

**Upcoming City Council Agenda Items
December 2, 2014**

6:00 p.m. Transportation Benefit District (TBD) Board Meeting:

- Adopt 2014 Annual Report and 2015 Budget

7:00 p.m. Regular Meeting:

- Presentation by Elizabeth Grant regarding Cold Weather Shelter
- Action to authorize sale of surplus aerial firefighting ladder
- Action to approve contract for public defender servicers
- Action to approve contract for financial software migration
- Action to approve contract for prosecution services
- Discussion of third quarter police report

The agenda list above is partial and tentative. For further information, click here for the City website:

<http://www.snohomishwa.gov/AgendaCenter/City-Council-Agendas-1>

Republic Services Holiday Collection Schedule

Thanksgiving, Christmas, and New Year's Day Holidays all fall on a Thursday. Thursday customers will be collected on Friday, and Friday customers will be collected on Saturday.

Sno-Gnome-ish HOME FOR THE HOLIDAYS

- ★ **SANTA'S ARRIVAL & TREE LIGHTING**
FRIDAY AFTER THANKSGIVING, NOV 28
- HOLIDAY WINDOW DISPLAY CONTEST
COME SEE AND VOTE NOV 28 - 30
- FREE PHOTOS WITH SANTA
WEEKENDS NOV 28 - DEC 21
- LIVE HOLIDAY MUSIC
WEEKENDS NOV 28 - DEC 21
- SIPPIN' & SHOPPIN' WINE STROLL
SATURDAY, DEC 6
- CHASE THE GRINCH OUTTA SNOHOMISH
5K FUN RUN SUNDAY, DEC 7
- HISTORIC HOLIDAY PARLOR TOUR
SUNDAY, DECEMBER 14
- UGLY CHRISTMAS SWEATER PUB CRAWL
AND POKER RUN SATURDAY, DEC 20
- FREESTYLE CHRISTMAS LIGHTS CRUISE
SATURDAY, DEC 20
- WINTER SOLSTICE CANDLELIGHT WALK
SUNDAY, DEC 21

GET DETAILS @
HISTORICDOWNTOWNSNOHOMISH.ORG

Follow the adventures of Elvin the Sno-Gnome on Facebook & Instagram
(Elvin is a Jinglelog brand heirloom ornament available for purchase at a downtown Snohomish shop.)

Historic Downtown SNOHOMISH
Antique Capital of the Northwest
"By our vintage attitude"

shop eat play Jingle

Come Home for the Holidays to Snohomish on Friday November 28, the Day after Thanksgiving

Downtown Snohomish is the perfect place to wind down after your hectic "Black Friday." Enjoy a relaxed pace and small-town charm. Instead of loud and crowded big box stores, come experience warm and personal shopping and dining in our cozy restaurants and friendly shops.

Treat yourself to live holiday music performances starting at 2:00 pm. Wave to Santa as he rides down First Street at 3:00 pm. You'll want to stick around for visits and photos with Santa. Bring your own camera for free photos with Santa from approximately 3:15 pm -7:00 pm. The live entertainment continues until 7:00 pm too. Pause for a moment at 5:00 pm to help Santa light the Community Tree, located at First Street and Avenue B, with magic and Holiday Spirit.

Where:

First Street in Snohomish, WA (Santa's route)
Gazebo at the Corner of First Street and Avenue A

When:

Friday, November 28, 2014
2:00 PM – 7:00 PM
Music Starts at 2:00 pm
Santa starts his First Street cruise at (approx.) 3:00pm
Tree Lighting at (approx.) 5:00 pm
Photos with Santa approximately 3:15 pm – 7:00 pm

Cost:

FREE

More:

To see a full calendar of Snohomish holiday events and activities, visit:
HistoricDowntownSnohomish.org/home-for-the-holidays
HistoricDowntownSnohomish.org/events

2014 Calendar:

Thanksgiving Day
Thursday, November 27
City Hall CLOSED



Day After Thanksgiving
Friday, November 28
City Hall CLOSED

**Transportation Benefit
District Board**
Tuesday, December 2 – 6 pm
Gilbertson Board Room
1601 Avenue D

City Council
Tuesday, December 2 – 7 pm
Regular Meeting
Gilbertson Board Room
1601 Avenue D

<http://ci.snohomish.wa.us/AgendaCenter/ViewFile/Agenda/12022014-470>

Planning Commission
Wednesday, December 3
6 pm
105 Cedar Avenue
Please Note Location

City of Snohomish Snow and Ice Response Plan

PUBLIC

This Snow and Ice Response Plan has been prepared for the purpose of communicating the designated roadways, in priority order, that will receive snow plowing and sanding services during winter snow and ice events. This Plan also describes sections of roadways that will be closed during winter snow and ice events, and provides a description of plowing and sanding services that will be employed by Public Works. This Plan includes the methods by which roadways will be monitored and Public Works will be alerted to adverse conditions.

This Plan further describes the protocol for Police/Sheriff, Fire, and other departments or agencies to communicate with Public Works Operations when winter snow and ice events or emergencies require action by Public Works personnel.

COMMUNICATION

The Public Works Department will try to anticipate up and coming bad weather conditions but will depend on the Police/Sheriff Department to help assess the weather and roadway conditions and initiate action outside of normal working hours (M-F, 7:00 am to 3:30 pm). The on-duty Standby employee will be responsible for making a city wide assessment after receiving a call. Standby may also initiate sanding/plowing operations at their discretion when necessary.

The Street Department - Senior Maintenance Worker (Lead) can, at his/her judgment, initiate sanding/plowing operations independent of a call from the Police/Sheriff Department or Public Works Management.

The Street Department Lead will be available for callout in severe winter weather events. The Street Department Lead or one of the Public Works Managers may schedule additional personnel to respond when extra help is needed.

When unforeseen severe winter weather events occur and urgent sanding/plowing is necessary, the Street Department Lead shall initiate a rapid response within 1 hour of such an event.

Outside normal working hours, the Police/Sheriff Department will communicate with Operations and Standby using the after-hours answering service. This will ensure a record of all calls is logged as well as making sure the Standby personnel receive the proper message via the standby phone.

Police/Sheriff and Fire may call on Public Works and Standby if emergency access is needed to an area not yet sanded and/or plowed. These calls shall be treated as an immediate priority by Operations personnel.

CORE COMMUNICATION GROUP

Daily status updates via email will be sent during winter weather events requiring sanding, plowing or anti-icing operations. In emergency situations, the Core Group will be apprised of the situation immediately, and be kept updated until the situation is resolved. The Core Group is defined as:

City Manager, Public Works Director, Police/Sheriff Department, Fire Department, Public Works Operations Management, City Hall Front Counter Personnel, Historic Downtown Snohomish, Snohomish Chamber of Commerce

Snow and ice removal contractor for Historic Downtown Snohomish: Unknown at this time.

OPERATIONS

Available Equipment

The City of Snohomish owns the following equipment which is available for snow plowing and sanding services. Snow plowing and sanding equipment is prepared for operation by Street Department personnel and is maintained by the City's Fleet Department.

Equipment - *plowing and sanding*:

- 2 - Dump Truck – 5 yd
- 1 - Drop-in Sander – 4 yd
- 1 – Drop-in Sander – 2 yd
- 2 - Snow Plow – 10' blade

The addition of the second snow plow will better equip staff for unexpected breakdowns and heavy snow removal.

Traffic & Safety signage – miscellaneous signs and barricades

Plowing and sanding equipment will be used to perform plowing and sanding operations on Priority 1 Routes. Depending on weather conditions, plowing and sanding equipment may be used to perform plowing and sanding on Priority 2 Routes, but only after Priority 1 Routes have been taken care of.

It is anticipated that in most snow and ice conditions Priority 3 Routes (all other roads not designated Priority 1 or 2) will not receive plowing or sanding services until all other routes have been cleared.

Available Materials

City of Snohomish Public Works Operations maintains a stock of materials for snow plowing and sanding operations. The following materials are kept in stock at the City Shop facility located at 1801 First Street, Snohomish, WA 98290. Minimum quantities are maintained as indicated below.

Sand - 400 tons

Salt - 40 tons to be mixed with sand at a 1 (salt) to 5 (sand) rate.

Snow Plow Blade – 3 with rubber cutting edge - 2 mounted, one spare

Anti-Icing - Equipment and materials owned and stored by Snohomish County. Service is provided via a standby request and will only be performed when the County is passing through Snohomish to perform its own anti-icing activities.

Trained and Qualified Personnel

City of Snohomish personnel have been trained in snow plowing and sanding operations and are available to perform these services. Several employees have received this training and routinely participate in snow plowing and sanding events. Three of the employees are from the Street Department and the remaining employees are from the Parks/Facilities, Water, and Wastewater/Collection/Stormwater Departments.

In extreme weather conditions other employees who possess a CDL driver license may be called upon to train and participate in snow plowing and sanding activities.

Snow Plowing

Plowing operations shall commence when snow accumulation has reached 2 inches, or sooner according to the judgment of the Street Department Lead. Priority routes have been established and shall be adhered to

unless Public Works is contacted by Police/Sheriff or Fire and notified of an emergency priority location. Plowing operations are limited by equipment availability. It is therefore imperative that priority route procedures are adhered to by all plow operators.

During extreme weather events, it may not be possible to reach Priority 2 & 3 areas for some time. The focus will be kept on the Priority 1 routes during these situations so that Police/Sheriff, Fire, and basic services can be provided to those in need.

Sanding

Sanding operations begin when unsafe conditions exist, primarily on hills, sharp corners and intersections. Sanding operations may be initiated by a request from Police/Sheriff, Fire, Public Works Management, or at the judgment of the Street Department Lead.

Known problem areas shall be addressed on a regular basis during hazardous conditions and/or severe weather.

Sand and salt will also be applied during snow events following and/or concurrent to snow plowing.

Application of Anti-Icing Agents

Arrangements have been made with Snohomish County Public Works to apply anti-icing agents on the surface of pre-designated City roadways and bridges when icy conditions have been forecast. Snohomish County Public Works will apply anti-icing agents for the City of Snohomish when the County is applying anti-icing to County roadways adjacent to City limits. This service is contingent upon the availability of Snohomish County personnel. Requests for anti-icing application are facilitated through the Street Department Lead.

AREAS OF PRIORITY

Areas of Road Closure (hills)

Steep hills are considered extremely dangerous during snow and ice conditions and are automatically closed.

The following hills shall be designated as areas of automatic closure during periods of severe winter weather:

Fifth Street	(Avenue A to Avenue B)
Union Avenue	(Second Street to Third Street)
Tenth Street	(Pine Avenue to Maple Avenue)
Fifth Street	(Cedar Avenue to Maple Avenue)

Priority 1 Routes

Main arterials are considered to be the minimum network which must be kept open to provide a transportation system connecting hospitals, fire stations, police stations and emergency rescue units. The attached map designates priority routes.

The following streets shall be designated as Priority 1 for snow and ice removal & sanding operations:

First Street	(Second Street to Lincoln)
Second Street	(Covington Court to Pilchuck River)
Fourth Street	(Avenue D to Maple Avenue)
Tenth Street	(Avenue D to Pine Avenue)
13 th Street	(Avenue D to Pine Avenue)

Avenue D	(14 th Street to First Street)
Bickford Avenue	(City Limits to 14 th Street)
Weaver Road	(Bickford Avenue
Ludwig Road	to Second Street)
Maple Avenue	(Second Street to City Limits)
Pine Street	(Maple Avenue to Tenth Street)
Union Avenue	(First Street to Second Street)
30 th (56 th) Street	(Bickford Avenue to Hwy 9)

The Street Department Lead, Public Works Management, or the Police/Sheriff Department may initiate a road closure in these locations or any other location that is deemed unsafe for vehicular travel.

Priority 2 Routes

The following streets provide significant secondary access routes for emergency responders and community travel and shall be designated as Priority 2.

Avenue A	(Second Street to 13 th Street)
Park Avenue	(13 th Street to Rainbow Place)
Lincoln Avenue	(City limits to First Street)
Pine Avenue	(Second Street to 16 th Street)
Fourth Street	(Maple Avenue to Pine Avenue)

Priority 3

Residential streets and all other local roads not listed as Priority 1 or 2 shall be designated as Priority 3.

GENERAL CONSIDERATIONS

Conditions warranting a police/Sheriff call to Public Works or the Answering Service include:

- 2 or more inches of snow accumulation
- Observed ice build-up on the roadway
- Hazardous driving conditions

When calling the Answering Service, please include the following information:

- Problem needing attention
- Location of problem area
- Name and return number for confirmation call
-

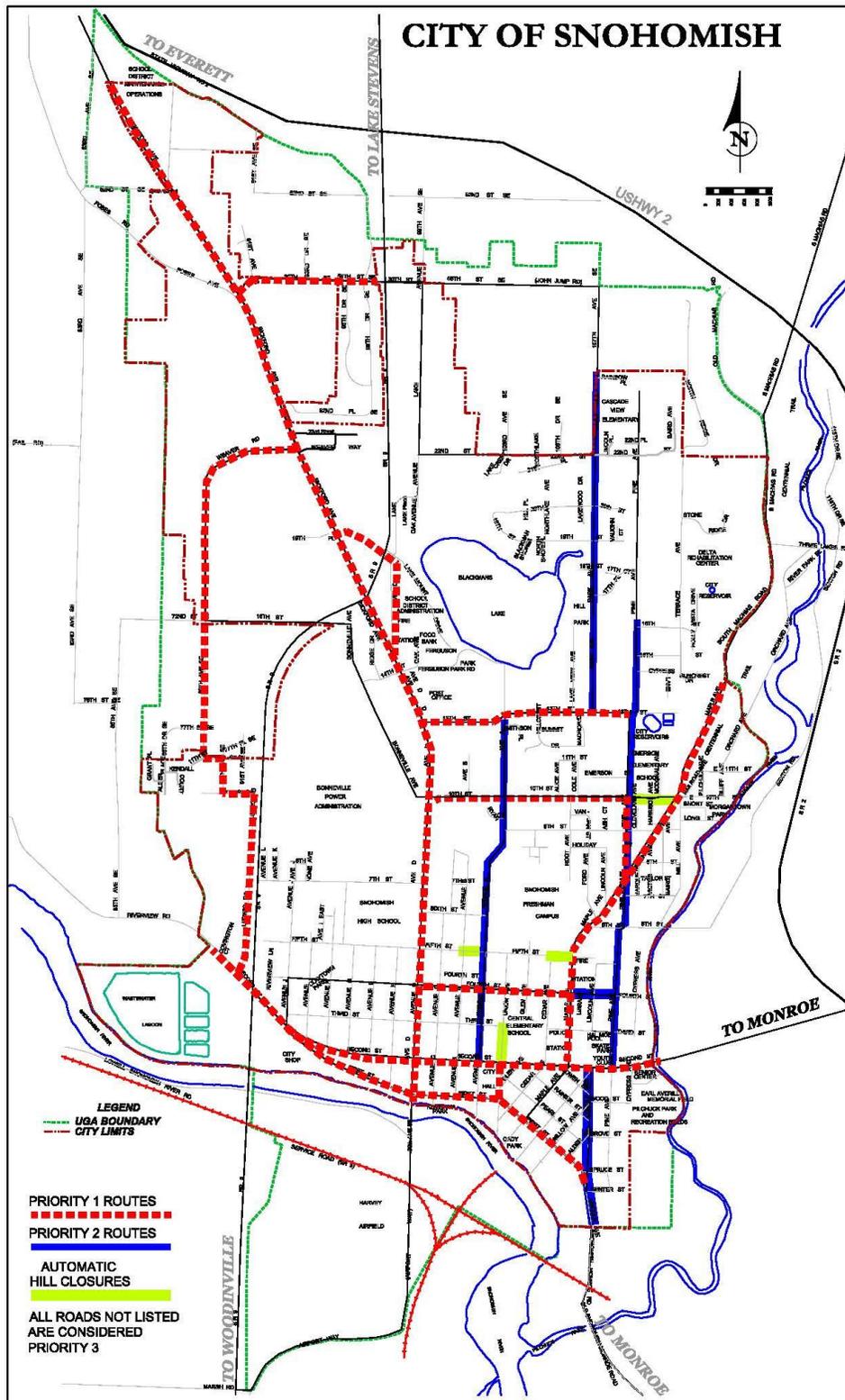
EMERGENCY PHONE NUMBERS

Please use the following numbers to contact Operations and/or Standby. When calling after hours please call the **ANSWERING SERVICE** first.

City Hall (M-F, 9:00 a.m. – 5:00 p.m.) (360) 568-3115

Standby (Answering Service) – 24 hours (360) 563-2012

CITY OF SNOHOMISH



CURRENT SNOW PLOW ROUTES MAP

Applicants Sought for Snohomish Planning Commission

Applicants are being sought to fill an upcoming vacancy on the City of Snohomish Planning Commission.

The applications are due to the City Clerk by 4:00 p.m. on Thursday, December 4, 2014, at City Hall, 116 Union Avenue in Snohomish.

The Planning Commission board member term runs for six years. The Commission considers land use, regional and comprehensive plan issues, and makes recommendations to the City Council. The Planning Commission may recommend moratoria and/or interim land use controls and hold public hearings as deemed necessary by the City Council.

Members of the Planning Commission must live within the City's urban growth area boundary. All City board and commission members are volunteers serving without compensation.

The vacancy is created by Planning Commissioner Paulette Norman's decision to resign. The selected appointee's term will begin immediately upon City Council confirmation of the Mayor's appointment and will fill the balance of Ms. Norman's term which expires July 20, 2017, at which time the appointee may request appointment to a full term. Commissioner Norman has served as a Commission Member since October 2012.

Applications are available at City Hall and may also be downloaded from the City web site: www.snohomishwa.gov.