



# CITY OF SNOHOMISH

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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**  
**January 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
- a. December 1, 2015 Transportation Benefit Board Meeting (*P.1*)
  - b. December 7, 2015 Boards and Commissions Appreciation Reception (*P.7*)
  - c. December 15, 2015 Council Workshop (*P.9*)
  - d. December 15, 2015 Regular Meeting (*P.15*)
- 7:05 4. **CITIZEN COMMENTS** on items not on the Agenda (*and/or to request time to speak on any Action or Discussion items on this agenda*)
- 7:15 5. **NEW EMPLOYEE INTRODUCTION** – Curtis Galde
- 7:20 6. **PRESENTATION - ELECT** Mayor and Mayor Pro-tem for Two Year Term (*P.33*)
7. **ACTION ITEMS**
- 7:30 a. **SELECT** Council Liaisons to Boards and Commissions (*P.35*)

*Continued Next Page*

- 7:40 b. **AMEND** Warrant Signature Requirements – **ADOPT** Ordinance 2298 (P.37)
- 7:50 c. **APPROVE** Letter of Support for Sound Transit III Ballot Measure (P.41)
- 8:00 d. **APPOINT** Hal Moe Pool Advisory Committee Members (P.45)
- 8. **DISCUSSION ITEMS**
- 8:10 a. **REVIEW** Council Rules and Procedures (P.83)
- 8:20 b. **REVIEW** Fireworks Code (P.111)
- 8:30 c. **REVIEW** Title 14 Clean-up – Ordinance 2296 (P.133)
- 8:45 9. **CONSENT ITEM - AUTHORIZE** payment of claim warrants #57895 through #57982 in the amount of \$626,480.08 issued since the last regular meeting (P.149)
- 8:50 10. **OTHER BUSINESS/INFORMATION ITEMS**
- 9:00 11. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**
- 9:10 12. **MANAGER’S COMMENTS**
- 9:15 13. **MAYOR’S COMMENTS**
- 9:20 14. **EXECUTIVE SESSION** – Sale or Lease of Real Property
- 9:30 15. **ADJOURN**

**NEXT MEETING:** Tuesday, January 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.*

**AGENDA ITEM 3a**

**Snohomish Transportation Benefit District Board Minutes  
December 1, 2015**

1. **CALL TO ORDER:** Chairman Hamilton called the Snohomish Transportation Benefit District Board meeting to order at 6:00 p.m., Tuesday, December 1, 2015, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

**BOARDMEMBERS PRESENT**

Derrick Burke  
Karen Guzak  
Tom Hamilton, Chairman  
Paul Kaftanski  
Dean Randall  
Michael Rohrscheib  
Lynn Schilaty

**STAFF PRESENT**

Larry Bauman, City Manager  
Grant Weed, City Attorney  
Jennifer Olson, Finance Director  
Steve Schuller, Public Works Director  
Owen Dennison, Planning Director  
Torchie Corey, City Clerk  
John Flood, Police Chief  
Yoshihiro Monzaki, City Engineer

There was one citizen in attendance.

2. **APPROVE AGENDA** contents and order – no change
3. **CITIZEN COMMENTS** on items not on the Agenda - none
4. **PRESENTATION** – 2015 Annual Report

The TBD was approved by City voters in 2011 for the purpose of preserving streets and completing two intersection projects – the 15<sup>th</sup> Street/Avenue D roundabout and the 30<sup>th</sup> Street widening project. In 2012 sales tax was increased .02% from 8.6% to 8.8% as a revenue source for the TBD projects, and will be in effect until 2021. It was estimated that about \$660,000 would be collected annually; \$500,000 would be used for street preservation and \$160,000 would be used for the intersection projects.

Over the ten-year period it was estimated that \$5 million would be collected. To fund all the streets that needed repair or to be preserved would cost approximately \$15.7 million, so only about one-third of the streets will be repaired. Staff has been applying for federal and state grants to supplement the sales tax funds so the dollars could be stretched to cover additional projects. The preservation project costs will fluctuate as the main item for all projects was asphalt, and oil prices and inflation would change over time.

The TBD funded three projects in 2015 including the Maple Avenue overlay from Pine Avenue to the City limits; 15<sup>th</sup>/Avenue D roundabout construction; and the 30<sup>th</sup> Street widening design. The Maple Avenue overlay was completed in September. The project consisted of grinding and overlay of about 3,400 feet of roadway with ADA, striping and sidewalk improvements. Total construction cost was \$390,000 of which \$273,000 was funded through a federal grant with the TBD providing the \$117,000 grant match.

The 15<sup>th</sup>/Avenue D project was officially completed in April 2015 and was working well. The level of service improved from an E to an A. The \$220,000 design was funded by

### **AGENDA ITEM 3a**

federal and state grants. Construction cost was about \$1.7 million. \$890,000 came from a federal grant; \$480,000 from a state grant; and TBD matching funds of \$340,000 for 80% funding by grants. It improved the intersection; provided pedestrian facilities including sidewalks, benches and lighting; and improved the appearance of the intersection. With the completion of this project, one of two intersection projects identified by TBD were done.

Design for the 30<sup>th</sup> Street widening was completed in June. It was funded by a federal grant of \$197,000 and TBD matching funds of \$36,000 for a total design cost of \$233,000. The City recently received news from the state that the Transportation Improvement Board was awarding \$711,000 to the City for construction of the project. \$80,000 of matching funds would be provided by the TBD for a total estimated construction cost of \$791,000.

This project will improve traffic flow through the SR 9 intersection by adding additional lanes. On the west leg a dedicated left turn lane and combination through/right turn will be added. On the east leg a dedicated right turn and through-lane will be added. There will be some sidewalk and traffic signal improvements, ADA, and drainage improvements. Because the design was completed and construction funding was just received, the state Department of Transportation was going to help process and approve the design and permit documents. Staff hoped to start construction in late spring or early summer.

The City also received a grant for the Maple Avenue overlay from Pine Avenue to Second Street. This would complete the overlay of the City's section of Maple Avenue. The TIB awarded the City \$461,700. TBD provided a \$51,000 match for a total cost of \$513,000. The City would also be partnering with Snohomish County on this project which allowed additional points in the grant process.

For next steps, the City had received the grant agreements for the 30<sup>th</sup> Street and Maple Avenue projects so those will be processed to get the funding in early 2016. This would delay the pavement preservation work on Avenue A until 2017 since staff's focus would be on these two projects. Project Engineer Andy Sics, who worked on the grant applications, was now working on the design. It looked like the 30<sup>th</sup> Street intersection project could be completed by 2016 so in 2017 funds could be used for pavement preservation projects. In Spring 2016 federal agencies will be looking for applications from agencies for the federal 2017 paving preservation grant program and staff will be looking at other arterials to apply for those funds.

Boardmember Kaftanski confirmed the Maple Avenue overlay triggered the requirement to complete intersection improvements for ADA and pedestrian accessibility where there were gaps or none had existed. The roundabout was working really well and had been operational for several months. What challenges, issues, or tweaks, if any, would be done in the future, given its performance, or regarding some of the aesthetic treatments or design features? What has popped up that might warrant a closer look by staff in the future?

Mr. Schuller knew one councilmember wanted to limit any increased maintenance so staff applied a lot of rock. There was concern about how the meadow would turn out as it was a new aesthetic. Everyone had used grass for decades. There was a changing environmental aesthetic both from a stormwater standpoint and for protection of the environment. There

### **AGENDA ITEM 3a**

was also a changing landscape aesthetic. Even after a summer of no rain when everything died, it came back in the fall, turning into the expected meadow of clover and wildflowers that provided stormwater treatment and the desired low maintenance. Time will tell about the maintenance needed over time but so far there hadn't been any changes. From an engineering standpoint, drivers were supposed to go 15-20 miles per hour.

Boardmember Burke asked if there were any complaints from the trucking industry.

Mr. Schuller heard people were confused the most by double roundabouts with double lanes entering. Woodinville and Duvall had them. Those were designed that way because of the giant trucks that travelled the state highways. The City's was a single roundabout which was fine for the typical car. When it first opened, staff watched several large trucks pass through without any trouble. It was designed to feel constraining because of the apron to try and slow drivers down.

Boardmember Guzak knew that since the City had money for the 30<sup>th</sup> Street project now, this would free up money that was accruing in the TBD fund. Some may be used for Avenue A later. She understood staff could only handle a couple projects a year, but if the project was put off another year, there was potential for getting more money for pavement preservation. It would be a major help with north-south traffic in town and it was also where the bike lane was. The intersection at Fourth Street/Avenue A was getting a lot of potholes. The four-way stop at Fourth/Maple Avenue was working really well. Congratulations on all the fine grant writing; the grants the City received had been stellar.

Chairman Hamilton agreed staff had done an amazing job getting grants. At the beginning the City had expected to only fund about one-third of the street preservation needs. At this point the City was running well ahead of that. There were a lot of variables such as the oil prices, health of the economy, and the City's ability to continue to get grants. Did staff care to guess whether over the ten-year span the City might be able to make the \$15 million needed for street preservation?

Mr. Monzaki wanted to be optimistic based on the track record so far. It depended on the economy, federal agencies, the state budget, and how much they had to provide for grants.

Boardmember Kaftanski said this year the TBD will take in \$815,000 and the assumption was \$660,000 annually over ten years. With the leverage of the grant funds over the course of the ten years, not withstanding what could happen with the business cycle, it looked like closer to half the preservation projects could be done instead of a third.

Chairman Hamilton confirmed the Board approved the report.

#### **5. ACTION ITEM – Transportation Benefit District Board Assumption – PASS Resolution 5**

The purpose of this agenda item was for the TBD Board to consider Resolution 5 which proposed to rescind the interlocal agreement between the TBD Board and the City. In 2010 the TBD was formed and a ballot measure was approved for a .02% sales tax increase in the City's local tax rate. Because the TBD was a separate taxing authority according to RCWs,

### **AGENDA ITEM 3a**

an interlocal was executed between the Board and the City to be primarily used to coordinate administrative, financial, and project management activities for the TBD and provide some efficiencies. The ILA was amended in 2015 based on an audit requirement to ensure that the City was properly authorizing warrants and related activities.

In July 2015 the state adopted legislation which allowed for a city with an established TBD to absorb the TBD and assume all the powers, rights, functions and obligations of the TBD Board. To start the process a public hearing was required and the City Council will hold the hearing later this evening.

Some fund budget figures were reviewed as part of the final administrative and financial housekeeping items for the TBD Board. 2015 started with a fund balance of \$636,000. The budget was set at \$675,000 with expenditures of about \$197,000 for 2015 projects. The final revenue sources for 2015 were estimated at \$815,000. Those transfers to the projects were based on the last budget amendment earlier this year of \$196,882. Ending fund balance for the TBD was anticipated to be \$1.2 million.

For 2016 the current budget was estimated conservatively in case there were challenges with the economy and/or sales tax revenues as that was volatile. The budget was set at about \$780,000 with \$660,000 for projects. The projects listed at this time were the Avenue A project, Seventh/Tenth Street project, and Blackmans Lake. TBD funding was going to support those projects. Around May 2016 the City Council will see a proposed budget amendment for some projects now known to have grant funding so there will be a revision of TBD sources.

The Board was asked to consider Resolution 5 to rescind the ILA between the TBD Board and the City of Snohomish.

Mr. Weed added that it was especially important to understand that rescinding the ILA did not mean that the TBD formation was being abolished or rescinded; the TBD was a separate municipal entity. This was just severing the business relationship that needed to be formed between the TBD and City. The City Council later will consider an ordinance that utilizes the new state legislation that was adopted to assume all the responsibilities the Board has undertaken since the TBD was formed. It was necessary that the TBD as an entity continue because it was the entity with the authority to collect sales tax; however it will be governed and administered by the Snohomish City Council if the ordinance is adopted at the meeting later this evening. This TBD Board will no longer have a purpose for meeting.

**MOTION** by Burke, second by Guzak, that the Snohomish TBD Board pass Resolution 5 to rescind the interlocal agreement between the Snohomish Transportation Benefit Board and the City of Snohomish City Council. The motion passed unanimously (7-0).

6. **CONSENT ITEM – APPROVE** the minutes of the regular meeting of March 3, 2015

**MOTION** by Kaftanski, second by Schilaty, to approve the March 3, 2015 meeting minutes. The motion passed unanimously (7-0).

**AGENDA ITEM 3a**

**7. OTHER BUSINESS/INFORMATION ITEMS**

Chairman Hamilton said Community Transit has advised cities within its jurisdiction that on Thursday, January 21<sup>st</sup> there will be a meeting of representatives from all the various cities to select the members for the Community Transit Board for the next two years. He was still interested in representing the City at that meeting. CT's taxing authority has been increased and they were looking at new things, including better service for this area.

Chairman Hamilton wanted to thank several entities for what had happened over the last 4-5 years of the TBD. First was the voters of the community who approved the TBD. It had been a godsend for the City to preserve a major asset - its streets. He thanked staff who had done an incredible job getting grants and leveraging the money for projects. The City was running well ahead of schedule right now which was a tremendous asset for the City. He thanked his fellow Boardmembers for working very congenially together, moving forward and making decisions. Fourthly, he thanked the companies that came to town and worked on the projects. He was impressed particularly with how the roundabout was completed while traffic flowed through during the construction phase. Even the overlay projects were done really well. The City had a lot to be thankful for in the years to date and it will continue on for another six years. Hopefully many more wonderful things will happen for the City.

Boardmember Guzak thanked Chairman Hamilton who graciously led them through the meetings.

**8. ADJOURN** at 6:30 p.m.

APPROVED this 5<sup>th</sup> day of January 2016

CITY OF SNOHOMISH

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**AGENDA ITEM 3a**

**AGENDA ITEM 3b**

**Snohomish City Council Minutes  
December 7, 2015**

The Snohomish City Council held an appreciation reception for all standing City Advisory Boards and Commissions with a social hour starting at 5:30 p.m. on Monday, December 7, 2015 at the Collector’s Choice Restaurant, 215 Cypress Avenue, Snohomish, Washington.

**COUNCILMEMBERS PRESENT**

Karen Guzak, Mayor  
Lynn Schilaty

**Planning Commission**

Gordon Cole (EDC)  
Hank Eskridge  
Laura Scott

**Design Review Board**

Darcy Mertz Krewson  
Phillip Baldwin  
Ed Poquette  
Joan Robinett Wilson

**Economic Development Committee**

Mary Pat Connors  
Allison Raduziner  
Ray Cook  
Keith Stocker  
Jason Sanders  
Zach Schwarzmiller

**STAFF PRESENT**

Larry Bauman, City Manager  
Steve Schuller, Public Works Director  
Owen Dennison, Planning Director  
John Flood, Police Chief  
Torchie Corey, City Clerk  
Debbie Emge, Economic Dev. Manager  
Jennifer Olson, Finance Director  
Brooke Eidem, Associate Planner  
Ron Simmons, Fire Chief  
Denise Johns, Project Manager

**Public Safety Commission**

Merle Kirkley  
Tyler Hammond  
B J Myers  
Jim Schmoker  
Jan Lengenfelder

**Parks and Recreation Board**

Lya Badgley  
John First  
Lea Anne Burke

Mayor Guzak welcomed the attendees to the celebration of the City’s volunteers. People were asked to introduce themselves and the board they represented.

Mr. Bauman announced the retirement of City Clerk Torchie Corey at the end of the year.

Parks Board Chair Lya Badgley said topics discussed this year included approval for a community-involved process to work on repurposing Hal Moe Pool; interim use of the Ludwig property until it could be developed into a neighborhood park; the boat launch with a planned pedestrian pathway link from Cady Park; and a park naming policy. She thanked City Parks & Facilities staff for their care of the parks and support provided to volunteer events.

EDC Chair Mary Pat Connors gave an overview of the Committee’s work. They advised on potential uses for the county public works yard on Avenue D; provided input on four “Why Snohomish” videos for business recruitment; supported the dedicated police coverage detail on

**AGENDA ITEM 3b**

First Street over the summer; and worked to attract new businesses to town. The Commission appreciated the support provided by City staff.

Planning Commission Chair Laura Scott recognized the diverse backgrounds of the Commission members and the value they provided in bringing their unique perspectives to the topics. The Commission advised the Council on land use; reviewed, updated and streamlined the comprehensive plan; and was working on an update to wireless facility regulations.

Public Safety Commission Vice Chair Merle Kirkley highlighted the Commission’s activities. They wanted to get more neighborhoods to participate in *National Night Out* so planned to host a central event in addition to neighborhood gatherings next year. The K9 Crimewatch program was inaugurated as another means to fight crime in town. The Fire District held a Safety Week program in the schools. The Commission also supported a ban on fireworks in the community.

Design Review Board Chair Darcy Mertz Krewson said the Board’s role was to help preserve the character, economic and cultural value of the Historic District, and to encourage quality design throughout the City. They reviewed development proposals involving new construction or exterior modifications to structures in the Historic District, reviewing over 20 projects this year. Between project reviews, the Board continued its work on updating the Historic District Design standards with the intent of making a more clear and useful document.

Mr. Bauman thanked the advisory board members for volunteering their time which was a sign of the caring community. There had been some controversies over the year but that was also an indicator of caring.

Mayor Guzak gave a recap of 2015 highlights for the City which included: completion of phase I of the City Hall remodel; purchase of the riverfront boat launch property; street overlays; starting of work to re-purpose Hal Moe Pool; the Police Department weekend patrol of First Street at no additional cost; approval of a new ad-hoc Open Government Committee; removal of biosolids from the wastewater treatment plant; state funding approval of \$142 million for a new SR 9 bridge over the Snohomish River; Association of Washington Cities’ designation as a Well City for the fifth year in a row; and Snohomish being voted 9<sup>th</sup> in Budget Travel’s “America’s Coolest Small Town 2015” contest.

The meeting adjourned at 8:05 p.m.

APPROVED this 5<sup>th</sup> day of January 2016

CITY OF SNOHOMISH

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**AGENDA ITEM 3c**

**Snohomish City Council Workshop Minutes  
December 15, 2015**

1. **CALL TO ORDER:** Mayor Guzak called the Snohomish City Council workshop to order at 6:00 p.m., Tuesday, December 15, 2015, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

<b><u>COUNCILMEMBERS PRESENT</u></b>	<b><u>STAFF PRESENT</u></b>
Derrick Burke	Larry Bauman, City Manager
Karen Guzak, Mayor	Jennifer Olson, Finance Director
Tom Hamilton	Owen Dennison, Planning Director
Paul Kaftanski	Steve Schuller, Public Works Director
Dean Randall	John Flood, Police Chief
Michael Rohrscheib	Torchie Corey, City Clerk
Lynn Schilaty	Pat Adams, Human Resources Manager
Z ach Wilde, Councilmember-elect	Debbie Emge, Economic Dev. Manager

There were no citizens in attendance.

2. **DISCUSSION ITEM** – Overview of Financial Management Policy & Five-year Financial Plan Process

The purpose of tonight’s workshop was to kick off the Council’s process in meeting its 2016 goal and initiative to establish a five-year financial plan. It was hoped to achieve this by June 2016. Staff was looking for Council direction and input on the proposed activities and time line. This meeting was an opportunity to review and finalize the outline. Copies of the new proposed financial management policy, current policy, and a risk assessment were provided.

Three components were used to assess financial health. Financial position was the ability to pay bills when they came due. It was strong when the City had enough cash and other liquid resources to pay the bills. The City wanted to have a strong financial position. Financial performance related to how well the revenues covered expenditures. The five-year plan will show how well future revenue sources covered future expenses. Solvency was the ability to pay bills in the future. Cash solvency meant the City could pay expenses over 60-90 days. Long-term solvency was the ability to pay debt for a longer timeframe. Debt included items on the books, other obligations such as deferred maintenance, and making sure assets lived out their useful life. Service level solvency related to whether the City had the capacity to deliver basic services.

It was important to understand where the City’s financial health stood and how the components connected to each other. Strong performance meant there will be improved reserves at the end of the year which leads to a strong financial position. That allowed the City to issue debt at a lower interest rate, cover long-term maintenance costs, and take care of assets.

A destructive situation was when there wasn’t enough cash or the City wasn’t in a strong position, which could result in short-term borrowing. Too much cash was also a problem in that the City’s money wasn’t being invested properly. Investments were a component of the

### **AGENDA ITEM 3c**

financial management policy with the goal of making sure the City earned the best return possible as interest was a source of revenue.

Staff had proposed an outline of activities to come up with a new financial policy as well as the five-year plan. Were there any questions, comments or additions the Council would like to see in the outline?

The outline contained four steps: purposes, methods & activities, issues, and expected results. The purposes were to better understand the City's financial health; identify existing and emerging challenges; develop actions to correct any imbalances in the forecasted General Fund balance and seek opportunities to ensure an adequate level of reserves; and to review the financial management practices and Council legislative policies.

Councilmember Kaftanski was hopeful that as the document expanded next year there may be a place for an education component about where reserves came up in the City. The bulk of reserves were in the utility funds rather than the General Fund and that often got lost in the message. He hoped there would be an explanatory statement and some educational activities so citizens would understand the role of reserves in the City.

The current financial policy and the proposed new policy were provided. Because of significant changes in formatting, new best practices, different sections, and language, a red-line version was not very workable. Changes in the new policy would be discussed over the next months, as would the assumptions to be used for the five-year plan. Staff would be mindful about making sure there was good language in the policy, making sure the plan got put into play, and that the plan scenarios followed the policy.

Planned activities were described. The Council was asked to complete a risk assessment worksheet as homework regarding their thoughts on risks the City faced. The worksheet was reviewed to make sure there weren't any questions. Examples could be provided if needed. The risk assessment related to various components of financial health and the risks associated with extreme events. Staff will combine and theme each Councilmember's ideas about risk, how they saw risk, and any approaches to mitigate those risks. A summary would be used in a future workshop.

Sections of the risk assessment would identify risks associated with extreme events; it could be flooding or some other disaster, or whatever a Councilmember might consider to be an extreme risk to the City. Then, what was the City's vulnerability to the risks listed? What ideas did Councilmembers have to reduce or avoid the risks? Finally the Councilmembers were asked to rate risks on a scale of 1-5 and the need to retain reserve funds to mediate the risks, with "5" being Very Important. The same procedure would be used to assess revenue source stability, expenditure volatility, leverage, liquidity, growth, and capital projects.

An example on major revenue sources was reviewed. What were the City's major revenue sources? What were the risks to the revenue sources? Sales tax was a major revenue source but was also volatile, going up and down according to the economy. How could that risk be mitigated?

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Councilmember Rohrscheib asked if the risks had to be within the City. What about risks in the region that might impact the City? A lot of entrances into town included bridges. A major catastrophe could really mess things up.

Ms. Olson confirmed something outside the City that they considered would impact the City should be included.

Mayor Guzak said that would include the big earthquake that was predicted. Eventually FEMA funds would be received but in the interim the City would have to come up with money for corrections and repairs.

All the risk rate numbers would be combined into a score based on the individual Councilmember's views and assessments. That information would be used in the discussion topic for setting reserves. For example, a total score of 17-24 would mean the City had a low to moderate level of risk so there were recommended reserve categories. Staff would address the difference between setting reserves based on expenditures or revenues, and provide some supporting information on why the target was set at a certain level.

Councilmember Kaftanski wanted the opportunity to talk about the probability of risk. Sales tax decline was probably fairly high while the probability of a property tax increase was low. They needed to consider what was the probability of the risk actually happening and how that might affect the target.

Ms. Olson could go through exercises to determine probabilities on what would happen with sales or property tax to help inform the decision. It was good to talk about the probabilities; that was why there were ranges for the Council to set, based on their belief of the probability of an event actually occurring.

Mayor Guzak confirmed staff would like the completed risk assessment worksheet returned by January 12, 2016.

Councilmember Burke thought providing a range would be a great exercise and give an idea of what everyone was thinking. There were lots of risks, with many impossible to predict. It was important to develop policies to have in place to protect and mitigate events as well as possible. The general concept addressed their inability to know what was coming; it allowed them to establish a range for the General Fund and not focus on the details. He suggested using actual sales revenue to calculate a ten-year moving average of the factual number and then any revenue above that ten-year average would be saved. When the source fell below the ten-year average, savings would drop down a bit. He didn't want to limit reaction time moving forward but it would force them to save more in good times and spend more when times were tough. There were outlying events no one could predict.

Councilmember Schilaty asked if staff was going to prepare some guidelines for identifying risk. Councilmembers didn't always know.

### **AGENDA ITEM 3c**

Ms. Olson said the Management Team had also completed the worksheets and that summary would be brought to Council.

Mayor Guzak said the risk and cost were especially high in Public Works with all the infrastructure, assuming a natural disaster.

The Council will review the proposed Financial Management Policy to establish financial principles, priorities, objectives, benchmarks, targets, and overall management guidance. Sections where staff needed the most guidance related to benchmarks or where there were options. For example under the Capital Improvement Plan section, three proposed options were provided for the Council to select from. In order to affect, inform, and make decisions, staff was putting together financial condition indicators as historical background that may be useful as a way to measure trends. When putting together the future plan, did the trend get better? Worse? A lot of data will be provided at that time with guidance to show what the indicators meant.

Councilmember Kaftanski's assumption was that they would be looking at metrics rather than statistics. Monthly sales tax receipts showed how well the City was doing but didn't indicate how well the county or state was doing. It would be good to see how the City was doing in relation to the region.

Mr. Bauman clarified it could be per capita statistics because the size of different jurisdictions was an issue.

Ms. Olson would bring forward the ratios and definitions of what the ratios were. Ratios could help to determine the City's financial health and whether the City was in better or worse condition than other communities. It could be a score card of performance ratios.

Existing revenue sources would be reviewed as well as identifying potential new revenue sources. Was there any new tax to propose? Did anything require voter approval? Staff would also dive into the expenditure side, reviewing overall staffing structure as personnel and benefits were a substantial expense. Were there ways to improve efficiencies? They would look at parks maintenance needs, including any new purchases. The same would be done for streets. The City would also be negotiating a new police contract next year for implementation in 2017 – 2021. These items were all part of the expenditures conversation.

The Council needed to understand the types of anticipated expenditures and capital needed in the plan. Non-utility capital projects would be included in the General Fund for the five-year period beginning 2017. The Council would talk about how to manage debt to pay for those projects and the impact on the General Fund. Multiple scenarios of the five-year plan would be provided. A number of activities were planned as staff provided analysis and options to assist the Council in making decisions. Various scenarios would be identified – best, worst, and perhaps one in the middle – as would revenue sources and changes in financial health. Trends would be measured, including indicators to help look at trends.

### **AGENDA ITEM 3c**

There were some issues to keep in mind. Sufficient revenues needed to be identified to cover expenditures and all the capital outlay needed to reach strategic goals. What should the City start doing? Stop doing? The expected results included developing the five-year Financial Plan and the new Financial Management Policy that would be put into play to align with the strategic plan and guide management decisions. What would the Council like to specifically see in the outline to reach these results?

Councilmember Burke was excited about the risk assessment process. He might not understand all the long-term costs and would ask for some disclosure on information they needed to make the right decisions. It was a five-year plan but 10-12 years out was important. Was the retirement fund secure?

Mr. Bauman said the retirement fund was managed by the state and the City didn't touch it. Washington State had one of the best retirement funds.

Ms. Olson added that the employer retirement rate had increased. When discussing staffing costs, the overall cost of personnel and benefits would be included. It could also be pointed out specifically as one of the assumptions in the planning scenario and things of that nature.

Mayor Guzak assumed staff would be available if Councilmembers had any questions about filling out the risk assessment. It would be helpful to know they didn't have to worry about items like state retirement.

Councilmembers confirmed they wanted the Risk Assessment worksheet electronically.

Councilmember Kaftanski would send his worksheet in before January 1<sup>st</sup>. Regarding the capital asset management section, personal financial planners always advised setting aside a certain percentage just to maintain the home. When there was an excess, where should that money go? A reserve fund could be set up specifically to take care of infrastructure. Part of the City Hall expansion could have been funded from such a fund. It was hard to find money sometimes when things were falling apart. The City could proactively set money aside to take care of the capital improvement plan.

Ms. Olson pointed out the three options in section 5.9.1 where the target could be set. The level of flexibility versus control would be addressed when thinking about the benchmarks; did they prefer to have the ability to do things or did they want more control? A higher or lower target in reserves might be selected in making that decision. Would operational costs be part of that discussion? Were there any thoughts on the timeline and several workshops?

Councilmember Schilaty knew this was a lot of work. Some topics could be tedious but she was appreciative of the process because it was the best way to get intimately involved in what the City was doing. It was an insurance policy for Councilmembers to know the City's financial situation. It was what made sense to a lot of citizens. As a new Councilmember she had attended an Association of Washington Cities budget workshop and they had a lot of ways to reach out to constituents. This process would be an outcome of that.

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Mr. Bauman noted that Ms. Olson was working on an open data software program which would make the City's financial data available so citizens could see it more effectively.

Mayor Guzak said the City was working to do a better job of being transparent. A bi-annual budget will require more openness. The strategic plan was used to help work through the Council's goals and how to finance them.

Councilmember Schilaty appreciated how pleasant Ms. Olson made the process.

Ms. Olson said there would be a variety of different formats for presentations. The topic was dry with a lot of information but the key point was to know staff was available for questions.

Councilmember Schilaty felt the City was transparent but a lot of this was very dense. The question was what format was the best way to convey the information.

Councilmember Kaftanski saw opportunities throughout the document where best practices for small jurisdictions could be identified. It would be helpful to know the applicable best practices to help guide the decision.

Councilmember Burke asked if there was opportunity to do more benchmarking with other cities and try to figure out what the most valuable bracket would be. What kinds of things had happened historically with recessions and what decisions had to be made? It was all based on previous data.

Mayor Guzak confirmed the Council needed to get their risk assessment done; they could check in with staff if they had any questions.

3. **ADJOURN** at 6:53 p.m.

APPROVED this 5<sup>th</sup> day of January, 2016

CITY OF SNOHOMISH

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**AGENDA ITEM 3d**

**Snohomish City Council Meeting Minutes  
December 15, 2015**

1. **CALL TO ORDER:** Mayor Guzak called the Snohomish City Council meeting to order at 7:00 p.m., Tuesday, December 15, 2015, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

<b><u>COUNCILMEMBERS PRESENT</u></b>	<b><u>STAFF PRESENT</u></b>
Derrick Burke	Larry Bauman, City Manager
Karen Guzak, Mayor	Grant Weed, City Attorney
Tom Hamilton	Jennifer Olson, Finance Director
Paul Kaftanski	Owen Dennison, Planning Director
Dean Randall	Steve Schuller, Public Works Director
Michael Rohrscheib	John Flood, Police Chief
Lynn Schilaty	Torchie Corey, City Clerk
	Debbie Emge, Economic Dev. Manager

There were fifteen citizens in attendance.

2. **ADMINISTER** Oaths of Office to New and Re-elected Councilmembers

Mr. Weed gave the Oath of Office to Councilmembers in order of their positions. He was honored to swear in re-elected Councilmember Schilaty to position 1 for the third time.

Mr. Weed was privileged to swear in Mayor Guzak to position 2 also for the third time.

Mr. Weed swore in new Councilmember-elect Zachary Wilde to position 3.

Mayor Guzak thanked Mr. Weed for his long-term service to the City.

3. **APPROVE AGENDA** contents and order

The Executive Session regarding collective bargaining was expected to last fifteen minutes with action anticipated to follow.

**MOTION** by Rohrscheib, second by Burke, to approve the amended agenda. The motion passed unanimously (7-0).

4. **APPROVE MINUTES** of the meeting of December 1, 2015

**MOTION** by Schilaty, second by Hamilton, to approve the December 1, 2015 minutes. The motion passed unanimously (7-0).

5. **CITIZEN COMMENTS** on items not on the Agenda (*and/or to request time to speak on any Action or Discussion items on this agenda*)

**Morgan Davis, 206 Avenue A**, confirmed Citizen Comments would be allowed for Action Items 7a, 7b, 7c, and 7e. Instead of the City spending \$12,000 on a facilitator for the ad hoc committee and \$16,000 on a focus group, that \$28,000 could be used to stream the audio live on the internet for all Council meetings. It would greatly improve communication, citizen participation, transparency, open government, and allay a lot of criticism without spending a

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lot of money on a focus group. The idea had been floated a couple times to abolish detailed Council meeting minutes and replace them with summary minutes. That was an antithesis to open government. Thankfully the Council decided to keep the detailed minutes. Other ideas for open government were more press releases, expanding the Friday Newsletter, and more mailings with the bi-monthly utility bills. Thankfully the Council rejected spending another \$50,000 on a professional survey like what was done for the Metropolitan Parks District in 2014. Another idea for more open government was to automatically allow any citizen three minutes to speak on any agenda item after Council questions, the same protocol as a public hearing, while still allowing three minutes on any subject at the start of a Council meeting. This would help immensely with open communication between citizens and their government. He was afraid the ad hoc committee would just be window-dressing. Save the money and put it in a rainy-day fund because apparently they thought the next 2008 recession was just around the corner. The reserve fund needed to be beefed up so put the \$28,000 in it.

Mayor Guzak looked at the agenda and noted Mr. Davis would receive about 15 minutes to talk which was more than most Councilmembers got to speak.

**Warner Blake, 230 Avenue B**, congratulated the re-elected Councilmembers; he loved the 'girl power' on this Council. He really appreciated Councilmember Kaftanski's service on the Council and to the City, and apologized for those progressive voters who, when things were going well, got a little apathetic and didn't get their ballots mailed in. He would miss Councilmember Kaftanski's service but wished him the best as Councilmember Kaftanski got to know his trumpet again - there was no one more qualified to toot his own horn.

#### **6. PRESENTATION - Appreciation of Councilmember Paul Kaftanski**

Mayor Guzak presented outgoing Councilmember Kaftanski with a plaque of appreciation for his years of service on the Council and many contributions to the community.

Councilmember Kaftanski thanked his colleagues on the Council. It had been an honor to work with them. He thanked City staff for the great relationship of the last four years. It had been a privilege to serve the residents and businesses in the City. He wished them all well going forward into 2016.

Councilmember Rohrscheib enjoyed working with Councilmember Kaftanski over the past few years and thanked him for his wisdom. Councilmember Rohrscheib had been excited to see a short agenda and Councilmember Kaftanski said 'never judge the length of a meeting by the length of the agenda' and that had turned out to be a really long meeting.

Councilmember Schilaty said it was really easy for those who had lived here their whole lives to give back to the community, but it always impressed her when someone moved into a community and decided to call it home; and not only to call it home but to give their personal service to make it a better place. That really said a lot about the character of the person who did that. Councilmember Kaftanski had done it with such grace, commitment and vibrancy. She was going to miss his copious notes sitting next to her because if she didn't come quite as prepared as she might have, he was always prepared beyond belief. That was so valuable to the community. They should never take someone's service like that for granted because it brought such a quality of knowledge and expertise to all of them. He would be missed, but he would be brought back in some way or another with the City.

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Councilmember Burke encouraged Councilmember Kaftanski to reach out with opinions as his input was valued, and thanked Councilmember Kaftanski for his service and superior mind.

Councilmember Randall enjoyed working with Councilmember Kaftanski and didn't think that many questions were asked. He appreciated all the questions and the input to Council.

Councilmember Hamilton felt privileged to work with Councilmember Kaftanski who had brought a lot of insight into the discussions, causing them to think about a lot of things. The questions brought a deeper understanding to the issues before the Council. Councilmember Kaftanski's counsel would be missed at the dais but they could tap into his insight as he loved the City so much and was involved in a lot of things. Thank you so much.

### **7. ACTION ITEMS**

#### **a. APPROVE Appointments to Open Government Committee**

This was the first of three items related to the ad hoc Open Government Committee and was asking the Council to consider the nominations for the committee membership. The City conducted a very extensive recruitment process through media and a direct-mail postcard to every household in the community to make sure everyone was aware of this opportunity, and to encourage them to apply.

Twelve applications were received. Mayor Guzak, Mayor Pro-tem Schilaty, and three staff members met to review the applications. The original objective was to select six but was expanded to eight, plus a *Speak Out Snohomish* representative where the discussion regarding open government arose, for a total of nine members.

The following members were nominated for Council consideration: Carroll Brown, Tom Merrill, Paulette Norman, Gary Ferguson, Mary Dessein, Adrian Duran, Braden Sigua, and Meagan Gray. The applications of all applicants were included in the agenda packet. The ninth member of the OGC was SOS member Colleen Dunlap.

Mayor Guzak said they increased the size of the committee because the quality of the applications was very high. There was a nice balance among the members.

**Morgan Davis, 206 Avenue I**, recommended that the committee be expanded to include the remaining applicants who were passed over. Charles Dudley was a blue-collar worker and general contractor who had lived in town forty years. Bruce Ferguson was a known fiscal conservative, long-time resident and descendent of the City's founder. Why restrict the size? One applicant listed their residence at the same address as a Councilmember. The committee was stacked with a lot of insiders such as former members of the Planning Commission, Parks Board, and a Carnegie Foundation member. The purpose of the ad hoc committee was to give a new fresh perspective. Please add Charles Dudley and Bruce Ferguson to the list, or explain why they were passed over when insiders were chosen.

Mayor Guzak said they were looking at an effective size for a committee. Too many people resulted in less effectiveness for everyone to have a voice. She was confident in the choices made.

Mr. Bauman added there was also considerable discussion to select people with diversity, representing not only different demographic age groups, ethnicity, and gender, but also

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geography within the City and to not allow one concentrated neighborhood to have a dominant effect or impact on the committee.

**MOTION** by Kaftanski, second by Rohrscheib, that the City Council approve the nominations to the ad hoc committee as presented. The motion passed unanimously (7-0).

Mayor Guzak recognized three members of the committee in the audience. She thanked them for volunteering to be of service and looked forward to working with them to help the City communicate better with citizens.

b. **AUTHORIZE** City Manager to Sign Professional Services Agreement for Facilitation of Open Government Committee

This request was for Council consideration of a PSA for facilitation of the ad hoc OGC. There were several reasons for recommending the use of a facilitator. It was important to have a neutral person who had no vested interest in the outcomes to help the committee move through the decision-making process in an effective way and without any implications that anyone was trying to move the committee to one outcome or another. The role of the professional facilitator was only to help the committee reach its potential in making the best possible decisions and recommendations that will come back to the Council.

Margaret Norton-Arnold was interviewed by the same group that conducted the nomination reviews. Statements of Qualifications were sought from six facilitators, three of which submitted SOQs to the City. Ms. Norton-Arnold was selected on the strength of her presentation, knowledge about the process, and particular interest in open government as an objective for local government. She would be an excellent partner for the City in moving the process forward; she was a well-experienced and highly effective facilitator who had worked for a number of other agencies throughout the region.

Councilmember Schilaty was very impressed with the interview; this seemed to be Ms. Norton-Arnold's bailiwick. Her passion was small-town open communication. She would be a good asset for the City going forward.

Mayor Guzak appreciated Ms. Norton-Arnold's approach to first send out a charter that staff and the committee could agree to, and her desire to have a telephone interview with all the committee members prior to any meeting to get their point of view, background, and history to start the conversation. Her general tenor was kindness and her maturity resonated with the Mayor.

Councilmember Rohrscheib understood Mr. Davis' apprehension about spending the money. He hadn't been a big fan originally but after thinking more about it he saw its value. There had been a really good mediator when he was on the citizen's advisory committee. Oftentimes there were a lot of side conversations that took away from why they were there so the mediator was able to keep the group on target and provide a great path going forward. He hoped this committee would bring a lot more passion to people coming to the meetings, understanding that their voices were important, but they needed to participate also.

Councilmember Burke noted the overarching big picture problem was getting community involvement. The voting rates were sad. Any serious analysis of the type of news people were pursuing these days and the way they were getting it confirmed the basic trend that in general people were going after news sources that supported their leanings. That was a

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big contributor to the growing divide seen in opinions across the country. He tried to pull from news sources all over the world and lots of different points of view to actively try to fight that off for himself. A professional facilitator or mediator was needed all over the world right now and Snohomish wasn't immune to it. It was worth the cost.

**Morgan Davis, 206 Avenue I**, opposed spending \$12,000 for a facilitator at a committee meeting. This was going to cost more than the property taxes which were increased last month. Other people could facilitate a meeting. The Sno-Isle librarian was competent, having offered to facilitate a candidates' forum but some candidates cancelled. She could be hired for \$1,000-\$2,000 to run the focus meetings at the library. Someone hired for \$12,000 was going to favor the one that hired them. This money was not well-spent. This City government spent money like crazy and this was one area. There were a lot of competent people like the librarian who was impartial and a public servant. Save the money.

**MOTION** by Rohrscheib, second by Burke, that the City Council authorize the City Manager to execute a professional services agreement with Norton-Arnold & Company in an amount not to exceed \$12,090.

Councilmember Rohrscheib added that no matter who got hired, there was always a chance for someone being biased. This person will do a fine job.

Mayor Guzak agreed. Her professionalism in the interview and credentials spoke well.

**VOTE ON THE MOTION:** The motion passed unanimously (7-0).

- c. **AUTHORIZE** City Manager to Sign Professional Services Agreement with *Strategies 360* for Focus Groups

The last item related to the OGC was a request to sign a PSA to conduct focus group research in support of the committee. If they were going to move forward in the process, he was personally committed to getting the best possible outcome. That required them to make sure they understood as broadly and as deeply as possible both what the obstacles were to getting greater citizen engagement and what were the channels of communication that would really open up a two-way dialogue more effectively with the City.

The selection of the committee would go a long way to help bring forward ideas that will help achieve those goals, but placing all the weight of the process and all the expectations on those nine committee members may be unrealistic in some ways. It was expected that a deeper understanding would be needed through research that would help to get a much broader range of ideas that could be provided to the committee for their review and consideration. For that reason it was recommended that focus group research be done.

Questions expected to be understood through this process included: what types of issues did citizens believe were the most important for them to be informed about by their City government; what medias would be most effective in reaching different demographic groups within the City; how did citizens prefer to engage in the decision-making process of their City government? The focus group process was one where small groups could be facilitated to drill down deeply into these questions beyond a superficial 'yes or no' or by selecting an item on a survey. Through dialogue the focus group facilitator would really get a deeper understanding of how the City could provide a better range of ideas and information for the committee to review. That was the purpose of the contract and the money wouldn't be poorly spent. If the City expected the open government process to develop the best possible ideas, they needed to give it the best possible research as well.

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Mayor Guzak was supportive of the focus group concept which came from a discussion with SOS member Rolf Rautenberg. He felt the ad hoc committee would have marginal success unless focus groups were done. In his professional career, the focus groups had been where people found the deepest and most pertinent information. This was another opportunity to expand and deepen the knowledge of trends in the community, potentially the emotional tenor for those who did or didn't vote. It would be a professional approach to selecting the committee members to meet in the focus groups and to put together the best scenarios for how the City can deal with and communicate with citizens. She hoped this would be approved.

Councilmember Hamilton was very much in favor of open government, communication and so forth. He hoped a focus group got good information but he had some trepidation because of the parks survey experience and then seeing the result. People may have been voting with their pocketbook but the message was very clear and loud regarding the MPD. Generally they were an open government with a lot of information provided but there were certain things the Council passed that didn't feel were very important at the time. As he attended Council meetings over the years he would come to the next meeting to find people lined up out the door to speak their three minutes on something done at the previous meeting. How the Council was going to communicate with citizens and receive their input back was really important. He hoped some good ideas would come from the community about how to establish better communication so citizens were more aware of what was happening in their City. Or if they maybe do or don't care. He would support it but had some real trepidation about this process.

Councilmember Randall thought the question about how the City could reach different demographic groups within town was important. They were reaching some of the people, and obviously some people were more plugged in to what the City was doing, but there were certain groups who apparently were hardly being reached at all. Hopefully this would help with figuring out the types of social media platforms the City should use.

Councilmember Schilaty saw this as being different from the other things they had done. During her eight years on Council she had seen surveys the City tried to do on its own and surveys the City hired people to do. Oftentimes when the information came back, what was first thought to be representative was not necessarily so; it could be confusing. But those were always based on very specific issues that the City was dealing with. This was about the whole community in its entirety and all issues; every issue that affected the City. She hoped *Strategies 360* would really delve into every nook and cranny across the board. This wasn't just dealing with parks or police; this was broader. Going out to focus groups was a real benefit when the focus wasn't on just one specific issue. Some really helpful, useful information could be gathered in this approach as opposed to when people already had a pre-disposed idea or bias about a specific issue. This could be beneficial. She hoped what would be gained from the ad hoc committee and these focus groups would go beyond even what the Council could imagine the results will be right now.

**Morgan Davis, 206 Avenue I**, said the citizen ad hoc committee had already been approved; that should be enough. It looked like the focus group was insurance. The City's lobbyist in Olympia was *Strategies 360* and the consultant wouldn't go against the City's interest. If the citizens disagreed, it would go to the focus group, and those focus group members would be paid \$150. Were they going to criticize people who pay them? This was a waste of money. The Council already voted on \$12,000. This was corporate welfare for *Strategies 360* and was absolutely unnecessary. This Council squandered money; there was no reason to have a focus group. This wasn't a national convention

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with focus groups on a candidate like seen on TV. This was a small town. The Council had nine good citizens now; he wanted eleven but they wouldn't add the other two. The facilitator was supposed to be impartial so why the worry and need for the insurance of a focus group to overrule the citizens' recommendations? Use common sense; cancel this \$16,000 expenditure.

Mayor Guzak confirmed *Strategies 360* was the State Route 9 Coalition lobbyist working for the cities of Snohomish, Lake Stevens, Arlington, and Marysville who were working together to promote benefits for SR 9. *Strategies 360* helped the cities very much to get the bridge across the Snohomish River on the state transportation budget. That lobbying effort for the City was very successful and the money was well spent.

Mr. Bauman had additional comments regarding the speaker's remarks. The skepticism heard from this particular speaker was a good example of why the City needed to be so careful in making the broadest possible reach-out to people for ideas for the committee. Focus groups were not going to over-rule the recommendations of the ad hoc committee but were going to be folded into its work. The OGC would be reviewing the results of the focus groups and then using that information as part of their deliberations in making recommendations to the Council. That was the way staff expected the process to work.

Mayor Guzak agreed there had been some skepticism directed toward the City. They needed to focus on what that was, what its source was, how the Council could listen to that, and how the focus groups would help the Council do a better job as government.

Councilmember Burke considered that the real opportunity with such a group. Everyone on the Council had the responsibility to make decisions based on the citizens to the best of their ability. Many decisions were tough and complicated with lots and lots of gray areas. City staff had a City to run, a job to go to, and things that were expected of them. Staff were successful, intelligent people who were working on the tasks given to them. He had learned to expect that and didn't have any kind of resentment over that process. Regarding some of these more complicated decisions, he could only speak to two other Councilmembers about a topic beforehand; sometimes he didn't like that because he wanted to get more opinions. Then oftentimes the individual citizens he spoke to were people who already had very strong-formed opinions about how they felt about the topic. Sometimes it was fact-based which he always applauded and enjoyed hearing. Sometimes it wasn't and he rarely enjoyed listening to that. They had an opportunity to have a body of people without decision-making authority try to delve into complicated issues and come up with a distilled message that represented the views of the body of citizens. He hoped it worked; he didn't know if it would or not but it was worth trying. Fact-based input would help him make decisions on the complicated topics coming before them.

Councilmember Rohrscheib was in full favor of the Open Government Committee but he didn't feel money needed to be spent on the focus group. They should start with the OGC and take it from there. This additional information wasn't needed to make a decision so he would be voting against it.

**MOTION** by Schilaty, second by Randall, that the City Council authorize the City Manager to execute a professional service agreement for focus group research with *Strategies 360, Inc.*, in an amount not to exceed \$16,500.

Councilmember Kaftanski had met a few times with representatives from the *Speak Out Snohomish* group. These folks were engaged in City life and tried to find out what was

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going on. 65% of the citizens decided not to vote in the election. He didn't know if that was a symptom of other issues or just general apathy. This was a tough issue for him. There were certainly enough best practices available to tell them what worked in terms of a solid public engagement process, how to engage more people and get them motivated to engage with their local government. This was not new ground in that respect. In thinking about Councilmember Hamilton's comments, the parks survey was a statistically valid survey with an overwhelming response to support a MPD with a tax issue associated with it. The results were quite the opposite. Focus groups were a great marketing tool that large corporations used to help inform decision-making. He wasn't sure what more they would discover during a focus group process. Twelve applications were received for the ad hoc committee from a citywide solicitation. He wondered how many people would actually be interested in participating in the focus groups, and continued to go back and forth as to whether this was a wise expenditure. The scope for the facilitator contained an element dealing with reflection on best practices; the information might be there in and of itself with what she was asked to do. He wasn't sure there would be much more of a significant benefit of having a focus group. He was still mulling this one over.

Councilmember Schilaty asked how important was this to go hand in hand procedurally. Could the ad hoc committee discuss and talk about the value of the focus group for their objectives and see if it was something they felt was necessary? Or was this seen as two very separate and distinct processes, however working together?

Mr. Bauman only had five meetings identified for the ad hoc committee. The facilitator's plan showed a very tight and well organized set of agendas for those five meetings. His concern was if this issue was dropped onto the committee in addition to everything else, it would derail them or at least distract them for at least one and possibly more meetings and it may be difficult for staff to reach the objectives with the committee process.

Mayor Guzak clarified if the ad hoc committee was being asked to be a focus group.

Mr. Bauman's understanding of Councilmember Schilaty's question was whether the ad hoc committee should be asked whether the focus groups would contribute effectively to their process.

Councilmember Burke suggested that the *Strategies 360* issue could be discussed later.

Councilmember Rohrscheib said there were 12 applicants. With an average of 6,000 residents in town who were actually able to serve, that was 1 in 500 people. That didn't show a huge interest in what was happening in town unfortunately. He didn't think that justified this additional expense. They should start with the OGC and go from there.

Mayor Guzak noted that a focus group was a different approach to finding citizens; it was reaching out to citizens rather than asking citizens to reach in. It was actually making really strategic decisions about which kind of people in the community to reach out to, based on voting records and other parameters. There was financial remuneration for those who served on focus groups because they were expected to give of their time and expertise. It was a different thing; it was qualitative information rather than the survey which was quantitative information.

Councilmember Schilaty knew that if the City did nothing, they would not get more participation from the community. That was the dilemma they faced. They had been faced with an opportunity through SOS and things that had happened like the MPD

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failure, the low voter turnout – a myriad of things happened that had showed them that the community was not as involved as it could be. The Council had an opportunity to figure out how they could reach out to the community to do that. If they did nothing, they knew it would not get better. It was a chicken-and-egg argument.

Councilmember Hamilton agreed spending this money was taking a risk. While \$16,500 seemed like a lot of money, in the grand scheme of the budget, it wasn't. They needed to do something and they may find more valuable tools to communicate to make the citizens more aware. It didn't mean that citizens still wouldn't wind up standing outside the door to speak but this was worth the effort and this step should be taken.

**VOTE ON THE MOTION:** The motion passed (6-1) with Rohrscheib voting nay.

Mayor Guzak knew they were taking a risk but it was necessary. The Council had been shown that in some ways they needed to do a better job of connecting with citizens.

d. **DECLARE** Disaster for November 2015 Storm – **PASS** Resolution 1337

It had been a difficult fall with some wild weather events that had led to significant issues in the community. Staff was asking the Council to declare an emergency due to severe storm events that would prepare the City to apply for grants for reimbursements. Some costs had been extraordinary in terms of response to this year's storm events. Staff's preliminary damage assessment showed costs of about \$40,500 which had been sent on to the Snohomish County Department of Emergency Management. The county was still collecting damage information at this time. However it was anticipated that the City may be able to reach the threshold for a Snohomish County disaster once other information was submitted to DEM. In the meantime, staff was completing the forms that would be needed for individual reimbursements. This resolution was a necessary first step if those funds became available to the City in the near future.

**MOTION** by Hamilton, second by Rohrscheib, that the City Council pass Resolution 1337 proclaiming an emergency due to winter storm conditions and flooding. The motion passed unanimously (7-0).

e. **APPROVE** Merging of City Clerk/Human Resources Manager Job Descriptions

Longtime City Clerk Torchie Corey announced her retirement effective the end of the month. That has created an opportunity to consider some re-organizational duties within City staff. Human Resource Manager Pat Adams was interested in taking on the duties of City Clerk as well as keeping her current duties. This was an opportunity to blend these two positions.

The City would continue to keep both separate official job descriptions of City Clerk and Human Resources Manager for the future but this was a unique opportunity, given Ms. Adams long tenure with the City. Human Resource Manager duties had declined in recent years for several reasons. The first and most dramatic was the Council's decision to contract for police services which took a significant amount of employee resource issues out of her portfolio. Secondly there had been a general decline in the number of grievances and complaints from employees because of a much better recruitment process for employees, focusing on getting better teams who were working very well together. That had very beneficial results for the City's work as well as creating a decline in the demands on the HR Manager.

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A number of cities in the state combined these two positions including Granville, Yelm, Milton, Normandy Park, Colville, Black Diamond, and Medina. While several smaller cities in the state combined employee positions, it had previously been the City's practice to keep these two separate. Staff felt this was an opportunity to combine them and also find a cost savings of about \$120,000 for fiscal year 2016 as a result of blending these two jobs. If there turned out to be higher demand for certain aspects of the City Clerk's position such as public records requests that came in unexpected ways and times, temporary help would be used to back-fill and keep the work flow appropriate in the Clerk's Office. There was also an Office Assistant who could help as well.

Councilmember Kaftanski thought this was another creative suggestion to streamline government, make it efficient and be just as effective as it had been in the past. Going back to the workshop on financial management, sometimes government experimented and this was an experiment to see if it really would work. The Council might consider using these projected savings to create a temporary reserve fund in the General Fund that could be drawn upon for instances such as the public disclosure requests so that it didn't get lost in the General Fund or assumed that it could be spent on some ongoing expense. It might be prudent to set it aside and then make a decision later on what to do with the funds. It was important to safeguard those funds and identify them in 2016 depending upon the performance of this potential action tonight.

**Morgan Davis, 206 Avenue I**, was surprised to hear of Clerk Corey's retirement this month; she had done a good job. He hoped combining these positions was not an excuse to go to summary minutes. Detailed minutes were very important for transparency in government. Many times Ms. Corey had corrected the record when there were mistakes. Who would determine what to include in summary minutes? It could be the City Manager who had a background in journalism and that wasn't fair. Keep the detailed minutes no matter what. Combining was fine; he was always in favor of streamlining. When the Project Manager position was vacant, he had suggested combining that position with the Economic Development Manager who supervised no one but instead someone was hired, thinking the MPD would pass. He was glad for the combining since it was promised that the same standard of quality was maintained. Citizens needed detailed minutes.

Mayor Guzak said the Council and staff had been committed to detailed minutes over and over again. It was not part of the City Manager's job description to write the minutes, but it will be part of the job description for the new combined position.

Mr. Bauman was completely committed to maintaining the same standard for the Council minutes. Staff understood how important that level of detail was to the Council as well as it was to citizens to understand the actions and deliberations of the Council. Ms. Adams felt completely confident that she could uphold the standard that Ms. Corey had created and he would support Ms. Adams in meeting that objective.

Mayor Guzak thanked Clerk Corey who had been very valuable to the whole community.

Councilmember Hamilton reiterated that detailed minutes were not only important for the Council and citizens today but also for people in the future when they went back to try to figure out what had been done. It came across at the Planning Commission when they looked back historically at certain things; what had been the thought process in doing it? In some cases they benefited by someone with long knowledge who had been there at the time and could say 'this is what was happening.' It was also important for people in the

### **AGENDA ITEM 3d**

future to look back and understand the Council's frame of mind as a frame of reference.

**MOTION** by Hamilton, second by Randall, that the City Council approve the combined job description and addition to the salary range for a City Clerk/Human Resources Manager position. The motion passed unanimously (7-0).

#### **8. DISCUSSION ITEM – REVIEW Special Event Permit Fees**

One of the Council goals set in early 2015 was to review all the City's non-utility related fees. That comprehensive review showed again that the City didn't have a special event permit fee within the fee schedule. Staff did a review of surrounding communities in the county to understand what other jurisdictions did about special event permit fees. The issue was discussed by the Economic Development Committee because special events were an economic driver in the community. A table was provided showing what fees other cities charged, ranging from no fee up to \$1,050 based on the number of attendees at an event.

The number of special event permits that the City has been reviewing and issuing has really increased. There were over forty permits this past year and those events were getting bigger in the community. While the EDC was reluctant to suggest that the City charge a fee because obviously the economic impacts of special events were of value to the community, they did understand the impact that events had on City staff. A special event permit was reviewed by every department in town, making comments based on their responsibility within the City.

The EDC agreed that a \$50 flat fee would be recommended in this case. Then they looked at a scenario of what a lot of jurisdictions did regarding large bicycle rides, walks, and runs that brought in many event participants. Because of the impact with closed streets and things the City had to deal with as far as repairs and maintenance of the trails and restrooms, the EDC thought the City should look at an additional \$.50 charge per participant over 500; a 500-participant event would not be charged any additional fees.

Staff analyzed the \$.50 per participant fee on the events currently held within the community. There were only six events that would be over 500 participants so the additional charge to those events would be \$75, up to \$625. Since some rather large events came through town, staff recommended that the City only charge \$.25 per person, as the permit processing fee was not the only cost borne by the promoters of the special events that come to town. If the sponsor rented barricades, they were charged an additional fee. If they were required to have police services, the Snohomish County Deputy Sheriff's Association rate was \$69/hour for those services, with a four-hour minimum for every officer. The fee being discussed this evening was just the permit fee.

Did the Council want to implement a special event permit fee? If so, was \$50 appropriate? Did the Council also want to implement an additional fee for the number of participants in bicycle rides, runs and walks that were in the community?

Mayor Guzak was looking at the 25-cent participant fee recommended in the packet.

Ms. Emge said the EDC reviewed and recommended 50 cents but once staff analyzed what the 50-cent fee would do to an event, staff was recommending 25 cents instead.

Councilmember Hamilton asked about the motorcycle show or Easter parade in regard to the impact of 500 participants or more.

### **AGENDA ITEM 3d**

Ms. Emge said those types of events were static; people came and stayed in the community for a long period of time. Large events like Kla Ha Ya Days, motorcycle show, and the car show were done via a special events contract. The differentiation was that they were static versus participants travelling through the community.

Councilmember Hamilton knew a number of bicycle rides went through the community. He confirmed that each of those got a permit to come through town.

Councilmember Randall asked if the City would get the registration participant numbers from the agency running the event.

Ms. Emge said the question was currently asked on the application so staff was aware of the size of the event coming into the community. The fee would be based on the estimate the sponsor reported but staff would monitor the event to understand total registrations to make sure it was accurate.

Councilmember Burke read the Chamber e-mail and wanted to bring up the *Historic Downtown Snohomish* which was a group with a lot of volunteers that hosted a number of events over the course of the year. Due to the change in the tax incentive program HDS ended up last year with a \$10,000 budget shortfall. He hadn't gotten a clear sense at the last board meeting what their preference was about this fee.

Ms. Emge said the fee would reduce the revenues. The two main sponsors were the Chamber of Commerce and HDS who each did multiple events. Those would be at the \$50 flat fee, except the HDS Grinch Run which occurred a couple weeks ago. The run had grown to 900 participants so that would be affected by the additional 25 cents per participant.

Councilmember Schilaty said the Chamber wanted the Council to consider differentiating between those events that were purely community events like Ground Frog Day and Easter parade, and not fundraisers or profit-making events. The Chamber asked that those events be exempted. The EDC discussed it and still thought they had to recognize staff time. Did the Council want to make a distinction? Those events were highly dependent on sponsors and volunteers within the community and were done to bring good will to the community. Was that an investment that the City wanted to make in those type of events? Did the Council want to make a distinction for those kind of events, or was that too difficult? She was being pushed from both angles on this issue.

Councilmember Kaftanski said processing permits wasn't the primary job responsibility of any staff member. As more events and more permits got processed there was an opportunity cost in that something else wasn't getting done so he understood the logic behind levying a fee to process a permit. There was a distinction between events that ultimately had the intent of raising dollars versus those that were intended for general community benefit. He would support further thought or thinking about whether there was a way to differentiate. As for the per participant fee, that was problematic because it presented an auditing issue. In his experience, people then started hedging in terms of how many participants; it wouldn't be 500, it would be 490 so they would be exempt from the fee. Staff would not want to get involved in trying to audit the actual participant data. He suggested a concept that worked in other cities where special event organizers came in, worked with staff members, and then as part of the discussion said 'we'll bring ten people to volunteer two hours each, providing 20 hours of service to a local park to help restore some area.' That was more valuable and built stewardship, community and affinity to the City by having a group be involved beyond just the special event, as opposed to writing a check out in disgust. He didn't think the money

### **AGENDA ITEM 3d**

was really worth it on the basis of participation basis. There were other ways to encourage stewardship and growth in the community rather than try to nickel-and-dime someone on a per participant fee.

Councilmember Burke had HDS's profit and loss statement from the last meeting. The net income as a result of all the events they sponsored last year was \$-11,617. It was a volunteer group. They were running all kinds of events now and some would turn out to be home runs like the Grinch Run. He wanted to take a totally different look at this.

Councilmember Randall noticed that Woodinville had both a for-profit applicant fee and a non-profit applicant fee. The for-profit fee was double the non-profit so that was another way to address the issue.

Mayor Guzak asked if that would work here, as the Chamber and HDS were non-profits.

Ms. Emge asked if they were speaking about the flat fee. Of the 43 events in town about twenty were between the Chamber and HDS. A sponsor could be asked if they were for profit or nonprofit and a different rate charged. That question came up at the EDC meeting.

Councilmember Schilaty added that there were events for the nonprofits that were fund-raising. It would be okay to require the fee for a fundraiser but a non-fund raising event just to benefit the community was probably where the differential would apply.

Councilmember Hamilton appreciated that these events took up staff time but they were talking about collecting \$2,000-\$3,000. The City wouldn't go out and hire someone separate to do this. It was a punitive type of fee and he didn't favor it or see any justification for it. These events brought people to the community for many different reasons. Sometimes those people spent money that particular day; other times it caused people to come back to town. The potential fees were worthless. The value was in having the events in town.

Councilmember Burke's last comment was that HDS could get hit asymmetrically. During his tenure on Council HDS had been hit with the failure of paid parking, loss of the Main Street program, and now this. There were all these people who had steadfastly held on to the group and made it work. He didn't feel like doing this to them.

Councilmember Rohrscheib looked over the chart and saw that Everett had no permit fee.

Mr. Emge said Everett didn't charge for the actual permit but charged for additional services just like Snohomish, only on a different scale. Staff wasn't talking about changing any of those fees; the City was very competitive when it came to barricade rental. Everett would use its own police services where Snohomish would contract with the deputies' association. It was difficult to measure. The City was very fair to its organizations. Councilmember Rohrscheib agreed with not charging a fee.

Mayor Guzak said a \$50 permit fee was pretty reasonable but when it was multiplied by 40 events, it was very little money. On the other hand business licenses were permit fees, so in a way for any kind of activity done in town there was a presumption that a fee was involved because of processing the paperwork. It could be done or not done, and either way was not a big financial gain.

Ms. Emge confirmed that staff would not include any special event permit fees when the full fee schedule was brought back. The City would just have big economic impacts from them.

## **AGENDA ITEM 3d**

### **9. CONSENT ITEMS**

- a. **AUTHORIZE** payment of claim warrants #57822 through #57894 in the amount of \$260,125.75 issued since the last regular meeting
- b. **CONFIRM** Mayor's Reappointment to Parks and Recreation Board
- c. **APPROVE** Appointment of Monroe Councilmember Jeff Rasmussen as Representative to Board of Health
- d. **AUTHORIZE** City Manager to Sign Lease for Carnegie Annex Building

**MOTION** by Hamilton, second by Randall, to pass the Consent Agenda. The motion passed unanimously (7-0).

### **10. OTHER BUSINESS/INFORMATION ITEMS**

Councilmember Schilaty appreciated Citizen Comments; when someone was at the podium, they were free to say anything with any criticism or negativity that they wanted toward the Council. But rude behavior to the Council before and after that period of time was unacceptable within this room. She would like those outbursts to stop. What recourse was there for that? It had gotten to the point where she felt it was very hostile. She didn't appreciate it and it wasn't a benefit. Everyone had the right to speak for their three minutes but she expected respect when people were in this room.

Councilmember Hamilton had something happen a couple times recently. A citizen would call who was trying to e-mail him something through his Council address and it didn't show up in his inbox. He ran a test today and discovered that he had a couple e-mail addresses – [ci.snohomish.wa.us](mailto:ci.snohomish.wa.us) was listed on his City business card and then the City website showed [snohomishwa.gov](http://snohomishwa.gov). He tested both today sending himself e-mails from his private account. A month or so ago he spent a lot of time on the phone with a person who was going to send him an e-mail that never arrived; they called again yesterday and he still didn't have anything from them. He would call them tomorrow to see what was happening. He didn't know if anyone else had experienced this but he wanted staff to know.

Mr. Bauman would have the Information Services department look to see what was going on.

### **11. COUNCILMEMBER COMMENTS/LIAISON REPORTS**

Councilmember Hamilton wasn't able to attend the last Planning Commission meeting. Community Transit's monthly report was handed out to the Council. He wanted to take this opportunity to thank Ms. Corey for all the tremendous work and her many years of service. The meeting minutes were awesome. She kept all the Councilmembers in line with things they were to be doing. She had been a tireless and great employee for the City.

Councilmember Randall also thanked Ms. Corey for all the help she had been over the years. She's been a great employee. They would all miss her very much.

Councilmember Burke had always thought the best of Ms. Corey. He didn't attend the entire Planning Commission meeting but debate was most vivacious regarding cell towers. When he left it sounded like the City should not limit its options by proactively removing the option to have cell towers on public land. That would be a mistake. It wasn't going to happen at the

## **AGENDA ITEM 3d**

Boys & Girls Club but there was a lot of land. A future option that worked for everyone shouldn't be put to bed. The HDS Grinch Run was a big success. They finished a little bit in the hole last year but hopefully they would pull it out next year. The 'Sippin' and Shoppin' wine event was already sold out.

Councilmember Rohrscheib said the Public Safety Commission gave a signed letter to the City Manager regarding fireworks. Snohomish County code only allowed discharge on July 4<sup>th</sup> from 9 a.m. – 11:59 p.m. but allowed sales from July 1-5 so perhaps on the 5<sup>th</sup>, you got a good deal for next year. The City had sales from July 1-4 and allowed discharge on each of those days from 9 a.m. – 10 p.m. It would be coming up on the docket in the near future to get the City in line at least with the county. PSC also wanted to let the Council know that they would support a full ban of both sales and discharge if the Council wanted to move in that direction. He also wanted to thank Ms. Corey. He knew her job had gotten a lot easier since he came on Council and fixed the "easy" button on her desk. Also, he would never be as good a dresser as Councilmember Kaftanski but would miss him; there were big shoes to fill. And he was no longer the youngest person on the Council which was pretty cool! He wished everyone a great holiday!

Councilmember Kaftanski noted these were his last comments without the three-minute restriction. He thanked Ms. Corey for choosing to work for the City; public service was a very noble profession. Secondly he told his wife that he was going to pick up his trumpet as of tomorrow night but as Ms. Olson gave them some financial homework to do, he would wait another two weeks. Thirdly and very importantly, this went back to the Snohomish Health District and Mayor Guzak's tenure on it. He was unable to attend the board and commissions festivities because he was suffering the ill effects of food poisoning which he contracted in Santa Barbara while attending a family wedding. When he got back home he contacted the Santa Barbara County Department of Health with no expectations of what would happen and therefore would not be disappointed. Three days later he received an e-mail saying an inspector went to the restaurant, issued citations for the observed violations, and that there would be two subsequent visits. The point was that very few had the need to utilize services of the local Health District but it performed a valuable service. His comment back to the Santa Barbara district was that while this didn't help him it would help customers in the future to not contract food poisoning and he thanked them. He didn't know what it would mean in the future as the Health District looked at whether or not to merge with the county, given its funding situation; but if it remained a stand-alone agency or if it merged with the county but needed additional funding, please consider it because the district did perform a valuable service of food inspections.

Councilmember Schilaty said behind every great city such as Snohomish, there was a great City Clerk. She thanked Ms. Corey for her amazing dedication to the community. She had been around a long time and was such a pleasure to work with. She would be missed but wished the best. Enjoy the City from walking around and not having to take care of them.

## **12. MANAGER'S COMMENTS**

The January 5<sup>th</sup> agenda would include a discussion on fireworks as well as other first-of-the-year items including review of Council rules and procedures. This year's discussion will be a little meatier because of some recommendations regarding communications media used by the Council and how to stay on the proper track with the Open Public Meetings Act and Public Records Act requirements. There would also be the election of Mayor and Mayor Pro-tem as well as liaison assignments as they prepared for the new year.

### **AGENDA ITEM 3d**

Was the Council interested in having staff produce a draft comment letter for their review regarding the Sound Transit ST 3 plan? Snohomish County had a lot at stake in the plan, particularly the alignment through Everett, Boeing, Everett Community College and WSU Campus, and how all those work together to support a better transit service for the region.

Mayor Guzak thought that was a great idea. A transportation system was what held them all together and that was a key leg here. She confirmed Council agreement to have a letter of support brought to the Council for review.

### **13. MAYOR'S COMMENTS**

Mayor Guzak had happily served on the Board of Health for years but would be replaced by Monroe Councilmember Rasmussen who had an interest in getting more involved and getting Monroe more involved in county activities. She was most proud of the passage of 'no vaping in public places' initiative which aligned with the 'no smoking in public places' initiative but allowed for sampling vaping products in vaping stores, meeting some of the concerns for vaping store owners. She read a health article about the poor effects of the flavored vaping products. It was the same kind of compound found in microwave popcorn that was making those workers ill. There was still a lot to be learned about vaping. She received a letter from Attorney General Bob Ferguson thanking her for her role at the Board of Health for passing the ordinance. The state had yet to pass it.

*Snohomish County Tomorrow* got a growth monitoring report, looking at how growth was happening in the county and was on target. They wanted much of the growth to go into urban areas so there was less rural area growth, fewer cars on the rural roads, and more people who could live and work in the urban areas. Everett was going to get the brunt of the assessment as it was the major city in the county, with Lynnwood second. Everett had some skepticism about its ability to take the number of people expected over the next 25 years. Preserving some rural and farm lands continued to be worthy and put more people in the urban spaces.

There was a report from some of the lobbyists who worked for the county and Everett about what the next legislative session in Olympia would bring. It will be a short session as the budget was done last year but the McCleary decision on funding for public schools was still a heavy weight on the state legislators. The Legislature had been fined \$100,000 a day by the state supreme court for their unwillingness or inability to fund schools as required.

The City received a report on its housing situation from the Alliance for Affordable Housing which Mr. Dennison had valued. There was an effort in Everett that had to do with everyone around the issue of homelessness and how much homelessness actually cost in emergency room visits and short-term jail costs; the cost of a homeless person was very expensive, up to \$500,000. Dealing with the issue of homelessness by providing housing could actually be a cost savings. She congratulated Everett Mayor Stephanson for leading the charge in that. It would impact everyone and all the cities were working together on the Safe Streets program.

Regarding the Eastside Rail Corridor, Doug Engle sent out an e-mail saying he had a letter of credit for \$50 million. The City would work closely with the Eastside Rail and hope for a beneficial alignment of the corridor.

The Boards & Commissions Appreciation Reception was a lot of fun. The esprit de corps was wonderful. About 65 people attended. There was lots of celebration about what the City had accomplished this year and a lot of pride in the work of the volunteers.

**AGENDA ITEM 3d**

Mayor Guzak was glad for the ad hoc committee and approval of the focus group. Mostly on social media she was hearing more about a desire to see the form of government change and a lack of confidence in who they were, how they were, and what they were doing here. There was a deep skepticism which she found really heartbreaking and hoped the ad hoc committee and focus groups will help engage that. She had been trying to reach out to some people who were speaking in the negative way to pull them into the process. That may be a job for all the Councilmembers to engage in with the community.

14. Adjourn to **EXECUTIVE SESSION** at 8:45 p.m. to discuss Collective Bargaining for 15 minutes with action anticipated to follow

Reconvene at 9:00 p.m.

**MOTION** by Hamilton, second by Rohrscheib, that the City Council authorize the City Manager to sign the three-year Public Works and Office-Technical labor contracts with the Teamsters Union Local 763. The motion passed unanimously (7-0).

15. **ADJOURN** at 9:01 p.m.

APPROVED this 5<sup>th</sup> day of January, 2016

CITY OF SNOHOMISH

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**AGENDA ITEM 3d**

## **PRESENTATION 6**

**Date:** January 5, 2016  
**To:** City Council  
**From:** Larry Bauman, City Manager  
**Subject:** **City Council Selection Process for Mayor and Mayor Pro Tem**

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The terms of the current Mayor and Mayor Pro Tem expired on December 31, 2015. This agenda item is scheduled for the City Council to select from the current Councilmembers two individuals to serve in the roles of Mayor and Mayor Pro Tem for two-year terms. There are many ways to accomplish this and meet the requirements of state law. However, due to the expectation that the Council will want to follow recent past practice to allow for written ballot voting, it is anticipated that a motion would first be made to waive regular procedures, which require all votes to be by voice.

The selection process that has been used by Council calls for the current Mayor to begin the process of chairing the first meeting in January by facilitating the City Council's selection of the Mayor. The procedure for this selection is proposed as follows (using the same method employed since 2004 for the previous Mayor and Mayor Pro Tem selections):

1. The Chair will accept nominations from members of the Council. Once seconded, the nomination(s) will be accepted for a vote. Council will vote for those nominated via written ballot and pass their ballots to the Chair. The Chair will then announce the votes and the City Clerk will tally the votes for the record.
2. There will be only one vote per Councilmember. If a majority is not reached in the first round, the Council will deliberate and repeat the process from the point of nomination. Once a candidate receives a majority, the Chair will announce, "It appears Candidate X has been selected."
3. At this point, the Chair may look for a "motion to appoint" with a second. The Council will then vote to appoint the selected Councilmember as Mayor. This will give the entire Council the opportunity to vote for the winning nominee.

Once elected, the new Mayor will chair the rest of the meeting and immediately follow the same procedures to select the Mayor Pro Tem.

**STRATEGIC PLAN REFERENCE:** N/A

**RECOMMENDATION:** That the City Council first **APPROVE** a motion to waive procedures to allow vote by written ballot and then **NOMINATE** and **ELECT** the Mayor and Mayor Pro Tem to serve until the first Council meeting in January 2018.

**ATTACHMENT:** None

**PRESENTATION 6**

## **ACTION ITEM 7a**

**Date:** January 5, 2016  
**To:** City Council  
**From:** Larry Bauman, City Manager  
**Subject:** **Appoint Councilmember Liaisons to Boards and Commissions**

---

With the start of new four-year terms for three of the seven Council positions, it is the customary and appropriate time to select Councilmember liaisons for the City's five regular boards and commissions, as well as for other organizations with which the City participates. Mayor Guzak has polled Councilmembers regarding preferences for liaison assignments. The City's board and commission liaison positions are for:

- Planning Commission – meets at 7:00 p.m. on the first Wednesday of the month
- Design Review Board – meets at 7:00 p.m. on the second Wednesday of the month (as needed)
- Parks and Recreation Board – meets at 7:00 p.m. on the fourth Wednesday of the month (as needed)
- Public Safety Commission – meets at 5:00 p.m. on the second Tuesday of the month
- Economic Development Committee – meets at 7:30 a.m. on the fourth Tuesday of the odd-numbered months (as needed)

### **Other Advisory Boards:**

- The Hal Moe Pool Site Advisory Committee also seeks a City Council liaison
- The Open Government Committee seeks liaisons and Council has indicated that multiple Councilmembers may be interested in participating.

In addition, the Council also has appointed representatives to the following external agency advisory and executive committees as well:

- Snohomish Chamber of Commerce
- Historic Downtown Snohomish
- Snohomish County Tomorrow
- Community Transit

Typically, the Council selects one or more liaisons to each board and commission based on expressed interests of the individual Councilmembers. Liaison assignments may be changed at any time at the will of the Council majority. The Council may proceed to make these assignments either by separate motions for each board or commission or by a single motion for all assignments at once.

**STRATEGIC PLAN REFERENCE:** N/A

**RECOMMENDATION:** That the City Council **SELECT** and **APPOINT** one or more City Councilmember liaisons to each of the City's Boards and Commissions.

**ATTACHMENT:** 2015 Liaison Assignments

**ACTION ITEM 7a**

**2015 SNOHOMISH CITY COUNCIL LIAISON ASSIGNMENTS**

<b>Board, Commission or Committee</b>	<b>Reg. Meeting Scheduled</b>	<b>Currently Assigned</b>
<u>Planning Commission</u>	1 <sup>st</sup> Wednesday each month @ 7:00 pm	Tom Hamilton
<u>Design Review Board</u>	2 <sup>nd</sup> Wednesday each month @ 7:00 pm	Vacant
<u>Parks and Recreation Board</u>	4 <sup>th</sup> Wednesday each month @ 7:00 pm	Dean Randall
<u>Public Safety Commission</u>	2 <sup>nd</sup> Tuesday each month @ 5:00 pm	Michael Rohrscheib
<u>Economic Development Committee</u>	4 <sup>th</sup> Tuesday each odd-numbered month @ 7:30 am	Lynn Schilaty
<u>Snohomish Chamber of Commerce</u>	<i>Board: 4<sup>th</sup> Tuesday each month @ 5:15 pm</i> <i>Membership: 3<sup>rd</sup> Tuesday each month @ 7:15 am</i>	Karen Guzak
<u>Historic Downtown Snohomish</u>	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays each month @ 8:30 am	Derrick Burke
<u>Snohomish County Tomorrow</u>	<i>Executive Committee: 2<sup>nd</sup> Tuesday each month @ 7:30 am (other schedules for subcommittees)</i>	Karen Guzak
<u>Community Transit</u>	1 <sup>st</sup> Thursday each month @ 3:00 pm	Tom Hamilton

**ACTION ITEM 7b**

**Date:** January 5, 2016  
**To:** City Council  
**From:** Jennifer Olson, Finance Director  
**Subject:** **Consider Adoption of Ordinance 2298 – Amending SMC 3.32.010 Warrant Signatures**

---

The purpose of this agenda item is for City Council’s consideration of proposed Ordinance 2298 (Attachment A) to amend Snohomish Municipal Code Section 3.32.010 which pertains to the authorized signers on all City Warrants.

**Background:** City Council Ordinance 1397 (Attachment B), adopted in 1978, identified the City Manager and City Clerk as required signatures for all City Warrants. As part of staff’s ongoing efforts to improve on internal controls, the proposed change in authorized signatures adheres to State Law and allows for operating efficiencies as the City Treasurer serves as the City of Snohomish auditing officer and must review and approve, through a statement of certification, all warrants prior to City Council final review. A warrants signature by the City Treasurer will add final certification on the actual checks or forms of payment issued by the City.

**STRATEGIC PLAN REFERENCE:** Not applicable

**RECOMMENDATION:** That the City Council **ADOPT Ordinance 2298 AMENDING Snohomish Municipal Code Section 3.32.010 Warrant Signatures authorizing the City Manager and City Treasurer as required signatures on all warrants of the City.**

**ATTACHMENTS:**

- A. Draft Ordinance 2298
- B. Ordinance 1397

**ACTION ITEM 7b**

ATTACHMENT A

**CITY OF SNOHOMISH  
Snohomish, Washington**

**DRAFT ORDINANCE 2298**

**AN ORDINANCE OF THE CITY OF SNOHOMISH AMENDING  
SNOHOMISH MUNICIPAL CODE SECTION 3.32.010 REGARDING CITY  
WARRANTS SIGNATURE REQUIREMENTS**

**WHEREAS**, pursuant to Ordinance 1397 the City Council designated the City Clerk and City Manager to sign all City warrants; and

**WHEREAS**, Chapter 42.24.080 of the Revised Code of Washington requires all claims presented against the City shall be audited, before payment, by the City of Snohomish auditing officer; and

**WHEREAS**, pursuant to Snohomish Municipal Code 2.30.030 Powers and Duties, the Snohomish City Treasurer serves as the Snohomish auditing officer and is required to certify all claims to be just, true and unpaid, prior to payment of the claim;

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

**Section 1. 3.32.010 Signature Requirements.** All City warrants shall be signed by the City Treasurer and the City Manager of the City of Snohomish. Should either the office of the City Manager or the Office of the City Treasurer be vacant, City warrants shall be signed by the person properly temporarily appointed to the vacant position; or, in the absence of such temporary appointment, City warrants shall be signed by the person designated in writing by the Mayor to act in that capacity. (Ord. 1397, 1978)

**Section 4. Effective Date.** This ordinance shall become effective five (5) days following passage and publication.

**ADOPTED** by the City Council and **APPROVED** by the Mayor this 5th day of January, 2016.

CITY OF SNOHOMISH

By \_\_\_\_\_  
Karen Guzak, Mayor

ATTEST:

APPROVED AS TO FORM:

By \_\_\_\_\_  
Pat Adams, City Clerk

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

**ACTION ITEM 7b**

ATTACHMENT B

ORDINANCE NO. 1397

An ordinance designating the City Clerk and City Manager to sign all City warrants.

WHEREAS, the City of Snohomish is organized under the Council-Manager form of government, and

WHEREAS, Revised Code of Washington 35.18.010 requires the City Manager to be the "Chief Executive Officer and head of the administrative branch of the City," and

WHEREAS, the signing of City warrants is an executive administrative task, Now, Therefore,

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

There is added to Title III a new chapter entitled "City Warrants" as follows:

All City warrants shall be signed by the City Clerk and the City Manager of the City of Snohomish.

Should either the office of the City Manager or the office of the City Clerk be vacant City warrants shall be signed by the person properly temporarily appointed to the vacant position or in the absence of such temporary appointment City warrants shall be signed by the person designated in writing by the Mayor to act in that capacity.

PASSED by the City Council and APPROVED by the Mayor this 6<sup>th</sup> day of June, 1978.

Ralph Davis  
Mayor

Clarence J. Dionne  
Clerk

**ACTION ITEM 7b**

## **ACTION ITEM 7c**

**Date:** January 5, 2016  
**To:** City Council  
**From:** Larry Bauman, City Manager  
**Subject:** **City Council Approval of Letter to Sound Transit Regarding ST3**

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The purpose of this agenda item is for City Council review and approval of a letter to be sent to the Sound Transit Board Chairman regarding preferred outcomes and alignments of light rail improvements to be included in the ST3 ballot measure. The drafting of this letter by staff was directed by Council during its December 15 regular meeting.

**BACKGROUND:** The Sound Transit (ST) Board is currently reviewing various options regarding a project list that will be incorporated into a package of proposed transit improvements to be funded by a ballot measure expected for the 2016 General Election.

**ANALYSIS:** The original plans for the Sound Transit program included the concept of extending light rail transit services from Seattle north to Everett. While Sound Transit's ST2 ballot measure, which was previously approved by the voters, will fund light rail only as far north as Lynnwood, the Sound Transit Board appears to be moving forward with the commitment to complete the light rail improvements to Everett if voters approve the future ballot measure known as ST3.

However, exactly what path the light rail alignment will take in reaching Everett is not settled. The ST Board began reviewing in early December the preliminary costs and analyses of a wide range of potential transit projects that could be funded within the ST3 ballot measure. The choices that the ST Board is expected to make regarding the northward extension of light rail may have long-lasting and significant impacts regarding the effectiveness of the ST transit services in Snohomish County.

While the City of Snohomish is not located within the Regional Transit Authority (RTA) District for Sound Transit, citizens and transit riders in the community nevertheless have an important stake in the outcomes of ST3. Simply reaching Everett from Lynnwood with a direct light rail alignment may not effectively serve the aerospace manufacturing employment center at Paine Field. Also, extending light rail only to the Everett Station facility would fall short of serving the burgeoning education campuses of Everett Community College and the WSU campus north of Everett Station. A map provided by the City of Everett (Attachment A) graphically identifies these proposed alignments. Both transit riders and motorists presumably have a stake in the effectiveness of ST transit improvements as they are designed to increase mobility and minimize the impact that future growth will have on congestion for our existing roads and highways.

To support these critical service objectives of serving employment and education centers in the Everett area, it is recommended that the City Council consider sending the attached letter to ST Board Chairman Dow Constantine (Attachment B). The draft letter specifically recommends that the ST Board approve an alignment for light rail from Lynnwood to Everett via the southwest Everett industrial center at Paine Field (Project N-02a) and also extending this alignment from

### **ACTION ITEM 7c**

Everett Station to North Everett (ProjectN-01) to serve Naval Station Everett and the County's growing higher education campuses located in North Everett. These project descriptions were derived from previous correspondence sent by the City of Everett to the ST Board.

**STRATEGIC PLAN REFERENCE:** Initiative 4; Increase multimodal mobility within and connections to the community; and Activated Strategy B., work with partners to bring a strong regional approach to transportation and transit issues.

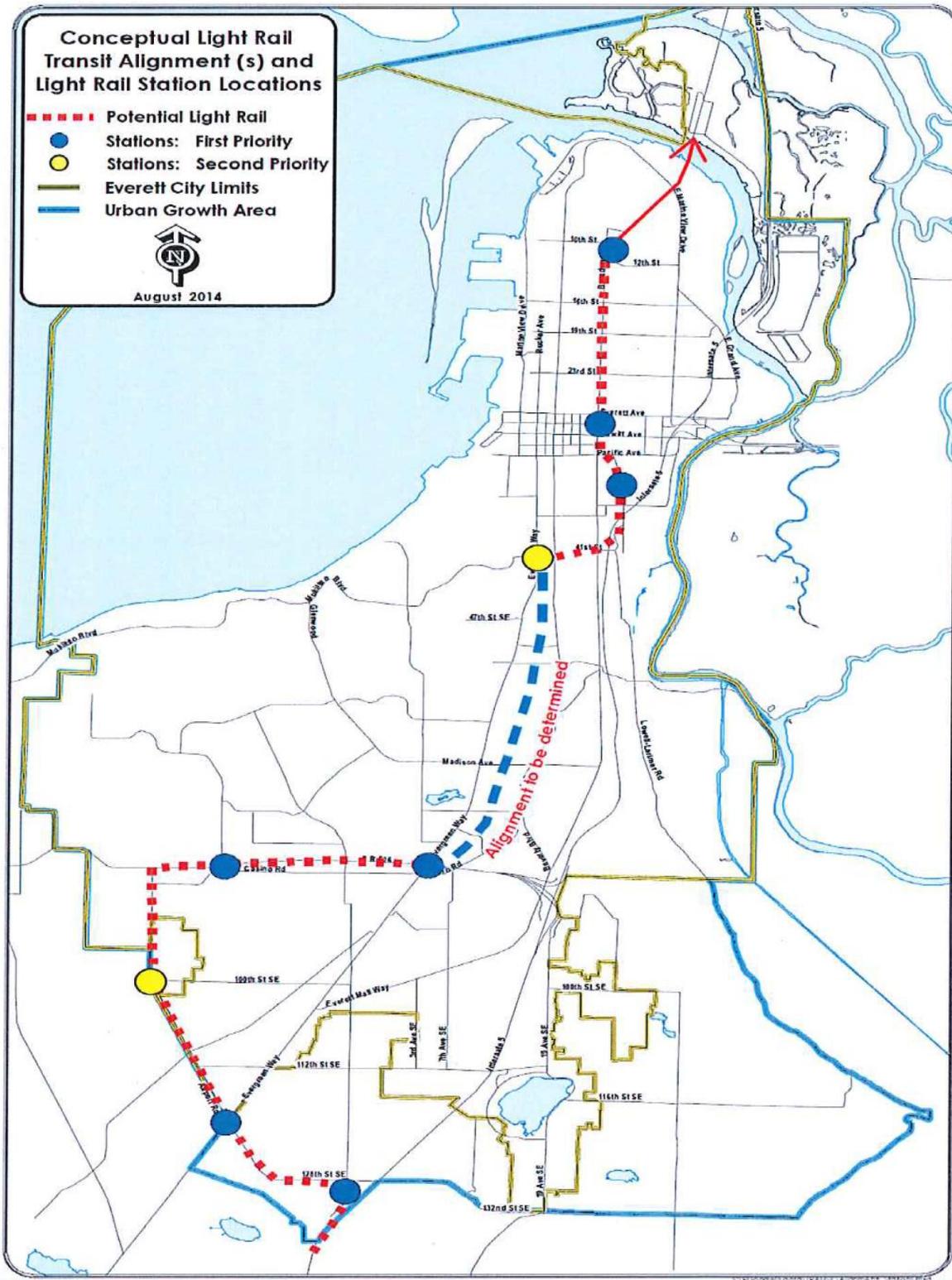
**RECOMMENDATION:** That the City Council **APPROVE** a comment letter to Sound Transit Board Chairman Dow Constantine to be signed by the Mayor regarding Snohomish County light rail alignments.

#### **ATTACHMENTS:**

- A. Map of Conceptual Light Rail Alignments for Snohomish County
- B. Draft letter to Sound Transit Board Chairman Dow Constantine

**ACTION ITEM 7c**

ATTACHMENT A



ATTACHMENT B



# CITY OF SNOHOMISH

*Founded 1859, Incorporated 1890*

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

January 5, 2016

Hon. Dow Constantine, Chairman  
Sound Transit Board of Directors  
c/o Board Administrator  
401 Jackson Street  
Seattle, WA 98104

*Re: Comments Concerning Proposed Alignment of Light Rail from Lynnwood to Everett for ST3*

Dear Chairman Constantine:

We are aware of the final analyses being reviewed now by the Sound Transit Board for the ST3 ballot measure, and we believe that the choices to be made for light rail alignment are critical for this program's success in our region. While our City is not currently a part of the RTA, our community has a significant stake in the outcomes of this proposed transit project because of its importance to our citizens and transit riders.

On behalf of the City of Snohomish City Council, I wish to communicate that our City supports the extension of light rail from Lynnwood to Everett via the southwest Everett industrial center at Paine Field (Project N-02a) and also extending this alignment from Everett Station to North Everett (Project N-01) to serve Naval Station Everett and the County's growing higher education campuses located in North Everett. We believe that these alignments for potential expansion of light rail services are essential to maximize ridership and long-term value for this transit system in Snohomish County. We appreciate your attention to these comments and for considering our views as the Sound Transit Board deliberates over important choices for the ST3 projects list.

Sincerely,

Karen Guzak  
Mayor

C: City Council  
ST Board Members Dave Somers, Dave Earling, Paul Roberts  
City of Everett Mayor Ray Stephanson

## **ACTION ITEM 7d**

**Date:** January 5, 2016  
**To:** City Council  
**From:** Denise Johns, Project Manager  
**Subject:** **Nomination of Members to the Hal Moe Pool Advisory Committee**

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The purpose of this agenda item is for the City Council to approve nominations to the Hal Moe Pool Advisory Committee.

**Background:** Staff conducted a recruitment process to solicit applicants for the Hal Moe Pool Advisory Committee. Email notifications were sent directly to individuals who expressed interest in the project. Staff contacted individuals via telephone when no address or email was available. Notices Requesting Applicants were published on the City's website, Friday Newsletter, social media (Facebook and Twitter), the Tribune on November 25, 2015, and posted at the Hal Moe Pool building, Skate Park, Senior Center, Library, and Boys and Girls Club (Attachment A). As a result of these efforts, the City received ten applications total; two were received after the application period closing date. The Hal Moe Pool Site master planning is identified in the 2016 City budget as a capital improvement project. Real Estate Excise Tax (REET) funds will provide \$90,000 to support this effort.

**Analysis:** The Hal Moe Pool advisory committee will be master planning the Hal Moe Pool building and surrounding site. Their master planning work will include the Hal Moe Pool building and entire block located north of Second Street, east of Lincoln Avenue, west of Pine Avenue, and south of Third Street.

The committee's overall mission is to make recommendations for how this project could provide the community a wide variety of compatible uses which support citizen needs in an affordable and feasible way. The criteria for nomination are willingness to support this mission and City Council values for its own operations and the City of Snohomish.

Staff is recommending all who applied within the application period for nomination as a regular committee member for Council consideration:

1. Kristel Armes
2. Mary Pat Connors
3. Colleen Dunlap
4. Bob Dvorak
5. Marta Grunsky
6. Jerry Hautamaki
7. Diane Rogers
8. Shane Smith

## **ACTION ITEM 7d**

Staff is recommending the following for nominations as Committee Member Alternates (Alternate) for Council consideration:

Guy (Bill) Betten  
Laura Huntington

The Alternates will participate as regular members and may take the place of a regular member if a regular member is unable to serve. Alternates will abstain from voting.

Applications for each nominee are attached for Council review as Attachment B. Also serving as a committee member will be Lya Badgley, the Parks and Recreation Board Chair. It is also recommended that a liaison City Councilmember be designated by Council.

**STRATEGIC PLAN REFERENCE:** Initiative #1; Establish a sustainable model for strengthening and expanding our parks, trails, and public spaces, Initiative #2; Strengthen our foundations for connecting neighbors and enhancing our neighborhoods, Initiative #6; Cultivate local businesses and promote the City as a great place to do business, Initiative #7; Strengthen the City's attractiveness as a regional destination, Initiative #8; Invest in Snohomish's civic facilities.

**RECOMMENDATION:** That the City Council **APPROVE** the nominations of **Kristel Armes, Mary Pat Connors, Colleen Dunlap, Bob Dvorak, Marta Grunsky, Jerry Hautamaki, Diane Rogers, and Shane Smith** for the Hal Moe Pool Advisory Regular Committee and **Bill Betten and Laura Huntington** as Committee Alternates.

### **ATTACHMENTS:**

- A. Application and Notice
- B. Applications for the Hal Moe Pool Advisory Committee



# CITY OF SNOHOMISH

*Founded 1859, Incorporated 1890*

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

## **APPLICATION FOR ADVISORY COMMITTEE**

### **Application for: Hal Moe Pool Site Advisory Committee**

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 Advisory 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 Advisory Committee?  
\_\_\_\_\_

**ACTION ITEM 7d**

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

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11. What are your primary interests in the Hal Moe Pool Site Planning process?

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

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

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Signature \_\_\_\_\_

Date \_\_\_\_\_

***Thank you for your interest in serving as a volunteer Advisory Board member for Hal Moe Pool Site Master Planning.***

Please send completed applications to: **City of Snohomish, Attn: City Clerk, 116 Union Avenue, Snohomish WA 98290** or [corey@snohomishwa.gov](mailto:corey@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.

## **ACTION ITEM 7d**

### **VALUES GUIDING THE ADVISORY COMMITTEE**

The Snohomish City Council values the following ideals for its own operations and for the City of Snohomish as a local government institution:

#### **Respect**

The City Council believes that honest, integrity, cooperation and civility are essential in maintaining respect for citizens and for the members of the City Council.

#### **Community**

The City Council honors its role in serving the community through a commitment to diversity, volunteerism, and compassion.

#### **Responsible Stewardship**

The City Council embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character. It also believes that finance accountability and geographically balanced support and respect of all area of the community are essential to creating a positive environment for families through City programs and facilities.

#### **Excellence in Leadership**

The City Council endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to a respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.

#### **Regional Perspective**

The City Council advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

#### **Respect for the Decision-Making Process**

The City Council seeks in its operations as a local government legislative body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

### **DOCUMENTS GUIDING THE ADVISORY COMMITTEE**

Planning efforts will be guided by City codes, guidelines, and plans, including the following documents:

- Municipal Plan <http://ci.snohomish.wa.us/283/Municipal-Code>
- City of Snohomish Strategic Plan 2014-2018:  
<http://www.snohomishwa.gov/DocumentCenter/View/285>
- Pilchuck District Subarea Plan <http://ci.snohomish.wa.us/385/Pilchuck-District>
- Park, Recreation and Open Space 2015-2035 Long Range Plan  
<http://ci.snohomish.wa.us/DocumentCenter/View/2242>

**ACTION ITEM 7d**

**Hal Moe Pool Site (HMP) Advisory Committee**  
**The City is requesting interested Citizens to help with**  
**the Master Planning of HMP**

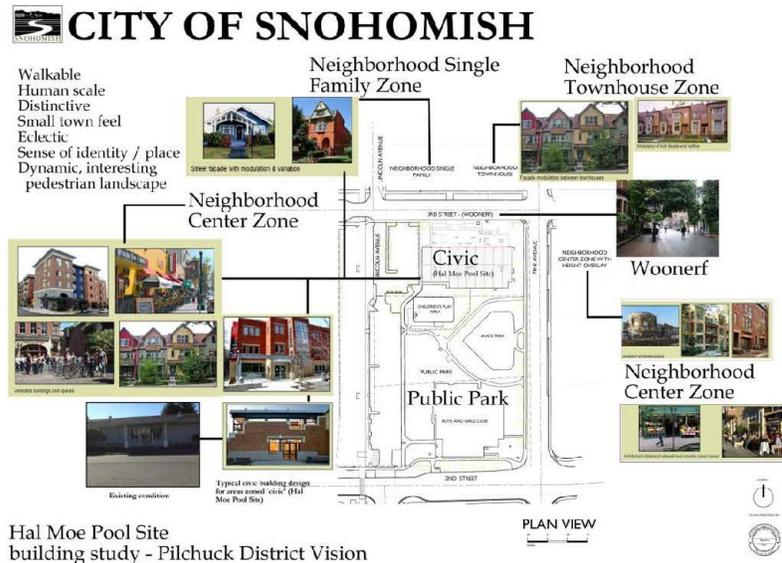
The City is requesting citizen participation in Master Planning for the Hal Moe Pool site. The project involves studying the repurposing of the Hal Moe Pool building as a multi-purpose facility and its relationship to the surrounding land. The site master planning includes the Hal Moe Pool building and entire block located north of 2<sup>nd</sup> Street, east of Lincoln Avenue, west of Pine Avenue, and south of 3<sup>rd</sup> Street.

If you wish to apply for this City advisory committee, simply complete the application by clicking on this link: <http://ci.snohomish.wa.us/> . Application deadline for this committee is **November 30, 2015**. Members must commit to one Thursday evening meeting per month between 5:30 and 7:00 pm at a local venue, location to be determined. Committee meetings will commence in early 2016 and expected to continue through 2018.

Selection is based on application questions, interview, and a willingness to serve. The Mayor and City Council appreciate your interest and your aspiration to serve the City of Snohomish.

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 the 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.

Citizens serving on City advisory boards, committees, and commissions perform a community service by using their skills, interests, and initiatives to make a difference. The Mayor and Council rely heavily on citizen volunteers to study special community issues, obtain public comments on key projects, and offer recommendations on community-related issues.



**Hal Moe Pool Building and Master Planning Diagram**

**ACTION ITEM 7d**

ATTACHMENT B

**Denise Johns**

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**From:** Torchie Corey  
**Sent:** Monday, November 16, 2015 10:57 AM  
**To:** Denise Johns  
**Subject:** FW: Online Form Submittal: Hal Moe Pool Site Advisory Committee Application - ames

---

**From:** noreply@civicplus.com [mailto:noreply@civicplus.com]  
**Sent:** Monday, November 16, 2015 10:51 AM  
**To:** Torchie Corey  
**Subject:** Online Form Submittal: Hal Moe Pool Site Advisory Committee Application

Hal Moe Pool Site Advisory Committee Application

First Name	Kristel
Last Name	Armes
Street Address	1316 Cypress Lane
City	Snohomish
State	Washington
Zip	92890
Home Phone:	4254221775
Cell Phone:	4254221775
email:	<a href="mailto:kristelarmes@gmail.com">kristelarmes@gmail.com</a>
City Resident	Yes
How Long?	5 months
County Resident:	Yes
How Long?	32 years
Please list any previous City appointments or offices:	none
Please list relevant employment or professional activities:	This is my third year as a special education teacher at Dutch Hill Elementary in Snohomish. I was previously a teacher in the Monroe School District.

**ACTION ITEM 7d**

Are you aware of the meeting schedule for this Advisory Committee, and are you available to attend regularly scheduled meetings?

---

Aware of schedule?: Yes

---

Can attend? Yes

---

Why are you interested in serving on this Advisory Committee? I recently bought a house in Snohomish and grew up in this community. I also grew up swimming at Hal Moe Pool, even when it was an outdoor pool and want to have a voice as to what the plans are for that space. My daughter is in Kindergarten and I want to help make her experience growing up in Snohomish as great as mine was.

---

What talents or experience would you bring to the position? As a teacher, I know how to collaborate with all different types of people who have different views and opinions. I also have the experience of knowing what the people of our town value. I also bring experience of working with all different ages of kids and I see areas in our town that we can better foster experiences for our youth.

---

What are your primary interests in the Hal Moe Pool Site Planning process? I want to have a voice for what will benefit the youth as much as possible. I want to know more about how the City runs and how the decision processes occur.

---

Please relate any special goals you may have for the City. My biggest goal is to get involved in my community and be an advocate for youth.

---

Any other comments or information you wish to provide for Mayor and City Council consideration: Thank you for considering my application. I would really appreciate the opportunity to serve on the Advisory Committee. I look forward to hearing from you!

---

Thank you!  
*Thank you for your interest in serving as a volunteer Advisory Board member for Hal Moe Pool Site Master Planning.*

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*Please send completed applications to: City of Snohomish, Attn: City Clerk, 116 Union Avenue, Snohomish WA 98290 or [corey@snohomishwa.gov](mailto:corey@snohomishwa.gov).*

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*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.*

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## **ACTION ITEM 7d**

*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.*

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### VALUES GUIDING THE ADVISORY COMMITTEE

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*The Snohomish City Council values the following ideals for its own operations and for the City of Snohomish as a local government institution:*

---

#### Respect

*The City Council believes that honest, integrity, cooperation and civility are essential in maintaining respect for citizens and for the members of the City Council.*

---

#### Community

*The City Council honors its role in serving the community through a commitment to diversity, volunteerism, and compassion.*

---

#### Responsible Stewardship

*The City Council embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character. It also believes that finance accountability and geographically balanced support and respect of all area of the community are essential to creating a positive environment for families through City programs and facilities.*

---

#### Excellence in Leadership

*The City Council endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to a respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.*

---

#### Regional Perspective

*The City Council advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.*

---

#### Respect for the Decision-Making Process

*The City Council seeks in its operations as a local government legislative body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.*

---

### DOCUMENTS GUIDING THE ADVISORY COMMITTEE

*Planning efforts will be guided by City codes, guidelines, and plans, including the following documents:*

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*Field not completed.*

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# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

## APPLICATION FOR ADVISORY COMMITTEE

**Application for: Hal Moe Pool Site Advisory Committee**

1. Name: Mary Pat Connors
2. Address: 6915 60th St. SE, Snohomish, WA 98290  
*Business* 301 First St., Ste. 202, Snohomish, WA 98290
3. Phone: Home: NA Cell: 360 348 3763  
Work: 360 568 0850 e-mail: mPConnors @ blankandrouge.wine.com
4. City Resident? Yes  No  How Long?                       
County Resident? Yes  No  How Long? 25 years
5. Please list any previous City appointments or offices: please see attachment
6. Please list relevant employment or professional activities: please see attachment
7. Other community affiliations or activities you feel would be a benefit to this position: please see attachment
8. Are you aware of the meeting schedule for this Advisory 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 Advisory Committee? please see attachment



## **ACTION ITEM 7d**

Application for Advisory Committee

Mary Pat Connors

5. Strategic Planning Committee, City of Snohomish 2006  
Strategic Planning Committee, City of Snohomish 2013  
City of Snohomish Economic Development Committee Member, 2008-Current

6. Relevant employment or professional activities:

Event Planning  
Managing 25 employees  
Project Management  
Marketing & Sales Growth

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

Member Harvey Field PAC, Current  
EvCC Community Strategic Planning, 2013  
Snohomish Women Networking Member  
Snohomish Garden Club Member  
Snohomish Senior Center Member  
Snohomish Chamber of Commerce Member, Wine Festival Committee Member

9. Why are you interested in serving on this Advisory Committee?

I have a long time interest in what our Strategic Plan calls Promoting Vitality and Preserving Character. We now have a beautiful new Aquatic Center leaving us a building and piece of land at the Hal Moe Pool site that can add significantly to the amenities we need to retain and attract economic activity to that area of the City.

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

Masters Degree in Whole Systems Design, studies included Group Process, project management, adult learning and consulting.  
Employed by the City of Seattle, Green Lake Community Center/Evans Pool in the late 70's into the 80's.  
I understand the strategic planning process and group process. I am personally committed to diversity in all its aspects. I believe strongly in the value and duty of citizen participation.

11. What are your primary interests in the Hal Moe Pool Site Planning process?

The skate park, Senior Center, Library, Boys and Girls Club and Centennial Trail are all nearby this site. Revitalizing the property would help us continue to not only serve our own citizens but be a regional draw. I want to do whatever I can do to move this process forward and help to create something that we will be proud of.

12. Relate special goals.

I think we have an exciting opportunity to continue developing the Pilchuck District. I would like to attract new community members and their jobs and businesses to this area. As I've stated before I want the City to have a property that it can be proud of and that all citizens will find a way to use.

**ACTION ITEM 7d**



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TEL (360) 568-3115 FAX (360) 568-1375

## APPLICATION FOR ADVISORY COMMITTEE

Application for: **Hal Moe Pool Site Advisory Committee**

1. Name: Colleen Dunlap
2. Address: 1614 4th St., Snohomish
3. Phone: Home: \_\_\_\_\_ Cell: 360 356-7258  
Work: \_\_\_\_\_ e-mail: ckdunlap@ckdunlap.com
4. City Resident? Yes  No \_\_\_\_\_ How Long? 25 years  
County Resident? Yes \_\_\_\_\_ No \_\_\_\_\_ How Long? \_\_\_\_\_
5. Please list any previous City appointments or offices: none
6. Please list relevant employment or professional activities:  
Self employed Artist, Graphic designer, Small business owner My experience increases my knowledge of visual history and the esthetic sense necessary to maintain visual city character.
7. Other community affiliations or activities you feel would be a benefit to this position:  
I am a community activist for open government and historical preservation of neighborhoods. I believe in full disclosure of city decisions that effect taxes, including benefits and liabilities, and have effectively worked toward this end.
8. Are you aware of the meeting schedule for this Advisory 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 Advisory Committee?  
I am interested in preserving the historical community character and aesthetics of Snohomish and containing expenditure of public funds. I would like to gain experience working within the existing City process toward encouraging change in the level and type of public participation and City/public relations.

HMP Advisory Committee Application – Page 1

**ACTION ITEM 7d**

10. **What talents or experience would you bring to the position?**  
Creative problem solving, motivational skills, enthusiasm, ability and willingness to research project requirements for effective options and solutions.
11. **What are your primary interests in the Hal Moe Pool Site Planning process?**  
Maintaining all parks in Snohomish for diverse public recreational uses.
12. **Please relate any special goals you may have for the City.**  
I would like to see Snohomish capitalize in its small town, old time atmosphere. Old Snohomish is representative of the most interesting period of events and social experiments in the 20th century: WWI, the introduction of the automobiles and airplanes Prohibition, the Great Depression and WWII.
13. **Any other comments or information you wish to provide for Mayor and City Council consideration:**  
Preservation of the historical character, lifestyle and aesthetics of old town Snohomish and ensuring that the public opinion will be included when deciding the character of each neighborhood.  
I am open to commerce in public parks only if it is directly related to the park's recreational use and does not limit public access.

Colleen Dunlap  
Signature

11/07/2015

Date

***Thank you for your interest in serving as a volunteer Advisory Board member for Hal Moe Pool Site Master Planning.***

Please send completed applications to: **City of Snohomish, Attn: City Clerk, 116 Union Avenue, Snohomish WA 98290 or [corey@snohomishwa.gov](mailto:corey@snohomishwa.gov).**

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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.

## **ACTION ITEM 7d**

### **VALUES GUIDING THE ADVISORY COMMITTEE**

The Snohomish City Council values the following ideals for its own operations and for the City of Snohomish as a local government institution:

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#### **Community**

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#### **Responsible Stewardship**

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#### **Regional Perspective**

The City Council advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

#### **Respect for the Decision-Making Process**

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### **DOCUMENTS GUIDING THE ADVISORY COMMITTEE**

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- City of Snohomish Strategic Plan 2014-2018:  
<http://www.snohomishwa.gov/DocumentCenter/View/285>
- Pilchuck District Subarea Plan <http://ci.snohomish.wa.us/385/Pilchuck-District>
- Park, Recreation and Open Space 2015-2035 Long Range Plan  
<http://ci.snohomish.wa.us/DocumentCenter/View/2242>



# CITY OF SNOHOMISH

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

## APPLICATION FOR ADVISORY COMMITTEE

Application for: **Hal Moe Pool Site Advisory Committee**

1. Name: BOB DVORAK
2. Address: 514 MAPLE AVE -203 Snoh. 98290
3. Phone: Home: NE Cell: 425-387-7780  
Work: 360-568-0934 e-mail: BDVORAK@snohomishcenter.org
4. City Resident? Yes  No  How Long? 16 yrs  
County Resident? Yes  No  How Long?
5. Please list any previous City appointments or offices: \_\_\_\_\_
6. Please list relevant employment or professional activities: Corporate level positions: Sears, Penneys, Nordstrom  
Current Exec Dir. Snohomish SR Center Small business consultant
7. Other community affiliations or activities you feel would be a benefit to this position: Most non-profits I have assisted with many times.
8. Are you aware of the meeting schedule for this Advisory 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 Advisory Committee?  
to see the site be used for multi purpose events, agencies, and maximum benefit to all Snohomish residents.

**ACTION ITEM 7d**

10. What talents or experience would you bring to the position?  
Voice of reason for all groups - not  
politically tied to any organization for specific  
benefit.
11. What are your primary interests in the Hal Moe Pool Site Planning process?  
1st class development of a valuable resource to  
the city
12. Please relate any special goals you may have for the City.  
growth with sights on benefits to a number  
of groups, not individual special interests.
13. Any other comments or information you wish to provide for Mayor and City Council consideration:  
I have degrees in business which help due  
to lack of things from the day to day  
operation & at the 50,000 \$ level, my  
interests are for all groups, not geared to a  
specific need or want.  
Signature Bob Duvall Date 11-10-15

**Thank you for your interest in serving as a volunteer Advisory Board member for Hal Moe Pool Site Master Planning.**

Please send completed applications to: **City of Snohomish, Attn: City Clerk, 116 Union Avenue, Snohomish WA 98290 or [corey@snohomishwa.gov](mailto:corey@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.

**ACTION ITEM 7d**

**Denise Johns**

---

**From:** Torchie Corey  
**Sent:** Monday, November 09, 2015 8:20 AM  
**To:** Denise Johns  
**Subject:** FW: Online Form Submittal: Hal Moe Pool Site Advisory Committee Application

And another one - - -

---

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [<mailto:noreply@civicplus.com>]  
**Sent:** Friday, November 06, 2015 5:05 PM  
**To:** Torchie Corey  
**Subject:** Online Form Submittal: Hal Moe Pool Site Advisory Committee Application

Hal Moe Pool Site Advisory Committee Application

First Name	Marta
Last Name	Grunsky
Street Address	8212 147th Ave SE
City	Snohomish
State	Wa
Zip	98290
Home Phone:	<i>Field not completed.</i>
Cell Phone:	425-495-9630
email:	<a href="mailto:martagrunsky@yahoo.com">martagrunsky@yahoo.com</a>
City Resident	No
How Long?	outside city limits
County Resident:	Yes
How Long?	8years
Please list any previous City appointments or offices:	none
Please list relevant employment or professional activities:	I own a real estate company that helps seniors. I have had many management and negotiation experiences

**ACTION ITEM 7d**

Are you aware of the meeting schedule for this Advisory Committee, and are you available to attend regularly scheduled meetings?

---

Aware of schedule?: Yes

---

Can attend? Yes

---

Why are you interested in serving on this Advisory Committee? I have never served on such a committee and wish to contribute to my town, in some way.

---

What talents or experience would you bring to the position? Management, negotiations, civic desire, reliability, good listener

---

What are your primary interests in the Hal Moe Pool Site Planning process? I have no particular agenda with this issue.

---

Please relate any special goals you may have for the City. I hope that the city will continue to have growth that allows it to maintain it's historical charm.

---

Any other comments or information you wish to provide for Mayor and City Council consideration: *Field not completed.*

---

Thank you!  
*Thank you for your interest in serving as a volunteer Advisory Board member for Hal Moe Pool Site Master Planning.*

---

*Please send completed applications to: City of Snohomish, Attn: City Clerk, 116 Union Avenue, Snohomish WA 98290 or [corev@snohomishwa.gov](mailto:corev@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.*

---

VALUES GUIDING THE ADVISORY COMMITTEE

---

## **ACTION ITEM 7d**

*The Snohomish City Council values the following ideals for its own operations and for the City of Snohomish as a local government institution:*

---

### **Respect**

*The City Council believes that honest, integrity, cooperation and civility are essential in maintaining respect for citizens and for the members of the City Council.*

---

### **Community**

*The City Council honors its role in serving the community through a commitment to diversity, volunteerism, and compassion.*

---

### **Responsible Stewardship**

*The City Council embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character. It also believes that finance accountability and geographically balanced support and respect of all areas of the community are essential to creating a positive environment for families through City programs and facilities.*

---

### **Excellence in Leadership**

*The City Council endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to and respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.*

---

### **Regional Perspective**

*The City Council advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.*

---

### **Respect for the Decision-Making Process**

*The City Council seeks in its operations as a local government legislative body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.*

---

### **DOCUMENTS GUIDING THE ADVISORY COMMITTEE**

*Planning efforts will be guided by City codes, guidelines, and plans, including the following documents:*

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*Field not completed.*

---

Email not displaying correctly? [View it in your browser.](#)



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

## APPLICATION FOR ADVISORY COMMITTEE

Application for: Hal Moe Pool Site Advisory Committee

1. Name: Jerry Hautamaki
2. Address: 719 Baird, Sno, 98290
3. Phone: Home: — Cell: 425-737-9143  
Work: — e-mail: j.hautamaki@comcast.net
4. City Resident? Yes  No  How Long? 28  
County Resident? Yes  No  How Long? 72
5. Please list any previous City appointments or offices: None
6. Please list relevant employment or professional activities: BS & MS Civil Engr  
22 yrs Research Engr - UW; 25 yrs Sr Engr - HNTB
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 Advisory 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 Advisory Committee?  
Applicable Professional Experience

**ACTION ITEM 7d**

- 10. What talents or experience would you bring to the position?  
Professional Experience
  
- 11. What are your primary interests in the Hal Moe Pool Site Planning process?  
Creative use of the space
  
- 12. Please relate any special goals you may have for the City.  
Liveable
  
- 13. Any other comments or information you wish to provide for Mayor and City Council consideration:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Greg L. Houtchens                      Date 18 Nov 2015  
Signature    Date

**Thank you for your interest in serving as a volunteer Advisory Board member for Hal Moe Pool Site Master Planning.**

Please send completed applications to: **City of Snohomish, Attn: City Clerk, 116 Union Avenue, Snohomish WA 98290 or [corey@snohomishwa.gov](mailto:corey@snohomishwa.gov).**

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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.

## **ACTION ITEM 7d**

### **VALUES GUIDING THE ADVISORY COMMITTEE**

The Snohomish City Council values the following ideals for its own operations and for the City of Snohomish as a local government institution:

#### **Respect**

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#### **Community**

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#### **Responsible Stewardship**

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#### **Excellence in Leadership**

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#### **Regional Perspective**

The City Council advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

#### **Respect for the Decision-Making Process**

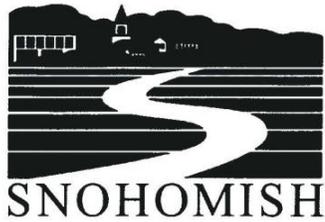
The City Council seeks in its operations as a local government legislative body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

### **DOCUMENTS GUIDING THE ADVISORY COMMITTEE**

Planning efforts will be guided by City codes, guidelines, and plans, including the following documents:

- Municipal Plan <http://ci.snohomish.wa.us/283/Municipal-Code>
- City of Snohomish Strategic Plan 2014-2018:  
<http://www.snohomishwa.gov/DocumentCenter/View/285>
- Pilchuck District Subarea Plan <http://ci.snohomish.wa.us/385/Pilchuck-District>
- Park, Recreation and Open Space 2015-2035 Long Range Plan  
<http://ci.snohomish.wa.us/DocumentCenter/View/2242>

**ACTION ITEM 7d**



**TRANSMITTAL**

Date: November 17, 2015

Sent Via US Mail

Ms. Diane Rogers  
301 Avenue C  
Snohomish, Washington

Subject                      Application for Hal Moe Pool Advisory Committee

Dear Ms. Rogers  
Thank you for your interest in our planning effort for the Hal Moe Pool Site.  
Enclosed please find the following:

- Hal Moe Pool Site Advisory Committee Request Notice
- Application Hal Moe Pool Site Advisory Committee

Please let me know if you need additional information.

Sincerely,



Denise Johns ASLA, PLA  
Project Manager  
116 Union Avenue  
Snohomish, Wa 98290  
Direct 360 282 3195

**ACTION ITEM 7d**

**Hal Moe Pool Site (HMP) Advisory Committee**

**The City is requesting interested Citizens to help with  
the Master Planning of HMP**

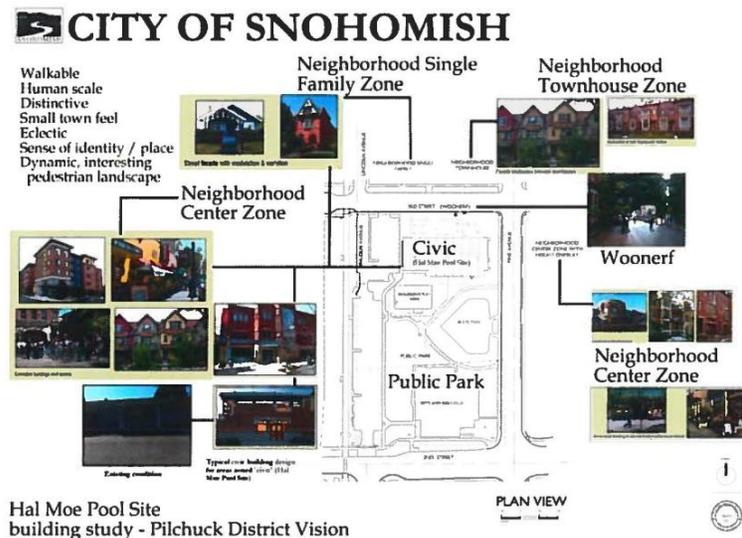
The City is requesting citizen participation in Master Planning for the Hal Moe Pool site. The project involves studying the repurposing of the Hal Moe Pool building as a multi-purpose facility and its relationship to the surrounding land. The site master planning includes the Hal Moe Pool building and entire block located north of 2<sup>nd</sup> Street, east of Lincoln Avenue, west of Pine Avenue, and south of 3<sup>rd</sup> Street.

If you wish to apply for this City advisory committee, simply complete the application by clicking on this link: <http://ci.snohomish.wa.us/> . Application deadline for this committee is **November 30, 2015**. Members must commit to one Thursday evening meeting per month between 5:30 and 7:00 pm at a local venue, location to be determined. Committee meetings will commence in early 2016 and expected to continue through 2018.

Selection is based on application questions, interview, and a willingness to serve. The Mayor and City Council appreciate your interest and your aspiration to serve the City of Snohomish.

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 the 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.

Citizens serving on City advisory boards, committees, and commissions perform a community service by using their skills, interests, and initiatives to make a difference. The Mayor and Council rely heavily on citizen volunteers to study special community issues, obtain public comments on key projects, and offer recommendations on community-related issues.



**Hal Moe Pool Building and Master Planning Diagram**



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

## APPLICATION FOR ADVISORY COMMITTEE

Application for: **Hal Moe Pool Site Advisory Committee**

1. Name: Diane Rogers
2. Address: 301 Ave. C Snoh. Wa. 98290 (35+ yrs)
3. Phone: Home: 360-568-7014 Cell: Ø  
Work: N/A e-mail: Ø
4. City Resident? Yes X No      How Long? 35+ yrs.  
County Resident? Yes X No      How Long? same
5. Please list any previous City appointments or offices: none
6. Please list relevant employment or professional activities: Ran Boys/Girls Club Teen Nite at Freshman campus over 2 yrs. Sub. Snoh. School District, Board member for 6 years for restoration of Everett Historic Theatre, Gang training S.P.D
7. Other community affiliations or activities you feel would be a benefit to this position:  
Plan to pass levy to cover Hal Moe pool was hatched in my kitchen. Worked on committee 2 yrs. to promote, with Dave Peckarsky, Hank Robinett, etc. Petitioned BNSF Railroad to build park on abandoned pc. of their property. Have maintained Depot Park over 20 years!
8. Are you aware of the meeting schedule for this Advisory Committee, and are you available to attend regularly scheduled meetings?  
Aware of schedule: Yes X No      Can attend: Yes X No      Unsure       

Raised fund doing the Concessions for Eleanor Leights Show at P.A.C. for over 10 yrs
9. Why are you interested in serving on this Advisory Committee?  
Very interested in providing constructive, safe environments for our youth. positive experiences, educational opportunities, alternatives to destructive behaviors. Snohomish was known as a "family town", safe to walk the streets at night, volunteer attitudes, and neighbors helping each other!  
HMP Advisory Committee Application - Page 1  
(Example - Darrington/oso) would like to work to retain that "small town" feeling, encourage volunteerism, and implement that at every level with our youth. Its a learned attribute.

**ACTION ITEM 7d**

Speaking with Marci Voimer, she has expressed the desire for the Hal Moe Pool bldg. to be remodeled as a teen center, because our B3G club is very crowded. It would divide the youth, which could be very beneficial. Could wiring/plumbing be utilized to save on remodel costs?

- 10. What talents or experience would you bring to the position?  
Have served on a board six years, intelligent, motivated, have ability to network, worked with children for years, child development degree.
- 11. What are your primary interests in the Hal Moe Pool Site Planning process?  
Would like to see area reserved for youth, we worked hard on that site, can we preserve some of it, retain the name to respect
- 12. Please relate any special goals you may have for the City.  
the Moe family and respect the history of property City is great, I love living here. Hate the broken sidewalks, dog waste everywhere (implement fines like at Green Lake, promote retail (tax bonus), we do need parks fund to keep up our green spaces.
- 13. Any other comments or information you wish to provide for Mayor and City Council consideration:  
I have always been proud to say I live here. I love the downtown, beautiful library, awesome Aquatic center, and hope someday to get our rail road coming back to town. I shop at the Fred Meyer area 3/4 times a week, and go to Snoh. Family Medical for years. Like any city, there is room to improve, and that takes #, volunteers, good planning, and co-operative spirits.

I know building has deteriorated.

Signature Diane Rogers Date November 27, 2015

**Thank you for your interest in serving as a volunteer Advisory Board member for Hal Moe Pool Site Master Planning.**

Please send completed applications to: **City of Snohomish, Attn: City Clerk, 116 Union Avenue, Snohomish WA 98290 or [corey@snohomishwa.gov](mailto:corey@snohomishwa.gov).**

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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.

Thank you for your time.  
D. Rogers

## **ACTION ITEM 7d**

### **VALUES GUIDING THE ADVISORY COMMITTEE**

The Snohomish City Council values the following ideals for its own operations and for the City of Snohomish as a local government institution:

#### **Respect**

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#### **Community**

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#### **Responsible Stewardship**

The City Council embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character. It also believes that finance accountability and geographically balanced support and respect of all area of the community are essential to creating a positive environment for families through City programs and facilities.

#### **Excellence in Leadership**

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#### **Regional Perspective**

The City Council advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

#### **Respect for the Decision-Making Process**

The City Council seeks in its operations as a local government legislative body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

### **DOCUMENTS GUIDING THE ADVISORY COMMITTEE**

Planning efforts will be guided by City codes, guidelines, and plans, including the following documents:

- Municipal Plan <http://ci.snohomish.wa.us/283/Municipal-Code>
- City of Snohomish Strategic Plan 2014-2018:  
<http://www.snohomishwa.gov/DocumentCenter/View/285>
- Pilchuck District Subarea Plan <http://ci.snohomish.wa.us/385/Pilchuck-District>
- Park, Recreation and Open Space 2015-2035 Long Range Plan  
<http://ci.snohomish.wa.us/DocumentCenter/View/2242>



# CITY OF SNOHOMISH

*Founded 1859, Incorporated 1890*

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

## **APPLICATION FOR ADVISORY COMMITTEE**

**Application for: Hal Moe Pool Site Advisory Committee**

1. Name: Shane Smith
2. Address: 13402 78th Ave SE Snohomish, WA 98296
3. Phone: Home: 425-224-4522 Cell: 425-281-5004  
Work: 425-224-4522 e-mail: Blanklabel@msn.com
4. City Resident? Yes  No  How Long? 4 Years  
County Resident? Yes  No  How Long? 10 Years
5. Please list any previous City appointments or offices: 10 Years
6. Please list relevant employment or professional activities:  
Creative Director
7. Other community affiliations or activities you feel would be a benefit to this position:  
Led cross functional teams of over 25 people  
Assisted in organizing and creating youth sports programs
8. Are you aware of the meeting schedule for this Advisory 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 Advisory Committee?  
To contribute my ideas and talents to help continue to build a better community for our kids.

HMP Advisory Committee Application – Page 1

**ACTION ITEM 7d**

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

\_\_\_\_\_  
Leadership, Design, Residential Voice

11. What are your primary interests in the Hal Moe Pool Site Planning process?

\_\_\_\_\_  
Youth Recreation, Skateboard, Scooter, and BMX

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

\_\_\_\_\_  
Offer an indoor family recreational facility in our city to be utilized  
during the 158 day of rain we get each year on average.

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

\_\_\_\_\_  
On any given sunny day the skat park is the most used park in the city of Snohomish.  
Lets continue to promote healthy living to our children and create a safe place to run  
and play during the wet months in our state. This type of healthy recreation should not  
be limited to "nice days" only, lets face , there aren't that many. I have looked at the  
space and with proper planning we should be able to accommodate the needs of one  
youth basketball/pickelball court, skatepark, climbing wall, and more.

\_\_\_\_\_  
  
Signature

\_\_\_\_\_  
November 5, 2015

Date

***Thank you for your interest in serving as a volunteer Advisory Board member for Hal Moe Pool Site Master Planning.***

Please send completed applications to: **City of Snohomish, Attn: City Clerk, 116 Union Avenue, Snohomish WA 98290** or [corey@snohomishwa.gov](mailto:corey@snohomishwa.gov).

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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.

## **ACTION ITEM 7d**

### **VALUES GUIDING THE ADVISORY COMMITTEE**

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#### **Respect**

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#### **Community**

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#### **Responsible Stewardship**

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#### **Excellence in Leadership**

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#### **Regional Perspective**

The City Council advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

#### **Respect for the Decision-Making Process**

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### **DOCUMENTS GUIDING THE ADVISORY COMMITTEE**

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- City of Snohomish Strategic Plan 2014-2018: <http://www.snohomishwa.gov/DocumentCenter/View/285>
- Pilchuck District Subarea Plan <http://ci.snohomish.wa.us/385/Pilchuck-District>
- Park, Recreation and Open Space 2015-2035 Long Range Plan <http://ci.snohomish.wa.us/DocumentCenter/View/2242>

RECEIVED

DEC 21 2015



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

## APPLICATION FOR ADVISORY COMMITTEE

Application for: **Hal Moe Pool Site Advisory Committee**

1. Name: Guy W Betten (Bill)
2. Address: 56 State Snohomish, wa 98290
3. Phone: Home: \_\_\_\_\_ Cell: 253-275-7800  
Work: \_\_\_\_\_ e-mail: gwbetten@gmail.com
4. City Resident? Yes  No \_\_\_\_\_ How Long? 42 years  
County Resident? Yes \_\_\_\_\_ No \_\_\_\_\_ How Long? \_\_\_\_\_
5. Please list any previous City appointments or offices: \_\_\_\_\_
6. Please list relevant employment or professional activities:  
Historic Documentations, Historic Preservation, Architectural Reviewing
7. Other community affiliations or activities you feel would be a benefit to this position:  
Snohomish Citizens for a responsible Government - 260 members  
Snohomish Historical Group on Facebook with 5700 members
8. Are you aware of the meeting schedule for this Advisory 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 Advisory Committee?  
Hal Moe Pool and the entire Park are very important to the community of Snohomish. the design + development need to meet future visions, while keeping to the Legacy of the three citizen the Bestowed this property to the citizens of Snohomish, nearly a Century ago.

HMP Advisory Committee Application – Page 1

**ACTION ITEM 7d**

10. What talents or experience would you bring to the position?  
Historian, writer, Social Media Expert, preservationist,  
Collaboration with <sup>various</sup> city / county / state forms of government
11. What are your primary interests in the Hal Moe Pool Site Planning process?  
to influence the Committee with my unique vision to protect  
+ preserve the Entire Hal Moe Pool Building + master plan  
diagram.
12. Please relate any special goals you may have for the City.  
to help keep + maintain the historic Legacy of the city  
of Snohomish
13. Any other comments or information you wish to provide for Mayor and City Council consideration:  
Historic preservation imperative to this project, while thinking  
"outside the box" to redefine the vision + the Legacy  
of three former stewards + developers of this park.  
A public amenity for playground + recreational use only.

(Bill)

Erin Bell  
Signature

12-21-2015  
Date

**Thank you for your interest in serving as a volunteer Advisory Board member for Hal Moe Pool Site Master Planning.**

Please send completed applications to: **City of Snohomish, Attn: City Clerk, 116 Union Avenue, Snohomish WA 98290 or [corey@snohomishwa.gov](mailto:corey@snohomishwa.gov).**

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**ACTION ITEM 7d**

HP Officejet Pro X476dw MFP Series

Fax Log for

Dec 09 2015 6:34PM

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**Last Transaction**

Date	Time	Type	Station ID	Duration	Pages	Result
				Digital Fax		
Dec 9	6:32PM	Fax Sent	3605681375	2:15 N/A	3	OK



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

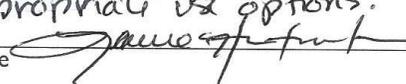
116 UNION AVENUE SNOHOMISH, WASHINGTON 98290  
TEL (360) 568-3115 FAX (360) 568-1375

## APPLICATION FOR ADVISORY COMMITTEE

Application for: **Hal Moe Pool Site Advisory Committee**

1. Name: Laura Huntington
2. Address: 127 Avenue A, Suite 202, Snohomish WA 98290
3. Phone: Home: 425-754-4518 Cell: SAME #  
Work: same # e-mail: lhuntington@workmanres.com
4. City Resident? Yes  No  How Long? FROM 11-09' TO 1-15'  
County Resident? Yes  No  How Long? FROM 1-15' TO PRESENT  
Averill Youth Complex
5. Please list any previous City appointments or offices: Planning Committee member
6. Please list relevant employment or professional activities:  
Real Estate Feasibility/analysis on a daily basis  
I own a Real Estate Brokerage, Workman Real Estate Services
7. Other community affiliations or activities you feel would be a benefit to this position:  
Member of Snohomish Valley Activities Council - designed and built the Snohomish Youth Center 1995-2013. Negotiated lease of lands at Averill field for the building of the Youth Center, Snohomish Senior Center to 505 Fifth St. for
8. Are you aware of the meeting schedule for this Advisory Committee, and are you available to attend regularly scheduled meetings?  
the Building of Senior Housing. All built on City Property  
Aware of schedule: Yes  No  Can attend: Yes  No  Unsure
9. Why are you interested in serving on this Advisory Committee?  
to help decide the best use of this property wxt to and a part of the Averill Youth Complex.

**ACTION ITEM 7d**

10. What talents or experience would you bring to the position?  
Working with City Council, City Staff and City Attorney  
to benefit community driven goals. The working of the  
Youth Center, Senior Center & Snohomish Affordable Housing  
Building Committees required my work with private and public interests
11. What are your primary interests in the Hal Moe Pool Site Planning process? *in focus.*  
To consider all economic viable options and further  
the option considered best.
12. Please relate any special goals you may have for the City.  
To provide open space/recreational options for all  
ages. To provide important community and civic  
benefits to all citizens of Snohomish.
13. Any other comments or information you wish to provide for Mayor and City Council consideration:  
I am a current member of the Snohomish  
Affordable Housing group that is considering  
a use at the Hal Moe Site if it is zoned appropriately  
for the use. A better and clear definition of  
allowed under the Neighborhood Civic Zone  
the use need to be established to consider all  
appropriate use options.
- Signature  Date 12-2/2015

**Thank you for your interest in serving as a volunteer Advisory Board member for Hal Moe Pool Site Master Planning.**

Please send completed applications to: **City of Snohomish, Attn: City Clerk, 116 Union Avenue, Snohomish WA 98290** or [corey@snohomishwa.gov](mailto:corey@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.

## **ACTION ITEM 7d**

### **VALUES GUIDING THE ADVISORY COMMITTEE**

The Snohomish City Council values the following ideals for its own operations and for the City of Snohomish as a local government institution:

#### **Respect**

The City Council believes that honest, integrity, cooperation and civility are essential in maintaining respect for citizens and for the members of the City Council.

#### **Community**

The City Council honors its role in serving the community through a commitment to diversity, volunteerism, and compassion.

#### **Responsible Stewardship**

The City Council embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character. It also believes that finance accountability and geographically balanced support and respect of all areas of the community are essential to creating a positive environment for families through City programs and facilities.

#### **Excellence in Leadership**

The City Council endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to and respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.

#### **Regional Perspective**

The City Council advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

#### **Respect for the Decision-Making Process**

The City Council seeks in its operations as a local government legislative body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

### **DOCUMENTS GUIDING THE ADVISORY COMMITTEE**

Planning efforts will be guided by City codes, guidelines, and plans, including the following documents:

- Municipal Plan <http://ci.snohomish.wa.us/283/Municipal-Code>
- City of Snohomish Strategic Plan 2014-2018:  
<http://www.snohomishwa.gov/DocumentCenter/View/285>
- Pilchuck District Subarea Plan <http://ci.snohomish.wa.us/385/Pilchuck-District>
- Park, Recreation and Open Space 2015-2035 Long Range Plan  
<http://ci.snohomish.wa.us/DocumentCenter/View/2242>

**ACTION ITEM 7d**

## **DISCUSSION ITEM 8a**

**Date:** January 5, 2016  
**To:** City Council  
**From:** Larry Bauman, City Manager  
**Subject:** **City Council Rules and Procedures – Review Resolution 1311**

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The purpose of this agenda item is for biennial review and further direction to staff regarding the City Council's resolution for its operating rules and procedures.

**BACKGROUND:** In 1994 the City Council established a policy of procedures for conducting business at Council meetings with Resolution 843. Included with those procedures was a requirement for periodic review. This review is to be done as needed but no less than every two years in January of even-numbered years, which is the same time that new Councilmember terms begin. The current such resolution, Resolution 1311 (Attachment A), is provided for review and potential revision based on Council direction.

**ANALYSIS:** City staff has not received direction to date from Council regarding changes to be considered to the current City Council rules and procedures. However, staff has proposed revisions (see highlighted sections of Attachment B) including new sections for uses of communications technology (cell phones, computers, tablets, etc.).

**Communications Technology:** These recommendations are primarily generated by the most recent understandings and interpretations of the Open Public Meetings Act (OPMA) and Public Records Act (PRA). Staff will present additional information regarding these proposed changes and be available to discuss both the proposed policies and suggested technology options regarding the implementation of these changes if adopted by the Council. For example, new legal understandings of the Public Records Act regarding the use of cell phones for texting could require Councilmembers to consider adopting one of the following approaches:

1. Receive and use a City issued cell phone for all phone calls and texting related to City business (texts would be automatically archived by a third party vendor as they are expected to soon be archived for all City employees);
2. Use a personally owned cell phone and make individual arrangements with a third party (various apps and websites exist for this) to archive all texts for response to any Public Records Act requests regarding text communications;
3. Use a personally owned cell phone and make no use of texting for City business with the understanding that the phone may still be subject to searches to respond to Public Records Act requests and the City and individual Councilmembers may be found to be in violation of state law if any disclosable texts are not archived.

Public record retention requirements in Washington set the need to archive texts—the same as for all correspondence, including email—for two years. The three options listed above could be used to give each Councilmember the ability to choose his or her own preferred cell phone use. The

## **DISCUSSION ITEM 8a**

proposed rules and procedures assume that each Councilmember would individually select one of the options above so that individual preferences would be accommodated. If preferred, Council could also institute any of these options above to apply universally to all Councilmembers within rules of procedure. Direction to staff regarding Council preferences for use of cell phones for texting will be just one element of the discussion anticipated for this agenda item.

**Public Comments:** Also recommended by staff is a procedural change regarding the policies for Public Comments (Sec. VI), Oral and Written Comments (A.), General (1.). Staff's recommendation is that as a preliminary step toward improving citizen engagement and two-way communications that Council allot up to three minutes for citizen comments on all action and discussion items on the Council's regular meeting agendas. This would avoid some confusion for citizens as to when citizen comments are permitted and would eliminate the need for speakers during "Citizen Comments on items not on the agenda" to understand that they must request time to speak to these action and discussion items.

Staff requests that Council provide direction regarding the staff-proposed changes as well as any additional changes desired by Council. Staff would intend to return with any directed changes by incorporating them in a new resolution for Council's adoption on a future consent or action agenda as preferred.

**STRATEGIC PLAN REFERENCE:** N/A

**RECOMMENDATION:** That the City Council REVIEW Resolution 1311 regarding Council meeting procedures and DIRECT staff regarding changes to be made.

### **ATTACHMENTS:**

- A. Resolution 1311 in current form
- B. Existing Resolution for Rules and Procedures with highlighted staff proposed revisions

ATTACHMENT A

**CITY OF SNOHOMISH  
Snohomish, Washington**

**RESOLUTION 1311**

**A RESOLUTION OF THE CITY OF SNOHOMISH ESTABLISHING  
PROCEDURES FOR THE CONDUCT OF BUSINESS AT COUNCIL  
MEETINGS AND REPEALING RESOLUTION 1251**

**WHEREAS**, RCW 35A.13.170 grants the City Council authority to establish rules of conduct for their meetings; and

**WHEREAS**, a comprehensive procedure for Council meetings will provide the most expedient means of conducting Council meetings; and

**WHEREAS**, pursuant to Resolution 1251 the City Council of the City of Snohomish established procedures for the conduct of business at Council meetings; and

**WHEREAS**, the City Council has studied and reviewed these procedures and determined that an amendment regarding the conduct of public hearings is appropriate; and

**WHEREAS**, the City Council decided that in order to keep these rules in the form of one consolidated document, Resolution 1251 should be repealed and replaced by this Resolution;

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

Resolution 1251 is hereby repealed and shall be replaced with Resolution 1311 which shall read as follows:

- I. **General:** These rules constitute the official rules for the conduct of business by Snohomish City Council. In all other contested decisions arising from points of order, the Council shall be governed by Robert's Rules of Order Newly Revised, a copy of which is maintained in the office of the City Clerk.
- II. **Organization:**
  - A. **Swearing in of New Councilmembers.** Newly elected Councilmembers shall be sworn in either (1) within the ten days preceding January 1<sup>st</sup>, or (2) at the last regularly scheduled meeting of the year as per RCW 29A.20.040. In the case of an appointment to fill a vacancy, the Councilmember shall be sworn in at the same meeting as the appointment or the next regular meeting, at the option of the new Councilmember.

## **DISCUSSION ITEM 8a**

- B. Election of Mayor. The Council shall elect a Mayor and a Mayor Pro-tem for a term of two years and organize itself at the first Council Meeting during even-numbered years. In the temporary absence of the Mayor, the Mayor Pro-tem shall perform the duties and responsibilities of the Mayor. In the event the Mayor is unable to serve the remainder of the term, a new Mayor shall be elected at the next Regular Meeting. In the event the Mayor Pro-tem is unable to serve the remainder of the term, a new Mayor Pro-tem shall be elected at the next Regular Meeting.
- C. Quorum. At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business, but a lesser number may recess or adjourn.
- D. Attendance and Excused Absences.
1. Councilmembers. RCW 35A.13.020 provides that a Councilmember shall forfeit his or her office by failing to attend three consecutive Regular Meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Mayor; or, if the Mayor is not available, the City Manager, or City Clerk, who shall convey the message to the Mayor. Following roll call, the Mayor shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes.
  2. City Clerk. The Clerk or an authorized Deputy Clerk shall attend all Council Meetings. If the Clerk and the Deputy Clerk are absent from any Council Meeting, then the Mayor shall ask the City Manager to appoint a member of the staff to act as Clerk for that meeting.
  3. Officers or Employees. Any City officer or employee shall have the duty, when requested by the Council, to attend Council Meetings and shall remain for such time as the Council may direct.
- E. Decorum.
1. Forms of Address. The Mayor shall be addressed as "Mayor (surname)". Members of the Council shall be addressed as "Councilmember (surname)" or by the name requested by the Councilmember.
  2. Councilmember Communications Protocols During Meetings
    - a. No Councilmember comments are to be personal in nature or otherwise disruptive. All Councilmember comments are to be addressed to the Chair.

## **DISCUSSION ITEM 8a**

- b. All Councilmember comments during meetings shall be germane to the business of the City and tempered to advance the debate.
  - c. Councilmember comments during meetings shall be concise and respectful of the time available to complete actions on the agenda and the desire to provide ample opportunities for citizens and other Councilmembers to comment.
  - d. Sanctions for violation of Councilmember Communications protocols as described in this section may include the following, although the Council may decide, based on the severity of the violation, to begin with steps other than the first step as listed here:
    - i. On the first violation, the Chair may issue a warning orally to the Councilmember who has violated these protocols.
    - ii. On the second violation, the Chair, upon a motion being adopted by the City Council, may issue a written reprimand to the Councilmember who has violated these protocols.
    - iii. On the third violation, the Chair, upon a motion being adopted by the City Council, may issue a formal resolution of censure to the Councilmember who has violated these protocols.
    - iv. On the fourth violation, the Chair, upon a motion being adopted by the City Council, may remove the committee and liaison assignments of the Councilmember who has violated these protocols.
3. Right to Eject. While the Council is in session, both the members and the public must preserve order and decorum, and shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Council, nor disrupt any member while speaking or refuse to obey the orders of the Presiding Officer, except as otherwise provided in these Rules. Any person who becomes boisterous, unruly, or who physically or verbally threatens any other person while addressing the Council or while attending a Council meeting shall be asked to leave by the Presiding Officer and the Police Chief shall escort them from the Council Chambers.
4. Hearings. Whenever the Council is conducting a public hearing on a quasi-judicial matter that affect individuals or property rights, such hearings must not only be fair, but must be free from even the appearance of unfairness. Therefore, in their consideration of such matters Councilmembers shall:

**DISCUSSION ITEM 8a**

- a. Try to avoid any ex parte contact with the individual or property owner whose rights are under consideration;
  - b. Try to avoid any public or private statements in advance of the hearing that would suggest that the Councilmember has decided the issue before the hearing.
5. Ex parte Communication. Consistent with RCW 42.36.060, if any Councilmember has had ex parte communications with opponents or proponents with respect to a quasi-judicial proposal, that Councilmember must disassociate him/herself from the proceedings, unless:
- a. That Councilmember places on the record the substance of any written or oral ex parte communications concerning of the action; and
  - b. The Presiding Officer makes a public announcement providing for an opportunity for any party to rebut the substance of the ex parte communication.
6. Conflict of Interest. Councilmembers that disassociate themselves from participating in a public hearing due to the violation of the appearance of fairness doctrine or a conflict of interest shall leave the Council Chambers.
- F. Voting.
1. Method. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice; except that at the request of any Councilmember, a roll call vote shall be taken by the Clerk.
  2. Tie Vote. In case of a tie vote on any proposal, the proposal shall be considered lost.
  3. General. Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or an appearance of fairness question under state law is present. Unless a member of the Council states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote.
- G. Adjournment. Council meetings shall adjourn at or before 10:00 p.m.; except the time may be extended in half-hour increments until 11:00 p.m. upon approval of a formal motion. At 11:00 p.m. the meeting shall be continued to a date and time certain upon approval of a formal motion. The date and time will be announced by the chair at the meeting.

III. **Officers:**

## **DISCUSSION ITEM 8a**

- A. Mayor and Mayor Pro-Tem. The selection, duties, and powers of Mayor and Mayor Pro-tem shall be:
1. Selection. Biennially in even numbered years at the first meeting of the new Council the Councilmembers shall by majority vote choose a chairman from among their number unless it is so approved by the voters for the chairman to be elected pursuant to RCW 35A.13.033. The chairman of the Council shall have the title of Mayor (RCW 35A.13.030). Selected in the same manner as Mayor shall be a Mayor Pro-Tem.
  2. Duties as Presiding Officers. The Mayor, or in his or her absence the Mayor Pro-Tem, shall be the Presiding Officer of the Council. In the absence of both the Mayor and the Mayor Pro-Tem, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.
  3. Powers. In addition to the powers conferred as Mayor as listed below and as set forth in state law, the Mayor shall continue to have all the rights, privileges, and immunities of a member of the Council. The Mayor shall be recognized as the head of the City for ceremonial purposes and by the governor for purposes of military law. The Mayor shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.
- B. Presiding Officer's Duties. It shall be the duty of the Presiding Officer to:
1. Call the meeting to order.
  2. Keep the meeting to its order of business.
  3. Control discussion in an orderly manner by:
    - a. Giving every Councilmember who wishes an opportunity to speak when recognized by the Chair;
    - b. Permitting citizen comments at the appropriate times; and
    - c. Requiring all speakers to speak to the question and to observe the rules of order.
  4. Decide all questions of order, subject to the right of appeal to the Council by any member.

## **DISCUSSION ITEM 8a**

- IV. **Committees.** Ad hoc committees of Councilmembers may be appointed by the Mayor, with the concurrence of the Council, from time to time as the need arises. The members of such ad hoc committees will select the committee chairperson.
- V. **Council Meetings.**
- A. **Open to the Public.** All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW 42.30). All Meetings of the Council shall be open to the public. The City shall comply with the provisions of RCW 35A.12.160 regarding notice of public meetings.
- B. **Type of Meetings.**
1. **Regular Meetings.** The Council shall hold their Regular Meetings on the first and third Tuesdays of the month between 7:00 p.m. and 10:00 p.m. Should any Tuesday fall on a legal holiday, the meeting shall be held at the same hour and place *if available* on the next working day. Any change in location will be included in the regular publication notice of the meeting agenda.
  2. **Workshops.** The Council may hold a workshop one hour before any regular meeting of the month. Additional workshop sessions may be scheduled as needed. Should any Tuesday fall on a legal holiday, the meeting shall be held at the same hour and place if available on the next working day. These meetings will be informal meetings for the purpose of more prolonged discussion of issues and topics selected by the City Manager or Council. Workshops may be held jointly with advisory Boards and Commissions to the Council.
  3. **Special Meetings.** Special Meetings may be called by the Mayor by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. Special Meetings shall also be called by the Mayor upon the written request of any three members of the Council. The notice of such Special Meetings shall state the Subjects to be considered, and no subjects other than those specified in the notice shall be considered.
- C. **Executive Sessions.**
1. **General.** The Council may hold Executive Sessions from which the public may be excluded, for the purposes set forth in RCW 42.30.110. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the session, the anticipated time when the session will be concluded and shall state whether action by Council is expected following the Executive Session. Should the session require more time, a public announcement shall be made that the session is being extended.

## **DISCUSSION ITEM 8a**

2. Confidentiality. Councilmembers should keep confidential all written materials and verbal information provided to them during Executive Sessions. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure by State law.
  3. Ex parte Contact. If the Council, after Executive Session, has provided direction to City staff on proposed terms and conditions for City business, all contacts with any other party should be done by the designated City staff representative handling the issue. Councilmembers should obtain the permission of the City Manager prior to discussing the information with anyone other than other Councilmembers, the City Attorney, or City staff designated by the City Manager. Any Councilmember having any such contact or discussion needs to make full disclosure to the City Manager and/or Council in a timely manner.
- D. Meeting Place. Regular Council Meetings will be held at the George Gilbertson Board Room in the Snohomish School District Resource and Services Building at 1601 Avenue D or another public meeting facility as advertised. Workshops and Special Meetings will usually be held at the same location, but may be held at other appropriate locations, with proper notice.
- E. Council Agenda.
1. Order of Business. No Legislative item shall be voted upon which is not on the agenda as approved by the Council at the meeting. The order of business for each Regular Meeting shall be as follows:

Regular Session (7:00 p.m. - 10:00 p.m.)

1. Call to Order
2. Approve the Agenda Contents and Order
3. Approve the Minutes of the Previous Meeting(s)
4. Citizen Comments on items not on the agenda
5. Proclamations or Presentations
6. Public Hearings
7. Action Items
8. Discussion Items
9. Consent Items
10. Other Business/Information Items
11. Councilmember Comments/Liaison Reports
12. Manager's Comments
13. Mayor's Comments
14. Executive Session
15. Reconvene Regular Session
16. Adjourn

## **DISCUSSION ITEM 8a**

2. **Consent Items.** The City Manager in consultation with the Presiding Officer, shall place matters under the Consent Items which: (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely. The motion to adopt Consent Items shall be non-debatable and have the effect of moving to adopt all items. Since adoption of any item under the Consent Items implies unanimous consent, any member of the Council shall have the right to remove any item. Therefore, under the item “Approve the Agenda Contents and Order”, the Presiding Officer shall inquire if any Councilmembers wishes an item to be withdrawn from the Consent agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or a future Council Meeting.

### **VI. Public Testimony.**

#### **A. Oral and Written Comments.**

1. **General.** The Council shall not take public comments at the Regular Meeting except for testimony given at a Public Hearing; provided that any person may speak under “Citizen Comments on items not on the Agenda” for no more than three minutes. If there is an item on the agenda on which a citizen wishes to comment, the citizen should ask during the “Citizen Comments on items not on the Agenda” if the Council will allow comment on a particular item. The Presiding Officer will decide, with the concurrence of Council, whether comment will be allowed, and if so, it will be taken after the Staff presentation, but before Council action on that item.

Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing, except on matters of procedure.

2. **Identification of Speakers.** Persons testifying shall identify themselves for the record as to name, address, and organization.
3. **Time Limitations.** Individuals will be allowed three (3) uninterrupted minutes to speak. Providing that all individuals are allowed to speak at the hearing, if time permits another three (3) minutes may be allowed for added comment. At the discretion of the Presiding Officer, with the concurrence of Council, additional time for receipt of oral and written testimony may be allowed. The Mayor or his designee shall be the timekeeper.

At a quasi-judicial hearing, the burden of proof generally lies with the applicant of the action before the Council. During the public testimony portion of the meeting, the applicant and the

## **DISCUSSION ITEM 8a**

applicant's advisors will not be limited in presentation time and will have the opportunity for rebuttal to opposing testimony.

4. Quasi-Judicial Items. A quasi-judicial action is an action of the Council which determines the legal rights, duties, or privileges of specific individuals or properties, such as rezones or plat approvals.

The order of business for a quasi-judicial hearing shall be as follows:

- a. Appearance of Fairness Query
  - b. Swearing in
  - c. Staff presentation
  - d. Board or Commission recommendation
  - e. Applicant's statement
  - f. Council's questions of Staff, Commission, and Applicant
  - g. Citizens' testimony
  - h. Rebuttal by Applicant
  - i. Public testimony closed
  - j. Council deliberation
  - k. Council action
5. Workshops. The Council may take public comments at a Workshop meeting, at the discretion of the Presiding Officer and with the concurrence of Council, when appropriate and practical.
  6. Written Comments. Written materials may be submitted to the Council at the Regular Meeting at which an issue is to be considered. However the Council may not be able to consider such written comments at that time. In order for written comments to reach the Council for consideration prior to the meeting or hearing, they must be filed with the Clerk no later than 1 p.m. of the Thursday preceding the Regular Meeting for distribution to the Council with the regular agenda packet.

## **VII. Councilmember Communications Outside of Meetings**

- A. All written communications, including letters and electronic messages responding to citizens should be copied to be sent to all other Councilmembers.
- B. The use of City letterhead by individual Councilmembers for communications to constituents or to other governmental entities shall not be allowed unless approved by Council majority.
- C. Within the text of correspondence from Councilmembers to constituents, governmental entities, and community organizations, the Councilmember should not characterize or attempt to describe the views and actions of other

**DISCUSSION ITEM 8a**

Councilmembers in order to ensure that those Councilmembers have an opportunity to characterize their own views and actions.

- D. The substance of phone calls by the Mayor to citizens or to officers of other governmental entities should be shared via email or other communication method whenever these phone discussions involve issues of significance for the Council as a whole.
- E. Letters to the editor for publication in newspapers, magazines and electronic or Internet-based publications submitted by individual Councilmembers should not represent the Councilmember's personal views as those of the City or the City Council unless specifically directed to do so by the City Council.

VIII. **Periodic Review**. It is the intent of the City Council that Council procedures be periodically reviewed as needed, but no less than every two years. Therefore Council procedures shall be reviewed in the month of January of every even numbered year, and may be amended at any other time that the Council shall choose.

IX. **Effect/Waiver of Rules**. These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant right or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by a majority vote, determine to temporarily waive any of the provisions herein. These rules shall be effective upon the date of adoption as set forth below.

**PASSED** by the City Council and **APPROVED** by the Mayor this 4<sup>th</sup> day of February, 2014.

CITY OF SNOHOMISH

\_\_\_\_\_  
Karen Guzak, Mayor

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Grant Weed, City Attorney

ATTACHMENT B

**CITY OF SNOHOMISH  
Snohomish, Washington**

**DRAFT RESOLUTION XXXX**

**A RESOLUTION OF THE CITY OF SNOHOMISH ESTABLISHING  
PROCEDURES FOR THE CONDUCT OF BUSINESS AT COUNCIL  
MEETINGS AND REPEALING RESOLUTION ~~4254~~1311**

**WHEREAS**, RCW 35A.13.170 grants the City Council authority to establish rules of conduct for their meetings; and

**WHEREAS**, a comprehensive procedure for Council meetings will provide the most expedient means of conducting Council meetings; and

**WHEREAS**, pursuant to Resolution ~~4254~~1311 the City Council of the City of Snohomish established procedures for the conduct of business at Council meetings; and

**WHEREAS**, the City Council has studied and reviewed these procedures and determined that ~~an amendment regarding the conduct of public hearings periodic review and updates to these procedures~~ is appropriate; and

**WHEREAS**, ~~the City Council wishes to adopt policies and guidelines related to communications via technology platforms such as email accounts, texting or instant messaging and social media sites for communicating both inside and outside of City Council meetings; and~~

**WHEREAS**, the City Council decided that in order to keep these rules in the form of one consolidated document, Resolution ~~4254~~1311 should be repealed and replaced by this Resolution;

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

Resolution ~~4254~~1311 is hereby repealed and shall be replaced with this Resolution ~~4311~~XXXX which shall read as follows:

- I. **General:** These rules constitute the official rules for the conduct of business by Snohomish City Council. In all other contested decisions arising from points of order, the Council shall be governed by Robert's Rules of Order Newly Revised, a copy of which is maintained in the office of the City Clerk.
- II. **Organization:**
  - A. **Swearing in of New Councilmembers.** Newly elected Councilmembers shall be sworn in either (1) within the ten days preceding January 1<sup>st</sup>, or (2) at the last regularly scheduled meeting of the year as per RCW 29A.20.040. In the case of

## **DISCUSSION ITEM 8a**

an appointment to fill a vacancy, the Councilmember shall be sworn in at the same meeting as the appointment or the next regular meeting, at the option of the new Councilmember.

- B. Election of Mayor. The Council shall elect a Mayor and a Mayor Pro-tem for a term of two years and organize itself at the first Council Meeting during even-numbered years. In the temporary absence of the Mayor, the Mayor Pro-tem shall perform the duties and responsibilities of the Mayor. In the event the Mayor is unable to serve the remainder of the term, a new Mayor shall be elected at the next Regular Meeting. In the event the Mayor Pro-tem is unable to serve the remainder of the term, a new Mayor Pro-tem shall be elected at the next Regular Meeting.
- C. Quorum. At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business, but a lesser number may recess or adjourn.
- D. Attendance and Excused Absences.
  - 1. Councilmembers. RCW 35A.13.020 provides that a Councilmember shall forfeit his or her office by failing to attend three consecutive Regular Meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Mayor; or, if the Mayor is not available, the City Manager, or City Clerk, who shall convey the message to the Mayor. Following roll call, the Mayor shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes.
  - 2. City Clerk. The Clerk or an authorized Deputy Clerk shall attend all Council Meetings. If the Clerk and the Deputy Clerk are absent from any Council Meeting, then the Mayor shall ask the City Manager to appoint a member of the staff to act as Clerk for that meeting.
  - 3. Officers or Employees. Any City officer or employee shall have the duty, when requested by the Council, to attend Council Meetings and shall remain for such time as the Council may direct.
- E. Decorum.
  - 1. Forms of Address. The Mayor shall be addressed as "Mayor (surname)". Members of the Council shall be addressed as "Councilmember (surname)" or by the name requested by the Councilmember.

## **DISCUSSION ITEM 8a**

2. Councilmember Communications Protocols During Meetings
  - a. No Councilmember comments are to be personal in nature or otherwise disruptive. All Councilmember comments are to be addressed to the Chair.
  - b. All Councilmember comments during meetings shall be germane to the business of the City and tempered to advance the debate.
  - c. Councilmember comments during meetings shall be concise and respectful of the time available to complete actions on the agenda and the desire to provide ample opportunities for citizens and other Councilmembers to comment.
  - d. ~~Council members may not take~~ Council members may not take action via electronic device while in an open public meeting of the governing body. "Action," as defined under RCW 42.30.020, means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.
  - e. City Councilmembers are responsible for complying with the communication guidelines contained in this policy. Violations may result in revocation of some applications access privilege. Further, removal of privileges by one official may mean the entire technology medium or system may no longer be provided publicly, thus causing all to lose access. Criminal and civil penalties or other legal against an official is a possibility depending upon the action. legal exposure to the Councilmember and the City and loss of privileges to access to technology mediums or systems. Sanctions for violation of Councilmember Communications protocols as described in this section may include the following, although the Council may decide, based on the severity of the violation, to begin with steps other than the first step as listed here:
    - i. On the first violation, the Chair may issue a warning orally to the Councilmember who has violated these protocols.
    - ii. On the second violation, the Chair, upon a motion being adopted by the City Council, may issue a written reprimand to the Councilmember who has violated these protocols.

## **DISCUSSION ITEM 8a**

- iii. On the third violation, the Chair, upon a motion being adopted by the City Council, may issue a formal resolution of censure to the Councilmember who has violated these protocols.
    - iv. On the fourth violation, the Chair, upon a motion being adopted by the City Council, may remove the committee and liaison assignments of the Councilmember who has violated these protocols.
3. Right to Eject. While the Council is in session, both the members and the public must preserve order and decorum, and shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Council, nor disrupt any member while speaking or refuse to obey the orders of the Presiding Officer, except as otherwise provided in these Rules. Any person who becomes boisterous, unruly, or who physically or verbally threatens any other person while addressing the Council or while attending a Council meeting shall be asked to leave by the Presiding Officer and the Police Chief shall escort them from the Council Chambers. The Presiding Officer may also call for a recess so that measures may be taken to restore order to the meeting.
4. Hearings. Whenever the Council is conducting a public hearing on a quasi-judicial matter that affect individuals or property rights, such hearings must not only be fair, but must be free from even the appearance of unfairness. Therefore, in their consideration of such matters Councilmembers shall:
  - a. Try to avoid any ex parte contact with the individual or property owner whose rights are under consideration;
  - b. Try to avoid any public or private statements in advance of the hearing that would suggest that the Councilmember has decided the issue before the hearing.
5. Ex parte Communication. Consistent with RCW 42.36.060, if any Councilmember has had ex parte communications with opponents or proponents with respect to a quasi-judicial proposal, that Councilmember must disassociate him/herself from the proceedings, unless:
  - a. That Councilmember places on the record the substance of any written or oral ex parte communications concerning of the action; and

## **DISCUSSION ITEM 8a**

- b. The Presiding Officer makes a public announcement providing for an opportunity for any party to rebut the substance of the ex parte communication.
  6. Conflict of Interest. Councilmembers that disassociate themselves from participating in a public hearing due to the violation of the appearance of fairness doctrine or a conflict of interest shall leave the Council Chambers during Council consideration of a matter.
- F. Voting.
1. Method. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice; except that at the request of any Councilmember, a roll call vote shall be taken by the Clerk.
  2. Tie Vote. In case of a tie vote on any proposal, the proposal shall be considered lost.
  3. General. Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or an appearance of fairness question under state law is present. Unless a member of the Council states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote.
- G. Adjournment. Council meetings shall adjourn at or before 10:00 p.m.; except the time may be extended in half-hour increments until 11:00 p.m. upon approval of a formal motion. At 11:00 p.m. the meeting shall be continued to a date and time certain upon approval of a formal motion. The date and time will be announced by the chair at the meeting.

### III. Officers:

- A. Mayor and Mayor Pro-Tem. The selection, duties, and powers of Mayor and Mayor Pro-tem shall be:
1. Selection. Biennially in even numbered years at the first meeting of the new Council the Councilmembers shall by majority vote choose a chairman from among their number unless it is so approved by the voters for the chairman to be elected pursuant to RCW 35A.13.033. The chairman of the Council shall have the title of Mayor (RCW 35A.13.030). Selected in the same manner as Mayor shall be a Mayor Pro-Tem.
  2. Duties as Presiding Officers. The Mayor, or in his or her absence the Mayor Pro-Tem, shall be the Presiding Officer of the Council. In the absence of both the Mayor and the Mayor Pro-Tem, the Council shall

## **DISCUSSION ITEM 8a**

appoint one of the members of the Council to act as a temporary Presiding Officer.

3. Powers. In addition to the powers conferred as Mayor as listed below and as set forth in state law, the Mayor shall continue to have all the rights, privileges, and immunities of a member of the Council. The Mayor shall be recognized as the head of the City for ceremonial purposes and by the governor for purposes of military law. The Mayor shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.

B. Presiding Officer's Duties. It shall be the duty of the Presiding Officer to:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control discussion in an orderly manner by:
  - a. Giving every Councilmember who wishes an opportunity to speak when recognized by the Chair;
  - b. Permitting citizen comments at the appropriate times; and
  - c. Requiring all speakers to speak to the question and to observe the rules of order.
4. Decide all questions of order, subject to the right of appeal to the Council by any member.

**Committees.** Ad hoc committees of Councilmembers may be appointed by the Mayor, with the concurrence of the Council, from time to time as the need arises. The members of such ad hoc committees will select the committee chairperson.

### **Council Meetings.**

- A. Open to the Public. All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW 42.30). All Meetings of the Council shall be open to the public. The City shall comply with the provisions of RCW 35A.12.160 regarding notice of public meetings. *(See also Section VII Electronic Media and Technology, Councilmember Communications Outside of Meetings, Open Public Meetings (OPMA) and Public Records Act (PRA).)*
- B. Type of Meetings.

## **DISCUSSION ITEM 8a**

1. Regular Meetings. The Council shall hold their Regular Meetings on the first and third Tuesdays of the month between 7:00 p.m. and 10:00 p.m. Should any Tuesday fall on a legal holiday, the meeting shall be held at the same hour and place *if available* on the next working day. Any change in location will be included in the regular publication notice of the meeting agenda.
2. Workshops. The Council may hold a workshop one hour before any regular meeting of the month. Additional workshop sessions may be scheduled as needed. Should any Tuesday fall on a legal holiday, the meeting shall be held at the same hour and place if available on the next working day. These meetings will be informal meetings for the purpose of more prolonged discussion of issues and topics selected by the City Manager or Council. Workshops may be held jointly with advisory Boards and Commissions to the Council.
3. Special Meetings. Special Meetings may be called by the Mayor by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. Special Meetings shall also be called by the Mayor upon the written request of any three members of the Council. The notice of such Special Meetings shall state the Subjects to be considered, and no subjects other than those specified in the notice shall be considered.

### C. Executive Sessions.

1. General. The Council may hold Executive Sessions from which the public may be excluded, for the purposes set forth in RCW 42.30.110 and RCW 42.30.140. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the session, the anticipated time when the session will be concluded and shall state whether action by Council is expected following the Executive Session. Should the session require more time, a public announcement shall be made that the session is being extended.
2. Confidentiality. Councilmembers should shall keep confidential all written materials and verbal information provided to them during Executive Sessions unless otherwise agreed by a majority of Council. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure by State law.
3. Ex parte Contact. If the Council, after Executive Session, has provided direction to City staff on proposed terms and conditions for City business, all contacts with any other party should be done by the designated City staff representative handling the issue. Councilmembers should obtain the permission of the City Manager prior to discussing the information with

## **DISCUSSION ITEM 8a**

anyone other than other Councilmembers, the City Attorney, or City staff designated by the City Manager. Any Councilmember having any such contact or discussion needs to make full disclosure to the City Manager and/or Council in a timely manner.

0. Meeting Place. Regular Council Meetings will be held at the George Gilbertson Board Room in the Snohomish School District Resource and Services Building at 1601 Avenue D or another public meeting facility as advertised. Workshops and Special Meetings will usually be held at the same location, but may be held at other appropriate locations, with proper notice.

### Council Agenda.

1. Order of Business. No Legislative item shall be voted upon which is not on the agenda as approved by the Council at the meeting. The order of business for each Regular Meeting shall be as follows:

Regular Session (7:00 p.m. - 10:00 p.m.)

1. Call to Order
  2. Approve the Agenda Contents and Order
  3. Approve the Minutes of the Previous Meeting(s)
  4. Citizen Comments on items not on the agenda
  5. Proclamations or Presentations
  6. Public Hearings
  7. Action Items
  8. Discussion Items
  9. Consent Items
  10. Other Business/Information Items
  11. Councilmember Comments/Liaison Reports
  12. Manager's Comments
  13. Mayor's Comments
  14. Executive Session
  15. Reconvene Regular Session
  16. Adjourn
2. Consent Items. The City Manager in consultation with the Presiding Officer, shall place matters under the Consent Items which: (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely. The motion to adopt Consent Items shall be non-debatable and have the effect of moving to adopt all items. Since adoption of any item under the Consent Items implies unanimous consent, any member of the Council shall have the right to remove any item. Therefore, under the item "Approve the Agenda

## **DISCUSSION ITEM 8a**

Contents and Order”, the Presiding Officer shall inquire if any Councilmembers wishes an item to be withdrawn from the Consent agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or a future Council Meeting.

### VI. **Public Testimony.**

#### A. **Oral and Written Comments.**

1. **General.** ~~The Council shall not take public comments at the Regular Meeting except for testimony given at a Public Hearing; provided that any person may speak under “Citizen Comments on items not on the Agenda” for no more than three minutes. If there is an item on the agenda on which a citizen wishes to comment, the citizen should ask during the “Citizen Comments on items not on the Agenda” if the Council will allow comment on a particular item. The Presiding Officer will decide, with the concurrence of Council, whether comment will be allowed, and if so, it will be taken after the Staff presentation, but before Council action on that item.~~ Unless determined otherwise by a majority of Council, public comment will be allowed on all Council action items and discussion items. Time allotted shall not exceed three minutes. Provided, any person may also speak under “Citizen Comments on items not on the Agenda” for no more than three minutes.

Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing, except on matters of procedure.

2. **Identification of Speakers.** Persons testifying or providing public comment should~~shall~~ identify themselves for the record as to name, address, and organization.
3. **Time Limitations.** Individuals will be allowed three (3) uninterrupted minutes to speak. Providing that all individuals are allowed to speak at the hearing, if time permits another three (3) minutes may be allowed for added comment. At the discretion of the Presiding Officer, with the concurrence of Council, additional time for receipt of oral and written testimony may be allowed. The Mayor or his designee shall be the timekeeper.

At a quasi-judicial hearing, the burden of proof generally lies with the applicant of the action before the Council. During the public testimony portion of the meeting, the applicant and the applicant’s advisors will not be limited in presentation time and will have the opportunity for rebuttal to opposing testimony.

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4. Quasi-Judicial Items. A quasi-judicial action is an action of the Council which determines the legal rights, duties, or privileges of specific individuals or properties, such as rezones or plat approvals.

The order of business for a quasi-judicial hearing shall be as follows:

- a. Appearance of Fairness Query
  - b. Swearing in of all witnesses who intend to testify by the City Attorney
  - c. Staff presentation
  - d. Board or Commission recommendation
  - e. Applicant's statement
  - f. Council's questions of Staff, Commission, and Applicant
  - g. Citizens' testimony
  - h. Rebuttal by Applicant
  - i. Public testimony closed
  - j. Council deliberation
  - k. Council action
5. Workshops. The Council may take public comments at a Workshop meeting, but only at the discretion of the Presiding Officer and with the concurrence of Council, when appropriate and practical.
6. Written Comments. Written materials may be submitted to the Council at the Regular Meeting at which an issue is to be considered. However the Council may not be able to consider such written comments at that time. In order for written comments to reach the Council for consideration prior to the meeting or hearing, they must be filed with the Clerk no later than 1 p.m. of the Thursday preceding the Regular Meeting for distribution to the Council with the regular agenda packet.

## **VII. Electronic Media and Technology, Councilmember Communications Outside of Meetings, Open Public Meetings (OPMA) and Public Records Act (PRA).**

- AA. It is the policy of the City Council of the City of Snohomish to adhere to the Revised code of Washington (RCW) 42.30 regarding Open Public Meetings and RCW 42.56 regarding Public Records.
1. All records, regardless of format, related to the conduct of City business reviewed, created or altered must be retained per the State of Washington Local Government Common Records Retention Schedule. (the CORE manual), pursuant to 42.56 RCW and 40.14 RCW, Preservation and Destruction of Public Records.
  2. Per state law, all documents, files, communications and messages created, reviewed or altered that are related to the conduct of City business,

## **DISCUSSION ITEM 8a**

regardless of format, are property of the City. As a result, these documents, files, communications and messages are not private or confidential unless otherwise noted in the Revised Code of Washington. The City reserves the right to request, access, monitor, and disclose the contents of electronic messages and any record, regardless of format, related to the conduct of City business on City-issued or personal devices that Council members use. Council members should have no expectation of privacy in either sending or receiving electronic messages, or other information on the Internet, City network or other electronic media related to City Business whether done on their own personal device or on a City issued device. The City may review the public records for legal exemption or redaction pursuant to the Public Records Act RCW 42.56 or other applicable state or federal laws and may provide third party notice providing affected parties the opportunity to file for a court order to prevent or limit disclosure.

### 3. Email Accounts:

- a. For ease of public record retention and for ease of document search, councilmembers are strongly encouraged to utilize the City's assigned email account and information system for all city-related business.
- b. Subject to limited exceptions set forth in state law, e-mail accounts established through the City's information system for individual Councilmembers are considered public and subject to public disclosure laws.
- c. E-mails that are public records will be retained and archived according to City and State retention schedules.
- d. Non-city provided email accounts used by individual Councilmembers for the conduct of communicating city business will be subject to public disclosure laws. Councilmembers are responsible for preserving all City business records on their personal devices, systems and servers.

### 7. Text Messages:

Text Messages generated or received by individual Councilmembers for conducting City business on any personal device whether issued by the City or not, are subject to public disclosure laws and records retention schedules. Text messages must be retained and archived according to City and State retention schedules. Councilmembers are responsible for preserving all City business records on their personal devices, systems and servers.

### 8. Social Media:

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The City of Snohomish utilizes social media sites to enhance and promote the economic development initiatives of the community and to facilitate discussion of City issues, operations and services. City of Snohomish social media sites and all content therein are subject to the State of Washington's public records laws. City and State records retention schedules apply to all social media content. Guidelines for Councilmember use of social media sites is as follows:

- a. All social media site entries should clearly indicate that any content posted is subject to public disclosure laws and records retention schedules
  - b. Unless the content is pre-authorized by the City Council, Councilmembers posting to any social media site, whether owned by the City or a private individual or organization social media sites, should be clear that the individual Councilmember is speaking for themselves and not on behalf of the City or the City Council.
  - c. Information that has the potential to compromise the safety or security of the public or public systems should not be posted to social media sites.
  - d. Anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs will not be tolerated. This includes, but is not limited to sending threatening messages, slurs, obscenities, sexually explicit images, cartoons or messages.
9. City issued cell phones and other devices:  
Cell phones and other devices, issued by the City, to individual Councilmembers will archive all text messages and retain the records according to records retention schedules. All texting of matters relating to city business will be done on city issued devices.
10. Non-City issued Cell phones and other devices.  
Non-City issued cell phones and other devices, used by individual Councilmembers, for texting or receiving texts relating to city business, will require archiving of text messages and retention of records according to records retention schedules.
11. Records Requests/Inspection/Monitoring.
- a. All Council members are required to work collaboratively with the City Clerk's Office for access to a personal or City-issued electronic device when responding to a public records request.

## **DISCUSSION ITEM 8a**

- b. The City needs to be able to respond to proper requests resulting from public records request and legal proceedings that call for electronically-stored evidence. Therefore, the City must, and does, maintain the right and the ability to access city provided electronics and city email accounts and to inspect and review any and all data recorded in those applications and files. Because the City reserves the right to obtain access to all electronic mail messages left on or transmitted over these applications, Councilmembers should not assume that such messages are private and confidential or that the City or its designated representatives will not have a need to access and review this information.
- c. The City reserves the right to regularly monitor electronic mail messages, information and all documents. The City will inspect the contents of computers or electronic mail in the course of an investigation.

### 12. Executive Session.

It is recommended that Councilmembers have no electronic communications during executive sessions.

### B. The following is a list of prohibited uses of city communication applications or devices:

- 1. Transmitting any material or messages in violation of Federal, State, Local law, Ordinance, Regulation or City policy.
- 2. Distributing sensitive or confidential information, per RCW 42.23.070, Code of Ethics for Municipal Officers, Prohibited Acts.
- 3. Distributing unauthorized broadcast messages, soliciting or proselytizing others for commercial ventures, religious or political causes, or other non-job related matters except as provided elsewhere in this policy.
- 4. Accessing or distributing offensive or pornographic materials.
- 5. Using City-provided electronic media and devices for personal use, to accomplish personal gain, or to manage a personal business.
- 6. Downloading or distributing copyrighted materials not owned by the City, including software, photographs, or any other media except when authorized by the City Manager or Information Services Manager as it pertains to work related uses.

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7. Developing or distributing programs that are designed to infiltrate computer systems internally or externally (viruses) or intentionally disrupting network traffic or crashing the network and connected systems.
8. Accessing or downloading any resource for which there is a fee without prior appropriate City Council authorization / approval and authorized by the City Manager or Information Services Manager.
9. Representing yourself as another user or employee, forging electronic mail messages, unauthorized access of others' files with no substantial business purpose, or vandalizing the data of another user.
10. Attempting to access any system, which Council member is not authorized to access (hacking).
11. Giving your user name and password to anyone, except the Information Services Manager or designee for any purpose.
12. Inappropriate use, which is deemed by the City Council Policy or City Policies to be a violation of the intended purpose of any electronic media.

C. Councilmember Communications.

1. All written communications, including letters and electronic messages, responding to citizens should be ~~copied to be sent~~ distributed to all other Councilmembers and the City Clerk. However, to prevent a violation of the Open Public Meetings Act and a "serial Council meeting" the Council members should not reply "all" or have communications with more than two other members of the Council body.
- ~~B~~2. The use of City letterhead by individual Councilmembers for communications to constituents or to other governmental entities shall not be allowed unless approved by Council majority.
- ~~C~~3. Within the text of correspondence from Councilmembers to constituents, governmental entities, and community organizations, the Councilmember should not characterize or attempt to describe the views and actions of other Councilmembers in order to ensure that those Councilmembers have an opportunity to characterize their own views and actions.
- ~~D~~4. The substance of phone calls by the Mayor to citizens or to officers of other governmental entities should be shared via email or other communication method whenever these phone discussions involve issues of significance for the Council as a whole. However, to prevent a violation of the Open Public Meetings Act and a "serial Council meeting" the

**DISCUSSION ITEM 8a**

Council members should not reply “all” or have communications with more than two other members of the Council body.

- E5. Letters to the editor for publication in newspapers, magazines and electronic or Internet-based publications submitted by individual Councilmembers should not represent the Councilmember’s personal views as those of the City or the City Council unless specifically directed to do so by the City Council.

VIII. **Periodic Review**. It is the intent of the City Council that Council procedures be periodically reviewed as needed, but no less than every two years. Therefore Council procedures shall be reviewed in the month of January of every even numbered year, and may be amended at any other time that the Council shall choose.

IX. **Effect/Waiver of Rules**. These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant right or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by a majority vote, determine to temporarily waive any of the provisions herein. These rules shall be effective upon the date of adoption as set forth below.

**PASSED** by the City Council and **APPROVED** by the Mayor this 4<sup>th</sup> day of ~~February, 2014~~                     , 2016.

CITY OF SNOHOMISH

\_\_\_\_\_  
Karen Guzak, Mayor

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Grant Weed, City Attorney

**DISCUSSION ITEM 8a**

## **DISCUSSION ITEM 8b**

**Date:** January 5, 2016  
**To:** City Council  
**From:** Larry Bauman, City Manager  
**Subject:** **Review and Discussion of City Fireworks Code**

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The City Council has directed staff to develop an analysis regarding options for changes to the City's code regulating the sale and discharge of fireworks. The purpose of this agenda item is to provide the results of this analysis for Council discussion and to seek direction regarding any next steps.

**BACKGROUND:** State code (RCW 70.77.395) provides a wide range of permissible options (see Attachment A), including both sales and discharge on June 28<sup>th</sup> (12 noon to 11:00 p.m.) and on June 29<sup>th</sup> through July 3<sup>rd</sup> (9:00 a.m. to 11:00 p.m.). For July 4<sup>th</sup> the state's code permits sales from 9:00 a.m. to 11:00 p.m. and discharge from 9:00 a.m. to midnight. The state code also allows: sales on July 5 and during December 27-30 from 12 noon to 11:00 p.m. (no discharge on these dates); sales on December 31 also from 12 noon to 11:00 p.m.; and discharge on December 31 from 6:00 p.m. to 12 midnight plus continued discharge on January 1 from 12 midnight to 1:00 a.m. Local city and county codes may be only more restrictive but not more permissive than state code.

**Statewide, Snohomish County and Various City and County Restrictive Regulations:** Some 63 of the 281 cities and towns in the state completely ban both sales and discharge of fireworks. Among the state's 39 counties, five have banned both fireworks sales and discharge. In Snohomish County, the cities and towns that have adopted such total bans include the cities of Edmonds, Everett, Gold Bar, Mill Creek, Mountlake Terrace, Mukilteo and the Town of Woodway. The Snohomish County cities of Brier and Marysville placed advisory measures on the November 3, 2015 ballot and both measures received majority votes supporting prohibition of sales and discharge. However, as of the date this staff report was written, Brier and Marysville had taken no further action to modify their fireworks codes. The voters in the King County cities of Kent and Maple Valley passed similar measures in this recent election.

Snohomish Municipal Code Section 5.54 (Attachment B) contains the City's existing regulations concerning both the sale and discharge of fireworks. This code currently regulates the dates and times for sales and discharge of fireworks in the following manner:

- Sales: permitted from 9:00 a.m. to 10:00 p.m. on July 1st, 2nd, 3rd, and 4th of each year;
- Discharge: permitted from 9:00 a.m. to 10:00 p.m. on July 1st, 2nd, 3rd, and 4th of each year.

**ANALYSIS:** The City's code is not entirely consistent with Snohomish County's existing regulations. The County's code allows discharge only on July 4. The County code allows sales also on July 5<sup>th</sup> but prohibits discharge on July 1-3 and permit slightly later discharge on July 4<sup>th</sup> (from 9:00 a.m. to 11:59 p.m.).

## **DISCUSSION ITEM 8b**

Public safety impacts of fireworks typically may involve both police and fire responses. While a volume of 9-1-1 calls are received for police response (related often to either illegal fireworks or discharges beyond the code time limits), only a relative few of these can be responded to in a timely manner. The community generated twenty 9-1-1 fireworks related calls during the period of June 29-July 5, 2015. However, it is expected that many residents don't bother to call 9-1-1 regarding fireworks because they know that little enforcement is likely to occur. By the time officers arrive on a scene, they find that the fireworks and those discharging them are often gone. The typical number of medical calls and calls in Snohomish for firefighter response each year related to fireworks are relatively few, according to Fire District 4 Chief Ron Simmons. The Snohomish School District also reports impacts during the Fourth of July period with illegal discharge of fireworks and extra cleanup requirements over several days on District properties. They have begun lighting their school's parking lots overnight during this period to discourage such illegal discharges.

Typical 9-1-1 calls concerning firework-related community complaints include noise, smoke and debris left behind in streets used for private fireworks displays, some of which can be extensive. Staff concerns regarding fireworks generally revolve around personal safety of citizens and the amount of debris left in streets and parks (although fireworks cannot be legally discharged in City parks this continues to be an ongoing problem).

Although not directly regulated as such by the state, an environmental regulatory concern may eventually develop regarding how fireworks debris left in streets may result in harmful chemicals being flushed into stormwater systems and contribute to pollution of local rivers and the Puget Sound as well as how air quality is affected. Many of the City stormwater pipes eventually discharge into either the Pilchuck or Snohomish Rivers. Chemicals used in fireworks include various oxidizers (chemicals that carry oxygen) needed to power a high-heat reaction. Potassium nitrate, in a black powder, is a common chemical used for fireworks. Sulfur can serve as a fireworks fuel, as can charcoal. Different chemical elements are used to create bright colors for fireworks, including copper oxide, strontium chloride and calcium nitrate. All of these chemicals are considered to be potentially harmful to rivers, the Puget Sound and aquatic life.

**Options:** The City Council's options for revising the City's fireworks code would include:

1. Revise both dates and/or times allowed for sales;
2. Revise only dates and/or times allowed for discharge;
3. Revise only dates and/or times allowed for sales;
4. Entirely prohibit sales and/or discharge;
5. Make no changes to current code.

In discussing options with Police Chief John Flood and District 4 Fire District Chief Ron Simmons, the preferred option at this time for any change to the City fireworks code would be to make discharge regulations mostly consistent with the County's regulations. This would mean limiting discharge to just one day—on July 4<sup>th</sup>. However, staff does not recommend expanding sales to include July 5 as allowed by the County. Due to the potentially controversial nature of a complete fireworks ban, staff recommends that Council not adopt a complete ban unless: 1) Snohomish County adopts such a ban; or 2) an advisory decision by Snohomish voters is conducted that would support a complete ban.

### **DISCUSSION ITEM 8b**

The City's Public Safety Commission reviewed options regarding fireworks code changes at its November meeting and has provided a letter (Attachment C) supporting the concept of aligning the City's permitted days for discharge of fireworks with the County's code.

As Council may be already aware, any local government fireworks code change that is more restrictive than state law cannot take effect for a year after it goes into effect. Therefore, a more restrictive code change regarding Fourth of July fireworks that would be adopted prior to July 4<sup>th</sup> 2016, would not be able to take effect until July 4<sup>th</sup> 2017.

**STRATEGIC PLAN REFERENCE:** Not applicable

**RECOMMENDATION:** That the City Council **REVIEW** the staff analyses regarding regulations concerning the sale and discharge of fireworks and **DIRECT** staff regarding any desired next steps.

**ATTACHMENTS:**

- A. Washington State Patrol List of Cities/Counties Fireworks Ban or Restricted Sales/Use
- B. Snohomish Municipal Code Section 5.54
- C. Letter from City Public Safety Commission

## DISCUSSION ITEM 8b

### ATTACHMENT A



FIRE PROTECTION BUREAU – PREVENTION DIVISION  
PO Box 42642  
Olympia WA 98504-2642  
(360) 596-3913 FAX: (360) 596-3934  
E-Mail: [Fireworks@wsp.wa.gov](mailto:Fireworks@wsp.wa.gov)



### Fireworks Ban or Restricted Sales/Use

#### Fireworks Ban or Restricted Sales/Use by County and City

[RCW 70.77.395](#) State Law –

- Fireworks sales and discharge laws.
- Dates and times common fireworks may be sold or discharged.

State Fireworks Law RCW 70.77.395		
Date	Sales Period	Discharge Period
June 28th	12 p.m. noon to 11 p.m.	12 p.m. noon to 11 p.m.
June 29th to July 3rd	9 a.m. to 11 p.m.	9 a.m. to 11 p.m.
July 4th	9 a.m. to 11 p.m.	9 a.m. to 12 a.m. midnight
July 5th	9 a.m. to 9 p.m.	9 a.m. to 11 p.m.
December 27th to 30th	12 p.m. noon to 11 p.m.	No Discharge
December 31st	12 p.m. noon to 11 p.m.	6 p.m. to 12 a.m. midnight
January 1st	No Sales	12 a.m. midnight to 1 a.m.

#### Cities and Counties With Bans and Restrictions

The following is a list of cities and counties with more restrictive fireworks laws or ordinances. The jurisdiction has either banned use and/or sale or has a more restrictive sales period. This information should be used as a starting point. Contact your local police or fire department to inquire about local rules, ordinances, and laws before purchasing or using fireworks.

#### Corrections

If you find information that is not correct, please e-mail the change to [Fireworks@wsp.wa.gov](mailto:Fireworks@wsp.wa.gov).

#### How to Read the Chart

If the **Ban or Restricted** column has the word:

- **None** — The jurisdiction follows the state law (see above).
- **Restricted** — The jurisdiction has restricted either the **Sales Period** and/or **Discharge Period**. If only one column has dates and times, it only applies to that period. The other period follows the state law. If there are dates and times in both, then both are restricted.
- **Banned** — The jurisdiction has banned both the Sales and Discharge of fireworks.

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**Fireworks Ban or Restricted Sales/Use**

**Examples:**

County/City	Ban or Restricted	Sales Period	Discharge Period
County	None	Follows State law	Follows State law
City 1	Restricted	June 28th, 12 p.m. noon to 11 p.m. July 1st to July 4th, 9 a.m. to 11 p.m. Follows the State law up to July 4th, then restricts with no sales July 5th.	July 4th, 9 a.m. to 11 p.m. Restricts discharge to July 4th only.
City 2	Restricted	Follows State law	July 4th, 9 a.m. to 11 p.m. Restricts discharge to July 4th only.
City 3	Banned	Sales Banned	Discharge Banned

County/City	Ban or Restricted	Sales Period	Discharge Period
Adams	None		
Othello	Restricted	July 1st to July 3rd, 9 a.m. to 10 p.m. July 4th, 9 a.m. to 11 p.m.	July 1st to July 3rd, 9 a.m. to 10 p.m. July 4th, 9 a.m. to 12 a.m. midnight
Ritzville	Restricted	Follows state law except on July 5th, 9 a.m. to 12 p.m. noon	Follows state law except on July 5th, 9 a.m. to 12 p.m. noon
Asotin	None		
Asotin	None		
Clarkston	None		
Benton	None		
Benton City	Restricted	June 28th, 12 p.m. noon to 9 p.m. June 29th to July 4th, 9 a.m. to 9 p.m. July 5th, 9 a.m. to 9 p.m.	Follows state law except no discharge on July 5th
Kennewick	Banned		
Prosser	Banned		
Richland	None		
West Richland	Restricted		July 2nd to 3rd, 6 p.m. noon to 11 p.m. July 4th, 6 p.m. noon to 12 a.m. midnight
Chelan	Restricted	July 1st to July 3rd, 10 a.m. to 10 p.m. July 4th, 10 a.m. to 9 p.m.	July 3rd to July 4th, 1 p.m. to 11:59 p.m.
Cashmere	Restricted	July 1st to July 3rd, 10 a.m. to 10 p.m. July 4th, 10 a.m. to 9 p.m.	July 3rd to July 4th, 1 p.m. to 11:59 p.m.
Chelan	Banned		
Entiat	Restricted	July 1st to July 3rd, 10 a.m. to 10 p.m. July 4th, 10 a.m. to 9 p.m.	July 3rd to July 4th, 1 p.m. to 11:59 p.m.

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**Fireworks Ban or Restricted Sales/Use**

County/City	Ban or Restricted	Sales Period	Discharge Period
Chelan	continued		
Leavenworth	Restricted	July 1st to July 3rd, 10 a.m. to 10 p.m. July 4th, 10 a.m. to 9 p.m.	July 3rd to July 4th, 1 p.m. to 10 p.m.
Wenatchee	Restricted	Follows state law except no sales on July 5th	Follows state law except no discharge on July 5th
Clallam	Restricted		June 29th to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 a.m. midnight July 5th, 9 a.m. to 9 p.m.
Forks	None		
Port Angeles	Restricted	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 9 p.m.	July 4th, 9 a.m. to 11 p.m.
Sequim	None		
Clark	Restricted	Follows state law except no sales on July 5th	Follows state law except no discharge on July 5th
Battle Ground	None		
Camas	None	July 1st to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 p.m. midnight July 5th, 9 a.m.	July 1st to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 p.m. midnight
La Center	Restricted	June 28th, 12 p.m. noon to 10 p.m. June 29th to July 4th, 10 a.m. to 10 p.m. July 5th, 10 a.m. to 9 p.m.	June 29th to July 3rd, 10 a.m. to 10 p.m. July 4th, 10 a.m. to 11 p.m.
Ridgefield	Restricted		Follows state law except discharge on July 5th, 9 a.m. to 9 p.m.
Vancouver	Restricted	July 2nd to July 4th, 9 a.m. to 11 p.m.	July 4th, 9 a.m. to 12 a.m. midnight
Washougal	Restricted	July 2nd to July 4th, 9 a.m. to 11 p.m.	July 4th, 9 a.m. to 12 a.m. midnight
Yacolt	None		
Columbia	None		
Dayton	Restricted	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m.	Follows state law except no discharge on July 5th
Cowlitz	None		
Castle Rock	None		
Kalama	Restricted		June 28th, 12 p.m. to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m. July 5th, 9 a.m. to 9 p.m.
Kelso	None		
Longview	None		
Woodland	None		

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**Fireworks Ban or Restricted Sales/Use**

County/City	Ban or Restricted	Sales Period	Discharge Period
Douglas	Restricted	July 1st to July 3rd, 10 a.m. to 10 p.m. July 4th, 10 a.m. to 9 p.m.	July 3rd to July 4th, 1 p.m. to 11:59 p.m.
Bridgeport	Restricted	July 1st to July 3rd, 10 a.m. to 10 p.m. July 4th, 10 a.m. to 9 p.m.	July 3rd to July 4th, 1 p.m. to 11:59 p.m.
Coulee Dam	Banned		
East Wenatchee	Restricted	July 1st to July 3rd, 10 a.m. to 10 p.m. July 4th, 10 a.m. to 9 p.m.	July 3rd to July 4th, 1 p.m. to 11:59 p.m.
Waterville	Restricted	June 28th, 12 p.m. noon to 10 p.m. July 1st to July 4th, 9 a.m. to 10 p.m. July 5th, 9 a.m. to 9 p.m.	June 28th, 12 p.m. noon to 10 p.m. July 1st to July 4th, 9 a.m. to 10 p.m. July 5th, 9 a.m. to 9 p.m.
Ferry	None		
Republic	None		
Franklin	Banned		
Connell	Banned		
Pasco	Banned		
Garfield	None		
Pomeroy	None		
Grant	None		
Ephrata	Restricted	June 28th, 12 p.m. noon to 10 p.m. June 29th to July 4th, 9 a.m. to 10 p.m.	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m.
George	None		
Mattawa	Restricted	June 28th, 12 p.m. noon to 11 p.m. July 1st to July 4th, 9 a.m. to 11 p.m.	Follows state law except on July 5th, 9 a.m. to 9 p.m.
Moses Lake	Banned		
Quincy	Restricted	June 28th, 12 p.m. noon to 9 p.m. June 29th to July 5th, 12 p.m. noon to 9 p.m. weekdays, 10 a.m. to 9 p.m. Saturday and Sunday	June 28th, 12 p.m. noon to 9 p.m. June 29th to July 5th, 12 p.m. noon to 9 p.m. weekdays, 10 a.m. to 9 p.m. Saturday and Sunday
Royal City	None		
Soap Lake	None		
Grays Harbor	None		
Aberdeen	Restricted	July 1st, 11 a.m. to July 4th, 11 p.m.	July 4th, 9 a.m. to 12 a.m. midnight
Cosmopolis	Restricted		July 4th, 9 a.m. to 12 a.m. midnight
Elma	None		
Grayland	None		
Hoquiam	Restricted		July 3rd to July 4th, 9 a.m. to 12 a.m. midnight
McCleary	None		

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**Fireworks Ban or Restricted Sales/Use**

County/City	Ban or Restricted	Sales Period	Discharge Period
Grays Harbor	continued		
Montesano	None		
Oakville	None		
Ocean Shores	Restricted		July 2nd to 3rd, 12 p.m. noon to 11 p.m. July 4th, 12 p.m. noon to 12 a.m. midnight
Westport	Restricted		Discharge only along the beach at Half Moon Bay, July 4th, 9 a.m. to 11 p.m.
Island	None		
Coupeville	Restricted	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m.	July 4th, 9 a.m. to 11 p.m.
Langley	Restricted		July 4th, 9 a.m. to 12 a.m. midnight
Oak Harbor	None		
Jefferson	Restricted		July 4th, 9 a.m. to 12 a.m. midnight
Port Townsend	Banned		
Port Ludlow	Restricted	June 28th, 12 p.m. noon to 11 p.m. July 1st to July 4th, 9 a.m. to 10 p.m.	
King	Restricted	June 28th, 12 p.m. noon to 11 p.m. July 1st to July 4th, 9 a.m. to 11 p.m.	July 4th, 9 a.m. to 12 a.m. midnight
Algona	Restricted	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 9 p.m.	July 3rd, 12 p.m. noon to 11 p.m. July 4th, 12 p.m. noon to 2 a.m. on July 5th
Auburn	Restricted	June 28th, 12 p.m. noon to 9 p.m. June 29th to July 4th, 9 a.m. to 9 p.m.	July 4th, 9 a.m. to 11 p.m.
Beaux Arts Village	Banned		
Bellevue	Banned		
Black Diamond	Restricted	Follows state law except no sales on July 5th	July 4th, 9 a.m. to 12 a.m. midnight
Bothell	Restricted	July 1st, 12 p.m. noon to 11 p.m. July 2nd to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 9 p.m.	July 4th, 9 a.m. to 11 p.m.
Burien	Banned		
Carnation	Banned		
Clyde Hill	Banned		
Covington	Restricted	Follows state law except no sales on July 5th	July 4th, 9 a.m. to 12 a.m. midnight
Des Moines	Banned		
Duvall	Restricted		July 4th, 9 a.m. to 11 p.m.

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**Fireworks Ban or Restricted Sales/Use**

County/City	Ban or Restricted	Sales Period	Discharge Period
<b>King</b>	<b>continued</b>		
Enumclaw	<b>Restricted</b>	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 9 p.m.	July 4th, 9 a.m. to 11 p.m.
Federal Way	<b>Banned</b>		
Hunts Point	<b>Banned</b>		
Issaquah	<b>Banned</b>		
Kenmore	<b>Banned</b>		
Kent	<b>Restricted</b>	Follows state law except no sales on July 5th	July 4th, 9 a.m. to 11 p.m.
Kirkland	<b>Banned</b>		
Lake Forest Park	<b>Banned</b>		
Maple Valley	<b>Restricted</b>	Follows state law except no sales on July 5th	July 4th, 9 a.m. to 11 p.m.
Medina	<b>Banned</b>		
Mercer Island	<b>Restricted</b>		July 4th, 9 a.m. to 11 p.m.
Newcastle	<b>Banned</b>		
Normandy Park	<b>Restricted</b>	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m.	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m.
North Bend	<b>Restricted</b>	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m.	July 4th, 9 a.m. to 12 a.m. midnight
Pacific	<b>Restricted</b>	June 28th, 12 p.m. noon to 9 p.m. June 29th to July 4th, 9 a.m. to 9 p.m.	July 4th, 9 a.m. to 11 p.m.
Redmond	<b>Banned</b>		
Renton	<b>Banned</b>		
Sammamish	<b>Banned</b>		
Sea Tac	<b>Banned</b>		
Seattle	<b>Banned</b>		
Shoreline	<b>Banned</b>		
Skykomish	<b>None</b>		
Snoqualmie	<b>Restricted</b>		July 4th, 9 a.m. to 12 a.m. midnight
Tukwila	<b>Banned</b>		
Woodinville	<b>Banned</b>		
Yarrow Point	<b>Banned</b>		
<b>Kitsap</b>	<b>Restricted</b>	Follows state law except on July 4th, 9 a.m. to 6 p.m. with no sales on July 5th	July 4th, 11 a.m. to 11 p.m.
Bainbridge Island	<b>Restricted</b>	July 1st to July 4th, 12 p.m. noon to 11 p.m.	July 4th, 5 p.m. to 11 p.m.

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**Fireworks Ban or Restricted Sales/Use**

County/City	Ban or Restricted	Sales Period	Discharge Period
<b>Kitsap</b>	<b>continued</b>		
Bremerton	<b>Restricted</b>	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m.	July 4th, 11 a.m. to 11 p.m.
Port Orchard	<b>Restricted</b>		July 4th, 11 a.m. to 11 p.m.
Poulsbo	<b>Restricted</b>	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m. July 5th, 9 a.m. to 9 p.m.	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m. July 5th, 9 a.m. to 9 p.m.
<b>Kittitas</b>	<b>Restricted</b>	July 1st, 9 a.m. to July 4th, 11 p.m.	July 4th, 9 a.m. to 11:59 p.m.
Cle Elum	<b>Restricted</b>	July 1st to July 4th, 9 a.m. to 11 p.m.	July 4th, 9 a.m. to 11:59 p.m.
Ellensburg	<b>Restricted</b>	No 4th of July sales	No 4th of July discharge
Kittitas	<b>Restricted</b>	July 1st to July 4th, 9 a.m. to 11 p.m.	July 1st to 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 11:59 p.m.
Roslyn	<b>Restricted</b>	July 1st to July 4th, 9 a.m. to 11 p.m.	No 4th of July discharge
<b>Klickitat</b>	<b>Restricted</b>		July 4th, 9 a.m. to 11 p.m.
Bingen	<b>None</b>		
Goldendale	<b>None</b>		
White Salmon	<b>Restricted</b>		July 4th, 9 a.m. to 11 p.m.
<b>Lewis</b>	<b>None</b>		
Centralia	<b>None</b>		
Chehalis	<b>None</b>		
Morton	<b>None</b>		
Mossy Rock	<b>None</b>		
Napavine	<b>None</b>		
Pe Ell	<b>None</b>		
Toledo	<b>None</b>		
Vader	<b>None</b>		
Winlock	<b>None</b>		
<b>Lincoln</b>	<b>None</b>		
Davenport	<b>None</b>		
<b>Mason</b>	<b>None</b>		
Shelton	<b>Banned</b>		
<b>Okanogan</b>	<b>Banned</b>		
Brewster	<b>Restricted</b>	Follows state law except on July 5th, 9 a.m. to 12 p.m. noon	Follows state law except on July 5th, 9 a.m. to 12 p.m. noon
Conconully	<b>None</b>		
Okanogan	<b>None</b>		
Omak	<b>None</b>		
Oroville	<b>None</b>		
Pateros	<b>None</b>		

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County/City	Ban or Restricted	Sales Period	Discharge Period
Okanogan	continued		
Tonasket	None		
Twisp	None		
Winthrop	None		
Pacific	None		
Illwaco	None		
Long Beach	None		
Raymond	Restricted	Follows state law except on July 5th, 9 a.m. to 12 p.m. noon	
South Bend	None		July 3rd, 10 a.m. to 10 p.m. July 4th, 10 a.m. to 12 a.m. midnight
Pend Oreille	None		
Newport	None		
Pierce	None		
Bonney Lake	Restricted	Follows state law except no sales on July 5th	July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 a.m. midnight July 5th, 9 a.m. to 11 p.m.
Buckley	Restricted	Follows state law except on July 4th, 9 a.m. to 9 p.m. with no sales July 5th	July 2nd to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 a.m. midnight July 5th, 9 a.m. to 11 p.m.
Dupont	Restricted		July 3rd, 12 p.m. noon to 11 p.m. July 4th, 12 p.m. noon to 12 a.m. midnight
Eatonville	Restricted	Follows state law except on July 5th, 9 a.m. to 12 p.m. noon	July 3rd to July 4th, 12 p.m. noon to 11 p.m.
Edgewood	Restricted		July 1st to July 3rd, 12 p.m. noon to 11 p.m. July 4th, 12 p.m. noon to 12 a.m. midnight July 5th, 12 p.m. noon to 11 p.m.
Fife	None		
Fircrest	Banned		
Gig Harbor	Restricted	Follows state law except on July 5th, 9 a.m. to 12 p.m. noon	Follows state law except on July 5th, 9 a.m. to 12 p.m. noon
Lakewood	Restricted	Follows state law except no sales on July 5th	July 3rd to July 5th, 11 a.m. to 11 p.m.
Milton	Restricted	June 28th, 12 p.m. noon to 9 p.m. June 29th to July 4th, 9 a.m. to 9 p.m.	July 4th, 9 a.m. to 11 p.m.
Orting	Restricted		July 4th, 12:01 a.m. to 11:59 p.m.
Pacific	Restricted	June 28th, 12 p.m. to 9 p.m. June 29th to July 4th, 9 a.m. to 9 p.m.	July 4th, 9 a.m. to 11 p.m.

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**Fireworks Ban or Restricted Sales/Use**

County/City	Ban or Restricted	Sales Period	Discharge Period
Pierce	continued		
Puyallup	Restricted	Follows state law except on July 4th, 9 a.m. to 9 p.m. with no sales on July 5th	July 4th, 9 a.m. to 11 p.m.
Roy	None		
Ruston	Banned		
Steilacoom	Banned		
Sumner	Restricted	June 28th, 12 p.m. noon to 9 p.m. June 29th to July 4th, 9 a.m. to 9 p.m.	July 4th, 12 p.m. noon to 12 a.m. midnight
Tacoma	Banned		
University Place	Restricted	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 9 p.m.	July 4th, 9 a.m. to 12 a.m. midnight
San Juan	Banned		
Friday Harbor	Banned		
Skagit	None		
Anacortes	Banned		
Burlington	Banned		
Concrete	None		
La Conner	Restricted	Sale of Fireworks Banned	July 4th, 9 a.m. to 12 a.m. midnight
Mount Vernon	Restricted	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m.	July 4th, 12 p.m. noon to 12 a.m. midnight.
Sedro-Woolley	Restricted	June 29th to July 4th, 9 a.m. to 9 p.m.	July 4th, 9 a.m. to 11 p.m.
Skamania	None		
North Bonneville	None		
Stevenson	None		
Snohomish	Restricted	Follows state law except on July 5th, 9 a.m. to 12 p.m. noon	July 4th, 9 a.m. to 11:59 p.m.
Arlington	Restricted	June 28th, 12 p.m. noon to 9 p.m. June 29th to July 4th, 9 a.m. to 9 p.m.	July 4th, 9 a.m. to 12 a.m. midnight
Bothell	Restricted	July 1st, 12 p.m. noon to 11 p.m. July 2nd to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 9 p.m.	July 4th, 9 a.m. to 11 p.m.
Brier	Restricted	Follows state law except no sales on July 5th	July 4th, 9 a.m. to 11:59 p.m.
Darrington	Restricted		July 4th, 9 a.m. to 11:59 p.m.
Edmonds	Banned		
Everett	Banned		
Gold Bar	Banned		

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**Fireworks Ban or Restricted Sales/Use**

County/City	Ban or Restricted	Sales Period	Discharge Period
Snohomish	continued		
Granite Falls	Restricted		July 4th, 9 a.m. to 11:59 p.m.
Index	Restricted		July 4th, 9 a.m. to 12 a.m. midnight
Lake Stevens	Restricted	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m.	July 4th, 9 a.m. to 12 a.m. midnight
Lynnwood	Banned		
Marysville	Restricted	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m.	July 4th, 9 a.m. to 11 p.m.
Mill Creek	Banned		
Monroe	Restricted	June 28th, 12 p.m. noon to 11 p.m. June 29th to July 4th, 9 a.m. to 11 p.m.	July 4th, 9 a.m. to 12 a.m. midnight
Mountlake Terrace	Banned		
Mukilteo	Banned		
Snohomish	Restricted	July 1st to July 4th, 9 a.m. to 10 p.m.	July 1st to July 4th, 9 a.m. to 11 p.m.
Stanwood	Restricted	Follows state law except on July 5th, 9 a.m. to 12 p.m. noon	June 28th to July 5th, 12 p.m. noon to 11 p.m.
Sultan	None		
Woodway	Banned		
Spokane	Banned		
Airway Heights	Restricted	July 2nd to July 4th, 8 a.m. to 8 p.m.	July 4th, 8 a.m. to 12 a.m. midnight
Cheney	Banned		
Deer Park	Restricted	June 28th, 12 p.m. noon to 10 p.m. June 29th to July 3rd, 9 a.m. to 10 p.m. July 4th, 9 a.m. to 9 p.m.	July 1st to July 4th, 9 a.m. to 10 p.m.
Liberty Lake	Banned		
Medical Lake	Restricted	July 1st to July 4th, 9 a.m. to 8 p.m.	July 4th, 9 a.m. to 11 p.m.
Millwood	Banned		
Spokane	Banned		
Spokane Valley	Banned		
Stevens	None		
Chewelah	Restricted	July 1st to July 4th, 9 a.m. to 9 p.m.	July 4th, 10 a.m. to 10 p.m.
Colville	Restricted	July 1st to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 7 p.m.	July 4th, 9 a.m. to 11 p.m.
Kettle Falls	None		
Marcus	None		
Springdale	Banned		

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**DISCUSSION ITEM 8b**



FIRE PROTECTION BUREAU – PREVENTION DIVISION  
 PO Box 42642  
 Olympia WA 98504-2642  
 (360) 596-3913 FAX: (360) 596-3934  
 E-Mail: Fireworks@wsp.wa.gov



**Fireworks Ban or Restricted Sales/Use**

County/City	Ban or Restricted	Sales Period	Discharge Period
Thurston	Restricted		July 3rd to July 4th, 9 a.m. to 11 p.m.
Lacey	Banned		
Olympia	Banned		
Rainier	None		
Tenino	None		
Tumwater	Restricted	July 1st to July 4th, 9 a.m. to 11 p.m.	July 3rd to July 4th, 9 a.m. to 11 p.m.
Yelm	None		
Wahkiakum	None		
Cathlamet	None		
Walla Walla	Restricted	July 1st to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 a.m. midnight	July 1st to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 a.m. midnight
College Place	Restricted	July 1st to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 a.m. midnight	July 1st to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 a.m. midnight July 5th, 9 a.m. to 11 p.m.
Waitsburg	None		
Walla Walla	Restricted	July 1st to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 a.m. midnight	July 4th, 9 a.m. to 12 a.m. midnight
Whatcom	None		
Bellingham	Banned		
Blaine	Restricted	July 1st to July 4th, 9 a.m. to 9 p.m.	July 1st to July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 a.m. midnight July 5th, 9 a.m. to 11 p.m.
Everson	None		
Ferndale	None		
Lynden	None		
Sumas	None		
Whitman	Restricted	June 28th, 12 p.m. noon to 9 p.m. June 29th to July 3rd, 9 a.m. to 11 p.m. July 4th, 12 p.m. noon to 11 p.m. July 5th, 9 a.m. to 12 p.m. noon	June 28th, 12 p.m. noon to 9 p.m. June 29th to July 3rd, 9 a.m. to 11 p.m. July 4th, 12 p.m. noon to 11 p.m. July 5th, 9 a.m. to 12 p.m. noon
Colfax	None		
Colton	None		
Oaksdale	Restricted	July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 11 p.m. July 5th, 9 a.m. to 7 p.m.	July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 a.m. midnight July 5th, 9 a.m. to 7 p.m.

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**DISCUSSION ITEM 8b**



FIRE PROTECTION BUREAU – PREVENTION DIVISION  
 PO Box 42642  
 Olympia WA 98504-2642  
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 E-Mail: Fireworks@wsp.wa.gov



**Fireworks Ban or Restricted Sales/Use**

County/City	Ban or Restricted	Sales Period	Discharge Period
Whitman	continued		
Palouse	None		
Pullman	Restricted	July 1st to July 4th, 9 a.m. to 11 p.m.	July 3rd, 9 a.m. to 11 p.m. July 4th, 9 a.m. to 12 a.m. midnight
Yakima	Banned		
Grandview	Banned		
Mabton	Banned		
Moxee	Restricted	Follows state law except no sales on July 5th	July 4th, 9 a.m. to 11 p.m.
Naches	Banned		
Selah	Banned		
Sunnyside	Banned		
Tieton	Banned		
Toppenish	Banned		
Union Gap	Banned		
Wapato	None		
Yakima	Banned		
Zillah	Restricted		July 3rd, 12 p.m. noon to 10:30 p.m. July 4th, 12 p.m. noon to 12 a.m. midnight.

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ATTACHMENT B

**Chapter 5.54**

**FIREWORKS**

Sections:

- 5.54.010 Fireworks--Defined
- 5.54.020 Permit Required
- 5.54.030 Permit Procedure
- 5.54.040 Action by City Council
- 5.54.050 Issuance of Permit—Non-transferable
- 5.54.060 Dates for Sale and Use of Common Fireworks
- 5.54.070 Storage of Unsold Stocks of Fireworks
- 5.54.080 Discharge of Special Fireworks
- 5.54.090 Restriction on Sale of Common Fireworks
- 5.54.100 Specifications for Fireworks Stands
- 5.54.110 Operation of Fireworks Stands
- 5.54.120 Fees
- 5.54.130 Enforcement--Revocation of Permit
- 5.54.140 Seizure of Fireworks
- 5.54.150 Seizure Proceedings
- 5.54.160 Penalty for Violation
- 5.54.170 Purpose and Intent--Liability
- 5.54.180 Severability

**5.54.010 Definitions Incorporated by Reference.** As used in this chapter, the term "fireworks", "display fireworks", and "consumer fireworks" shall have the same meaning and be defined in Chapter 70.77 RCW, as amended by Chapter 370, Laws of 2002. (Ord. 1622, 1987; Ord. 2007, 2002)

**5.54.020 Permit Required.** No person, firm, partnership or corporation shall establish or maintain a place where fireworks are sold without first having obtained a City fireworks permit. Such permit shall be issued if the application meets the requirements of RCW Chapter 70.77 and all ordinances of the City of Snohomish. (Ord 1781, 1995)

**5.54.030 Permit Procedure.** Any adult person, firm, partnership, corporation, association or other group may apply for a fireworks permit. The application shall be in writing and shall be filed with the local fire official after April 10<sup>th</sup> and before May 10<sup>th</sup>. The application shall include the following:

- A. Proof that the applicant has been issued a fireworks license by the state fire marshal;
- B. Certification of insurance in a minimum amount of one million dollars Combined single limit covering bodily injury liability and premises liability with the applicant names as insured, and also naming the City of Snohomish, its officers and employees in their capacities acting as agents for the City of Snohomish;
- C. Site map showing location of the proposed stand, including street names, sidewalks, distances from structures and driveways;
- D. Sketch of proposed stand showing approximate dimensions and materials;
- E. Signed statement of property owner's permission to place a fireworks stand at the proposed location;
- F. Cashier's receipt showing payment of permit fee and/or clean up fee as established by Council resolution. (Ord 2091, 2005)

**5.54.040 Action by City Council or designee.** After a completed permit application is received, the City Council or its designee shall grant the permit, if the application meets the standards under Ch. 70.77 RCW and Ch. 5.54 SMC. The permit shall be granted by June 10<sup>th</sup>, or no less than 30 days after receipt of a complete application, whichever occurs first. The City

## **DISCUSSION ITEM 8b**

Council may designate the City Manager as the approval authority for fireworks permits under this Chapter. The decision of the City with respect to an application shall be final. (Ord. 2091, 2005)

**5.54.050 Issuance of Permit--Non-transferable.** Upon approval by the City Council or its designee of the fireworks permit, the City Clerk shall issue the same to the applicant. The permit shall be for a term of one year. No permit shall be transferable without express approval by the City Council or its designee. (Ord. 2091, 2005)

**5.54.060 Dates for Sale and Use of Consumer Fireworks.** No consumer fireworks shall be sold within the City except from nine a.m. to ten p.m. on July 1st, 2nd, 3rd, and 4th of each year. Hours of discharge or use shall be limited to nine a.m. to eleven p.m. July 1st, 2nd, 3rd, and 4th. The sale, use and discharge of consumer fireworks from December 27, 2002, to December 31, 2002, and from December 27<sup>th</sup> to December 31<sup>st</sup> of each year thereafter, and at all other times except as provided above, shall be and hereby is specifically prohibited. (Ord. 1736, 1993; Ord. 1781, 1995; Ord. 2007, 2002)

**5.54.070 Storage of Unsold Stocks of Fireworks.** Unsold stocks of fireworks remaining after the authorized sales period provided above shall be returned on or before July 31st of the same year to an approved storage facility of a licensed fireworks wholesaler, or to some other magazine or storage place approved by the local fire official. (Ord. 1622, 1987)

**5.54.080 Discharge of Display Fireworks.** No person shall discharge display fireworks as defined at any place in the City except as authorized by state license and local permit for a public display of fireworks as defined by Chapter 70.77 RCW as amended by Chapter 370, Laws of 2002. (Ord. 1622, 1987; Ord. 2007, 2002)

**5.54.090 Restriction on Sale of Common Fireworks.** No person shall sell or transfer any consumer fireworks to a consumer or user thereof other than at a fixed place of business or a retailer for which a fireworks permit has been issued. No sale of fireworks shall be to a person under the age of 16. (Ord. 1622, 1987; Ord. 2007, 2002)

**5.54.100 Specifications for Fireworks Stands.** Consumer fireworks shall not be sold from any permanent buildings or structures. Temporary fireworks stands shall be constructed in accordance with the following specifications, subject to approval by the local fire official and building inspector:

- A. Fireworks stands shall be located more than one hundred feet from any place of assembly, gasoline station, storage tank, or premises where flammable liquids are stored, and shall be located more than fifty feet from all other structures;
- B. Fireworks stands shall be erected to the satisfaction of the fire department and shall be structurally sound and will have the following:
  1. No less than two exits located at opposite ends of the stand. It shall remain unobstructed at all times,
  2. No less than two fire extinguisher (water) of not less than a 2A rating,
  3. "No Smoking" signs installed so that they are visible on all four sides of the stand,
  4. A no parking area of twenty-five feet in front of the stand and within fifteen feet of the three other sides of the stand shall be roped or barricaded off,

## **DISCUSSION ITEM 8b**

5. Fireworks stored and displayed so that the general public cannot physically handle the fireworks,
  6. No matches, lighters, open fires, or other sources of ignition shall be sold or stored in the stand,
  7. No discharge of fireworks within one hundred feet of the stand,
  8. All weeds and combustible materials shall be cleared from within at least twenty-five feet of a fireworks stand.
- C. All permits, including these standards, shall be posted and maintained in the stand at all times;
- D. Stands shall be removed and area cleaned up by July 11th (five days after sales cease). (Ord. 1622, 1987; Ord. 2007, 2002)

### **5.54.110 Operation of Fireworks Stands.**

The party holding the fireworks permit shall operate the fireworks stand exclusively by and through its employees, members or designees. No person under the age of eighteen years shall staff a fireworks stand.

- A. One operator shall remain at the counter where fireworks are sold at all times that the stand is open.
- B. Operators shall enforce the no smoking rule.
- C. Operators shall enforce no parking within the barricaded area described in Section 5.54.100 (b) (4) of this chapter.
- D. When stands are closed, the fireworks area shall be closed and locked. Sleeping therein is prohibited.
- E. No fireworks shall be sold to persons under 16 years of age. All fireworks stands shall post, in at least two

conspicuous places, a sign, acceptable in size, form and content to the local fire official, concerning the prohibition of sales of fireworks to persons under the age of 16 years. (Ord. 1736, 1993)

- F. Only such fireworks as authorized by the state of Washington, pursuant to RCW 70.77, will be sold.
- G. A list of all fireworks which may be sold to the public shall be posted prominently and maintained at each retail outlet. The posted list shall be in a form approved by the state fire marshal. (Ord. 1622, 1987; Ord. 1672, 1989)

**5.54.120 Fees.** The City Council shall establish the fees for permits and/or clean up fees issued pursuant to this ordinance by council resolution. (Ord. 1622, 1987)

### **5.54.130 Enforcement -- Revocation of Permit.**

The local fire official shall be authorized to enter and inspect all fireworks stands to assure compliance with the provisions of this chapter and to protect the public health, safety and welfare. The fire official is authorized to temporarily revoke any permit, for cause. Any party aggrieved by such revocation shall have the right to appeal the same to the City Council within ten days thereafter. The decision of the City Council shall be final. (Ord. 1622, 1987)

### **5.54.140 Seizure of Fireworks.**

Any fireworks which are illegally sold, offered for sale, used, discharged, possessed or transported in violation of this chapter shall be subject to seizure by the local fire official or his designee or the Chief of Police or his designee or the state fire marshal. Any fireworks seized may be disposed of by the local fire official or designee by distribution at any time subsequent to thirty days from such seizure or ten days from the termination of proceedings under Section 5.54.150. (Ord. 1622, 1987)

## **DISCUSSION ITEM 8b**

**5.54.150 Seizure Proceedings.** Seized fireworks may be returned after a petition is filed and, if requested, a hearing held proves the fireworks were illegally or erroneously seized.

A. Any person whose fireworks are seized under Section 5.54.140 may within ten days after such seizure petition the local fire official or state fire marshal to return the fireworks seized upon the ground that such fireworks were illegally or erroneously seized. Any petition filed hereunder shall be considered by the local fire official or state fire marshal within fifteen days after filing and an oral hearing granted the petitioner, if requested. Notice of the decision of the local fire official or state fire marshal shall be served upon the petitioner. The local fire official or state fire marshal may order the fireworks seized to be disposed of or returned to the petitioner if illegally or erroneously seized. The determination of the local fire official or state fire marshal is final unless within sixty days an action is commenced in a court of competent jurisdiction for the recovery of the fireworks seized by the local fire official or state fire marshal.

B. If the fireworks are not returned to the petitioner or destroyed, the local fire official or state fire marshal may sell confiscated common fireworks to wholesalers licensed by the state fire marshal. Sale shall be by public auction after publishing a notice of the date, place and time of the auction in a newspaper of general circulation in Snohomish County at least three days before the date of the auction. Proceeds of the sale of seized fireworks shall be deposited in a general fund. Fireworks that are not legal for use and possession shall be destroyed by the local fire official or state fire marshal. (Ord, 1622, 1987)

**5.54.160 Penalty for Violation.** Any person, firm, partnership, corporation, association or other group violating any provision of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not exceeding three hundred dollars, or by imprisonment for a period not exceeding ninety days, or by both such fine and imprisonment, The fireworks permit of any violator shall be revoked. (Ord. 1622, 1987)

### **5.54.170 Purpose and Intent -- Liability.**

A. It is expressly the purpose of this chapter to provide for and promote the health, safety and welfare 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 chapter.

B. It is the specific intent of this chapter that no provision nor any term used in this chapter is intended to impose any duty whatsoever upon the City or any of its officers or employees, for whom the implementation or enforcement of this chapter shall be discretionary and not mandatory.

C. Nothing contained in this chapter 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, employees or agents, for any injury or damage resulting from the failure of a permittee to comply with the provisions of this chapter, or by reason or in consequence of any inspection, notice, order, certificate, permission or approval authorized or issued or done in connection with the implementation or enforcement pursuant to this chapter, or by reason of any action or inaction on the part of the City related in any manner to the enforcement of this chapter by its

## **DISCUSSION ITEM 8b**

officers, employees or agents. (Ord. 1622,1987)

**5.54.180 Severability.** The provisions of this chapter are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this chapter or the invalidity of the application thereof to any person or circumstances shall not affect the validity of the remainder of this chapter, or the validity of its application to other persons or circumstances. (Ord. 1622, 1987)

**DISCUSSION ITEM 8b**

ATTACHMENT C



December 7, 15  
Larry Bauman  
City Manager  
City of Snohomish  
116 Union Avenue  
Snohomish, WA 98290

Dear Larry,

In our November Meeting, the Snohomish Public Safety Commission discussed proposed changes to Snohomish Municipal Code Section 05.54, governing the sale and discharge of fireworks within Snohomish's city limits.

The consensus of the Snohomish Public Safety Commission members was that Snohomish's Municipal Code be amended to align with Snohomish County regulation governing fireworks which states legal fireworks are only permitted to be discharged on July 4, between the hours of 9 AM and midnight.

Further, the Snohomish Public Safety Commission supports Snohomish City Council in pursuing a ban on the sale and discharge of all fireworks within Snohomish city limits.

The Commission does caution the City and the Public that while this law may reduce the risk and nuisance of fireworks, serious injuries and noise issues are usually caused by fireworks that are already illegal. Further, the Commission expects an increase in calls for law enforcement service, which could impact code enforcement and effectiveness.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Ty Hammond".

Ty Hammond, Chairman, Snohomish Public Safety Commission

A handwritten signature in black ink, appearing to read "Merle Kirkley".

Merle Kirkley, Vice Chairman, Snohomish Public Safety Commission

cc: John Flood, Sheriff; Ron Simmons, Fire Chief; Michael Thompson; Jim Schmoker; B.J. Myers; Sharon Snell; Jan Lengenfelder; Michael Rohrscheib

**DISCUSSION ITEM 8b**

## **DISCUSSION ITEM 8c**

**Date:** January 5, 2016  
**To:** City Council  
**From:** Brooke Eidem, Associate Planner  
**Subject:** **Minor Amendments to Land Use Development Code**

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The purpose of this item is for the City Council's discussion and direction to staff on proposed amendments to Title 14 of the Snohomish Municipal Code (SMC). These relatively minor amendments are intended to address what are, in the view of staff and the Planning Commission, existing errors, inconsistencies, and administrative inefficiencies in the code. The proposed amendments would affect Chapters 14.65 SMC, *Amendments to the Development Code's Land Use Designation Map, Conditional Use Permits, and Recorded Development Plans*, 14.207 SMC, *Land Use Tables*, 14.210 SMC, *Dimensional and other Requirements*, and 14.290 SMC, *School Impact Fees*. The complete amendment proposal is contained in draft Ordinance 2296, provided as Attachment A.

On December 2, 2015, the Planning Commission discussed the amendments and, by unanimous vote, recommended adoption by the City Council. The policy significance of the amendments was deemed sufficiently low that no public hearing was held. As provided by SMC 14.15.080, the City Council may, at its option, direct the Planning Commission to hold a public hearing. The City Council may also hold its own public hearing in addition to or in lieu of a public hearing by the Planning Commission. Whether before the City Council or before the Planning Commission, at least one public hearing is required for amendments to Title 14 SMC. The Planning Commission's discussion of the proposed amendments is provided as Attachment C.

The proposed amendments are summarized in Attachment B. In staff's view, most of these amendments are not particularly significant in the scope of their changes and do not address policy issues. One minor exception may be the proposed revisions to setback standards for the Business Park (BP) land use designation. These changes are intended to reconcile contradictory standards and thereby clarify the policy behind and intent of the regulations.

Currently, standards in the Dimensional Requirements Table in SMC 14.210.330 for street setbacks in the BP designation conflict with the setback standards in section SMC 14.210.230. According to SMC 14.210.330, the front setback standard is 20-feet, which may be eliminated for office and retail uses. Side yard setbacks are not specified except where the side yard abuts a secondary street frontage, as with a corner lot, where the setback is one-half the front setback. As the front yard setback is variable, a side yard facing a street will vary accordingly from ten feet to zero, depending on whether the land use is retail, office, or another use. However, the conflicting BP setback standards in SMC 14.210.230 require a minimum 20-foot setback from *all* rights-of-way.

Setbacks are an element of urban form that can be applied to achieve an intended impression from the street or to separate structures on adjacent lots. Reduced or eliminated front setbacks can increase the sense of immediacy of building façades, e.g., retail shops on First Street. In single

## **DISCUSSION ITEM 8c**

family neighborhoods, where the intent is to achieve a sense of privacy, the minimum setback standards create a feeling of separation from the street and from buildings on adjacent properties. Setbacks can also reduce the impression of scale and massing from off-site viewpoints. In the view of the Planning Commission and staff, setbacks in BP designations do not serve a clear urban design purpose or community benefit, and instead may limit the efficient use of development sites. In the existing code, ambivalence regarding the purpose of BP setbacks is apparent in the allowed reduction for office and retail uses but not other uses.

The Planning Commission recommends eliminating minimum setback standards for the BP designation in both SMC 14.210.230 and SMC 14.210.330 and allowing other requirements to limit lot coverage and the appearance of building mass. This would make the setback standards for all land uses—except exclusively residential development—consistent with the current zero front yard and side yard setbacks for office and retail uses. The existing ten-foot rear yard setback would also be removed. Other code provisions would continue to require single family and multi-family proposals in the Business Park designation to meet the setbacks prescribed for the Single Family or Medium Density Residential designation, respectively. Regulations other than setbacks that limit the extent of building coverage and the impression of scale and massing include landscape screening requirements in Chapter 14.240 SMC, parking requirements in Chapter 14.235 SMC, open space requirements in Chapter 14.210 SMC, and building and fire code requirements. Additionally, where a BP parcel abuts a residential designation, existing provisions require a 50-foot building setback. These requirements are proposed to remain.

The maximum height standard in the BP designation is currently 45 feet or three stories. An additional foot of height is allowed for each additional foot of structural setback, up to a maximum of 60-foot building height, or four stories. This increase in height is granted upon approval of a variance. However, it is not clear how the variance process and criteria in Chapter 14.70 SMC would apply to most BP applications for additional height. Justification of a variance requires findings of a “special circumstance” related to the property that results in denial of a “substantial property right” available to other properties in the vicinity. It is not clear that such justification was intended for additional building height in the BP designation when the variance provision was adopted. Further, a variance requires a quasi-judicial Hearing Examiner process, which appears to be excessive relative to the potential impacts of an additional 15 feet of building height. As the intent of the provision is to address massing, the necessity of incorporating a restriction on stories in addition to height is not clear. Therefore, the amendment proposal removes the reference to number of stories as well as the variance process requirement. Any increase in height above the 45 feet allowed by right will still require a minimum setback equal to the excess height. The maximum height would remain at 60 feet.

A summary of the proposed amendments is provided as Attachment A. The draft ordinance is provided as Attachment B.

**STRATEGIC PLAN REFERENCE:** No Strategic Plan initiatives specifically apply to these proposed amendments.

**RECOMMENDATION:** That the City Council **DISCUSS** Ordinance 2296 and **DIRECT** staff on preferences for the proposed amendments.

**DISCUSSION ITEM 8c**

**ATTACHMENTS:**

- A. Draft Ordinance 2296
- B. Summary of amendments
- C. Planning Commission Draft meeting minutes

ATTACHMENT A

**CITY OF SNOHOMISH  
Snohomish, Washington**

**DRAFT ORDINANCE 2296**

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON, AMENDING THE CITY’S DEVELOPMENT CODE AS SET FORTH IN TITLE 14 OF THE SNOHOMISH MUNICIPAL CODE, BY AMENDING SECTIONS 14.65.030 ENTITLED “ADMINISTRATIVE DEVELOPMENT PLANS AND RECORDED DEVELOPMENT PLANS”; 14.207.085 ENTITLED “GENERAL SERVICES LAND USES: REGULATIONS”; 14.207.085 ENTITLED “GENERAL SERVICES LAND USES: REGULATIONS”; 14.210.110 ENTITLED “SETBACKS – MODIFICATIONS”; 4.210.230 ENTITLED “BUSINESS PARK AND AIRPORT INDUSTRY”; 14.210.330 ENTITLED “DIMENSIONAL REQUIREMENTS - TABLE 1 and Table 2” AND 14.290.040 ENTITLED “ESTABLISHMENT OF IMPACT FEES”; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE**

**WHEREAS**, the City has adopted a Land Use Development Code as Title 14 of the Snohomish Municipal Code (“Development Code”) to implement the Comprehensive Plan and to ensure compatible and rational land development and land use in all portions of the City; and

**WHEREAS**, it is appropriate for the City Council to review and amend the City’s regulations from time to time to ensure the intent of the regulations is achieved; and

**WHEREAS**, because the various amendments provided herein are relatively minor in scope and impact, it is appropriate to consolidate these separate amendments to the Land Use Development Code within one ordinance; and

**WHEREAS**, the amendments provided herein were prepared to improve the functionality, clarity, and internal consistency of the Land Use Development Code; and

**WHEREAS**, the City Planner, acting as the SEPA Responsible Official, reviewed this proposed legislation and on \_\_\_\_\_ issued a determination of non-significance (DNS); and

**WHEREAS**, in a public meeting on \_\_\_\_\_, the Planning Commission evaluated issues related to the proposed amendments to the Development Code and recommended approval of the amendments as reflected in the minutes of the meeting; and

**WHEREAS**, on \_\_\_\_\_, a public hearing on the proposed amendments was held by the City Council, and all persons wishing to be heard were heard; and

## **DISCUSSION ITEM 8c**

**WHEREAS**, public notice of the SEPA threshold determination and the public hearing for the legislation contained herein was provided as required by law; and

**WHEREAS**, pursuant to SMC 14.15.070 and RCW 36.70A.106, the City has notified the Washington State Department of Commerce of the City's intent to adopt the proposed amendments to the City's Development Code; and

**WHEREAS**, the City Council find that the Land Use Development Code amendments contained in this ordinance are: 1) internally consistent with the Comprehensive Plan; 2) consistent with the Growth Management Act and the State Environmental Policy Act; and 3) in the interest of the public health, safety, and welfare of Snohomish residents;

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

Section 1. SMC section 14.65.030 entitled "Administrative Development Plans and Recorded Development Plans" is hereby amended as follows:

### 14.65.030 Administrative Development Plans and Recorded Development Plans

A. Administrative development plans shall have the same purpose, process (Type 1 or 4 permit depending on whether the action is SEPA-exempt), and criteria as conditional use permits. An administrative development plan is required for several types of development within Title 14 SMC in the BP and MU designations. No administrative development plan shall be required for construction of one single family home on one lot, where permitted. In each instance where the approval of an administrative development plan is required, specific issues are noted that must be addressed as part of the approval and will be discussed in the staff report and included in the recommended action.

B. Recorded development plans shall have the same purpose, process (Type 5 or 6 permit depending on whether the action is SEPA-exempt), and criteria as conditional use permits except that recorded development plans, upon approval, shall be recorded in the same manner as subdivision in order to assure that the development plan will be implemented. A recorded development plan is required for several types of development within Title 14 SMC in the Airport Industry designation. In each instance where the approval of a recorded development plan is required, specific issues are noted that must be addressed as part of the approval and will be discussed in the staff report and included in the recommended action. (Ord. 2111, 2006; Ord. 2296, 2016)

Section 2. SMC section 14.207.080 entitled "General Services Land Use Table" is hereby amended as follows:

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Land Use	Open Space	Public Park	Urban Horticulture	Single Family Residential	Low Density Residential	Medium Density Residential	High Density Residential	Commercial	Neighborhood Business	Historic Business District	Business Park	Industrial	Airport Industry	Mixed Use
<b>Personal Services</b>														
Adult uses												p7		
Automotive repair								p		p1	p1	p	p1	
Automotive service								p		p	p	p	p	p
Cemetery, columbarium or mausoleum								p		p	p	p		
Childcare		c			p2	p2	p2	p2	p2		p			p2
Childcare, family – 12 children or less		c	c	c	c	c	c	c		c				c
Childcare, family – 6 children or less		c	p	p	p	p	p	p		p				p
Church, synagogue, temple, mosque				c9	c	c	c	((e))p		p	p	p	p	p
Community stable		c	p			c								
Funeral home/crematory								p		p	p	p		
General personal services								p		p	p	p	p	p
Industrial launderers											p	p		
Commercial kennel or cattery			p4	p4				p			p	p		
Animal grooming w/o kenneling/boarding								p		p	p	p		p
Miscellaneous repair								p		p	p	p	p	p
Social services								p(2)		p	p	c		c
Veterinary clinic w/o kenneling/boarding			c8					p4		p4	p4	p		p4
Veterinary clinic w/ kenneling/boarding			c8					p4			p4	p		p4
<b>Health Services</b>														
Hospital								p		p	p	p		p
Medical/dental lab								p		p	p	p		p
Miscellaneous health								p		p	p	p		p
Nursing/convalescent home				c6	c	p	p	p		p	p	p		p
Office/patient clinic								p	p	p	p			p
Congregate care/assisted living				c6	c	p	p	p		p	p			p
<b>Education Services</b>														
Elementary or middle/junior				c	c	c	c	p			p			p
School district support facility					c	c	c	p		p	p	p		p5
Secondary or high school				c	c	c	c	p			p			p
Specialized instruction school		c	c		c	c	c	p		p	p		p	p
Vocational school					c	c	c	p		p	p	p	p	p

(Ord. 2180, 2009; Ord. 2193, 2010; Ord. 2214, 2011; Ord 2268, 2014; Ord 2296, 2016)

Section 3. SMC Section 14.207.085 entitled “General Services Land Uses: Regulations” is hereby amended as follows:

1. Except tire retreading. See Manufacturing Land Uses Table.

**DISCUSSION ITEM 8c**

2. Subject to a child drop off and pick up system that meets DSHS standards and subject to design features ~~((and a time schedule))~~ for use of outside play areas that will protect adjacent uses from significant noise levels. (Ord. 2296, 2016)
3. Only as an accessory to a cemetery.
4. Animal cremation services are not permitted. (Ord. 2193, 2010)
5. Only when adjacent to an existing or proposed school.
6. Subject to the following conditions: (Ord 2268, 2014)
  - a. Minimum contiguous site area of three acres.
  - b. Parking areas shall be screened from adjacent streets and residential uses.
  - c. All structures shall be offset from property lines a minimum of 20 feet.
7. Adult uses will be allowed in the area designated for Industry located between Bonneville Avenue, Highway 9 and Seventh Street.
8. Limited to large animal veterinaries.
9. Site must be located less than 300 feet from a street designated as a collector or arterial.

Section 4. SMC Section 14.210.110 entitled “Setbacks – Modifications” is hereby amended as follows:

The following setback modifications are permitted:

~~((A. When the common property line of two (2) lots is covered by a building(s), the setbacks required by this chapter shall not apply along the common property lines, and the two lots shall be considered one lot. Any subsequent permit requests must be accompanied by a lot line adjustment application.))~~

~~((B))~~A. When a lot in a single-family designated area is located between lots having non-conforming front yard setbacks, the required front yard setback for such lot may be the average of the two (2) non-conforming setbacks or 60 percent of the required street setback, whichever results in the greater street setback.

**DISCUSSION ITEM 8c**

((C))B. When deviations from standard setbacks are permitted for unit lot subdivisions pursuant to the provisions of SMC 14.215.125. (Ord. 2240, 2012; Ord. 2296, 2016)

Section 5. SMC Section 14.210.230 entitled “Business Park and Airport Industry” is hereby amended as follows:

A. Chapters 14.205 and 14.207 SMC govern permitted land uses in the Business Park and Airport Industry designations.

B. Minimum Area. A minimum of five (5) acres will normally be required for a Business Park development; however, existing smaller parcels that cannot be aggregated together to establish a 5 acre project will be allowed, subject to appropriate review and conditions.

C. Setbacks. Structures shall be a minimum distance of 50 feet from any property line abutting a residential land use designation. Where not abutting a residential designation, the minimum setback shall be zero, subject to compliance with the landscape screening requirements in Chapter 14.240 SMC.

~~((1. From all public rights-of-way: A minimum setback of twenty (20) feet shall be complied with for structures designed for other than office and retail use. Buildings designed for office and/or retail use can be located so that they abut the front property line when pedestrian sidewalks and walkways abut the buildings.~~

~~2. From all other property lines forming the perimeter development:~~

~~a. Adjacent to nonresidential land use designations: Ten (10) feet.~~

~~b. Adjacent to residential land use designations: A visual screen and a setback of not less than fifty (50) feet in depth shall be provided.))~~

D. Landscaping and Open Space.

1. The site shall consist of not less than 20 percent landscaping and/or open space, which open space may consist of undisturbed vegetation or water and will include the 5% area of required landscaping. In addition, any parking lot of over twenty (20) cars must provide a minimum of one contiguous one hundred (100) square foot landscaped island within the parking area for each ten (10) spaces. Up to 50% of the landscaping and open space requirement for a business park development may be provided by permanent dedication of a conservation easement to the City, a land trust, or another entity acceptable to the City of Snohomish, which easement shall restrict property to remain in open space in perpetuity within the same business park designation as the development in question.

2. At least 5% of the site must be in formal developed landscaping no less than two thousand (2,000) square feet in area and oriented towards the main entrance and public right-of-way.

**DISCUSSION ITEM 8c**

3. Landscaping Adjacent to Streets. All uses which adjoin a street will also provide a landscape corridor of trees, planted no more than fifty (50) feet on center. Such landscaping shall not obscure the sight distance for traffic and pedestrians at the intersection of streets or driveways.

E. Access

1. Access Limitation. Business Parks shall have access to at least one major arterial. Access to the adjacent arterial and other streets will be provided in accordance with City traffic plans and will be constructed per Public Works Design and Construction Standards.

2. Access Assurance to Adjacent Properties. At the time of permit review the City may require as a condition of approval either:

- a. That a frontage road or marginal access street be constructed to provide access to the arterial for adjacent properties.
- b. That the applicant grants to adjacent properties the right to use the applicant's arterial access.

F. Height Limitation. Building heights shall not exceed ~~((three (3) stories or forty five ((6)45((9)) feet. ((If a variance is applied for and granted to exceed three stories or forty five (45) feet, there shall be added one (1))~~ One additional foot of building height may be added for each additional foot of ((yard)) setback on all sides ((for each one (1) foot of additional building height)), provided that the total building height ((may))shall not exceed ((four (4) stories or))60 feet(( for buildings not having stories)).(Ord. 2296, 2016)

Section 6. SMC Section 14.210.330 entitled "Dimensional Requirements - Table 1 and Table 2" is hereby amended as set for in Exhibit A.

Section 7. SMC Section 14.290.040 entitled "Establishment of Impact Fees" is hereby amended as follows:

As a condition of approval of all development or development activity, as defined herein, or as a condition of issuance of a building permit for existing undeveloped lots, the City will require mitigation of adverse impacts on school services pursuant to the State Growth Management Act, RCW 36.70A, RCW 82.02 and this chapter. School impact fee amounts shall be based on the Snohomish School District's adopted Capital Facilities Plan in the amounts shown in the adopted fee resolution, as amended. ~~((2012-2017 as follows:~~

<del>((Development</del>	<del>Per Dwelling</del> <del>Impact Fee</del>
<del>Single Family Dwelling</del>	<del>\$896</del>
<del>Studio or one bedroom multifamily dwelling</del>	<del>\$0</del>

**DISCUSSION ITEM 8c**

Multifamily dwelling \$0  
with two or more  
bedrooms))  
(Ord. 2196, 2010; Ord. 2242, 2012; Ord. 2296, 2016)

Section 8. 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 9. 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 \_\_\_\_\_  
KAREN GUZAK, MAYOR

ATTEST:

APPROVED AS TO FORM:

By \_\_\_\_\_  
PAT ADAMS, CITY CLERK

By \_\_\_\_\_  
GRANT K. WEED, CITY ATTORNEY

**DISCUSSION ITEM 8c**

Exhibit A

**Exhibit A14.210.330 Dimensional Requirements - Table 1**

Commercial and Industry Designations

	Commercial CO	Historic District Business HB	Business Park BP	Industry IND	Airport Industry AI	Mixed Use MU
Minimum Lot Size, in sq. ft.	5,000	none	20,000	none	25,000	5,000
<del>((Min. Area for recorded development plan))</del>	<del>((none))</del>	<del>((none))</del>	<del>((5 acres))</del>	<del>((none))</del>	<del>((5 acres))</del>	<del>((none))</del>
Lot Width, in feet	50	none	none	none	none	50
Permitted maximum density, du/ac <sup>1</sup>	18	18	18	na	1 per 10 acres	18
Front Yard Setback, in feet						
a. From street	0	0	<del>((20'))<sup>2</sup></del>	0	35	0
b. From property line	0	0	<del>0<sup>2</sup></del>	0	0	0
Side Yard Setback <sup>2,3</sup> , in feet	0	0	0	0	0	0
Side Yard abuts residential designation	<del>((See 14.240 (landscape)))</del>	<del>((See 14.240 (landscape)))</del>	50	<del>((See 14.240 (landscape)))</del>	<del>((See 14.240 (landscape)))</del>	<del>((See 14.240 (landscape)))</del>
Rear Yard Setback, in feet	0	0	<del>((40'))<sup>2</sup></del>	0	0	0
Rear Yard abuts residential designation <sup>2</sup>	<del>((See 14.240))</del>	<del>((See 14.240))</del>	50	<del>((See 14.240))</del>	<del>((See 14.240))</del>	<del>((See 14.240))</del>
Rear access from an alley	na	15				
Open space (vegetated) <sup>4</sup>	15% <del>((<sup>5</sup>))</del>	<del>((15%))<del>((<sup>5</sup>))</del></del>	20%	15%	20%	15% <del>((<sup>5</sup>))</del>
a. Percent landscaped (excl. screening)	5%	0%	5%	5%	5%	5%
Height limitation <sup>6</sup> <del>((<sup>8</sup>))</del> in feet <del>(((<sup>8</sup>)))</del>	35	40	45	40	40	35
<del>((Access allowed per site))</del>						
<del>((a. From arterial))</del>			<del>((4))</del>			
<del>((b. From non arterial))</del>			<del>((subject to sdg))</del>			
<del>((Recorded development plan required))</del>			<del>((yes))</del>		<del>((yes))</del>	<del>((yes<sup>9</sup>))</del>

(Ord. 2143, 2008; Ord. 2187, 2010; Ord 2296, 2016)

<sup>1</sup> An alternative maximum density may be permitted by Chapter 14.285 SMC.

<sup>2</sup> ~~((Setback for office and/or retail use can be located so that they abut the front property line when pedestrian sidewalks and walkways abut the buildings.))~~ Subject to compliance with landscape screening requirements of Chapter 14.240 SMC.

<sup>3</sup> Side yards abutting streets shall conform to one-half (1/2) the front yard setbacks.

<sup>4</sup> Twenty percent (20%) vegetated open space required for multi-family developments.

~~((<sup>5</sup> Off site landscaping or improvements to the streetscape may be substituted for on site landscaping with the recommendation of the Design Review Board and approval of the City Planner; twenty percent (20%) vegetated open space shall be required for Multi family developments.~~

~~((<sup>6</sup> Twenty percent (20%) vegetated open space required for multi family developments.))~~

~~(((<sup>8</sup>)))~~ Measured per SMC 14.210.170.

~~(((<sup>8</sup>)))~~ Height limitation of fifty-five (55) feet for public schools and other public educational facilities such as aquatic centers, stadiums and gymnasiums.

~~((<sup>9</sup> Unless single family residence.))~~

**DISCUSSION ITEM 8c**

**14.210.330 Dimensional Requirements - Table 2**

Residential and Other Misc. Designations

	Open Space OS	Urban Horticulture UH	Single Family Residential SF	Low Density Residential LD	Medium Density Residential MD	High Density Residential MD MHP HD	Public Park PP	
Minimum Lot Size, in sq. ft.	none	10 acres	7,200	7,200	6,000	1 acre	5,000	none
Lot Width, in feet	none	none	60	60	50	50	50	none
Permitted density, du/ac <sup>1</sup> <del>((14))</del>	na	1 per 10 acres	6	12	18	10	24	na
Front Yard Setback, in feet			<sup>2</sup> <del>((14))</del>	<sup>2</sup> <del>((14))</del>				
a. From arterial	20	20	20	20	20		20	10
b. From all other streets	20	20	20	20	20		20	<sup>2</sup> <del>((14))</del>
c. From property <del>(-)</del> line (no street)	10	10	20	10	10		10	<sup>2</sup> <del>((14))</del>
Side Yard Setback <sup>3</sup> <del>((14))</del> , in feet	0	10	5	6	8		10	<sup>2</sup> <del>((14))</del>
a. From residential	0	10						<sup>2</sup> <del>((14))</del>
Rear Yard Setback, in feet	0	10	20 <sup>4</sup> <del>((14))</del>	20	15		10	<sup>2</sup> <del>((14))</del>
Lot coverage	20%	20%		80%	80%		80%	<sup>2</sup> <del>((14))</del>
Open space	80%	70%		20%	20%		20%	<sup>2</sup> <del>((14))</del>
a. Percent landscaped	na	na		5%	5%		5%	<sup>2</sup> <del>((14))</del>
Height limitation <sup>5</sup> <del>((14))</del> in feet <sup>6</sup> <del>((14))</del>	35	40	35	35	35		40	35
<del>((Note: whichever is more restrictive applies))</del>								
<del>((Recorded development plan required))</del>			<del>((for PRD))</del>	<del>((for PRD))</del>	<del>((for PRD))</del>	<del>((yes))</del>	<del>((for PRD))</del>	

(Ord. 2143, 2008; Ord. 2187, 2010; Ord. 2214, 2011; Ord 2296, 2016)

<sup>1</sup>~~((14))~~ An alternative maximum density may be permitted by Chapter 14.285 SMC.

<sup>2</sup>~~((14))~~ Different front setback regulations apply if a PRD~~((or lot size of less than 7200 sq ft is used))~~. See Chapter ~~((14.230))~~14.220 SMC.

~~((Different front setback regulations apply if a PRD or lot size of less than 7200 sq ft is used. See Chapter 14.230 SMC.))~~

<sup>3</sup>~~((14))~~ Side yards abutting streets shall conform to 1/2 the front yard setbacks.

<sup>4</sup>~~((14))~~ If the property has an alley, vehicle access is required to be from the alley. Garage setback facing the alley SMC 14.210.130.

<sup>5</sup>~~((14))~~ Measured per SMC 14.210.170.

<sup>6</sup>~~((14))~~ Height limitation of fifty-five (55) feet for public schools and other educational facilities such as aquatic centers, stadiums and gymnasiums.

<sup>7</sup>~~((14))~~ Dimensional requirements as provided by SMC 14.210.235.

**DISCUSSION ITEM 8c**

ATTACHMENT B

Summary of Ordinance 2296

	<b>Ord. Page</b>	<b>SMC Section</b>	<b>Description/purpose</b>
1.	4	14.65.030	Removes the requirement for an Administrative Development Plan approval for construction of one single family home on one lot in land use designations where an ADP is required.
2.	5	14.207.080	A) Amends the Land Use Tables to allow the <i>church, synagogue, temple, and mosque</i> use as a permitted use in Commercial and Mixed Use land use designations. Places of religious assembly are currently a conditional use in the Commercial designation and prohibited in the Mixed Use designation. B) Amends the Land Use Tables so that footnote 2 no longer applies to <i>social service</i> uses. The footnote addresses child drop off and pick up and outdoor play areas for <i>childcare</i> uses. This footnote appears to be an artifact of a 2005 amendment to the Land Use Tables when the footnote was revised to address a new <i>childcare</i> use but not deleted from the <i>social service</i> use. C) Amends the Land Use Tables to allow <i>elementary or middle/junior high schools, and secondary or high schools</i> as permitted uses in the Commercial and Business Park land use designations.
3.	6	14.207.085	Amends footnote 2 for <i>childcare</i> uses in SMC 14.207.080 to remove the requirement for an approved time schedule for outside play areas. While the intent to minimize impacts to adjacent, less intensive uses is clear, enforceability is difficult and it is not likely that a childcare facility would have outdoor recreation at a time that would conflict with the repose of residents.
4.	7	14.210.110	Removes provision A, which requires a boundary line adjustment where existing buildings cross property lines prior to issuance of another permit for the property. The requirement to withhold issuance of a permit in all cases conflicts with a 2011 amendment to Chapter 14.55 SMC that relieved proposals qualifying as “partial” or “incidental” development from correcting existing nonconformities. Further, there is a question as to the legality of this requirement with respect to the right to develop a legal lot of record. Curing an existing property encroachment is typically a civil rather than zoning issue.
5.	7	14.210.230	Removes an inconsistency between the standards in the text in SMC 14.210.230 and the dimensional tables in SMC 14.210.330 regarding setbacks in the Business Park designation. Amends provisions for a building height variance to clarify the process and standards for additional height in the Business Park designation.
6.	9	14.210.330	Revises standard setbacks for the Business Park designation from a variable front yard setback standard of zero to 20 feet to one standard of zero feet and consolidates references to the landscape screening standards of Chapter 14.240 SMC. Landscaping requirements within the Historic Business designation would be removed for consistency with the allowance for zero lot line development. Amendments would also remove regulations not related to dimensions, including arterial access requirements and process requirements for recorded development plans. Both access and development plan requirements are addressed elsewhere in Title 14 SMC.
7.	11	14.290.040	Removes reference to specific dollar amounts for School Mitigation fees, which are updated every two years with adoption by the Snohomish School District of a new capital facilities plan. The dollar amount will instead be listed in the fee schedule, which is adopted by resolution and revised as needed.

ATTACHMENT C

**Excerpt – DRAFT Snohomish Planning Commission Meeting Minutes  
December 2, 2015**

4. **ACTION ITEM** – Minor Amendments to Land Use Development Code

Mr. Dennison introduced Associate Planner Brooke Eidem who would present a draft omnibus ordinance addressing a number of items including inconsistencies within the code and in case law, as well as other issues.

Ms. Eidem said the intent of the amendments is to provide clarification and correct inconsistencies. If the Commission is comfortable with the revisions, staff requests action tonight. The first proposal in the ordinance is to add a sentence to SMC 14.65.030 exempting construction of a single family home on an existing lot from the Administrative Development Plan (ADP) requirements, as construction of a single family home typically only requires a simple site plan and building plans. The ADP process is onerous for a single family applicant and adds unnecessary process.

Mr. Dennison added that many zoning codes have a site plan approval process applicable to a wide variety of uses, rather than specific zones; the City's process applies to the Mixed Use, Airport Industrial, and Business Park zones. In the Mixed Use designation, all uses currently require site plan approval and single family homes are an allowed use.

Ms. Eidem moved on to SMC 14.207, Land Use Tables. Currently places of worship are conditional uses in the Commercial zone and are not allowed in Mixed Use, while conference centers, considered to have similar impacts, are outright permitted in both designations. The proposal is to make these consistent and allow places of worship as permitted uses in Commercial and Mixed Use designations.

Another proposed change relates to note 2 in the General Services Land Use Table which refers to a child drop off and pick up system. This note was intended to apply to for Child Care but was erroneously applied to Social Services in the Commercial zone. Staff proposes to remove the note from the Social Services use listing and add it to the Child Care use listing in the Commercial designation. Additionally, a modification to the language of the note is proposed to remove the requirement for approval of a schedule for outdoor play areas associated with Childcare uses. A time schedule would be difficult to enforce, and the effectiveness of outdoor play time restrictions at reducing adverse impacts on adjacent properties is assumed to be minimal.

Ms. Eidem said the next revision is in SMC 14.210.110, Setbacks - Modifications. Item A currently requires a Boundary Line Adjustment for an existing building that crosses a property line; any encroachment must be cured before a new permit can be issued for either property. However, it may be difficult for the City to deny a permit for a lot of record with a building encroachment. Mr. Dennison added that existing setback regulations would continue to prohibit approval of new buildings crossing a lot line. Structural encroachments across property lines are typically civil issues between two property owners rather than regulatory issues.

## **DISCUSSION ITEM 8c**

Mr. Tormohlen asked about modifications to an existing building. Mr. Dennison said any addition or modification would continue to be required to meet all setbacks and would not be allowed to cross the property line.

The next revision is proposed in the Business Park designation dimensional requirements. There is an inconsistency between the text in SMC 14.210.230 and the table in SMC 14.210.330 regarding setbacks in the Business Park zone. Staff's proposal is to change all the setbacks in Business Park to zero feet, except where the property abuts a residential designation. In such cases the minimum setback is fifty feet. Office and retail uses are currently allowed to reduce the front and street-facing side yard to zero. As the use of buildings change over time, staff's proposed amendment would make setbacks consistent across all permitted uses. Illustrations of the current discrepancy between setback provisions and staff's proposed revision were shown for comparison in a slideshow. Ms. Eidem noted that compliance with the parking, open space, landscaping, design review, and building/fire code requirements would still be required.

Ms. Eidem said the next revision was in SMC 14.210.230(f), Height Limitation. The current standard allows 45 feet or three stories in the BP designation. With approval of a variance, an additional foot of height for each additional foot of structural setback is currently permitted, up to a maximum of 60 feet or four stories. However, the section does not specify whether the variance criteria in Chapter 14.70 would apply. Mr. Dennison described the variance criteria: an applicant must demonstrate there is something about a development site that is different from other sites of the same zoning in the same vicinity and this circumstance is denying the property owner a substantial property right that is available to others. Staff is unclear whether this section was intended to refer to the standard quasi-judicial variance process and require the standard variance justification. Staff also proposes the additional height allowance provision rely exclusively on building height and eliminate the stories measure.

Ms. Wakefield Nichols asked for clarification; Ms. Eidem explained that it didn't make sense to include both feet and stories when using an incremental height allowance of one additional foot in height for each one foot of structural setback. Mr. Dennison added that, from the outside, it doesn't matter how many stories are contained within the building.

In response to a question from Mr. Eskridge, Mr. Dennison described the measurement of building height in Title 14 SMC.

Ms. Wakefield Nichols noted that a measure of stories provided the visual reference within the existing language and felt it addressed the character of a building. Mr. Tormohlen stated that, in looking at the mass of a building, it shouldn't matter how many windows there are. Mr. Dana said that, due to the potential for variability in the height of individual stories, gross height was a better standard. Ms. Wakefield Nichols thought they should keep an eye on character; although, because they are discussing it in the context of the Business Park and Airport Industry designations, it was probably less important.

The next revisions address general clean up of the dimensional tables in SMC 14.210.330: 1) Non-dimensional requirements that are listed elsewhere in the code are proposed

### **DISCUSSION ITEM 8c**

for removal. 2) A new footnote is proposed referencing the landscape screening requirements in 14.240. The new footnote replaces the multiple instances of the text “See 14.240 (Landscape)” within the table. 3) The footnote numbering was adjusted. Because Table 2 is a separate table, it makes sense to restart the numbering at one rather than continuing from the list associated with Table 1. 4) In Table 2, old note 11 is amended to correct an inaccurate statement regarding setbacks for lots less than 7,200 square feet.

Ms. Eidem said the final proposal is to remove the specific dollar amount of the School Impact Fee under SMC 14.290.040. The School District adopts a new Capital Facilities Plan every two years. If the District requests a different dollar amount, the City has to amend Chapter 14.290 SMC to incorporate the change. Mr. Dennison added that the City has adopted a fee schedule by resolution which is more easily amended; multiple fees can be updated at once and it doesn't require updating the land use code. Ms. Eidem said the proposal is to reference the fee resolution and keep it up to date, rather than going through the code amendment process every time the School District updates its Capital Facilities Plan.

Ms. Eidem referred to Commissioner Cole's email which suggested allowing primary and secondary schools in the Business Park and Commercial designations as permitted uses. Mr. Dennison added that this could mean small private schools as well as public schools.

Responding to Mr. Eskridge, Mr. Dennison clarified that these uses are currently prohibited uses in the Business Park and Commercial designations.

Commissioners supported the allowance of primary and secondary schools in the Business Park and Commercial designations.

Mr. Dana moved to approve the code changes as outlined in Attachment A with addition of the reference to schools in the Business Park and Commercial designations as mentioned in Mr. Cole's letter; Ms. Wakefield Nichols seconded. The vote was called and the motion passed 5-0.

**CONSENT ITEM 9*****Schedule of Checks******for the Checks Issued Since the December 15, 2015 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
<b>D&amp;G Backhoe Inc</b>					
	57895	121115	12/11/15	Lot 42 Pmt of Water Instal Permit	\$1,652.95
				Check Total	<b>\$1,652.95</b>
<b>HydroCon Environmental LLC</b>					
	57896	111215	12/11/15	Business License Overpayment	\$30.00
				Check Total	<b>\$30.00</b>
<b>Mako Steel, Inc</b>					
	57897	111215	12/11/15	Business License Overpayment	\$125.00
				Check Total	<b>\$125.00</b>
<b>Snohomish County Treasurer</b>					
	57898	CrimevictimsEDC	12/11/15	State Pass Thru November 2015	\$65.81
				Check Total	<b>\$65.81</b>
<b>Washington State Department of Licensing</b>					
	57899	F262436	12/11/15	Original CPL Mitchell	\$18.00
	57899	SNP000004	12/11/15	Original CPL Steven	\$18.00
	57899	SNP000005	12/11/15	Original CPL Tait	\$18.00
	57899	SNP000006	12/11/15	Original CPL Field	\$18.00
	57899	SNP000007	12/11/15	Original CPL Fletcher-Garris	\$18.00
	57899	SNP000008	12/11/15	Original CPL Bacharach	\$18.00
	57899	SNP000009	12/11/15	Original CPL Faries	\$18.00
	57899	SNP000010	12/11/15	Original CPL Paschal	\$18.00
	57899	SNP000011	12/11/15	Original CPL Mcfarland	\$18.00
	57899	SNP000012	12/11/15	Original CPL Krsak	\$18.00
	57899	SNP000013	12/11/15	Original CPL Muth	\$18.00
	57899	SNP000014	12/11/15	Original CPL Ellis	\$18.00
	57899	SNP000015	12/11/15	Original CPL Tooney	\$18.00
	57899	SNP000016	12/11/15	Renewal CPL A Sether	\$18.00
	57899	SNP000017	12/11/15	Renewal CPL S Sether	\$18.00
	57899	SNP000018	12/11/15	Renewal CPL Murdock	\$18.00
	57899	SNP000019	12/11/15	Original CPL Moll	\$18.00
	57899	SNP000020	12/11/15	Original CPL Bazant	\$18.00
	57899	SNP000021	12/11/15	Original CPL Wolfer	\$18.00
	57899	SNP000022	12/11/15	Original CPL Stillian	\$18.00
				Check Total	<b>\$360.00</b>
<b>Washington State Treasurer</b>					
	57900	EDCSTGEN40	12/11/15	State Pass Thru November 2015	\$1,323.02
	57900	EDCSTGEN50	12/11/15	State Pass Thru November 2015	\$825.14
	57900	EDCSTGEN54	12/11/15	State Pass Thru November 2015	\$78.45
	57900	EDCHWYSAFETY	12/11/15	State Pass Thru November 2015	\$1.37
	57900	EDCDEATHINV	12/11/15	State Pass Thru November 2015	\$0.86
	57900	EDCJISACCT	12/11/15	State Pass Thru November 2015	\$169.65
	57900	EDCTRAUMA	12/11/15	State Pass Thru November 2015	\$32.08
	57900	EDCAUTOTHEFT	12/11/15	State Pass Thru November 2015	\$62.22
	57900	EDCTRAUMABRAIN	12/11/15	State Pass Thru November 2015	\$12.38
	57900	WSPHIWAYS SAFE	12/11/15	State Pass Thru November 2015	\$4.95
	57900	BLDGSVCCHG	12/11/15	State Pass Thru November 2015	\$63.00
				Check Total	<b>\$2,573.12</b>
				Batch Total	<b>\$4,806.88</b>

**CONSENT ITEM 9*****Schedule of Checks******for the Checks Issued Since the December 15, 2015 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
<b>A WorkSAFE Service, Inc</b>					
	57901	217297	12/23/15	CDL Testing	\$52.00
				Check Total	<b>\$52.00</b>
<b>AACRA Testing</b>					
	57902	6371	12/23/15	backflow test	\$55.00
				Check Total	<b>\$55.00</b>
<b>Accela, Inc.</b>					
	57903	32076	12/23/15	Springbrook Annual Maintenance	\$21,646.54
				Check Total	<b>\$21,646.54</b>
<b>Automatic Funds Transfer Services, Inc</b>					
	57904	85219	12/23/15	Storm Printing for Oct/Nov Billing	\$73.11
	57904	85219	12/23/15	Garbage Printing for Oct/Nov Billing	\$73.11
	57904	85219	12/23/15	Sewer Printing for Oct/Nov Billing	\$73.11
	57904	85219	12/23/15	Water Printing for Oct/Nov Billing	\$73.11
	57904	85219	12/23/15	Storm Postage for Oct/Nov Billing	\$147.94
	57904	85219	12/23/15	Garbage Postage for Oct/Nov Billing	\$147.95
	57904	85219	12/23/15	Sewer Postage for Oct/Nov Billing	\$147.95
	57904	85219	12/23/15	Water Postage for Oct/Nov Billing	\$147.95
				Check Total	<b>\$884.23</b>
<b>All Battery Sales &amp; Service</b>					
	57905	10001180	12/23/15	battery	\$123.73
				Check Total	<b>\$123.73</b>
<b>Alpha Courier Service</b>					
	57906	csw2000120315	12/23/15	lab courier service	\$24.20
				Check Total	<b>\$24.20</b>
<b>AT&amp;T Mobility</b>					
	57907	413073-12/15	12/23/15	WTP Modem Scada Remote Connections	\$42.36
				Check Total	<b>\$42.36</b>
<b>Bay Valve Services</b>					
	57908	62003	12/23/15	butterfly valve service	\$1,111.39
				Check Total	<b>\$1,111.39</b>
<b>Benchmark Document Solutions</b>					
	57909	10095	12/23/15	City Hall Fax Machine	\$17.93
				Check Total	<b>\$17.93</b>
<b>BHC Consultants</b>					
	57910	7281	12/23/15	WWTP Upgrades 13-48	\$7,366.63
				Check Total	<b>\$7,366.63</b>
<b>Bills Blueprint Inc.</b>					
	57911	520535	12/23/15	PDF Scan of Pilchuck Irrigation Plan	\$31.63
	57911	520535	12/23/15	PDF Scan of Police Station	\$12.65
				Check Total	<b>\$44.28</b>
<b>CDW G</b>					
	57912	BJN8951	12/23/15	HSGA #E15-082 - EOC Server	\$782.18
				Check Total	<b>\$782.18</b>

**CONSENT ITEM 9*****Schedule of Checks******for the Checks Issued Since the December 15, 2015 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
<b>Central Welding Supply Inc.</b>					
	57913	RN11151056	12/23/15	acetylene	\$13.92
				Check Total	<b>\$13.92</b>
<b>City Of Everett Utilities</b>					
	57914	01015712072015	12/23/15	6600 109th Ave SE	\$17,332.23
	57914	01016412072015	12/23/15	6400 118TH DR SE	\$430.92
	57914	01673912072015	12/23/15	99th ST SE/5 line	\$1,370.15
	57914	01741012072015	12/23/15	6203 107th Ave SE	\$1,048.13
	57914	01954612072015	12/23/15	3300 BLK Bickford Ave	\$3,775.39
				Check Total	<b>\$23,956.82</b>
<b>Comcast</b>					
	57915	892709-12/15	12/23/15	Water Share Shop Internet	\$18.19
	57915	892709-12/15	12/23/15	Storm Share Shop Internet	\$18.18
	57915	892709-12/15	12/23/15	Wastewater Share Shop Internet	\$18.18
	57915	892709-12/15	12/23/15	Streets Share Shop Internet	\$18.18
	57915	892709-12/15	12/23/15	Parks Share Shop Internet	\$9.09
	57915	892709-12/15	12/23/15	Fleet & Facilities Share Shop Internet	\$27.26
	57915	482016-12/15	12/23/15	Manager Share City Hall Internet	\$16.57
	57915	482016-12/15	12/23/15	Human Resources Share City Hall Internet	\$16.55
	57915	482016-12/15	12/23/15	Clerk Share City Hall Internet	\$16.55
	57915	482016-12/15	12/23/15	Inspection Share City Hall Internet	\$16.55
	57915	482016-12/15	12/23/15	Economic Dev Share City Hall Internet	\$16.55
	57915	482016-12/15	12/23/15	Planning Share City Hall Internet	\$16.55
	57915	482016-12/15	12/23/15	Finance Share City Hall Internet	\$16.55
	57915	482016-12/15	12/23/15	IS Share City Hall Internet	\$16.57
	57915	482016-12/15	12/23/15	Engineering Share City Hall Internet	\$16.55
	57915	475077-12/15	12/23/15	Skate Park Video	\$99.67
				Check Total	<b>\$357.74</b>
<b>Cummins Northwest</b>					
	57916	001-81268	12/23/15	cso generator service	\$1,109.75
				Check Total	<b>\$1,109.75</b>
<b>DataQuest</b>					
	57917	CISNOH-20151130	12/23/15	Preemployment Screening	\$116.00
				Check Total	<b>\$116.00</b>
<b>Databar Inc.</b>					
	57918	219127	12/23/15	Claim Checks	\$472.85
				Check Total	<b>\$472.85</b>
<b>Dunlap Industry</b>					
	57919	1355347-01	12/23/15	small tools	\$61.93
				Check Total	<b>\$61.93</b>
<b>E S A</b>					
	57920	117866	12/23/15	File #19-15-SP Site Visit on 10/27/15	\$611.19
	57920	117865	12/23/15	File #11-14-VAR PH prep & attendance	\$1,255.94
				Check Total	<b>\$1,867.13</b>
<b>Evergreen District Court</b>					
	57921	November 2015	12/23/15	Court case filing fees November 2015	\$741.60
	57921	November 2015	12/23/15	Interpreter	\$142.75
				Check Total	<b>\$884.35</b>

**CONSENT ITEM 9*****Schedule of Checks******for the Checks Issued Since the December 15, 2015 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
<b>Everett Stamp Works</b>					
	57922	17289	12/23/15	Cncl nameplates & plaque	\$160.32
				Check Total	<b>\$160.32</b>
<b>Firstline Communications, Inc</b>					
	57923	137294	12/23/15	City Hall Phone System Support	\$49.28
	57923	137339	12/23/15	City Hall Phone System Support	\$65.70
				Check Total	<b>\$114.98</b>
<b>Frontier</b>					
	57924	118075-12/15	12/23/15	Telemetry Auto Dialer	\$71.42
	57924	406075-12/15	12/23/15	City Manager Share City Hall Fax	\$8.66
	57924	406075-12/15	12/23/15	Human Resources Share City Hall	\$8.64
	57924	406075-12/15	12/23/15	Clerk Share City Hall Fax	\$8.64
	57924	406075-12/15	12/23/15	Building Inspection Share City Hall Fax	\$8.64
	57924	406075-12/15	12/23/15	Economic Development Share City Hall Fax	\$8.64
	57924	406075-12/15	12/23/15	Planning Share City Hall Fax	\$8.64
	57924	406075-12/15	12/23/15	Finance Share City Hall Fax	\$8.65
	57924	406075-12/15	12/23/15	IS Share City Hall Fax	\$8.64
	57924	406075-12/15	12/23/15	Engineering Share City Hall Fax	\$8.64
				Check Total	<b>\$149.21</b>
<b>GCR Tires &amp; Service</b>					
	57925	801-29401	12/23/15	loader tire	\$2,693.04
	57925	801-29462	12/23/15	loader tires	\$6,017.74
				Check Total	<b>\$8,710.78</b>
<b>Gray &amp; Osborne, Inc.</b>					
	57926	15535.00-04	12/23/15	Water System App 15-22	\$66.38
	57926	15586.00-04	12/23/15	Sewer System App 15-29	\$3,846.07
	57926	15410.00-11	12/23/15	Storm NPDES Permit Assistance 14-22	\$3,955.85
				Check Total	<b>\$7,868.30</b>
<b>Greenshields Industry Supply</b>					
	57927	30168	12/23/15	shackle	\$6.55
				Check Total	<b>\$6.55</b>
<b>Hach Chemical</b>					
	57928	9690457	12/23/15	lab supplies	\$132.15
				Check Total	<b>\$132.15</b>
<b>Harmsen &amp; Associates</b>					
	57929	15_0705	12/23/15	Stocker Farm - Cady Pk Added Survey	\$1,450.00
				Check Total	<b>\$1,450.00</b>
<b>H. D. Fowler Company</b>					
	57930	i4097776	12/23/15	meter setters, street elbow	\$1,206.45
	57930	i4101208	12/23/15	brass parts	\$970.59
	57930	i4104775	12/23/15	brass stock parts	\$2,061.48
				Check Total	<b>\$4,238.52</b>
<b>Home Depot - Shop</b>					
	57931	1593862	12/23/15	batteries	\$112.28
				Check Total	<b>\$112.28</b>

**CONSENT ITEM 9*****Schedule of Checks******for the Checks Issued Since the December 15, 2015 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
<b>Home Depot - Streets</b>					
	57932	9014096	12/23/15	concrete	\$25.32
	57932	6014412	12/23/15	concrete	\$20.26
				Check Total	<b>\$45.58</b>
<b>Home Depot - Storm</b>					
	57933	2077267	12/23/15	bulb	\$21.69
	57933	6572027	12/23/15	battery	\$22.80
	57933	5014522	12/23/15	concrete	\$3.98
				Check Total	<b>\$48.47</b>
<b>HD Supply Waterworks LTD</b>					
	57934	E856075	12/23/15	meters, touchreads	\$2,545.92
	57934	E856042	12/23/15	resetter, antenna asse	\$1,313.11
	57934	D952484	12/23/15	resetter	\$273.02
				Check Total	<b>\$4,132.05</b>
<b>Historic Downtown Snohomish</b>					
	57935	121615	12/23/15	Reimburse for lodging tax grant for ads	\$3,500.00
				Check Total	<b>\$3,500.00</b>
<b>Integra Telecom</b>					
	57936	13511106	12/23/15	City Hall Phones	\$1,964.31
	57936	13521824	12/23/15	Water Reservoir	\$61.35
				Check Total	<b>\$2,025.66</b>
<b>McDaniel Do It Center - Parks</b>					
	57937	465691	12/23/15	hammer bit, fasteners	\$31.97
	57937	465711	12/23/15	fasteners	\$6.09
	57937	466253	12/23/15	broom handle, fasteners	\$15.17
	57937	466401	12/23/15	tarp	\$21.75
				Check Total	<b>\$74.98</b>
<b>McDaniel Do It Center- Streets</b>					
	57938	465939	12/23/15	pliers	\$45.67
	57938	465962	12/23/15	concrete mix	\$19.52
	57938	466052	12/23/15	staples	\$14.13
	57938	466075	12/23/15	phone cord	\$7.06
	57938	466177	12/23/15	gloves	\$9.78
	57938	466259	12/23/15	organizer	\$16.31
				Check Total	<b>\$112.47</b>
<b>McDaniel Do It Center - Water</b>					
	57939	465847	12/23/15	20W Hybrid	\$11.14
	57939	465963	12/23/15	beanie faucet, clamp, elbows	\$26.34
	57939	466185	12/23/15	keys cut	\$8.66
				Check Total	<b>\$46.14</b>
<b>McDaniel's Do It Center Wastewater</b>					
	57940	465741	12/23/15	drawer organizer, electrical tape	\$9.97
	57940	465850	12/23/15	hose saver connector	\$7.93
	57940	466012	12/23/15	screwdriver	\$6.52
	57940	466016	12/23/15	screwdriver return	\$-6.52
	57940	466156	12/23/15	nyjer sack	\$4.33
	57940	466158	12/23/15	HTH tabs duration	\$27.19
	57940	466345	12/23/15	chlorine, nyjer sack	\$30.43

**CONSENT ITEM 9*****Schedule of Checks******for the Checks Issued Since the December 15, 2015 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	57940	466306	12/23/15	distilled water	\$68.09
	57940	466415	12/23/15	kneeling cushion, bleach	\$26.25
				Check Total	<b>\$174.19</b>
<b>Microflex, Inc.</b>					
	57941	22168	12/23/15	Tax Audit Program	\$45.00
				Check Total	<b>\$45.00</b>
<b>North Coast Electric Co.</b>					
	57942	S6885857.001	12/23/15	electrical supplies	\$6.42
				Check Total	<b>\$6.42</b>
<b>North Sound Hose &amp; Fitting Inc</b>					
	57943	70091	12/23/15	hydraulic parts	\$50.66
	57943	70189	12/23/15	o rings	\$2.18
				Check Total	<b>\$52.84</b>
<b>Northwest Cascade Inc</b>					
	57944	2-1464114	12/23/15	sani can-Water res.	\$91.50
				Check Total	<b>\$91.50</b>
<b>Petty Cash</b>					
	57945	1308	12/23/15	oversize copies for McCulloch	\$4.35
	57945	1309	12/23/15	oversize plans for Bergman	\$2.18
	57945	1310	12/23/15	Wellness Activity	\$11.00
	57945	1311	12/23/15	Wellness Activity	\$22.00
	57945	1312	12/23/15	Wellness Supplies	\$37.66
	57945	1313	12/23/15	Wellness Supplies	\$35.26
	57945	1314	12/23/15	Wellness Supplies	\$45.12
				Check Total	<b>\$157.57</b>
<b>Pitney Bowes</b>					
	57946	8765233-DC15	12/23/15	Leasing Charge	\$414.63
				Check Total	<b>\$414.63</b>
<b>Puget Sound Energy</b>					
	57947	836412072015	12/23/15	1610 Park Ave	\$38.68
	57947	924812072015	12/23/15	2100 Baird Ave	\$94.48
	57947	703212072015	12/23/15	2000 Weaver Road	\$12.14
	57947	758912072015	12/23/15	50 Maple Ave	\$82.42
	57947	857012072015	12/23/15	701 18th Street	\$46.10
	57947	202412072015	12/23/15	50 Lincoln Ave	\$81.35
				Check Total	<b>\$355.17</b>
<b>Rh2 Engineering Inc.</b>					
	57948	64074	12/23/15	South Zone Reservoir PRV Design 15-23	\$9,198.51
				Check Total	<b>\$9,198.51</b>
<b>Rubatino Refuse Removal Inc</b>					
	57949	10235441215	12/23/15	35yd drop box	\$99.53
				Check Total	<b>\$99.53</b>
<b>Ryan Deleuw</b>					
	57950	deLeuwDOHCERT	12/23/15	DOH cert renewal reimbursement	\$42.00
				Check Total	<b>\$42.00</b>

**CONSENT ITEM 9*****Schedule of Checks******for the Checks Issued Since the December 15, 2015 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
<b>Snohomish County Cities &amp; Towns</b>					
	57951	2016	12/23/15	City 2016 dues	\$100.00
				Check Total	<b>\$100.00</b>
<b>Snohomish County Department of Public Works</b>					
	57952	I000402379	12/23/15	street sweeping	\$1,990.77
	57952	I000402379	12/23/15	street sweeping	\$1,990.77
	57952	I000402379	12/23/15	traffic signal maint.	\$871.60
				Check Total	<b>\$4,853.14</b>
<b>Snohomish County Finance Department/Solid Waste</b>					
	57953	67474	12/23/15	vactor grit	\$208.00
				Check Total	<b>\$208.00</b>
<b>Snohomish County Fire Dist.#4</b>					
	57954	0045	12/23/15	Facility Use Fee - All City Staff Mtg	\$50.00
				Check Total	<b>\$50.00</b>
<b>Snohomish County Human Services</b>					
	57955	I000402969	12/23/15	3rd Qtr Liquor Excise Taxes	\$618.12
				Check Total	<b>\$618.12</b>
<b>Snohomish County Public Defender Association</b>					
	57956	1424	12/23/15	Indigent Defense Services	\$8,937.49
				Check Total	<b>\$8,937.49</b>
<b>Snohomish County Pud #1</b>					
	57957	114336769	12/23/15	#1000539970, 1608 Park, Hill Pk L/S	\$95.55
	57957	114336897	12/23/15	#1000395660, 617 18th, Champagne L/S	\$118.90
	57957	117656424	12/23/15	#1000439204, 40 Maple, Commercial L/S	\$138.53
	57957	107712343	12/23/15	116 Union Avenue, Street Lighting	\$71.36
	57957	117659719	12/23/15	#1000301981, 201 Maple, Traffic Light	\$34.00
	57957	120979122	12/23/15	#1000125182, 230 Maple, Police Station	\$1,143.09
	57957	130910841	12/23/15	#1000531586 2621 Bickford Traffic Signal	\$77.83
	57957	114342619	12/23/15	#1000539338, 1801 1st St, Shop Portable	\$66.19
	57957	114342619	12/23/15	#1000539338, 1801 1st St, Shop Portable	\$66.19
	57957	114342859	12/23/15	#1000556519, 2181 Cady, Commercial L/S	\$70.49
	57957	130911973	12/23/15	#1000535766, 1610 Park, Hill Park Power	\$94.62
	57957	140724984	12/23/15	121 Glen Avenue, Street Lighting	\$9.40
	57957	144042048	12/23/15	#1000558695, 1029 1st, DT Restroom Power	\$144.75
	57957	144042494	12/23/15	#1000125557, 116 Union, City Hall Power	\$623.50
	57957	147337195	12/23/15	#1000531585, 2749 Bickford, Street Light	\$150.98
	57957	147338766	12/23/15	#1000126750, 409 3rd Hall Moe Pool Power	\$244.90
	57957	150619350	12/23/15	#1000566359, 811 1st St, DT Power	\$19.66
	57957	150625230	12/23/15	#1000125814, 1819 1st, CSO L/S	\$562.68
	57957	153876991	12/23/15	#1000580435, 400 2nd St, Street Lighting	\$36.89
	57957	153877208	12/23/15	116 Avenue B, Street Lighting	\$9.40
	57957	153877209	12/23/15	124 Avenue B, Street Lighting	\$9.40
	57957	157070073	12/23/15	#1000385041, 20 Avenue A, Gazebo Lights	\$19.10
	57957	160276380	12/23/15	#1000430944, 112 Union, Eng Power	\$98.69
	57957	163484180	12/23/15	#1000545615, 1610 Park, Hill Pk Sm Shltr	\$20.22
	57957	166758398	12/23/15	#1000539313 1010 2nd, 2nd&A Street Light	\$85.85
	57957	111028406	12/23/15	#1000137618, 1801 1st, Shop Electric	\$800.18
	57957	111028780	12/23/15	#1000122743, 2000 Ludwig Rd, Ludwig Elec	\$45.78
	57957	120980897	12/23/15	#1000504619, 434 Ave D, Signal & Light	\$82.60

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<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	57957	124295308	12/23/15	#1000467578, 1301 1st, VIC Electric	\$170.63
	57957	140725673	12/23/15	#1000579410, 1115 1st, Street Lighting	\$59.60
	57957	147342238	12/23/15	#1000498870, 210 Ave D, Traffic & Street	\$59.88
	57957	163490312	12/23/15	#1000561224, 1301 1st, Traffic & Street	\$80.73
	57957	137419294	12/23/15	#1000417350, 1930 Stone Ridge, L/S	\$40.32
	57957	150626980	12/23/15	#1000381307, 2014 Terrace, SCADA Master	\$18.54
	57957	111030615	12/23/15	#1000515696, 1627 Terrace, N Zone Res	\$23.01
	57957	111030746	12/23/15	#1000524038, 1801 1st, Water Pole Bldg	\$28.51
	57957	104382808	12/23/15	#1000230125, 219 13th, S Zone Res	\$112.02
	57957	137420111	12/23/15	#1000528484, 2330 Baird, Clarks Pond L/S	\$81.09
	57957	163493061	12/23/15	#1000141397, 2015 2nd, Lab Bldg	\$3,639.76
	57957	124297652	12/23/15	#1000201937, 1103 Maple, Old Trail House	\$28.32
				Check Total	<b>\$9,283.14</b>
<b>Snohomish County Sheriff's Office</b>					
	57958	I000402824	12/23/15	Law Enforcement Service November 2015	\$11,732.36
	57958	I000402824	12/23/15	Law Enforcement Service November 2015	\$174,514.33
	57958	I000402824	12/23/15	Law Enforcement Service November 2015	\$32,217.64
	57958	I000402828	12/23/15	Law Enforcement Service December 2015	\$11,732.36
	57958	I000402828	12/23/15	Law Enforcement Service December 2015	\$174,514.33
	57958	I000402828	12/23/15	Law Enforcement Service December 2015	\$32,217.64
				Check Total	<b>\$436,928.66</b>
<b>Smarsh, Inc</b>					
	57959	125072	12/23/15	Archiving Platform - social media	\$100.00
				Check Total	<b>\$100.00</b>
<b>Snohomish Auto Parts</b>					
	57960	432616	12/23/15	delo 400	\$127.20
	57960	432608	12/23/15	oil filters	\$89.42
	57960	432588	12/23/15	delo 400	\$84.80
	57960	432587	12/23/15	filters	\$163.48
	57960	432739	12/23/15	bulb, plug	\$12.36
	57960	432740	12/23/15	battery	\$20.01
	57960	432875	12/23/15	filter, wiper blades, brushes	\$99.01
	57960	433136	12/23/15	oil filter	\$38.57
	57960	433129	12/23/15	oil	\$28.03
	57960	433260	12/23/15	bulb	\$4.70
	57960	433258	12/23/15	grease fittings	\$6.51
	57960	433957	12/23/15	brake lube	\$20.47
	57960	434383	12/23/15	filters, wiper blades	\$103.27
				Check Total	<b>\$797.83</b>
<b>Snohomish Co-Op</b>					
	57961	257329	12/23/15	unleaded	\$70.36
	57961	257762	12/23/15	dyed fuel	\$59.82
	57961	257805	12/23/15	diesel fuel	\$92.20
	57961	257519	12/23/15	unleaded fuel	\$82.20
	57961	257663	12/23/15	unleaded fuel	\$76.89
				Check Total	<b>\$381.47</b>
<b>Snohomish Garden Club</b>					
	57962	121815	12/23/15	Grant reimb for seasonal hanging basket	\$293.63
				Check Total	<b>\$293.63</b>

**CONSENT ITEM 9*****Schedule of Checks******for the Checks Issued Since the December 15, 2015 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
<b>Snopac</b>					
	57963	7899	12/23/15	Dispatch Services	\$11,196.24
				Check Total	<b>\$11,196.24</b>
<b>SoftwareONE Inc</b>					
	57964	US-PSI-440189	12/23/15	Adobe Acrobat Pro Upgrade Licenses	\$1,653.41
				Check Total	<b>\$1,653.41</b>
<b>Sound Safety Products Co.</b>					
	57965	26738/1	12/23/15	uniforms-Galde	\$230.28
	57965	26738/1	12/23/15	uniforms-Galde	\$230.27
				Check Total	<b>\$460.55</b>
<b>Sound Telecom</b>					
	57966	000006-253-201	12/23/15	monthly answering service December 2015	\$118.50
				Check Total	<b>\$118.50</b>
<b>Staples Advantage</b>					
	57967	3285593069	12/23/15	office supplies	\$16.31
	57967	3285593071	12/23/15	office supplies	\$46.77
	57967	3285593070	12/23/15	office supplies	\$623.74
	57967	3285593073	12/23/15	Office Supplies	\$118.50
	57967	3285593072	12/23/15	Office Supplies	\$44.69
				Check Total	<b>\$850.01</b>
<b>Summit Law Group PLLC</b>					
	57968	76359.1	12/23/15	Labor Relation Services	\$2,304.48
				Check Total	<b>\$2,304.48</b>
<b>Tammy Cannon</b>					
	57969	120915	12/23/15	Blogs Oct-Dec and profiles final billing	\$1,600.00
				Check Total	<b>\$1,600.00</b>
<b>Sound Publishing</b>					
	57970	EDH671966	12/23/15	legal ad publ - Ord 2297 sum	\$34.40
	57970	1447466	12/23/15	11/02/15 Council agenda publ	\$540.00
	57970	1466069	12/23/15	11/16/15 Council agenda publ	\$648.00
				Check Total	<b>\$1,222.40</b>
<b>UPS Store</b>					
	57971	84321	12/23/15	postage-safety video	\$9.17
				Check Total	<b>\$9.17</b>
<b>Usa Bluebook Inc</b>					
	57972	813511	12/23/15	pressure gauges	\$286.74
				Check Total	<b>\$286.74</b>
<b>US Bank CPS</b>					
	57973	17645	12/23/15	B&C Appreciation Reception	\$1,867.13
	57973	71900002	12/23/15	Widmaier rec req - oversize copies	\$14.14
	57973	59008563	12/23/15	steel lag screws	\$43.32
	57973	8687912	12/23/15	post hole diggers, gloves	\$135.32
	57973	1990869	12/23/15	latex gloves	\$274.40
	57973	15955	12/23/15	locks	\$36.65
	57973	2481838	12/23/15	phone case and otter box	\$35.02

**CONSENT ITEM 9****Schedule of Checks****for the Checks Issued Since the December 15, 2015 Meeting**

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	57973	2481838	12/23/15	repair tape	\$12.79
	57973	545446	12/23/15	HSGA #E15-082	\$670.90
	57973	120415	12/23/15	PSRC RPEC Parking	\$14.00
	57973	876351	12/23/15	All City Wellness Program Activity	\$37.98
	57973	798115	12/23/15	electrical connector	\$58.12
	57973	804322	12/23/15	resistor for heater	\$40.53
	57973	18767	12/23/15	Dec MAG mtg - Bauman	\$16.80
	57973	5268259	12/23/15	Wellness Supplies	\$87.02
				Check Total	<b>\$3,344.12</b>

**U.S. Postmaster**

	57974	120415-121015	12/23/15	Council Postage	\$9.84
	57974	120415-121015	12/23/15	City Manager Postage	\$2.43
	57974	120415-121015	12/23/15	Clerk Postage	\$32.01
	57974	120415-121015	12/23/15	Finance Postage	\$3.58
	57974	120415-121015	12/23/15	Police Postage	\$5.34
	57974	120415-121015	12/23/15	Planning Postage	\$0.97
	57974	120415-121015	12/23/15	Engineering Postage	\$247.70
	57974	120415-121015	12/23/15	Public Works Postage	\$1.94
	57974	121115-121715	12/23/15	Council Postage	\$4.33
	57974	121115-121715	12/23/15	City Manager Postage	\$1.86
	57974	121115-121715	12/23/15	Clerk Postage	\$120.24
	57974	121115-121715	12/23/15	Finance Postage	\$33.42
	57974	121115-121715	12/23/15	Police Postage	\$6.76
	57974	121115-121715	12/23/15	Planning Postage	\$7.03
				Check Total	<b>\$477.45</b>

**Utilities Underground Location**

	57975	5110199	12/23/15	locates November	\$10.78
	57975	5110199	12/23/15	locates November	\$10.78
	57975	5110199	12/23/15	locates November	\$10.78
				Check Total	<b>\$32.34</b>

**Verizon Wireless**

	57976	9756746902	12/23/15	Parks Cellular	\$163.37
	57976	9756746902	12/23/15	Streets Cellular	\$134.66
	57976	9756746902	12/23/15	Fleet Cellular	\$58.23
	57976	9756746902	12/23/15	Econ Cellular	\$57.42
	57976	9756746902	12/23/15	Bldg Insp Cellular	\$57.42
	57976	9756746902	12/23/15	Police Cellular	\$57.42
	57976	9756746902	12/23/15	Engrg Cellular	\$269.68
	57976	9756746902	12/23/15	Water Distribution Cellular	\$260.88
	57976	9756746902	12/23/15	WTP Cellular	\$204.87
	57976	9756746902	12/23/15	Collections Cellular	\$212.76
	57976	9756746902	12/23/15	Storm Cellular	\$116.84
	57976	9756746902	12/23/15	WWTP Cellular	\$172.26
	57976	9756746902	12/23/15	Utilities Manager Cellular	\$57.42
	57976	9756746902	12/23/15	City Mgr Cellular	\$57.42
	57976	9756965604	12/23/15	CSO Modem	\$23.86
				Check Total	<b>\$1,904.51</b>

**Wastewater Collection Personnel Association**

	57977	WWCBUSE	12/23/15	WWCPA dues-Buse	\$15.00
	57977	WWCMILLER	12/23/15	WWCPA dues-Miller	\$15.00
				Check Total	<b>\$30.00</b>

**CONSENT ITEM 9**

***Schedule of Checks***

***for the Checks Issued Since the December 15, 2015 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
<b>Whistle Workwear</b>					
	57978	275514	12/23/15	uniforms - raingear	\$52.41
	57978	275513	12/23/15	uniforms - raingear	\$74.25
				Check Total	<b>\$126.66</b>
<b>Washington Municipal Clerks Association</b>					
	57979	2016	12/23/15	WMCA Dues	\$75.00
				Check Total	<b>\$75.00</b>
<b>Washington State Association of Permit Technicians</b>					
	57980	2016	12/23/15	Hoole WSAPT 2016 Membership	\$35.00
				Check Total	<b>\$35.00</b>
<b>Washington State Department of Health</b>					
	57981	011439	12/23/15	DOH operator cert-A. Ray	\$42.00
				Check Total	<b>\$42.00</b>
<b>Washington State Patrol</b>					
	57982	I16003886	12/23/15	Fingerprint processing fee November 2015	\$88.50
				Check Total	<b>\$88.50</b>
				Batch Total	<b>\$592,965.32</b>
<b>Washington State Department of Revenue</b>					
	ACH	November 2015	12/07/15	Excise Tax	Check Total <b>\$28,707.88</b>
					Total All Batches <b>\$626,480.08</b>

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 #57895 through #57982 in the total of \$626,480.08 dated through December 23, 2015 are approved for payment on January 5, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember