patrick Plaza this evening. He stated the HOA at 110 Cedar wrote a letter to the City Council and last weekend the residents were treated to some really good loud music again. He wants to know what the Council is going to do. He is happy to listen to any ideas Council has.

Mayor Guzak thanked him for his comments.

Mr. Bauman stated a memo was prepared by Chief Flood has been provided to the Council. The Council may want to take time to review it before the issue is discussed, or Chief Flood could review the issues discussed in the memo with the Council tonight.

Councilmember Schilaty stated it might be a good idea to have Chief Flood discuss his memo with the Council.

Mayor Guzak stated she would address this issue under New Business.

5. PRESENTATION: Historic Downtown Snohomish Annual Report

HDS Business Association President, Nancy Keith and Promotions Manager, Debbie Carlson-Gould provided a review of 2015 and HDS's focus for 2016. Ms. Carlson-Gould stated last year Snohomish was a contender for one of America's Coolest Small Towns. HDS spearheading the local effort. There were over 600 nominations, and Snohomish made it into

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the top ten list. She presented HDS's two year financial history, along with budget expectations for 2016. She noted revenue sources primarily from very successful special events which has brought in a lot of revenue for the HDS. She also noted the HDS does receive tourism grants from Snohomish County and the City. Last year, HDS ended their affiliation with the Washington Main Street Program, but continues to add value to the community by creating events and wonderful promotions that promote the community at large and the historic district businesses, which attract thousands of visitors to Snohomish every year. Ms. Carlson-Gould reviewed their many community events and noted that most of the events drive foot traffic directly into Snohomish businesses. For example, the Chocolate Walks, Wine Walks, and Charm Walks have Snohomish businesses hosting wineries, or chocolates or their giving away charms and the guests are required to enter each store to collect their gifts. Advertising for these events reaches the entire Seattle Metro Area and beyond. One of the biggest events, Snohomish Taste of Music had its 8th annual event this year. It's a three-day jazz and blues music event. Another successful event is the annual Trick or Treat on First Street. For the past few years, there have been at least 1,000 children in attendance, along with their parents. She discussed other Halloween and Fall Festival events. There is also the Snohomish Tweed Ride, which is an international fad and was launched last year. One of the largest events is Snohomish Home for the Holidays, with the Sno-Gnome. There is the annual tree lighting, and live caroling every weekend. She reviewed many more of the successful annual events sponsored by the HDS. In 2016, the Board is looking at a slight name change to the organization. The Board feels adding Association to their name would help people recognize that they are not the historical society and will help distinguish them as an organization versus a geographic location. They are also considering expanding membership outside of the borders of the historic district. The benefit would be a revenue stream for the organization, and would also involve more people in downtown activities and garner additional interest for their efforts. The HDS is also creating a formalized volunteer program to help support the many events they are conducting. She also wanted to note that television advertising is paid for by the tourism grants, which includes other Snohomish community events. She thanked all the volunteers and wanted to give special recognition to Nancy Keith, the Board President. She also thanked the City Council for their continued support.

Councilmember Rohrscheib stated when he was the liaison for HDS for a short time, he really liked the Brick Paver idea and hopes that can happen soon.

Mayor Guzak thanked the Historic Downtown Business Association for their presentation and Ms. Emge for her involvement with the organization.

6. PUBLIC HEARING – ADOPT 2016 Stormwater Management Plan – PASS Resolution 1341

Mr. Monzaki stated the update of the Stormwater Management Program is an annual requirement of the NPDES. Each year, this program is developed to identify tasks the City will perform to comply with the permit and improve stormwater quality. Last year, the Parks Department worked with the Snohomish Conservation District and Eagle Scouts to construct a rain garden at Hill Park to treat the runoff from the parking lot. Volunteers have also helped

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maintain the rain garden along the Centennial Trail. ECOS, a non-profit group has worked with the City for the past three years and have provided spill kits to restaurants, auto repair shops and other businesses in a way to present stormwater and water quality information. In 2015, they performed a follow up with these businesses and discussed if the stormwater spill kits were used, if they had questions about the use and whether or not any of the items had to be replaced. This year, ECOS will continue their follow up with the businesses and will provide any needed spill kits. This program was funded by an ecology stormwater grant. Staff also attends the Farmer's Market every year, answers questions and provides information about stormwater and water quality. Information has been provided to homeowners regarding the proper inspection and maintenance of their stormwater facilities. Some of the other annual tasks are responding to reports of illicit discharges, and collecting water samples along Swifty and Cemetery Creeks and the north tributary of Blackman's Lake.

Flyers were also mailed to streamside property owners along Swifty Creek to inform them of methods to protect the waterways. Inventory inspection and maintenance and repair of the storm system is ongoing. The Stormwater Department has been using an iPad application for the past two years during the inspection process. This allows data to be inputted in the field and has improved the inspection process by decreasing the time spent in the office reviewing handwritten notes to determine which catch basins need to be cleaned or repaired. This year, staff has begun to review the City codes and engineering standards as they related to Low Impact Development. Ecology would like to see LID encouraged and to be provided as an option in addressing stormwater. Staff will be presenting any recommended revisions to the codes or engineering standards to the Council for discussion and adoption later this year. The 2012 Ecology Stormwater Manual will be presented to Council for adoption. Currently, the City is using the 2005 Ecology Manual. The main change to the manual was including a process to evaluate the use of LID methods. The Stormwater Management Program has been posted on the City's website since February for public review and comment. There have been no comments to date.

Citizen Comments: None
Citizen Comments: Closed

Mayor Guzak acknowledged this is very important work and Council appreciates all the efforts made toward the Stormwater Management Program.

MOTION by Schilaty, second by Hamilton that the City Council PASS Resolution 1341. The motion passed unanimously (6-0).

7. ACTION ITEMS:

- a. 2015 Transportation Master Plan – ADOPT Ordinance 2307

Mr. Monzaki stated the Transportation Master Plan was last updated in 2004. The Transpo Group was awarded the contract to update the plan in May 2014. In November, the plan status and preliminary findings were presented to Council. The draft plan was completed in June 2015 and presented to Council during a workshop, and a public hearing was conducted during the regular Council meeting. After presentation, the draft

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plan was submitted to the Washington State Department of Commerce and the Puget Sound Regional Council for review. In September 2015, the City issued a Determination of Non-Significance for the plan and also received comments from the Puget Sound Regional Council. PSRC was basically looking for more of a multi-modal approach to the Transportation Plan, which encouraged biking, walking and transit as much as possible. This would reduce the impact to the transportation system and improve the environment by reducing greenhouse gas emissions. This was addressed in the Transportation Element section of the City's public transportation element of the City's Comp Plan and the 2015 Master Plan did evaluate the non-motorized facilities in the City and recommended improvements that are consistent with the City's growth plan. The Washington State Department of Commerce notified the City in February that they had no comment and they approved the plan. The Transportation Master Plan update satisfies the Growth Management Act and the PSRC requirements. Based on existing traffic data and reports from the City, as well as additional data collected by Transpo, the transportation model was developed to evaluate the existing transportation system using population and employment data from countywide planning policies and regional data from PSRC, and the existing and future 2035 travel demand model was developed. By 2035, it's estimated that there will be approximately 1,600 new households and approximately 2,300 new employees. The majority of the growth will take place in the Pilchuck District and the downtown area. Based on the model under existing conditions, the majority of the intersections will operate at a Level of Service of B or better. There are three intersections along Bickford Avenue that are at a Level of Service F – Sinclair, Weaver and 19th Place. Level of Service F, means excessive delays at these intersections. Under future conditions, the majority of the intersections still operate at a Level Service B or better, but now there are five intersections that operate at a level of service F. An intersection improvement was also identified at Maple and Pine, which was at a Level of Service E. For the intersection improvement projects, options such as traffic signals, roundabouts or an intersection reconfiguration will be evaluated. All of the transportation projects will require grant funding to assist in planning, design and construction of these projects. Based on the estimated cost of the transportation projects identified, it was determined that the transportation impact fee will increase from \$1422. to \$1603. The transportation impact fee is based on growth. The fee cannot be used for existing deficiencies or maintenance. Staff will continue to pursue grant opportunities to provide funding for the improvements.

Councilmember Randall commented that he knows the SR-9/30th Street intersection has a LOS D rating and has high collision totals. There were 54 total collisions, with 27 of them resulting in injuries. He wanted to confirm the project was still on track for the summer.

Mr. Monzaki confirmed the project is on schedule and the City did receive State funding.

Mayor Guzak mentioned that once that street is widened, the City can start looking at having Community Transit buses come down Hwy 9 and up above Snohomish Station over to Bickford.

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Morgan Davis, 206 Avenue I, takes issue with the City's proposed project I-6. Mr. Schuller still wants to change First Street eastbound to the City Shop to a one-way eastbound only lane. He requested that Chief Flood be asked if can remember any serious accidents since 2012 when he took office at the intersection of First and Second Streets and Avenue J. What Mr. Schuller proposes to do is to shift rush hour traffic for northbound and westbound drivers coming off the Lowell-Snohomish River Road to the intersection of Second Street and Avenue D. Specifically, to the left turn lane on Avenue D to go west on Second Street to the Highway 9 on ramps. Councilmember Schilaty has stated several times that the Second and Avenue D intersection is screwy and dangerous. She has requested the northbound left lane be lengthened on Avenue D for people taking a left turn on to westbound Second Street. So, what Mr. Schuller is proposing will only make the Second and Avenue D intersection more dangerous and congested. He stated the City should leave the First/Second and Avenue J intersection alone until the major squaring of the intersection is completed. Last year, he requested Chief Flood and Mr. Schuller look into putting a no right turn sign on northbound First Street where it intersects with Second Street. Mr. Schuller played dumb and said he didn't understand the question. He asked the Mayor to ask Mr. Schuller to explain why he wants to increase and shift rush hour traffic to the Second Street and Avenue D intersection all for a band aid one way solution to the City Shop. He thinks the ulterior motive is to help the City Shop people out rather than the public that needs the road as a two way on First Street where it intersects Second Street.

Chief Flood responded he is not aware of any accidents at that location.

Mr. Schuller stated the recommendation came from the consultants who analyzed the City's traffic data. The City Engineer may be able to speak directly to the safety issues. This is part of the 20-year plan. It will not be implemented any time soon. It is based on the fact it is a difficult intersection. The City looked at fixing the problem when it completed the Combined Sewer Overflow project, but the cost is millions of dollars and most of that would not be grant funded because of all the adjacent wetlands to the south. The City is limited as far as options. You want to keep traffic moving, so you don't want to put in a four-way stop because that would just back up traffic on to Second in both directions, so the one option is to convert First Street to eastbound to eliminate some of those safety issues. Staff will continue to monitor the situation.

Councilmember Schilaty mentioned when this topic had been discussed in the past, the concerns were for pedestrian safety. With the addition of the new pathway that runs along First Street, although it's beautiful and a great incentive for walkers, it's also very dangerous and perhaps doing what the consultant suggested would help pedestrian safety. We want to encourage our citizens to walk the trail. It's a beautiful place to walk, but it is very dangerous to try to cross Second Street there.

Bill Betten, 56 State Street, agreed with Mr. Davis that eliminating the right turn would make sense. He stated he would not even consider turning right to go east on Second Street. If that were eliminated, it would help.

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Mayor Guzak thanked staff for their work and acknowledged that forecasting into 2035 may result in changes between now and then, but we need to do our best to plan ahead.

MOTION by Hamilton, second by Wilde that the City Council ADOPT Ordinance 2307 and the 2015 Transportation Master Plan. The motion passed unanimously (6-0).

b. **AMEND Traffic Impact Fees – ADOPT Ordinance 2290**

Mr. Dennison explained this item dovetails with the Transportation Master Plan, as well as the Comprehensive Plan. He noted the City Council discussed the proposed changes to Chapter 14.295 which contains the traffic impact fee regulation and a hearing was held on June 2, 2015. This change is necessary because the chapter currently refers to the Comprehensive Plan as the location for the reader to find the traffic impact fees. The traffic impact fee is calculated in the Transportation Master Plan and that is a functional plan to the Comprehensive Plan, but the update to the Comp Plan no longer has a specific reference to an amount for traffic impact fees. So, the primary amendment proposed in Ordinance 2290 would identify the rate of impact fee in Chapter 14.295. As with other City fees, the City Council recently adopted an update to the fee Resolution which is intended to contain all of the City's fees, including impact fees. Chapter 14.295, subsection 090, would identify the initial fee as \$1603 per PM peak hour trip. At the direction of the City Council when this was last discussed, staff has included an escalator with the ability to revise this amount with inflation. Mr. Monzaki noted it was approximately a 20% increase in the rate since the original \$1422 per PM peak hour trip was adopted in 2004. However, given this increase, it is still less than inflation. As proposed by staff, this will include a provision that will allow the City Council to annually increase the fee at the rate of inflation as determined by the construction cost index published in the Engineering News Record, which Mr. Monzaki has attested as being an appropriate and reliable inflation construction index. The City Engineer can propose an increase in any given year that would be advertised and brought to the City Council. The Council would have the option of accepting or denying the increase, or accepting something less than the full inflationary increase. The impact fee as revised would be shown in an update to the adopted fee resolution. There were two other areas staff felt would be appropriate to address at this point. The first concerns frontage improvements. Currently, there is a requirement for frontage improvements to be constructed with all development. This is not consistently appropriate. There may be situations where you have infill development in the middle of a block where there is no curb, gutter and sidewalk on either side and so it would be inappropriate and counterproductive to place a short length of sidewalk, curb and gutter and increase asphalt in one location adjacent to one lot within an unimproved frontage of a block. This provision gives the City Engineer the opportunity to waive the requirement in particular circumstances where those frontage improvements do not make sense. A further amendment is proposed under the adopted Level of Service. The City adopted a Level of Service E in 1998 in the Comprehensive Plan. This has been maintained consistently in the Transportation Element and/or Capital Facilities Element within the Comprehensive Plan as a Level of Service E. Since 2005, the Code has a Level of Service D. This Chapter refers back to the Comprehensive Plan as the basis for the Level

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of Service. This change would merely change it from a Level of Service D to a Level of Service E to make it consistent with the Comprehensive Plan, both existing and as proposed.

Mayor Guzak noted that amending the traffic impact fees to be consistent with the City's needs and cleaning up inconsistencies in the code is appropriate.

MOTION by Hamilton, second by Randall that the City Council ADOPT Ordinance 2290. The motion passed unanimously (6-0).

c. 2015 Comprehensive Plan Update – ADOPT Ordinance 2308

Mr. Dennison stated the final draft Comprehensive Plan Update incorporates responses to comments from the Puget Sound Regional Council and the Washington State Department of Transportation and Aviation Division. As background, the Growth Management Act was adopted in 1990 as a response to uncoordinated and unplanned growth and a lack of common goals expressing the public's interest in the conservation and wise use of land. These factors were seen as a threat to the environment, sustainable economic development and the health, safety and high quality of life enjoyed by the residents of the State. To address this, the Growth Management Act (GMA) requires jurisdictions in the more populous and faster growing counties to prepare a twenty year comprehensive plan consistent with the Act. The GMA also requires counties to prepare and maintain a countywide planning policy to provide a policy framework to ensure the plans of all the jurisdictions within the county are consistent and coordinated. Cities and counties required to plan under the Act are also required to review and update their comprehensive plans at intervals to ensure their plans remain consistent with the GMA, the countywide planning policies and regional plans. The City adopted its first GMA Comprehensive Plan in 1995 and conducted a review and update in 2005. Additionally, there have been minor amendments proposed and adopted to the plan as part of the annual amendment cycle allowed by State law. It was clear in the years following 2005 that further review and update would be beneficial to making the plan a more effective and useful tool to the community. However, due to limited resources and other priorities, little was done in this regard until the Planning Commission started its effort to update its work program in 2012. The Planning Commission spent three years evaluating each goal and each policy throughout the plan against a set criteria for clarity, consistency and compliance with other controlling policy documents. The result is the draft which the City held the public hearing in June 2015. Following the public hearing, the draft document was transmitted to the Washington State Department of Commerce to be reviewed by State agencies. The City received word in February that there were no comments and the plan was approved. However, because Harvey Field is in the vicinity of the City, the Washington State Department of Transportation Aviation Division required the City to conduct a consultation with stakeholders, including the operator of Harvey Field, the Washington State Airport Managers Association, the Washington State Community Pilots Association and the Aircraft Owners and Pilots Association. This consultation was conducted by email, pursuant to guidance from a staff member of the Washington State Department of Transportation and no comments were received from any of the organizations regarding changes to the policies applicable to airport capability. In response to the City's request

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for consultation letter, the Washington State Department of Transportation reversed its initial guidance and recommended in person consultation with all the parties to whom staff transmitted the proposed changes. As none of the stakeholder groups had provided any comment, no in person consultation was conducted. Washington State Department of Transportation staff also recommended an additional policy amendment to one of the Planning Commission's proposed policies, which is incorporated in the current draft and directed attention to the Puget Sound Regional Council's airport capability guidance. The comment letter from the Puget Sound Regional Council had a range of comments on consistency with PSRC's Vision 2040 multi-county planning policies. To the extent practical and reasonable, PSRC's comments are incorporated into the draft plan. Mr. Dennison reviewed each change to the draft plan since the last time it was reviewed by the Council. PSRC's letter noted that there is a requirement that jurisdictions include a context statement describing how the plan addresses regional policies and provisions adopted in Vision 2040. This language was added to the City's draft. In the Land Use Element another comment from the PSRC noted that the City has a 150 person deficit in capacity relative to the population target for areas within the current limits by 2035. This is a fairly minor deficit. Council noted that there is a significant surplus in capacity in the City's Urban Growth Area which is more than the deficit within the City. Staff's assumption was that the UGA is intended to ultimately annex into the City and therefore the capacities would be combined. The PSRC requested more discussion of how that would be addressed. So, there is an apparent inconsistency between our small population deficit and the City's surplus in housing unit capacity. Snohomish County Tomorrow is currently involved in a target reconciliation for comprehensive plans within the county. The City of Snohomish is not the only jurisdiction with a small deficit within the City and a surplus within the County. County staff's recommendation to the Snohomish County Tomorrow as part of the reconciliation is to transfer the 150 people from the City to the target UGA. This is acknowledged within the plan. It is expected this will be handled through the reconciliation process, and this provides a response to the PSRC. The next change deals with the points raised by both the Washington State Department of Transportation Aviation Division as well as the PSRC staff on airport capability. The City has an airport which is outside the City limits, but the City is required, not by the RCW or GMA, but by PSRC to make accommodations for capability of land use within the City with the airport functions. The City has responded to and acknowledged this requirement. There are additional policy amendments regarding airport capability and actions the City may take to ensure that the City's future actions do not conflict with airport compatibility guidelines which have been included in the plan. There is a policy replacement based on PSRC staff's belief that directing the use of multifamily areas as a buffer between single family areas and industrial and commercial areas was not conducive to providing a healthy environment for all residents. The proposed language maintains the idea of a transition of intensity of land uses and adds language stating this will not sacrifice the health and quality of life of the future residents of these areas. An unofficial land use map was added as a reference for users of the comprehensive plan for how these land use designations described in the plan appear spatially. There was one change to the Environmental Protection Element. PSRC staff recommended that there be more of an acknowledgement of greenhouse gases. We do have transportation policies that discuss multi-modal and reducing the share of single occupant vehicles for

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commutes. This change relates to implementation strategies that are within the current adopted Strategic Plan and calls for evaluation of other potential steps the City can take to reduce its carbon footprint. There are changes to the Transportation Element. There was an incorrect description of how Level of Service is calculated for highways of statewide significance, which includes SR9 and US2, and this replaces it with language consistent with the Transportation Master Plan. In the Capital Facilities Element a comment from PSRC was that the plan was lacking a reference to water conservation. In drawing from the City's existing functional plans, there was a new section added addressing steps the City has taken related to water conservation. The capital improvement programs which identify specific projects that are planned in the next six years, as well as funding and how it is intended to be distributed over the six year life of the capital improvement plan have also been addressed. All of the noted changes are intended to address the agency comments received since the City Council's prior review, and with the City Council's concurrence, these changes as well as any additional revisions the Council may direct will be incorporated into the final document for attachment to Ordinance 2308. Due to the timeframe for the PSRC's certification of the City's Comprehensive Plan, and specifically, the Transportation Element for receipt of federal grant funding, staff recommends adoption of the plan tonight. If there are compelling issues, staff will bring the plan back with revisions.

Councilmember Hamilton complimented City staff on the hard work associated with the development of the Comprehensive Plan.

Mayor Guzak thanked the Planning Commission for three years of hard work with Mr. Dennison as the lead.

Mr. Dennison also gave great credit to the Planning Commission and acknowledged it was a tremendous amount of work. They were very dedicated to the task and they did a great job.

MOTION by Hamilton, second by Rohrscheib that the City Council ADOPT Ordinance 2308 to amend the City of Snohomish Comprehensive Plan. The motion passed unanimously (6-0).

8. DISCUSSION ITEM - Unnamed Right-of-Way (east of Cypress Avenue) Vacation Request

Mr. Monzaki stated there is right-of-way south of Pilchuck Park access and as Ms. McDowell described, her family owns 165 Cypress Avenue. This area was platted back in 1892 and the right-of-way was just referred to as a County Road and was not assigned a name. Basically, Ms. McDowell's family has requested a full vacation of the 60 feet of right-of-way, which is approximately 7,200 square feet. The City owns the property to the north, which is the Pilchuck Park and the Snohomish Pioneer Cemetery. If the vacation is granted, the City would relinquish its ownership of the right-of-way. The purpose of the vacation request is to resolve a building encroachment issue. There are four mobile homes located within the requested vacation area. According to Ms. McDowell, those mobile homes have been there for 40 or 50 years. Although, her family is requesting the full width right-of-way, staff is recommending only the southern 30 feet be vacated and the northern 30 feet be maintained as

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City right-of-way should the City need to modify the Pilchuck Park access. There is also the water and sewer main that serves Pilchuck Park which exists along the paved access road. If for whatever reason, the City needs to complete improvements to the main, the City will have that area to work with. A retaining wall was constructed probably at the same time the mobile homes were located to the area. Although the retaining wall is in the right-of-way, it is not necessarily the City's responsibility to maintain it because it is not serving a public purpose. The purpose was to regrade the area and to allow the mobile homes to be placed in that area. Staff did discuss with Ms. McDowell the possibility of a Right-of-Way Use Agreement. Typically, with those type of agreements, the City is also looking for a public benefit. Ms. McDowell did mention the mobile home park does provide low income housing for the tenants and it does serve a benefit to the residents, but it is not necessarily a general public benefit. If Council decides to proceed with the vacation, the applicant would need to submit a petition and pay for the street vacation. A resolution would need to be drafted and a public hearing date scheduled. An appraisal would need to be completed by the applicant for the vacation area to begin the discussion for compensation. If Council decides to vacate the right-of-way, then an ordinance would be drafted and sent to Council outlining any conditions of the vacation.

Councilmember Rohrscheib asked if Council vacated only half of the property, it appears as if one or possibly two homes would be affected.

Mr. Monzaki confirmed that is correct.

Mr. Schuller added when you consider Cypress Avenue, which is the road that runs east west, just north of the mobile homes, there are a number of encroachments of those building units on to Cypress too. The proposed vacation is only for the north south right-of-way. It would not address these encroachments on to Cypress Avenue. There are at least three units that are also encroaching on to Cypress.

Councilmember Hamilton asked about the sewer line that runs near the property.

Mr. Monzaki stated water and sewer mains are located in the paved access road. If the City needs to do improvements, we will at least have the northern 30 feet.

Councilmember Hamilton confirmed that the mains run under the pavement itself outside the vacation request. He asked if north of the pavement, the City runs into other issues.

Mr. Schuller stated Councilmember Hamilton is correct. It would be difficult to do anything to the property in that direction because you would run into the cemetery. It's hard when the City Engineer looks at these requests and makes his recommendation because he has to predict what is going to happen 20, 50 or 100 years into the future and that is difficult. There are no current plans for the City to do any improvements at the location, but we need to look at the City's interest in 20 or 50 years from now and what does the City need to maintain and hold. In the past, we have had two or three different members of the family come to the City and discuss different options. Some of them were development oriented and some were

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potential buyers looking at this. We've discussed many different options, but none of them materialized. This is the first specific proposal.

Mayor Guzak wanted to hear more about an email from October 2015 from Zach Swartzmiller relative to a potential purchase.

Mr. Monzaki replied that he believed Mr. Swartzmiller was asking a general question, if the City would recommend a vacation of that unnamed driveway. He didn't go into too much detail, and couldn't necessarily vacate it to Mr. Swartzmiller because he's not a property owner to that right-of-way. Because Ms. McDowell's family is the owner to the south, the City could award a vacation in this case. Mr. Swartzmiller was given general information and nothing ever transpired from the dialogue.

Mayor Guzak asked if the Council did decide to vacate the 30 feet, can the mobile homes remain on the right-of-way which would be the City's property.

Mr. Monzaki responded that is a possibility. There may need to be a lease agreement.

Mr. Weed stated the general rule when you vacate right-of-way is that if the entire 60 feet were vacated, the south 30 feet from center line would go to the adjacent property owner, in this case the mobile home park. The north 30 feet would go to the adjacent property owner on the north which is the City of Snohomish. So, even if the City were to vacate the entire 60 feet, all 60 feet would not benefit the mobile home park. The law says the center line is the demarcation between what vacates to the adjacent property owner and you have two adjacent property owners here. You have the City of Snohomish on the north and you have the mobile home park on the south. That isn't to say that if it's vacated and the City retains the north 30 feet and wanted to surplus and sell it at fair market value, it could do that. The vacation itself is not going to vacate all 60 feet to the south.

Mayor Guzak inquired if the mobile homes wanted to stay on the City's 30 feet, could they work out a lease agreement.

Mr. Weed replied it's a policy decision of the City as to whether it wants to allow encroachments in its right-of-way. In order to retain those encroachments to require a right-of-way use agreement or some other form of agreement that is of permissive use that could be revocable by the City in the future should it want to widen the access to Pilchuck Park or relocate its utility lines. There are a limited number of other instances around the City where the City has allowed encroachments into its right-of-way for private uses, but generally, there are a number of conditions attached.

Councilmember Rohrscheib asked if the Council allowed the vacation of the entire property, it still appears the mobile home park will be affected.

Councilmember Hamilton noted there is an option to consider surplusing the entire 60 feet.

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Mr. Weed noted when you are dealing with right-of-way, the legal process for the City relinquishing its rights, is vacating the right-of-way. If you vacated all 60 feet, the City would end up still retaining and owning the north 30 feet in this instance, but it would not prevent the City from surplusing it and selling it at fair market value like any other property the City owns.

Councilmember Hamilton asked if the City would need to do the vacation first, or can the entire 60 feet be surplused.

Mr. Weed responded the better process would be to vacate it, because it is in the form of right-of-way. As part of the same process, if the City wished, it could have an appraisal and it could also surplus the north 30 feet and sell it as well.

Morgan Davis, 206 Avenue I, stated the property is 60 feet, 7,200 square feet which is a City lot and as the Council knows on the Marty Glaser appraisal, they came in low and the Council threw the appraisal out. On the Hans Dunshee matter, which is a similar situation at Hill Park, he had to pay \$20.00 per square foot to get his home built. So, 7200 x 20 would be about \$150,000 the trailer park would have to pay keep those four mobile homes there. Speaking as a taxpayer, he is all for low income housing. He would hate to see those residents displaced. He suggested the City choose the appraiser like it did for the Hans Dunshee purchase. That's what the ordinance requires. Otherwise, the 30 feet, 3,600 square feet would be \$72,000. However, that would not solve the problem on the other side for the homeowners. He stated the City should bite the bullet and put it up for sale. The City can surplus it and have open bids, with minimum bids starting at \$144,000. This history of the Cypress Avenue area is that Mr. Weed allowed Everett Olson to illegally move a pink house on to the cemetery violating State law and disturbing the cemetery, which is a Class C Felony.

Mayor Guzak responded that the City does have a list of approved appraisers and the private property owner can select from that list of approved appraisers.

Mr. Bauman stated that when Mr. Olson moved those structures onto the property, it was not owned by the City. Mr. Olson received a quit claim deed as a result of no other parties stepping forward to state they had ownership interest.

Bill Betten, 56 State Street, asked if Ms. McDowell is in communication with the Snohomish Affordable Housing Group to sell that real estate for senior housing and stated the City gave quiet title action on that property to obtain the title of the cemetery. It wasn't Everett Olson. It was the City of Snohomish. He has the documentation that shows the City of Snohomish did a quiet title action to obtain legal ownership of the cemetery from the Snohomish Girls and Boys Association. His concern is nobody knows where the cemetery starts and ends to the south. That's documented. He doesn't want to see commercial development near the Pioneer Cemetery. He would like to see a monitor hired for any kind of archeological digs. He stated we don't know what we're going to find below the road or 30 or 60 feet down. He thinks the cemetery could be as far to the north as JC Penney.

Ms. McDowell has not spoken to the Affordable Housing Group.

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Mr. Bauman confirmed the City later obtained the property through quiet title.

Mayor Guzak stated there was an archeological survey conducted and the City is informed as to the number of bodies in the cemetery.

Mr. Bauman stated the City knows within certain parameters what is there. However, the examination did not extend to the south beyond the access road to Pilchuck Park. So, to the south of that area, we have no knowledge.

Mayor Guzak confirmed that survey was a court ordered examination.

Mr. Bauman confirmed that is correct.

Mayor Guzak indicated from her point of view, Ms. McDowell's family wants to manage the property and she would like to discuss with staff how to address some of these issues.

Councilmember Hamilton would like staff to continue working with Ms. McDowell and enter into negotiations.

Councilmember Randall is in favor of allowing staff to move into discussions with the family and see what can be worked out.

Mayor Guzak stated the Council consensus is that Council continues to work with staff. She appreciated Ms. McDowell bringing this matter forward and hopefully a resolution can be reached which is agreeable to all parties.

Mr. Bauman asked for clarification on whether the direction to staff is to move forward with the vacation process or to work with family regarding property issues.

Councilmember Hamilton stated he would like staff to continue working with the family. He would like to know more about the requirements of providing service to the park and utilities.

Mr. Bauman stated if the City were to vacate the entire 60 feet, 30 feet to Ms. McDowell and her family and retain the other 30 feet for the City and then surplus that 30 feet, theoretically anybody could bid on that property and it could be somebody from outside of the family that is interested, which may make future development and use of the existing property very complicated for them.

Councilmember Hamilton stated the key is to be able to continue to use the property for the foreseeable future as it exists currently. If the City vacates the 30 feet and enters into a lease agreement with the appropriate provisions, he would be in favor of that.

Mr. Bauman asked if staff should return for a second discussion regarding proceeding with the vacation process.

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Diana McDowell, 165 Cypress Avenue, stated she has already provided a proposal to Mr. Monzaki asking for the vacation of the 30 feet and a lease agreement. Further, if any trailer was replaced, then she would abide by the boundary. Mr. Monzaki is in possession of that proposal.

Mayor Guzak thanked Ms. McDowell for her clarity in the matter.

9. CONSENT ITEMS

- a. **AUTHORIZE** payment of claim warrants # 58322 through #58390 in the amount of \$543,952.03 issued since the last regular meeting.
- b. **AUTHORIZE** City Manager to Sign Agreement with Sky Valley ABATE for the Motorcycle Show.
- c. **AUTHORIZE** City Manager to Sign Professional Services Agreement for Sewer Maintenance Management Mobile Application – Phase II.
- d. **CONFIRM** Mayor's Appointments to the Economic Development Committee.

MOTION by Hamilton, second by Randall, to pass the Consent Items. The motion passed unanimously (6-0).

10. OTHER BUSINESS/INFORMATION ITEMS:

Mayor Guzak discussed an email she forwarded to the Council from Peter Messinger regarding his desire to implement a gun take back program in Snohomish. She is meeting with him tomorrow morning and she would like any feedback from the Council or Chief Flood so she can further explore this possibility.

Councilmember Schilaty stated she would like more information about the proposal and would also like Chief Flood to comment.

Councilmember Randall read the email and noted it lacked specific information. He would like more information.

Chief Flood spoke with Mr. Messinger previously. His proposal is not a gun buy back. It involves bringing guns to the Police Department and dropping them off with no compensation. Chief Flood let him know that the department currently accepts firearms. So, if someone wanted to drop off a gun for destruction, the department would accept it. There would be no change in any policy or procedure. However, if Mr. Messinger plans to publicize this within the community, it will entail a lot of staff time and there would be additional costs to the City to staff and manage all the weapons coming in. There would also need to be background checks on all the weapons turned for destruction. Chief Flood does not have the exact cost of those services. The department currently receives a half dozen firearms annually from the public for destruction and there is no additional cost.

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Mayor Guzak wanted to revisit Mr. Betten's request to reinstate the deed restriction on Averill Field.

Councilmember Schilaty stated the Council has talked about waiting and allowing the process of the Hal Moe Committee to take place. The committee was put in place to provide the Council with feedback and she feels the Council needs to let that process evolve.

Councilmember Hamilton stated after review of the Comprehensive Plan, all of that land, with the exception of the Hal Moe Pool is zoned for Park specifically in the plan. The Hal Moe property is in the Pilchuck area. At the time zoning was done, the School District owned the property. When the City received the property back, it came with a number of restrictions which limited it to park area designation. He doesn't see any particular necessity at this point to reinstate the deed restriction.

Mayor Guzak wished to discuss the noise issue at Patrick Plaza. She acknowledged that Council received Chief Flood's letter and asked that he discuss it.

Chief Flood stated he contacted Karen De Folo who is the HOA president for Patrick Plaza. Chief Flood and his staff discussed the complaints from the residents regarding the noise from Stewarts. The noise is not only from the music inside Stewarts, but also from the patrons that are leaving Stewarts. Currently, there is a First Street extra detail on Friday and Saturday nights, and they have been focusing their efforts by the Time Out and Piccadilly at the west end of First. The focus has not been on Stewarts. Resources have now been redirected there and there is a deputy that spends more of the four hour shift near Stewarts. Chief Flood directed the Sergeant develop a memo that was distributed to all of the establishments on First Street this time last year regarding noise to remind everybody of the noise ordinance and that these establishments are expected to abide by the noise ordinance. When the email came in from Patrick Plaza, he directed his day shift Sergeant Brian Fenske to provide the same memo to all the establishments along First Street outlining the noise ordinance and expectations. In order for the police to take action, they need a complainant. The complainant needs to state in their written how the noise unreasonably interferes with the peace, comfort and repose of owners or occupants of real property. If they get that, they can issue a civil infraction. First one is \$100 and the second is \$200. After that, it is a misdemeanor crime. They want to start enforcement at the lowest level possible, which is the reason behind handing out the informational document to the businesses. That is the verbal warning to all of the businesses. Chief Flood will stop by Stewarts and discuss the location of the band. It is up front by the window. It is his understanding in the past the band has been located in the back of the business. He will ask that they relocate the band to the back of the business and perhaps it will help mitigate some of the sound issues. If they can't comply, they will obtain a written statement from a complainant and issue civil infractions.

Councilmember Schilaty asked for clarification on the procedure for filing a complaint. She questioned when the residents have been calling 911 why haven't they been given instructions for filing written complaints. She believes this has been going on for a very long time and the citations should already be in place.

AGENDA ITEM 3b

Chief Flood stated when a complaint has been brought to his attention, they normally start with a verbal warning. The deputy contacts the business owner to advise them of the noise complaint. Last week, his deputy did stay in the neighborhood to make sure they were in compliance. It is his understanding that after the deputy left, the noise came back up. While the deputy was present, they did comply with their request. They can step up their enforcement.

Councilmember Schilaty requested when the Police Department receives noise ordinance complaints, that the deputies explain the written complaint process to the complainants. She thinks the average person believes all they need to do is call 911 and explaining the process would be beneficial.

Chief Flood noted that prosecutors are reluctant to move forward on noise complaints. They are very difficult to enforce and that is why they ask for the written statement.

Councilmember Rohrscheib stated the City's ordinance prohibits sandwich boards. Recently, he was in Portland at a neighborhood bar and they had a sandwich board right outside the business which stated, please respect our neighbors and control your volume. If we can find a way to allow sandwich boards to state that for this purpose only, it might be a good start.

Mr. Weed noted one other issue is when you have the noise emanating from within the bar, you know generally, as a police officer who is responsible for controlling the environment. You know who to issue the citation to. However, when people rev up their motorcycles and scream out of the neighborhood, it is difficult if not impossible to track down the responsible party. A complaint can be made that they heard a loud motorcycle noise, but they can't identify who the actual responsible person is. You can't hold the owner or manager of the bar responsible for what happens once those people get outside the bar. That's another challenge for the police officers from a practical standpoint.

Councilmember Hamilton stated he spoke with the Chief before the meeting about this matter, and it is the second time this issue has been before the City Council. The last time was five or six years ago and there are changes now. Stewarts has a new owner, we have a new police chief and there are new residents in the area. The last time, these individuals had a pretty good working relationship. They sat down and resolved the issues. He thinks there is an opportunity for all the parties to sit down and begin a process of working it out. Hopefully, there would be some resolution.

Morgan Davis, 206 Avenue I, stated it was the hot dog vendor, Mr. Misich from five or six years ago that presented a big problem in the Patrick Plaza area previously. Mr. Davis understands Stewarts has a good record with the Liquor Board. He would hate to see the owner demonized over this. He probably has no control over it. The City really had bad planning when they allowed Patrick Plaza. He believed it was Mr. Hart. When he put residences on First Street with all the bars, there will be problems. He doesn't understand why the City encourages residential multi-family housing on First Street.

AGENDA ITEM 3b

Councilmember Wilde suggested enhancing enforcement in the area for a short time period. He doesn't want to eliminate enforcement in the Time Out area. Diverting one officer to another area may increase the chance of having problems in both areas. He suggests possibly assigning an additional officer temporarily to be in the Stewart's area.

11. COUNCILMEMBER COMMENTS:

Councilmember Rohrscheib stated the Public Safety Commission has not confirmed the location for National Night Out. There have been discussions about potentially relocating the event to the church on 13th Street. He also wanted to know who is responsible for cleaning up the area called, Stoner Trail. There is a lot of garbage in the area and under the bridges.

Mr. Bauman replied most of the garbage has been dragged into the area and brought there by people who are putting it on private property. A lot the problem exists on private property. The trail portion is a relatively a narrow piece of property that the City owns. The areas to the north are being used for partying, homeless encampments and other kinds of issues which are creating a lot of the debris and garbage.

Councilmember Rohrscheib asked if there was a good amount of garbage on City property currently.

Mr. Bauman has not been on the property recently, but he doesn't think there is a lot of debris on the City's property.

Councilmember Rohrscheib wanted to know if City crews inspect the area on a regular basis to make sure things are cleaned up.

Mr. Schuller stated it's happening on private property. It's not really a parks issue. In speaking with Mr. Betten and others, he contacted the Goodwill staff because the debris was coming from the truck located there. Goodwill initially promised to do a big clean up. They cleaned up over half a truck load of stuff that was donated and dragged it on to private property. Goodwill also agreed to install a sign instructing donors to donate during business hours. The Chief and Mr. Schuller have encouraged the Goodwill to relocate their truck elsewhere. It's an ongoing problem. The City does not have the staff available to inspect and clear these areas on a weekly basis.

Councilmember Rohrscheib stated if the issues are occurring on private property, he would like to see enforcement action being taken where the property owners are responsible for cleaning their property. It's very frustrating to drive down to the City of Seattle and see horrific garbage everywhere by the freeways and the perception is no one seems to care and that is certainly not the case here. He asked who is responsible for garbage under the bridges on City property.

Mr. Schuller responded he thinks these are all unique cases, but the Avenue D, Second Street and Sixth Street bridges are County. The Interurban Trail is within the City, but it's happening on private property. The area near the wastewater treatment plant is where the City worked with police and removed them from the area and also moved soil so the camp

AGENDA ITEM 3b

could be viewed from the road. He hasn't seen anybody camping or any additional activity there. If there is some way to create visibility, it is done. He stated the City doesn't have the public works staff to monitor and clean these areas.

Councilmember Wilde attended the Design Review Board and stated the City will be acquiring the largest laundromat on the west side of the mountains. It's a 5,000 square foot laundromat across the street from Pizza Brava where the church use to be. It has a 1930s feel to the front of the building. He advised there may be some action coming before Council regarding signs and reader boards. The Shell gas station is changing corporations and their look. The Council may have to make some decisions on signage in the historic district.

Councilmember Schilaty reported the Economic Development Committee will be meeting next Tuesday and she wanted to let Council know that she will not be attending the next Council meeting. She will be on Spring Break with her family. She also wanted to invite Council and anybody from the community to attend a forum offered by the Snohomish School District. The last forum will be held next Tuesday night at Snohomish High School on gender diversity and it's for any community members interested in learning more about gender and transgender issues. The School District is in the process of adopting a transgender policy which is mandated by the State. The School District wants to reach out to the community and educate people. She noted 40% of homeless youth in our communities are LGBT kids. The more we can understand these issues, the more we can keep those kids get off of the streets and keep them from being homeless.

12. MANAGER'S COMMENTS:

Mr. Bauman stated staff and the consultant conducted two focus group sessions last Wednesday, March 9. The results were disappointing. The consultant used a recruiter for the focus group participants who was not informed, as we explicitly asked, to make sure that all of the participants were City residents. As a result, the majority of the focus group participants were not City residents. We conducted the focus group sessions anyway and received great responses with interesting discussions. However, based on the fact this was an error of the consultant, they are in the process of developing a proposal for individual phone interviews that would help supplement the focus group sessions. Mr. Bauman will keep Council informed. Ultimately, when all the research is completed, he expects a very interesting report.

Mr. Bauman reported there is a heroin forum being conducted in Mukilteo and sponsored by the City of Mukilteo. He has asked one of the City's deputies to attend. Jan Lengenfelder with the Public Safety Commission is also attending tonight. He plans to have a discussion with them to understand how they felt about the forum and if it is a model the City may want to duplicate in Snohomish, or if a different model might be better in serving our community. He will report back on this topic.

He noted there is good news regarding Haggen Food which was purchased by Albertson's. The current agreement is that Albertson's will maintain the local Haggen management team and they will continue to operate under that brand.

AGENDA ITEM 3b

Mr. Bauman provided the Council with a draft letter that is also being discussed at the City of Kirkland Council meeting tonight regarding Sound Transit 3, and the proposals that Kirkland is embracing in terms of use of the eastside rail corridor for high occupancy transit.

13. MAYOR’S COMMENTS:

Mayor Guzak stated her recommendation to appoint Melissa Rossi to the Economic Development Committee was approved tonight. She noted the City had seven quality applications. She interviewed two applicants, Melissa Rossi and Sherry Jennings and both were excellent.

Mayor Guzak attended the Open Government Committee meeting. There are two members in attendance at the Council meeting tonight. She is glad for their participation. It’s a valuable community effort.

She also attended the planning meeting for the Stocker 20-acre park. The master planning meeting was to provide information and to learn the community’s vision for the property. Denise Johns facilitated the meeting and did a good job.

Mayor Guzak and City Manager Bauman met with County Executive Somers and County Public Works Director Steve Thompson to discuss expanding the scope of Snohomish County Tomorrow to include homelessness, traffic impact and economic development issues. They also spoke to the County Executive about the Eastside Rail Corridor. Snohomish County has a purchase and sale agreement for the corridor from the Port of Seattle and they are looking to close shortly. They have already started planning for the trail, and are looking at beginning the trail in the City of Snohomish.

She reminded everybody to meet at the Boys and Girls Club for the City Clean up day. She instructed participants to arrive with gloves, boots, clippers and tools. Most volunteers will be working on the Centennial Trail, but there’s going to be an effort to clean the Interurban Trail too.

Mayor Guzak honored Owen Dennison for all the work he has done for the City and wished him well.

14. ADJOURN at 9:44 p.m.

APPROVED this 5th Day of April, 2016.

CITY OF SNOHOMISH

ATTEST:

Karen Guzak, Mayor

Pat Adams, City Clerk



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

PROCLAMATION

A PROCLAMATION OF THE CITY OF SNOHOMISH IN SUPPORT OF APRIL AS VOLUNTEER MONTH

WHEREAS, the City of Snohomish recognizes that volunteerism empowers our City to accomplish many great community projects by fulfilling a wide range of duties; and

WHEREAS, a volunteer force is vital to the future of Snohomish as a caring and giving community, greatly enhancing the lives of citizens; and

WHEREAS, volunteers have donated countless hours to further benefit so many of the City's recipients: food for the food bank; Christmas stockings for the Boys & Girls Club; food for over 500 weekly; downtown flower baskets; operation of Blackmans Museum and the Waltz Building; Citywide Clean-up; National Night Out; Martha Perry Vegetable Garden; mentor program at elementary and middle schools; Easter Parade; GroundFrog Day; car show; free medical clinic; Easter egg hunt; cold weather shelter; community boat launch; Snohomish on the Rocks; Snohomish holiday market; scholarships; shoes for children; dictionaries for all 3rd graders; and Toys for Tots, just to list a few; and

WHEREAS, all Snohomish citizens can affect positive change in the lives of children, teens, adults, and the elderly, with volunteer actions regardless of how big or small; and

WHEREAS, Snohomish citizens are encouraged to recognize the dedication and service of volunteers throughout our City who continue to make this community a great place to live;

NOW, THEREFORE, I, Karen Guzak, Mayor of Snohomish, on behalf of the City Council, do hereby proclaim the month of April as

VOLUNTEER MONTH in SNOHOMISH

in recognition of the outstanding contributions made by hundreds of volunteers who represent the best of the City's unique character with the generous giving of their talents, energy, and time.

SIGNED by the Mayor of Snohomish this 5th day of April 2016.

Karen Guzak, Mayor

ATTEST:

Pat Adams, City Clerk

PRESENTATION 5

ACTION ITEM 6a

Date: April 5, 2016
To: City Council
From: Yoshihiro Monzaki, City Engineer
Subject: **Proposed Ordinance 2305 amending Snohomish Municipal Code (SMC) 12.48 – Street Vacation**

In 2015, there were three petitions submitted for the vacation of City streets. The purpose of the requested street vacations was either to develop an abutting property or resolve a building encroachment issue. During the street vacation process, it became apparent that revisions were needed to clarify the current Street Vacation code sections regarding fees, compensation and appraisals.

This agenda item is to consider Ordinance 2305 which would amend current SMC sections 12.48.010 (Petition-Fee-Subdivision Vacation); 12.48.020 (Petition-Procedure-Investigation-Survey); 12.48.040 (Compensation) and 12.48.070 (Appraisal-Fees). Summaries of the changes as recommended by staff in Ordinance 2305 are:

- SMC sections 12.48.010 (Petition-Fee-Subdivision Vacation) and 12.48.020 (Petition-Procedure-Investigation-Survey) refer to collecting and refunding “deposits” for the street vacation process. Deposits will not be collected. The City Council most recently approved an update to the City fee schedule at the February 2, 2016 Council meeting. The fee is \$1,000 for engineering and legal review of the street vacation at the time the petition is submitted to the City. The related fee at neighboring cities is \$1,000 at Lake Stevens, \$1,058 at Arlington, and \$940 at Monroe.
- SMC 12.48.040 (Compensation) subsections (A.) and (B.) describe the required compensation amounts based on when the street was dedicated to the City. These subsections were clarified to be consistent with the Revised Code of Washington (RCW) 35.79 Streets – Vacations. Subsection (C.) describes the compensation criteria. In addition, staff added provisions to allow the compensation to be waived by the City Council if the vacation area is less than the proposed dedication area or is less than 500 square feet.
- SMC 12.48.070 (Appraisal-Fees) subsection (A.) has been revised to include alternative selection methods for an appraiser. The petitioner may either select an appraiser from a City-approved list or submit the name of a qualified appraiser for review and approval by the City. Subsection (C.) was added to define a time period in which the petitioner must submit an appraisal. This allows the City to deny the application after twelve (12) months if the petitioner takes no further actions to pursue the street vacation.

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STRATEGIC PLAN REFERENCE: Not applicable.

RECOMMENDATION: That the City Council ADOPT Ordinance 2305 as drafted or as amended.

ATTACHMENT: Ordinance 2305

REFERENCE: Existing SMC 12.48
(<http://www.snohomishwa.gov/DocumentCenter/Home/View/424>)

ACTION ITEM 6a

**CITY OF SNOHOMISH
Snohomish, Washington**

DRAFT ORDINANCE 2305

AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON, RELATING TO STREET VACATION AND AMENDING SNOHOMISH MUNICIPAL CODE (SMC) 12.48.010 ENTITLED “PETITION-FEE-SUBDIVISION VACATION”; AMENDING SMC 12.48.020 ENTITLED “PETITION-PROCEDURE-INVESTIGATION-SURVEY”; AMENDING SMC 12.48.040 ENTITLED “COMPENSATION”; AMENDING SMC 12.48.070 ENTITLED “APPRAISAL – FEES”; PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

WHEREAS, state law (Chapter 35.79 RCW) provides authority and regulations for a city to vacate a street or alley; and

WHEREAS, a deposit is not collected for the street vacation process; and

WHEREAS, RCW 35.79.030 allows a city the option to require compensation if the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or was acquired at public expense; and

WHEREAS, the Snohomish Municipal Code mandates the City Council require compensation if the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or was acquired at public expense; and

WHEREAS, the Snohomish City Council finds it to be in the public interest to for the Snohomish Municipal Code to be consistent with state law;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. SMC Section 12.48.010 entitled “Petition-Fee-Subdivision Vacation” is hereby amended to read as follows:

12.48.010 Petition-Fee-Subdivision Vacation.

A. The owner of an interest in any real estate abutting on any street or alley who may desire to vacate any street or alley, or any part thereof, shall petition the City Council for the vacation of such street or alley or any part thereof in the manner hereinafter provided in this chapter and pursuant to Chapter 35.79 RCW. Such petition shall be on such form as may be prescribed by the City, shall contain a full and correct legal description and map of the property sought to be vacated, and shall be signed by the owners of more than two-thirds of the property abutting upon the part of such street or alley sought to be vacated.

(Ord. 2123, 2007)

B. Fees to be paid on the filing of a petition shall be established by resolution of the City Council. ~~Fees shall include a potentially refundable deposit for the cost of appraisals, surveys, engineering and legal costs, and other costs incurred by the City in~~

ACTION ITEM 6a

~~the street vacation process.~~ Until all fees have been paid in full, no action shall be taken on the petition.

(Ord. 2123, 2007)

C. If a proposed street vacation is part of a proposed vacation of a subdivision or short subdivision, then the procedure for vacation of subdivisions under RCW 58.17.212 shall be used and complied with, and the street vacation procedure under this chapter shall not be used.

(Ord. 1634, 1988; Ord. 2123, 2007)

Section 2. SMC Section 12.48.020 entitled “Petition-Procedure-Investigation-Survey” is hereby amended to read as follows:

12.48.020 Petition-Procedure-Investigation-Survey.

A. Upon receiving a petition, and payment of fees, ~~and deposit~~ for the vacation of a City street or alley, and upon completion of the report referenced in Subsection C below, from the Public Works Director or designee (hereafter “Public Works Director”), the City Clerk will place the matter upon the agenda of a meeting of the City Council. The City Clerk shall notify the petitioners in writing of the date the matter shall come before the City Council. (Ord. 2123, 2007)

B. The City Clerk shall notify the Public Works Director of all proposed vacations. It shall be the duty of the Public Works Director to investigate and report on the matters set forth in SMC 12.48.020C. (Ord. 2123, 2007)

C. Prior to the presentation of the petition to the City Council, the Public Works Director shall investigate and report on the following: (Ord. 2123, 2007)

1. Ownership of the property abutting on the street or portion sought to be vacated. Proof of ownership of abutting property by the title insurance or certificates may be required, such proof to be furnished by, and at the expense of, the petitioners;
2. Whether and in what respect the public may be benefited or harmed by the vacation;
3. Whether the public benefit of the area’s use is insufficient to justify the cost of maintenance;
4. Which property or properties will be directly benefited or adversely affected by the vacation, and in what way;
5. What effect the vacation will or may have upon property served or which might be served by said vacated street, and whether said street has been opened or constructed, and if so, to what standard;
6. How said street relates to other streets and highways, and whether other portions of the subject street or alley have already been vacated;
7. Whether the substitution of an alternate way would be more useful to the public;
8. Whether future changes in conditions may increase public use or need;

ACTION ITEM 6a

9. How and when the street or alley sought to be vacated became a public right-of-way;
10. Whether any utilities now exist in said street, or whether such street may be reasonably necessary for future utility uses;
11. The necessity or desirability of the City retaining an easement or the right to exercise and grant easements for emergency vehicle access and construction, repair, and maintenance of public utilities and services over the land sought to be vacated;
12. Whether any abutting owner would become landlocked or its access substantially impaired; i.e., whether there is an alternative motive ingress and egress, even if less convenient;
13. If the right-of-way abuts a body of water, how the proposed vacation would or would not comply with the requirements set forth in RCW 35.79.035; and
14. Any other matters relevant to the vacation of the street or alley.

D. The Public Works Director shall determine whether or not the location and legal description of the street or alley proposed for vacation are sufficiently known to the City so that an accurate legal description of the proposed vacation may be made and so that the location of the property proposed for vacation can be known with certainty. If the Public Works Director determines that these matters are not known or are not accurately known, then the City shall notify the petitioners of the necessity of having an accurate professional survey of the property proposed for vacation with the boundaries of the proposed vacation marked upon the ground and an accurate legal description by a licensed surveyor of the proposed vacation to be furnished to the City at the applicants' expense. The City shall not proceed further upon the vacation petition and a public hearing shall not be set until such a survey has been done and legal description received. (Ord. 1364, 1977, Ord. 2123, 2007)

Section 3. SMC Section 12.48.040 entitled "Compensation" is hereby amended to read as follows:

12.48.040 Compensation.

The City Council ~~shall~~may require the petitioners to compensate the City of Snohomish, prior to the vacation becoming effective, in accordance with the following criteria:

A. If the City Council determines in its discretion to grant the petition for vacation or any part thereof, the Council may by ordinance vacate such street or alley. Except as otherwise provided herein, such ordinance shall not become effective until the City is compensated in an amount which does not exceed one-half the appraised value of the area to be vacated.

~~A. When the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or when the street or alley or portions thereof were acquired at public expense, an amount that does not exceed the full appraised value of the area vacated (Ord. 2123, 2007);~~

B. Notwithstanding (A) above, when the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or when the street or alley or portions

ACTION ITEM 6a

thereof were acquired at public expense, an amount that does not exceed the full appraised value of the area vacated;

~~B. When the street or alley has not been part of a dedicated public right-of-way for twenty five years or less, or when the street or alley or portions thereof were not acquired at public expense, an amount which does not exceed one-half of the appraised value of the area vacated (Ord. 2123, 2007);~~

C. Compensation may be waived or reduced either when the vacation is initiated by the City of Snohomish or when the City Council deems it to be in the best interest of the City in accordance with the following criteria:

1. When the abutting property is owned by a governmental entity or by a nonprofit corporation whose purpose is for the necessary support of the poor or infirm; (Ord. 2123, 2007) or
2. When the street or alley was vacated by the provisions of Section 32, Chapter 19, Laws of 1889-90 (as described in SMC 12.48.050). (Ord. 1364, 1977; Ord. 1996, 2001; Ord. 2123, 2007).
3. When the street or alley (right-of-way) vacated is traded for property of greater or approximately equal value;
4. When the street or alley (right-of-way) vacated is abutting residential properties and is 1500 square feet or less, the appraisal required under SMC section 12.48.070 may be waived and the value calculated as a percentage of the average Snohomish County Assessor assessed value of the abutting properties.
5. When the street or alley (right-of-way) vacated is de minimis, under 500 square feet, or otherwise has little to no assessed value.

Section 4. SMC Section 12.48.070 entitled "Appraisal - Fees" is hereby amended to read as follows:

12.48.070 Appraisal-Fees.

A. In all cases where the City Council requires compensation for the vacated right-of-way, except for those cases where compensation is waived pursuant to SMC 12.48.040 ~~C~~, an appraisal of the right-of-way proposed for vacation shall be made. Said appraisal shall be by a professional appraiser selected by the City unless otherwise determined by the Public Works Director. The cost of the appraisal shall be borne by the applicant.

The petitioner may select the appraiser of their choice as follows:

1. either from a list of appraisers approved by the City, or
2. by selecting a Washington State Certified and licensed Real Estate Appraiser who is familiar with the local market conditions and with a reputation

ACTION ITEM 6a

for respecting the rules and regulations applicable to appraisers. The petitioner must submit the Appraisers name and credentials to the City and receive prior written approval by the Public Works Director.

~~B. When the cost of appraisal exceeds the deposit, the petitioners, upon being given notice of that fact, shall forthwith remit the balance of the appraisal cost to the City Treasurer. In the event the cost of appraisal is less than the deposit, the balance shall be refunded to the petitioners or may be applied to the compensation for the area to be vacated at the election of the petitioners. (Ord. 1364, 1977) In the typical situation when compensation is determined prior to Council adoption of the resolution setting a public hearing, no public hearing shall be set until the appraisal is received by the City. (Ord. 2123, 2007)~~

CB. Petition Denial for nonpayment of fee or Failure to submit appraisal.

Pursuant to SMC 12.48.010 B, no action shall take place on the Petition until fees have been paid in full. Therefore, if the application fee is not paid by the petitioner or the appraisal is not received by the City within twelve (12) months of the petition filing date, the petition will be denied and the petitioner/applicant/ owner will be required to re-apply and pay a new filing fee.

Section 5. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or circumstance be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such a decision or preemption shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other persons or circumstances.

Section 6. Effective Date. This ordinance shall be effective five days after adoption and publication by summary.

ADOPTED by the City Council and **APPROVED** by the Mayor this ____ day of _____, 2016.

CITY OF SNOHOMISH

By _____
MAYOR KAREN GUZAK

ATTEST:

APPROVED AS TO FORM:

By _____
PAT ADAMS, CITY CLERK

By _____
GRANT K. WEED, CITY ATTORNEY

ACTION ITEM 6a

ACTION ITEM 6b

Date: April 5, 2016
To: City Council
From: Larry Bauman, City Manager
Subject: **Authorization for City Manager to Execute an Agreement with the Prothman Company for Planning Director Recruitment**

The purpose of this agenda item is for the City Council to consider approval of a professional services agreement for the recruitment of candidates for Planning Director. The resignation of Owen Dennison as the City's Planning Director is effective as of April 6, 2016.

BACKGROUND: Information from other cities in our region indicates that recruitment efforts, especially for senior management positions, have continued to become more difficult. The combination of a more robust economy, low unemployment and the ongoing retirements being seen of "boomer" generation managers are seen as underlying causes for a more difficult than typical recruiting environment.

ANALYSIS: As a result of an anticipated reduced pool of likely candidates, it is recommended that a professional recruitment service be used to conduct this recruitment. Staff proposes that the Prothman Company be retained to recruit our new Planning Director. Prothman was hired by the City most recently for the recruitment of the Finance Director position, which required three separate recruitment cycles to select a candidate. Thorough advertising as well as direct contact with potential contacts (who may or may not be currently looking for a new position) are elements that may assist in getting a positive recruitment result. A multi-state recruitment, advertising in national professional publications but emphasizing recruitment efforts in Washington State and the northwest, is anticipated for this position (see the consultant's Proposal, Attachment A).

A key point to note is that Prothman guarantees the placement of a qualified candidate, and if that candidate is terminated for cause or resigns within two years, Prothman will conduct a replacement search for no additional fee. Under the proposed agreement, Prothman's fee for professional services is \$16,750, with additional costs for expenses. The professional services fee, however, was negotiated down from a standard fee of \$17,500. With expenses, it is anticipated that the total cost for the recruitment by this consultant will not exceed \$22,000, not including any potential reimbursements for candidate travel expenses.

The scope of work (Attachment B), would form the basis of the agreement proposed with the consultant. A standard City professional services agreement would be used for this service if approved by Council.

STRATEGIC PLAN REFERENCE: Not applicable

ACTION ITEM 6b

RECOMMENDATION: That the City Council AUTHORIZE the City Manager to execute an agreement with the Prothman Company for the Planning Director search in an amount not to exceed \$22,000.

ATTACHMENTS:

- A. Prothman Proposal
- B. Scope of Services

ATTACHMENT A

**Proposal
to provide recruitment services for
the City of Snohomish's next
Planning Director**

Presented by



STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman Company is a northwest based consulting firm that specializes in providing national and regional executive recruitment services to cities, counties, and other governmental agencies throughout the western United States. Founded and incorporated in Seattle in 2001, Prothman has quickly become an industry leader known and respected for outstanding customer service, quality candidate pools, and knowledge of local government.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 450 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 5,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 150 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within **one year** from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Sonja Prothman: sonja@prothman.com, 206.605.0415 cell
371 NE Gilman Blvd, Suite 350, Issaquah, WA 98065
Submittal Date: March 17, 2016



STATEMENT OF QUALIFICATIONS - EXPERIENCE

Current Recruitments

Minot, ND - *Planning Director – sourcing/screening, just completed*
Bonner County, ID - *Planning Director – sourcing, just completed*
City of Port Angeles, WA - *Planning Manager – sourcing/screening, just completed*
Josephine County, OR - *Community Development Director – sourcing/screening, just completed*
Jefferson County, WA - *Director of Community Development*
City of Lake Stevens, WA – *Community Development Director*
City of Lynwood, WA - *HR Director*
City of Vancouver, WA - *Deputy HR Director*
Lincoln County, OR – *Personnel Director*
Sheridan, WY - *City Administrator*
Snohomish County PUD, WA - *Asst. General Manager*
Jefferson County, WA - *Director of Central Services*
City of Bellingham, WA - *City Engineer*
City of Mercer Island, WA - *City Manager*
City of Yakima, WA - *City Manager*
City of Woodland, WA - *City Administrator*
City of Chehalis, WA - *City Manager*
City of Vancouver, WA - *Asst. City Manager*
City of West Linn, OR - *City Manager*
City of Yachats, OR - *City Administrator*
Hood River County, OR - *County Admin.*
Ben Franklin Transit, WA - *General Manager*
Island Transit, WA - *Executive Director*
Jefferson County, OR - *Health Director*
City of Nampa, ID - *City Engineer*
City of Burlington, WA - *Fire Chief*
City of Bothell, WA - *City Attorney*

Past Recruitments & References

City of Shoreline, WA - Community Development Director, City Attorney, Parks & Rec Director, City Manager, PW Director, Administrative Services Director
Contact - HR Director, Paula Itaoka - 206.801.2241

City of Bothell, WA - HR & PW Directors, Asst. City Manager, Police & Fire Chiefs, Parks Dir.
Contact - City Manager, Bob Stowe - 425.486.3256

City of Minot, ND - City Manager, Planning Director (sourcing/screening just completed)
Contact - HR Director, Lisa Jundt - 701.857.4753

City of Snoqualmie, WA - Community Development Director, Finance Director, Fire Chief
Contact - City Administrator, Bob Larson - 425.888.1555

City of Woodburn, OR - Economic Development Director (just completed), Community Development Director, City Administrator, HR Director, Police Chief
Contact - City Administrator, Scott Derickson - 503.982.5228

ACTION ITEM 6b

Availability, Communication & Schedule

One of our first tasks will be to coordinate and commit a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. Our recruitments take approximately 12-15 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development & approval, 6 weeks for recruitment, 2-3 weeks for screening and interviewing, 2-3 weeks for coordinating final interviews.

Sample Schedule

Date	Topic
Week of March 21, 2016	Work contract, schedule, hold stakeholder interviews, start profile
March 28, 2016	Send profile for review
March 30, 2016	Post profile and start advertising
May 8, 2016	Application Close Date
Weeks of May 9 & 16, 2016	Prothman screens applications & interviews top 8 - 15 candidates
Week of May 23, 2016	Work Session to review semi-finalists and pick finalist; via phone conference
Week of June 6, 2016	Final Interview Process; Prothman travels to Snohomish



STATEMENT OF QUALIFICATIONS - PROJECT TEAM

STEVE WORTHINGTON - PROJECT LEAD

Steve is a senior consultant for Prothman and brings over 25 years of successful leadership in local government and is currently serving a 4-year term as a Council Member for the City of University Place, WA. Prior to retirement after 6 years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane WA Economic Development Council and member of the Association of Washington Cities Legislative Task Force and Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelors of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern WA University.

MARY SWENSON - PROJECT CO-LEAD

Mary Swenson retired from the city of Marysville in March 2010. She has worked the entire 32-1/2 years of her public service career with the city of Marysville, rising through a variety of administrative positions before attaining the post of City Administrator in January 2001. Prior to being promoted to City Administrator, Mary served nine years as Assistant to the City Administrator/City Clerk. Mary is Past-President of the Washington Cities Insurance Authority. She also served on the Board of Directors and Executive Committee for Allied Employers (a Puget Sound labor relations firm), Washington City/County Management Association Board member, and the Greater Marysville Tulalip Chamber of Commerce Board of Directors. She is a member of the Marysville Noon Rotary Club, International City/County Managers Association (ICMA) and Washington City/County Management Association. Mary is a 1977 graduate of Griffin Business College.

SONJA PROTHMAN - PROJECT SUPPORT

As Vice-President of the Prothman Company, Sonja assists with recruitments and organizational assessments, and she manages the support staff and the "business" side of Prothman. Sonja is a former councilmember for the City of Normandy Park and brings to Prothman the "elected official" side of city government—an invaluable perspective for understanding our clients' needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a Bachelor's Degree in Communications from the University of Washington.

BARRY GASKINS - PROJECT SUPPORT

Barry Gaskins is responsible for candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his Bachelor's Degree from California State University in Los Angeles.



Recruitment Strategy

Every recruitment we conduct is a national search. We have an aggressive national advertising campaign and we have the ability to mail the job announcement to every city, county, district, etc. in the US. The length of tenure of our placed candidates is the highest in the industry because after over 400 recruitments, we have fine-tuned our process and it works! We understand the experience levels required for each position, and more importantly, we will get a good understanding of the culture of your organization and screen for the qualities required for candidates to fit within your unique communities, cultures and weather!

Sourcing Only - \$7,500 plus expenses

Project Review

The first step will be to review the following topics:

- ◆ Review the scope of work and project schedule
- ◆ Identify the geographic scope of the search (local, regional or national)

Information Gathering and Position Profile Development

We will meet with you via phone conference and spend as much time as it takes to learn everything we can about your organization. Working with you, we will develop a profile of your ideal candidate. Profiles include the following:

- ◆ A description of the ideal candidate's qualifications
- ◆ Organization-specific information
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization and position
- ◆ Community-specific information
- ◆ Compensation package details
- ◆ Information on how to apply

Recruitment and Advertising Strategy (*Locating Qualified Candidates*)

We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ◆ **Direct Mail Recruitment Brochures** sent directly to hundreds of highly qualified planning professionals who are not actively searching for a new position.
- ◆ **Direct Emails or Contact Calls** placed directly to planning professionals we know would be a good fit for the positions.
- ◆ **Posting the Position Profile on the Prothman Website**, which receives thousands of hits per month.

Use of Prothman Online Application Collection & Screening

We will post your position on the Prothman website and allow candidates to use our software to complete the applications. We will screen all application materials and rank them into yes, maybe and no categories and then forward the applications, resumes, and supplemental questions of all candidates to you electronically. Upon receiving notification from you, we will also send "regrets" to the candidates who do not move forward in your process.

Warranty

If a candidate is not chosen from the first pool of applicants, we will repeat the process with no professional fee, the only cost to you will be the cost for the expenses.



ACTION ITEM 6b

Sourcing & Screening Only - \$12,500 plus expenses

Candidate Screening *(Narrowing the Field)*

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 4 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gage their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.
- 3) **Internet Publication Background Search:** We conduct an internet publication search on all semi-finalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 4) **Work Session:** We will prepare a detailed summary report and binder which includes each candidate's application materials and the results of the personal interviews and publication search. **We will meet with you via Skype or phone conference** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 4 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting, if applicable.

Warranty

If a candidate is not chosen from the first pool of applicants, we will repeat the process and the fee for services will be \$500, plus the cost for the expenses.



Full Recruitment w/ 1-year Guarantee - \$17,500 plus expenses

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
We will tailor the interview process to fit your needs. It may involve using various interview panels or just one-on-one interviews with the decision makers.
 - **Deciding on Candidate Travel Expenses**
We will help you identify which expenses your organization wishes to cover.
 - **Identifying Interview Panel Participants & Panel Facilitators**
We will work with you to identify the participants of different interview panels to ensure that all stakeholders identified have been represented.
- ◆ **Background Checks**
Prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:
 - **References**
We conduct 4-6 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers.
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
We contract with Sterling for all driving record, education verification, criminal history, and sex offender checks on each candidate in the states in which they have worked.
- ◆ **Candidate Travel Coordination**
For those candidates who will be traveling to the final interviews, we work with the candidates to organize the most cost effective travel arrangements.
- ◆ **Final Interview Binders**
We will provide Final Interview Binders. They are the tool that keeps the final interview process organized and ensures that all interviewers are "on the same page" when it comes to evaluating each candidate.
- ◆ **Final Interviews with Candidates**
We will travel to the City of Snohomish and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Panelist & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report the panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.
- ◆ **Candidate Evaluation Session:** After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.



ACTION ITEM 6b

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for a sourcing only recruitment is \$7,500 plus expenses, for sourcing & screening only \$12,500 plus expenses, for conducting a full recruitment with a one-year guarantee is \$17,500 plus expenses. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidate and all other search related tasks required to successfully complete the recruitment.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Snohomish will be responsible for reimbursing expenses Prothman incurs on your behalf. Expense items include but are not limited to:

- Newspaper, trade journal, websites and other advertising (approx. \$900 - 1,300)
- Direct mail announcements (approx. \$1,100 - 1,600)
- Interview Binders & printing of materials (approx. \$200 - 500)
- Delivery expenses for Interview Binders (approx. \$75- 150)
- Consultant travel: Mileage at current IRS rate, travel time @ \$50 per hour (approx. \$150 – 250 per trip)
- Background checks performed by Sterling (approx. \$175 per candidate)
- Any client-required licenses, fees or taxes

- Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidate's travel receipts for direct reimbursement to the candidate.

A 3% charge will be added to all expenses which reflect City of Issaquah and State B&O tax obligations that we pay on every dollar invoiced, including expenses. Professional fees are billed in three equal installments throughout the recruitment. Expenses are billed monthly.

Warranty

On a full recruitment, should a top candidate not be chosen, we will repeat the recruitment with no additional professional fee, the only cost will be the cost of the expenses.

Guarantee

Our record of success in placing highly qualified candidates provides that Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct a replacement search with no additional professional fee, the only cost will be the cost of the expenses.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.





March 18, 2016

Mr. Larry Bauman
City Manager
City of Snohomish
116 Union Avenue
Snohomish, WA 98290

Dear Mr. Bauman:

Thank you for your confidence in Prothman to assist the City of Snohomish in the recruitment for its next Planning Director. The following represents a scope of work for this search and associated professional fees and expenses.

SCOPE OF SERVICES

Project Review

The first step will be to review the following topics:

- ◆ Review the scope of work and project schedule
- ◆ Identify the geographic scope of the search (local, regional or national)
- ◆ Identify key stakeholders

Information Gathering and Position Profile Development

We will meet with you via phone conference or travel to Snohomish and spend as much time as it takes to learn everything we can about your organization and the Planning position. Working with you, we will develop a profile of your ideal candidate. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization and position
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

Recruitment and Advertising Strategy

We recognize that often the best candidates are not actively looking for a new position--this is the person we want to reach and recruit. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ◆ **Direct Mail Recruitment Brochures** sent directly to hundreds of highly qualified planning professionals who are not actively searching for a new position.
- ◆ **Direct Emails or Contact Calls** placed directly to planning professionals we know.
- ◆ **Posting the Position Profile on the Prothman Website**, which receives thousands of hits per month.

ACTION ITEM 6b

Candidate Screening

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 4 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style).
- 2) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gage their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.
- 3) **Internet Publication Background Search:** We conduct an internet publication search on all semi-finalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 4) **Work Session:** We will prepare a detailed summary report and binder which includes each candidate's application materials and the results of the personal interviews and publication search. **We will meet with you via phone conference** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 4 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting, if applicable.

Final Interview Process

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
We will tailor the interview process to fit your needs. It may involve using various interview panels or just one-on-one interviews with the decision makers.
 - **Deciding on Candidate Travel Expenses**
We will help you identify which expenses your organization wishes to cover.
 - **Identifying Interview Panel Participants & Panel Facilitators**
We will work with you to identify the participants of different interview panels to ensure that all stakeholders identified have been represented.
- ◆ **Background Checks**
Prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:
 - **References**
We conduct 4-6 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers.
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
We contract with Sterling for all driving record, education verification, criminal history, and sex offender checks on each candidate in the states in which they have worked.



ACTION ITEM 6b

- ◆ **Candidate Travel Coordination**
For those candidates who will be traveling to the final interviews, we work with the candidates to organize the most cost effective travel arrangements.
- ◆ **Final Interview Binders**
We will provide Final Interview Binders. They are the tool that keeps the final interview process organized and ensures that all interviewers are "on the same page" when it comes to evaluating each candidate.
- ◆ **Final Interviews with Candidates**
We will travel to the City of Snohomish and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Panelist & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report the panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.
- ◆ **Candidate Evaluation Session:** After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

Warranty

- ◆ **Repeat the Recruitment:** Should a top candidate not be chosen we will repeat the recruitment with no additional professional fee.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a Planning Director recruitment with a one-year guarantee is \$16,750, plus expenses. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Expenses

Expenses vary depending on the design of the recruitment. We work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Snohomish will be responsible for reimbursing expenses Prothman incurs on your behalf. **We expect your expenses to not exceed \$5,250, not including candidate travel.** Expense items include:

- ◆ Newspaper, trade journal, websites and other advertising (approx. \$1,000 - 1,200)
- ◆ Direct mail announcements (approx. \$1,300 - 1,800)
- ◆ Interview Binders & printing of materials (approx. \$250 - 500)



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DISCUSSION ITEM 7a

Date: April 5, 2016
To: City Council
From: Steve Schuller, Deputy City Manager and Public Works Director
Subject: **DISCUSS Resolution 1342 Adopting the Snohomish County Comprehensive Emergency Management Plan (CEMP) and the City of Snohomish CEMP Annex and the Upcoming “Cascadia Rising” Exercise**

The purpose of this agenda item is to update and discuss with the City Council three items related to emergency management:

1. **“Cascadia Rising” Exercise:** The City is preparing to participate in the “Cascadia Rising” Earthquake exercise on **Wednesday, June 8, 2016**. The Cascadia Subduction Zone (CSZ) earthquake and tsunami is one of the most complex disaster scenarios that emergency management and public safety officials face in the Pacific Northwest.

Scientific evidence indicates that a magnitude 8.0-9.0 earthquake occurs along the 800-mile long CSZ fault on average once every 200 to 500 years. The last major earthquake and tsunami along the fault occurred over 300 years ago in 1700. Recent subduction zone earthquakes around the world underscore the catastrophic impacts we will face when the next CSZ earthquake and tsunami occurs in our region.

Conducting successful life-saving and life-sustaining response operations in the aftermath of a Cascadia Subduction Zone disaster will hinge on the effective *coordination* and *integration* of governments at all levels – cities, counties, state agencies, federal officials, the military, tribal nations – as well as non-government organizations and the private sector. One of the primary goals of Cascadia Rising is to train and test this whole community approach to complex disaster operations together as a joint team. The culminating event will be a four-day functional exercise to occur June 7-10, 2016.

The City will be participating in the exercise with the Snohomish County Department of Emergency Management, Snohomish County Sheriff’s Office, Snohomish County Fire District No. 4, the City’s Public Safety Commission, and others. Please see Attachment C for more details.

2. **Education (“Three to Seven Days of Basic Supplies”):** The City plans to use the press associated with the “Cascadia Rising” Exercise to inform our citizens and businesses on what they need to do at their homes, in their vehicles and for their workplace to be prepared when a major emergency happens. Attachment D includes the U.S. Federal Emergency Management Agency’s (FEMA’s) Basic Emergency Supply List. The City will work to distribute this list, as well as basic details about the exercise, through various public (e.g. Fire and School Districts) and non-profit groups (e.g. Senior Center) within the City and through public notifications. All citizens and businesses in Snohomish should have some basic supplies on hand in order to survive **for at least three days and up to seven days** if an

DISCUSSION ITEM 7a

emergency occurs. Following is a listing of some basic items that every emergency supply kit should include. However, it is important that individuals review this list and consider where they live and the unique needs of their family in order to create an emergency supply kit that will meet these needs. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.

- 3. The Plan:** The purpose of the Comprehensive Emergency Management Plan (CEMP) is to provide the framework for disaster preparedness, mitigation, response and recovery activities as a result of man-made and natural hazard disasters and emergencies that the City of Snohomish may face. Every municipality in Washington State is mandated to have a comprehensive emergency management plan or be part of an emergency management program that complies with RCW 38.52 and 118-30 WAC.

The City Council previously adopted updates to the City of Snohomish Comprehensive Emergency Management Plan (SNO-CEMP) in 2011. In order for the City to remain in compliance with RCW 38.52, updates must occur at least every five years. Additionally, in order for the City to participate in the Cascadia Rising Earthquake exercise in June, the City's CEMP needs to be current.

The proposed City of Snohomish SNO-CEMP has been reviewed by emergency management representatives of the City, Snohomish County Department of Emergency Management, Snohomish County Sheriff's Office and Snohomish County Fire District No.4.

Findings and Changes to the City's SNO-CEMP include:

1. **Format:** As originally created the City's CEMP design is that of a stand-alone, independent emergency management plan and program. The City of Snohomish does not operate under the premise of an independent program; rather the City is an emergency management partner with Snohomish County, and operates under the umbrella of the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP) which provides roles and responsibilities for organizations and partner municipalities. The Snohomish County Comprehensive Emergency Management Plan complies with RCW 38.52 and is a Washington State approved plan.

As revised, the City of Snohomish Comprehensive Emergency Plan Annex (SNO-CEMP) can be used as a stand-alone plan and now provides emergency management information specific to the City of Snohomish; conforms to the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP); and contains the elements required under RCW 38.52 and 118-30 WAC. The SNO-CEMP is now an Annex of the Snohomish County Comprehensive Emergency Management Plan.

2. **Law Enforcement Change:** The SNO-CEMP now recognizes the change to the Snohomish County Sheriff's Office, and respective roles and responsibilities.
3. **Limitations:** The SNO-CEMP recommends that citizens be self-sufficient for as many as seven days versus three days only and prepare emergency supply kits and household

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plans. As the City of Snohomish readies for the Cascadia Rising earthquake exercise, it is apparent that widespread damage could occur and emergency services and assistance greatly affected. Damage to transportation routes, prolonged power and utility outages and emergency assistance delays during a major emergency will likely impact our citizens and the City's response capabilities.

4. Provides definitions and acronyms that may be used within the SC-CEMP and SNO-CEMP.

Resolution 1342 provides needed updates and adopts by reference the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP) and the City of Snohomish Comprehensive Emergency Management Plan Annex (SNO-CEMP).

STRATEGIC PLAN REFERENCE: Not Applicable

RECOMMENDATION: That the City Council **DISCUSS** Resolution 1342 and the upcoming "Cascadia Rising" Exercise.

ATTACHMENTS:

- A. Resolution 1342
- B. City of Snohomish Comprehensive Emergency Management Plan Annex (SNO-CEMP)
- C. City of Snohomish Draft Cascadia Rising Information Sheet
- D. FEMA Emergency Supply List

ATTACHMENT A

**CITY OF SNOHOMISH
Snohomish, Washington**

DRAFT RESOLUTION 1342

A RESOLUTION OF THE CITY OF SNOHOMISH ADOPTING THE SNOHOMISH COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (SC-CEMP) AND CITY OF SNOHOMISH COMPREHENSIVE EMERGENCY MANAGEMENT PLAN ANNEX (SNO-CEMP)

WHEREAS, all citizens and property within Snohomish County and the City of Snohomish are at risk to a wide range of natural, technological, and man-caused hazards; and

WHEREAS, the Revised Code of Washington RCW 38.52.070 and the Washington Administrative Code WAC 118-30-060 require that all political subdivisions in the State have a plan and program for emergency management; and

WHEREAS, when an unfortunate emergency event occurs; local, county, state, and federal response agencies must be prepared to respond in a well-coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP) establishes an all-hazards approach to enhance the ability to manage emergencies and disasters. Its purpose is to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life; and

WHEREAS, the City of Snohomish Annex to the Snohomish County Comprehensive Emergency Management Plan (SNO-CEMP) is needed to coordinate the response of emergency personnel and supporting services of all City of Snohomish agencies in the event of an emergency or disaster and during the aftermath thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON AS FOLLOWS:

A. The Snohomish City Council Hereby Adopts The Following Measures:

1. The Snohomish City Council Hereby Repeals Resolution 1273 adopting the 2011 version of the City of Snohomish Comprehensive Emergency Management Plan for the reason that it is replaced by this Resolution and the Plan referenced in paragraph 2 below;

DISCUSSION ITEM 7a

2. The City of Snohomish hereby adopts by reference the current edition of the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP) dated January 21, 2014 as adopted by the Snohomish County Council including amendments and updates;
 3. The City of Snohomish hereby adopts the City of Snohomish Comprehensive Emergency Management Plan Annex and Appendices (SNO-CEMP) dated December 7, 2015;
 4. A copy of said documents shall be available for review and inspection at the Office of the Snohomish City Clerk.
- B. It is the purpose of this Resolution to provide for health, welfare and safety of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this Resolution.
- C. Nothing contained in this Resolution is intended to be, nor shall be construed to create or form the basis for, any liability on the part of the City or its officers, agents and employees for any injury or damage resulting from the failure to comply with the provisions of this Resolution or be a reason or a consequence of any inspection, notice or order, in connection with the implementation or enforcement of this Resolution, or by reason of any action of the City related in any manner to enforcement of this Resolution by its officers, agents or employees.

PASSED by the City Council and **APPROVED** by the Mayor this 19th day of April, 2016.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

Attest:

Approved as to form:

By _____
Pat Adams, City Clerk

By _____
Grant K. Weed, City Attorney

City of
Snohomish

December 7

2015

This Annex provides supplemental information to the Snohomish County Comprehensive Emergency Management Plan (CEMP) for the City of Snohomish, WA.

CEMP Annex

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December 7, 2015

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Promulgation/Adoption

RESOLUTION 1342

A RESOLUTION OF THE CITY OF SNOHOMISH ADOPTING THE SNOHOMISH COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (SC-CEMP) AND CITY OF SNOHOMISH COMPREHENSIVE EMERGENCY MANAGEMENT PLAN ANNEX (SNO-CEMP)

WHEREAS, all citizens and property within Snohomish County and the City of Snohomish are at risk to a wide range of natural, technological, and man-caused hazards; and

WHEREAS, the Revised Code of Washington RCW 38.52.070 and the Washington Administrative Code WAC 118-30-060 require that all political subdivisions in the State have a plan and program for emergency management; and

WHEREAS, when an unfortunate emergency event occurs; local, county, state, and federal response agencies must be prepared to respond in a well-coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP) establishes an all-hazards approach to enhance the ability to manage emergencies and disasters. Its purpose is to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life; and

WHEREAS, the City of Snohomish Annex to the Snohomish County Comprehensive Emergency Management Plan (SNO-CEMP) is needed to coordinate the response of emergency personnel and supporting services of all City of Snohomish agencies in the event of an emergency or disaster and during the aftermath thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON AS FOLLOWS:

A. The Snohomish City Council Hereby Adopts The Following Measures:

1. The Snohomish City Council Hereby Repeals Resolution 1273 adopting the 2011 version of the City of Snohomish Comprehensive Emergency Management Plan for the reason that it is replaced by this Resolution and the Plan referenced in paragraph 2 below
2. The City of Snohomish hereby adopts by reference the current edition of the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP) dated January 21, 2014 as adopted by the Snohomish County Council including amendments and updates;
3. The City of Snohomish hereby adopts the City of Snohomish Comprehensive Emergency Management Plan Annex and Appendices (SNO-CEMP) dated December 7, 2015;
4. A copy of said documents shall be available for review and inspection at the Office of the Snohomish City Clerk.

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- B. It is the purpose of this Resolution to provide for health, welfare and safety of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this Resolution.
- C. Nothing contained in this Resolution is intended to be, nor shall be construed to create or form the basis for, any liability on the part of the City or its officers, agents and employees for any injury or damage resulting from the failure to comply with the provisions of this Resolution or be a reason or a consequence of any inspection, notice or order, in connection with the implementation or enforcement of this Resolution, or by reason of any action of the City related in any manner to enforcement of this Resolution by its officers, agents or employees.

PASSED by the City Council and **APPROVED** by the Mayor this 19th day of April, 2016.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

Attest:

Approved as to form:

By _____
Pat Adams, City Clerk

By _____
Grant K. Weed, City Attorney

Forward

The City of Snohomish Comprehensive Emergency Management Plan (SNO-CEMP) establishes an all-hazards approach to enhance the City's ability to manage emergencies and disasters, and is promulgated as an Annex under the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP). Its purpose is to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life.

This CEMP Annex was developed through collaborative efforts of the City of Snohomish, the Snohomish County Department of Emergency Management, Snohomish County Fire Protection District #4 and the Snohomish Police Department, pursuant the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP), appropriate subject matter experts, and volunteer organizations.

This version, dated December 7, 2015, supersedes all previous editions.

This CEMP Annex organized in accordance with FEMA's 2010 Comprehensive Preparedness Guide (CPG) 101 and, as such, is designed to achieve the desired effects outlined in that document.

It assigns responsibilities to organizations and individuals for carrying out specific actions at projected times and places during an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships and shows how multi-agency actions will be coordinated; describes how people and property are protected; identifies personnel, equipment, facilities, supplies, and other resources available — within the jurisdiction or by agreement with other jurisdictions; reconciles requirements with other jurisdictions; and identifies steps to address preparedness and mitigation concerns.

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Record of Revision

Change Number	Date Entered	Content of Change	Initials

Acronyms & Definitions

AAR	After Action Review
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BPA	Bonneville Power Administration
CAP	Civil Air Patrol
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Teams
CFR	Code of Federal Regulations
COP	Common Operating Picture
CPG	Comprehensive Preparedness Guide (FEMA 2010)
DEM	Department of Emergency Management
DOC	Departmental Operations Center
DRC	Disaster Recovery Center
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMD	Emergency Management Division
EMS	Emergency Medical Services
EOC	Emergency Operation Center
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Material
HIVA	Hazardous Identification and Vulnerability Assessment
HNMP	Natural Hazards Mitigation Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ISNAP	Incident Snapshot Report
IT	Information Technology (person/department)
JFO	Joint Field Office
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MSCA	Military Support to Civil Authorities
NAWAS	National Warning System
NRF	National Response Framework
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
RCW	Revised Code of Washington
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986 – Title III SARA includes detailed provisions for community planning and is known as the Emergency Planning and Community Right-to-Know Act (EPCRA)
SC-CEMP	Snohomish County Comprehensive Emergency Management Plan
SC-DEM	Snohomish County Department of Emergency Management

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SC-EOC	Snohomish County Emergency Operations Center
SC-JIC	Snohomish County Joint Information Center
SCO	State Coordinating Officer
SITREP	Situational Report
SNO-CEMP	City of Snohomish Comprehensive Emergency Management Plan
SNO-EMC	City of Snohomish Emergency Management Coordinator
SNO-EOC	City of Snohomish Emergency Operations Center
SOP	Standard Operating Procedures
USAR	Urban Search and Rescue
VOAD	Voluntary Organizations Active in Disasters
WAC	Washington Administrative Code
WMD	Weapons of Mass Destruction

NOTE: The above list is not intended to be all encompassing – additional definitions, glossary, and reference material are part of most cited supporting publications.

Biological Agents: The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that product lethal or serious effects in plants and animals.

Chemical Agents: The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that product lethal or serious effects in plants and animals.

Consequence Management: FEMA defines consequence management as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

Crisis Management: The FBI defines crises management as measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

Damage Assessment: Estimation of damages made after a disaster.

Disaster Analysis: The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management resources and services to the impacted area.

Emergency: "Any tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster". (Public Law 93-288)

Emergency Alert System: Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controller manner during emergencies.

Emergency Management: The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by natural or man-made causes.

Emergency Operations Center (EOC): A designated site from which public, private, or voluntary agency officials can coordinate emergency operations in support of on-scene responders.

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Emergency Protective Measures: Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

Emergency Operations Plans: Those plans prepared by county and municipal government in advance and in anticipation of disasters for the purposes of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

Emergency Worker: Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency management director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

Individual Assistance: Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.

Hazards Identification & Vulnerability Analysis (HIVA): Assessment natural and technological (man-made) hazards in Snohomish County and is the initial step in the emergency management process that leads to mitigation against, preparedness for, response to, and recovery from hazards.

Joint Field Office: A center set up in the disaster area where individual disaster victims may received information concerning available assistance, and apply for the programs for which they are eligible. The Disaster Recovery Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

Joint Information Center (JIC): A facility that is used by the affected jurisdiction to jointly coordinate the public information functions during an emergency.

Major Disaster: "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster Assistance under PL 93-288, above and beyond emergency management by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused hereby". (Public Law 93-288)

National Warning System (NAWAS): The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information of local Primary Warning Posts. The National Warning System also provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding and other activities that affect public safety.

Preliminary Damage Assessment (PDA): The joint local, state and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The Preliminary Damage Assessment is documented through surveys, photographs, and other written information.

Preliminary Damage Assessment Team: An ad hoc group that comes together after a disaster who main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state and local representatives to do any initial damage evaluation of sites damaged.

SARA TITLE III: A major section of the Superfund Amendments and Reauthorization Act entitled the "Emergency Planning and Community Right-to-Know act of 1986". The SARA TITLE III is a law that requires the establishment of state and local planning jurisdictions, State Emergency Response Commissions (SERC) and local Emergency Planning Committees (LEPC) and to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific for extremely hazardous substances, (2) participation in the planning

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process by facilities storing or using hazards substances and (3) notifications to the commission or committee of releases of specific hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public know as TIER II reports.

Standard Operating Procedure (SOP): A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specific functions which augment the Emergency Operations Plan.

Terrorist Incident: The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Tsunami: A huge wave caused by a sub-marine disturbance, such as an earthquake or volcanic eruption.

Weapons of Mass Destruction (WMD): Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in section 921 of this title, (which reads) any explosive, incendiary, or poison gas, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation of radioactivity at a level dangerous to human life.

Utility: Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

Voluntary Organizations Active in Disaster (VOAD): Any chartered or otherwise duly recognized tax exempt local, state or national organization or individuals in a major disaster or emergency.

Note: The above list is not intended to be all encompassing – additional definitions, glossary, and reference material are part of most cited supporting publications.

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I. INTRODUCTION

Purpose

This plan is an Annex to the Snohomish County Department of Emergency Management (SC-DEM) Comprehensive Emergency Management Plan (SC-CEMP) and provides the City's framework from which the disaster preparedness, mitigation, response, and recovery activities are accomplished.

Scope

This Annex is activated for major disasters and emergencies that impact the incorporated areas of the City of Snohomish.

Procedures for minor emergencies and incidents are covered in respective local departmental, agency, or jurisdictional plans, policies, and/or procedures.

Limitations

The City of Snohomish and supporting agencies will endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

There is no guarantee implied by this Annex that in a major emergency or disaster situation a perfect response to meet all incident needs will be practical or possible.

Each citizen should prepare a personal emergency supply kit and household emergency plan to include supplies for household pets and service animals. Each citizen should be prepared to utilize their own resources and be self-sufficient following a disaster for a minimum of seven days and possibly longer.

Situation Overview

The City of Snohomish is located in the western portion of the County, southeast of Everett and is bordered on the south by the Snohomish River and to the east by the Pilchuck River, with a population of approximately 9,272 residents as provided by the Washington State Office of Financial Management (OFM).

The 2015 Snohomish County Hazard Mitigation Plan (HMP) list the man-made and natural disasters and emergencies the County is vulnerable to, of particular importance to the City of Snohomish include the following:

Location	Affected by/At risk for	Previous Occurrences
Earthquakes	Building loss, utility interruption, transportation disruption, mass casualty	High
Floods	Riverine Flooding	High
Severe Storm	Flooding, property loss, power disruption, transportation disruption	High
Climate Change	Includes increase in high winds, excessive heat and rainfall.	Medium

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Landslides	Transportation disruption, potential for mass casualty loss of life and property	Medium
Dam Failure	The City is located within an identified inundation area of Culmback Dam.	Low
Tsunami	The City could become a "receiving" City for displaced persons or other jurisdictions.	Low
Volcano/Lahar	Falling ash could impact air quality and the City's water supply	Low
Wildland Fire	Wildland fire could impact the residences near the north and eastern edges of the City. Concerns include public health (from smoke), public safety, transportation and water supply.	Low
Other Considerations:		
Hazardous Materials	Unit train derailment	Medium
Terrorism	Manmade	Medium

Planning Assumptions

The City of Snohomish has the authority and responsibility to respond and direct disaster operations within its borders. For large-scale incidents or disasters the City of Snohomish Emergency Operations Center (SNO-EOC) is the focal point of coordinating emergency management response within the City Limits.

The Snohomish County Emergency Operations Center (SC-EOC) serves as the focal point of coordination with other Local, County, State, and Federal emergency management agencies.

In either situation, priority of response will be to protect life, public property, the environment, and the economy.

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II. CONCEPT OF OPERATIONS

General

During an incident, the top priorities for incident management will be:

- Save lives and protect the health and safety of the public, responders, and recovery workers.
- Protect property and mitigate damages and impacts to individuals, communities, and the environment.
- Protect and restore critical infrastructure and key resources.
- Facilitate the recovery of individuals, families, businesses, governments, and the environment.

It is the policy of the City of Snohomish that each department plan and develop emergency departmental standard operating procedures complementary to this Annex. It is the responsibility of departmental supervisors to establish a:

- Line of succession to execute emergency and disaster responsibilities
- Departmental emergency and disaster response capability to include personnel, facilities, and equipment
- Means of departmental emergency mobilization and communications

Emergency Operations

If notified of a situation that could develop into an emergency (flood, high wind event, winter storm, etc.), the City of Snohomish may:

- Place staff on standby and increase situation monitoring.
- Activate/staff local Emergency Operations Center (EOC), Departmental Operations Centers (DOC) or Incident Command Post (ICP) as appropriate to manage preparedness/response activities.
- Emergency response agencies (fire, law enforcement, public works, etc.) may add more shift staff to cover the anticipated impact of the emergency.
- Notify potentially threatened areas utilizing local resources and/or in conjunction with Snohomish County Department of Emergency Management.
- Coordinate public/media information releases with Snohomish County Joint Information Center (JIC).
- Draft a Proclamation of Emergency if the incident is expected to be large enough to warrant one.

If a spontaneous emergency happens, such as earthquake, HAZMAT incident or other event, the City of Snohomish departments and agencies will activate their emergency response personnel according to their established procedures.

The City's Primary Emergency Operations Center is located at the Snohomish County Fire District #4 Training Annex building, 1525 Avenue D and staffed by representatives from Law Enforcement, Fire District, City Staff, School District and other Stakeholders as determined by the incident.

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Departmental Operations Center (DOC) –

- Snohomish City Hall, 116 Union Avenue
- Snohomish Police Department, 230 Maple Avenue
- Snohomish Public Works, 1801 First Street
- Snohomish Fire District #4, 1525 Avenue D
- Carnegie Building, 105 Cedar Avenue

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER:

1. The authorities to active the Emergency Operations Center located at 1525 Avenue D shall be the City Manager, Police Chief and Fire Chief. Each authority shall designate an alternate successor.
2. The Emergency Operations Center and/or Departmental Operations Center may be activated based on the following levels:

Level I: Management and Preparedness Watch.

Examples are: Departmental Operations Centers. Standby for Flood Watch, Severe weather storms

Level II: Partial Activation

Examples are: Minor to moderate flooding, severe storms or warnings, earthquakes, potential evacuations or any incident that have the potential to escalate

Level III: Full Activation

Examples are: Triggered by earthquakes, major floods, multiple incident sites of a large nature

Special Operations:

Examples are: An event where unified command is enhanced for call taking, manpower needs assessment, response prioritization, or where the event can be managed by mid-level staffing with a designated scope from the City Manager.

3. Who will Staff the Emergency Operations Center/Policy Group upon activation:
 - EOC Staffing: Emergency Management Coordinator, Building/Fire Official, Associate Planner, Permit Coordinator (Scribe), City Engineer, Engineering Inspector, Public Works Utilities Manager, Public Works Services Manager, Finance Supervisor, Human Resources/Risk Manager, Economic Development Manager, Deputy Fire Chief, Police Department Designee, City IT, Fire IT, Police IT
 - Policy Group: City Manager, City Department Directors, City Clerk, Police Chief, Fire Chief, City Attorney, Mayor and City Council

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Emergency Proclamation

When a disaster exceeds the jurisdiction's capabilities, the Snohomish City Council may issue a proclamation of emergency and the City Manager request additional assistance through the Snohomish County Executive to DEM. If the disaster should exceed the capabilities of the County, the County Executive may issue a proclamation of emergency and request additional assistance through Washington State Emergency Management Division or to the Governor.

The City of Snohomish City Manager, assisted by the Department of Emergency Management, shall be responsible for the preparation of an Emergency Proclamation.

The City of Snohomish Department of Emergency Management is responsible for notifying the Snohomish County EOC following the Local Proclamation of Emergency.

III. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

Federal Government

See the National Planning Frameworks (NRFs), May 2013.
Available at: <https://www.fema.gov/national-planning-frameworks>

State Government

See the Washington State Comprehensive Emergency Management Plan (CEMP), June 2011.
Available at: mil.wa.gov/.../PLANS/comprehensive%20emergency%20management%20plan.pdf

County Government

See the Snohomish County Comprehensive Emergency Management Plan (CEMP), December 2013.
Available at: <http://www.snohomishcountywa.gov/180/Emergency-Management>

City of Snohomish

City Manager

- Preserve and provide the continuity of the administrative and executive branch of government pursuant Section 35.18.010 RCW and Snohomish Municipal Code (SMC) 2.38, 2.86.
- Establish policy and make major decisions.
- Inform and warn the public.
- Provide overall direction and emergency operations management and liaison activities.
- Issue proclamations of emergency and requests for assistance.
- Request additional assistance through Snohomish County-EOC (SC-EOC).
- Ensure the implementation of emergency response and recovery plans.
- Provide consistent public information via coordination with the City of Snohomish Emergency Operations Center (SNO-EOC) and the Snohomish County Joint Information Center (SC-JIC).
- Briefing the City Council.

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City of Snohomish Council

- Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment as provided by law or as provided in Chapter 35A.12 RCW.
- Adopt and enact ordinances/resolutions and appropriate revenue.
- Conduct public hearings and take action to assist in informing the public and to identify emergency needs.

Directors and Department Heads

- Establish procedures to ensure the preservation of essential records and data technology, and maintaining the continuity of essential services.
- Determine internal chain of command and succession of authority to ensure continuity of leadership and operations. Department heads will ensure that their identified successors are aware of their emergency responsibilities.
- Designate primary and alternate locations from which to establish internal direction and control of departmental activities.
- Conduct a need and availability assessment. Compile inventory of critical personnel, facilities, and resources. Identify and obtain necessary equipment and supplies to conduct departmental emergency activities.
- Establish policies and procedures for tracking disaster operations, overtime, and other associated costs.
- Make staff available, when required by the City Manager, for appropriate training, planning, exercise design and emergency assignments, such as the City of Snohomish Emergency Operations Center (SNO-EOC) operations.
- Provide staffing to support the City of Snohomish Emergency Operations Center (SNO-EOC) operations, damage assessments and/or liaison with other agencies and organizations when requested by the SNO-EOC Emergency Management Coordinator.
- Provide accurate emergency contacts with phone and pager numbers to the City of Snohomish-EOC Emergency Management Coordinator (SNO-EOC/EMC) or as requested by the Snohomish County Department of Emergency Management (SC-DEM) and update emergency contacts as needed.
- When indicated, activate internal emergency operational procedures. This includes internal communications, conducting a roll-call and accountability of personnel, conducting a damage assessment, evaluating needed resources, and continually communicating this and other related information to the SNO-EOC Emergency Management Coordinator.
- Compile damage assessment and fiscal records as requested by the Snohomish County Emergency Management Department in response to state and federal emergency proclamation evaluation and determination.
- Establish mutual aid agreements, memoranda of understanding, contracts and other relationships to maintain departmental emergency operations.
- Conduct a post-disaster analysis of departmental emergency activities and make necessary revisions to internal emergency operations plan.
- Any and all costs related to the listed and other emergency activities, will be the responsibility of the respective city department or ESF agency.

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Snohomish County DEM (SC-DEM EOC):

- Act as the sole point of contact for requesting disaster assistance from other governmental agencies (except mutual aid). The City of Snohomish is responsible for utilizing DEM for all requests to state and federal entities.
- Coordinate/consolidate damage assessment, incident, or disaster analysis reports, as necessary.
- Warn the public of impending disasters and provide adequate instructions before, during, and after emergencies.
- Coordinate State and Federal reconnaissance and field operations teams.
- Provide public information and education as it pertains to disaster preparedness, response, and mitigation.
- Coordinate the use of all available resources.
- Maintain current standard operating procedures for SC-EOC disaster responsibilities.
- Coordinate Emergency Alert System (EAS) messaging and activation in the event of impending disasters and/or emergencies.

Finance/Treasury/City Clerk

- Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- Remove and secure public records as necessary.
- Provide personnel for other agencies or for damage assessment teams as needed.
- Maintain current standard operating procedures (SOPs).

Law Enforcement

- Snohomish County Sheriff's Office provides Law Enforcement services for the City of Snohomish.
- Provide command and control for field operations through established Incident Command Posts (ICPs) as appropriate.
- Provide initial guidance and coordination of emergency services traffic control.
- Direct or support evacuation efforts as appropriate.
- Provide support to the Snohomish County Medical Examiner in the identification of the deceased.
- Provide support in the dissemination of emergency warning information to the public.
- Participate in initial jurisdiction-wide damage assessment as appropriate.
- Provide coordination of specialized law enforcement resources.
- Document emergency related costs and activities.
- Responsible for the dissemination of emergency information to the public, television, newspaper, radio and all other media, through the emergency operations center.

Fire Service

- Snohomish County Fire District #4 provides Fire and EMS Service for the City of Snohomish.
- Provide command and control for field operations through established Incident Command Posts as appropriate.
- Provide fire suppression services.

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- Provide hazardous materials incident command and radiological monitoring. Coordinate with other government agencies as appropriate.
- Provide light and heavy rescue response. Coordinate with other government agencies as appropriate.
- Provide emergency medical services. When necessary and resources are available, coordinate the establishment of first aid stations, temporary medical treatment facilities and morgues within the jurisdiction. Coordinate transportation to hospitals.
- Direct or support evacuation efforts as appropriate.
- Provide support in the dissemination of emergency warning information to the public.
- Provide support to other departments in city-wide structural damage assessment, traffic control, emergency warnings, road closure and protection of property as appropriate.
- Participate in initial jurisdiction-wide damage assessment as appropriate, including assessment of department facilities.

Other Agencies, Sectors, and Individuals

Nongovernmental and Volunteer Organizations

- Training and managing volunteer resources.
- Identifying shelter locations and needed supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, or assistance with post-emergency cleanup.
- Identifying those whose needs have not been met and helping coordinate the provision of assistance.

Private Sector

- Planning for the protection of employees, infrastructure, and facilities.
- Planning for the protection of information and the continuity of business operations.
- Planning for responding to and recovering from incidents that impact their own infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help.
- Developing and exercising emergency plans before an incident occurs.
- Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.
- Providing assistance (including volunteers) to support local emergency management and public awareness during response and through the recovery process.

Citizens

- Reducing hazards in and around their homes to reduce the amount of damage caused by an incident.
- Preparing a personal emergency supply kit and household emergency plan to include supplies for household pets and service animals. Be prepared to utilize own resources and be self-sufficient following a disaster for a minimum of seven days and possibly longer
- Monitoring emergency communications carefully to reduce their risk of injury, keep emergency routes open to response personnel, and reduce demands on landline and cellular communication.

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IV. DIRECTION, CONTROL, & COORDINATION

Direction

The City Manager and the Policy Group are responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations.

On behalf of the City Manager, the Emergency Management Coordinator is responsible for coordinating the emergency management program, and the Emergency Operations Center.

Emergency response at an incident site will be managed by the on-scene Incident Commander (IC), assisted by a staff sufficient for the tasks to be performed, that have jurisdiction.

- On-scene incident management will fall under the jurisdiction of the local department best qualified to conduct and control operations.
- The department's senior representative at the scene should become the on-scene IC and will be responsible for overall response operations, usually fire or law enforcement officers.

Control

During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment should carry out mission assignments directed by the Incident Commander.

Each department and agency is responsible for the operations of the individual departments during any emergency or disaster. Each department has developed its own lines of authority, direction and control.

During emergency situations, certain agencies may relocate their center of control to the City's EOC. During large scale emergencies, the EOC may become the seat of government during the duration of the crisis. However, in some situations it may be appropriate for some agencies to operate from an alternate site other than the EOC or their primary location.

The Snohomish City Council may declare a "Proclamation of Emergency" to expedite access to resources needed to cope with the incident.

Coordination

Department/agency heads and other officials legally administering from their office may perform their emergency functions(s) on their own initiative if, in their judgment, the safety or welfare of citizens of the county are threatened. The City of Snohomish Emergency Management Coordinator should be notified as rapidly as possible.

Emergency response at an incident site will be managed by the on-scene Incident Commander, assisted by a staff sufficient for the tasks to be performed, that have jurisdiction.

The Incident Commander is generally responsible for managing the incident and generally should:

- Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.

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- Warning the population in the area of the incident and providing emergency instructions to them.
- Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
- Implementing traffic control arrangements in and around the incident scene.
- Requesting additional resources from the City of Snohomish EOC (if activated).

The City of Snohomish EOC is generally responsible for:

- Assembling accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
- Working with representatives of emergency services to determine and prioritize required response actions and coordinate implementation.
- Recommending the closure of schools and businesses, cancellation of public events and the suspension or curtailment of government services if appropriate.
- Issuing instructions and providing emergency information to the public.
- Organizing and implementing a large-scale evacuation.
- Organizing and implementing shelter and mass care arrangements for evacuees.
- Coordinating traffic control for large-scale evacuations.
- Requesting assistance from the County and other external sources.
- Providing resource support for emergency operations.

V. INFORMATION COLLECTION, ANALYSIS, & DISSEMINATION

Purpose

The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster. This collation of information should result in creating a Common Operating Picture (COP) of the emergent situation from which appropriate responses can be formulated.

General

Information sharing may be by phone, radio, television, internet, social networking, or even runner. In an emergency situation, the City of Snohomish will collect and disseminate information by whatever method is available.

Agency operation centers, Snohomish-EOC and the Snohomish County-DEM EOC all need updated information to assess whether the needs of field operatives is being met. Without this information they are unable to assist, reinforce or resupply the needs of the Incident Commanders (ICs). Conversely, ICs and other field personnel need to know when they can expect further support.

Information collection and sharing will normally be accomplished by the Situation Report (SITREP). The SITREP is the standard format established by the Washington State Emergency Management Division and used by the SC-DEM EOC. Situation Reports may be submitted multiple times during an operational period, but at a minimum of once a day.

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Other quick, short-term formats may be used when appropriate to keep the SC-DEM EOC informed of rapidly changing circumstances. The Incident Snapshot Report (ISNAP) is often used for immediate messaging while the SITREP is in progress.

The City of Snohomish EOC is the eyes and ears of the SC-DEM EOC. Developing situational awareness obtained through Windshield Damage Assessments and other means conveyed to the SC-DEM EOC in a timely manner is the best means to help the county deliver meaningful levels of prioritized support to where it is needed most by the Snohomish_EOC.

Priority Information Requirements

Immediate hazards to Life Safety such as the presence of hazardous materials, building, bridge or road damage, fires, dangerous individuals, live electricity, etc.

Immediate hazards to property and/or the environment

Victim/Casualty information such as:

- Numbers of injured/killed
- Types of injuries
- Location

For Information Collection, refer to the Information Collection Matrix within the Snohomish County CEMP, Chapter V.

VI. COMMUNICATIONS

Communications

Communications utilized during emergency and disaster operations will include all systems now in use by all response agencies and emergency support units, provided they are available. Agency two-way radio communications will be the primary means of communication used to direct, control and coordinate emergency operations. Telephones and amateur radio systems will be used to support communications, when necessary and available.

Detailed information is located in Emergency Support Function 2.

VII. ADMINISTRATION, FINANCE, & LOGISTICS

Administration

Each department through their individual SOPs has determined the basic structure of their department's operations. Departments will attempt to maintain administrative and operational continuity as much as possible.

All organizations with disaster responsibilities should establish and maintain files of disaster related directives and forms. These files include, but are not limited to:

- Situation Reports
- Proclamations of Emergency

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- Requests for Assistance
- Offers of Assistance
- Damage Assessment Reports
- After Action Review (AAR) Comments

During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.

Executive heads of local political subdivisions may command the service and equipment of citizens under the provisions and limitations of RCW 38.52.110 (2).

Emergency workers utilized as outlined in Chapter 38.52 RCW shall be granted liability insurance coverage provided they meet all legal provisions as stated in Chapter 118-04 WAC.

Finance

Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures. The following statutes cover the financing of emergency response and recovery actions:

- Cities with populations under 300,000: RCW 35.33.081 and 35.33.101
- Municipal governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390.

Records shall be kept so disaster related expenditures and obligations of the cities, and towns can be readily identified from regular or general programs and activities.

It is the policy of City of Snohomish that each city department will assign personnel to be responsible for documentation of disaster activities and costs. The Finance Director or designee shall develop effective administrative methods to keep detailed records distinguishing disaster operational activities and expenditures from routine activities and expenditures.

Complete disaster-related expenditures will be used to assist with the development of the Supplemental Justification and the Preliminary Damage Assessments for requests for federal assistance requests.

Disaster-related expenditures and obligations of the cities, and towns may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities and infrastructure after a Major Disaster declaration by the President or under the statutory authority of certain federal agencies.

Audits of municipal disaster-related emergency expenditures will be conducted in the course of normal audits of state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. The federal government conducts these audits.

Logistics

Each municipal department shall keep a current inventory of all resources:

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- Resources may include but are not limited to heavy equipment, moving vans, milk trucks (for water), cold storage, construction supplies, veterinary resources, etc.
- This inventory shall be provided to Snohomish County DEM upon request and updated as necessary.

It is the policy of City of Snohomish that all departments prepare and maintain an updated list of its personnel, facilities and equipment resources as part of their Standard Operating Procedures. Any or all of these resources may be called upon during disaster and emergency operations.

The executive heads of local political subdivisions “are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies” of their political subdivision and “all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the state upon request notwithstanding any other provision of law.” (RCW 38.52.110 (1))

VIII. PLAN DEVELOPMENT & MAINTENANCE

Responsibility for overall development and maintenance of this CEMP Annex is the responsibility of the City of Snohomish Emergency Management Coordinator.

Maintenance of this document includes annual review and updating of the plan and associated annexes every four years in collaboration with SC-DEM planners.

Revisions may result from a variety of causes such as:

- New procedures, policies or technologies
- Lessons learned from an actual event or exercise(s)
- Feedback during training or case study review
- To accommodate new organizations or organizational structures

All revisions are submitted to SC-DEM for review.

IX. AUTHORITIES & REFERENCES

Authorities

Snohomish Municipal Code 2.86 Emergency Management
Revised Code of Washington 38.52 Emergency Management

References

- Snohomish County Comprehensive Emergency Management Plan (SC-CEMP)
- Snohomish County Hazard Mitigation Plan and the City of Snohomish Annex to the Plan
- Snohomish County Department of Public Works, Solid Waste Division, Disaster Debris Management Plan



DRAFT

Are You Prepared for a Major Emergency?

*The City of Snohomish will be participating in the
Cascadia Earthquake Drill on June 8, 2016*

BE PREPARED: During a major emergency, such as an earthquake, all Snohomish residence and businesses should have some basic supplies on hand in order to survive for **at least three days**. Please see that attached Basic Emergency Supply Kit list from the Federal Emergency Management Agency (FEMA). Go out this week, and get your household, vehicles and business prepared!

CASCADIA EARTHQUAKE DRILL: The Cascadia Subduction Zone (CSZ) earthquake and tsunami is one of the most complex disaster scenarios that emergency management and public safety officials face in the Pacific Northwest.

Scientific evidence indicates that a magnitude 8.0-9.0 earthquake occurs along the 800-mile long CSZ fault on average once every 200 to 500 years. The last major earthquake and tsunami along the fault occurred over 300 years ago in 1700. Recent subduction zone earthquakes around the world underscore the catastrophic impacts we will face when the next CSZ earthquake and tsunami occurs in our region.

Conducting successful life-saving and life-sustaining response operations in the aftermath of a Cascadia Subduction Zone disaster will hinge on the effective *coordination* and *integration* of governments at all levels – cities, counties, state agencies, federal officials, the military, tribal nations – as well as non-government organizations and the private sector. One of the primary goals of Cascadia Rising is to train and test this whole community approach to complex disaster operations together as a joint team. The culminating event will be a four-day functional exercise to occur **June 7-10, 2016**.

FOR FURTHER INFORMATION:

Steve Schuller, City of Snohomish, Deputy City Manager/Public Works Director at 360-282-3194 or schuller@snohomishwa.gov

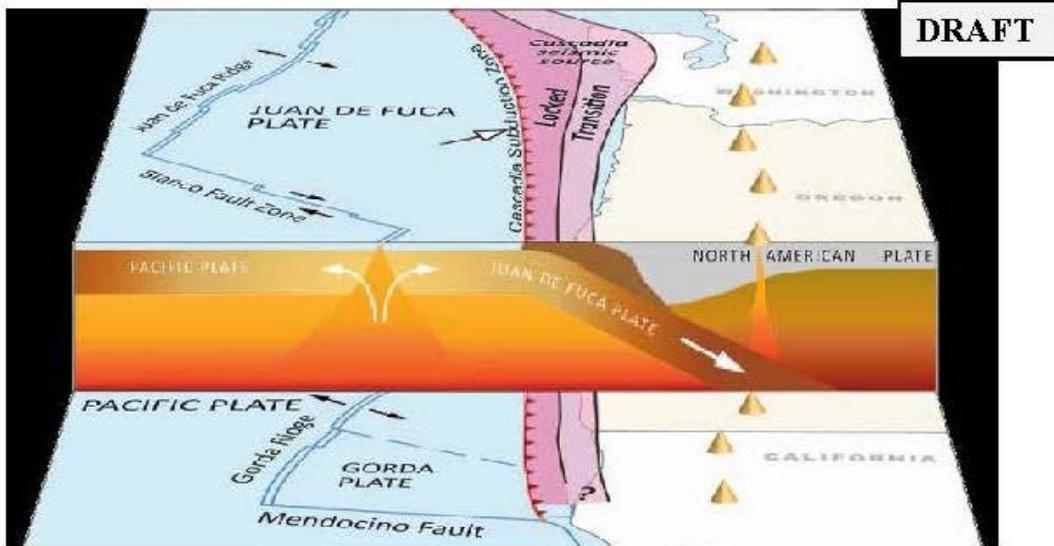
Eric Fournier, Snohomish Police Department, Administration Sergeant at ###-#### or #####@#####

Mike Gatterman, Deputy Chief, Snohomish Fire District No. 4, at ###-#### or #####@#####

Continued on next page

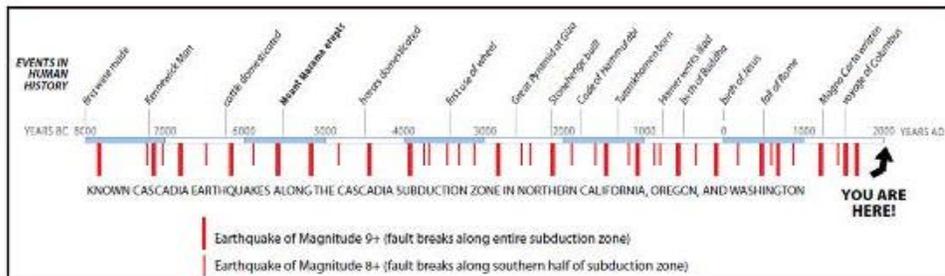
DISCUSSION ITEM 7a

Cascadia Subduction Zone (CSZ) Earthquake Fault Diagram



Cascadia Subduction Zone: Event Frequency

Major CSZ earthquake every 200-500 years. Last great quake in 1700 A.D.



Approximate 50-year probabilities:

- M9.0: 14%
- M8.0-8.5: >25-40%

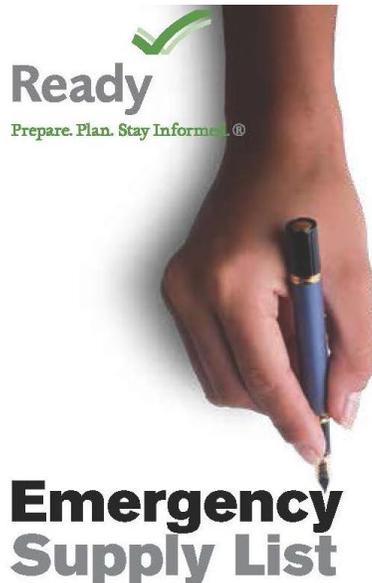
116 UNION AVENUE
SNOHOMISH, WASHINGTON 98290
TEL (360) 568-3115 FAX (360) 568-1375

ATTACHMENT D



Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children



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Recommended Items to Include in a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation**
- Food, at least a three-day supply of non-perishable food**
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both**
- Flashlight and extra batteries**
- First aid kit**
- Whistle to signal for help**
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place**
- Moist towelettes, garbage bags and plastic ties for personal sanitation**
- Wrench or pliers to turn off utilities**
- Can opener for food (if kit contains canned food)**
- Local maps**

Through its *Ready Campaign*, the Federal Emergency Management Agency educates and empowers Americans to take some simple steps to prepare for and respond to potential emergencies, including natural disasters and terrorist attacks. *Ready* asks individuals to do three key things: get an emergency supply kit, make a family emergency plan, and be informed about the different types of emergencies that could occur and their appropriate responses.

All Americans should have some basic supplies on hand in order to survive for at least three days if an emergency occurs. Following is a listing of some basic items that every emergency supply kit should include. However, it is important that individuals review this list and consider where they live and the unique needs of their family in order to create an emergency supply kit that will meet these needs. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.



DISCUSSION ITEM 7b

Date: April 5, 2016
To: City Council
From: Sharon Pettit, Building/Fire Official
Subject: **2015 Edition of the Snohomish County Hazard Mitigation Plan and City of Snohomish Jurisdictional Annex – Draft Resolution 1343**

This agenda item provides for the City Council's discussion of the City of Snohomish Jurisdictional Annex to the 2015 Snohomish County Hazard Mitigation Plan. In order for the City to be eligible for hazard mitigation grant funding under the federal Disaster Mitigation Act of 2000 (Public Law 106-390) and 44 CFR Part 201, the City must have an approved and adopted Hazard Mitigation Plan (Plan). Draft Resolution 1343 is the proposed vehicle proposed for this adoption by Council.

The 2015 Snohomish County Hazard Mitigation Plan is comprised of two volumes encompassing over seven hundred pages. Volume 1 includes all the required elements of 44 CFR Section 201.6 that apply to the entire planning area. This includes the description of the planning process, public involvement strategy, goals and objectives, countywide hazard risk assessment, countywide mitigation initiatives, and a plan maintenance strategy. Volume 2 includes all jurisdictions and tribal-specific elements ("annexes") and appendices required by 44 CFR Section 201.6, including Annex E, Internal Planning Process Documentation, which is referenced in draft Resolution 1343. The City of Snohomish Annex is located in Volume 2. Volume 2 also includes a description of the participation requirements for planning partners. These requirements are established by FEMA under 44 CFR. Volume 2 also includes instructions and templates for the partners to use to complete their respective annexes. The City's Annex together with portions of the County's Hazard Mitigation Plan constitutes the City's Hazard Mitigation Plan.

Since 2005, the City of Snohomish has partnered with Snohomish County on the development of the Snohomish County Hazard Mitigation Plan and City of Snohomish Annex. The last Snohomish City Council adoption of updates to the Plan occurred in 2010. Pursuant to 44 CFR, the Plan must be updated every five years.

Resolution 1314, passed by the City Council on April 1, 2014, authorized Snohomish County to prepare the 2015 Hazard Mitigation Plan on the City's behalf. Resolution 1314 also specified that Snohomish County provide opportunities for public involvement and provide the final draft plan for consideration by the City Council.

For the 2015 update, Snohomish County obtained a Federal Emergency Management Agency (FEMA) Hazard Mitigation Planning Grant which allowed the Plan to be developed at no cost to the planning partners, including the City of Snohomish. City staff participated in the planning updates and prepared the City of Snohomish Annex based on natural hazard information provided by Snohomish County and the City's understanding of local circumstances.

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On December 11, 2015, the City of Snohomish was notified that FEMA had completed pre-adoption review of the 2015 Snohomish County Hazard Mitigation Plan and City of Snohomish Annex. According to 44 CFR Part 201, local adoption is necessary for FEMA to consider the Plan “approved”. Resolution 1343 would adopt the relevant portions of the County’s Hazard Mitigation Plan including the City’s Annex.

Snohomish County sought public input through open-house meetings held on October 16, 2014, in Monroe; on October 23, 2014, in Everett; and on November 6, 2014 in Arlington. After the draft plan was assembled, Snohomish County provided a comment period to receive public input, held from April 28, 2015, through May 11, 2015. Public notice was provided through press releases, social media, and the Snohomish County Department of Emergency Management website. Links to the City’s website were provided. No comments were received specific to the City’s draft Annex.

UPDATED PLAN ELEMENTS:

County Plan.

Due to the comprehensive update of the plan in 2010, no major changes were made to the County plan’s format and function in the 2015 update. The plan has been enhanced using recently updated data and technology, especially in the risk assessment portion of this update. A summary of changes from the 2010 Plan may be found in the Plan Changes Crosswalk, provided as Attachment C.

City Annex. The following updates are incorporated in the proposed City Annex.

- Revised population and city area figures (*Section 17.2, Jurisdiction Profile*).
- Documentation of properties subject to repetitive loss (*Section 17.3 Jurisdiction Specific Natural Hazard Event History*). These include the Pilchuck Park play equipment, for which the City received \$32,500 in 2009 to relocate the equipment; and the Riverfront Trail, for which previous mitigation proposals have been denied by FEMA due to the absence of references to waterfront slopes in the current adopted Plan. These slopes are addressed in Table 17-7, as noted below.
- Information on federally-declared disasters since 2010 for which the City received assistance (*Table 17-1, Natural Hazard Events*).
- Substitution of a numerical ranking (1-3) for the prior more strictly qualitative ranking (high, medium, low, none) for impacts to people, property, and City operations (*Table 17-2, Hazard Risk Ranking*). The numerical rankings are used to derive a total Risk Rating Score. A risk description is also provided, as now required by FEMA.
- Information on applicable regulatory changes that have occurred since 2010 (*Table 17-3, Legal and Regulatory Capability*).
- More detailed information on the Agency/Department/Position of staff resources, as now required by FEMA (*Table 17-4, Administrative and Technical Capability*).
- Added Storm Ready Community designation per Snohomish County’s partnership with the National Weather Service (*Table 17-6 Community Classification*). This designation provides the City with National Weather Service bulletins.

DISCUSSION ITEM 7b

- “Waterfront slopes” listed for mitigation project funding eligibility (*Table 17-7, Hazard Mitigation Action Plan Matrix*).
- Climate Change as a hazard type, together with initiatives to address mitigation of the hazard (*Table 17-9 Analysis of Mitigation Initiatives*).
- Updated hazard maps based on best available science and new data.

Staff proposes to include Resolution 1343 to adopt the 2015 Snohomish County Hazard Mitigation Plan and on April 19, 2016, City Council agenda for action.

STRATEGIC PLAN REFERENCE: The proposed Hazard Mitigation Plan does not specifically further any of the Initiatives. Overall, the City of Snohomish Hazard Mitigation Plan supports the initiatives of the Strategic Plan as applicable.

RECOMMENDATION: That the City Council **DISCUSS** the City of Snohomish Jurisdictional Annex to the 2015 Snohomish County Hazard Mitigation Plan and **DIRECT** staff on additional information to facilitate future deliberation on Resolution 1343.

ATTACHMENTS:

- A. Resolution 1343
- B. City of Snohomish Annex
- C. Table 2-1 Plan Changes Crosswalk

REFERENCE DOCUMENTS: 2010 and 2015 Snohomish County Hazard Mitigation Plan (Snohomish County website at <http://www.snohomishcountywa.gov/2429/Hazard-Mitigation-Plan>)

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ATTACHMENT A

**CITY OF SNOHOMISH
Snohomish, Washington**

DRAFT RESOLUTION 1343

A RESOLUTION OF THE CITY OF SNOHOMISH, WASHINGTON, ADOPTING PORTIONS OF THE UPDATED 2015 EDITION OF THE SNOHOMISH COUNTY HAZARD MITIGATION PLAN AND CITY OF SNOHOMISH JURISDICTIONAL ANNEX

WHEREAS, all of Snohomish County has exposure to natural hazards that increase the risk to life, property, environment, and the County's economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS, a coalition of Snohomish County, Cities and Special Purpose Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the county; and

WHEREAS, the 2010 edition of the Snohomish County Hazard Mitigation Plan has been updated, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating, and revising this strategy; and

WHEREAS, the coalition has completed a planning process that reviewed and/or revised the risk assessment, goals and objectives, action plan, and reengaged the public; and

WHEREAS, FEMA has completed pre-adoption review of the revised Snohomish County Hazard Mitigation Plan pursuant to 44 CFR Part 201, and City Council adoption must occur for the City of Snohomish to have a FEMA approved Hazard Mitigation Plan; and

WHEREAS, it has been found that the proposed Plan is consistent with the City of Snohomish Comprehensive Plan, and other State, Federal, and local regulations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON AS FOLLOWS:

A. The Snohomish City Council hereby Adopts the Following Measures:

DISCUSSION ITEM 7b

1. Resolution 1261 adopting the 2010 edition of the Snohomish County Hazard Mitigation Plan is hereby REPEALED for the reason that it is replaced by this Resolution and the 2015 Plan referenced in paragraph 2 below.
2. The City of Snohomish hereby adopts the 2015 edition of the Snohomish County Hazard Mitigation Plan (SC HMP) Volume 1 in its entirety and adopts the following portions of Volume 2: Part 1; the City of Snohomish jurisdictional annex in Part 2; and all Volume 2 appendices and Appendix E. A copy of said documents shall be available for review and inspection at the Office of the City Clerk.
3. The City of Snohomish will use the adopted portions of the SC HMP to guide pre- and post-disaster mitigation of the hazards identified.
4. The City of Snohomish will coordinate the strategies identified in the SC HMP with other planning programs and mechanisms under its jurisdictional authority.
5. The City of Snohomish will continue its support of the Planning Coalition and continue to participate in the Coalition Partnership as described by the SC HMP.
6. The City of Snohomish will help to promote and support the mitigation successes of all SC HMP Planning Partners.

B. It is the purpose of this Resolution to provide for the health, welfare and safety of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this Resolution. No provision or term used in this Resolution is intended to impose any duty whatsoever upon the City or any of its officers, agents or employees for whom the implementation or enforcement of this Resolution shall be discretionary and not mandatory.

C. Nothing contained in this Resolution is intended to be, nor shall be construed to create or form the basis for, any liability on the part of the City or its officers, agents and employees for any injury or damage resulting from the failure to comply with the provisions of this Resolution or be a reason or a consequence of any inspection, notice or order, in connection with the implementation or enforcement of this Resolution, or by reason of any action of the City related in any manner to enforcement of this Resolution by its officers, agents or employees.

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ADOPTED by the City Council and **APPROVED** by the Mayor this 19th day of April 2016.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
Pat Adams, City Clerk

By _____
Grant K. Weed, City Attorney

17 CITY OF SNOHOMISH ANNEX

17.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact

Sharon Pettit, Building/Fire Official
116 Union Avenue
Snohomish, WA 98290
Telephone: 360-282-3158
e-mail Address: pettit@snohomishwa.gov

Alternate Point of Contact

Andrew Sics, Project Engineer
116 Union Avenue
Snohomish, WA 98290
Telephone: 360-282-3174
e-mail Address: sics@snohomishwa.gov

17.2 JURISDICTION PROFILE

The following is a summary of key information about the jurisdiction and its history:

- **Date of Incorporation**—1890
- **Current Population**—9,272 as of June 1, 2014
- **Population Growth**—Based on the Snohomish County Tomorrow 2002 Growth Monitoring Report, Snohomish experienced a 1.9 percent average annual increase in population. Revised projections pursuant Snohomish County Tomorrow and the 2015 City Comprehensive Plan Update estimate Snohomish’s population will increase to 14,494 including the UGA by 2035.
- **Location and Description**—The City of Snohomish is located in the western portion of Snohomish County, just east of Everett. The City of Snohomish encompasses 3.6 square miles, 3.44 square miles of land area and 0.16 square miles of water. The Pilchuck and Snohomish rivers border the City’s eastern and southern boundaries. State Highways 2 borders the City’s northern and eastern boundaries, and State Highway 9 crosses over and borders the western boundary. Most of the access points into the City, including State Highways 2 and 9, are dependent on bridges and/or overpasses. The City and the immediate area is primarily suburban and rural residential with supporting retail, light industrial, and commercial enterprises.
- **Brief History**—Prior to incorporation in 1890, Snohomish was founded in roughly 1858 and was the county seat until roughly 1897. Farming and timber production dominated land use activities in the early years and, as logging subsided, dairy and truck farming claimed the valley floors and sustained the early town’s economic base. The regional flooding in the winter of 1921 illustrated the problems created by the city’s location in the floodplains, and flood control measures were funded in the 1950s. In 1975, the worst flood in Snohomish history occurred; over 300 homes were damaged and several thousand head of cattle and other livestock died. Although flood events continue to be problematic given the City’s location to the Snohomish and Pilchuck rivers, Snohomish has continued to grow and reinvigorate their business districts and preserve historic

charm. Although infill lots have been almost completely built-out, annexations have brought increased residential development and commercial development along the Bickford Corridor.

- **Climate**—Generally the City has a moderate year-round climate, with average temperatures ranging from about 75°F in July to about 33°F in January; annual precipitation in the City is around 35 inches.
- **Governing Body Format**—The City has a council–manager form of government, with seven elected council members, one of whom serves as mayor. The City Manager oversees day-to-day operation, which includes administrative services, planning and development, engineering services, police, and public works.
- **Development Trends**—Primary development trend has been single and multifamily residential development, although commercial land is available for development. The City continues to receive annexation petitions within the UGA. The North Planning area is still under study. The City of Snohomish is compliant with the Washington State Growth Management Act (GMA). The City is currently in the update cycle for the Comprehensive Plan pursuant RCW 36.70A. Future growth and development will be managed as identified in this plan.

17.3 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Table 17-1 lists all past occurrences of natural hazards within the jurisdiction. Repetitive loss records are as follows:

- Number of FEMA Identified Repetitive Flood Loss Properties: 2
- Number of Repetitive Flood Loss Properties that have been mitigated: 1, Pilchuck Park play equipment relocated.

17.4 HAZARD RISK RANKING

Table 17-2 presents the ranking of the hazards of concern.

17.5 CAPABILITY ASSESSMENT

The assessment of the jurisdiction’s legal and regulatory capabilities is presented in Table 17-3. The assessment of the jurisdiction’s administrative and technical capabilities is presented in Table 17-4. The assessment of the jurisdiction’s fiscal capabilities is presented in Table 17-5. Classifications under various community mitigation programs are presented in Table 17-6.

17.6 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED INITIATIVES

Table 17-7 lists the initiatives that make up the jurisdiction’s hazard mitigation plan. Table 17-8 identifies the priority for each initiative. Table 17-9 summarizes the mitigation initiatives by hazard of concern and the six mitigation types.

17.7 STATUS OF PREVIOUS PLAN INITIATIVES

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Table 17-10 summarizes the initiatives that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

17.8 INTERNAL PLANNING PROCESS

The internal planning process is described in Appendix E of this document.

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TABLE 17-1. NATURAL HAZARD EVENTS			
Type of Event	FEMA Disaster # (if applicable)	Date	Preliminary Damage Assessment
Severe Storm	4056-DR	1/2012	\$25,388
Flood	1825-DR	12/2008	\$17,888
Flood	1817-DR	1/2009	\$705,816
Flood	N/A	11/2008	\$67,500
Flood	1734-DR	12/2007	\$13,504
Flood	1671-DR	11/2006	\$107,274
Flood	1682-DR	12/2006	\$11,220
Severe Storm	N/A	3/2004	No Estimates Available
Earthquake	1361-DR	3/2001	\$240,800
Severe Storm	1162-DR	12/1997	No Estimates Available
Flood	1100-DR	1/1996	\$19,000
Landslide	1079-DR	12/1995	No Estimates Available
Flood	N/A	12/1975	No Estimates Available

<p align="center">TABLE 17-2. HAZARD RISK RANKING</p>			
Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Description of Risk (Describe the community impacts)
1	Earthquake	54	Snohomish has a significant number of unreinforced masonry buildings in commercial and residential areas. Soils subject to liquefaction have been identified in our historic downtown area, combined with the unreinforced masonry buildings, increases risk. Impacts to critical water and sewer infrastructure may result in loss of service.
1	Flood	54	The Snohomish and Pilchuck Rivers border the City, and are the locations of flood plains. There are flooding impacts to the City's critical water and sewer infrastructure due to location within the flood plain.
1	Severe Storm	54	Severe storms can impact streets, water and sewer infrastructure, and cause flooding, blocked storm drains, and power outages throughout the City.
2	Climate Change	48	Any increase in high winds, excessive heat and rainfall will impact the City's critical water and sewer infrastructure, streets (due to flooding), and increase blockage of storm drains and power outages.
3	Landslide	22	The steep slopes within the City and river banks are prone to, and have a history of, landslides/sloughing.
4	Dam Failure	6	The City is located within an identified inundation area of Culmback Dam.
4	Tsunami	6	City will not be impacted by a tsunami directly. However, it could become a "receiving" City for displaced persons or other jurisdictions.
4	Volcano/Lahar	6	Falling ash could impact air quality and the City's water supply.
4	Wildland Fire	6	Wildland fire could impact the residences near the north and eastern edges of the City. Concerns include public health (from smoke), public safety, transportation and water supply.
N/A	Avalanche	0	

TABLE 17-3. LEGAL AND REGULATORY CAPABILITY					
	Local Authority	State or Federal Prohibitions	Other Jurisdictional Authority	State Mandated	Comments
Codes, Ordinances & Requirements					
Building Code	Y	N	N	Y	SMC 19.04, Ord 2259, Dec 2013
Zoning	Y	N	N	Y	Title 14 SMC, significant update Ord 2082, May 2005. Amendments occur annually.
Subdivisions	Y	N	N	N	14.215 SMC, Ord 2240 Dec 2014
Stormwater Management	Y	N	N	Y	2005 Ecology Manual, Ord 2173 Aug 2010
Post Disaster Recovery	*	N	N	N	*2015 CEMP Update Cycle
Real Estate Disclosure	N	N	N	N	
Growth Management	Y	N	N	Y	RCW 36.70A
Site Plan Review	Y	N	N	N	14.65 SMC, Ord 2111, 2006
Special Purpose (flood management, critical areas)	Y	N	Y	Y	14.255 – 14.280 SMC
Planning Documents					
General or Comprehensive Plan	Y	N	N	Y	2015 Update Cycle, RCW 36.70A
Floodplain or Basin Plan	Y	N	Y		FIRM Maps
Stormwater Plan	Y	N	N		15.16 SMC
Capital Improvement Plan	Y	N	N	N	Updated every year
Habitat Conservation Plan	Y	N	N	N	14.280 SMC, Critical Areas, Wetlands, Clean Water Act
Economic Development Plan	Y	N	Y	N	Comprehensive Plan
Emergency Response Plan	Y	N	N	Y	CEMP, 2015 update cycle to incorporate into County CEMP as Annex
Shoreline Management Plan	Y	N	Y	Y	
Post Disaster Recovery Plan	*	N	N	N	*2015 CEMP Update Cycle, adopted by resolution and 2.86 SMC

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Other
Other

TABLE 17-4. ADMINISTRATIVE AND TECHNICAL CAPABILITY		
Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Y	PDS/CITY/2 Planners PW/CITY/4 Civil Engineers
Engineers or professionals trained in building or infrastructure construction practices	Y	PDS/CITY/1 Building/Fire Official PW/CITY/4 Civil Engineers, 1 Inspector
Planners or engineers with an understanding of natural hazards	Y	PDS/CITY/2 Planners, 1 Building Official PW/CITY/4 Civil Engineers, 1 Inspector
Staff with training in benefit/cost analysis	Y	PDS/CITY/1 Building Official PW/CITY/1 Civil Engineer
Floodplain manager	Y	PDS/CITY/1 Planning Director
Surveyors	Y	Contract Availability
Personnel skilled or trained in GIS applications	Y	PDS/CITY/1 Planner PW/CITY/2 Civil Engineer
Scientist familiar with natural hazards in local area	Y	Contract Availability
Emergency manager	Y	ADM/CITY/1 City Manager PD/CITY/1 Police Chief FD/DISTRICT/1 Fire Chief
Grant writers	Y	PDS/CITY/1 Building Official PW/CITY/1 Civil Engineer

TABLE 17-5. FISCAL CAPABILITY	
Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	Y
Capital Improvements Project Funding	Y
Authority to Levy Taxes for Specific Purposes	Y
User Fees for Water, Sewer, Gas, or Electric Service	Y
Incur Debt through General Obligation Bonds	Y
Incur Debt through Special Tax Bonds	Y
Incur Debt through Private Activity Bonds	Y
Withhold Public Expenditures in Hazard-Prone Areas	N
State Sponsored Grant Programs	Y
Development Impact Fees for Homebuyers or Developers	Y
Other	Y

TABLE 17-6. COMMUNITY CLASSIFICATIONS			
	Participating?	Classification	Date Classified
Community Rating System	NO	N/A	N/A
Building Code Effectiveness Grading Schedule	YES	3/3	5/2010
Public Protection	YES	5	5/2010
Storm Ready	YES	N/A	10/2013
Firewise	NO	N/A	N/A
Tsunami Ready	NO	N/A	N/A

TABLE 17-7. HAZARD MITIGATION ACTION PLAN MATRIX							
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Department & Position	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
Initiative S-1—Seismic and/or Flood proofing Retrofit of Critical Facilities							
Existing	Earthquake, Flood	2,3,5,7,8,9	Building & Engineering	High	CIP, HMGP	Long term	Yes
Initiative S-2—Retrofit, Flood proof, or Replace Identified Vulnerable Infrastructure.							
Existing	Earthquake Flood	2,3,5,6,7,8,9	Engineering	High	CIP, HMGP	Long term	Yes
Initiative S-3—Stabilize Slopes along Waterfront and Critical Slopes to Reduce Risk to Structures, Life and Infrastructure from Erosion.							
New & Existing	Flood, Landslide, Earthquake	ALL	Planning & Engineering	Medium	CIP, HMGP	Short term	Yes
Initiative S-4—Construct Water Line Intertie for Redundancy to Reduce Risk to Existing Utility Systems.							
New & Existing	Earthquake	2,3,5,7,8,9	Engineering	Medium	City Utility Rate Reserve, HMGP	Long term	Yes
Initiative S-5—Implement Local Improvement Districts in Vulnerable Areas.							

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New & Existing	Flood	2,3,5,7,8,9	Engineering	Low	GF, CIP, HMGP	Short term	Yes
Initiative S-6—Develop Public Information Programs to Promote Mitigation and Preparedness.							
New & Existing	All Hazards	1,2,3,4,5,6,7,8,9	City Department of Emergency Management (CEM)	Low	GF, HMGP	Short term	Yes
Initiative S-7—Promote Structural and Non-Structural Retrofitting of Private Property.							
Existing	Earthquake	1,2,3,4,5,6,7,8,9	Building	Medium	GF, HMGP	Short term	Yes
Initiative S-8—Develop Map of Critical Routes Through the City.							
New & Existing	All Hazards	2,3,5,6,7,8,9	Engineering	Low	GF, HMGP	Short term	Yes
Initiative S-9—Partner with WSDOT for Seismic Retrofit of SR-2 and SR-9 Bridges.							
Existing	Earthquake	2,3,5,6,7,8,9	Engineering	Medium	GF, HMGP	Short term	Yes
Initiative S10—Support County-wide initiatives identified in Chapter 21 of Volume 1.							
New & Existing	All Hazards	All	CDEM	Low	GF	Short term, ongoing	Yes
Initiative S11—Continue to maintain compliance and good standing under the National Flood Insurance Program.							
New & Existing	Flooding	All	Planning	Low	GF	Short term, ongoing	Yes
Initiative S12—Consider participation in the Community Rating System (CRS).							
New & Existing	Flooding	All	Administration & Planning	Low	GF	Short term, ongoing	Yes
Initiative S13—Where appropriate, support retrofitting, purchase or relocation of structures located in hazard-prone areas to protect structures from future damage, with repetitive loss and severe repetitive loss properties as priority when applicable.							
Existing	All Hazards	All	Administration	High	HMGP with local match provided by property owner contribution	Long term, depends on funding	Yes

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Initiative S14—Continue to support the implementation, monitoring, maintenance, and updating of this Plan, as defined in Chapter 7 of Volume 1.							
New & Existing	All Hazards	All	CDEM	Low	GF, HMGP	Short term, ongoing	Yes
Initiative S15—Integrate, where appropriate, risk assessment information from the Snohomish County Hazard Mitigation Plan into other planning mechanisms available to the City such as; the Capital Improvements Program, the Comprehensive Planning process, and Shoreline Master planning.							
New & Existing	All Hazards	All	Planning & Engineering	Low	GF, HMGP	Short term, ongoing	Yes

**TABLE 17-8.
MITIGATION STRATEGY PRIORITY SCHEDULE**

Initiative #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Priority ^a
S-1	6	High	High	Yes	Yes	No	High
S-2	7	High	High	Yes	Yes	No	High
S-3	9	Medium	Medium	Yes	Yes	No	High
S-4	6	Medium	Medium	Yes	Yes	No	High
S-5	6	Low	Low	Yes	No	Yes	Low
S-6	9	Low	Low	Yes	Yes	Yes	Low
S-7	9	Medium	Medium	Yes	Yes	No	Medium
S-8	7	Medium	Low	Yes	Yes	No	Medium
S-9	7	Medium	Low	Yes	Yes	No	Medium
S-10	9	Medium	Low	Yes	No	Yes	High
S-11	9	Medium	Low	Yes	No	Yes	High
S-12	9	Medium	Low	Yes	No	Yes	High
S-13	9	High	High	Yes	Yes	No	Medium
S-14	9	Medium	Low	Yes	Yes	Yes	High
S-15	9	High	Low	Yes	No	Yes	High

a. Explanation of priorities

- High Priority: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short-term project) once funded.
- Medium Priority: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
- Low Priority: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and timeline for completion is long term (5 to 10 years).

TABLE 17-9. ANALYSIS OF MITIGATION INITIATIVES						
Hazard Type	Initiative Addressing Hazard, by Mitigation Type					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Avalanche						
Climate Change	S-5, S-10, S-11, S-12, S-14, S15	S-10, S-11 S-12, S-13	S-6, S-10, S-11, S-12, S-14	S-3, S-5, S-10, S-11, S-12	S-8, S-10, S-11, S-12	S-3, S-10 S-11, S-12
Dam Failure	S-10, S-14, S-15	S-10, S-13	S-6, S-10, S-14	S-10	S-8, S-10	S-10
Earthquake	S-1, S-2, S-10, S-9, S-14, S-15	S-1, S-2, S-7, S-10, S-13	S-6, S-7, S-10, S-14	S-1, S-2, S-3, S-10	S-1, S-2, S-8, S-10	S-1, S-2, S-3, S-4, S-10
Flood	S-1, S-2, S-5, S-10, S-11, S-12, S-14, S15	S-1, S-2, S-10, S-11 S-12, S-13	S-6, S-10, S-11, S-12, S-14	S-1, S-2, S-3, S-5, S-10, S-11, S-12	S-8, S-10, S-11, S-12	S-1, S-2, S-3, S-10 S-11, S-12
Landslide	S-10, S-14, S-15	S-10, S-13	S-6, S-10, S-14	S-3, S-10	S-8, S-10	S-3, S-10
Severe Weather	S-10, S-14, S-15	S-10, S-13	S-6, S-10, S-14	S-10	S-8, S-10	S-10
Tsunami	S-10, S-14, S-15	S-10, S-13	S-6, S-10, S-14	S-10	S-8, S-10	S-10
Volcano/Lahar	S-10, S-14, S-15	S-10, S-13	S-6, S-10, S-14	S-10	S-8, S-10	S-10
Wildfire	S-10, S-14, S-15	S-10, S-13	S-6, S-10, S-14	S-10	S-8, S-10	S-10

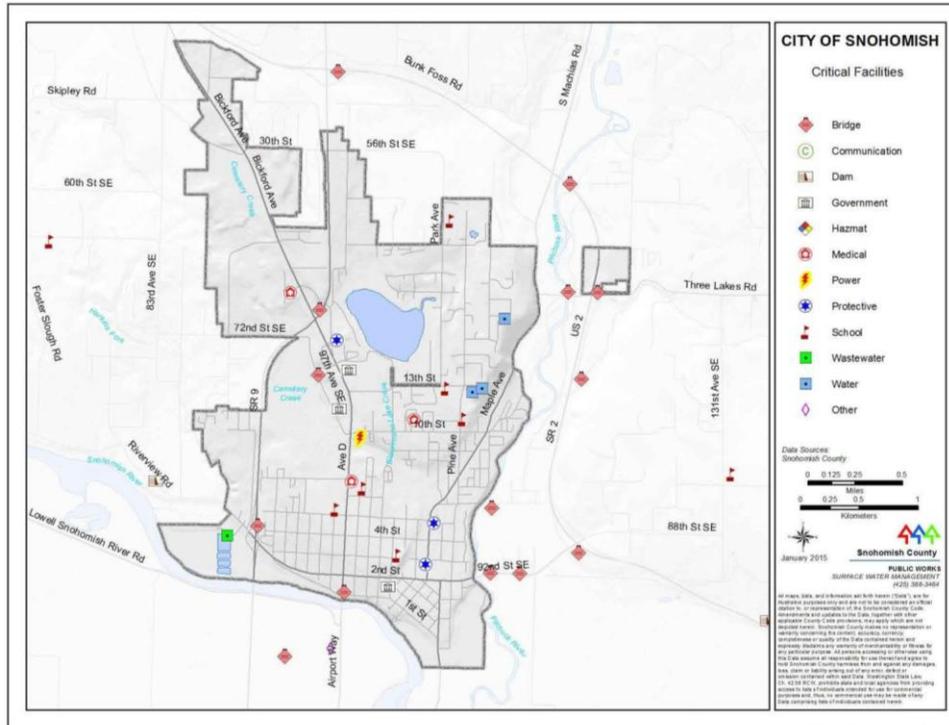
<p align="center">TABLE 17-9. ANALYSIS OF MITIGATION INITIATIVES</p>						
<p align="center">Initiative Addressing Hazard, by Mitigation Type</p>						
Hazard Type	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
<p>Notes:</p> <ol style="list-style-type: none"> 1. Prevention: Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations. 2. Property Protection: Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass. 3. Public Education and Awareness: Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education. 4. Natural Resource Protection: Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation. 5. Emergency Services: Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities. 6. Structural Projects: Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms. 						

TABLE 17-10. PREVIOUS ACTION PLAN IMPLEMENTATION STATUS				
Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
S-1		X		In 2012 the City completed the first seismic upgrade of a Critical Facility, the Carnegie Building, via a FEMA HMGP Grant. As there are additional Critical Facilities that need seismic retrofit, this Action is being carried over.
S-2		X		In 2012 the City completed the first retrofit and flood proofing of critical lift stations via a FEMA HMGP Grant. As there are other vulnerable infrastructure in need of seismic or flood proofing retrofits, this Action is being carried over.
S-3		X		No action completed on this initiative during this performance period. Action has been carried over to updated plan.
S-4		X		No action completed on this initiative during this performance period. Action has been carried over to updated plan.
S-5		X		No action completed on this initiative during this performance period. Action has been carried over to updated plan.
S-6		X		Action in progress by providing public information on website and promoting links to County DEM and FEMA. This will be an ongoing action.
S-7		X		Action in progress by providing public information on website and promoting links to County DEM and FEMA. This will be an ongoing action.
S-8		X		Action in progress and should be completed by the end of 2016.
S-9		X		Support of seismic retrofitting bridges will be an ongoing action.
S-10		X		Action in progress and will be ongoing.
S-11		X		This will be an ongoing Action regardless of update cycle.
S-12		X		Action in progress and under evaluation. This will be an ongoing Action item if the City participates.
S-13		X		This will be an ongoing Action item and supported through cooperative efforts with Snohomish County.
S-14		X		This will be an ongoing Action item with no completion date.

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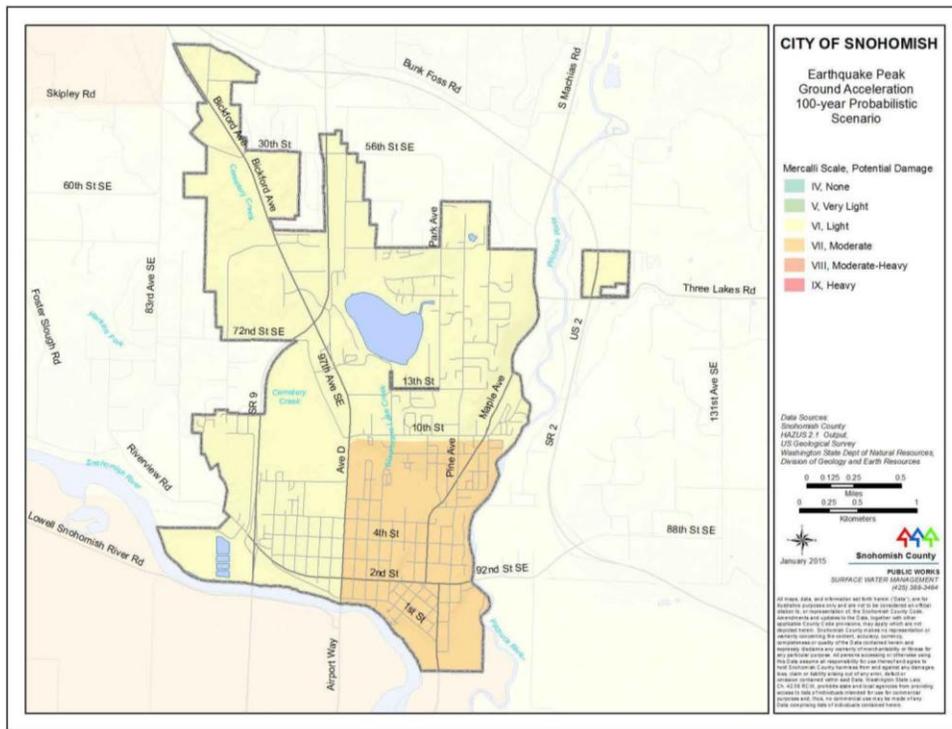
City of Snohomish Annex

S-15		X		This will be an ongoing Action item as plans are updated, devised or implemented.
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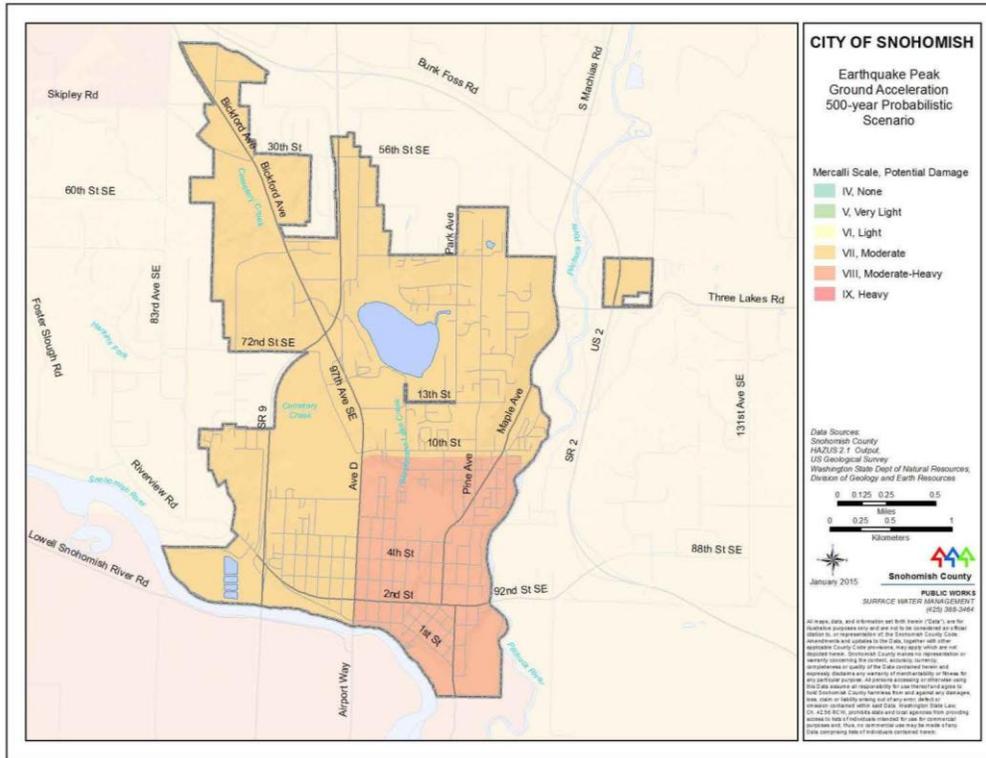
Map 17-1. City of Snohomish Critical Facilities

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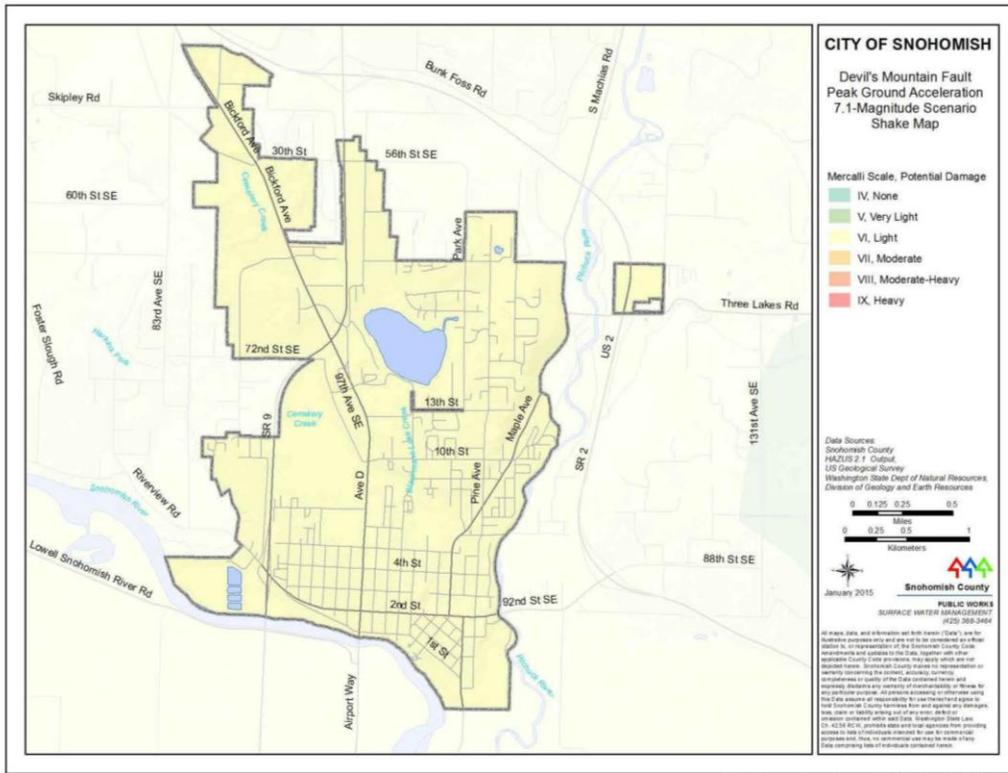


Map 17-2. City of Snohomish 100-year Probabilistic Earthquake Scenario

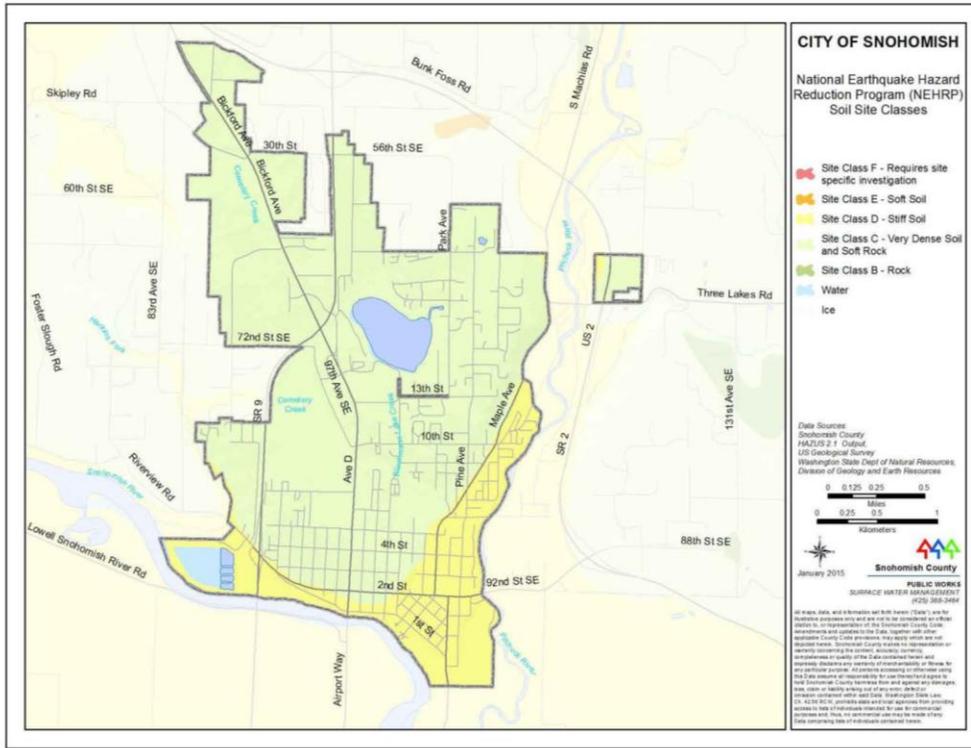
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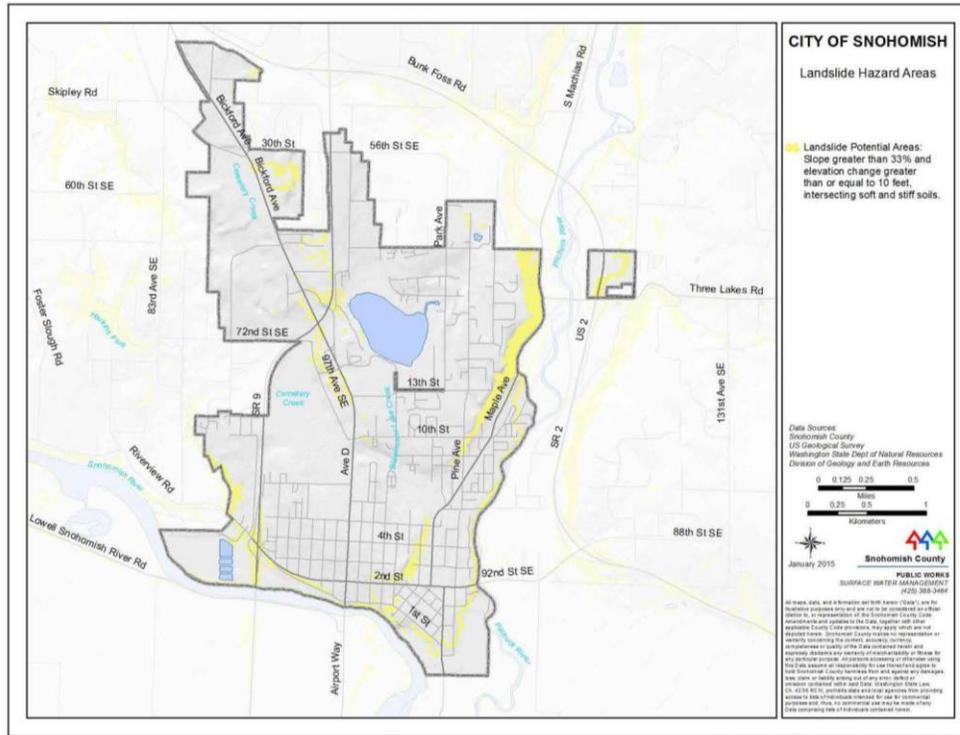
Map 17-3. City of Snohomish 500-year Probabilistic Earthquake Scenario



Map 17-4. City of Snohomish Devil's Mountain Fault 7.1 Magnitude Earthquake Scenario



Map 17-6. City of Snohomish National Earthquake Hazard Reduction Program Soil Classes



Map 17-10. City of Snohomish Landslide Hazard Areas

ATTACHMENT C

<p align="center">TABLE 2-1. PLAN CHANGES CROSSWALK</p>		
44CFR Requirement	2010 Plan	2015 Plan Update
<p>Multi-Jurisdictional Plan Adoption §201.6(c)(5): For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.</p>	<p>All resolutions from adopting jurisdictions were included in Appendix D of Volume 1.</p>	<p>All resolutions from adopting jurisdictions are included in Appendix D of Volume 1.</p>
<p>Multi-Jurisdictional Planning Participation §201.6(a)(3): Multi-jurisdictional plans (e.g., watershed plans) may be accepted, as appropriate, as long as each jurisdiction has participated in the process. . . Statewide plans will not be accepted as multi-jurisdictional plans.</p>	<p>Chapter 1 of Volume 2 explains the participation requirements of each planning partner. Chapter 3 of Volume 1 describes the opportunities.</p>	<p>Chapter 1 of Volume 2 specifies participation requirements. Chapter 3 of Volume 1 describes the participation opportunities.</p>
<p>§201.6(b): In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include: (1) an opportunity for the public to comment on the plan during the drafting stage and prior to plan approval; (2) an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia, and other private and non-profit interests, to be involved in the planning process; and (3) review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.</p>	<p>Volume 1, Chapters 3, 4, and 5 describe the planning process the initial plan went through, including description of the planning process, organizing resources, and public involvement.</p>	<p>Volume 1, Chapters 3, 4, and 5 describe the planning process this updated plan went through, including description of the planning process, organizing resources, and public involvement.</p>

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<p align="center">TABLE 2-1. (CONTINUED) PLAN CHANGES CROSSWALK</p>		
44CFR Requirement	2010 Plan	2015 Plan Update
<p>§201.6(c)(2): The plan shall include a risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Local risk assessments must provide sufficient information to enable the jurisdiction to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards.</p>	<p>Part 2 of Volume 1 presents a comprehensive risk assessment for the planning area that looks at nine hazards of concern: avalanche, dam failure, earthquake, flood, landslide, severe weather, tsunami, volcano, and wildland fire. All data from initial plan was updated with best available data. HAZUS-MH was used for dam failure, earthquake, flood, and tsunami.</p>	<p>Part 2 of Volume 1 presents a comprehensive risk assessment for the planning area that looks at ten hazards of concern: climate change, avalanche, dam /levee failure, earthquake, flood, landslide, severe weather, volcano, and wildland fire. All data from 2010 plan was updated with best available data. HAZUS-MH was used for dam failure, earthquake, flood, and tsunami. Appendix B presents preliminary risk assessment information for hazardous materials and pipelines. Because of limitation in modeling capability during this update, the tsunami hazard information was moved to the secondary impacts subsection of the earthquake risk assessment.</p>
<p>§201.6(c)(2)(i): [The risk assessment shall include a description of the] location and extent of all natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events.</p>	<p>Chapters 10–18 present a comprehensive risk assessment of each hazard of concern. Each chapter is broken down into the following components:</p> <ul style="list-style-type: none"> • hazard profile, including maps of extent and location, historical occurrences, frequency, severity, and warning time • secondary hazards • climate change impacts • exposure of people, property, critical facilities and environment • vulnerability of people, property, critical facilities and environment • future trends in development • scenarios • issues 	<p>Chapters 11–19 present a comprehensive risk assessment of each hazard of concern. Each chapter is broken down into the following components:</p> <ul style="list-style-type: none"> • hazard profile, including maps of extent and location, historical occurrences, frequency, severity, and warning time • secondary hazards • climate change impacts • exposure of people, property, critical facilities and environment • vulnerability of people, property, critical facilities and environment • future trends in development • scenarios • issues

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TABLE 2-1. (CONTINUED) PLAN CHANGES CROSSWALK		
44CFR Requirement	2010 Plan	2015 Plan Update
§201.6(c)(2)(ii): [The risk assessment shall include a description of the jurisdiction's vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description shall include an overall summary of each hazard and its impact on the community.]	Vulnerability was assessed for all hazards of concern. The HAZUS-MH computer model was used for the dam failure, earthquake, flood, and tsunami hazards. These were Level 2 analyses using planning partner and county data. "User defined" analysis techniques were applied to the flood and dam failure hazards. Additionally, site-specific data on County-identified critical facilities was entered into the HAZUS model. HAZUS-MH outputs were generated for other hazards by applying an estimated damage function to affected assets. The asset inventory was extracted from the HAZUS-MH model. Best available data was used for all analyses.	Vulnerability was assessed for all hazards of concern, with the exception of levee failure. The HAZUS-MH computer model was used for the dam failure, earthquake, and flood hazards. These were Level 2 analyses using planning partner and county data. "User defined" analysis techniques were applied to the flood and dam failure hazards. Additionally, site-specific data on County-identified critical facilities was entered into the HAZUS model. Qualitative assessments were developed for other hazards. The asset inventory was based on County Assessor's "user defined facilities" data. Best available data was used for all analyses.
§201.6(c)(2)(ii): [The risk assessment] must also address National Flood Insurance Program insured structures that have been repetitively damaged by floods.	The repetitive loss section was updated to meet then-new DMA and CRS planning requirements. The update included a comprehensive analysis of repetitive loss areas that includes an inventory of the number and types of structures in the repetitive loss area. Repetitive loss areas were delineated, causes of repetitive flooding were cited, and these areas were reflected on maps.	The repetitive loss section meets DMA and CRS planning requirements. The update includes a comprehensive analysis of repetitive loss areas that includes an inventory of the number and types of structures in the repetitive loss area. Repetitive loss areas were delineated, causes of repetitive flooding were cited, and these areas were reflected on maps.
§201.6(c)(2)(ii)(A): The plan should describe vulnerability in terms of the types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard area.	A complete inventory of the numbers and types of buildings exposed was generated for each hazard of concern. The Steering Committee defined "critical facilities" as they pertained to the planning area, and these facilities were inventoried by exposure. Each hazard chapter provides a discussion on future development trends as they pertain to each hazard.	A complete inventory of the numbers and types of buildings exposed was generated for each hazard of concern. The Planning Committee defined "critical facilities" as they pertained to the planning area, and these facilities were inventoried by exposure. Each hazard chapter provides a discussion on future development trends as they pertain to each hazard.

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TABLE 2-1. (CONTINUED) PLAN CHANGES CROSSWALK		
44CFR Requirement	2010 Plan	2015 Plan Update
§201.6(c)(2)(ii)(B): [The plan should describe vulnerability in terms of an] estimate of the potential dollar losses to vulnerable structures identified in paragraph (c)(2)(i)(A) of this section and a description of the methodology used to prepare the estimate.	Loss estimations in terms of dollar loss were generated for all hazards of concern. These were generated by HAZUS-MH for the dam failure, earthquake, flood, and tsunami hazards. For the other hazards, loss estimates were generated by applying a regionally relevant damage function to the exposed inventory. In all cases, a damage function was applied to an asset inventory. The asset inventory was the same for all hazards and was generated in the HAZUS-MH model.	Loss estimations in terms of dollar loss were generated for all hazards of concern with the exception of avalanche, climate change, and levee failure hazards. The estimates were generated by HAZUS-MH for the dam failure, earthquake, and flood hazards. The asset inventory was the same for all hazards and based on County Assessor’s “user defined facilities” data.
§201.6(c)(2)(ii)(C): [The plan should describe vulnerability in terms of] providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.	Using data from the Snohomish County buildable lands analysis required by the Washington Growth Management Act, the plan includes discussion on future development trends for each identified hazard of concern.	Using data from the Snohomish County buildable lands analysis required by the Washington Growth Management Act, the plan includes discussion on future development trends for each identified hazard of concern.
Multi-Jurisdictional Risk Assessment Requirement §201.6(c)(2)(iii): For multi-jurisdictional plans, the risk assessment must assess each jurisdiction’s risks where they vary from the risks facing the entire planning area.	Using the risk ranking methodology developed for the initial plan, each jurisdiction ranked its risk, using the new updated data from the updated risk assessment.	Using the same risk ranking methodology used in the 2010 plan, each jurisdiction ranked its risk, using the new updated data from the updated risk assessment.

DISCUSSION ITEM 7b

TABLE 2-1. (CONTINUED) PLAN CHANGES CROSSWALK		
44CFR Requirement	2010 Plan	2015 Plan Update
<p>§201.6(c)(3): The plan shall include a mitigation strategy that provides the jurisdiction’s blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools.</p>	<p>The update includes both countywide initiatives and jurisdiction specific initiatives. A crosswalk to action identified in the initial plan has been provided in the plan update to identify the status of actions identified in the initial plan.</p>	<p>The update includes both countywide initiatives and jurisdiction specific initiatives. A crosswalk to action identified in the initial plan has been provided in the plan update to identify the status of actions identified in the 2010 plan.</p>
<p>§201.6(c)(3)(i): [The hazard mitigation strategy shall include a] description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.</p>	<p>The Steering Committee retained the original guiding principal, five goals and 14 objectives for the plan.</p>	<p>The Planning Committee determined that the original guiding principal and goals and are still relevant for the updated plan. The objectives were updated and are found in Chapter 5.</p>
<p>§201.6(c)(3)(ii): [The mitigation strategy shall include a] section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.</p>	<p>An enhanced mitigation catalog was used by the partners during the update process. The catalog supported each planning partner as it did during the initial plan development process. The mitigation catalog was included in the body of the plan of the update, and not as an appendix, as it was in the initial plan.</p> <p>An analysis of mitigation initiatives matrix was added to each jurisdictional annex to identify which of six mitigation categories each initiative meets. This helps to illustrate the comprehensive range of actions identified.</p>	<p>A mitigation strategy list was used by the partners during the update process. The list supported each planning partner as the mitigation catalog did during the 2010 plan development process. The mitigation list was included in the body of the plan of the update, and not as an appendix. The mitigation catalog from the 2010 Plan was included as an appendix in this update.</p> <p>An analysis of mitigation initiatives matrix was added to each jurisdictional annex to identify which of mitigation categories each initiative meets. This helps to illustrate the comprehensive range of actions identified.</p>

DISCUSSION ITEM 7b

<p align="center">TABLE 2-1. (CONTINUED) PLAN CHANGES CROSSWALK</p>		
44CFR Requirement	2010 Plan	2015 Plan Update
<p>§201.6(c)(3)(ii): [The mitigation strategy] must also address the jurisdiction’s participation in the National Flood Insurance Program, and continued compliance with the program’s requirements, as appropriate.</p>	<p>All municipal planning partners that participate in the National Flood Insurance Program (NFIP) identified an action stating their commitment to maintain compliance and good standing under the NFIP. Additionally, communities that participate in the Community Rating System (CRS) identified actions to maintain or enhance their standing under the CRS program.</p>	<p>All municipal planning partners that participate in the National Flood Insurance Program (NFIP) have identified an action stating their commitment to maintain compliance and good standing under the NFIP. Additionally, communities that participate in the Community Rating System (CRS) have identified actions to maintain or enhance their standing under the CRS program.</p>
<p>§201.6(c)(3)(iii): [The mitigation strategy section shall include] an action plan describing how the actions identified in section (c)(3)(ii) will be prioritized, implemented, and administered by the local jurisdiction. Prioritization shall include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.</p>	<p>Each recommended initiative is prioritized using an anecdotal methodology that looked at the objectives the project will meet, the timeline for completion, how the project will be funded, the impact of the project, the benefits of the project, and the costs of the project. This prioritization scheme is detailed in Chapter 1 of Volume 2 of the plan.</p>	<p>The same prioritization scheme was carried over to the updated plan. This scheme is described in Chapter 1 of Volume 2 of the updated plan.</p>
<p>§201.6(c)(3)(iv): For multi-jurisdictional plans, there must be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.</p>	<p>Chapter 21 of Volume 1 includes a countywide initiative for all participating jurisdictions to provide documentation of adoption to FEMA with a formal request for approval. This will be coordinated by Snohomish County Department of Emergency Management.</p>	<p>Chapter 22 of Volume 1 includes a countywide initiative for all participating jurisdictions to provide documentation of adoption to FEMA with a formal request for approval. This will be coordinated by Snohomish County Department of Emergency Management.</p>

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TABLE 2-1. (CONTINUED) PLAN CHANGES CROSSWALK		
44CFR Requirement	2010 Plan	2015 Plan Update
§201.6(c)(4)(i): [The plan maintenance process shall include a] section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.	Chapter 7 of Volume 1 details a plan maintenance strategy that includes maintaining a steering committee, annual progress reporting, a five-year update protocol, a strategy for continuing public involvement, and methods for incorporation into other planning mechanisms.	Chapter 7 of Volume 1 details a plan maintenance strategy that includes maintaining a planning committee, annual progress reporting, a five-year update protocol, a strategy for continuing public involvement, and methods for incorporation into other planning mechanisms.
§201.6(c)(4)(ii): [The plan shall include a] process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.	Chapter 7 details recommendations for incorporating the plan into other planning components such as <ul style="list-style-type: none"> • critical areas regulations • shorelines master programs • growth management plans • capital improvement plans • Water Resource Inventory Area planning • basin planning. 	Chapter 7 details recommendations for incorporating the plan into other planning components such as: <ul style="list-style-type: none"> • critical areas regulations • shorelines master programs • growth management plans • capital improvement plans • Water Resource Inventory Area planning • basin planning.
§201.6(c)(4)(iii): [The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process.	Chapter 7 details a strategy for continuing public involvement such as <ul style="list-style-type: none"> • website • libraries • publication of annual progress report 	Chapter 7 details a strategy for continuing public involvement such as <ul style="list-style-type: none"> • website • libraries • publication of annual progress report

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Date: April 5, 2016
To: City Council
From: Jennifer Olson, Finance Director
Subject: **2015 Financial Report as of December 31, 2015**

The purpose of this agenda item is for the Council's review and acceptance of the 2015 Financial Report as of December 31, 2015 (See Attachment).

Background: The 2015 Budget was adopted by the City Council on November 18, 2014 in Ordinance 2280. Two budget amendments adopted on May 19, 2015 in Ordinance 2289 and November 3, 2015 in Ordinance 2294 revised revenues, expenditures and the budgeted impact on fund balance. On a quarterly basis, staff presents a financial report to inform the City Council of actual versus budgeted revenues, expenditures and fund balances. The fourth quarter marks the end of the 2015 fiscal year. Staff is currently preparing the final year-end financial statements that will be audited by the Washington State Auditor's office. At the time of this report writing, the audit fieldwork has not been scheduled.

Analysis:

General Fund revenues received in 2015 exceeded the overall target. Sales tax revenue, which is the largest portion of General Fund revenue sources, is the primary reason for the positive financial performance in 2015. Sales tax revenues exceeded the budget target by over \$304,000; while this is good news for the General Fund, staff continues to remain cautious about future increases in this revenues source as the economy, while maintaining, is not expected to shift upward and sales tax revenues have reached pre-recessionary amounts. The CPI, for December 2015, decreased -0.1% on a seasonally adjusted basis. The last twelve months saw an increase of +0.7% before seasonal adjustments. This is an increase from the +.2% for the twelve months ending December 2015.

Utility tax receipts were below the targeted levels by -\$103,000 primarily due to gas and telephone utility tax receipts being under 80% of the revenue target. Gambling tax slightly exceeded the 2015 budget. Business licenses and building permit revenues exceeded revenue targets by over \$115,000. Building activities has increased with new construction permits along with plumbing, mechanical and other permits exceeding revenue targets.

After the 2015 cost allocation plan true-up, the General Fund was reimbursed an additional \$169,000 over the budgeted \$1.3 million. This is due to municipal and street capital projects utilizing in-house engineering and administrative staff time. Intergovernmental or shared revenues, which include criminal justice and liquor profits, came in at target for 2015. Other revenues include charges for development plan check fees and other development related fees plus miscellaneous revenues for penalties, fines, facility rentals, interest income, sales of fixed assets and a variety of other sources which are often hard to predict during the budget setting

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process. For 2015, miscellaneous revenues exceed the budget target by approximately \$100,000, primarily due to plan check fees related to building activities. Transfers-in to the General Fund for 2015 include \$40,000 from the REET Fund (117).

Overall for 2015, General Fund revenues exceeded the budget target at 107.1% of the amended 2015 Budget.

General Fund expenditures for 2015 came in under budget when viewed overall and in line with financial policy. However, four General Fund departments slightly exceeded the cost center budget.

- City Council department exceeded the budget due to unforeseen legal expenditures for public records requests and an increase in need for legal counsel on current issues.
- Human Resources department exceeded the budget due to an increase in premiums for general liability and property insurance.
- Law Enforcement department budget was exceeded due to a timing issue for payment of services to the County. The City of Snohomish is on a cash basis of reporting and on occasion receives an untimely vendor invoice.
- Non-Departmental cost center included unforeseen additional costs for water at the Aquatic Center.

Additional factors contributing to the 2015 General Fund expenditures coming in under budget include personnel and benefit line items where positions were vacant for the year.

Overall for 2015, General Fund expenditures were on budget target at 98.6% of the amended 2015 Budget.

The General Fund – Ending Fund Balance is \$1.601 million as of December 31, 2015 and significantly exceeded the estimated year-end fund balance target. This fund balance reserve level is more than 20.9% of 2015 expenditures, less cost allocations and transfers-out. General Fund reserves are designated as unassigned; however, these sources are used to provide cash flow to pay expenditures when due while the City waits to receive shared revenues and taxes. The unassigned fund balance is also a security against unforeseen changes in needs, e.g., natural disasters or loss of shared revenues.

Street Fund, a special revenue fund that collects motor vehicle fuel tax revenues and receives a transfer-in from the General Fund. Revenue sources came in as expected overall for 2015 after a mid-year budget amendment was approved for increasing the transfer from the General Fund to the Street Fund. However, street maintenance expenditures came in under budget primarily due to a reduction in cost allocation charges, unneeded repairs and cross walk maintenance.

The Street Fund balance is \$105,409 as of December 31, 2015 or 15% of expenditures and is assigned to future daily operational streets maintenance costs.

Utility Enterprise Funds performed well in 2015 with rate billings exceeding budgeted revenue forecasts in all three utilities. Capital connection and facility charges were 110% of what was expected due to the new construction activities.

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Utility expenditures, as a whole, came in under budgeted expenditure targets mainly due to capital infrastructure projects being revised or not completed, as well as, operational efficiencies put in place that will reduce long-term operating costs. In November 2015, the City pre-paid two outstanding USDA water and sewer bonds. The Water Utility Enterprise Fund is now debt free and the Sewer Utility Enterprise Fund reduced its debt obligations by \$750,000.

Fund Balances for the Utility Enterprise Funds as of December 31, 2015 total over \$11.1 million dollars. Utility Fund reserves are a combination of unassigned, assigned, committed and restricted funds for daily operations, operating reserves, debt service reserves and future capital projects.

Internal Service Funds utilized for Fleet & Facilities and Information Services activities are funded with cost allocation sources. These funds work to cover the maintenance and operations of the City's fleet of vehicles and equipment, City facilities, information systems and technology improvement activities. Updated equipment replacement plans are in place and used to determine cost allocation fees that these internal service funds charge to all other operating funds.

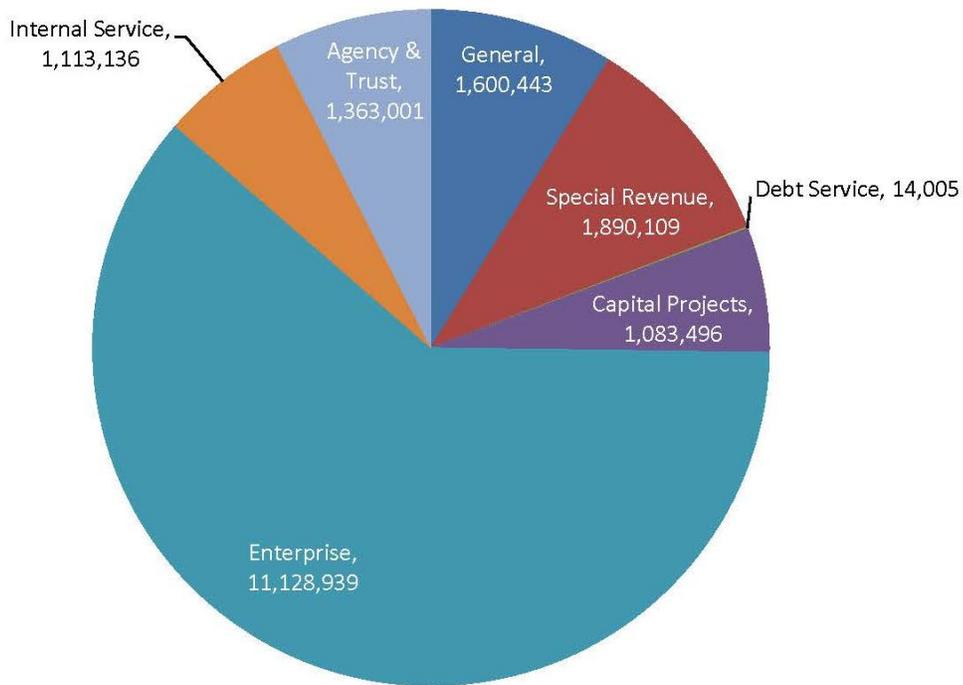
Ending Fund Balance for the Fleet & Facilities Fund is \$635,801 and Information Services is \$247,438. These funds are set aside for future maintenance and operations, reserves for facilities, vehicles, equipment and technology equipment replacement plans.

Non-Operating Funds budget-vs-actual revenues and expenditures, as of December 31, 2015, are listed in summary for each special revenue, debt, capital projects, other internal services and trust/agency funds. Fund balances for these types of funds are typically assigned, committed or restricted as the fund is established for a designated purpose.

Fund Balance Review

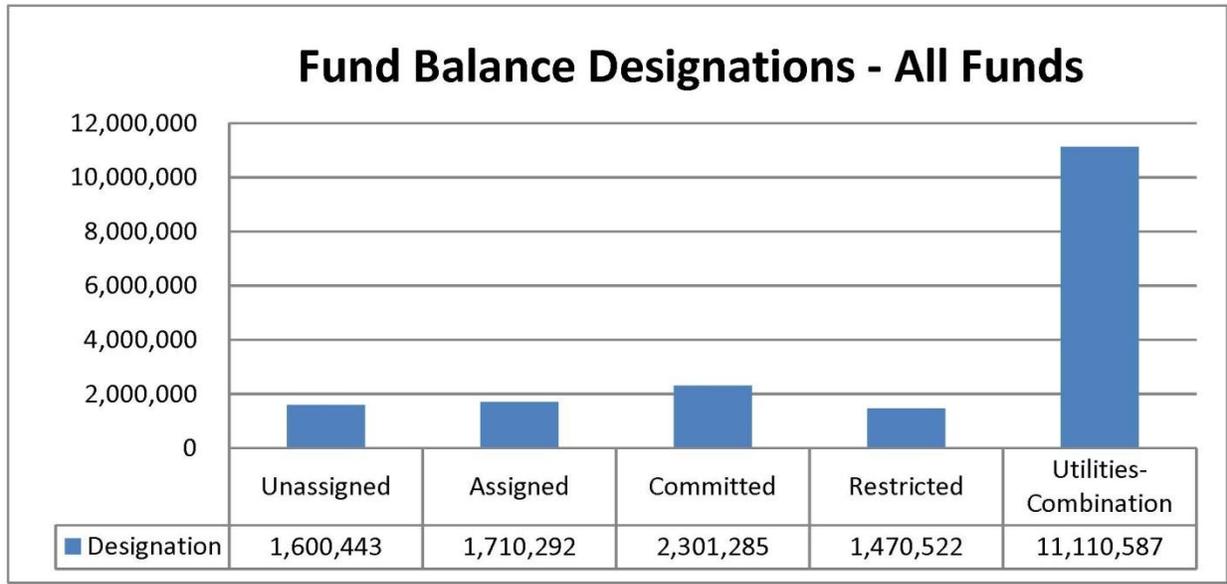
Total fund balances as of December 31, 2015 are \$18,193,129. Utility Enterprise fund reserves make up the largest portion of the overall City of Snohomish fund balance amount. Below is a summary of all fund balances by fund type. Because the City is on the cash basis method of financial reporting, fund balances include cash and cash equivalent balances divided among all funds.

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Overall 2015 year-end fund balances exceeded the 2015 forecasted ending fund balance target of \$11.2 million. Fund Balances are designated according to GASB Statement 54, a Fund Balance Reporting and Governmental Fund type definition guideline on how a City may reserve funds. The following chart summarizes all fund reserves. It is noted that the Utilities-Combination category includes only utility funds which are a combination of unassigned, assigned, committed and restricted designations:

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STRATEGIC PLAN REFERENCE: Not applicable

RECOMMENDATION: That the City Council REVIEW and ACCEPT the 2015 Financial Report as of December 31, 2015.

ATTACHMENT: Financial Report as of December 31, 2015

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**City of Snohomish
Budget Vs. Actual - Revenues & Expenditures
General Fund
As of December 31, 2015**

Description	2015 Amended Budget	Collected or Spent	% of Budget	2015 Remaining Balance
REVENUES				
Property Taxes	1,145,956	1,139,362	99.4%	6,594
Sales Tax	3,436,947	3,741,231	108.9%	(304,284)
Utility & Other Excise Tax	1,580,650	1,481,672	93.7%	98,978
License & Permits	278,825	398,738	143.0%	(119,913)
Intergovernmental/Shared Revenue	135,671	135,125	99.6%	546
CAP: Administrative Service (311)	1,300,673	1,469,331	113.0%	(168,658)
Fines and Fees	302,810	397,015	131.1%	(94,205)
Miscellaneous	26,902	33,012	122.7%	(6,110)
Transfer-In (from 117)	40,000	40,000	100.0%	(0)
Total Revenues	8,248,434	8,835,820	107.1%	(587,386)
EXPENDITURES				
City Council	141,092	145,979	103.5%	(4,887)
City Manager	286,277	230,541	80.5%	55,737
City Clerk	221,497	221,614	100.1%	(117)
Human Resources	369,942	381,493	103.1%	(11,551)
Economic Development	154,569	147,729	95.6%	6,841
Finance	574,325	566,290	98.6%	8,035
Law Enforcement	3,695,729	3,789,672	102.5%	(93,944)
Building Inspections	150,005	138,629	92.4%	11,376
Planning & Permitting	390,336	380,974	97.6%	9,362
Parks	726,513	652,245	89.8%	74,269
Engineering	996,778	924,694	92.8%	72,084
Non-Departmental & Transfers-Out	959,707	967,867	100.9%	(8,160)
Total Expenditures	8,666,771	8,547,727	98.6%	119,044
Budgeted Increase (Decrease) in Fund Balance	(418,337)			
YTD Increase (Decrease) in Fund Balance		288,093		
2015 Beginning Fund Balance	1,312,350			
Less Budgeted Increase (Decrease)	(418,337)			
2015 Budgeted Ending Fund Balance	894,013			
	YTD 2015 Ending Fund Balance	1,600,443		
Fund Balance Designation Breakdown	Unassigned	1,600,443		
	Assigned	0.00		
	Committed	0.00		
	Restricted	0.00		

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**City of Snohomish
Budget Vs. Actual - Revenues & Expenditures
Street Fund**

As of December 31, 2015

Description	2015 Amended Budget	Collected or Spent	% of Budget	2015 Remaining Balance
REVENUES				
Motor Vehicle Fuel Tax	190,746	195,337	102.4%	(4,591)
Miscellaneous Charges	4,125	3,314	80.3%	811
Transfer-In	725,000	725,000	100.0%	-
Total Revenues	919,871	923,651	100.4%	(3,780)
EXPENDITURES				
Street Maintenance	696,224	584,281	83.9%	111,943
Traffic/Ped Safety	290,790	259,151	89.1%	31,639
Street Administration	52,511	57,219	109.0%	(4,708)
Total Expenditures	1,039,525	900,651	86.6%	138,873.6
Budgeted Increase (Decrease) in Fund Balance	(119,654)			
<i>YTD Increase (Decrease) in Fund Balance</i>		<i>22,999</i>		
<i>2015 Beginning Fund Balance</i>	<i>82,410</i>			
<i>Less Budgeted Increase (Decrease)</i>	<i>(119,654)</i>			
<i>2015 Budgeted Ending Fund Balance</i>	<i>(37,244)</i>			
YTD 2015 Ending Fund Balance		105,410		
Fund Balance Designation Breakdown	Unassigned	<i>0.00</i>		
	Assigned	<i>105,410</i>		
	Committed	<i>0.00</i>		
	Restricted	<i>0.00</i>		

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**City of Snohomish
Budget Vs. Actual - Revenues & Expenditures
Water Fund**

As of December 31, 2015

Description	2015 Amended Budget	Collected or Spent	% of Budget	2015 Remaining Balance
REVENUES				
Water Billings	2,129,400	2,529,306	118.8%	(399,906)
Permits & Inspections	36,000	86,191	239.4%	(50,191)
Penalty, Interest & Charges	53,500	6,933	13.0%	46,567
Miscellaneous	5,500	7,354	133.7%	(1,854)
Connection Fees - Water	82,860	91,146	110.0%	(8,286)
Capital Facility Fees - Water	180,060	198,066	110.0%	(18,006)
Total Revenues	2,487,320	2,918,996	117.4%	(431,676)
EXPENDITURES				
Water Administration	58,913	48,211	81.8%	10,702
Water Distribution	1,794,234	1,536,533	85.6%	174,291
Water Treatment	378,995	292,717	77.2%	86,278
Capital Outlay	210,000	127,256	60.6%	82,744
Debt Service	544,500	468,205	86.0%	76,295
Transfer-Out	5,000	5,000	100.0%	-
Total Expenditures	2,991,642	2,477,923	82.8%	430,309
Budgeted Increase (Decrease) in Fund Balance	(504,322)			
YTD Increase (Decrease) in Fund Balance		441,074		
2015 Beginning Fund Balance	1,902,142			
Less Budgeted Increase (Decrease)	(504,322)			
2015 Budgeted Ending Fund Balance	1,397,820			
YTD 2015 Ending Fund Balance		2,343,215		
Fund Balance Designation Breakdown	Unassigned	558,036	<i>Operating Reserve</i>	
	Committed	1,785,180	<i>Capital Reserve</i>	

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**City of Snohomish
Budget Vs. Actual - Revenues & Expenditures
Sewer Fund**

As of December 31, 2015

Description	2015 Amended Budget	Collected or Spent	% of Budget	2015 Remaining Balance
REVENUES				
Sewer Billings	3,900,000	4,357,153	111.7%	(457,153)
Permits & Inspections	7,500	10,800	144.0%	(3,300)
Special Development Fee	439,264	488,992	111.3%	(49,728)
Interest Earnings	4,000	16,318	407.9%	(12,318)
Connection Fees	380,400	431,120	113.3%	(50,720)
Capital Facility Charge	178,500	202,300	113.3%	(23,800)
Transfer- In	20,000	20,000	100.0%	-
Total Revenues	4,929,664	5,526,682	112.1%	(597,018)
EXPENDITURES				
Sewer Administration	59,451	45,455	76.5%	13,771
Sewer Collection	1,039,743	900,151	86.6%	139,592
Sewer Treatment	971,598	896,194	92.2%	75,404
Debt Service	2,127,163	2,111,908	99.3%	15,254
Capital Outlay	1,760,000	981,487	55.8%	778,513
Total Expenditures	5,957,955	4,935,196	82.8%	1,022,534
Budgeted Increase (Decrease) in Fund Balance	(1,028,291)			
<i>YTD Increase (Decrease) in Fund Balance</i>		<i>591,487</i>		
2015 Beginning Fund Balance	6,141,214			
Less Budgeted Increase (Decrease)	(1,028,291)			
2015 Budgeted Ending Fund Balance	5,112,923			
YTD 2015 Ending Fund Balance		6,732,700		
Fund Balance Designation Breakdown	Unassigned	517,698	<i>Operating Reserve</i>	
	Committed	4,531,049	<i>Capital Reserve</i>	
	Restricted	1,683,954	<i>Debt Reserve</i>	

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**City of Snohomish
Budget Vs. Actual - Revenues & Expenditures
Storm Water Fund**

As of December 31, 2015

Description	2015 Amended Budget	Expend/Collect	% of Budget	2015 Remaining Balance
REVENUES				
Grant - Dept of Ecology	40,000	59,387	148.5%	(19,387)
Storm Billings	1,055,973	1,193,723	113.0%	(137,750)
Interest Earnings	900	1,940	215.6%	(1,040)
Total Revenues	1,096,873	1,255,050	114.4%	(158,177)
EXPENDITURES				
Storm Water Administration	99,041	87,016	87.9%	12,025
Storm Water Maintenance	718,836	645,111	89.7%	73,725
Capital Outlay	410,000	156,520	38.2%	253,480
Transfer-Out	5,000	5,000	100.0%	-
Total Expenditures	1,232,877	893,647	72.5%	339,230
Budgeted Increase (Decrease) in Fund Balance	(136,004)			
<i>YTD Increase (Decrease) in Fund Balance</i>		361,402		
2015 Beginning Fund Balance	1,673,269			
Less Budgeted Increase (Decrease)	(136,004)			
2015 Budgeted Ending Fund Balance	1,537,265			
YTD 2015 Ending Fund Balance		2,034,672		
Fund Balance Designation Breakdown	Unassigned	204,469	<i>Operating Reserve</i>	
	Committed	1,830,202	<i>Capital Reserve</i>	

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**City of Snohomish
Budget Vs. Actual - Revenues & Expenditures
Fleet & Facility Fund**

As of December 31, 2015

Description	2015 Amended Budget	Collected or Spent	% of Budget	2015 Remaining Balance
REVENUES				
Cost Allocation Charges	836,537	788,940	94.3%	47,597
Total Cost Allocation Charges	836,537	788,940	94.3%	47,597
EXPENDITURES				
Fleet & Facility Maintenance	903,567	787,215	87.1%	116,352
Total Expenditures	903,567	787,215	87.1%	116,352
Budgeted Increase (Decrease) in Fund Balance	(67,030)			
<i>YTD Increase (Decrease) in Fund Balance</i>		1,725		
<i>2015 Beginning Fund Balance</i>	<i>634,077</i>			
<i>Less Budgeted Increase (Decrease)</i>	<i>(67,030)</i>			
<i>2015 Budgeted Ending Fund Balance</i>	<i>567,046</i>			
YTD 2015 Ending Fund Balance		635,801		
Fund Balance Designation Breakdown	Unassigned	0.00		
	Committed	635,801		

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**City of Snohomish
Budget Vs. Actual - Revenues & Expenditures
Information Services Fund**

As of December 31, 2015

Description	2015 Amended Budget	Collected or Spent	% of Budget	2015 Remaining Balance
REVENUES				
Cost Allocation Charges	369,447	339,597	91.9%	29,851
Total Cost Allocation Charges	369,447	339,597	91.9%	29,851
EXPENDITURES				
Technology Services & System Maintenance	531,846	428,310	80.5%	103,536
Total Expenditures	531,846	428,310	80.5%	103,536
Budgeted Increase (Decrease) in Fund Balance	(162,399)			
<i>YTD Increase (Decrease) in Fund Balance</i>		<i>(88,714)</i>		
2015 Beginning Fund Balance	336,152			
Less Budgeted Increase (Decrease)	(162,399)			
2015 Budgeted Ending Fund Balance	173,753			
YTD 2015 Ending Fund Balance		247,438		
Fund Balance Designation Breakdown				
	Unassigned	0		
	Committed	247,438		

DISCUSSION ITEM 7c

City of Snohomish
 Budget vs. Actual - Revenues & Expenditures
 NON-OPERATING FUNDS SUMMARY
 As of December 31, 2015

	NON-OPERATING FUNDS	Revenues			Expenditures			Year-to-Date
		Budget	Actual	% Received	Budget	Actual	% Spent	Fund Balance
104	PARK IMPACT FEE	112,180	70,547	63%	-	-	0%	250,249
107	VISITOR PROMOTION	6,510	8,758	135%	11,200	10,264	92%	11,067
108	PBIA	23,015	22,267	97%	34,000	34,000	0%	34,799
113	POLICE SEIZURE	50	31,251	0%	40,000	-	0%	133,950
117	REAL ESTATE EXCISE TAX	288,300	566,240	196%	140,000	140,000	100%	942,452
125	TRAFFIC IMPACT FEE	38,494	35,953	93%	-	-	-	412,181
205	DEBT SERVICE	80,283	81,650	102%	80,733	80,658	100%	14,005
310	MUNICIPAL CAPITAL PROJECTS	90,000	50,907	57%	228,000	296,624	130%	123,853
311	STREET CAPITAL PROJECTS	445,000	990,600	223%	931,000	1,078,875	116%	959,643
403	SOLID WASTE	1,972,000	1,938,107	98%	1,921,997	1,945,640	101%	18,352
503	SELF INSURANCE	50,000	5,105	10%	50,000	12,763	26%	4,591
505	EQUIPMENT REPLACEMENT	118,686	126,880	107%	130,000	107,391	83%	225,306
602	MILLER LIBRARY TRUST	-	-	-	-	-	-	5,767
604	CARNEGIE RESTORATION	18,000	16,455	91%	3,000	2,596	87%	34,667
677	TRANSPORTATION BENEFIT DISTRICT	675,520	846,354	125%	608,390	160,000	26%	1,322,568

DISCUSSION ITEM 7c

**City of Snohomish
Fund Balances - Cash & Cash Equivalents
As of December 31, 2015**

Fund	Fund Name	Beginning Balance	Ending Balance	Fund Balance Designation
001	General	1,312,350	1,600,443	<i>Unassigned</i>
102	Streets	82,410	105,410	<i>Assigned</i>
104	Park Impact Fee	179,702	250,249	<i>Assigned</i>
107	Visitor Promotion	12,573	11,067	<i>Committed</i>
108	PBIA	46,532	34,799	<i>Committed</i>
113	Police Seizure	102,699	133,950	<i>Restricted</i>
117	Real Estate Excise Tax	516,212	942,452	<i>Assigned</i>
125	Traffic Impact Fee	376,228	412,181	<i>Assigned</i>
205	Debt Service	13,012	14,005	<i>Restricted</i>
310	Municipal Capital Projects	369,570	123,853	<i>Committed</i>
311	Street Capital Projects	1,047,918	959,643	<i>Committed</i>
401	Water Utility	1,902,142	2,343,215	<i>Combination</i>
402	Wastewater Utility	6,141,214	6,732,700	<i>Combination</i>
403	Solid Waste	25,885	18,352	<i>Committed</i>
404	Stormwater Utility	1,673,269	2,034,672	<i>Combination</i>
501	Fleet & Facilities	634,077	635,801	<i>Committed</i>
502	Information Services	336,152	247,438	<i>Committed</i>
503	Self-insurance	12,249	4,591	<i>Committed</i>
505	Equipment Replacement	205,817	225,306	<i>Committed</i>
602	Miller Library Trust	5,763	5,767	<i>Committed</i>
604	Carnegie Restoration	20,806	34,667	<i>Committed</i>
130	Transportation Bene District	636,213	1,322,568	<i>Restricted</i>
Total All Funds - Fund Balance		15,652,793	18,193,129	

Cash & Cash Equivalent Portfolio	
Petty Cash	570
Cash Accounts	7,193,314 40%
LGIP	9,508,820 52%
Investment Accounts	1,490,425 8%
Total Portfolio	18,193,129

DISCUSSION ITEM 7d

Date: April 5, 2016
To: City Council
From: Denise Johns, Project Manager
Subject: **Nomination of Members to the ad hoc Parks Naming Committee**

The purpose of this agenda item is for the City Council to make and approve nominations for and convene an ad hoc Parks Naming Committee.

Background: On January 19, 2016, City Council approved Resolution 1338 which established policies and procedures related to the naming of public parks, and parks and recreational facilities. City Council has the authority to accept or reject the names from those submitted by an ad hoc Naming Committee. The ad hoc Naming Committee will be asked to research and submit names for the following park properties and facilities:

1. 20 acre riverfront property west of Lincoln Avenue
2. 10 acre 2000 Ludwig Road
3. 10 acre Lake Avenue property (Harryman)
4. 1103 Maple Avenue
5. Hal Moe Pool Site (Including Tillicum Kiwanis, Snohomish Skate Park , Averill Field, and Snohomish Boys and Girls Club)

As set forth in the resolution, the Parks Naming Committee consists of the Park's Board Chairperson; City Councilmember or citizen; Park's Manager or staff; and the Public Works Director. Staff is recommending the following individuals for Council consideration:

Park's Board Chair – Lya Badgley
Park Manager – Mike Johnson
Public Works Director – Steve Schuller
City Councilmember or Citizen – As directed by City Council

Citizen Nomination Process: If Council prefers to nominate a citizen, staff will assist as follows:

- Post notice and application for 30 days, commencing March 17, 2016 in the City's newsletter, website, social media and newspapers. Applications would be due by April 20, 2016, see Attachment A.
- Present applications to Council for decision May 17, 2016.

STRATEGIC PLAN REFERENCE: Initiative #1: Establish a sustainable model for strengthening and expanding our parks, trails, and public spaces

RECOMENDATION: That the City Council **APPROVE** the nominations of Lya Badgley, Mike Johnson, Steve Schuller; **SELECT** a Councilmember or **DIRECT** staff to solicit Citizen applications for the Naming Committee.

DISCUSSION ITEM 7d

ATTACHMENT: Draft Citizen Notice and Application for City Parks Naming Committee

REFERENCE DOCUMENTS:

1. January 19, 2016 City Council Packet (Resolution 1338 Staff Report, pages 27 – 36)
2. January 19, 2016 City Council Meeting Minutes (pages 11 – 12 of the February 2, 2016 City Council Packet)

<http://snohomishwa.gov/AgendaCenter/ViewFile/Agenda/02022016-570>

City Park's ad hoc Naming Committee

The City is requesting interested Citizens to help with the naming of existing park properties and facilities

The City is requesting citizen participation in its ad hoc Parks Naming Committee. The Naming committee will be responsible for recommending names to City Council for the following properties:

1. 20 acre riverfront property west of Lincoln Avenue
2. 10 acre 2000 Ludwig Road
3. 10 acre Lake Avenue property (Harryman)
4. 1103 Maple Avenue
5. Hal Moe Pool Site (Including Tillicum Kiwanis, Snohomish Skate Park , Averill Field, and Snohomish Boys and Girls Club)

The committee's criteria and procedures for name selection will conform to Resolution 1338 (attached).

If you wish to apply for the ad hoc Parks Naming Committee, complete the application by clicking on this link: <http://snohomishwa.gov> Application deadline for this committee is **April 20, 2016**. Members must commit to meeting as needed and established by the committee at a local venue to be determined. Committee meetings will commence during the summer of 2016 and will meet every two weeks

Selection is based on application questions, interview, and a willingness to serve.

Citizen volunteers play a large role in our City government by participating in key committees. The City of Snohomish has advisory boards and committees appointed by the Mayor with City Council's consent. Each is unique in its size, meeting schedule, and specific function; however, the overall mission is the same: to make the City of Snohomish a community with a high quality of life and strong character supported by a vital economy and quality City services.

The Mayor and City Council appreciate your interest and your aspiration to serve the City of Snohomish.

Please call Denise Johns at 360-282-3195 if you have any questions.

DISCUSSION ITEM 7d



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

APPLICATION FOR AD HOC COMMITTEE

Please see Park Naming Policy Resolution 1338 (Attached)

1. Name: _____
2. Address: _____
3. Phone: Home: _____ Cell: _____
Work: _____ e-mail: _____
4. City Resident? Yes _____ No _____ How Long? _____
County Resident? Yes _____ No _____ How Long? _____
5. Please list any previous City appointments or offices: _____
6. Please list relevant employment or professional activities:

7. Other community affiliations or activities you feel would be a benefit to this position:

8. Are you aware of the meeting schedule for this Committee, and are you available to attend regularly scheduled meetings?
Aware of schedule: Yes _____ No _____ Can attend: Yes ___ No ___ Unsure ___
9. Why are you interested in serving on this Committee?

10. What talents or experience would you bring to the position?

DISCUSSION ITEM 7d

11. What are your primary interests in naming parks?

12. Please relate any special goals you may have for the City.

13. Any other comments or information you wish to provide for Mayor and City Council consideration:

Signature

Date

Thank you for your interest in serving as a volunteer on the ad hoc Parks Naming Committee.

Please send completed applications to: **City of Snohomish, Attn: City Clerk, 116 Union Avenue, Snohomish WA 98290** or adams@snohomishwa.gov.

Appointments to City Council advisory Boards and Commissions are nominated by the Mayor and confirmed by consent of the full City Council. If you are applying for a specific and currently open position, you will be notified by the Mayor following the application deadline whether you are being nominated.

If you are submitting an application to be considered in the future as openings occur, you will be contacted by City staff when the vacancy is announced in order to confirm your interest in this specific opportunity.

DISCUSSION ITEM 7d

CONSENT ITEM 8a***Schedule of Checks******for the Checks Issued Since the March 15, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Capp					
	58391		3/11/16	Refund check	\$9.98
	58391		3/11/16	Refund check	\$26.88
	58391		3/11/16	Refund check	\$47.32
	58391		3/11/16	Refund check	\$139.98
				Check Total	\$224.16
Petford					
	58392		3/11/16	Refund check	\$67.32
	58392		3/11/16	Refund check	\$20.00
	58392		3/11/16	Refund Check	\$-67.32
				Check Total	\$20.00
Ishmael					
	58393		3/11/16	Refund check	\$138.83
				Check Total	\$138.83
RM Homes, LLC					
	58394		3/11/16	Refund check	\$67.85
				Check Total	\$67.85
Byroads					
	58395		3/11/16	Refund check	\$88.56
				Check Total	\$88.56
Weaver Real Estate Group					
	58396		3/11/16	Refund Check	\$67.32
				Check Total	\$67.32
				Batch Total	\$606.72
D&G Backhoe Inc					
	58397	32216	3/30/16	Lot 34&35 Pmt of Water Instal Permitt	\$3,305.90
				Check Total	\$3,305.90
Dale and Charlotte Posey					
	58398	31816	3/30/16	Refund fees paid for permit #C16-002	\$900.00
				Check Total	\$900.00
LMC Strategy Services, LLC					
	58399	3316	3/30/16	Business License Overpayment	\$25.00
				Check Total	\$25.00
Sno Country Farm					
	58400	22216	3/30/16	Business License Overpayment	\$25.00
				Check Total	\$25.00
Snohomish County Treasurer					
	58401	CrimevictimsEDC	3/30/16	State Pass Thru February 2016	\$118.67
	58401	CrimevictimsTVB	3/30/16	State Pass Thru February 2016	\$6.62
				Check Total	\$125.29
Sky Valley Towing					
	58402	3316	3/30/16	Business License Overpayment	\$10.00
				Check Total	\$10.00

CONSENT ITEM 8a**Schedule of Checks****for the Checks Issued Since the March 15, 2016 Meeting**

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Snohomish Express Lube					
	58403	21916	3/30/16	Business License Overpayment	\$25.00
				Check Total	\$25.00
Washington State Department of Licensing					
	58404	SNP000063	3/30/16	Original CPL McClain	\$18.00
	58404	SNP000064	3/30/16	Renewal CPL Standley	\$21.00
	58404	SNP000065	3/30/16	Original CPL Denning	\$18.00
	58404	SNP000066	3/30/16	Original CPL Niemela	\$18.00
	58404	SNP000067	3/30/16	Renewal CPL Reames	\$18.00
	58404	SNP000068	3/30/16	Original CPL M Wise	\$18.00
	58404	SNP000069	3/30/16	Original CPL J Wise	\$18.00
	58404	SNP000070	3/30/16	Original CPL Reynold	\$18.00
	58404	SNP000071	3/30/16	Original CPL Swanson	\$18.00
	58404	SNP000073	3/30/16	Original CPL T Carr	\$18.00
	58404	SNP000074	3/30/16	Original CPL J Carr	\$18.00
	58404	SNP000075	3/30/16	Original CPL C Wilson	\$18.00
	58404	SNP000076	3/30/16	Original CPL J Wilson	\$18.00
	58404	SNP000077	3/30/16	Original CPL A Wilson	\$18.00
	58404	SNP000078	3/30/16	Original CPL Price	\$18.00
				Check Total	\$273.00
Washington State Treasurer					
	58405	EDCSTGEN40	3/30/16	State Pass Thru February 2016	\$2,744.34
	58405	EDCSTGEN50	3/30/16	State Pass Thru February 2016	\$1,706.76
	58405	EDCSTGEN54	3/30/16	State Pass Thru February 2016	\$87.79
	58405	EDCHWYSAFETY	3/30/16	State Pass Thru February 2016	\$1.08
	58405	EDCDEATHINV	3/30/16	State Pass Thru February 2016	\$0.68
	58405	EDCJISACCT	3/30/16	State Pass Thru February 2016	\$241.27
	58405	EDCTRAUMA	3/30/16	State Pass Thru February 2016	\$63.28
	58405	EDCAUTOTHEFT	3/30/16	State Pass Thru February 2016	\$116.49
	58405	EDCTRAUMABRAIN	3/30/16	State Pass Thru February 2016	\$23.18
	58405	WSPHIWAYS SAFE	3/30/16	State Pass Thru February 2016	\$3.89
	58405	TVBSTGEN50	3/30/16	State Pass Thru February 2016	\$115.93
	58405	TVBSTGEN40	3/30/16	State Pass Thru February 2016	\$185.00
	58405	TVBJIS	3/30/16	State Pass Thru February 2016	\$23.00
	58405	TVBTRAUMA	3/30/16	State Pass Thru February 2016	\$7.00
	58405	TVBAUTOTHEFT	3/30/16	State Pass Thru February 2016	\$10.00
	58405	BLDGSVCCHG	3/30/16	State Pass Thru February 2016	\$27.00
				Check Total	\$5,356.69
				Batch Total	\$10,045.88
Ace Equipment Rentals					
	58406	61771	3/31/16	Post Hole Digger	\$76.16
				Check Total	\$76.16
Automatic Funds Transfer Services, Inc					
	58407	86342	3/31/16	Storm Printing for Dec/Jan Billing	\$80.85
	58407	86342	3/31/16	Garbage Printing for Dec/Jan Billing	\$80.86
	58407	86342	3/31/16	Sewer Printing for Dec/Jan Billing	\$80.86
	58407	86342	3/31/16	Water Printing for Dec/Jan Billing	\$80.86
	58407	86342	3/31/16	Storm Postage for Dec/Jan Billing	\$148.02
	58407	86342	3/31/16	Garbage Postage for Dec/Jan Billing	\$148.02
	58407	86342	3/31/16	Sewer Postage for Dec/Jan Billing	\$148.02
	58407	86342	3/31/16	Water Postage for Dec/Jan Billing	\$148.03

CONSENT ITEM 8a***Schedule of Checks******for the Checks Issued Since the March 15, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	58407	86867	3/31/16	Water Printing for Jan/Feb Billing	\$109.08
	58407	86867	3/31/16	Garbage Printing for Jan/Feb Billing	\$109.08
	58407	86867	3/31/16	Sewer Printing for Jan/Feb Billing	\$109.08
	58407	86867	3/31/16	Water Printing for Jan/Feb Billing	\$109.09
	58407	86867	3/31/16	Storm Postage for Jan/Feb Billing	\$182.22
	58407	86867	3/31/16	Garbage Postage for Jan/Feb Billing	\$182.22
	58407	86867	3/31/16	Sewer Postage for Jan/Feb Billing	\$182.22
	58407	86867	3/31/16	Water Postage for Jan/Feb Billing	\$182.22
	58407	86867	3/31/16	Garbage Letter and Survey	\$396.18
	58407	86342	3/31/16	Garbage Letter and Survey	\$328.29
				Check Total	\$2,805.20
Alpha Courier Service					
	58408	15445	3/31/16	Lab Courier	\$48.40
				Check Total	\$48.40
American Petroleum Environmental Services Inc					
	58409	2943012216	3/31/16	Used Oil Recycle	\$127.30
				Check Total	\$127.30
AT&T Mobility					
	58410	413073-3/16	3/31/16	WTP Modem Scada Remote Connections	\$42.36
				Check Total	\$42.36
Washington Tractor					
	58411	937666	3/31/16	nozzle	\$14.09
				Check Total	\$14.09
Benchmark Document Solutions					
	58412	10399	3/31/16	City Hall Fax Machine	\$16.92
				Check Total	\$16.92
Chris Soren					
	58413	sorenpetscapp	3/31/16	meal reimbursement 2 day class	\$30.00
	58413	sorenpetscapp	3/31/16	pesticide test reimbursement	\$58.00
				Check Total	\$88.00
CivicPlus					
	58414	158437	3/31/16	Annual Website Hosting & Support	\$5,196.00
				Check Total	\$5,196.00
City of Everett					
	58415	I16000370	3/31/16	Animal Shelter Fees January 2016	\$370.00
				Check Total	\$370.00
Comcast					
	58416	475077-3/16	3/31/16	Skate Park Video	\$101.85
	58416	482016-3/16	3/31/16	Manager Share City Hall Internet	\$16.83
	58416	482016-3/16	3/31/16	Human Resources Share City Hall Internet	\$16.79
	58416	482016-3/16	3/31/16	Clerk Share City Hall Internet	\$16.79
	58416	482016-3/16	3/31/16	Inspection Share City Hall Internet	\$16.79
	58416	482016-3/16	3/31/16	Economic Dev Share City Hall Internet	\$16.79
	58416	482016-3/16	3/31/16	Planning Share City Hall Internet	\$16.79
	58416	482016-3/16	3/31/16	Finance Share City Hall Internet	\$16.79
	58416	482016-3/16	3/31/16	IS Share City Hall Internet	\$16.81

CONSENT ITEM 8a***Schedule of Checks******for the Checks Issued Since the March 15, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	58416	482016-3/16	3/31/16	Engineering Share City Hall Internet	\$16.79
	58416	892709-3/16	3/31/16	Water Share Shop Internet	\$18.54
	58416	892709-3/16	3/31/16	Storm Share Shop Internet	\$18.55
	58416	892709-3/16	3/31/16	Wastewater Share Shop Internet	\$18.55
	58416	892709-3/16	3/31/16	Streets Share Shop Internet	\$18.55
	58416	892709-3/16	3/31/16	Parks Share Shop Internet	\$9.27
	58416	892709-3/16	3/31/16	Fleet & Facilities Share Shop Internet	\$27.81
				Check Total	\$364.29
Curtis Galde					
	58417	GALDECDLTRAIN	3/31/16	meal and mileage reimbursement	\$42.60
	58417	GALDECDLTRAIN	3/31/16	meal and mileage reimbursement	\$42.60
	58417	GALDECDLendor	3/31/16	CDL endorsement reimbursement	\$119.00
				Check Total	\$204.20
DataQuest					
	58418	CISNOH-20160229	3/31/16	Preemployment Screening	\$91.00
				Check Total	\$91.00
Dunlap Industry					
	58419	1359972-5001	3/31/16	Chain for Equipment Trailers	\$441.11
				Check Total	\$441.11
Evergreen District Court					
	58420	February 2016	3/31/16	court filing fees February 2016	\$410.79
	58420	February 2016	3/31/16	interpreter	\$75.00
				Check Total	\$485.79
Everett Stamp Works					
	58421	18002	3/31/16	Zach Wilde Name Plate	\$22.74
				Check Total	\$22.74
Evergreen State Heat & AC					
	58422	30432	3/31/16	Engineering Boiler Maintenance	\$244.81
	58422	30433	3/31/16	HVAC Maintenance	\$1,757.13
				Check Total	\$2,001.94
Express Personnel Services					
	58423	16974001-6	3/31/16	Clerical Support	\$528.00
	58423	17003308-8	3/31/16	Clerical Support	\$682.00
				Check Total	\$1,210.00
FCS Group					
	58424	2448-21602017	3/31/16	Water Supply Alternative Study #5	\$1,717.50
				Check Total	\$1,717.50
Frontier					
	58425	118075-3/16	3/31/16	Telemetry Auto Dialer	\$67.49
	58425	406075-3/16	3/31/16	City Manager Share City Hall Fax	\$9.47
	58425	406075-3/16	3/31/16	Human Resources Share City Hall	\$9.43
	58425	406075-3/16	3/31/16	Clerk Share City Hall Fax	\$9.43
	58425	406075-3/16	3/31/16	Building Inspection Share City Hall Fax	\$9.43
	58425	406075-3/16	3/31/16	Economic Development Share City Hall Fax	\$9.43
	58425	406075-3/16	3/31/16	Planning Share City Hall Fax	\$9.43
	58425	406075-3/16	3/31/16	Finance Share City Hall Fax	\$9.44

CONSENT ITEM 8a***Schedule of Checks******for the Checks Issued Since the March 15, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	58425	406075-3/16	3/31/16	IS Share City Hall Fax	\$9.43
	58425	406075-3/16	3/31/16	Engineering Share City Hall Fax	\$9.43
	58425	1214935-3/16	3/31/16	Fleet & Facilities Share Shop Fax	\$28.03
	58425	1214935-3/16	3/31/16	Water Share Shop Fax	\$14.03
	58425	1214935-3/16	3/31/16	Storm Share Shop Fax	\$14.03
	58425	1214935-3/16	3/31/16	Street Share Shop fax	\$14.03
	58425	1214935-3/16	3/31/16	Parks Share Shop fax	\$14.02
				Check Total	\$236.55
Girard Resources & Recycling, LLC					
	58426	32282	3/31/16	Mixed Asphalt, Concrete, Dirt	\$176.00
	58426	32283	3/31/16	Hill Park Rain Garden	\$93.40
	58426	32382	3/31/16	Alley Maintenance	\$96.00
	58426	32776	3/31/16	Bark	\$28.24
				Check Total	\$393.64
Good To Go					
	58427	TB161511264	3/31/16	toll bill - EP13	\$4.00
				Check Total	\$4.00
Granite Construction Supply					
	58428	262-00062192	3/31/16	Steel Posts for Signs	\$1,359.81
	58428	262-00062176	3/31/16	Hal Moe Public Notice Signage	\$586.44
	58428	262-00062175	3/31/16	Hal Moe Public Notice Signage	\$597.30
				Check Total	\$2,543.55
Grainger Inc.					
	58429	9043630186	3/31/16	Marking Paint, Glove Dispenser	\$45.05
	58429	9044242759	3/31/16	Lab Towels	\$22.67
				Check Total	\$67.72
Great Floors, LLC					
	58430	708265	3/31/16	Carpet Tile for Carnegie	\$9,204.95
				Check Total	\$9,204.95
Harmsen & Associates					
	58431	16_0068	3/31/16	Surveying for Maple Ave Overlay	\$4,260.00
				Check Total	\$4,260.00
H.B. Jaeger					
	58432	170055/1	3/31/16	New Service Install Part	\$42.37
	58432	169529/1	3/31/16	Streets Rake	\$64.74
	58432	169736/1	3/31/16	Misc Brass	\$23.28
	58432	169737/1	3/31/16	Water Service Line	\$227.83
	58432	169884/1	3/31/16	Pipe Paste	\$35.69
				Check Total	\$393.91
Home Depot - Parks					
	58433	5031087	3/31/16	supplies	\$69.23
	58433	3011756	3/31/16	supplies	\$474.15
	58433	1083443	3/31/16	supplies	\$276.31
				Check Total	\$819.69

CONSENT ITEM 8a***Schedule of Checks******for the Checks Issued Since the March 15, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Home Depot - Shop					
	58434	7011223	3/31/16	battery kit	\$65.25
				Check Total	\$65.25
Home Depot - Streets					
	58435	8042905	3/31/16	Sign Numbers	\$18.91
	58435	7560919	3/31/16	parts for Dremel Tool/Ratchet Extension	\$27.15
				Check Total	\$46.06
Home Depot - Storm					
	58436	0560309	3/31/16	line level, twisted mason line	\$14.09
	58436	0584402	3/31/16	Yellow Rope	\$3.24
	58436	4182954	3/31/16	post, concrete mix, washer, bolt	\$143.78
	58436	8011162	3/31/16	bolt, washers, nuts, strap tie	\$22.24
	58436	8012376	3/31/16	Hinges for Sandfilter	\$60.84
	58436	8012401	3/31/16	Mortar	\$43.45
	58436	2010624	3/31/16	sleeves, couplings	\$8.12
				Check Total	\$295.76
HD Supply Waterworks LTD					
	58437	F121935	3/31/16	Fire Hydrant Rebuild Kits	\$2,972.78
	58437	F188369	3/31/16	Water Meters	\$1,414.94
	58437	F188380	3/31/16	Water Meters	\$1,414.94
	58437	F193150	3/31/16	Meter Reader Bely Clip Upgrade	\$395.60
				Check Total	\$6,198.26
Home Depot Waste Water Treatment					
	58438	9141194	3/31/16	supplies	\$19.55
				Check Total	\$19.55
HTH Engineering, Inc					
	58439	151261	3/31/16	Digital Transcriber	\$378.00
				Check Total	\$378.00
IER Environmental Services, Inc					
	58440	2016-4311	3/31/16	Magnesium Hydroxide	\$9,356.15
				Check Total	\$9,356.15
Integra Telecom					
	58441	13725044	3/31/16	City Hall Phones	\$1,980.36
	58441	13735021	3/31/16	Water Reservoir	\$61.97
				Check Total	\$2,042.33
Iron Mountain Quarry					
	58442	0251527	3/31/16	Rock for yard stock	\$1,404.98
	58442	0251527	3/31/16	Rock for yard stock	\$468.33
	58442	0251527	3/31/16	Rock for yard stock	\$468.33
	58442	0251527	3/31/16	Rock for yard stock	\$468.33
				Check Total	\$2,809.97
Laura Clarke					
	58443	031716	3/31/16	mileage reimbursement	\$20.84
				Check Total	\$20.84

CONSENT ITEM 8a***Schedule of Checks******for the Checks Issued Since the March 15, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Les Schwab Tire Center					
	58444	36800255903	3/31/16	Change out Studs	\$34.82
				Check Total	\$34.82
Maryanne Morse, Clerk of the Court and Comptroller					
	58445	031816	3/31/16	Background Check Records	\$3.00
				Check Total	\$3.00
McDaniel Do It Center - Parks					
	58446	k69366	3/31/16	1.6V batteries	\$6.29
	58446	469818	3/31/16	ext cord-fleet	\$81.59
	58446	469657	3/31/16	marking paint, mounting tape	\$19.55
	58446	K69413	3/31/16	voltage sensor, battery	\$23.48
	58446	K69417	3/31/16	duct tape, cable	\$27.84
	58446	K69438	3/31/16	fasteners	\$10.47
	58446	469941	3/31/16	tarp, paint pail	\$29.34
	58446	469637	3/31/16	keys double cut	\$8.13
	58446	469512	3/31/16	tools for truck 44	\$95.45
	58446	469511	3/31/16	magnetic torpedo level, bit set	\$33.71
	58446	469505	3/31/16	gasket	\$2.93
	58446	469895	3/31/16	battery, hex key	\$37.84
				Check Total	\$376.62
McDaniel Do It Center - Storm					
	58447	469940	3/31/16	Small Driver	\$4.12
				Check Total	\$4.12
McDaniel Do It Center-SS					
	58448	K69440	3/31/16	office supplies	\$8.48
				Check Total	\$8.48
McDaniel Do It Center- Streets					
	58449	469494	3/31/16	padlock, chain, link	\$161.05
	58449	469784	3/31/16	18v battery, hammerdrill, level, 18v imp	\$415.56
	58449	469837	3/31/16	fasteners, lag	\$35.45
	58449	470094	3/31/16	Constructions Signs	\$7.05
				Check Total	\$619.11
McDaniel Do It Center - Water					
	58450	469774	3/31/16	liq ajax, tarp	\$21.73
	58450	469787	3/31/16	keys cut	\$4.33
	58450	469876	3/31/16	fuse, clip	\$11.61
	58450	469354	3/31/16	trigger snap	\$4.78
	58450	470147	3/31/16	Misc Parts	\$117.12
				Check Total	\$159.57
McDaniel's Do It Center Wastewater					
	58451	469329	3/31/16	fasteners	\$4.96
	58451	K69374	3/31/16	bleach, measuring cup	\$25.82
	58451	469562	3/31/16	fasteners	\$11.71
	58451	469844	3/31/16	Drill Bit	\$15.22
	58451	470109	3/31/16	Nuts and Bolts	\$2.09
	58451	470082	3/31/16	Knife Sharpner and Nuts/Bolts	\$27.75
	58451	470143	3/31/16	hangers, glue	\$9.54
	58451	470186	3/31/16	distilled water	\$9.73
				Check Total	\$106.82

CONSENT ITEM 8a***Schedule of Checks******for the Checks Issued Since the March 15, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
North Sound Hose & Fitting Inc					
	58452	71725	3/31/16	Bypass Pump Hose	\$564.43
	58452	71761	3/31/16	Valves	\$1,275.85
	58452	72017	3/31/16	Bypass Pump Hose	\$2,389.08
	58452	72017	3/31/16	Bypass Pump Hose	\$2,389.08
				Check Total	\$6,618.44
Northend Truck Equipment, Inc					
	58453	1032280	3/31/16	Crane Pump EP-57	\$738.40
				Check Total	\$738.40
Northwest Biosolids Management Association					
	58454	02232016-01	3/31/16	membership dues-K. Allen	\$77.00
				Check Total	\$77.00
Northwest Cascade Inc					
	58455	2-1570153	3/31/16	sani can rental-water res	\$91.50
				Check Total	\$91.50
Pitney Bowes					
	58456	8765233-MR16	3/31/16	Leasing Charge	\$414.63
				Check Total	\$414.63
Puget Sound Energy					
	58457	2836403082016	3/31/16	1610 Park Ave	\$37.60
	58457	2857003082016	3/31/16	701 18th St	\$38.65
	58457	2878603082016	3/31/16	112 Union Ave	\$85.93
	58457	2924803082016	3/31/16	2100 Baird Ave	\$94.47
	58457	6202403082016	3/31/16	50 Lincoln Ave	\$80.27
	58457	9467803082016	3/31/16	116 Union Ave	\$241.15
	58457	9703203082016	3/31/16	2000 Weaver Rd	\$12.14
	58457	9758903082016	3/31/16	50 Maple Ave	\$80.27
				Check Total	\$670.48
Questica Inc					
	58458	206871-2	3/31/16	Questica Budget Implementation	\$25,900.00
				Check Total	\$25,900.00
Refresh					
	58459	143780	3/31/16	service call for cooler at WWTP	\$94.06
				Check Total	\$94.06
Ricoh USA, Inc					
	58460	5041004923	3/31/16	Public Works Copier	\$26.65
				Check Total	\$26.65
Rubatino Refuse Removal Inc					
	58461	354403012016	3/31/16	Decant Drop Box	\$98.53
				Check Total	\$98.53
Snohomish County Department of Public Works					
	58462	I000406274	3/31/16	Traffic Light Maintenance	\$204.22
	58462	I000406275	3/31/16	Street Sweeping	\$1,734.84
	58462	I000406275	3/31/16	Street Sweeping	\$1,734.84
	58462	I000406275	3/31/16	Guard Rail Repair - Lake Ave & Hwy 9	\$540.05
				Check Total	\$4,213.95

CONSENT ITEM 8a***Schedule of Checks******for the Checks Issued Since the March 15, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Snohomish County Finance Department/Solid Waste					
	58463	1000381936	3/31/16	vactor grit disposal	\$20.00
	58463	67968	3/31/16	Chemical Disposal	\$59.00
	58463	67968	3/31/16	Vactor Grit Disposal	\$416.00
	58463	67310	3/31/16	Abandoned Vehicle	\$124.00
				Check Total	\$619.00
Snohomish County Fire Dist.#4					
	58464	0004	3/31/16	Facilities Use Fee - All City Staff Mtg	\$50.00
				Check Total	\$50.00
Snohomish County Fleet					
	58465	1000406972	3/31/16	Sign Posts	\$2,272.15
				Check Total	\$2,272.15
Snohomish County Public Defender Association					
	58466	1476	3/31/16	Indigent Defense Services	\$9,205.61
				Check Total	\$9,205.61
Snohomish County Pud #1					
	58467	124347589	3/31/16	#1000556519, 2181 Cady Dr, Shadowood	\$67.69
	58467	114387873	3/31/16	#1000439204, 40 Maple, Cady Park	\$40.36
	58467	104422309	3/31/16	#1000482443, 505 Rainier St, Rainier L/S	\$573.65
	58467	107760831	3/31/16	#1000542988, 50 Lincoln, Lincoln L/S	\$75.09
	58467	111083710	3/31/16	#1000141396, 2015 2nd, North Meter	\$5,289.09
	58467	121030747	3/31/16	#1000531586, 2621 Bickford, Signal	\$104.93
	58467	117711496	3/31/16	#1000125182, 230 Maple, Police Dept	\$904.52
	58467	117713992	3/31/16	#1000524038, 1801 1st, Shop Pole Bldg	\$94.46
	58467	107766160	3/31/16	#1000301981, 201 Maple, Signal	\$56.95
	58467	117707178	3/31/16	#1000531660, 9101 56th, 30th St Signal	\$97.22
	58467	111080562	3/31/16	#1000539338, 1801 1st, Shop Portable	\$64.58
	58467	111080562	3/31/16	#1000539338, 1801 1st, Shop Portable	\$64.59
	58467	114388053	3/31/16	#1000125213, 169 Cypress, Pilchuck Pk	\$293.61
	58467	121031516	3/31/16	116 Union Ave, Street Lighting	\$63.00
	58467	144090705	3/31/16	116 Avenue B, Street Lighting	\$8.30
	58467	134249470	3/31/16	#1000395660, 617 18th, CHAMP	\$198.96
	58467	137460753	3/31/16	#1000571566, 501 2nd St, Signal	\$83.27
	58467	134252578	3/31/16	#1000531585, 2749 Bickford, N Signal	\$179.01
	58467	166802832	3/31/16	#1000125814, 1819 1st, CSO	\$404.77
	58467	166796957	3/31/16	#1000320746, 2504 Menzel, WTP Power	\$2,050.73
	58467	160317327	3/31/16	#1000545615, 1610 Park, Hill Park	\$15.73
	58467	153921935	3/31/16	#1000566359, 811 1st, Street Lighting	\$15.17
	58467	147380112	3/31/16	#1000535766, 1610 Park, Hill Park	\$22.60
	58467	144091136	3/31/16	121 Glen Ave, Street Lighting	\$8.30
	58467	144090706	3/31/16	124 Ave B, Street Lighting	\$8.30
	58467	134249334	3/31/16	#1000539970, 1608 Park, Hill Park	\$80.39
	58467	153929235	3/31/16	#1000201937, 1103 Maple, Old Trail House	\$23.99
	58467	166805582	3/31/16	#1000122743, 2000 Ludwig, Ludwig House	\$541.00
	58467	150673315	3/31/16	#1000561224, 1301 1st, Traffic Signal	\$65.60
	58467	166802475	3/31/16	#1000539313, 1010 2nd, Street Lighting	\$58.09
	58467	157117760	3/31/16	#1000430944, 112 Union, Eng Bldg	\$121.65
	58467	137465981	3/31/16	#1000385041, 20 Ave A, Street Lighting	\$17.42
	58467	137464887	3/31/16	#1000580435, 400 2nd, Street Lighting	\$32.19
	58467	134254417	3/31/16	#1000137618, 1801 1st, City Shop	\$803.47
	58467	130961075	3/31/16	#1000558695, 1029 1st, DT Restrooms	\$107.04

CONSENT ITEM 8a***Schedule of Checks******for the Checks Issued Since the March 15, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	58467	117713919	3/31/16	#1000467578, 1301 1st, VIC	\$139.41
	58467	114395829	3/31/16	#1000125557, 116 Union, City Hall	\$581.41
	58467	114395453	3/31/16	#1000498870, 210 Ave D, Lights	\$51.83
	58467	107772841	3/31/16	#1000125224, 101 Cedar, Carnegie Bldg	\$1,471.66
	58467	140773565	3/31/16	#1000579410, 1115 1st, Street Lighting	\$36.87
				Check Total	\$14,916.90
Snohomish County Treasurer Property					
	58468	2016	3/31/16	WTP Dam House Property Tax	\$90.00
	58468	2016 RE Tax	3/31/16	Parcel # 28051300200400 RE Tax	\$90.00
				Check Total	\$180.00
Smarsh, Inc					
	58469	142645	3/31/16	Archiving Platform - social media	\$100.00
				Check Total	\$100.00
Smokey Point Concrete					
	58470	92764263	3/31/16	1510 Bickford Ave/Parking Area	\$601.13
				Check Total	\$601.13
Snohomish Auto Parts					
	58471	443224	3/31/16	halogen capsule EP44	\$9.28
	58471	45223	3/31/16	Generator Coolant	\$10.87
	58471	443942	3/31/16	Anti Seize Lubricant	\$22.29
				Check Total	\$42.44
Snohomish Co-Op					
	58472	259659	3/31/16	unleaded fuel-EP109	\$77.38
	58472	259667	3/31/16	unleaded fuel-EP178	\$22.13
	58472	259904	3/31/16	unleaded fuel-EP178	\$12.33
	58472	259939	3/31/16	unleaded fuel-EP109	\$65.96
	58472	260181	3/31/16	diesel fuel fuel-EP25	\$10.30
	58472	260214	3/31/16	died fuel-RENTAL	\$21.23
	58472	260329	3/31/16	unleaded fuel-EP109	\$78.11
	58472	260358	3/31/16	unleaded fuel-EP178	\$33.79
	58472	260545	3/31/16	diesel fuel-EP119	\$33.97
	58472	260559	3/31/16	unleaded fuel-EP109	\$76.57
	58472	260590	3/31/16	diesel fuel EP127	\$54.29
	58472	260812	3/31/16	unleaded fuel EP101	\$19.23
	58472	260900	3/31/16	died fuel EP120	\$42.01
				Check Total	\$547.30
Snohomish Senior Center					
	58473	16-473	3/31/16	Open Gov't Meeting Room Rental	\$600.00
				Check Total	\$600.00
Sound Equipment Rental and Sales					
	58474	11327	3/31/16	Ludwig Property Excavator	\$494.93
	58474	11361	3/31/16	Alley Maint - Ave F&G, 2nd to 3rd	\$1,096.78
	58474	11374	3/31/16	Alley Maint - Ave F&G, 2nd to 3rd	\$397.10
				Check Total	\$1,988.81
Sound Safety Products Co.					
	58475	46788/1	3/31/16	partial uniform - Leach, Schorsch	\$85.01
	58475	46788/1	3/31/16	partial uniform - Utt	\$15.89
				Check Total	\$100.90

CONSENT ITEM 8a***Schedule of Checks******for the Checks Issued Since the March 15, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Sound Telecom					
	58476	000006-642-131	3/31/16	monthly answering service March 2016	\$128.86
				Check Total	\$128.86
Staples Advantage					
	58477	3294673916	3/31/16	Office Supplies	\$39.12
	58477	3294673916	3/31/16	Office Supplies	\$50.17
				Check Total	\$89.29
Terminix					
	58478	352799341	3/31/16	Pest Control	\$94.48
	58478	353219920	3/31/16	Pest Control	\$94.48
				Check Total	\$188.96
Tetra Tech Inc					
	58479	51023474	3/31/16	Blackman Lk Outlet Pjt - Design Services	\$1,947.36
				Check Total	\$1,947.36
Sound Publishing					
	58480	EDH685593	3/31/16	10-15-SEPA Determination of Nonsign	\$122.12
	58480	7663377	3/31/16	City Council Agenda Publishing	\$1,134.00
	58480	EDH682076	3/31/16	Ordinance 2295 Publication	\$333.68
	58480	EDH684181	3/31/16	Ordinance 2300 Publication	\$32.68
	58480	EDH684195	3/31/16	Ordinance 2296 Publication	\$53.32
	58480	EDH686772	3/31/16	Ordinance 2304 Publication	\$37.84
	58480	EDH686777	3/31/16	Public Hearing Publication	\$25.80
	58480	EDH686779	3/31/16	Ordinance 2301 Publication	\$44.72
				Check Total	\$1,784.16
TMG Services, Inc.					
	58481	0039195-IN	3/31/16	Analyzer Buffers	\$1,444.78
				Check Total	\$1,444.78
US Bank CPS					
	58482	197294868	3/31/16	Meals for Open Gov Committee	\$62.08
	58482	12	3/31/16	B&C Engrg Parking - Seattle	\$20.00
	58482	043173	3/31/16	Office Supplies	\$13.67
	58482	61862	3/31/16	Wellness Supplies	\$70.42
	58482	150985	3/31/16	WOW Conference-K. Allen	\$225.00
	58482	1273	3/31/16	EOC safety vest	\$59.84
	58482	5746	3/31/16	Laptop Diagnosis	\$96.83
	58482	1042000314	3/31/16	Posterframe	\$74.28
	58482	009129	3/31/16	frames	\$13.90
	58482	30316	3/31/16	Kiosk Business Directory	\$137.09
	58482	316092	3/31/16	City Council Photograph	\$74.53
	58482	100309039780	3/31/16	EASC Annual Meeting Registration	\$55.00
	58482	100309039780	3/31/16	EASC Annual Meeting Registration	\$55.00
	Check Total	\$957.64			
U.S. Postmaster					
	58483	030416-031016	3/31/16	City Manager Postage	\$1.42
	58483	030416-031016	3/31/16	Clerk Postage	\$41.91
	58483	030416-031016	3/31/16	Finance Postage	\$10.82
	58483	030416-031016	3/31/16	Police Postage	\$2.43
	58483	030416-031016	3/31/16	Planning Postage	\$23.68

CONSENT ITEM 8a**Schedule of Checks****for the Checks Issued Since the March 15, 2016 Meeting**

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	58483	030416-031016	3/31/16	Engineering Postage	\$3.06
	58483	030416-031016	3/31/16	Water Postage	\$0.49
	58483	031116-031716	3/31/16	Council Postage	\$1.20
	58483	031116-031716	3/31/16	City Manager Postage	\$0.49
	58483	031116-031716	3/31/16	Clerk Postage	\$134.24
	58483	031116-031716	3/31/16	Finance Postage	\$31.70
	58483	031116-031716	3/31/16	Police Postage	\$4.11
	58483	031116-031716	3/31/16	Planning Postage	\$0.49
	58483	031116-031716	3/31/16	Engineering Postage	\$20.86
	58483	031816-032416	3/31/16	City Manager Postage	\$0.49
	58483	031816-032416	3/31/16	Clerk Postage	\$3.36
	58483	031816-032416	3/31/16	Finance Postage	\$2.43
	58483	031816-032416	3/31/16	Police Postage	\$1.94
	58483	031816-032416	3/31/16	Planning Postage	\$2.60
	58483	031816-032416	3/31/16	Planning Postage	\$3.60
				Check Total	\$291.32
Utilities Underground Location					
	58484	6020202	3/31/16	Feb locates	\$25.15
	58484	6020202	3/31/16	Feb locates	\$25.16
	58484	6020202	3/31/16	Feb locates	\$25.15
				Check Total	\$75.46
Verizon Wireless					
	58485	9761648286	3/31/16	Parks Cellular	\$163.84
	58485	9761648286	3/31/16	Streets Cellular	\$135.05
	58485	9761648286	3/31/16	Fleet Cellular	\$58.41
	58485	9761648286	3/31/16	Econ Cellular	\$57.58
	58485	9761648286	3/31/16	Bldg Insp Cellular	\$57.58
	58485	9761648286	3/31/16	Police Cellular	\$57.58
	58485	9761648286	3/31/16	Engrg Cellular	\$270.33
	58485	9761648286	3/31/16	Water Distribution Cellular	\$238.07
	58485	9761648286	3/31/16	WTP Cellular	\$205.19
	58485	9761648286	3/31/16	Collections Cellular	\$189.81
	58485	9761648286	3/31/16	Storm Cellular	\$117.06
	58485	9761648286	3/31/16	WWTP Cellular	\$172.74
	58485	9761648286	3/31/16	Utilities Manager Cellular	\$57.58
	58485	9761648286	3/31/16	City Mgr Cellular	\$57.58
	58485	9761648286	3/31/16	City Council Cellular	\$460.23
	58485	9761866522	3/31/16	CSO Modem	\$22.46
				Check Total	\$2,321.09
Voyager					
	58486	869344283610	3/31/16	Vehicle Fuel	\$1,509.49
				Check Total	\$1,509.49
Washington Wildlife and					
	58487	L16	3/31/16	agency membership dues	\$250.00
				Check Total	\$250.00
Whistle Workwear					
	58488	TR288804	3/31/16	work boots-A. Ray	\$113.01
	58488	287813	3/31/16	Boots - Schorsch	\$167.07
	58488	287809	3/31/16	Boots - Leach	\$157.24
	58488	287814	3/31/16	Uniform - Schorsch	\$288.88
	58488	287811	3/31/16	Uniform - Leach	\$210.26
				Check Total	\$936.46

CONSENT ITEM 8a

Schedule of Checks

for the Checks Issued Since the March 15, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Washington State Department of Retirement Systems					
	58489	1155548	3/31/16	OASI 2015 Admin Fee	\$25.00
				Check Total	\$25.00
Xerox Corporation					
	58490	083745949	3/31/16	#GNX-216657, 012216-022616	\$93.74
	58490	083745951	3/31/16	#GNX-212028, 012216-022616	\$41.22
				Check Total	\$134.96
				Batch Total	\$138,044.43
Washington State Department of Revenue					
	ACH	February 2016	3/03/16	Excise Tax	Check Total \$27,111.27
				Total All Batches	\$175,808.30

I hereby certify that the goods and services charged on the vouchers listed below have been furnished to the best of my knowledge. I further certify that the claims below to be valid and correct.

City Treasurer

WE, the undersigned council members of the City of Snohomish, Washington, do hereby certify that the claim warrants #58391 through #58490 in the total of \$175,808.30 through March 31, 2016 are approved for payment on April 5, 2016.

Mayor

Councilmember

Councilmember

Councilmember

CONSENT ITEM 8a

Schedule of Checks

for the Checks Issued Since the March 15, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
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CONSENT ITEM 8b

Date: April 5, 2016
To: City Council
From: Karen Guzak, Mayor
Subject: **Public Safety Commission Reappointments**

I am pleased to nominate for reappointment Merle Kirkley, Jim Schmoker, and B.J. Meyers to the Public Safety Commission. Their terms will run until April 18, 2020, with the option of requesting reappointment.

Mayoral appointments to citizen advisory boards require confirmation by the City Council. Public Safety Commission members serve four-year terms.

STRATEGIC PLAN REFERENCE: Not Applicable

RECOMMENDATION: That the City Council **CONFIRM** the re-appointment by Mayor Guzak of Merle Kirkley, Jim Schmoker, and B.J. Meyers to the Public Safety Commission effective April 18, 2016.

ATTACHMENT: None

CONSENT ITEM 8b

CONSENT ITEM 8c

Date: April 5, 2016
To: City Council
From: Debbie Emge, Economic Development Manager
Subject: **Approval of Special Event Application – Farmers Market**

Following previous years' successful Snohomish Farmers Market on Cedar Avenue and the parking lot of the Carnegie Building at 105 Cedar Avenue, the Farmers Market has again requested permission to use this location for the 2016 Market. This year the event would again involve the closure of Cedar Avenue from Pearl Street to First Street and Pearl Street from Cedar Avenue to Maple Avenue, with property owners given local access, for the weekly event on Thursday afternoons from Noon to 9 p.m. beginning May 5th and continuing through October 22nd.

This special event is unique among the other special events currently conducted in the City due to the fact that this is a weekly event. However, the general expectation of the Market's location is that it helps to stimulate business in the Historic Business District by bringing more pedestrian traffic into the core retail area of the downtown.

STRATEGIC PLAN REFERENCE: Initiative #7: Strengthen the City's attractiveness as a regional destination

RECOMMENDATION: That the City Council **APPROVE** the Special Event Permit Application for the Snohomish Farmers Market and **AUTHORIZE** the City Manager to execute a contract with conditions as noted.

ATTACHMENT: Special Event Contract



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

SPECIAL EVENT PERMIT AND CONTRACT BETWEEN CITY OF SNOHOMISH, WASHINGTON AND SNOHOMISH FARMER'S MARKET

Thursdays, Noon-9 p.m., May 5 through October 27, 2016

The following is an agreement between City of Snohomish (herein referred to as the “City”), and Snohomish Farmers Market Association (herein after called “Market”) permitting the Snohomish Farmers Market Special Event in the City of Snohomish.

WHEREAS, the City finds that the application for special event and compliance with this contract meets the requirement of City Code, including but not limited to SMC Chapter 5.10 relating to Special Event Permits; and

WHEREAS, the Market has operated for a number of years and proposes to do so again Thursday afternoons, May through October, 2016; and

WHEREAS, the City Council finds that the Market provides benefits to the City including economic development, a recreational resource to the citizens, and promotes tourism to the community; and

WHEREAS, the City Council finds that the consideration the City provides is more than adequately recompensed by the promises of the Market and the public benefit to be derived from this agreement; **NOW, THEREFORE**,

1. Responsibilities of the City.

1.1. City Facilities

(a) On Thursday afternoons from May 5 through October 27 the City shall provide use of:

1. Cedar Avenue between First Street and Pearl Street and Pearl Street between Cedar Avenue and Maple Avenue with local access provided to the property owners.

2. The Carnegie Building parking lot (north) abutting Pearl Street.

CONSENT ITEM 8c

3. The City shall provide one handicap accessible portable restroom that will be located on the alley (east) side against the Carnegie Building.

4. Storage area along the alley (east) side of the Carnegie Building for barricades owned by the Market. Barricades are to be chained/locked to support pole or locked inside a container to be approved by the City. The City shall not be liable for the barricades should they be damaged or stolen. The alley east of the Carnegie Building between First and Pearl Streets must be clear and open to local access only traffic and accessible for City staff and emergency vehicles;

(b) The use of Cedar Avenue and Pearl Street will be used by the Market from *curb to curb* for Market vendor stalls as per Exhibit A only. No market vendor stalls may be placed in the east of alley of the Carnegie Building or in the marked loading zone in front of the Carnegie Building. Emergency vehicle access of 20' will be maintained. The use of the sidewalk shall continue to be used by the City as follows: pedestrian and business access and egress to all storefronts and residences.

1.2 Facilities/Inspections

All use and configuration of structures, booths, and other permanent or temporary facilities used in the event shall be limited to the right-of-way as permitted and inspected and reviewed as needed by the City Building/Fire Official. Prior to the event the parties agree to determine that the facilities in use comply with the provisions of State and local law, as well as to insure that no lasting or permanent damage shall be done to any public facility or property. During the term of the event, inspections by the City Building/Fire Official may be required as needed. All private and public property utilized for the event shall be initially inspected by City Building/Fire Official. The inspector(s) shall note all potential problems and shall require the Market to correct them. Prior to the opening of the event the Market shall correct all problems or shall remove facilities if they fail to meet requirements. *The special event inspection fee is \$50 per hour for Building/Fire Official, as set by resolution.* The City in accordance with lawful authority under statute or ordinance may use its discretion to cancel such event or to prohibit the attendance of the general public in certain areas where there appears to be a threat to life, health or property.

1.3 No Parking Signs

The City has installed "No Parking, Thurs., 1 pm - 8 pm, May - Sept" signs. Signage is posted on both sides of Cedar Avenue between First and Pearl Streets. Market is responsible for placing notice of No Parking signs on Cedar Avenue and Pearl Avenue at least 72 hours prior to the event.

CONSENT ITEM 8c

- 1.4 Electrical Power Sources
Market has use of power outlet at the corner of the brick portion of the Carnegie Building (northwest annex).
- 1.5 Water Sources
Market has use of outside water bib at the entrance to the Carnegie Building.

2. Market Responsibilities.

2.1 The Market shall provide a Certificate of Insurance with Endorsement to the City Clerk no later than **Thursday, April 21, 2016** evidencing commercial general liability insurance written on an occurrence basis with limits of no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage. City shall be named as an additional insured on the Commercial General Liability insurance policy and a copy of the endorsement naming City as additional insured shall be attached to the Certificate of Insurance. The insurance policy shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability. The insurance shall be primary insurance as respects the City. In the event that the Market receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Market shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

2.2 The Market shall defend, indemnify and hold the City, its officers, agents, employees, elected officials and volunteers harmless from any claims injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this agreement, including actions or inactions of persons participating or providing services in the event or from spectators, citizens, and other persons attending the events, except for injuries and damages caused by the sole negligence of the City.

2.3 Neither the Market nor any officer, agent, or employees, shall discriminate in the provision of service under this contract against any individual, partnership, or corporation based upon race, religion, sex, creed, place of origin, or any other form of discrimination prohibited by federal, state or local law.

2.4 Hours

- (a) Set up hours begin at Noon., Thursdays, May 5 through October 27, 2016
- (b) General hours of operation are Thursdays, May 5 through October 27, 2016, 3 p.m. to 8 p.m.

CONSENT ITEM 8c

(c) Tear-down of booths so that streets shall be re-opened on Thursdays, by 9 p.m.

2.5 Security

(a) The Market shall provide any and all security services necessary during the hours that the event is not in operation sufficient to reasonably secure the area and facilities provided.

(b) City shall have no responsibility or liability for the provision of security services nor shall it be liable for any loss or damage incurred by the Market or participants in this event.

2.6 Fire

The Market shall provide fire watch for all times in and around the booths and displays open to the general public as part of this event. The Market shall self enforce fire watch. Copies of the *Fire and Life Safety Requirements* have been provided to the Market. Layout near commercial occupancies may require an inspection each Thursday to address fire and safety issues. Emergency vehicle access of 20' will be maintained.

2.7 Restrooms

The City shall provide one handicap accessible portable restroom that will be located on the alley (east) side against the Carnegie Building.

2.8 Utility Services

(a) Garbage Service

All temporary containers must be removed from the Special Event area by 9 p.m. Thursdays by the Market. The Market shall ensure all solid waste containers are placed on property and approved as such containers by the City. The Market shall provide immediate clean up of any spilled containers upon notice from the City, the applicant's event staff, abutting property, or local business owners. If garbage demand exceeds onsite capacity, the Market may be required to provide additional service for solid waste. Garbage service shall be contracted with Allied Waste and paid for by the Market. Filled garbage bags (no more than three) are to be placed near the restroom along the alley (east) side of the Carnegie Building

(b) Water

The Market is allowed use of the water hose bib near the front door of the Carnegie Building to fill buckets for produce vendors (hose **NOT** to be stretched across the entrance to the building).

CONSENT ITEM 8c

(c) Power/electricity

The Market is allowed use of power/electricity by connection to the power outlet at the corner of the brick portion of the Carnegie Building (northwest annex).

(d) Sanitary Sewer

The Market shall request use of sanitary sewer for disposal of wastewater generated by vendors. Portable grease traps shall be located on the site for use by food vendors in accordance with City's wastewater disposal policy. Grease traps or rendering barrels shall be provided by the Market. Storm drains are to be covered with filter fabric to capture grease and debris. The Market will provide filters for all storm drains and will assure that all washing occurs at washstands.

2.9 Clean up

Upon the completion of the event, the Market shall make adequate provisions for the cleanup and restoration of all sites rented or provided under the terms of this agreement by 9 p.m. Thursdays.

- (a) Promotional signs /material removal
- (b) Barricades returned to storage area along alley behind Carnegie Building
- (c) All solid waste and waste containers removed from site
- (d) Any debris in the street resulting from event

Following each event, a final inspection of all event areas permitted for use by the Market shall be conducted by the Parks and Facilities Supervisor or other City designee to determine if areas are clean and returned to their original condition.

2.10 Cleaning/Damage Deposit

The Market shall submit a cleaning/damage deposit of \$500 to City by April 21, 2016. The deposit shall be refunded upon request from the Market management after October 27, 2016 if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the City for loss or cleaning costs. City reserves the right to retain the entire deposit if clean up is not completed satisfactorily in the time frame as specified in this agreement. If the deposit fee is completely used by the City to reimburse for loss or for cleaning costs prior to October 27, 2016, the City at its sole discretion may require the Market to provide an additional deposit of \$500 under the same conditions of retainage as above.

2.11 Permit Fees

The Market shall pay to the City all permit fees for the above-mentioned facility use and services at least ten (10) days prior to the event, and shall

CONSENT ITEM 8c

reimburse City for actual costs of supplies or services furnished by the City within thirty (30) days of mailing of a final bill by the City.

- 2.12 Signage – permits and approval
The Market shall be responsible for placement of all signage for the event and any sign permit fees. Said signage shall comply with the City’s sign regulations and must be approved by the City. The Market has permission to place directional A-Board signage inside and outside of the Historic Business District only on the Thursdays when the Market is open.
- 2.13 Performance Bond – N/A
- 2.14 Police Services
If attendance as estimated by the City at the event exceeds a cumulative total of 600 per day of event during a period of two consecutive weeks in which the Market operates, the City shall require the Market to pay for the time of one or more police officers as required under the formula of 2 officers per 1,000 attendees. The Market shall contract with the Snohomish County Sheriff Deputy's Association. As a condition of event approval, the Market will provide the Police Department with a list of points of contact including phone numbers so the Police can contact a sponsor during each Thursday afternoon event as needed.
- 2.15 Other Expenses
City to pass through certain other costs and expenses. The Market shall pay all costs and expenses related to services provided by the Fire District and other services.
- 2.16 Traffic Control
Prior to the first event, the Traffic Control Plan shall be submitted by the Market to the City Engineer by April 25th and approved by the City. The Plan shall include the use of barricades and barricade attendants. The Plan and the Market shall adhere to MUTCD guidelines and include 72 hour posting of street closures. The Market is to provide all barricades. Barricades at both the First Street/Cedar Avenue and Pearl Street/Cedar Avenue street closures will each be manned by one person in a traffic vest for the duration of the event. Manning of alley barricades is not deemed necessary at this time.
- 2.17 Towing
The Market is authorized to control the event parking for traffic control, event staging and configuration per the plan set forth above. Where appropriate, the Market shall clearly post temporary parking restriction/no-parking signs applicable for the Event. Where appropriate, the Market is authorized and responsible to arrange for the towing of vehicles violating the posted Event parking restrictions. The Market may

CONSENT ITEM 8c

use the tow company of their own choosing for Event towing purposes. Towing company must have a current business license with the City. The Market shall be responsible for all towing appeals made by the Event Sponsor. In addition to other Indemnifications in 2.2 of this agreement/permit Market hereby agrees to indemnify, defend and hold the City harmless for all costs and damages related to Market tows.

2.18 Licensing/Permits

The Market will ensure that all food booths/vendors have the necessary city, county and state permits required for handling food or sales, including but not limited to Health District food handling permits, business license, and state UBI number. Either Farmer's Market (full season) or Special Event (four-week) business license applications are due to the City Clerk Office no later than Monday prior to the Thursday on which they intend to be operating at the Market. Special Event business licenses should be picked up by the Market at City Hall. The Market will also make vendors aware of the City's sales tax code 3115 for proper credit to the City for any sales tax paid at a rate of 8.8% to the state.

2.19 Schedule of events

The Market will attach a schedule of all planned events for proper coordination of City support resources to this contract. Any events occurring that are not listed on the schedule may be closed down or removed by the City, and may be cause for denial of any future special events requests by the applicants

2.20 Noise level

The Market will place its public address system so as to limit the impact to nearby residences and neighborhood businesses, and monitor the volume of any amplified music and adjust as necessary to accommodate any complaints from nearby residents about excessive noise.

3. Sole Agreement: Amendments to Agreement

This written agreement shall be and is the sole understanding of the parties. No prior oral or written representation shall alter the terms of this contract unless specifically incorporated by reference and attached hereto. All amendments to this contract shall be in writing signed by both parties and made prior to the date that they purport to be effective.

TERMINATION. Either party may terminate this agreement in whole or in part upon sixty (60) calendar days written notice. The City may also terminate this agreement immediately, if the Market fails to correct a violation of this agreement within a reasonably appropriate time after receiving written notice of the violation from the City.

CONSENT ITEM 8c

Dated this _____ day of _____ 2016.

CITY OF SNOHOMISH:

SNOHOMISH FARMER'S MARKET:

City Manager

By:

Its: President

Date: _____

Attest/Authenticated:

City Clerk

Approved as to Form:

City Attorney