



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

NOTICE OF REGULAR MEETING

SNOHOMISH CITY COUNCIL

in the
George Gilbertson Boardroom
1601 Avenue D

TUESDAY
November 1, 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 meeting of October 18, 2016 meetings
- a. Workshop (*P. 1*)
 - b. Regular Meeting (*P.9*)
- 7:05 4. **CITIZEN COMMENTS** - *Three minutes allowed for citizen comments on subjects not on the agenda. Three minutes will be allowed for citizen comments during each Public Hearing, Action or Discussion Agenda Item immediately following council questions and before council deliberation. Citizen comments are not allowed under New Business or Consent items.*
- 7:15 5. **PRESENTATION** – Proclaiming the Month of November 2016 as National Hospice Palliative Care Month (*P.29*)
6. **PUBLIC HEARINGS**
- 7:20 a. 2017 Property Tax Levy (First Hearing) (*P.31*)
- 1) Staff presentation
 - 2) Council’s questions of staff
 - 3) Citizens’ comments
 - 4) Close citizens’ comments
 - 5) Council deliberation and action

Continued Next Page

- 7:30 b. Tenth Street Right-of-Way Vacation (*P.39*)
- 1) Staff presentation
 - 2) Council's questions of staff
 - 3) Citizens' comments
 - 4) Close citizens' comments
 - 5) Council deliberation and action – **ADOPT** Ordinance 2316
- 7:40 c. Low Impact Development Code Update (*P.49*)
- 1) Staff presentation
 - 2) Council's questions of staff
 - 3) Citizens' comments
 - 4) Close citizens' comments
 - 5) Council deliberation and action – **ADOPT** Ordinance 2315

7. **ACTION ITEMS**

- 7:55 a. **AUTHORIZE** Temporary Use Permit with Washington Department of Fish and Wildlife for Boat Launch Maintenance (*P.87*)
- 8:05 b. **AUTHORIZE** City Manager to Sign Contract with BHC Consultants for Sewer Plan Update (*P.93*)

8. **DISCUSSION ITEMS**

- 8:15 a. Utility Funds Overview (*P.105*)
- 8:25 b. Light Manufacturing in Pilchuck District (*P.141*)
- 8:35 c. Review Construction Noise Ordinance (*P.145*)
- 8:45 9. **CONSENT ITEM - AUTHORIZE** payment of claim warrants #59623 through #59704 in the amount of \$373,639.97, and payroll checks #15129 through #15148 in the amount of \$426,555.33 issued since the last regular meeting (*P.155*)

8:50 10. **OTHER BUSINESS/INFORMATION ITEMS**

9:00 11. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**

9:10 12. **MANAGER'S COMMENTS**

9:20 13. **MAYOR'S COMMENTS**

9:45 14. **ADJOURN**

NEXT MEETING: Tuesday, November 15, 2016, 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 City Council Workshop Minutes
October 18, 2016**

1. **CALL TO ORDER:** Mayor Guzak called the Snohomish City Council workshop to order at 5:00 p.m., Tuesday, October 18, 2016, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

COUNCILMEMBERS PRESENT

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

STAFF PRESENT

Larry Bauman, City Manager
Debbie Emge, Acting Finance Director
Steve Schuller, Deputy City Manager/PW Director
Glen Pickus, Planning Director
Pat Adams, City Clerk

2. **DISCUSSION ITEM -** Department Budget Presentations (City Council, City Manager, Planning, Police, Public Works, Support Services)

Mr. Bauman stated staff normally schedules two workshops each fall for City Council review of the recommended budget. This year, due to the cancellation of the October 4 workshop, the 2017 review process will include all City departments. The primary purposes of these workshop-format budget reviews is to address questions, explain budget amounts and receive further direction from the City Council regarding the final proposed budget.

Mr. Bauman explained that tonight's review will provide Council with an overview of key budget elements for the 2017 budget, to include the Council's Annual Goals as strategic budget priorities, issues affecting the 2017 budget, highlights of the operating revenues and expenditures, as well as the 2017 personnel plan, 2017 capital projects and a fund balance and future outlook.

Mr. Bauman reviewed the 2017 City Council Annual Goals, which were established at the Budget Workshop on August 23 as follows:

- Develop a sustainable, five-year financial plan that balances projected revenues and expenditures (*Related to implementation of all Strategic Plan initiatives*)
- Analyze sustainable budget strategies to support parks operations (*Related to initiative 1*)
- Attract more living wage jobs for the community and increase tax revenues through continued economic development. (*Related to Initiatives 6 & 7*)
- Collaborate with agencies in the region for development of rails and trails that serve Snohomish. (*Related to Initiatives 1 & 4*)
- Create a plan for redevelopment and new uses of the Hal Moe Pool property. (*Related to Initiatives 1, 7 and 8*) Implement approved enhancements to the City's open government, public communication and civic engagement programs. (*Related to implementation of all Strategic Plan initiatives*)
- Establish a ongoing invitation to community organizations, City boards and City commissions to present their annual goals to the City Council meetings to enhance collaboration and coordination. (*Related to implementation of all Strategic Plan initiatives*)

AGENDA ITEM 3a

- Expand land uses that encourage and support ongoing economic development initiatives in the community. (*Related to Initiatives 6 and 7*)
- Partner with organizations to develop affordable housing projects, including senior affordable housing. (*Related to Initiative 8*)

Issues affecting the overall 2017 budget were identified as follows:

- The 2017 City budget focuses primarily on sustaining existing service levels rather than increasing human resources or enhancing existing services.
- General Fund budget resources continue to be the primary focus of both cost savings as well as any new investments.
- Sales tax, the major source of General Fund revenues, has higher sensitivity to regional economic conditions.
- Property tax revenues continue to shrink as a percentage of General Fund and ranks below utility taxes.
- Personnel costs drive the majority of budget increases (based on higher costs of benefits and compensation).
- Criminal justice costs – indigent public defense and jail fees continue to be significant cost drivers of the General Fund expenditures.

Highlights of operating revenues were discussed. Mr. Bauman discussed the General Fund 2016 amended budget operating revenues as \$8.6 million and the recommended budget operating revenues proposed at \$9.1 million.

Councilmember Rohrscheib asked about the Police Seizure Fund where no funding is shown. Mr. Bauman stated there are no seizures planned. The property seized is incidental.

Mayor Guzak asked about the Carnegie Restoration revenues which are shown at \$25.00. Mr. Bauman replied amounts shown are revenues and the City intends that a non-profit tenant occupy the annex portion of the property.

Mr. Bauman reviewed all revenue sources. Utility rate sales are the largest source of revenues at 26%. Sales tax is at 17%. Cost allocation charges and transfers in are at 11%. Grants are 5% and Property Tax is 4%.

Councilmember Rohrscheib asked how the cost allocation funds are structured. Mr. Bauman explained that cost allocation funds are funds going from other funds to the General Fund. For example, if a staff member spends time working on a utility project or other services that are not General Fund, that time would be allocated or charged to the applicable utility project. There is an established cost allocation program that has been reviewed and approved by the State Auditor.

The Council reviewed the General Fund revenues. Sales and Use Tax at 43% comprise the majority of revenues. Cost allocations are at 19% and Utility Taxes at 17%.

The 2017 estimated share of property tax by jurisdiction shows the School District receiving 67% of the property tax share, the Fire District #4 receives 13.1% and the County receives 6.8%. The City's share of the total levy is proposed at .91 per thousand, which includes the 1% increase in levy.

The 2017 Utility Tax operating revenues shows 30% from electric, 25% from telephone, 24% water/sewer, gas at 12% and cable at 9%.

AGENDA ITEM 3a

Mr. Bauman then reviewed the highlights of the operating expenditures. The General Fund increase for expenditures went from \$8.8 million to \$9.1 million which is a 3.7% increase over 2016. Operating expenditures for the City's core services include law enforcement at 41% of the City's General Fund expenditures, engineering at 11.6%, parks at 8.5% and finance at 7.5%. The other elements are about 5%.

2017 Recommended budget personnel plan includes:

- Cost of Living Adjustments – 2.25%
- Pay Step Movements for Eligible Employees
- Medical Premium Increases at 4.5% (Regence) and 1.2% (Group Health)
- Employer Retirement Plan Contribution Remains at 11.18%
- Positions Proposed to Remain Vacant:
 - Water Treatment Plant Operator – Water
 - Community Services Officer – Law Enforcement
 - Maintenance Worker I – Water
 - Utility Engineering Specialist – Engineering
 - Office Assistant II – City Manager

2017 Capital Improvement Projects include the Carnegie Building Improvements at \$230,000. The budget was increased on the recommendation of the Information Services staff to ensure there are adequate funds for the community meeting room. Staff plans to show Council the setup of the room and to obtain Council feedback.

Councilmember Burke questioned the Riverfront Property Improvements at \$150,000. Mr. Schuller explained that this is for fencing and the second phase master planning for the entire riverfront so the City can be competitive for grants. This also includes the bridge across the creek from Cady Park.

Councilmember Schilaty asked if the Interurban Trail Development at \$105,000 is the area by Jack in the Box. Mr. Schuller confirmed that is correct. However, a number of these projects are pending grant funding and may only be successful if grant funding is received.

Mr. Bauman explained that \$60,000 has been identified for Pedestrian Network Improvements. Mr. Schuller stated this budget went to zero with the 2008 recession, and then moved up to 10,000. He is pleased to see this funding allocated toward sidewalk repairs and crosswalk improvements. Councilmember Schilaty suggested reaching out to neighborhoods to assist Council in developing a list of areas to consider for pedestrian improvements.

Mr. Schuller stated there will be a discussion in February to discuss streets. There will be a list for Council consideration and feedback. He thinks it would be a good idea to reach out to citizens through social media and the newsletter. Staff has applied for a grant for Second Street to Avenue J to the east end of the Pilchuck River to help make the area more pedestrian friendly.

Mayor Guzak asked about the Aldercrest Water Main Extension at \$815,000. Mr. Schuller explained it is a private system of 20 members. They had their own private water system. They want to get out of the water business. This system goes down Terrace. They will need to buy into the City's system.

The 2017 fund balance and future outlook for the General Fund has an estimated beginning fund balance of \$1.7 million, which is a little bit down from the estimated beginning fund balance of \$1.74. Ongoing monitoring of projected fund balance based on very conservative projections for

AGENDA ITEM 3a

sales tax is a concern, which is why the City will need to work on a five-year financial plan. 2019 is projected as a crossover year.

City Council

Overview:

- The City Council budget represents about 1 percent of the City's total Non-Utility operations budget as proposed for 2017.
- The largest portion of the City Council budget is devoted to legal services, and public records requests are driving cost increases in this area

Values Statement:

- 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.
- Open and Transparent: The City Council strives to engage the community through transparent processes, collaboration with citizens and public participation in its meetings.

Activities and Services:

- Establishes annual goals & priorities
- Directs strategic planning & implementation
- Adopts policies, resolutions, ordinances
- Adopts budgets and budget amendments
- Provides community leadership
- Approves annual operating & capital budgets
- Creates and appoints boards & commissions
- Provides liaisons to City boards & commissions & external organizations
- Develops regional leadership & maintains key intergovernmental relations

City Manager's Office

The City Manager's Office is comprised of five budgeted divisions, each of which serves the entire City organization & community:

- City Manager
- City Clerk
- Human Resources
- Economic Development
- Non-Departmental

The activities and services of each division were reviewed. Cost drivers affecting the 2017 City Manager Division budgets include:

- Vacant full-time Office Assistant II position
- New part-time/temporary position for Economic Development

AGENDA ITEM 3a

- Reductions in professional services: \$43,000
- Reductions in insurance premiums: \$14,202

The Council discussed the Snohomish County Health District contribution. Mr. Bauman asked for direction from Council on whether to include a contribution into the 2017 budget. Mayor Guzak stated she met with the North County Mayors and discussed contributions being made by other cities. She noted the Health District is important. For Snohomish, \$2.00 per capita is about \$18,000. She feels it is vital to support the Health District. Councilmember Schilaty would like to take a leadership role and contribute. Mayor Guzak stated the County is already funding the Health District, and the County's per capita payment would be an added contribution. There was Council consensus to include the \$2.00 per capita contribution into the 2017 budget.

Planning and Development Services Department

The Planning and Development Services Department consists of:

- Staff of four in two divisions
 - Planning & Permitting
 - Building Safety

The proposed services and budget changes for 2017 are as follows:

- Increased budget for professional development of staff
 - Dues for each staff member in relevant association
 - Conferences and workshops (includes related travel & subsistence costs)
- Continued budget request for temporary clerical assistance to be used if needed
- Budget for professional services to help with finalizing SMP and CAO updates
- Increased budget for supplies to purchase building code interpretation manuals

Law Enforcement

Law Enforcement services consist of the following divisions:

Investigations Division:

- Burglary
- Narcotics
- Crimes Against Children
- Assist other LE Agencies
- Social Media Investigations/Search Warrants
- Fraud
- Theft
- Crime Prevention

Police Operations:

- Calls for Service
- Traffic Enforcement
- Neighborhood Watch
- Emergency Management
- Enforce State and Municipal Statutes and Ordinances
- Snohomish Regional Drug & Gang Task Force
- Special Event Management
- Volunteer Crime Prevention

AGENDA ITEM 3a

Law Enforcement cost drivers affecting the 2017 budget are as follows:

- Animal control costs
- Compliance with public disclosure requests
- Police labor negotiations
- Unknown impact of homeless population migration from Everett

Public Works Department

The Public Works Department is comprised of the following three divisions:

- Engineering (Cost Allocation) – Yosh Monzaki
- Utility Operations (Enterprise Funds) – Tim Jackson
 - *Wastewater* – Treatment & Collections
 - *Water* – Distribution, Storage, Treatment & Water Quality Control
 - *Stormwater* – Collections & Treatment for Public Projects (more recent)
-Most Treatment is Private (Residential & Commercial)
- Service Operations – Mike Johnson
 - Streets (Special Revenue)
 - Parks (General Fund)
 - Internal Service Funds
-Facilities/Fleet/Mechanic

Cost drivers affecting the 2017-2021 budgets are as follows:

- Utilities: Staff reductions to reduce 2017 costs. Need continued long-term regulatory stability (external) to maintain cost reductions.
- Transportation: Self-Driving Vehicles – change to parking demand, intersection improvements, signal upgrades, pavement overlay design.
- Parks: General fund demands for transportation and criminal justice limit funding for parks.

Support Services Department

The Support Services Department is comprised of two divisions:

- Finance
- Information Services

Cost drivers affecting the 2017 budget are as follows:

- Continued Staff Training and Development
- New Records Management Software
- Solid Waste Contract – Implement New Contract
- Continue Network Server Upgrades
- Professional Services – Audit Fees, Financial Report Customizations
- Cost Allocation charges

In conclusion, the 2017 Recommended Budget demonstrates:

- Overall positive budget health for 2017.
- Opportunities for only minor improvements in services and programs.
- Need to continue a conservative budget path.
- Continued review in 2017 for future revenue growth and/or expense reductions (five-year financial plan).

AGENDA ITEM 3a

3. **ADJOURN** at 6:48 p.m.

APPROVED this 1st day of November 2016

CITY OF SNOHOMISH

ATTEST:

Karen Guzak, Mayor

Pat Adams, City Clerk

AGENDA ITEM 3a

AGENDA ITEM 3b

Snohomish City Council Meeting Minutes October 18, 2016

1. **CALL TO ORDER:** Mayor Guzak called the Snohomish City Council meeting to order at 7:00 p.m., Tuesday, October 18, 2016, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

COUNCILMEMBERS PRESENT

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

STAFF PRESENT

Grant Weed, City Attorney
Larry Bauman, City Manager
Debbie Emge, Economic Development Manager
Steve Schuller, Deputy City Manager/PW Director
Glen Pickus, Planning Director
John Flood, Police Chief
Pat Adams, City Clerk

2. **APPROVE AGENDA** contents and order.

MOTION by Hamilton, second by Burke, to approve the agenda as presented. The motion passed unanimously (7-0).

3. **APPROVE MINUTES** of the September 20, 2016 workshop and regular meetings.

MOTION by Schilaty, second by Rohrscheib to approve the minutes of the workshop and regular meeting. The motion passed unanimously (7-0).

4. **CITIZEN COMMENTS** on items not on the Agenda

Mayor Guzak welcomed the citizens to the meeting and discussed the procedures for providing citizen comments.

Morgan Davis, 206 Avenue I, stated he received a chart from Jennifer Olson with the City's Finance Department. It shows the City Manager's 2016 salary at \$151,853, plus benefits for a total compensation cost at \$197,560. In August, the Mayor and Council thought the City Manager was underpaid compared to other small towns and cities under 10,000 population in the Snohomish County Region. The Council awarded Mr. Bauman a \$3,200 pay raise bringing his salary and benefits to over \$200,000 for 2017. Mr. Davis stated The Herald keeps reporting the City Manager's pay at only \$142,000. He asked the Council to read Sunday's Herald article by Ms. Tompkins. She repeats the myth that Mr. Bauman's salary is only \$142,000. Mr. Davis also noted in the Mayor's September 2 letter to The Herald, she wrote that Larry Bauman's salary is below the median compared with similar sized towns and cities in our region. Mr. Davis can't think of a town or a city in Snohomish County under 10,000 population that has a manager, administrator or mayor position costing over \$200,000 per year. Mr. Davis asked Mayor Guzak to identify those towns and cities paying more than the median \$200,000 and to cite her source under New Business.

Mayor Guzak stated she would reply to Mr. Davis at a later date. She does not have the information available tonight.

Manager Bauman indicated he would be happy to provide Mr. Davis with the annual salary compensation study, which shows the comparative salaries for our City and other cities in the

AGENDA ITEM 3b

region. Mr. Davis can stop by City Hall, or it can be emailed to him.

Mr. Davis stated he doesn't want other cities like Everett, Seattle, Medina or Woodway from within the region. He wants Snohomish County cities and towns under 10,000 population. He asked if that information can be provided.

Mr. Bauman replied he is unable to manipulate the study for Mr. Davis.

Kris Raymond, 521 Pearl, said she would like to discuss putting a fence in her yard. She was told by the City Council she resides in the Historic District, and couldn't put a fence in. She then went to City staff and is proposing that since the fence is in a residential land use designation, it should be allowed. She is located right on the Centennial Trail and she has had things stolen from her front porch, had numerous dogs in her yard and garbage. She is the first unit down on the trail and when there is any event in town people come down her street and they use her front yard as a garbage dump. She wants to put a fence up and she would like the Council to amend the fencing code.

Mayor Guzak asked that Ms. Raymond work with Planning Director Pickus.

Mr. Pickus responded that he has already been in contact with Ms. Raymond and they have identified a simple code amendment to allow the fence.

Mayor Guzak stated the code amendment would need to come back to the Council and directed Mr. Pickus to proceed with the amendment.

Arlyce Hopkins, stated she is for "Vote Yes on Prop 2." She commented that many of their signs have been torn down, stolen and destroyed. However, the "Vote No on Prop 2" signs located right beside them still stand. John Kartak, their sign person, replaces their signs on a daily basis. He even put back up two "Vote No" signs while he was out doing their signs. The problem is someone is stealing their signs. It's odd that none of the "Vote No" signs have been torn down, missing or stolen. That is the comment she wanted to make. She didn't know if everybody was aware of that or not, but it's a big deal. They don't have tons of funds to buy more signs. She keeps hearing about the tiny handful of citizens in favor of Prop 2. She stated there are hundreds of them. That's all she wanted to say.

Mayor Guzak responded that she has also been watching the signs and she knows that some of the "Vote No" signs are also gone.

Councilmember Rohrscheib stated he personally placed approximately 20 "Vote No" signs, and at least 10 of those signs he personally placed are now missing. Apparently, it's on both sides of the field.

Kari Zimmerman, Bonneville Avenue, said that one of the "Vote No" signs she put up is also gone. She explained she is working with the Boys and Girls Club to start a Youth Council, which would hopefully be a youth advisory to the Council on the City's youth issues. She wants to know once they get that going if a Council liaison could be appointed.

Mayor Guzak responded typically the Council liaisons are assigned to official Council committees. She asked that Ms. Zimmerman provide the Council with more information on what she is proposing.

AGENDA ITEM 3b

Ms. Zimmerman stated another issue regarding Prop 2 is that the City Manager doesn't live here. She is wondering if Mr. Bauman could attend more community functions and be more of a presence in town by possibly attending the Kla Ha Ya Days parade or events like that.

Mayor Guzak stated the City Manager shows up at a lot of the events she attends.

Mr. Bauman replied if Ms. Zimmerman has a specific event that she is interested in having him attend, please contact him at the office.

Colleen Dunlap, stated her comments are not personal. A while back, she asked the Council how much leeway they have regarding requiring the City Manager to live within the City and the City Attorney was not very clear. According to the State RCW 35A.13.050, the City Manager is generally required to live within the City after being hired unless it is waived by the City Council. She personally thinks it is right for citizens to be aware. Ms. Dunlap noted the City has a contract and she would hate to see anybody make a fuss over it, but there is a certain amount of controversy regarding it and she thinks it is right that people know that this is an option and in fact that the City Council has to waive the requirement.

Attorney Weed responded he is well aware of the statute. However, he apologized that he doesn't recall specifically being asked the question, but it is entirely up to the City Council as to whether they wish to impose a residency requirement or waive it under its own ordinances or through the contractual process. He is sure there are some cities who waive the requirement and some who do not.

Citizen comments – closed

5. PRESENTATION: Voluntary Gun Disposal Program.

Mr. Peter Messinger has lived in Snohomish since 1990. His proposed program is an information program called, "Drop Your Guns." It's a civic action that he feels is much needed given the epidemic of gun violence within the country. His focus will be local with this program, because he feels there are enough people here who are willing to take action and dispose of their firearms in the interest of the children, ourselves and anyone who is at risk of becoming a victim of gun violence. Mr. Messinger stated between 2005-2015, 71 Americans were killed in terrorist attacks on U.S. soil and 301,797 Americans were killed by gun violence. In 2015, there were 50,000 incidents nationally of gun violence and 32,000 deaths (20,000 were suicides). From 2016 to date, 756 children have been killed by gunfire, 19 toddlers killed themselves, 25 toddlers injured themselves, 2 toddlers killed other people and 13 toddlers injured other people.

Mr. Messinger has great respect for the Second Amendment. He noted currently, there are an estimated 270 and 350 million guns privately owned in the United States. There are only 324 million Americans living in the United States. That's one gun for every person. Rights come with responsibilities. Rights imply choice. He is asking people to make a choice. The mechanism is in place for people to dispose of firearms thanks to the far sightedness of the Snohomish Police. Awareness of the public threat of gun violence is at a high point. Gun sales are at a high point. Gun deaths are at a high point and mass gun violence is at a high point. Frustration and fear are also at high points. He noted there are signs for gun shows in Everett and elsewhere and every week in the Tribune, and there are also circulars from Cabela's advertising firearms.

Mr. Messinger stated his plan works by increasing public awareness through circulating yard

AGENDA ITEM 3b

signs to be placed voluntarily by citizens and on public property. He presented a prototype sign. He would also communicate this program through regular features in the Tribune, City of Snohomish website, medical professionals and through local merchants who sell and don't sell firearms. He noted there is currently support from local law enforcement, and he is in touch with the School District to seek their support. He has also sought support from Senator Patty Murray and from the citizens.

The process for turning in guns is that a citizen decides to dispose of one or several firearms. They would then contact the Snohomish Police by telephone with the serial numbers and specific information about the firearm(s). The department will then assign a time for the citizen to bring in their firearm by car to the Police Department. With the firearm locked in the car, an officer will accompany them to the car to retrieve and take possession of the firearm, and the firearm is destroyed. This results in no added costs to the City's budget. The publicity costs have been taken on by Mr. Messinger. He is asking for the endorsement of the Council for this campaign. He would like a Council Resolution to support the program - verbally not financially.

Councilmember Rohrscheib stated within the staff report, it was noted that it could take up to 45 minutes per appointment to process a firearm. He has some concerns about that, as it would take an officer(s) away from patrol duties. He wanted to know if the department was looking at bringing in additional personnel when citizens make their appointments.

Chief Flood stated the department would utilize existing personnel, as the handling of a firearm is dangerous if you don't know what you're doing. He would not want to bring on a volunteer or private citizen to take on that dangerous assignment. Typically, firearms that are brought in to the police department are in a state of disrepair and have been neglected and even experienced personnel are a little tentative about touching them. A fully commissioned officer is required. The 45 minute time frame is from start to finish. The time for the citizen to turn in the weapon is pretty quick. However, the police need to complete their paperwork and log it into evidence so it can be destroyed.

Councilmember Randall asked if there would be certain times of the business day the appointments would be scheduled or would it be after hours?

Chief Flood responded if a citizen had no other option but to come in after hours, the department could accommodate them. The department has the ability currently to accept firearms. It's something they have done since he has been with the Sheriff's Office for 25 years. This is not new. If someone wants to come in on a weekend and meet with an officer, they can do that. They would prefer Monday-Friday during business hours. Currently, a citizen doesn't need an appointment to turn in their firearm. If somebody called 9-1-1 and said I'm in the parking lot to turn in a gun, an officer will come and meet the citizen and take the gun.

Councilmember Burke asked if there a chain of custody and are the guns always destroyed.

Chief Flood responded the guns are always destroyed. They are not sold or handed off to dealer.

Councilmember Schilaty stated this program could be a benefit to the Police Department as Mr. Messinger is willing to take on the education portion of this at his own expense and educate the public to make a phone call to make an appointment.

AGENDA ITEM 3b

Chief Flood agreed.

Mayor Guzak stated this is a public awareness effort and through this effort it can be communicated that citizens can turn in guns they no longer want. She is supportive of this effort.

Councilmember Burke and Rohrscheib thanked Mr. Messinger for his presentation, and commented on the sample yard signs.

Councilmember Burke added that maybe Mr. Messinger could work with the Chief to come up with a specific day and time for firearms destruction.

Mr. Messinger commented if the City can have a trash day, there can also be a gun day.

Councilmember Schilaty thanked Mr. Messinger for taking this program on. She thinks it's important and applauded him for educating people.

Mayor Guzak said the Council is in support of asking staff to assist the Council in developing a Resolution and then return to Council for review.

6. PUBLIC HEARINGS:

a. Revenue Sources

Mr. Bauman explained the purpose of this public hearing is for the City Council to take public testimony regarding revenue sources as a key step toward adoption of the 2017 Budget. Cities in the State of Washington are required, by State law to hold a public hearing on proposed operating revenue sources prior to the adoption of their annual property tax levy. This public hearing provides the City Council and the public with the opportunity to review forecasted 2017 operating revenue sources. The City operating funds defined as funds that pay employee wages – are the General Fund (001), Street Fund (102), Utility Enterprise Funds (401,402,404), Fleet and Facilities Fund (501) and Information Services Fund (502).

Mr. Bauman reviewed the background information from the agenda staff report, noting there was a budget workshop conducted earlier this evening, which included a budget overview of all the operating departments, as well as an overview of the City budget. Sales tax revenues are projected to grow slowly and it is an important source of operating funds for the City budget, and comprises approximately 43% of the General Fund. Sales tax is also one of the most volatile of City revenues, and for that reason, it is projected on a very conservative basis. Previous year measures for cost containment and a cautious approach to forecasting revenues have not minimized the need for future levels of service modifications and three positions will remain vacant in 2017. The 2017 Recommended Budget largely continues a conservative budgeting approach initiated at the start of the economic recession beginning in 2008. The economic conditions caused during this recession have continued in lessening degrees in recent years, yet have a sustained impact on the City's operational budget as we go forward into 2017.

The basic and conservative assumption embedded in the 2017 Budget is that we should be careful not to expect that recent trends of improvements in our General Fund revenues are sustainable trends at this time. That is one of the reasons the City Council earlier this year increased its policy for General Fund Ending Fund Balance or Reserve to a range of

AGENDA ITEM 3b

15-20%. The City generally tries to exceed that amount, if possible. Sales tax revenues account for the largest share of the General Fund resources and are the most volatile by reflecting the state of the economic ups and downs. The 2017 Recommended Budget projects a modest increase in revenue streams for the General Fund. Utility rates are proposed for the three year period of 2017, 2018 and 2019 and the 2017 Recommended Budget includes the proposed rate 2.25% increase each year for water, varying decreases for sewer rates based on meter size and storm water rate increases at 2% each year. Total 2017 revenue sources are estimated to be \$28,153,060.

Citizen comments:

Morgan Davis, 206 Avenue I, requested that Council not increase the annual property tax levy. He understands the ending balance of the General Fund Reserve is now 20%. He remembers five or ten years ago, Council was happy with 7%. There is absolutely no need to raise property taxes this year or next year. Mr. Davis stated the argument the Council makes for raising this - is that it's free money. It's not free money. It comes from the taxpayers. The Council states if they don't take it, they will lose it. That is not the attitude the Council should have. The Council should ask if they need it. The Council doesn't need it. The City has plenty of money in its reserves. It's never been higher. Mr. Bauman is now talking about making efficiencies and not filling positions. That's what the citizens have been asking for, for years. Mr. Davis doesn't know if it's public pressure or what, but Mr. Bauman is doing that now. If Proposition 2 does anything, it's to put frugality back in City government which the City hasn't had in the last 10 or 20 years. There has been a lot of waste and a whole laundry list of wasteful spending the City's had. The 6% utility tax for the General Fund brings in more revenue than the property tax. Mr. Davis thinks it's time to cut the onerous 6% utility tax in half to 3%. That would do more for the citizens' utility bills than a one-year 10% reduction in sewer rates. Just because you can raise property taxes, doesn't mean you have to. You don't need to raise property taxes. Leave it alone.

Citizen comments – closed

Councilmember Hamilton stated that property tax is not something that is under consideration tonight. The property tax discussion would be a future public hearing. He would like to point out that the 1% increase for the average homeowner in the City of Snohomish is less than \$3.00 per year.

Mayor Guzak pointed out that the City has had staff reductions for quite some time. Since the recession, there have been a number of staff reductions and the City is very slowly starting to staff up, but staffing is still well under where the City should ideally be at. There has been excellent fiscal management through the recession and to this current day.

b. Establishing 2017-2019 Water, Wastewater and Stormwater Rates - Resolution 1348

Ms. Emge stated the purpose of this agenda item is for the City Council to consider Resolution 1348 and receive citizen testimony regarding establishment of water, wastewater, and stormwater utility rates for 2017, 2018 and 2019.

For 2017-2019 water rate setting, rates were analyzed by FCS Group as part of the study to determine feasibility of closing the water treatment facility and purchasing all water from the City of Everett. Water base and overage rates were recommended by the

AGENDA ITEM 3b

consultant to increase 2.25% each of the three years.

For 2017-2019 wastewater rate setting, staff conducted in-house revenue sufficiency analysis and rate structure analysis to determine the Wastewater Utility Enterprise Fund financial condition, review debt obligations and future capital infrastructure improvements necessary to ensure that the City stays compliant with all regulatory agencies. Many workshops and discussions were conducted with the City Council starting in October of 2015 through September 2016.

Wastewater rates are proposed to decrease for the majority of all residential and commercial customers, depending on water meter size and household consumption. Based on Council direction to staff during the September 20 utility rates workshop, wastewater base and overage rates were separated for 5/8" meter customers so that the 5/8" base rate would be significantly lowered, a base rate decrease of 24.79% and overage rate increase of 28%, as a way to equalize the historical increases that impacted low-end consumption households. One inch and larger meters will see a 10% decrease for both the base and overage rates. This new rate structure will impact 2017 rates and no increases are planned for 2018 and 2019 of the three year rate cycle.

For 2017-2019 stormwater rate setting, staff conducted in-house revenue sufficiency analysis to ensure that future resources are available for stormwater capital investments as well as sufficient funds for operations and maintenance. Stormwater rates are recommended to increase 2.0% each year of the three year rate cycle.

Councilmember Hamilton asked about 5/8" meter customers, particularly those at the higher units. He wanted to know if those are primarily apartment complexes and businesses.

Ms. Emge confirmed that is correct.

Councilmember Hamilton asked if those establishments could actually benefit by converting to a larger meter.

Ms. Emge stated they potentially could and that analysis could be completed for them.

Citizen comments:

Morgan Davis, 206 Avenue I, stated the City hired FCS as a consultant. Historically, FCS has set the water and sewer rates for Snohomish. They set the water rates, but the City didn't want them to set the sewer rates. The Council allowed Councilmember Hamilton to change the system only for 5/8" meter customers, which is 99% single-family homeowners and presumably, Mr. Davis guesses, Councilmember Hamilton is one of those homeowners that has a 5/8 meter. He thinks it's kind of a conflict of interest to have Councilmember Hamilton change the formula when nobody else gets that break. Councilmember Hamilton may conserve, but as former Finance Director, Danny Weinberg stated, if everybody conserved like that, the City wouldn't have any money. Mr. Davis thinks the professional consultants the City has always had that did the water rates should have done the sewer rates as well because they are tied together. Sewer is based on water consumption. Why didn't FCS do the study? It's kind of a conflict of interest because Mr. Davis remembers when Councilmember Hamilton came on board, he changed the base from 8 to 4 for 5/8"s. It's already been cut in half. Mr. Davis' neighbor says that Councilmember Hamilton is kind of monkeying around with things,

AGENDA ITEM 3b

and the public really doesn't know about it. Mr. Davis thinks he is doing it for a self-serving purpose.

Citizen comments - closed.

Councilmember Hamilton stated he is sure Mr. Davis recalls that they spoke in the autumn of 2007 when the FCS Group came with a rather large proposed rate increase to the City at 21% for wastewater for three consecutive years. Mr. Davis may also remember the presentations Councilmember Hamilton made to the City Council as a private citizen in December 2007 and January 2008. When Council reviewed the rates at that time, somebody was using 8 units, which was the old standard. The rate increase in 2008 changed the base units from 8 to 4 at that point. He was not a City Councilmember until 2010. Somebody using 8 units had a 38 ½ % rate increase – even though the average for the City was 21%. Somebody using 20 units only had a 17 ½% rate increase. He proposed at that time, rates that would make it an equal distribution for everybody across the board. City Council seriously considered those. In the end, they went with the FCS Group's recommendation. He didn't think that was fair, and seven years ago, he ran for City Council on a pledge that he would be fair to all the citizens. He specifically cited what happened to that rate increase. This is an unusual event where the City is able to decrease its wastewater rates by 10%. It's unheard of in Western Washington and maybe around the country due to the Department of Ecology's increased demands on how water is treated. He applauded City staff on the extraordinary amount of work they have done to save the ratepayers in this City more than \$30 million in cost above what has already been spent to make improvements. Councilmember Hamilton has worked diligently to bring the rate structure for wastewater back into an equitable distribution for all ratepayers. It's unusual for an elected official to be able to deliver on a promise made to voters. Seven years ago, 72% of the voters in this City backed Councilmember Hamilton on his pledge to be equitable to everybody. Everything he has done since then, he has attempted to do in total fairness, and tonight the Council is able to accomplish that.

MOTION by Hamilton, second by Rohrscheib that the City Council **ACCEPT** public testimony and **ADOPT** Resolution 1348 to set water, wastewater and stormwater rates for 2017 through 2019.

Mayor Guzak stated the Council has supported Councilmember Hamilton in the analysis that has taken place with the City's Finance staff, and she thinks the Council has worked to support the ratepayers and believes Council and staff have done a great job managing water, wastewater and stormwater. She is pleased to support the resolution tonight.

Councilmember Schilaty stated Council had a workshop on this topic and supported moving forward in this direction. She wanted to emphasize regarding the City's high use customers that they are going to have an increase and that is something the Council acknowledges and is aware of. She supports the resolution.

Councilmember Randall stated he is hopeful those business impacted by increased rates will consider upgrading their meters to a larger size. He also wanted to thank staff for bringing the integrated media to Council's attention a few years ago. The City received \$3 million from the State of Washington to buy these so-called bacteria hotels. Those have really helped to clean up the effluent and to lower the nitrogen levels for the water being discharged into the river. They are wonderful devices.

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

AGENDA ITEM 3b

7. ACTION ITEMS:

- a. **AUTHORIZE** City Manager to Sign Contract with Philips Publishing for Quarterly City Magazine

This agenda item is to authorize the City Manager to sign a three-year contract with Philips Publishing, LLC (Philips) to publish a quarterly City magazine. This publication would be distributed by bulk mail on behalf of the City. It would provide information about City business, civic initiatives and events, social and cultural activities, business opportunities, and/or educational programs available to visitors and residents of the area.

Although the concept of producing a quarterly magazine was an idea that was presented by staff to the Open Government Committee, it was an initiative that the Committee supported. The Committee's final report included the magazine concept among its nine recommendations as "6) Develop and Distribute a New Citywide Magazine."

The City would be fully responsible for the content of the proposed magazine and would establish its editorial calendar. The City would approve, edit, or reject any and all proofs including all advertising, all content, all production components, and all graphics. If the contract is approved by Council, staff would bring forward a proposed set of advertising policies to ensure that Council can proactively establish advertising limitations (e.g. potentially prohibiting alcohol and tobacco or similar types of advertising) based on its view of community values. Staff would also propose the quarterly magazine editions each include a theme or major article focused on a key public issue or area of service (e.g., law enforcement/criminal justice, utilities, transportation, community planning, budget, etc.) and would also intend to bring a tentative list of such themes back to Council for its review at the same time that advertising policies are reviewed if the contract is approved. The inaugural edition is scheduled for delivery to residents on or around February 15, 2017.

Citizen comments:

Colleen Dunlap, stated she would like to encourage the City to offer some mechanism for the community to contribute to the content of the magazine. She understands it can't be wide open and that the City needs to maintain some control. However, she thinks it's important that in the interest of community participation, issues that are important to the community should be included.

Mary Dessen, asked if the magazine is going to cost \$2,600, why would staff ask for \$13,000. That seems unusual. She also wanted to know why the City would share the revenue with Philips Publishing. If the City is making a profit and have paid them what was agreed to, why would the City share the revenues.

Ms. Emge responded this is a new publication and while the City is confident in Philips expertise, should those revenues fall short, the City wants to be clear that it is committed to this magazine and would invest up to \$13,500.

Mr. Bauman stated the City wants to incentivize the publisher to put some considerable effort into growing the advertising revenues for the City by sharing those costs.

Morgan Davis, 206 Avenue I, stated he doesn't think the Council should approve the \$13,000 for the news magazine. It's not necessary. It's kind of like the Open

AGENDA ITEM 3b

Government focus group that Council authorized for Ron Dotzauer for \$13,000 and it turned out the members weren't even living in the City. Mr. Davis doesn't even know about the recommendations on how to improve things except for the Council to tighten their conflict of interest laws, which they haven't done. So, that was a waste of money. Mr. Davis thinks the magazine looks like just pure propaganda for City Hall. The City already has its newsletter, Council meetings and it's on audio now. He doesn't think the City needs to spend money on a propaganda machine.

Kari Zimmerman, said the \$13,500 is fine because it doesn't mean the City is going to spend that amount. It is there to be spent, if needed. This was something that resulted from the Open Government Committee and the recommendations are online. This is one of the things recommended by the citizens committee, so she thinks it's great.

Citizen comments – closed

Mayor Guzak stated the magazine is a wonderful way to communicate with a broader audience. Currently, there are only approximately 400 subscribers to the weekly newsletter and this will be distributed to the public through the mail.

Councilmember Wilde asked if staff has spoken with the School District about the newsletter. They may have information to add and creative writing students may want to write articles to put into the newsletter.

Ms. Emge responded staff has spoken with the School District. They are not ready to commit this year, but could potentially be a great partner for expanding the magazine in the future.

Councilmember Rohrscheib asked is the content of the magazine will also be available online and within tourism offices in Snohomish County.

Ms. Emge responded there will be digital copies available online. This would be in addition to the copies which are direct mailed to all residents. Each advertiser will also receive some of the publications, such as real estate agents and bankers, which will also include tourism offices.

Councilmember Randall commented when he was on the Council in the 1990s, the City published a City newsletter and it was discontinued due to budget cuts. The City did not have the advertising revenues coming in to help support the cost, so it got pretty expensive and was finally cut. It did help get a lot of good information out to the citizens in the community. He thinks it is a good idea.

MOTION by Hamilton, second by Wilde that the City Council **AUTHORIZE** the City Manager to sign the Professional Services Agreement with Philips Publishing, LLC for publishing a quarterly magazine for three years not to exceed \$13,500 per annum.

Councilmember Schilaty appreciates and supports the work of the Open Government Committee and their recommendation to produce a City magazine. This was the purpose of the Open Government Committee to come up with ideas and methods the City could use to improve its communications with the constituency. She stated the magazine is the antithesis of City Hall propaganda. It is a way to engage our community and get citizens

AGENDA ITEM 3b

involved. There are so many opportunities to partner with other members of the community. She thinks this was an excellent recommendation from the Committee.

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

b. **AUTHORIZE** City Manager to Sign Small Cell Technology Legal Consortium Agreement

Mr. Pickus stated staff is recommending that the City Council authorize the City Manager to sign the Mobilitie/ROW Legal Advice Consortium engagement letter with the law firm of Ogden Murphy Wallace (OMW), which will proactively provide the City with technical legal expertise in a cost efficient way to effectively regulate the next new thing in wireless communications. The City is not currently well equipped to deal with it. The next new thing is called 5G. It is expected to be rolled out in 2020. The carriers are going to start coming to cities and other municipalities with applications to install the infrastructure necessary to support the 5G.

OMW is now welcoming non-client cities to join the legal advice consortium. To date, there are 16 cities in the consortium with the possible addition of six more (which includes Snohomish). The more cities that join the consortium, the lower each city's share of costs will be. Costs are shared equally by all member cities.

There is a \$6,000 "buy-in" fee to reimburse consortium members for fees paid to OMW for work done to date. If new cities join the consortium later, Snohomish will be reimbursed with a portion of those cities' buy-in fee.

As OMW works on behalf of the consortium, member cities will be billed every month for their share of those costs. If there are 20 member cities, then Snohomish's share will be 5%, which OMW estimates will be about \$1,600 per month.

As a member of the consortium, Snohomish would receive the following benefits:

- A master use/franchise agreement template (three versions) that when finalized will have been negotiated with and approved by Mobilitie; and
- A model ordinance addressing small cell facilities (Snohomish Municipal Code doesn't currently regulate this in an effective way); and
- Legal advice/assistance specific to Snohomish if it becomes necessary in tailoring the master use agreement template or model ordinance, or in negotiating with Mobilitie or some other player; and
- Participation in conferences with the consortium attorneys and members, Mobilitie, and other players thus providing staff with a better understanding of how to deal with the issues. (City staff was allowed to attend a September 29 consortium meeting in which representatives from Mobilitie, AT&T, Verizon, Sprint, T-Mobile and Wave gave a short presentation and answered questions).

Attorney Weed stated the legal expertise that the twenty cities, as well as the law firm can offer will provide the City with a work product that is more effective and possibly less expensive than what the City could do if it tried to approach this issue alone. He believes there is a pretty compelling case to join the consortium.

Citizen comments –

AGENDA ITEM 3b

Hank Eskridge, 416 Avenue E, said he thinks it was about this time last year citizens were discussing a cell tower. Evidently, this is something that is way out of date right now. The cell tower caught everybody by surprise. Nobody seemed to know what was going on. People got very upset. He believes this resulted in some amendments to the City Code to account for that. Mr. Eskridge had never heard of 5G before he read it in the newspaper the other day. He is here to find out what it's all about. He knows from the experience the City had last year that having professional help and technical expertise is a really good idea. People were running around butting their heads and getting angry and nobody really knew what was going on. They found out now that even the latest technology is passé next year. That being said, he doesn't know exactly what kind of action the City plans to take tonight, but this being the first time he's heard of it, he's sure it's the first time a lot of people have heard of it. He doesn't know the urgency of actually signing and putting money down for anything right now. He doesn't know if this is something that might be continued for further discussion and maybe even some education because he hasn't received the magazine yet, so he doesn't know what's going on.

Colleen Dunlap, confirmed there was a whole lot of noise last year. She was of the impression the rewrite of the code was pretty good. She is no expert and neither were any of the other 12 people who did thousands of hours of research collectively. She thinks having some experts behind this is a fabulous idea. It was really upsetting to a lot of people that the City was not prepared, but we are a small City and we don't have the resources to do the research on our own. She thinks this is just what the City needs. She feels because she doesn't know anything yet about the process and the group, she would like to know more about it. As Mr. Eskridge said, if it's possible to make this more public and have a town meeting presentation where the actual technology which includes the visual impacts, benefits and liabilities are to the City and individuals, it would go a long way to getting ahead of public opinion and to having an educated public opinion. She thinks the community would get behind this. She doesn't think it's an issue – just a point of great interest to the community and she would hate to see it become an issue again.

Attorney Weed thinks it's important to point out that the City does not have an application for any particular build out in the City of Snohomish. One of the purposes of the consortium is to be proactive and plan ahead, so when the day comes that one or more of these companies comes to the counter, the City has proper ordinances, fees and regulations in place so it can effectively manage the application. There is no application or proposed build out.

Mr. Pickus stated in addition to the contact from Mobilitie, he was also contacted by Verizon last week. He is trying to work out a meeting where they will come and describe to him what they are talking about. They are not ready to apply at this time.

Morgan Davis, 206 Avenue I, agreed with the previous two speakers. The Council shouldn't rush into this. It is not necessary to do this so quickly. He thinks the City Attorney should be able to do a lot of the ground work himself. He is opposed to spending extra money on other attorneys or committing to other cities or consortiums when the City pays the City Attorney's law firm hundreds of thousands of dollars a year. Mr. Davis had a request for names and addresses, and the City Attorney billed the City \$10,000 or \$20,000. He thinks the Council should go slow on this, let the public know and maybe the City can get by without committing to a consortium at extra money. He agrees with the previous two speakers. There is no compelling need to do this now.

AGENDA ITEM 3b

Don't rush to judgment and don't panic. Everybody is opposed to this cell phone technology. Bruce Ferguson, a descendent of the founder of Snohomish said nobody wants a cell tower or even a transmitter in their neighborhood. People don't want to live next to power lines because of EMFs. It isn't just the eye sore, cell phones cause brain damage according to some scientists. It's a bad technology and the City should go slow on this. He wouldn't commit to signing anything.

Tom Merrill, 602 Avenue A, stated the City should get associated with the consortium as fast as it can. 5G is going to have implications not just on right-of-ways or being an eyesore, but it is going to have implications for law enforcement and the kind of ordinances the City wants to have around advertising. 5G is going to be very annoying in some cases. It's going to be advertising that comes out of your cell phone as you walk by a store. It's going to take messaging to a whole different level and it's going to come at us like a freight train. In that case, the City wants to be well ahead of it. There is a lot to know about it. He would like to know if the consortium will discuss what the technology can do as well as what the foot print is going to be and the implications for the City's local ordinances. He is also curious as to what law the City looks to in the State of Washington. Is it Washington law or is it California law for these kinds of technologies?

Attorney Weed responded there are several layers of law that affect what cities can and cannot do. One thing cities cannot do is just say to these companies – no thank you - we don't want you in our town. The federal law does not allow that. It's not like City staff can say when they come to the counter – sorry, we are not taking applications today for what you want to do. There are State laws that will allow the City, if properly regulated, to recover some, or all of the fees for processing applications, including legal fees. The problem is if the City waits until they come to the counter to apply and it doesn't have regulations that address the impacts and the issues up front, there is a federal shot clock that starts to run when the application is submitted and you only have so much time to act upon the application. If you don't have regulations in place, it may be too late. It is important to be proactive.

Kari Zimmerman, asked if being a part of the consortium would provide the City with more control to get ahead of things and have more input on how it looks as the applications are being processed.

Attorney Weed responded one of the advantages of the consortium is that twenty cities working through a law firm that has special expertise will have more impact and bargaining power with the industry to obtain a template for the type of agreement that would be required when they come to the City of Snohomish. The City will need to tailor the code to meet its specific needs, but the industry would rather deal with cities as a group that go to each individual city and try to negotiate separate agreements and deal with separate processes and codes.

Citizen comments – closed

Councilmember Schilaty stated given where the City was last year by not having certain regulations in place and having to run under the shot clock when there was an applicant, the City was in a situation where it wasn't prepared. She thinks the City should run to this and become a member as soon as possible. Once the City joins the consortium, there should be some community outreach to explain this technology and let the citizens know what the potential could be. The City has so much more leverage and power belonging to the consortium. The idea that the City bare the cost of this on its own is ridiculous. The

AGENDA ITEM 3b

City will get much more bang for its buck by joining the consortium and working with other cities and their City Attorneys. It's a great think tank to come up with the best possible regulations and templates. There is no need to wait.

MOTION by Schilaty, second by Randall that the City Council **AUTHORIZE** the City Manager to sign the Mobilitie/ROW Legal Advice Consortium engagement letter with Ogden Murphy Wallace.

Councilmember Randall agreed with Councilmember Schilaty. He thinks it is obvious that the pace of technological innovation in the telecom industry is increasing. Councilmember Randall was concerned when he saw that the poles with the attachments are going to be up to 120 feet, or possibly even 150 feet. He was trying to think of what around town is about that height. The church he attends has a steeple at Fourth and Avenue A. That steeple is 105 feet at the very tip. These poles are going to be possibly 45 feet taller than that steeple. It is really important to join the consortium and get the City codes and regulations in place.

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

- c. Establish an Application Fee for Right-of-Way Master Use Agreements – **PASS**
Resolution 1353

Mr. Pickus stated Resolution 1353 creates an application fee for Right-of-way Master Use Agreements and Franchise Agreements. The fees will cover the City's costs in processing these types of applications.

Resolution 1353 is a proactive step to have a robust application process in place should the City be approached by a wireless carrier or similar utility for placing telecommunications facilities in the public rights-of-way. With a robust application process, the City can be sure applications will receive the high level of analysis they require given the potential impacts placing facilities in the rights-of-way can have. Staff is anticipating this happening after being approached by a company called Mobilitie concerning the process for placing small cell facilities as well as poles 80-120 feet tall in the right-of-way. As a result, staff has already created a comprehensive application form to ensure the "shot clock" (the start of the period in which the City is required to process and approve/deny telecommunication applications) does not start until we have all of the necessary information to allow for a thorough analysis. The application form is the first step in implementing a robust application process.

The second step is to have application fees in place to ensure the cost of processing these types of applications are borne entirely by the applicants. There are two fees because State law does not allow cities to collect franchise fees from utilities (although the City may collect utility taxes from utilities). While the typical cell telephone provider is not considered a utility, Mobilitie has asserted it is a utility and thus not subject to franchise fees. Therefore, non-utilities will have to enter into a Franchise Agreement with the cities while utilities will have to enter into a Right-of-way Master Use Agreement. The application fees are based on an initial \$5,000 deposit to cover both City Attorney and staff costs. If the review of the application requires staff and legal costs less than \$5,000 the applicant will receive a refund of the unused portion of the deposit. If the review costs more than \$5,000 the applicant will have to pay the balance due before the agreement can be approved. Given the lack of precedent to use, the \$5,000 deposit is staff's best guess as to a reasonable amount to require starting the review process.

AGENDA ITEM 3b

Citizen comments – none.
Citizen comments – closed

MOTION by Hamilton, second by Randall that the City Council **PASS** Resolution 1353 creating application fees for Franchise and Right-of-way Master Use agreements. The motion passed unanimously (7-0)

8. DISCUSSION ITEM – Review Proposed Solid Waste Contract

Mr. Bauman reviewed the staff reporting noting, that the City established solid waste collection and disposal as a utility in 1985 with Ordinance 1543 and mandates collection of solid waste at all residences and businesses located within the city limits as per Chapter 8.12 of the Snohomish Municipal Code. For the collection and disposal of solid waste, the City entered into a contract with our current contractor, Rabanco, LTD aka Republic in March of 2003 and has periodically extended the contractual agreement to March 31, 2017. Current solid waste contract administration and customer service is provided by the City's finance department staff. Solid waste disposal rates are charged to customers via the combined utility bill which includes water, sewer and storm water charges.

On January 19, 2016, the City Council reviewed solid waste options and directed staff to conduct a customer survey. The results of the customer survey were discussed by the City Council on May 3, 2016 and staff was directed to start negotiations on a new solid waste contract with the existing contractor, Republic Services. A proposed contract and new rates have been offered by the contractor. However, there are facets of the contract that require City Council discussion and further direction to staff.

Main Issues:

- Should recycling services change from mandated weekly service to mandated bi-weekly service?
- Should organics recycling service be mandated weekly or bi-weekly OR should this service be a choice to customers?
- The proposed contract shifts the solid waste billing and customer service function from City staff to contractor customer service staff.
 - Staff recommends this change; however it should be noted that City staff will still remain responsible for contract administration and when there is a customer dispute with the contractor staff will be contacted to mediate issues. To cover the cost of these activities, should the City charge an administrative fee? If so, should a 1% or 2% fee be added to the proposed rates? Staff does not recommend an administrative fee as customers will still be charged the City Solid Waste Utility tax and this General Fund revenue is an ideal match for offsetting General Fund finance department staffing cost.
- The proposed contract requires all customers to utilize a garbage tote instead of a providing a garbage can of their own. This change allows for the contractor to be more efficient with regards to timing of collections as well as safety of the drivers who no longer would need to lift heavy cans.

Councilmember Hamilton asked what size totes are available beside the 32 gallon and he would also like to confirm whether staff is recommending that the contractor bill for these services, so the customer will now receive two bills instead of one.

AGENDA ITEM 3b

Mr. Bauman responded the bill for water, wastewater and stormwater would be coming from the City and a separate billing would be coming directly from Republic Services.

Janet Prichard, Republic Services of Lynnwood, responded the size of the containers are 32, 64 and 96 gallons. For recycling, there is medium and large available.

Councilmember Hamilton stated the smallest can the City allows billing for is 20 gallon. He would like to know how the costs would compare for 32 gallon against a 20 gallon.

Ms. Prichard does not have that information available, but will provide it to the Council tomorrow.

Councilmember Rohrscheib would like Mr. Bauman to elaborate on why staff recommends that the billing be switched to the company versus the City just handling it.

Mr. Bauman responded it gets the City out of the process of being a go between with customer complaints and the waste hauler. Currently, when a customer complains, City staff takes that information down in detail, transmits it to the solid waste company and then await their response before responding to the customer. It is not necessarily the most efficient way for the customer to get a quick response to their questions or complaints.

Councilmember Hamilton asked when this was discussed earlier in the year there was a concern that citizens have one place to go to with their service questions. What staff is proposing now is that the citizens will now have to go to two different places and may still keep calling the City and have staff redirect them.

Mr. Bauman stated when the customer receives their bill from Republic Services, their phone number and contact information will be on that bill. He believes the customer will be responding to the bill and calling the contact number provided.

Councilmember Hamilton is concerned about confusion and that the City will still have to answer and direct these callers.

Mr. Bauman stated there will undoubtedly be calls and it will be a learning process for customers, but he doesn't see that as a long term issue.

Councilmember Rohrscheib noted the customer survey went out before the levels of services were brought forward. He would like to see what direction the citizens would like to go.

Mr. Bauman pointed out that there is a deadline coming up in April 2017 when the current contract expires. His biggest concern is if the Council is committed to renegotiating this contract, it is feasible to have another survey conducted. However, he is not sure about that if the Council changes its direction and decides to issue a Request for Proposals.

Mayor Guzak wished to clarify that the customer can choose the size of their garbage can and that choice reflects what rate they will pay. She likes that customers are able to choose.

Ms. Prichard confirmed the very small 20 gallon is also available.

Citizen comments –

AGENDA ITEM 3b

Morgan Davis, 206 Avenue I, said he didn't realize this was a done deal with Allied or Republic. He was present in January and he remembered Councilmembers Wilde and Rohrscheib talking about open bids – RFPs, and that we have Waste Management to compete with. If you look at the chart on page 161, Attachment F in the agenda packet, that tells it all. It compares three cities. Snohomish's total for a 32 gallon, \$32.00, Monroe also with Republic Services is \$26.93. 20% cheaper. Same company. Mountlake Terrace with Waste Management pays \$26.46. 20% cheaper than Snohomish. Mr. Bauman is already committed to Allied Waste and he wants to have a duplicate billing system for the City. One for water and sewer and one for garbage. Mr. Davis thinks it's for political purposes. Mr. Bauman wants the people to look at their City utility bill and see it's lower than it used to be. The Mayor pushed that idea the last time around, because she said the people will think their bill is not so high. Mr. Davis heard her say that. Adding insult to injury, the City wants to charge an extra 2% for splitting up the bill. Think of the residents, they are going to have to write two checks. Why would the City make it inconvenient? As far as this excuse about customer service calling City Hall, they can give Allied Waste's phone number or Waste Management's phone number for customer service. We're talking about billing. The City is confusing it. It's almost intellectually dishonest. Mr. Davis thinks it's for political reasons. The second thing is not only is Mountlake Terrace with Waste Management, but they get a 35 gallon tote on their garbage and a 96 gallon for recycling and Snohomish only gets 64. Their deal is way better. Same with Monroe. Strong mayors know the art of the deal. He doesn't understand why the Council is already committed to this company without going out for open competitive bids. It doesn't make sense. He asked the Mayor to respond.

Mayor Guzak responded the City has not committed to this company. The Council is reviewing a proposal.

Mr. Davis would like to ask Allied why the City of Monroe is 20% cheaper than Snohomish and that Mr. Bauman be asked when the open competitive bid option will be put back on the table for Council to go to Waste Management

Mr. Bauman replied it is the Council's direction staff is looking for. If the Council directs staff to go through an open request for proposals, staff would start that immediately. However, staff would require Council's direction tonight to do so. This contract is presented because the Council directed staff to negotiate a new contract and see if that would be preferable to a request for proposals.

Ms. Prichard responded there are factors that go into rate making. One of them has to do with where the trucks start and end up at night. It's called stem time or windshield time which is unproductive time driving to the location. It also has to do with density and how close homes are together. Some City Councils have asked that the hauling company put rates together where commercial subsidizes residential and that is the case in Monroe. So, a lower residential rate is being subsidized through the commercial customer. It is very difficult to compare apples to apples. Additionally, the Monroe contract is being renegotiated and those rates will change.

Ms. Norman, assumed the goal of this process is to reduce the waste stream. In Bellingham, their yard waste also takes food scraps.

Mayor Guzak stated the City's yard waste takes food scraps as well.

Citizen comments – closed

AGENDA ITEM 3b

Mayor Guzak noted the proposed rate by Republic is reduced if the City contracts for the same level of service. She stated personally, the level of service works very well and she likes that she is able to choose the size of her tote and is very happy with the City's solid waste services.

Councilmember Wilde thinks going out for open bid is a good idea. He stated the City has Republic's proposal and why not go out and shop for a better deal?

Councilmember Rohrscheib stated by giving pricing out to your competitor, the competitor will undercut but they don't always do what they say they are going to do. He is leery of that. He did state early on, he felt the City should go out for open bid. He is looking at the proposed rates and knows that Monroe was subsidized. With the additional information he has tonight, he is fine proceeding with Allied. He would like to put out a mailer to check on service levels with residents. Councilmember Rohrscheib would like to see Allied remain as the solid waste service provider.

Councilmember Randall stated the City knows the level of service this company is providing is generally pretty good. He does not have problems with the service. The City is getting a lower rate than what is currently being paid. He personally would like to stay with the same level of service, which includes weekly recycling and mandatory yard waste. If it wasn't mandatory, he would have some concerns about dumping. He supports the same level of service with a lower rate.

Councilmember Hamilton agreed with Councilmember Randall. Even with the mandatory yard waste pickup, he still sees citizens dumping on City property. Having yard waste as optional is not a good idea.

Councilmember Schilaty thinks having a successful relationship with Allied is important and there is value in that. The fact that rates have been reduced is also important. She is in favor of leaving the level of service as it exists currently. She thinks it would be beneficial to let the public know that yard waste should be referred to as organic waste. She thinks a lot of people don't realize the composting potential they have within their home.

Mayor Guzak stated the survey showed there is a high level of community satisfaction with Republic. She commented as a member of the Chamber and other organizations, Republic Services is a great philanthropist in the City. They supported the car show, farmers markets, and countless donations to a number of local organizations. She is in favor of proceeding with the reduced rates and the same of level of service, along with communicating that customers can also choose the size of their totes.

Mr. Bauman reiterated that the Council direction is to continue with the current level of service, which includes weekly garbage, recycling and yard waste being mandatory. He has further heard there is no support for assessing an administrative fee, and the remaining elements of the agreement should remain as represented in the proposed contract. Staff will bring back the final agreement to Council within the next month or two.

Mayor Guzak indicated that is the Council's direction.

9. CONSENT ITEMS:

- a. **AUTHORIZE** payment of claim warrants #59453 through #59622 in the amount of \$1,116,971.20 , and payroll checks 15102 through 15128 in the amount of \$442,034.88

AGENDA ITEM 3b

issued since the last regular meeting

- b. **ACCEPT** WWTP ATS Replacement Project Closeout
- c. **APPROVE** the Lodging Tax Advisory Committee's Grant Funding Recommendations for 2017

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

10. OTHER BUSINESS/INFORMATION ITEMS:

Mayor Guzak wished to address a draft letter in support of the Seattle Snohomish Mill Company's work with Snohomish County to change their zoning at the county level. The Mill is outside the City limits and is currently under the jurisdiction of the County. It is in the FEMA flood plain density fringe. She thinks the City of Snohomish has some interest in changing the zoning so that the City can potentially get more economic benefit from that site.

Councilmember Hamilton is in support of the higher usage for the property. He is in favor of supporting the letter.

Mr. Bauman stated it will be an arduous process for the property owner to obtain the land use rights they are seeking. He will bring back a re-drafted letter and further analysis for further discussion. He doesn't believe there is any time pressure.

11. COUNCILMEMBER COMMENTS/LIAISON REPORTS:

Councilmember Randall attended the Economic Development Committee meeting on September 27. The two main issues discussed were the interest, purpose and mission of the EDC and also a review of the construction noise ordinance. A Council review of this ordinance will be on the agenda at an upcoming meeting.

Councilmember Schilaty also attended the Economic Development Committee meeting and they discussed the EDC's role. She noted the EDC is a great group with a lot of expertise and energy they want to give to the City. They are motivated to do more. One of things discussed was the possibility of having the EDC have a presence on First Street to engage with business owners to let them know there is an EDC that is a representative of the City. Relationships can be built that way. She thinks sometimes the citizens don't know about the City's Boards and Commissions and how they interface. EDC weaves in and out of every aspect of the City.

Councilmember Rohrscheib stated the Public Safety Commission met last week and started developing goals for the upcoming year. .

Councilmember Wilde indicated the Design Review Board met last week. The primary topic was the demolition of Snohomish Freshman Campus. He found some of this relatable as far as concerns when the Council gets into the Hal Moe building site. There are obviously differences between the two, but the amount of material that was not salvable and usable has him concerned when considering the Hal Moe site.

12. MANAGER'S COMMENTS: None.

AGENDA ITEM 3b

13. MAYOR'S COMMENTS:

Mayor Guzak stated the Snohomish County Tomorrow had their annual assembly. The meeting included two CEO speakers from both Sound Transit and Community Transit. They discussed the topic of being stuck in traffic and how Sound Transit and Community Transit are dedicated to moving more people in a more efficient way. Of interest, were the automated vehicles. It was discussed that you could run platoons of these cars down the road together and tighten it up, but these cars will still need to be parked. Buses and trains are more efficient.

Mayor Guzak and Manager Bauman had a conversation with a woman who is very involved with a new teen drop in center called, The Spot. It is near the Dollar Store run by Christ the King Church. It's an after school program. They are looking to get more connected to the community. The Mayor suggested they start attending the Community Coordinating Committee meetings so that more people in the community will know about them. She thinks their mission is a good one to give teens a place to do homework, hang out and eat. It is another organization that is doing good work in the City.

14. ADJOURN at 9:43 p.m.

APPROVED this 1st day of November 2016

CITY OF SNOHOMISH

ATTEST:

Karen Guzak, Mayor

Pat Adams, City Clerk



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

PROCLAMATION

A PROCLAMATION OF THE CITY OF SNOHOMISH PROCLAIMING THE MONTH OF NOVEMBER 2016 AS NATIONAL HOSPICE PALLIATIVE CARE MONTH

WHEREAS, hospice and palliative care empower people facing a serious or life-limiting illness to live as fully as possible, surrounded and supported by family and loved ones;

WHEREAS, hospice and palliative care professionals are dedicated to helping diverse communities access quality end-of-life care and are committed to removing barriers to accessing care;

WHEREAS, hospice and palliative care bring patients and family caregivers the highest quality care delivered by an interdisciplinary team of skilled professionals that includes physicians, nurses, social workers, therapists, counselors, health aides, spiritual care providers and others who make the wishes of each patient and family a priority;

WHEREAS, through pain management and symptom control, caregiver training and assistance, and emotional and spiritual support, allowing patients to live fully and make more meaningful moments until the end, surrounded and supported by the faces of loved ones, friends, and committed caregivers;

WHEREAS, each year, hospice saves Medicare more than \$2 billion by providing solutions for physicians, care to patients and comfort to families anywhere, at any time.

WHEREAS, every year more than 1.5 to 1.6 million Americans living with life-limiting illness, and their families, received care from the nation's hospice programs in communities throughout the United States;

WHEREAS, more than 355,000 trained volunteers contribute 16 million hours of service to hospice programs annually in the U.S.;

WHEREAS, hospice and palliative care providers encourage all people to learn more about options of care and to share their wishes with family, loved ones, and their healthcare professionals;

NOW, THEREFORE, I, Karen Guzak, Mayor of Snohomish, on behalf of the City Council, do hereby proclaim the month of November 2016 as

National Hospice Palliative Care Month

SIGNED by the Mayor of Snohomish this 1st day of November, 2016.

Karen Guzak, Mayor

ATTEST:

Pat Adams, City Clerk

PRESENTATION 5

PUBLIC HEARING 6a

Date: November 1, 2016
To: City Council
From: Debbie Emge, Acting Finance Director
Subject: **Ordinance 2320 – 2017 Property Tax Levy Hearing**

SUMMARY: The purpose of this agenda item is for the City Council to take public testimony to conduct the first of two hearings, the second of which is scheduled for November 15, 2016, regarding the City’s 2017 Property Tax Levy. The Property Tax Levy for 2017 is presented in Ordinance 2320 (Attachment A). The City must certify the amounts to be levied to the Clerk of Snohomish County on or before November 30, 2016. Staff is proposing that City Council implement a new levy rate to include a 1% increase from 2016. If approved, the 2017 property tax levy rate for the City will be \$.89482051 per \$1,000 assessed valuation. The total assessed valuation as estimated by Snohomish County for the City of Snohomish is \$1,329,699,062. Therefore the total proposed 2017 levy amount is \$1,189,842.

BACKGROUND: The tax revenue accounts for 13% of the total revenue for the General Fund. The City of Snohomish’s 2016 property tax levy was the lowest of all the cities in Snohomish County and is also projected to remain the lowest rate in 2017. The City’s share of the 2016 tax levy was only 7.06% of the total levy paid by residents. The other taxing districts are Snohomish County at 6.77%, Fire District #4 at 13.03%, Valley General Hospital at 2.33%, Sno-Isle Library at 3.86%, and Snohomish School District at 66.95%.

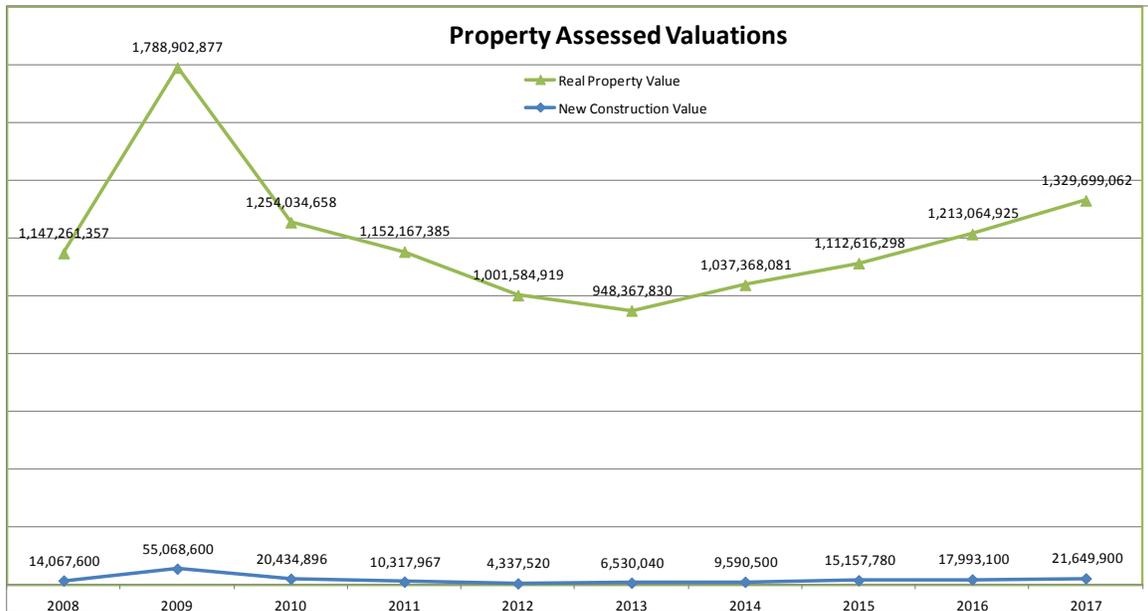
CITY	2016 TAX RATE \$
City of Stanwood	3.86089462
City of Everett	3.06779647
City of Marysville	2.68134598
City of Mill Creek	2.38374162
Town of Darrington	2.34594308
City of Arlington	2.30569541
City of Lynnwood	2.29948798
City of Mountlake Terrace	2.01566122
City of Edmonds	2.00297912
Town of Woodway	1.97820308
City of Sultan	1.70689068
City of Bothell	1.69169057
Town of Index	1.68678484
City of Mukilteo	1.67412106
City of Granite Falls	1.66003588
City of Brier	1.60334449
City of Gold Bar	1.45703393
City of Lake Stevens	1.43107957
City of Monroe	1.15437999
City of Snohomish	0.97483124

Tax District	2016 Tax Rate
County	0.93
City	0.97
Fire District #4	1.79
Valley General Hospital	0.32
Sno-Isle Library	0.53
Snohomish School District	9.2
Total Levy	13.74

PUBLIC HEARING 6a

ANALYSIS:

The overall Assessed Valuation (AV) of all properties in the City is one variable in the determination of the Property Tax Levy. The other variables are the levy amount and equivalent levy rate, both subject to statutory limitations. The City has received the preliminary 2016 real & personal property values, new construction values, and estimated amount for assessments and refunds from the Snohomish County Assessor. Real property valuation for 2017 is \$1,329,699,062. This reflects a 9.5% increase in overall AV. The portion of overall AV related to new construction and improvements totals \$21,649,900. A history of assessed valuations is provided:



Assessed values of all properties located within the City of Snohomish city limits are used to distribute the tax burden rather than set the amount of taxes collected. All individual property owners' assessed values make up the total overall property assessed valuations as noted above. An increase in assessed value does not automatically mean an equivalent increase in the tax amount collected. Likewise, a decrease in assessed value does not automatically mean a decrease in the tax amount collected. A history of average values is provided to show the changes in average individual values over the last ten plus years. Dramatic shifts in value, from an average high of \$317,100 in 2009 due to the recession, hit a low in value for 2013. In 2016, average values rose 8.8% to the current average value of \$269,000. For 2017, average home values will be provided by Snohomish County in February 2017. Based on market trends, home values have been rising and for the purpose of discussion, staff has used an estimated value increase of 5%. Due to a number of variables affecting specific properties, an individual property owner may or may not see a 5% increase in value.

CITY OF SNOHOMISH
Historical Residential Home Values

Year	Value	YOY % Chg	YOY \$ Chg
2017	282,450	5.0%	\$ 13,450
2016	269,000	8.8%	\$ 21,800
2015	247,200	8.3%	\$ 19,000
2014	228,200	12.8%	\$ 25,900
2013	202,300	-5.1%	\$ (10,800)
2012	213,100	-16.3%	\$ (41,400)
2011	254,500	-9.9%	\$ (27,900)
2010	282,400	-10.9%	\$ (34,700)
2009	317,100	2.5%	\$ 7,800
2008	309,300	13.1%	\$ 35,900
2007	273,400	23.4%	\$ 51,900
2006	221,500	12.5%	\$ 24,600

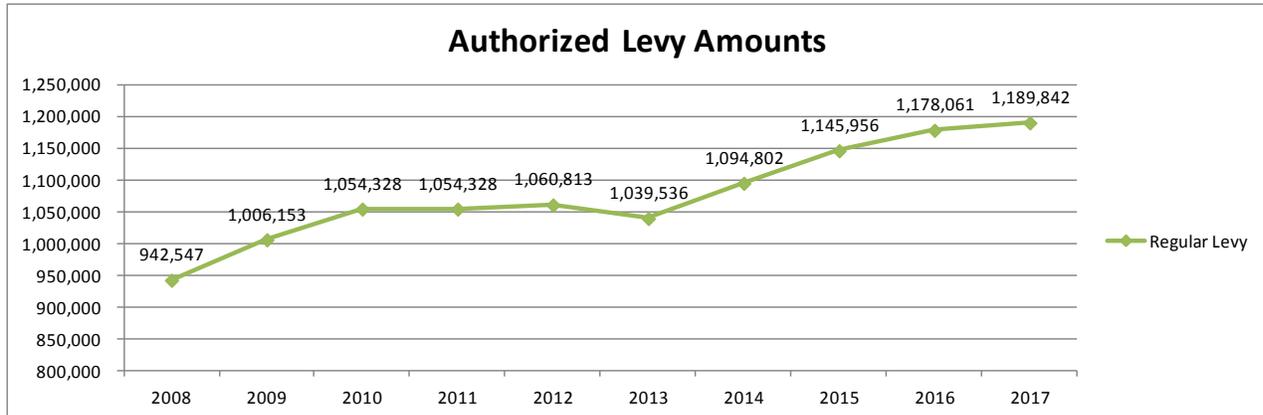
**ESTIMATE ONLY - Final assessed values will not be available from Snohomish County until February 2017*

The next variable in determining property tax is the City levy amount which is set by each taxing jurisdiction according to State Law. Each year, a City's authorized levy amount is based on and compared to the highest amount that can lawfully be levied since 1985. The legislative enactment of provisions adopted by voters through I-747 restricts the City's levy amount to an increase of no more than 1%. The annual regular levy limit is 101% of the City's previous year levy amount plus additional amounts for new construction, state assessments, and refunds.

In other words, the City Council may elect a levy amount increase up to 1% of the amount levied last year. However, the City Council may increase the levy amount more than 1%, if banked capacity levy amounts are available. Banked capacity amount is the difference between the highest lawful levy amount and the current year actual levy amount.

Banked capacity means there is capacity reserved to levy – over the allowed 1% - amounts that had not been levied in prior years. The City currently has a banked capacity of approximately \$983,826.34 (this is the actual or available banked capacity based on the City's statutory levy limit). This amount, or a portion, could be levied in addition to the 2017 tax levy plus the 1%; however, the \$3.60 statutory levy rate limitation discussed below restricts the City's ability to levy the full amount of banked capacity.

For 2017, the City Council has authority to levy the 2016 amount of \$1,178,067.51, plus a 1% increase of \$11,780.68, plus an increase for new construction provisions (RCW 84.55.010) which is \$21,649,900, plus the amount allowed for annexations, improvements to property, refunds made and increases in the value of state assessed property which for 2017 is unknown at this time. The total proposed 2017 levy amount is \$1,189,848. A history of City levy amounts is provided below:



Once a City Council establishes an authorized levy amount that meets required limitations, the equivalent levy rate is then calculated. The formula for determining levy rate is: levy amount divided by AV times 1000. For 2017, the estimated tax levy rate is 0.89 ($\$1,189,842 / \$1,329,699,062 \times 1000$). This proposed tax levy rate is subject to two state imposed limitations as per Chapter 84.52.043 RCW.

The \$5.90 Aggregate Limit is the aggregate levies of junior taxing districts and senior taxing districts and shall not exceed five dollars and ninety cents per thousand dollars of AV. Senior tax districts (County and City) take priority over junior tax districts (Fire, Library, Hospital) and the combined tax rates cannot exceed the limitation. Junior tax district tax rates may be subject to reduction if senior tax districts encumber the Aggregate Limit. For 2017, since the City is a senior tax district, the estimated 0.89 tax rate meets the \$5.90 limitation.

The Statutory Dollar Rate Limit pertains to cities in Washington State, if annexed to a library district or fire district with a combined regular tax rate of up three dollars and sixty cents per one thousand dollars of AV. The \$3.60 rate limitation means that the City rate is restricted by the Fire District #4 tax rate and Sno-Isle tax rate, all not to exceed the dollar rate threshold. The Statutory Dollar Rate Limit is the final variable in the calculation of property tax. For 2017, since the City, Fire District #4, and Sno-Isle Library combined estimated total levy is 3.21, the proposed City 0.89 tax levy rate would remain below the \$3.60 limitation.

Cities also have the ability to increase the tax rate by a vote of the people, to allow for the “lift” of the 1% limit (lid). This increase is typically referred to as a Lid Lift and the amount of the lift is subject to the Statutory Dollar Rate Limit (\$3.60). Another means for increasing the tax rate is by voter-approved debt or excess levy that can increase the tax rate above the Statutory Dollar Rate Limit (\$3.60). There is no excess levy for 2017.

The City property tax levy rate is included in the overall property tax levy rates, composed of a number of levies from other taxing jurisdictions and differs depending on Tax Code Area (TCA). The predominant City TCA (735) overall levy rate for 2016 is \$13.74. At the time of this writing, no information was available to the City on the proposed 2017 tax levy rates of other taxing jurisdictions.

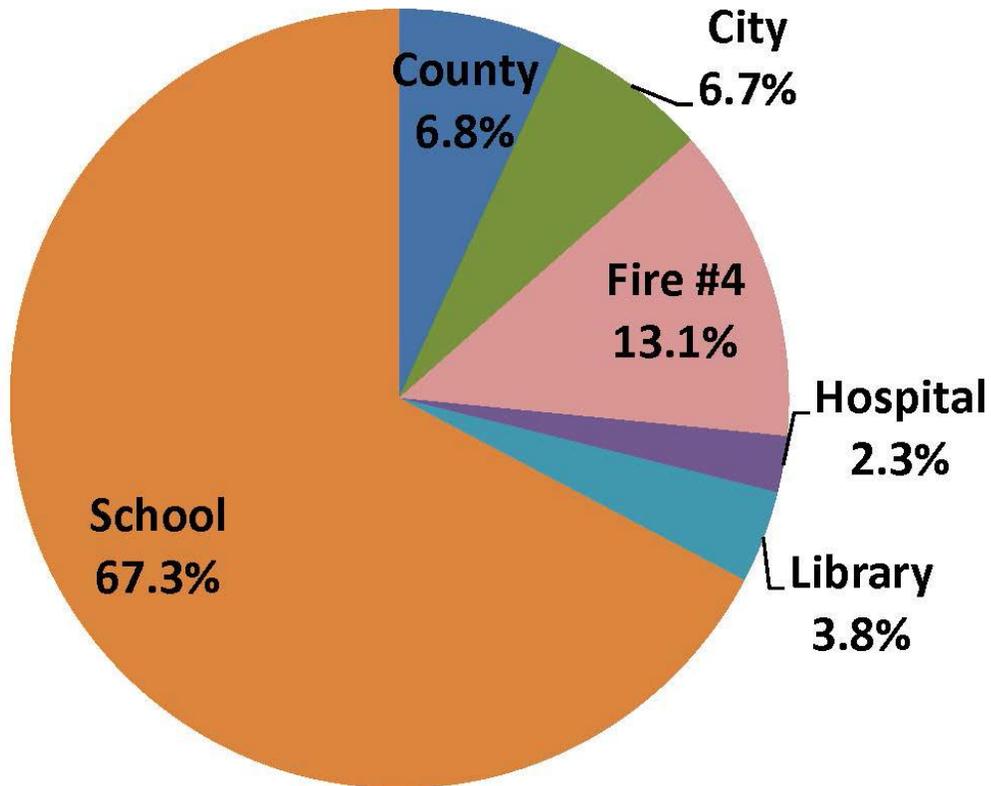
PUBLIC HEARING 6a

The City portion of the overall 2017 tax levy rate is anticipated to decrease from \$ 0.97 per \$1,000 AV to \$ 0.89 per \$1,000 AV. For discussion purposes, staff has used 2016 levy rates for other tax jurisdictions and the 2017 City tax levy rate for an estimated combined 2017 levy rate of \$13.66.

Tax District	2017 Est Rate	2016 Tax Rate
County	0.93	0.93
City	0.89	0.97
Fire #4	1.79	1.79
Hospital	0.32	0.32
Library	0.53	0.53
School	9.20	9.20
Total Rate	13.66	13.74

Levy rates displayed another way shows the City tax levy rate in proportion to the overall estimated levy rates. In other words, the City receives a share of the overall property tax dollar based on the predominant TCA rate. In 2017, the City's share of total property taxes is anticipated to be 6.7%.

2017 Estimated Share of Property Tax by Jurisdiction



PUBLIC HEARING 6a

A city is required to certify an annual property tax levy by no later than November 30 of each year. This property tax levy is then used to calculate an individual property owner tax bill. After all of the levy amount and levy rate components and related limitations have been applied to the proposed 2017 property tax levy and equivalent tax rate, individual property owners assessed valuations will be used to calculate property taxes. For a City of Snohomish average valued home, the City property tax portion is expected to decrease – depending on 2017 individual property valuation:

City of Snohomish
Property Taxes - City Portion based on estimated average valued home
Tax Bill Formula: Value/1000 x Levy Rate

				<i>Annual City Portion</i>
2016				
\$	269,000 /1000	\$	269.00 x .97483124	\$ 262.23
2017				
\$	282,450 /1000	\$	282.45 x .89482051	\$ 252.74
Estimated Change 2016 to 2017				\$ (9.49)

Given the levy limitation factors and continuing revenue challenges in funding ongoing City services, staff recommends that the City Council implement a new levy rate to include the 1% increase and has included this increase in proposed Ordinance 2320.

STRATEGIC PLAN REFERENCE: The City’s Property Tax Revenues can be used for any general governmental purpose and affects, either directly or indirectly, all of the components of the Plan. The City’s Revenue Budget is the annual operational plan by which the Strategic Plan Goals are addressed.

RECOMMENDATION: That the City Council **RECEIVE** public testimony on Ordinance 2320 which would levy property taxes for 2017 and **CONTINUE** the public hearing to November 15, 2016.

ATTACHMENT: Ordinance 2320 - 2017 Property Tax 1% Levy Increase

**CITY OF SNOHOMISH
Snohomish, Washington**

DRAFT ORDINANCE 2320

**AN ORDINANCE OF THE CITY OF SNOHOMISH LEVYING TAXES
UPON ALL PROPERTY – REAL, PERSONAL, AND UTILITY, SUBJECT
TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF
SNOHOMISH, WASHINGTON FOR THE YEAR 2017**

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

Section 1. For the year 2017 there is hereby levied upon all the property – real, personal, and utility, subject to taxation within the corporate limits of the City of Snohomish, Washington, a regular levy of \$1,178,067.51, plus an increase of \$11,780.68, which is an increase of 1%, plus an increase equal to the maximum amount allowed under the new construction provisions of R.C.W. 84.55.010, plus the maximum amount allowed for annexations, improvements to property, refunds made and increases in the value of state assessed property. The levy hereby authorized shall be allocated to the General Fund at the time the final budget for 2017 is adopted.

Section 2. Following adoption, the City Clerk is hereby directed to provide two certified copies of this ordinance to the Snohomish County Assessor.

Section 3. Effective Date. This ordinance shall become effective January 1, 2017.

ADOPTED by the City Council and **APPROVED** by the Mayor this 15th day of November, 2016.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
Pat Adams, City Clerk

By _____
Grant K. Weed, City Attorney

PUBLIC HEARING 6a

PUBLIC HEARING 6b

Date: November 1, 2016
To: City Council
From: Yoshihiro Monzaki, City Engineer
Subject: **Tenth Street Right-of-Way (east of Avenue D) Vacation Request
Public Hearing and Adoption of Ordinance 2316**

PURPOSE: The purpose of this public hearing is for the City Council to take testimony regarding a street vacation request regarding a portion of Tenth Street. The Snohomish Covenant Group, LLC (SCG) and Snohomish Exchange, LLC owners of Parcel No. 00487700000811 (1001 Avenue D), has requested vacation of a portion of the northern half of the Tenth Street right-of-way that is east of Avenue D. The purpose of the vacation is to resolve an existing encroachment of a commercial building and other site improvements within the existing City right-of-way.

BACKGROUND: The City approved a Right-of-Way Use Agreement in November 2014, which allowed the property owners to perform repairs and improvements to convert the building from a video store to a dental office and other commercial business spaces. This agreement required SCG to provide insurance coverage for the City and submit a vacation petition for this right-of-way area. The agreement will be terminated after the vacation process is completed.

This street vacation request was presented during the June 21, 2016 Council meeting. The Council decided in favor of moving ahead with the Tenth Street vacation process.

A portion of the northern half of Tenth Street between Cleveland Avenue and McDonald Avenue was vacated in 1996 according to Ordinance 1810.

During the September 20, 2016 Council meeting, the street vacation area appraisal report was presented and Resolution 1352 was passed setting a public hearing for November 1, 2016 on the proposed vacation. According to SMC 12.48.030.B, a public hearing must be held not less than 20 nor more than 60 days from the date of passage of the resolution.

ANALYSIS: Staff recommends the payment of monetary compensation by the requestor in the amount of \$41,195 which is the full appraised value of the vacation area as determined by the petitioner's appraiser, Commercial Realty Consulting, Inc. The street vacation area was deeded to Snohomish County in 1918. This area was annexed in 1960 and the right-of-way was transferred to the City as part of the annexation. In accordance with state law and Snohomish Municipal Code 12.48.040(B), the City can be compensated the full appraised value when the street has been a part of the dedicated right-of-way for twenty-five years or more. If the vacation is approved, a final decision on compensation should be made following the public hearing. The ordinance vacating the right-of-way will not become effective until the required compensation has been paid to the City.

PUBLIC HEARING 6b

There are no utilities in this area, and no easements will be needed for this area. The vacation would not affect the existing traffic flows or travel lanes. There will be no impacts to the access of adjacent properties along Tenth Street due to the vacation. The requested street vacation area does not abut a body of water and will comply with RCW 35.79.035.

The following is the sequence of the remaining steps necessary to complete the vacation process:

1. Hold the Public Hearing on November 1, 2016;
2. Close Hearing and Council Adoption of Ordinance 2316;
3. Execution of Ordinance 2316 by Mayor, City Attorney and City Clerk;
4. Confirm Receipt of all Fees, Costs and Funds To Be Paid To City By the Applicant;
5. Publication by City Clerk of Ordinance 2316;
6. Recording of Ordinance 2316; and
7. Send Certified Copy to Snohomish County Treasurer's Office.

STRATEGIC PLAN REFERENCE: Not applicable.

RECOMMENDATION: That the City Council CONDUCT a Public Hearing for the street vacation request of that portion of Tenth Street and ADOPT Ordinance 2316.

ATTACHMENTS:

- A. Resolution 1352
- B. Street Vacation Exhibit
- C. Ordinance 2316

REFERENCE DOCUMENTS:

1. Chapter 12.48, Street Vacation, Snohomish Municipal Code.
(<http://www.snohomishwa.gov/DocumentCenter/Home/View/424>)
2. Tenth Street Vacation Request (pages 67-108 of June 21, 2016 Council Packet)
(<http://www.snohomishwa.gov/AgendaCenter/ViewFile/Agenda/06212016-611>)
3. Tenth Street Vacation Request (pages 53-120 of September 20, 2016 Council Packet)
(<http://www.snohomishwa.gov/AgendaCenter/ViewFile/Agenda/09202016-632>)

ATTACHMENT A

**CITY OF SNOHOMISH
Snohomish, Washington**

RESOLUTION 1352

**A RESOLUTION OF THE CITY OF SNOHOMISH, WASHINGTON
SETTING A PUBLIC HEARING ON NOVEMBER 1, 2016 PURSUANT
TO SMC 12.48.030 FOR THE PETITION FOR VACATION OF A
PORTION OF TENTH STREET RIGHT-OF-WAY EAST OF AVENUE D**

WHEREAS, in accordance with SMC Chapter 12.48, the owners of at least two-thirds of the property abutting the right-of-way to be vacated signed a street vacation petition dated February 17, 2016; and

WHEREAS, a complete application for vacation of a portion of the Tenth Street right-of-way was filed with the City April 21, 2016; and

WHEREAS, the City Council finds it is in the best interest of the City to consider the vacation of the following described right-of-way:

THAT PORTION OF LOT 8 OF LAKE ADDITION TO SNOHOMISH, ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 5 OF PLATS, PAGE 10, RECORDS OF SNOHOMISH COUNTY, WASHINGTON BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 8;

THENCE NORTH 0°21'14" EAST 16.92 FEET TO THE **POINT OF BEGINNING**;

THENCE SOUTH 79°40'09" WEST 92.13 FEET;

THENCE NORTH 89°44'48" WEST 3.04 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT WHOSE RADIAL POINT BEARS SOUTH 32°46'14" EAST A DISTANCE OF 221.00 FEET;

THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 4°28'36", A DISTANCE OF 17.27 FEET;

THENCE NORTH 61°42'22" EAST 25.40 FEET TO THE BEGINNING OF A CURVE TO THE RIGHT WHOSE RADIAL POINT BEARS SOUTH 28°17'38" EAST A DISTANCE OF 316.50 FEET;

THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 10°00'00", A DISTANCE OF 55.24 FEET;

THENCE SOUTH 18°17'38" EAST 18.55 FEET;

THENCE SOUTH 00°21'14" WEST 8.51 FEET TO THE POINT OF BEGINNING.

PUBLIC HEARING 6b

SAID PARCEL CONTAINING 1,498 SQUARE FEET OR 0.03 ACRES, MORE OR LESS.

SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND CONDITIONS OF RECORD.

As depicted on the map attached hereto as Exhibit A.

WHEREAS, pursuant to SMC 12.48.030 the City Council has considered the report of the Public Works Director and finds that it is in the public interest to set a public hearing not less than 20 nor more than 60 days from the date of this Resolution as required by SMC 12.48.030(B);

NOW, THEREFORE, be it resolved by the City Council of the City of Snohomish, Washington as follows:

- (1) Pursuant to SMC 12.48.040(B), the City of Snohomish will require compensation not to exceed the full appraised value for the vacation of the above described right-of-way, said right-of-way having been dedicated for public use longer than 25 years.
- (2) The City Council finds that compensation will be required as a condition of this vacation. The final amount thereof will be determined at the conclusion of the public hearing referenced in (3) below.
- (3) Following public notice as required by law, the City Council will hold a public hearing to consider the vacation of the above described right-of-way and if the vacation request is approved, the final amount and terms of compensation. Said public hearing shall be scheduled for the regular meeting of the City Council to be held **November 1, 2016 at 7:00 p.m.**, or as soon thereafter as such hearing can be held.

PASSED by the City Council and **APPROVED** by the Mayor this 20th day of September 2016.

CITY OF SNOHOMISH

By /s/ Karen Guzak
Karen Guzak, Mayor

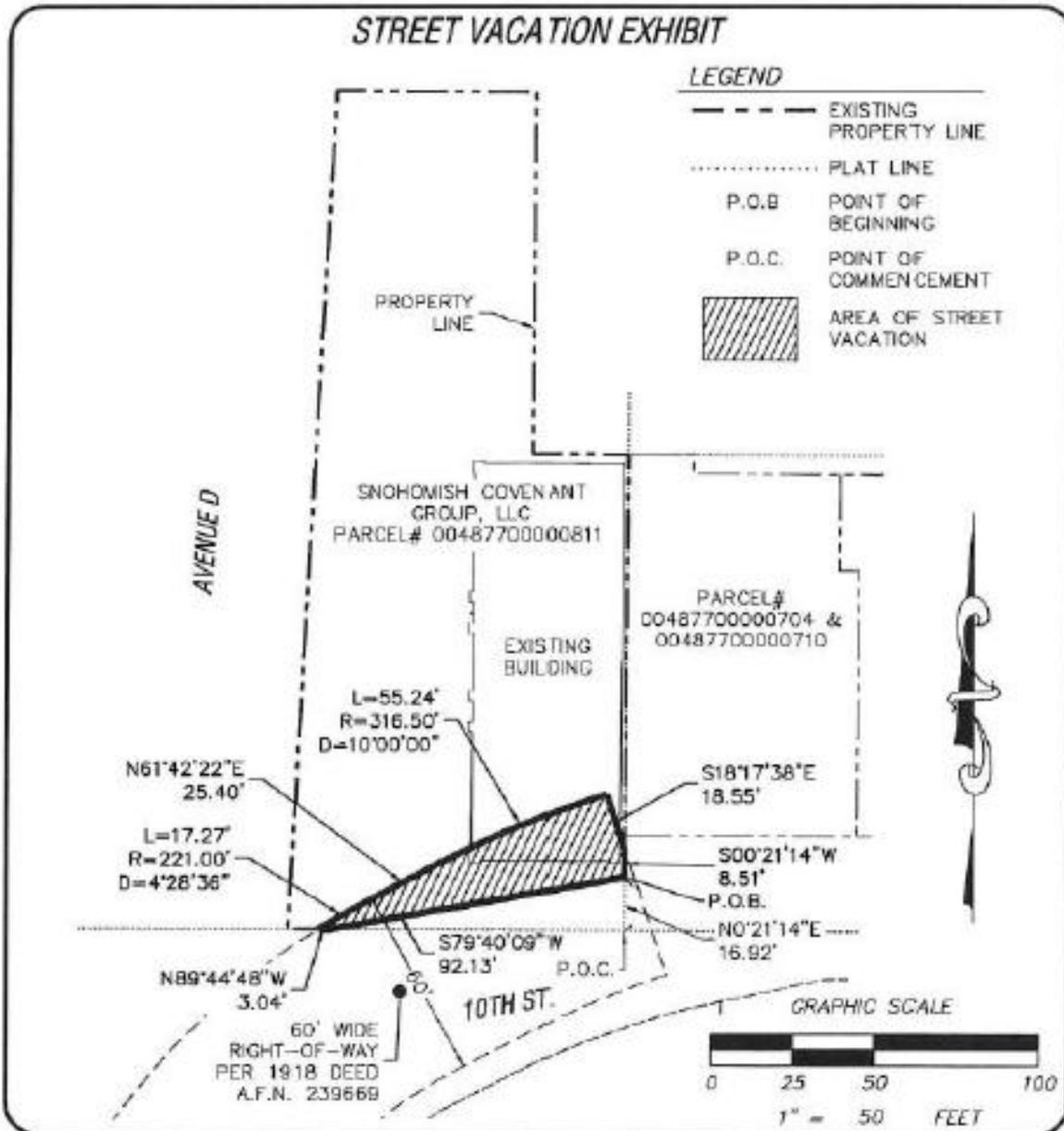
Attest:

By /s/ Pat Adams
Pat Adams, City Clerk

Approved as to form:

By /s/ Grant Weed
Grant K. Weed, City Attorney

EXHIBIT A



DATE: 2-10-16
 DRAWN: EH
 DESIGNED:
 CHECKED: DO
 PROJ. NO.: R301842.01
 SHEET: 1 OF 1

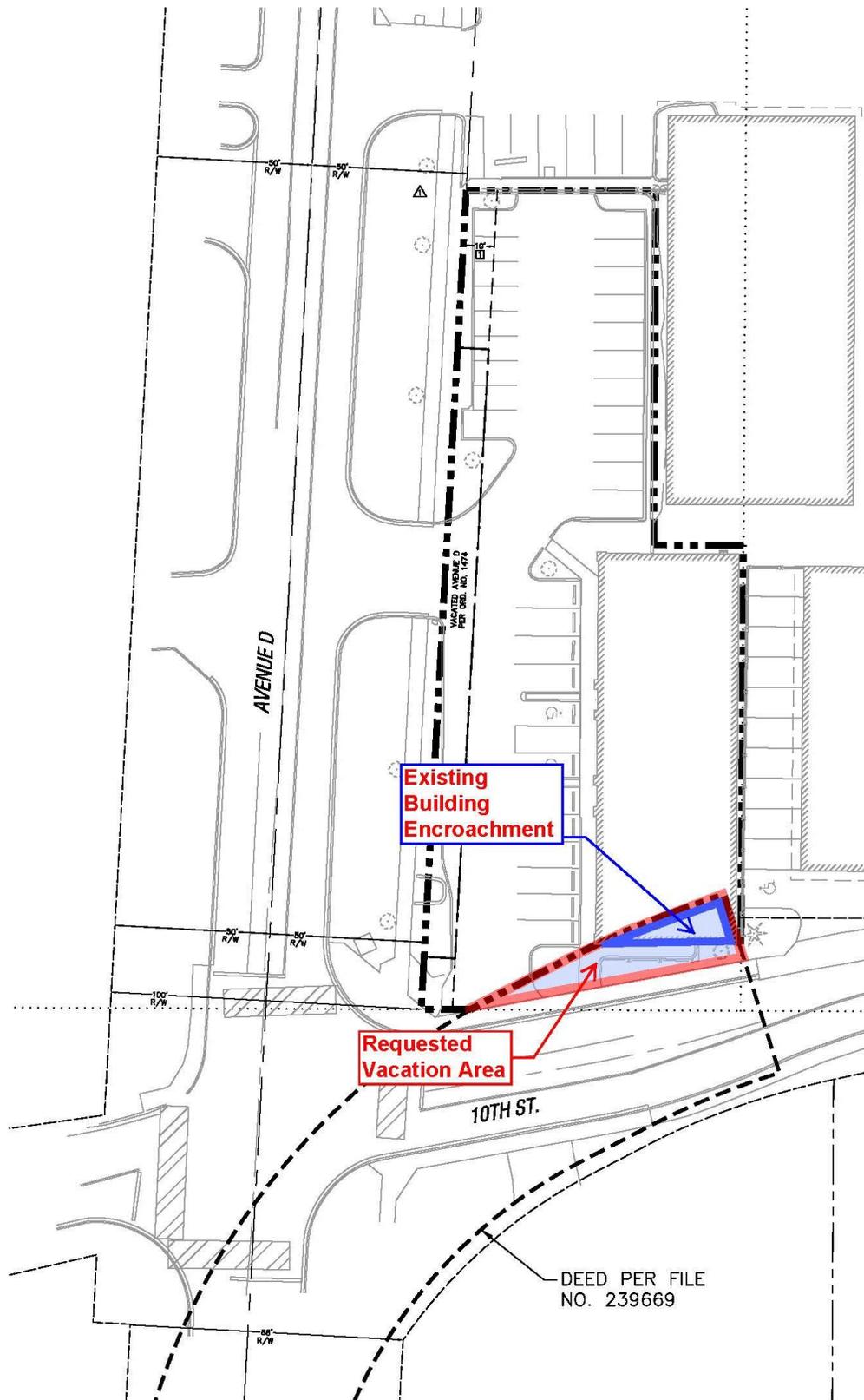


HUITT-ZOLIARS

1102 Broadway, Suite 300
 Tacoma, Washington 98402
 Phone (253) 627-9131 Fax (253) 627-4730

CLIENT: SNOHOMISH COVENANT GROUP, LLC
 SITE ADDRESS: 1001 AVE. D, SNOHOMISH, WA 98290

ATTACHMENT B



ATTACHMENT C

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2316

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON,
APPROVING THE VACATION OF THAT PORTION OF TENTH
STREET LOCATED EAST OF AVENUE D, WITHIN THE CITY OF
SNOHOMISH, WASHINGTON**

WHEREAS, the City Council has received a petition from the Snohomish Covenant Group, LLC, and Snohomish Exchange LLC, a Nevada limited liability company, collectively, as tenants in common, requesting that a portion of the Tenth Street public right-of-way as depicted and legally described in Exhibit A, attached hereto and incorporated by this reference be vacated; and

WHEREAS, the vacation petition contains the signatures of the owner(s) of more than two-thirds of the property abutting the portion of right-of-way requested to be vacated; and

WHEREAS, the action of vacating a street or roadway is categorically exempt from environmental review per WAC 197-11-800(2)(i) and is therefore not subject to SEPA rules and determinations; and

WHEREAS, Resolution 1352 calling for a public hearing regarding the vacation of the subject right-of-way was passed by the City Council and approved by the Mayor on September 20, 2016; and

WHEREAS, posting and notice requirements of the City of Snohomish Municipal Code 12.48.060 have been met; and

WHEREAS, a public hearing was held before the City Council on November 1, 2016 and all persons wishing to be heard on the matter were heard; and

WHEREAS, the City Council finds that the street vacation area was deeded to Snohomish County in 1918. In accordance with state law and Snohomish Municipal Code 12.48.040(B), the City can be compensated the full appraised value when the street has been a part of the dedicated right-of-way for twenty-five years or more;

WHEREAS, the petitioner has agreed to meet certain conditions as set forth herein;

NOW, THEREFORE, the City Council of the City of Snohomish, Washington, do ordain as follows:

Section 1. Vacation. Subject to the conditions set forth in Sections 2 and 3 of this ordinance, that portion of Tenth Street right-of-way located east of Avenue D, as depicted and legally described on attached Exhibit A, which is by this reference incorporated herein, is hereby vacated, and the property lying in said portion of the Tenth Street right-of-way described in Exhibit A, shall be returned and belong to the petitioner who is the adjacent property owner.

PUBLIC HEARING 6b

Section 2. Condition of Vacation. The vacation is contingent on the adjacent property owner/petitioner compensating the City in the amount of \$41,195 which is the full appraised value of the vacation area as determined by the petitioner’s appraiser Commercial Realty Consulting, Inc. If the compensation is not paid to the City within one year from adoption of this Ordinance, then this ordinance shall be void unless the one year period is extended by ordinance of the City Council.

Section 3. Effective Date. This ordinance shall not be published or become effective until all compensation and fees and costs have been paid in full by the petitioner and all conditions of the City Council have been complied with. This ordinance shall take effect five days after adoption and publication by summary. This vacation and the transfer of title to petitioner shall be effective at such time as this ordinance is recorded in the office of the County Auditor. The City Clerk is directed to record a certified copy of this ordinance with the Snohomish County Auditor’s Office upon confirmation from the Public Works Director that all conditions set forth in this ordinance, including, but not limited to payment of compensation in full to the City as set forth herein has been made. Costs of recording shall be the responsibility of the owner/petitioner. Following recording of this ordinance, a certified copy shall be sent to the Snohomish County Treasurer’s Office.

Section 4. Termination of Right-of-Way Use Agreement and Permit. That certain Right-of-Way Use Agreement and Permit recorded under Snohomish County Auditor file number 201411140655 is hereby terminated on the effective date of this Ordinance.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

Section 6. Implementation. The City Manager or his designee is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this location.

ADOPTED by the City Council and **APPROVED** by the Mayor this 1st day of November, 2016.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

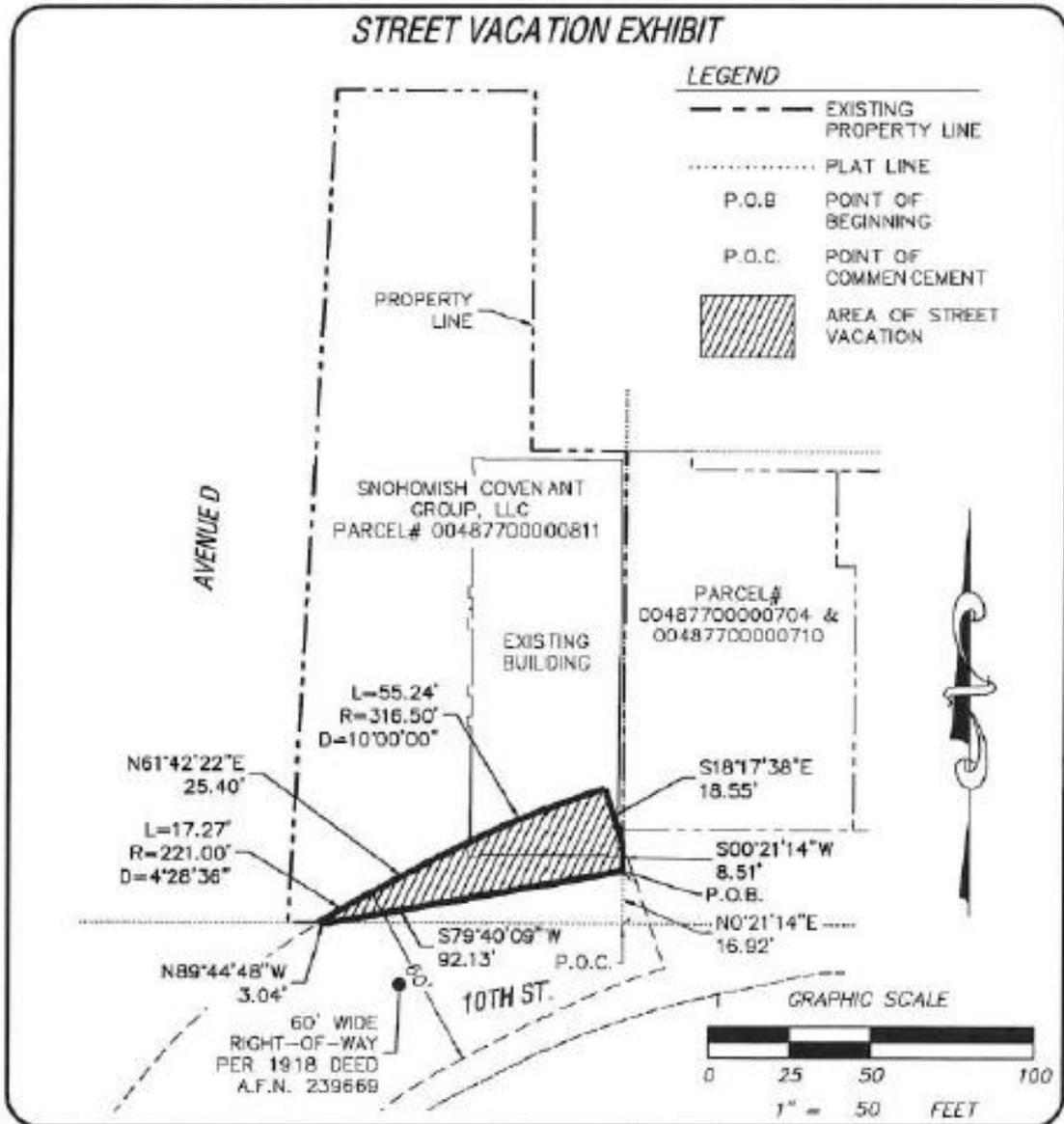
Attest:

By _____
Pat Adams, City Clerk

Approved as to form:

By _____
Grant K. Weed, City Attorney

EXHIBIT A



DATE: 2-10-16
DRAWN: EH
DESIGNED:
CHECKED: DO
PROJ. NO.: R301842.01
SHEET: 1 OF 1



HUITT-ZOLIARS
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E2

PUBLIC HEARING 6b

LEGAL DESCRIPTION:

THAT PORTION OF LOT 8 OF LAKE ADDITION TO SNOHOMISH, ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 5 OF PLATS, PAGE 10, RECORDS OF SNOHOMISH COUNTY, WASHINGTON BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND CONDITIONS OF RECORD.

ACTION ITEM 7a

Date: November 1, 2016

To: City Council

From: Andrew Sics, Project Engineer
Brooke Eidem, Associate Planner
Yoshihiro Monzaki, City Engineer

Subject: **Public Hearing on Ordinance 2315 – Amendments to Snohomish Municipal Code and Engineering Design and Construction Standards for Low Impact Development**

SUMMARY: The purpose of this public hearing is for the City Council to consider proposed amendments to the Snohomish Municipal Code (SMC) and the City’s Engineering Design and Construction Standards (EDCS). The amendments primarily provide for the use of Low Impact Development (LID) stormwater techniques in new development. Adoption of the 2012 Department of Ecology Stormwater Management Manual for Western Washington (2012 SWMM) is also proposed.

BACKGROUND: Last summer, an overview was provided to the City Council describing the requirements of the Department of Ecology National Pollutant Discharge Elimination System (NPDES) Phase II Permit and the associated code amendments that would be proposed by staff before the end of 2016. The Planning Commission has been discussing the proposed amendments since August 2016. On October 5, 2016, the Planning Commission held a public hearing and unanimously recommended approval of the proposed amendments. No comments from the public were provided during the public hearing.

ANALYSIS: Draft Ordinance 2315 (Attachment B) contains amendments to Titles 14 and 15 SMC as well as to the EDCS. The legislative changes are largely minor in nature in order to remove barriers to LID techniques; some minor housekeeping revisions are also included for internal consistency within the SMC. Adoption of the code amendments and the 2012 SWMM must be completed by December 31, 2016, as required by the NPDES Phase II Permit.

BUDGET IMPACTS: No direct impacts.

STRATEGIC PLAN REFERENCE: Initiative #5C: Take proactive measures for stewardship of Snohomish’s rivers and Blackmans Lake; Initiative #5D: Encourage sustainable development through the City’s land use regulations.

COMPREHENSIVE PLAN REFERENCE: Policy EP 1.7: Innovative designs. Encourage and allow innovative development designs to avoid or minimize adverse impacts on wetland and stream systems.

Goal EP 2: Minimize the potential for risk to life, property, and natural and cultural resources due to floods, erosion, landslides, and seismic activity.

ACTION ITEM 7a

Goal EP 3: Minimize the effects of development on water quality and flooding.

Policy EP 3.1: Low Impact Development. Promote the use of low impact development techniques to manage stormwater.

Policy EP 3.3: Impervious surfaces. Minimize impervious surface where stormwater flows are not managed, to reduce the possibility of flooding, to promote ground infiltration, and to protect the environment.

Policy EP 3.4: Clearing and grading. Encourage clearing and grading practices that preserve or enhance the capacity of site soils to retain, convey, and infiltrate water.

Policy EP 3.5: Water quality. Support and implement programmatic and regulatory measures to improve water quality in the Snohomish River system.

RECOMMENDATION: That the City Council CONDUCT a Public Hearing and ADOPT Ordinance 2315, amending sections of Title 14 and 15 of the Snohomish Municipal Code and the City of Snohomish Engineering Design and Construction Standards to comply with NPDES Phase II permit, and APPROVE the associated Findings of Fact and Conclusions as presented.

ATTACHMENTS:

- A. Recommended Findings of Fact and Conclusions
- B. Ordinance 2315

ACTION ITEM 7a

ATTACHMENT A

Recommended Findings of Fact and Conclusions on NPDES Code Amendments

The Department of Planning and Development Services (PDS) makes the following recommendations for findings of fact to be considered by the Planning Commission in support of the proposed amendments.

A. Findings of Fact

1. The City of Snohomish Planning Commission held a briefing on August 3, 2016 and a discussion on September 7, 2016, concerning the proposed amendments.
2. The Planning Commission held a public hearing on October 5, 2016, to receive public testimony concerning the proposed amendments.
3. At the conclusion of the public hearing, the Planning Commission voted 7-0 to approve the proposed amendments.
4. The City Council held a public hearing on November 1, 2016, to receive public testimony concerning the proposed amendments.
5. At the conclusion of the public hearing, the City Council voted _____ to adopt the proposed amendments.
6. The proposed amendments will complete a project that revises the Municipal Code and the Engineering Design and Construction Standards to encourage the use of LID in new development and adopts the 2012 Department of Ecology Stormwater Manual for Western Washington as required by the City's National Pollutant Discharge Elimination System (NPDES) Phase II Permit issued by the Department of Ecology.
7. The proposed amendments to Title 14 SMC will:
 - a. Amend SMC 14.20.010 (Classification) to add clearing and grading permits to the list of permit types as a Type 1 permit if SEPA-exempt, and a Type 4 permit if subject to SEPA.
 - b. Amend Chapter 14.100 SMC (Definitions) to add definitions for various Low Impact Development facilities and commercial garages.
 - c. Amend SMC 14.210.030 (Measurement Methods) to include vegetated LID facilities in open space calculations.
 - d. Amend SMC 14.210.230 (Business Park and Airport Industry) to include vegetated LID facilities in landscaping areas adjacent to streets.
 - e. Amend SMC 14.235.130 (Minimum Requirements for Off-Street Parking) to:
 - 1) reduce the minimum driveway width to eight feet, 2) encourage shared and

ACTION ITEM 7a

- two-track driveways, and 3) add an allowance for unpaved parking areas in Urban Horticulture, Public Parks, and Open Space zones.
- f. Add a new Chapter 14.237 SMC (Clearing and Grading) addressing clearing and grading regulations.
 - g. Amend SMC 14.240.030 (Existing Vegetation) to: 1) improve readability regarding retainage of existing significant trees, 2) discourage wholesale clearing of a site, 3) encourage retaining vegetation, and 4) prohibit disturbance within the critical root zone of significant trees.
 - h. Amend SMC 14.240.040 (Landscape Screening Requirements for Parking Lot and Site Development) to: 1) include landscape materials for LID facilities in landscape and screening requirements and frontage plantings, 2) adopt by reference the Bioretention Plant Lists contained in Appendix 3 of the LID Technical Guidance Manual for Puget Sound, and 3) encourage use of native plant species.
 - i. Amend SMC 14.255.120 (Substantive Requirements) to allow native vegetation associated with LID facilities, removal of invasive species, and limited trimming of trees within critical areas and their buffers.
 - j. Amend SMC 14.260.040 (Substantive Requirements) to allow LID facilities in addition to stormwater management facilities, bioswales, and treated water outfalls in the outer 50 percent of Category II wetlands in addition to Category III and IV wetlands.
 - k. Amend SMC 15.16.020 (Stormwater Management Manual Adopted) to adopt by reference the 2012 State Department of Ecology Stormwater Management Manual for Western Washington.
8. The proposed amendments implement GMA planning goal 10 related to the environment, “(10) Environment. Protect the environment and enhance the state’s high quality of life, including air and water quality, and the availability of water.”
9. The proposed amendments implement the following goals and policies contained in the Snohomish Comprehensive Plan:
- a. Policy EP 1.7: Innovative designs. Encourage and allow innovative development designs to avoid or minimize adverse impacts on wetland and stream systems.
 - b. Goal EP 2: Minimize the potential for risk to life, property, and natural and cultural resources due to floods, erosion, landslides, and seismic activity.
 - c. Goal EP 3: Minimize the effects of development on water quality and flooding.

ACTION ITEM 7a

- d. Policy EP 3.1: Low Impact Development. Promote the use of low impact development techniques to manage stormwater.
 - e. Policy EP 3.3: Impervious surfaces. Minimize impervious surface where stormwater flows are not managed, to reduce the possibility of flooding, to promote ground infiltration, and to protect the environment.
 - f. Policy EP 3.4: Clearing and grading. Encourage clearing and grading practices that preserve or enhance the capacity of site soils to retain, convey, and infiltrate water.
 - g. Policy EP 3.5: Water quality. Support and implement programmatic and regulatory measures to improve water quality in the Snohomish River system.
10. Procedural requirements.
- a. The proposed amendments are consistent with state law.
 - b. Pursuant to RCW 36.70A.106(1), a notice of intent to adopt the proposed amendments was transmitted to the Washington State Department of Commerce for distribution to state agencies on August 22, 2016.
 - c. Pursuant to WAC 197-11-310, a Determination of Non-Significance (DNS) was issued on September 7, 2016.
 - d. The public process used in the adoption of the proposed amendments has complied with all applicable requirements of the GMA and the SMC.

PDS makes the following recommendations for conclusions to be considered in support of the proposed amendments.

B. Conclusions

- 1. The proposed amendments encourage use of LID in new development in order to adopt the 2012 Stormwater Manual and comply with the City's NPDES Phase II Permit.
- 2. The proposed amendments are consistent with Washington State law and the SMC.
- 3. The proposed amendments implement and are consistent with the goals and policies of the Comprehensive Plan.
- 4. The proposed amendments protect the public health, safety, and general welfare.
- 5. The proposed amendments do not result in an unconstitutional taking of private property for a public purpose and they do not violate substantive due process guarantees.

ATTACHMENT B

**CITY OF SNOHOMISH
SNOHOMISH, Washington**

ORDINANCE 2315

AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON, ADOPTING AND REVISING STORMWATER MANAGEMENT REGULATIONS PURSUANT TO THE WESTERN WASHINGTON PHASE II MUNICIPAL STORMWATER PERMIT ISSUED TO THE CITY BY THE WASHINGTON STATE DEPARTMENT OF ECOLOGY; AMENDING SNOHOMISH MUNICIPAL CODE (SMC) SECTIONS 14.20.010 ENTITLED “CLASSIFICATION”, 14.100.020 ENTITLED “DEFINITIONS”, 14.210.030 ENTITLED “MEASUREMENT METHODS, 14.210.230 ENTITLED “BUSINESS PARK AND AIRPORT INDUSTRY”, 14.235.130 ENTITLED “MINIMUM REQUIREMENTS FOR OFF-STREET PARKING”, ADDING SMC CHAPTER 14.237 ENTITLED “CLEARING AND GRADING”, AMENDING SMC 14.240.030 ENTITLED “EXISTING VEGETATION”, 14.240.040 ENTITLED “LANDSCAPE AND SCREENING REQUIREMENTS FOR PARKING LOT AND SITE DEVELOPMENT”, 14.255.060 ENTITLED “EXEMPTIONS”, 14.255.120 ENTITLED “SUBSTANTIVE REQUIREMENTS”, 14.260.040 ENTITLED “SUBSTANTIVE REQUIREMENTS”, AMENDING SMC 15.16.020 ENTITLED “STORMWATER MANAGEMENT MANUAL ADOPTION”; AND AMENDING THE CITY ENGINEERING DESIGN AND CONSTRUCTION STANDARDS; PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

WHEREAS, the Federal Clean Water Act, 33 U.S.C. 1251 *et seq.* (the Act), requires certain local governments such as the City of Snohomish to implement stormwater management programs and regulations within prescribed time frames, and pursuant to said Act the United States Environmental Protection Agency (EPA) has adopted rules for such stormwater programs and regulations; and

WHEREAS, the EPA has delegated authority to the Washington State Department of Ecology (Ecology) to administer such stormwater programs and regulations, and Ecology has reissued the National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater Permit, effective August 1, 2013 through July 31, 2018, which requires local governments such as the City of Snohomish to implement numerous stormwater management requirements, including adopting Ecology’s 2012 Stormwater Management Manual for Western Washington, and incorporating into the SMC the encouragement and allowance of Low Impact Development techniques by December 31, 2016; and

WHEREAS, in 2009, the City Council adopted Ordinance 2173, which established stormwater regulations including the adoption of Ecology’s 2005 Stormwater Management Manual for Western Washington, as set forth in Ch. 15.16 SMC; and

ACTION ITEM 7a

WHEREAS, in 2011, the City Council adopted Ordinance 2211, which readopted the City Engineering Design and Construction Standards; and

WHEREAS, in order to comply with the currently effective NPDES Phase II Permit, the City has prepared proposed Stormwater Management regulations, which amend and update the City’s current stormwater regulations and related municipal code provisions; and

WHEREAS, on September 7, 2016 the City’s SEPA Responsible Official complied with the State Environmental Policy Act (SEPA) by issuing a Determination of Nonsignificance (DNS) for the adoption of the proposed Stormwater Management regulations and by complying with SEPA’s procedural requirements for issuing the DNS; and

WHEREAS, on October 5, 2016 the Planning Commission conducted a duly noticed public hearing on the proposed code amendments, as set forth below; and

WHEREAS, on November 1, 2016 the City Council conducted a duly noticed public hearing on the proposed code amendments, as set forth below; and

WHEREAS, the City Council has determined that it is in the public interest and in furtherance of the public health and welfare to adopt the proposed Stormwater Management regulations, as set forth below; and

WHEREAS, the City contracted with the professional engineering consulting firm Gray & Osborne, Inc. to perform a review of the City Municipal Codes and Engineering Design and Construction Standards to determine conflicts or gaps that would need to be addressed to allow the use of Low Impact Development techniques as required by the NPDES Phase II Permit;

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

Section 1. SMC Section 14.20.010 entitled “Classification” is hereby amended to read as follows and all other provisions not addressed herein shall remain in full force and effect:

14.20.010 Classification

Permit Type	Permit Classification Number
administrative development plans, SEPA-exempt	1
building permits, SEPA-exempt	1
land clearing permits (provisional)	1
<u>clearing and grading permits</u>	<u>1</u>
lot line adjustments	1
lot line eliminations	1
minor variances	1
sign permits	1
temporary permits (provisional)	1
final plats	2

ACTION ITEM 7a

short plats, SEPA-exempt	3
administrative development plans, SEPA-applicable building permits, SEPA-applicable short plats, SEPA-applicable clearing and grading permits, SEPA-applicable	4 4 4
SEPA-exempt conditional use permits, recorded development plans, variances	5 5
amendments to Development Code's Land Use Designation Map, SEPA-applicable conditional use permits, recorded development plans, preliminary plats, planned residential developments, and shoreline substantial development permits / variances / conditional uses	6 6 6 6 6 6

Section 2. SMC Chapter 14.100 entitled “Definitions” is hereby amended to read as follows and all other provisions not addressed herein shall remain in full force and effect:

Garage, public (“Public garage”) means a building or a portion of a commercial building designed or used primarily for temporary shelter or storage of vehicles in exchange for a fee, or accessory to a commercial use.

Low Impact Development (LID) is a stormwater and land use management strategy that strives to mimic pre-disturbance hydrologic processes of infiltration, storage, and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.

Low Impact Development (LID) Facilities are distributed stormwater management practices, integrated into a project design, that emphasize pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation, and transpiration. LID best management practices include, but are not limited to, bioretention, rain gardens, permeable materials, roof downspout controls, dispersion, soil quality and depth, minimal excavation foundations, vegetated roofs, and water re-use.

Vegetated Low Impact Development (LID) facilities include bioretention, rain gardens, dispersion, vegetated roofs, and natural treatment areas.

Section 3. SMC Section 14.210.030 entitled “Measurement Methods” is hereby amended to read as follows:

14.210.030 Measurement Methods. The following measurement methods shall be used to determine compliance with the dimensional standards in this Chapter:

- A. Street setbacks shall be measured from the existing edge of a street right-of-way or temporary turnaround.

ACTION ITEM 7a

- B. Lot widths shall be measured by scaling a circle of the applicable diameter within the boundaries of the lot, provided that an access easement shall not be included within the circle.
- C. For any calculation which ends in a fraction of .5 or greater, the number will be rounded up to the next whole number. Any fraction less than .5 will be rounded down to the next whole number.
- D. Lot area shall be the total horizontal land area contained within the boundaries of a lot.
- E. Open space calculations shall include areas of turf, landscaping, natural vegetation, or surface water retention/ detention facilities, including vegetated areas within Low Impact Development facilities.

Section 4. SMC section 14.210.230 entitled “Business Park and Airport Industry” is hereby amended to read as follows and all other provisions not addressed herein shall remain in full force and effect:

14.210.230 Business Park and Airport Industry.

- 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.
- 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.

ACTION ITEM 7a

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.
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. Landscape plant materials used in Low Impact Development facilities may also be considered. Such landscaping shall not obscure the sight distance for traffic and pedestrians at the intersection of streets or driveways.

Section 5. SMC Section 14.235.130 entitled “Minimum Requirements for Off-Street Parking” is hereby amended to read as follows:

14.235.130 Minimum Requirements for Off-Street Parking.

- A. Minimum Dimensions. The size and dimensions of individual parking stalls shall be eight and one-half (8½) feet wide and eighteen (18) feet long, and shall include an additional one hundred (100) square feet of maneuvering area. Parking areas including more than four (4) stalls of parking shall comply with the parking area dimensions as described in Figure 1 and Figure 2.
- B. Driveway Dimensions. When off-street parking is provided, the access driveway or lane shall be paved and have a minimum width of ~~twelve (12)~~eight (8) feet. The City Planner shall have the discretionary authority to require driveways to have a minimum of two eight-foot (8’) moving lanes when unusual site problems, access for vehicles, or high traffic usage requires such. Driveway widths and construction standards within the public right-of-way shall be determined by the City Engineer. Shared and two-track driveway designs are allowed.
- C. Required Access and Fire Lanes. The Fire Marshal shall determine when access for fire lanes shall be required. Such access and fire lanes shall be designed with not less than twenty-five (25) feet in width, forming a continuous route or loop connecting at both ends with streets, or as stipulated by the Fire Marshal.
- D. Required Traffic-Control Devices. All traffic control devices, such as parking stripes designating car stalls and directional arrows, shall be completed and installed as shown on the approved plans. Hard-surfaced parking areas shall use paint or similar devices to delineate car stalls and directional arrows.
- E. Requirements for Pedestrian Walks. Pedestrian walks shall be required in parking lots of over ten (10) stalls and shall be for the use of foot traffic only. They shall be delineated in a manner acceptable to the City. When wheel stops or bumper stops are provided, sidewalks may be constructed on grade with the parking lot.
- F. Border Barricades. All parking areas and car sales areas that are not separated by a fence or landscaped buffer from any street or alley upon which they abut shall be provided with a suitable concrete curb not less than six (6) inches in height, located not less than four (4) feet from the street or alley. The curb or barrier

ACTION ITEM 7a

shall be securely installed and maintained; provided, that no such curb or barrier shall be required across any driveway or entrance to such parking area.

- G. Backing into Streets. Parking facilities for all uses shall be so designed that vehicles are not required to back from the parking facility into any street. Such requirement shall be mandatory for all uses except for detached single-family residential uses and vehicles entering local access or collector streets from the driveway of an individual duplex structure.
- H. Ingress and Egress Provisions. The City Engineer shall have the authority to fix the location, width and manner of approach of vehicular ingress or egress from a building or parking area to a street and to alter existing ingress and egress as may be required to control street traffic in the interest of the public safety and general welfare.
- I. Surfacing. All off-street parking areas and vehicle sales areas, including ingress and egress lanes, shall be paved with a hard-surfaced material that may include permeable concrete or asphalt pavement. Marked, unpaved parking areas are permitted in Urban Horticulture, Public Parks, and Open Space zones, when a professional parking study or other reliable data shows the area will be for parking spaces in excess of those required pursuant to this Chapter.
- J. Surface Water Runoff. All off-street parking areas and car sales areas shall be graded and drained in order to dispose of surface water runoff, subject to the approval of the City Engineer. All hard-surface areas shall be drained to an approved catch basin within the confines of the lot and disposed of through a drainage system as approved by the City Engineer. The use of low impact development technology in the construction of such areas is encouraged by the City providing it produces a surface that can be safely walked upon, can be marked to define parking spaces and other necessary information, and has been determined to be as serviceable as conventional asphalt paving.
- K. Illumination. All lights provided to illuminate any public parking area, any semi-public parking area, or car sales area permitted by this title shall be arranged so as to direct the light away from any dwelling unit and the public right-of-way.
- L. Maintenance of Off-street Parking Areas. Maintenance of all areas provided for off-street parking shall include removal and replacement of dead and dying trees, maintenance of landscaping grass, shrubs and trees, removal of trash and weeds, and repair of traffic-control devices, signs, light standards, fences, walls, surfacing material, curbs and railings.
- M. Tandem Parking. Tandem parking is permitted only for detached single-family residences.

ACTION ITEM 7a

Section 6.

New SMC Chapter 14.237 entitled “Clearing and Grading” is hereby adopted and shall read as follows:

Chapter 14.237 **CLEARING AND GRADING**

Sections:

- 14.237.010 Purpose
- 14.237.020 Permit Required
- 14.237.030 Exempt Activities
- 14.237.040 Permit Issuance
- 14.237.050 General Conditions
- 14.237.060 Minimum Standards
- 14.237.070 Permit Restrictions
- 14.237.080 Inspections
- 14.237.090 Completion of Work
- 14.237.100 Permit Suspension or Revocation
- 14.237.110 Liability
- 14.237.120 Severability

14.237.010 Purpose. It is the purpose of this chapter to regulate, by permit, activities that involve construction, disturbance, and permanent and temporary modification of lands in the City of Snohomish in the interest of public health, safety, and welfare to ensure that the activities minimize impacts to the environment and storm drainage facilities.

14.237.020 Permit Required. A site civil permit for clearing and grading activities (hereunder referred to as “permit”) is required for the following activities:

- A. Any clearing, filling, or excavation in an environmentally sensitive area or regulated buffer.
- B. Fill and/or excavation totaling a minimum of 100 cubic yards. Quantities of fill and excavation are separately calculated and then added together. However if excavated material is used as fill on the same site, the quantity is not calculated separately and then added together.
- C. Over 1,000 square feet of clearing, as measured at the ground level. Clearing includes disturbance of over 1,000 square feet at grade due to felling or topping of trees.

14.237.030 Exempt Activities. Following activities are exempt from the requirements for a permit:

- A. Agricultural management of existing farmed areas.

ACTION ITEM 7a

- B. Routine landscape maintenance of existing landscaped areas totaling less than 1,000 square feet on developed lots and other activities associated with maintaining an already established landscape.
- C. Work needed to correct an immediate danger to life or property in an emergency situation as declared by the Mayor or the City Manager or their designee.
- D. Cemetery graves.
- E. Work, when approved by the City Engineer, in an isolated self-contained area, if there is no danger or impact to public or private property.

14.237.040 Permit Issuance.

- A. Permit shall be issued by the Engineering Department upon proper application therefore and upon payment of fees to be set by separate Council resolution. Unless provided otherwise on the face of the permit, the permit shall be effective for one year, but may, with cause shown, be extended by the City Engineer for an additional one-year period.
- B. Permit shall be issued only in conjunction with one or more of the following:
 - 1. Approved building permit;
 - 2. Approved administrative development plan;
 - 3. Utility extension;
 - 4. Property access road;
 - 5. Approved conditional use permit;
 - 6. Approved street, water, storm and sanitary sewer construction drawings for a preliminary plat or short plat;
 - 7. Approved shoreline permit;
 - 8. Special permission of the permit authority based on a demonstration that extenuating and/or special circumstances are present and that the project is consistent with the grading and drainage plan with landscaping, soil stabilization and surface groundcover elements including continuous maintenance;
 - a. Decision Criteria. The permit authority may approve or approve with modifications an application submitted under this subsection only if:
 - i. The proposal is in accord with the comprehensive plan, comprehensive drainage plan, land use development code, drainage management code and other city codes and adopted standards,
 - ii. The approval of the proposal will not pose a threat to or be detrimental to the public health, safety and welfare, and
 - iii. The applicant has demonstrated that approval of the proposal independent of obtaining other permits is appropriate for the reasonable development or maintenance of the property and when the

ACTION ITEM 7a

application specifies the size, location, and type of proposed uses for the project when it is completely developed.

- b. Time Limits May Be Imposed. For any permit authorized under this subsection the permit authority may impose a time limit within which the proposed site work must be completed, generally not to exceed one year.
- c. Conditions May Be Imposed. For any permit authorized under this subsection the permit authority may impose any conditions deemed necessary to mitigate potential adverse impacts on the environment and the public's health, safety, and general welfare.

14.237.050 General Conditions (required of all applicants). Permittees shall comply with the following conditions, which shall apply to all permits:

- A. Comply with all applicable City ordinances, City design and construction standards, specifications, policies, and administrative procedures.
- B. Agree to defend, indemnify, and hold harmless the City of Snohomish, its officers, employees, and agents, for any and all suits, claims, causes of action, or liabilities caused by or arising out of any activities conducted by the permittee resulting from issuance of the permit.
- C. Agree to special project notification of the City, affected property owners and tenants, or other agencies as specified by the City Engineer.
- D. Notify the City 48 hours before installation of temporary erosion and sediment control measures and commencing any land-disturbing activity.
- E. Install all temporary erosion and sediment control measures as identified in the approved plans prior to commencing any land-disturbing activity.
- F. Delimit all potentially impacted critical areas and their buffers with a construction limits fence prior to any disturbance of the soil.
- G. Notify the City within 24 hours after the temporary erosion and sediment control measures installation is completed and do not commence any land disturbing activity until notified by the City that the installation of the temporary erosion and sediment control measures and construction limits fencing has been approved.
- H. Obtain permission in writing from the City prior to modifying any of the plans.
- I. Maintain all road drainage systems, storm water drainage systems, control measures, and other facilities identified in the plans.
- J. Protect areas to remain undisturbed and identified for low impact development facilities/uses and minimize equipment encroachment into these areas.
- K. Repair siltation or erosion damage to adjoining surfaces and drainage ways resulting from land developing or disturbing activities.
- L. Inspect the erosion construction control measures at least once each week during construction after each rain of 0.5 inch or more (over a 24-hour period), and immediately make any needed repairs.

ACTION ITEM 7a

- M. Allow the City to enter the site for the purpose of inspecting compliance with the plans or for performing any work necessary to bring the site into compliance with the plans.
- N. Keep an up-to-date, approved copy of the plans on the site.
- O. Understand and agree that the City Engineer may, at his or her discretion, attach other special conditions to any permit. Such condition(s) shall be necessary to satisfy the purpose of this Chapter, compliance with the Ecology Stormwater Management Manual or to protect the public health, safety, and welfare.
- P. Understand and agree that all construction, workmanship and materials shall be in accordance with the City Engineering Design standards, City adopted Department of Ecology Stormwater Management Manual for Western Washington, and where applicable, the most current edition of the State of Washington Standard Specifications for Road, Bridge and Municipal Construction.

14.237.060 Minimum Standards. Following minimum standards must be satisfied as a condition of issuance of any development permit:

- A. Temporary Erosion and Sediment Control. Temporary erosion and sediment control plan shall be in accordance with the City Engineering Design standards and the City adopted Department of Ecology Stormwater Management Manual for Western Washington.
- B. Grading. The following are the minimum standards for grading unless otherwise modified by an approved grading plan:
 - 1. Grading shall not contribute to or create landslides, accelerated soil creep, or settlement of soils.
 - 2. Natural land and water features, vegetation, drainage and other natural features of the site shall be reasonably preserved.
 - 3. Grading shall not create or contribute to flooding, erosion, increased turbidity, or siltation of a watercourse.
 - 4. Groundcover and tree disturbance shall be minimized. Tree retention and/or removal shall be in accordance with the provision of Chapter 14.240 SMC.
 - 5. Grading operations shall be conducted so as to expose the smallest practical area to erosion for the least possible time.
 - 6. Grading shall not divert existing watercourses.
 - 7. The duff layer and native soils shall be retained in an undisturbed state to the maximum extent practicable in areas not intended for building pads, access ways or other impervious surfaces.
- C. Aesthetic and spatial impact of altered grades on adjacent properties both public and private shall be considered in site design.
- D. Sites shall be developed to promote continuity and to minimize abrupt grade changes between sites.

ACTION ITEM 7a

- E. Clearing and grading shall be the minimum necessary for the structure and to make installation and function of infrastructure feasible and economic for future service extensions to adjacent properties.
- F. Natural topography and the proposed layout of the development shall be considered when siting roads in order to anticipate grading needs and minimize extensive grading.
- G. Sensitive Areas. No land-disturbing activity shall be permitted in a regulated sensitive area, except as otherwise allowed by applicable laws and permits.
- H. Clean-Up. Persons and/or firms engaged in clearing, grading, filling, or drainage activities shall be responsible for the maintenance of work areas free of debris or other material that may cause damage to or siltation of existing or new facilities or have the potential of creating a safety hazard.
- I. Dust Suppression. Dust from clearing, grading and other construction activities shall be minimized at all times. Impervious surfaces on or near the construction area shall be swept, vacuumed, or otherwise maintained to suppress dust entrainment. Any dust suppressants used shall be approved by the director. Petrochemical dust suppressants are prohibited.

14.237.070 Permit Restrictions. All clearing, grading, filling, and excavation activities, regardless of whether or not a permit is required, are subject to the following restrictions:

- A. No clearing, grading, filling, or excavation is allowed in a critical area and its buffers where such activities are prohibited by SMC Title 14.
- B. For clearing and grading activities conducted between October 1st and March 31st, no more than one acre may be moved or graded at any one time.
- C. Between October 1st and March 31st, grading of individual building lots in a subdivision shall be phased, with no more than ten lots being graded in a subdivision at any one time. Before additional lots can be graded, the previously graded lots shall be hydro-seeded and mulched, sodded, or otherwise protected.

14.237.080 Inspections.

- A. Prior to any clearing, grading, filling, and/or drainage facility construction, the contractor may be required to conduct a preconstruction conference with the City's Engineering Construction Inspector to coordinate the project.
- B. All projects which include clearing, grading, filling or drainage shall be subject to inspection by the city engineer or his designee, who shall be granted reasonable right of entry to the work site by the permittee. When required by the City engineer, special inspection of the grading operations and special testing shall be performed by qualified professionals employed by the permittee.
- C. Each site that has an approved clearing and grading, temporary erosion and sediment control or other required plans must be inspected as necessary to ensure that the temporary erosion and sediment control measures are installed and

ACTION ITEM 7a

effectively maintained in compliance with the approved plan and permit requirements. Where applicable, the permittee must obtain inspection by the City at the following stages:

1. Following the installation of sediment control measures or practices and prior to any other land-disturbing activity;
2. During the construction of sediment basins or storm water management structures;
3. During rough grading, including hauling of imported or wasted materials;
4. Prior to the removal or modification of any sediment control measure or facility; and
5. Upon completion of final grading, including establishment of groundcover and planting, installation of all vegetative measures, and all other work in accordance with an approved plan and/or permit.

14.237.090 Completion of Work.

- A. Construction Changes. Whenever changes must be made to the original, approved plan, the changes shall be submitted in writing and approved by the City Engineer in writing in advance of the construction of those changes.
- B. Final Reports. Upon completion of the rough grading and at the final completion of the work, the City Engineer may require the following reports, drawings, and supplements thereto to be prepared and submitted by the owner and/or an appropriate qualified professional approved by the City Engineer:
 1. An as-built grading plan, including original ground surface elevations, final surface elevations, lot drainage patterns, and locations and elevations of all surface and subsurface drainage facilities.
 2. A soils grading and/or geologic grading report, including locations and elevations of field density tests and geologic features, summaries of field and other laboratory tests, and other substantiating data and comments or any other changes made during grading and their effect on the recommendations made in the approved grading plan.
- C. Notification of Completion. The permittee or their agent shall notify the City Engineer when the grading operation is ready for final inspection. Final approval shall not be given until all work has been completed in accordance with the final approved grading, erosion sedimentation control and other required plans, and the required reports have been submitted and accepted.

14.237.100 Permit Suspension or Revocation. The City Engineer may, in writing, suspend or revoke a permit issued under the provisions of this chapter for any of the following reasons:

- A. Whenever the permit was issued in error or on the basis of incorrect information supplied by the applicant.

ACTION ITEM 7a

- B. Whenever the work does not proceed in accordance with the plans as approved, or conditions of approval.
- C. Whenever, in the judgment of the City Engineer, the work is not being performed in compliance with the requirements of this chapter, other City ordinances, or state or federal law.
- D. Whenever the City has been denied reasonable access to investigate and permitted work is proceeding.
- E. Whenever any excavation or fill endangers or may reasonably be expected to endanger the public, the adjoining property or street, or utilities.

14.237.110 Liability. The obligation of complying with the requirements of this ordinance rests upon the permittee, and no provision is intended to impose any special duty upon the City, or any of its officers, employees, or agents. Nothing contained in this chapter or any procedures adopted hereunder is intended to be or shall be construed to create a special relationship with any contractor, owner, permittee, or member of the public, or form the basis for liability on the part of the City, or its officers, employees, or agents, for any injury or damage resulting from the failure of the permittee to comply with the provisions hereof, or by reason or in consequence of any act or omission in connection with the implementation of enforcement of this ordinance or any procedures adopted hereunder by the City, its officers, employees, or agents.

The City Engineer and other employees charged with the enforcement and administration of this ordinance or agents of the City, acting for the City in good faith and without malice in the discharge of their duties, shall not thereby render themselves liable personally for any damages which may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of such duties.

14.237.120 Severability. If any one or more sections, subsections, or sentences of this chapter are held to be unconstitutional or invalid, such decisions shall not affect the validity of the remaining portions of this code, and the same shall remain in full force and effect.

Section 7. SMC Sections 14.240.030 entitled “Existing Vegetation” is hereby amended to read as follows:

14.240.030 Existing Vegetation

- A. General. ~~The applicant may be required to retain existing vegetation on the subject property to the maximum extent possible, where such vegetation is considered equal to or better than that required by this chapter and can be saved without serious disruption of the proposed development.~~ New development shall retain all existing significant trees unless the retention of such trees would unreasonably burden the development or cause a significant safety problem, as determined by the City.
- B. Site clearing. No site clearing, grading or removal of significant trees or other vegetation shall take place prior to approval of ~~the~~ a proposed landscaping plan. Wholesale clearing or mass grading of sites is discouraged.

ACTION ITEM 7a

C. Retained vegetation shall be oriented, wherever possible, to disconnect adjacent impervious surfaces.

€ D. Significant tree protection required. Any deciduous and evergreen trees eight (8)~~six (6)~~ inches or greater in diameter, as measured four (4) feet above the ground, is considered a significant tree, with the exception that alders and cottonwoods (*Alnus rubra* and *Populus trichocarpa*) are not considered significant. The property owner shall either furnish a site plan showing all free standing significant trees in areas proposed to be disturbed and the edge of tree cover in areas not proposed to be disturbed, or shall have an arborist provide a certificate stating there are no significant trees on the property.

For property proposed for single-family detached residential development and capable of being subdivided, applicants shall retain significant trees, except in the following areas: utility corridors, roads, and building pads and the yard areas around the proposed residences. For one of these exceptions to apply, the applicant shall depict the area on a site plan showing all free standing significant trees in areas proposed to be disturbed and the edge of tree cover in areas not proposed to be disturbed. The applicant shall retain significant trees on the subject property to the maximum extent that is practical taking into consideration the nature of the proposed development.

1. Protection techniques. In order to provide the best possible conditions for the retention of significant trees, the applicant shall comply with the following requirements.
 - a. The applicant may not fill, excavate, stack, or store any equipment, or disturb or compact the earth in any way within the critical root zone (CRZ) where feasible, which may extend beyond the drip line of existing tree branches ~~area defined by the drip line~~ of any tree to be retained. A drip line is defined as a perimeter formed by the points farthest away from the trunk of a tree where precipitation from the branches of that tree falls on the ground.
 - b. The applicant shall construct a temporary but immovable four (4) foot high sturdy fence around each tree to be retained, generally corresponding to the drip line of that tree.
 - c. If the grade level around a tree to be retained is to be raised, the applicant shall construct a dry rock wall or rock well around the tree. The diameter of this wall or well must be equal to the diameter of the tree's drip line.
 - d. The applicant may not install impervious surface material within the area defined by the drip line of any tree to be retained, unless specifically approved by the City's Planning and Development Services Department.

ACTION ITEM 7a

- e. The grade level around any tree to be retained may not be lowered within the area defined by the drip line of the tree.
 - f. The applicant shall prune branches and roots as necessary, and fertilize and water plant material as appropriate.
2. Replacement if significant trees designated to be retained are removed.
- a. For trees other than alders and cottonwoods (which are not protected as significant trees), the following shall apply: For any trees to be removed (except for diseased or dying trees) the City shall require the applicant to re plant in an appropriate manner. Replacement trees must be at least two and one-half (2½) inches in diameter as measured four (4) feet above grade for deciduous trees and a minimum of ten (10) feet in height for evergreen trees. Trees shall be replaced according to a plan prepared by the applicant and approved by the City. For the removal of diseased or dying trees, an arborist hired by the City at the applicant's expense shall determine which trees are healthy and shall provide a written report on its findings. Any tree which poses an immediate threat to property may be removed if a report from a qualified consultant is submitted and approved by the City. A two-year maintenance bond shall be provided for all replacement trees in an amount equal to no less than 200 percent of the arborist's estimate.
 - b. In the event that a property owner believes that a threat to life or property exists with regard to an existing tree, the property owner may request that the City Planner or designee evaluate the tree, and, if the City Planner concurs that a hazardous condition exists, the property owner may remove the tree without a report from a qualified consultant.
 - i. Replacement trees may be located in the street planter strip adjacent to the property.
 - ii. Subdivision development involving the removal of significant trees may locate replacement trees in the street planter strip on or adjacent to the development. If the number of replacement trees exceeds the number of trees required for street planters, then the developer may locate the trees off-site in street planter strips. The location of off-site replacement trees shall be reviewed and approved by the Hearing Examiner.
 - a) For properties capable of being subdivided, one (1) significant tree for each legal lot area may be removed annually. Property owners shall provide the City with written notice of removal within 30 days of removal.

ACTION ITEM 7a

3. Removal of Trees Designated to Remain. If any tree designated for retention or required to be planted is damaged or destroyed during construction, as a result of on-site construction practices, or within two years following the end of construction, as a result of on-site construction practices, the City shall require the planting of up to three approved trees, each at least two and one-half (2½) inches in diameter as measured four (4) feet above grade for deciduous trees and ten (10) feet in height for evergreen trees, in the immediate vicinity of the damaged or destroyed tree, as determined by the Planning and Development Services Department. The City may require the applicant to remove the damaged or destroyed tree.

Section 8. SMC Section 14.240.040 entitled “Landscape and Screening Requirements for Parking Lot and Site Development” is hereby amended to read as follows and all other provisions not addressed herein shall remain in full force and effect:

14.240.040 Landscape and Screening Requirements for Parking Lot and Site Development

Requirements for landscaping of parking lots and site development are set forth in the two Snohomish Design Standards documents: the *Design Standards and Guidelines for the City's Historic District* and *Design Standards and Guidelines for Areas Outside of the Historic District*. Landscape plant materials used in Low Impact Development facilities may be considered for review by the City Planner when evaluating compliance with the landscape and screening requirements.

A. Plant materials. Landscape plant materials shall be selected from the landscape plant lists and street tree lists, as set forth below. Plants used for Low Impact Development facilities shall be selected from the Bioretention Plant Lists contained in Appendix 3 of the *LID Technical Guidance Manual for Puget Sound*. Selected plants must be suited to local soil conditions, if the site is not irrigated. Native plant species shall be preferred.

1. Street Trees and Landscape Materials.

- a. All subdivisions shall supply street trees along the entire frontage of the property and any interior streets. Landscape materials, including for the purpose of Low Impact Development facilities, may be considered for frontage plantings.
- b. The following land use actions shall require the installation of street trees:
 - i. Short subdivision
 - ii. Subdivision
 - iii. Recorded development plan

ACTION ITEM 7a

- iv. Conditional use permit
- v. Any activity involving street frontage improvements
- vi. Rebuilding or installation of a street.
- c. All trees and other landscape materials, including for the purpose of Low Impact Development facilities, planted adjacent to streets or in street right(s)-of-way must have approval from the City prior to planting and conform to the ROW vegetation maintenance regulations.

(...)

Section 9. SMC Section 14.255.120 entitled “Substantive Requirements” is hereby amended to read as follows:

14.255.120 Substantive Requirements

- A. All treatment of critical area shall be in accordance with best available science as defined in WAC 365-195-900 through 195-925, which is hereby adopted by reference, along with the Washington State Department of Community Development’s *Citations of Recommended Sources of Best Available Science for Designating and Protecting Critical Areas*.
- B. Critical areas and their buffers shall be left undisturbed, except that the following may be permitted if best management practices are used:
 - 1. Authorized functional restoration or enhancement including native vegetation associated with Low Impact Development facilities, removal of invasive species, and trimming of significant trees in a manner consistent with best horticultural practices that does not negatively impact the trees’ health and survivability;
 - 2. In buffers: utility poles and utility lines which do not require excavation or clearing;
 - 3. In the outer 50 percent of buffers: permeable-surfaced walkways, trails, and minimal wildlife viewing structures;
 - 4. Developments for which mitigation is allowed per subsection E; and
 - 5. Other uses specifically authorized by the Critical Areas Code.
- C. No development shall occur which results in a net loss of the functions or values of any critical area except reasonable use variances per SMC 14.255.130.B. The pre-and post-development functional comparison shall be on a per function basis unless otherwise authorized by the Critical Areas Code.

ACTION ITEM 7a

- D. No development shall occur in critical areas and their buffers, which results in an unreasonable hazard to the public health and safety.
- E. These substantive requirements shall be met via one or more of the following methods, listed in preferential sequence (commonly known as “sequencing”). The methods used shall be those which are highest on the list yet consistent with the objectives of the proposed development:
 - 1. Avoiding the impact altogether by not taking a certain action or parts of an action;
 - 2. Minimizing impacts by limiting the degree or magnitude of the action and its implementation, by using appropriate technology, or by taking affirmative steps, such as project redesign, relocation, or timing, to avoid or reduce impacts;
 - 3. Rectifying the impact to wetlands, critical aquifer recharge areas, frequently flooded areas, and habitat conservation areas by repairing, rehabilitating, or restoring the affected environment to the historical conditions or the conditions existing at the time of the initiation of the project;
 - 4. Minimizing or eliminating the hazard by restoring or stabilizing the hazard area through engineered or other methods;
 - 5. Reducing or eliminating the impact or hazard over time by preservation and maintenance operations during the life of the action;
 - 6. Compensating for the impact to wetlands, critical aquifer recharge areas, frequently flooded areas, and habitat conservation areas by replacing, enhancing, or providing substitute resources or environments; and
 - 7. Monitoring the hazard or other required mitigation and taking remedial action when necessary. Mitigation for individual actions may include a combination of the above measures.
- F. As a condition of any permit approval, the City may require that:
 - 1. The outer edge of the critical area or buffer be marked, signed, or fenced to protect the resource. Such protection may be temporary, during construction, or permanent such as to protect the resource from livestock or people. The City Planner shall specify the design and sign message if applicable, of such markers, signs, and fencing.
 - 2. The applicant file a notice with the county records and elections division stating the presence of the critical area or buffer and the application of this Critical Areas Code to the property, in order to inform subsequent purchasers of the property.

ACTION ITEM 7a

3. The critical area and/or buffer be placed in a critical area tract or conservation easement, the purpose of which is to set aside and protect the critical area. The critical area tract or conservation easement shall be:
 - a. Held by the City, a homeowner's association, a land trust or similar conservation organization, or by each lot owner within the development in an undivided interest;
 - b. Recorded on all documents of title of record for the affected parcels;
 - c. Noted on the face of any plat or recorded drawing; and
 - d. Delineated on the ground with permanent markers and/or signs in accordance with local survey standards.
- G. The City may allow averaging of buffer widths, if a qualified professional demonstrates that:
 1. Functions and values are not adversely affected;
 2. The total buffer area is not reduced; and
 3. At no location is the buffer width reduced more than 40 percent.
- H. Unless otherwise provided, buildings and other structures shall be set back a distance of ten feet from the edges of all critical areas and critical area buffers. The same protrusions into this setback area shall be allowed as the development code allows into property line setback areas.
- I. Critical areas and buffers shall not be allowed within any lot of a subdivision and/or short plats unless the plat was vested prior to the effective date and implementation of this ordinance. Subdivision and or/short plats shall show, on their face, any applicable critical area limitations.
- J. When any existing regulation, easement, covenant, or deed restriction conflicts with this Critical Areas Code, the one which provides more protection to the critical areas shall apply.
- K. When critical areas of two or more types coincide, the more restrictive buffer and requirements shall apply.
- L. Subject to approval through the planned residential development process, or approval by the City Planner, depending on who is the applicable decision-maker, in calculating allowable residential units per acre, up to 100% of the acreage of critical areas and buffers may be counted and this density transferred to buildable portions of the site.

ACTION ITEM 7a

M. The substantive requirements unique to the type of critical area shall also be complied with, as set forth in the applicable chapter of the Critical Areas Code.

Section 10. SMC Section 14.260.040 entitled “Substantive Requirements” is hereby amended to read as follows:

14.260.040 Substantive Requirements

In addition to the substantive requirements of SMC 14.255.120, the requirements of this section shall apply to developments in wetlands, except as exempted above.

A. The higher the wetland category (Category I is highest), the greater shall be the emphasis on higher-priority “sequencing” methods per SMC 14.255.120.E.

B. The following buffer width requirements are established as the minimum wetland buffer widths:

1. The standard buffer widths in this section are based on the fact that most impacts adjacent to wetlands in the City of Snohomish will be high intensity impacts characteristic of an urban area. Accordingly, one baseline buffer will generally apply to each category of wetland, as provided in subsection 14.060.040(B)(2), unless the habitat function score requires increasing the buffer width, as provided in subsection 14.260.040(B)(3), or unless the buffer width is increased, decreased, and/or averaged, as provided in subsections 14.260.040(D, E, F, and G).

2. Standard/baseline buffer widths shall be:

Category I	150 feet
Category II	100 feet
Category III	50 feet (exempt if smaller than 1000 square feet: see SMC 14.255.060(S); between 1000 square feet and 3000 square feet in area shall be exempt from the normal sequencing process but shall be fully mitigated: see SMC 14.255.060(T))
Category IV	50 feet (exempt if smaller than 1000 square feet: see SMC 14.255.060(S); between 1000 square feet and 3000 square feet in area shall be exempt from the normal sequencing process but shall be fully mitigated: see SMC 14.255.060(T))

1. The standard/baseline buffer widths shall be increased for each Category of wetland to the following wetland buffer widths, if the habitat function scores (derived from the 2004 Wetland Rating System for Western Washington) meet the following thresholds:

Category I	200 feet, if habitat function score is at least 28
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ACTION ITEM 7a

Category II	150 feet, if habitat function score is at least 28
Category III	100 feet, if habitat function score is at least 20
Category IV	50 feet, i.e. no increase regardless of habitat function score.

- C. Buffers shall be measured from the wetland boundary as surveyed in the field. If wetland enhancement is proposed, the requirements for the category of the wetland after enhancement shall apply.
- D. The above standard buffer widths presume the following:
1. The buffer is at least moderately endowed with healthy native vegetation (i.e., 75% ground cover) and other factors affecting its ability to protect the wetland, such as favorable topography.
 2. The City Planner may increase the required buffer width or require buffer enhancement if the buffer is poorly endowed with healthy native vegetation or is otherwise handicapped in its ability to protect the wetland as specified in 14.260.040(E).
 3. The City Planner may reduce the required buffer width if the buffer is, or after enhancement will be, well endowed with healthy native vegetation or otherwise unusually able to protect the wetland as specified in 14.260.040(E).
- E. The City Planner may increase or reduce the standard buffer width if the function(s) served by the particular wetland need(s) more or less buffer width, as indicated by a wetland functional analysis. Buffer widths may be reduced not more than 25% of the standard/baseline buffer width and only if restoration or enhancement occurs within the remaining buffer such that no net loss of function is realized.
- F. The City Planner shall have the authority to average buffer widths on a case-by-case basis, where a qualified professional demonstrates to the City Planner's satisfaction that all the following criteria are met:
1. The total area contained in the buffer area after averaging is no less than that which would be contained within the standard buffer.
 2. The buffer averaging does not reduce the functions or values of the wetland.
 3. The wetland contains variations in sensitivity due to existing physical characteristics or the character of the buffer varies in slope, soils, or vegetation.
 4. The director shall have the authority to increase the minimum width of the standard buffer on a case-by-case basis when such increase is necessary.
 5. Buffer width averaging does not reduce the original buffer width by more 50% at any one point.

ACTION ITEM 7a

- G. The City Planner may combine the use of buffer restoration or enhancement to reduce buffer width, as provided in subsection 14.260.040(E), with the use of buffer width averaging, as provided in subsection 14.260.040(F), provided that there is no net loss of function and the original buffer width is not reduced by more than 50% at any one point.
- H. Except as provided elsewhere in the Critical Areas Code, all existing native vegetation in wetland buffers shall be retained without disturbance, mowing, or hard surfacing, nor shall any action be taken to inhibit volunteer re growth of native vegetation. Invasive weeds shall be removed for the duration of the monitoring period. Stormwater management facilities, bioswales, Low Impact Development facilities, and treated-water outfalls are permitted in the outer 50 percent of the buffer of Category II, III, or IV wetlands, provided that wetland functions and values are not significantly lost through fluctuations in wetland hydrology and construction integrates best management practices.

Section 11. SMC Section 15.16.020 entitled “Stormwater Management Manual Adopted” is hereby amended to read as follows:

15.16.020 Stormwater Management Manual Adopted. The ~~2005~~ 2012 State Department of Ecology Stormwater Management Manual for Western Washington , as amended by Sections 1-6 of Appendix 1 of the Western Washington Phase II Municipal Stormwater Permit, as now or hereafter amended, is hereby adopted as the City’s minimum stormwater regulations and as a technical reference manual and is hereinafter referred to as the “Stormwater Manual.”

ENGINEERING DESIGN AND CONSTRUCTION STANDARDS

Section 12. Engineering Design and Construction Standards Section 1-6.2 entitled “WARRANTY.” is hereby amended to read as follows and all other provisions not addressed herein shall remain in full force and effect:

1-6.2 WARRANTY

Warranty guarantees shall be required at the time of final acceptance of the public improvements and/or improvements required by City ordinance. The guarantee amount will be ~~10%~~ 15% of the documented final cost of the improvements in accordance with SMC 14.215.080. The warranty guarantee is required prior to release of the performance guarantee. Methods of posting warranty guarantee shall be the same as for performance guarantee and shall be for the lengths of time as listed below:

<u>Street/Alley</u>	<u>Drainage (private)</u>	<u>Utilities (public)</u>
Two <u>One</u> Year	Two <u>One</u> Years (will be extended for one year if City elects to assume maintenance)	Two <u>One</u> Year

ACTION ITEM 7a

Section 13. Amendment of EDS Section 3 Table of Contents

Engineering Design and Construction Standards Section 3 entitled “TABLE OF CONTENTS” is hereby amended to read as follows:

TABLE OF CONTENTS
SECTION 3
STREETS AND RELATED WORK

(...)

3-5. PARKING LOTS STREET PAVEMENT PRESERVATION.....	3-6
3-5.1 General	3-6
3-5.2 Construction	3-6
3-5.3 Handicap Requirements	3-6
3-5.4 Illumination	3-7
3-5.5 Pedestrian Concerns	3-7

(...)

Section 14. Engineering Design and Construction Standards Section 3-5 entitled “PARKING LOTS” is hereby replaced with a “STREET PAVEMENT PRESERVATION” section and is to read as follows:

3-5 PARKING LOTS STREET PAVEMENT PRESERVATION

No permit shall authorize an open cut crossing of a newly paved or overlaid asphalt street for a period of five years after paving, and directional bore shall be required in such circumstances. The City Engineer or designee may grant exemptions to this requirement in order to facilitate development on adjacent properties, to provide for emergency repairs to subsurface facilities, to provide for underground service connections to adjacent properties or to allow the upgrading of underground utility facilities.

When granting exceptions to this restriction, the City Engineer may impose conditions determined appropriate to insure complete restoration of the street and the surface paving. In addition to complying with the City Engineering Design and Construction Standards, conditions may include ADA improvements, surface grinding, base and sub-base repairs, or other related work as needed, and up to full-width surface paving of the roadway. The length of restoration will be determined by the City Engineer.

In addition to a right of way permit, any person who is required to partially or fully repave a street shall be responsible for the full cost of plan review, construction inspection, material testing, bonding, other permits and all other City fees related to the work.

If the City Engineer determines that final repaving of the street is not appropriate at that particular time for reasons relating to weather or other short term problems, the City Engineer may grant a delay until proper conditions allow for repaving subject to bonding or other acceptable security as deemed appropriate by the City Engineer.

3-5.1 GENERAL

ACTION ITEM 7a

Off street parking lots shall be constructed in conformance with the requirements for number of stalls and landscaping as noted in the Land Use Code. Additionally, if all of the following are met, a maximum of 25% of the required number of stalls may be sized for compact cars, as shown on Standard Plan Nos. 334A and 334B. Aisle widths may be required to be widened if multiple utility lines are located within the aisle corridor. Note the compact stalls should not be intermixed with standard stalls.

- A. The parking lot contains 12 or more parking spaces.
- B. The parking area is defined as long term parking, i.e., more than three to four hours and does not involve packages. For example, a shopping center could not meet this criterion, but an apartment complex could.

~~3-5.2 CONSTRUCTION~~

~~All parking lot construction shall be inspected by the Public Works Department for conformance to plans for size, layout, drainage control, and structural section. The minimum acceptable structural section for parking lots shall be two inches of class "B" asphalt placed over four inches of crushed surfacing top course, unless otherwise approved by the City Engineer. Prior to placing any surfacing material on the roadway, it will be the responsibility of the developer/contractor to provide density test reports certified by a professional engineer registered in the State of Washington.~~

~~Crushed surfacing top course shall be compacted to 95% maximum density. Density testing for asphalt pavement including the necessity and frequency of core samples will be determined by the City Engineer on a case-by-case basis.~~

~~3-5.3 HANDICAP REQUIREMENTS~~

~~Handicap parking stalls shall meet the requirements of Washington State Regulations for Barrier Free Facilities (WAC 51-20).~~

~~Safe, convenient handicap access is required from the street to all buildings on site. This is in addition to safe, convenient handicap access between buildings. See Section 3-5.5.~~

~~3-5.4 ILLUMINATION~~

~~Parking lot illumination shall be provided for all parking lots containing more than ten (10) parking spaces, and shall be designed and constructed so as to:~~

- ~~A. Provide security lighting to all parking spaces.~~
- ~~B. Be shielded in a manner that does not disturb residential uses.~~

~~3-5.5 PEDESTRIAN CONCERNS~~

~~Pedestrian walkways may be required within commercial parking lots as determined by City Engineer.~~

~~Internal vehicle and pedestrian circulation for parking lots shall be approved by the planning director and traffic engineer. Parking lot circulation shall allow for access so pedestrians and wheelchairs can easily gain access from public sidewalks and bus stops to building entrances through the use of pedestrian paths which are physically separated from vehicle traffic and maneuvering areas. In shopping center parking lots containing more than 100 spaces, such pedestrian/wheelchair paths shall be a minimum of five feet~~

ACTION ITEM 7a

~~wide and constructed in a manner that they cannot be used as a holding area for shopping carts.~~

~~Access driveways for parking areas shall be located so as to cause the least possible conflict with vehicular and pedestrian traffic on public rights of way.~~

~~The Traffic Engineer may require joint use of driveways by more than one property.~~

Section 15. Engineering Design and Construction Standards Section 3-17.1 entitled "DESCRIPTION" is hereby amended to read as follows:

3-17.1 DESCRIPTION

This work shall consist of constructing cement concrete sidewalks, thickened edge for sidewalks, curb ramps, and bus shelter pads, including excavation for the depth of the sidewalk and subgrade preparation, in accordance with these Specifications, the WSDOT/APWA Standard Specifications and Standard Drawings Nos. 306, 306A, 310A thru 310C, and 311. Porous concrete sidewalks may be used subject to approval of the City Engineer.

Section 16. Engineering Design and Construction Standards Section 3-18.1 entitled "DESCRIPTION" is hereby amended to read as follows:

3-18.1 DESCRIPTION

The standard curb and gutter section used in Snohomish shall be Type A-1 per Standard Plan No. 305A. No new curb and gutter is to be placed until forms have been checked and approved for line, grade, and compaction by the Public Works Inspector. Curb cuts or "invisible" curbs may be used subject to approval of the City Engineer.

Section 17. Engineering Design and Construction Standards Section 3-19.2 entitled "MATERIALS" is hereby amended to read as follows:

3-19.2 MATERIALS

Materials shall meet the requirements of the following sections of WSDOT/APWA Standard Specifications:

Portland Cement 9-01

Fine Aggregate 9-03

Coarse Aggregate 9-03

Joint Materials 9-04

Curing and Admixtures 9-23

The concrete mix shall be as specified for Class 3000 and the slump of the concrete shall not exceed three inches. Pervious asphalt or porous concrete satisfying the requirements of the adopted Stormwater Management Manual may be used subject to approval of the City Engineer.

ACTION ITEM 7a

Section 18. Engineering Design and Construction Standards Section 3-19.3(7) entitled “RESIDENTIAL DRIVEWAYS” is hereby amended to read as follows:

3-19.3(7) RESIDENTIAL DRIVEWAYS

- A. **Width:** The maximum width shall be ~~24~~ 20 feet at dimension "1" on Standard Plan Nos. 307, 308, and 309. The minimum width shall be 8 feet per SMC 14.235.130(B).
- B. **Grade:** The maximum recommended grade is 15%. Grade changes that exceed 16% shall require vertical curves to connect tangents.

Section 19. Engineering Design and Construction Standards Section entitled “DRAWING INDEX” is hereby amended to read as follows and all other provisions not addressed herein shall remain in full force and effect:

DRAWING INDEX

STREETS AND RELATED WORK (...)	Last Revision Date
334a Typical Parking Layout.....	4-01-04
334b Parking Lot Details.....	4-01-04

Section 20. Engineering Design and Construction Standard Details to be revised or deleted are as follows:

- Revise Standard Detail 304. (See Exhibit A.)
- Revise Standard Detail 306. (See Exhibit A.)
- Revise Standard Detail 316. (See Exhibit A.)
- Delete Standard Detail 334a. (See Exhibit A.)
- Delete Standard Detail 334b. (See Exhibit A.)

Section 21. 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 22. 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

ACTION ITEM 7a

By _____
MAYOR KAREN GUZAK

ATTEST:

APPROVED AS TO FORM:

By _____
PAT ADAMS, CITY CLERK

By _____
GRANT K. WEED, CITY ATTORNEY

Date of Publication:

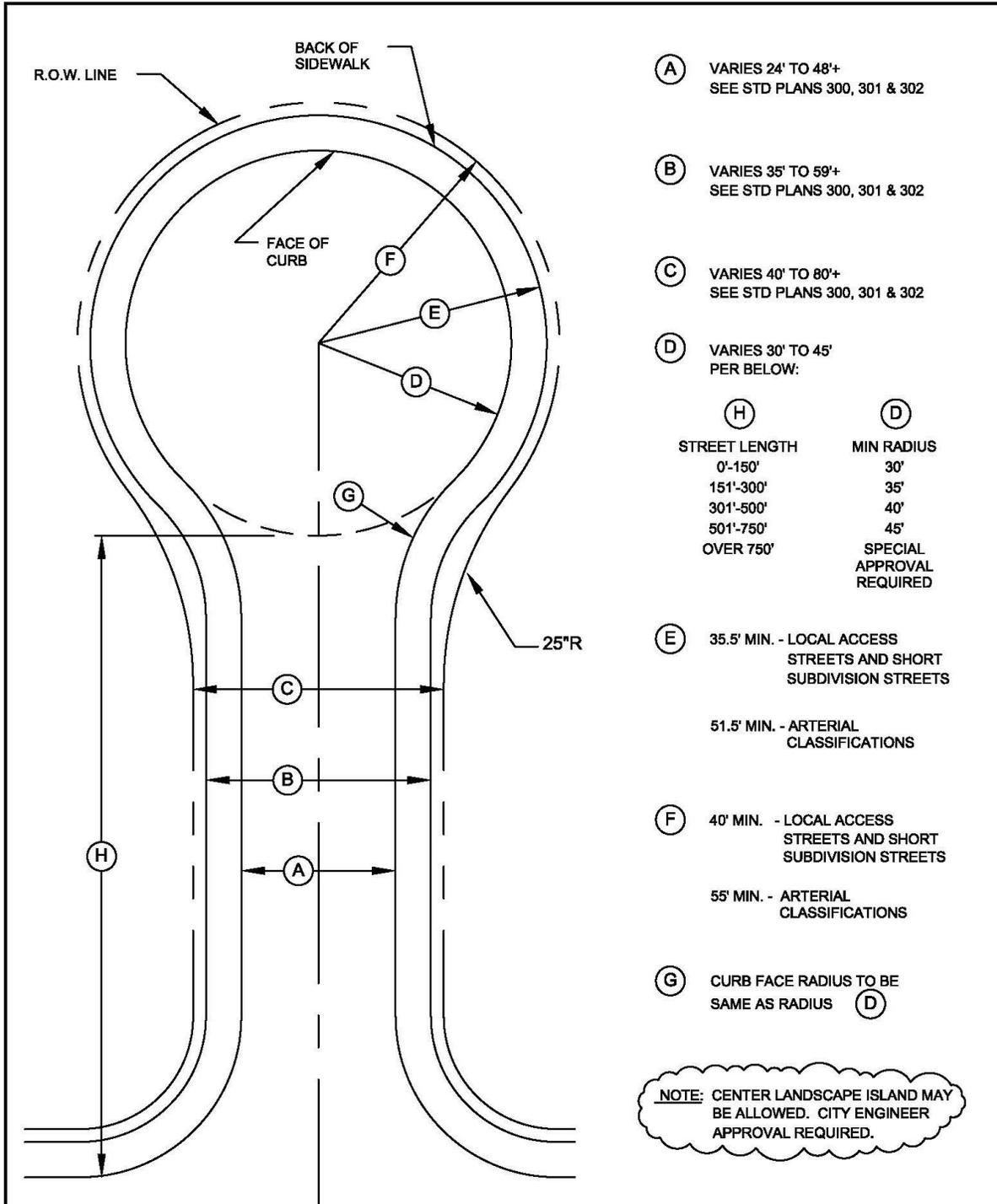
Effective Date:

EXHIBIT A

ENGINEERING DESIGN & CONSTRUCTION STANDARDS AMENDMENTS (STD. DETAILS 304, 306, 316, 334a & 334b)

**NOTE: PROPOSED REVISIONS ARE CLOUDED OR DEMARKED WITH AN
"X" IF DELETED.**

ACTION ITEM 7a



(A) VARIES 24' TO 48'+
SEE STD PLANS 300, 301 & 302

(B) VARIES 35' TO 59'+
SEE STD PLANS 300, 301 & 302

(C) VARIES 40' TO 80'+
SEE STD PLANS 300, 301 & 302

(D) VARIES 30' TO 45'
PER BELOW:

(H)	(D)
STREET LENGTH	MIN RADIUS
0'-150'	30'
151'-300'	35'
301'-500'	40'
501'-750'	45'
OVER 750'	SPECIAL APPROVAL REQUIRED

(E) 35.5' MIN. - LOCAL ACCESS STREETS AND SHORT SUBDIVISION STREETS

51.5' MIN. - ARTERIAL CLASSIFICATIONS

(F) 40' MIN. - LOCAL ACCESS STREETS AND SHORT SUBDIVISION STREETS

55' MIN. - ARTERIAL CLASSIFICATIONS

(G) CURB FACE RADIUS TO BE SAME AS RADIUS (D)

NOTE: CENTER LANDSCAPE ISLAND MAY BE ALLOWED. CITY ENGINEER APPROVAL REQUIRED.



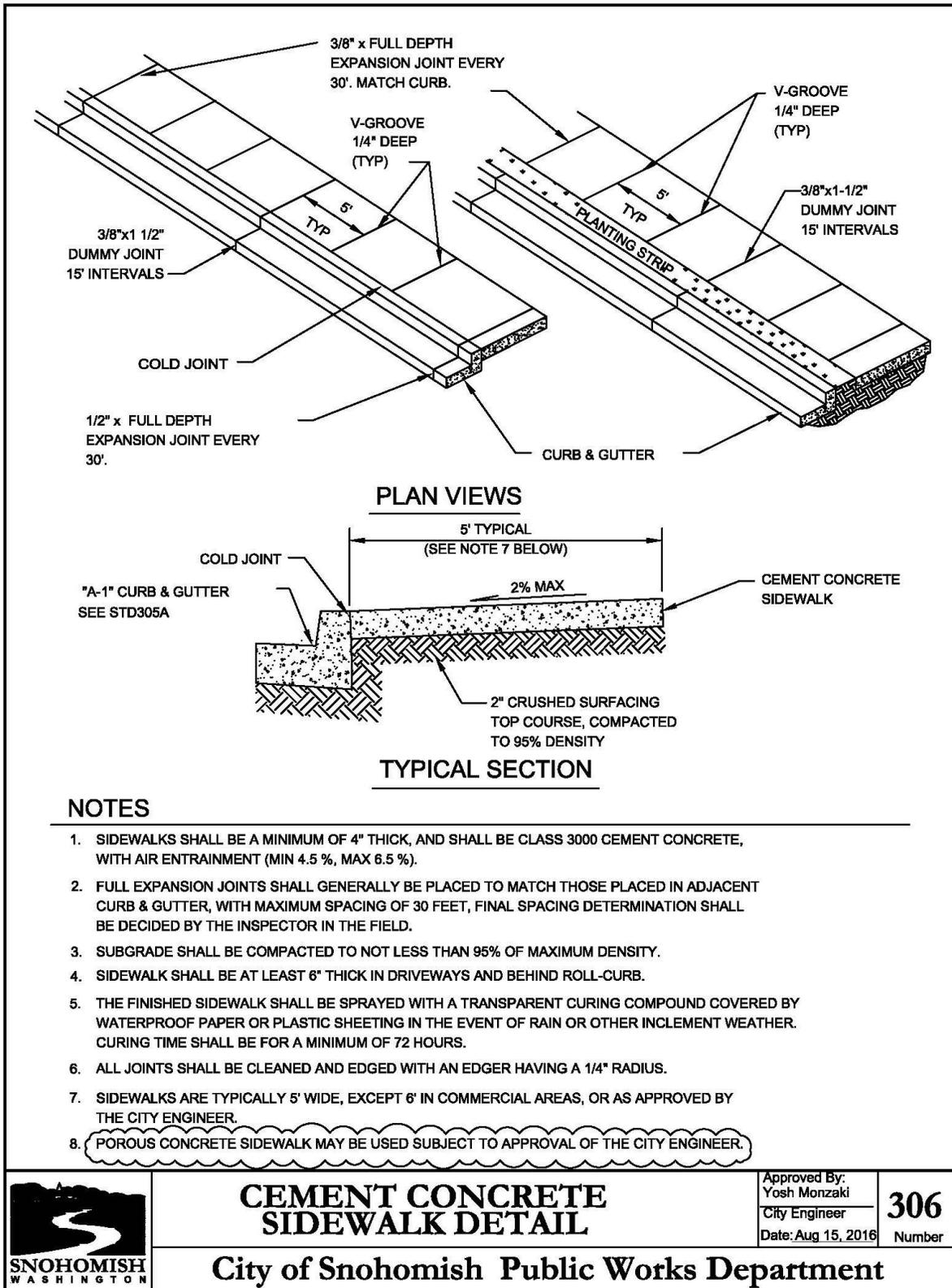
TYPICAL CUL-DE-SAC

Approved By:
Yosh Monzaki
City Engineer
Date: Aug 15, 2016

304
Number

City of Snohomish Public Works Department

ACTION ITEM 7a



ACTION ITEM 7a

EXISTING ASPHALT CONCRETE OVER CEMENT CONCRETE

EXISTING ASPHALT CONCRETE OVER PREPARED GRADE

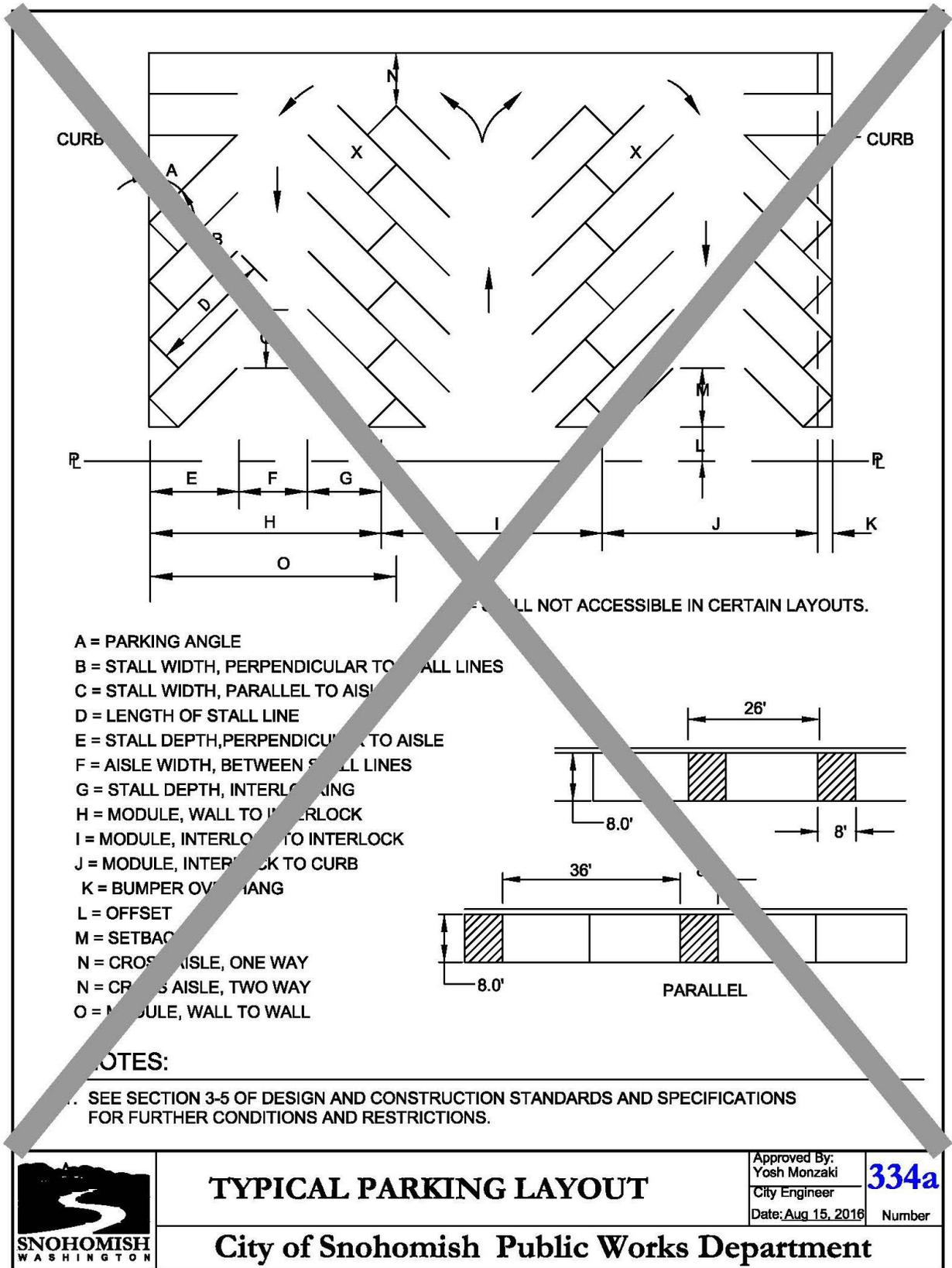
EXISTING CEMENT CONCRETE OVER PREPARED GRADE

NOTES:

1. ALL TRENCHES IN ROADWAY AREAS SHALL BE BACKFILLED AND PATCHED WITH TEMPORARY ASPHALT AT THE END OF EACH WORK DAY, UNLESS PERMISSION IS GRANTED TO DO OTHERWISE BY THE CITY ENGINEER,
2. ALL TEMPORARY PATCHES ON TRENCHES SHALL BE PERMANENTLY PATCHED WITHIN 2 WEEKS OF COMPLETION OF WORK WITHIN THE ROADWAY AREA.

	<p>PAVEMENT PATCHING DETAILS</p>	<p>Approved By: Yosh Monzaki City Engineer</p>	<p>316 Number</p>
	<p>City of Snohomish Public Works Department</p>		

ACTION ITEM 7a



ACTION ITEM 7a

STALL GEOMETRY

SEE STD PLAN NO. 334A FOR TYPICAL PARKING LAYOUT.

PARKING ANGLE (DEGREES)	STALL WIDTH PERPENDICULAR TO STALL LINE	STALL WIDTH PARALLEL TO STALL LINE	WIDTH OF WALL LINE	STALL DEPTH PERPENDICULAR TO AISLE	AISLE WIDTH BETWEEN STALL LINES (SEE NOTE 1)	STALL DEPTH INTERLOCKING	MODULE, WALL TO INTERLOCK	MODULE, INTERLOCK TO INTERLOCK	MODULE, INTERLOCK TO CURB	BUMPER, OVERHANG (TYPICAL)	OFFSET	SETBACK	CURB TO AISLE (ONE WAY)	CROSS AISLE (TWO WAY)	MODULE, WALL TO WALL	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	N	O	
45°	8.5	12.0	27.5	19.5	13	16.5	49.0	46	47.0	2.0	6	13.1	14	24	52	
	9.0	12.7	27.5	19.5	12	16.5	48.0	45	46.0	2.0	6	13.1	14	24	51	
	9.5	13.4	27.5	19.5	11	16.5	47.0	44	45.0	2.0	6	13.1	14	24	50	
	C	8.0	11.3	22.5	16.0	11				2.0			14	24	43	
	H	13.0	18.3	27.5	19.5	11							14	24		
	V	16.0	22.5	32.0	22.6	12							14	24		
60°	8.5	9.8	23.7	20.5	18	18.5	57.0	55	54	2.3	2.6	9.3	14	24	59	
	9.0	10.4	23.7	20.5	16	18.5	55.0	53	52	2.3	2.6	9.3	14	24	57	
	9.5	11.0	23.7	20.5	15	18.5	54.0	52	51.7	2.3	2.6	9.3	14	24	56	
	C	8.0	9.3	19.5	16.7	14				2.3			14	24	48	
	H	13.0	15.0	23.7	20.5	15				2.3			14	24		
	V	16.0	18.5	26.9	23.3	16				2.3			14	24		
75°	8.5	8.8	20.9	20.0	25	19.0	64	64	61.5	2.5	.6	4.8	14	24	65	
	9.0	9.3	20.9	20.0	23	19.0	63	63	59.5	2.5	.6	4.8	14	24	63	
	9.5	9.8	20.9	20.0	22	19.0	62	60	58.5	2.5	.6	4.8	14	24	62	
	C	8.0	8.3	17.0	16.3	18				2.5			14	24	50	
	H	13.0	13.5	20.9	20.0	22				2.5			14	24		
	V	16.0	16.6	23.2	22.4	24				2.5			14	24		
90°	8.5	8.5	18.5	18.5	25	18.5	65	65	62.5	2.5	0	0	14	24	65	
	9.0	9.0	18.5	18.5	23	18.5	63	63	60.5	2.5	0	0	14	24	63	
	9.5	9.5	18.5	18.5	22	18.5	62	62	59.5	2.5	0	0	14	24	62	
	C	8.0	8.0	15.0	15.0	22				2.5			0	14	24	50
	H	13.0	13.0	18.5	18.5	25				2.5			11	14	24	
	V	16.0	16.0	20.0	20.0	24				2.5			14	24		

NOTES:

1. AISLE WIDTH MAY BE REQUIRED TO BE WIDER IF MULTIPLE UTILITY LINES ARE LOCATED WITHIN THE AISLE CORRIDOR.
2. C = COMPACT SPACE, SEE SECTION 3-5 OF THE DESIGN AND CONSTRUCTION STANDARDS AND SPECIFICATIONS FOR DETAILS AND RESTRICTIONS. EACH SPACE SHALL BE IDENTIFIED BY PAINTING "COMPACT" ON PAVEMENT.
3. H = HANDICAP SPACE, SEE WASHINGTON STATE REGULATIONS FOR BARRIER FREE FACILITIES.
4. V = HANDICAP VAN ACCESSIBLE SPACE, SEE WASHINGTON STATE REGULATIONS FOR BARRIER FREE FACILITIES.



PARKING LOT DETAILS

Approved By:
Yosh Monzaki
City Engineer
Date: Aug 15, 2016
334b
Number

City of Snohomish Public Works Department

ACTION ITEM 7a

Date: November 1, 2016
To: City Council
From: Denise Johns, Project Manager
Subject: **Boat Launch Maintenance and Funding Options**

SUMMARY: The purpose of this discussion item is for the City Council to review maintenance funding options and opportunities for the new boat launch and advise staff of next steps. Staff seeks Council authorization of a Temporary Use Permit, which would commit the State of Washington Department of Fish and Wildlife (WDFW) to provide limited maintenance of the new boat launch.

BACKGROUND:

WDFW was awarded \$500,000 from the *Jobs Now* program for the design, permitting and construction of the new boat launch. It is located at 20 Lincoln Avenue, a 20-acre property purchased by the City with a \$500,000 grant from the Snohomish County Conservation Futures program. Construction began September 2015, was completed June 2016, and is now a City-owned and maintained recreation facility surrounded by unimproved future parkland.

The boat launch facility includes a parking lot with eight trailer spaces, two ADA-accessible spaces, 11 standard spaces, and overflow parking designated in the turf area. Annual maintenance costs are currently estimated at \$25,430.00 (Attachment A); to be refined with experience and actual use. The City has not identified additional funding for labor and other costs to maintain this new parkland and facility.

ANALYSIS: As per the Parks Long Range Plan Goal to provide for maintenance of recreation sites and facilities by ensuring sufficient parks and recreation funding and staffing, staff has reviewed various funding and staffing methods to achieve this goal.

Paid Parking Program

A paid parking program was analyzed by staff as a strategy to generate revenue and a means to offset maintenance costs. Since June 2016, staff has observed parking use, providing a basis for revenue and operating cost estimates (Attachment C). Although staff will continue to monitor parking patterns, at this time estimated costs for operating and managing paid parking will likely exceed expected revenue. As a result of the paid parking analysis, no funds from a paid parking program would be available for maintenance.

Washington Department of Fish and Wildlife (WDFW) Temporary Use Permit

WDFW initiated discussions with the City, proposing WDFW provide limited maintenance of the boat launch in exchange for free parking for sportsmen holding a WDFW Discover Pass. Funds collected from WDFW Discover Pass purchases support WDFW efforts to maintain water access facilities such as the City's new boat launch. A

ACTION ITEM 7a

majority of users at the City's new boat launch likely hold WDFW Discover Passes, thereby contributing to the boat launch maintenance. WDFW is proposing maintenance services to the City's facility through a Temporary Use Permit (TUP) (Attachment B). Representatives of the Snohomish Sportsmen's Club have expressed support of free parking for Discover Pass holders. If this option is approved, staff proposes that free parking be provided for all users. This would eliminate the need for staff to verify that the user has a Discover Pass.

The TUP would be renewed annually if acceptable to the City and WDFW. WDFW's maintenance assistance would consist of after-flood silt and debris removal, Hydraulic Project Approval (HPA) administration, and special water-entry equipment needed to maintain access to the new boat launch. This work is expected to save the City approximately \$5,340 per flood event in labor and equipment costs (Attachment A).

BUDGET IMPACTS: After deducting for WDFW boat launch maintenance, City staff estimate an approximate \$20,000.00 shortfall would exist for annual labor and equipment. Staff will be working with human resources to develop strategies for future staffing. In the interim, maintenance will be minimally performed as follows: provide daily safety checks and maintenance as needed; use volunteer and community service workers to maintain site. If approved by Council, City will enter into a Temporary Use Permit with WDFW for boat launch maintenance and staff will continue to monitor parking use.

STRATEGIC PLAN REFERENCE: Initiative #1: Establish a sustainable model for strengthening and expanding our parks, trails, and public spaces; Initiative #3: Strengthen the community's connections to our rivers; and Initiative #8: Invest in Snohomish's civic facilities.

RECOMMENDATION: That the City Council **AUTHORIZE** the execution of the **Temporary Use Permit between WDFW and the City of Snohomish for the Boat Launch facility maintenance and DIRECT** staff regarding any desired paid parking and regulations.

ATTACHMENTS:

- A. Estimate of Probable Maintenance Costs
- B. Temporary Use Permit between WDFW and City of Snohomish – Boat Launch
- C. Paid Parking Study

ACTION ITEM 7a

ATTACHMENT A

20-Acre Park and Boat Launch
 Estimate of Probable Maintenance Costs
 9/21/2016

DESCRIPTION

General Facility Maintenance	QUANTI	UNIT	UNIT	FREQUE	FREQU. UNIT	TOTAL	*NEW COSTS
	TY		COST	NCY			
Fence Repair post flood	1	Lump Sum	\$1,500.00	1.0	Season	\$1,500.00	\$1,500.00
Lawn Rolling post Flood	18	Hours	\$45.00	1.0	Season	\$810.00	\$810.00
Lawn Mowing once a month	16	Hours	\$45.00	7.0	Months	\$5,040.00	-
Debris/Trash removal							
4 x per week	5	Hours	\$45.00	7.0	Months	\$1,575.00	-
Integrated Pest Mgt.	8	Hours	\$45.00	2.0	Season	\$720.00	-
Material Costs	1	Lump Sum	\$1,000.00	1.0	Season	\$1,000.00	-
Equipment (Trunk & Mower)	21	Hours	\$30.00	7.0	Months	\$4,410.00	-
Cattle Drive	1	Hours	\$45.00	4.0	Season	\$180.00	\$180.00
Portable Toilet Drop/Pickup	1	Lump Sum	\$70.00	1.0	Season	\$70.00	\$70.00
Portable Toilet Service	1	Facility	\$195.00	7.0	Months	\$1,365.00	\$1,365.00
SUBTOTAL						\$16,670	\$3,925.00

Boat Launch Maintenance

To be performed by WDFW

Launch Sand Removal							
3 crewmembers X 1 day post flood	24	Hours	\$45.00	1.0	Season	\$1,080.00	\$1,080.00
Launch Debris removal							
3 crewmembers X 1 day post flood	24	Hours	\$45.00	1.0	Season	\$1,080.00	\$1,080.00
Equipment (Dump & Backhoe)	16	Hours	\$30.00	1.0	Season	\$480.00	\$480.00
HPA Permitting Administration	16	Hours	\$75.00	1.0	Season	\$1,200.00	\$1,200.00
Water Entry Special Equipment	1	Allow	\$1,500.00	1.0	Season	\$1,500.00	\$1,500.00
Subtotal						\$5,340.00	

To be performed by City crews

Drainage System- Catch Basin, Pipe, Bioswale	24	Hours	\$45.00	2.0	Season	\$2,160.00	\$2,160.00	
NGPA* & Bed Maintenance	Once a month	4	Hours	\$45.00	7.0	Months	\$1,260.00	\$1,260.00

Subtotal

Subtotal City crews

\$3,420.00 New Costs \$8,760.00

SUBTOTAL

Summary

Estimated General Facility Maintenance + Boat Launch Maintenance	\$25,430.00
Estimated Value of work provided through WDFW Temporary Use Permit (TUP)	\$5,340.00
Total Maintenance Costs	\$20,090.00

*NGPA = Native Growth Protection Area

*New Costs = Tasks, vendors, and materials new for Park maintenance and operations and unique to the boat launch facility

ACTION ITEM 7a

ATTACHMENT B

After Signature, Return To:
Washington Department of Fish & Wildlife
Real Estate Services
600 Capitol Way North
Olympia, Washington 98501-1091

TEMPORARY USE PERMIT

THIS TEMPORARY USE PERMIT is entered into this _____ day of _____, 2016, by and between The **City of Snohomish**, owner of record of the property described below (“Landowner”) and **THE STATE OF WASHINGTON, THE DEPARTMENT OF FISH AND WILDLIFE** (“WDFW”). Subject to the terms and conditions set forth below, Landowner hereby authorizes WDFW to have non-exclusive use of those certain lands of Landowner located at 20 Lincoln Avenue, in the County of Snohomish, Washington (“the premises”), as more particularly described below.

This permit is subject to the following terms and conditions:

1. **Purpose:** The sole purpose of this Agreement is to authorize WDFW to: remove silt and debris from the launch after flooding events.
2. **Term:** This Agreement is not valid until signed by the authorized representative of Landowner and WDFW below. The term of this Agreement is October 1, 2016 to October 30, 2017.
3. **Legal Description:** Portions of Assessor’s parcel #'s 28061900200200, 28061800303300, located in Snohomish County Attached hereto as Exhibit A and incorporated herein by this reference.
4. **Permitting:** WDFW agrees to be responsible for obtaining HPA permits to keep the launch clear of silt and debris in order to keep the launch functioning after flood events.
5. **Maintenance Responsibility:** At no charge to Landowner, WDFW agrees to be responsible for, and provide all labor and equipment for clearing launch of debris and silt after flood events. Disposal of sediment to be at a City designated site in compliance with HPA permitting requirements.
6. **Use Restrictions:** WDFW agrees that its operations will not interfere with the operations of Landowner at the premises.

ACTION ITEM 7a

7. **Parking/ Use Fees:** For the duration of this Permit, WDFW Temporary Use Permit holders, such as WDFW Fishing License WDFW Discover Pass holders shall be exempt from any required launching or parking fees.
8. **Liability:** WDFW agrees to be responsible for being appropriately self-insured as related to its responsibilities and activities at the premises. WDFW agrees to be liable, to the extent allowed by law, for damages and injuries arising out of its use of the premises.
9. **Cancellation:** Either party may cancel this permit upon thirty (30) days' written notice. Landowner may immediately suspend this permit in an emergency.
10. **Venue:** In the event of a lawsuit involving this permit, jurisdiction and venue are proper only in the State of Washington, Thurston County Superior Court.
11. **Entire Agreement:** This instrument contains the entire agreement between the parties and no statement, promise, representation, inducement, or agreement made by either party, or its respective employees or agents that is not contained in this document is valid, binding, or enforceable.

Date

CITY OF SNOHOMISH, LANDOWNER

Date

WASHINGTON DEPARTMENT OF FISH AND WILDLIFE

Approved: _____ Date: _____

ACTION ITEM 7a

ATTACHMENT C

**PAID PARKING STUDY
9/21/2016**

REVENUE						
DESCRIPTION - All vehicles pay to park *	QUANTITY	UNIT	UNIT COST	TOTAL	EXTENDED TOTAL	
Trailered vehicles	7	Each	\$7.00	\$49.00		
Autos	7	Each	\$7.00	\$49.00		
Daily totals					\$98.00	
Monthly total (30 days)					\$2,940.00	
Annual Total (7 months) - all vehicle pay to park					\$20,580.00	
DESCRIPTION - Trailered Vehicles	QUANTITY	UNIT	UNIT COST	TOTAL	EXTENDED TOTAL	
Trailered vehicles	7	Each	\$7.00	\$49.00		
Daily totals					\$49.00	
Monthly total (30 days)					\$1,470.00	
Annual Total (7 months) trailered vehicles only pay to park					\$10,290.00	
COSTS - ESTIMATED PAID PARKING OPERATING COSTS						
Cash Management and Enforcement - Monthly						
Cash Pick up	20	Hour**	\$45.00	\$900.00		
Cash Accounting daily	20	Hour**	\$45.00	\$900.00		
Enforcement 7 days a week	28	Hour**	\$80.00	\$2,240.00		
Subtotal Total Monthly Cost				\$4,040.00		
Total Annual Cash Management and Enforc	7	Months	\$4,040.00	\$28,280.00	\$28,280.00	
SUMMARY OF REVENUE AND COSTS						
Annual Revenue - all vehicles pay to park					\$20,580.00	
Difference					-\$7,700.00	
Annual Revenue - trailered vehicles only pay to park					\$10,290.00	
Difference					-\$17,990.00	

*For reference, the following parking fees are in place at similar locations along the Snohomish River:

1. City of Marysville – No charge
2. City of Everett’s Langus Riverfront Park and Rotary Park -- \$7.00 Single Launch Fee / \$89.00
3. WDFW boat launch at Monroe -- WDFW Discover Pass required (\$11.50 Discover One-day Pass and \$35.00/ Discover Annual Pass)

** Hour** = Full Time Equivalent for City Staff or County Enforcement Officer

ACTION ITEM 7b

Date: November 1, 2016

To: City Council

From: Steve Schuller, Deputy City Manager/Public Works Director
Max Selin, Senior Utility Engineer

Subject: **Authorize the City Manager to Execute an Agreement for a General Sewer Plan Update**

SUMMARY: The City is required to periodically update its General Sewer Plan (GSP) with the Washington State Department of Ecology. The previously adopted Plan, “*Everett Conveyance Project Facility Plan*,” was approved by the City Council in September 2011, and anticipated the City sending its wastewater to the City of Everett for treatment. As further described below, that is no longer the situation based on the successful installation and testing of innovative “Bacteria Hotels” in 2012 and 2013 at the City’s existing wastewater treatment plant (WWTP). In order to continue its remarkable success, the City must continually plan for and implement upgrades and operational improvements to maintain its WWTP at an optimum level in order to meet today’s strict federal and state regulatory standards for effluent discharge into the Snohomish River and eventually the Puget Sound.

BACKGROUND: Based on our progress in recent years, the City Council was able to cancel a proposed 90% increase in wastewater rates that would have been required in order to send the City’s wastewater to the City of Everett for treatment. In early 2014, the Washington State Department of Ecology Agreed Order requiring the City to send its waste to Everett was amended. Over the next year, the City met all the stringent conditions of the amended Agreed Order, and received a “Notice of Compliance” on March 10, 2015. This allowed the City to continue treating its wastewater at the current plant, and the City is no longer required to send its wastewater to Everett. Based on that successful advancement, the Council was able to adopt a 0% (zero) increase in wastewater rates for 2014, 2015 and again in 2016; allowing no change in the rate for 3 years.

At its October 18, 2016 meeting, the City Council approved wastewater rates for the next three years - 2017, 2018 and 2019. Starting on January 1, 2017, the City’s wastewater rates will be **reduced** by an *average* of 10%. Lower volume water use customers will see their wastewater bill drop even more, by as much as 25%. The planned rate change for both 2018 and 2019 is a 0% (*zero*) increase in wastewater rates. In 2017, the City’s average wastewater rate will be cheaper than both of its closest neighbors, Lake Stevens and Monroe!

ANALYSIS: Wastewater is one of the most expensive services provided by the City. Approximately one out of every four dollars of the City’s annual operating expenses is for the wastewater utility. Over the next 10 years, the City is planning to invest approximately \$16 million in capital improvements to the wastewater system. One of the more expensive projects is the Combined Sewer Overflow (CSO) separations. Currently, in the historic portion of the City, there is only one pipe in the street that conveys both sanitary sewer (from inside homes and

ACTION ITEM 7b

businesses) and stormwater (from street catch basins) to the wastewater treatment plant. In December 2015, due to heavy rains, the wastewater treatment plant almost reached its design influent flow capacity of 2.8 Million Gallons per Day (monthly average). The City's long-term plan is to separate a portion of the storm flows from the wastewater plant, and convey them directly to the 25-acre storm lagoon (*a.k.a. the Riverview Wildlife Refuge*) for wetland treatment.

Over the last several years, the City of Snohomish has made significant operational improvements to the existing WWTP yielding substantial reductions in permit violations. Most recently, the City completed removal of approximately 700 dry tons of biosolids among its four lagoons, replaced a failing automatic transfer switch and is currently working on a proposal with the Department of Ecology for a more environmentally conscious and cost effective disinfection process using peracetic acid (PAA) in lieu of chlorine.

Attached is the scope of services and estimated budget spreadsheet for completion of General Sewer Plan Update Phase 2 and Ongoing WWTP Services. Phase 1 of the GSP work was funded from a previous scope of services approved by the Council in 2014.

BUDGETARY IMPACTS: The agreement with BHC Consultants, Inc. out of Seattle, Washington is for a total amount not to exceed \$219,368. These expenses are anticipated as part of the City's approved 5-year capital improvement plan. Most of the expenses would be obligated in 2017; the City's proposed 2017 budget for wastewater capital is \$850,000. A small portion of the work would be from this year's 2016 wastewater capital budget of \$500,000. The estimated 2016 ending fund balance for the Wastewater Utility Fund is \$7.788 million.

STRATEGIC PLAN REFERENCE: Initiative #5: Become more environmentally sustainable.

RECOMMENDATION: That the City Council **AUTHORIZE** the City Manager to execute a Professional Services Agreement with BHC Consultants, LLC in the total amount not to exceed \$219,368 for General Sewer Plan Update Phase 2 and Ongoing WWTP Services.

ATTACHMENTS:

- A. Scope of Services
- B. Budget Spreadsheet

ACTION ITEM 7b

ATTACHMENT A

CITY OF SNOHOMISH SCOPE OF SERVICES

for

General Sewer Plan Update Phase 2 and Ongoing WWTP Services October 2016

PROJECT BACKGROUND AND UNDERSTANDING

The City of Snohomish (City) has requested BHC Consultants, LLC (BHC) to prepare a General Sewer Plan (GSP) update for the purpose of:

- Developing a plan that is financially relevant to the current conditions
- Revising the plans for CSO reduction to reflect the current need and the City's financial status
- Examining re-rating of the wastewater treatment plant (WWTP) capacity
- Evaluating three known problem areas in the collection system consisting of the Rainier Pump Station, the trunkline downstream of the Champagne Pump Station, and the conveyance piping associated with Combined Sewer Overflow (CSO) No. 2.
- Identifying and scheduling future improvements at the WWTP, including potential improvements that had not already been discussed in previous documents.
- Identifying and scheduling needed improvements for the collection system.
- Developing a 6-year capital improvement program (CIP) and identify additional improvements for the 20-year planning period.

BHC will make use of recent efforts (2013 Draft General Sewer Plan and Wastewater Facilities Plan Amendment, 2014 Disinfection System Upgrade Plan, 2014 Combined Sewer Overflow Management Plan, 2014 Biosolids Management Plan, and 2015 Combined Sewer Overflow Post-Construction Monitoring Plan) and past work from the 2005 General Sewer Plan and Wastewater Facilities Plan, 2005 CSO Reduction Plan Update and 2010 General Sewer Plan and Wastewater Facilities Plan Update for items that are not significantly changed to efficiently prepare the GSP update.

Work for the GSP update will be authorized in two phases. Phase 1 includes collection, review and analysis of data and information; collection system model calibration and analysis; WWTP capacity evaluation and analysis of improvement alternatives; and evaluation of CSO reduction. Phase 1 was previously authorized and is nearing completion. This Scope of Services includes Phase 2 to complete the GSP update, as

ACTION ITEM 7b

well as some additional tasks for ongoing engineering support services. Phase 2 includes development of the CIP and preparation of the GSP update document.

This Scope of Services also includes budget allocations for additional anticipated tasks aimed at improving performance, efficiency and reliability of treatment processes at the WWTP. One task is to assist the City with full-scale testing of peracetic acid (PAA) for disinfection. An engineering report and request for vendor proposals to supply equipment and chemical for testing are being completed under a separate contract. A second task is to assist the City with replacement of aerators in Lagoon No. 1. A third task is to assist the City with implementing improvements to the effluent filters. Both the replacement of the lagoon aerators and improvements to the effluent filters will be identified and defined in the GSP update.

TASK 1 – PROJECT MANAGEMENT AND QA/QC

Project management is performed throughout the duration of the project. It involves the consistent oversight, technical direction and communications necessary to facilitate prompt execution of the work within understood schedule and level of effort limitations.

Subtask 1.1 – Project Setup, Invoicing and Communications

- Manage resource availability to meet the scope of work, levels of effort and schedule for project deliverables.
- Enter project information and documentation within BHCs accounting and management system for invoicing and tracking purposes.
- Generate monthly invoices that summarize work performed during the period and identify upcoming activities.
- Provide ongoing client communications to gather necessary information, plan work activities, and facilitate decision making throughout the duration of the project.

Subtask 1.1 Assumptions

- Level of effort for project management is based on a 2-year contract duration.

Subtask 1.1 Deliverables

- Monthly invoices.

Subtask 1.2 – Project Coordination and QA/QC

- Coordination and technical oversight of BHC team members to effectively execute the Scope of Services.

ACTION ITEM 7b

- Quality control (QC) review of all work products by a senior independent engineer before delivery to the City.

Task 1.2 Assumptions

- Level of effort for project coordination is based on a 2-year contract duration.
- Effort for QC review associated with new tasks will be moved to this task from the new task budget.

Task 1 Deliverables

- None.

TASK 2 – COORDINATION AND PLANNING MEETINGS

Coordination and planning meetings will be held to discuss plans for the City's wastewater infrastructure and provide technical input and advice to City staff on an as-needed basis. It is estimated that such a meeting will occur quarterly during the 2-year contract duration, for a total of up to 8 such meetings. One representative from BHC will attend each meeting.

Task 2 Assumptions:

- Meetings associated with other specific tasks will be included in the scope and budget for those tasks.

Task 2 Deliverables:

- Meeting minutes.

TASK 3 – GENERAL SEWER PLAN UPDATE PHASE 2

Tasks for the Phase 2 Scope of Work will include the following, which are predicated on the understandings and assumptions stated herein:

Subtask 3.1 – Develop Capital Improvement Program

This subtask includes the following work items:

- Coordinate with the City on prioritization of improvements. Improvements will be categorized as related to one or more of the following: capacity, obsolescence, regulatory, operations and maintenance.
- Develop opinions of probable project costs for all recommended improvements.

ACTION ITEM 7b

- Incorporate and develop opinions of probable project cost for replacing aging and obsolete infrastructure components.
- Develop a 6-year prioritized capital improvement plan (CIP) and a list of improvements and associated costs for the remaining 20-year planning period, which will be unscheduled.

Subtask 3.1 Assumptions:

- City will identify obsolete and aging infrastructure and improvements necessary to correct ongoing O&M issues.
- City will provide input on project prioritization.
- Opinions of probable project costs will be Class 5 as defined by the American Association of Cost Engineers.

Subtask 3.1 Deliverables:

- List of recommended improvements with opinions of probable project cost.
- Prioritized 6-year CIP and list of improvements and costs for the remaining 20-year planning period.

Subtask 3.2 – Coordination with City’s Financial Analyst

This subtask includes the following work items

- Provide CIP cost and timeline information to the City’s financial analyst.
- Coordinate with the City’s financial analyst on revisions to and questions regarding the CIP.
- Prepare a summary of the financial analysis provided by the City for inclusion in the GSP update.

Subtask 3.2 Assumptions:

- The City’s financial analyst will provide financial and rate analysis data using a template provided by BHC that can be directly included in the GSP update (tables, graphs, etc.). BHC will prepare the text to accompany and summarize this data.

Subtask 3.2 Deliverables:

- CIP cost and timeline information.

ACTION ITEM 7b

Subtask 3.3 – Prepare Planning Document

This subtask includes the following work items:

- Prepare a draft of the GSP update including text, executive summary, maps, figures and appendices. Certain draft chapters of the plan may be submitted earlier for initial review by the City. The GSP update will include a separate chapter on CSO reduction that replaces the 2005 CSO reduction plan.
- Develop a SEPA checklist. Assist the City with the environmental review process by reviewing the draft determination, assisting with preparation of draft letters to reviewing agencies, providing input on comments, preparing presentation materials and leading a public comment meeting.
- Submit a complete draft GSP update to the City for review and comment. Incorporate City comments.
- Conduct a council presentation on the draft GSP update.
- Incorporate council feedback into a final draft GSP update.
- Assist with adoption of plan by council.
- Submit a final draft of the GSP update for review and approval by Ecology.
- Assist the City with responding to Ecology comments, incorporate revisions, and prepare a final version of the GSP update.

Subtask 3.3 Assumptions:

- The City will be the lead agency for the SEPA process. The City will prepare the determination, contact reviewing agencies, track and issue responses to comments and be the point of contact for public comments.
- Comments from multiple reviewers will be compiled, summarized, and conflicts resolved. The initial draft of the GSP update provided for review will be in PDF format only.
- Seven (7) hard copies of the final draft and final GSP update (5 for the City and 2 for Ecology) will be provided, in addition to a PDF file.

Subtask 3.3 Deliverables:

- Initial draft of the GSP update.
- Responses to City comments

ACTION ITEM 7b

- Final draft of the GSP update.
- Responses to Council comments.
- Final GSP update.
- Responses to Ecology comments.
- SEPA checklist.
- Letters to SEPA reviewing agencies.
- Input on SEPA comments.
- Public meeting presentation.
- Council presentation.

Subtask 3.4 – GSP Workshops and Meetings

This subtask includes the following work items:

- Collection system and WWTP CIP recommendations and prioritization workshop, attended by three personnel from BHC.
- Draft plan review meeting, attended by two personnel from BHC.
- City council meeting, attended by one personnel from BHC.
- Ecology meeting, attended by two personnel from BHC.
- Public comment meeting, attended by one personnel from BHC.

Subtask 3.4 Assumptions:

- Time allocated for meetings and workshops includes travel time.

Subtask 3.4 Deliverables:

- Meeting/workshop agendas.
- Meeting/workshop minutes.

ACTION ITEM 7b

TASK 4 – PAA PILOT TESTING

BHC will assist the City with conducting full-scale testing of PAA at the WWTP. Pilot testing will be based on the engineering report and request for vendor proposals prepared under a separate contract. BHC will help guide implementation of the testing protocol outlined in the engineering report. Once testing is complete, BHC will prepare a report to summarize results of the testing, determine the efficacy of this disinfection method and, as appropriate, make recommendations regarding implementation of a permanent PAA system. This report will be submitted to Ecology for review and approval. If disinfection with PAA is favorable and approved by Ecology, The City may elect to modify the existing facilities to support a permanent installation. If so, an amendment to the contract can be made to provide additional engineering services to support implementation. A budget of \$20,000 has been allocated for this task. A detailed scope and budget estimate will be prepared in advance of beginning work on this task.

Task 4 Assumptions:

- Effort to support implementation of a permanent installation for dosing PAA is not included in this initial task, but can be added via amendment.

Task 4 Deliverables:

- Draft and final testing report.

TASK 5 – LAGOON AERATOR REPLACEMENT

BHC will help the City evaluate options for replacement of the existing aerators in Lagoon No. 1. Once selection of a replacement aerator technology is made, BHC will help the City prepare bid documents for removal of the existing aerators and purchase/installation of the new replacement aerators. A budget of \$50,000 has been allocated for this task. A detailed scope and budget estimate will be prepared in advance of beginning work on this task.

Task 5 Assumptions:

- Because this work involves only replacement of existing equipment with similar equipment and replacement of these aerators will be identified and discussed in the forthcoming GSP update, an engineering report is not required.

Task 5 Deliverables:

- Aerator evaluation.
- Draft and final specifications and drawings.

ACTION ITEM 7b

TASK 6 – EFFLUENT FILTER IMPROVEMENTS

The GSP update currently being developed compares options for upgrade and expansion of the existing effluent filters. BHC will help the City prepare bid documents for upgrading the existing effluent filters. It is assumed that expansion of the filters will occur in a separate phase. This will allow the City to fully assess the performance and capacity of the upgraded filters, and so more efficiently size expansion of the filters to treat projected future flows. A budget of \$50,000 has been allocated for this task. A detailed scope and budget estimate will be prepared in advance of beginning work on this task.

Task 6 Assumptions:

- Because this work does not significantly alter the filtration process, does not increase overall capacity of the WWTP, does not adversely affect water quality, and will be identified and discussed in the GSP update, a separate engineering report is not required.

Task 6 Deliverables:

- Draft and final specifications and drawings.

EXCLUSIONS

The following are considered excluded from the Scope of Services defined in the tasks listed above and would be considered additional services or extra work that may be authorized separately. This work will not be performed without written authorization and direction from the City. This list is not necessarily all inclusive of work that is excluded from the Scope of Services. There may be other work that is excluded and is so noted within the body of the Scope or Services or by the fact that it is not explicitly stated in the Scope of Services.

- Preparation of an entirely new GSP document.
- Preparation of drawings, specifications, project schedules and other design related work, except as indicated for Tasks 5 and 6.
- Surveys, geotechnical investigations, cultural resources survey and other site investigations necessary to support design or preliminary design. These activities are not expected to be required for design work included under Tasks 5 and 6.
- Permitting and agency review or permitting fees.
- Bidding and construction services or preparation of bidding or construction related documentation, except as indicated for Tasks 5 and 6.

ACTION ITEM 7b

- Project site visits, meetings and workshops beyond those stated.
- Changes in the requirements of the GSP update as a result of changes in regulations, ordinances, codes, or standards.
- Printing or copies of reports in excess of those stated.
- Services/costs in excess of the allocated budget for Tasks 4, 5 and 6, unless modified via addendum.

BUDGET

The budget for this Scope of Services is attached as Attachment B. Compensation will be on a time and materials basis, based on the rates identified in Attachment B. Compensation shall not exceed the budgeted amount of \$219,368 without prior written approval from the City.

SCHEDULE

Proposed schedule milestones are as follows:

- Submit Draft 6-year CIP – November 2016
- Submit Initial Draft of GSP – February 2017
- Submit Final Draft of GSP – March 2017
- Submit Final GSP – June 2017

ATTACHMENT B

ATTACHMENT B
BUDGET SPREADSHEET
City of Snohomish GSP Update Phase 2 and Ongoing WWTP Services

Task No.	Task Description	QA/QC Chambers/ Dorn	PM Glise	Model Lead Harms	Project Eng. Neier	Staff Eng. Mockas	CAD Drafter Caldwell	Proj Admin Pierson	Clerical/WP Sifferman	BHC Total Labor		Sub Costs	Expenses	TOTAL COST
										Hours	Cost			
1	PROJECT MANAGEMENT AND QA/QC	\$210	\$190	\$190	\$120	\$140	\$105	\$106	\$60					
	1.1 Project Setup, Invoicing, and Communications	0	50	0	0	0	0	26	0	76	\$12,256		\$550	\$12,806
	1.2 Project Coordination and QA/QC	18	36	0	0	0	0	0	0	54	\$10,620		\$0	\$10,620
	TASK SUBTOTAL HOURS	18	86	0	0	0	0	26	0	130				
	TASK SUBTOTAL LABOR COST	\$3,780	\$16,340	\$0	\$0	\$0	\$0	\$2,756	\$0	\$22,876	\$0		\$550	\$23,426
2	COORDINATION AND PLANNING MEETINGS	0	40	0	0	0	0	0	0	40	\$7,600		\$618	\$8,218
	TASK SUBTOTAL HOURS	0	40	0	0	0	0	0	0	40				
	TASK SUBTOTAL LABOR COST	\$0	\$7,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,600	\$0	\$618	\$8,218
3	GSP UPDATE - PHASE 2													
	3.1 Develop CIP													
	Prioritize Improvements	0	4	4	8	8	0	0	0	0	24	\$3,600	\$0	\$3,600
	Develop Opinions of Probable Project Cost for Improvements	0	8	0	24	24	0	0	0	0	96	\$7,760	\$0	\$7,760
	Develop Opinions of Probable Project Cost for Replacement	0	8	0	12	12	0	0	0	0	32	\$4,640	\$0	\$4,640
	Develop 6-Year CIP	0	4	2	4	8	0	0	0	0	18	\$2,740	\$0	\$2,740
	3.2 Coordination with City Financial Analyst													
	Provide CIP Information to City	0	2	0	0	0	0	0	0	0	2	\$380	\$11	\$391
	Coordination with Financial Analyst	0	6	0	0	0	0	0	0	0	6	\$1,140	\$0	\$1,140
	Prepare Summary of Financial Analysis	0	8	0	4	4	0	0	0	0	16	\$2,960	\$0	\$2,960
	3.3 Prepare Planning Document													
	Prepare Draft Plan	0	16	8	32	24	24	16	0	16	112	\$14,720	\$275	\$14,995
	Develop SEPA Checklist and Assist City with SEPA Process	0	4	0	16	16	0	0	0	0	20	\$2,680	\$0	\$2,680
	Revise Draft Plan	0	8	4	12	8	8	8	0	8	48	\$6,320	\$825	\$7,145
	Council Presentation	0	4	4	2	2	2	0	0	0	8	\$1,280	\$0	\$1,280
	Incorporate Council Feedback	0	4	2	4	4	4	0	0	4	18	\$2,500	\$0	\$2,500
Assist with Plan Adoption	0	6	0	0	0	0	0	0	0	6	\$1,140	\$0	\$1,140	
Submit Final Plan for Ecology Approval	0	4	0	0	0	0	0	0	8	12	\$1,400	\$825	\$2,225	
Assist with Responses to Ecology and Finalize Plan	0	8	2	8	4	4	0	0	12	34	\$4,380	\$0	\$4,380	
3.4 GSP Workshops and Meetings														
Collection System and WWTP CIP Prioritization Workshop	0	6	4	8	8	0	0	0	0	18	\$2,860	\$124	\$2,984	
Draft Plan Review Meeting	0	6	0	4	4	0	0	0	0	10	\$1,620	\$124	\$1,744	
City Council Meeting	0	4	0	0	0	0	0	0	0	4	\$760	\$88	\$848	
Ecology Review Meeting	0	6	0	4	4	0	0	0	0	10	\$1,620	\$124	\$1,744	
Public Comment Meeting	0	6	0	0	0	0	0	0	0	6	\$1,140	\$68	\$1,208	
TASK SUBTOTAL HOURS	0	122	26	142	98	24	24	0	48	460				
TASK SUBTOTAL LABOR COST	\$0	\$23,180	\$4,940	\$17,040	\$13,720	\$2,520	\$0	\$0	\$3,840	\$85,240	\$0	\$2,464	\$67,724	
4	PA4 PILOT TESTING													\$20,000
5	LAGOON AERATOR REPLACEMENT													\$50,000
6	EFFLUENT FILTER IMPROVEMENTS													\$50,000
TOTAL DIRECT LABOR AND OVERALL COST														
		\$3,780	\$47,120	\$4,940	\$17,040	\$13,720	\$2,520	\$2,756	\$3,840	\$30	\$95,716	\$0	\$3,652	\$219,368

DISCUSSION ITEM 8a

Date: November 1, 2016
To: City Council
From: Larry Bauman, City Manager
Subject: **Overview of Utility Enterprise Funds' Rates, Operations, Debt and 2017 Budget Forecasts**

SUMMARY: The purpose of this agenda item is to provide the City Council with an overview of the financial state of the Utility Enterprise Funds. This overview covers the current year, 2016, and preliminary projections for 2017. The current rates for City utilities were adopted by Council in Resolution 1348 (Attachment A) on October 18, 2016. These adopted water, wastewater and storm water rates for 2017 through 2019, are listed within Resolution 1348.

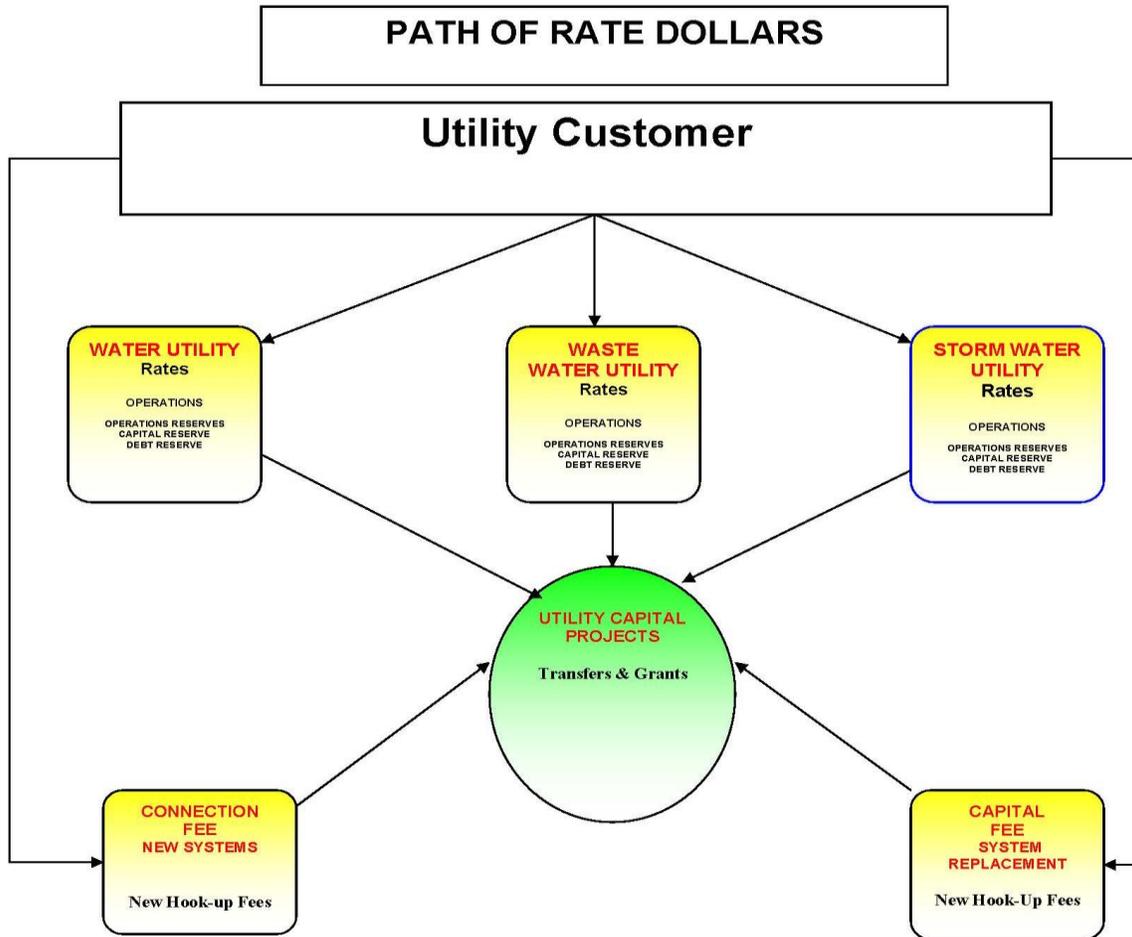
BACKGROUND: The City's ability to provide a sound financial structure to support the Council's vision of future utility needs and current demands is crucial for the ongoing management of the Water, Storm Water, and Sewer Utilities. The 2014 Utility Rate Study presentation by consultant FCS is provided (Attachment B) was undertaken to analyze and provide for the sufficiency and timing of revenues to prepare for the financial costs of capital infrastructure utility projects being planned.

ANALYSIS: The City carefully considers the interplay of supply and demand (available infrastructure and anticipated development). This is viewed within the context of current and future growth in the City and the planning and provision of services. City of Snohomish utility rates and connection charges are structured to meet several financial requirements:

- **Capital funding obligations**-based on the Capital Facilities Plan (CFP) of the Comprehensive Plan or more widely known as the Capital Improvement Plan (CIP).
- **Debt coverage ratio of 1.5%**-this is the ratio of net revenues to total debt service.
- **Operating reserves**-90 days of operating expenses reserved for water and 60 days each for sewer and storm water.
- **Debt service**-the amount needed to pay for current and future debt.
- **System replacement**-amounts required to pay for annual system replacement.
- **Emergency capital repairs**-amounts required to pay for cost overruns and unanticipated capital costs.

A full menu of Utility Rates adopted for 2017-2019 is provided with Attachment C. Utility customers pay usage rates and connection based rates. The following flow chart depicts the path of rates paid by utility customers and how those rate dollars are transferred to areas of the City budget supporting operations and capital improvement needs:

DISCUSSION ITEM 8a

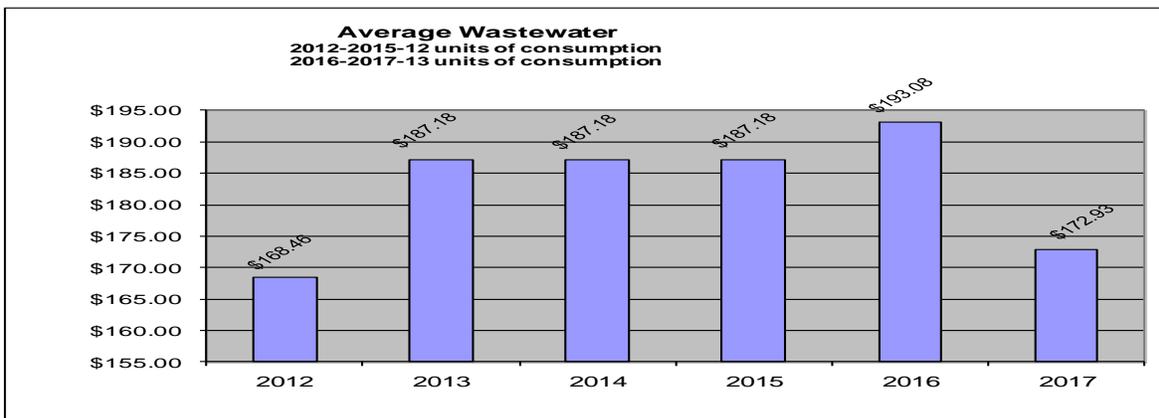
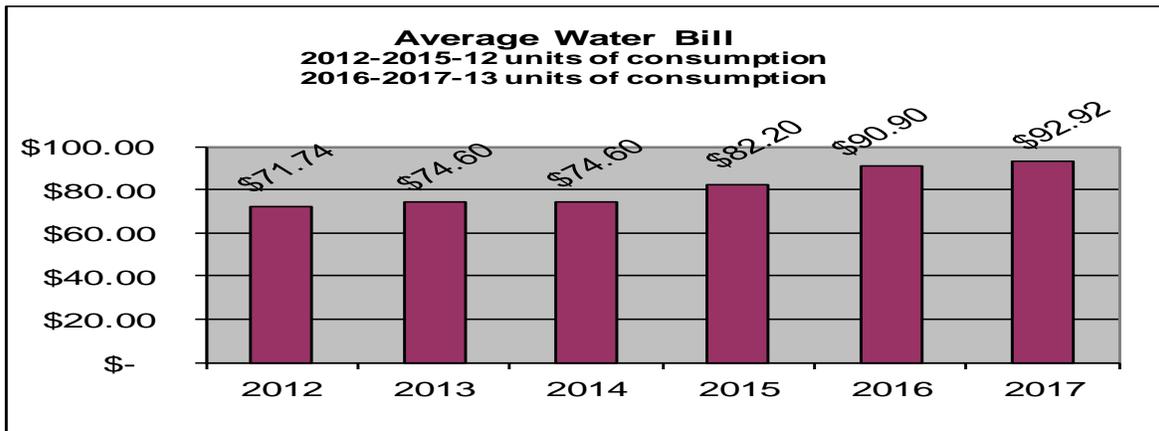
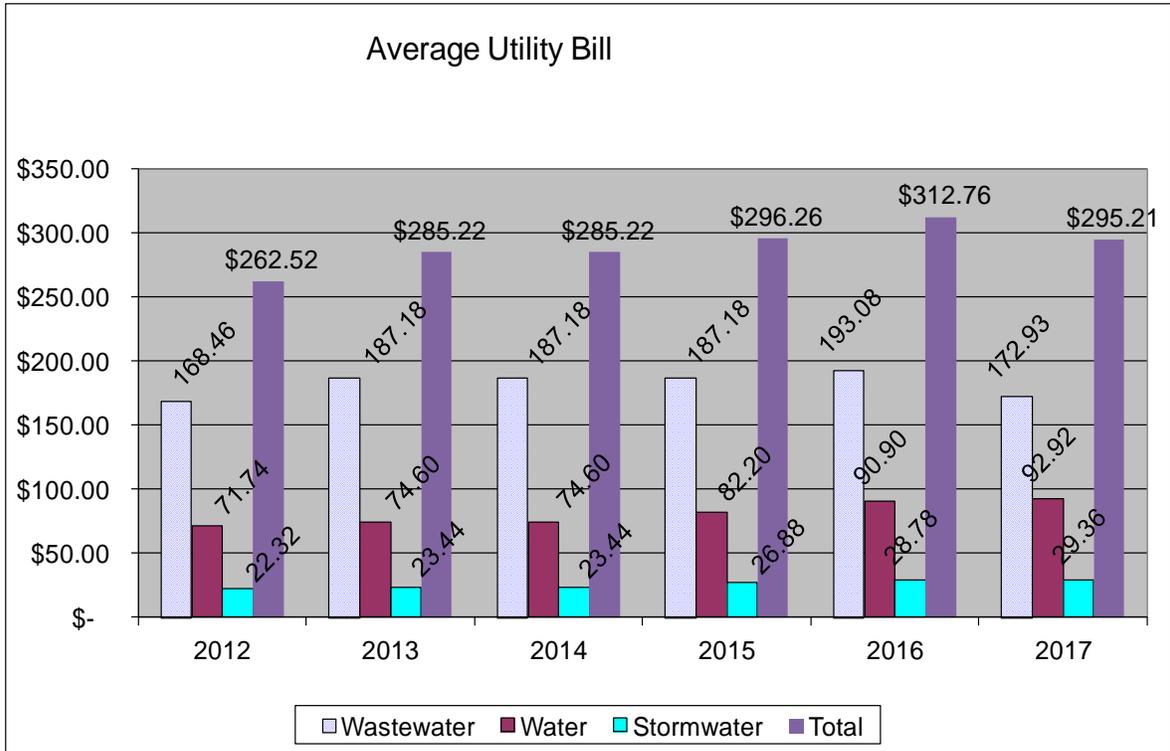


Average Utility Bill Overview

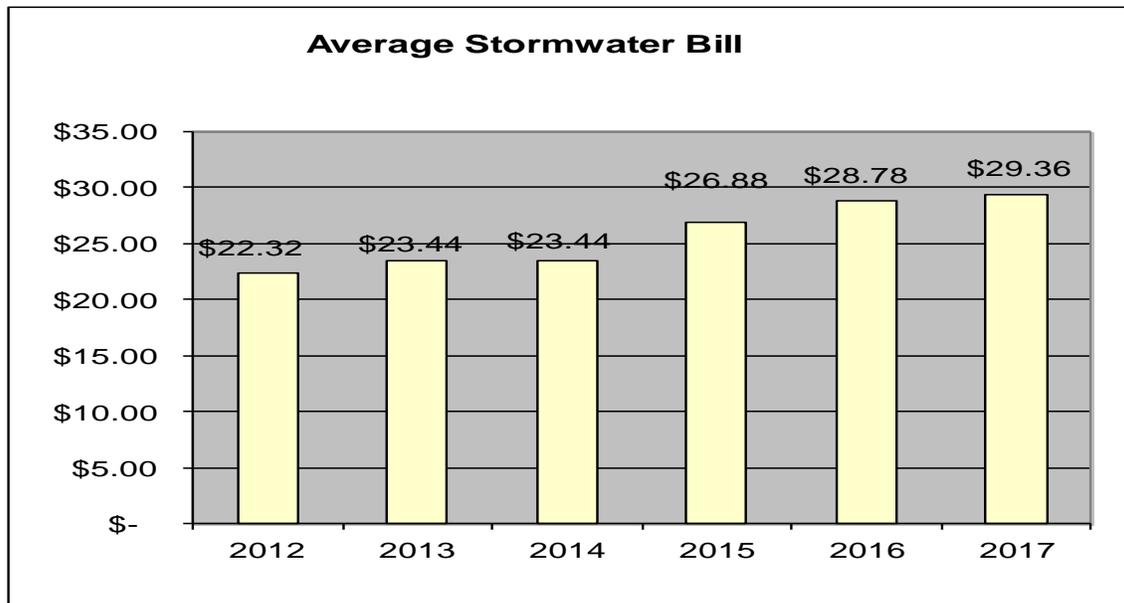
Currently utility billing accounts total approximately 3,500. Utility bills are consolidated and include water, wastewater, storm water and solid waste charges. An estimated average bi-monthly utility bill, excluding solid waste (garbage, recycling and yard waste) for 2017 is \$295.21. Average bi-monthly usage is typically 13 units of water.

Charts below depict average usage and billing amounts for each of the separate utilities and a combined view of the total average billing for water, wastewater and storm water charges. Average billing information has been provided for the years 2012 through 2017.

DISCUSSION ITEM 8a



DISCUSSION ITEM 8a



Operations and Capital Outlay Overview

The information below is fund summaries of projected year-end 2016 and proposed 2017 budgets for the utility enterprise funds of water, sewer and storm water.

Rate revenues for all three utility funds are projected to exceed the revenue budget targets. Water and sewer, Capital Facility, and connection and special charges are projected to come in below the budget target. These charges are directly related to the new construction, building and development activities that occur on an annual basis and require continual monitoring for budget adjustments.

Operating and maintenance budgets for all three utility funds are projected to come in under budget for 2016 as maintenance staff continually works to implement efficient procedures, utilizes new technologies and cost containment of supplies, materials, repairs and maintenance items. Operationally, the Water Utility Fund will be positively affected by the 2017 vacancy (began mid-year 2016) of a Water Treatment Plant Operator position as well as the Water Maintenance Worker I vacated in the 2016 Budget.

Capital Outlay budgets and infrastructure projects originally planned for 2016 have either been postponed to a future year, eliminated as unnecessary or revised scope of project work identified as part of the planning effort for 2016 projects along with the preparation of the CFP within the Comprehensive Plan update.

Debt Overview

Anticipated as of December 31, 2016, the Wastewater Utility Fund will have total outstanding debt of \$7,448,281. During 2017, debt service obligation is \$749,067 for the Water Utility Fund.

In early 2015, the USDA, who services the bond issuances 1981 Water Revenue Bonds (USDA Loan #3) and 1996 Sewer Revenue Refunding Bonds (USDA Loan #4), requested that the City find alternative financing for these loans as the USDA, after reviewing annual financial

DISCUSSION ITEM 8a

statements and other information on the financial health of these utilities, found that our utility funds were stable and fiscally sound.

Staff worked on options to address the USDA request. These included an analysis of refunding the loans with new financing through another bond issuance and a debt review and cash flow analysis to determine what funds would be available to pay off the debt. After reviewing refinancing vs. payoff options, the City Council on November 3, 2015, approved Resolution 1332 authorizing the prepayment of the outstanding principal amount of \$430,000 for the Water and Sewer Revenue Bond, 1996; the Council also approved Resolution 1334 authorizing the prepayment of the outstanding principal amount of \$762,565 for the Water and Sewer Revenue Bond, 1981, Series 2.

Description	Original Issue	Maturity Date	Outstanding Debt 12/31/2015
PWTF-Phase 1 CSO IMP	05/2008	05/2027	\$1,357,017
PWTF-CTED-WWTP-upgrades	12/1/2010	07/2028	\$1,564,063
PWTF-Cemetery Creek Trunk Sewer 1	03/2002	03/2022	\$385,694
PWTF-Cemetery Creek Trunk Sewer 2	05/2004	05/2024	\$3,257,296
PWTF-Cemetery Creek Trunk Sewer 3	06/2007	07/2027	\$884,211
TOTAL WASTEWATER DEBT			\$7,448,281

See the forecast summaries below for debt forecast performance information for each of the three individual utility funds.

Water Utility Enterprise Fund #401

Water Fund 2017 Forecast of Performance

Comparison to Established Financial Requirements

- Debt Coverage Ratio – 1.5%-Not applicable
- Operating Reserves – 90 days – 2017 reserves coverage 100%
- Debt Service (125%) – No debt
- System Replacement – 2017 Costs \$333,333 adequate reserves committed
- Emergency Capital Repairs - unknown

Wastewater Utility Enterprise Fund #402

Wastewater Fund 2017 Forecast of Performance

Comparison to Established Financial Requirements

- Debt Coverage Ratio – 1.5% - 2017 coverage ratio is 2.42 –with debt payoff 3.21
- Operating Reserves – 90 days – 2016 reserves coverage 100%
- Debt Service (125%) – current requirement is \$936,334-with debt payoff \$749,067
- System Replacement – 2017 Costs \$850,000 adequate reserves committed
- Emergency Capital Repairs - unknown

DISCUSSION ITEM 8a

Storm Water Utility Enterprise Fund #404

Storm Water Fund 2017 Forecast of Performance

Comparison to Established Financial Requirements

- Debt Coverage Ratio – 1.5% - not applicable
- Operating Reserves – 60 days – 2017 reserves coverage 100%
- Debt Service (Bond Covenant 125%) – not applicable
- System Replacement – 2017 Costs \$5 adequate reserves committed
- Emergency Capital Repairs - unknown

STRATEGIC PLAN REFERENCE: Initiative #5: Continue to Invest in Eco-friendly Infrastructure through the City's Capital Improvement Program - to Support Basic and Quality Services.

RECOMMENDATION: That the City Council REVIEW the Overview of Utility Funds Operations, Capital Outlay and Debt and 2017 Proposed Budget Projections and provide DIRECTION to staff regarding any changes.

ATTACHMENTS:

- A. Resolution 1348
- B. 2014 Utility Rate Study by FCS
- C. 2017-2019 City of Snohomish Utility Rates
- D. Utility Funds Cash Flow Analysis and Debt Review

DISCUSSION ITEM 8a

ATTACHMENT A

**CITY OF SNOHOMISH
Snohomish, Washington**

RESOLUTION 1348

A RESOLUTION OF THE CITY OF SNOHOMISH ESTABLISHING RATES TO BE CHARGED FOR WATER, WASTEWATER, AND STORMWATER SERVICES AND SUPERCEDING RESOLUTION 1312

WHEREAS, the City of Snohomish provides water, wastewater, and stormwater services; and

WHEREAS, SMC 15.04.110 provides that City Council shall from time to time determine water and sewer rates to be charged for City water and sewer services; and

WHEREAS, the City Council last established water, wastewater and stormwater rates in Resolution 1312, adopted March 4, 2014; and

WHEREAS, the City of Snohomish has adopted Financial Management Policy 3.1.5.1, which requires City water, wastewater, and stormwater utilities to be self-supporting; and

WHEREAS, the City of Snohomish prepared multiple Utility Revenue Requirement Studies and analysis tools, which details the expected service revenues, operating expenditures, reserve requirements, capital requirements, system replacement requirements, and debt coverage requirements for the next ten years; and

WHEREAS, the City Council discussed utility rates in a budget workshop on October 6, 2015, that addressed the utility rate financial analysis, current debt obligations and recommendations concerning the need for long-term financial stability; and

WHEREAS, the City Council discussed wastewater utility long-term financial stability on November 3, 2015, that addressed pre-payment of the USDA outstanding debt obligations and approved Resolution 1334 authorizing the pre-payment of Water and Sewer Revenue Bond, 1981, Series 2; and

WHEREAS, the City Council discussed wastewater rates in a workshop on March 1, 2016 that addressed the financial analysis, current debt obligations and recommendations concerning the need for long-term financial stability; and

WHEREAS, the City Council discussed water rates in a workshop on May 20, 2016 and that addressed the FCS Water Rate Study as part of the planning effort to close the Water Treatment Plant in the future; and

WHEREAS, notice of a public hearing was published on September 24, 2016 and October 8, 2016 in the Everett Herald; and

DISCUSSION ITEM 8a

WHEREAS, the City Council held a public hearing on October 18, 2016 to review the rates and revenue needs of the City's utilities; and

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

Section 1. **Utility Rates Established – Resolution 1312 Superseded.** The rates set forth herein for water, wastewater, and stormwater services for all City of Snohomish utility customers are hereby established and shall be in effect as of the effective date set forth in Section 3 until modified or amended by action of the City Council, as provided by SMC 15.04.110. Resolution 1312 is hereby superseded in its entirety as of the effective date of this Resolution, and shall be of no further force or effect, provided, monies charged or due for utility services provided or charges due during the effective period of Resolution 1312 shall not be affected.

Section 2 . **Definitions.** For the purpose of this resolution, the following definitions shall apply:

- a. "Quantity Allowed" means the number of hundreds of cubic feet of water that may be consumed for the monthly minimum charge.
- b. "Overage" means the water that is consumed over the quantity allowed for each meter size in a month.
- c. "Low Income Household" means a household in which the total annual income is below the very low income level for the Seattle/Everett area as established and amended by survey from time to time by the United States Department of Housing and Urban Development.
- d. "Senior Citizen" means a person 62 years of age or older.
- e. "Disabled Person" means a person with a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, speaking, learning, performing manual tasks, caring for oneself, etcetera.
- f. "Abandoned Occupant" means an account where no usage of water (zero consumption) is anticipated for a continuous period of one-hundred and eighty (180) days or more, and where no human habitation or active business operations, other than site construction or demolition, is occurring.
- g. "Winter Average" means the average measured water consumption for the four-month period of November through February for accounts in routes 01 through 08 and the December through March time periods for accounts in routes 09-17.
- h. "Leak Adjustment Credit" means a credit applied to a customer's account when a private water line, valve, fixture, or other appurtenance is verified to be leaking as a result of accidental damage or natural deterioration. A Leak Adjustment Credit does not mean when a private water line, valve, fixture, or

DISCUSSION ITEM 8a

other appurtenance discharges water due to its being left on by the property owner, tenant, or other person(s).

- i. “Final Utility Billing” means a billing requested by a customer prior to the sale of real estate between billing cycles to which the utility provides service.
- j. “Unbilled Services” means an account for which the billing for services was incorrect for which the error was not immediately known and corrected.
- k. “Equivalent Residential Unit (ERU)” means the average square footage of impervious surface of a detached single family residential property, which shall be 2,500 square feet for the calculation of stormwater rates.
- l. “Single Family Residence” means a structure where a unique family unit resides for the calculation of stormwater, solid waste, and recycling rates.
- m. “Other Developed Property” means all other developed property (i.e., non-single family detached residential property) in the City whose rate shall be the base rate multiplied by the numerical factor obtained by dividing the total impervious area (square feet) of the property by one ERU. The impervious surface area for other developed property is the square footage for the buildings and other improvements on the property. One ERU shall be 2,500 square feet of impervious surface. The minimum stormwater management fee for other developed property shall equal the base rate for single family residential property.

Section 3. **Effective Dates.** The effective dates of the rates established in this resolution shall be as follows:

- a. All 2017 rates in this resolution shall be effective January 1, 2017 for all accounts in routes 01 through 08 (cycle 1); and February 1, 2017 for all accounts in routes 09 through 17 (cycle 2). All other provisions of this resolution shall be effective January 1, 2017.
- b. All 2018 rates in this resolution shall be effective January 1, 2018, for all accounts in routes 01 through 08 (cycle 1); and February 1, 2018, for all accounts in routes 09 through 17 (cycle 2). All other provisions of this resolution shall be effective January 1, 2018.
- c. All 2019 rates in this resolution shall be effective January 1, 2019, for all accounts in routes 01 through 08 (cycle 1); and February 1, 2019, for all accounts in routes 09 through 17 (cycle 2). All other provisions of this resolution shall be effective January 1, 2019.

Section 4. **Water Service Rates.** The following rates will be applied for monthly water service:

- a. Metered Water.

DISCUSSION ITEM 8a

1. Monthly Minimum Charges by Meter Size.

Meter Size	Quantity Allowed	2017 Monthly Base	2018 Monthly Base	2019 Monthly Base
5/8"	2	\$ 25.40	\$ 25.97	\$ 26.56
1"	5	\$ 65.01	\$ 66.47	\$ 67.97
1.5"	11.5	\$ 146.34	\$ 149.63	\$ 153.00
2"	20.5	\$ 260.12	\$ 265.97	\$ 271.96
3"	46	\$ 585.21	\$ 598.38	\$ 611.84
4"	82	\$ 1,040.32	\$ 1,063.73	\$ 1,087.66
6"	133.5	\$ 2,340.77	\$ 2,393.44	\$ 2,447.29
8"	325	\$ 4,120.98	\$ 4,213.70	\$ 4,308.51

2. Charges for Overage by Hundreds of Cubic Feet.

All amounts in excess of quantity allowed: per 100 cubic feet.

2017	2018	2019
\$ 4.68	\$ 4.79	\$ 4.89

b. Not Metered Water.

2017	2018	2019
\$ 60.69	\$ 62.06	\$ 63.45

c. Water Service Outside the City Limits. Rates for services outside of the City of Snohomish shall be City rates as adopted, plus 50 percent, rounded to the nearest \$0.05.

Section 5. Wastewater Service Rates. The following rates will be applied for monthly sewer service:

a. Metered Sewer.

1. Monthly Minimum Charges by Meter Size.

Meter Size	Quantity Allowed	2017 Monthly Base	2018 Monthly Base	2019 Monthly Base
5/8"	2	\$ 52.64	\$ 52.64	\$ 52.64
Senior Rate	4	\$ 13.16	\$ 13.16	\$ 13.16

DISCUSSION ITEM 8a

Meter Size	Quantity Allowed	2017 Monthly Base	2018 Monthly Base	2019 Monthly Base
1"	5	\$ 161.26	\$ 161.26	\$ 161.26
1.5"	11.5	\$ 362.77	\$ 362.77	\$ 362.77
2"	20.5	\$ 645.03	\$ 645.03	\$ 645.03
3"	46	\$ 1,451.24	\$ 1,451.24	\$ 1,451.24
4"	82	\$ 2,579.95	\$ 2,579.95	\$ 2,579.95
6"	133.5	\$ 5,804.91	\$ 5,804.91	\$ 5,804.91
8"	325	\$ 8,539.41	\$ 8,539.41	\$ 8,539.41

2. Charges for Overage by Hundreds of Cubic Feet.
All amounts in excess of quantity allowed: per 100 cubic feet.

Meter Size	2017	2018	2019
5/8"	\$ 7.55	\$ 7.55	\$ 7.55
1"	\$ 5.31	\$ 5.31	\$ 5.31
1.5"	\$ 5.31	\$ 5.31	\$ 5.31
2"	\$ 5.31	\$ 5.31	\$ 5.31
3"	\$ 5.31	\$ 5.31	\$ 5.31
4"	\$ 5.31	\$ 5.31	\$ 5.31
6"	\$ 5.31	\$ 5.31	\$ 5.31
8"	\$ 5.31	\$ 5.31	\$ 5.31

- b. Not Metered Wastewater. Per month.

2017	2018	2019
\$ 140.35	\$ 140.35	\$ 140.35

- c. Wastewater Service Outside the City Limits. Rates for services outside the City of Snohomish shall be City rates as adopted, plus 50 percent.

Section 6. **Stormwater Service Rates.** The following rates will be applied for monthly stormwater service:

- a. Residential Equivalent Unit. Per month.

2017	2018	2019
\$ 14.68	\$ 14.97	\$ 15.27

- b. Impervious Surface Unit. Per month per Equivalent Residential Unit on other developed property.

2017	2018	2019
\$ 14.68	\$ 14.97	\$ 15.27

DISCUSSION ITEM 8a

Section 7. Low-Income Water and Sanitary Sewer Senior Citizen and Disabled Rates. Low-income senior citizens or low-income disabled persons who are customers of the utility shall be eligible to apply for water and wastewater services at one-quarter of the monthly minimum charges, and full charges for all overage consumption.

Low-income households in which the principal financial resources are provided by a person meeting the definition of “senior citizen” or “disabled person” may apply for the reduced rates. The application shall be made upon forms furnished by the City and approved or denied by the City Manager or his designee. Appeals of the determination of the City Manager, or his designee, shall be to the Utility Hearing Examiner. The decision of the Utility Hearing Examiner shall be final.

The City may require a customer who is receiving service at a reduced rate to provide information annually to confirm their continued eligibility for the special rate.

The reduced rate provided by this resolution shall apply only to 5/8-inch single family residential services.

Section 8. Wastewater Winter Average Charges. All metered wastewater accounts will have wastewater overage charges for the two summer billing cycles based on either their winter average consumption or current period consumption.

Winter average billing will be applied to wastewater overage charges for accounts in routes 01-08 for the summer billing periods of July/August, and September/October as computed from the winter period billing of November/December and January/February.

Winter average billing will be applied to wastewater overage charges for accounts in routes 09-17 for the summer billing periods of June/July, and August/September as computed from the winter billing period of December/January and February/March.

Section 9. Abandoned Occupant Rates. An Abandoned Occupant rate is available to customers where no usage of water (zero consumption) is anticipated for a continuous period of one-hundred and eighty (180) days or more, and where no human habitation or active business operations, other than site construction or demolition, is occurring. The Abandoned Occupant rate will only be available upon prior written notice to the City. The Abandoned Occupant rate for all meter sizes shall be as per fee schedule.

Section 10. Rates for Unauthorized Use. Water withdrawn without authorized service and wastewater discharged through unauthorized connections shall be charged at double the rates set forth above, from the date of the commencement of such unauthorized use, and appropriate measures shall be immediately taken to prevent

DISCUSSION ITEM 8a

further unauthorized use. Imposition of such charges shall not act as a waiver of the City's right to take such other actions as are authorized by law.

Section 11. **Rates for Service Levels Not Defined.** The City Manager shall have the authority to charge rates for service levels not otherwise defined in this resolution under the following methodologies:

Water and Sanitary Sewer Rate Methodology – For any new account requiring a service level, defined by the meter size, not provided in this resolution, the method for determining the customer's service rate shall be the sectional area of the undefined meter size in ratio to the sectional area of a 5/8" meter. The ratio shall be applied to the determination of both the base rate and number of included units for the purposes of calculating overage charges.

Section 12. **Unbilled Services.** The City Treasurer shall be authorized to make retroactive adjustments, either billings for services or refunds for charges, for accounts in which the billing for services did not match the services provided for a period not to exceed three years. Customers of the utility have a duty to provide the City with written requests for changes in service and to review their bi-monthly billing and notify the utility of any errors or corrections.

Section 13. **Final Utility Billings.** Customers who sell real property to which the City provides utility service may request in writing, prior to the property's sale closing date, a Final Utility Bill. The City shall read the property's meter on the next proceeding Friday before the closing date and provide the customer by mail with a Final Utility Bill of all charges known to the account.

Nothing within Section 12 shall prohibit the City from collecting any outstanding balances from the property to which services have been provided as authorized by Snohomish Municipal Code 15.02.020 and RCW 60.80.020. A Final Utility Bill request shall not be considered the request for final or estimated utility bill as provided by RCW 60.80.020.

Requests for a Final Utility Bill shall be made in writing, on a form provided by the City, prior to the sale date of the property. The new property owner shall be billed on a prorated basis, based on the property's next utility meter read and the number of days for water and sanitary sewer and the number of days and extra collections for solid waste and recycling services.

The City Treasurer shall bill the property owner requesting the Final Utility Bill at the time a request is received and the meter is read. A final read fee shall be charged based on the fee schedule.

Section 14. **Leak Adjustments.** If a private water line, valve, fixture, or other appurtenance is verified to be leaking as a result of accidental damage or natural deterioration, the customer may apply for a leak adjustment credit on their current water and

DISCUSSION ITEM 8a

sanitary sewer bill. Applications must be submitted in writing on a form authorized by the City Manager or designee. The customer must include on the application receipts which document the repair of the leak which shall include all billings for goods, services, labor, and materials.

The leak adjustment credit shall be determined based on the consumption billed during the same bill period in the previous year; or, if the history is not available, in a method determined by the City Manager or designee which best estimates actual water use. In determining the credit, the City may also consider water consumption from the last meter reading date. The leak adjustment credit shall be applied to overage charges for water and sewer and shall be credited \$2.34 (2017), \$2.39 (2018) and \$2.45 (2019) per overage unit for water and \$7.55 (2017), \$7.55 (2018) and \$7.55 (2019) per overage unit for 5/8" sewer and \$5.31 (2017), \$5.31 (2018) and \$5.31 (2019) per overage unit for 1" and larger sewer. In no case may an account receive a leak adjustment credit for a private water line break or leak more than once in a two-year period regardless of property ownership.

Section 15. Miscellaneous Fees. The City Treasurer shall charge fees, as established within the fee schedule for the following services:

- Late Payments – payments not received two weeks after the bill due date
- Voluntary Turn Off – requests for water shut offs during regular business hours
- Involuntary Turn Off – involuntary shut offs made for non-payment on account
- Unauthorized Turn On – service resumption made without City authorization including destruction of locking mechanisms
- After-Hours Voluntary Turn Off – voluntary service disconnections requested after regular business hours
- Meter Accuracy Testing – Requests to verify meter accuracy after dual meter reads have been conducted

Section 16. Publication. This resolution shall be published in summary in the official newspaper designated by the City following adoption of this resolution.

PASSED by the City Council and **APPROVED** by the Mayor this 18th day of October, 2016.

CITY OF SNOHOMISH

By /s/ Karen Guzak
Karen Guzak, Mayor

Attest:

Approved as to form:

By /s/ Pat Adams
Pat Adams, City Clerk

By Grant Weed
Grant K. Weed, City Attorney



City of Snohomish

Water, Wastewater, and Storm Utilities Rate Study Update

City Council Workshop
January 7th, 2014

Presented by: Angie Sanchez Virnoche, Principal
Sergey Tarasov, Project Manager

 **FCS GROUP**
Solutions-Oriented Consulting

Overview

- Background
- Rate Study Process
- Key Factors
- Revenue Requirement Summary
 - ✓ Water
 - ✓ Sewer
 - ✓ Storm
- Next Steps

Background

- Completed utility plan & rate forecast in 2007
- Completed utility plan & rate forecast in 2010
- Completed a quick true-up update in 2012
 - ✓ No adjustments based on 2012 update were incorporated

Study	2011	2012	2013	2014	2015	2016	2017	2018
Water - 2010	5.00%	5.00%	4.00%	3.00%	3.00%	3.00%		
Water - 2012			4.00%	9.00%	7.00%	7.00%	7.00%	5.00%
Wastewater - 2010	11.10%	11.10%	11.10%	11.10%	11.10%	11.10%		
Wastewater - 2012			27.10%	14.40%	14.40%	14.40%	0.00%	0.00%
Storm - 2010	8.25%	8.25%	5.10%	5.10%	5.10%	5.10%		
Storm - 2012			5.10%	9.50%	9.50%	9.50%	9.50%	9.50%

Notes:

Wastewater includes Everett Conveyance.

Rate Study Overview

- A multi-year forecast that evaluates the sufficiency of current rates on a **self supporting** basis
- Determines the amount of revenue necessary to meet **all** utility system financial obligations
 - ✓ Operating, capital and fiscal policies
- Develops rate implementation strategy
- Collects the target revenue level through fixed and/or variable charges

Key Factors

- Study period 2014 – 2020
- Customer growth (new connections):
 - ✓ Rate Revenue: 47 in 2014, 61 in 2015, 55 in 2016, 15 in 2017 and 2018, 7-8 per year thereafter
 - ✓ Connection Charges: 39 in 2014, 7-8 per year thereafter
- Used 2014 budget as base for expenses
 - ✓ General escalation 2.1%; Labor costs 3.0%; Benefits 10.0%; Construction costs 3.2%
- New debt
 - ✓ Revenue bonds – 20 year term, 4.5% - 5.0% interest, 1.5% issuance cost

Key Factors (continued)

- Operating fund target:
 - ✓ Water: 90 days of O&M
 - ✓ Wastewater: 120 days of O&M
 - ✓ Storm: 90 days of O&M
- Capital fund target:
 - ✓ Water: \$750,000
 - ✓ Wastewater: \$1.50 million
 - ✓ Storm: \$600,000
- Annual System Reinvestment based on estimated depreciation

WATER

Key Factors: Water

- O&M expenses \$2.1 million in 2014 to \$2.4 million in 2020
- Existing debt service \$94,000 in 2014 decreasing to \$71,500 in 2020
- Fiscal Policies
 - ✓ Operating reserve: met every year
 - ✓ Capital reserve: balance is rebuilding over time
 - ✓ System reinvestment: currently not funded to reduce rate pressure

DISCUSSION ITEM 8a

Capital: Water

Project	2014	2015	2016	2017	2018	2019	Total
Water Treatment							
Dam, fish ladder and Intake Decommissioning			\$ 1,750,000				\$ 1,750,000
WTP - Backwash Tank		200,000					200,000
Water Distribution							
South Zone Cover Replacement Small Reservoir	200,000						200,000
Comprehensive Plan (2011) Water Main Replacements	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Water Overlay Coordination	250,000		250,000		250,000		750,000
Transfer waterservices from Transmission Main			500,000				500,000
Total	\$ 550,000	\$ 300,000	\$ 2,600,000	\$ 100,000	\$ 350,000	\$ 100,000	\$ 4,000,000
External Funding			(1,400,000)				(1,400,000)
Net Capital Improvement Program	\$ 550,000	\$ 300,000	\$ 1,200,000	\$ 100,000	\$ 350,000	\$ 100,000	\$ 2,600,000

Notes:
Costs are in 2014 dollars.

- \$4.0 million (2014 dollars) - \$4.3 million (inflated)
 - ✓ Includes grant funding for Dam Decommissioning
 - ✓ Assumes \$2.1 million in new revenue bond debt in 2014 and 2016
 - New annual debt service of \$76,000 in 2014 to \$182,000 in 2020

Water Revenue vs. Expenses



Study	2013	2014	2015	2016	2017	2018	2019	2020
Proposed 2014 Study		5.00%						
2012 Update - Internal Update	4.00%	9.00%	7.00%	7.00%	7.00%	5.00%		
2010 Update - Implemented	4.00%	3.00%	3.00%	3.00%				

- Rate increases required for:
 - ✓ Increased debt to fund capital obligations
 - ✓ Slowly rebuilding deficient fund balances
 - ✓ Operating cost inflation

Wastewater

Key Factors: Wastewater

- O&M expenses \$1.9 million in 2014 to \$2.2 million in 2020
- Trunk Line funding between \$200,000-\$455,000 per year
- Existing debt service \$852,000 in 2014 decreasing to \$293,000 in 2020
- Fiscal policies
 - ✓ Operating reserve: met every year
 - ✓ Capital reserve: met every year except 2015 and 2020
 - ✓ System reinvestment: \$650,000-\$750,000 per year (2015-2020)

Capital: Wastewater

Project	2014	2015	2016	2017	2018	2019	2020	Total
Treatment								
WWTP Improvements	\$ 950,000							\$ 950,000
WWTP Repairs, Phase B1		400,000						400,000
WWTP Improvements		500,000						500,000
BioSolids Removal Phase 1			400,000					400,000
WWTP Monitoring, Phase B2			400,000					400,000
BioSolids Removal Phase 2				800,000				800,000
Phase B3 Retrofit					2,000,000			2,000,000
Disinfection Upgrades						745,000		745,000
Filtration Upgrades							1,600,000	1,600,000
Collection								
Collection SCADA Upgrade	300,000							300,000
Wastewater Overlay Coordination Program	100,000	100,000	100,000	100,000	100,000	100,000		600,000
Lift Station Upgrade 1		300,000						300,000
Collection System Repairs and Main Replacement	100,000	100,000	100,000	100,000	100,000	100,000		600,000
Phase II CSO Separation Construction			2,400,000					2,400,000
Lift Station Upgrade 2						300,000		300,000
Total	\$ 1,480,000	\$ 1,400,000	\$ 3,400,000	\$ 1,000,000	\$ 2,200,000	\$ 1,245,000	\$ 1,600,000	\$ 12,295,000
External Funding			(82,338)					(82,338)
Net Capital Improvement Program	\$ 1,480,000	\$ 1,400,000	\$ 3,317,662	\$ 1,000,000	\$ 2,200,000	\$ 1,245,000	\$ 1,600,000	\$ 12,212,662

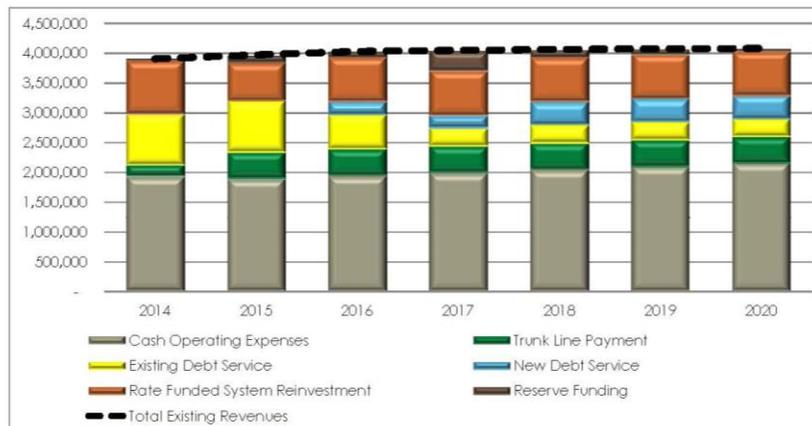
Notes:
Costs are in 2014 dollars.

■ \$12.3 million (2014 dollars) - \$13.5 million (inflated)

- ✓ Includes transfers from the Bio-Solids fund
- ✓ Assumes \$4.4 million in new debt in 2016 and 2018
 - New annual debt service payments of \$212,000 in 2014 to \$390,000 in 2020



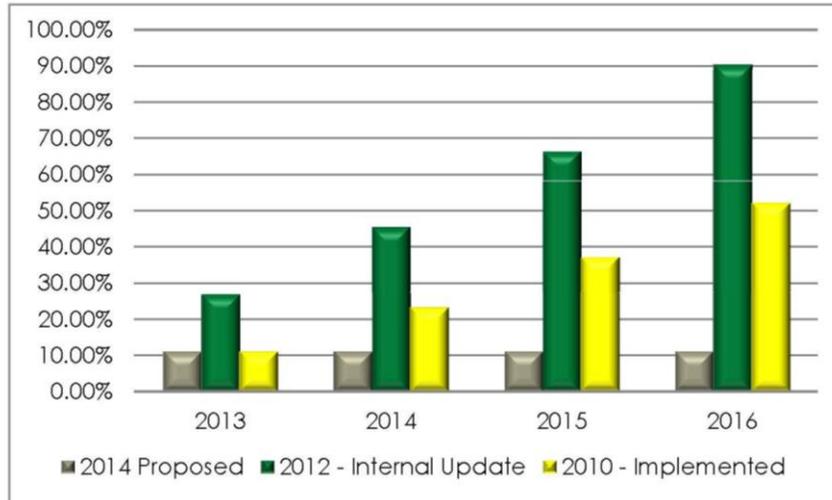
Sewer Revenue vs. Expenses



Study	2013	2014	2015	2016	2017	2018	2019	2020
Proposed 2014 Study		0.00%						
2012 Update - Internal Update	27.10%	14.40%	14.40%	14.40%	0.00%	0.00%		
2010 Update - Implemented	11.10%	11.10%	11.10%	11.10%				



Wastewater Cumulative Impacts



Storm

Key Factors: Storm

- O&M expenses \$956,000 in 2014 to \$1.2 million in 2020
 - ✓ Includes additional position in 2016
- Fiscal policies
 - ✓ Operating reserve: met every year
 - ✓ Capital reserve met: phase-in and met by 2019
 - ✓ System reinvestment: \$100,000-\$150,000 per year (2017-2020)

Capital: Storm

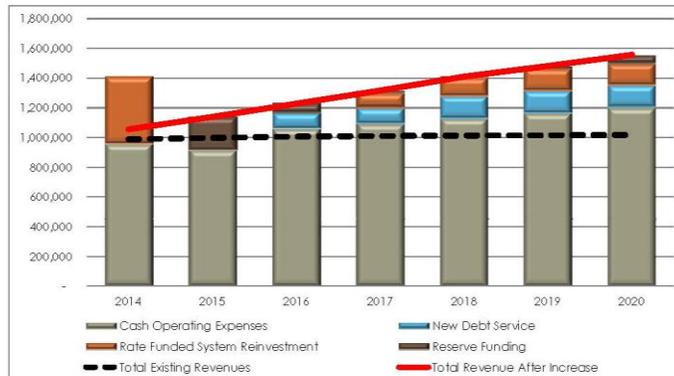
Project	2014	2015	2016	2017	2018	2019	Total
Stormwater (SW) Overlay Coordination Program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
Blackman's Lake Improvements	500,000						500,000
Comprehensive Plan (2013) Projects and Miscellaneous Repairs	250,000		250,000		250,000		750,000
Phase II CSO - Design	150,000						150,000
Phase II CSO - Construction			600,000				600,000
Total	\$ 1,000,000	\$ 100,000	\$ 950,000	\$ 100,000	\$ 350,000	\$ 100,000	\$ 2,400,000
External Funding	(120,000)						(120,000)
Net Capital Improvement Program	\$ 880,000	\$ 100,000	\$ 950,000	\$ 100,000	\$ 350,000	\$ 100,000	\$ 2,480,000

Notes:
Costs are in 2014 dollars.

- **\$2.6 million** (2014 dollars) - **\$2.7 million** (inflated)
 - ✓ Includes external funding for Phase II CSO Separation - design
 - ✓ Assumes \$1.7 million in new debt in 2016 and 2018
 - New annual debt service payments of \$106,000 in 2016 to \$151,000 in 2020

DISCUSSION ITEM 8a

Storm Revenue vs. Expenses



Study	2013	2014	2015	2016	2017	2018	2019	2020
Proposed 2014 Study		7.10%	7.10%	7.10%	7.10%	7.10%	5.00%	5.00%
2012 Update - Internal Update	5.10%	9.50%	9.50%	9.50%	9.50%	9.50%		
2010 Update - Implemented	5.10%	5.10%	5.10%	5.10%				

- Rate increases required for:
 - ✓ New debt to fund capital obligations
 - ✓ Phasing-in rate funded system reinvestment
 - ✓ Operating cost inflation and new position

Combined Residential Impacts

Utility	Existing	2014	2015	2016	2017	2018	2019	2020
Water	\$ 74.60	\$ 78.33	\$ 82.25	\$ 86.36	\$ 90.68	\$ 95.21	\$ 99.97	\$ 104.97
Wastewater	187.18	187.18	187.18	187.18	187.18	187.18	187.18	187.18
Storm	23.44	25.10	26.88	28.79	30.83	33.02	34.67	36.40
Total	\$ 285.22	\$ 290.61	\$ 296.31	\$ 302.33	\$ 308.69	\$ 315.41	\$ 321.82	\$ 328.55
Bi-Monthly Difference		\$ 5.39	\$ 5.70	\$ 6.02	\$ 6.36	\$ 6.72	\$ 6.41	\$ 6.73
Monthly Difference		\$ 2.70	\$ 2.85	\$ 3.01	\$ 3.18	\$ 3.36	\$ 3.21	\$ 3.36
% Difference		1.9%	2.0%	2.0%	2.1%	2.2%	2.0%	2.1%

Note:
 1. Water: Assumes 12 ccf bi-monthly usage; 5/8" meter
 2. Sewer: assumes 12 ccf bi-monthly usage

DISCUSSION ITEM 8a

Combined Residential Impacts (continued)

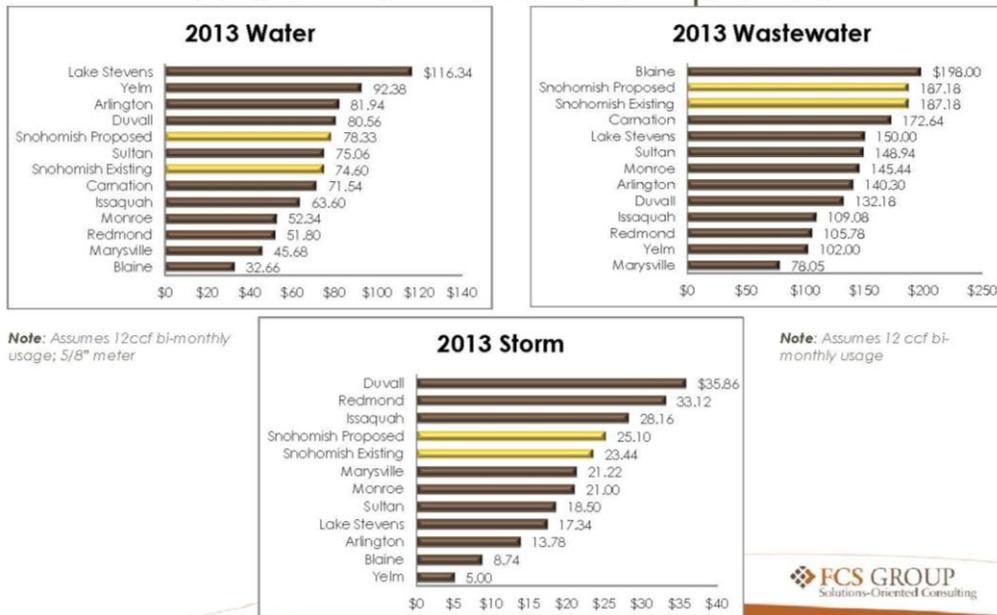
2014 Study - Proposed								
Utility	Existing	2014	2015	2016	2017	2018	2019	2020
Total	\$ 285.22	\$ 290.61	\$ 296.31	\$ 302.33	\$ 308.69	\$ 315.41	\$ 321.82	\$ 328.55
Bi-Monthly Difference		\$ 5.39	\$ 5.70	\$ 6.02	\$ 6.36	\$ 6.72	\$ 6.41	\$ 6.73
Monthly Difference		\$ 2.70	\$ 2.85	\$ 3.01	\$ 3.18	\$ 3.36	\$ 3.21	\$ 3.36
% Difference		1.9%	2.0%	2.0%	2.1%	2.2%	2.0%	2.1%

2012 Study - Internal Update						
Utility	Existing	2014	2015	2016	2017	2018
Total	\$ 285.22	\$ 351.95	\$ 403.68	\$ 463.80	\$ 483.34	\$ 491.52
Bi-Monthly Difference		\$ 66.73	\$ 51.73	\$ 60.12	\$ 19.54	\$ 8.18
Monthly Difference		\$ 33.37	\$ 25.87	\$ 30.06	\$ 9.77	\$ 4.09
% Difference		23.4%	14.7%	14.9%	4.2%	1.7%

2010 Study - Implemented				
Utility	Existing	2014	2015	2016
Total	\$ 285.22	\$ 309.44	\$ 336.09	\$ 365.43
Bi-Monthly Difference		\$ 24.22	\$ 26.65	\$ 29.34
Monthly Difference		\$ 12.11	\$ 13.33	\$ 14.67
% Difference		8.5%	8.6%	8.7%

Note:
 1. Water: Assumes 12 ccf bi-monthly usage; 5/8" meter
 2. Sewer: assumes 12 ccf bi-monthly usage

Residential Rate Comparison



Next Steps

- Public hearing
- Adopt proposed rates

Questions?

DISCUSSION ITEM 8a

ATTACHMENT C

Bi-Monthly Water Rates		
Meter Size	Included Units	2017 Rates
5/8"	4	\$50.80
1"	10	\$130.02
1 1/2"	23	\$292.68
2"	41	\$520.24
3"	92	\$1,170.42
4"	164	\$2,080.64
6"	267	\$4,681.54
8"	650	\$8,241.96
Water Outside City Limits		
5/8"	4	\$76.20
1"	10	\$195.05
1 1/2"	23	\$439.00
2"	41	\$780.40
3"	92	\$1,755.65
8"	650	\$3,120.00
Low Income		
5/8"	8	\$12.72
Outside City Limits Low Income		
5/8"	8	\$19.10
Consumption over the included units		
	per unit	\$4.68
Outside City Limits Overage		
	per unit	\$7.05
Bi-Monthly Wastewater Rates		
Meter Size	Included Units	2017 Rate
5/8"	4	\$105.25
1"	10	\$322.52
1 1/2"	23	\$705.54
2"	41	\$1,290.06
3"	92	\$2,902.48
4"	164	\$5,159.90
6"	267	\$11,609.82
8"	650	\$17,078.82
Low Income		
5/8"	8	\$26.32
Consumption over the included units		
		\$5.90
5/8"	per unit	\$7.55
All other meter sizes	per unit	\$5.31

DISCUSSION ITEM 8a

Bi-Monthly Storm Drainage Rates		
Service	Method	2017 Rate
Single Family	ERU*	\$29.36
Low Income	ERU*	\$7.33
Other Developed Property	ISU**	\$29.36
*ERU=Equivalent Residential Unit	flat fee	
**ISU=Impervious Surface Unit	multiplied by ISU	

City of Snohomish
WATER UTILITY ENTERPRISE FUND
Proposed 2017 Budget

Account Number	Description	2017		2016 Budget	\$ Change
		Proposed Budget	% of Budget		
Revenues					
Water Inspections					
401-140-322-10-00-00-00C	Water Inspections	53,000	1.9%	53,000	0
401-140-322-10-00-00-00C	Water Permits	4,500	0.2%	4,500	0
Sub-Total Water Inspections		57,500	2.1%	57,500	0
Water Sales and Services					
401-140-343-40-00-00-00C	Water Billings	2,538,000	91.1%	2,510,894	27,106
Sub-Total Water Sales and Services		2,538,000	91.1%	2,510,894	27,106
Investment Interest					
401-140-361-10-00-00-00C	Interest Earnings	7,000	0.3%	7,000	0
Sub-Total Investment Interest		7,000	0.3%	7,000	0
Miscellaneous Water					
401-140-369-10-00-00-00C	Late Penalties	46,000	1.7%	46,000	0
401-140-369-10-00-00-00C	Miscellaneous	5,000	0.2%	5,000	0
401-140-369-10-00-00-00C	On/Off Charges	4,000	0.1%	4,000	0
401-140-369-10-00-00-00C	Sale of Scrap and Junk	2,500	0.1%	2,500	0
Sub-Total Miscellaneous Water		57,500	2.1%	57,500	0
Capital Contributions					
401-140-379-90-00-00-00C	Capital Facility Fee-Water	87,029	3.1%	159,053	(72,024)
401-140-379-90-00-00-00C	Connection Fees-Water	40,049	1.4%	73,193	(33,144)
Sub-Total Capital Contributions		127,078	4.6%	232,246	(105,168)
Total Revenues		2,787,078	100.0%	2,865,140	(78,062)
Expenditures					
Water Administration					
401-140-534-10-11-00-00C	Regular Pay	32,736	1.2%	30,918	1,818
401-140-534-10-21-00-00C	Employer Taxes	2,504	0.1%	2,365	139
401-140-534-10-22-00-00C	Employer Retirement	3,660	0.1%	3,466	194
401-140-534-10-23-00-00C	Employer Premiums	9,750	0.4%	7,861	1,889
401-140-534-10-27-00-00C	Uniforms	300	0.0%	300	0
401-140-534-10-27-10-00C	Safety Equipment	500	0.0%	1,000	(500)
401-140-534-10-31-10-00C	Office & Operating Supplies	1,000	0.0%	1,000	0
401-140-534-10-35-10-00C	Small Tools & Minor Equip	500	0.0%	1,000	(500)
401-140-534-10-41-00-00C	Professional Services	10,000	0.4%	10,000	0
401-140-534-10-41-10-00C	Professional Services-Merchant Services	4,000	0.1%	4,000	0
401-140-534-10-42-00-00C	Communication	750	0.0%	700	50
401-140-534-10-43-00-00C	Travel	600	0.0%	600	0
401-140-534-10-49-10-00C	Miscellaneous	1,000	0.0%	1,000	0
Sub-Total Water Administration		67,300	2.5%	64,210	3,090
Water Distribution					
401-140-534-80-11-00-00C	Regular Pay	272,104	10.0%	263,633	8,471
401-140-534-80-12-00-00C	Overtime Pay	5,253	0.2%	12,000	(6,747)
401-140-534-80-13-00-00C	Temporary Pay	12,220	0.5%	12,162	58
401-140-534-80-21-00-00C	Employer Taxes	22,153	0.8%	22,016	137
401-140-534-80-22-00-00C	Employer Retirement	31,009	1.1%	29,443	1,566
401-140-534-80-23-00-00C	Employer Premiums	76,008	2.8%	61,630	14,378
401-140-534-80-27-00-00C	Uniforms	2,000	0.1%	2,700	(700)
401-140-534-80-27-10-00C	Safety Equipment	3,750	0.1%	1,800	1,950
401-140-534-80-31-10-00C	Office & Operating Supplies	80,000	3.0%	100,000	(20,000)
401-140-534-80-33-00-00C	Water for Resale	350,000	12.9%	330,000	20,000
401-140-534-80-34-00-00C	Meters for Resale	30,000	1.1%	30,000	0
401-140-534-80-35-00-00C	Small Tools & Minor Equip	15,000	0.6%	15,000	0
401-140-534-80-40-01-00C	Cost Allocation Services-Financial	93,391	3.4%	87,348	6,043

DISCUSSION ITEM 8a**City of Snohomish****WATER UTILITY ENTERPRISE FUND****Proposed 2017 Budget**

Account Number	Description	2017		2016 Budget	\$ Change
		Proposed Budget	% of Budget		
401-140-534-80-40-01-001	Cost Allocation Services-Administrative	83,048	3.1%	93,298	(10,250)
401-140-534-80-40-01-002	Cost Allocation Services-Engineering	141,614	5.2%	126,826	14,788
401-140-534-80-40-10-000	Cost Allocation Services-Fleet & Facilities	169,495	6.3%	173,847	(4,352)
401-140-534-80-40-15-000	Cost Allocation Services-Information Services	61,168	2.3%	69,427	(8,259)
401-140-534-80-41-10-000	Professional Services	200,000	7.4%	70,000	130,000
401-140-534-80-42-00-000	Communication	7,400	0.3%	7,400	0
401-140-534-80-42-10-000	Postage	7,000	0.3%	7,000	0
401-140-534-80-43-00-000	Travel	2,000	0.1%	2,000	0
401-140-534-80-45-10-000	Operating Leases	4,000	0.1%	8,000	(4,000)
401-140-534-80-47-00-000	Utility Services	12,000	0.4%	10,800	1,200
401-140-534-80-48-00-000	Repairs & Maintenance	40,000	1.5%	40,000	0
401-140-534-80-49-10-000	Dues & Subscriptions	1,000	0.0%	1,500	(500)
401-140-534-80-49-15-000	Miscellaneous-Printing	1,300	0.0%	1,300	0
401-140-534-80-49-20-000	Education & Training	3,000	0.1%	3,000	0
401-140-534-80-49-30-000	Miscellaneous	6,500	0.2%	6,500	0
401-140-534-80-49-40-000	Miscellaneous-Water Quality Testing	17,000	0.6%	10,000	7,000
401-140-534-80-49-50-000	Miscellaneous-Water Quality Program	10,000	0.4%	10,000	0
401-140-534-80-49-60-000	Miscellaneous-Software Maintenance Fees	5,500	0.2%	5,500	0
401-140-534-80-51-30-000	Intergovernmental Services-Permitting	7,000	0.3%	7,000	0
401-140-534-80-53-00-000	External Taxes	130,000	4.8%	130,000	0
Sub-Total Water Distribution		1,901,913	70.2%	1,751,130	150,783
Water Treatment					
401-140-534-90-11-00-000	Regular Pay	78,997	2.9%	142,004	(63,007)
401-140-534-90-12-00-000	Overtime Pay	1,532	0.1%	7,000	(5,468)
401-140-534-90-21-00-000	Employer Taxes	6,160	0.2%	11,399	(5,239)
401-140-534-90-22-00-000	Employer Retirement	9,003	0.3%	16,233	(7,230)
401-140-534-90-23-00-000	Employer Premiums	28,183	1.0%	42,943	(14,760)
401-140-534-90-27-00-000	Uniforms	550	0.0%	1,100	(550)
401-140-534-90-27-10-000	Safety Equipment	350	0.0%	700	(350)
401-140-534-90-31-00-000	Office Supplies	3,000	0.1%	6,000	(3,000)
401-140-534-90-31-10-000	Chemicals	25,000	0.9%	25,000	0
401-140-534-90-31-20-000	Operating Supplies	10,000	0.4%	10,000	0
401-140-534-90-35-00-000	Small Tools & Minor Equip	10,000	0.4%	10,000	0
401-140-534-90-41-00-000	Professional Services	10,000	0.4%	10,000	0
401-140-534-90-41-20-000	Professional Services-Legal	3,000	0.1%	3,000	0
401-140-534-90-42-00-000	Communication	5,000	0.2%	5,700	(700)
401-140-534-90-43-00-000	Travel	500	0.0%	1,000	(500)
401-140-534-90-45-00-000	Operating Leases	3,000	0.1%	3,000	0
401-140-534-90-47-00-000	Utility Services	22,000	0.8%	22,000	0
401-140-534-90-48-00-000	Repairs & Maintenance	40,000	1.5%	40,000	0
401-140-534-90-49-10-000	Dues & Subscriptions	200	0.0%	200	0
401-140-534-90-49-20-000	Education & Training	500	0.0%	800	(300)
401-140-534-90-49-00-000	Miscellaneous-Software Maintenance Fees	3,400	0.1%	3,400	0
401-140-534-90-51-00-000	Intergovernmental Services-Water Testing	1,500	0.1%	1,500	0
401-140-534-90-53-00-000	External Taxes	90	0.0%	90	0
Sub-Total Water Treatment		261,965	9.7%	363,069	(101,104)
Transfers-Out					
401-140-597-42-55-02-000	Transfers-Out	145,000	5.4%	180,000	(35,000)
Sub-Total Transfers-Out		145,000	5.4%	180,000	(35,000)
Capital Expenditures					
401-140-594-34-62-00-000	Buildings & Structures	75,000	2.8%	275,000	(200,000)
401-140-594-34-63-00-000	Other Improvements	75,000	2.8%	40,000	35,000

DISCUSSION ITEM 8a

City of Snohomish

WATER UTILITY ENTERPRISE FUND

Proposed 2017 Budget

Account Number	Description	2017		2016	\$
		Proposed Budget	% of Budget		
401-140-594-34-64-00-00C	Vehicles & Equipment	183,333	6.8%	-	183,333
Sub-Total Capital Expenditures		333,333	12.3%	315,000	18,333
Total Expenditures		2,709,512	100.0%	2,673,409	36,103

Water Utility	Proposed Increase (Decrease) in Fund Balance	77,566
	2017 Estimated Beginning Fund Balance	2,586,613
	Less Budgeted Increase(Decrease)	77,566
	2017 Estimated Ending Fund Balance	2,664,179

DISCUSSION ITEM 8a

City of Snohomish
SEWER UTILITY ENTERPRISE FUND
2017 Proposed Budget

Account Number	Description	2017		2016 Budget	\$ Change
		Proposed Budget	% of Budget		
Revenues					
Sewer Inspections					
402-000-322-10-00-00-000	Sewer Inspections	4,500	0.1%	4,500	-
402-000-322-10-00-00-000	Sewer Permits	3,000	0.1%	3,000	-
Sub-Total Sewer Inspections		7,500	0.2%	7,500	-
Sewer/Reclaimed Water Sales and Services					
402-000-340-10-00-00-000	Sewer Billings	4,265,054	90.2%	4,400,000	(134,946)
Sub-Total Sewer/Reclaimed Water Sales and Services		4,265,054	90.2%	4,400,000	(134,946)
Investment Interest					
402-000-361-10-00-00-000	Interest Earnings	10,500	0.2%	10,500	-
Sub-Total Investment Interest		10,500	0.2%	10,500	-
Capital Contributions					
402-000-379-90-00-00-000	Capital Facility Fees-Sewer	86,275	1.8%	157,675	(71,400)
402-000-379-90-00-00-000	Special Development Fee-Sewer	124,320	2.6%	339,808	(215,488)
402-000-379-90-00-00-000	Connection Fees-Sewer	183,860	3.9%	336,020	(152,160)
Sub-Total Capital Contributions		394,455	8.3%	833,503	(439,048)
Transfers-In					
402-000-397-10-00-000	Transfer-In (404)	50,000	1.1%	-	50,000
Sub-Total Transfers-In		50,000	1.1%	-	50,000
Total Revenues		4,727,509	100.0%	5,251,503	(523,994)
Expenditures					
Sewer Administration					
402-140-535-10-11-00-000	Regular Pay	32,638	0.7%	30,008	2,630
402-140-535-10-21-00-000	Employer Taxes	2,497	0.1%	2,296	201
402-140-535-10-22-00-000	Employer Retirement	3,649	0.1%	3,364	285
402-140-535-10-23-00-000	Employer Premiums	9,721	0.2%	7,630	2,091
402-140-535-10-27-00-000	Uniforms	300	0.0%	300	-
402-140-535-10-27-10-000	Safety Equipment	100	0.0%	100	-
402-140-535-10-31-00-000	Office & Operating Supplies	200	0.0%	200	-
402-140-535-10-35-00-000	Small Tools & Minor Equip	500	0.0%	500	-
402-140-535-10-41-00-000	Professional Services-Legal	1,500	0.0%	1,500	-
402-140-535-10-43-00-000	Travel	300	0.0%	300	-
402-140-535-10-49-10-000	Miscellaneous	300	0.0%	300	-
402-140-535-10-49-20-000	Miscellaneous	600	0.0%	600	-
402-140-535-10-49-60-000	Miscellaneous-Merchant Services	7,000	0.1%	7,000	-
Sub-Total Sewer Administration		59,305	1.3%	54,098	5,207
Sewer Collections					
402-140-535-80-11-00-000	Regular Pay	134,107	2.8%	125,405	8,702
402-140-535-80-12-00-000	Overtime Pay	2,488	0.1%	8,000	(5,512)
402-140-535-80-13-00-000	Temporary Pay	12,220	0.3%	12,162	58
402-140-535-80-21-00-000	Employer Taxes	11,384	0.2%	11,136	248
402-140-535-80-22-00-000	Employer Retirement	15,271	0.3%	13,892	1,379
402-140-535-80-23-00-000	Employer Premiums	32,332	0.7%	28,422	3,910
402-140-535-80-27-00-000	Uniforms	1,100	0.0%	1,100	-

DISCUSSION ITEM 8a**City of Snohomish****SEWER UTILITY ENTERPRISE FUND****2017 Proposed Budget**

Account Number	Description	2017		2016 Budget	\$ Change
		Proposed Budget	% of Budget		
402-140-535-80-27-10-000	Safety Equipment	3,200	0.1%	1,100	2,100
402-140-535-80-31-00-000	Office & Operating Supplies	13,500	0.3%	13,500	-
402-140-535-80-35-00-000	Small Tools & Minor Equip	7,000	0.1%	7,000	-
402-140-535-80-40-01-000	Cost Allocation Services-Financial	83,867	1.8%	74,190	9,677
402-140-535-80-40-05-000	Cost Allocation Services-Administrative	93,840	2.0%	92,934	906
402-140-535-80-40-06-000	Cost Allocation Services-Engineering	123,163	2.6%	110,873	12,290
402-140-535-80-40-10-000	Cost Allocation Services-Fleet & Facilities	184,266	3.9%	179,044	5,222
402-140-535-80-40-15-000	Cost Allocation Services-Information	59,478	1.3%	59,709	(231)
402-140-535-80-41-10-000	Professional Services	40,000	0.8%	40,000	-
402-140-535-80-41-20-000	Professional Services-Legal	2,120	0.0%	2,120	-
402-140-535-80-42-00-000	Communication	10,000	0.2%	11,700	(1,700)
402-140-535-80-42-10-000	Postage	4,000	0.1%	4,000	-
402-140-535-80-43-00-000	Travel	2,000	0.0%	2,000	-
402-140-535-80-45-00-000	Operating Leases	2,000	0.0%	3,000	(1,000)
402-140-535-80-47-00-000	Utility Services-PSE	8,000	0.2%	12,000	(4,000)
402-140-535-80-47-10-000	Utility Services-PUD	18,000	0.4%	15,000	3,000
402-140-535-80-47-10-001	Utility Services-PUD	10,000	0.2%	10,000	-
402-140-535-80-48-00-000	Repairs & Maintenance	25,000	0.5%	25,000	-
402-140-535-80-49-10-000	Dues & Subscriptions	400	0.0%	400	-
402-140-535-80-49-15-000	Miscellaneous-Printing	1,200	0.0%	1,200	-
402-140-535-80-49-20-000	Education & Training	1,500	0.0%	3,000	(1,500)
402-140-535-80-49-30-000	Software Maintenance Fees	6,500	0.1%	6,500	-
402-140-535-80-49-00-000	Miscellaneous	5,000	0.1%	5,000	-
402-140-535-80-53-00-000	External Taxes	55,000	1.2%	55,000	-
402-140-535-80-64-00-000	Vehicles & Equipment	-	0.0%	25,000	(25,000)
Sub-Total Sewer Collections		967,937	20.4%	959,387	8,550
Sewer Treatment					
402-140-535-85-11-00-000	Regular Pay	230,837	4.9%	221,757	9,080
402-140-535-85-12-00-000	Overtime Pay	4,125	0.1%	6,500	(2,375)
402-140-535-85-21-00-000	Employer Taxes	17,975	0.4%	18,392	(417)
402-140-535-85-22-00-000	Employer Retirement	26,269	0.6%	22,996	3,273
402-140-535-85-23-00-000	Employer Premiums	53,211	1.1%	46,175	7,036
402-140-535-85-27-00-000	Uniforms	1,650	0.0%	1,650	-
402-140-535-85-27-10-000	Safety Equipment	1,150	0.0%	1,150	-
402-140-535-85-31-10-000	Office & Operating Supplies	61,500	1.3%	61,000	500
402-140-535-85-31-20-000	Chemical Supplies	225,000	4.7%	225,000	-
402-140-535-85-35-00-000	Small Tools & Minor Equip	10,000	0.2%	10,000	-
402-140-535-85-41-10-000	Professional Services	6,500	0.1%	9,500	(3,000)
402-140-535-85-41-50-000	Professional Services-Consulting Engineer	3,000	0.1%	-	3,000
402-140-535-85-42-00-000	Communication	4,200	0.1%	4,200	-
402-140-535-85-43-00-000	Travel	1,500	0.0%	1,500	-
402-140-535-85-45-00-000	Operating Leases	3,000	0.1%	3,000	-
402-140-535-85-47-00-000	Utility Services	170,000	3.6%	170,000	-
402-140-535-85-47-10-000	Utility Services-Solid Waste Services	3,500	0.1%	3,500	-

DISCUSSION ITEM 8a

City of Snohomish
SEWER UTILITY ENTERPRISE FUND
2017 Proposed Budget

Account Number	Description	2017		2016 Budget	\$ Change
		Proposed Budget	% of Budget		
402-140-535-85-48-00-000	Repairs & Maintenance	60,000	1.3%	60,000	-
402-140-535-85-49-10-000	Dues & Subscriptions	300	0.0%	300	-
402-140-535-85-49-20-000	Education & Training	3,000	0.1%	3,000	-
402-140-535-85-49-60-000	Software Maintenance Fees	3,500	0.1%	3,500	-
402-140-535-85-49-10-000	Miscellaneous	-	0.0%	500	(500)
402-140-535-85-51-11-000	Intergovernmental Services-WW	13,000	0.3%	13,000	-
402-140-535-85-51-20-000	Intergovernmental Services-WW Testing	10,000	0.2%	10,000	-
402-140-535-85-53-00-000	External Taxes	50,000	1.1%	50,000	-
402-140-535-85-63-00-000	Other Improvements	-	0.0%	500,000	(500,000)
Sub-Total Sewer Treatment		963,216	20.3%	1,446,620	(483,404)
Redemption of Debt					
402-140-591-35-78-00-000	Intergovernmental Loans	55,099	1.2%	55,099	-
402-140-591-35-78-00-000	Intergovernmental Loans	361,922	7.6%	361,922	-
402-140-591-35-78-00-000	Intergovernmental Loans	73,684	1.6%	73,684	-
402-140-591-35-78-00-000	Intergovernmental Loans	120,312	2.5%	120,210	102
402-140-591-35-78-00-000	Intergovernmental Loans	104,386	2.2%	104,386	-
402-140-591-35-78-00-000	Intergovernmental Loans-Paid	-	0.0%	275,974	(275,974)
Sub-Total Redemption of Debt		715,403	15.1%	991,275	(275,872)
Interest and Other Debt Service Costs					
402-140-592-35-83-00-000	Interest on Long-Term Debt	1,653	0.0%	1,928	(275)
402-140-592-35-83-01-000	Interest on Long-Term Debt	14,477	0.3%	16,286	(1,809)
402-140-592-35-83-02-000	Interest on Long-Term Debt	3,684	0.1%	4,421	(737)
402-140-592-35-83-30-000	Interest on Long-Term Debt	7,219	0.2%	7,820	(601)
402-140-592-35-83-50-000	Interest on Long-Term Debt	6,263	0.1%	6,785	(522)
Sub-Total Interest and Other Debt Service Costs		33,296	0.7%	37,240	(3,944)
Capital Expenditures					
402-140-595-35-62-00-000	Buildings & Structures	350,000	7.4%	-	350,000
402-140-595-35-63-00-000	Other Improvements	615,000	13.0%	-	615,000
402-140-595-35-64-00-000	Vehicles & Equipment	183,333	3.9%	-	183,333
Sub-Total Capital Expenditures		1,148,333	24.2%	-	1,148,333
Transfers-Out					
402-140-597-35-00-00-000	Transfers-Out	400,000	8.4%	-	400,000
402-140-597-35-00-00-000	Transfers-Out	315,000	6.6%	275,000	40,000
402-140-597-35-00-00-000	Transfers-Out	135,000	2.8%	375,000	(240,000)
Sub-Total Transfers-Out		850,000	17.9%	650,000	200,000
Total Expenditures		4,737,490	100.0%	4,138,620	598,870

Sewer Utility	Adopted Budget Increase (Decrease) in Fund Balance	(9,981)
	2017 Beginning Fund Balance	7,787,797
	Less Budgeted Increase(Decrease)	(9,981)
	2017 Budgeted Ending Fund Balance	7,777,816

DISCUSSION ITEM 8a

**City of Snohomish
STORM WATER UTILITY FUND
Proposed 2017 Budget**

Account Number	Description	2017		2016 Budget	\$ Change
		Proposed Budget	% of Budget		
Revenues					
Investment Interest					
404-000-361-10-00-00-000	Interest Earnings	1,600	0.1%	1,600	0
Sub-Total Investment Interest		1,600	0.1%	1,600	0
Storm Drainage Sales and Services					
404-000-343-10-00-00-000	Storm Billings	1,310,700	80.5%	1,285,000	25,700
Sub-Total Storm Drainage Sales and Services		1,310,700	80.5%	1,285,000	25,700
Transfers-In					
404-000-397-00-55-00-000	Transfer-In	315,000	19.4%	525,000	(210,000)
Sub-Total Transfers-In		315,000	19.4%	525,000	(210,000)
Other Revenues					
	Grants	0	0.0%	25,000	(25,000)
Total Revenues		1,627,300	100.0%	1,836,600	(209,300)
Expenditures					
Storm Water Administration					
404-140-531-31-11-00-000	Regular Pay	32,638	2.0%	30,008	2,630
404-140-531-31-21-00-000	Employer Taxes	2,497	0.2%	2,296	201
404-140-531-31-22-00-000	Employer Retirement	3,649	0.2%	3,364	285
404-140-531-31-23-00-000	Employer Premiums	9,721	0.6%	7,630	2,091
404-140-531-31-27-00-000	Uniforms	300	0.0%	300	-
404-140-531-31-27-10-000	Safety Equipment	1,000	0.1%	1,000	-
404-140-531-31-31-10-000	Office & Operating Supplies	1,050	0.1%	1,050	-
404-140-531-31-35-00-000	Small Tools & Minor Equip	1,000	0.1%	1,000	-
404-140-531-31-41-00-000	Professional Services	36,000	2.2%	36,000	-
404-140-531-31-43-00-000	Travel	300	0.0%	300	-
404-140-531-31-49-00-000	Training & Education	600	0.0%	600	-
404-140-531-31-53-00-000	External Taxes	20,000	1.2%	20,000	-
Sub-Total Storm Water Administration		108,755	6.6%	103,548	5,207
Storm Water Maintenance					
404-140-542-40-11-00-000	Regular Pay	116,803	7.1%	110,391	6,412
404-140-542-40-12-00-000	Overtime Pay	2,238	0.1%	5,000	(2,762)
404-140-542-40-13-00-000	Temporary Pay	12,220	0.7%	12,462	(242)
404-140-542-40-21-00-000	Employer Taxes	10,041	0.6%	8,827	1,214
404-140-542-40-22-00-000	Employer Retirement	13,309	0.8%	12,567	742
404-140-542-40-23-00-000	Employer Premiums	34,252	2.1%	42,781	(8,529)
404-140-542-40-27-00-000	Uniforms	1,100	0.1%	1,100	-
404-140-542-40-27-10-000	Safety Equipment	3,200	0.2%	1,000	2,200
404-140-542-40-31-00-000	Office & Operating Supplies	15,000	0.9%	15,000	-
404-140-542-40-35-00-000	Small Tools & Minor Equip	5,000	0.3%	7,000	(2,000)
404-140-542-40-40-01-000	Cost Allocation-Financial	62,664	3.8%	54,397	8,267
404-140-542-40-40-05-000	Cost Allocation-Administrative	75,101	4.6%	69,364	5,737
404-140-542-40-40-06-000	Cost Allocation-Engineering	162,612	9.9%	149,647	12,965
404-140-542-40-40-10-000	Cost Allocation-Fleet & Facilities	70,519	4.3%	60,152	10,367
404-140-542-40-40-15-000	Cost Allocation-Information Services	26,532	1.6%	22,247	4,285

DISCUSSION ITEM 8a

**City of Snohomish
STORM WATER UTILITY FUND
Proposed 2017 Budget**

Account Number	Description	2017		2016	\$ Change
		Proposed Budget	% of Budget	Budget	
404-140-542-40-41-00-000	Professional Services	20,000	1.2%	20,000	-
404-140-542-40-41-30-000	Professional Services-Legal	2,500	0.2%	1,155	1,345
404-140-542-40-42-00-000	Communication	3,500	0.2%	4,650	(1,150)
404-140-542-40-42-10-000	Postage	3,000	0.2%	3,000	-
404-140-542-40-43-00-000	Travel	500	0.0%	1,000	(500)
404-140-542-40-45-00-000	Operating Leases	1,000	0.1%	2,000	(1,000)
404-140-542-40-48-00-000	Repairs & Maintenance	10,000	0.6%	10,000	-
404-140-542-40-49-15-000	Miscellaneous-Printing	1,200	0.1%	1,200	-
404-140-542-40-49-20-000	Education & Training	1,000	0.1%	2,000	(1,000)
404-140-542-40-49-30-000	Miscellaneous	1,000	0.1%	1,000	-
404-140-542-40-49-40-000	Miscellaneous-Water Quality Sampling	15,000	0.9%	15,000	-
404-140-542-40-49-50-000	Miscellaneous-Water Operating Permit	10,000	0.6%	10,000	-
404-140-542-40-49-60-000	Miscellaneous-Merchant Services	5,000	0.3%	5,000	-
404-140-542-40-51-10-000	Intergovernmental Services	45,000	2.7%	45,000	-
404-140-542-40-51-19-000	Intergovernmental Services-NPDES	-	0.0%	62,597	(62,597)
Sub-Total Storm Water Maintenance		729,292	44.3%	755,537	(26,245)
Transfers-Out					
404-140-597-42-00-00-000	Transfers-Out	275,000	16.7%	-	275,000
Sub-Total Transfers-Out		275,000	16.7%	-	275,000
Capital Expenditures					
404-140-594-31-64-00-000	Vehicles & Equipment	183,333	11.1%	-	183,333
404-140-594-31-63-00-000	Other Improvements	350,000	21.3%	1,115,000	(765,000)
Sub-Total Capital Expenditures		533,333	32.4%	1,115,000	(581,667)
Total Expenditures		1,646,379	100.0%	1,974,085	(327,706)

Storm Water Utility	Proposed Increase (Decrease) in Fund Balance	(19,079)
	2017 Estimated Beginning Fund Balance	1,909,394
	Less Budgeted Increase(Decrease)	(19,079)
	2017 Estimated Ending Fund Balance	1,890,315

DISCUSSION ITEM 8b

Date: November 1, 2016
To: City Council
From: Glen Pickus, AICP, Planning Director
Subject: **Light Manufacturing in the Pilchuck District**

SUMMARY: Industrial uses are prohibited in the Pilchuck District. The City Council will discuss:

- The advisability of allowing light manufacturing in the District; and
- How to maintain and protect the integrity of the District if allowed.

BACKGROUND: The Pilchuck District was created in 2011 implementing Smart Growth urban planning and design principles using a form-based code. The objective was to promote investment in property and improvements in the area. The District is divided into five zones:

- Neighborhood Single Family (NSF)
- Neighborhood Townhouse (NTH)
- Neighborhood Center (CTR)
- Neighborhood Center with Height Overlay (CTR 5)
- Neighborhood Civic (Civic)

The development regulations for the Pilchuck District specifically and intentionally prohibit all industrial uses.

Pure form-based codes do not regulate uses. Rather, they rely on design standards to ensure that whatever use occurs on a site and in a building that meets those standards will be compatible with the surrounding uses. The Pilchuck District is a hybrid form-based code in that it does regulate uses, although to a much lesser extent than the City's other development regulations.

One of the objectives behind creating the Pilchuck District was to spur redevelopment. Unfortunately, that has not been realized. Allowing additional uses in the District can assist in facilitating redevelopment. As an example, staff was approached by a light manufacturing business currently located in the City that has outgrown its facilities. They had identified a site in the Pilchuck District to relocate to but cannot because light manufacturing is not allowed in the District.

ANALYSIS: The Pilchuck District was not created to promote industrial uses. Allowing light manufacturing uses in the Pilchuck District should be considered carefully.

Light manufacturing should not be considered under any scenario in the NSF and NTH zones since they allow only residential uses. If nothing else, the traffic generated by a light manufacturing use in a purely residential would have a significant negative impact on the quality of life enjoyed by those residents.

DISCUSSION ITEM 8b

The Civic zone is intended to address special circumstances of properties owned and/or managed by public agencies, including the City. The typical land uses envisioned for the zone are open space and recreational, but also include municipal and community uses. Placing light industrial in the Neighborhood Civic zone would conflict with this vision and should not be considered.

The CTR and CTR 5 zones are intended to create opportunities for a variety of businesses and residential land uses that would enhance the vitality of the area and promote a pedestrian-friendly environment. The design standards for these zones are intended to create continuity and compatibility between adjacent developments and to emphasize the relationship of development sites to the public sidewalk. Of all the Pilchuck District zones, the Neighborhood Center zones allow the widest range of uses. Therefore, light manufacturing businesses could still serve the intent of the zones, provided they are developed in compliance with the District's design standards for site and building development.

The CTR 5 zone, which allows buildings up to five stories high, is the more suitable of the two zones to have light manufacturing uses because it is designed to accommodate the most intensive land uses in the Pilchuck District.

Light manufacturing located in the CTR 5 would not compromise the vision behind the Pilchuck District provided it is located on sites and in buildings that comply with the District's design standards. To ensure the zone does not take on the look and feel of a traditional industrial area, light manufacturing should only be allowed on sites and in buildings that meet all of the District's design standards. Applications for light manufacturing in the Pilchuck District should be subject to special review to ensure compatibility with the vision for the District.

The District's development regulations already provide for a special review process that subjects certain uses to extra scrutiny. Some uses are allowed in the District on a "provisional" basis. They must meet specific criteria not applied to uses that are permitted outright. Examples of allowed provisional uses include "educational facilities" and "religious assembly" in the NTH zone and "bars, taverns, night clubs" and "craft wineries, distilleries and breweries" in the Neighborhood Center zones.

Before a provisional use is allowed it must be shown specified criteria are met. Special conditions can be imposed (but are not required) to ensure the criteria will be met. For uses allowed provisionally they must:

1. Conform with the goals and policies of the Pilchuck District; and
2. Provide ground-floor elements or promote activities that foster pedestrian interest and activity in the streetscape; and
3. Provide adequate assurances that the proposed use will not generate noise, dust, smoke, or odors, or create other impacts that may detract from the enjoyment and repose of residential uses in the vicinity; and
4. Provide adequate assurance that the hours of operation will not detract from the enjoyment and repose of residential uses in the vicinity; and
5. Provide assurance that activities associated with the use will primarily occur within an enclosed building.

DISCUSSION ITEM 8b

Finally, it should be recognized there are several nonconforming industrial uses already located in the Pilchuck District that predate the creation of the District. Industrial uses are located in the CTR 5 zone on Cypress Avenue, between Third and Fourth Streets; and on the west side of Pine Avenue, between Fifth and Sixth Streets. They are “grandfathered” uses that can continue until abandoned. Therefore, allowing light manufacturing uses to the Pilchuck District would not be introducing a new type of use to the District or to the CTR 5 zone. It could be argued the presence of these uses suggest allowing new light manufacturing would not significantly impact the District.

BUDGETARY IMPACTS: None.

STRATEGIC PLAN REFERENCE: Not applicable.

COMPREHENSIVE PLAN REFERENCES: Policy IN 7.1: Industrial capacity. Designate adequate land use areas to allow for the growth of existing industries, to provide space for new industrial and aviation-related activities, and to address needs of other land uses that require separation. The land use categories described below, when implemented on the land use plan, will provide areas for manufacturing and other activities with different characteristics.

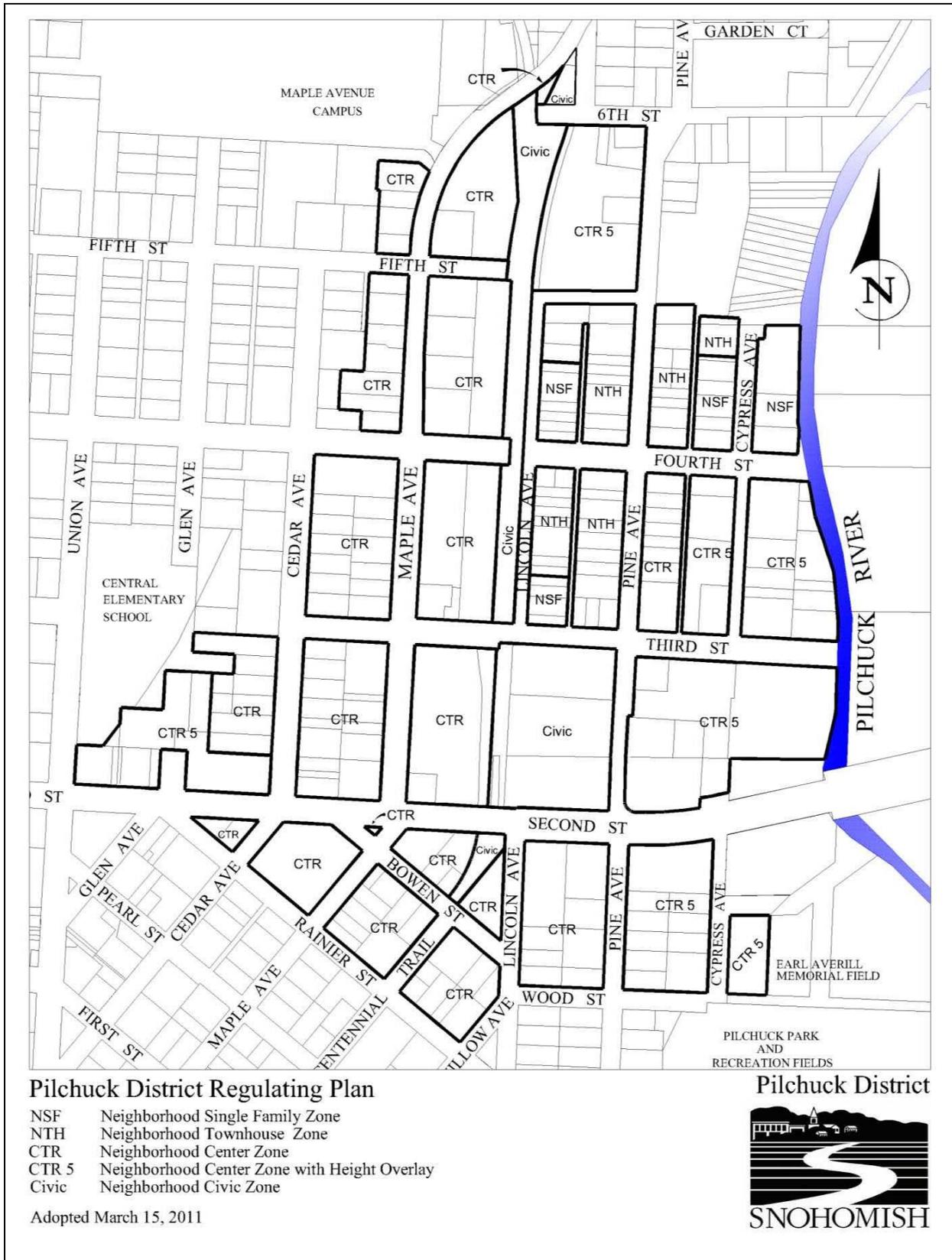
RECOMMENDATION: That the City Council **DISCUSS** amending the Pilchuck District Development Regulations to allow light manufacturing in the Neighborhood Center with Height Overlay zone as a provisional use and **DIRECT** staff regarding any Council-preferred amendments to those regulations.

ATTACHMENT: Pilchuck District Regulating Plan

REFERENCE DOCUMENTS:

- A. [SMC 14.212 – Pilchuck District Development Regulations](#)
- B. [City of Snohomish Comprehensive Plan](#)

DISCUSSION ITEM 8b



DISCUSSION ITEM 8c

Date: November 1, 2016
To: City Council
From: Glen Pickus, AICP, Planning Director
Subject: **Construction Noise Regulation**

SUMMARY: Noise from construction and home repair and maintenance projects is allowed 7 a.m. to 10 p.m. on weekdays and 9 a.m. to 10 p.m. on weekends. The City Council will discuss whether these hours should be more restrictive.

BACKGROUND: Chapter 173-60-040 (Attachment A) of the Washington Administrative Code (WAC) establishes maximum permissible environmental noise levels and Chapter 173-60-050 (Attachment B) establishes exemptions to the maximum levels. Local regulations may be more restrictive than the WACs but cannot be more permissive.

WAC 173-60-040 sets maximum noise levels (expressed in decibels) allowed on residential, commercial, and industrial properties. It also requires those limits to be reduced by 10 dBA from 10 p.m. to 7 a.m.

Pursuant to WAC 173-60-050, from 7 a.m. to 10 p.m. the maximum limits do not apply to noise from specific activities. The specified activities include sounds related to home maintenance, repair, and grounds keeping and sounds originating from construction activity at a construction site.

Noise regulations in the Shoreline Municipal Code (SMP) do not impose restrictions beyond the State's minimum requirements. SMC 8.16 (Attachment C) regulates public disturbance noise. By definition, noise from residential maintenance and repair projects, such as lawnmowers, power tools and snow removal equipment, is deemed a public disturbance noise when it occurs after 10 p.m. and before 7 a.m. on weekdays; and before 9 a.m. on weekends. Because holidays are not mentioned in the SMC regulations, noise on holidays is regulated by whether the holiday is on a weekday or a weekend.

Similarly, noise from construction sites, such as power tools and hammering, is deemed a public disturbance noise if it occurs during the same hours as described above. Exceptions are provided for emergencies and for noises created by safety and protective devices and alarms.

ANALYSIS: Staff is seeking direction from the City Council on whether SMC 8.16 should be amended and if so, how. Council members can provide that direction by answering the following questions:

1. Should construction noise and home maintenance/repair noise be regulated in the same manner?
2. Should noise from construction activity by a do-it-yourself homeowner on a residential site be considered construction noise or home maintenance noise?
3. Should the hours when the noise limits may be exceeded be more restrictive?

DISCUSSION ITEM 8c

4. If they should be more restrictive, what should the hours be?
5. If they should be more restrictive, should weekends be treated differently than weekdays and should holidays be treated the same as weekends?
6. Should construction noise cover more than power tools and hammering? For instance, should it include the operation of heavy equipment?

Home maintenance and repair activities vs. construction site activities

Currently, SMC has one subsection regulating temporary maintenance and repair project noise coming from residential sites and another subsection regulating noise from construction sites (although the restrictions are the same for both).

There may be reasons to treat the two categories differently and in fact, some cities do. Factors to consider that could justify having different regulations for the two categories include:

- Noise from construction site activity would likely be more intense (more of it over a larger area with bigger equipment), if not louder, than noise from home maintenance and repair projects.
- Home maintenance and repair projects are typically occasional activities and not an everyday activity like at a construction site.
- Many home maintenance and repair projects are do-it-yourself projects done by property owners whose availability to work on the project is typically during non-business hours, and on weekends and holidays. In contrast, contractors try to avoid working late in the day and on weekends and holidays.

What are other cities doing?

Attachment D is a matrix showing how eight other cities in the area regulate construction noise. On weekdays, all cities allow construction noise to start at 7 a.m. Two cities are like Snohomish in that they allow the construction noise to continue until 10 p.m. Lynnwood and Edmonds are the most restrictive, with the cut-off time at 6 p.m., while Bothell is 8 p.m., and Mukilteo, Lake Stevens and Mill Creek are 9 p.m.

All cities except Marysville are more restrictive on weekends and holidays, while two cities (Bothell and Edmonds) prohibit construction noise on Sundays and holidays.

Other factors to consider

- When the hours allowing construction noise are decreased, the number of days it will take to complete the project will be increased.
- Complaints the City receives for construction noise are frequently about contractors warming up heavy equipment before 7 a.m. The existing code is not clear on whether this is allowed or not.

BUDGETARY IMPACTS: None.

STRATEGIC PLAN REFERENCE: Not applicable.

DISCUSSION ITEM 8c

RECOMMENDATION: That the City Council **DISCUSS** amending SMC 8.16 as it relates to noise as a result of construction and home maintenance activity and **DIRECT** staff regarding any Council-preferred amendments to SMC 8.16.

ATTACHMENTS:

- A. WAC 173-60-040
- B. WAC 173-60-050
- C. SMC 8.16
- D. City-to-City Comparison of Construction Noise Regulations

ATTACHMENT A

WAC 173-60-040
Maximum permissible environmental noise levels.

(1) No person shall cause or permit noise to intrude into the property of another person which noise exceeds the maximum permissible noise levels set forth below in this section.

(2)(a) The noise limitations established are as set forth in the following table after any applicable adjustments provided for herein are applied.

EDNA OF NOISE SOURCE	EDNA OF RECEIVING PROPERTY		
	Class A	Class B	Class C
CLASS A	55 dBA	57 dBA	60 dBA
CLASS B	57	60	65
CLASS C	60	65	70

(b) Between the hours of 10:00 p.m. and 7:00 a.m. the noise limitations of the foregoing table shall be reduced by 10 dBA for receiving property within Class A EDNAs.

(c) At any hour of the day or night the applicable noise limitations in (a) and (b) above may be exceeded for any receiving property by no more than:

- (i) 5 dBA for a total of 15 minutes in any one-hour period; or
- (ii) 10 dBA for a total of 5 minutes in any one-hour period; or
- (iii) 15 dBA for a total of 1.5 minutes in any one-hour period.

Definitions from WAC 173-60-030

EDNA = Environmental Designation for Noise Abatement

Class A = Lands where human beings reside and sleep (Residential)

Class B = Lands involving uses requiring protection against noise interference with speech (Commercial)

Class C = Lands involving economic activities of such a nature that higher noise levels than experienced in other areas is normally to be anticipated (Industrial and Agricultural)

DISCUSSION ITEM 8c

ATTACHMENT B

WAC 173-60-050 Exemptions.

- (1) The following shall be exempt from the provisions of WAC 173-60-040 between the hours of 7:00 a.m. and 10:00 p.m.:
 - (a) Sounds originating from residential property relating to temporary projects for the maintenance or repair of homes, grounds and appurtenances.
 - (b) Sounds created by the discharge of firearms on authorized shooting ranges.
 - (c) Sounds created by blasting.
 - (d) Sounds created by aircraft engine testing and maintenance not related to flight operations: Provided, That aircraft testing and maintenance shall be conducted at remote sites whenever possible.
 - (e) Sounds created by the installation or repair of essential utility services.
- (2) The following shall be exempt from the provisions of WAC 173-60-040 (2)(b):
 - (a) Noise from electrical substations and existing stationary equipment used in the conveyance of water, waste water, and natural gas by a utility.
 - (b) Noise from existing industrial installations which exceed the standards contained in these regulations and which, over the previous three years, have consistently operated in excess of 15 hours per day as a consequence of process necessity and/or demonstrated routine normal operation. Changes in working hours, which would affect exemptions under this regulation, require approval of the department.
- (3) The following shall be exempt from the provisions of WAC 173-60-040, except insofar as such provisions relate to the reception of noise within Class A EDNAs between the hours of 10:00 p.m. and 7:00 a.m.
 - (a) Sounds originating from temporary construction sites as a result of construction activity.
 - (b) Sounds originating from forest harvesting and silvicultural activity.
- (4) The following shall be exempt from all provisions of WAC 173-60-040:
 - (a) Sounds created by motor vehicles when regulated by chapter 173-62 WAC.
 - (b) Sounds originating from aircraft in flight and sounds that originate at airports which are directly related to flight operations.
 - (c) Sounds created by surface carriers engaged in interstate commerce by railroad.
 - (d) Sounds created by warning devices not operating continuously for more than five minutes, or bells, chimes, and carillons.
 - (e) Sounds created by safety and protective devices where noise suppression would defeat the intent of the device or is not economically feasible.
 - (f) Sounds created by emergency equipment and work necessary in the interests of law enforcement or for health safety or welfare of the community.
 - (g) Sounds originating from motor vehicle racing events at existing authorized facilities.
 - (h) Sounds originating from officially sanctioned parades and other public events.
 - (i) Sounds emitted from petroleum refinery boilers during startup of said boilers: Provided, That the startup operation is performed during daytime hours whenever possible.
 - (j) Sounds created by the discharge of firearms in the course of hunting.
 - (k) Sounds caused by natural phenomena and unamplified human voices.
 - (l) Sounds created by motor vehicles, licensed or unlicensed, when operated off public highways EXCEPT when such sounds are received in Class A EDNAs.
 - (m) Sounds originating from existing natural gas transmission and distribution facilities. However, in circumstances where such sounds impact EDNA Class A environments and complaints are received, the director or his designee may take action to abate by application of EDNA Class C source limits to the facility under the requirements of WAC 173-60-050(5).
- (6) Nothing in these exemptions is intended to preclude the department from requiring installation of the best available noise abatement technology consistent with economic feasibility. The establishment of any such requirement shall be subject to the provisions of the Administrative Procedure Act, chapter 34.04 RCW

ATTACHMENT C

Chapter 8.16

**PUBLIC DISTURBANCE
NOISE**

- 8.16.010 Definitions
- 8.16.020 Exemptions
- 8.16.030 Infraction
- 8.16.040 Enforcement
- 8.16.050 Separate Offenses
- 8.16.060 Punishment
- 8.16.070 Evidence in Proceedings
- 8.16.080 Severability

8.16.010 Definitions. For the purposes of this chapter, the following definitions shall apply:

“Public Disturbance Noise” shall mean the following sources of sound unless exempted by the next section SMC 8.16.020:

- A. Frequent, repetitive or continuous sound from any horn or siren attached to a motor vehicle except as a warning of danger or specifically permitted or required by law;
- B. Frequent, repetitive or continuous sound in connection with the starting, operating, repairing, rebuilding or testing of any motor vehicle, motorcycle, off-highway vehicle, or internal combustion engine in any residential zone which unreasonably interferes with the peace, comfort and repose of owners or occupants of real property in the residential zone;
- C. Loud or raucous sound from any activity which unreasonably interferes with the operation of any school, church, hospital, sanitarium or nursing or convalescent facility;
- D. Frequent, repetitive or continuous sound which emanates from a building, structure or property, and created by musical instrument, whistle, sound

amplifier, stereo, jukebox, radio, television or other device capable of reproducing or creating sound, such as sounds originating from a band session, tavern operation or commercial sales lot which unreasonably interferes with the peace, comfort and repose of owners or occupants of nearby property;

- E. Sound from a motor vehicle audio sound system, such as a radio, tape player or compact disc player, when the volume is such that the sound can be clearly heard by a person of normal hearing at a distance of more than fifty (50) feet from the vehicle itself;
- F. Sound from carried or transported portable audio sound equipment, such as a radio, tape player or compact disc player, when the volume is such that the sound can be clearly heard by a person of normal hearing at a distance of more than fifty (50) feet from the source of the sound;
- G. Frequent, repetitive or continuous sound which emanates from a residence structure or property, and created by audio sound equipment, musical instruments or social gatherings which unreasonably interferes with the peace, comfort and repose of owners or occupants of neighboring residential properties;
- H. Sound from squealing or screeching of motor vehicle tires in contact with the ground or other roadway surface because of rapid acceleration, braking or excessive speed around corners except such sounds which arise from actions to avoid danger;
- I. Sound originating from a motor vehicle on the public highway when the vehicle is operated without a muffler in good working order and in accordance with applicable laws and regulations;

DISCUSSION ITEM 8c

- J. Sound from yelling, shouting, hooting, whistling or singing on or near the public streets occurring between the hours of eleven p.m. and seven a.m. which unreasonably interferes with the peace, comfort and repose of owners or occupants of real property;
 - K. Sound originating from residential real property relating to temporary projects for the maintenance or repair of homes, grounds or appurtenances, including sounds from lawnmowers, power hand tools, snow removal equipment and the like when the same occurs between the hours of 10:00 p.m. and 7:00 a.m. weekdays and 10:00 p.m. and 9:00 a.m. on weekends;
 - L. Sounds originating from construction sites and activities, including but not limited to sounds from construction equipment, power tools and hammering between the hours of 10:00 p.m. and 7:00 a.m. weekdays and 10:00 p.m. and 9:00 a.m. on weekends except such sounds which arise from emergency construction work to protect public or personal health and safety.
- C. Noise created by fire or security alarms, or noise created by emergency equipment;
 - D. Noise created by auxiliary equipment on motor vehicles used for highway maintenance;
 - E. Noise created by a special event as defined in and regulated by Chapter 5.10 Snohomish Municipal Code so long as the event is in compliance with the terms and conditions of its special event permit;
 - F. Noise created by natural phenomenon;
 - G. Noise created by public utility facilities including electrical substations;
 - H. Noise created from school marching bands while practicing;
 - I. Noise created by bells, chimes or carillon not operated for more than five minutes in any one hour from the hours of 7:00 a.m. to 10:00 p.m., but not including such noise as is artificially created and amplified and broadcast via loud speaker; and
 - J. Noise created by the operation of equipment or facilities of surface carriers engaged in commerce by railroad.

8.16.020 Exemptions. Though the following sources of sound may fall within the definitions of a “public disturbance noise” as defined in the previous section, the following sounds shall be exempt and shall not be public disturbance noise:

- A. Noise originating from aircraft in flight, and sounds which originate in airports and are directly related to flight operations;
- B. Noise created by safety and protective devices, such as relief valves where noise suppression would defeat the safety relief intent of the device;

8.16.030 Infraction. It is unlawful and a civil infraction for any person to cause or allow to be emitted a nonexempt public disturbance noise as defined by this chapter.

8.16.040 Enforcement. Where this chapter defines “public disturbance noise” as sound unreasonably interfering with the peace, comfort and repose of owners or possessors of real property or neighboring property, only after a complaint has been made by such a person may the Police Department issue a civil infraction notice.

DISCUSSION ITEM 8c

In all other instances of a “public disturbance noise” a civil infraction notice may be issued without a complaint.

8.16.050 Separate Offenses. For enforcement purposes, sound emitted during separate days shall be deemed a separate violation. A day is a 24-hour period beginning at 12:01 a.m.

8.16.060 Punishment. A first violation and infraction of this chapter shall be punished with a penalty of \$100. A second violation and infraction of this chapter shall be punished with a penalty of \$200. A third and/or subsequent violation and infraction of this chapter is a misdemeanor and shall be punished with a fine of \$500 and/or incarceration in jail for a period not to exceed thirty (30) days.

8.16.070 Evidence in Proceedings. In any proceeding under this chapter, evidence of sound level through the use of sound level meter readings shall not be necessary to establish the commission of the violation.

8.16.080 Severability. Should any provision of this chapter, or of any section of this chapter be held invalid, the remainder of the section and/or this chapter shall not be affected. (Ord. 1204, 1973; Ord. 1912, 1999)

ATTACHMENT D

Cities	Mukilteo	Bothell	Edmonds	Lake Stevens	Mill Creek	Everett	Lynnwood	Marysville
Construction (Mon – Fri)	7 am – 9 pm	7 am – 8 pm	7 am – 6 pm	7 am – 9 pm	7 am – 9 pm	7 am – 10 pm	7 am – 6 pm	7 am – 10 pm
Construction (Saturday)	9 am – 7 pm	9 am – 6 pm	10 am – 6 pm	9 am – 9 pm	8 am – 9 pm	8 am – 6 pm	7 am – 6 pm	7 am – 10 pm
Construction (Sunday)	9 am – 7 pm	Prohibited	Prohibited	9 am – 9 pm	8 am – 9 pm	8 am – 6 pm	7 am – 6 pm	7 am – 10 pm
Construction (Holidays)	9 am – 7 pm	Prohibited - New Year's Day; Memorial Day; July 4th; Labor Day; Veterans Day; Thanksgiving Day; Day after Thanksgiving; and Christmas Day	Prohibited (Federal holidays)	9 am – 9 pm	8 am – 9 pm	8 am – 6 pm (State legal holidays)	7 am – 6 pm	7 am – 10 pm
Sounds originating from residential property relating to temporary projects for the maintenance or repair of homes, grounds, and appurtenances	7 am – 10 pm	7 am – 10 pm	7 am – 10 pm	7 am – 10 pm	7 am – 9 pm	7 am – 10 pm	7 am – 10 pm	7 am – 10 pm

State legal holidays (RCW 1.16.050):

- Sunday
 - Jan. 1 (New Year's Day)
 - Martin Luther King, Jr. Day
 - President's Day
 - Memorial Day
 - July 4 (Independence Day)
 - Labor Day
 - Nov. 11 (Veteran's Day)
 - Thanksgiving Day
 - The day following Thanksgiving Day
 - December 25th (Christmas Day)
- Whenever any legal holiday, other than Sunday, falls upon a Sunday, the following Monday shall be the legal holiday.
- Whenever any legal holiday falls upon a Saturday, the preceding Friday shall be the legal holiday.
- Federal holidays** are the same as State holidays but they don't include the day after Thanksgiving but do include Columbus Day

DISCUSSION ITEM 8c

CONSENT ITEM 9

Schedule of Checks for the Checks Issued Since the October 18, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
NW Professional Residential & Comm Constr Inc					
	59623	10042016	10/13/16	Business License Overpayment	\$10.00
				Check Total	\$10.00
Snohomish County Treasurer					
	59624	CrimevictimsEDC	10/13/16	State Pass Thru September 2016	\$42.16
	59624	CrimevictimsTVB	10/13/16	State Pass Thru September 2016	\$3.27
				Check Total	\$45.43
Washington State Department of Licensing					
	59625	SNP000141	10/13/16	Renewal CPL D Carmichael	\$18.00
	59625	SNP000142	10/13/16	Renewal CPL E Carmichael	\$18.00
	59625	SNP000144	10/13/16	Renewal CPL Bolton	\$18.00
	59625	SNP000145	10/13/16	Original CPL Walrod	\$18.00
	59625	SNP000146	10/13/16	Renewal CPL Stong	\$18.00
	59625	SNP000147	10/13/16	Renewal CPL Simonson	\$18.00
				Check Total	\$108.00
Washington State Treasurer					
	59626	EDCSTGEN40	10/13/16	State Pass Thru September 2016	\$1,461.51
	59626	EDCSTGEN50	10/13/16	State Pass Thru September 2016	\$801.26
	59626	EDCSTGEN54	10/13/16	State Pass Thru September 2016	\$68.48
	59626	EDCHWYSAFETY	10/13/16	State Pass Thru September 2016	\$11.11
	59626	EDCBREATHLAB	10/13/16	State Pass Thru September 2016	\$1.81
	59626	EDCDEATHINV	10/13/16	State Pass Thru September 2016	\$6.99
	59626	EDCJISACCT	10/13/16	State Pass Thru September 2016	\$189.90
	59626	EDCTRAUMACARE	10/13/16	State Pass Thru September 2016	\$43.41
	59626	EDCAUTOTHEFT	10/13/16	State Pass Thru September 2016	\$83.46
	59626	EDCTRAUMABRAIN	10/13/16	State Pass Thru September 2016	\$16.62
	59626	WSPHIWAYS SAFE	10/13/16	State Pass Thru September 2016	\$39.91
	59626	TVBSTGEN50	10/13/16	State Pass Thru September 2016	\$112.71
	59626	TVBSTGEN40	10/13/16	State Pass Thru September 2016	\$68.32
	59626	TVBJIS	10/13/16	State Pass Thru September 2016	\$92.00
	59626	TVBTRAUMA	10/13/16	State Pass Thru September 2016	\$21.00
	59626	TVBAUTOTHEFT	10/13/16	State Pass Thru September 2016	\$30.00
	59626	BLDGSVCCHG	10/13/16	State Pass Thru September 2016	\$63.00
				Check Total	\$3,111.49
				Batch Total	\$3,274.92
AAA Champion LLC					
	59627	1000	10/25/16	janitorial service-October	\$1,852.93
				Check Total	\$1,852.93
Aaa Everett Fire Ext. Co. Inc.					
	59628	149943	10/25/16	parts	\$27.30
				Check Total	\$27.30
Ace Equipment Rentals					
	59629	66352	10/25/16	equipment	\$49.09
				Check Total	\$49.09
AECOM Technical Services, Inc					
	59630	37817025	10/25/16	30th Street Widening Project #2	\$25,553.59
				Check Total	\$25,553.59
Automatic Funds Transfer Services, Inc					
	59631	90453	10/25/16	Storm Printing for August/Sept Billing	\$273.23
	59631	90453	10/25/16	Garbage Printing for August/Sept Billing	\$273.23
	59631	90453	10/25/16	Sewer Printing for August/Sept Billing	\$273.23
	59631	90453	10/25/16	Water Printing for August/Sept Billing	\$273.23
	59631	90453	10/25/16	Storm Postage for August/Sept Billing	\$144.72
	59631	90453	10/25/16	Garbage Postage for August/Sept Billing	\$144.73

CONSENT ITEM 9

Schedule of Checks for the Checks Issued Since the October 18, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
	59631	90453	10/25/16	Sewer Postage for August/Sept Billing	\$144.73
	59631	90453	10/25/16	Water Postage for August/Sept Billing	\$144.73
				Check Total	\$1,671.83
AT&T Mobility					
	59632	413073-10/16	10/25/16	WTP Modem Scada Remote Connections	\$42.51
				Check Total	\$42.51
Washington Tractor					
	59633	1143003	10/25/16	parts	\$211.07
	59633	1143360	10/25/16	parts	\$106.96
	59633	1128835	10/25/16	supplies	\$77.12
	59633	1136784	10/25/16	supplies	\$46.64
	59633	1118043	10/25/16	equipment	\$71.16
				Check Total	\$512.95
Bickford Motors					
	59634	1103428	10/25/16	parts EP57	\$17.92
				Check Total	\$17.92
Central Welding Supply Inc.					
	59635	RN09161043	10/25/16	acetylene	\$13.92
				Check Total	\$13.92
City Of Everett Utilities					
	59636	01673910252016	10/25/16	99th St SE/5 Line	\$1,243.89
	59636	01954610252016	10/25/16	3300 Blk Bickford Ave	\$5,234.53
	59636	01016410252016	10/25/16	6400 118th Dr SE	\$506.74
	59636	01741010252016	10/25/16	6203 107th Ave SE	\$1,286.14
	59636	01015710252016	10/25/16	6600 109th Ave SE	\$21,230.59
				Check Total	\$29,501.89
City of Marysville Parks & Recreation					
	59637	Movies 2016	10/25/16	Equipment Rental & Staff for Movies	\$1,800.00
				Check Total	\$1,800.00
Duane Leach					
	59638	10202016	10/25/16	meal reimbursement	\$148.00
				Check Total	\$148.00
EJ USA, Inc					
	59639	110160046394	10/25/16	MH Riser and Lid	\$589.59
	59639	110160048639	10/25/16	MH Frame Riser	\$213.16
				Check Total	\$802.75
Everett Stamp Works					
	59640	19938	10/25/16	Nameplate Holders	\$55.59
				Check Total	\$55.59
Frank Schorsch					
	59641	10202016	10/25/16	meal reimbursement	\$148.00
				Check Total	\$148.00
Frontier					
	59642	118075-10/16	10/25/16	Telemetry Auto Dialer	\$67.66
	59642	406075-10/16	10/25/16	City Manager Share City Hall Fax	\$9.40
	59642	406075-10/16	10/25/16	Human Resources Share City Hall	\$9.40
	59642	406075-10/16	10/25/16	Clerk Share City Hall Fax	\$9.40
	59642	406075-10/16	10/25/16	Building Inspection Share City Hall Fax	\$9.40
	59642	406075-10/16	10/25/16	Economic Development Share City Hall Fax	\$9.40
	59642	406075-10/16	10/25/16	Planning Share City Hall Fax	\$9.40
	59642	406075-10/16	10/25/16	Finance Share City Hall Fax	\$9.41
	59642	406075-10/16	10/25/16	IS Share City Hall Fax	\$9.40
	59642	406075-10/16	10/25/16	Engineering Share City Hall Fax	\$9.40

CONSENT ITEM 9

Schedule of Checks for the Checks Issued Since the October 18, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
				Check Total	\$152.27
Girard Resources & Recycling, LLC					
	59643	37440	10/25/16	supplies	\$47.92
	59643	37438	10/25/16	supplies	\$23.96
				Check Total	\$71.88
Good To Go					
	59644	TB163491754	10/25/16	toll bill - EP117	\$6.00
				Check Total	\$6.00
Grainger Inc.					
	59645	9243423374	10/25/16	supplies	\$177.77
				Check Total	\$177.77
H.B. Jaeger					
	59646	178587/1	10/25/16	supplies	\$40.37
				Check Total	\$40.37
H. D. Fowler Company					
	59647	14358294	10/25/16	parts	\$1,077.33
				Check Total	\$1,077.33
Home Depot - Parks					
	59648	9071567	10/25/16	supplies	\$83.00
	59648	4182013	10/25/16	supplies	\$39.11
	59648	8072454	10/25/16	supplies	\$283.56
	59648	7020313	10/25/16	parts	\$136.77
				Check Total	\$542.44
Home Depot - Shop					
	59649	1582314	10/25/16	supplies	\$29.36
	59649	4010853	10/25/16	parts	\$68.67
				Check Total	\$98.03
Home Depot - Storm					
	59650	4010912	10/25/16	supplies	\$8.38
	59650	3130313	10/25/16	supplies	\$11.43
	59650	4182018	10/25/16	supplies	\$45.72
				Check Total	\$65.53
Integra Telecom					
	59651	14203799	10/25/16	City Hall Phones	\$2,028.65
	59651	14210109	10/25/16	Water Reservoir	\$62.61
				Check Total	\$2,091.26
Jones Chemicals Inc					
	59652	703474	10/25/16	SO2 Gas	\$2,300.10
	59652	703551	10/25/16	Cylinder Return	\$-399.98
				Check Total	\$1,900.12
J Thayer Company					
	59653	1083024-0	10/25/16	Office Supplies	\$69.67
	59653	1083922-0	10/25/16	Office Supplies	\$69.75
	59653	1085140-0	10/25/16	Office Supplies	\$355.03
				Check Total	\$494.45
Kar-Gor, Inc					
	59654	KI101611	10/25/16	2nd & Maple Traffic Cameras	\$8,210.38
				Check Total	\$8,210.38
Kinnamon Communications					
	59655	10142016	10/25/16	Website Redesign	\$750.00
				Check Total	\$750.00
Krazan & Associates, Inc					
	59656	I607897-11643	10/25/16	Materials Testing	\$1,195.00
				Check Total	\$1,195.00

CONSENT ITEM 9

Schedule of Checks for the Checks Issued Since the October 18, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Lab/Cor, Inc					
	59657	160848-3150	10/25/16	Cryptosporidium Monitoring	\$450.00
				Check Total	\$450.00
Laura Clarke					
	59658	10142016	10/25/16	Mileage Reimbursement	\$11.45
				Check Total	\$11.45
McDaniel Do It Center - Parks					
	59659	479355	10/25/16	supplies	\$9.24
	59659	479295	10/25/16	equipment	\$5.99
	59659	479362	10/25/16	supplies	\$25.08
	59659	479221	10/25/16	supplies	\$26.17
	59659	479412	10/25/16	supplies	\$49.05
	59659	479516	10/25/16	supplies	\$27.79
	59659	479162	10/25/16	supplies	\$12.49
	59659	479152	10/25/16	supplies	\$29.75
	59659	479217	10/25/16	supplies	\$4.68
	59659	479659	10/25/16	supplies	\$10.91
				Check Total	\$201.15
McDaniel Do It Center - Storm					
	59660	479408	10/25/16	supplies	\$18.54
	59660	479497	10/25/16	supplies	\$13.06
				Check Total	\$31.60
McDaniel Do It Center-SS					
	59661	479496	10/25/16	parts EP102	\$23.77
	59661	479534	10/25/16	parts EP169	\$10.33
	59661	479038	10/25/16	parts EP100	\$2.72
	59661	479026	10/25/16	parts EP100	\$13.40
	59661	479212	10/25/16	supplies EP177	\$10.89
	59661	479058	10/25/16	parts EP100	\$5.43
				Check Total	\$66.54
McDaniel Do It Center- Streets					
	59662	479385	10/25/16	supplies	\$38.15
	59662	479442	10/25/16	parts	\$13.07
	59662	479462	10/25/16	equipment	\$170.17
	59662	479582	10/25/16	concrete	\$6.52
	59662	479585	10/25/16	equipment	\$15.26
	59662	479337	10/25/16	parts	\$44.67
				Check Total	\$287.84
McDaniel Do It Center - Water					
	59663	479598	10/25/16	supplies	\$32.71
				Check Total	\$32.71
McDaniel's Do It Center Wastewater					
	59664	479103	10/25/16	parts	\$13.62
	59664	479392	10/25/16	supplies	\$23.18
				Check Total	\$36.80
Northwest Environmental Consulting					
	59665	10411	10/25/16	Construction Monitoring	\$900.00
	59665	10410	10/25/16	Cady Park Bridge Critical Area Study	\$840.00
	59665	10412	10/25/16	Boat Ramp Mitigation Monitoring	\$1,500.00
				Check Total	\$3,240.00
North Sound Hose & Fitting Inc					
	59666	76649	10/25/16	parts EP100	\$4.98
	59666	C3194	10/25/16	parts return	\$-23.69
	59666	76750	10/25/16	parts	\$55.79

CONSENT ITEM 9

Schedule of Checks for the Checks Issued Since the October 18, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
	59666	76627	10/25/16	parts EP100	\$8.34
	59666	76735	10/25/16	parts	\$278.05
	59666	76788	10/25/16	parts	\$248.10
	59666	76740	10/25/16	parts	\$329.92
				Check Total	\$901.49
OfficeTeam					
	59667	46852112	10/25/16	Economic Dev Admin Support	\$1,276.86
				Check Total	\$1,276.86
Ogden Murphy Wallace PLLC Attorneys at Law					
	59668	09132016	10/25/16	Mobilitie/ROW Legal Advice Consortium	\$6,000.00
				Check Total	\$6,000.00
Petty Cash					
	59669	1319	10/25/16	wellness event	\$15.00
	59669	1320	10/25/16	wellness event	\$15.00
	59669	1321	10/25/16	wellness event	\$15.00
	59669	1322	10/25/16	wellness event	\$15.00
	59669	1323	10/25/16	wellness event	\$15.00
	59669	1324	10/25/16	wellness supplies	\$41.00
	59669	1325	10/25/16	Snohomish Chamber of Commerce	\$15.00
	59669	1326	10/25/16	wellness event	\$15.00
				Check Total	\$146.00
Platt Electric Supply					
	59670	K574351	10/25/16	supplies	\$199.56
	59670	K574328	10/25/16	supplies	\$171.70
				Check Total	\$371.26
Puget Sound Energy					
	59671	2878610062016	10/25/16	112 Union Ave	\$44.97
	59671	9467810062016	10/25/16	116 Union Ave	\$62.96
	59671	2836410062016	10/25/16	1610 Park Ave	\$36.55
	59671	2857010062016	10/25/16	701 18th St	\$37.60
	59671	2924810062016	10/25/16	2100 Baird Ave	\$94.48
	59671	9703210062016	10/25/16	2000 Weaver Rd	\$12.16
	59671	6202410062016	10/25/16	50 Lincoln Ave	\$79.23
	59671	9758910062016	10/25/16	50 Maple Ave	\$80.27
				Check Total	\$448.22
Rubatino Refuse Removal Inc					
	59672	354410012016	10/25/16	Drop Box Rental	\$162.80
				Check Total	\$162.80
Snohomish County Fleet					
	59673	I000418840	10/25/16	Signs	\$453.10
				Check Total	\$453.10
Snohomish County Public Defender Association					
	59674	1565	10/25/16	Indigent Defense Services	\$9,205.61
				Check Total	\$9,205.61
Snohomish County Pud #1					
	59675	121147460	10/25/16	#1000558695, 1029 1st, Downtown Restroom	\$67.28
	59675	166915044	10/25/16	#1000125557, 116 Union, City Hall	\$517.35
	59675	121148004	10/25/16	#1000125182, 230 Maple, Police Dept	\$696.81
	59675	150786294	10/25/16	#1000430944, 112 Union, Eng Bldg	\$81.80
	59675	104550432	10/25/16	#1000467578, 1301 1st, Visitor Info Ctr	\$43.56
	59675	114512703	10/25/16	#1000579410, 1115 1st, Street Lighting	\$18.14
	59675	114512706	10/25/16	116 Avenue B, Street Lighting	\$8.02
	59675	107884435	10/25/16	116 Union Ave, Street Lighting	\$60.87
	59675	131072646	10/25/16	#1000385041, 20 Ave A, Street Lighting	\$16.29

CONSENT ITEM 9

Schedule of Checks for the Checks Issued Since the October 18, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
	59675	127765196	10/25/16	#1000301981, 201 Maple, Signal	\$26.05
	59675	131070890	10/25/16	Various Locations, Street Lighting	\$30.10
	59675	127762812	10/25/16	#1000531585, 2749 Bickford, N Signal	\$58.47
	59675	117828733	10/25/16	#1000504619, 434 Ave D, Signal	\$25.06
	59675	121150320	10/25/16	#1000498870, 210 Ave D, Signal	\$38.55
	59675	127762800	10/25/16	Various Locations, Street Lighting	\$262.54
	59675	127762798	10/25/16	Various Locations, Street Lighting	\$3,850.11
	59675	124459897	10/25/16	Various Locations, Street Lighting	\$99.09
	59675	124460027	10/25/16	#1000531586, 2621 Bickford, S Signal	\$56.42
	59675	114512707	10/25/16	124 Avenue B, Street Lighting	\$8.02
	59675	117826987	10/25/16	121 Glen Ave, Street Lighting	\$8.02
	59675	137578356	10/25/16	#1000580435, 400 2nd, Street Lighting	\$31.17
	59675	150786545	10/25/16	#1000539313, 1010 2nd, Street Lighting	\$52.49
	59675	160435837	10/25/16	Various Locations, Street Lighting	\$11.96
	59675	137575217	10/25/16	Various Locations, Street Lighting	\$984.27
	59675	140882903	10/25/16	Various Locations, Street Lighting	\$50.90
	59675	163651227	10/25/16	#1000561224, 1301 1st, Signal	\$72.88
	59675	160435838	10/25/16	Various Locations, Street Lighting	\$45.16
	59675	127767733	10/25/16	#1000125224, 101 Cedar, Carnegie	\$749.88
	59675	137580510	10/25/16	#1000539338, 1801 1st, Shop Portable	\$52.45
	59675	137580510	10/25/16	#1000539338, 1801 1st, Shop Portable	\$52.46
	59675	127767896	10/25/16	#1000141396, 2015 2nd, N Meter	\$12,738.54
	59675	104550501	10/25/16	#1000524038, 1801 1st, Water Pole Bldg	\$53.63
	59675	121148703	10/25/16	#1000556519, 2181 Cady Dr, Shadowood	\$29.40
	59675	157242120	10/25/16	#1000125814, 1819 1st, CSO	\$517.78
				Check Total	\$21,415.52
Snohomish County Sheriff's Office Corrections					
	59676	2016-3399	10/25/16	Jail inmate pharmaceutical cost Aug 2016	\$16.48
				Check Total	\$16.48
Smarsh, Inc					
	59677	188239	10/25/16	Archiving Platform - social media	\$100.00
				Check Total	\$100.00
Snohomish Auto Parts					
	59678	472170	10/25/16	supplies	\$51.65
	59678	471603	10/25/16	parts EP101	\$40.15
	59678	472145	10/25/16	parts	\$10.90
	59678	473226	10/25/16	parts EP58	\$83.95
	59678	473227	10/25/16	parts credit	\$-11.46
	59678	473024	10/25/16	parts EP102	\$100.24
	59678	472993	10/25/16	parts EP102	\$26.15
	59678	472970	10/25/16	parts EP102	\$34.36
	59678	473225	10/25/16	parts	\$126.53
	59678	473115	10/25/16	parts EP58	\$84.48
	59678	473087	10/25/16	parts EP119	\$110.16
	59678	472536	10/25/16	parts EP177	\$21.86
	59678	472754	10/25/16	supplies	\$180.51
				Check Total	\$859.48
Snohomish Chamber of Commerce					
	59679	2016 Dues	10/25/16	2016-2017 Dues	\$290.00
				Check Total	\$290.00
Snopac					
	59680	8576	10/25/16	Dispatch Services	\$11,723.71
	59680	8543	10/25/16	ACCESS Assessment Quarterly	\$429.28

CONSENT ITEM 9

Schedule of Checks for the Checks Issued Since the October 18, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
				Check Total	\$12,152.99
SoftwareONE Inc					
	59681	US-PSI-526420	10/25/16	Windows 10 Pro License	\$180.33
				Check Total	\$180.33
Southern Computer Warehouse					
	59682	IN-000377882	10/25/16	monitors	\$571.84
				Check Total	\$571.84
Sound Safety Products Co.					
	59683	87956/1	10/25/16	raingear - Bender	\$169.42
	59683	87955/1	10/25/16	steel toe boots - Bender	\$161.03
	59683	87953/1	10/25/16	work shirt - Jackson	\$29.76
				Check Total	\$360.21
Sound Telecom					
	59684	000007-595-561	10/25/16	monthly answering service October 2016	\$159.30
				Check Total	\$159.30
Speer Taps Inc					
	59685	19123	10/25/16	equipment	\$5,548.80
				Check Total	\$5,548.80
Staples Advantage					
	59686	3317156361	10/25/16	paper	\$34.10
	59686	3317156360	10/25/16	paper	\$62.45
	59686	3317156360	10/25/16	office supplies	\$22.90
	59686	3317156362	10/25/16	paper	\$37.10
	59686	3317156367	10/25/16	office supplies	\$255.42
	59686	3317156364	10/25/16	Office Supplies	\$9.81
	59686	3317156365	10/25/16	Office Supplies	\$17.09
	59686	3317156366	10/25/16	Office Supplies	\$27.72
	59686	3317156363	10/25/16	Office Supplies	\$36.97
				Check Total	\$503.56
Steuber Dist. Co.					
	59687	2828868	10/25/16	supplies	\$126.56
	59687	2827694	10/25/16	supplies	\$19.64
				Check Total	\$146.20
Steven Miller					
	59688	10012016	10/25/16	CDL Renewal	\$156.00
				Check Total	\$156.00
Storm Lake Growers					
	59689	16-876	10/25/16	Hill Park rain garden	\$572.56
				Check Total	\$572.56
Terminix					
	59690	358738436	10/25/16	pest control	\$96.93
				Check Total	\$96.93
Sound Publishing					
	59691	EDH726409	10/25/16	14-16-SEPA Notice to DNS	\$99.76
	59691	EDH725882	10/25/16	Public Hearing Revenue Sources	\$24.08
	59691	EDH725883	10/25/16	Public Hearing Comp Plan Amendment	\$24.08
	59691	EDH725880	10/25/16	Public Hearing Notice Utility Rates	\$25.80
	59691	1682741	10/25/16	City Council Agenda Publications	\$540.00
	59691	1698739	10/25/16	City Council Agenda Publications	\$810.00
				Check Total	\$1,523.72
Thomco Construction Inc.					
	59692	Pay Est 2	10/25/16	2016 Utility Improvement Project S1	\$2,486.03
	59692	Pay Est 2	10/25/16	2016 Utility Improvement Project S2	\$181,187.55
				Check Total	\$183,673.58

CONSENT ITEM 9

Schedule of Checks for the Checks Issued Since the October 18, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Thomco Construction Inc.					
	59693	RET Pay Est 2	10/25/16	Retainage 2016 Utility Improvement S1	\$119.41
	59693	RET Pay Est 2	10/25/16	Retainage 2016 Utility Improvement S2	\$8,702.57
				Check Total	\$8,821.98
Tim Jackson					
	59694	10202016	10/25/16	meal reimbursement	\$148.00
				Check Total	\$148.00
Traffic Safety Supply Co					
	59695	118789	10/25/16	speed bumps	\$1,581.25
				Check Total	\$1,581.25
Uline					
	59696	80826961	10/25/16	supplies	\$254.13
				Check Total	\$254.13
US Bank CPS					
	59697	49849	10/25/16	Safeway wellness supplies	\$95.68
	59697	9697663978	10/25/16	Microsoft Store OneDrive Upgrade	\$109.09
	59697	92365	10/25/16	Factory Direct Tire Sales parts EP58	\$86.74
	59697	153372	10/25/16	Everett Steel parts EP100	\$8.41
	59697	34210SB0240	10/25/16	Shilo Inns PNCWA Conference	\$467.88
	59697	3101001	10/25/16	Fred Meyer supplies	\$19.62
	59697	29950821	10/25/16	Red Lion Hotel PNCWA conference	\$554.27
	59697	138336	10/25/16	Pacific Topsoils supplies	\$507.32
	59697	5533	10/25/16	Jimmy Johns City Council Budget Workshop	\$115.70
	59697	29950820	10/25/16	Red Lion Hotel PNCWA conference	\$554.27
				Check Total	\$2,518.98
U.S. Bank N.A - Custody					
	59698	September 2016	10/25/16	Monthly Maintenance Fee	\$26.00
				Check Total	\$26.00
US Health Works Medical Group WA, PS					
	59699	0691971-WA	10/25/16	Hep Vaccine - Maint Staff	\$94.00
				Check Total	\$94.00
U.S. Postmaster					
	59700	100716-101316	10/25/16	Council Postage	\$1.36
	59700	100716-101316	10/25/16	City Manager Postage	\$0.47
	59700	100716-101316	10/25/16	Clerk Postage	\$2.79
	59700	100716-101316	10/25/16	Finance Postage	\$8.28
	59700	100716-101316	10/25/16	Police Postage	\$1.40
	59700	100716-101316	10/25/16	Planning Postage	\$64.62
	59700	100716-101316	10/25/16	Water Postage	\$0.47
	59700	101416-102016	10/25/16	City Manager Postage	\$0.47
	59700	101416-102016	10/25/16	Clerk Postage	\$134.80
	59700	101416-102016	10/25/16	Finance Postage	\$39.99
	59700	101416-102016	10/25/16	Police Postage	\$2.07
	59700	101416-102016	10/25/16	Planning Postage	\$2.33
				Check Total	\$259.05
Verizon Wireless					
	59701	9773188801	10/25/16	Parks Cellular	\$164.03
	59701	9773188801	10/25/16	Streets Cellular	\$135.35
	59701	9773188801	10/25/16	Fleet Cellular	\$96.64
	59701	9773188801	10/25/16	Econ Cellular	\$57.64
	59701	9773188801	10/25/16	Bldg Insp Cellular	\$57.64
	59701	9773188801	10/25/16	Planning Cellular	\$115.28
	59701	9773188801	10/25/16	Engrg Cellular	\$270.57

CONSENT ITEM 9

Schedule of Checks for the Checks Issued Since the October 18, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	59701	9773188801	10/25/16	Water Dist Cellular	\$243.59
	59701	9773188801	10/25/16	WTP Cellular	\$224.85
	59701	9773188801	10/25/16	Collections Cellular	\$195.27
	59701	9773188801	10/25/16	Storm Cellular	\$117.15
	59701	9773188801	10/25/16	WWTP Cellular	\$172.92
	59701	9773188801	10/25/16	Utilities Mgr Cellular	\$57.64
	59701	9773188801	10/25/16	City Mgr Cellular	\$57.64
	59701	9773188801	10/25/16	Finance Director Cellular	\$57.64
	59701	9773188801	10/25/16	City Council Cellular	\$403.47
	59701	9773404848	10/25/16	CSO Modem	\$21.06
				Check Total	\$2,448.38
Washington State Auditor					
	59702	L117083	10/25/16	2015 Audit	\$3,611.33
	59702	L116837	10/25/16	2015 Audit	\$19,804.62
				Check Total	\$23,415.95
Washington State Department of Enterprise Services					
	59703	73153752	10/25/16	Business Cards - Pickus	\$22.90
	59703	73153752	10/25/16	Business Cards - Public Works	\$22.90
				Check Total	\$45.80
Washington State Patrol					
	59704	I17002297	10/25/16	Fingerprint background fees Sept 2016	\$29.50
				Check Total	\$29.50
				Batch Total	\$370,365.05
				Total All Batches	\$373,639.97

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 #59623 through #59704 in the total of \$373,639.97 through October 25, 2016 are approved for payment on November 1, 2016.

Mayor

Councilmember

Councilmember

Councilmember