



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

NOTICE OF SPECIAL MEETING

SNOHOMISH CITY COUNCIL

in the
George Gilbertson Boardroom
1601 Avenue D

MONDAY
December 5, 2016
7:00 p.m.

**NOTE DATE
CHANGE**

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 November 15, 2016 *(P.1)*
- 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.*
- 5. **PUBLIC HEARING**
- 7:20 a. Final 2017 Budget *(P.21)*
 - 1) Staff presentation
 - 2) Council's questions of staff
 - 3) Citizens' comments
 - 4) Close citizens' comments
 - 5) Council deliberation and action – **ADOPT** Ordinance 2318

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6. **ACTION ITEMS**
- 7:30 a. Building Code Updates – **ADOPT** Ordinance 2319 (P.27)
- 7:45 b. 2016 Budget Amendments – **ADOPT** Ordinance 2321 (P.85)
- 8:00 c. **ADOPT** Snohomish County Sheriff’s Police Services Agreement (P.93)
- 8:10 d. **AMEND** Resolution 1348 Revising Wastewater Utility Rates for 2017-2019 – **PASS** Resolution 1354 (P.115)
7. **DISCUSSION ITEMS**
- 8:25 a. Mayor Special Election – **DISCUSS** Resolution 1355 (P.135)
- 8:35 b. **SET** Mayor’s Compensation – **DISCUSS** Ordinance 2324 (P.139)
- 8:50 c. **ESTABLISH** Position of City Administrator – **DISCUSS** Ordinance 2323 (P.153)
- 9:10 8. **CONSENT ITEM - AUTHORIZE** payment of claim warrants #59785 through #59882 in the amount of \$586,882.11 issued since the last regular meeting (P.163)
- 9:15 9. **OTHER BUSINESS/INFORMATION ITEMS**
- 9:25 10. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**
- 9:35 11. **MANAGER’S COMMENTS**
- 9:45 12. **MAYOR’S COMMENTS**
- 10:00 13. **ADJOURN**

NEXT MEETING: Tuesday, December 13, 2016 special meeting at 7 p.m., in the George Gilbertson Boardroom, Snohomish School District Resource Center, 1601 Avenue D.

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

This organization is an Equal Opportunity Provider.

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Snohomish City Council Meeting Minutes November 15, 2016

1. **CALL TO ORDER:** Mayor Guzak called the Snohomish City Council meeting to order at 7:00 p.m., Tuesday, November 15, 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

Pat Adams, City Clerk
Larry Bauman, City Manager
Brooke Eidem, Associate Planner
Debbie Emge, Acting Finance Director
John Flood, Police Chief
Glen Pickus, Planning Director
Steve Schuller, Deputy City Manager/PW Director
Grant Weed, City Attorney

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

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

3. **APPROVE MINUTES** of the November 1, 2016 regular meeting.

MOTION by Randall, second by Hamilton to approve the minutes of the 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 as of today, the status of Proposition 2 is that of a virtual tie. Its passage or defeat won't be determined until the election results are certified on November 29. Mr. Davis stated he was informed today there cannot be an automatic recount on this type of ballot issue. If the Council wants to pay \$1,200 for a recount, they will have to do it from their own personal funds - not the taxpayers who paid for the opposing Proposition 2 Resolution prepared by Grant Weed in August. It's different. If the City wants a recount, the Council has to take it out of their own pocket - not the taxpayers like they did for the Resolution. He asked the Mayor to confirm his understanding with City Attorney Grant Weed after his comments.

The Mayor replied she would confirm Mr. Davis' understanding with Attorney Weed.

Mr. Davis stated on another subject last week's Tribune reported that they made an investigation into the Mayor's or Mr. Bauman's claim that Proposition 2 people were responsible for Grant Weed's huge legal bills. They found the City's claims false. The Tribune also found thousands of dollars that Mr. Weed charged the City for a mysterious entry called, "Bickford Robinett Trial." Mr. Davis asked the Mayor for transparency and open government to please explain who the plaintiff is, who is the respondent, what is the subject of the lawsuit and why is the City involved. He stated Mr. Robinett is the prime

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donor for the No on Proposition 2 campaign and is a very influential developer and one of the Mayor's associates and supporters. Mr. Davis stated citizens need to know what is going on and this sounds like another secret back room deal. The Tribune couldn't figure out what the purpose of the trial was.

Mr. Weed responded should someone look at the actual pleadings in the lawsuit, they would learn the City of Snohomish is also a party in that lawsuit, and his law firm has appeared and is representing the City's interest in this right-of-way and real property issue. There are other parties involved such as Robinett, but his law firm represents the City.

Mr. Weed stated on the recount issue, the City Council or its individual members are not the only ones who can request a recount. Any qualified voter has the right to do so, and he believes, any group of five or more can make that request. There is a fee associated with it, but it really has nothing at all to do with individual Councilmembers.

Clearwater, Pilchuck Valley, stated warriors are not what you think they are. The warrior is not someone who fights because no one has the right to take another life. The warrior for them is someone who sacrifices himself for the greater good of others. His task is to take care of the elderly, the defenseless, those who cannot provide for themselves and above all the children – the future of all humanity. A great warrior said those words in 1876. That warrior became a great Chief. His name was Sitting Bull. She would like to thank the warriors for protecting the small values of this town - of this territory - and they are Morgan, Rolf, John, Vic, Arlyce, April, Mike and Mr. Bill Betten. She asked that the Great Spirit be with them.

Bill Betten, stated the last year has been pretty crazy. He noted, as Morgan said, the most current update from Snohomish County Elections concerning Proposition 2 is it is very close. 49 to 50. They don't know who's going to win or lose. Assuming the vote yes people are successful, he would like to ask two questions. The first question is does the City acknowledge that if there is a recount that the five individual registered voters of the community of Snohomish that care to do a recount are financially responsible for the recount. The second question is how can the citizens of Snohomish be assured that the Snohomish City Council won't try to defeat the time tested strong mayor form of government, like it has with Resolution 1351 and vote no on Proposition 2. Mr. Betten stated they have had an uphill battle here and the people of Snohomish have spoken and it's very close. 49 to 50 – you can't get any closer. Half the town wants change. So, the two questions are, who is going to foot the bill if there is a recount and the second question is what can the Council do to assure the citizens of Snohomish that they are going to act appropriately if they are successful in reforming the form of government.

Mr. Weed responded concerning the recount, the City doesn't have any say in that. The State law dictates how a recount for this type of local measure is performed. It requires individual voters. The City, as a governmental entity is not a voter. So, the City government cannot initiate the process, nor could it pay the fee. It comes down to individual qualified voters who can initiate the process. He doesn't believe the County would initiate a recount unless the State law were followed and the required fee paid by those individuals. It is pretty simple and straightforward.

Mr. Weed responded should Proposition 2 prevail there are a series of events that need to happen under State law. Each of the Councilmembers is under oath to follow what the law requires and has sworn to an Oath of Office, and he is confident the City has every intention of following what the law requires if the proposition passes.

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Eleanor Church, wants to know what happened with the creek coming out of Blackman's Lake.

Public Works Director Schuller stated the City has been working on that for many years. There were a number of issues with the lake level and how the level was controlled. He learned you have to go to the courts to determine what the lake level shall be. The City did that. It then worked on a permitting process to allow an outflow from the lake when the rains become heavy. All of the area south of the lake is a wetland. It cannot be disturbed. So, the City has built an overflow channel so the heavy rainfall can go through the overflow channel and keep the lake at the levels it should be at.

Rolf Rautenberg, recited a passage from President Lincoln's Gettysburg Address, "Four score and seven years ago our fathers brought forth on this continent, a new nation." He continued that four years and seven months ago, our Snohomish citizens brought forth in this town, the early winds of change. In both examples, these events occurred because there was serious disagreement on how people should be served by their government. As you drove through our town these past few weeks, there were signs everywhere signaling change. We saw signs that said, "Preserve Snohomish," but not all these signs agreed with how this should be accomplished. All the signs said "Preserve," but many said, "No," while just as many said, "Yes." Confused? Well, the "No" signs hope to keep things as they are. After all, the town's elite are vested in keeping our mode of government and our unelected City Manager in place – as is. But, the "Yes" folks want a City Executive to be elected and live here. And, the "Yes" folks want the town's small town feel preserved – No cell towers that blight our view or our parks, no more traffic jamming stop lights, and no more talk about "public park land" with an old pool on it turned into senior apartment housing, and certainly no more talk about creating a manufacturing center in our Pilchuck District – home to Averill Field park and our people's Centennial Trail. Preserving Snohomish then is best accomplished by having our City leaders approach City planning decisions that are more in tune with we, the people, who live here. We are now two weeks away from learning which type of preservation will best protect the people's interest here. The election results, at this moment, are virtually tied. You know what? We already know the final result of this vote. The eventual headline should read, "Snohomish Wins." That means the entire town has won. The City Council has won and all the town's citizens have won. We have all won, because we, in a very lawful way have brought forth a petition that has allowed all of us to exercise our democratic right to vote. And so, an opportunity has now been created. We have an opportunity to begin healing this town, together which includes both the "Yes" and "No" people. We can heal it by having open civil discussions. We can heal it by bringing forth authentic transparency. We can heal it by restoring those secretly and illegally removed Averill Park deed restrictions. We can heal it by having our government leaders earnestly work to preserve our small town feel, which could help remove past and future doubts about City government honesty. Yes. There were signs everywhere in town, and both signs said, "Preserve Snohomish." Shall we all step forward and begin to work together, in harmony, to bring forth positive signs of change?

Citizen Comments: Closed

5. PRESENTATION: Support Request Regarding Employment of Military Service Members

Mr. John Van Dalen introduced his guest, Sergeant First Class Pedro Cordoba, a stay behind non-commissioned Officer-in-Charge of the National Guard Unit located at the Snohomish Armory. Mr. Van Dalen stated he has served in the U.S. Army and retired from the Washington Air National Guard as a Senior Master Sergeant. The Snohomish based 176th

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Engineer Company is a Washington Army National Guard Unit located on 15th Street and State Route 2. Their mission includes new construction, remodels, tear downs and everything from painting, laying concrete to electrical work.

After providing critical support for the search and recovery efforts following the landslide in Oso in 2014, more than 150 men and women were deployed to Kuwait in support of ongoing missions in the region. They are again deployed for most of this year. Mr. Van Dalen reminded the City that these men and women have been serving in the Middle East since March. They live and work in Snohomish, surrounding cities and in Snohomish County.

Mr. Van Dalen requested the Council consider the following to acknowledge the troops when they return in early 2017:

- A Proclamation;
- Signs in every store front acknowledging their service and welcoming them home; and
- Sign the Guard and Reserve Statement of Support. The Statement of Support affirms the City's commitment to honor the Uniformed Service Employment and Reemployment Act which gives military service members a reason to come home to the job they left to serve their country.

Mayor Guzak thanked Mr. Van Dalen for his presentation and values the service of the National Guard and the military members who reside in the community and are serving in Kuwait currently. She looks forward to welcoming them home in 2017, and is in support of a Proclamation supporting their return.

6. PUBLIC HEARINGS:

a. 2016 Amendment to the Comprehensive Plan

Associate Planner Brooke Eidem stated the agenda item is a public hearing on a proposed Comprehensive Plan amendment to change the land use designation of the property at 2501 Bickford Avenue to High Density Residential (HDR) from Business Park (BP). The proposal was approved for the current docket by the City Council on June 7, 2016, and is detailed in draft Ordinance 2317

The property at 2501 Bickford Avenue was annexed into the City in 2002 under Ordinance 2015, which included approximately 110 acres along the Bickford Avenue corridor. Shortly after annexation, the City applied the Business Park zoning classification to the entire annexed area. Several development proposals have been explored in recent years for this site, however no permits have ever been issued. The property is undeveloped.

The site consists of two parcels with a combined area of 3.36 acres. The property is located on a west-facing slope with a Category III wetland in the northeast corner. The frontage along Bickford Avenue is relatively narrow at just over 170 feet.

SMC 14.207.075(6) allows multi-family housing in the Business Park designation when in conjunction with a commercial use where the gross square footage of residential use does not exceed the square footage of commercial use. The applicant has stated that commercial development on this property is difficult due to the site constraints and the limited street frontage. The applicant has stated that a senior apartment complex is the

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ultimate proposal, but the Business Park requirement that at least 50 percent of the project's gross floor area must be used for commercial uses makes the development infeasible.

The Planning Commission and staff agree with the applicant that the site is not suited for commercial development. The narrow width limits site layout options to an orientation perpendicular to the street, with minimal visibility from off-site. With the HDR the requirement to have commercial any commercial space is removed and will allow the property to be developed solely as a multi-family residential project. Other development in this area includes the Snohomish Station commercial complex to the immediate north, Snohomish Depot across the street, and residential areas including single- and multi-family properties. Utilities are present in the street and transit stops are within close proximity.

Citizen Comments:

Morgan Davis, 206 Avenue I, stated he opposes amending the City's Comprehensive Plan through draft Ordinance 2317. It is blatant spot zoning, or as the City calls it - site specific for three acres. It is absolutely against the State's Growth Management Act (GMA), and there is no binding contract that requires the developer to build senior, low income affordable housing. Ms. Eidem stated tonight that it is "conceptual." This is a pig in a poke – just a conceptual idea. The Council wants to give this developer spot zoning. Current zoning already allows multi-family residential buildings there. He believes Ms. Eidem stated 50% of the site could be apartments. The constraints of the site would lend itself – for example – to mini storage units. It would be perfect. There is a shortage in town for that. There is no compelling need to change this. The Council is doing an arbitrary and capricious spot zoning. It is against all the goals of the Growth Management Act. The City already created high density residential zoning in the Pilchuck District – even allowing six story buildings and property tax exemptions for 12 years for developers. What does the City have in there? Nothing. All the City has is government investment in there. The City wants to build a multimillion dollar civic center at the Averill Field site. The City already has the Aquatic Center, Senior Center and Library. There is no private investment in there. The City is directing it up to a business park area that was years and years in the planning and now the City wants to change its spot zoning on a little three acre parcel. Mr. Davis would like Mr. Pickus to comment on whether that would be allowed in Mukilteo.

Brian Kalab, Insight Engineering, PO Box 1478, Everett, stated he represents the applicant. He submitted the application. He has been working on this property since 2006. They have been looking at various commercial enterprises to try and utilize the property under the current zoning and nothing has worked. One of the issues is the shape of the property, the constraints of the property as far as the grade goes and the wetlands in the back. Another constraint is the zoning next door to the south, which requires a 50-foot building setback from that property which further constrains the buildings that can be put on the property in a commercial use. It's a long skinny property, which even further constrains it. After much thought, they looked at possible retirement housing on this project with the new zoning. They are looking for the City's support in this. He would like to thank the City staff for all the work they have done.

Bill Betten, stated he is definitely not against affordable housing for seniors. His concern is if the word was "conceptual" - is this guaranteed? There is some affordable housing in Snohomish that is not the most desirable in this community. The crime rate is very high.

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The crime rate up near Snohomish Station is already unbelievably high. If it was senior housing, he personally would applaud that, but if this is a way to get a whole bunch of apartments into a three-acre parcel, he thinks the Council should have some guarantees of what is going to happen there.

Citizen Comments: Closed

Councilmember Hamilton stated the Comprehensive Plan amendments take a considerable length of time and go through a very long review process. The Planning Commission has reviewed this amendment several times and it's been brought to the City Council. He is surprised that people didn't come forward at the Planning Commission Public Hearings to express their concerns. When Snohomish Station was zoned for Business Park, it was an opportunity to have housing, as well as commercial enterprises in the area. The fact that this land may be better suited to high density housing as opposed to trying to accomplish a mix of commercial and housing, he thinks is a good idea - particularly given its proximity to Snohomish Station, which will allow people to live within easy walking distance to a vast array of services. This idea has been vetted over a long period of time by both the City Council and the Planning Commission, and he supports the amendment.

Councilmember Randall stated he is aware the Community Transit bus line will be expanded to this area once the project is completed on 30th and Hwy 9, so it will allow increased access for people to get elsewhere besides just to Snohomish Station. Having senior housing located right next door to a shopping center would be very convenient.

Mayor Guzak will support the amendment and believes this community needs senior housing. The developer is expected to work closely with the City as they develop their plans at that location. She encouraged the developer to look at some low income housing if that can be incorporated into the project.

MOTION by Hamilton, second by Randall, that the City Council **RECEIVED** public testimony and that the City Council **APPROVE** Ordinance 2317 as presented, amending the Land Use Designation Map (Map LU-1) in the City of Snohomish Comprehensive Plan to change the land use designation for 2501 Bickford Avenue to High Density Residential (HDR) from Business Park (BP). The motion passed unanimously (7-0)

b. 2017 Property Tax Levy

Acting Finance Director Debbie Emge stated the purpose of this agenda item is for the City Council to take final public testimony regarding the City's 2017 Property Tax Levy. Following this second hearing's public testimony, the City Council may take action to adopt Ordinance 2320. 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. The estimated City share of the property tax for the City is 6.7% of the total tax bill. Because of the increase in the home values during 2016, which staff is estimating based on the average home being a 5% increase, the actual levy for the City of Snohomish resident will be a \$9.49 decrease.

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Citizen Comments:

Morgan Davis, 206 Avenue I, quoted the last paragraph on page 3 of the agenda packet, “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.” Mr. Davis stated this is a significant increase, otherwise Mr. Bauman wouldn’t be asking for it. Mr. Bauman has stated it’s so important to the City to have these increases annually because of compounding and appreciation. Mr. Hamilton pooh-poohs it and says it’s only a few dollars – a latte a week or whatever – and every homeowner can adjust for it. Mr. Davis thinks it’s important and doesn’t think the City needs it. He also read that State law requires the City to point out what this increase is needed for. The City needs to identify what it will spend the \$21,000 or more for. What will the City spend this on? Will it be on that quarterly magazine? The fluff magazine the City wants that costs \$13,000. At the last meeting, Mr. Bauman presented the chart on page 33 of the agenda packet showing Snohomish at the bottom and Everett at the top. At that time, Mr. Davis commented this is not an apples to apples comparison, because Fire and Library are not included. Everett’s tax rates include Library and Fire and is at 3.0 and Snohomish is 0.97. However, when you factor in Library and Fire, it is up to \$3.29 - one of the highest in the county. That’s not apples to apples and that is where Mr. Davis got the dishonesty in City government comment.

Citizen Comments: Closed

Mayor Guzak stated Mr. Davis has again brought up the issue of the Library and Fire District, which Ms. Emge explained very well. The Library and Fire Districts are huge and the City is annexed to both, so other cities like ours do not have Fire and Library District levies. As a result, the City of Snohomish is still at the low end.

Councilmember Hamilton stated the average homeowner in the City of Snohomish would see a tax increase of less than \$3.00. That is less than the cost of a latte once a year. The money goes into the General Fund which pays for many things. A 1% increase is less than the inflation rate. The City is negotiating a new contract for public safety with the County. The contract with the County does increase at a certain rate. If you like, you can think of this as going toward public safety.

MOTION by Hamilton, second by Rohrscheib that the City Council **RECEIVED** public testimony and that the City Council **ADOPT** Ordinance 2320. The motion passed unanimously (7-0)

c. **2017 Budget (First Public Hearing)**

City Manager Larry Bauman stated the purpose of this agenda item is to conduct a public hearing and accept public testimony regarding the 2017 Budget. The hearings will be held over two consecutive regular City Council meeting dates. The second of these is scheduled for a special meeting on December 5, 2016. Following that second hearing’s testimony, the City Council may take action to adopt the budget. Ordinance 2318 for budget adoption is attached for City Council review.

The 2017 budget includes changes supported by Council during the 2017 budget

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development workshop and discussions as listed below:

- Leave 5 positions vacant –two new vacated positions, Water Treatment Plant Operator (Water Fund) and Community Services Officer (Law Enforcement), plus the three positions previously vacated for 2016, which were the Office Assistant II (City Manager division), Utility Engineering Specialist (Engineering division) and Maintenance Worker I (Water Fund);
- Add \$19,250 for Snohomish Health District support; and
- Add \$13,500 for publication of quarterly City magazine.

Major cost drivers affecting the 2017 Budget include:

- Law enforcement and criminal justice costs continue as significant cost elements for General Fund expenditures although no new significant costs for law enforcement have been identified to date; Parks and Streets operating costs increase based on additional maintenance requirements associated with new capital improvement projects; and
- Personnel benefit increases, primarily due to medical premium increases.

The 2017 Budget anticipates a total of \$18,915,385 of ending, restricted, assigned, committed and unassigned fund balances. This is a decrease of \$233,272 from the 2016 estimated ending balance figures. The General Fund ending balance declines approximately \$64,828 but still meets the Council-approved policy of maintaining at minimum a 15% - 20% reserve for this fund. The Enterprise Utility Funds are estimated to increase \$89,074, and these funds are largely restricted and assigned for operating reserve, capital improvements and debt service obligations. The increases are a result of rate changes, revised and planned capital improvements, debt service obligations and operating reserve requirements. The reserves in the Facilities/Fleet, Equipment Replacement and Information Services internal service funds are committed for future capital equipment replacements and new purchases and are projected to increase \$118,617.

Utility rate adjustments include a 2.25% increase for Water rates and a 2.0% increase for Storm Water rates in 2017. Wastewater rates will decrease overall by 10%. The projected reserves in the Fleet/Facilities Fund (\$590,508) and Information Services Fund (\$184,410) are for future capital equipment replacements and new purchases based on an updated equipment replacement plan for each type of asset.

Councilmember Burke asked about Fischer Park improvements and the status of the grant application.

Mr. Schuller replied that the Ms. Johns, the Project Manager updated him last week on the project and has not yet heard what the application status is. She expects a response from the State by late November.

Citizen Comments:

Morgan Davis, 206 Avenue I, stated on the previous subject of the 1% property tax increase, he asked what the City was going to spend it on. He assumes since Mr. Bauman didn't provide him with an answer, that it will be spent on the quarterly City magazine at \$13,500. Mr. Davis doesn't think that is necessary, and doesn't think raising property

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taxes is justified for the quarterly magazine. It is a fluff piece and is only to promote City Hall. He has a question on the budget regarding legal costs. The Tribune is doing an investigation on Mr. Weed's billing of the City taxpayers. Last summer, in July, there was a short lived recall petition against the Mayor and it was quickly dismissed. The Council awarded the Mayor personally \$15,000 to defend herself, and she never provided an accounting of that. Mr. Davis has asked the Mayor for an accounting two or three times in separate Council meetings. Now, for the sake of transparency and open government, he requested the Mayor provide an accounting of the \$15,000.

Mayor Guzak responded it was approximately \$2,200 with the Anderson Hunter law firm.

Citizen Comments: Closed

Councilmember Randall mentioned the City is planning on spending \$19,250 for the Snohomish Health District. He is aware there are some other communities considering this and whether or not it is going forward. The City does have that money budgeted and it is about the same amount as the property tax.

Councilmember Schilaty wanted clarification on the \$13,500 for the quarterly magazine. She asked if it was a line item and not necessarily that the City will be spending that entire amount.

Mr. Bauman replied it is an "up to" amount. The total cost will be dependent on the success and effect of advertising revenues generated. Staff expects a higher cost from the City for the first issue or two, and then as advertising sales rises within the publication, those costs will be reduced.

Mayor Guzak summarized that the public testimony is concluded for tonight and the public hearing will be continued to December 5, 2016 for final testimony, review and potential adoption at that time.

7. ACTION ITEM: Letter of Support for Southern UGA Code Amendment

Mr. Bauman stated the purpose of this agenda item is to review and approve a letter of support regarding potential changes in development regulations for a portion of the City's Southern Urban Growth Area (UGA). The concept of these proposed changes to development regulations as currently understood by staff is that it would affect only the parcels previously used as the Seattle-Snohomish Mill. The City Council directed staff to draft a letter of support for its review. Existing Snohomish County development regulations for the underlying Light Industrial (LI) zone permit a wide range of uses. Councilmembers should not expect that any single use as permitted for the LI zone would be a likely outcome for development of the property. To the best of staff's knowledge, no specific developer or development concept is proposed by the property owners at this time. Council may consider all permitted uses in the LI zone as potential outcomes for redevelopment of the site if regulatory changes proposed by the property owners are enacted.

Staff envisions no probable positive impacts for the Snohomish community from allowing the property to remain vacant and unused under current regulatory controls. Potential community concerns if no regulatory changes were to be approved by Snohomish County for the site may include:

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- Deterioration of remaining structures over time;
- A blighted property remaining at a key City entryway and in view from the City's Historic Business District;
- An attractive nuisance developing over time that could potentially attract homeless individuals and become a target for vandalism and become a risk of structure fires.

The draft letter of support also states that the City would be prepared to review and comment on any proposed revised regulations as they may be developed. It would be staff's intention to review any future proposed regulatory changes with Council to determine what comments, if any, would be appropriate. Staff would also intend to keep Council apprised of other key actions that may be taken regarding these proposed regulatory changes.

The draft letter of support does not address any potential future action concerning City annexation of the Southern UGA, and the property owners have not proposed annexation of their parcels at this time. The City Council has not indicated that such regulatory changes would result in a future annexation. However, a proposed redevelopment concept for the area, if regulatory changes permit it, may influence the desire for future review of annexation potential of this area.

Mayor Guzak asked Chief Flood for his comments regarding the potential for blight and drug use at that location.

Chief Flood stated there have been issues along First Street with transients that have been living under the sidewalk near the river. There have been reports of vagrants at the Visitor Information Center. They sleep on the bench at night. There is also hand-to-hand drug sales. Both of these locations are in the City's jurisdiction, just over the Avenue D Bridge. The Mill site is outside of the City limits. It is under the jurisdiction of the Snohomish County Sheriff's Office. The precinct with responsibility for that area is Mill Creek. A deputy responding to an incident out there will be a low priority. The Mill site will not be patrolled by City police and will not be actively patrolled by the Sheriff's Office because of the out of way location. The four-plex located just over the bridge is a location that in the past has housed multiple crooks, felons and drug dealers. There is a well worn path from the four-plex underneath Avenue D right into the Mill that is not visible to the public. There is already an established route to get to and from the Mill. If that is allowed to fester, it will one day become something that the City might have to invest a considerable amount to correct. Chief Flood would rather be proactive and make the site unattractive for people who want to set up and conduct illegal activities at that location, rather than trying to address this at a later date.

Councilmember Schilaty asked if this would put additional pressure on City officers should a call come in for that area and available City police respond.

Chief Flood stated an in progress emergency type call would elicit a City police response. A call of a vagrant walking around the property would not be considered emergent. If City police have other things happening in the City, that will be the priority.

Councilmember Burke asked if the Mill site has a water right. He stated a lot of big mills have water rights to the rivers that are next to them.

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Mr. Bauman replied he is not aware of a water right. The Mill site has a water connection to the City, which is now disconnected.

Citizen Comments:

Morgan Davis, 206 Avenue I, stated he is opposed to this letter. The City didn't run it through the Planning Commission. Mr. Hamilton asked a minute ago, why he didn't speak to the Planning Commission about zoning changes on the Bickford Business Park parcel. Here you don't even have the Planning Commission weighing in on this. The whole southern UGA is subject to squatters and homeless people. It is the property owner that is responsible for vandalism. The taxpayers shouldn't be involved. Mr. Davis said the most important thing is the permitted uses the City wants to have the County impose. He read the permitted uses from the chart provided in the agenda packet, which included adult entertainment business, auto wrecking yard, commercial vehicle storage facility, fuel and coal yard, hazardous waste storage and treatment facilities onsite and offsite, junk yard, kennel – can you image a thousand dogs barking for the people that live along First and Second Street? Then there is marijuana processing and production, massage parlor, petroleum products and gas storage and a race track. There is also composting. Can you image Cedar Grove putting a satellite station there like Marysville has - where they have wood chips and wood waste recycling? Wouldn't that be nice along First Street across the river? The Council is really jumping the gun and should run it through the Planning Commission. Just like the Council had a Resolution for commercial passenger jets at Paine Field through the Mayor's prime donor Hank Robinett. The Council fell over backwards for that Resolution, and undercut the Mayor of Mukilteo, Jennifer Gregerson. The Council should stay out of this. This is the County's decision. The Snohomish taxpayers haven't had a chance to weigh in on this. The Council didn't even run it through the Planning Commission. The Council needs to reject this draft letter tonight.

Sean O'Sullivan, stated he represents the family that owns the Mill. The property is in the County and they have been good stewards and neighbors for a very long period of time. He wants it to be clear that this family for over 7 decades provided family wage jobs and supported this community. Also, as a former timber, pulp and paper lobbyist in Olympia for 8 years, he has worked on these issues and has tried to save hundreds of saw mills in the State of Washington that went down like a domino effect because of free trade deals from private land owners selling their trees to foreign countries and the federal lands that are almost all but gone. This family heroically tried to keep this mill going. As a labor lobbyist he talked to the union that represented the Mill, and they were nothing but complimentary of the hard work and they tried to do everything they could to keep the Mill going. The issue is the probability of getting another saw mill in there, which is improbable due to the state of the timber, pulp and paper industry in the State of Washington. It's sad and tragic. He worked for Kimberly Clark for 38 years and that was 2,000 family wage jobs lost. They are simply asking to use the outline in the County industrial use matrix, which can be found online. They would like to utilize the uses that are currently designated for the property. As the City indicated in the support letter, they do not want to see the property remain vacant because it will not provide any economic benefit to the community.

John Kartak, 714 Fourth Street, stated he is confused by one of the last comments by Mr. O'Sullivan where he stated he would like the land to be used as it's already designated. What is he asking for that is not already designated? That is what is of concern here. Mr. Kartak appreciates Morgan Davis' comment that it hasn't been run through the City's Planning Commission. It also hasn't been run past the people of Snohomish. This is one of the main entrances into our town. It's just on the other side of the river. What it ends up

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looking like will greatly affect our City. This is the sort of thing that shouldn't be a letter written by our Mayor in the name of our town because the town has not been asked about this. Is it true we can get adult entertainment centers, strip joints, marijuana related industries, massage parlors – and we all know what that's all about. The City has a homeless problem and he wants to know why the City isn't taking care of the homeless that are camping out underneath our bridges. As far as he understands that is not legal and he wants to know why that isn't being taken care of. We should solve our own problems before we start thinking we can solve problems on the other side of the river. Homeless people probably like to hang out in light industrial places. They have buildings that are going to be falling apart and homeless that are going to be there causing problems. It seems to him that the owners of the property should be responsible for their property. He appreciates that the Mill has served our town. They have done it while making a profit and that's a good thing, but now what he thinks they are asking the City to do is to make more profit. Because what they are asking to do is to make their land, which by the nature of it being inexpensive, it has allowed them to make a profit and now they are asking to make it so their land is more profitable to sell. The land itself has an inherent value to it regardless of the price tag that is put on it. If it becomes more costly to buy, then it makes it less likely that maybe it could be used for something that would be good for our City. He doesn't have any answers on this, but this is something the people of Snohomish should have a conversation about.

Citizen Comments: Closed

Councilmember Hamilton stated Mr. Kartak asked a really good question about why it is not being run by the Planning Commission first. A number of years ago, a developer acquired some rights to land north of the City, outside the City limits and UGA. They wanted to annex into the City. There were a lot of technical issues that had to happen in terms of involving the County and their Planning Department. Because of their desire to come inside the City and develop a very large tract of land, the Planning Commission did work on that. This was land looking to be annexed into the City. However, the recession made this go away. In this specific case, they are not looking to annex into the City - and anything in the UGA - the City basically has no power over. In the past, the County has allowed development in the UGA that had standards lower than what the City has. If something is developed under those lower standards and is annexed into the City, it could wind up creating some headaches for the City. Here, the owner would like to be able to do something with the property and they're asking for the City's support. We have an opportunity to have some input to the County to try and control what might happen there. He realizes there is an incredibly long list of potential developments on that property. Some are less desirable than others. Unfortunately, that is totally out of the of the City's control. There is probably no opportunity for that area to be annexed into the City. At this point, the City is just trying to encourage the County to do something that can have a greater economic impact for our City. He believes that is why it is not going before the Planning Commission.

Councilmember Schilaty is not opposed to Planning Commission review. She stated Councilmember Hamilton spoke eloquently to the process and what is being done here. The City is caught between a rock and a hard place, because the City doesn't need to provide this support. If there is no support there, and the county doesn't change it, then we run into the problem of having the land remain vacant. The Council has heard from Chief Flood that there is a potential for problems if it remains vacant. If this were under City zoning, there could be more restrictive zoning than what the County has. Even with City zoning, the Council doesn't control businesses that come into town as long as they meet the zoning codes. The Council really doesn't have any input on what business comes in. The City cannot decide what happens to that property. She supports running this by the Planning Commission.

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Mayor Guzak stated this is simply a letter of support to the County Council and County Planning Department to try and find more economic viability for that particular site, which is so exceedingly restricted now and it is an eyesore at a gateway of our City. She thinks this will probably be a very long process. She supports the letter.

Councilmember Burke is fine with the letter of support. It is a long process. He also has no objection to running it by the City's Planning Commission and getting some direction on how to exactly word the letter.

Councilmember Randall is in support of the letter. He suggests if there are more concrete proposals that come up during the County's hearing processes, the City may engage the Planning Commission at that point. This would provide something specific for the Commission to work on. Right now, it would be difficult for them to do this.

MOTION by Rohrscheib, second by Randall, that the City Council that the City Council **REVIEW** the draft letter of support for changes to Snohomish County development regulations and **AUTHORIZE** the Mayor to sign the letter on behalf of the City Council.

Councilmember Schilaty noted it will be difficult if there is a use that comes in that the City is in opposition to and there is this letter out there saying the Council supports it, and the use comes and then the Council engages at that point to oppose it. It will be somewhat awkward. However, the property now is not going to be used as a mill. As stated by Mr. O'Sullivan, the chances of that are very slim and the County's regulations are so restrictive that there is really no use for that property, so it will remain vacant. She is willing to support this letter for now, but the Council needs to be very diligent as this issue moves forward.

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

Mayor Guzak confirmed the City will monitor this closely. The City has a great investment in what happens there. Not financially and not land wise, but relative to what is desired to be developed at this site.

8. DISCUSSION ITEMS:

a. Open Government Initiatives Update

Mr. Bauman explained the purpose of this agenda item is for the City Council to review and provide direction to staff regarding options for implementing open government initiatives. The City's Open Government Committee (OGC) developed all initiatives. The City Council reviewed the report of the City's Open Government Committee in July 2016. The OGC report recommended nine different initiatives in three categories. Many initiatives are not likely to have budget impacts. A few would require new budget allocations. Initiatives would increase staff duties to achieve recommended improvements. Staff recommends that more complex initiatives be phased in with existing duties.

Implementation is under way for several initiatives. Staff has worked to incorporate these communications and citizen engagement improvements where feasible within existing staff work plans and duties. Please see Attachment A for a full review of implementation status for these initiatives. Several initiatives, however, are not yet implemented or at least not fully implemented, and some of these could benefit from a more detailed Council review and direction to staff:

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- 1) Clarify City Communications: A revised format and new writing instructions for City Council staff reports was provided for Council review and comment. The objective of these new instructions and formatting is to improve the readability and quality of information presented in staff reports to Council as well as other documents. The goal is to achieve a 10th grade reading level. This is challenging to achieve, for example, even after several rewrites, this staff report is rated overall at a reading level of 14.3, and the summary section alone is rated at 12.9.
- 2) Establish Consistent Visions and Missions for All Advisory Groups: Several boards and commissions have completed their vision/mission statements (see Attachment D) and these are provided for Council review and comment.
- 3) Establish an Open Government Resource Board to Assist with Implementation of the Committee's Recommendations: The concept for this board is for it to review the progress and provide feedback and advice regarding staff's implementation of the recommendations. There are many ways such a Board could be created. Staff suggests the following options for Council consideration and direction for establishing this Resource Board:

Option 1: Ask each of the City's six standing boards or commissions to appoint one of their members to the Resource Board, and ask the City Council to appoint one or two of its members as liaisons to the Resource Board;

Option 2: Use board and commission members and City Council liaisons as suggested in Option 1 and also conduct an open recruitment from the community for three (or another number as desired by Council) additional citizen members of the Board;

Option 3: Use board and commission members and City Council liaisons as suggested in Option 1 and seek an additional three members from the former memberships of the OGC;

Option 4: Develop an entirely new resource board of seven members (or another number as desired by Council) through an open recruitment from the community, and also appoint one or two members of the City Council as liaisons.

Option 5: The City Council serves in the role of a resource board and reviews implementation strategies, progress and potential changes on an annual basis in a workshop or regular meeting setting.

In all options except for Options 1 and 5, regarding any applications received from recruitments of new citizen members or from the former OGC members it is suggested that the Mayor review applications and make nominations for confirmation by the City Council. This process would be same as currently used by the City Council for filling vacancies on standing boards and commissions. However, an alternate process for appointments may be directed by Council as it deems appropriate.

One of the fundamental questions for Council is whether it wishes to appoint a separate board or sees the review of this program more appropriately as a Council role (Option 5). From the perspective of staff there are advantages of continual involvement of members of the City Council and/or standing City boards and commissions (as included in Options 1, 2 and 3). Involving boards and commissions would capitalize on their experience in roles advising the City Council. This would also offer opportunity for the members of those boards and commissions to bring new ideas back to their advisory committees that could assist those boards in improving citizen engagement and communications. All of these existing board and commission members also have experience in their particular areas of City policies and programs. This experience may be seen as an opportunity to

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reflect on how open government initiatives can better engage citizens and communicate the advisory work of these committees. Because it is anticipated that two of the initiatives may not be implemented until winter of 2017, staff recommends that the Resource Board meet in the spring of 2017 to review progress and determine at that time what its 2018 meeting schedule would be.

- 6) Develop and Distribute Quarterly a Citywide Magazine: As the decision on a contract for this project was approved by Council on October 18, further detail regarding this project may be found within the staff report for that item.

Councilmember Rohrscheib likes the idea of Option 1 regarding establishing an Open Government Resource Board because each of the City's Boards have excellent members who are dedicated and passionate about what their group stands for, and he would value their opinions. He thinks appointing two Council liaisons would be appropriate.

Citizen Comments:

Tom Merrill, 6th and Avenue A, stated he was a member of the Open Government Committee and doesn't have a strong opinion on any of the options. He thinks the review board that is keeping track of the open government options can continue to come up with ideas. He saw this process as a first iteration, which will generate more ideas. He thinks some passionate members from the Open Government Committee would be a good foundation, but also likes the idea of pulling people in from other Boards and from the Council. He would recommend a mix.

Mary Dussein, stated there is a lot to think about. She asked if there will be a final decision made tonight.

Mayor Guzak stated it is under discussion and Council will give staff some guidance tonight.

Ms. Dussein indicated that one issue that is a recurring error is the continued report that the magazine was a recommendation of the committee. It was not. When they met, and she believes Mayor Guzak and Councilmember Schilaty were attending the May Open Government Committee, there was a gentleman from the magazine company who was there. Mr. Bauman said, here's the magazine and we would like you to endorse it. The Committee did not come up with the magazine idea.

Mayor Guzak asked if the committee endorsed the magazine.

Ms. Dussein stated absolutely, but it shows up as a recommendation of the Committee.

Mr. Bauman responded that it should be noted the development and distribution of the Citywide magazine is #6 in the Committee's report as a recommendation.

Gary Ferguson, 517 Avenue C, stated he is concerned the Board will become unwieldy. He thinks it's better to have a smaller number. The one advantage to a larger group would be that people might not show up, so you would still have a smaller number. He agrees with Mr. Merrill. It would be beneficial to have a member of the Open Government Committee to provide some background. In reference to the magazine, they were able to go to a meeting prior to the regular time the committee met. The publisher gave a thorough background on the magazine. He thinks it's a great way for people to

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learn what's going on in the community. He is very much in favor of the magazine.

Citizen Comments: Closed

Mayor Guzak reiterated this is simply a discussion item. Regarding the Resource Board, she is favor of a hybrid membership. She liked the idea of having a couple of representatives from the existing boards and commissions be members, along with one member of the Council, and some members of the Open Government Committee. She recognizes that if a committee gets too large, it is unwieldy. On the other hand, she thinks the City wants to spread a wide net. She sees this as a first year process. She favors Option 3.

Councilmember Rohrscheib agreed with Mr. Ferguson and his concerns over a large committee. He favors Option 1, with a hybrid where there would also be one member of the Open Government Committee. He stated you will have one member of each of the City Boards, one member of the Open Government Committee, and one Council liaison, and each one would have an alternate. He would like to keep it at a low number.

Councilmember Schilaty agreed with Councilmember Rohrscheib. She thinks the Council should encourage and mandate that another Councilmember rotate into the meetings, so that all Councilmembers attend. She noted it's a lot to put on a single Councilmember and she thinks they all need to be a part of the process.

Mayor Guzak stated the direction from Council regarding the Resource Board is Option 1, with at least one member of the Open Government Committee. Concerning the other activities, the City is in process relative to the website redesign, and clarifying City communications and it appears some real progress has been made. She again thanked the Open Government Committee for their hard work.

Mr. Bauman confirmed staff will return with another report for Council action and formal adoption of the Resource Board.

b. City Quarterly Magazine Update

Mr. Schuller stated on October 18, the City Council authorized a contract with Philips Publishing to publish a quarterly City magazine. The inaugural edition is scheduled for delivery to residents in mid-February 2017. Staff has provided Council with a draft outline of the layout for the first issue, and ideas for future themes. The first three issues are projected to be 16 pages in length with subsequent issues doubling in size to 32 pages. The task to create each of the articles has been divided among members of the management team and some senior staff. An initial focus will be to keep articles concise (less than ½ page or about 300 words). Staff recently had their kick-off meeting with Philips on November 8. Although there is some initial trepidation about the learning curve for the first issue, staff is very excited about this new opportunity to better engage and inform our community regarding fundamental City services.

Citizen Comments:

Tom Merrill, 6th and Avenue A, stated he likes everything Mr. Schuller talked about. He thinks there is one place, both on the website and in the magazine that provides an opportunity to do some education about what is working correctly. He suggested some good exciting facts about Snohomish. For example, Snohomish has the lowest property

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taxes. He would like little blurbs placed on both the website and the magazine to make people feel good about living here and exploit the fact that this is a special town.

Mary Dessein, stated she also liked everything Mr. Schuller said, along with his enthusiasm and excitement. She would like to endorse the 300 word articles, as people will not read that much longer. They will pick it up, see the pictures and snippets on Chief Flood, Mr. Pickus, and the new Finance Manager, but it's got to be a nugget. She agrees with that 100%.

Citizen Comments: Closed

Councilmember Wilde suggested that citizens submit questions to staff and the answers to those questions can be published.

Mayor Guzak is very excited about the magazine, as it will increase the City's esprit de corps. It's a tangible way to promote the City and improve communications.

9. CONSENT ITEMS:

- a. **AUTHORIZE** payment of claim warrants #59705 through #59784 in the amount of \$892,508.61 issued since the last regular meeting
- b. **AUTHORIZE** City Manager to Sign Interlocal Agreement for Snohomish Regional Drug and Gang Task Force
- c. **AUTHORIZE** City Manager to Sign 2017 Inmate Housing Agreement Addendum Renewal

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 some citizen comments and the general uncertainty about the election results for Proposition 2. She stated if "Yes" prevails, the City has a very short timeframe to authorize an election, which should happen in February 2017. The authorization needs to be to the County by December 16. There is one Council meeting on December 5, although another could be scheduled. Mayor Guzak would like to ask staff to prepare for the possible change of government, including setting the salary for the Mayor and City Administrator. This is a short timeframe and the City needs to prepare for whatever eventuality happens when the election is certified on November 29.

Councilmember Hamilton stated a little more thought needs to go into this. If the City enters into a new environment, the status quo will change. He surveyed what Mayors are paid in this County. He tossed out the large cities and some of the smaller cities like Woodway and Index that pay zero. The average Mayor's salary in the County is about \$15,000 annually. The important question that comes into play is how many hours will a full time Mayor need to put in to run the City. He appreciates that there will also be a need for a City Administrator because of the complexity of running a City, which is increasing exponentially. He thinks there should be more consideration given to these issues.

Mayor Guzak asked Councilmember Hamilton if he suggests a special meeting.

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Councilmember Hamilton responded a special meeting or ad hoc committee to review it.

Councilmember Burke stated if “Yes” passes, it’s a full time position and needs to provide a wage.

Mayor Guzak stated it does not necessarily have to be a full time position. Some cities have a part time Mayor. For example, Marysville started with a part time Mayor.

Attorney Weed stated it is important to note that under State law, the Council sets the salary for the elected position of Mayor and it would be implemented by Ordinance. There aren’t any rules or guidelines in the law as to what salary the Council sets. A lower salary versus a higher salary might influence who would decide to run for the elected position of Mayor, but the Council cannot dictate to any elected Mayor how many hours they choose to devote to doing the job. How the Council sets the salary might influence, to some degree, the level of commitment that an elected Mayor may opt to work in that capacity. It also has an indirect effect on the position of Mayor whether the Council decides to create a position or not that’s entitled something like City Administrator or Chief Administrative Officer. This would be someone who provides administrative support to the elected Mayor. A City Administrator is not required, but if the Council chooses to create the position and fund it through the budget, it would be available to take some of the burden off of an elected Mayor. It comes at a cost and is a policy decision for the Council to make. The appointment of the City Administrator under State law is up to the elected Mayor. Therefore, the City Administrator would likely be under an employment contract with the City. Under a strong mayor form of government, the Mayor is the Chief Personnel Officer for the City and makes decisions on the hiring and firing of all City personnel. It’s also not required that you have a salary for an elected Mayor established prior to the filing date to run for the position, but it might be a prudent thing to do.

Mayor Guzak noted another issue is that there will need to be a Resolution to authorize an election too.

Attorney Weed confirmed that it is a key step which is time sensitive. To make the February ballot, he believes there is a December 16 deadline.

Councilmember Schilaty stated it appears the Council should direct staff to prepare the Resolution to authorize the election so it can be ready to pass at the December 5 meeting, if necessary. She also noted information about salaries should be provided at that time.

Mr. Bauman suggested that staff prepare a report that contains salary survey information regarding similar cities related to population range and what those Mayors are paid and do the same for City Administrators on the same date. The Association of Washington Cities provides fairly detailed salary data information. An Ordinance can be prepared for the positions of Mayor and City Administrator, and staff can provide a proposed salary which can be easily amended by the City Council as part of its deliberations if it reaches a decision about what the amount should be on December 5. If not, another special meeting date prior to December 16 can be scheduled.

Councilmember Hamilton stated this could potentially be a full time position and they may be required to put in a lot of hours. A ceremonial Mayor does a lot of things a strong Mayor doesn’t have to do. An elected Mayor has a lot more responsibilities. The Council needs to decide what an appropriate compensation will be. It’s a difficult issue.

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Councilmember Schilaty noted the Council cannot mandate what amount of time the Mayor will put in, but they can mandate the time that a City Administrator is serving the City and that is something the Council can address, and adjust at a later date if necessary.

Councilmember Hamilton stated when reviewing the budget, he noticed the Hospital District receives 2.3% of the average property tax bill and the Council doesn't know anything about it. He would like to know how that money is used and what benefit do the City citizens receive from that. He would like a presentation from Everett Health Monroe's CEO.

Mr. Bauman will contact the Hospital District and schedule a Council a presentation.

11. COUNCILMEMBER COMMENTS/LIAISON REPORTS:

Councilmember Rohrscheib stated the Public Safety Commission met last week and discussed the impending new contract with the Snohomish County Sheriff's Department. They also spoke about Initiative 41 or 49, which dealt with the confiscation of weapons after a report is filed.

Chief Flood stated there is the ability for certain family members to take a more proactive role when it comes to individuals they suspect might be suffering from some sort of mental illness and have access to weapons. As it stands now, there are limitations what can and cannot be done. The passage of this initiative opens the door to expedite the process. One concern is the potential abuse. Law enforcement will have to cautious regarding malicious reporting.

Councilmember Hamilton stated the Planning Commission met and approved the Comp Plan Amendment. Community Transit is working on their budget for 2017.

12. MANAGER'S COMMENTS:

Mr. Bauman stated the Police Department remodeling project is moving along at a brisk pace. The walls are being painted. The basic construction is completed and they expect basic completion by Wednesday of next week.

In light of information received from the School District regarding the use of boardroom no longer being available to the City after August 2017, the City will be expediting its efforts on the Carnegie Building remodeling project. Staff would like to conduct a City Council meeting in the Carnegie Building on January 3, 2017. It will not by any means be a completely finished product, but a mock up of how audio-visual equipment could be used and some options for Council to consider and provide further feedback for staff as they complete the project.

The Fire District #4 Board of Commissioners reached out to the City and asked for an opportunity to have a joint meeting with the Council. Mr. Bauman believes this could be scheduled in early 2017, but there is no specific date or agenda at this time. He would like the Council to consider what agenda items they would like to have for this meeting.

Staff has selected the Collector's Choice Restaurant for the December 6, Appreciation Reception, scheduled from 5:30 to 8:30 p.m.

Upcoming holiday events include Home for the Holidays and Santa's Arrival on Saturday, November 26, 11:00 a.m., at the Avenue A gazebo. There will also be sipping and shopping

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occurring on December 3 from 4-8:00 p.m. On December 4, there will be the Chase the Grinch out of Snohomish event starting at 9:00 a.m. at the Boys and Girls Club.

13. MAYOR’S COMMENTS:

Mayor Guzak is looking forward to the Boards and Commissions Appreciation Reception on Tuesday, December 6 from 5:30 to 8:30 p.m. at Collector’s Choice.

14. ADJOURN at 9:27 p.m.

APPROVED this 5th day of December 2016

CITY OF SNOHOMISH

ATTEST:

Karen Guzak, Mayor

Pat Adams, City Clerk

PUBLIC HEARING 5

Date: December 5, 2016
To: City Council
From: Larry Bauman, City Manager
Subject: **Adoption of the 2017 Budget – Second Public Hearing**

SUMMARY: The purpose of this agenda item is to receive final public testimony regarding the 2017 Budget. Ordinance 2318 for budget adoption is provided for City Council consideration (Attachment A).

BACKGROUND: As the City Council is aware, a workshop was held on October 18, 2016, for review of the Recommended Budget at the departmental level. The following are changes to the September 30th Recommended 2017 Budget, as directed by City Council during the budget workshop or other updated budget allocation amounts that were unknown at the time of the publication of the Recommended Budget and actions taken during the budget development process for 2017:

- Updated 2017 Non-Departmental expenditures for contribution to the Snohomish Health District
 - Impact +\$19,250
- Updated 2017 Non-Departmental expenditures for the publication of the quarterly City magazine
 - Impact +\$13,500

As a result, the budget document provided as a basis for the public hearings is modified from the September 30 Recommended 2017 Budget. The City's final 2017 Budget is available for public review online at the City's webpage at <http://snohomishwa.gov/DocumentCenter/View/3147>

ANALYSIS: Overall revenues for the 2017 Budget are projected at \$28,153,060 plus beginning fund balance of \$19,148,657, for total 2017 sources of \$47,301,717. Continued trends of modest revenue growth, coupled with the pressures of inflation and increasing expenditures require a continued conservative approach to allocation of resources. Budget reductions made in virtually every department and operational division during 2009-2012 and the effort to restore resources in 2013-2016 have been met with future structural imbalances in the General Fund, as forecasted revenues are not expected to support increasing expenditures, thus impacting reserve levels. A five-year financial plan and modeling effort is proposed to continue in 2017 to tackle the City of Snohomish's General Fund financial condition.

For the 2017 Budget, projected revenues do not support the continued restoration of resources started in 2013; however, the 2017 Budget largely continues a conservative budgeting approach initiated at the start of the economic recession beginning in 2009. The economic conditions caused during this recession continued in lessening degrees in the most recent years but have

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continued to impact the City's operational budgets primarily in the form of constrained growth in sales tax revenues. It is sales tax revenue that accounts for the largest share of the City's General Fund resources. The General Fund is the City's core budget fund and supports the costs of basic governmental services: police, streets maintenance, parks, facilities and fleet maintenance, planning services, economic development and general administration of City government. 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 General Fund revenues should be relied upon as sustainable trends. As it did for 2016, this budget projects a modest increase in revenue sources for the General Fund in 2017.

The 2017 budget includes changes supported by Council during the 2017 budget development workshop and discussions as listed below:

- Leave 5 positions vacant - two new vacated positions; Water Treatment Plant Operator (Water Fund) and Community Services Officer (Law Enforcement), plus the three positions previously vacated for 2016, which were the Office Assistant II (City Manager division), Utility Engineering Specialist (Engineering division), and Maintenance Worker I (Water Fund);
- Add \$19,250 for Snohomish Health District support; and
- Add \$13,500 for publication of quarterly City magazine.

The goals and action strategies of the City's Strategic Plan were also provided as reference points for Council to develop both 2017's budget priorities and annual goals. The annual budget is the primary implementation tool for the Strategic Plan goals and action strategies. For 2017, the City Council has developed a revised list of goals focused on achieving results primarily with existing staff. The recommended amounts for the 2017 Budget appear sufficient to achieve these Council goals.

The 2017 Budget is essentially conservative in its dependence on projected revenue growth and in recommending additional expenditures from revenue sources. The primary objectives of the additional expenditures for personnel, maintenance costs, and technology investments are to support the ongoing work of staff in meeting community service demands.

Major cost drivers affecting the 2017 Budget include:

- Law enforcement and criminal justice costs continue as significant cost elements for General Fund expenditures although no new significant costs for law enforcement have been identified to date; Parks and Streets operating costs increase based on additional maintenance requirements associated with new capital improvement projects;
- Personnel benefit increase primarily due to medical premium increases.

The 2017 Budget anticipates a total of \$18,915,385 of ending, restricted, assigned, committed and unassigned fund balances. This is a decrease of \$233,272 from the 2016 estimated ending balance figures. The General Fund ending balance declines approximately \$64,828 but still meets the Council-approved policy of maintaining at minimum a 15% - 20% reserve for this

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fund. The Enterprise Utility Funds are estimated to increase \$89,074, and these funds are largely restricted and assigned for operating reserve, capital improvements and debt service obligations. The increases are a result of rate changes, revised and planned capital improvements, debt service obligations and operating reserve requirements. The reserves in the Facilities/Fleet, Equipment Replacement and Information Services internal service funds are committed for future capital equipment replacements and new purchases and are projected to increase \$118,617.

Utility rate adjustments include a 2.25% increase for Water rates and a 2.0% increase for Stormwater rates in 2017. Wastewater rates will decrease overall by 10%. The projected reserves in the Fleet/Facilities Fund (\$590,508) and Information Services Fund (\$184,410) are for future capital equipment replacements and new purchases based on an updated equipment replacement plan for each type of asset. The following is a summary list of estimated beginning and ending fund balance for 2017:

Fund	Fund Name	Estimated Beginning Fund Balance	2017 Revenue Recommended Budget	2017 Expenses Recommended Budget	Estimated Ending Fund Balance
001	General	1,745,196	9,095,305	9,160,133	1,680,368
102	Streets	121,494	1,044,175	1,051,670	113,999
104	Park Impact Fee	359,949	135,230	0	495,179
107	Visitor Promotion	6,956	8,020	11,500	3,476
108	PBIA	18,830	24,075	20,000	22,905
113	Police Seizure	56,437	0	55,000	1,437
117	Real Estate Excise Tax	1,037,841	601,800	852,875	786,766
125	Traffic Impact Fee	450,030	349,306	145,000	654,336
205	Debt Service	14,054	60,773	61,223	13,604
310	Municipal Capital Projects	98,925	665,000	730,000	33,925
311	Street Capital Projects	425,649	2,510,500	2,929,281	6,868
401	Water Utility	2,586,613	2,787,078	2,709,512	2,664,179
402	Wastewater Utility	7,787,797	4,727,509	4,737,490	7,777,816
403	Solid Waste	-13,103	2,091,000	2,050,432	27,465
404	Stormwater Utility	1,909,394	1,627,300	1,646,379	1,890,315
501	Fleet & Facilities	578,678	922,950	911,120	590,508
502	Information Services	151,872	559,255	526,717	184,410
503	Self-insurance	4,600	5,010	5,000	4,610
505	Equipment Replacement	199,530	136,249	62,000	273,779
604	Carnegie Restoration	35,387	25	35,000	412
130	TBD	1,572,528	802,500	686,000	1,689,028
Fund Totals		19,148,657	28,153,060	28,386,332	18,915,385

PUBLIC HEARING 5

STRATEGIC PLAN REFERENCE: The 2017 Budget responds generally to the scope as well as to specific initiatives of the current Strategic Plan.

RECOMMENDATION: That the City Council **CLOSE** the public hearing for public testimony and consideration of the **2017 Budget and ADOPT Ordinance 2318** approving the **2017 Budget**.

ATTACHMENT: Ordinance 2318 – 2017 Budget

REFERENCE DOCUMENT: 2017 Recommended Budget (website link):
<http://snohomishwa.gov/DocumentCenter/View/3147>

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2318

AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF SNOHOMISH, WASHINGTON FOR THE YEAR 2017, AND SETTING FORTH IN SUMMARY FORM THE TOTALS OF ESTIMATED BEGINNING FUND BALANCES, REVENUES, AND APPROPRIATIONS FOR EACH SEPARATE FUND, AND ENDING FUND BALANCES FOR ALL SUCH FUNDS COMBINED

WHEREAS, State law requires that the City adopt an annual budget before the end of each calendar year; and

WHEREAS, the City Council has held a public workshop on October 18, 2016 for the purpose of preparation of the City's 2017 Budget; and

WHEREAS, the City Manager has recommended a budget as provided by law; and

WHEREAS, on November 1, 2016 and November 15, 2016, the City Council held public hearings on the City Manager's 2017 Recommended Budget, also as required by law;

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

Section 1. In accordance with the provisions of RCW 35A.33.075, the budget of the City of Snohomish for 2017, in aggregate amount of \$47,534,989 is hereby adopted.

Section 2. The totals of budgeted revenues and appropriations for each separate fund are set forth in summary form as follows:

PUBLIC HEARING 5

Summary Revenues, Expenditures, and Fund Balance

Fund	Fund Name	Estimated Beginning Fund Balance	2017 Revenue Recommended Budget	2017 Expenses Recommended Budget	Estimated Ending Fund Balance
001	General	1,745,196	9,095,305	9,160,133	1,680,368
102	Streets	121,494	1,044,175	1,051,670	113,999
104	Park Impact Fee	359,949	135,230	0	495,179
107	Visitor Promotion	6,956	8,020	11,500	3,476
108	PBIA	18,830	24,075	20,000	22,905
113	Police Seizure	56,437	0	55,000	1,437
117	Real Estate Excise Tax	1,037,841	601,800	852,875	786,766
125	Traffic Impact Fee	450,030	349,306	145,000	654,336
205	Debt Service	14,054	60,773	61,223	13,604
310	Municipal Capital Projects	98,925	665,000	730,000	33,925
311	Street Capital Projects	425,649	2,510,500	2,929,281	6,868
401	Water Utility	2,586,613	2,787,078	2,709,512	2,664,179
402	Wastewater Utility	7,787,797	4,727,509	4,737,490	7,777,816
403	Solid Waste	-13,103	2,091,000	2,050,432	27,465
404	Stormwater Utility	1,909,394	1,627,300	1,646,379	1,890,315
501	Fleet & Facilities	578,678	922,950	911,120	590,508
502	Information Services	151,872	559,255	526,717	184,410
503	Self-insurance	4,600	5,010	5,000	4,610
505	Equipment Replacement	199,530	136,249	62,000	273,779
604	Carnegie Restoration	35,387	25	35,000	412
130	TBD	1,572,528	802,500	686,000	1,689,028
Fund Totals		19,148,657	28,153,060	28,386,332	18,915,385

Section 3. The City Clerk is directed to transmit a certified copy of the budget, hereby adopted, to the Office of the Auditor of the State of Washington, Division of Municipal Corporation, and to the Association of Washington Cities.

Section 4. This ordinance shall take effect and be in force January 1, 2017.

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

CITY OF SNOHOMISH

By _____
KAREN GUZAK, MAYOR

Attest:

Approved as to form:

By _____
PAT ADAMS, CITY CLERK

By _____
GRANT K. WEED, CITY ATTORNEY

Date of Publication: _____

Effective Date: _____

ACTION ITEM 6a

Date: December 5, 2016
To: City Council
From: Sharon Pettit, Building/Fire Official
Subject: **Ordinance 2319 Updating Snohomish Municipal Code Chapter 19.04 Building Codes**

SUMMARY: State rules require all municipalities to adopt local building codes consistent with the State Building Code. The State Building Code Council (SBCC) is charged with keeping the State Building Code up to date. Every three years, the model codes which the State Building Code is based on are updated. The model codes were updated in 2015 and in 2016 the SBCC adopted an updated State Building Code. The City building code must be updated to be consistent with the new State Building Code.

BACKGROUND: The State Building Code uses the following model codes:

- International Building Code
- International Residential Code
- International Mechanical Code
- International Fire Code
- Uniform Plumbing Code

The publishers of the model codes updated their codes in 2015. On July 1, 2016, in accordance with Chapter 19.27 RCW and after following a public process, the SBCC adopted amended versions of the model codes as the State Building Code.

Even though the City has not yet updated the City building code, staff has administered and enforced the 2015 editions of the Washington State Building Codes since July 1, 2016, as is mandated by Chapter 19.27 RCW.

Snohomish Municipal Code (SMC) 19.04 is the City's building code. The proposed ordinance will make SMC 19.04 consistent with the newly-adopted State Building Code.

ANALYSIS: The International Codes are adopted throughout the world and most changes come in response to natural and man-made disasters that effect life and property. The Codes are minimum standards to protect life safety. Specific to the 2015 editions there have not been substantive changes. Rather, as a result of the three-year update cycle, sections have been renumbered; language clarifications provided, obsolete language removed, and advancement in technology/terminology are now incorporated into the new editions. The amendments to SMC 19.04 correct section numbers, language, and terminology so as to be consistent with the State Building Codes.

BUDGETARY IMPACTS: None

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STRATEGIC PLAN REFERENCE: Not Applicable

RECOMMENDATION: That the City Council ADOPT Ordinance 2319, amending Snohomish Municipal Code Title 19.04 Building Codes, pursuant Chapter 19.27 RCW, updating the code to be consistent with the State building code and providing specific requirements applicable to the City of Snohomish.

ATTACHMENT: Ordinance 2319

ACTION ITEM 6a

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2319

AN ORDINANCE OF THE CITY OF SNOHOMISH RELATING TO THE CITY'S BUILDING CODES; REPEALING CURRENT CHAPTER 19.04 OF THE SNOHOMISH MUNICIPAL CODE; REPEALING ORDINANCE 2259; ENACTING AND ADOPTING A NEW CHAPTER 19.04 OF THE SNOHOMISH CITY BUILDING CODE CONSISTING OF THE INTERNATIONAL BUILDING CODE WITH LOCAL REVISIONS, THE INTERNATIONAL RESIDENTIAL CODE WITH LOCAL REVISIONS, THE UNIFORM PLUMBING CODE WITH LOCAL REVISIONS, THE INTERNATIONAL MECHANICAL CODE WITH LOCAL REVISIONS, THE INTERNATIONAL FIRE CODE WITH LOCAL REVISIONS, THE INTERNATIONAL PROPERTY MAINTENANCE CODE, AND THE INTERNATIONAL ENERGY CONSERVATION CODE OF THE STATE OF WASHINGTON; AND RESPECTIVE APPENDICES.

WHEREAS, the City previously enacted Ordinance 2259 which formally adopted a number of building and construction codes with local revisions; and

WHEREAS, since the enactment of Ordinance 2259, the State Building Code Council has mandated the adoption of new building and construction codes; and

WHEREAS, it is recommended that Chapter 19.04 of the Snohomish Municipal Code (SMC) be repealed and replaced with a new Chapter 19.04 that formally adopts these new building and construction codes with local revisions; and

WHEREAS, the City Council of the City of Snohomish finds it to be in the public interest and the interest of public health, safety, and welfare to repeal SMC Chapter 19.04 and adopt a new SMC Chapter 19.04 that formally adopts the new building and construction codes mandated by State law with local revisions;

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

Section 1. Ordinance 2259 is hereby repealed.

Section 2. Building, plumbing, mechanical, and fire suppression/detection permits which have been issued at the time of adoption of this Ordinance will continue to be governed and administered according to the City of Snohomish Code provisions in effect at the time of their issuance, except permits that have expired by limitation which are subject to the provisions and requirements of the newly adopted codes of the City of Snohomish.

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Section 3. Current SMC Chapter 19.04 is hereby repealed in its entirety and replaced by the following new SMC Chapter 19.04:

Chapter 19.04

BUILDING CODES

Sections:

- 19.04.010 Title
- 19.04.020 State Building Code Act RCW 19.27 Adopted
- 19.04.030 Department of Building Safety Established
- 19.04.031 City Building/Fire Official Designation
- 19.04.032 Snohomish County Fire District #4 Service Area
- 19.04.033 City and Fire District Services Coordination
- 19.04.034 Policies and Procedures
- 19.04.035 Appeals of Orders, Decisions, or Determinations to City Land Use Hearing Examiner
- 19.04.036 Work Exempt from Permits
- 19.04.037 Reserved for Future Use
- 19.04.038 Substantially Damaged Buildings, Substantially Improved Buildings – Adherence to Adopted Codes
- 19.04.039 Inspection Requirements, Process and Penalties
- 19.04.040 International Building Code and Appendices Adopted by Reference with Amendments. WAC Chapter 51-50
- 19.04.041 International Building/Residential Code – Residential Use Structures under One Hundred Twenty Square Feet
- 19.04.042 International Building/Residential Code – Non-Residential Use Structures – Other Requirements
- 19.04.050 International Residential Code and Appendices Adopted by Reference with Amendments. WAC Chapter 51-51
- 19.04.060 Uniform Plumbing Code and Appendices Adopted by Reference with Amendments. WAC Chapters 51-56
- 19.04.070 International Fire Code and Appendices Adopted by Reference with Amendments. WAC Chapter 51-54A
- 19.04.080 International Mechanical Code and Appendices Adopted by Reference with Amendments. WAC Chapter 51-52
- 19.04.090 International Property Maintenance Code and Appendices Adopted by Reference
- 19.04.140 International Energy Conservation Code of the State of Washington and Appendices Adopted by Reference, WAC Chapters 51-11C and 51-11R
- 19.04.170 Permit To Construct
- 19.04.180 Permit Validity – No Authority to Violate Codes or Ordinances
- 19.04.181 Permit Payment of Fees, Work Commencement to be Considered Valid
- 19.04.182 Permit Expiration and New Permit Application Requirements
- 19.04.183 Permit Renewal Requirements
- 19.04.190 Permit Issuance Prerequisite – Private Sewage Disposal Permit
- 19.04.200 Permit Fees – Generally

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- 19.04.210 Fees
- 19.04.220 Permit Fees – Waived
- 19.04.230 Permit Fees – Basics
- 19.04.235 Permit Fees – Refunds
- 19.04.240 Permit Fees – Contributed
- 19.04.300 Approval of Application and Appeals
- 19.04.310 Appeals
- 19.04.400 Code Adoption – Purpose
- 19.04.500 Disclaimer of Liability
- 19.04.510 Validity
- 19.04.520 Violation – Penalty – Effective

19.04.010 Title. This chapter shall be known as the “Snohomish City Building Code” and it will hereinafter be referred to as “the Code.” The Code shall consist of all State, International, or Uniform Codes included in or incorporated in this chapter including local amendments.

19.04.020 State Building Code Act RCW 19.27 Adopted. The State Building Code Act, RCW Chapter 19.27, is hereby adopted by reference.

19.04.030 Department of Building Safety Established. There is established in the City the Department of Building Safety and shall be under the administration and operational control of the Building/Fire Official as approved by the City Manager. The Building/Fire Official shall have the power and duties as set forth in this chapter and as set forth in the model codes adopted by reference in this chapter. The Department of Building Safety shall be the “administrative agency” or “authority having jurisdiction” as may be referenced in any code adopted except where regulated or governed by another agency.

19.04.031 City Building/Fire Official Designation. The City of Snohomish designates the City Building Official as the City Fire Official, who shall be known as the City Building/Fire Official. Where the adopted codes reference Fire Code Official shall mean Building/Fire Official.

19.04.032 Snohomish County Fire District #4 Service Area. The City of Snohomish is within the Snohomish County Fire District #4 service area. As may be referenced in the adopted codes for the City of Snohomish, known as the “Fire District”.

19.04.033 Fire District Services Coordination. The City is the official responsible party for administration and enforcement of all adopted codes. The Fire District may designate an Agent to coordinate plan review, inspection, and enforcement activity with the City Building/Fire Official. Applicable fees shall be as established by City Council resolution.

19.04.034 Policies and Procedures. In addition to amendments located in the body of this adoption, the City Building/Fire Official may establish policies and procedures to clarify requirements for construction located within City Limits.

19.04.035 Appeals of Orders, Decisions, or Determinations to City Land Use Hearing Examiner. Upon adoption of this chapter, all references to Boards of Appeals, Building

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Construction advisory and appeals board, hearing advisory and appeals board, or other appellate board in any code adopted by reference, shall be replaced with and shall refer to the City Land Use Hearing Examiner. The process for appeals shall be in accordance with 19.04.310 SMC. Appeal fees shall be as established by City Council resolution.

19.04.036 Work Exempt from Permits. Where referenced in the adopted codes, provisions for work exempt from permits shall mean this section. Work exempt from permit requirements of this Code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this Code or any other laws or ordinances of this jurisdiction. Unless regulated elsewhere, permits shall not be required for the following:

Building:

1. One story detached accessory structures used as tool and storage sheds in accordance with Section 19.04.041 SMC; playhouses and similar uses provided the floor area does not exceed 120 square feet, provided that placement and setbacks of these structures are subject to the provisions of Snohomish Municipal Code (SMC) Title 14 Land Use Code. A minimum separation of 6 feet shall be maintained between any structures and the accessory structure or required fire walls as provided by the applicable code.
2. Residential fences, except those located within the Historic Business District, the Pilchuck District or located on or within City right-of-way.
3. Oil derricks.
4. Painting, papering, tiling, carpeting, and similar finish work. In general this includes like for like changes of cabinetry and laminate counter tops. A building permit may be required for new cabinetry where additional structural supports are required and for the installation of counter tops constructed of stone, granite or similar heavier weight materials that can increase structural loading of existing floor systems and require additional structural support.
5. Temporary motion picture, television, and theater stage sets and scenery unless regulated elsewhere.
6. Prefabricated swimming pools accessory to a Group R-3 occupancy, which are less than 24 inches deep, do not exceed 5,000 gallons, and are installed entirely above ground.
7. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems unless regulated elsewhere.
8. Swings and other playground equipment accessory to detached one and two family dwelling units unless regulated elsewhere.
9. Limited grading of no more than six (6) cubic yards cut or fill, related to lawn or garden care only and that involves no work performed within any critical areas or buffers.

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Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or appliance or make such equipment or appliance unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation appliances, cooling units or evaporative cooling equipment.
3. Portable fuel cell appliances that are not connected to a fixed piping system, no structural attachment and are not interconnected to a power grid.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste, or vent pipe, provided that if any concealed trap, drain pipe, water, soil, waste, or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures causing such work to be considered new.

Emergency Repairs: Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within twenty-four hours or the next business day of the work being performed and the work shall be left exposed for inspection.

Ordinary Repairs – Limitations: Repairs shall not include the cutting away of any wall, partition, or portion thereof, the removal or cutting of any structural beam or load bearing support, or the rearrangement of parts of a structure affecting the egress requirements, or removal or change of any means of egress; nor shall ordinary repairs include addition to, alteration of, replacement, or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical, or other work affecting public health or general safety.

Public Service Agencies: A permit shall not be required for the installation, alteration, or repair of generation, transmission, distribution, or metering or other related equipment that is under the ownership and control of public service agencies by established right, except where regulated under other applicable codes or regulations governed under the Snohomish Municipal Code.

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19.04.038 Substantially Damaged Buildings, Substantially Improved Buildings – Adherence to Adopted Codes.

General: Where a building or structure has sustained substantial damage or where substantial improvements are proposed and the value of work exceeds fifty percent (50%) of the market value of the building or structure before the damage or the improvements, the entire building or structure shall be subject to and be brought into compliance with the applicable codes as for new construction.

For applications for reconstruction, rehabilitation, repair, alteration, addition or other improvement of existing buildings or structures located in flood hazard areas, the building official shall determine if the proposed work constitutes substantial improvement or repair of substantial damage. Where the building official determines that the proposed work constitutes substantial improvement or repair of substantial damage, and where required by this code, the building official shall require the building to meet the requirements of the International Building Code Section 1612 and where applicable other provisions within the Snohomish Municipal Code apply.

Market value may be determined utilizing established Snohomish County Assessor's Office, Tax Parcel Assessed Valuation, or an appraisal conducted on behalf of the applicant by a commercial appraisal service licensed to perform such work, and as approved by the Building/Fire Official.

Exceptions:

- A. Work to Designated Historic Structures. Designated historic structures are an important expression of the City's cultural history. To encourage preservation efforts and continued use of designated historic structures, where proposed work is estimated to exceed fifty percent (50%) of the market value of the structure prior to the proposed work, the entire structure shall not have to be brought in compliance with current code requirements provided the proposed work is done in accordance with the requirements provided below:
1. The proposed work complies with the codes adopted by this chapter and all other applicable provisions of the Snohomish Municipal Code and other applicable state and federal laws and regulations.
 2. Where proposed work does not impact and/or require the removal and/or alteration of load-bearing members that are essential to the structural frame.
 3. Where proposed work does not involve all areas of the structure and the work does not impact load bearing members or the structural frame.
 4. Where the proposed work involving load bearing members and/or the structural frame is limited to the installation of drywall and/or insulation.
 5. To the extent that this chapter otherwise requires the installation of an automatic fire sprinkler system and/or automatic fire alarm system in the structure, that requirement(s) shall apply and no exception shall be made hereunder.

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6. If the proposed work involves a change in use of the structure and the change of use triggers additional exiting requirements, such exiting requirements shall apply and no exception shall be made hereunder.
 7. If the proposed work involves a change in use of the structure, the change of use shall be in accordance with the Snohomish Municipal Code, including but not limited to this chapter and the Land Use Code contained in SMC Title 14.
 8. Where the proposed work has little likelihood of being accomplished because the existing structural conditions require the removal or alteration of a load-bearing member that is an essential part of the structural frame, or because other existing physical or site constraints prohibit modifications or addition of elements, spaces, or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility are technically infeasible. Alternate methods and materials may be utilized as approved by the Building/Fire Official.
 9. In no case shall the proposed work and/or change in use cause the structure to become unsafe, create an unsafe condition, and/or create a fire and life safety hazard.
- B. Where substantial damage or substantial improvements does not include the removal or cutting away of any wall, partition, or portion thereof, the removal or cutting of any structural beam or load bearing support, or the rearrangement of parts of a structure affecting the egress requirements.
- C. Where other regulations govern specific or more restrictive adherence to the codes as adopted by the City.

19.04.039 Inspection Requirements, Process and Penalties.

It shall be the duty of the owner (~~(permit holder)~~) or their authorized agent to notify the Building/Fire Official when the work requiring inspection under the adopted Code is ready for inspection. It shall also be the duty of the owner (~~(permit holder)~~) or their duly authorized agent to provide access to and means for inspections of work.

The owner (~~(permit holder)~~) or their authorized agent shall make Inspection Requests in a form and/or process as designated by the City.

The owner (~~(permit holder)~~) or their authorized agent shall ensure the work to be inspected is complete and ready for the type of inspection requested and conforms to the approved construction drawings. It shall be the duty of the owner (~~(permit applicant)~~) or their authorized agent to cause the work to remain accessible and exposed for inspection purposes, and shall not be covered or placed in service until the Building/Fire Official or his or her designee performs an inspection and the work is approved.

Whenever any work subject to inspection is covered or concealed without the benefit of inspection, the Building/Fire Official shall have the authority to require that such work be

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exposed for inspection. Where the work is placed in use, the Building/Fire Official shall have the authority to have the use discontinued, which may include disconnection of power or other public utilities. Neither the Building/Fire Official or his or her designee, or the City of Snohomish shall be liable for the expense entailed in the removal or replacement of any material required or the disconnection/reconnection of any public utilities or equipment, to allow inspection.

The Building/Fire Official shall have the authority to impose Reinspection Fees as adopted by City Council resolution or Penalties as described in 19.04.520 SMC, where a owner (~~permit holder~~) or their authorized agent violates provisions of the adopted codes. Where Reinspection Fees or Penalties are imposed, the owner (~~permit holder~~) or their authorized agent is not relieved from correcting the violation.

19.04.040 International Building Code and Appendices Adopted by Reference with Amendments. WAC Chapter 51-50.

The following documents are hereby adopted by reference:

- A. The International Building Code, 2015 (~~(2012)~~) edition, including Appendix Chapters C, E, F, G, H, I, J and the 2015 (~~(2012)~~) edition of the International Existing Building Code, that are published by the International Code Council.
- B. The Twentieth (~~(Eighteenth)~~) Edition of the Fire Resistive Design Manual, published by the Gypsum Association.
- C. Fees as established by City Council resolution.

The following amendments to the International Building Code are adopted:

Section [A] 101.4 Referenced Codes is amended as follows:

The other codes listed in Sections 101.4.1 through 101.4.6 and referenced elsewhere in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference.

101.4.1 Electrical. Where referenced as the ICC Electrical Code shall be replaced with the National Electric Code. The authority having jurisdiction over this code is the Washington State Department of Labor and Industries, Electrical Division.

[A] 101.4.2 Gas. The provisions of the 2015 (~~(2012)~~) International Fuel Gas Code, and where applicable, the 2015 (~~(2012)~~) National Fuel Gas Code (NFPA 54) and the 2015 (~~(2012)~~) Liquefied Petroleum Gas Code (NFPA 58) adopted under WAC Chapter 51-52.

[A] 101.4.3 Mechanical. The provisions of the 2015 (~~(2012)~~) International Mechanical Code WAC Chapter 51-52 shall apply to the installation, alterations, repairs, and replacement of mechanical systems, including equipment, appliances, fixtures, fittings, and/or appurtenances, including ventilating, heating, cooling, air-conditioning, and refrigeration and refrigeration systems, incinerators, and other energy-related systems.

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[A] 101.4.4 Plumbing. Where referenced as the International Plumbing Code shall be replaced with the 2015 ((2012)) Uniform Plumbing Code. The provisions of the 2015 ((2012)) Uniform Plumbing Code, WAC Chapter 51-56, including Appendices A, B and I and exclude Chapters 12 and 14 ((15)), and those requirements relating to venting and combustion air or fuel fire appliances as found in Chapter 5. The Uniform Plumbing Code shall apply to the installation, alteration, repair, and replacement of plumbing systems, including equipment, appliances, fixtures, fittings, and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The authority having jurisdiction for regulation of private sewage disposal systems is the Snohomish Health District. The construction and installation of side sewers, water meter services, water, or sewer mains, or other related construction are also governed by the current adopted edition of the Snohomish Public Works Standards. Where, in any specific case, different sections of this code or other codes and standards adopted by the City specify different materials, methods of construction, or other requirements, the most restrictive shall govern. Where a conflict exists between the provisions of Appendix I and the manufacturer's installation instructions, the conditions of the listing and manufacturer's installation instructions shall apply. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

[A] 101.4.5 Property Maintenance. The provisions of the 2015 ((2012)) International Property Maintenance Code shall apply to all existing residential and nonresidential structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for the administration, enforcement and penalties.

[A] 101.4.6 Fire Prevention. The provisions of the 2015 ((2012)) International Fire Code, WAC Chapter 51-54A, shall apply to matters affecting or relating to structures; processes and premises from the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; from conditions hazardous to life, property, or public welfare in the occupancy of structures or premises; and from the construction, extension, repair, alteration, or removal of fire suppression and alarm systems or fire hazards in the structure or on the premises from occupancy or operation. Where, in any specific case, different sections of this code or other codes and standards adopted by the City specify different requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall apply.

[A] 101.4.7 Energy. The provisions of the 2015 ((2012)) International Energy Conservation Code of the State of Washington adopted under WAC 51-11C and 51-11R shall apply to commercial and residential building sites and associated systems and shall be the maximum and minimum energy code for residential construction in each city, town or county. The 2015 ((2012)) International Energy Conservation Code of the State of Washington is also referred to as the 2015 ((2012)) Washington State Energy Code. This code shall regulate the design and construction of buildings for the effective use and

ACTION ITEM 6a

conservation of energy over the useful life of each building and is intended to provide flexibility to permit the use of innovative approaches and techniques to achieve this objective. This code is not intended to abridge safety, health or environmental requirements contained in other applicable codes or ordinances. Where conflicts arise, the provisions of WAC 51-11C and 51-11R shall govern.

Section [A] 103.3 Deputies is amended to add the following paragraphs:

Snohomish County Fire District #4, Chief Fire Officer or their designee, under the direction of the Building/Fire Official, is authorized and deputized to enforce the provisions of the fire and life safety requirements of this code. It shall be recognized that the City retains jurisdiction in all matters relating to the adopted codes.

Snohomish Police Department, the Police Chief or their designee, under the direction of the Building/Fire Official, is authorized and deputized to assist in the enforcement of this code, including but not limited to assisting in the enforcement of Notices of Violations and/or Orders issued by the Building/Fire Official, Courts, or other jurisdictional powers.

Section [A] 105.1 – Permits is amended to read as follows:

Section [A] 105.1 Required. Except as specified in SMC 19.04.036, any owner or their authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first submit a complete permit application with the City and obtain the required permit.

Section [A] 105.1.1 Annual Permit is not adopted.

Section [A] 105.1.2 Annual Permit Records is not adopted.

Section [A] 105.5 Expiration is amended by the addition of the following section:

Section [A] 105.5.1. Detailed provisions for when a permit is considered valid, expired, and renewal requirements are provided in SMC 19.04.180, 19.04.181, 19.04.182 and 19.04.183.

Section [A] 107.1 Submittal Documents is amended by the addition of the following paragraph:

The applicant may be required to provide a survey of the property at the time of submittal. The survey shall be prepared by a surveyor, licensed by the State of Washington to perform such work. Where there is insufficient information regarding, including but not limited to, a legal lot, property lines, easements, rights of way, or other requirements of the Snohomish Municipal Code, a survey shall be required. The costs of the survey shall be borne by the permit applicant.

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Section [A] 109.6 Refunds is amended by the addition of the following sentence:

The provisions applicable to refunds shall be in accordance with SMC 19.04.235.

Section [A] 110.3 Required Inspections is amended to read:

Section [A] 110.3 Required Inspections. The Building/Fire Official or their designee, upon notification, shall make the inspections set forth in Sections 110.3.1 through 110.3.12. It shall be the duty of the owner (~~(permit holder)~~) or their authorized agent including person(s) performing the work to request required inspections in a timely manner and as the work progresses. For inspection requirements, process and penalties see Section 19.04.039. This duty is extended and applicable to all required inspections within the adopted referenced codes.

[A] 110.3.1 Footing and Foundation Inspection. Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms, reinforcing steel, anchor bolts, or hold-downs shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.

[A] 110.3.2 Concrete Slab and Under-Floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories, insulation, and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the sub-floor.

[A] 110.3.3 Lowest Floor Elevation. In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in Section 1612.5 shall be submitted to the Building/Fire Official.

[A] 110.3.4 Shear Walls. Includes interior and/or exterior wall frame construction, covering, nailing, anchor bolt, or hold-down placement prior to placing permanent exterior or interior wall covering. Alternate brace wall construction is considered part of this required inspection.

[A] 110.3.5 Frame Inspection. Framing inspections shall be made after the roof deck or sheathing, all framing, fire-blocking and bracing are in place; and pipes, chimneys, ducts, and vents to be concealed are complete; and the rough electrical, plumbing, heating, pipes and ducts are approved. Interior shear walls may be inspected either prior to or at the time of this inspection. The rough electrical is to be inspected and approved by the Washington State Department of Labor and Industries – Electrical Division prior to receiving a framing inspection by the City of Snohomish.

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[A] 110.3.6 Fire and smoke-resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and approved.

[A] 110.3.7 Insulation Placement. Insulation inspection shall be made after placement of batt or other insulation to exterior walls, floors, attics, or other conditioned space. Baffles in attic spaces, under-floor where vents are placed in rim joists. An insulation certificate shall be on site at the time the final inspection is conducted.

[A] 110.3.8 Lath and Gypsum Board Inspection. Lath and gypsum board and gypsum panel product inspections shall be made after lathing, ~~((and))~~ gypsum board and gypsum panel products, interior and exterior, ~~((is))~~ are in place, but before any plastering is applied or gypsum board and gypsum panel product joints and fasteners are taped and finished.

Exception: Gypsum board and gypsum panel products that are not part of a fire-resistance-rated assembly or a shear assembly.

[A] 110.3.9 Energy Efficiency Inspections. As required by the International Energy Conservation Code for Washington State as adopted under RCW Chapter 19.27.

[A] 110.3.10 Other Inspections. In addition to the inspections specified above, the Building/Fire Official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

[A] 110.3.11 Special Inspections. For special inspections, see IBC Chapter 17~~((04))~~. The Building/Fire Official shall also be notified when work requiring special inspection is ready for inspection to ensure compliance with adopted codes. IBC Chapter 1704 does not negate required inspections by the Building/Fire Official.

[A] 110.3.12 Final Inspection. The final inspection shall be made after all work required by the building permit is completed. Prior to requesting a final inspection by the Building/Fire Official, the permit holder or their authorized agent shall obtain the following inspections:

- 1) A final electrical inspection and approval by the Washington State Department of Labor and Industries – Electrical Division; and
- 2) A final inspection and approval of any requirements imposed by a City Department(s) or Agency as a condition of project approval; and where applicable
- 3) Flood Hazard Documentation. Where located in a designated flood hazard area, documentation of the elevation of the lowest floor as required in Section 1612.5.

Section [A] 111.3 Temporary Occupancy is amended by the addition of the following paragraph:

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All requirements imposed or conditions of permit approval must be completed and approved by the City before the Building/Fire Official will grant occupancy of a building or structure. Temporary certificates of occupancy or temporary occupancy will not be approved by the Building/Fire Official without first obtaining the approval of the Planning and Development Services Director or City Manager.

Section 113 – Titled Board of Appeals is hereby amended to read:

Section [A] 113 – Appeal of Orders, Decisions or Determinations to City Land Use Hearing Examiner.

Section [A] 113.1 General is amended to read as follows:

Section [A] 113.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building/Fire Official relative to the application and interpretation of this code, shall be made in writing to the City Land Use Hearing Examiner. Appeals shall be in accordance with Section 19.04.310.

Section [A] 113.2 Limitation on Authority. An appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally code or better form of construction is proposed. The Hearing Examiner shall have no authority to waive requirements of this code.

Section [A] 114 Violations.

Section [A] 114.4 Violation Penalties is amended to read as follows:

Section [A] 114.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters, or repairs a building or structure, occupies or uses a building or structure in violation of this code, or fails to comply with the approved construction documents including any conditions for approval, or directive of the Building/Fire official, or a permit or certificate issued under the provisions of this code shall be subject to penalties as prescribed in SMC 19.04.520.

Section [A] 115 Stop Work Order.

Section [A] 115.3 is deleted and replaced by the following:

Section [A] 115.3 Unlawful Continuance. Any person who shall continue any work after having been served with a stop work order, except where a person is directed by the Building/Fire Official to perform work to remove a violation or unsafe condition, shall be subject to the penalties as prescribed in SMC 19.04.520.

Section 117 Relocated or Moved Building(s) is hereby added to read as follows:

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Section 117.1 Relocated or Moved Buildings. Relocated or moved buildings or structures shall comply with the provisions of this code. A building permit is required to relocate or move a building(s) into or out of the City of Snohomish. The Building/Fire Official may not require compliance with all energy efficient standards where interior/exterior wall coverings are not removed, or other requirements for new construction except where the scope of work is considered a substantial improvement under SMC 19.04.038. Relocated or moved buildings shall meet the provisions of SMC Title 14 Land Use Code.

Section 117.2 Scope of Work. Requirements based on the scope of work may be determined on a case by case basis prior to issuance of the building permit.

Section 117.3 Structural Evaluation. Relocated or moved buildings shall be evaluated by a structural engineer licensed by the State of Washington to perform such work prior to the relocation or moving of a building. The Structural Engineer shall provide the Building/Fire Official with a written evaluation that includes: any existing structural defects that would prevent the proposed structure from being moved, temporary or permanent measures needed to make the structure sound to facilitate the move/relocation, and permanent structural corrections to make the structure occupiable. Buildings which are determined to be structural unsound shall not be relocated or moved until the building can be made structurally sound.

Section [F] 501.5 Fire District - Electronic/CAD Plan Set is hereby added to read as follows:

Section [F] 501.5 Fire District - Electronic/Cad Plan Set. Prior to final approval and issuance of a Certificate of Occupancy for new construction and substantial improvements, the permit holder or their authorized agent shall provide the Fire District with an electronic/CAD plan set on a format utilized by the Fire District. The electronic plan set shall contain detailed site plans, floor plans, fire protection/suppression systems, exiting systems, fire fighter hazards, fire hydrant locations and valves, fire department connections and locations of any and all fire department emergency communication equipment, or other information as required by the Fire District. The building and/or property owner is responsible for providing updated electronic/CAD plan sets upon changes in occupancy, tenant improvement, or changes to the site.

~~((Section 504.2 Automatic Sprinkler System Increase is amended by revising the exceptions to read as follows:~~

~~Exceptions:~~

- ~~1. Buildings or portions of buildings, classified as a Group I-2 Occupancy of Type IIB, III, IV, or V construction.~~
- ~~2. Buildings or portions of, classified as a Group H-1, H-2, H-3, or H-5.~~
- ~~3. Fire resistance rating substitution in accordance with Table 601, note d.~~

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4. ~~Where the automatic sprinkler system is required due to the lack of available water supply for firefighting purposes or emergency response apparatus access is not provided in accordance Section [F] 503.2))~~

Section [F] 504.3 Stairway Access to Roof is amended to read as follows:

Section [F] 504.3 Stairway Access to Roof. New buildings three or more stories above grade plane, except those with a roof slope greater than four units vertical in 12 units horizontal (33.3 percent slope), shall be provided with a stairway to the roof. Stairway access to the roof shall be in accordance with Section 1011((09)).12. Such stairway shall be marked at street and floor levels with a sign indicating that the stairway continues to the roof. Where roofs are used for roof gardens or for other purposes, stairways shall be provided as required for such occupancy classification.

Section [F] 505.1 Premises Identification is amended by the addition of the following paragraph:

Letters or numbers shall be a minimum of six inches high (6 inches, 78 mm) for residential and a minimum of twelve inches (12 inches) high for commercial. Note: For the purposes of adoption, an error in the published edition of the International Building Code references a section of the International Fire Code that is incorrect, namely Section [F] 501.2. Until the published edition of the International Building Code (IBC) is corrected, this paragraph shall also amend the erroneous section referenced as [F] 501.2, as published.

Section 901.2.1 Key Boxes is hereby added to read as follows:

Section 901.2.1 Key Boxes. A key box shall be installed on all buildings, occupancies, or premises that are equipped with a fire protection system, and all other buildings or appurtenances where immediate access may be necessary. The key box shall be of the type approved by the Fire District. The key box shall be installed in a location recommended by the District, and shall contain keys necessary to gain access. The model number and type shall be determined by the Fire District. Also see additional requirements located in Section [F] 506 of the International Fire Code.

Exceptions: 1) Single family residences not used as bed and breakfast.

Section [F] 903 Automatic Sprinkler Systems.

Section [F] 903.1 General is deleted and replaced by the following:

Section [F] 903.1 General. An automatic sprinkler system shall be installed in all occupancies where the total gross floor area is 5,000 square feet or more regardless of fire barriers or fire walls and where specifically required in the code based on construction type, occupancy or use. For the purposes of this section, fire barriers or fire walls shall not be used to define separate buildings or uses. Where the code requirements for

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automatic sprinkler systems are more restrictive than this section, the more restrictive requirements shall govern. Additional requirements are also located in the SMC 19.04.070 Section 508.1.1.

Sections [F] 903.2.1.1 through [F] 903.2.10.1 are amended to read as follows:

Section [F]903.2.1.1 Group A-1. An automatic sprinkler system shall be provided for Group A-1 occupancies and intervening floors of the building where one of the following conditions exists:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section [F]903.1.
2. The fire area has an occupant load is 300 or more.
3. The fire area or occupancy is located on a floor other than a level of exit discharge serving such occupancies.
4. The fire area or occupancy contains a multi-theater complex.

Section [F] 903.2.1.2 Group A-2. An automatic sprinkler system shall be provided for Group A-2 occupancies and intervening floors of the building where one of the following conditions exists:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section [F]903.1.
2. The fire area has an occupant load is 100 or more.
3. The fire area or occupancy is located on a floor other than a level of exit discharge serving such occupancies.

Section [F] 903.2.1.3 Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies and intervening floors of the building where one of the following conditions exists:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section [F] 903.1.
2. The fire area has an occupant load is 300 or more.
3. The fire area or occupancy is located on a floor other than a level of exit discharge serving such occupancies.

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Section [F] 903.2.1.4 Group A-4. An automatic sprinkler system shall be provided for Group A-4 occupancies and intervening floors of the building where one of the following conditions exists:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section [F]903.1.
2. The fire area has an occupant load is 300 or more.
3. The fire area or occupancy is located on a floor other than a level of exit discharge serving such occupancies.

Section [F] 903.2.1.5 Group A-5. An automatic sprinkler system shall be provided for Group A-5 occupancies in concession stands, retail areas, press boxes, and other accessory use areas in excess of 1,000 square feet regardless of fire barriers or fire walls.

Section [F]903.2.1.6 Assembly occupancies on roofs. Where an occupied roof has an assembly occupancy with an occupant load exceeding 100 for Group A-3 and 300 for other Group A occupancies, all floors between the occupied roof and the level of exit discharge shall be equipped with an automatic sprinkler system in accordance with Section 903.3.1.1 or 903.3.1.2.

Exception: Open parking garages of Type I or Type II construction.

Section 903.2.1.7 Multiple fire areas. An automatic sprinkler system shall be provided where multiple fire areas of Group A-1, A-2, A-3 or A-4 occupancies share exit or exit access components and the combined occupant load of those fire areas is 300 or more.

Section 903.2.1.((6))8 Nightclubs. An automatic sprinkler system shall be provided throughout Group A-2 Nightclubs as defined in this code.

Section [F] 903.2.2 Group B and Ambulatory Care Facilities. An automatic sprinkler system shall be provided for Group B occupancies and Ambulatory Care Facilities where one of the following conditions exists:

1. The total gross floor area of the Group B Occupancy as defined in Section 304 except Ambulatory Care Facilities is 5,000 square feet or more pursuant to Section [F]903.1.
2. Ambulatory Care Facilities shall be provided with an automatic sprinkler system regardless of floor area or location.
3. Four or more care recipients are incapable of self-preservation, whether rendered incapable by staff or staff has accepted responsibility for care recipients already incapable.
4. One or more care recipients that are incapable of self-preservation are located at other

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than the level of exit discharge serving such a facility.

Section [F] 903.2.3 Group E. An automatic sprinkler system shall be provided in all Group E occupancies. This requirement includes:

1. Throughout existing Group E occupancies where substantial improvements or substantial damage has or is occurring.
2. Portable classrooms where a cluster of classrooms exceeds 5,000 square feet, and clusters of portable school classrooms shall be separated as required in Chapter 5 of the Building Code.
3. Portable classrooms regardless of floor area shall be provided with a UL listed monitored fire alarm system, and shall be interconnected to the fire alarm system of permanent buildings such that upon activation will cause the entire fire alarm system to initiate.
4. A minimum water supply and fire flow meeting the requirements of International Fire Code Appendix B shall be required.

Exceptions: Portable school classrooms, provided: 1) The aggregate area of clusters of portable classrooms does not exceed 5,000 square feet. 2) Cluster of portable classrooms shall be separated as required in Chapter 5. 3) Each portable classroom is equipped with a monitored, automatic fire alarm system interconnected to the main fire alarm control panel.

Section [F] 903.2.4 Group F. An automatic sprinkler system shall be provided for all Group F occupancies regardless of floor area, fire barriers, or fire walls, including the manufacturing or storage of upholstered furniture and mattresses.

Section [F] 903.2.4.1 Woodworking Operations. An automatic sprinkler system shall be provided throughout all occupancies that contain woodworking operations in excess of 2,500 square feet in area which generate finely divided combustible waste or use finely divided combustible materials.

Exceptions:

1. Where the scope of woodworking operations presents a fire hazard, an automatic sprinkler system may be required regardless of floor area.
2. Where existing woodworking operations are found to present a fire hazard and the fire hazard cannot be reduced or eliminated based on the scope of the operation, an automatic sprinkler system may be required regardless of floor area.
3. Where finely divided combustible waste or finely divided combustible materials are generated and the woodworking operation presents a fire hazard, an automatic sprinkler system may be required regardless of floor area.

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Section [F] 903.2.5 Group H. An automatic sprinkler system shall be provided for all Group H occupancies regardless of floor area, fire barriers, or fire walls. Where buildings or structures contain an H occupancy, they shall also be provided with an automatic sprinkler system. The design of the sprinkler system shall not be less than that required by this code for the occupancy hazard classifications in accordance with Table 903.2.5.2. Where the design area of the sprinkler system consists of a corridor protected by one row of sprinklers, the maximum number of sprinklers required to be calculated is 13.

[F] Table 903.2.5.2
Group H Sprinkler Design Criteria

Location	Occupancy Hazard Classification
Fabrication Areas	Ordinary Hazard Group 2
Service Corridors	Ordinary Hazard Group 2
Storage rooms without dispensing	Ordinary Hazard Group 2
Storage rooms with dispensing	Extra Hazard Group 2
Corridors	Ordinary Hazard Group 2

Section [F] 903.2.5.3 Pyroxylin Plastics. An automatic sprinkler system shall be provided in buildings, or portions thereof, where cellulose nitrate film or pyroxylin plastics are manufactured, stored, or handled in quantities exceeding 100 pounds (45 kg).

Section [F] 903.2.6 Group I. An automatic sprinkler system shall be provided throughout all buildings containing Group I occupancies regardless of floor area, fire barriers, or fire walls.

Section [F] 903.2.7 Group M. An automatic sprinkler system shall be provided throughout all buildings containing Group M occupancies regardless of floor area, fire barriers, or fire walls, including Group M occupancies used for the display and sale of upholstered furniture.

Section [F] 903.2.7.1 High-Piled Storage. An automatic sprinkler system shall be provided in accordance with the International Fire Code where storage of merchandise is in high piled or rack storage arrays. Where high piled storage is provided in other occupancies, regardless of floor area, an automatic sprinkler system shall be required.

Section [F] 903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R occupancy regardless of floor area, fire barriers, or fire walls.

Section [F]903.2.8.1 Group R-3. An automatic sprinkler system installed in accordance with Section 903.3.1.3 may be permitted in Group R-3 occupancies.

Section [F]903.2.8.2 Group R-4 Condition 1. An automatic sprinkler system shall be installed in accordance with Section 903.3.

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Section [F]903.2.8.3 Group R-4 Condition 2. An automatic sprinkler system shall be installed in accordance with Section 903.3. Attics shall be protected in accordance with 903.2.8.3.1 or 903.2.8.3.2.

Section [F]903.2.8.3.1 Attics used for living purposes, storage or fuel-fired equipment. Attics used for living purposes, storage or fuel-fired equipment shall be protected throughout with an automatic sprinkler system installed in accordance with Section 903.3.

Section [F]903.2.8.3.2 Attics not used for living purposes, storage or fuel-fired equipment. Attics not used for living purposes, storage or fuel-fired equipment shall be protected in accordance with one of the following:

1. Attics protected throughout by a heat detector system arranged to activate the building fire alarm system in accordance with Section 907.2.10.
2. Attics constructed of noncombustible materials.
3. Attics constructed of fire-retardant-treated wood framing complying with Section 2303.2.
4. The automatic sprinkler system shall be extended to provide protection throughout the attic space.

Section [F]903.2.8.4 Care facilities. An automatic sprinkler system installed in accordance with Section 903.3 shall be permitted in care facilities with five or fewer individuals in a single-family dwelling.

Section [F] 903.2.9 Group S-1. An automatic sprinkler system shall be provided throughout all buildings containing Group S-1 occupancy where one of the following exists:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section [F]903.1.
2. A Group S-1 fire area is located more than three stories above grade plane.
3. A Group S-1 occupancy used for the storage of upholstered furniture or mattresses exceeds 2,500 square feet.

Section [F] 903.2.9.1 Repair Garages. An automatic sprinkler system shall be provided throughout all buildings used as repair garages where:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section [F]903.1.

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2. Buildings with a repair garage servicing vehicles parked in the basement.
3. Used for the repair or storage of vehicles including commercial trucks and buses.
4. A Group S-1 fire area used for the repair of commercial motor vehicles where the fire area is 5,000 square feet or more.

Section [F] 903.2.9.2 Bulk Storage of Tires. An automatic sprinkler system shall be provided throughout all buildings where bulk storage of tires occurs regardless of gross floor area, fire barriers, or fire walls. The automatic sprinkler system shall be designed for the highest hazard.

Section [F] 903.2.10 Group S-2. An automatic sprinkler system shall be provided throughout all buildings classified as enclosed parking garages in accordance with Section 406.4 or where located beneath other groups.

Exception: Enclosed parking garages located beneath R-3 occupancy as applicable in section 101.2.

Section [F] 903.2.10.1 Commercial Parking Garages. An automatic sprinkler system shall be provided throughout all buildings used as commercial parking, including storage of commercial trucks and buses pursuant to Section [F] 903.1.

Section [F] 903.2.11.3 Buildings of Three Stories or 55 feet in Height or More is amended to read as follows:

Section [F] 903.2.11.3 Buildings of Three Stories or 35 feet in Height or More. An automatic sprinkler system shall be installed throughout buildings that have one or more stories with an occupant load of thirty (30) or more located 35 feet (~~are three stories~~) or 35 feet or more (~~in height~~) above the lowest level of fire department vehicle access, measured to the finished floor.

Exceptions:

1. (~~Airport control towers.~~) Open parking structures.
2. Occupancies in Group F-2 unless regulated elsewhere.

Section [F] 903.3.1.3 NFPA 13D Sprinkler Systems is amended to read as follows:

Section [F] 903.3.1.3 NFPA 13D Sprinkler Systems. Where allowed, automatic sprinkler systems in one and two family dwellings may comply with NFPA 13D provided the fire sprinkler system has a separate tap to the water main, and is not part of the domestic water supply or plumbing to or within the dwelling.

Section [F] 903.3.5 Water Supplies is amended to read:

Section [F] 903.3.5 Water Supplies. Water supplies for automatic sprinkler systems shall comply with this section:

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1. The automatic sprinkler system water supply shall have a separate tap to the City Water Main, and shall not be used in conjunction with, or part of, or as a domestic water service. The potable water supply shall be protected against backflow in accordance with the Uniform Plumbing Code and Snohomish Municipal Code 15.10.
2. Where a dedicated fire main is provided, domestic water service or other potable water use connections shall be prohibited.
3. Where required fire flow demand exceeds the available water supply provided by the water purveyor, the applicant may be required to upgrade, extend, or construct the purveyors water mains to provide fire flow including the installation of additional hydrants or looping of water mains, except where regulated elsewhere. The water supply test used for design of fire protection systems shall be adjusted to account for seasonal and daily pressure fluctuations based on information from the water supply authority and as approved by the building/fire official.
4. Where automatic sprinkler systems are installed, the required fire flow demand may be reduced by fifty percent (50%) provided the available water supply can still provide the reduced fire flow demand.
5. Where the automatic sprinkler system, water supply shut off valves are installed or located below grade, a valve cover lid shall be provided and shall be accessible at all times. The valve cover lid shall be permanently marked with letters that read "Fire Sprinkler," and be permanently marked with red paint.

Section [F] 903.3.5.1 Domestic Services is amended to read as follows:

Section [F] 903.3.5.1 Domestic Services. Domestic water services shall not be used for the water supply for the automatic sprinkler system.

Section [F] 903.3.5((+)).2 Residential Combination Services is amended to read as follows:

Section [F] 903.3.5((+)).2 Residential Combination Services. Where allowed, residential combination services that provide both residential domestic services and automatic sprinkler system supply shall be plumbed so that termination, shut-off, maintenance, or removal of the residential domestic water service shall not impair or prevent operation of the automatic sprinkler system. In any case, water supply for the automatic sprinkler system shall not supply or be capable of supplying residential domestic services, especially where the residential domestic water service has been interrupted by termination, shut-off, maintenance, or removal. Combination services shall be regulated as a required automatic sprinkler system and subject to the penalty section, including termination of occupancy until such time the system is brought into compliance.

Section [F] 903.3.7 Fire Department Connections (FDC) is hereby added to read as follows:

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Section [F] 903.3.7 Fire Department Connections (FDC). Fire department connections shall be a minimum distance of 50 feet from the building it serves. Where lot size may not allow the minimum distance to be met, an alternative location may be considered. The location of the FDC shall be approved by both the Building/Fire Official and the Fire District. Fire hose thread and fittings used in connection with or part of an automatic sprinkler system shall be as prescribed by the Fire District.

Section [F] 903.3.7.1 Locking Fire Department Connection (FDC) Caps. Locking FDC caps are required on all fire department connections. The locking cap shall be of the type approved by Fire District #4.

Section [F] 903.3.7.2 Existing Fire Department Connections (FDC) Caps. Where existing fire department connections are found to be unsecured, locking FDC caps shall be installed. Prior to installation of the locking FDC caps, the property owner shall have the FDC line flushed to ensure any or all obstructions are removed. The work shall be performed by a person, firm, or corporation licensed by the State of Washington to perform work on fire sprinkler systems. A written certification report indicating the FDC line is clear and operational shall be forwarded to the City.

Section [F] 907.1 Fire Alarm and Detection Systems Requirements, General is amended to read as follows:

Section [F] 907.1 General. All occupancies hereinafter constructed, substantially damaged or improved, which exceed 3,000 square feet of gross floor area, and single family residences with bed and breakfast rooms regardless of floor area, shall be provided with a UL listed, monitored and approved automatic fire detection system. Where the occupancies listed under Section 907 require automatic fire detection systems/fire alarm systems more restrictive than 3,000 square feet, the most restrictive requirement shall govern. For the purposes of this subsection, the total gross floor area shall be based on the completed, attached building, regardless of any fire barriers or fire walls.

Where required under Section [F] 907 to install manual devices, those sections shall be amended to read both automatic and manual devices for the purposes of this section.

((Exceptions:

- ~~1. Single Family Residences not used as bed and breakfast rooms.~~
- ~~2. Except where required, buildings containing compliant fire sprinkler systems may be allowed to omit area smoke detectors.))~~

19.04.041 International Building/Residential Code – Exception – Residential Use Structures less than one hundred twenty square feet. A structure less than one hundred twenty square feet in size, designed for use as a storage or tool shed, may be placed on a legal lot in Snohomish without a building permit provided the following provisions are met:

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- A. Applicable provisions of SMC Title 14 Land Use Code.
- B. The structure does not create a fire and life safety hazard by virtue of the use, and a minimum 6 foot clearance is provided between combustible construction and the structure.
- C. The structure will not be fastened to a permanent foundation.
- D. Only one unpermitted residential use structure shall be allowed on a legal lot unless allowed elsewhere.

19.04.042 International Building/Residential Code – Non-Residential Use Structures – Other Requirements. A permit is required for structures used for but not limited to, espresso stands, temporary construction trailers, and similar uses, and must comply with paragraphs A. through D. ((the following provisions met)):

Exceptions: Mobile food vendors pursuant Snohomish Municipal Code 5.30.

- A. The site and proposed structure shall comply with all applicable provisions of SMC Title 14.
- B. The structure shall be connected to City of Snohomish water, sewer, and storm utilities including payment of applicable connection fees, and subject to applicable provisions of the City of Snohomish Public Works Standards.
- C. Applicable provisions of the International Building, Fire, Mechanical, Uniform Plumbing Code, and the International Energy Conservation Code for the State of Washington.
- D. Fees as established by City Council resolution.

19.04.050 International Residential Code and Appendices Adopted by Reference with Amendments. WAC Chapter 51-51. The 2015 ((2012)) edition of the International Residential Code as published by the International Code Council is hereby adopted as amended herein and including Appendix Chapter G, H and K. Adoption includes fees as established by City Council resolution.

Section ~~((EB))~~ R102.7 Existing Buildings is amended to read as follows:

Section R102.7 Existing Buildings. The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically adopted, regulated under other requirements of the Snohomish Municipal Code, or as deemed necessary by the Building/Fire Official for the general safety and welfare of the occupants and the public.

Section R102.7.1 Additions. Alterations or repairs to any structure shall conform to that required for a new structure and SMC 19.04.038. Additions, alterations, or repairs shall not cause an existing structure to become unsafe or adversely affect the performance of the building.

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Section ((~~EB~~)) R110.2 Change of Use is amended to read as follows:

Section R110.2 Change of Use. Changes in the character or use of an existing structure shall not be made without approval of the Building/Fire Official in accordance with the applicable adopted codes or other regulations of the Snohomish Municipal Code. Depending on the change of use, the existing structure may be required to meet the provisions of the International Building Code.

19.04.060 Uniform Plumbing Code and Appendices Adopted by Reference with Amendments. WAC Chapters 51-56. The 2015 ((2012)) edition of the Uniform Plumbing Code and Standards, as published by the International Association of Plumbing and Mechanical Officials, excluding Chapter 12 and 14 ((45)) and those requirements relating to venting and combustion air or fuel fired appliances as found in Chapter 5, is hereby adopted including Appendix Chapters A, B, D, E, I, L. Adoption includes fees as established by City Council resolution.

Section ((~~403.4.1~~)) 104.3.2 Plan Review Fees is amended by adding the following the sentence:

Plan review fees shall be assessed as established by City Council resolution.

Section ((~~403.3.3~~)) 104.4.3 Expiration is amended by adding the following sentence:

Expiration of permits shall be in accordance with SMC 19.04.180.

Section ((~~403.4.1~~)) 104.5 Permit Fees is amended by adding the following sentence:

Permit fees shall be assessed as established by City Council resolution, Table 104.5 is not adopted.

Section ((~~403.4.4~~)) 104.5.3 Fee Refunds is amended to read:

Section 104.5.3 Fee Refunds. Fee refunds shall be in accordance with SMC 19.04.235.

Section ((~~402.5~~)) 106.3 Violations and Penalties is amended to read as follows:

Section 106.3 Violations and Penalties. A person, firm, or corporation violating a provision of this code shall be subject to the penalty provisions of SMC 19.04.520.

Section ((~~402.3~~)) 107.0 Board of Appeals is amended to read as follows:

Section 107.1 Appeals of Orders, Decisions or Determinations to City Land Use Hearing Examiner. All persons shall have the right to appeal a decision of the Building/Fire Official. Appeals shall be made to the City Land Use Hearing Examiner in accordance with SMC 19.04.035 and SMC 19.04.310.

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Section 107.2 Limitations of Authority. The City Land Use hearing Examiner shall have no authority relative to interpretation of the administrative provisions of this code, nor shall they be empowered to waive requirements of this code.

Section 311 Independent Systems is amended to read:

Section 311 Independent Systems.

Section 311.1 Drainage Systems. Drainage systems of each new building and of new work installed in any existing building shall be separate and independent from that of any other building and when available, every building shall have an independent connection to the public sewer or public storm system. Where public sewer is not available, a connection to a private sewer may be permitted by the City Engineer, provided that when the public sewer is available, the drainage system shall be connected to the public sewer in accordance with the Snohomish Municipal Code. Connection fees shall be as set forth by City Council resolution.

Section 311.2 Domestic Potable Water and Fire Sprinkler Water Supply. Domestic potable water and fire sprinkler systems water supply shall be separate and independent of each other. A separate connection to the City public water supply shall be required. Where existing domestic potable water has been plumbed into a fire sprinkler system water supply, the connection shall be separated and plumbed to provide separate and independent systems. Domestic potable water shall be connected to a City water meter in accordance with the Snohomish Municipal Code.

Section 311.3 Water Meters. The City may require separate water meter installation and services on multi-family or multi-tenant use buildings including properties where a condominium conversion has occurred. The costs of the installation and services shall be in accordance with SMC Chapter 15.04 and shall be borne by the applicant/property owners.

Section 311.4 Reclaimed Water Systems. Where reclaimed water systems allow the introduction of potable water, such as engineered car wash equipment; each system shall be separate and independent of each other. The potable water system shall be protected by the installation of an approved RPBA backflow assembly in accordance with SMC Chapter 15.10. Piping for reclaimed water systems shall be labeled as “Non-Potable Water” to avoid confusion.

Reclaimed water systems shall only be installed and used for lawn irrigation systems, except that engineered car wash equipment that utilizes reclaimed water to reduce the demand on the City water supply is permitted.

Section 603.2 Approval of Devices or Assemblies is amended by adding the following paragraph:

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Tables 4-1 Relative Level of Protection, 4-2 Mandatory Service Isolation, 4-3 Recommended Service Isolation, and 4-4 Recommended Protection at Fixtures and Equipment as published by the Pacific Northwest Section, American Water Works Association adopted under SMC Chapter 15.10 are hereby adopted by reference. Where the Tables are more restrictive than the requirements of this code, the more restrictive requirements shall govern.

Section ((504.7)) 608.3 Expansion Tank. is ~~((hereby added to read as follows:))~~ amended by adding the following paragraph:

Section ((504.7)) 608.3 Expansion Tanks. The installation of an expansion tank shall be required for all hot water tanks, boilers, or other heating device of domestic potable water hereinafter installed, moved, or replaced. A pressure regulator or check valve is installed on the City supply side of the meter at the time of installation causing the water system to become a closed system.

Chapter 7 Sanitary Drainage is amended by adding the following paragraph:

Chapter 7
Sanitary Drainage

NOTE: Where the adopted Snohomish Public Work Standards or SMC Title 15 does not provide design or regulatory requirements, this section will prevail. Where strict adherence is not feasible, the City Engineer, upon written application, may approve alternate methods of design and installation on a case by case basis. Where a conflict arises between this Chapter and the Public Work Standards, the most restrictive shall govern.

19.04.070 International Fire Code Adopted by Reference with Amendments. WAC Chapter 51-54A. The 2015 ~~((2012))~~ edition of the International Fire Code, published by the International Code Council is adopted with the following amendments and including Appendix Chapters B, C, D, E, F, G, H, I and K. Adoption includes fees as established by City Council resolution.

Section [A] 102.6 Historic Buildings is amended to read as follows:

Section [A] 102.6 Historic Buildings. The construction, alteration, repair, enlargement, restoration, relocated or moved buildings or structures that are designated as historic buildings by the State of Washington or local ordinance, when such buildings or structures do not constitute a distinct hazard to life or property shall be in conformance with the provisions of the applicable governing code. Where substantially damaged or substantially improved, the requirements of SMC 19.04.038 may be used.

Section [A]105.1.1 Permits Required is amended by adding the following paragraph:

The City may institute an annual certificate of occupancy. Upon implementation occupancy permits shall be renewed annually and subject to an annual inspection. Fees shall be established by City Council resolution.

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Section [A]105.7.((42))13 Private Fire Hydrants is amended to read:

Section [A] 105.7.((42)) 13 Private Fire Hydrants. All new fire hydrants and water mains are required to be constructed within City easements or rights-of-way. Private fire hydrants are generally discouraged. Where a private fire hydrant will be connected to a City water main, a construction permit must be obtained and a City water meter installed in accordance with SMC Chapter 15.04. The size of the water meter shall be no less than a 6 inch water meter. The costs of the City water meter and monthly utility rate shall be established by City Council resolution or ordinance. An approved backflow prevention assembly is required for all private fire hydrants. All private fire hydrants shall be accessible to the Fire District or Water Purveyor at all times and are solely for the use of fire protection activities.

Retroactive Application: When discovered, existing private fire hydrants may be required to comply with this section at the discretion of the City Engineer.

Section [A] 106.2 Inspections is amended by adding the following paragraph:

Pursuant to Section 105.1.1, an annual operating permit and inspection may be conducted for operations as set forth in Section 105.6. Upon implementation of the annual Certificate of Occupancy/Annual Operating Permit program, fees collected may be used to offset the costs of staffing, resources, and enforcement.

Section [A] 108.1 Board of Appeals is amended to read as follows:

Section 108.1 Appeals to the Hearing Examiner. Appeals of Orders, Decisions or Determinations shall be made to the City Land Use Hearing Examiner pursuant to SMC 19.04.035 and SMC 19.04.310.

Section [A] 111.4 Failure to Comply relative to stop work orders is amended to read:

Section [A] 111.4 Failure to Comply. Any person who shall continue any work after having been served with a Stop Work Order, or other means of notification to Stop Work, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to SMC 19.04.520 Violation – Penalty – Effective.

Section 308.1.4 Open Flame Cooking Devices is adopted and amended to read as follows:

Section 308.1.4 Open Flame Cooking Devices. Charcoal burners and other open flame cooking devices shall not be operated on combustible balconies or decks or within 10 feet of combustible construction. This includes liquefied petroleum gas fired cooking devices having LP gas containers with a water capacity greater than 2.5 pounds (nominal 1 pound LP gas capacity).

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1. Detached one or two family dwellings, provided that the cooking equipment and ignition sources are maintained and controlled in a safe manner and does not create a fire and life safety hazard.
2. Where buildings, balconies, and decks are protected by an automatic fire sprinkler system.

Section 501.5 Electronic/CAD Plan Set is hereby added to read as follows:

Section 501.5 Fire Department Electronic/CAD Plan Set. Prior to final approval or issuance of a Certificate of Occupancy, the Fire District shall be provided with an electronic/CAD plan set. The CAD format shall be approved by the Fire District. The plan set shall contain detailed site plans, floor plans, fire protection/suppression systems, exiting systems, fire fighter hazards, fire hydrant locations and valves, fire department connections and locations of any and all fire department emergency communication equipment, or other information as required by the Fire District. The building and/or property owner is responsible for providing updated electronic/CAD plan sets due to changes in occupancy, tenant improvement, or changes to the site.

Section 502 Definition of Fire Apparatus Access Road is amended to read:

Emergency Response Apparatus Access Road. A road that provides emergency fire apparatus or vehicle access from a fire station or police station to a facility, building, or portion thereof. This is a general term inclusive of all other terms such as fire lane, public street, private street, parking lot lane, and access roadway. Where the codes reference fire department apparatus access, shall mean emergency response apparatus access.

Section 503 Fire Apparatus Access is adopted.

Section 503.2 Specifications is amended to read as follows:

Section 503.2 Specifications. Emergency response apparatus access roads shall be in conformance with Sections 503.2.1 through 503.2.9, and in accordance with the regulations based on the type of development pursuant to Section D104 Commercial and Industrial Development; Section D105 Aerial Fire Apparatus Access Roads, Required; Section D106 Multiple-Family Residential Development; and D107 One and Two Family Dwelling Residential Development.

Section 503.2.1 Dimensions is amended to read as follows:

Section 503.2.1 Dimensions. Street design shall provide an unobstructed width of not less than twenty (20) feet, exclusive of shoulders, except for approved security gates in accordance with Sections 503.2.9 and 503.6, and an unobstructed vertical clearance of not less than 14 feet. Street design methods for local access street designations shall be in accordance with Section 503.2.1.1 and the provisions of this Chapter.

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The purpose of this section is to allow performance-based requirements for street design and emergency response apparatus access, to achieve the following purposes:

1. A reasonable level of life safety and property protection from the hazards of fire, explosion, or dangerous conditions in new and existing buildings, structures, and premises, and to provide safety to fire fighters and emergency responders during emergency operations.
2. On new and existing fire apparatus access roads required by and regulated by this code, establish requirements consistent with nationally and internationally recognized good practice for achieving a reasonable level of overall life safety, by taking into account and balancing the need to prevent road traffic deaths and injuries and the need to safeguard against the hazards of fire, explosions, and other dangerous conditions.

Where an existing street is restricted or inaccessible due to terrain, grade, or location for emergency response apparatus access, and cannot be brought into conformance with this section, all buildings constructed that utilize the existing street shall be provided with an automatic fire sprinkler system.

Section 503.2.1.1. Local Access Street Designation is hereby added to read as follows:

Section 503.2.1.1 Local Access Street Designation. In new development utilizing local access streets where the curb to curb width is twenty-eight feet with parking on both sides of the street, resulting in an unobstructed drivable width of twelve to fourteen feet, shall provide dedicated emergency response apparatus access in accordance with the following requirements:

- A. At spaced intervals provided below, a minimum unobstructed drivable area that is twenty-foot wide by forty foot long by the use of:
 1. Designated Driveways. Side by side driveways or side by side driveways with a landscape strip in between at spaced intervals every two hundred feet. Designated driveways shall be provided with an approved method of demarcation and maintained so that no encroachment into the emergency response apparatus access can occur.
 2. Designate No Parking Areas. Appropriately signed no parking areas at spaced intervals of one hundred fifty feet. It is recognized that traffic cueing may utilize this area.
 3. Violations of this provision. The Snohomish Police Department is authorized to issue traffic citations where violations of these provisions occur.
- B. Street connectivity shall be accomplished by internal street grid systems or by connection to the City's street grid system in accordance with the following:

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1. Street connections that intersect with other streets to form a street grid system at spaced intervals every two hundred feet. Where buildings or structures are provided with automatic fire sprinkler systems, the spaced intervals may be increased to four hundred feet.
 2. Street connection shall provide for primary and secondary emergency response apparatus access and circulation.
 3. Remoteness Requirement. Depending on the type of development occurring, where two independent separate emergency response apparatus access points are required, they must be separate of each other by one half the diagonal distance of the development. Where interior street grids directly intersect the City's public street grid system providing multiple separate and independent emergency response apparatus access points, the provisions for remoteness are considered to be met.
- C. Fire Hydrants and Street Width Requirements. A twenty-six foot wide by forty foot long clear unobstructed width shall be provided at fire hydrants for Emergency Response Apparatus Access and operations.
1. Permitted temporary uses. Except for the first three feet around the fire hydrant, combined mail box units placement may be permitted and temporary vehicular traffic accessing the combined mail box units are allowed. Pursuant to the State of Washington Traffic Code, vehicles that are permitted to load and unload may utilize this area.

Section 503.2.2 Authority is amended to read as follows:

Section 503.2.2 Authority. The Building/Fire Official or Fire District shall have the authority to require an increase in the minimum access widths where the street design is inadequate for fire or rescue operations.

Section 503.2.3 Surface is amended to read as follows:

Section 503.2.3 Surface. Emergency response apparatus access roads shall be designed and maintained to support the imposed loads of emergency response apparatus and shall be surfaced to provide all-weather driving capabilities. The imposed load design shall be capable of supporting 75,000 pounds.

Section 503.2.4 Turning Radius is amended to read as follows:

Section 503.2.4 Turning Radius. The required turning radius shall be no less than 25', except that cul-de-sacs, hammerheads, and wye turnarounds shall provide a minimum of 28'.

Section 503.2.5 Dead Ends is amended to read as follows:

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Section 503.2.5 Dead Ends. Dead end emergency response apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning emergency response apparatus around. This shall be accomplished through an approved cul-de-sac, hammerhead, or wye.

Section 503.2.6 Bridges and Elevated Surfaces is amended to read as follows:

Section 503.2.6 Bridges and Elevated Surfaces. Where a bridge or an elevated surface is part of an emergency response apparatus access road, the bridge or elevated surface shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry a minimum 75,000 pounds imposed loads. Vehicle load limits shall be posted at both entrances to bridges when required by the Building/Fire Official. Where elevated surfaces designed for emergency response apparatus or vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs, or both shall be installed and maintained when required by the Building/Fire Official or Fire District.

Section 503.2.7 Grade is amended to read as follows:

Section 503.2.7 Grade. The grade of the emergency response apparatus access road shall be no greater than ten (10) percent. Grades exceeding twelve percent (12) but no more than fifteen (15) percent shall require all buildings or structures to be provided with an automatic fire sprinkler system.

Section 503.2.8 Angles of Approach and Departures is amended to read as follows:

Section 503.2.8 Angles of Approach and Departures. The angles of approach and departures for emergency response apparatus access roads shall be within the limits established by the fire code official based on the fire department's apparatus.

Section 503.2.9 Single or Multiple Points of Access and Security Gates is hereby added to read as follows:

Section 503.2.9 Single or Multiple Points of Access and Security Gates. Pursuant to Section 503.5 and Section 503.6, gates that obstruct emergency response, which includes fire and law enforcement services, are required to be equipped with an approved means to gain entry. Security gates that obstruct primary entrances shall be equipped with an opticom receiver that will automatically open the gate when activated by fire and police services opticom transmitters located within the emergency response apparatus emergency lighting system. Where one or more security gates are installed on an emergency response apparatus access, additional opticom receivers may be required. Prior to final inspection, the applicant/property owner shall obtain approval from the Fire District that the opticom receiver is operational. Opticom receivers shall be maintained by the property owner, and the Fire District may request operational inspections to ensure compliance. Security gates not required to have opticom receivers may utilize padlocks, provided they are approved by the Fire District prior to being installed. Where water,

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sewer, or storm utilities are constructed and dedicated to the City, the padlock shall be of the type approved for use by the City Public Works Department.

Section 503.4 Obstruction of fire apparatus access roads is adopted.

Section 504.3 Stairway Access to Roof is amended to read:

Section 504.3 Stairway Access to Roof. New buildings three or more stories above grade plane, except those with a roof slope greater than four units vertical in 12 units horizontal (33.3 percent slope), shall be provided with a stairway to the roof. Stairway access to the roof shall be in accordance with Section 1011((09)).12. Such stairway shall be marked at street and floor levels with a sign indicating that the stairway continues to the roof. Where roofs are used for roof gardens or for other purposes, stairways shall be provided as required for such occupancy classification.

Section 505.1 Premises Identification is amended to read as follows:

Section 505.1 Premises Identification. Approved addresses shall be installed on all buildings, and shall be clearly visible and legible from the street or roadway fronting the property. Letters or numbers shall be a minimum of six inches high (6 inches, 78 mm) for residential and a minimum of twelve inches (12 inches) high for commercial. Residential and commercial letters and numbers shall have a minimum stroke width of 0.5 inch (12.7 mm) and shall be of a contrasting color to the background itself. On existing buildings where the identification numbers or letters are being replaced or provided, they shall comply with this section.

Section 507.1 Required Water Supply is amended to read as follows:

Section 507.1 Required Water Supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities buildings or portions of buildings are hereafter constructed, substantially improved or moved in or within the jurisdiction. Where the required fire flow for development exceeds that available in the City's water system, or as identified in the City of Snohomish Water Comprehensive Plan, the City of Snohomish Department of Public Works may impose additional requirements in addition to an approved automatic fire sprinkler system. Also refer to Water Supplies within Section 903.3.5.

~~((Section 507.1.1 City of Snohomish Water Comp Plan. The City's water system is being evaluated to determine fire flow areas under the Water Comp Plan. An approved automatic fire sprinkler system shall be installed in all buildings or structures that require a fire flow demand greater than that which is available. See additional requirements under Section 903.3.5 Water Supplies.))~~

Section 510 Emergency Radio Systems is hereby amended to read as follows:

Section 510 Emergency Radio Systems.

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Section 510.1 General. The Snohomish County Emergency Radio System (SERS) wireless communications networks are essential to the health, safety, and welfare of the citizens of Snohomish County and the City of Snohomish by providing communications for law enforcement activities, for emergency medical treatment, for fire suppression, for carrying on the business of government, and for providing communications in time of disasters. It is the intent of this section to ensure the uninterrupted operation of Snohomish County public safety, other emergency-related and county operational or planned wireless communications networks inside new and existing structures in the City of Snohomish. Existing buildings shall be provided with approved radio coverage for emergency responders when deficiencies are discovered.

Exceptions:

1. Where approved by the Building/Fire Official and Fire Chief of Snohomish County Fire District #4, a wired communication system in accordance with Section 907.2.13.2 shall be permitted to be installed or maintained instead of an approved radio coverage system.
2. Where it is determined by the Fire Chief of Snohomish County Fire District #4 that the radio coverage system is not needed.
3. In facilities where emergency responder radio coverage is required and such systems, components or equipment required could have a negative impact on the normal operations of that facility, the Building/Fire Official and Fire Chief of Snohomish County Fire District #4 shall have the authority to accept an automatically activated emergency responder radio coverage system.

Section 510.2 Definitions.

“Adequate radio coverage” is as specified in Section 510.4.

“Building owner” means the person responsible for making final decisions relating to additions or modifications to the building. “Building owner” may include a building owner’s property manager or agent.

“Person” includes individuals, corporations, limited liability companies, associations, and other forms of business organization.

“Substantially alter” means to modify a structure when such modifications could degrade SERS performance, either in the structure, or in the context of the current or planned SERS microwave paths.

“Cellular telephone jammer” means transmitters that are specifically intended to disrupt the reception of cellular telephone signals in the frequency range of 800 MHz to 900 MHz. Such devices may interfere with the proper operation of public safety radio systems operating at 800 MHz.

Section 510.3 Applicability.

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Section 510.3.1 General. No person shall erect, construct, change the use of, or substantially alter, any building or structure or any part thereof, or cause the same to be done which fails to support adequate radio coverage for SERS. Underground structures, whether separate or adjoining other structures, are required to comply with the requirements of this section. Parking structures and stairwells are included in the definition of “building” and stairwell shafts and elevators are included in the definition of “all parts of a building.”

Exceptions: This section shall not apply to buildings less than 5,000 gross square feet or any building constructed of wood frame, as long as none of the aforementioned buildings make use of any metal frame construction, high radio frequency attenuation glazing and window frames, or any below-grade storage or parking areas.

Section 510.3.2 Any person required to maintain adequate radio coverage as specified in Section 510.3.1 above shall provide prior written notification to the SERS System Manager at the time a building permit application is submitted to the City of Snohomish. Written evidence of such prior written notification shall be given to the City of Snohomish Building/Fire Official before a building permit application will be accepted.

Section 510.3.3 Persons constructing new or remodeled facilities which include systems intended for providing in-building service for other wireless services shall make provision for including public safety radio signals into such system. This capability shall at a minimum include provision of bidirectional amplification as required. This requirement shall apply to structures of all sizes whenever such in-building wiring or services are to be provided.

Section 510.3.4 No person shall install in buildings of any type or size devices specifically intended to prevent the reception of signals intended for cellular telephones, pagers, wireless communications devices, or public safety radios.

Section 510.3.5 No person shall install or use building materials specifically marketed or engineered to prevent the ingress of radio signals, except where such materials may be required to shield laboratory or research facilities. Use of any such materials in laboratory or research facilities shall be clearly noted in any construction permit application documents and written notification of the use of such materials shall be provided to SERS at the time of permit application submittal. Signs notifying occupants, emergency services, and law enforcement personnel of such shielding conditions shall be conspicuously posted both at the entrance(s) and on the interior of such areas.

Section 510.4 Performance. The building permit applicant shall submit a study/report prepared by a qualified person for review by the City prior to building permit approval. The signal levels within the proposed structure must meet or exceed the criteria established below. When measuring the performance of a bidirectional amplifier, signal strength measurements are based on an input signal from the SERS system adequate to

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obtain a maximum continuous operating output level. Multiple carrier environments shall take into account the presence of non-SERS signals in the design of the amplifier system. Adequate radio coverage shall include all of the following measurement requirements:

1. A minimum signal strength of -95 dBm available in 90% of the area of each floor of the building when transmitted to a belt-worn portable radio equipped with a speaker microphone, from the closest SERS site.
2. A minimum signal strength of -95 dBm received at the closest SERS site when transmitted from a belt-worn portable radio equipped with a speaker microphone from 90% of the area of each floor of the building.
3. The frequency ranges which must be supported shall be 746-824 MHz and 851-869 MHz.
4. The signal strengths shall be present at a 100% reliability factor at the -95 dBm level.

Section 510.5 Amplification Systems.

Section 510.5.1 General. Buildings and structures that cannot support adequate radio coverage, as identified, shall be equipped with either a radiating cable system or an internal multiple antenna system with FCC type accepted bidirectional amplifiers as needed.

Section 510.5.2 If any part of the installed system or systems contains an electrically powered component, the system shall be capable of operating on an independent battery system for a period of at least twelve (12) hours without external power input. The battery system shall automatically charge in the presence of an external AC power input.

Section 510.5.3 SERS may require that bidirectional amplifiers include filters to reduce adjacent band frequency interference at least 35 dB below the channels placed in operation by SERS. Consultation with the SERS System Manager shall be required to determine if the specific installation requires this additional filtering.

Section 510.5.4 The SERS System Manager shall be notified in writing two weeks in advance of when an amplification system is installed and operational.

Section 510.6 Alternative Methods.

Section 510.6 Alternative Methods. Other acceptable methods of providing in-building coverage may also include construction of low-power filler trunked radio sites that are integrated into the SERS. These alternative approaches may be considered where the use of bidirectional amplifiers proves impractical. Such alternative methods will require the

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involvement of SERS representatives in the design process. The requirements established by Sections 510.4, 510.5.2, 510.5.3, and 510.5.4 apply to any such alternate method.

Section 510.7 Additional Requirements for New Construction or Substantial Revisions.

Section 510.7. Additional requirements for new construction or substantial revisions to structures. Any person who constructs or develops a commercial or industrial building or structure of any size and type of construction that is likely to attenuate radio frequency signals shall provide two-inch non-conductive raceways in the walls into which radiating or coaxial cable may be laid. Such raceways shall include an easily accessible opening to the roof surface that allows for placement of an exterior antenna and riser access within the building core to each floor within the structure.

Section 510.8 Initial Inspection and Signal Strength Acceptance Test Procedures.

Section 510.8.1 Initial Inspection and Test Procedures. When an engineering study performed for the building contractor or owner has determined that an in-building radio system is required, and upon completion of installation, it will be the building owner's responsibility to have the radio system tested to ensure that two-way communications coverage on each floor of the building meets the requirements of Sections 510.4 and 510.5. Each floor of the building shall be divided into a grid of approximately 20 equal areas. A maximum of two nonadjacent areas will be allowed to fail the test by not meeting the minimum signal levels established in Section 510.4. Testing of parking garages, stairwells, and non-enclosed areas will be performed as separate tests with statistics gathered separately for signal levels in the primary structure and parking areas. Signal levels shall meet the requirements of Section 510.4 for all areas enclosed by the structure and statistical methods shall not be used to dilute the intent of the coverage requirements established in Section 510.4.

Section 510.8.2 In the event that three of the areas fail the test, in order to be more statistically accurate, the floor may be divided into 40 equal areas. In such an event, a maximum of four non-adjacent areas will be allowed to fail the test. After the 40 area test, if the system continues to fail, the building owner shall have the system altered to meet the coverage requirement established in Section 510.4.

Section 510.8.3 The test shall be conducted using a SERS approved portable radio communicating through the SERS system as specified by the authority having jurisdiction. A spot located approximately in the center of a grid area will be selected for the test, then the radio transmitter will be activated to verify two-way communications to and from the outside of the building through the SERS system. Once the spot has been selected, prospecting for a better spot within the grid area will not be permitted.

Section 510.8.4 The gain values of all systems used to support the signal level requirements of Section 510.4 shall be measured and the test measurement results shall be kept on file with the building owner so that the measurements can be verified

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each year during the annual tests. In the event that the measurements become lost, the building owner will be required to rerun the acceptance test to re-establish that the facility provides the signal levels established in Section 510.4.

Section 510.9 Annual Equipment Condition Testing.

Section 510.9.1 General. When an in-building radio system is required, the building owner shall test all active components of the system, including but not limited to amplifiers, power supplies, backup batteries, and related equipment, a minimum of once every 12 months. Amplifiers shall be tested to ensure that the gain is the same as it was upon initial installation and acceptance. These annual tests shall apply to both the bidirectional amplifier method of enhancing signal strength, as well as to any alternative methods that might be employed. The building owner shall notify SERS System Manager in writing two (2) weeks in advance of when annual tests occur, and shall also notify SERS and the Fire District, Fire Marshal by certified mail of the results of the tests. Test records shall be retained on the inspected premises by the building owner.

Section 510.9.2 Backup batteries and power supplies shall be tested under full load for a period of one hour to verify that they will properly operate during an actual power outage. If within the one-hour test period, in the opinion of the testing technician, the battery exhibits symptoms of failure, the test shall be extended for an additional one-hour period until the testing technician confirms the integrity of the battery. Alternative load testing which places a higher short-term demand on the battery system may be required upon verbal request and retested within 10 working days.

Section 510.9.3 All other active components shall be checked to determine that they are operating within the manufacturer's specifications for the intended purpose.

Section 510.10 Five Year Signal Strength Testing.

Section 510.10.1 General. In addition to the annual test, the building owner shall perform a radio coverage test a minimum of once every five years to ensure that the radio system continues to meet the signal strength requirements of the original acceptance test. The signal levels established in Section 510.4 and the procedures established in Section 510.8 shall apply to such tests. The results of the five-year test will be provided to SERS System Manager and the Fire District by certified mail. Test reports shall also be retained and be readily available for inspection on the premises by the building owner.

Section 510.10.2 The building owner shall notify SERS System Manager in writing two weeks in advance of the initial, annual, and five year tests.

Section 510.11 Qualifications of Testing Personnel. Tests shall be conducted, documented, and signed by a person in possession of a current FCC license, or a current

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technician certification issued by the Associated Public-Safety Communications Officials International (APCO), the Personal Communications Industry Association (PCIA), or a technician employed by SERS.

Section 510.12 Field Testing. Public safety personnel, after providing reasonable notice to the building owner or his/her representative, shall have the right to enter onto the property to conduct ad-hoc field testing to be certain that the required level of radio coverage is present.

Section 510.13 Additional Frequencies. The building owner shall modify or expand the emergency responder radio coverage system at his or her expense in the event frequency changes are required by the FCC or additional frequencies are made available by the FCC. Prior approval of a public safety radio coverage system on previous frequencies does not exempt this section.

Section 901.~~((40))~~11 Problematic Systems – False Alarms is hereby added to read as follows:

Section 901.~~((40))~~11 Problematic Systems – False Alarms. Where the Fire District, Snohomish Police Department, or City Building/Fire Official determines that a problematic system and/or system out of service results in three (3) or more false alarms within a six (6) month period, the District or Police Department may bill the owner or occupant of the premises the cost for emergency response to problematic systems. Police services contracted through the Snohomish County Sheriff's Office may bill the cost of the emergency response directly to the owner or occupant of the premises.

Section 903.1 General is amended to read as follows:

Section 903.1 General. An automatic sprinkler system shall be installed in all occupancies where the total gross floor area is 5,000 square feet or more regardless of fire barriers or fire walls. For the purposes of this section, fire barriers or fire walls shall not be used to define separate buildings or uses. Where the code requirements for automatic sprinkler system are more restrictive than this section, the more restrictive requirement shall govern. Additional requirements are also located in SMC 19.04.070, Section 508.1.1.

Sections 903.2.1.1 through 903.2.10.1 are amended to read as follows:

Section 903.2.1.1 Group A-1. An automatic sprinkler system shall be provided for Group A-1 occupancies and intervening floors of the building where one of the following conditions exists:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section 903.1.
2. The fire area has an occupant load is 300 or more.

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3. The fire area or occupancy is located on a floor other than a level of exit discharge serving such occupancies.
4. The fire area or occupancy contains a multi-theater complex.

Section 903.2.1.2 Group A-2. An automatic sprinkler system shall be provided for Group A-2 occupancies and intervening floors of the building where one of the following conditions exists:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section 903.1.
2. The fire area has an occupant load is 100 or more.
3. The fire area or occupancy is located on a floor other than a level of exit discharge serving such occupancies.

Section 903.2.1.3 Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies and intervening floors of the building where one of the following conditions exists:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section 903.1.
2. The fire area has an occupant load is 300 or more.
3. The fire area or occupancy is located on a floor other than a level of exit discharge serving such occupancies.

Section 903.2.1.4 Group A-4. An automatic sprinkler system shall be provided for Group A-4 occupancies and intervening floors of the building where one of the following conditions exists:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section 903.1.
2. The fire area has an occupant load is 300 or more.
3. The fire area or occupancy is located on a floor other than a level of exit discharge serving such occupancies.

Section 903.2.1.5 Group A-5. An automatic sprinkler system shall be provided for Group A-5 occupancies in concession stands, retail areas, press boxes, and other accessory use areas in excess of 1,000 square feet regardless of fire barriers or fire walls.

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Section 903.2.1.6 Assembly occupancies on roofs. Where any occupied roof has an assembly occupancy with an occupant load exceeding 100 for Group A-3 and 300 for other Group A occupancies, all floors between the occupied roof and the level of exit discharge shall be equipped with an automatic sprinkler system in accordance with Section 903.3.1.1 or 903.3.1.2.

Section 903.2.1.7 Multiple fire areas. An automatic sprinkler system shall be provided where multiple fire areas of Group A-1, A-2, A-3 or A-4 occupancies share exit or exit access components and the combined occupant load of those fire area is 300 or more.

Section 903.2.1.((6))8 Nightclubs. An automatic sprinkler system shall be provided throughout Group A-2 Nightclubs as defined in this code.

Section 903.2.2 Group B and Ambulatory Care Facilities. An automatic sprinkler system shall be provided for Group B occupancies and Ambulatory Care Facilities where one of the following conditions exists:

1. The total gross floor area of the Group Occupancy as defined in Section 304 except for Ambulatory Care Facilities is 5,000 square feet or more pursuant to Section 903.1.
2. Ambulatory Care Facilities shall be provided with an automatic sprinkler system regardless of floor area or location.
3. Four or more care recipients are incapable of self-preservation, whether rendered incapable by staff or staff has accepted responsibility for care recipients already incapable.
4. One or more care recipients that are incapable of self-preservation are located at other than the level of exit discharge serving such a facility.

Section 903.2.3 Group E. An automatic sprinkler system shall be provided in all Group E occupancies. This requirement includes:

1. Throughout existing Group E occupancies where substantial improvements or substantial damage has or is occurring.
2. Portable classrooms where a cluster of classrooms exceeds 5,000 square feet, and clusters of portable school classrooms shall be separated as required in Chapter 5 of the Building Code.
3. Portable classrooms regardless of floor area shall be provided with a UL listed monitored fire alarm system, and shall be interconnected to the fire alarm system of permanent buildings such that upon activation will cause the entire fire alarm system to initiate.

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4. A minimum water supply and fire flow meeting the requirements of International Fire Code Appendix B shall be required.

Exceptions: Portable school classrooms, provided: 1) The aggregate area of clusters of portable classrooms does not exceed 5,000 square feet. 2) Cluster of portable classrooms shall be separated as required in Chapter 5. 3) Each portable classroom is equipped with a monitored, automatic fire alarm system interconnected to the main fire alarm control panel.

Section 903.2.4 Group F. An automatic sprinkler system shall be provided for all Group F occupancies regardless of floor area, fire barriers, or fire walls, including the manufacturing or storage of upholstered furniture and mattresses.

Section 903.2.4.1 Woodworking Operations. An automatic sprinkler system shall be provided throughout all occupancies that contain woodworking operations in excess of 2,500 square feet in area which generate finely divided combustible waste or use finely divided combustible materials.

Exceptions:

1. Where the scope of woodworking operations presents a fire hazard, an automatic sprinkler system may be required regardless of floor area.
2. Where existing woodworking operations are found to present a fire hazard and the fire hazard cannot be reduced or eliminated based on the scope of the operation, an automatic sprinkler system may be required regardless of floor area.
3. Where finely divided combustible waste or finely divided combustible materials are generated and the woodworking operation presents a fire hazard, an automatic sprinkler system may be required regardless of floor area.

Section 903.2.5 Group H. An automatic sprinkler system shall be provided for all Group H occupancies regardless of floor area, fire barriers, or fire walls. Where buildings or structures contain an H occupancy, they shall also be provided with an automatic sprinkler system. The design of the sprinkler system shall not be less than that required by this code for the occupancy hazard classifications in accordance with Table 903.2.5.2. Where the design area of the sprinkler system consists of a corridor protected by one row of sprinklers, the maximum number of sprinklers required to be calculated is 13.

Table 903.2.5.2
Group H Sprinkler Design Criteria

Location	Occupancy Hazard Classification
Fabrication Areas	Ordinary Hazard Group 2
Service Corridors	Ordinary Hazard Group 2
Storage rooms without dispensing	Ordinary Hazard Group 2

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Storage rooms with dispensing Extra Hazard Group 2
Corridors Ordinary Hazard Group 2

Section 903.2.5.3 Pyroxylin Plastics. An automatic sprinkler system shall be provided in buildings, or portions thereof, where cellulose nitrate film or pyroxylin plastics are manufactured, stored or handled in quantities exceeding 100 pounds (45 kg).

Section 903.2.6 Group I. An automatic sprinkler system shall be provided throughout all buildings containing Group I occupancies regardless of floor area, fire barriers, or fire walls, including Group I-4 daycares.

Section 903.2.7 Group M. An automatic sprinkler system shall be provided throughout all buildings containing Group M occupancies regardless of floor area, fire barriers, or fire walls, including Group M occupancies used for the display and sale of upholstered furniture.

Section 903.2.7.1 High Piled Storage. An automatic sprinkler system shall be provided in accordance with the International Fire Code where storage of merchandise is in high piled or rack storage arrays. Where high piled storage is provided in other occupancies, regardless of floor area, an automatic sprinkler system shall be required.

Section 903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R occupancy regardless of floor area, fire barriers, or fire walls.

Section 903.2.8.1 Group R-3. An automatic sprinkler system installed in accordance with Section 903.3.1.3 may be permitted in Group R-3 occupancies.

Section 903.2.8.2 Group R-4 Condition 1. An automatic sprinkler system shall be installed in accordance with Section 903.3.

Section 903.2.8.3 Group R-4 Condition 2. An automatic sprinkler system shall be installed in accordance with Section 903.3. Attics shall be protected in accordance with Section 903.2.8.3.1 or 903.2.8.3.2.

Section 903.2.8.3.1 Attics used for living purposes, storage or fuel-fired equipment. Attics used for living purposes, storage, or fuel-fired equipment shall be protected throughout with an automatic sprinkler system installed in accordance with Section 903.3.

Section 903.2.8.3.2 Attics not used for living purposes, storage or fuel-fired equipment. Attics not used for living purposes, storage or fuel-fired equipment shall be protected in accordance with one of the following:

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1. Attics protected throughout by a heat detector system arranged to activate the building fire alarm system in accordance with Section 907.2.10.
2. Attics constructed of noncombustible materials.
3. Attics constructed of fire-retardant-treated wood framing complying with Section 2303.2.
4. The automatic sprinkler system shall be extended to provide protection throughout the attic.

Section 903.2.8.4 Care facilities. An automatic sprinkler system installed in accordance with Section 903.3 shall be permitted in care facilities with five or fewer individuals in a single-family dwelling.

Section 903.2.9 Group S-1. An automatic sprinkler system shall be provided throughout all buildings containing Group S-1 occupancy where one of the following exists:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section 903.1.
2. A Group S-1 fire area occupancy is used for the storage of upholstered furniture or mattresses that exceeds 2,500 square feet.
3. A Group S-1 is located more than three stories above grade plane.

Section 903.2.9.1 Repair Garages. An automatic sprinkler system shall be provided throughout all buildings used as repair garages where:

1. The fire area or total gross floor area is 5,000 square feet or more pursuant to Section 903.1.
2. Buildings with a repair garage servicing vehicles parked in the basement.
3. Used for the repair or storage of vehicles including commercial trucks and buses.
4. A Group S-1 fire area used for the repair of commercial motor vehicles where the fire area is 5,000 square feet or more.

Section 903.2.9.2 Bulk Storage of Tires. An automatic sprinkler system shall be provided throughout all buildings where bulk storage of tires occurs regardless of gross floor area, fire barriers or fire walls. The automatic sprinkler system shall be designed for the highest hazard.

Section 903.2.10 Group S-2. An automatic sprinkler system shall be provided throughout all buildings classified as enclosed parking garages in accordance with Section 406.4 or where located beneath other groups.

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Exception: Enclosed parking garages located beneath R-3 occupancy as applicable in section 101.2.

Section 903.2.10.1 Commercial Parking Garages. An automatic sprinkler system shall be provided throughout all buildings used as commercial parking, including storage of commercial trucks and buses pursuant to Section 903.1.

Section 903.2.11.3 Buildings of Three Stories or 55 feet ((~~or more~~)) in Height or More is amended to read:

Section 903.2.11.3 Buildings of three stories or 35 feet in height or more. An automatic sprinkler system shall be installed throughout buildings that have one or more stories with an occupant load of thirty (30) or more located 35 feet ((~~are three stories~~)) or 35 feet or more ((~~in height~~)) above the lowest level of fire department vehicle access measured to the finished floor. For standpipe requirements, reference Chapter 905.

Exceptions:

1. ((~~Airport control towers~~)) Open parking structures.
2. Occupancies in Group F-2 unless regulated elsewhere.

Section 903.3.1.3 NFPA 13D Sprinkler Systems is amended to read:

Section 903.3.1.3 NFPA 13D Sprinkler Systems. Where allowed, automatic sprinkler systems in one and two family dwellings may comply with NFPA 13D, provided the fire sprinkler system has a separate tap to the water main, and is not part of the domestic water supply or plumbing to or within the dwelling.

Sections 903.3.5 Water Supplies is amended to read as follows:

Section 903.3.5 Water Supplies. Water supplies for automatic sprinkler systems shall comply with this section:

1. The automatic sprinkler system water supply shall have a separate tap to the City water main, and shall not be used in conjunction with, or part of, or as a domestic water service. The potable water supply shall be protected against backflow in accordance with the Uniform Plumbing Code and Snohomish Municipal Code 15.10.
2. Where a dedicated fire main is provided, domestic water service or other potable water use connections shall be prohibited.
3. Where required fire flow demand exceeds the available water supply provided by the water purveyor, the applicant may be required to upgrade, extend, or construct the purveyors water mains to provide fire flow including the installation of additional hydrants or looping of water mains, except where regulated elsewhere. The water supply test used for design of fire protection systems shall be adjusted to account for seasonal and daily pressure fluctuations based on information from the water supply

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authority and as approved by the building/fire official. Where automatic sprinkler systems are installed, the required fire flow demand may be reduced by fifty percent (50%) provided the available water supply can still provide the reduced fire flow demand.

4. Where the automatic sprinkler system water supply shut off valves are installed or located below grade, a valve cover lid shall be provided and shall be accessible at all times. The valve lid shall be permanently marked with letters that read "Fire Sprinkler," and be permanently marked with red paint.

Section 903.3.5.1 Domestic Services is amended to read:

Section 903.3.5.1 Domestic Services. Domestic water services shall not be used for the water supply for the automatic sprinkler system.

Section 903.3.5.((+))2 Residential Combination Services is amended to read:

Section 903.3.5.((+))2 Residential Combination Services. Where allowed, residential combination services that provide both residential domestic services and automatic sprinkler system supply shall be plumbed so that termination, shut-off, maintenance, or removal of the residential domestic water service shall not impair or prevent operation of the automatic sprinkler system. In any case, water supply for the automatic sprinkler system shall not supply or be capable of supplying residential domestic services, especially where the residential domestic water service has been interrupted by termination, shut-off, maintenance, or removal. Combination services shall be regulated as a required automatic sprinkler system and subject to the penalty section, to and including termination of occupancy until such time the system is brought into compliance.

Section 903.3.7 Fire Department Connections (FDC) is amended to read as follows:

Section 903.3.7 Fire Department Connections (FDC). Fire department connections shall be a minimum distance of 50 feet from the building it serves. Where lot size may not allow the minimum distance to be met, an alternative location may be considered. The location of the FDC shall be approved by both the Building/Fire Official and Fire District. Fire hose thread and fittings used in connection with automatic sprinkler systems shall be as prescribed by the Fire District.

Section 903.3.7.1 Locking Fire Department Connection (FDC) Caps. Locking FDC caps are required on all fire department connections. The locking cap shall be of the type approved by Fire District.

Section 903.3.7.2 Existing Fire Department Connections (FDC) Caps. Where existing fire department connections are found to be unsecured, locking FDC caps shall be installed. Prior to installation of the locking FDC caps, the property owner shall have the FDC line flushed to ensure any or all obstructions are removed. The work shall be

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performed by a person, firm or corporation, licensed by the State of Washington to perform work on fire sprinkler systems. A written certification report indicating the FDC line is clear and operational shall be forwarded to the City.

Section 907.1 Automatic Fire Detection System Requirements is amended to read as follows:

Section 907.1 General Automatic Fire Detection System Requirements. All occupancies hereinafter constructed, substantially damaged, or improved, which exceed 3,000 square feet of gross floor area, and single family residences with bed and breakfast rooms regardless of floor area shall be provided with a UL listed, monitored, and approved automatic fire detection system, provided that occupancies listed under Section 907 require automatic fire detection systems/fire alarm systems more restrictive than 3,000 square feet shall govern those occupancies. For the purposes of this subsection, the total gross floor area shall be based on the completed, attached building regardless of any fire barriers or fire walls.

Where required under Section 907 to install manual devices, those sections shall mean both automatic and manual devices for the purposes of this section.

~~((Exceptions:~~

- ~~1. Single Family Residences not used as bed and breakfast rooms.~~
- ~~2. Except where required, buildings containing compliant fire sprinkler systems may be allowed to omit area smoke detectors.))~~

Section 912.2 Location - Fire Department Connections is amended by adding the following paragraph:

Fire department connections where possible are to be located within 50' of a hydrant and the building served. The Fire District shall approve the location of the fire department connection. Fire department connections are generally prohibited from being installed on a building except that existing buildings may not meet this requirement and a feasible location will be determined.

Under Appendix D, the following subsections of Section D104 Commercial and Industrial Developments are amended to read as follows:

D104.1 Buildings Exceeding Three Stories or 30 Feet in Height. Buildings or facilities exceeding 30 feet or three stories in height shall have at least two means of apparatus access for each structure. Overhead utility or power lines shall not be located within the emergency response apparatus access road.

D104.2 Buildings Exceeding 62,000 Square Feet. Buildings or facilities having a gross building area of more than 62,000 square feet shall have two separate and approved apparatus access roads.

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D104.3 Remoteness. Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

Exceptions:

1. Where street connectivity is provided in accordance with Section 503.2.1.1, Section B3.
2. Where buildings are provided with automatic fire sprinkler systems designed for the highest hazard, the distance between access roads may be increased provided the access roads are designed for the highest peak traffic demands and allow emergency response apparatus unimpeded access to the development.

Under Appendix D, Section D105 Aerial Fire Apparatus Access Roads is amended to read as follows:

Section D105 Aerial Fire Apparatus Access Roads, Required.

D105.1 Where Required. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, approved aerial fire apparatus access roads shall be provided with a minimum 26 foot wide unobstructed width exclusive of shoulders, in the immediate vicinity of the building or portion thereof. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.

D105.2 Proximity to Building. At least one of the required access routes shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the Fire District.

Under Appendix D, the following subsections of Section D106 Multiple-Family Residential Developments are amended to read as follows:

D106.1 Projects Having More than 30 Dwelling Units. Multiple-family residential projects having more than 30 dwelling units shall have two separate access roads. Entrance roads must provide sufficient width to accommodate maximum peak traffic demands and allow emergency response apparatus unimpeded access to the development. Overhead utility or power lines shall not be located within the emergency response apparatus access roadway.

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D106.1.1. Automatic fire sprinkler systems. Pursuant to SMC 19.04.040 International Building Code Section [F] 903.2.8 Group R, all multiple-family residential dwelling units shall be equipped with automatic fire sprinkler systems regardless of floor area.

D106.1.2. Street Connectivity. Street connectivity shall be in accordance with Section 503.2.1.1, Section B.

D106.1.3. Access Road Remoteness. A second access road shall be a remote distance apart equal to or not less than one half of the maximum overall diagonal dimension of the property served, measured in a straight line between accesses.

Exceptions:

1. Where street connectivity is provided in accordance with Section 503.2.1.1, Section B3.
2. Where buildings are provided with automatic fire sprinkler systems designed for the highest hazard, the distance between access roads may be increased provided the access roads are designed for the highest peak traffic demands and allow emergency response apparatus unimpeded access to the development.

D106.1.4. Street Designation – Local Access Street Design. The provisions of Section 503.2.1.1 shall apply to local access street designations.

Under Appendix D, the following subsections of Section D107 One or Two Family Dwelling Residential Developments are amended to read as follows:

D107.1 One or Two Family Dwelling Residential Developments. Developments of one or two family dwellings where the number of dwelling units exceeds 30 shall have two separate apparatus access roads. Entrance roads must provide sufficient width to accommodate maximum peak traffic demands, and allow emergency response apparatus unimpeded access to the development. Overhead utility or power lines shall not be located within the emergency response apparatus access roadway.

D107.1.2. Street Connectivity. Street connectivity shall be in accordance with Section 503.2.1.1, Section B.

D107.1.3 Access Road Remoteness. A second access road shall be a remote distance apart equal to or not less than one half of the maximum overall diagonal dimension of the property served, measured in a straight line between accesses.

Exceptions:

1. Where street connectivity is provided in accordance with Section 503.2.1.1, Section B3.
2. Where buildings are provided with automatic fire sprinkler systems designed for the highest hazard, the distance between access roads may be increased provided

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the access roads are designed for the highest peak traffic demands and allow emergency response apparatus unimpeded access to the development.

D107.1.4. Street Designation – Local Access Street Design. The provisions of Section 503.2.1.1 shall apply to local access street designations.

19.04.080 International Mechanical Code and Appendices Adopted by Reference with Amendments. WAC Chapter 51-52. The 2015 (~~(2012)~~) edition of the International Mechanical Code, as published by the International Code Council is adopted. Included in this adoption is Appendix Chapter A, the 2015 (~~(2012)~~) edition of the International Fuel Gas Code and the 2014 (~~(2012)~~) edition of the Liquefied Petroleum Gas Code (NFPA 58) adopted under WAC Chapter 51-52. Adoption includes fees as established by City Council resolution.

Section [A] 106.2 Permits Not Required is deleted and replaced with:

Section [A] 106.2 Permits Not Required. Exemption from the permit requirements of this code under SMC 19.04.036 shall not be deemed to grant authorization for work to be done in violation of the provisions of this code or other laws or ordinances of the jurisdiction.

Section [A] 106.~~(5)~~6.3 Fee Refund is deleted and replaced with:

Section [A] 106.~~(5)~~6.3 Fee Refund. Fee refunds shall be in accordance with SMC 19.04.235.

Section 109.~~(2)~~ Means of Appeal is deleted and replaced with:

Section 109.~~(2)~~1 Means of Appeal. All appeals shall be in accordance with SMC 19.04.035, SMC 19.04.300 and SMC Chapter 19.04.310.

19.04.090 International Property Maintenance Code and Appendix Adopted by Reference. The City adopts by reference the 2015 (~~(2012)~~) International Property Maintenance Code, including Appendix Chapter A, as published by the International Code Council (ICC).

19.04.140 International Energy Conservation Code of the State of Washington with Appendices Adopted by Reference with Amendments. The 2015 (~~(2012)~~) edition of the International Energy Conservation Code of the State of Washington pursuant WAC Chapters 51-11C and 51-11R, including Appendix C of the Residential Provisions.

19.04.170 Permit To Construct. For the purposes of the adoption of this chapter, no person, firm, or corporation shall erect, construct, enlarge, alter, remove, repair, move, improve, and convert or demolish any building or structure in the City, or cause the same to be done without obtaining a separate building permit for each such building or structure from the Building/Fire Official.

19.04.180 Validity of Permit – No Authority To Violate Codes or Ordinances. The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation

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of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the City of Snohomish shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building/fire official from requiring the correction of errors in the construction documents or other data. The building/fire official is also authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of the City of Snohomish.

19.04.181 Permit Payment of Fees, Work Commencement to be Considered Valid. To be considered valid, every permit shall have all applicable fees paid at the time of issuance and work authorized by the permit shall commence within one-hundred-eighty (180) days of issuance, and a minimum of one inspection shall be requested and approved by the City during each one-hundred-eighty (180) day period to show continued progress. The work authorized by the permit shall continue to progress to completion without any work suspended or abandoned for a period of one-hundred-eighty (180) days. Permits for which no inspections have been requested and approved by the City within one-hundred-eighty (180) day period shall be considered invalid, null and void.

19.04.182 Permit Expiration and New Permit Application Requirements. Provided the issued permit remains valid in accordance with Section 19.04.181, all permits shall expire by limitation two years (2) or twenty-four (24) months from the date of issuance, except where a renewal has been obtained in accordance with Section 19.04.183. Where a valid permit has been allowed to expire, a new permit shall be obtained.

Where a new permit application is required, the permit shall include the payment of all applicable fees at one hundred percent (100%) of the fee schedule as approved by City Council resolution and submission of construction plans and other supporting documentation that reflects City ordinances regulating construction requirements, land use, design requirements and/or other applicable laws and regulations in effect at the time of submission of the new completed permit application.

Where the work previously authorized has not been completed at the time the permit expires by limitation, the plans shall be revised to reflect the most recent adoption of regulations for those portions of work not yet completed.

19.04.183 Permit Renewal Requirements. A valid permit that has not expired, may be renewed one time for a period not to exceed twelve (12) months, provided a permit renewal application is submitted and received by the Building/Fire Official within thirty (30) days prior to the permit expiration.

A renewal fee shall be assessed that is one half (1/2) of the amount as required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications.

The applicant shall demonstrate good and justifiable cause why the renewal is appropriate. The Building/Fire Official or their designee will approve or deny the application, and calculate the

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renewal fees. Upon approval and payment of required fees, the permit will remain valid for an additional twelve (12) months, subject to the provisions of Section 19.04.181.

Permits which have already expired will not be considered for permit renewal.

19.04.190 Permit Issuance Prerequisite – Private Sewage Disposal Permit. In cases of new construction where City services are not yet available, no building permit shall be issued in the City without the applicant having secured a private sewage disposal permit from the Snohomish Health District, Wastewater Section. As a condition of the building permit approval, at the time City services become available, the private sewage disposal system shall be discontinued and connection made to City services including payment of applicable connection fees in accordance with SMC Chapter 15.04. Failure to comply with this condition may result in revocation of Certificate of Occupancy by the City, and/or other appropriate legal action by the City to obtain compliance.

19.04.200 Permit Fees – Generally. The fee for each permit issued pursuant to this chapter shall be as set forth in the fees as established by City Council resolution. The determination of value or valuation of construction shall be made by the Building/Fire Official or their designee. The valuation to be used in computing the permit and plan checking fee shall be the total value of all construction work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire suppression/detection systems, and any other permanent equipment.

19.04.210 Fees. Fees for work performed under the adopted codes, including applicable plan review fees, shall be as established by City Council resolution.

19.04.220 Permit Fees – Waived. The codes as adopted by this chapter do not contain provisions for waiving building permit fees, unless the scope of work is minor in nature and the Building/Fire Official determines that a permit is not required.

19.04.230 Permit Fees – Basics. The codes as adopted by this chapter do not contain provisions for waiving fees for structures repetitively built within City limits. Each application for a construction permit will be required to pay full fees for each structure.

19.04.235 Permit Fees – Refunds. It shall be the policy of the Department of Building Safety, as authorized by City Council, to authorize refunds of permit fees in accordance with the requirements listed in this Section. Where not specifically provided for, requests for refunds shall be considered on a case by case basis.

A. Refunds – Plan Review.

- A.1 The applicant shall file a written request for a refund that demonstrates justifiable cause within five (5) working days of the date the application plan review fees were paid. The Building/Fire Official shall investigate the request, and where the plan review process has not begun, the Building/Fire Official is authorized to refund up to eighty percent (80%) of the plan review fee paid.

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- A.2 Where the plan review process has begun the amount of the refund may be pro-rated provided that if the review has been completed, no refund shall be authorized.
- A.3 In the event that the plan review fee exceeds the amount paid at the time of submittal and before any written request for refund is received, the applicant shall pay the additional fees and no refund shall be authorized.
- A.4 Where the plan review is completed and the plan review period expires by limitation, no refund shall be authorized.
- A.5 In all cases, the amount of the refund shall be determined by the Building/Fire Official. The time period to process refund payments is dependent upon the City Treasurer processing time. Once a refund is given, the entire permit application shall be considered null and void.

B. Refunds – Valid Permits.

- B.1 Where a permit has been approved for issuance, and all required fees paid, the applicant shall file a written request for a refund that demonstrates justifiable cause within five (5) working days of the date the fees paid. The Building/Fire Official shall investigate the request, and where no work has commenced and no City inspections have been requested or conducted, the Building/Fire Official is authorized to refund up to eighty percent (80%) of the building permit fees paid at the time of issuance, excluding applicable plan review fees.
- B.2 Where inspections have been requested and conducted by the City, the amount of the refund may be pro-rated except where work authorized under the permit has been completed and a final inspection conducted.
- B.3 Where the permit has expired by limitation and considered null and void, no refund shall be authorized.
- B.4 In all cases, the amount of the refund shall be determined by the Building/Fire Official. The time period to process refund payments is dependent upon the City Treasurer processing times. Once a refund is given, the entire permit application shall be considered null and void.

C. Refunds – Fee(s) Erroneously Paid or Collected.

Where erroneous fees have been paid or collected, after investigating the basis for which the fees were paid or collected, the Building/Fire Official is authorized to refund one hundred percent (100%) of the erroneous fee paid or collected.

19.04.240 Permit Fees – Contributed. The Snohomish City Council may contribute the fees associated with this chapter for municipal purpose projects of other governmental units and non-

ACTION ITEM 6a

profit corporations by resolution and written agreement with the applicant entity. Contained within the body of the resolution and the written agreement shall be provisions that identify the specific types of fees or charges being contributed, provides an estimate for the dollar value of the contribution, and addresses the contribution of the public service for a defined period of time. The City's contribution of such fees is solely a contribution of financial resources. The City shall not exempt, modify, or create a special relationship or class of customer in the application of the laws and regulations of the City, State, or the United States.

19.04.300 Approval of Application and Appeals. The building permit application shall be reviewed by City Department Heads and the Fire District as applicable. The application shall be approved or denied by the Building/Fire Official. If the application is denied, the permit applicant may appeal to the City Land Use Hearing Examiner.

19.04.310 Appeals. Appeals of the Building/Fire Official shall be in accordance with Snohomish Municipal Code 14.75 Appeals.

19.04.400 Code Adoption – Purpose. The purpose of the codes are to establish minimum requirements to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment, and to provide safety to fire fighters and emergency responders during emergency operations. The codes set out in this chapter are hereby adopted as the Code of the City of Snohomish for regulating the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area, and maintenance of all buildings or structures in the City of Snohomish; providing for issuance of permits and collection of fees therefore, and each and all of the regulations, provisions, conditions, and terms of such International and Uniform Codes, 2015 (~~2012~~) Edition as published by the International Code Council; and the secondary publications referenced above, all of which are on file in the office of the Building/Fire Official as hereby referred to, is adopted and made a part hereof as if fully set out in this chapter.

19.04.500 Disclaimer of Liability.

- A. The City of Snohomish is not responsible for the accuracy of plans (preliminary or final) submitted for approval to the building department and does not guarantee that plan reviews and/or inspections will detect any hazard, design defect, or code violations.
- B. The applicant or his agent shall be solely responsible for verification of all property lines and setbacks in all cases involving new construction, remodel, or addition which would change the footprint of an existing structure, for construction of new fences or replacement of existing fences, and all other circumstances which may impact setback requirements and/or property lines between one or more legal lots or parcels. The Building/Fire Official may require verification of property lines and setbacks prior to permit issuance by having the property owner or his agent stake the corners of his property. Where required, the Building/Fire Official may require the applicant or his agent to provide a survey by a professional land surveyor licensed by the State of Washington.

19.04.510 Validity. That if any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the

ACTION ITEM 6a

validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase hereof, irrespective of the fact that any one or more sections, subsection, sentences, clauses, and phrases be declared unconstitutional.

Whenever any conflict arises between the referenced codes, the Washington State Building Codes shall take precedence.

19.04.520 Violation – Penalty – Effective.

- A. It is unlawful for any person, firm, or corporation to erect, construct, alter, repair, move, remove, improve, convert or demolish, equip, use, occupy, or maintain any building, structure, or land in the City, or cause the same to be done, contrary to or in violation of any of the provisions of this title.
- B. Any person, firm, or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and each such person shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this title is committed, continued, or permitted, and upon conviction of any such violation such violation shall be punishable by a fine of not more than one thousand dollars (\$1,000.00) or by imprisonment for not more than ninety days (90), or by both such fine and imprisonment.
- C. The rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall be in full force and effect in accordance with the State Building Code Council adoption, and effective date of the referenced Washington State Building Codes, on July 1, 2016, and will continue to remain in full force and effect from and after the date of its final passage and adoption by the City Council.

Section 4. 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 5. Effective date. This ordinance shall go into effect 5 days following adoption and publication.

ADOPTED by the City Council and APPROVED by the Mayor this 5th day of December 2016.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

ACTION ITEM 6a

ATTEST:

By _____
Pat Adams, City Clerk

APPROVED AS TO FORM:

By _____
Grant Weed, City Attorney

ACTION ITEM 6b

Date: December 5, 2016
To: City Council
From: Debbie Emge, Interim Finance Director
Subject: **2016 Final Budget Amendment – Adopt Ordinance 2321**

SUMMARY: The purpose of this agenda item is for the City Council’s consideration of proposed Ordinance 2321 (Attachment A), amending the 2016 Budget. The amendments proposed will increase the General Fund budgeted expenditures by \$80,000 and the Stormwater Fund budgeted expenditures by \$40,000.

BACKGROUND: The 2016 Budget was adopted on December 4, 2015 as Ordinance 2293 (Attachment B) and amended on May 17, 2016 as Ordinance 2309 (Attachment C). Since the adoption of 2016 Budget and the amendment, revenues, personnel, operating and maintenance costs and capital outlay expenditures continue to be under constant review by staff to minimize the risk of expenditures exceeding authorized budget allocations and to better reflect sources expected to be received by the City in the fiscal year.

ANALYSIS: As of October 31, 2016, staff has revised expenditure allocations needing amendment including professional fees and capital project costs. Attachment D identifies, by fund, the budget line items proposed for amendment. The General Fund expenditure increase is primarily due to additional legal professional fees related to public records requests. The Stormwater expenditure increase is due to the sewer capital project on Seventh Street. The stormwater portion of this project was not included in the adopted 2016 Budget.

STRATEGIC PLAN REFERENCE: None

RECOMMENDATION: That the City Council **ADOPT Ordinance 2321 amending the 2016 Budget.**

ATTACHMENTS:

- A. Ordinance 2321
- B. Ordinance 2309
- C. Ordinance 2293
- D. Proposed 2016 Budget Amendments by Fund and Line Budget Line Item

ACTION ITEM 6b

ATTACHMENT A

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2321

AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON AMENDING THE 2016 BUDGET AS SET FORTH IN ORDINANCE 2293 AND AMENDED WITH ORDINANCE 2309 CONCERNING REVENUES AND EXPENDITURES FOR VARIOUS DEPARTMENTS AND FUNDS FOR THE YEAR 2016

WHEREAS, the Snohomish City Council adopted the 2016 budget pursuant to Ordinance 2293; and

WHEREAS, the Snohomish City Council amended the 2016 budget on May 17, 2016 pursuant to Ordinance 2309; and

WHEREAS, the City has experienced changes in both revenues and expenditures during the budget year 2016 which necessitates additional revisions to the 2016 budget; and

WHEREAS, the City has experienced changes in scope and scheduling of capital projects; and

WHEREAS, the changing economic conditions require constant vigilance by City staff in managing City finances for the foreseeable future;

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

Section 1. The 2016 budget, as adopted in Ordinance 2293 and amended in Ordinance 2309 is hereby further amended as follows:

Fund Name	Original Fund Budget	Increase or (Decrease)	Amended Fund Budget
FUND 001			
General Fund Expenditures	8,821,163	80,000	8,901,163
FUND 404			
Stormwater Fund Expenditures	1,963,623	40,000	2,003,623

Section 2. Except as set forth above, all other provisions of Ordinance 2293 and Ordinance 2309 shall remain in full force, unchanged.

ACTION ITEM 6b

Section 3. This Ordinance shall become effective 5 days following publication of a summary consisting of the title of this Ordinance.

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

CITY OF SNOHOMISH

By _____
KAREN GUZAK, MAYOR

Attest:

Approved as to form:

By _____
PAT ADAMS, CITY CLERK

By _____
GRANT K. WEED, CITY ATTORNEY

ACTION ITEM 6b

ATTACHMENT B

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2309

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON
AMENDING THE 2016 BUDGET AS SET FORTH IN ORDINANCE 2293
CONCERNING REVENUES AND EXPENDITURES FOR VARIOUS
DEPARTMENTS AND FUNDS FOR THE YEAR 2016**

WHEREAS, the Snohomish City Council adopted the 2016 budget pursuant to Ordinance 2293; and

WHEREAS, the City has experienced changes in both revenues and expenditures during the budget year 2016 which necessitates revisions to the 2016 budget; and

WHEREAS, the City has experienced changes in scope and scheduling of capital projects; and

WHEREAS, the economic conditions resulting from recovering national and world economic crises require constant vigilance by City staff in managing City finances for the foreseeable future;

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

Fund Name	Original Fund Budget	Increase or (Decrease)	Amended Fund Budget
FUND 001			
General Fund Revenues	8,611,967	359,549	8,971,516
General Fund Expenditures	8,800,033	21,130	8,821,163
FUND 125			
Traffic Impact Fee Expenditures	100,000	(100,000)	-
FUND 130			
Transportation Benefit District Expenditures	660,000	(129,610)	530,390
FUND 311			
Street Capital Project Revenue	1,420,500	588,685	2,009,185
Street Capital Project Expenditures	1,607,643	588,685	2,196,328
FUND 401			
Water Fund Expenditures	2,818,409	(145,000)	2,673,409
FUND 402			
Sewer Fund Expenditures	4,285,782	(135,000)	4,150,782
FUND 404			
Stormwater Fund Expenditures	2,038,623	(75,000)	1,963,623
FUND 501			
Fleet & Facilities Fund Expenditures	897,003	15,000	912,003
FUND 502			
Information Services Fund Expenditures	595,533	-	595,533

ACTION ITEM 6b

Section 1. The 2016 budget, as adopted in Ordinance 2293 is hereby further amended as follows:

Section 2. Except as set forth above, all other provisions of Ordinance 2293 shall remain in full force, unchanged.

Section 3. This Ordinance shall become effective 5 days following publication of a summary consisting of the title of this Ordinance.

ADOPTED by the City Council and **APPROVED** by the Mayor this 17th day of May, 2016.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

ATTEST:

By _____
Pat Adams, City Clerk

APPROVED AS TO FORM:

By _____
Grant K. Weed, City Attorney

ACTION ITEM 6b

ATTACHMENT C

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2293

AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF SNOHOMISH, WASHINGTON FOR THE YEAR 2016, AND SETTING FORTH IN SUMMARY FORM THE TOTALS OF ESTIMATED BEGINNING FUND BALANCES, REVENUES, AND APPROPRIATIONS FOR EACH SEPARATE FUND, AND ENDING FUND BALANCES FOR ALL SUCH FUNDS COMBINED

WHEREAS, State law requires that the City adopt an annual budget before the end of each calendar year; and

WHEREAS, the City Council has held public workshops on October 6, 2015 and October 20, 2015 in preparation of the City's 2016 Budget; and

WHEREAS, the City Manager has recommended a budget as provided by law; and

WHEREAS, on November 3, 2015 and November 17, 2015, the City Council held public hearings on the City Manager's 2016 Recommended Budget, also as required by law;

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

Section 1. In accordance with the provisions of RCW 35A.33.075, the budget of the City of Snohomish for 2016, in aggregate amount of \$42,758,340 is hereby adopted.

Section 2. The totals of budgeted revenues and appropriations for each separate fund are set forth in summary form as follows:

ACTION ITEM 6b

CITY OF SNOHOMISH
2016 ADOPTED BUDGET
SUMMARY REVENUES, EXPENDITURES AND FUND BALANCE

Fund	Description	2016 Estimated Beginning Fund Balance	2016 Proposed Revenues	2016 Proposed Expenditures	2016 Estimated Ending Fund Balance
001	General	1,146,388	8,611,967	8,800,033	958,322
102	Streets	3,630	1,035,375	1,019,291	19,714
104	Park Impact Fee	250,142	109,730	0	359,872
107	Visitor Promotion	8,463	7,010	11,120	4,353
108	PBIA	36,567	24,035	40,000	20,602
113	Police Seizure	91,761	0	90,000	1,761
117	Real Estate Excise Tax	986,712	420,500	325,000	1,082,212
125	Traffic Impact Fee	410,681	37,899	100,000	348,580
130	TBD	1,219,851	780,520	660,000	1,340,371
205	Debt Service	14,062	63,033	62,983	14,112
310	Municipal Capital Projects	232,433	305,085	330,000	207,518
311	Street Capital Projects	962,418	1,420,500	1,607,643	775,275
401	Water Utility	1,765,856	2,865,140	2,818,408	1,812,588
402	Wastewater Utility	6,156,540	5,251,503	4,285,782	7,122,261
403	Solid Waste	75,688	2,005,100	2,036,644	44,144
404	Stormwater Utility	1,964,084	1,836,600	2,038,623	1,762,061
501	Fleet & Facilities	633,602	861,124	897,003	597,723
502	Information Services	263,784	493,185	595,533	161,436
503	Self-insurance	12,259	5,010	5,000	12,269
505	Equipment Replacement	198,997	136,249	162,000	173,246
604	Carnegie Restoration	36,532	18,325	17,600	37,257
Total Overall		16,470,450	26,287,890	25,902,663	16,855,677

Section 3. The City Clerk is directed to transmit a certified copy of the budget, hereby adopted, to the Office of the Auditor of the State of Washington, Division of Municipal Corporation, and to the Association of Washington Cities.

Section 4. This ordinance shall take effect and be in force January 1, 2016.

ADOPTED by the City Council and **APPROVED** by the Mayor this 1st day of December, 2015.

CITY OF SNOHOMISH

By _____
KAREN GUZAK, MAYOR

Attest:

Approved as to form:

By _____
TORCHIE COREY, CITY CLERK

By _____
GRANT K. WEED, CITY ATTORNEY

Date of Publication: December 5, 2015

Effective Date: January 1, 2016

ATTACHMENT D

Budget Amendments
2016 Budget - Proposed Amendments
Dec. 5, 2016

Fund Name	Current Fund Budget	Current Line Item Budget	Increase or (Decrease)	Proposed Line Item Budget	Amended Fund Budget	Account	Description
FUND 001							
Expenditures							
Professional Services		100,000	80,000	180,000		001-010-531-60-4L-00-000	Additional allocation for Public Records Requests legal expenditures
General Fund Expenditures	8,821,163		80,000		8,901,163		
FUND 404							
Expenditures							
Other Capital Improvements			40,000	40,000		404-140-594-31-65-00-000	7th Street Project
Stormwater Fund Expenditures	1,963,623		40,000		2,003,623		

ACTION ITEM 6c

Date: December 5, 2016
To: City Council
From: Larry Bauman, City Manager
Subject: **Renewal of Contract with Snohomish County for Law Enforcement Services**

SUMMARY: The purpose of this agenda item is for the City Council to review a proposed agreement (Attachments A) for police services. This Interlocal Agreement (ILA) is for law enforcement services for 2017-2021 with the Snohomish County Sheriff's Office (SCSO). Staff will review changes to the proposed agreement and budget capacity to enhance services. However, no major service enhancements are proposed for the ILA at this time due to absence of new revenues to support these costs. Staff's presentation will focus on the structure, services and costs proposed for the 2017-2021 agreement. If Council approves, staff requests authorization for the City Manager to sign the agreement.

BACKGROUND: The Great Recession of 2009 and the resulting reduction of General Fund revenues in succeeding years served as the impetus for staff's proposal for contracting of police services. Staff presented analysis and recommendations to Council regarding an interlocal agreement with Snohomish County in 2011, after a multi-year series of budget reductions and staff layoffs in non-Police services had been adopted by the City Council. Council discussions regarding a potential contract began in May of 2011 and concluded with adoption of an interlocal agreement (ILA) in November 2011. The five-year agreement took effect on January 1, 2012 and will expire on December 31, 2016. The City Council discussed the scope and performance of services under the current agreement during an hour-long workshop on June 21, 2016. Staff was directed at that time to explore the affordability of certain improvements. The affordability and practicality of these improvements are reviewed in this staff report.

The proposal for contracting police services was initially a controversial one for the community. During the six months leading up to adoption of the ILA, the City Council heard comments from many members of the community who held diverse views concerning preferences for maintaining the City's Police Department as it then existed or contracting with the County. A number of citizens expressed concerns that contracting out for police services would be ineffective, undermine the character of the community, reduce the quality of policing, lead to increased crime, and/or result in unexpected higher costs over time. The operative concept of the service agreement negotiated with the County was to maintain the 2011 level of patrol staffing in the Police Department. As a result, the agreement funded 18 commissioned officers, the same level of officers the City employed in 2011.

The projected net cost savings to the City during the first year of a contract for police services, with the same level of patrol officers then funded in the City's Police Department, was \$354,234. Cost savings through the contract derived primarily from efficiencies in the administrative functions of police services. However, for the initial years of the agreement there were higher start-up costs (primarily for new vehicles and their future replacement). The projected costs

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showed that in years four and five of a five-year term the City would begin to see savings that would be more significant. Year five of the five-year agreement projected a savings of \$696,275 in comparison to the projected costs of a continued, stand-alone City Police Department.

The agreement provides a lieutenant in the County command structure as the City's Police Chief. An administrative sergeant serves as the department's second in command. The Chief is required to respond to direction from the City Manager, as long as that direction is not in conflict with SCSO policy or state law, as well as being under supervision of the SCSO command structure. The Police Chief is directly selected by the City Manager. In 2011 this was accomplished with the assistance of City Council/citizen and management staff interview panels, who recommended the selection of Lt. John Flood. Lt. Flood was appointed as Chief in January 2012 and has continued to serve in this capacity for the full five years of the agreement. The City retained three non-commissioned City employees, two records clerks and a Community Services Officer, to continue working within the Police Department and under dual supervision of the Chief and City Manager.

The contract also provides for a simple and quick means to replace any of the County personnel without any required stated cause. All County personnel wear City of Snohomish uniforms and patches (with SCSO badges) and all marked vehicles are distinctly identified by vehicle graphics as "City of Snohomish Police." These unique City-marked uniforms and vehicles provide a sense of community identification. The City has options during the term of the agreement to increase or decrease the number of personnel provided under contract. In January 2014, the City, in collaboration with the Snohomish School District, added a School Resource Officer to the contract. The costs of this position are shared, with the School District paying for the position during the school year (about 75 percent of the year) and the remaining costs for summer months paid by the City.

The ILA with the County also provides for special SCSO services as needed, including K-9 patrol (although K-9 patrol is also a current contract position), hostage negotiations, SWAT, bomb disposal, sex offender registration, dive team, reserve deputy support and volunteer community crime prevention. Evidence management is also a SCSO responsibility under the contract.

ANALYSIS: The components of the ILA are straightforward regarding costs of personnel, vehicles and various operating expenses (see Attachment B for detailed proposed costs for 2017-2021). The 2017-2021 agreement includes an annual cost escalator of 3 percent designed to account for inflation in operating expenses and the increased costs of personnel who are represented by labor agreements that specify annual cost-of-living increases and salary step increases.

Comparative Costs of Proposed Agreement: The attached spreadsheet (Attachment B) provides the detailed costs of each component of the service contract as proposed for 2017-2021. Without any significant change to levels of services, total annual costs would increase from \$2,701,071 in 2016 to \$2,770,861 in 2017, a 2.6 percent increase.

ACTION ITEM 6c

As with the 2012-2016 agreement, an annual 3 percent cost escalator is included for each of the five years of the proposed new agreement. However, a few key changes are noted below. The first agreement included credits for the transition of City vehicles and equipment to County use. These credits do not apply for a new contract. Key changes reflected in costs and other aspects of the proposed new five-year agreement include:

- The annual credit for use of the City's police facility on Maple Avenue is increased from \$6,000 a year in 2016 to \$9,500 for each of the new agreement's five years, 2017-2021;
- The 2017 operating costs of vehicles for personnel have increased over 2016 costs, per the following:
 - Lieutenant (City Chief), from \$9,886 to \$10,183 (3 percent increase);
 - Detectives, from \$9,886 to \$10,183 each (3 percent increase);
 - Sergeants and Deputies, from \$14,138 each to \$14,562 each (3 percent increase);
- Phones, personal computers and Information services costs are increased from \$117,558 in 2016 to \$121,087 in 2017 (3 percent increase);
- New language (Section 1.9) recognizing the attorney-client privilege between contracted officers and City-assigned attorneys.

Elements of the proposed agreement for the 2017-2021 reflect an average increase of approximately 2.6 percent in 2017 from current year costs. One unknown factor for 2017 and beyond is the potential conclusion of collective bargaining for a new agreement for the Snohomish County Deputy Sheriff's Association (SCDSA). The completion of these negotiations with the largest bargaining unit within the SCSO is expected to impact contract costs. The amount of the potential cost increase is unknown at this time. Depending on the timing of an agreement, the built-in 3-percent annual cost escalator in the agreement may offset some of these costs but to a degree that cannot be estimated at this time.

Staffing and Services: The initial ILA with the SCSO called for 18 Commissioned law enforcement positions. This level of staffing provided the police department with the ability to maintain the same level of staffing in the patrol division for 2012 as was present at the end of 2011. In addition, the City agreed to pay 100 percent of the cost for the first year of keeping a full-time School Resource Officer (SRO) at Snohomish High School. This was a \$167,754 expense the City deemed appropriate to maintain the safety and security of the children and staff at Snohomish High School. The traditional SRO funding model across Snohomish County is for the school district to fund 75 percent of the SRO cost and the law enforcement agency to fund the remaining 25 percent. The City informed the Snohomish School District of their desire to change to a traditional SRO funding model at the start of the 2012-2013 school year. The Snohomish School District was not in a position to meet this funding model so the decision was to eliminate the SRO from the ILA with the SCSO.

The Snohomish School District went without a dedicated SRO at Snohomish High School for the 2012-2013 school year. During that school year, any law enforcement needs at the high school were directed to 9-1-1 with the understanding that response times to the school would be dependent on current call load in the City at the time of the call. After being without an SRO for one school year, the Snohomish School District entered into negotiations for bringing back a full-time SRO under the past funding model of 75 percent school district and 25 percent City and in January of 2014 Snohomish High School once again had a dedicated SRO. This change resulted in

ACTION ITEM 6c

a cost savings of one Deputy position for one year. When the position was reinstated, the original cost proposal from the SCSO was in effect but the final financial impact was slightly reduced because the Snohomish School District was picking up 75 percent of the cost of the SRO position.

The initial two years of the ILA with the SCSO provided for no employee movement outside of any administrative reasons. This language provided for the continued consistency of employees working in the City of Snohomish without having to manage the annual shift bid assignment traditionally experienced within the SCSO. At the start of the third year of the ILA, the contract was opened up to all employees of the SCSO with the opportunity to exercise their office seniority and bid annually for a specific patrol shift in the City. The bid created movement at the police department and introduced some new personnel to the City. The personnel who bid into the City brought with them a variety of experience and maturity. That skill set is well received by the citizens of the City as they continue to provide praise and compliments for the outstanding work being done. The contract is now open to all on an annual basis or when there is a vacancy as a result of a promotion or movement to other assignments in the SCSO by Deputies assigned to the City of Snohomish.

The final change to the ILA since the start in 2012 was the reclassification of the Administrative Sergeant position. Originally the position had been created in the same fashion as the patrol deputy positions. This created the challenge of having that position possibly change every year as a result of the bid process. Since this position serves a dual role of Deputy Chief and Detective Sergeant, having consistency in the position was of great value. In 2013 this position was reclassified from Sergeant to Specialty Assignment and this allowed for a selection process to take place so the Chief would have input into who would be assisting with the direction of the department. The added cost of reclassifying this position would be an additional 3 percent specialty pay.

This organizational makeup of the Police Department is as follows:

- Chief of Police (1)
- Deputy Chief / Administrative Sergeant (1)
- Patrol Sergeants (4)
- Patrol Deputies (8)
- Patrol K9 Deputy (1)
- Patrol Canine (1)
- Detectives (2)
- School Resource Deputy (1)

Total Commission Personnel = 18

Performance: There is no objective performance data or study that directly compares services under the previous stand-alone City police model to the current SCSO ILA. However, impressions drawn from citizens appear to indicate a high level of satisfaction with current law enforcement services. The April 11, 2016, report for the Strategies 360 citizen opinion research conducted for the Open Government process indicated that “the city receives high marks for public safety” from residents. This is the most recent indicator the City has regarding public

ACTION ITEM 6c

perception of the City's existing law enforcement services. Staff has highly positive impressions of responsiveness, service levels, training levels and the overall quality of personnel provided under contract.

One area of apparent improved service is response time to emergency calls. This comes as a result of deputies who are assigned to the surrounding unincorporated area near the City are now using the Snohomish Police Department for their administrative duties. Having these extra resources in the community, at no additional expense, allows the police department to respond quicker and with greater resources because they are able to draw upon the personnel working in the police department when they need extra help with emergency calls.

The SCSO ILA has provided the City with the ability to eliminate staff and attorney time for personnel matters as they pertain to the commissioned positions. Those responsibilities are now the responsibility of Snohomish County. This reduction in human resources is one factor that has enabled the City to combine two previously separate positions, Human Resource Manager and City Clerk, into one combined position because of the significant workload reduction. This realignment of job responsibilities has resulted in improved performance within the City organization.

Civilian positions: During the first five years of the contracted police services, the City augmented the contract commissioned officers with three civilian positions that remained as City employees. These were a Records Clerk, Senior Records Clerk and Community Services Officer. While it is staff's recommendation that the two records clerk positions remain as part of the City's 2017 Budget, it is proposed that the Community Services Officer (CSO) position, which is currently vacant, remain vacant. The CSO had been responsible for animal control (complaint-based), parking enforcement, and for some minor amount of code enforcement projects. Staff proposes that the parking enforcement responsibilities be distributed to patrol officers under contract and that a new agreement be brought to Council for approval regarding animal control services. Code enforcement projects would be handled by existing City staff.

Chief Flood proposes that the most cost-effective and best operational response to this vacancy would be a separate service agreement developed with Snohomish County Animal Control for the animal control portion of the CSO's duties. This would be far less costly than filling this vacancy with a full-time City employee. Staff is working to develop this agreement for Council consideration.

Options for Future Service Changes: During the June 21, 2016, review of police services the Council discussed the potential of augmenting the agreement to add new personnel or make other service improvements in the future. The following options and estimated costs were discussed:

1) Patrol Supervisors:

- Change the designation of the four City of Snohomish Patrol Supervisors (Sergeant) from regular duty to Specialty and add an additional 3 percent specialty pay to the Sergeant positions.
 - **Costs** (Specialty pay for 4 Sergeants):
 - Year one - \$17,128
 - Five years - \$90,993

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2) Additional Supervision

- Upgrade four deputy positions, one from each crew, to Master Patrol Deputy [MPD].
 - **Costs** (Upgrade 4 Deputy positions to MPD):
 - Year one - \$26,513
 - Five years - \$140,760

3) Additional Deputies—Solution #1

- Add 1 additional Deputy
 - One Deputy \$169,403 year one
 - One Deputy \$848,691 five years
- Add 2 additional Deputies
 - Two Deputies \$338,806 year one
 - Two Deputies \$1,697,382 five years

4) Additional Deputies—Solution #2

- May or may not include annual and/or five-year costs of 1 or 2 additional Deputies as shown above as options for Solution #1
- Would primarily require changing working hours of graveyard shift Sergeant

City Council direction to staff during the June 21 workshop was to explore the affordability and feasibility of specialty pay for Sergeants as well as upgrading up to four Deputies to Master Patrol Deputies. Council directed staff to not provide further consideration of new Deputy positions (option items 3) and 4) above), to the ILA at this time due to budget limitations.

The two remaining options for consideration are: 1) Patrol Supervisors, and 2) Additional Supervision. Police Chief John Chief Flood reviewed these two options with improving the level of service to the community as the most important element and fiscal responsibility as a very close second. At the time, these options were presented to Council the countywide vote to implement a Criminal Justice Sales Tax had not yet occurred. This was seen as a potential means to fund potential ILA enhancements discussed by Council in June. That ballot measure failed on the August primary election.

Option 1) was proposed to address the potential turnover of patrol supervisors at the police department because of the annual office wide patrol assignment based on seniority in the bargaining unit. By changing the status of the four Snohomish patrol supervisor positions to a specialty assignment, the supervisors would not change on an annual basis based on seniority. Rather the assignment would now become a competitive selection process. This change in status would involve the Deputy Sheriff's Association (DSA) agreeing to the change and then amending the ILA with the Snohomish County to reflect the increased costs. Because the DSA is currently in negotiations with Snohomish County over their labor agreement this was considered an inappropriate time to suggest changes to the ILA involving the DSA. As a result, Chief Flood suggests no action at this time regarding this option.

Option 2) was proposed to address the problem of no immediate patrol supervision on the night crew when the patrol sergeant takes time off. As it works now, when the Snohomish patrol sergeant is gone, supervisory decisions at night are made by the Sheriff's Office on-duty Patrol

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Sergeant working in East County. This arrangement has been working well for the past five years and keeping the current system in place will continue to serve the City well at this time without changes to the agreement.

Chief Flood believes the overall goal of improving public safety can best be accomplished by adding two additional deputies to the patrol division working hours commonly known as swing shift (3 pm – 11 pm). An examination of calls for service show an increase in calls starting in the late afternoon and continuing into the late hours of the day. Additionally, adding staff in the afternoon hours will allow dayshift personnel to complete their required paperwork during their normal shift rather than having to extend the shift on overtime because they are unable to come off the road until the night shift comes into service at 6 pm.

Budget Capacity: The rejection by County voters in August 2016 of a County-proposed 2/10ths of 1 percent public safety sales tax eliminated a potential source for the City to fund police service enhancements. Alternately, a 1/10th of 1 percent City-only public safety sales tax, if proposed in the future by Council and approved by voters, would generate \$330,000 annually for public safety expenses. The recommendation of staff has been that Council not add costly new services to the ILA for police services with the County unless an identified and sustainable source of funding is available to support those costs. The ILA provides the City with flexibility to add or remove positions and services with notice as desired during the term of the agreement. The 2017 Budget includes funding as proposed in the attached ILA.

BUDGETARY IMPACTS:

Recommended Expenditure	Budget or Grant Sources for Expenditure	Fund Balance Impact if Approved	Budget Amendment Required
\$2,770,861 for this agreement is included in the 2017 Budget	General Fund	None (<i>no new fund impacts are associated with this item</i>).	None

STRATEGIC PLAN REFERENCE: Not applicable.

RECOMMENDATION: That the City Council **AUTHORIZE** the City Manager to execute the Interlocal Agreement for Police Services for 2017-2021.

ATTACHMENTS:

- A. Proposed 2017-2021 Interlocal Agreement for Law Enforcement Services
- B. Spreadsheet of Proposed ILA costs for 2017-2021

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ATTACHMENT A

AFTER RECORDING RETURN TO:
Snohomish County Council
3000 Rockefeller Avenue, M/S 609
Everett, WA 98201

**INTERLOCAL AGREEMENT BETWEEN
SNOHOMISH COUNTY AND THE CITY OF SNOHOMISH
FOR THE PROVISION OF LAW ENFORCEMENT SERVICES**

THIS INTERLOCAL AGREEMENT BETWEEN SNOHOMISH COUNTY AND THE CITY OF SNOHOMISH FOR THE PROVISION OF LAW ENFORCEMENT SERVICES (the “AGREEMENT”), entered into by and between Snohomish County, a political sub-division of the State of Washington (hereinafter referred to as the **COUNTY**), and the City of Snohomish, a municipal corporation of the State of Washington (hereinafter referred to as the **CITY**).

WITNESSES THAT:

WHEREAS, the **CITY'S** geographical boundaries lie entirely within the **COUNTY**; and

WHEREAS, the **CITY** possesses the power, legal authority and responsibility to provide law enforcement services within its boundaries; and

WHEREAS, the **COUNTY**, through the Snohomish County Sheriff's Office (hereinafter referred to as the **SHERIFF**) provides law enforcement services to the citizens of Snohomish County; and

WHEREAS, the **COUNTY** has the power and legal authority to extend those law enforcement services into the geographical area of the **CITY**; and

WHEREAS, Chapter 39.34 RCW authorizes two or more public entities to contract with each other to perform functions that each may individually perform; and

WHEREAS, the **CITY** desires to enter into an agreement with the **COUNTY** whereby the **COUNTY**, through the Sheriff, will provide quality law enforcement services to the **CITY** and its inhabitants; and

WHEREAS, the **COUNTY** agrees to render such law enforcement services, through the **SHERIFF**;

NOW THEREFORE, in consideration of the covenants, conditions, performances, and promises contained herein, the parties agree as follows:

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1.0 BASE LEVEL SERVICES. The **COUNTY** will provide within **CITY** limits the following law enforcement services, rendering such services in the same manner, and with the same equipment, as is customarily provided by the **COUNTY** in unincorporated Snohomish County unless otherwise set forth herein:

1.1 **POLICE PATROL SERVICES.** The **COUNTY** will provide Police Patrol Services (Patrol Services) as the first response for the enforcement of state law and city adopted municipal, criminal and traffic codes. Patrol Services shall include: reactive patrol to respond to calls for service, proactive patrol to prevent and deter criminal activity, and traffic patrol to enforce applicable traffic codes and investigate collisions. The deputies assigned to the **CITY** in accordance with this Agreement will provide patrol services during their scheduled work shifts exclusively within the **CITY** limits, provided that deputies may be directed to duties outside the **CITY** in cases of emergency.

1.2 **INVESTIGATIVE SERVICES.** The **COUNTY** will provide Investigative Services consisting of: follow-up investigations by one or more detectives assigned to the **CITY**, investigating crimes as assigned. The Sheriff's Investigations Division will investigate major crimes such as homicide, special assaults, missing persons, vice, and child abuse. The Investigations Division services include polygraph examinations..

1.3 **SPECIAL SERVICES.** The **COUNTY** will provide Special Services that may include, but are not limited to, K-9 patrol, hostage negotiations, SWAT, bomb disposal, sex offender registration, dive team, reserve deputy support, and volunteer community crime prevention.

1.4 **SUPPORT SERVICES.** The **COUNTY** will provide Support Services that include, but are not limited to, planning & research, subpoena control, training, accounting, payroll, personnel, labor relations, media relations, fleet management, radio maintenance, purchasing, risk management, internal investigations, evidence management, and contract administration.

1.5 **RECORDS.** The **CITY** shall perform all required data entry into the records management system in accordance with this Agreement, and shall maintain records in the police department facility.

1.6 **EVIDENCE.** The **COUNTY** will process and maintain evidence and property collected as a result of investigations occurring within the **CITY** in the same manner used for Sheriff's Office investigations occurring in the unincorporated portions of Snohomish County and in accordance with generally accepted practices.

1.7 **POLICE DEPARTMENT SERVICES.** The **CITY** will maintain **CITY** staff to provide citizen services such as: issuing concealed pistol licenses, fingerprinting, responding to citizen inquiries, the **CITY's** violations bureau, and all public records disclosure.

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1.8 RESOLUTION 0836. In addition to the services provided herein, subject to available funding from the **CITY**, the **COUNTY** will provide services consistent with City of Snohomish Resolution 0836, continuing programs specified that are related to levy funding: traffic safety, narcotics enforcement, major crime follow-up and investigation, gang resistance education and training and youth educational training for drug, alcohol and gang resistance.

1.9 MISCELLANEOUS – ATTORNEY CLIENT PRIVILEGE – PUBLIC RECORDS DISCLOSURE.

1.9.1 The **COUNTY** and the **CITY** acknowledge and agree that in the performance of this Agreement some communications between the City Attorney and the Police Chief and assigned deputies and staff may constitute privileged attorney-client communication and/or attorney work product. Both parties agree that in those instances where the communications by and between the Police Chief and City Attorney are privileged as either, or both, attorney-client communications and/or work product, the privilege is held by the City and as such may only be waived by the City.

2.0 ORGANIZATION. The **COUNTY** will provide the services identified in Section 1.0 through the following organization:

2.1 **POLICE CHIEF.** After considering the advice and recommendations of the **CITY**, the **COUNTY**, through the elected Sheriff or his/her designee will designate a Sheriff's lieutenant to serve as the Police Chief. The Police Chief will coordinate service delivery, attend City Council and other public meetings as required by the **CITY**, prepare budget requests, schedule employees, maintain integrity of records, and generally manage law enforcement activities on behalf of the **CITY**. The Sheriff has no interest in defining law enforcement issues and priorities of importance to the **CITY** to the extent that the **CITY's** directives to the Police Chief are lawful. The City Manager shall maintain the authority to define law enforcement issues and priorities to the Police Chief or his designee. The Police Chief and all other personnel assigned to the **CITY** under this Agreement will respond to the general law enforcement issues and priorities identified by the City Manager.

2.2 **ASSIGNED SUPERVISORY PERSONNEL.** In addition to the Police Chief, the **COUNTY** will assign one or more **SHERIFF'S** sergeants to work within the **CITY** to assist the Police Chief. The assigned sergeant(s) will assist the Police Chief with supervision of other assigned personnel, and may also provide patrol, investigative, or special services. The number of sergeants assigned to the **CITY** shall be that listed in Addendum 2, attached hereto and incorporated herein by reference. The **COUNTY** will assign additional sergeants if requested and contracted for by the **CITY**.

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2.3 ASSIGNED DEPUTY SHERIFF PERSONNEL. The **COUNTY** will assign fully commissioned deputy sheriffs to the **CITY**, as shown in Addendum 2 or as amended per section 6.3 of this Agreement. These deputies will be dedicated full-time to providing for the law enforcement needs of the **CITY** by performing Patrol, Investigative or other Special Services under supervision of the Police Chief and the sergeant(s).

2.4 JOINT USE OF POLICE DEPARTMENT FACILITY. Should the **COUNTY** and the **CITY** benefit from the use of existing **CITY** space by Sheriff's deputies assigned to patrol the **CITY** as well as those assigned to patrolling the surrounding unincorporated **COUNTY** area, the **COUNTY** will provide a building credit to the **CITY** per Addendum 1, which is attached hereto and incorporated herein by this reference. The parties agree that for the purposes of community identity, the facility shall be identified as the "Snohomish Police Department."

2.5 WORK LOCATION. Assigned personnel identified in Sections 2.1, 2.2 and 2.3 above shall provide the described services exclusively within the **CITY** limits, provided that personnel may be directed to duties outside the **CITY** in cases of emergency.

2.6 MARKING OF VEHICLES AND UNIFORMS. The vehicles and uniforms of the personnel assigned full-time to the **CITY** under this Agreement will display identification of the **CITY**. The **CITY** will determine the form of identification; provided, the **SHERIFF'S** badge will be retained on the uniform and any marked vehicles display a small graphic stating "Law enforcement services provided by the Snohomish County Sheriff's Office" or something similar and mutually acceptable.

3.0 REPORTING.

3.1 REPORTING DISTRICTS. The **COUNTY** will maintain reporting districts that are coterminous with the city boundaries to enable accurate data collection on criminal and traffic activity and on dispatched calls for service.

3.2 NOTIFICATION TO CITY MANAGER. The City Manager will provide the Police Chief with a list of events that the City Manager considers significant occurrences. The Police Chief will promptly notify the City Manager in the event of a significant occurrence or other major event within the **CITY**.

3.3 ACTIVITY REPORTS. Quarterly, the **COUNTY** will provide reports to the **CITY**, through the Police Chief, on criminal and traffic activity within the city limits.

3.4 MEDIA RELEASES. The Sheriff's Director of Communications will prepare news releases concerning major crime investigations conducted by Sheriff investigators and will send a copy to the City Manager or the City Manager's designee and to the Police Chief. The Police Chief, or the Police Chief and the Sheriff's Director of Communications, will prepare media releases concerning law enforcement activities conducted by deputies assigned to the **CITY** under this Agreement. Information concerning performance under this Agreement shall not be

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released to the media by either party without first discussing the issues involved with the other party, including the City Manager and the City Attorney, as appropriate.

4.0 PERSONNEL AND EQUIPMENT.

4.1 INDEPENDENT CONTRACTOR. The **COUNTY** is acting hereunder as an independent contractor so that:

4.1.1 SERVICE PROVIDED BY COUNTY EMPLOYEES. All County Employees rendering services hereunder shall be considered employees of the **COUNTY** for all purposes.

4.1.2 CONTROL OF PERSONNEL. With the exception of **CITY** guided priorities, the **COUNTY** shall control the conduct of personnel, including standards of performance, discipline and all other aspects of performance.

4.1.3 POLICE CHIEF WORK SCHEDULE. The **CITY** shall establish the work schedule of the Police Chief in accordance with the labor agreement executed between Snohomish County and the Snohomish County Sheriff's Office Management Team, and determine enforcement issues and priorities of the Police Chief appointed pursuant to paragraph 2.1.

4.1.4 OPERATIONAL CONTROL BY POLICE CHIEF. Operational control of personnel, including but not limited to establishing work shifts and schedules, assignments, training requirements, overtime, etc. shall be the responsibility of the Police Chief. Notwithstanding terms and conditions contained in this Agreement, such operational control shall be consistent with provisions contained in the Sheriff's Office Manual of Policy and Procedures and any applicable labor agreements.

4.1.5 CITY RIGHT TO REQUIRE REPLACEMENT OF PERSONNEL. The **CITY** shall have the right to require the **COUNTY** to replace **COUNTY** personnel assigned to provide services under this Agreement, except as provided in paragraph 4.1.6 provided such requirement is made for reasonable cause. "Reasonable cause" shall include, but not be limited to, the following: Documented inability to correct performance deficiencies without resorting to formal discipline; an abrasive style that generates repeated citizen complaints; an inability or unwillingness to perform law enforcement duties required by the **CITY** that are not normally performed by Sheriff's deputies in unincorporated Snohomish County.

4.1.6 REPLACEMENT OF POLICE CHIEF. The Police Chief designated under paragraph 2.1 may be replaced in the following manner:

4.1.6.1 CITY REQUEST. The **COUNTY** will replace the Police Chief designated under paragraph 2.1 within fifteen (15) days of receipt of a written request from the City Manager. Any written request for replacement of the Police Chief shall be delivered to the Sheriff personally or by certified or registered mail.

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4.1.6.2 COUNTY REQUEST

A. The **COUNTY** may replace the Police Chief designated under paragraph 2.1; provided,

1. The lieutenant serving as Police Chief has been assigned to the **CITY** in that capacity for three (3) consecutive years; or
2. The lieutenant assigned to the **CITY** as Police Chief has been promoted to a higher rank within the Sheriff's Office; or
3. The **CITY** agrees to the **COUNTY's** request to replace the lieutenant.

B. The **COUNTY** will provide the **CITY** with a minimum of sixty (60) days' notice of its intent to replace the lieutenant assigned to the **CITY** as the Police Chief. If replacement is a result of the lieutenant being promoted to a higher rank within the **SHERIFF'S** Office, the **CITY** may retain the person assigned beyond sixty (60) days by paying the **COUNTY** the difference in salary and benefits between lieutenant and the higher ranking position.

C. When the Police Chief is replaced pursuant to this section, the **COUNTY** will attempt to provide the replacement lieutenant to the **CITY** a minimum of two (2) weeks prior to the actual transfer in order to ensure an effective transition.

4.2 **SICK LEAVE REPLACEMENT.** If a **COUNTY** employee assigned to the **CITY** is absent from duty due to illness or injury for longer than the average annual sick and FMLA leave usage for the deputy sheriff work force, the **COUNTY** will back fill the vacancy, utilizing straight time, overtime or a combination thereof to ensure minimum coverage levels are met. The figure of average annual sick and FMLA leave usage for the deputy sheriff work force will be provided to the **CITY** with the invoice for January of each year that this Agreement is in effect.

4.3 **POLICE CHIEF: TEMPORARY REPLACEMENT.** If the Police Chief assigned to the **CITY** is absent from duty for any reason for a period of ten (10) consecutive work days, the **COUNTY** will provide a replacement Police Chief at the rank of Sergeant or above, beginning on the eleventh (11th) work day until such time as the Police Chief assigned to the **CITY** is able to return to his duties as Police Chief.

4.4 **TEMPORARY REPLACEMENT COST.** Costs related to all staffing resources assigned under sections 4.2 and 4.3 will be billed to the **CITY** in accordance with the rates set forth in Addendum 2.

4.6 **DEATH OR TOTAL DISABILITY OF POLICE CHIEF.** In the event of the designated Police Chief's death or total disability, the **COUNTY** will provide a replacement Police Chief as soon as reasonably practicable and in no event greater than thirty (30) days. Assignment of a replacement Chief shall be in accordance with Section 2.1 of this Agreement.

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4.7 TRANSFER OF EQUIPMENT REPLACEMENT. Equipment purchased by the COUNTY with funds provided by the CITY for the purpose of providing services under this Agreement shall become property of the CITY upon termination of this Agreement. The COUNTY shall provide the CITY with a list of capital equipment covered by this section which shall be updated annually. The CITY shall retain any money contributed towards reserve accounts for future replacement, purchase or upgrade of this equipment upon the termination of this Agreement.

4.8 EQUIPMENT REPLACEMENT. Equipment purchased by the COUNTY with funds provided by the CITY for the purpose of providing services under this Agreement shall be maintained in a manner, and replaced at a point in time, no later than is consistent with the customary maintenance and replacement schedule for like equipment provided by the COUNTY in policing unincorporated Snohomish County. All attempts will be made to determine the extent of infrastructure, hardware and software upgrades that will be necessary for implementation and such costs are to be reflected separately in Addendum 2.

4.10 CITY POLICE SERVICE DOG. All maintenance, health care, training, equipment and replacement costs related to the police service dog shall not be borne by the COUNTY, and will remain the responsibility of the CITY. Costs related to the handler's assignment will be billed to the CITY in accordance with the rates set forth in Addendum 2.

5.0 PERFORMANCE REVIEW SCHEDULE. The Sheriff or the Sheriff's designee shall meet with the City Manager as needed and at least annually to discuss performance under this Agreement. The City Manager shall have an opportunity to comment on its satisfaction with the service delivered and request adjustments or modifications.

6.0 COMPENSATION.

6.1 CONTRACT AMOUNT. In consideration for the services provided by the COUNTY as set forth herein, the CITY promises to pay the COUNTY a sum, monthly, equal to one-twelfth of the amount determined to be the annual grand total determined according to Addendum 2, which is attached hereto and incorporated herein by reference. In the event direct costs to the County to provide such services increase or decrease by a rate that is more than one percent (1%) over the amount of anticipated inflation as indicated in Addendum 2, the parties agree that the costs for the remainder of the term of this Agreement shall be renegotiated based on actual direct costs.

6.2 BILLING. The CITY will be billed in equal monthly amounts for services rendered. Payments are due within thirty (30) days after invoicing by the COUNTY. Payment shall be made to:

Snohomish County Sheriff's Office
Finance Division
3000 Rockefeller Avenue, M/S 606
Everett, WA 98201

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6.3 ADJUSTMENT OF LEVEL OF STAFF SERVICES. In the event the **CITY** is unable to fund this Agreement in its entirety, the **CITY** will notify the **COUNTY** in writing at least sixty (60) days prior to any changes regarding the level of staff services, related capital equipment, or operational expenditures. The **COUNTY** shall make good faith efforts to accommodate such changes requested by the **CITY** and if the **COUNTY** is able to do so, the parties agree to amend this Agreement pursuant to Section 14.0.

7.0 CITY RESPONSIBILITIES.

In support of the **COUNTY** providing the services described in Sections 1 and 2 above, the **CITY** promises:

7.1 MUNICIPAL AUTHORITY. To hereby confer municipal police authority on all **COUNTY** deputies for the purposes of carrying out this Agreement;

7.2 CRIMINAL JUSTICE SYSTEM SERVICES (JAIL, PROSECUTION, DISTRICT COURT AND ASSIGNED COUNSEL). To provide for criminal justice system services necessary to support this Agreement that are directly attributable to enforcement of state and municipal laws within **CITY** limits, including Agreements for services with the Snohomish Regional Drug and Gang Task Force, and Dawson Place Child Advocacy Center;

7.3 CITY PROVIDES SPECIAL SUPPLIES. To supply at its own cost and expense any special supplies, stationery, notices, forms, equipment, uniforms and the like where such is required by the **CITY** or must be issued in the name of the **CITY**;

7.4 SNOPAC CONTRACT. To maintain its contract with SNOPAC for radio communication, dispatch services and CAD/RMS terminal assessments;

7.5 SERS CONTRACT. To maintain an agreement with Snohomish County and Snohomish County Emergency Radio System (SERS) for use of 800 MHz Trunked Radio System;

7.6 VIOLATIONS BUREAU--CITY RETAINS REVENUE. To retain its Violations Bureau and to retain revenue from traffic infractions in the same manner as it did before this Agreement was implemented;

7.7 CITY PROVIDES CIVILIAN SUPPORT STAFF. To provide a minimum of 2.0 full time equivalent civilian support staff at **CITY** expense dedicated exclusively to the needs of the police department, as determined by the City Manager and the Police Chief, during the term of this Agreement; and

7.8 CITY MAINTAINS BUILDING. The **CITY** agrees to maintain, at the **CITY's** sole expense, the police department building and its related utilities (except telephone), janitorial services, furnishings, fixtures, and **CITY** owned equipment at the same level of maintenance as other **CITY** owned and operated buildings. Any repairs to rectify

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damage caused by **COUNTY** employees who are not assigned to the **CITY** shall be paid by the **COUNTY**. To the best of the City's knowledge, the City is not aware of any material defect in the building and represents that it is safe for occupancy for the intended purpose.

8.0 DURATION.

8.1 **TERM.** This Agreement will provide for services hereunder commencing January 1, 2017, and will become effective when it has been duly authorized, executed by both parties, and filed with the Snohomish County Auditor as required by RCW 39.34.040. This Agreement shall remain in effect through December 31, 2021, unless either party initiates termination procedures as outlined in Section 9.0 or termination is necessary due to a lack of sufficient legislative appropriation by either party.

8.2 **CONTRACT RENEWAL.** If the **CITY** desires to renew this Agreement, written notice of intent shall be provided to the **COUNTY** no less than one hundred and twenty (120) days prior to the end date of this Agreement. Upon receipt of the **CITY'S** written notice the parties shall commence negotiations. If a renewal agreement is not fully executed by December 31, 2021, the **COUNTY** and **CITY** agree to continue operating under the terms of this Agreement until the renewal agreement is in place, or until the termination process is complete, in accordance with Section 9.0, in order to provide for continuity of law enforcement services.

9.0 TERMINATION PROCESS.

Either party may initiate a process to terminate this Agreement as follows:

9.1 **WRITTEN NOTICE REQUIRED.** The party desiring to terminate this Agreement shall provide written notice to the other party, as designated in Section 10.

9.2 **TRANSITION PLAN.** Upon receipt of such notice, the parties agree to commence work on, and to complete within one hundred and twenty (120) days, an orderly transition of responsibilities from the **COUNTY** to the **CITY** over a minimum time frame of twelve months; provided, the minimum time frame to complete and implement a transition plan may be shortened as necessary if this Agreement is terminated due to lack of legislative appropriation by either party. The transition plan shall identify and address personnel, capital equipment, workload, responsibility for on-going investigations, and any other issues related to the transition. Each party shall bear its respective costs in developing the transition plan.

9.3 **FINAL NOTICE OF INTENT TO TERMINATE.** Upon completion of a mutually agreed upon transition plan, or as necessary if this Agreement is terminated due to lack of legislative appropriation, either party may provide official final written notice of its intent to terminate this Agreement consistent with the contents of the plan, or as necessary due to lack of legislative appropriation.

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9.4 RETURN OF EQUIPMENT AND FUNDS. Upon termination of this Agreement, the **COUNTY** shall deliver and transfer title to the **CITY** all equipment used to provide service to the **CITY** under this Agreement that was purchased (either directly or through reimbursement) with **CITY** funds. The **COUNTY** shall also deliver to the **CITY** any funds in Equipment Rental and Revolving (ER&R) or other reserve accounts accumulated for future vehicle or equipment purchases on behalf of the **CITY**.

10.0 NOTICES. Any notice provided for or concerning this Agreement shall be in writing and shall be deemed given when delivered personally or when sent by certified or registered mail to the following:

Any notice to **SNOHOMISH COUNTY** shall be sent or delivered to:

Snohomish County Sheriff
3000 Rockefeller Avenue, M/S 606
Everett, WA 98201

Any notice to the **CITY OF SNOHOMISH** shall be sent or delivered to:

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

11.0 INDEMNIFICATION.

11.1 COUNTY RESPONSIBILITY. The **COUNTY** shall protect, save, and hold harmless, indemnify and defend the **CITY**, its elected and appointed officials, officers, employees and agents, from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or **COUNTY** employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the **COUNTY** in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the **CITY**, its elected or appointed officials, officers, employees or agents.

11.2 CITY RESPONSIBILITY. The **CITY** shall protect, save, and hold harmless, indemnify and defend the **COUNTY**, its elected and appointed officials, officers, employees and agents from and against any loss or claim for damages of any nature whatsoever, including all claims arising from or related to maintenance or condition of the **CITY** police department building, and all claims by third parties or **CITY** employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the **CITY** in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the **COUNTY**, its elected or appointed officials, officers, employees or agents.

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11.3 CITY ORDINANCES. In executing this Agreement, the **COUNTY** does not assume liability or responsibility for or in any way release the **CITY** from any liability or responsibility that arises in whole or in part from the existence or effect of **CITY** ordinances, rules or regulations. In any cause, claim, suit, action or administrative proceeding in which the enforceability and/or validity of any such **CITY** ordinance, rule or regulation is at issue, the **CITY** shall defend on that issue at its sole expense, and if judgment is entered or damages are awarded against the **CITY**, the **COUNTY**, or both, on that issue, the **CITY** shall satisfy the same, including all chargeable costs and attorney's fees, attributable to the existence or effect of a **CITY** ordinance, rule, or regulation. In any such cause, claim, suit, or action, each party shall otherwise remain responsible for its own acts or omissions, as well as those of its elected and appointed officials, officers, employees and agents, as provided in paragraphs 11.1 and 11.2 to this Agreement.

11.4 The provisions of Paragraph 11 shall survive the expiration or termination of this agreement.

12.0 INSURANCE.

12.1 COUNTY INSURANCE: The **COUNTY** maintains a fully-funded self-insurance program as defined in Snohomish County Code 2.90 for the protection and handling of the **COUNTY**'s liabilities, including injuries to persons and damage to property. The self-funded program will respond if an incident occurs involving negligence of **COUNTY** employees acting in the scope of their employment.

The **CITY** acknowledges, agrees and accepts that the **COUNTY** is self-funded for its liability exposures. The **COUNTY** agrees, at its own expense, to maintain through its self-funded program, coverage for its liability exposures. The **COUNTY** agrees to provide the **CITY** at least thirty (30) calendar days' prior written notice of any material change in the **COUNTY**'s self-funded program.

The **CITY** further acknowledges, agrees and understands that the **COUNTY** does not purchase Commercial General Liability insurance, and is a self-insured governmental entity; therefore, the **COUNTY** does not have the ability to add any party as an additional insured.

12.2 CITY INSURANCE. During the term of this Agreement the **CITY** agrees to keep in full force and effect insurance, self insurance or membership in an insurance pooling entity authorized pursuant to Chapter 48.62 RCW with such coverages and limits as are in effect at the time of execution of this Agreement to the extent such cover the **CITY**'s actions in carrying out and/or failing to carry out its duties and obligations under this Agreement. Not less than sixty (60) days written notice shall be provided the **COUNTY** in the event of any change in coverages or limits of insurance or the cancellation thereof.

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13.0 AUDITS AND INSPECTIONS. The records and documents with respect to all matters covered by this Agreement shall be subject to inspection, review or audit by the **COUNTY** or the **CITY** during the term of this Agreement and for a period of six (6) years after termination. All records shall be retained in accordance with the Local Government Common Records Retention Schedule prescribed by the Washington State Archivist.

14.0 AMENDMENTS. This Agreement may be amended at any time by mutual written agreement of the parties that is executed and filed with the **COUNTY** Auditor as required by RCW 39.34.040.

15.0 NO THIRD PARTY BENEFICIARY. The **COUNTY** and the **CITY** agree that this Agreement shall not confer third party beneficiary status on any non-party, including the citizens of either the **COUNTY** or the **CITY**.

16.0 LEGAL REQUIREMENTS. Both parties shall comply with all applicable federal, state and local laws in performing this Agreement.

17.0 VENUE. The laws of the State of Washington shall apply to the construction and enforcement of this agreement. Any action at law, suit in equity, or judicial proceedings for the enforcement of this agreement or any provision hereof shall be in a court of competent jurisdiction.

18.0 WAIVER OF DEFAULT. Waiver of any default shall not be deemed as a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the **COUNTY** and the **CITY**, which shall be attached to the original Agreement and filed with the **COUNTY** Auditor.

19.0 DISPUTE RESOLUTION

19.1 In the event differences between the **CITY** and the **COUNTY** should arise over the terms and conditions of this Agreement, the Sheriff and the City Manager, or their respective designees, shall attempt to resolve any problems on an informal basis.

19.2 If the problem cannot be resolved informally, the matter shall be referred to the Snohomish County Dispute Resolution Center for mediation.

19.3 If mediation is not successful, either party may institute legal action to enforce the terms and conditions of this Agreement. The prevailing party in any legal action shall be entitled to reasonable attorney's fees and court costs.

20.0 ENTIRE AGREEMENT. The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance and the provisions of this Agreement.

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21.0 SEVERABILITY CLAUSE. Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

In witness whereof, the parties have executed this Agreement.

SNOHOMISH COUNTY

CITY of SNOHOMISH

Dave Somers, County Executive
DATE: _____

Larry Bauman, City Manager
DATE: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Deputy Prosecuting Attorney
DATE: _____

City Attorney
DATE: _____

APPROVAL RECOMMENDED:

Ty Trenary, Sheriff
DATE: _____

REVIEWED BY RISK MANAGEMENT:

APPROVED () OTHER ()

Risk Manager
DATE: _____

ACTION ITEM 6c

ATTACHMENT B

City Of Snohomish
Police Services Contract
January 1, 2017 - December 31, 2021

Years 2017-2021							
Personnel	FTE Count	Current Per FTE Cost	2017	2018	2019	2020	2021
Lieutenant Salary	1.0	\$ 118,205	\$ 121,751	\$ 125,404	\$ 129,166	\$ 133,041	\$ 137,032
Lieutenant Benefits		\$ 32,536	\$ 33,512	\$ 34,517	\$ 35,553	\$ 36,619	\$ 37,718
Lieutenant Overtime		\$ 2,001	\$ 2,061	\$ 2,123	\$ 2,187	\$ 2,252	\$ 2,320
Sergeant Salary	5.0	\$ 98,201	\$ 505,737	\$ 520,909	\$ 536,536	\$ 552,632	\$ 569,211
Sergeant Benefits		\$ 29,957	\$ 154,279	\$ 158,907	\$ 163,674	\$ 168,584	\$ 173,642
Sergeant Overtime		\$ 7,756	\$ 39,942	\$ 41,140	\$ 42,374	\$ 43,646	\$ 44,955
Deputy Sheriff Salary	9.0	\$ 81,434	\$ 754,892	\$ 777,539	\$ 800,865	\$ 824,891	\$ 849,638
Deputy Sheriff Benefits		\$ 27,796	\$ 257,670	\$ 265,400	\$ 273,362	\$ 281,563	\$ 290,010
Deputy Sheriff Overtime		\$ 8,295	\$ 76,897	\$ 79,204	\$ 81,580	\$ 84,028	\$ 86,549
Detective Salary	2.0	\$ 82,322	\$ 169,584	\$ 174,671	\$ 179,912	\$ 185,309	\$ 190,868
Detective Benefits		\$ 24,623	\$ 50,723	\$ 52,245	\$ 53,812	\$ 55,426	\$ 57,089
Detective Overtime		\$ 8,100	\$ 16,685	\$ 17,186	\$ 17,702	\$ 18,233	\$ 18,780
School Resource Officer Salary	1.0	\$ 79,213	\$ 81,589	\$ 84,037	\$ 86,558	\$ 89,155	\$ 91,830
School Resource Officer Benefits		\$ 27,510	\$ 28,335	\$ 29,185	\$ 30,061	\$ 30,963	\$ 31,891
School Resource Officer Overtime		\$ 2,963	\$ 3,052	\$ 3,143	\$ 3,238	\$ 3,335	\$ 3,435
Total FTEs	18.0						
Personnel Subtotal			\$ 2,296,710	\$ 2,365,612	\$ 2,436,580	\$ 2,509,677	\$ 2,584,968

One-Time Start-up Costs and Credits*	Count	Unit Cost	2017	2018	2019	2020	2021
Start-up costs for Deputy/Sgt/MPD	0.0		\$ -	\$ -	\$ -	\$ -	\$ -
Start-up costs for vehicle & equipment	0.0		\$ -	\$ -	\$ -	\$ -	\$ -
Credit for Retained Vehicles	0.0		\$ -	\$ -	\$ -	\$ -	\$ -
Start-up cost for retained vehicle replacement fund	0.0		\$ -	\$ -	\$ -	\$ -	\$ -
Credit for retained equipment, gear	0.0		\$ -	\$ -	\$ -	\$ -	\$ -
Start-up cost for DIS/Phone	0.0		\$ -	\$ -	\$ -	\$ -	\$ -
Start-up Costs and Credits Subtotal			\$ -				

Annual Operating Costs	FTE Count	Current Unit Cost	2017	2018	2019	2020	2021
Vehicle Operating Cost (Lt. & Det)	3	\$ 9,886	\$ 30,548	\$ 31,464	\$ 32,408	\$ 33,380	\$ 34,382
Vehicle Operating Cost (Sgt., Deputy, SRO)	15	\$ 14,138	\$ 218,432	\$ 224,985	\$ 231,735	\$ 238,687	\$ 245,847
Cellular Phone Service	18	\$ 700	\$ 12,978	\$ 13,367	\$ 13,768	\$ 14,181	\$ 14,607
Contract Administration Services	18	\$ 538	\$ 9,966	\$ 10,265	\$ 10,573	\$ 10,890	\$ 11,217
Phones/PCs/Information Services	18	\$ 6,531	\$ 121,087	\$ 124,719	\$ 128,461	\$ 132,315	\$ 136,284
Evidence Facility Services**	18	\$ 1,104	\$ 20,461	\$ 21,075	\$ 21,707	\$ 22,359	\$ 23,029
Records Management Services**	18	\$ 84	\$ 1,565	\$ 1,612	\$ 1,660	\$ 1,710	\$ 1,761
Misdemeanor Warrant Entry	383	\$ 5.23	\$ 2,063	\$ 2,125	\$ 2,189	\$ 2,254	\$ 2,322
Court Ordered/Protection Entry	51	\$ 16.58	\$ 871	\$ 897	\$ 924	\$ 952	\$ 980
Training Unit / Range	18	\$ 1,380	\$ 25,585	\$ 26,353	\$ 27,143	\$ 27,958	\$ 28,796
Outside training	18	\$ 425	\$ 7,650	\$ 7,880	\$ 8,116	\$ 8,359	\$ 8,610
Operational Supplies/Uniforms	18	\$ 1,750	\$ 32,445	\$ 33,418	\$ 34,421	\$ 35,454	\$ 36,517
Annual Operating Cost Subtotal			\$ 483,651	\$ 498,161	\$ 513,105	\$ 528,499	\$ 544,353

Annual Operating Credits	Count	Unit Cost	2017	2018	2019	2020	2021
Credit for Police Facility			\$ (9,500)	\$ (9,500)	\$ (9,500)	\$ (9,500)	\$ (9,500)
Annual Operating Credits Subtotal			\$ (9,500)				

Grand Total by Year			\$ 2,770,861	\$ 2,854,272	\$ 2,940,185	\$ 3,028,676	\$ 3,119,821
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Notes:

All personnel and operating costs reflect a 3% annual increase for CPI/COLA
 ** Evidence and Records Service costs are assessed only for commissioned personnel
 Non-Commissioned staff employed by the City are not included in this cost proposal
 SNOPAC, SERS and other County service contracts (PA, Jail, SRDTF, Auditor) are not included in this proposal
 Canine supplies will be provided by the CITY or reimbursed to the COUNTY in addition to the costs detailed above

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ACTION ITEM 6d

Date: October 18, 2016
To: City Council
From: Debbie Emge, Interim Finance Director
Subject: **Amend Resolution 1348 Revising 2017-2019 for 5/8" Meter Wastewater Rates - Pass Resolution 1354**

PURPOSE: The purpose of this agenda item is for City Council to discuss and pass a revision to the wastewater rate only for 5/8" meters for 2017-2019 that was adopted by Resolution 1348 on October 18, 2016.

BACKGROUND: City Council adopted Resolution 1348 on October 18, 2016 setting water, wastewater and stormwater rates for 2017-2019. Following the adoption, it was brought to staff's attention that many of the larger consumption customers on a 5/8" meter are classified as commercial users rather than residential users, and were not included in the rate impact analysis, as only residential customers were included. Using the updated data, with the inclusion of the high end consumption 5/8" meter commercial users, staff is requesting City Council discuss a revised rate structure that would reduce the base rate for all 5/8" meter users by 12.7% and also reduce the overage rate by 2%. As passed on October 18, 2016, the base rate for wastewater 5/8" meters would have decreased by 24.79%, and the overage charge would increase by 28% for 2017-2019. The proposed Resolution 1354 is revenue neutral when compared to the previously adopted Resolution 1348.

The City supplies water to customers and calculates consumption through water meters with readings taken bi-monthly. Wastewater charges are based on water usage, with the exception of summer months where wastewater charges are based on winter use or typically known as winter average.

Water Rates

No change is being requested to the rates adopted on October 18, 2016 for water. For 2017-2019 water base and overage rates will be increased 2.25% each of the three years.

Wastewater Rates

Wastewater rates as previously adopted were to decrease for the majority of all residential and commercial customers, depending on water meter size and 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, with 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. In the original analysis the impact to the high consumption commercial users were not included in the review.

In an analysis that more accurately included the larger volume commercial users on a 5/8" meter, the adopted rates will have a significant negative impact. As staff analyzed the larger commercial

ACTION ITEM 6d

users it is requesting that a more equitable rate fee should be discussed for the 5/8" meter user. It was important in the reevaluation to assure that the wastewater utility fees generated are revenue neutral for the City and that the overall fees collected are adequate to meet the operation, debt and long term capital improvements of the wastewater system. It was also important to continue to meet the goal of making the rates more equitable for the low-end consumption residential households as originally intended. Staff is recommending a reduction from the current 2016 rates of 12.7% instead of 24.79% for the base rate and a reduction of 2% for the overage rate instead of an increase of 28%. In staff's opinion these proposed reductions will meet each goal as proposed by Council. See Attachment C for a review of the impact of the proposed change on various consumption level users.

There will be no change to the adopted rates for the one-inch and larger meter customers as they will receive a 10% decrease for both the base and overage rates. This new rate structure will impact 2017 rates downward and then no increases or decreases are planned for 2018 and 2019 of the three year rate cycle.

Stormwater Rates

No change is being requested to the rates adopted on October 18, 2016 for stormwater. For 2017-2019 stormwater rates are recommended to increase 2.0% each year of the three year rate cycle.

The attached Resolution 1354 goes into effect on January 1, 2017 to the selected water, wastewater, and stormwater rate structure for the years 2017 through 2019.

STRATEGIC PLAN REFERENCE: None

RECOMMENDATION: That the City Council PASS Resolution 1354 to set water, wastewater and stormwater rates for 2017 through 2019.

ATTACHMENTS:

- A. Resolution 1354
- B. Resolution 1348 – As originally passed
- C. 5/8" Waste Water Rate Impact Scenarios

ACTION ITEM 6d

ATTACHMENT A

**CITY OF SNOHOMISH
Snohomish, Washington**

RESOLUTION 1354

**A RESOLUTION OF THE CITY OF SNOHOMISH ESTABLISHING
RATES TO BE CHARGED FOR WATER, WASTEWATER, AND
STORMWATER SERVICES AND SUPERCEDING RESOLUTION 1348**

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

ACTION ITEM 6d

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 1348 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 1348 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 1348 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

ACTION ITEM 6d

- 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.

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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	Monthly Base	2018 Monthly Base	Monthly Base
5/8"	2	\$ 69.99	\$ 69.99	\$ 69.99
Senior Rate	4	\$ 17.50	\$ 17.50	\$ 17.50

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

ACTION ITEM 6d

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"	\$ 5.78	\$ 5.78	\$ 5.78
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

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.

ACTION ITEM 6d

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 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.

ACTION ITEM 6d

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 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

ACTION ITEM 6d

(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 5th day of December, 2016.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

Attest:

Approved as to form:

By _____
Pat Adams, City Clerk

By _____
Grant K. Weed, City Attorney

ACTION ITEM 6d

ATTACHMENT B

**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

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

ACTION ITEM 6d

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

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- 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 storm water 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.
 - 1. Monthly Minimum Charges by Meter Size.

ACTION ITEM 6d

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

ACTION ITEM 6d

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

ACTION ITEM 6d

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 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.

ACTION ITEM 6d

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 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.

ACTION ITEM 6d

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 _____
Karen Guzak, Mayor

Attest:

By _____
Pat Adams, City Clerk

Approved as to form:

By _____
Grant K. Weed, City Attorney

ACTION ITEM 6d

ATTACHMENT C

As adopted October 18,
2016

WASTEWATER - 5/8" Meter					
24.79% Decrease in Base and 28% Increase in Overage					
Bi-Monthly Billing					
Usage Quantity	Overage Units	Actual 2016 Bill	Proposed 2017 Bill	Amount Change	% Change
4 Units	Base Rate	\$ 139.98	\$ 105.28	\$ (34.70)	-24.79%
8 Units	4	\$ 163.58	\$ 135.92	\$ (27.66)	-16.91%
10 Units	6	\$ 175.38	\$ 151.24	\$ (24.14)	-13.76%
(Avg City User) 13 Units	9	\$ 193.08	\$ 174.22	\$ (18.86)	-9.77%
16 Units	12	\$ 210.78	\$ 197.20	\$ (13.58)	-6.44%
19 Units	14	\$ 222.58	\$ 212.52	\$ (10.06)	-4.52%
22 Units	18	\$ 246.18	\$ 243.16	\$ (3.02)	-1.23%
25 Units	21	\$ 263.88	\$ 266.14	\$ 2.26	0.86%
30 Units	26	\$ 293.38	\$ 304.44	\$ 11.06	3.77%
41 Units	37	\$ 358.28	\$ 388.70	\$ 30.42	8.49%
61 Units	57	\$ 476.28	\$ 541.90	\$ 65.62	13.78%
71 Units	67	\$ 535.28	\$ 618.50	\$ 83.22	15.55%
81 Units	77	\$ 594.28	\$ 695.10	\$ 100.82	16.97%
91 Units	87	\$ 653.28	\$ 771.70	\$ 118.42	18.13%

1 Unit = 100 Cubic Feet = ~750 Gallons

As PROPOSED Dec. 5,
2016

WASTEWATER - 5/8" Meter					
12.7% Decrease in Base and 2% Decrease in Overage					
Bi-Monthly Billing					
Usage Quantity	Overage Units	Actual 2016 Bill	Proposed 2017 Bill	Amount Change	% Change
4 Units	Base Rate	\$ 139.98	\$ 122.20	\$ (17.78)	-12.70%
8 Units	4	\$ 163.58	\$ 145.32	\$ (18.26)	-11.16%
10 Units	6	\$ 175.38	\$ 156.88	\$ (18.50)	-10.55%
(Avg City User) 13 Units	9	\$ 193.08	\$ 174.22	\$ (18.86)	-9.77%
16 Units	12	\$ 210.78	\$ 191.56	\$ (19.22)	-9.12%
19 Units	14	\$ 222.58	\$ 203.12	\$ (19.46)	-8.74%
22 Units	18	\$ 246.18	\$ 226.24	\$ (19.94)	-8.10%
25 Units	21	\$ 263.88	\$ 243.58	\$ (20.30)	-7.69%
30 Units	26	\$ 293.38	\$ 272.48	\$ (20.90)	-7.12%
41 Units	37	\$ 358.28	\$ 336.06	\$ (22.22)	-6.20%
61 Units	57	\$ 476.28	\$ 451.66	\$ (24.62)	-5.17%
71 Units	67	\$ 535.28	\$ 509.46	\$ (25.82)	-4.82%
81 Units	77	\$ 594.28	\$ 567.26	\$ (27.02)	-4.55%
91 Units	87	\$ 653.28	\$ 625.06	\$ (28.22)	-4.32%

ACTION ITEM 6d

DISCUSSION ITEM 7a

Date: December 5, 2016

To: City Council

From: Larry Bauman, City Manager

Subject: **Adoption of Resolution 1355 to Set a Special Election for the Position of Mayor under a Mayor-Council Form of Government**

SUMMARY: The purpose of this agenda item is for the City Council to review and potentially approve the election process for a new position of Mayor. Resolution 1355 (attached) would set February 14, 2017 as a Special Election date for election of a Mayor. As of the date that this staff report was prepared, the County Auditor's Office was continuing to count votes for Proposition 2 on the November 8 ballot. As a result, the necessity of this election for Mayor was not yet clear. However, to be timely in notifying the County of the need for the election of a Mayor for the City of Snohomish, it is prudent to have this resolution prepared and scheduled for adoption.

BACKGROUND: Proposition 2 asked voters to decide if they want to change the City's form of government from the current Council-Manager form to the Mayor-Council form. The voters' decision on this matter is not clear at the time this report was prepared as votes were still being counted. The vote is scheduled to be certified on November 29, at which time a two-day window would open for registered voters in Snohomish to request a recount. Such a recount, if requested, would likely be completed sometime in early December, according to County Elections staff. Given this timing, and the normal schedule that calls for the City Council's December 5 agenda to be finalized by November 30, it was seen as necessary to place this matter on the December 5 agenda prior to knowing the official outcome of the ballot measure vote. However, if a recount is requested and no final certification of the vote has occurred, the Council may wish to consider scheduling a special meeting prior to December 16 in order to act on Resolution 1355.

ANALYSIS: Washington state law (RCW 35A.02.050) requires that if a ballot measure requiring a reorganization of a city's form of government is adopted by the voters that any election needed for new officers be held at the next Special Election date available. The next Special Election date available is February 14, 2017. The deadline for resolutions to be submitted to the County for ballot items on this election date is December 16, 2016. It appears that state law requires both a primary and runoff election for this position, regardless of how many candidates file for election. The February 14 election would be a primary election, from which the top two candidates (or, even a single candidate if only one files) would be selected based on their vote totals. A runoff election would be scheduled for the following Special Election date, which is April 25, 2017. As soon as the election of a Mayor is certified by the County Auditor's Office, that individual would take office as Mayor immediately and would serve the remainder of a four-year term back dated to January 1, 2017.

BUDGETARY IMPACTS: The County's costs of holding special elections are shared among those agencies that have placed items on the ballot. The County Elections staff currently

DISCUSSION ITEM 7a

anticipates two other jurisdictions will have measures on the February 14 ballot. At this point, it appears that if the City of Snohomish places the election of Mayor on this ballot, the estimated \$50,000 cost of this election would be shared by up to three jurisdictions. Staff has not yet been informed by the County what the City's costs would be for the February 14 election. No information is available at this time as to whether other jurisdictions would be sharing costs for the April 25 election.

STRATEGIC PLAN REFERENCE: Not applicable.

RECOMMENDATION: That the City Council **DISCUSS Resolution 1355, to set February 14, 2017 as the Special Election for Mayor in the City of Snohomish.**

ATTACHMENT: Resolution 1355

DISCUSSION ITEM 7a

**CITY OF SNOHOMISH
Snohomish, Washington**

RESOLUTION NO. 1355

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON REQUESTING THE SNOHOMISH COUNTY AUDITOR TO SCHEDULE A SPECIAL ELECTION ON FEBRUARY 14, 2017 FOR THE PURPOSE OF HOLDING A PRIMARY ELECTION PURSUANT TO RCW 35A.02.050 TO NOMINATE CANDIDATES FOR THE CITY'S MAYORAL ELECTION, WHICH SHALL TAKE PLACE AT THE NEXT SUCCEEDING SPECIAL ELECTION ON APRIL 25, 2017

WHEREAS, the City of Snohomish has operated under the council-manager plan of government set forth at Chapter 35A.13 RCW since 1971, and has operated under such plan for a duration that exceeds six consecutive years; and

WHEREAS, on November 29, 2016, the City was notified by the Snohomish County Auditor's office that the results of the election to abandon the City's current council-manager plan of government and to reorganize under the mayor-council plan of government were certified in favor of abandonment and reorganization; and

WHEREAS, RCW 35A.06.030 provides that if a city with a council-manager plan of government is reorganized with a mayor-council plan of government, the Mayor shall be elected as provided in RCW 35A.02.050; and

WHEREAS, RCW 35A.02.050 provides in relevant part that the first election of officers where required for reorganization under a different plan of government should be at a special election, and that such special election shall be preceded by a primary election; and

WHEREAS, RCW 35A.02.050 further provides that the persons nominated at that primary election shall be voted upon at the next succeeding special election; and

WHEREAS, pursuant to applicable state law, including without limitation RCW 35A.06.030, RCW 35A.02.050, and RCW 29A.04.330, the City Council must now order a primary election to select the nominees for the Mayor of the City of Snohomish to take place at an upcoming special election;

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

Section 1. Election Requested. The City Council hereby requests that the Snohomish County Auditor, as *ex officio* supervisor of elections, schedule a special election on February 14, 2017 for the purpose of holding a primary election to nominate candidates for the office of the

DISCUSSION ITEM 7a

Mayor of the City of Snohomish. Such nominees shall be voted upon at the next succeeding special election on April 25, 2017.

Section 2. Delegation of Authority. The City Manager and City Attorney are hereby authorized to take any and all necessary and appropriate measures to effectuate the election requested in Section 1.

Section 3. Transmittal. A certified copy of this resolution shall be transmitted to the Snohomish County Elections Division.

Section 4. Effective Date. This resolution shall take effect and be in full force immediately upon passage by the City Council.

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

By: _____
Karen Guzak, Mayor

ATTEST/AUTHENTICATE:

By: _____
Pat Adams, City Clerk

Approved As To Form:

Grant K. Weed, City Attorney

DISCUSSION ITEM 7b

Date: December 5, 2016
To: City Council
From: Larry Bauman, City Manager
Subject: **Establishing the Mayor Salary by Adoption of Ordinance 2324**

SUMMARY: The purpose of this agenda item is for the City Council to adopt Ordinance 2324 (Attachment A). Ordinance 2324 would establish the salary level of this separately elected position. Separate future action to amend the 2017 Budget would be needed to incorporate the salary level for a new Mayor position. As the County Auditor's Office was continuing to count votes for Proposition 2 on the November 8 ballot when the December 5 agenda was being prepared, the necessity of establishing the position and salary of Mayor was not yet clear. However, if needed, it is advisable to have both the position and salary established by ordinance within Snohomish Municipal Code prior to December 16. This would ensure that potential candidates interested in filing for this position would be aware of the position's duties, authorities and salary in advance of the filing deadline.

BACKGROUND: Proposition 2 asked voters to decide if they want to change the City's form of government from the current Council-Manager form to the Mayor-Council form. The Proposition 2 vote was scheduled to be certified on November 29, at which time a two-day window would open for registered voters in Snohomish to request a recount. Such a recount, if requested, may take until December 12, 2016, according to County staff. It was necessary to place the salary of Mayor on the December 5 agenda prior to knowing the official outcome of the ballot measure vote. Given the potential steps and timing of all actions that may delay final certification of the vote beyond December 5, the Council may decide to postpone action on Ordinance # 2324 and consider scheduling a special meeting after the final certification is expected to occur.

ANALYSIS: Ordinance 2324 would establish the salary of Mayor within the Snohomish Municipal Code, and Council determines that salary. In addition to giving potential Mayor candidates information about salary for the position before filing for election, the Snohomish County Elections Division has an additional purpose for having this salary established prior to the filing deadline. County Elections Manager Garth Fell has explained that the filing fee for the Mayor candidates will be based on a percentage of the salary, and without an established salary there is no basis to calculate this filing fee.

Council requested that staff produce salary studies concerning the position of a separately elected Mayor. Staff conducted this research by use of the 2016 Salary Data for Washington Cities and Towns produced by the Association of Washington Cities (see Attachment C). All salary data shown in the attachments reflect only base salaries for these positions, and no benefit costs are included in these studies. The AWC study is the only comprehensive set of current salary data known to exist for comparing salaries statewide for city elected officials. Staff analyzed the AWC salary survey for Mayor and developed two different views of this data: 1) a statewide review (Attachment D) of all Washington cities and towns reporting salary for a separately elected Mayor position (that is, only Mayor-Council forms of government); and 2) a more

DISCUSSION ITEM 7b

narrow review (Attachment E) of only Pierce, King and Snohomish (central Puget Sound) Counties cities reporting salary for a Mayor position. It is coincidental that both the statewide and three-county data resulted in the same median salary.

Costs: The Council may set the Mayor salary based on any criteria that Councilmembers believe to be appropriate. However, based on the salary data alone, staff proposes that a salary for a new position of an elected Mayor be set at \$1,500 per month, or \$18,000 annually. The current Mayor salary is \$725 per month, or \$8,700 annually. However, if the election certifies that voters have approved Proposition 2, the current Mayor would serve as a member of the City Council at a reduced monthly salary of \$513. Three Councilmember positions—positions 1, 2 and 3—currently have a salary of \$513 per month, or \$6,156 annually. Positions 4, 5, 6 and 7 currently receive \$450 per month or \$5,400 annually and will receive the higher amount effective January 1, 2018, when these four positions would begin new terms. If Council wishes to follow results of the salary studies provided, the new annualized budget cost of a Mayor salary for the position proposed in Ordinance 2324 (subtracting the \$2,544 savings of a reduced salary for the existing Mayor) would be \$15,456. This cost would not take into consideration any other office and operating supplies, payroll taxes, benefits or any other budget costs that may be approved in the future by the City Council.

In both salary studies mentioned above, staff used median salary levels as comparables for establishing a proposed salary for the elected Mayor position. This is consistent with how the City currently establishes salaries for its employees and elected officials. However, as an elected position, there is no true competition in the labor market for recruitment.

BUDGETARY IMPACTS:

Recommended Expenditure	Budget or Grant Sources for Expenditure	Fund Balance Impact if Approved	Budget Amendment Required
\$18,000 annually plus benefits (actual 2017 costs dependent on timing)	General and Utility Funds	Reduction by at least \$15,456; funds to be impacted based on cost allocations	\$15,456 or more, funds to be impacted based on cost allocations

STRATEGIC PLAN REFERENCE: Not applicable.

RECOMMENDATION: That the City Council **DISCUSS Ordinance 2324, to establish the salary of Mayor for the City of Snohomish.**

ATTACHMENTS:

- A. Ordinance 2324
- B. Association of Washington Cities 2016 Salary Data
- C. All Washington State Salary Data for Mayor
- D. Pierce, King and Snohomish Counties Salary Data for Mayor

DISCUSSION ITEM 7b

ATTACHMENT A

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2324

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON,
AMENDING SNOHOMISH MUNICIPAL CODE CHAPTER 2.64
REGARDING COMPENSATION OF OFFICERS AND EMPLOYEES**

WHEREAS, Snohomish Municipal Code (SMC) Chapter 2.64 establishes a process for compensation of officers and employees; and

WHEREAS, pursuant to Chapter 35A.06 RCW the Electorate of the City voted in favor of Proposition 2 changing the plan of government from a manager-council form of government to a mayor-council form of government; and

WHEREAS, certain provisions of Chapter 2.64 SMC require amendment to be consistent with the change in plan of government,

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

Section 1. SMC Chapter 2.64 regarding Compensation of Officers and Employees is hereby amended to read as follows:

Chapter 2.64

COMPENSATION OF OFFICERS AND EMPLOYEES

Sections:

- 2.64.010 Mayor – Salary
- 2.64.020 Councilmembers – Salary
- 2.64.030 City Manager – Salary
- 2.64.040 City Officials – Salary
- 2.64.050 Effective Date of Increases
- 2.64.060 Expense Account

2.64.010 Mayor -- Salary. The salary of the position of mayor is fixed at \$18,000 per year, payable at \$1,500 per month. (Ord. 1754, 1994; Ord. 1828, 1997; Ord. 2041, 2003, Ord. 2278, 2014)

2.64.020 Councilmember -- Salary. The salary of each Councilmember is fixed at \$6,156 per year, payable at \$513 per month. (Ord. 1754, 1994; Ord. 1828, 1997; Ord. 2041, 2003, Ord. 2278, 2014)

2.64.030 City Administrator – Salary. The salary of the City Administrator shall be set forth by contract executed by the Mayor with the approval of the City Council. (Ord. 1754, 1994)

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2.64.040 City Officials – Salary. The salaries of the City Planner, City Engineer, City Clerk, and City Treasurer shall be in such amount as the Mayor will determine with the concurrence of the City Council. (Ord. 1754, 1994; Ord. 2233, 2012)

2.64.050 Effective Date of Increases. Section 2.64.010 shall be effective as to increases of present salaries of each such office only following expiration of the present term of office. (Ord. 920, 1962; Ord. 1754, 1994; Ord. 2041, 2003, Ord. 2278, 2014)

2.64.060 Expense Account. The Mayor and members of the City Council shall be reimbursed for actual expenses incurred in the discharge of their official duties upon presentation of a claim therefore, after allowance and approval thereof by resolution of the City Council. (Ord. 712, 1942; Ord. 1754, 1994)

Section 2. 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 3. Effective Date. This ordinance shall be effective five days after adoption and publication by summary.

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

CITY OF SNOHOMISH

By _____
MAYOR KAREN GUZAK

ATTEST:

APPROVED AS TO FORM:

By _____
PAT ADAMS, CITY CLERK

By _____
GRANT K. WEED, CITY ATTORNEY

2016 Salary Data - Cities and Towns

JOB TITLE: Mayor and Councilmember		JOB CODE: 100 and 110
NOTE: The amount of compensation shown is set by ordinance. Some councilmembers may be given a lesser amount for their current terms of service.		
Jurisdiction	Mayor's Compensation	Councilmembers' Compensation
Cities 50,000 and over		
Auburn (77,060)	\$11,630/month	\$1200/month
Bellevue (139,400)	\$1950/month	\$1650/month
Burien (50,000)	\$750/month, plus \$600/month VEBA	\$600/month, plus \$600/month VEBA
Everett (108,300)	\$14,545/month	\$2292/month
Federal Way (93,670)	\$9635/month	\$1150/month
Kennecook (79,120)	\$1191/month	\$992/month
Kent (124,500)	\$11,788/month	\$1204/month
Kirkland (84,680)	\$1457/month	\$1144/month
Lakewood (68,800)	\$1400/month	\$1200/month
Marysville (64,940)	\$10,660/month	\$950/month
Olympia (51,600)	\$1664/month	\$1386/month
Pasco (70,560)	\$1300/month	\$1000/month
Redmond (60,560)	\$11,417/month	\$1000/month
Renton (101,300)	\$13,348/month	\$1250/month
Richland (53,410)	\$1373/month	\$1123/month
Sammamish (61,250)	\$950/month	\$850/month
Seattle (686,800)	\$15,869/month	\$10,280/month
Shoreline (94,990)	\$1250/month	\$1100/month
Spokane (214,500)	\$14,000/month	\$2600/month
Spokane Valley (94,160)	\$975/month	\$750/month
Tacoma (206,100)	\$8230/month	\$3732/month
Vancouver (173,500)	\$2300/month	\$1800/month
Yakima (93,410)	\$1375/month	\$1075/month
Cities 30,000 to 49,999		
Bothell (43,980)	\$1213/month	\$1011/month
Bremerton (40,500)	\$8917/month	\$1000/month
Des Moines (30,570)	\$350/meeting attended; maximum of 40 meetings/year	\$250/meeting attended; maximum 40 meetings/year
Edmonds (40,900)	\$9623/month	\$1000/month (includes 8 meetings/month) + \$707.51/monthly cafeteria benefit toward health insurance
Lacey (47,540)	\$1600/month	\$1375/month
Lake Stevens (30,900)	\$2000/month	\$500/month, \$75/meeting, maximum 4 meetings/month
Longview (37,230)	\$1500/month	\$900/month
Lynnwood (36,590)	\$8576/month	\$1650/month
Mount Vernon (33,730)	\$8040/month	\$600/month
Pullman (32,650)	\$1417/month	\$550/month
Puyallup (39,850)	\$1367/month	\$1170/month
University Place (32,230)	\$1688/month	\$1408/month

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Walla Walla (33,340)	\$500/month	\$400/month
Wenatchee (33,510)	\$6737/month	\$665/month
Cities 15,000 to 29,999		
Aberdeen (16,780)	\$1091/month	\$394/month
Anacortes (16,580)	\$7803/month	\$1200/month
Arlington (18,620)	\$1500/month + \$50/local meetings, \$75/regional meetings (up to 20/month)	\$150/council meeting/workshop, + \$50/local meetings, \$75/regional meetings (up to 8/month)
Bainbridge Island (23,760)	\$1250/month	\$1000/month
Battle Ground (19,640)	\$550/month	\$400/month
Bonney Lake (20,000)	\$2100/month	\$850/month
Camas (21,810)	\$2200/month	\$750/month
Centralia (16,820)	\$400/month	\$200/month
Covington (18,750)	\$630/month	\$630/month
Ellensburg (19,310)	\$500/month	\$250/month
Kenmore (22,320)	\$900/month	\$800/month
Maple Valley (24,790)	\$825/month	\$650/month
Mercer Island (23,660)	\$400/month	\$200/month
Mill Creek (19,900)	\$700/month	\$500/month
Monroe (18,120)	\$3600/month	\$600/month
Moses Lake (22,250)	\$1000/month, \$30/meeting	\$500 month, \$30/meeting
Mountlake Terrace (21,090)	\$1000/month	\$800/month
Mukilteo (21,070)	\$5900/month	\$500/month
Oak Harbor (22,410)	\$4222/month	\$605/month
Port Angeles (19,270)	\$600/month	\$550/month
SeaTac (27,810)	\$1200/month	\$1000/month
Tukwila (19,540)	\$8572/month	\$1250/month
Tumwater (23,040)	\$1560/month	\$734/month
Washougal (15,560)	\$2100/month	\$625/month
Cities 7,500 to 14,999		
Airway Heights (8,425)	\$1200/month	\$750/month
Burlington (8,675)	\$4413/month	\$800/month
Cheney (11,650)	\$1500/month	\$450/month
College Place (9,245)	\$850/month	\$375/month
DuPont (9,330)	\$1300/month	\$375/month
East Wenatchee (13,500)	\$5018/month	\$600/month
Edgewood (9,735)	\$1300/month	\$600/month
Enumclaw (11,410)	\$1000/month	\$325/month
Ephrata (8,020)	\$500/month	\$200/month
Ferndale (13,250)	\$2619/month	\$572/month
Fife (9,310)	\$800/month	\$650/month
Gig Harbor (9,065)	\$1500/month	\$600/month
Grandview (11,160)	\$540/month	\$300/month
Hoquiam (8,580)	\$840/month	\$250/month

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Kelso (11,970)	\$800/month	\$400/month
Lake Forest Park (12,940)	\$3000/month	\$600/month
Liberty Lake (9,325)	\$1250/month	\$400/month
Lynden (13,360)	\$2500/month	\$600/month
Millon (7,695)	\$1500/month	\$400/month
Newcastle (11,090)	\$600/month	\$500/month
Orting (7,535)	\$1000/month	\$300/month
Othello (7,875)	\$775/month	\$325/month
Port Orchard (13,810)	\$5617/month	\$500/meeting
Port Townsend (9,485)	\$750/month	\$500/month
Poulsbo (10,210)	\$6101/month	\$750/month
Sedro-Woolley (11,030)	\$2191/month	\$500/month
Selah (7,530)	\$620/month	\$325/month
Shelton (10,070)	\$1300/month, \$70/meeting, maximum \$25,400/year	\$513/month
Snohomish (9,625)	\$725/month	\$500/month
Snoqualmie (13,110)	\$2500/month	\$600/month
Sumner (9,705)	\$1800/month	\$750/month
Toppenish (9,050)	\$450/month	\$400/month
West Richland (14,340)	\$550/month	\$350/month
Woodinville (11,570)	\$700/month	\$600/month
Yelm (8,480)	\$2500/month	\$600/month
Cities 2,500 to 7,499		
Algona (3,175)	\$2000/month	\$250/month
Benton City (3,325)	\$800/month	\$75/meeting
Blaine (4,930)	\$250/meeting, maximum \$500/month	\$150/meeting, maximum \$300/month
Brier (6,555)	\$1000/month, \$50/meeting, plus paid medical or equivalent dollar amount	\$200/month, \$50/meeting
Buckley (4,550)	\$500/month	\$250/month
Cashmere (3,040)	\$600/month	\$100/month
Chehalis (7,460)	\$150/month	\$100/month
Chelan (4,115)	\$1572/month plus \$25/meeting up to 3 meetings/month	\$400/month plus \$50/meeting up to 3 meetings/month
Chewelah (2,650)	\$658/month	\$100/month
Clarkston (7,260)	\$600/month	\$250/month
Clyde Hill (3,060)	\$100/month, \$100/meeting	\$50/meeting
Colfax (2,795)	\$600/month	\$75/meeting
Colville (4,730)	\$1000/month	\$60/meeting
Connell (5,365)	\$600/month	\$175/month
Dayton (2,545)	\$1000/month	\$150/month
Deer Park (4,005)	\$1000/month	\$200/month
Duvall (7,425)	\$1500/month	\$500/month
Eatonville (2,925)	\$1402/month	\$75/meeting
Elma (3,145)	\$500/month	\$250/month
Everson (2,600)	\$500/month plus medical/dental/vision for full family	\$150/month
Firecrest (6,625)	\$121/month, \$150/regular meeting, \$50/special meeting	\$121/month, \$100/regular meeting, \$50/special meeting

Forks (3,580)	No compensation	No compensation	No compensation
Goldendale (3,435)	\$1000/month	\$50/meeting, maximum \$100/month	\$50/meeting, maximum \$100/month
Granger (3,880)	\$650/month	\$40/meeting, no maximum	\$40/meeting, no maximum
Granite Falls (3,395)	\$100/month	\$100/month	\$100/month
Kalama (2,540)	\$700/month	\$100/meeting, \$200/month maximum	\$100/meeting, \$200/month maximum
La Center (3,140)	\$525/month plus \$60/meeting	\$175/month plus \$60/meeting	\$175/month plus \$60/meeting
Maltawa (4,625)	\$1000/month	\$62.50/meeting	\$62.50/meeting
Medical Lake (4,945)	\$1000/month	\$250/month	\$250/month
Medina (3,165)	No compensation	No compensation	No compensation
Montesano (4,105)	\$550/month	\$200/month	\$200/month
Moxee (3,955)	\$600/month	\$250/month	\$250/month
Normandy Park (6,540)	No compensation	No compensation	No compensation
North Bend (6,570)	\$2000/month	\$400/month	\$400/month
Ocean Shores (6,955)	\$4000/month	\$350/month	\$350/month
Okanogan (2,595)	\$750/month	\$125/month	\$125/month
Omak (4,925)	\$1300/month	\$200/meeting	\$200/meeting
Pacific (6,890)	\$750/month	\$200/month	\$200/month
Prosser (5,940)	\$6000/year	\$250/month	\$250/month
Quincy (7,345)	\$1220/month	\$480/month	\$480/month
Raymond (2,900)	\$371/month	\$247/month	\$247/month
Ridgefield (6,870)	\$750/month	\$375/month	\$375/month
Sequim (7,075)	\$410/month	\$25/hour	\$25/hour
Stanwood (6,635)	\$1200/month	\$325/month	\$325/month
Stellacoom (6,170)	\$750/month	\$300/month	\$300/month
Sultan (4,860)	\$1000/month plus \$100 for extra meetings, maximum of \$1300/month	\$300/month plus \$50 for extra meetings - maximum of \$450/month	\$300/month plus \$50 for extra meetings - maximum of \$450/month
Union Gap (6,200)	\$600/month	\$600/month	\$600/month
Wapato (5,040)	\$833/month	\$50/meeting, maximum \$150/month	\$50/meeting, maximum \$150/month
Warden (2,720)	\$500/month	\$50/meeting	\$50/meeting
Woodland (5,925)	\$900/month	\$150/month, \$25/meeting, maximum \$250/month	\$150/month, \$25/meeting, maximum \$250/month
Zillah (3,145)	\$1000/month	\$100/meeting	\$100/meeting
Cities 1,500 to 2,499			
Brewster (2,395)	\$773/month	\$45/meeting	\$45/meeting
Bridgeport (2,480)	\$750/month	\$40/meeting	\$40/meeting
Carnation (1,850)	\$400/month	\$200/month	\$200/month
Cle Elum (1,870)	\$750/month	\$250/month	\$250/month
Cosmopolis (1,650)	\$500/month	\$150/month	\$150/month
Coupeville (1,905)	\$3000/month	No compensation	No compensation
Davenport (1,690)	\$625/month	\$40/meeting	\$40/meeting
Friday Harbor (2,250)	\$1000/month	\$400/month plus \$50/meeting, max 3 meetings/month	\$400/month plus \$50/meeting, max 3 meetings/month
Gold Bar (2,125)	\$300/month	\$100/month	\$100/month
Kettle Falls (1,615)	\$600/month	\$50/meeting plus \$10/council committee meeting	\$50/meeting plus \$10/council committee meeting
Leavenworth (1,990)	\$1500/month	\$500/month	\$500/month
Mabton (2,315)	\$500/month	\$40/meeting	\$40/meeting

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McCleary (1,685)	\$300/month	\$100/month
Millwood (1,790)	\$600/month	\$40/meeting
Napavine (1,870)	No compensation	No compensation
Newport (2,150)	\$643/month	\$61/meeting
Oroville (1,710)	\$675/month	\$113/meeting, \$225/month maximum
Rainier (1,885)	\$450/month	\$200/month
Ritzville (1,660)	\$600/month	\$65/meeting
Royal City (2,240)	\$600/month	\$60/meeting
Soap Lake (1,535)	\$600/month	\$70/month
South Bend (1,620)	\$800/month	\$120/month
Stevenson (1,540)	\$600/month	\$150/meeting
Sumas (1,517)	\$575/month	\$125/month
Tenino (1,775)	\$600/month	\$25/month plus \$25/meeting, maximum 2 meetings/month
Westport (2,115)	\$887/month	\$398/month
White Salmon (2,440)	\$300/month	\$75/month
Yacolt (1,655)	\$500/month	\$35/meeting
Cities 500 to 1,499		
Albion (645)	No compensation	No compensation
Asotin (1,270)	\$175/meeting, maximum \$350/month	\$113/meeting, maximum \$225/month
Bingen (735)	\$300/month	\$60/month
Bucoda (570)	No compensation	No compensation
Carbonado (635)	\$25/regular meeting, \$10 additional meeting	\$15/regular meeting, \$7.50/additional meeting
Concrete (735)	\$1000/month	\$35/meeting
Coulee City (660)	\$200/month	\$10/meeting, maximum \$20/month
Coulee Dam (1,100)	\$250/month	\$50/month
Darrington (1,350)	\$1000/month	\$35/meeting
Electric City (1,010)	\$250/month	No compensation
Enliat (1,180)	\$1500/month	\$75/meeting up to two meetings/month
Fairfield (620)	\$1500/year	\$50/meeting, maximum of \$1200/year
Garfield (595)	\$75/month	\$25/meeting
George (720)	No compensation	No compensation
Grand Coulee (1,045)	\$400/month	\$40/meeting up to \$120/month
Harrish (650)	\$500/month	No compensation
Ilwaco (945)	\$500/month	\$200/month
Killbuck (1,460)	\$500/month	\$50/month
La Conner (905)	No compensation	\$150/month
Langley (1,135)	\$4583/month	\$50/month
Long Beach (1,430)	\$500/month	\$300/month
Mossyrock (745)	\$200/month	\$20/meeting
Naches (845)	\$1020/month	\$50/meeting attended
Nooksack (1,475)	\$750/month, \$150/month travel expense	\$150/month
Oakville (695)	\$116/month	\$56/month
Odessa (900)	\$100/month	\$30/month

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Palouse (1,040)	\$250/month	\$60/month
Paleros (560)	\$100/month	\$100/month
Pe Ell (640)	\$200/month	\$50/month
Pomeroy (1,395)	\$300/month	\$125/month
Reardan (575)	No compensation	No compensation
Rock Island (965)	\$500/month, \$65/additional meeting	\$50/meeting
Rosalia (560)	\$600/month	\$200/month
Roslyn (890)	No compensation	\$30/meeting, \$60/month maximum (attendance not required for pay)
Roy (805)	\$400/month	\$25/meeting, maximum 2 meetings/month
Ruston (935)	\$1000/month	\$30/month
South Cle Elum (530)	\$175/month	\$125/month
St. John (505)	No compensation	No compensation
Tekoa (780)	\$100/month	\$40/month
Tieton (1,285)	\$1000/month	\$25/meeting
Toledo (720)	\$50/meeting, maximum \$100/month	\$25/meeting, maximum \$50/month
Tonaskee (1,110)	\$450/month	\$50/meeting, maximum \$150/month
Twisp (950)	\$2000/month	\$30/regular meeting, \$20/special, capped at \$100/month
Vader (615)	No compensation	No compensation
Waitsburg (1,230)	\$100/month	\$10/meeting, maximum 2 meetings/month
Waterville (1,165)	\$800/month	\$35/meeting
Wilbur (880)	\$500/month	\$20/meeting, maximum \$40/month
Winlock (1,340)	\$750/month	\$50/meeting
Woodway (1,335)	No compensation	No compensation
Cities under 500		
Almira (275)	\$100/month	\$25/meeting
Beaux Arts Village (300)	No compensation	No compensation
Cathlamet (490)	\$250/month	\$50/month
Collon (425)	\$2000/year	\$750/year
Conconully (230)	\$100/month	No compensation
Creston (225)	No compensation	No compensation
Cusick (200)	\$200/month	\$140/month
Elmer City (290)	No compensation	No compensation
Endicott (295)	\$50/meeting	\$15/meeting
Farmington (155)	No compensation	No compensation
Hamilton (305)	\$600/month	\$75/month
Harrington (415)	\$214/month	No compensation
Hartline (155)	\$15/meeting	\$15/meeting
Hatton (110)	\$100/month	\$20/meeting
Hunts Point (415)	No compensation	No compensation
Index (165)	No compensation	No compensation
Isone (440)	\$47.25/meeting, two meetings/month	\$47.25/meeting, two meetings/month
Kahlotus (165)	\$200/month	No compensation
LaCrosse (315)	\$100/month	\$20/meeting

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Lamont (80)	No compensation	No compensation
Lalah (195)	\$100/month	\$35/meeting
Lyman (450)	\$100/meeting	\$25/meeting
Malden (200)	No compensation	No compensation
Mansfield (330)	\$150/month	\$30/meeting attended
Marcus (175)	\$100/month	\$0.50/meeting
Mesa (495)	\$200/month	\$50/meeting, maximum \$100/month
Metairie (180)	\$50/meeting	\$20/meeting
Metairie Falls (235)	\$75/meeting	\$25/meeting
Nespelem (245)	No compensation	No compensation
Northport (295)	\$100/month	\$5/meeting
Oakdale (425)	\$525/quarter	\$180/quarter
Prescott (325)	\$150/quarter	\$60/quarter
Riverside (285)	No compensation	No compensation
Rockford (470)	No compensation	No compensation
Skykomish (200)	\$500/month	No compensation
South Prairie (435)	\$100/month + \$50/council meeting + \$25/non-council meetings	\$50/council meeting + \$25/non-council meetings
Spangle (275)	\$50/meeting	\$25/meeting
Sprague (440)	\$150/month	\$75/month
Springdale (253)	No compensation	No compensation
Uniontown (335)	\$75/meeting	\$20/meeting if elected, \$10/meeting if appointed
Washtucna (210)	\$3600/year	\$240/year
Waverly (108)	\$780/year	\$450/year
Wilkeson (490)	\$50/meeting	\$10/meeting
Wilson Creek (205)	\$75/month	\$25/month
Winthrop (430)	\$1000/month	\$65/meeting, \$65/special meeting, maximum \$250/month

DISCUSSION ITEM 7b

ATTACHMENT C

Association of Washington Cities 2016 Salary Data—Cities and Towns: Mayor Salary
Median Monthly Salary—All Washington State Mayor-Council Cities and Towns, Population Range: 7,500-14,999

City or Town	Monthly Salary	Other Compensation
Ephrata (8,020)	500	
West Richland (14,340)	550	
Selah (7,530)	620	
Othello (7,875)	775	
Hoquiam (8,580)	840	
College Place (9,245)	850	
Enumclaw (11,410)	1000	
Orting (7,535)	1000	
Liberty Lake (9,325)	1250	
Edgewood (9,735)	1300	
DuPont (9,330)	1300	
Cheney (11,650)	1500	
Grandview (11,160)	1500	
Gig Harbor (9,065)	1500	
Milton (7,695)	1500	
Sumner (9,705)	1800	
Shelton (10,070)	*2,117	*1300/mo. plus \$70/meeting, max. \$25,400/yr./12=\$2117
Sedro-Woolley (11,030)	2191	
Lynden (13,380)	2500	
Snoqualmie (13,110)	2500	
Yelm (8,480)	2500	
Ferndale (13,250)	2619	
Lake Forest Park (12,940)	3000	
Burlington (8,675)	4413	
East Wenatchee (13,500)	5018	
Port Orchard (13,810)	5617	
Poulsbo (10,210)	6101	
MEDIAN SALARY	1500 (18,000 annually)	

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ATTACHMENT D

Association of Washington Cities 2016 Salary Data—Cities and Towns: Mayor Salary

Median Monthly Salary—Pierce, King and Snohomish Counties Mayor-Council Cities and Towns, Population Range: 7,500-14,999

City or Town	Monthly Salary	Other Compensation
Enumclaw (11,410)	1000	
DuPont (9,330)	1300	
Edgewood (9,735)	1300	
Gig Harbor (9,065)	1500	
Sumner (9,705)	1800	
Snoqualmie (13,110)	2500	
Lake Forest Park (12,940)	3000	
MEDIAN SALARY	1500 (18,000 annually)	

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DISCUSSION ITEM 7c

Date: December 5, 2016

To: City Council

From: Larry Bauman, City Manager

Subject: **Establishing the Position of City Administrator by Adoption of Ordinance 2323 and Review of Salary Studies**

SUMMARY: The purpose of this agenda item is for the City Council to consider adoption of Ordinance 2323 (Attachment A). Ordinance 2323 would establish the position of City Administrator under a Mayor-Council form of government. However, whether the City's current Council-Manager form of government will be changed to a Mayor-Council form of government by the voters' decision regarding Proposition 2 was unknown at the time that this agenda item was prepared. As the County Auditor's Office was continuing to count votes for Proposition 2 on the November 8 ballot, the timeliness of adopting Ordinance 2323 to establish the position of City Administrator was not clear. Also included in this staff report is the City Council requested review of salary data for the position. However, staff recommends that no action be taken at this time to establish the City Administrator salary level.

BACKGROUND: Proposition 2 asked voters to decide if they want to change the City's form of government from the current Council-Manager form to the Mayor-Council form. The Proposition 2 vote is scheduled to be certified on November 29, at which time a two-day window would open for registered voters in Snohomish to request a recount. Such a recount, if requested, may take until December 12, 2016. In understanding these steps, the matter of creating the position of City Administrator has been placed on the December 5 agenda prior to knowing the official outcome of the ballot measure vote. Given the potential steps and timing of all actions that may delay final certification of the vote, the Council may wish to postpone action on this item if the final certification of the vote is not completed by December 5. In fact, action to establish this position could be addressed by Council in early 2017 without negative impact to the overall process.

ANALYSIS: The attached draft Ordinance 2323 would establish the position of City Administrator in the Snohomish Municipal Code. The proposed Ordinance follows state codes in defining authorities and duties of the position.

Council requested that staff provide salary data concerning the potential salary of a City Administrator. Staff recommends that no action be taken on salary now as this action is not timely or appropriate. Staff conducted salary research by use of the 2016 Salary Data for Washington Cities and Towns produced by the Association of Washington Cities (see Attachment B). All salary data shown in the attachments reflect only base salaries for the positions. No additional benefit costs are included in these studies. The AWC study is the only comprehensive set of current salary data known to exist for comparing salaries statewide for city employees. Staff analyzed the AWC salary survey for City Administrator and developed two different views of this data: 1) a statewide review (Attachment C) of all cities and towns reporting salary for a City Administrator position (that is, only Mayor-Council forms of

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government); and 2) a more narrow review (Attachment D) of only Pierce, King and Snohomish (central Puget Sound) Counties cities reporting salary for a City Administrator position.

In both salary studies mentioned above, staff's analysis shows use of median salary levels to establish a comparable salary for the City Administrator position. This is consistent with how the City currently establishes salaries for its employees and elected officials. The purpose of proposing use of salary data from only the central Puget Sound counties is to enable a more competitive recruitment. The choice about whether to use the statewide or central Puget Sound cities and towns salary data, or some other basis to set salary, is one that may be recommended in the future to Council by a separately elected Mayor, if one is elected.

The central Puget Sound may be considered the appropriate labor market for recruitment of a City Administrator since the cost of living for housing is higher in Pierce, King and Snohomish Counties than it is in most other parts of the state. However, using these three counties for comparable salaries would result in a higher annual median salary amount of \$152,808. The statewide comparables data would result in a lower annual median salary amount of \$125,724. In either case, benefits and other budget costs for the City Administrator position would presumably be similar to those of the existing City Manager position.

The City Administrator would be selected by and supervised by the Mayor, who would negotiate an employment agreement and a salary amount. The Mayor would also have authority to terminate the City Administrator's employment. The City Administrator's employment agreement as well as any new budget funding, however, would need City Council approval.

BUDGETARY IMPACTS: Budget impacts are dependent on what future employment agreement the City Council may approve for the City Administrator. Also to be considered are the potential actions of a new Mayor, who would have the choice whether or not to recruit and appoint a City Administrator and if so what salary would be proposed and when that appointment would be made. These decisions would affect actual 2017 budgetary impacts under a change to a Mayor-Council form of government.

STRATEGIC PLAN REFERENCE: Not applicable.

RECOMMENDATION: That the City Council DISCUSS Ordinance 2323, to establish the position of City Administrator for the City of Snohomish.

ATTACHMENTS:

- A. Ordinance 2323
- B. Association of Washington Cities 2016 Salary Data
- C. All Washington State Salary Data for City Administrator
- D. Pierce, King and Snohomish Counties Salary Data for City Administrator

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ATTACHMENT A

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2323

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON,
CREATING A NEW CHAPTER SMC 2.37 ESTABLISHING THE
POSITION OF CITY ADMINISTRATOR; PROVIDING FOR
SEVERABILITY AND EFFECTIVE DATE**

WHEREAS, the voters of the City of Snohomish recently voted to abandon the City’s current council-manager form of government and reorganize under a mayor-council form of government; and

WHEREAS, the election results favoring reorganization were certified on November 29, 2016.

WHEREAS, the City Council has deemed it to be in the public interest to establish the position of City Administrator to support the elected mayor;

WHEREAS, RCW 35A.12.100 and RCW 35A.12.020 provides authority to establish the position of City Administrator in a mayor –council form of government;

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

Section 1. SMC Chapter 2.37 entitled “City Administrator” is hereby created to read as follows:

Sections:

- 2.37.010 Office Created**
- 2.37.020 Scope of Authority**
- 2.37.030 Powers and Duties**

2.37.010 Office Created.

There is created the office of City Administrator, which office shall be filled by appointment by the Mayor, subject to confirmation by the City Council. The City Administrator shall serve at the pleasure of the Mayor pursuant to an employment contract proposed by the Mayor and approved by the City Council.

2.37.020 Scope of authority.

Under the direction and authority of the Mayor, the City Administrator shall supervise, administer and coordinate the activities and functions of all City officers, departments, commissions and boards to implement City ordinances and policies through the effective use of City employees, funds, grants, materials, facilities and time, and shall control the overall operations of the City to ensure optimum service to the community.

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2.37.030 Powers and Duties.

Under the direction and authority of the Mayor the City Administrator shall have the following powers and duties:

- (1) Plan and direct all administrative activities of the City, develop and implement internal policies and procedures, evaluate City employees, and take necessary actions to improve operations;
- (2) Provide information and advice to the Mayor, City Council, other public officials and the general public regarding City operations;
- (3) Act as the City representative in such areas as labor relations, intergovernmental relations, conferences, conventions and seminars related to public management;
- (4) Delegate responsibility as necessary to accomplish the desired objectives;
- (5) Attend meetings of the City Council, and other boards and commissions as necessary to coordinate and satisfy the administrative needs of the City;
- (6) Act to resolve operational conflicts, decide and implement alternate courses of action, formulate administrative policies and otherwise make decisions in the best interest of the City's operation; and
- (7) Coordinate and supervise the preparation of the preliminary budget for submittal to the Mayor, and administer the entire budget after its adoption.

Section 2. 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 3. Effective Date. This ordinance shall be effective five days after adoption and publication by summary.

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

CITY OF SNOHOMISH

By _____
MAYOR KAREN GUZAK

ATTEST:

APPROVED AS TO FORM:

By _____
PAT ADAMS, CITY CLERK

By _____
GRANT K. WEED, CITY ATTORNEY

ATTACHMENT B

2016 Salary Data - Cities and Towns

JOB TITLE: City Manager/Administrator											JOB CODE: 105
Summary Job Description: Appointed city manager, city or town administrator, supervisor, or chief administrative officer. Directs the administration of city government. Provides leadership in the development of long- and short-term goals, including the city budget. Makes recommendations to the city council for action. Typically requires degree in public administration; master's degree is often preferred.											
Jurisdiction	Local Title	Formal Salary Range			Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match	
		Low	High	Rate							
Cities 50,000 and over											
Bellevue (139,400)	City Manager			19,311		40	1				
Burien (50,000)	City Manager			12,917		40	1				
Kennewick (79,120)	City Manager	10,448	14,628			40	1				
Kent (124,500)	Chief Administrative Officer	10,436	14,609			40	1				
Kirkland (84,680)	City Manager			15,850		40	1				
Lakewood (58,800)	City Manager			14,408		40	1				
Marysville (64,940)	Chief Administrative Officer			15,288		40	1				
Olympia (51,600)	City Manager			13,550		40	1				
Pasco (70,560)	City Manager			15,565		40	1				
Renton (101,300)	Chief Administrative Officer	12,092	14,725			40	1				
Richland (53,410)	City Manager	9,882	14,823			40	1				
Sammamish (61,250)	City Manager			15,388		40	1				
Shoreline (54,990)	City Manager			14,970		40	1				
Spokane (214,500)	City Administrator			11,482		40	1				
Spokane Valley (94,160)	City Manager	10,800	14,554			40	1				
Tacoma (206,100)	City Manager	16,828	21,576			40	1				
Vancouver (173,500)	City Manager			17,500		40	1				
Yakima (93,410)	City Manager				NS	40	1				
Cities 50,000 and over - Average (Formal High/Flat Rate)											
				15,367							
Cities 30,000 to 49,999											
Bozeman (43,980)	City Manager			15,672		40	0				
Des Moines (30,570)	City Manager	11,632	14,139			40	1				
Lacey (47,540)	City Manager			12,495		40	1				
Lake Stevens (30,900)	City Administrator	11,380	12,745			40	1				
Longview (37,230)	City Manager	10,128	13,675			40	1				
Pullman (32,650)	City Supervisor	9,109	11,072			40	1				
Puyallup (39,850)	City Manager			12,500		40	1				
University Place (32,230)	City Manager			12,927		40	1				
Walla Walla (33,340)	City Manager			12,846		40	1				
Cities 30,000 to 49,999 - Average (Formal High/Flat Rate)											
				13,119							
Cities 15,000 to 29,999											
Arlington (18,620)	City Administrator			12,910		40	1				
Bainbridge Island (23,760)	City Manager			14,167		40	1				
Battle Ground (19,640)	City Manager	10,463	12,437			40	1				

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Bonney Lake (20,000)	City Administrator	10,780	13,342	40	1
Camas (21,810)	City Administrator	10,241	12,228	40	1
Centralia (16,820)	City Manager		11,282	40	1
Covington (18,750)	City Manager	12,419	14,829	40	1
Ellensburg (19,310)	City Manager	9,428	12,571	40	1
Kenmore (22,320)	City Manager		13,666	40	1
Maple Valley (24,790)	City Manager		13,247	40	1
Mercer Island (23,660)	City Manager		16,250	40	1
Mill Creek (19,900)	City Manager		12,917	40	1
Monroe (18,120)	City Administrator	8,936	13,209	40	1
Moses Lake (22,250)	City Manager		12,963	40	1
Mountlake Terrace (21,090)	City Manager			40	1
Mukilteo (21,070)	Management Services Director		9,746	40	1
Oak Harbor (22,410)	City Administrator		12,530	40	1
Port Angeles (19,270)	City Manager		11,823	40	1
Tukwila (19,540)	City Administrator	10,666	13,869	40	1
Tumwater (23,040)	City Administrator	10,244	12,484	40	1
Washougal (15,560)	City Administrator	8,564	11,672	40	1
Cities 15,000 to 29,999 - Average (Formal High/Fiat Rate)					
12,907					
Cities 7,500 to 14,999					
Alway Heights (8,425)	City Manager	7,604	9,080	40	1
Burlington (8,675)	City Administrator	10,559	11,884	40	1
Cheney (11,650)	City Administrator	8,828	10,297	40	1
College Place (9,245)	City Administrator	9,311	10,477	40	1
DuPont (9,330)	City Administrator	8,358	10,168	40	1
Edgewood (9,735)	City Administrator		10,343	40	0
Enumclaw (11,410)	City Administrator	7,750	12,326	40	1
Ephrata (8,020)	City Administrator		9,315	40	1
Fermdale (13,250)	City Administrator		12,126	40	1
Fife (9,910)	City Manager		13,464	40	1
Gig Harbor (9,065)	City Administrator	10,312	12,890	40	1
Grandview (11,160)	City Administrator/Public Works Director	6,516	9,773	40	1
Hoquiam (8,560)	City Administrator	9,049	10,703	40	1
Kelso (11,970)	City Manager		10,729	40	1
Lake Forest Park (12,940)	City Administrator		12,869	40	1
Liberty Lake (9,325)	City Administrator	9,612	10,824	40	1
Lynnden (13,360)	City Administrator	10,833	11,667	40	1
Newcastle (11,090)	City Manager		12,000	40	1
Orting (7,535)	City Administrator		8,212	40	1
Othello (7,875)	City Administrator		10,208	40	1
Port Townsend (9,485)	City Manager	9,931	12,090	40	1
Sedro-Woolley (11,030)	City Supervisor/Attorney		9,617	40	1
Selah (7,530)	City Administrator		9,750	40	1

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Shelton (10,070)	City Administrator	7,725	10,042	40	1
Snohomish (9,625)	City Manager		11,904	40	1
Snoqualmie (13,110)	City Administrator		14,013	40	1
Sumner (9,705)	City Administrator	10,163	12,734	40	1
Toppenish (9,050)	City Manager		8,137	40	1
Woodinville (11,570)	City Manager		12,500	40	1
Yelm (8,480)	City Administrator	8,667	10,417	40	1
Cities 7,500 to 14,999 - Average (Formal High/Fat Rate)					
7,725 10,042 11,019					
Cities 2,500 to 7,499					
Algona (3,175)	City Administrator/Clerk-Treasurer	7,640	8,644	40	1
Blaine (4,930)	City Manager		10,210	40	1
Buckley (4,550)	City Administrator	8,844	10,781	40	1
Chelan (7,460)	City Manager		10,833	40	1
Chelan (4,115)	City Administrator		10,794	40	1
Chewelah (2,650)	City Administrator		7,654	40	1
Clyde Hill (3,060)	City Administrator		12,500	40	1
Colfax (2,795)	City Administrator	5,532	6,411	40	1
Cornell (5,365)	City Administrator	6,903	8,242	40	1
Dayton (2,545)	City Manager/Administrator	4,200	6,383	40	1
Duwall (7,425)	City Administrator	10,160	11,442	40	1
Firecrest (6,625)	City Manager	7,326	9,350	40	1
Goldendale (3,435)	City Administrator	7,079	8,625	40	1
Granite Falls (3,395)	City Manager/Public Works Director	7,929	9,195	40	1
Kalama (2,540)	City Administrator		7,071	40	1
Medical Lake (4,945)	City Administrator		6,719	40	1
Medina (3,165)	City Manager	9,891	12,363	40	1
Montesano (4,105)	City Administrator/Finance Director	5,901	9,167	40	1
Moxee (3,955)	City Supervisor/Public Works Supervisor		8,000	40	1
Normandy Park (6,540)	City Manager		12,500	40	1
North Bend (6,570)	City Administrator	10,000	12,500	40	1
Omak (4,925)	City Administrator		7,700	40	1
Prosser (5,940)	City Administrator		7,917	40	1
Quincy (7,345)	City Administrator		9,461	40	1
Ridgefield (6,870)	City Manager		9,900	40	1
Sequim (7,075)	City Manager		10,150	40	1
Stanwood (6,635)	City Administrator	9,437	10,622	40	1
Steilacoom (6,170)	Town Administrator	10,363	12,124	40	1
Sultan (4,860)	City Administrator	8,999	11,347	40	1
Union Gap (6,200)	City Manager		8,272	40	1
Warden (2,720)	City Administrator/Clerk-Treasurer		6,520	40	1
Woodland (5,925)	City Administrator	8,167	10,000	40	1
Zillah (3,145)	City Administrator/City Clerk		6,900	40	1
Cities 2,500 to 7,499 - Average (Formal High/Fat Rate)					
7,725 10,042 11,019 9,409					

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Cities 1,500 to 2,499						
Carnation (1,850)	City Manager			8,167	40	1
Cle Elum (1,870)	Administrator	6,855	8,333		40	1
Davenport (1,690)	City Administrator	4,597	7,072		40	1
Friday Harbor (2,250)	Town Administrator			11,220	40	1
Leavenworth (1,990)	City Administrator			9,423	40	1
Mabton (2,315)	City Administrator			6,400	40	1
Newport (2,150)	City Administrator	5,350	8,118		40	1
Rainier (1,885)	City Administrator/City Clerk			5,726	40	1
South Bend (1,620)	City Supervisor/Building Inspector			6,883	40	1
Stevenson (1,540)	City Administrator	5,924	7,795		40	1
White Salmon (2,440)	Public Works Director/City Administrator	5,663	8,158		40	1
Cities 1,500 to 2,499 - Average (Formal High/Flat Rate)						
				7,936		
Cities 500 to 1,499						
Bingen (735)	City Administrator				40	1
La Conner (905)	Administrator	4,234	6,442		40	1
Long Beach (1,430)	City Administrator			7,702	40	1
Naches (845)	Administrator			7,905	40	1
Paleros (560)	City Administrator			7,367	40	1
Reardan (575)	Administrative Assistant			4,716	40	1
Waitsburg (1,230)	City Administrator/Clerk/Treasurer			3,750	40	1
Woodway (1,335)	Town Administrator			5,141	35	1
Cities 500 to 1,499 - Average (Formal High/Flat Rate)						
				6,146	20	1
Average All Jurisdictions (Formal High/Flat Rate)						
				11,093		

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ATTACHMENT C

Association of Washington Cities 2016 Salary Data—Cities and Towns: City Administrator Salary
Median Monthly Salary Analysis—All Washington State Mayor-Council Cities and Towns, Population Range: 7,500-14,999

City or Town	Monthly Salary
Orting (7,535)	8212
Enumclaw (11,410)	9315
Sedro-Woolley (11,030)	9617
Selah (7,530)	9750
Grandview (11,160)	9773
Shelton (10,070)	10042
DuPont (9,330)	10168
Othello (7,875)	10208
Cheney (11,650)	10297
East Wenatchee (13,500)	10343
Yelm (8,480)	10417
College Place (9,245)	10477
Hoquiam (8,580)	10703
Liberty Lake (9,325)	10824
Lynden (13,380)	11667
Burlington (8,675)	11884
Ephrata (8,020)	12126
Edgewood (9,735)	12326
Sumner (9,705)	12734
Lake Forest Park (12,940)	12869
Gig Harbor (9,065)	12890
Ferndale (13,250)	13464
Snoqualmie (13,110)	14013
MEDIAN SALARY	10477 (125,724 annually)

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ATTACHMENT D

Association of Washington Cities 2016 Salary Data—Cities and Towns: City Administrator Salary
Median Monthly Salary Analysis— King, Pierce and Snohomish Counties Mayor-Council Cities and Towns
Population Range: 7,500-14,999

City or Town	Monthly Salary
DuPont (9,330)	10168
Edgewood (9,735)	12326
Enumclaw (11,410)	12326
Sumner (9,705)	12734
Lake Forest Park (12,940)	12869
Gig Harbor (9,065)	12890
Snoqualmie (13,110)	14013
MEDIAN SALARY	12734 (152,808 annually)

CONSENT ITEM 8

Schedule of Checks for the Checks Issued Since the November 15, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Columbia Ford					
	59785	3-H503	11/16/16	EP123 replacement F450	\$37,780.46
				Check Total	\$37,780.46
				Batch Total	\$37,780.46
Columbia Ford					
	59786	3-H504	11/17/16	EP56 replacement F450	\$41,722.58
				Check Total	\$41,722.58
				Batch Total	\$41,722.58
Ambrose					
	59787		11/18/16	Refund check	\$289.65
				Check Total	\$289.65
				Batch Total	\$289.65
AAA Champion LLC					
	59788	1001	11/29/16	janitorial service-November	\$1,852.93
				Check Total	\$1,852.93
Accord Contractors, LLC					
	59789	Pay Est 1	11/29/16	Police Remodel Project	\$32,045.31
				Check Total	\$32,045.31
Accord Contractors, LLC					
	59790	RET Pay Est 1	11/29/16	Retainage Police Remodel Project	\$1,539.16
				Check Total	\$1,539.16
Ace Equipment Rentals					
	59791	67595	11/29/16	peat spreader rental	\$32.73
				Check Total	\$32.73
Automatic Funds Transfer Services, Inc					
	59792	90929	11/29/16	Storm Printing for Sept/Oct Billing	\$218.58
	59792	90929	11/29/16	Garbage Printing for Sept/Oct Billing	\$218.58
	59792	90929	11/29/16	Sewer Printing for Sept/Oct Billing	\$218.58
	59792	90929	11/29/16	Water Printing for Sept/Oct Billing	\$218.59
	59792	90929	11/29/16	Storm Postage for Sept/Oct Billing	\$175.60
	59792	90929	11/29/16	Garbage Postage for Sept/Oct Billing	\$175.60
	59792	90929	11/29/16	Sewer Postage for Sept/Oct Billing	\$175.61
	59792	90929	11/29/16	Water Postage for Sept/Oct Billing	\$175.61
				Check Total	\$1,576.75
All Battery Sales & Service					
	59793	800-10013246	11/29/16	EP56 battery	\$126.99
				Check Total	\$126.99
AT&T Mobility					
	59794	413073-11/16	11/29/16	WTP Modem Scada Remote Connections	\$42.51
				Check Total	\$42.51
AV Capture All Inc					
	59795	1257	11/29/16	Council Meeting&Agenda Indexing Software	\$2,605.31
				Check Total	\$2,605.31
Washington Tractor					
	59796	1155004	11/29/16	blower repair parts	\$20.67
				Check Total	\$20.67
Benchmark Document Solutions					
	59797	11159	11/29/16	City Hall Fax Machine	\$16.91
				Check Total	\$16.91
BHC Consultants					
	59798	8285	11/29/16	WWTP Engineering Services	\$4,291.67
				Check Total	\$4,291.67

CONSENT ITEM 8

Schedule of Checks for the Checks Issued Since the November 15, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Bickford Motors					
	59799	1104606	11/29/16	parts EP125	\$7.80
				Check Total	\$7.80
Central Welding Supply Inc.					
	59800	RN10161045	11/29/16	acetylene	\$13.92
				Check Total	\$13.92
Chip Miller					
	59801	11032016	11/29/16	meal reimbursement	\$16.00
				Check Total	\$16.00
City of Everett Finance					
	59802	I16002724	11/29/16	Stormwater Samples	\$162.00
				Check Total	\$162.00
City Of Everett Utilities					
	59803	01015711232016	11/29/16	6600 109th Ave SE	\$26,116.24
	59803	01016411232016	11/29/16	6400 118th Dr SE	\$473.20
	59803	01741011232016	11/29/16	6203 107th Ave SE	\$1,245.89
	59803	01954611232016	11/29/16	3300 Blk Bickford Ave	\$4,391.85
	59803	01673911232016	11/29/16	99th St SE/5 Line	\$1,207.66
				Check Total	\$33,434.84
Comcast					
	59804	892709-11/16	11/29/16	Water Share Shop Internet	\$18.55
	59804	892709-11/16	11/29/16	Storm Share Shop Internet	\$18.56
	59804	892709-11/16	11/29/16	Wastewater Share Shop Internet	\$18.56
	59804	892709-11/16	11/29/16	Streets Share Shop Internet	\$18.56
	59804	892709-11/16	11/29/16	Parks Share Shop Internet	\$9.27
	59804	892709-11/16	11/29/16	Fleet & Facilities Share Shop Internet	\$27.82
	59804	633360-12/16	11/29/16	Carnegie Internet	\$135.66
				Check Total	\$246.98
Crime Stoppers of Puget Sound					
	59805	2017-13	11/29/16	Crime Stoppers Support Fees	\$696.90
				Check Total	\$696.90
DataQuest					
	59806	CISNOH-20161031	11/29/16	Preemployment Screening	\$154.50
				Check Total	\$154.50
Dog Waste Depot					
	59807	126964	11/29/16	supplies	\$234.00
				Check Total	\$234.00
Dunlap Industry					
	59808	1376560-01	11/29/16	2 way chain	\$392.27
	59808	1376340-01	11/29/16	adapter/battery kit	\$152.87
				Check Total	\$545.14
Edge Analytical					
	59809	16-25821	11/29/16	Disinfection by product samples	\$274.00
	59809	16-25678	11/29/16	Disinfection by product samples	\$1,096.00
				Check Total	\$1,370.00
Evergreen District Court					
	59810	September 2016	11/29/16	Case filing fees Sept 2016	\$672.68
	59810	October 2016	11/29/16	Case filing fees Oct 2016	\$2,386.96
				Check Total	\$3,059.64
Frontier					
	59811	118075-11/16	11/29/16	Telemetry Auto Dialer	\$67.66
	59811	406075-11/16	11/29/16	City Manager Share City Hall Fax	\$9.44
	59811	406075-11/16	11/29/16	Human Resources Share City Hall	\$9.42

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Schedule of Checks for the Checks Issued Since the November 15, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
	59811	406075-11/16	11/29/16	Clerk Share City Hall Fax	\$9.42
	59811	406075-11/16	11/29/16	Building Inspection Share City Hall Fax	\$9.42
	59811	406075-11/16	11/29/16	Economic Development Share City Hall Fax	\$9.42
	59811	406075-11/16	11/29/16	Planning Share City Hall Fax	\$9.42
	59811	406075-11/16	11/29/16	Finance Share City Hall Fax	\$9.43
	59811	406075-11/16	11/29/16	IS Share City Hall Fax	\$9.42
	59811	406075-11/16	11/29/16	Engineering Share City Hall Fax	\$9.42
				Check Total	\$152.47
GC Systems Inc					
	59812	4540	11/29/16	Yearly PRV maintenance	\$4,162.17
				Check Total	\$4,162.17
Girard Resources & Recycling, LLC					
	59813	38415	11/29/16	bark	\$111.08
	59813	38262	11/29/16	bark for planting beds	\$84.94
	59813	38212	11/29/16	top soil	\$39.20
	59813	38211	11/29/16	Asphalt Tipping	\$60.00
				Check Total	\$295.22
Gray & Osborne, Inc.					
	59814	4	11/29/16	Dike Management Plan	\$2,425.15
	59814	4	11/29/16	Dike Management Plan	\$2,425.16
				Check Total	\$4,850.31
Granite Construction Supply					
	59815	262_00065665	11/29/16	Rain coat and pants	\$152.83
	59815	262_00065665	11/29/16	Rain coat - Karschney	\$136.50
				Check Total	\$289.33
Hach Chemical					
	59816	10143375	11/29/16	supplies	\$1,244.25
	59816	10157122	11/29/16	supplies	\$163.48
	59816	10144969	11/29/16	supplies	\$267.63
				Check Total	\$1,675.36
H.B. Jaeger					
	59817	179900/1	11/29/16	parts	\$290.95
				Check Total	\$290.95
H. D. Fowler Company					
	59818	I4379841	11/29/16	parts	\$3,727.83
	59818	I4379842	11/29/16	parts	\$1,896.77
				Check Total	\$5,624.60
Home Depot - Parks					
	59819	9070013	11/29/16	supplies	\$132.85
	59819	4593377	11/29/16	supplies	\$62.85
	59819	7013790	11/29/16	supplies	\$32.69
				Check Total	\$228.39
Home Depot - Shop					
	59820	6140243	11/29/16	supplies	\$37.51
				Check Total	\$37.51
Home Depot - Storm					
	59821	4012909	11/29/16	supplies	\$6.51
	59821	7013798	11/29/16	supplies	\$120.86
	59821	3014273	11/29/16	supplies	\$32.69
				Check Total	\$160.06
HD Supply Waterworks LTD					
	59822	G384107	11/29/16	parts	\$1,202.42
				Check Total	\$1,202.42

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<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Home Depot Waste Water Treatment					
	59823	5012776	11/29/16	supplies	\$8.13
	59823	7012492	11/29/16	supplies	\$16.34
	59823	6012598	11/29/16	supplies	\$84.73
	59823	7013786	11/29/16	supplies	\$50.55
				Check Total	\$159.75
IER Environmental Services, Inc					
	59824	2016-6403	11/29/16	Magnesium Hydroxide	\$9,046.14
	59824	2016-5214	11/29/16	Poly	\$1,402.90
				Check Total	\$10,449.04
Integra Telecom					
	59825	14266729	11/29/16	City Hall Phones	\$2,040.34
	59825	14278313	11/29/16	Water Reservoir	\$62.61
				Check Total	\$2,102.95
James Mills					
	59826	July-Sept 2016	11/29/16	LEOFF I Reimbursement	\$511.50
				Check Total	\$511.50
Koi Simpson					
	59827	11032016	11/29/16	meal reimbursement	\$16.00
				Check Total	\$16.00
Lakeside Industries					
	59828	6014679MB	11/29/16	Water Cuts	\$675.05
				Check Total	\$675.05
Laura Clarke					
	59829	11032016	11/29/16	Mileage and parking reimbursement	\$17.45
				Check Total	\$17.45
McDaniel Do It Center - Parks					
	59830	480618	11/29/16	supplies	\$14.17
	59830	480666	11/29/16	supplies	\$14.16
	59830	480754	11/29/16	supplies	\$8.72
	59830	480833	11/29/16	supplies	\$67.58
	59830	480690	11/29/16	supplies	\$56.69
				Check Total	\$161.32
McDaniel Do It Center-SS					
	59831	480446	11/29/16	Office Supplies	\$35.49
	59831	480471	11/29/16	supplies	\$20.04
	59831	480363	11/29/16	supplies	\$15.88
	59831	480203	11/29/16	parts EP100	\$16.33
	59831	480604	11/29/16	supplies	\$21.81
	59831	480421	11/29/16	parts EP177	\$5.44
				Check Total	\$114.99
McDaniel Do It Center- Streets					
	59832	480458	11/29/16	office supplies credit	\$-7.65
	59832	480455	11/29/16	office supplies	\$14.17
	59832	480661	11/29/16	concrete	\$6.52
	59832	480629	11/29/16	equipment	\$155.98
				Check Total	\$169.02
McDaniel Do It Center - Water					
	59833	480477	11/29/16	parts	\$6.54
	59833	480266	11/29/16	supplies	\$44.69
	59833	480633	11/29/16	supplies	\$23.98
				Check Total	\$75.21

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Schedule of Checks for the Checks Issued Since the November 15, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
McDaniel's Do It Center Wastewater					
	59834	480246	11/29/16	supplies	\$2.17
	59834	480766	11/29/16	supplies	\$3.27
	59834	480749	11/29/16	supplies	\$37.28
				Check Total	\$42.72
Michael Lively					
	59835	July-Sept 2016	11/29/16	LEOFF I Reimbursement	\$317.40
				Check Total	\$317.40
Nelson Petroleum					
	59836	0601713-IN	11/29/16	supplies	\$502.99
				Check Total	\$502.99
North Sound Hose & Fitting Inc					
	59837	77255	11/29/16	parts EP100	\$441.39
	59837	77477	11/29/16	parts EP124	\$493.33
	59837	77281	11/29/16	parts EP177	\$282.42
	59837	77298	11/29/16	parts EP177	\$25.09
				Check Total	\$1,242.23
OfficeTeam					
	59838	47023309	11/29/16	Admin/Econ Develop Support	\$1,309.60
	59838	46967426	11/29/16	Admin/Econ Develop Support	\$1,309.60
				Check Total	\$2,619.20
Owen Equipment Company					
	59839	81985	11/29/16	parts EP100	\$270.81
				Check Total	\$270.81
Pacific Topsoils, Inc					
	59840	140655	11/29/16	Rain Garden supplies	\$931.17
				Check Total	\$931.17
Platt Electric Supply					
	59841	K793883	11/29/16	supplies	\$61.46
				Check Total	\$61.46
Process Solutions					
	59842	30432	11/29/16	Level Probes	\$10,069.93
				Check Total	\$10,069.93
Puget Sound Energy					
	59843	2857011042016	11/29/16	701 18th St	\$39.83
	59843	2836411042016	11/29/16	1610 Park Ave	\$38.75
	59843	6202411042016	11/29/16	50 Lincoln Ave	\$81.43
	59843	2924811042016	11/29/16	2100 Baird Ave	\$94.50
	59843	9703211042016	11/29/16	2000 Weaver Rd	\$12.18
	59843	9758911042016	11/29/16	50 Maple Ave	\$80.33
	59843	2878611042016	11/29/16	112 Union Ave	\$69.41
	59843	9467811042016	11/29/16	116 Union Ave	\$136.03
				Check Total	\$552.46
Rubatino Refuse Removal Inc					
	59844	354411012016	11/29/16	Drop Box Rental	\$100.16
				Check Total	\$100.16
Snohomish County Finance Department/Solid Waste					
	59845	69358	11/29/16	illegal boat dumping	\$55.00
				Check Total	\$55.00
Snohomish County Pud #1					
	59846	150799410	11/29/16	#1000535766, 1610 Park, Hill Park	\$21.80
	59846	160450555	11/29/16	#1000545615, 1610 Park, Hill Park	\$18.54
	59846	111205168	11/29/16	#1000125213, 169 Cypress, Pilchuck Park	\$383.72

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Schedule of Checks for the Checks Issued Since the November 15, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
	59846	137589750	11/29/16	Various Locations, Street Lighting	\$45.16
	59846	124478447	11/29/16	#1000580435, 400 2nd, Street Lighting	\$35.35
	59846	137589749	11/29/16	Various Locations, Street Lighting	\$11.96
	59846	114526305	11/29/16	Various Locations, Street Lighting	\$50.90
	59846	117842249	11/29/16	116 Union Ave, Street Lighting	\$60.87
	59846	147516507	11/29/16	116 Avenue B, Street Lighting	\$8.02
	59846	147516508	11/29/16	124 Avenue B, Street Lighting	\$8.02
	59846	147514444	11/29/16	#1000531586, 2621 Bickford, S Signal	\$54.73
	59846	137593786	11/29/16	#1000301981, 201 Maple, Signal	\$37.40
	59846	144221144	11/29/16	#1000566359, 811 1st, Street Lighting	\$17.42
	59846	100273873	11/29/16	#1000531660, 9101 56th, 30th St Signal	\$21.25
	59846	154052381	11/29/16	Various Locations, Street Lighting	\$262.54
	59846	163662127	11/29/16	Various Locations, Street Lighting	\$30.10
	59846	147516924	11/29/16	121 Glen Avenue, Street Lighting	\$8.02
	59846	160452213	11/29/16	#1000531585, 2749 Bickford, N Signal	\$64.31
	59846	121159123	11/29/16	#1000539970, 1608 Park, Hill Park L/S	\$91.98
	59846	121159260	11/29/16	#1000395660, 617 18th, Champagne L/S	\$134.05
	59846	111204597	11/29/16	#1000482443, 505 Rainier, Rainier L/S	\$583.27
	59846	111204842	11/29/16	#1000542988, 50 Lincoln, Lincoln L/S	\$80.32
	59846	117838571	11/29/16	#1000439204, 40 Maple, Cady Park L/S	\$44.40
	59846	104566348	11/29/16	#1000125182, 230 Maple, Police Dept	\$479.75
	59846	157257744	11/29/16	#1000430944, 112 Union, Eng Bldg	\$88.25
	59846	111210196	11/29/16	#1000125557, 116 Union, City Hall	\$630.18
	59846	131089208	11/29/16	#1000467578, 1301 1st, Visitor Info Cntr	\$102.01
	59846	134381979	11/29/16	#1000137618, 1801 1st, Shop	\$517.28
	59846	144224721	11/29/16	#1000558695, 1029 1st, Downtown Restroom	\$76.89
	59846	111211138	11/29/16	#1000539338, 1801 1st, Shop Portable	\$49.23
	59846	111211138	11/29/16	#1000539338, 1801 1st, Shop Portable	\$49.22
	59846	134381367	11/29/16	#1000385041, 20 Ave A, Street Lighting	\$17.98
	59846	137595792	11/29/16	#1000498870, 210 Ave D, Signal	\$44.38
	59846	140901679	11/29/16	#1000579410, 1115 1st, Street Lighting	\$29.71
	59846	160456671	11/29/16	#1000561224, 1301 1st, Signal	\$75.95
	59846	157258055	11/29/16	#1000539313, 1010 2nd, Street Lighting	\$61.16
	59846	124480507	11/29/16	#1000504619, 434 Ave D, Signal	\$43.27
	59846	131089268	11/29/16	#1000524038, 1801 1st, Water Pole Bldg	\$59.47
	59846	163667875	11/29/16	#1000125814, 1819 1st, CSO L/S	\$464.21
	59846	107903999	11/29/16	#1000556519, 2181 Cady Dr, Shadowood L/S	\$35.75
				Check Total	\$4,898.82
Snohomish County Sheriff's Office Corrections					
	59847	2016-3445	11/29/16	Inmate pharmaceutical fees Sept 2016	\$1.53
				Check Total	\$1.53
Snohomish County Corrections					
	59848	2016-3471	11/29/16	Jail service fees Oct 2016	\$8,217.83
				Check Total	\$8,217.83
Smarsh, Inc					
	59849	193853	11/29/16	Archiving Platform - social media	\$100.00
				Check Total	\$100.00
Snohomish Auto Parts					
	59850	475836	11/29/16	filter return	\$-79.61
	59850	476714	11/29/16	parts EP56	\$22.04
	59850	476836	11/29/16	parts EP56	\$115.36
	59850	476674	11/29/16	parts EP127	\$11.54
	59850	475602	11/29/16	supplies EP177	\$340.13

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Name	Check #	Invoice #	Check Date	Description	Amount
	59850	475001	11/29/16	shop tools	\$29.84
	59850	475601	11/29/16	parts EP177	\$195.04
	59850	476539	11/29/16	parts EP127	\$106.24
	59850	476541	11/29/16	parts EP127	\$32.69
	59850	475739	11/29/16	parts EP177	\$17.52
	59850	475944	11/29/16	filter return	\$-85.22
				Check Total	\$705.57
Snohomish Co-Op					
	59851	268394	11/29/16	unleaded fuel	\$35.93
	59851	268586	11/29/16	unleaded fuel	\$30.25
	59851	268604	11/29/16	diesel	\$48.23
	59851	268283	11/29/16	thermoplastic	\$21.09
				Check Total	\$135.50
Snopac					
	59852	8642	11/29/16	Dispatch Services	\$11,723.71
				Check Total	\$11,723.71
Snohomish Senior Center					
	59853	16-558	11/29/16	Monthly Fee	\$1,000.00
	59853	16-563	11/29/16	Match for Increase in Membership Revenue	\$5,000.00
				Check Total	\$6,000.00
Sound Equipment Rental and Sales					
	59854	12819	11/29/16	rental of single drum roller	\$1,050.89
				Check Total	\$1,050.89
Sound Safety Products Co.					
	59855	92652/1	11/29/16	Shirts	\$29.76
				Check Total	\$29.76
Sound Telecom					
	59856	000007-774-011	11/29/16	monthly answering service November 2016	\$129.96
				Check Total	\$129.96
Speedway Chevrolet					
	59857	103979	11/29/16	parts EP56	\$87.73
				Check Total	\$87.73
Staples Advantage					
	59858	3319841813	11/29/16	Supplies	\$195.28
	59858	3319841811	11/29/16	Supplies	\$195.28
	59858	3319841815	11/29/16	Office Supplies	\$51.75
	59858	3319841817	11/29/16	office supplies	\$65.45
	59858	3319841817	11/29/16	office supplies	\$18.09
				Check Total	\$525.85
Steuber Dist. Co.					
	59859	2829767	11/29/16	supplies	\$39.28
	59859	2829751	11/29/16	supplies	\$39.28
				Check Total	\$78.56
Taylor's Excavators Inc					
	59860	Pay Est 3	11/29/16	30th Street Widening Project	\$160,867.19
				Check Total	\$160,867.19
Taylor's Excavators Inc					
	59861	RET Pay Est 3	11/29/16	Retainage 30th Street Widening Project	\$8,466.49
				Check Total	\$8,466.49
Sound Publishing					
	59862	EDH729224	11/29/16	Publish Public Hearing	\$22.36
				Check Total	\$22.36

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<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
The Part Works, Inc.					
	59863	05597	11/29/16	supplies	\$163.11
				Check Total	\$163.11
Thomco Construction Inc.					
	59864	Pay Est 3	11/29/16	2016 Utility Improvement Project S2	\$104,791.44
				Check Total	\$104,791.44
Thomco Construction Inc.					
	59865	RET Pay Est 3	11/29/16	Retainage 2016 Utility Improvement S2	\$5,131.93
				Check Total	\$5,131.93
TMG Services, Inc.					
	59866	0040051-IN	11/29/16	Sensors	\$1,511.48
				Check Total	\$1,511.48
Top Soils Northwest, Inc.					
	59867	T63915	11/29/16	Sidewalk repair	\$99.62
				Check Total	\$99.62
Tyler Enterprises					
	59868	Oct 2016	11/29/16	Bldg Insp Svcs 10/18-10/28	\$925.00
				Check Total	\$925.00
US Bank CPS					
	59869	0685326469	11/29/16	LaQuinta Inns training	\$102.52
	59869	358	11/29/16	Comserv Copies public records	\$16.37
	59869	357	11/29/16	Comserv Copies public records	\$8.18
	59869	13001388062	11/29/16	Safeway wellness supplies	\$40.77
	59869	11	11/29/16	Snohomish Chamber of Commerce Meeting	\$20.00
	59869	40285	11/29/16	Communication Class - Leach	\$149.00
	59869	19001010416	11/29/16	ice	\$5.38
	59869	8530866	11/29/16	The UPS Store video return	\$9.60
	59869	23592	11/29/16	Staples supplies	\$60.05
				Check Total	\$411.87
U.S. Bank N.A - Custody					
	59870	October 2016	11/29/16	Monthly Maintenance Fee	\$26.00
				Check Total	\$26.00
U.S. Postmaster					
	59871	110416-111016	11/29/16	City Manager Postage	\$0.47
	59871	110416-111016	11/29/16	Clerk Postage	\$25.75
	59871	110416-111016	11/29/16	Finance Postage	\$6.51
	59871	110416-111016	11/29/16	Police Postage	\$1.86
	59871	110416-111016	11/29/16	Planning Postage	\$73.92
	59871	110416-111016	11/29/16	Water Postage	\$0.47
	59871	111116-111716	11/29/16	City Manager Postage	\$23.73
	59871	111116-111716	11/29/16	Clerk Postage	\$11.38
	59871	111116-111716	11/29/16	Finance Postage	\$29.28
	59871	111116-111716	11/29/16	Police Postage	\$0.47
	59871	111116-111716	11/29/16	Planning Postage	\$2.79
	59871	111116-111716	11/29/16	Public Works Postage	\$4.19
	59871	111816-112416	11/29/16	Clerk Postage	\$97.38
	59871	111816-112416	11/29/16	Finance Postage	\$18.77
	59871	111816-112416	11/29/16	Police Postage	\$1.86
	59871	111816-112416	11/29/16	Planning Postage	\$62.78
	59871	111816-112416	11/29/16	Engineering Postage	\$4.19
				Check Total	\$365.80
Utilities Underground Location					
	59872	6100208	11/29/16	Oct locates	\$18.48

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Name	Check #	Invoice #	Check Date	Description	Amount
	59872	6100208	11/29/16	Oct locates	\$18.48
	59872	6100208	11/29/16	Oct locates	\$18.48
				Check Total	\$55.44
Verizon Wireless					
	59873	9774856508	11/29/16	Parks Cellular	\$164.03
	59873	9774856508	11/29/16	Streets Cellular	\$135.21
	59873	9774856508	11/29/16	Fleet Cellular	\$96.64
	59873	9774856508	11/29/16	Econ Cellular	\$57.64
	59873	9774856508	11/29/16	Bldg Insp Cellular	\$57.64
	59873	9774856508	11/29/16	Planning Cellular	\$115.28
	59873	9774856508	11/29/16	Engrg Cellular	\$270.57
	59873	9774856508	11/29/16	Water Distribution Cellular	\$245.14
	59873	9774856508	11/29/16	WTP Cellular	\$147.67
	59873	9774856508	11/29/16	Collections Cellular	\$196.82
	59873	9774856508	11/29/16	Storm Cellular	\$117.15
	59873	9774856508	11/29/16	WWTP Cellular	\$172.92
	59873	9774856508	11/29/16	Utilities Manager Cellular	\$57.64
	59873	9774856508	11/29/16	City Mgr Cellular	\$57.64
	59873	9774856508	11/29/16	Finance Director Cellular	\$57.64
	59873	9774856508	11/29/16	City Council Cellular	\$403.48
	59873	9775072570	11/29/16	CSO Modem	\$25.68
				Check Total	\$2,378.79
Voyager					
	59874	869344283645	11/29/16	Vehicle Fuel	\$3,448.18
				Check Total	\$3,448.18
Weed, Graafstra & Associates, Inc. P.S.					
	59875	191	11/29/16	Litigation	\$1,803.75
	59875	214	11/29/16	Legal Fees	\$603.75
	59875	214	11/29/16	Legal Fees	\$271.25
	59875	214	11/29/16	Legal Fees	\$185.00
	59875	214	11/29/16	Legal Fees	\$120.25
	59875	214	11/29/16	Legal Fees	\$15,158.25
				Check Total	\$18,142.25
Washington State Auditor					
	59876	L117502	11/29/16	Audit 2015 - TBD	\$336.65
	59876	L117256	11/29/16	Audit 2015	\$4,469.79
				Check Total	\$4,806.44
WA State Dept of Agriculture					
	59877	87768	11/29/16	pesticide license-Allen	\$33.00
				Check Total	\$33.00
Washington State Dept of Ecology					
	59878	8210	11/29/16	WWOP Certification Renewal - Debardi	\$30.00
	59878	8282	11/29/16	WWOP Certification Renewal - Buse	\$30.00
				Check Total	\$60.00
Washington State Department of Health					
	59879	013389	11/29/16	CCS, WDM 1 Certification Renewal Jackson	\$42.00
				Check Total	\$42.00
Washington State Department of Labor & Industries					
	59880	277247	11/29/16	Boiler Inspection	\$238.60
	59880	277333	11/29/16	Annual Inspections	\$201.60
				Check Total	\$440.20
Washington State Department of Transportation					
	59881	02617CN	11/29/16	DOT Training - Miller	\$150.00
	59881	02617CN	11/29/16	DOT Training - Simpson	\$150.00

CONSENT ITEM 8

Schedule of Checks for the Checks Issued Since the November 15, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>	
					Check Total	\$300.00
Washington Wastewater Collection Personnell Assoc						
	59882	2017 Jackson	11/29/16	Annual Renewal Fee - Tim Jackson	\$15.00	
	59882	2017 Debaradi	11/29/16	Annual Renewal Fee - Derek Debaradi	\$15.00	
	59882	2017 Simpson	11/29/16	Annual Renewal Fee - Koi Simpson	\$15.00	
	59882	2017 Buse	11/29/16	Annual Renewal Fee - Kevin Buse	\$15.00	
	59882	2017 Miller	11/29/16	Annual Renewal Fee - William Miller	\$15.00	
					Check Total	\$75.00
					Batch Total	\$480,528.56
Washington State Department of Revenue						
	ACH	October 2016	11/10/16	Excise Tax	Check Total \$26,560.86	
					Total All Batches	\$586,882.11

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 #59785 through #59882 in the total of \$586,882.11 through November 29, 2016 are approved for payment on December 5, 2016.

Mayor

Councilmember

Councilmember

Councilmember