



## CITY COUNCIL REGULAR MEETING

**Tuesday, April 15, 2025  
at 6:00 p.m.**

In person at the Snohomish Carnegie 105 Cedar Avenue  
and remote on-line/telephone access via *Zoom*

In person at the Snohomish Carnegie and online via Zoom meeting access:  
<https://us02web.zoom.us/j/83270648763> or call in at (253) 215-8782 and use Meeting ID# 832  
7064 8763

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### **AGENDA**

- 1. CALL TO ORDER**
  - a. Roll Call
  - b. Pledge of Allegiance
- 2. PROCLAMATIONS, PRESENTATIONS AND RECOGNITIONS**
- 3. PUBLIC COMMENTS** - Three minutes allowed for those wishing to comment on any matter not listed as a Public Hearing or Action Item.
- 4. APPROVE AGENDA Contents and Order**
- 5. CONSENT ITEMS**
  - a. AUTHORIZE the Mayor to Execute a Contract with Aqua Dive Services, LLC for repair of the fishing dock at Hill Park.
  - b. ADOPT the Tree Program Code Amendments - ADOPT Ordinance 2516
  - c. AUTHORIZE Budget Adjustments Necessary to Implement Reclassifications within Planning and Development Services Department
  - d. AUTHORIZE Mayor to Execute an Amendment to the Interlocal Agreement with Snohomish County Regional Drug Task Force
  - e. APPROVE Vouchers and Payroll ACH Transactions
  - f. APPROVE minutes of the April 1, 2025 regular meeting
- 6. ACTION ITEMS**
  - a. CONFIRM Mayor's Appointment of City Clerk
  - b. Adopt the Homestead Park Master Plan – PASS Resolution 1485
- 7. DISCUSSION ITEMS**
  - a. Schematic Design and Cost Estimate for Snohomish Public Safety & City Services Campus
- 8. OTHER BUSINESS/INFORMATION ITEMS**
- 9. COUNCILMEMBER COMMENTS**

**10. COUNCIL PRESIDENT'S ITEMS/REPORTS**

**11. STAFF BRIEFINGS**

- a. Development Services Quarterly Report
- b. Snohomish County Community Wildfire Preparedness Survey
- c. 2024 Q4 Financials & ARPA Update
- d. Q1 2025 Report for Community Engagement & Strategic Initiatives (CESI) Department

**12. CITY ADMINISTRATOR'S COMMENTS**

**13. MAYOR'S COMMENTS**

**14. ADJOURN**

**15. NEXT MEETING: The next special meeting is scheduled for Tuesday, April 22, 2025, at 6 p.m., in person at the Snohomish Carnegie, 105 Cedar Avenue, and online via Zoom.**

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.



## SNOHOMISH CITY COUNCIL STAFF REPORT

**Date:** April 15, 2025

**Agenda Section:** CONSENT ITEMS

**From:** Nova Heaton, PE, Public Works Director

**Subject:** **AUTHORIZE the Mayor to Execute a Contract with Aqua Dive Services, LLC for repair of the fishing dock at Hill Park.**

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**SUMMARY:** City council approval is requested to authorize the Mayor to execute an agreement with Aqua Dive Services, LLC., to repair the Hill Park Fishing Dock.

**BACKGROUND & ANALYSIS:**

In 2023, the City completed a facilities assessment report, which identified the dock as a safety hazard and recommended immediate closure. As a result, the dock was closed in the spring of 2024 and has remained closed since then.

In May 2024, a request for quotes was issued to contractors through the MRSC Small Works roster. Aqua Dive Services, LLC. was the only contractor to respond. Based on Aqua Dive's recommendation, a comprehensive assessment of the dock was conducted in August 2024. The assessment revealed that 21 of the dock's 51 wooden piles showed signs of deterioration, and several joists were also found to be deteriorated. This new contract is to complete the necessary repairs.

**FISCAL IMPACT:** The project has been included in the 2025-2026 City Budget with an allocation of \$135,225.00 from the General Fund. The quoted cost for the repairs is \$134,638.67. It is anticipated that the project will be completed in 2025.

**SUGGESTED COUNCIL ACTION:** Motion to AUTHORIZE the Mayor to execute a contract with Aqua Dive Services, LLC. in the amount of \$134,638.67 for the repairs of the Hill Park Fishing Dock.

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**ATTACHMENT(S):**

Aqua Dive\_Hill Park Dock Repair Contract.pdf



## SMALL PUBLIC WORKS CONTRACT (Under \$300,000)

THIS SMALL PUBLIC WORKS CONTRACT (“Contract”) is made and entered into this \_\_\_\_\_ day of APRIL 2025, by and between the City of SNOHOMISH, Washington, a Washington State municipal corporation (“City”), and AQUA DIVE SERVICES, a Washington LLC (“Contractor”)

**WHEREAS**, the City desires to accomplish certain public works entitled HILL PARK FISHING DOCK REPAIR (“the Project”) having an estimated cost \$300,000 or less; and

**WHEREAS**, the City solicited written Bid Proposals for the Project.

**WHEREAS**, whereas the City received and reviewed written Bid Proposals for the Project, and has determined that Contractor is the lowest responsible bidder; and

**WHEREAS**, the Contractor and the City desire to enter into this Contract for the Project in accordance with the terms and conditions of this Contract.

**NOW, THEREFORE**, in consideration of the terms, conditions and agreements contained herein, the City and Contractor agree as follows:

**1. Scope of Work—the Project.**

The Contractor shall perform, carry out and complete the HILL PARK FISHING DOCK REPAIR (“Project”) in accordance with this Contract and the incorporated Contract Documents specified in Section 2. The Project shall be completed no later than Insert Completion Date.

**2. Contract Documents.**

The following documents are incorporated into the Contract by this reference:

- A.  Plans and Contract Drawings.
- B.  Scope of Work.
- C.  Proposal/Bid Submittal (attached).
- D.  2016 or \_\_\_\_\_ Standard Specifications for Road, Bridge, and Municipal Construction (WSDOT/APWA) (“Standard Specifications”) (referenced but not attached).
- E.  WSDOT Amendments to the Standard Specifications (referenced but not attached)
- F.  2010 APWA Supplement General Special Provisions (referenced but not attached).
- G.  City of \_\_\_\_\_ Engineering Standards (referenced but not attached)
- H.  Addenda (if any)

- I.  Payment and Performance Bond (attached).
- J.  Retainage Bond (attached) (optional-see Section 5).

In the event of any inconsistencies or conflicts between the language of this Contract and these incorporated documents, the language of the Contract shall prevail over the language of the documents.

**3. Commencement of Work.**

Work shall not proceed under this Contract until the Contractor has met following conditions:

- A. Contract has been signed and fully executed by the parties.
- B. The Contractor has provided the City with the certificates of insurance required under Section 22.
- C. The Contractor has obtained a City of **SNOHOMISH** Business License.
- D. The Contractor has provided the City with satisfactory documentation that Contractor is licensed and bonded as a contractor in the Washington State.

These conditions shall be satisfied within ten (10) calendar days of the City's Notice of Award of the Contract to the Contractor. Upon satisfaction of these conditions, the City shall issue a Notice to Proceed and Contractor shall commence work within five (5) calendar days of the date of said Notice.

**4. Time is of the Essence/Liquidated Damages.**

Time is of the essence in the performance of this Contract. The Contractor shall diligently pursue the Project work to physical completion by the date specified in Section 1. If said work is not completed within the time specified, the Contractor agrees to pay the City as liquidated damages the sum set forth in Section 1-08.9 of the Standard Specifications for each and every calendar day said work remains uncompleted after expiration of the specified time.

**5. Payment for Project.**

A. **Total Contract Sum for Project.** Excluding approved changes orders, the City shall pay the Contractor for satisfactory completion of the Project under the Contract a total Contract Sum not to exceed [\$Dollar Amount in figures] (dollar amount in words) in accordance with the bid price in the bid Proposal or proposal price in the Proposal and including all applicable Washington State Sales Tax. The total Contract Sum includes all expenses and costs incurred in planning, designing and constructing the Project, including, but not limited to, applicable sales and use taxes, costs and expenses for overhead, profit, labor, materials, supplies, permits, subcontractors, consultants, and professional services necessary to construct and complete the Project.

B. **Payments shall be for Performance of Project Work.** Payments for work provided hereunder shall be made following the performance of such work, unless otherwise permitted by law and approved in writing by the City. No payment shall be made for any work rendered by the Contractor except as identified and set forth in this Contract.

C. **Right to Withhold Payments if Work is Unsatisfactory.** If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract.

D. **Payments.** Subject to F below, progress payments shall be based on the timely submittal by the Contractor of the City's standard payment request form. The form shall be appropriately completed and signed by the Contractor. Applications for payment not signed and/or completed shall be considered incomplete and ineligible for payment consideration. The City shall initiate authorization for payment after receipt of a satisfactorily completed payment request form and shall make payment to the Contractor within approximately thirty (30) calendar days thereafter.

E. **Payments for Alterations and/or Additions.** Requests for changes orders and/or payments for any alterations in or additions to the work provided under this Contract shall be in accordance with the change order process set forth in Section 1-04.4 of the Standard Specifications.

F. **Final Payment.** Pursuant to RCW Chapter 60.28, a sum equal to five percent (5%) of the monies earned by the Contractor will be retained from payments made by the City to the Contractor under this Contract. This retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to RCW Title 82 and (2) the claims of any person arising under the Contract.

Monies retained under the provisions of RCW Chapter 60.28 shall, at the option of the Contractor, be:

1. Retained in a fund by the City; or
2. Deposited by the City in an escrow (interest-bearing) account in a bank, mutual saving bank, or savings and loan association (interest on monies so retained shall be paid to the Contractor). Deposits are to be in the name of the City and are not to be allowed to be withdrawn without the City's written authorization. The City will issue a check representing the sum of the monies reserved, payable to the bank or trust company. Such check shall be converted into bonds and securities chosen by the Contractor as the interest accrues.

At or before the time the Contract is executed, the Contractor shall designate the option desired. The Contractor in choosing option (2) agrees to assume full responsibility to pay all costs that may accrue from escrow services, brokerage charges or both, and further agrees to assume all risks in connection with the investment of the retained percentages in securities. The City may also, at its option, accept a bond in lieu of retainage.

Release of the retainage will be made sixty (60) calendar days following the Final Acceptance of the Project provided the following conditions are met:

1. A release has been obtained from the Washington State Department of Revenue.
2. Affidavits of Wages Paid for the Contractor and all Subcontractors are on file with the Contracting Agency (RCW 39.12.040).

3. A certificate of Payment of Contributions Penalties and Interest on Public Works Contract is received from the Washington State Employment Security Department.
4. Washington State Department of Labor and Industries (per Section 1-07.10 of the Standard Specifications) shows the Contractor is current with payments of industrial insurance and medical premiums.
5. All claims, as provided by law, filed against the retainage have been resolved.
6. If requested by the City, the Contractor shall provide the City with proof that insurance required under Section 22 remains in effect.

G. **Final Acceptance.** Final Acceptance of the Project occurs when the Public Works Director has determined that the Project is one hundred percent (100%) complete and has been constructed in accordance with the Plans and Specifications.

H. **Payment in the Event of Termination.** In the event this Contract is terminated by the either party, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of Contractor performing the work, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all reasonable legal expenses and costs incurred by the City to protect the rights and interests of the City under the Contract.

I. **Maintenance and Inspection of Financial Records.** The Contractor and its subcontractors shall maintain reasonable books, accounts, records, documents and other evidence pertaining to the costs and expenses allowable, and the consideration paid under this Contract, in accordance with reasonable and customary accepted accounting practices. All such books of account and records required to be maintained by this Contract shall be subject to inspection and audit by representatives of City and/or of the Washington State Auditor at all reasonable times, and the Contractor shall afford the proper facilities for such inspection and audit to the extent such books and records are under control of the Contractor, and all Project Contracts shall similarly provide for such inspection and audit rights. Such books of account and records may be copied by representatives of City and/or of the Washington State Auditor where necessary to conduct or document an audit. The Contractor shall preserve and make available all such books of account and records in its control for a period of three (3) years after final payment under this Contract, and Bunker Repair Project subcontracts shall impose similar duties on the subcontractors.

## 6. **Term of Contract.**

The term of this Contract shall commence upon full execution of this Contract by the City and Contractor and shall terminate upon final payment by the City to the Contractor, unless sooner terminated by either party under Section 7 or applicable provision of the Contract.

**7. Termination of Contract.**

A. Except as otherwise provided under this Contract, either party may terminate this Contract upon ten (10) working days' written notice to the other party in the event that said other party is in default and fails to cure such default within that ten-day period, or such longer period as provided by the non-defaulting party. The notice of termination shall state the reasons therefore and the effective date of the termination.

B. The City may also terminate this Contract in accordance with the provisions of Section 1-08.10 of the Standard Specifications.

**8. Status of Contractor.**

The Contractor is a licensed, bonded and insured contractor as required and in accordance with the laws of the State of Washington. Contractor is acting as an independent contractor in the performance of each and every part of this Contract. No officer, employee, volunteer, and/or agent of either party shall act on behalf of or represent him or herself as an agent or representative of the City. Contractor and its officers, employees, volunteers, agents, contractors and/or subcontractors shall make no claim of City employment nor shall claim against the City any related employment benefits, social security, and/or retirement benefits. Nothing contained herein shall be interpreted as creating a relationship of servant, employee, partnership or agency between Contractor and the City.

**9. Permits.**

The Contractor will apply for, pay for and obtain any and all City, county, state and federal permits necessary to commence, construct and complete the Project. All required permits and associated costs shall be included in the Total Contract Sum for Project.

**10. Business License Required.**

The Contractor shall obtain a City of SNOHOMISH business license prior to commencement of work under this Contract.

**11. Work Ethic.**

The Contractor shall perform all work and services under and pursuant to this Contract in timely, professional and workmanlike manner.

**12. City Ownership of Work Products.**

All work products (reports, maps, designs, specifications, etc.) prepared by or at the request of Contractor regarding the planning, design and construction of the Project shall be the property of the City. Contractor shall provide the City with paper and electronic copies of all work products in possession or control of Contractor at the request of final payment from Contractor or upon written request from the City.

**13. Job Safety.**

A. **General Job Safety.** Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and local regulations, ordinances and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

B. **Trench Safety Systems.** The Contractor shall ensure that all trenches are provided with adequate safety systems as required by RCW Chapter 49.17 and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.

**14. Prevailing Wages.**

Contractor shall pay its employees, and shall require its subcontractors to pay their employees, prevailing wages as required by and in compliance with applicable state and/or federal law and/or regulations, including but not limited to RCW Chapter 39.12 and RCW Chapter 49.28. Prior to final payment under this Contract, Contractor shall certify in writing that prevailing wages have been paid for all work on the Project as required and in accordance with applicable law and/or regulations.

**15. Taxes and Assessments.**

The Contractor shall be solely responsible for compensating its employees, agents, and/or subcontractors and for paying all related taxes, deductions, and assessments, including, but not limited to, applicable use and sales taxes, federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Contract.

**16. Nondiscrimination Provision.**

During the performance of this Contract, the Contractor shall comply with all applicable equal opportunity laws and/or regulations and shall not discriminate on the basis of race, age, color, sex, sexual orientation, religion, national origin, creed, veteran status, marital status, political affiliation, or the presence of any sensory, mental or physical handicap. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of work and services under this Contract. The Contractor further agrees to maintain notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Contractor understands that violation of this provision shall be cause for immediate termination of this Contract and the Contractor may be barred from performing any services or work for the City in the future unless the Contractor demonstrates to the satisfaction of the City that discriminatory practices have been eliminated and that recurrence of such discriminatory practices is unlikely.

**17. The Americans with Disabilities Act.**

The Contractor shall comply, and shall require its subcontractors to comply, with the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. (ADA), and its implementing regulations, and

Washington State's anti-discrimination law as contained in RCW Chapter 49.60 and its implementing regulations, with regard to the work and services provided pursuant to this Contract. The ADA provides comprehensive civil rights to individuals with disabilities in the area of employment, public accommodations, public transportation, state and local government services, and telecommunications.

**18. Compliance With Law.**

The Contractors shall perform all work and services under and pursuant to this Contract in full compliance with any and all applicable laws, rules, and regulations adopted or promulgated by any governmental agency or regulatory body, whether federal, state, local, or otherwise.

**19. Guarantee of Work.**

A. The Contractor guarantees and warrants all of its work, materials, and equipment provided and utilized for this Project to be free from defects for a period of one (1) year from the date of final acceptance of the Project work. The Contractor shall remedy any defects in its Project work, and the materials, and equipment utilized in the Project and pay for any damages resulting therefrom which shall appear within a period of one (1) year from the date of final acceptance of the Project work unless a longer period is specified. The City will give notice of observed defects with reasonable promptness.

B. The guarantee/warranty period shall be suspended from the time a significant defect is first documented by the City until the work or equipment is repaired or replaced by the Contractor and accepted by the City. In the event that fewer than ninety (90) calendar days remain in the guarantee period after acceptance of such repair or replacement (after deducting the period of suspension above), the guarantee period shall be extended to allow for at least ninety (90) calendar days guarantee of the work from the date of acceptance of such repair or equipment.

C. The Contractor shall also provide the City with manufacturer's warranties for all components, materials and equipment installed as part of the Project.

D. Any repairs or replacement required during the warranty period shall be performed within 30 calendar days following notification by the City.

**20. Contractor's Risk of Loss.**

It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he has familiarized himself with all existing conditions and other contingencies likely to affect the work, and has made his bid accordingly, and that he shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

**21. Indemnification and Hold Harmless.**

A. The Contractor shall indemnify, defend and hold the City, its elected officials, agents, officers and/or employees and volunteers harmless from and against any and all claims, demands, liabilities, losses, costs, damages or expenses of any nature whatsoever (including all costs and attorneys' fees) to or by third parties arising from, resulting from or connected with the work and services performed or to be performed under this Contract by the Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors to the fullest extent permitted by law and subject to the limitations provided below.

B. The Contractor's duty to indemnify the City shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its elected officials, agents, officers and/or employees.

C. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

D. Nothing contained in this section or Contract shall be construed to create a liability or a right of indemnification by any third party.

F. The provisions of this section shall survive the expiration or termination of this Contract with respect to any event occurring prior to such expiration or termination.

## 22. **Insurance.**

### A. **Insurance Term.**

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise, as required in this Section, without interruption from or in connection with the performance commencement of the Contractor's work through the term of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

### B. **No Limitation.**

Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

### C. **Minimum Scope of Insurance.**

Contractors required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on at least as broad as Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground

property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured- Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad of coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington

4.  Required. Builders Risk insurance covering interests of the City, the Contractor, Subcontractors, and Sub-contractors in the work. Builders Risk insurance shall be on a special perils policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood, earthquake, theft, vandalism, malicious mischief, and collapse. The Builders Risk insurance shall include coverage for temporary buildings, debris removal and damage to materials in transit or stored off-site. This Builders Risk insurance covering the work will have a deductible of \$5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for flood and earthquake perils may be accepted by the City upon written request by the Contractor and written acceptance by the City. Any increased deductibles accepted by the City will remain the responsibility of the Contractor. The Builders Risk insurance shall be maintained until final acceptance of the work by the City. An installation floater may be acceptable in lieu of Builders Risk for renovation projects only if approved in writing by the Public Entity.

5.  Required. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The City shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the Public Entity under this paragraph must be maintained in minimum amounts of \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000.

Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.

**D. Minimum Amounts of Insurance.**

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.
3.  Required. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.
4.  Required. Contractors Pollution Liability shall be written in the amounts set forth above.

**E. City Full Availability of Contractor Limits**

If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

**F. Other Insurance Provisions.**

The Contractor's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Contractor's insurance and shall not contribute with it.

**G. Acceptability of Insurers.**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**H. Verification of Coverage.**

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Throughout the term of this Contract, upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

Required. Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Builders Risk insurance policy that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

**Required.** Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Pollution Liability insurance that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

**I. Contractor's Insurance for Other Losses.**

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or subcontractors as well as to any temporary structures, scaffolding and protective fences.

**J. Subcontractors.**

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Public Entity is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an ) using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

**K. Waiver of Subrogation.**

The Contractor and the City waive all rights against each other, any of their subcontractors, lower tier subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

**L. Notice of Cancellation of Insurance.**

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

**M. Failure to Maintain Insurance**

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

**23. Assignment and Subcontractors.**

A. The Contractor shall not assign this Contract or any interest herein, nor any money due to or to become due hereunder, without first obtaining the written consent of the City.

B. The Contractor shall not subcontract any part of the services to be performed hereunder without first obtaining the consent of the City and complying with the provisions of this section.

C. In the event the Contractor does assign this Contract or employ any subcontractor, the Contractor agrees to bind in writing every assignee and subcontractor to the applicable terms and conditions of the Contract documents.

D. The Contractor shall, before commencing any work, notify the City in writing of the names of any proposed subcontractors. The Contractor shall not employ any subcontractor or other person or organization (including those who are to furnish the principal items or materials or equipment), whether initially or as a substitute, against whom the City may have reasonable objection. Each subcontractor or other person or organization shall be identified in writing to the City by the Contractor prior to the date this Contract is signed by the Contractor. Acceptance of any subcontractor or assignee by the City shall not constitute a waiver of any right of the City to reject defective work or work not in conformance with the contract documents. If the City, at any time, has reasonable objection to a subcontractor or assignee, the Contractor shall submit an acceptable substitute.

E. The Contractor shall be fully responsible for all acts and omissions of its assignees, subcontractors and of persons and organization directly or indirectly employed by it and of persons and organizations for whose acts any of them may be liable to the same extent that it is responsible for the acts and omissions of person directly employed by it.

F. The Contract does not and shall not create or be construed to create any relationship, contractual or otherwise, between the City and any subcontractor or assignee. Nothing in the Contract shall create any obligation on the part of the City to pay or to assure payment of any monies due any subcontractor or assignee.

**24. Severability.**

A. If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

B. If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

**25. Integration and Supersession.**

This Contract sets forth all of the terms, conditions, and Contracts of the parties relative to the Project, and supersedes any and all such former Contracts which are hereby declared terminated and of no further force and effect upon the execution and delivery hereof. There are no terms, conditions, or Contracts with respect thereto except as provided herein, and no amendment or modification of this Contract shall be effective unless reduced to writing and executed by the parties. In the event of any conflicts or inconsistencies between this Contract and the Declaration, the terms of this Contract shall control in all cases.

**26. Non-Waiver.**

A waiver by either party hereto of a breach of the other party hereto of any covenant or condition of this Contract shall not impair the right of the party not in default to avail itself of any subsequent

breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any Contract, covenant or condition of this Contract, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such Contract, covenant, condition or right.

**27. Survival.**

Any provision of this Contract which imposes an obligation after termination or expiration of this Contract shall survive the term or expiration of this Contract and shall be binding on the parties to this Contract.

**28. Contract Representatives and Notices.**

This Contract shall be administered for the City by the **OPERATIONS MANAGER, TIM CROSS**, and shall be administered for the Contractor by the Contractor's Contract Representative, **MANAGER, JAMES HICKS**. Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To City:

To Contractor:

Tim Cross, Operations Manager  
City of Snohomish  
116 Union Ave  
Snohomish, WA 98291-1589  
Telephone Number: (425) 328-0056  
Email: [cross@snohomishwa.gov](mailto:cross@snohomishwa.gov)

James Hicks, Manager  
Aqua Dive Services, LLC  
9622 Aurora Ave N, Suite B  
Seattle, WA 98103  
Telephone Number: (206) 782-0157  
Email: [amy@aquadiveservices.com](mailto:amy@aquadiveservices.com)

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

**29. Third Parties.**

The City and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.

**30. Governing Law.**

This Contract shall be governed by and construed in accordance with the laws of the State of Washington.

**31. Venue.**

The venue for any action to enforce or interpret this Contract shall lie in the Superior Court of Washington for Snohomish County, Washington.

**32. Attorney Fees**

Should either the City or the Contractor commence any legal action relating to the provisions of this Contract or the enforcement thereof, the prevailing party shall be awarded judgment for all costs of litigation including, but not limited to, costs, expert witnesses, and reasonable attorney fees.

**33. Authority**

The person executing this Agreement on behalf of Contractor represents and warrants that he or she has been fully authorized by Contractor to execute this Agreement on its behalf and to legally bind Contractor to all the terms, performances and provisions of this Agreement. The person executing this Contractor on behalf of the City represents and warrants that he or she has been fully authorized by the City to execute this Contractor on its behalf and to legally bind the City to all the terms, performances and provisions of this Contractor.

**34. Counterparts.**

This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Contract.

**IN WITNESS WHEREOF**, the parties hereto have caused this Contract to be executed the day and year first hereinabove written.

**City of Snohomish**

**Aqua Dive Services, LLC**

By

By

\_\_\_\_\_  
Linda Redmon, Mayor

\_\_\_\_\_  
James Hicks, Manager

Approved as to form:

Attest:

\_\_\_\_\_  
Emily Guildner, City Attorney

\_\_\_\_\_  
Rebekah Park, City Clerk

Acknowledgement of Waiver of Contractor's Industrial Insurance Immunity:

\_\_\_\_\_  
City

\_\_\_\_\_  
Contractor

ATTACHMENTS:



Date: November 12, 2024

To: City of Snohomish Public Works Department  
Attn: Siobhan Waltman, Project Coordinator  
425-328-0077

Re: RFQ: Repair of Fishing Dock at Hill Park

Aqua Dive Services is pleased to present our proposal for the Hill Park Fishing Pier repairs as follows:

1. Remove and replace one deteriorated 6 x 8 stringer/cap beam with all new ACZA pressure treated beam.
2. Remove and replace nine deteriorated 4 x 8 joists with all new ACZA pressure treated beams.
3. Replace 18 missing joists with all new ACZA pressure treated 4 x 8 beams.
4. Repair 5 deteriorated piles using prefabricated steel pile cans (see attached sketch).
5. To facilitate these repairs, most, if not all, of the existing decking must be removed. Any decking found to be deteriorated, can be replaced with all new 2 x 6 planks with prior approval from the designated representative from the City of Snohomish on a time and materials basis.

**Materials:**

1 Stringer/Caps – 6” x 8” x 12’ ACZA treated Douglas Fir @ \$203.03/each =	\$203.03
27 Joists – 4” x 8” x 24’ ACZA treated Douglas fir @ \$199.65/each =	\$5,390.55
5 prefabricated and galvanized steel pile cans @ \$4,700.00/each =	\$23,500.00
Miscellaneous galvanized and stainless-steel hardware estimated to be =	\$1,600.00
<b>Material total:</b>	<b>\$30,693.58</b>

**Labor and Equipment:**

The repairs are estimated to take ten work days exclusive of decking replacement.

**Labor and equipment total: \$92,500.00**

**TOTAL ESTIMATE:**

**\$123,193.58 + TAX**

9.3% tax: \$11,445.09

**Total: \$134,638.67**





**Change orders:** Any decking or hand rail components found to be deteriorated can be replaced on a time and materials basis upon approval by a representative of the City of Snohomish.

Thank you for considering Aqua Dive Services, LLC for this project.

Sincerely,

Aqua Dive Services, LLC  
9622 Aurora Ave N, Suite B  
Seattle WA 98103



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/13/23

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>SGA INC</b> 1715 W Nickerson St Seattle, WA 98119-1633	<b>CONTACT NAME:</b> Judy Evans <b>PHONE (A/C, No, Ext):</b> (206)282-7000 <b>E-MAIL ADDRESS:</b> jevans@seattlegeneralagency.com	<b>FAX (A/C, No):</b> (206)283-1419
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Aqua Dive Services, LLC 9622 Aurora Ave N, Ste. B Seattle, WA 98103-3221	<b>INSURER A :</b> Navigators Insurance	<b>NAIC #</b>
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	X		SF23LIA00400401	10/22/23	10/22/24	EACH OCCURRENCE \$ <b>2,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b>
	<b>Marine GL</b>						MED EXP (Any one person) \$ <b>5,000</b>
	<b>Ship Repairer's Liability</b>						PERSONAL & ADV INJURY \$ <b>2,000,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ <b>2,000,000</b>
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
	OTHER:						<b>Combine Single Limit</b> \$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						\$
	<input type="checkbox"/> AUTOS ONLY						\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	<b>EXCESS LIAB</b>						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)			N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

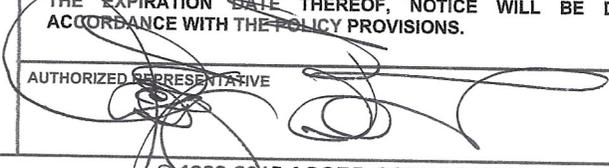
Marine General Liability / Ship Repairer's Liability - Combined Single Limit (CSL) any one accident or occurrence.

**CERTIFICATE HOLDER****CANCELLATION**

Dept of labor & Industries  
 PO Box 44450  
 Olympia, WA 98504

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





## SNOHOMISH CITY COUNCIL STAFF REPORT

**Date:** April 15, 2025

**Agenda Section:** CONSENT ITEMS

**From:** Brooke Eidem, AICP, Planning & Development Services Director

**Subject:** **ADOPT the Tree Program Code Amendments - ADOPT Ordinance 2516**

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**SUMMARY:** The Planning Commission recommended the City Council adopt the Tree Program and its associated updates to the Municipal Code a public hearing held on March 5, 2025. Ordinance 2516 amends Chapter 14.25 SMC, Definitions; adopts a new Chapter 14.110, Fences and Retaining Walls and a new Chapter 14.120, Tree Preservation Standards; and repeals and replaces Chapter 14.240 SMC, Landscaping Standards.

**BACKGROUND & ANALYSIS:** The City Council discussed this item in detail at the regular meeting on April 1. As discussed, the Planning Commission has unanimously recommended adoption of amendments to Title 14 SMC to implement the Tree Program as requested by the City Council in 2021 to achieve eligibility for Tree City USA.

**PLANNING COMMISSION RECOMMENDATION:**

As recommended by the Planning Commission the current Chapter 14.240 SMC, *Landscaping, Screening, Fencing, and Retaining Walls*, will be separated three chapters, as follows:

- Chapter 14.110 SMC *Fences and Retaining Walls*
- Chapter 14.120 SMC *Tree Preservation Standards*
- Chapter 14.240 SMC *Landscaping Standards*

**Chapter 14.110 SMC Fences and Retaining Walls**

No substantive changes are made to the regulations for fences and retaining walls. Revisions are for organization and formatting, due to the shift from being a section in Chapter 14.240 SMC to its own chapter. Other minor updates are to eliminate references to the obsolete Urban Horticulture and Mixed-Use zones, which were removed from the zoning map several years ago.

**Chapter 14.120 SMC Tree Preservation Standards**

This is the chapter that the Planning Commission spent the most of its time on, and the chapter that generated the most interest from the public. This chapter puts in place the policies of the Urban Forestry Plan, as recommended by the Park & Forestry Board, and is intended to meet the eligibility requirements for Tree City USA. The standards primarily emphasize tree retention for existing development.

**Chapter 14.240 SMC Landscaping Standards**

This chapter addresses landscaping requirements for new development. The Planning Commission's recommendation is to repeal and replace (and retitle) Chapter 14.240 SMC for simplicity due to the level of revision needed to accommodate the new organization. However, much of the landscaping regulations within the chapter are not changing substantively; this is consistent with the recommendation of the Park & Forestry Board. Revisions are recommended for clarity within these sections.

**Chapter 14.25 SMC Definitions**

In addition to the three chapters discussed above, several new and amended definitions are proposed to accommodate the tree program. Many of these terms are necessary due to the tree preservation requirements and protection measures.

**FISCAL IMPACT:** The Arbor Day Foundation requires an investment of \$2 per capita on urban forestry for Tree City USA. Given the current City population, that would be an annual cost of approximately \$20,600 to maintain the program. Eligible investments include staff time.

**SUGGESTED COUNCIL ACTION:** Motion to ADOPT Ordinance 2516 amending Chapter 14.25 SMC, Definitions; adopting Chapter 14.110, Fences and Retaining Walls; adopting Chapter 14.120 SMC, Tree Preservation Standards; and repealing and replacing Chapter 14.240 SMC, Landscaping Standards, to implement the Tree Program as recommended by the Planning Commission.

**COUNCIL GOAL(S):** Environment, City Infrastructure

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**ATTACHMENT(S):**

Ord 2516 - Adopt the Tree Program Code Amendments.pdf

**CITY OF SNOHOMISH  
Snohomish, Washington**

**ORDINANCE 2516**

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON, AMENDING THE CITY'S DEVELOPMENT CODE BY ADOPTING A NEW CHAPTER 14.110, FENCES AND RETAINING WALLS; ADOPTING A NEW CHAPTER 14.120, TREE PRESERVATION STANDARDS; AMENDING CHAPTER 14.25, DEFINITIONS; REPEALING AND REPLACING CHAPTER 14.240, LANDSCAPING, SCREENING, FENCING, AND RETAINING WALLS, AND RETITLING IT TO LANDSCAPING STANDARDS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the City has the authority under Title 35A to adopt regulations related to land uses and development; and

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

**WHEREAS**, the City Council has determined urban forestry, and a regulated tree program is in the public interest, and desires to apply for Tree City USA through the Arbor Day Foundation; and

**WHEREAS**, it is necessary to amend the tree and landscaping related regulations for consistency with the Arbor Day Foundation's eligibility requirements for Tree City USA; and

**WHEREAS**, the City of Snohomish engaged in a robust urban forestry program that benefitted from an inventory of trees located in the right of way conducted by a professional consultant, broad community input, adoption of the Urban Forestry Plan under Resolution 1457 in 2023, and the assistance of the Park and Forestry Board; and

**WHEREAS**, tree preservation and landscaping standards are currently regulated in Chapter 14.207 SMC Landscaping, Screening, Fencing, and Retaining Walls. This chapter contains unrelated regulations related to fences and retaining walls that are more appropriately addressed separately, thus a new Chapter of Title 14 is determined to be a more appropriate location for these standards for clarity; and

**WHEREAS**, tree preservation is regulated independently from development regulations, thus a second new Chapter of Title 14 is determined more appropriate to address these regulations for clarity and consistency; and

**WHEREAS**, it is determined the existing Chapter 14.207 SMC, Landscaping, Screening, Fencing, and Retaining Walls, is most appropriately repealed and replaced due to the level of revision necessary to accommodate the proposed amendments; and

**WHEREAS**, associated amendments to definitions are also necessary to address new and revised terms associated with tree preservation standards and programs; and

**WHEREAS**, pursuant to SMC 14.15.070 and RCW 36.70A.106, on February 5, 2025, the City notified the Washington State Department of Commerce of the City’s intent to amend regulations related to the landscaping and tree program; and

**WHEREAS**, pursuant to the State Environmental Policy Act, the City’s SEPA responsible official reviewed the proposed amendments and determined the proposal does not have probable significant adverse environmental impacts, and thus, a Determination of Non-Significance was issued for the proposed amendments pursuant to WAC 197-11-355 on February 14, 2025, and public notice was provided as required by law. No appeal of that determination was received and the determination became final; and

**WHEREAS**, on March 5, 2025, the Planning Commission held a duly noticed public hearing on the proposed code amendments, and all who wished to be heard were heard; and

**WHEREAS**, the City Council has determined and hereby finds that the amendments to the Snohomish Municipal Code adopted in this ordinance will preserve the public health, safety, and welfare of Snohomish residents;

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

**Section 1. Adoption of Recitals as Findings.** The City Council hereby adopts each of the recital paragraphs above as findings and hereby incorporates them by reference as though fully stated herein.

**Section 2. Adoption of Planning Commission Findings.** In support of the amendments approved in this Ordinance, the Snohomish City Council adopts the findings, conclusions, and analysis contained in the Planning Commission’s Findings of Fact and Conclusions, attached hereto as “Exhibit A” and incorporated herein by reference, including but not limited to the findings that the Development Code regulations and amendments adopted by this Ordinance are:

- a. Internally consistent with the City of Snohomish Comprehensive Plan;
- b. Consistent with the Washington State Growth Management Act;
- c. Consistent with the Washington State Environmental Policy Act (Chapter 43.21C RCW); and
- d. In the interest of the public health, safety, and welfare of Snohomish residents.

**Section 3. SMC Section 14.25.040 amended.** SMC 14.25.040, entitled “Definitions - C”, is hereby amended in part to read as set forth below:

**Canopy cover:** the percentage of a fixed area covered by the crown of a tree, measured by the horizontal projection of its outermost perimeter.

**Critical root zone (CRZ):** the area of soil surrounding a tree at a circular distance from the trunk, where the roots are considered critical to the health of the tree. The CRZ is measured

in feet from the face of the trunk, calculated as one foot for every one inch of tree trunk at DBH.

**Culturally Modified Tree (CMT):** a tree that has been historically altered by indigenous people as part of traditional practices and as a living marker to identify places of cultural, historical, and/or archaeological significance for Tribes. CMTs may also be referred to as a Critical Cultural Resource (CCR), an organic archaeological object of high cultural significance.

**Section 4. SMC Section 14.25.050 amended.** SMC 14.25.050, entitled “Definitions - D”, is hereby amended in part to read as set forth below:

**Diameter at breast height (DBH):** the diameter or thickness of a tree trunk measured at 4 ½ feet from the tree base. DBH is also known as diameter at standard height (DSH).

**Dripline:** the distance from the tree trunk that is equal to the furthest extent of the tree’s crown.

**Section 5. SMC Section 14.25.090 amended.** SMC 14.25.090, entitled “Definitions - H”, is hereby amended in part to read as set forth below:

**Hazard tree:** any tree that has a high likelihood of failure that poses risk of causing damage or injury due to its proximity to a structure and/or infrastructure.

**Hazardous tree:** a tree which poses an imminent danger of falling in such a way as to possibly cause personal injury or property damage

**Heritage Tree:** a tree designated for retention. Heritage Trees may include trees of historic importance, individual importance, and/or cultural importance, such as Culturally Modified Trees (CMTs).

**Section 6. SMC Section 14.25.130 amended.** SMC 14.25.130, entitled “Definitions - L”, is hereby amended in part to read as set forth below:

**Limits of disturbance:** the boundary between the area of minimum protection around a tree and the allowable site disturbance from construction or development.

**Section 7. SMC Section 14.25.150 amended.** SMC 14.25.150, entitled “Definitions -N”, is hereby amended in part to read as set forth below:

**Nuisance tree:** a tree that is causing significant physical damage to a structure and/or infrastructure and cannot be corrected through reasonable practices such as pruning, bracing, or cabling.

**Section 8. SMC Section 14.25.170 amended.** SMC 14.25.170, entitled “Definitions -P”, is hereby amended in part to read as set forth below:

**Protected Tree:** a tree designated for retention due to its contribution to the health of the community and the ecological services it provides to the site upon which it is located.

**Public tree:** any tree located on property owned in fee-simple by the City of Snohomish or in public easements such as within the public right-of-way, also referred to as street trees.

**Section 9.** **SMC Section 14.25.180 amended.** SMC 14.25.180, entitled “Definitions -Q”, is hereby amended in part to read as set forth below:

**Qualified tree professional:** an arborist, landscape architect, horticulturalist, or other professional with the expertise, credentials, and licenses necessary to perform assessments, prepare reports, and provide competent advice on the matter of tree health.

**Section 10.** **SMC Section 14.25.200 amended.** SMC 14.25.200, entitled “Definitions -S”, is hereby amended in part to read as set forth below:

~~**Significant stand of tree:** trees covering an area of at least 2,500 square feet, where the drip line of the trees covers half of the area which according to an arborist is necessary for the trees to remain healthy and viable.~~

**Significant tree:** a deciduous and evergreen tree eight (8) inches or greater in diameter measured at a point four (4) feet above the ground, other than alders and cottonwoods (*Alnus rubra* and *Populus trichocarpa*).

**Section 11.** **SMC Section 14.25.210 amended.** SMC 14.25.210, entitled “Definitions -T”, is hereby amended in part to read as set forth below:

**Tree Protection Zone (TPZ):** a defined area as determined by a qualified professional arborist, in which certain activities are prohibited or restricted to prevent or minimize impacts from construction or development. TPZ is measured in feet from the face of the trunk and may be determined using critical root zone, dripline, exploratory root excavations, or other methodologies. The established TPZ is the location of tree protection fencing, often referred to as limits of disturbance.

**Tree topping:** significant cutting back of the leader stem or major branches, resulting in severely altering the growth potential of a tree. This definition does not apply when the sole purpose is to create a snag or snags for wildlife habitat.

**Section 12.** **New Chapter 14.110 SMC.** A new Chapter 14.110 SMC entitled “Fences and Retaining Walls” is hereby adopted as set forth in attached “Exhibit B” which is hereby incorporated by this reference as though fully contained herein.

**Section 13.** **New Chapter 14.120 SMC.** A new Chapter 14.120 SMC entitled “Tree Preservation Standards” is hereby adopted as set forth in attached “Exhibit C” which is hereby incorporated by this reference as though fully contained herein.

**Section 14. Chapter 14.240 SMC repealed.** Chapter 14.240 SMC entitled “Landscaping, Screening, Fencing, and Retaining Walls,” is hereby repealed in its entirety.

**Section 15. New Chapter 14.240 SMC adopted.** A new Chapter 14.240 SMC, entitled “Landscaping Standards,” is hereby adopted to read as set forth in attached “Exhibit D” which is hereby incorporated herein by this reference as though fully contained herein.

**Section 16. Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other person or situation.

**Section 17. Authority to make necessary corrections.** The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance and attachments including, but not limited to, the correction of scrivener’s clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 18. 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 15<sup>th</sup> day of April, 2025.

CITY OF SNOHOMISH

By \_\_\_\_\_  
Linda Redmon, Mayor

ATTEST:

APPROVED AS TO FORM:

By \_\_\_\_\_  
Rebekah Park, Deputy City Clerk

By \_\_\_\_\_  
Emily Guildner, City Attorney

Publication Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

## EXHIBIT A

# Snohomish Planning Commission Findings of Fact & Conclusions

**Based on the review of the proposed code amendments to adopt a new Chapter 14.110 SMC and a new Chapter 14.120 SMC, and to repeal and replace Chapter 14.240 SMC, the Planning Commission of the City of Snohomish makes the following Findings of Fact:**

1. The City has the authority under RCW Title 35A to adopt regulations related to land use development.
2. The City has adopted a Land Use Development Code as Title 14 of the Snohomish Municipal Code (“Development Code”) to implement the Comprehensive Plan and to ensure compatible and rational land development and land use in all portions of the City.
3. The City Council has determined urban forestry and a regulated tree program is in the public interest, and would like to apply for Tree City USA through the Arbor Day Foundation.
4. It is necessary to amend the tree and landscaping regulations for consistency with the Arbor Day Foundation’s eligibility requirements for Tree City USA.
5. Tree preservation and landscaping standards are currently regulated in Chapter 14.207 SMC, Landscaping, Screening, Fencing, and Retaining Walls. This chapter contains unrelated regulations related to fences and retaining walls that are more appropriately addressed separately, so a new Chapter of Title 14 is determined to be more appropriate for clarity.
6. Tree preservation is regulated independently from development regulations, so a second new Chapter of Title 14 is determined to be more appropriate to address these regulations for clarity and consistency.
7. It is determined the existing Chapter 14.207 SMC, Landscaping, Screening, Fencing, and Retaining Walls, is most appropriately repealed and replaced due to the level of revision necessary to accommodate the proposed amendments and maintain clarity.
8. Associated amendments to definitions are also necessary to address new and revised terms associated with tree preservation standards and programs.
9. The following Comprehensive Plan policies support the proposed code amendments:
  - C4.3.2: Expand tree canopy. Implement ordinances to maintain and expand tree canopy cover, improve tree and watershed health, prioritize carbon sequestration, and build climate resilience.
  - C4.3.4: Tree City. Obtain and maintain Tree City USA recognition from the Arbor Day Foundation.
  - H3.2: Neighborhood amenities. Plan for parks, sidewalks, trails, lighting, and other amenities that promote safety, walkability, and quality of life in neighborhoods.
10. Pursuant to SMC 14.15.070 and RCW 36.70A.106, on February 6, 2025, the City notified the Washington State Department of Commerce of the City’s intent to amend development

regulations related to the landscaping and tree program.

11. Pursuant to the State Environmental Policy Act (SEPA), the City of Snohomish was designated as the lead agency for review of the proposed amendments. On February 14, 2025, a Determination of Non-Significance was issued on the proposed amendments pursuant to WAC 197-11-355. No appeal of that determination was received so the determination became final.
12. A Notice of Public Hearing, consistent with Snohomish Municipal Code requirements, was published on February 15, 2025.
13. On March 5, 2025, the City of Snohomish Planning Commission held a public hearing to consider code amendments to adopt Chapter 14.110, Fences and Retaining Walls, adopt Chapter 14.120, Tree Preservation Standards, and repeal and replace Chapter 14.240, Landscaping, Screening, Fencing, and Retaining Walls under a new title, Landscaping Standards. After hearing a staff presentation on the proposed amendments, asking questions, and receiving public testimony, the public hearing was closed and the Commission deliberated before making its recommendation to the City Council that the proposed code amendments be approved.

**Based on the foregoing Findings of Fact, the Snohomish Planning Commission hereby makes the following conclusions:**

1. The proposed code amendments will implement and be consistent with the goals and policies of the City of Snohomish Comprehensive Plan.
2. The proposed code amendments are consistent with the Washington State Growth Management Act.
3. The proposed code amendments are consistent with the Washington State Environmental Policy Act (Chapter 43.21C RCW).
4. The proposed code amendments will protect the public health, safety, and general welfare.
5. The proposed code amendments implement the Tree Program for eligibility as Tree City USA.

Date: 3/5/2025

By: /s/ Nickl Gottuso

Nick Gottuso, Planning Commission Chair

EXHIBIT B  
Chapter 14.110  
FENCES AND RETAINING WALLS

Sections

- 14.110.010** Applicability and administration
- 14.110.020** General regulations for fences and freestanding walls
- 14.110.030** Fences in the right-of-way
- 14.110.040** Electrical fences
- 14.110.050** Height restrictions for fences and freestanding walls
- 14.110.060** Special standards in the Historic District and Pilchuck District
- 14.110.070** Retaining walls and rockeries
- 14.110.080** Exemptions
- 14.110.090** Variances

**14.110.010 Applicability and administration.**

These regulations shall apply to fences and retaining walls for both residential and nonresidential uses. This chapter shall be administered by the Planning Director, with determinations from the City Engineer for issues such as proposals located in the public right-of-way, sight obstructions, and drainage.

**14.110.020 General regulations for fences and freestanding walls.**

Installation of fences and freestanding walls, except for public utility purposes, shall comply with the following general requirements.

- A. All fences and freestanding walls shall meet the requirements for height, setback, sight obstruction, maintenance, and special location provisions as set forth in this chapter.
- B. The design of all fences and freestanding walls shall be consistent with the adopted design standards that are applicable to the site.
- C. A building permit shall be required prior to installation of a fence or freestanding wall, except for when the fence or freestanding wall is located in the Single-Family Residential zone outside of the Historic District.
- D. The type, size, location, and height of fencing proposed for tennis courts, parks, or athletic fields shall be categorically exempt from the requirements outlined in this chapter and will be reviewed and approved by the Planning and Development Services Department on a project-by-project basis.
- E. No fence or freestanding wall shall create a safety hazard or sight obstruction as described in SMC 14.210.150.

- F. Electrical fences and fences with barbed wire, razor wire, concertina wire, or similar products are prohibited in all residential public land use designations as shown on the Future Land Use Map.
- G. Fence and freestanding wall height.
  1. Fence/freestanding wall height shall be measured from the ground level where it touches the ground to the highest point of the fence/freestanding wall.
  2. If it does not touch the ground, the ground level shall be determined by where it would touch if extended straight down to the ground.
  3. If the ground level is different on either side of a fence/freestanding wall, the height shall be measured from the lowest ground level elevation.
  4. The maximum allowed height of fences and freestanding walls located in the buildable area of the lot shall be the same as the maximum height allowed for the zone where it is located.
  5. Decorative features, artwork, or trellises placed on top of a fence or freestanding wall that do not add to the screening effect or opaqueness of the fence/freestanding wall shall not be included when calculating the height.

**14.110.030 Fences in the right-of-way.**

Fences shall not be allowed in the public right-of-way except under the following conditions.

- A. The proposed fence is on a lot with a residential use on the ground floor.
- B. The right-of-way is equal to or in excess of 60 feet.
- C. There will be no obstruction to the operation of utility equipment and the maintenance of utility lines.
- D. The fence is located on the nonstreet side of the sidewalk, or otherwise in the opinion of the Director, does not impede the normal flow of the public's use of the right-of-way.
- E. The property owner-applicant proposing the fence executes and records an agreement, approved by the City Engineer or designee, to maintain the fence at the said owner-applicant's expense and remove the fence at the said owner-applicant's expense if required by the City, or a public utility, for any reason in order to work in the right-of-way.

- F. The owner-applicant proposing the fence shall also comply with all requirements of Chapter 12.12 SMC, Right-of-Way Use Permit.

**14.110.040 Electrical Fences.**

All electrical fences shall be designed to meet the following conditions.

- A. Be located at least two feet from the property line and shall not be located in the right-of-way.
- B. Use an interrupted flow of current at intervals of one second on and two seconds off.
- C. Be limited to 2,000 volts at 17 mill amperes current.
- D. Require a “U.L. Approved” seal.
- E. Be posted with permanent signs with a minimum area of 36 square inches at intervals of not more than 50 feet stating that the fence is electrified.
- F. Electrical fences are prohibited in all residential and public land use designations as shown on the Future Land Use Map.

**14.110.050 Height restrictions for fences and freestanding walls.**

Fences and freestanding walls shall comply with the following requirements.

- A. *Residential designations – SFR, LDR, MDR, HDR*
  - 1. *Within the front setback area*
    - a. *Solid Fence.* No higher than three feet unless it connects side fences to the structure.
    - b. *Open Fence.* Up to five feet if it does not create a sight obstruction.
  - 2. *Within the side or rear setback areas.* If located within a rear or side yard setback area the maximum allowed height shall be six feet except fences located in a side yard setback area on the street side of a corner lot shall also be required to meet the sight clearance requirements for intersections as set forth in SMC 14.210.150.
- B. *Commercial and Industrial designations – C, MID, HBD, BP, PIL, I, AI zones*

The maximum allowed height of fences and decorative freestanding walls constructed in Commercial and Industrial zones shall be eight feet and shall comply with the adopted design standards applicable to where the fence/freestanding wall is located.
- C. *Public designation – Parks, Open Space, and Public zone.*

There are no specific dimensional standards in the POP zone. Fences and freestanding walls in the POP zone shall be reviewed on a case-by-case basis based on potential impacts and park needs.

**14.110.060 Special standards in the Historic District and Pilchuck District.**

Fences, retaining walls and rockeries, decorative freestanding walls constructed in the Historic District or Pilchuck District shall comply with the adopted Design Standards applicable to the District, in addition to the other standards of this chapter, as applicable.

**14.110.070 Retaining walls and rockeries.**

- A. Retaining wall and rockery installations in all zones shall be consistent with the adopted design standards and development regulations which are applicable to the area where the retaining wall is located.

There shall not be a maximum height limit on retaining walls and rockeries. However, the height of retaining walls and rockeries shall be the lowest necessary to achieve its intended functional purpose. If the proposed wall or rockery height exceeds the maximum building height limitation for the zone area where it is located, it must be reviewed and approved by the Planning Director or designee on a project-by-project basis.

- B. Except as otherwise provided below, retaining wall permits shall be required for all retaining walls. The permit application shall include a site plan, drawn to scale, which shows:
  - 1. The entire project site and all property lines; and
  - 2. Areas within 50 feet of the proposed retaining wall/rockery even if that includes adjacent properties; and
  - 3. All structures, including existing retaining walls and rockeries, within 50 feet of the proposed wall/rockery; and
  - 4. Existing topographic contours of the subject property at two-foot vertical intervals. Topographical data obtained from public records is acceptable; and
  - 5. The materials proposed for use in construction; and
  - 6. The location of the proposed wall/rockery with all dimensions necessary to describe its location, depth, and height; and
  - 7. A cross section showing the wall/rockery and provisions for drainage.

- C. If the Planning Director or designee determines it is necessary, structural calculations and/or a geotechnical report prepared by a licensed professional engineer legally entitled to practice in the State of Washington shall be submitted with the application.
- D. A Type 1 retaining wall permit shall be required for retaining walls/rockeries four feet or less in height.
  - 1. Only retaining walls/rockeries that do not require structural calculation and/or a drainage system are eligible for a Type 1 permit.
  - 2. If a series of retaining walls/rockeries four feet or less in height where the slope measured from the bottom of the lowest retaining wall/rockery to the top of the highest retaining wall/rockery is greater than 1.5 feet horizontal to 1.0 feet vertical, then a Type 2 retaining wall permit shall be required.
- E. A Type 2 retaining wall permit shall be required for all retaining walls/rockeries greater than four feet in height.
  - 1. Type 2 retaining wall permits shall require the submittal of a:
    - a. Geotechnical report; and
    - b. Structural calculations; and
    - c. Drainage system behind wall.
  - 2. The Planning Director or designee may require additional submittals for Type 2 retaining wall permits.
- F. Private retaining walls/rockeries shall not be located in City rights-of-way except as may be otherwise provided in the Snohomish Municipal Code.
- G. The height of a retaining wall/rockery shall be measured from the lowest part of the wall/rockery or wall/rockery footing to the highest part of the wall/rockery at every location along the wall/rockery.
- H. No part of a retaining wall/rockery may extend into an adjacent lot.
- I. Guardrails required to be placed at the top of retaining walls/rockeries, pursuant to the City-adopted building codes, shall be permitted as part of the wall/rockery, and shall not be considered to be a fence or part of the wall/rockery height.
- J. A retaining wall/rockery may terminate at a property line; provided, that it must abut a retaining wall/rockery on the adjacent property and is structurally independent from such wall.

**14.110.080 Exemptions.**

- A. Permits shall not be required for fences or freestanding walls/rockeries two feet or less in height.
- B. The City may waive the requirement for a retaining wall permit when:
  - 1. Every part of the wall/rockery is set back at least five feet from all property lines; and
  - 2. The wall/rockery is no greater than four feet in height; and
  - 3. The wall/rockery is not load bearing; and
  - 4. The wall/rockery does not affect the structural integrity of adjacent structures; and
  - 5. Such waiver is made in writing by the Planning Director or designee.
- C. Permits shall not be required for retaining walls/rockeries within new plats or developments that are reviewed and approved by the City as part of the improvements associated with an issued site civil permit.

**14.110.090 Variances.**

All requests for variances from the requirements of this chapter shall be processed as a minor variance as provided for in SMC 14.70.020.

EXHIBIT C  
**Chapter 14.120**  
**TREE PRESERVATION STANDARDS**

Sections:

- 14.120.010 Purpose and intent**
- 14.120.020 Applicability and authority**
- 14.120.030 Tree Mitigation Fund**
- 14.120.040 Protected Tree Program**
- 14.120.050 Tree removal permits**
- 14.120.060 Exemptions**
- 14.120.070 Significant tree removal on single-family lots with no construction**
- 14.120.080 Tree removal for development**
- 14.120.080 Tree replacement and planting requirements**
- 14.120.100 Compensatory compliance**
- 14.120.110 Tree protection during development**
- 14.120.120 Tree maintenance requirements**
- 14.120.130 Violation, enforcement, and penalties**
- 14.120.140 Liability**

**14.120.010 Purpose and intent.**

The purpose of this chapter is to establish processes and standards to provide for the retention, protection, preservation, replacement, and proper maintenance of significant trees, and use of woodlands located in the City of Snohomish. This includes the following:

Implementing the goals and objectives of the City’s Urban Forestry Plan; implementing the goals and objectives of the City’s Comprehensive Plan; maintaining and enhancing canopy coverage in the city; preserving, through design and intention, wildlife corridors and habitat; promoting the public health, safety, biodiversity, environmental health, and general welfare of the residents of Snohomish, provide greenhouse gas emissions mitigation, and preserving the physical and aesthetic character of the city through the prevention of indiscriminate removal or destruction of trees on improved or partially improved property; promoting site planning, building, and development practices that work to avoid removal or destruction of trees and vegetation, avoiding unnecessary disturbance to the city’s natural vegetation, and providing landscaping to buffer the effects of the built environment; encouraging tree retention efforts by providing design flexibility with respect to certain other development requirements; retaining as many viable trees as possible on a developing site while still allowing the development proposal to move forward in a timely manner and replanting when trees are removed during development; providing flexibility and recognition that a reasonable enjoyment of property may require the removal of certain trees and ground cover; and mitigating the environmental and aesthetic consequences of tree removal in land development through on-site and off-site tree replacement to help maintain tree canopy coverage throughout the city and promoting net ecological gain as a standard for development.

**14.120.020 Applicability and authority.**

Tree removal, pruning, and maintenance within Snohomish city limits shall be conducted in accordance with this chapter regardless of whether a permit is required. The Planning and Development Services Director (“Director”) or designee shall have the authority and responsibility to administer and enforce all provisions of this chapter.

**14.120.030 Tree Mitigation Fund.**

A Tree Mitigation Fund is established for the collection of any funds used for the purpose and intent set forth by this chapter. The Tree Mitigation Fund shall be provided as a fee-in-lieu program for situations where tree removal is unavoidable, and on-site replanting, canopy replacement, or other mitigation options offered by this Title are not feasible.

A. Monies for such fund shall come from the following sources.

1. All revenues, mitigation fees, and fees in lieu of supplemental or replacement plantings;
2. Civil penalties collected pursuant to this chapter;
3. Agreed-upon restoration payments or settlements in lieu of penalties;
4. Sale of trees or wood from City property;
5. Donations and grants for urban forestry purposes;
6. Sale of seedlings by the City; and
7. Other monies allocated by City Council.

B. The Parks and Forestry Board shall provide recommendations to the City Council for how the fund will be allocated.

C. The City shall use money received pursuant to this section for the following purposes:

1. Acquiring, maintaining, and preserving woodlands within the city;
2. Planting and maintaining trees within the city;
3. Providing tree vouchers to individuals to purchase and plant trees in Snohomish;
4. Paying for services provided by a qualified tree professional;
5. Identification and maintenance of Heritage trees;

- 6. Supplies and materials for the City’s observance of Arbor Day or other educational purchases;
  - 7. Urban forest canopy coverage assessments, tree inventories, and/or other data related to the urban forest; or
  - 8. Other purposes relating to tree and woodland protection and enhancement as determined by the City Council.
- D. Monies from the Tree Mitigation Fund shall not be used to purchase trees required for replacement under the conditions of a violation, or in any manner that will profit the grantee.

**14.120.040 Protected Tree Program.**

Protected Trees have been designated for preservation and retention due to their individual contribution to the health of the community. Protected Trees are subject to the limitations below.

- A. Trees may be added to the Protected Tree Program through a request to the Director or designee by a property owner who wishes to protect the tree, or an owner or developer who wishes to utilize the incentives of this Title.
- B. The Protected Tree Program is separate and distinct from the Heritage Tree Program described in the Urban Forestry Plan.
- C. A Protected Tree will be identified with a sign to indicate its status. The sign will be provided by the City.
- D. Owners or residents of property where Protected Trees are located are expected to be stewards of the tree(s) and do their part to keep the tree(s) healthy. Property owners may request guidance from the City.
- E. Protected Trees may not be removed unless they are assessed by a qualified tree professional and determined to be a hazard tree as defined in this Title. Each Protected Tree that is removed must be replaced, pursuant to SMC 14.120.090.

**14.120.050 Tree removal permits.**

- A. No person shall remove, excessively prune, or top any significant or public tree except as provided by this chapter.
- B. Tree removals not exempted by SMC 14.120.060 shall be processed as Type I permits.

- C. Tree removal proposals that create snags to enhance habitat functions rather than complete tree removals are encouraged, particularly within critical areas and buffers, in open space areas, and along streams and shorelines.

**14.120.060 Exemptions.**

The following activities are exempt from the provisions of this chapter and do not require a permit, however advance notification to the City shall be required unless otherwise noted. These exemptions do not apply to vegetation or trees located within critical areas or their buffers, as regulated under Chapter 14.255 SMC.

- A. Removal of private trees that do not meet the definition for significant, Protected, or Heritage trees and are not protected by any other means.
- B. Removal of trees by the Public Works department, Fire Department and/or franchised utilities. A separate right-of-way permit may still be required.

Exempted activities shall include:

1. Installation and maintenance of public utilities on motorized or nonmotorized streets or paths.
  2. In response to situations involving danger to life or property, substantial fire hazards, or interruption of services provided by a utility, or if the necessary utility clearance pruning will remove greater than 50% of the tree canopy.
  3. As part of a City construction project, subject to a replanting plan.
- C. Removal and maintenance of trees within parks at the direction of the Public Works Department.
  - D. Creating a defensible space within ten feet measured from the dripline to a structure or to adjacent driplines to reduce the risk of wildfire and provide a safe perimeter for firefighting efforts.
  - E. Practical land management on a partially used property measuring a minimum of one acre, including removal of up to 10% of trees in an annual period, and no more than 30% removal in a ten-year period.
    1. To be considered exempt, tree removal activities shall not require a Forest Practices Permit from the Department of Natural Resources.
    2. To be considered exempt, tree removal activities shall not be conducted in the form of clearing and grading, as defined in SMC 14.237.020.

3. No tree removal is allowed in a critical area or its buffer where such activities are prohibited by SMC Title 14.
  4. This exemption shall not apply to Protected or Heritage Trees pursuant to SMC 14.120.040, nor shall it apply to endangered, threatened, or sensitive species as designated by Washington Department of Fish & Wildlife.
- F. A nursery or tree farm owner may remove trees that are grown for commercial Christmas or landscape tree sales with no notice required.
- G. Routine landscaping and maintenance of vegetation, such as pruning and planting, removal of invasive/exotic species, management of brush and seedling trees. Pruning should comply with ANSI A300 (Part 1 – 2017), Tree, Shrub and Other Woody Plant Management – Standard Practices, to maintain long term health. This includes maintenance of trees and vegetation required to be retained or planted under the provisions of Chapter 14.240 SMC.
- H. Trees that do not meet the exemptions in subsections (A) through (F) of this section may be removed with supporting documentation:
1. Nuisance tree with documentation of the damage and any tree work that has been attempted to rectify the nuisance, and/or a statement from the applicant’s qualified tree professional explaining why no arboricultural practices can safely rectify the nuisance.
  2. Hazard tree located outside a critical area or critical area buffer with a tree risk assessment prepared by the applicant’s qualified tree professional documenting how the tree meets the definition of a hazard tree.
  3. Hazard tree removal in a critical area or critical area buffer consistent with the requirements of SMC 14.255.050, Exemptions.

**14.120.070 Significant tree removal on single-family lots.**

Lots developed for single-family use where no development permit application is pending or approved for the subject property, shall be allowed to remove a limited number of significant trees per year, based on lot size.

- A. Proponents of significant tree removals subject to this section shall submit a Tree Permit application at no charge and with no supporting materials required except an indication of general location on the property and species being removed.

Significant tree removals subject to this section shall not exceed the following annual allowances.

<b>Lot size</b>	<b>Trees allowed for removal per year</b>	<b>Cumulative trees allowed for removal in a 5-year period</b>
< ¼ acre	2	4
¼ acre – ½ acre	4	8
½ acre – 1 acre	6	10
1 – 2 acres	8	12
2+ acres	10	16

- B. Significant tree removals in excess of the amounts listed in (A) of this section shall be subject to the provisions of SMC 14.120.050 and the mitigation provisions of SMC 14.120.090.
- C. The provisions of this section shall not apply to Protected Trees, Heritage Trees, trees located in critical areas or their buffers, NGPAs, or shared ownership tracts.

**14.120.080 Tree removal for development.**

- A. This section shall apply to tree removals on properties undergoing the following development application types:
  - 1. Plat
  - 2. Short Plat
  - 3. Planned Residential Development, except subsection (F)
  - 4. Unit Lot Subdivision, except subsection (F)
  - 5. Site Development Plan
  - 6. Shoreline Substantial Development Plan
- B. It is the City’s intention to retain as many viable trees as possible while allowing development to remain feasible and flexible, and to be processed in a timely manner. In all cases, the applicant should endeavor to retain as many existing, mature trees as possible on a development site, particularly if they are viable and healthy.
- C. All existing significant trees located within the perimeter landscaping areas required pursuant to SMC 14.240.050(B), Native Growth Protection Area easements or tracts, and critical areas and their buffers shall be retained, unless exempted by SMC 14.120.060.
- D. All land use applications of this section shall be required to meet the tree canopy requirements of SMC 14.240.060.
- E. The development application shall include the following requirements:
  - 1. A tree retention plan identifying species, DBH, and location of all significant trees to be retained and all significant trees to be removed.

2. Tree canopy coverage information required pursuant to SMC 14.240.060.
  3. A tree protection plan, identifying the critical root zone of all trees to be protected, location of tree protection measures, and limits of disturbance.
  4. Site and planting plans that meet all the requirements of Chapter 14.240 SMC.
- F. *Setback reduction for significant tree preservation.* Applicants for development shall be eligible for a setback reduction in exchange for the retention and preservation of existing healthy, viable significant trees on a development site.
1. Allowed setback reductions.
    - a. Up to 50% of the standard rear setback for the type of development proposed shall apply to the lot(s) affected by the critical root zone of the retained tree.
    - b. Up to 10% of the standard front yard setback for a subdivision, or other residential or mixed-use development retaining an existing tree within an open space tract where the critical root zone is protected. The reduced front yard setbacks shall apply to the lot(s) or unit(s) that abut the open space tract containing the retained tree.
  2. Setback reductions shall be exclusive of perimeter landscape buffering requirements.
  3. The applicant shall provide an assessment of the tree(s) being retained, prepared by a qualified tree professional, showing that the tree(s) is/are healthy and viable, with an expected lifespan of at least thirty years.
  4. The tree shall be identified as a Protected Tree and included in the City's tree inventory database, including location, species, height, crown width, diameter at standard height/dbh, and health assessment.
  5. The trees shall be protected during development activities pursuant to SMC 14.120.100. Damaged trees may lead to a requirement for additional replacement plantings.
  6. The tree retention plan shall be identified including Protected Tree provisions, on the final plat, short plat, or binding site plan, if applicable.
  7. This subsection shall not apply to Unit Lot Subdivisions or Planned Residential Developments.

**14.120.090 Tree replacement and planting requirements.**

A. Trees removed under the provisions of this chapter shall be replaced as follows:

<b>Tree Type</b>	<b>Replacement Ratio</b>	<b>Replacement Tree Minimum Size</b>
<a href="#">Significant tree</a>	3 new trees for every 1 removed (3:1)	Based on Evergreen/coniferous or Deciduous
Protected Tree	4 new trees for every 1 removed (4:1)	Based on Evergreen/coniferous or Deciduous
Heritage Tree	5 new trees for every 1 removed (5:1)	Based on Evergreen/coniferous or Deciduous
Evergreen/ coniferous tree*	1 new tree for every 1 removed (1:1)	Minimum 6-foot height
Deciduous tree*	1 new tree for every 1 removed (1:1)	Minimum 2 ½-inch caliper

\* Applicable to street trees and trees located within critical areas and their buffers

B. Deciduous trees shall have a caliper of at least 2½ inches at the time of planting. Where multiple deciduous trees are installed at once, the caliper of all trees may be averaged, but no individual tree shall have a caliper of less than 1¾ inches.

C. A significant tree proposed for removal may be replaced with a Protected Tree at a ratio that is less than the replacement requirements of subsection (A) above, under the provisions of the Protected Tree Program. A planting plan shall be approved by the Planning Director prior to removing the existing tree, and upon demonstration by the applicant that the proposed Protected Tree will provide tree canopy and function similar to the strict adherence to the replacement ratio standards.

1. Deciduous trees planted as Protected Trees under this option shall be minimum 4-inch caliper upon installation.
2. Evergreen/coniferous trees planted as Protected Trees under this option shall be minimum ten feet in height upon installation.
3. The maintenance bond required under SMC 14.120.120 shall be for a term of five years from the date of installation.
4. The Protected Tree shall be included in the City’s tree inventory database.

D. Trees installed under the provisions of this Title shall follow the tree planting specifications of the Urban Forestry Plan.

1. Tree species shall be selected from the appropriate tree lists in Appendix B.

2. Landscaping and other planting plans may be required to include a planting detail, showing consistency with the Urban Forestry Plan typical planting detail and placement guidelines.
  3. Deviations from the Urban Forestry Plan may be considered by the City only with supporting recommendations from a qualified tree professional.
  4. All required trees shall be installed according to the planting recommendations and details provided in the Urban Forestry Plan in a manner designed to encourage quick establishment and healthy plant growth.
- E. All required trees shall be protected from potential damage by adjacent uses and development, including parking and storage areas. Protective devices such as bollards, wheel stops, trunk guards, and root protection barriers shall be required in the right-of-way or in common areas as needed.
- F. All fertilizer applications to trees and shrubs shall follow Washington State University, National Arborist Association or other accepted agronomic or horticultural standards as authorized by the Planning Director or designee.
- G. Tree installations shall be guaranteed pursuant to SMC 14.120.120.

**14.120.100 Compensatory compliance.**

Mitigation is required if a public or significant tree is deliberately removed, injured, or otherwise damaged by a private party. The mitigation value shall be calculated by the City or qualified representative using the formula outlined in the most recent edition of the “Guide for Plant Appraisal,” published by the International Society of Arboriculture, or other comparable source authorized by the Planning Director. Current calculated timber, pulpwood, or cordwood values will not be acceptable mitigation values for public trees. The mitigation value shall be paid into the City Tree Mitigation Fund as established in SMC 14.120.030 or the City will require a replacement to be installed in accordance with the regulations and standards set forth for public trees pursuant to the Urban Forestry Plan. All or a portion of this mitigation may be met by planting replacement trees on- or off-site at an approved replacement ratio as determined by the City.

**14.120.110 Tree protection during development.**

Prior to development activity or initiating tree removal on the site, vegetated areas, individual trees and soil to be preserved shall be protected from potentially damaging activities pursuant to the following standards:

- A. *Preconstruction meeting.* Prior to beginning any permitted ground disturbing activity, a preconstruction meeting shall be held on-site with the permittee and appropriate City staff. The project site shall be marked in the field as follows:

1. The extent of clearing and grading activities;
  2. Delineation and protection of any critical areas and buffers with clearing limit fencing;
  3. Identification of trees to be removed and trees to be retained; and
  4. Property lines.
- B. *Protective barrier.* Visible temporary protective fencing extending to the edge of the critical root zone of all retained trees shall be installed prior to site disturbance and maintained until removal is authorized by the Director.
1. Visible signs shall be spaced no further than 25 feet along the entirety of the protective tree fence. Said signs must state at a minimum “Tree and Soil Protection Area, Entrance Prohibited” and provide the City phone number and/or web address for code enforcement to report violations.
  2. Prohibit excavation or compaction of soil or other potentially damaging activities within the barriers; provided, that the Director may allow such activities approved by and under the supervision of a qualified professional retained and paid for by the applicant.
  3. The Director may require hand-excavating a two-foot-deep trench at the edge of the critical root zone, to cleanly sever the roots of trees to be retained.
- C. *Construction Activities.* No excavation, storage, parking, construction vehicle access, dumping of toxic or polluted materials, or other potentially damaging activity is allowed within the protective barrier. If construction activity within the protective barrier is unavoidable, the Director may allow such activities approved by and under the supervision of a qualified tree professional retained by the applicant:
1. Equipment may be authorized to operate within the protected zone if no other alternative is feasible, subject to City approval. The soil and critical root zone shall be covered with mulch to a depth of at least six inches or with plywood, steel plates, or similar material in order to protect roots and soil from damage caused by heavy equipment.
  2. Locate utility trenches outside of the critical root zone. If utilities must be placed within the critical root zone, a qualified tree professional shall review the proposal to ensure the long-term viability of the trees. The work shall minimize root damage by hand-excavating a two-foot-deep trench at the edge of the critical root zone, to cleanly sever the roots of the trees to be retained.

3. Corrective pruning may be performed on protected trees to avoid damage from machinery or building activity.
  4. Maintain trees throughout construction period by watering and fertilizing.
- D. *Placing materials near trees.* No person may conduct any activity within the protected area of any tree designated to remain, including, but not limited to, operating or parking equipment, placing solvents, storing building material or stockpiling any materials, or dumping concrete washout or other chemicals. During construction, no person shall attach any object to any tree designated for protection.
- E. *Exposed soils.* Trees and other vegetation to be retained shall be protected from erosion and sedimentation. Clearing activities shall be conducted so as to expose the smallest practical area of soil to erosion for the least possible time. To control erosion, it is encouraged that shrubs, groundcovers, and stumps be maintained on the individual lots, where feasible.
- F. *Grading.* Site grading within the critical root zone shall be the minimum necessary. The applicant's qualified tree professional shall establish the maximum amount of earthwork allowable in the critical root zone that will not imperil the survival of the tree. Suitability of activities shall be based on construction techniques, erosion potential, damage to the critical root zone, stabilization techniques, and other similar factors.
- G. *Directional felling.* Directional felling of trees shall be used to avoid damage to trees designated for retention. Any trees designated for preservation, per the approved tree plan, that are significantly damaged or destroyed during felling of trees approved for removal shall be replaced per SMC 14.120.080.

**14.120.120 Tree maintenance requirements.**

Vegetation must be maintained and kept healthy. A maintenance guarantee specified by the City as acceptable shall be provided by the developer/owner for landscaping required by the City for any tree installation, pursuant to the specific requirements of SMC 14.240.070.

**14.120.130 Violation, enforcement, and penalties.**

The following provisions shall apply to enforcement of this chapter, in addition to the enforcement provisions of Chapters 1.14 and 14.85 SMC.

- A. Any person violating these provisions shall be subject to civil penalties, pursuant to SMC 1.14.200. For violations related to tree removal or tree damage, each tree shall be considered a separate violation.
- B. Any person violating these provisions may be required to provide a restoration plan and arborist report that results in a site condition that, to the greatest extent practical,

equals the site condition that would have existed in the absence of the violation(s). The restoration plan shall be prepared in accordance with SMC 14.255.130 and includes supplemental trees equal to the number of trees unlawfully removed.

- C. In the event the violator cannot restore the unlawfully removed or damaged trees due to site conditions as determined by the Director, the violator shall make payment to the City Tree Mitigation Fund. Unless otherwise determined to base the restoration costs on appraised value, the amount paid will be the City's unit cost for a restoration tree as calculated in SMC 14.120.100.
- D. Violators of this chapter or of a permit issued thereunder shall be responsible for restoring unlawfully damaged areas in conformance with this chapter.
- E. In cases where the violator intentionally or knowingly violated this chapter or committed previous violations of this chapter, restoration costs shall be paid at the discretion of the Director. Restoration costs are determined per SMC 14.120.100. If the diameter of the removed tree is unknown, determination of the diameter size shall be made by the Director by comparing the size of the stump and species to similar trees in similar growing conditions. Any amount in excess of the approved restoration work shall be paid into the Tree Mitigation Fund pursuant to SMC 14.120.030.
- F. The City shall not approve any application for a plat, short plat, or any other development permit or approval or issue a certificate of occupancy for property on which a violation of this chapter has occurred until the violation is cured by restoration or other means accepted by the Director and by payment of any penalty imposed for the violation.

**14.120.140 Liability.**

- A. Liability for any adverse impacts, damages, or injury resulting from work performed in accordance with any permit issued by the City under SMC 14.120.050 shall be the sole responsibility of the permit applicant and/or owner of the property or site for which the permit was issued and shall not be the responsibility of the City of Snohomish. Issuance by the City of any permit under this chapter shall not be construed as an assumption of any risk or liability by the City of Snohomish, nor as a warranty or guarantee that the work authorized by the permit will have no adverse impact or will cause no damages or injury to any person or property.
- B. Issuance by the City of a permit under SMC 14.120.050 and/or compliance by the applicant and/or property owner with any permit conditions therein shall not relieve an applicant and/or property owner from any responsibility otherwise imposed by law for any adverse impacts, injury or damage to persons or property resulting from the work authorized by any permit issued under this chapter.

- C. Nothing contained in this chapter shall be deemed to relieve any property owner within the city limits from the maintenance requirements imposed under SMC 8.20.112 to keep any tree or vegetation upon their property or under their control in such condition as to prevent it from constituting a hazard or a nuisance.
  
- D. The amount of any security required as part of any land development permit with which tree removal is associated shall not serve as a gauge or limit to the compensation that may be owed by a property owner as a result of injury or damages to persons or property resulting from any tree removal authorized under this chapter.

EXHIBIT D  
Chapter 14.240  
LANDSCAPING STANDARDS

Sections:

- 14.240.010 Purpose and intent**
- 14.240.020 Applicability**
- 14.240.030 General provisions**
- 14.240.040 General landscaping requirements**
- 14.240.050 Landscaping types and requirements**
- 14.240.060 Tree canopy requirements**
- 14.240.070 Performance assurance**
- 14.240.080 Maintenance guarantee**

**14.240.010 Purpose and intent.**

Landscaping is a key component of Snohomish’s scenic character. The purpose of this chapter is to maintain and enhance property values; enhance compatibility between land uses and zones; screen undesirable views from adjoining streets and properties; provide a visual buffer and physical separation between land uses of varying intensities on abutting properties; minimize the impacts of noise, light, and glare; moderate the microclimate; provide privacy; reduce dust; reduce the visual appearance of paved parking lots; reduce stormwater runoff and pollution of surface waters, reduce erosion and sedimentation; promote utilization of natural systems; conserve energy; improve air quality; aid in regulating vehicle circulation; promote public safety; improve Snohomish’s quality of life; maintain and enhance canopy coverage; implement the policies of the Comprehensive Plan; and retain existing natural vegetation and protect and preserve urban wildlife habitat to the extent feasible.

**14.240.020 Applicability.**

The Planning and Development Services Department (the “Department”) shall review and may approve, disapprove or approve with modification all site/landscape plans for all uses and developments which are required to provide landscaping in accordance with the requirements of individual zones and the provisions of this chapter. No permit for use that is subject to the requirements of this section shall be issued until the landscape plan for such use has been approved by the Department. This chapter shall apply under the following circumstances:

- A. *New Development.* All new development shall provide landscaping in accordance with the requirements of this chapter when the provisions of SMC 14.240.050(A) Table 2 indicates a particular landscape type applies, or when additional specific landscaping requirements are imposed as part of a discretionary permit review process.

The following application classifications shall require landscaping review:

1. Site Development Plan
2. Shoreline Substantial Development Permit
3. Preliminary Plat / Unit Lot Subdivision
4. Preliminary Planned Residential Development
5. Development Agreement

B. *Expansions of or Alterations to Existing Sites.* The requirements of this section shall apply to remodeling or expansion of existing uses. Where conformance with this section would create a nonconformity of parking standards or would conflict with the location of existing buildings on the lot, the Planning Director shall determine how the code is to be applied. Where a nonconformity with parking standards will be created, the Planning Director may consult with the City Engineer. In determining how to apply the landscaping requirements in such circumstances, the Planning Director may allow landscaping to be clustered on portions of the site visible from adjacent streets and shall use the following criteria in deciding which of the landscaping requirements to adjust, listed in the order of highest importance:

1. Compliance with street frontage landscaping standards;
2. Compliance with perimeter landscaping standards;
3. Compliance with internal area of parking lot standards;
4. Compliance with other landscaping standards of this title.

**14.240.030 General provisions.**

A. *Landscape Plan Submittal requirements.* The following materials must be submitted as part of applications for construction permits. The Planning Director shall have the authority to waive certain application materials if the item is not necessary to evaluate a specific proposal for consistency with this chapter. Plans shall be prepared by a licensed landscape architect, certified nurseryman or other trained person determined by the Planning Director as qualified to provide acceptable landscape plans. All plans shall be drawn to scale.

1. A site plan prepared by a qualified tree professional, drawn to scale and showing the following:
  - a. Location of all site improvements, including existing and proposed structures, construction limits, paving, utilities, and grading.
  - b. Location of all easements, critical areas and buffers, construction protection barriers, driplines, and critical root zones for trees to be retained.
  - c. Location, size and species of all significant trees to be retained and removed.
  - e. Location of all root barrier for plantings proposed within or adjacent to the right-of-way.
2. A planting plan showing the following:

- a. Location of proposed structures and retained trees.
  - b. Location of proposed replacement trees and other vegetation, including size, species, and spacing.
  - c. Location and design of other landscape restoration measures
  - d. Location and design of any open space and/or recreation features.
  - e. A planting schedule that indicates proposed species, quantity, size, spacing, and tree canopy calculations for planted trees.
  - f. Irrigation system, if proposed, including location and specifications.
3. An arborist report or professional recommendations may be required, assessing the health of existing significant trees to be retained, identifying hazardous trees, and recommending protection measures during construction activities.
- B. *Plant selection.* Plant species shall be either native or non-invasive naturalized species to the coastal region of the Pacific Northwest. Species shall be selected from the City of Snohomish Urban Forestry Species List or be suitable in the USDA Plant Hardiness Zone established for the area. Plants used for low impact development facilities shall be selected from the bioretention plant lists contained in Appendix 3 of the LID Technical Guidance Manual for Puget Sound and/or the Stormwater Manual as adopted per Chapter 15.16 SMC (SWMMWW) for stormwater facility plantings. At least 60% of new landscaping materials shall consist of drought-tolerant species, except where site conditions within the required landscape areas ensure adequate moisture for growth. Species shall be distributed and irrigated in a manner that uses water efficiently based on water demands. Selected plants must be suited to local soil conditions, if the site is not irrigated.
- C. *Exemptions.* The following activities are exempt from the requirement to obtain plan approval:
1. Maintenance of required landscape areas.
  2. Replacement of plants or plant material that is dead or damaged.
- D. *Alternative landscaping plans.* The applicant may submit for consideration a landscaping plan that differs from the specific criteria set forth in this chapter, if the proposed landscaping complies with the stated purpose and intent of the chapter and, as determined by the Planning Director, is more effective than would result by following this chapter.
1. Alternative landscaping plans for perimeter landscaping requirements of SMC 14.240.050(B) shall consist of the following:
    - a. An alternative perimeter landscaping plan proposed by the applicant that exceeds the intent of the Landscaping Type and width required pursuant to Table 2.

- b. A combination of a solid fence pursuant to Chapter 14.110 SMC constructed along the property line abutting adjacent uses to serve as a visual barrier, with landscaping and forestry consolidated in clustered areas.
  - i. Each landscape area proposed under this alternative shall be large enough to support at least one Protected Tree at its normal maturity in addition to other landscaping. Protected Tree(s) shall be installed by the applicant.
  - ii. The applicant shall provide a calculation of the anticipated benefits at maturity compared to strict adherence of perimeter landscaping requirements of SMC 14.240.050, demonstrating improved performance in terms of shade, stormwater infiltration, tree density/DBH, and/or canopy coverage prepared by a qualified tree professional.
  - iii. The applicant shall supply the surveyed location and species prior to final acceptance of site improvements. All trees installed under this alternative landscaping plan shall be added to the City's tree inventory.
  - iv. This option is not available as a substitute for the Type IV Landscaping Type.
  
- 2. Alternative landscaping plans shall be requested in writing by the applicant, including any supporting documentation, and shall be processed as an administrative Determination of Equivalence pursuant to SMC 14.20.020.

**14.240.040 General landscaping requirements.**

Landscaping requirements for parking lot and site development are set forth in the adopted design standards that apply to the zone in which the proposed development is located. Landscape plant materials used in low impact development facilities may be considered for review by the Planning Director when evaluating compliance with the landscape and screening requirements.

A. *Street trees required.* The following land use actions shall require the installation of street trees:

- 1. Short plat;
- 2. Plat;
- 3. Unit lot subdivision;
- 4. Planned residential development;
- 5. Site development plan;
- 6. Shoreline substantial development permit;
- 7. Any activity involving street frontage improvements;

All trees and other landscape materials, planted adjacent to streets or in street right(s)-of-way including for the purpose of low impact development facilities, must have approval from the City prior to planting and conform to the ROW vegetation maintenance regulations.

B. *Plant sizing at installation.* All plants shall have the following minimum size at the time of planting:

1. Deciduous trees: Minimum 2½ inches. When multiple trees are installed at one time, the caliper of all trees may be averaged, but no individual tree shall have a caliper of less than 1¾ inches.
2. Evergreen trees: 6-to-8-foot minimum height.
3. Medium and tall shrubs: minimum five-gallon size, at least 18” height when mature height is 3’ or more
4. Ground cover: four-inch minimum pot size.
5. Grasses: one-gallon minimum pot size.

C. *Minimum spacing requirements.*

1. Deciduous trees: Variable based on location and density requirements. Refer to Table I and applicable Design Standards.
2. Evergreen trees: Variable based on location and density requirements. Refer to Table I and applicable Design Standards.
3. Medium and tall shrubs: Variable based on location and density requirements. Refer to Table I and applicable Design Standards.
4. Ground cover: Planted 18” on-center and cover within two years
5. Grasses: Planted a maximum of 3’ on-center, depending on specific growth habits, and cover within three years.

**14.240.050 Landscaping types and requirements.**

A. *Landscaping types.* The Landscaping Types are summarized in Table 1. The intent and minimum requirements for each Type are described in subsections (A)(1) through (A)(4) below.

**Table I: Landscaping Types.**

Type	Purpose (summary)	Planting Area	Tree Standards	Shrub/ Groundcover Standards	Density
<b>Type I</b> <i>Open Area</i>	Visually soften large open parking areas	Min 5’ wide	<u>Deciduous:</u> Max 35’ OC in continuous planting bed; Max 75’ OC in segmented planting areas	Max height 36” Groundcover and grass	75% coverage in 2 years

<b>Type II</b> <i>Ornamental</i>	Visual relief; add to the quality of a development	Min 5' wide	<u>Deciduous/ Evergreen:</u> average 30' OC	Deciduous and Evergreen combined to create an effective screen	75% coverage in 2 years
<b>Type III</b> <i>Visual Buffer</i>	Visual separation of incompatible uses from streets, arterials, and along property lines	N/A	<u>Deciduous:</u> <i>no more than 80% of trees</i> Max 35' OC <u>Evergreen:</u> Max 20' OC	3-5' height <i>or</i> Earthen berm with shrubs 36" max height may be used as alternative	75% coverage in 2 years
<b>Type IV</b> <i>Solid Screening</i>	Solid sight barrier to separate incompatible uses; provide noise buffering	N/A	<u>Evergreen:</u> Double row, 15' OC	Earthen berm minimum 2½' with groundcover and grasses <i>or</i> Minimum 6'-tall screening fence may be used as an alternative	85% coverage in 2 years

1. Type I: Open Area Landscaping
  - a. *Purpose/Intent:* to visually soften large open parking areas.
  - b. *Description.* Type I landscaping shall consist of deciduous trees in a continuous planting bed or within segmented planting areas; with shrubs and ground cover or grass.

Planting areas shall have a minimum width of five feet.
  
2. Type II: Ornamental Landscaping
  - a. *Purpose/Intent:* to provide visual relief and add to the overall quality of a development by softening the effect of the new building on the landscape.
  - b. *Description.* Type II landscaping shall consist of evergreen and deciduous trees planted in beds at least five feet in width, along with evergreen and deciduous shrubs and ground cover.
  
3. Type III: Visual Buffer Landscaping
  - a. *Purpose/Intent:* to provide visual separation of incompatible uses from streets, arterials, and along property lines.
  - b. *Description.* Type III landscaping shall consist of evergreen or a mixture of coniferous and deciduous trees, however deciduous trees shall comprise no more than 80% of the total.

Tall shrubs and ground covers shall provide an effective visual screen within two years. An earthen berm with lower shrubs may be used in place of more level terrain with three-to-five-foot shrubs.

- 4. Type IV: Solid Screening
  - a. *Purpose/Intent:* to provide a solid sight barrier to totally separate incompatible uses and provide some noise attenuation/buffering.
  - b. *Description.* Type IV landscaping shall consist of a double row of evergreen trees, planted offset atop an earthen berm at least 2½ feet in height, with dense ground cover.

A six-foot-tall sight-screening fence may be incorporated into the landscaping in place of the earthen berm.

B. *Perimeter landscaping requirements.* The buffering requirements of Table 2 are intended to provide visual separation between abutting properties. The requirements of Table 2, including the designated Landscaping Type and minimum width, shall apply on the interior property lines between land uses.

In reaching a conclusion as to the exact landscaping buffer requirement to be used for a specific development proposal, consideration shall be given to any existing landscaping that exists or may have been required on the adjacent property and how the landscaping buffer required of the subject development may complement the earlier planting to produce a more effective result.

Buffer requirements may be adjusted based on approval of an alternative landscaping plan pursuant to SMC 14.240.030(D).

**Table 2: Perimeter Landscaping Requirements.**

Adjacent Land Use*	Proposed development type				
	Single Family	Multi-family Residential	Commercial	Industry/Business Park	Mobile home Park
Single-Family Residence	None	Type III 8' Wide	Type III 10' Wide	Type IV 20' Wide	Type III 10' Wide
Multi-family Residence	None	Type III 10' Wide	Type III 10' Wide	Type IV 20' Wide	Type III 10' Wide
Mobile home Park	None	Type III 10' Wide	Type III 10' Wide	Type IV 20' Wide	None

Adjacent Land Use*	Proposed development type				
	Single Family	Multi-family Residential	Commercial	Industry/ Business Park	Mobile home Park
General Commercial	None	Type III 10' Wide	None	Type III 10' Wide	Type III 10' Wide
Industry/ Business Park	None	Type IV 10' Wide	Type III 10' Wide	None	Type III 10' Wide

\*Adjacent land use is based on the existing use and not the zoning district.

C. *Other Landscaping Requirements.* Landscaping for other types of development, including screening elements, is as designated in Table 3 below.

**Table 3: Other Landscaping Requirements.**

Type of Use/Location	Type of Minimum Landscaping				
	Minimum width	Type I	Type II	Type III	Type IV
Trash/recycle/utility service areas	5 feet*		X		
Mechanical/electrical equipment	5 feet		X		
Parking lot/structure perimeter landscaping	5 feet	X			
Driveway entrances/exits at streets	Minimum necessary for sight distance per SMC 14.210.150	X			
Fire access areas, around hydrants and utility boxes	Minimum necessary		X		
Parking lot islands	5 feet	X			
Freestanding signs	2 feet		X		
Outside storage	5 feet				X

\*an architectural wall or enclosure may be proposed to reduce the landscaping width.

**14.240.060 Tree canopy requirements.**

Development proposals subject to SMC 14.240.040(A) shall be required to meet the minimum tree canopy coverage requirements of Table 4.

A. New plantings shall meet the size and spacing requirements of this Chapter.

- B. Measurable tree canopy shall include evergreen and deciduous trees measuring a minimum of six feet in height, excluding invasive species or noxious weeds, located within the gross site area.
- C. Existing or planted tree canopy may include street trees, trees located within perimeter landscaping areas, site landscaping, trees located within Native Growth Protection Area (NGPA) easements or tracts, within critical areas and their buffers, and in open space tracts or easements.

**Table 4: Tree Canopy Coverage Requirements.**

<b>Development Type</b> <i>(land use applications)</i>	<b>Minimum Tree Canopy Coverage</b> <i>(% of gross development site area)</i>
Short plat	30%
Plat	25%
Unit lot subdivision	15%
Planned residential development	30%
Site development plan	20%
Shoreline substantial development permit	20%
Other activity requiring frontage improvements:	
1. Residential development	1. 30%
2. Commercial/Mixed-use development	2. 20%
3. Industrial development	3. 15%

- D. Tree canopy coverage shall be measured according to the method described in Table 5, factoring in any credits allowed pursuant to subsection (F).
- E. Tree canopy coverage calculations shall be prepared by a qualified tree professional or a licensed land surveyor and submitted to the Department as part of the tree retention plan. The submittal shall include the existing canopy survey or aerial image with canopies and measurements shown, including the aerial imagery date, if applicable. Canopy coverage calculations shall be displayed in a clear table that includes the following information:
  - 1. All proposed tree species;
  - 2. All existing and proposed canopy sizes, percentages, and measurements;
  - 3. All required calculations for existing canopy and/or planted canopy by proposed tree species;
  - 4. Calculation of credits proposed to be used pursuant to subsection (F), including location on the site and authorizing provision of the SMC; and
  - 5. Tree canopy calculation with and without credits being applied.
  - 6. Name and/or firm of the person who prepared the canopy calculations.

**Table 5: Tree Canopy Measurement Method.**

Existing canopy		Planted canopy
Option 1: <i>Tree survey</i>	Option 2: <i>Aerial estimation</i>	Calculation at maturity <i>(20 years)</i>
<p>Measure the average canopy radius for each tree to be retained (radius = <math>r</math>)</p> <p>Calculate the existing canopy area (area = <math>\pi r^2</math>)</p> <p>Calculate the sum of all tree canopy areas and divide by the gross site area to obtain the canopy coverage percentage</p>	<p>Measure site boundaries using accurate and current aerial imagery</p> <p>Measure the canopies of trees or tree stand areas</p> <p>Divide the total canopy measurement by the gross site area to obtain the canopy coverage percentage</p>	<p>For each proposed tree species:</p> <p>Calculate the projected radius of the canopy at 20 years maturity (radius = <math>r</math>)</p> <p>Calculate the proposed canopy coverage area (area = <math>\pi r^2</math>)</p> <p>Multiply the canopy coverage area by the proposed quantity of each species to obtain the total canopy area by species</p> <p>Calculate the sum of all proposed species canopy areas and divide by the gross site area to obtain the canopy coverage percentage at maturity</p>

F. The following credits may be applied toward tree canopy calculations.

1. Significant trees preserved pursuant to the Protected Tree Program of SMC 14.120.040, including those utilizing the setback reduction incentives of SMC 14.120.080(F), may be counted at 125% of their actual canopy area.
2. New trees installed pursuant to SMC 14.240.030(D)(1)(b) and proposed to be Protected Trees may be counted at 110% of their projected canopy area at maturity.
3. Each tree located within a cluster or stand of five or more significant trees may be counted at 200% of its actual canopy area.
4. Retained trees located within 20 feet of an on-site bioswale or bioretention facility may be counted at 150% of their actual canopy area.
5. New green roofs may be counted toward tree canopy at a rate of 25 square feet of tree canopy area per 100 square feet of green roof surface. If trees are incorporated into the green roof, those trees may also be counted as an additional 100% of their actual calculated 20-year canopy area.

G. All trees proposed for retention and calculated as existing canopy shall be protected during development activities pursuant to SMC 14.120.110.

**14.240.070 Performance assurance.**

All landscape installation shall be completed prior to final inspection of the applicable permit; however, if installation is incomplete at the time of formal application for occupancy because of weather-related reasons, the City will require that the applicant submit a bond or some other form of financial guarantee acceptable to the City equal to 150% of the estimated total cost of landscaping, including labor and materials. If the required landscaping is not made within six months of the occupancy of the building, the City will use the surety to install the landscaping. Prior to release of the performance bond, a maintenance guarantee shall be in effect pursuant to SMC 14.240.070.

**14.240.080 Maintenance guarantee.**

Vegetation must be maintained and kept healthy. A maintenance guarantee specified by the City as acceptable shall be provided by the developer/owner for any required landscaping, in an amount equal to 20% of the total landscape construction costs and shall be in effect for no less than three years. The developer/owner must provide this landscape maintenance guarantee to the City at the time of final inspection of the development project or other landscaping installation.



**SNOHOMISH CITY COUNCIL STAFF REPORT**

**Date:** April 15, 2025

**Agenda Section:** CONSENT ITEMS

**From:** Rebekah Park, Human Resources Director  
Brooke Eidem, AICP, Planning Director

**Subject:** **AUTHORIZE Budget Adjustments Necessary to Implement Reclassifications within Planning and Development Services Department**

**SUMMARY:** A vacancy in the Planning Department offered the opportunity to evaluate the department's organizational structure. Staff are recommending a reclassification of two positions to better meet current and future operational needs.

**BACKGROUND & ANALYSIS:** The City's Planning Department had a vacancy for the Planner role. The department's organizational structure was evaluated, and it was determined that filling the role as an Associate Planner better met operational needs of the City.

A recruitment process was held according to the Collective Bargaining Agreement. The current Assistant Planner was selected to fill the vacant Associate Planner role, pending Council approval. With the anticipated vacancy of the Assistant Planner position, it was further determined that filling that role as an Associate Planner would provide better flexibility and customer service within the department.

The City's Personnel Policies state that "a reclassification involving an upgrade of salary should not be effected unless it is requested and approved as part of the budget process or is approved by the City Council." Only one of the position adjustments involves an upgrade of salary. However, the Financial Management Policy Article 5.7 requires all budget amendments related to personnel and benefits to be approved by the City Council.

**FISCAL IMPACT:** The financial impact for reclassifying both positions will be a net reduction in costs. The exact amount will be dependent on start date, the step offered to a final candidate for the remaining Associate Planner vacancy, and benefit options selected.

Position	Current FTE	New FTE	Pay Grade	Min. Salary (Step 1)	Mid. Salary (Step 3)	Max. Salary (Step 6)
Planner	1.0	--	OT13	85,464	94,692	110,460
Associate Planner	--	2.0	OT11	71,604	79,368	92,568
Assistant Planner	1.0	--	OT10-5	69,960	77,532	90,408

**SUGGESTED COUNCIL ACTION:** Motion to AUTHORIZE staff to proceed with reclassifications that result in 2.0 FTE at the Associate Planner level, and to incorporate final budget adjustments in the budget amendment process later this year.





## SNOHOMISH CITY COUNCIL STAFF REPORT

**Date:** April 15, 2025

**Agenda Section:** CONSENT ITEMS

**From:** Heather Thomas-Murphy, MPA, MA, City Administrator

**Subject:** **AUTHORIZE Mayor to Execute an Amendment to the Interlocal Agreement with Snohomish County Regional Drug Task Force**

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**SUMMARY:** Council is asked to authorize the Mayor to sign an amendment to the interlocal agreement (ILA) with the Snohomish County Regional Drug Task Force

**BACKGROUND & ANALYSIS:** The City's ILA with Snohomish County for law enforcement services requires the City to provide for criminal justice system services necessary to support law enforcement, including agreements with the Snohomish Regional Drug Task Force.

The City has held an ILA with the Task Force for many years, and the most recent one expired at the end of 2024. The County has been working on revisions to the ILA which is now ready for approval. Staff and legal counsel have reviewed the ILA and have no concerns.

**FISCAL IMPACT:** The City's contribution for 2025 is \$2,553, which is slightly higher than what was projected in the adopted 2025-2026 budget. The contribution rate for 2024 was \$1,971 and an annual increase of approximately 5% had been budgeted. Staff will include the additional \$461 for 2025 and an estimated increase of \$500 for 2026 in the budget amendment later this year.

**SUGGESTED COUNCIL ACTION:** Motion to AUTHORIZE Mayor to Execute an Amendment to the Interlocal Agreement with Snohomish County Regional Drug Task Force

**COUNCIL GOAL(S):** Public Safety

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**ATTACHMENT(S):**

2025 SRDTF\_Interlocal Agreement.pdf

**INTERLOCAL AGREEMENT ESTABLISHING  
SNOHOMISH REGIONAL DRUG TASK FORCE**

This Interlocal Agreement Establishing the Snohomish Regional Drug Task Force (“Agreement”), is entered into by and among Snohomish County, a political subdivision of the State of Washington, and the following municipal corporations and department of the State of Washington (hereinafter collectively referred to as the “Participating Jurisdictions”):

- |                       |                                 |
|-----------------------|---------------------------------|
| City of Arlington     | City of Mill Creek              |
| City of Bothell       | City of Monroe                  |
| City of Brier         | City of Mountlake Terrace       |
| City of Darrington    | City of Mukilteo                |
| City of Edmonds       | City of Snohomish               |
| City of Everett       | City of Stanwood                |
| City of Gold Bar      | City of Sultan                  |
| City of Granite Falls | Washington State Patrol         |
| City of Index         | Washington Dept. of Corrections |
| City of Lake Stevens  |                                 |
| City of Lynnwood      |                                 |
| City of Marysville    |                                 |

**WITNESSES THAT:**

WHEREAS, since 1988, Snohomish County, and multiple cities and towns located in Snohomish County, have collaborated in a countywide multi-jurisdictional task force to address illegal drug trafficking in the region (“Snohomish Regional Drug Task Force” or “Task Force”). The Task Force has operated on a continuous basis since 1988 under a series of interlocal agreements;

WHEREAS, the Participating Jurisdictions desire to continue operation of the Task Force, with Snohomish County administering task force project grants and other funding on their behalf; and

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

**1 DEFINITIONS**

1.1 Participating Jurisdiction- Participating Jurisdiction means any municipal corporation, political subdivision of the state, or department or division of the state of Washington, who is a party to this agreement.

1.2 Contributing Jurisdiction- Contributing Jurisdiction means a Participating Jurisdiction that also assigns at least one full-time employee to the Task Force.

**2 TASK FORCE TERM AND PURPOSE**

2.1 The term of this Agreement (“Term”) shall begin on January 1, 2025 (“Effective Date”), and continue through December 31, 2025, unless earlier terminated or modified as provided in this Agreement.

- 2.2 The purpose of the Task Force is to formally structure and jointly coordinate selected law enforcement activities, resources, and functions to disrupt illegal drug trafficking systems and to remove traffickers through a cooperative program of investigation, prosecution, and asset forfeiture. The parties do not intend for this Agreement to create a separate legal entity subject to suit.
- 2.3 The Task Force goals are to:
- a. Reduce the number of drug traffickers in the communities of Snohomish County through professional investigation, apprehension, and conviction;
  - b. Efficiently attack, disrupt, and prosecute individual and organized mid to upper level drug traffickers who do not recognize jurisdictional boundaries or limitations, and by doing so, impact drug trafficking organizations previously impregnable;
  - c. Enhance drug enforcement cooperation and coordination through multi-agency investigations, training of local jurisdictions and the sharing of resources and information; and
  - d. Address these issues with the foremost consideration of safety for both law enforcement and the community.
- 2.4 The Task Force will follow a management system for the shared coordination and direction of personnel as well as financial, equipment, and technical resources, as stated in this Agreement.
- 2.5 The Task Force will implement operations, including:
- a. Development of intelligence,

- b. Target identification,
  - c. Investigation,
  - d. Arrest of Suspects,
  - e. Successful prosecution of offenders, and
  - f. Asset forfeiture/disposition.
- 2.6 The Task Force shall evaluate and report on Task Force performance as required in any applicable grant or funding agreement.

### **3 ORGANIZATION**

- 3.1 The Task Force shall be organized according to the chart contained in Exhibit A, incorporated herein by this reference.
- 3.2 Personnel assigned to the Task Force shall be directed in their Task Force duties by the Snohomish County Sheriff's Office ("SCSO"), through the Task Force Commander. The Task Force Commander is an employee of Snohomish County. Selection of the Task Force Commander will be conducted in accordance with Exhibit B, incorporated herein by this reference. Appointment and removal of the Task Force Commander remains at the sole discretion of the Snohomish County Sheriff. Should the Sheriff elect to remove the Task Force Commander without cause, the Executive Board shall be consulted before action is taken.
- 3.3 Exhibit C, incorporated herein by this reference, sets forth the personnel currently assigned to the Task Force by each Participating Jurisdiction. Nothing in this Agreement shall restrict the ability of the Snohomish County Prosecuting

Attorney, Snohomish County Sheriff, Everett Police Chief, or chief law enforcement officer of any Participating Jurisdiction to reassign personnel now or later assigned to the Task Force.

- 3.4 Contributing Jurisdiction Employees: Any employee assigned to the Task Force by a Contributing Jurisdiction shall remain, and be considered, an employee of the assigning Contributing Jurisdiction. Each Contributing Jurisdiction shall pay all costs associated with its employees when assigned to the Task Force. All rights, duties, and obligations of the employer and the employee shall remain with the Contributing Jurisdiction. Each Contributing Jurisdiction shall be responsible for ensuring compliance with all applicable laws, collective bargaining agreements, and/or civil service rules and regulations, applicable to its employees. When a Participating or Contributing Jurisdiction is considering the assignment of new or replacement personnel to the Task Force, the Task Force Commander may be allowed to give input regarding the selection of the assigned personnel.
- 3.5 Employees assigned to the Task Force are subject to and responsible for following the published policies and procedures of the Task Force. In the event of conflicting policies between the Task Force and the employing agency, the employing agency policy takes precedence.
- 3.6 The Commander, at his or her discretion, may select an individual from assigned Contributing Jurisdiction personnel to fill any of the following positions:

Detection Canine Handler, Financial Investigations, and Technology Investigation.

#### **4 GOVERNANCE**

4.1 The activities of the Task Force shall be governed by an Executive Board. The Task Force Executive Board shall be comprised of one representative from each Participating Jurisdiction that contributes at least one (1) full-time employee to the Task Force. Executive Board member votes shall be allocated according to the number of full-time personnel their jurisdiction contributes to the Task Force. As an example, if the Snohomish County Sheriff provides six employees and the City of Lynnwood provides three, the Snohomish County Sheriff has six votes and the City of Lynnwood has three. Additional Executive Board members, with one vote each include: the Snohomish County Prosecuting Attorney, the Everett City Attorney, the Northwest HIDTA Director, and one chief of police from the remaining Participating Jurisdictions, selected by a majority vote of the chiefs of police of the remaining Participating Jurisdictions. If a Participating Jurisdiction that has no personnel assigned to the Task Force as of the effective date of this Agreement, assigns full-time personnel to the Task Force, a representative from that agency will be added as an Executive Board member after the full-time personnel has been assigned to the Task Force for three months.

4.2 The Snohomish County Sheriff shall serve as Chair of the Executive Board. The Task Force Executive Board may adopt bylaws which include provision for

appointment of alternates to attend Executive Board meetings in the absence of members. At such meetings, the alternate shall have the same rights as the appointing member. Any action taken by the Task Force Executive Board under this Agreement shall be based on simple majority of votes.

## **5 TASK FORCE BUDGET**

- 5.1 The 2025 Task Force budget is attached as Exhibit D, incorporated herein by reference. Each Participating Jurisdiction shall contribute funding to the Task Force as specified in Exhibit D.
- 5.2 The SCSO will annually review and revise the Task Force budget to provide a sufficient level of funding and total resource obligation for the following calendar year. The Task Force budget will be allocated to each Participating Jurisdiction on a proportional basis. Each Participating Jurisdiction's proportional share will be based on the Participating Jurisdiction's average population, as determined by the Washington State Office of Financial Management. If the Task Force budget increases any Participating Jurisdictions funding obligation by more than three percent (3%) from the prior year, the budget must be approved by the Executive Board before submission to the Participating Jurisdictions. Any special assessments must be approved by the Executive Board.
- 5.3 Following the closure of each annual budget and not later than June 30 of each year, the Task Force Commander must submit a report to each Participating Jurisdiction reflecting a budget summary of all revenues from the previous year

including the total amount of spending required to operate the Task Force, a summary of state and federal forfeitures and total receipts from the previous year.

5.4 No later than July 1 of each year, the Sheriff shall provide notice to each Participating Jurisdiction of the subsequent year's proposed Task Force budget, and each Participating Jurisdiction's proportional share.

5.5 Snohomish County shall maintain designated financial accounts for the purpose of supporting Task Force operations. Except as modified by Section 7, all revenues collected or generated by or for the Task Force shall be forwarded to the Snohomish County Treasurer and placed in the designated accounts. All real or personal property of the Task Force will be held in Snohomish County's name for the benefit of the Task Force.

5.6 Each Participating Jurisdiction agrees to provide funding that is no less than the amount indicated in Exhibit D, and to pay its funding share to Snohomish County as administrator of Task Force funds no later than March 1, of the year in which the funding is due.

Each Participating Jurisdiction agrees that the funding it contributes shall be provided in addition to that currently appropriated to drug enforcement activities and that no Task Force activity will supplant or replace any existing drug enforcement activities.

## **6 GENERAL ADMINISTRATION**

- 6.1 Each Participating Jurisdiction agrees to provide Snohomish County with any documentation necessary to apply for, receive, or comply with any applicable grant requirements.
- 6.2 By executing this Agreement, each Participating Jurisdiction agrees to make any certified or other assurances required by any applicable grant agreement that are within its particular control, and agrees to make all its records related to the Task Force available for inspection if required as a condition of receipt of grant funding.
- 6.3 Snohomish County is granted the authority to execute on behalf of the Participating Jurisdictions all agreements and contracts signed as approved by the Task Force Executive Board, by and through its Chair, including but not limited to all contracts for professional services. Agreements and contracts executed in this manner shall have the same legal effect as if they were executed by each Participating Jurisdiction. All Task Force contracts and agreements executed on behalf of Participating Jurisdictions under this Agreement must first be approved on motion of the Task Force Executive Board. By executing this Agreement, each Participating Jurisdiction agrees that, for the purpose of administering the assets and resources available to the Task Force, no such agreement or contract may impose or waive liability with respect to a Participating Jurisdiction in a manner that is inconsistent with the hold harmless provision in Section 12 of this Agreement.

6.4 Any dispute arising under this Agreement will be forwarded to the Task Force Executive Board for resolution. The determination made by the Executive Board shall be final and conclusive as between the parties. This provision shall not apply to issues of indemnity and liability governed by the hold harmless provision in Section 12 of this Agreement.

## **7 ASSET FORFEITURE**

7.1 The Participating Jurisdictions shall refer all potential asset forfeitures initiated or investigated by personnel assigned to the Task Force during the pendency of this Agreement to the Task Force for disposition at the discretion of the Task Force Executive Board or prosecuting authority (Prosecuting Attorney or United States Attorney). Any such referred asset forfeiture that is pursued in state court will be prosecuted in the name of Snohomish County, on behalf of the Task Force and its Participating Jurisdictions.

7.2 The Task Force Commander, under the direction of the Task Force Executive Board, shall manage the acquisition and disposition of assets seized or forfeited as a result of this Agreement in compliance with state and federal law and Task Force procedures.

7.3 Federal Forfeiture.

- a. For purposes of receipt and processing of federal equitable sharing distributions, Snohomish County shall be designated as the fiduciary agency for the Task Force.

- b. Participating Jurisdictions must comply with federal Equitable Sharing Program guidelines and reporting requirements, including the requirements contained in the Guide to Equitable Sharing For State, Local, and Tribal Law Enforcement, published by the Department of Justice and the Department of Treasury.
- c. Snohomish County will submit request(s) to the federal government, on behalf of the Task Force, in order to obtain equitable sharing related to federal forfeitures.
- d. Participating Jurisdictions agree and understand that all proceeds from federal forfeitures of seized assets, which may be awarded to the County on behalf of the Task Force, will be retained by the County for Task Force operations and expenses.
- e. Except as allowed by Section 7.3(g), Participating Jurisdictions will not submit individual equitable sharing requests, nor will Participating Jurisdictions receive shared federal funds from Snohomish County.
- f. The Task Force may only use proceeds from federal seizures and forfeitures for law enforcement purposes, as defined by the United States Department of Justice.
- g. If the Task Force initiates or participates in an investigation that results in a federal forfeiture of \$300,000 or more in net proceeds, each Participating Jurisdiction that participated in the investigation may file an individual request for equitable sharing under its own agency code. The parties intend

that each Participating Jurisdiction's individual equitable share will be the Participating Jurisdiction's Task Force participation percent at the time of the investigation, provided however, the SCSO is entitled to claim an additional twenty five percent (25%) to account for Task Force operative/administrative expenses. The parties acknowledge however, that final determination of a Participating Jurisdiction's receipt, and percentage allocation, of federal forfeiture proceeds is within the discretionary authority of the Department of Treasury or Department of Justice, as applicable.

- h. The Task Force Commander will notify an eligible Participating Agency of a federal forfeiture meeting the threshold outlined in Section 7.3(g) within 15 days of the forfeiture. A Participating Jurisdiction seeking an individual equitable share of the federal forfeiture must file its request no later than 45 days following the forfeiture unless an exemption applies.

#### 7.4 State Forfeiture.

- a. The net monetary proceeds of each state asset forfeiture made by the Task Force shall be retained by the County for Task Force operations and expenses. If proceeds from state asset forfeitures exceed the amount necessary for Task Force operations and expenses, the excess state forfeiture proceeds shall be distributed to Contributing Jurisdictions in accordance with each Contributing Jurisdiction's participation percent, listed in Exhibit C.

- b. The Task Force may retain funds in an amount up to \$250,000 from the net proceeds of vehicle seizures for the acquisition of Task Force vehicles and related fleet costs.
- c. Any Participating Jurisdiction receiving a distribution of assets forfeited under RCW 69.50.505 shall use such assets in accordance with RCW 69.50.505(10).

## **8 ACQUISITION AND USE OF EQUIPMENT**

- 8.1 For purposes of this Agreement, the term “Equipment” shall refer to all personal property used by the Task Force in performing its purpose and function, including but not limited to materials, tools, machinery, equipment, vehicles, supplies, and facilities.
- 8.2 If any Equipment is acquired with grant funds, the Participating Jurisdictions agree that the Task Force will use that equipment only for specified law enforcement purposes for the term of the grant.
- 8.3 Personnel assigned to the Task Force may use Equipment that is provided or acquired for Task Force purposes, as directed by the Task Force Commander.
- 8.4 Upon termination of the Task Force, any Equipment provided to the Task Force by a Participating Jurisdiction will be returned to that jurisdiction.
- 8.5 Upon termination of the Task Force, any Equipment acquired by the Task Force will be disposed of in accordance with applicable federal, state, or local requirements or this Agreement.

**9      **MODIFICATION****

Participating Jurisdictions here to reserve the right to amend this Agreement in the future from time to time as may be mutually agreed upon. No such amendment shall be effective unless written and signed by all then-contributing Participating Jurisdictions with the same formality as this Agreement.

**10     **NONDISCRIMINATION****

There shall be no discrimination against any employee or against any applicant for such employment because of race, color, religion, handicap, marital status, political affiliation, sex, age, or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training.

**11     **TERMINATION OF AGREEMENT****

11.1   Notwithstanding any provisions of this Agreement, any party may withdraw from the Agreement by providing written notice of such withdrawal to all other parties, specifying the effective date thereof at least thirty (30) days prior to such date. A withdrawing party may take with it any Equipment it has provided to the Task Force and shall be entitled to distributions under Section 7 of this Agreement with respect to asset forfeitures which that Participating Jurisdiction participated before the effective date of withdrawal.

11.2 If there is a reduction in funds by the source of those funds, and if such funds are the basis of this agreement, Snohomish County may unilaterally terminate all or part of the agreement or may reduce its scope of work and budget.

**12 HOLD HARMLESS**

Each party hereto agrees to save, indemnify, defend and hold the other parties harmless from any allegations, complaints, or claims of wrongful and/or negligent acts or omissions, by said party and/or its officers, agents, or employees to the fullest extent allowed by law. In the case of allegations, complaints, or claims against more than one party, any damages allowed shall be levied in proportion to the percentage of fault attributable to each party, and each party shall have the right to seek contribution from each of the other parties in proportion to the percentage of fault attributable to each of the other parties. Moreover, the parties agree to cooperate and jointly defend any such matter to the extent allowed by law. A jurisdiction that has withdrawn assumes no responsibility for the actions of the remaining members arising after the date of withdrawal but shall remain liable for claims of loss or liability arising prior to the effective date of withdrawal.

**13 GOVERNING LAW AND VENUE**

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Washington without reference to choice of law principles, and venue of any suit between the parties arising out of this Agreement shall be in the Superior Court of Snohomish County, Washington.

**14 INTEGRATION**

With the exception of necessary operational agreements between law enforcement agencies of the Participating Jurisdictions and agreements executed pursuant to Section 6.3, this Agreement constitutes the whole and entire agreement among those parties as to the Task Force and no other understandings, oral, or otherwise, regarding the Task Force shall be deemed to exist or bind the parties.

**15 EXECUTION OF MULTIPLE ORIGINAL COUNTERPARTS**

This Agreement may be reproduced in any number of original counterparts. Each party need sign only one counterpart and when the signature pages are all assembled with one original counterpart, that compilation constitutes a fully executed and effective agreement among all the Participating Jurisdictions. In the event that fewer than all named parties execute this Agreement, the Agreement, once filed or posted as specified in Section 17, shall be effective as between the parties that have executed the Agreement to the same extent as if no other parties had been named.

**16 SEVERABILITY**

If any part of this Agreement is unenforceable for any reason the remainder of the Agreement shall remain in full force and effect.

**17 POSTING/RECORDING**

This Agreement will be filed with the Snohomish County Auditor or posted on the County or Participating Jurisdiction’s interlocal agreements webpage, in compliance with RCW 39.34.040.

## 18 NOTICES

Any notice required or permitted to be given under this Agreement shall be in writing and shall specifically refer to this Agreement and be sent by (i) United States registered mail, return receipt requested, (ii) any nationally recognized overnight carrier or express mail service (such as FedEx or UPS) that provides receipts to indicate delivery, (iii) by personal service, or by electronic e-mail (with proof of receipt). All such communications shall be addressed to the appropriate Administrator of this Agreement as follows:

To the County:

Snohomish County Sheriff  
Drug Task Force Commander  
3000 Rockefeller Ave. M/S 706  
Everett WA, 98201

If sent by electronic email to:

Email: [SSH-TFCommander@snoco.org](mailto:SSH-TFCommander@snoco.org)

Notices given to a Participating Jurisdiction will be addressed to the Chief of Police of the participating jurisdiction or as designated by the Participating Jurisdiction.

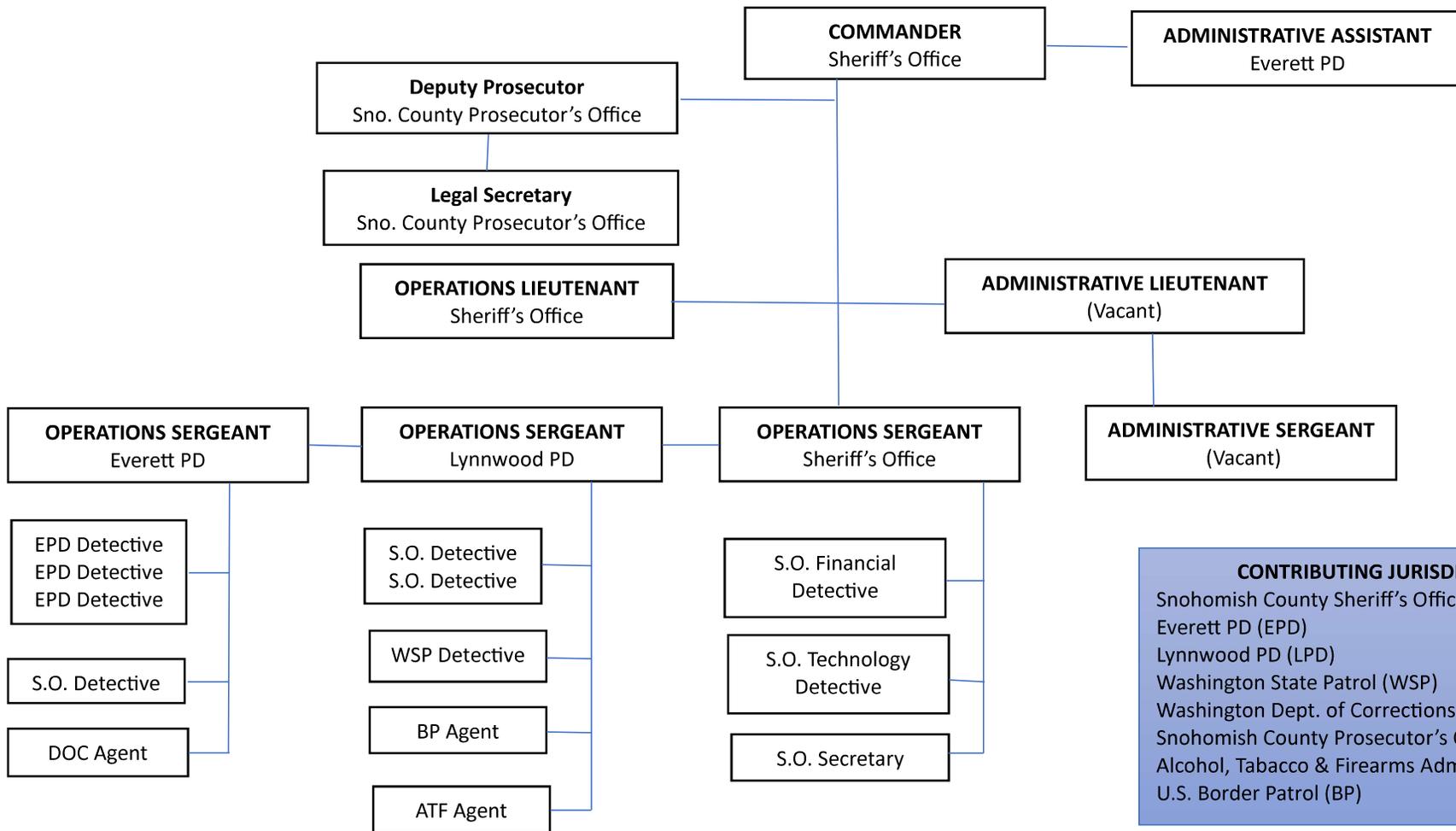
Any party hereto may, by reasonable notice to the other parties, designate such other address, or electronic email address, for the giving of notices as deemed necessary. All notices shall be deemed given on the day each notice is personally delivered, transmitted by electronic email, or delivered by overnight courier service, or on the third business day following the day such notice is mailed if mailed within accordance of this section.

In witness whereof, the parties have executed this Agreement.

**SNOHOMISH REGIONAL DRUG TASK FORCE INTER-LOCAL AGREEMENT  
EXHIBIT A**

**SRDTF Executive Board**

Snohomish County Sheriff (Chair), Everett Police Chief (Asst. Chair), Lynnwood Police Chief, Lake Steven Police Chief (At-Large), Director of NW-HIDTA,  
Snohomish County Prosecuting Attorney, City of Everett City Attorney



**CONTRIBUTING JURISDICTIONS:**  
 Snohomish County Sheriff's Office (S.O.)  
 Everett PD (EPD)  
 Lynnwood PD (LPD)  
 Washington State Patrol (WSP)  
 Washington Dept. of Corrections (DOC)  
 Snohomish County Prosecutor's Office  
 Alcohol, Tobacco & Firearms Administration (ATF)  
 U.S. Border Patrol (BP)

## EXHIBIT B

### Snohomish Regional Drug Task Force

#### Commander Selection

The Drug Task Force Commander is a management exempt (“at will”) employee of the Sheriff’s Office.

With the objective of selecting the best possible candidate for the position of Drug Task Force Commander, and ensuring the best fit into the organization, the Executive Board will recommend to the Sheriff three candidates to be considered for the position of Drug Task Force Commander. Candidates for the Drug Task Force Commander position must demonstrate a strong leadership skill set, the ability to build consensus, and direct the efforts of a multi-agency team to achieve established goals. He or she must meet the performance objectives set by the Executive Board and the Sheriff. The Sheriff will select the Drug Task Force Commander from the Executive Board’s three recommended candidates.

The Drug Task Force Commander’s initial commitment of service is four years, with the option of a year by year extension after that period. The Sheriff shall consult with the Executive Board before authorizing any extension of the Drug Task Force Commander’s service commitment.

**EXHIBIT C**

**Snohomish Regional Drug Task Force**

Personnel Assigned by Jurisdiction

January 1, 2025 – December 31, 2025

**EVERETT POLICE DEPARTMENT**

1 Sergeant	Everett PD
1 Detective	Everett PD- Vacant
1 Detective	Everett PD - Vacant
1 Detective	Everett PD - Vacant
1 Support Personnel	Everett PD

**FUNDING**

**SNOHOMISH COUNTY SHERIFF'S OFFICE**

1 Task Force Commander	Snohomish County Sheriff
1 Lieutenant	Snohomish County Sheriff
1 Sergeant	Snohomish County Sheriff
1 Sergeant	Snohomish County Sheriff – Vacant
1 Detective	Snohomish County Sheriff
1 Detective	Snohomish County Sheriff
1 Detective	Snohomish County Sheriff
1 Detective	Snohomish County Sheriff - Vacant
1 Detective	Snohomish County Sheriff – Vacant
1 K9 Detective	Snohomish County Sheriff
1 Support Staff	Snohomish County Sheriff

**FUNDING**

**LYNNWOOD POLICE DEPARTMENT**

1 Sergeant	Lynnwood PD
1 Detective	Lynnwood PD – Vacant

**FUNDING**

**SNOHOMISH COUNTY PROSECUTOR'S OFFICE**      **FUNDING**

.5 Support Staff

Snohomish County Prosecutor

1 Deputy Prosecutor

Snohomish County Prosecutor

**STATE OF WASHINGTON**

**FUNDING**

1 Detective

Washington State Patrol

1 Agent

Department of Corrections

<b>Agency</b>	<b>Participants</b>	<b>E-Board Vote</b>	<b>Pent.</b>	<b>Notes</b>
Everett PD	5	5	39%	
Snoh Co Sheriff's Off	7	7	54%	
Lynnwood PD	1	1	7%	
WSP	1	1		Fr. 10% WaSt Tx
DOC	1	1		Fr. 10% WaSt Tx
SC Pros Atty	1.5	1		
Evt City Atty	1	1		
NWHIDTA Dir	0	1		
At Large PD	0	1		
<b>TOTALS</b>	<b>17.5</b>	<b>19</b>	<b>100%</b>	

## EXHIBIT D

### Snohomish Regional Drug & Gang Task Force

[April 1, 2024, Population of Cities, Towns and Counties \(wa.gov\)](https://www.wa.gov)

JURISDICTION	POPULATION April 1, 2024	PERCENTAGE	2025 ALLOCATION AMOUNT
Arlington	22,980	2.65%	\$ 5,686.00
Bothell	20,380	2.35%	\$ 5,042.00
Brier	6,600	0.76%	\$ 1,631.00
Darrington	1,515	0.17%	\$ 365.00
Edmonds	43,420	5.01%	\$ 10,749.00
Everett	114,800	13.24%	\$ 28,407.00
Gold Bar	2,310	0.27%	\$ 579.00
Granite Falls	4,775	0.55%	\$ 1,180.00
Index	160	0.02%	\$ 43.00
Lake Stevens	41,540	4.79%	\$ 10,277.00
Lynnwood	41,500	4.79%	\$ 10,277.00
Marysville	74,390	8.58%	\$ 18,409.00
Mill Creek	21,630	2.49%	\$ 5,342.00
Monroe	20,830	2.40%	\$ 5,149.00
Mountlake Terrace	24,260	2.80%	\$ 6,007.00
Mukilteo	21,590	2.49%	\$ 5,342.00
Snohomish	10,350	1.19%	\$ 2,553.00
Stanwood	8,865	1.02%	\$ 2,188.00
Sultan	7,160	0.83%	\$ 1,781.00
Snohomish County	378,045	43.60%	\$ 93,545.00
<b>TOTALS:</b>	<b>867,100</b>	<b>100%</b>	<b>\$ 214,552.00</b>

Commander Salary	\$ 231,702
Sergeant Salary	\$ -
Task Force Analyst Salary	\$ 26,850
Credit for (Commerce Grant Year End Balance 2024)	
Commander Baines	\$ (44,000)
<b>ILA Contributions Allocations</b>	<b>\$ 214,552</b>

Increase to Commanders Salary  
2024 COLA increase of 4.51% retro back to Jan 1, 2024  
2025 COLA increase of 3.63% effective Jan 1, 2025



## SNOHOMISH CITY COUNCIL STAFF REPORT

**Date:** April 15, 2025

**Agenda Section:** CONSENT ITEMS

**From:** Alisha Hendren, CPA, Finance Director

**Subject:** **APPROVE Vouchers and Payroll ACH Transactions**

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**SUMMARY:** Approve issuance of Coastal Community Bank voucher checks #82600 - #82693 in the amount of \$295,509.87, issuance of electronic fund transfers in the amount of \$150,971.25, and issuance of a payroll electronic fund transfer in the amount of \$241,554.09.

**COUNCIL GOAL(S):** City Services, City Infrastructure

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**ATTACHMENT(S):**

ACH Council Warrants 04-15-2025 Council Packet.pdf

**Council Warrants - ACH Transactions**

Council Meeting Date: 4/15/2025  
 Date Range: 3/26/2025 - 4/08/2025

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
3/26/2025	WA Dept of Revenue	B&O & Excise Taxes	\$ 17,993.43
3/27/2025	Navia Benefit Solutions	FSA Reimbursements	\$ 170.00
3/27/2025	Dept of Retirement Services	DCP Contributions	\$ 6,660.75
3/28/2025	Dept of Retirement Services	PERS Contributions	\$ 35,011.41
3/31/2025	Dept of Retirement Services	PERS Contributions	\$ 417.92
4/1/2025	Dept of Retirement Services	PERS Contributions	\$ 485.99
4/1/2025	Paycom	Payroll	\$ 241,554.09
4/2/2025	Global Payments	Merchant Fees - City Hall	\$ 289.66
4/2/2025	Global Payments	Merchant Fees - Online	\$ 45,673.41
4/3/2025	Navia Benefit Solutions	FSA Reimbursements	\$ 224.21
4/7/2025	Dept of Retirement Services	DCP Contributions	\$ 6,888.18
4/7/2025	Navia Benefit Solutions	HSA Contributions	\$ 50.00
4/8/2025	Navia Benefit Solutions	Admin Fees	\$ 200.00
4/8/2025	Dept of Retirement Services	PERS Contributions	\$ 36,906.29

AP Checks #82600 - #82693

Total Checks: \$ 295,509.87  
 Total ACH: \$ 150,971.25  
 Total Payroll ACH: \$ 241,554.09  
**Grand Total: \$ 688,035.21**

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Snohomish, and that I am authorized to authenticate and to certify to said claim pursuant to Chapter 42.24 RCW.

**APPROVED**  
*By Alisha Hendren at 5:45 pm, Apr 10, 2025*

Finance Director/City Treasurer

Date



City of Snohomish

# Check Report

By Check Number

Date Range: 03/26/2025 - 04/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP Bank 2-AP Bank Coastal Community Bank</b>						
ARGInd <a href="#">N073291</a>	ARG Industrial Invoice	03/27/2025	Regular EP57 Hose Assembly	0.00	122.14	82600
BaySup <a href="#">368672</a>	Bay City Supply Invoice	03/27/2025	Regular Toilet paper	0.00	2,219.66	82601
BuiExc <a href="#">1079309</a>	Builders Exchange of Washington Invoice	03/27/2025	Regular Blackmans Lake Alum Treatment Bid Ad	0.00	45.15	82602
CANFIN <a href="#">39084557</a>	Canon Financial Services, INC Invoice	03/27/2025	Regular Public Works Canon Copier	0.00	161.83	82603
CasFen <a href="#">16908</a>	Cascade Fence Co Invoice	03/27/2025	Regular Fence	0.00	382.55	82604
ChaBol <a href="#">794232</a> <a href="#">794283</a>	Champion Bolt & Supply Inc Invoice Invoice	03/27/2025 03/27/2025	Regular EP129 Coupling EP100 Machine bolt	0.00 0.00	41.98 32.13 9.85	82605
COEFin <a href="#">125001135</a> <a href="#">125001572</a>	City of Everett Finance Invoice Invoice	03/27/2025 03/27/2025	Regular Stormwater Samples Animal Impound Fees - Feb 2025	0.00 0.00	322.30 222.30 100.00	82606
Comct1668 <a href="#">03.07.25 1668</a>	Comcast (1668) Invoice	03/27/2025	Regular 8498310080741668	0.00	151.98	82607
Comct8258 <a href="#">03.18.25 8258</a>	Comcast (8258) Invoice	03/27/2025	Regular 8498310080758258	0.00	328.62	82608
CorSal <a href="#">INV-80521</a>	Coral Sales Company Invoice	03/27/2025	Regular Guardrail Parts	0.00	2,463.15	82609
Jouof <a href="#">3406986</a>	Daily Journal of Commerce Invoice	03/27/2025	Regular Stormwater Plan/Fee and Sidewalk/Tree E...	0.00	503.50	82610
DelMar <a href="#">10805449780</a>	Dell Marketing LP Invoice	03/27/2025	Regular Tape backup library extended warranty & ...	0.00	686.75	82611
FoxFen <a href="#">INV193</a>	Foxtrot Fencing Invoice	03/27/2025	Regular Fence Project	0.00	7,290.31	82612
GirRes <a href="#">9135041</a>	Girard Resources & Recycling, LLC Invoice	03/27/2025	Regular Girard Inv#9135041	0.00	1,228.50	82613
GraInc <a href="#">9429540595</a> <a href="#">9429540603</a>	Grainger Inc. Invoice Invoice	03/27/2025 03/27/2025	Regular Grainger Inv #9429540595 PO#PARKS 1st St Banner Parts	0.00 0.00	861.64 516.11 345.53	82614
GraCon <a href="#">105535</a> <a href="#">105744</a>	Granite Construction Supply Invoice Invoice	03/27/2025 03/27/2025	Regular Signs Sign Posts	0.00 0.00	708.31 178.04 530.27	82615
GreDot <a href="#">52053</a>	Green Dot Concrete Invoice	03/27/2025	Regular Green Dot Inv#52053	0.00	1,142.19	82616
LakInd <a href="#">304599</a> <a href="#">305184</a>	Lakeside Industries Invoice Invoice	03/27/2025 03/27/2025	Regular Hot Mix Cold Mix	0.00 0.00	1,525.73 457.64 1,068.09	82617

Check Report

Date Range: 03/26/2025 - 04/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
MDDCfc <a href="#">573210</a>	McDaniel Do It Center - Facilities Invoice	03/27/2025 03/27/2025	Regular HVAC Filters Replacement	0.00 0.00	104.86 104.86	82618
MDDCpk <a href="#">573104</a>	McDaniel Do It Center - Parks Invoice	03/27/2025 03/27/2025	Regular Mcdaniel inv#573104	0.00 0.00	237.71 237.71	82619
MDDCpd <a href="#">572989</a>	McDaniel Do It Center - Police Invoice	03/27/2025 03/27/2025	Regular 300 and 100 ft tape for the PD	0.00 0.00	67.74 67.74	82620
MDDCsf <a href="#">573241</a> <a href="#">573323</a>	McDaniel Do It Center - Shop/Fleet (Support) Invoice Invoice	03/27/2025 03/27/2025 03/27/2025	Regular EP57 Fasteners EP129 fasteners	0.00 0.00 0.00	28.02 11.38 16.64	82621
MDDCst <a href="#">572226</a> <a href="#">572250</a> <a href="#">572356</a> <a href="#">572382</a> <a href="#">573028</a>	McDaniel Do It Center - Streets Invoice Invoice Invoice Invoice Invoice	03/27/2025 03/27/2025 03/27/2025 03/27/2025 03/27/2025	Regular Supplies Key lock for loader Supplies Mcdaniels Inv# 572382 Tools	0.00 0.00 0.00 0.00 0.00	165.71 9.15 53.86 32.77 4.36 65.57	82622
PapMac <a href="#">348175S</a>	Pape Machinery Invoice	03/27/2025 03/27/2025	Regular New equipment trailer	0.00 0.00	22,405.41 22,405.41	82623
RobHalf <a href="#">64760171</a> <a href="#">64760183</a> <a href="#">64786059</a> <a href="#">64793919</a>	Robert Half Invoice Invoice Invoice Invoice	03/27/2025 03/27/2025 03/27/2025 03/27/2025	Regular Andrea Schaaf Jennifer Spelliscy Andrea Schaaf Jennifer Spelliscy	0.00 0.00 0.00 0.00	13,297.88 3,798.00 3,649.20 3,798.00 2,052.68	82624
SheWil <a href="#">9026-2</a>	Sherwin-Williams Invoice	03/27/2025 03/27/2025	Regular Paint for new door for PD	0.00 0.00	46.89 46.89	82625
SnoAut <a href="#">777546</a> <a href="#">777752</a> <a href="#">777983</a> <a href="#">777985</a> <a href="#">778082</a> <a href="#">778692</a> <a href="#">778694</a> <a href="#">778696</a> <a href="#">778819</a> <a href="#">778935</a> <a href="#">779013</a> <a href="#">779332</a> <a href="#">779333</a> <a href="#">779334</a> <a href="#">779338</a> <a href="#">779339</a> <a href="#">779340</a>	Snohomish Auto Parts Credit Memo Credit Memo Invoice Invoice Invoice Invoice Invoice Invoice Credit Memo Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	03/27/2025 03/27/2025	Regular Core deposit refunds EP100 Core Deposit EP225 wiper blades, air filter EP225 wiper blades, batter EP57 filter, Big Shot Bettery Stock Bettery stock SP129 batteries Core deposit credit EP129 repair parts EP129 fuel filter EP129 Oil Filter EP129 Air filter EP129 Silicone EP129 Battery cable EP129 SLide Terminal EP129 Charger maintainer	0.00 0.00	1,262.90 -154.73 -88.53 114.21 242.09 78.28 166.18 400.39 400.39 -59.02 24.76 16.77 9.63 44.77 10.98 4.78 3.78 48.17	82626
SCDsol <a href="#">1000668586</a>	Snohomish County Public Works Solid Waste Invoice	03/27/2025 03/27/2025	Regular Signal Maintanace	0.00 0.00	1,658.68 1,658.68	82627
SCSOCor <a href="#">2025-8601</a>	Snohomish County Sheriff's Office Corrections Invoice	03/27/2025 03/27/2025	Regular Feb 2025 Jail Service Fees	0.00 0.00	5,920.94 5,920.94	82628
TheHer <a href="#">EDH1009546</a> <a href="#">EDH1010211</a> <a href="#">EDH1010213</a> <a href="#">EDH1010214</a>	Sound Publishing Invoice Invoice Invoice Invoice	03/27/2025 03/27/2025 03/27/2025 03/27/2025	Regular Public hearing notice Ordinance Publication Ordinance Publication Ordinance publication	0.00 0.00 0.00 0.00	120.40 36.12 29.24 27.52 27.52	82629
SouSaf	Sound Safety Products Co.	03/27/2025	Regular	0.00	444.90	82630

Check Report

Date Range: 03/26/2025 - 04/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">662969</a>	Invoice	03/27/2025	Uniform samples	0.00	444.90	
UniSit	United Site Services	03/27/2025	Regular	0.00	873.00	82631
<a href="#">INV-5161091</a>	Invoice	03/27/2025	169 Cypress Ave	0.00	429.00	
<a href="#">INV-5162007</a>	Invoice	03/27/2025	1330 Ferguson Park Road	0.00	444.00	
VerWir	Verizon Wireless	03/27/2025	Regular	0.00	4,163.21	82632
<a href="#">6107832343</a>	Invoice	03/27/2025	Verizon wireless 12.7.24-1.6.25	0.00	4,163.21	
WasAla	Washington Alarm	03/27/2025	Regular	0.00	123.17	82633
<a href="#">647551</a>	Invoice	03/27/2025	Carnegie fire alarm	0.00	68.14	
<a href="#">647552</a>	Invoice	03/27/2025	Carnegie Security	0.00	55.03	
AllSha	Alli Sharp	03/27/2025	Regular	0.00	500.00	82634
<a href="#">03.24.25AS</a>	Invoice	03/27/2025	Refund Damage deposit	0.00	500.00	
EvgChu	Evgenii Chudin	03/27/2025	Regular	0.00	25.00	82635
<a href="#">03.17.25EC</a>	Invoice	03/27/2025	BL Refund	0.00	25.00	
HisDow	Historic Downtown Snohomish	03/27/2025	Regular	0.00	500.00	82636
<a href="#">03.17.25HDSA</a>	Invoice	03/27/2025	Refund Damage deposit	0.00	500.00	
JesCha	Jessica Chavez	03/27/2025	Regular	0.00	250.00	82637
<a href="#">03.21.25JC</a>	Invoice	03/27/2025	Refund Damage Deposit	0.00	250.00	
KarBea	Karla Beavo	03/27/2025	Regular	0.00	25.00	82638
<a href="#">03.17.25KB</a>	Invoice	03/27/2025	BL Refund	0.00	25.00	
Sccler	Snohomish County Clerks And Finance Officers	03/27/2025	Regular	0.00	20.00	82639
<a href="#">03.27.25SCFOA</a>	Invoice	03/27/2025	SCFOA March Meeting	0.00	20.00	
SnoHis	Snohomish Historical Society	03/27/2025	Regular	0.00	250.00	82640
<a href="#">03.17.25SHS</a>	Invoice	03/27/2025	Refund Damage Deposit	0.00	250.00	
TreLit	Trey Littell	03/27/2025	Regular	0.00	25.00	82641
<a href="#">03.19.25TL</a>	Invoice	03/27/2025	BL Refund	0.00	25.00	
VanFly	Vanessa Fly	03/27/2025	Regular	0.00	25.00	82642
<a href="#">03.17.25VF</a>	Invoice	03/27/2025	BL Refund	0.00	25.00	
PSE	Puget Sound Energy	04/02/2025	Regular	0.00	836.78	82643
<a href="#">28786-03082025</a>	Invoice	04/03/2025	112 Union Ave	0.00	76.97	
<a href="#">29248-03082025</a>	Invoice	04/03/2025	2100 Baird	0.00	119.38	
<a href="#">62024-03102025</a>	Invoice	04/03/2025	50 Lincoln	0.00	85.42	
<a href="#">94678-03082025</a>	Invoice	04/03/2025	116 Union Ave	0.00	434.05	
<a href="#">97032-03082025</a>	Invoice	04/03/2025	2000 Weaver Road	0.00	16.70	
<a href="#">97589-03082025</a>	Invoice	04/03/2025	50 Maple Ave	0.00	104.26	
AFLAC	AFLAC	04/03/2025	Regular	0.00	298.61	82644
<a href="#">469657</a>	Invoice	04/03/2025	Mar 2025	0.00	298.61	
AgilT	Agile IT, Inc	04/03/2025	Regular	0.00	3,224.17	82645
<a href="#">202410708</a>	Invoice	04/03/2025	City's Microsoft 365 Licenses	0.00	3,224.17	
AmePub	American Fidelity Assurance Company	04/03/2025	Regular	0.00	29.10	82646
<a href="#">D828437</a>	Invoice	04/03/2025	Mar 2025	0.00	29.10	
ChaBol	Champion Bolt & Supply Inc	04/03/2025	Regular	0.00	25.18	82647
<a href="#">792727</a>	Invoice	04/03/2025	Sign Hardware	0.00	25.18	
COEuti	City of Everett Utilities	04/03/2025	Regular	0.00	45,658.04	82648
<a href="#">010157 03.13.25</a>	Invoice	04/03/2025	6600 109th Ave SE	0.00	45,658.04	
HDSup	Core & Main LP	04/03/2025	Regular	0.00	3,521.64	82649
<a href="#">W299147</a>	Invoice	04/03/2025	Meters	0.00	3,521.64	

Check Report

Date Range: 03/26/2025 - 04/08/2025

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Cues <a href="#">970037747</a>	Cues, Inc Invoice	04/03/2025	04/03/2025 Cues Software Support	Regular	0.00 0.00	2,251.58 2,251.58	82650
DelMar <a href="#">10806887168</a>	Dell Marketing LP Invoice	04/03/2025	04/03/2025 Replacement desktop PC's for Staff	Regular	0.00 0.00	11,203.05 11,203.05	82651
EurEnv <a href="#">25-06198</a> <a href="#">25-07123</a>	Eurofins Environment Testing Northwest, LLC Invoice Invoice	04/03/2025 04/03/2025 04/03/2025	04/03/2025 Labs Labs	Regular	0.00 0.00 0.00	261.00 229.50 31.50	82652
GraInc <a href="#">9446624992</a> <a href="#">9452688816</a>	Grainger Inc. Invoice Invoice	04/03/2025 04/03/2025 04/03/2025	04/03/2025 Senior Center Clean out vents for hood fan Green Marking Paint	Regular	0.00 0.00 0.00	678.64 264.70 413.94	82653
GraCon <a href="#">105964</a>	Granite Construction Supply Invoice	04/03/2025	04/03/2025 L/S Signs	Regular	0.00 0.00	505.54 505.54	82654
HBJae <a href="#">U2516010574</a> <a href="#">U2516011042</a>	ICONIX Waterworks (US) Inc Invoice Invoice	04/03/2025 04/03/2025 04/03/2025	04/03/2025 Brass fitting Parts	Regular	0.00 0.00 0.00	339.03 151.16 187.87	82655
InsPub <a href="#">1101258068</a>	Insight Public Sector, Inc. Invoice	04/03/2025	04/03/2025 Autodesk software licenses renewal	Regular	0.00 0.00	7,680.71 7,680.71	82656
IroMou <a href="#">16448</a> <a href="#">16501</a>	Iron Mountain Quarry Invoice Invoice	04/03/2025 04/03/2025 04/03/2025	04/03/2025 Gravel for trail gravel for trail	Regular	0.00 0.00 0.00	1,443.65 506.88 936.77	82657
MDDCsf <a href="#">573497</a>	McDaniel Do It Center - Shop/Fleet (Support) Invoice	04/03/2025	04/03/2025 EP117 Fasteners	Regular	0.00 0.00	5.42 5.42	82658
MDDCwt <a href="#">573485</a>	McDaniel Do It Center - Water Invoice	04/03/2025	04/03/2025 Sawzall Blade	Regular	0.00 0.00	59.00 59.00	82659
RobHalf <a href="#">64811529</a> <a href="#">64811540</a>	Robert Half Invoice Invoice	04/03/2025 04/03/2025 04/03/2025	04/03/2025 Andrea Schaaf Jennifer Spelliscy	Regular	0.00 0.00 0.00	7,518.42 3,869.22 3,649.20	82660
SnoAut <a href="#">778908</a> <a href="#">779462</a> <a href="#">779576</a> <a href="#">779577</a> <a href="#">779689</a> <a href="#">779699</a> <a href="#">779700</a> <a href="#">779788</a> <a href="#">779806</a>	Snohomish Auto Parts Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	04/03/2025 04/03/2025 04/03/2025 04/03/2025 04/03/2025 04/03/2025 04/03/2025 04/03/2025 04/03/2025 04/03/2025	04/03/2025 Generator Battery EP200 QK Release coupler EP129 Hydraulic filter EP129 Hydraulic filter EP129 Hyd Oil EP129 fuel filter EP129 Hyd oil EP107 Srv Parts EP117 battery holdown kit	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	880.65 138.33 65.60 11.47 77.22 240.42 9.29 120.21 210.71 7.40	82661
SCDsol <a href="#">88494</a>	Snohomish County Public Works Solid Waste Invoice	04/03/2025	04/03/2025 County storm dump fee	Regular	0.00 0.00	587.00 587.00	82662
TheHer <a href="#">EDH1010760</a> <a href="#">EDH1010980</a>	Sound Publishing Invoice Invoice	04/03/2025 04/03/2025 04/03/2025	04/03/2025 Ordinance Publication IT Strategic Plan RFP advertisement	Regular	0.00 0.00 0.00	82.56 41.28 41.28	82663
SumLaw <a href="#">161632</a>	Summit Law Group PLLC Invoice	04/03/2025	04/03/2025 Outside legal - Personnel Matter	Regular	0.00 0.00	2,223.00 2,223.00	82664
SnoTre <a href="#">2576</a>	Taylor's Snohomish Tree Service Co. Invoice	04/03/2025	04/03/2025 Dike tree removal project	Regular	0.00 0.00	13,662.50 13,662.50	82665
TMGSer <a href="#">0053085-IN</a>	TMG Services, Inc. Invoice	04/03/2025	04/03/2025 Safe-T-Feed	Regular	0.00 0.00	90.06 90.06	82666

Check Report

Date Range: 03/26/2025 - 04/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
UnuLif <a href="#">04.01.25</a>	Unum Life Insurance Invoice	04/03/2025	04/03/2025 Regular LEOFF Insurance	0.00	273.00	82667
UsaBlu <a href="#">INV00646631</a> <a href="#">INV00647068</a> <a href="#">INV00648438</a>	Usa Bluebook Inc Invoice Invoice Invoice	04/03/2025 04/03/2025 04/03/2025	04/03/2025 Regular Lab Supplies Lab Supplies Lab Supplies	0.00 0.00 0.00	1,811.40 438.09 252.26 1,121.05	82668
WSDEhaz <a href="#">2025-BA0029548</a> <a href="#">25-WAG994712-1</a>	Washington State Department of Ecology Invoice Invoice	04/03/2025 04/03/2025	04/03/2025 Regular Biosolids Permit Blackmans Lake Alum Treatment Ecology ...	0.00 0.00	2,421.73 2,271.73 150.00	82669
WhiWor <a href="#">INV2010018046</a> <a href="#">INV2010018048</a> <a href="#">INV2010018049</a> <a href="#">INV2010018099</a>	Whistle Workwear Invoice Invoice Invoice Invoice	04/03/2025 04/03/2025 04/03/2025 04/03/2025	04/03/2025 Regular Partial uniform Partial Uniform - Miles J. Fjeld Saftey Boots - Acton	0.00 0.00 0.00 0.00	1,389.53 197.80 326.35 637.90 227.48	82670
XerCor <a href="#">023318213</a>	Xerox Corporation Invoice	04/03/2025	04/03/2025 Regular Permit Counter Printer	0.00	14.10	82671
IntTel <a href="#">21387467</a>	Allstream Invoice	04/03/2025	04/03/2025 Regular Analog line for PD alarm	0.00	253.64	82672
D&GBac <a href="#">032725DGB</a>	D&G Backhoe Inc Invoice	04/03/2025	04/03/2025 Regular Riverview North Water Recovery Contract...	0.00	9,517.83	82673
Jouof <a href="#">3408419</a>	Daily Journal of Commerce Invoice	04/03/2025	04/03/2025 Regular IT Strategic Plan RFP Advertisement	0.00	927.50	82674
FriTec <a href="#">25040105</a>	Frix Technologies LLC D/B/A FreeDoc Invoice	04/03/2025	04/03/2025 Regular Laserfishe Professional services	0.00	1,230.50	82675
GGLOLL <a href="#">2024084.01-000...</a>	GGLO, LLC Invoice	04/03/2025	04/03/2025 Regular Homestead Park - GGLO Pay App #2	0.00	40,571.20	82676
iWorQS <a href="#">211703</a> <a href="#">211799</a>	iWorQ Systems Inc Invoice Invoice	04/03/2025 04/03/2025	04/03/2025 Regular iWorq software renewal iWorq software renewal	0.00 0.00	39,083.32 2,083.32 37,000.00	82677
KelCre <a href="#">IN1925780</a>	Kelley Create Co Invoice	04/03/2025	04/03/2025 Regular Engineering copier	0.00	154.83	82678
KelCre <a href="#">5033762780</a>	Kelley Create Co Invoice	04/03/2025	04/03/2025 Regular Public Workds Shop Copier	0.00	260.54	82679
PrePai <a href="#">Mar 2025</a>	Legal Shield Invoice	04/03/2025	04/03/2025 Regular Jan 2025 Activity	0.00	420.00	82680
MDDCsf <a href="#">573377</a>	McDaniel Do It Center - Shop/Fleet (Support) Invoice	04/03/2025	04/03/2025 Regular EP129 Fasteners	0.00	2.36	82681
MobCon <a href="#">51049</a>	Mobility Concepts, Inc Invoice	04/03/2025	04/03/2025 Regular Carnegie Lift Repair	0.00	1,045.18	82682
SecNor <a href="#">377752</a> <a href="#">377792</a>	Security Solutions Northwest LLC Invoice Invoice	04/03/2025 04/03/2025	04/03/2025 Regular Averill Field Cameras PW Gate SSNW Contract	0.00 0.00	6,173.50 5,152.77 1,020.73	82683
SnoAut <a href="#">777754</a> <a href="#">779667</a>	Snohomish Auto Parts Invoice Invoice	04/03/2025 04/03/2025	04/03/2025 Regular EP227 air filter EP129 areokroil	0.00 0.00	53.59 18.62 34.97	82684
SCPUD1 <a href="#">112983757</a> <a href="#">116284032</a>	Snohomish County PUD Invoice Invoice	04/03/2025 04/03/2025	04/03/2025 Regular 200967909 220318612	0.00 0.00	510.01 61.74 75.86	82685

Check Report

Date Range: 03/26/2025 - 04/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">119583438</a>	Invoice	04/03/2025	202011334	0.00	96.93	
<a href="#">122887374</a>	Invoice	04/03/2025	201448438	0.00	39.33	
<a href="#">132785963</a>	Invoice	04/03/2025	201377579	0.00	52.51	
<a href="#">132787267</a>	Invoice	04/03/2025	202404505	0.00	59.65	
<a href="#">142637235</a>	Invoice	04/03/2025	204635668	0.00	29.98	
<a href="#">142641887</a>	Invoice	04/03/2025	201377587	0.00	36.46	
<a href="#">162225001</a>	Invoice	04/03/2025	222933160	0.00	47.36	
<a href="#">168542056</a>	Invoice	04/03/2025	202059994	0.00	10.19	
TheHer	Sound Publishing	04/03/2025	Regular	0.00	141.04	82686
<a href="#">EDH1010687</a>	Invoice	04/03/2025	SDP24-0036 MDNS	0.00	141.04	
SusCru	Susan Burke-Crum	04/03/2025	Regular	0.00	500.00	82687
<a href="#">040225SBC</a>	Invoice	04/03/2025	Refund Damage Deposit	0.00	500.00	
TinKun	Tina Kuna	04/03/2025	Regular	0.00	250.00	82688
<a href="#">040225TK</a>	Invoice	04/03/2025	Refund damage deposit	0.00	250.00	
UniSit	United Site Services	04/03/2025	Regular	0.00	429.00	82689
<a href="#">INV-5159660</a>	Invoice	04/03/2025	Hill Park	0.00	429.00	
USPS	USPS	04/03/2025	Regular	0.00	2,595.78	82690
<a href="#">33836</a>	Invoice	04/03/2025	Postage for Homestead Park Survey postc...	0.00	2,595.78	
VerWir	Verizon Wireless	04/03/2025	Regular	0.00	74.94	82691
<a href="#">6105664549</a>	Credit Memo	04/03/2025	Utilities M2M 2/11-3/10/25	0.00	-0.12	
<a href="#">6108133842</a>	Invoice	04/03/2025	Utilities M2M, 2/11-3/10/25	0.00	75.06	
WesCon	Western Conference of Teamsters Pension Trus	04/03/2025	Regular	0.00	9,187.06	82692
<a href="#">Mar 2025</a>	Invoice	04/03/2025	Teamsters pension trust fund	0.00	9,187.06	
WhiWor	Whistle Workwear	04/03/2025	Regular	0.00	425.25	82693
<a href="#">INV2010018100</a>	Invoice	04/03/2025	partial uniforms - Acton	0.00	425.25	

Bank Code AP Bank 2 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	166	94	0.00	295,509.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>166</b>	<b>94</b>	<b>0.00</b>	<b>295,509.87</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	166	94	0.00	295,509.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>166</b>	<b>94</b>	<b>0.00</b>	<b>295,509.87</b>

### Fund Summary

Fund	Name	Period	Amount
998	Pooled Cash (Incode)	3/2025	72,727.71
998	Pooled Cash (Incode)	4/2025	222,782.16
			<b>295,509.87</b>

**Snohomish City Council Meeting Minutes**  
**Tuesday, April 1, 2025**

1. **CALL TO ORDER:** Mayor Redmon Called the Snohomish City Council Meeting to order at 6:00 p.m.
  - a. Roll Call  
Present: Councilmembers Lea Anne Burke, David Flynn, Karen Guzak, Maygen Hetherington, Judith Kuleta, Tom Merrill, and Felix Neals; Mayor Linda Redmon
  - b. Pledge of Allegiance

2. **PROCLAMATIONS, PRESENTATIONS AND RECOGNITIONS**
  - a. Park & Forestry Board's 2024 Annual Report and 2025 Work Program – Board Chair Paul Kaftanski provided the update for the 2024 annual report and 2025 work program. Council members asked questions and made comments.

3. **PUBLIC COMMENTS** – Public Comment was taken.

4. **APPROVE AGENDA Contents and Order**

**MOTION** by Neals, second by Merrill, to amend the agenda to add an executive session. Motion passed (7-0).

**MOTION** by Merrill, second by Neals to approve the amended agenda content and order. Motion passed (7-0).

5. **CONSENT ITEMS**

- a. APPROVE Vouchers and Payroll ACH Transactions
- b. AUTHORIZE Mayor to Execute the 2025 Snohomish Farmers Market Contract
- c. AUTHORIZE the Mayor to Sign an Interlocal Agreement with Snohomish Conservation District for Cooperative Services
- d. APPROVE minutes of the March 18, 2025 regular meeting

**MOTION** by Neals, second by Flynn to approve the Consent Items as presented. Motion passed (7-0).

6. **DISCUSSION ITEMS**

- a. Tree Program Code Amendments

Presented by Planning Director Brooke Eidem with slides. Questions by councilmembers were taken and answers provided by Director Eidem and City Attorney Nikki Thompson.

- b. North Lake Annexation Process

Presented by Director Eidem with slides. Questions by councilmembers were

taken and answers provided by Director Eidem and City Administrator Heather Thomas-Murphy.

**7. OTHER BUSINESS/INFORMATION ITEMS**

Councilmember Kuleta commented on the Snohomish Community Food Bank and food donations. City Administrator Thomas-Murphy responded on the City's participation in food donations and resources.

Councilmember Merrill would like to get Megan Kemmett with the Snohomish Community Food Bank to present to the City Council at an upcoming meeting.

**8. COUNCILMEMBER COMMENTS**

Councilmember Guzak commented about the current state of politics and read a statement.

Councilmembers Burke, Flynn, Neals, and Kuleta had no comments.

Councilmember Hetherington thanked City staff for the First Street Master Plan visioning session and public engagement.

**9. COUNCIL PRESIDENT'S ITEMS/REPORTS**

Council President Merrill commented on the First Street Master Plan, Snohomish Fire District groundbreaking, and attending the NAACP awards.

**10. STAFF BRIEFINGS**

- a. Park and Traffic Impact Fee Code Update
- b. Updating the Financial Management Policy

**11. CITY ADMINISTRATOR'S COMMENTS**

Administrator Thomas-Murphy shared an updated on the replacement tree for First and Union, thanked everyone on that came out for the First Street Master Plan, and gave a reminder about the annual garbage and recycling event on Saturday, April 12.

**12. MAYOR'S COMMENTS**

Mayor Redmon commented on the vision sessions for First Street Master Plan, thanking staff and Councilmember Hetherington for all the hard work and all those who attended for their participation and feedback.

**13. RECESS TO EXECUTIVE SESSION** To discuss legal risk of proposed action, pursuant to RCW 42.30.110(1)(i)(iii). No action is anticipated to follow.

**MOTION** by Neals, second by Burke, to adjourn the meeting at the end of the Executive Session. Motion passed (7-0).

At 7:36 p.m., Council recessed to executive session to begin at 7:42 p.m., allowing for time to transition between meeting locations. Executive session to last 30 minutes, until 8:12 p.m.

At 8:10 p.m., City Administrator Thomas-Murphy extended the executive session five minutes, until 8:17p.m.

**14. ADJOURN** - There being no objection, the meeting adjourned at 8:17 p.m.

CITY OF SNOHOMISH

ATTEST:

\_\_\_\_\_  
Linda Redmon, Mayor

\_\_\_\_\_  
Rebekah Park, Deputy City Clerk



## SNOHOMISH CITY COUNCIL STAFF REPORT

**Date:** April 15, 2025

**Agenda Section:** ACTION ITEMS

**From:** Linda Redmon, Mayor  
Rebekah Park, HR Director

**Subject:** CONFIRM Mayor's Appointment of City Clerk

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**SUMMARY:** Mayor Linda Redmon wishes to appoint Melissa Collins to the position of City Clerk, consistent with Snohomish Municipal Code 2.28.020.

**BACKGROUND & ANALYSIS:** City Clerk Brandi Whitson accepted a new role out of the area and resigned in March. The City Clerk is a critical role with functions required by RCW. It is responsible for overall records management, including the serving as the City's Public Records Officer, and support for City Council meetings.

The position was posted in March, and following the recruitment and interview process, the City identified Melissa Collins as the top candidate.

Ms. Collins has her Master Municipal Clerk Certification and International Institute of Municipal Clerks with strong administrative experience in the public sectors. She was most recently with Snohomish County PUD since July 2012. She was the Director of Commission and Executive Services for the last six years, and the Clerk and Deputy Clerk of the Board before that. Prior to that role, Ms. Collins served as the City Clerk at the City of Stanwood for six years. Her cover letter and resume are included in the packet.

Provided she receives Council confirmation, Ms. Collins will start at the City on May 1, 2025.

**FISCAL IMPACT:** None.

**SUGGESTED COUNCIL ACTION:** Motion to CONFIRM the Mayor's appointment of Melissa Collins as the City Clerk.

**COUNCIL GOAL(S):** City Services

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**ATTACHMENT(S):**

Melissa Collins\_Cover Letter\_City of Snohomish\_City Clerk.docx\_Redacted.pdf

Melissa Collins\_Resume\_2025\_Redacted.pdf

# Melissa Collins

March 13, 2025

**Subject: City Clerk Application**

City of Snohomish  
Human Resources  
116 Union Avenue  
Snohomish, WA 98291

Dear Hiring Manager,

I am excited to submit my application for the City Clerk position with the City of Snohomish. With extensive experience in administrative support, records management, and municipal operations, I am confident in my ability to contribute effectively to the City Clerk's Office and provide highly responsible and complex administrative support to the City Administrator, Mayor, and City Council.

In my previous roles, I have demonstrated my ability to manage, supervise, and coordinate various programs and activities with efficiency and attention to detail. I am skilled in preparing and maintaining official documents, ensuring accurate records of actions taken by governing bodies, and coordinating elections. My experience includes attending council meetings, producing detailed meeting minutes, and collaborating with multiple departments and outside agencies.

I have substantial experience handling public records requests and overseeing comprehensive records management systems. I have developed and implemented efficient processes for the preservation, retrieval, and destruction of records in compliance with legal and regulatory requirements. My expertise ensures that public records are managed transparently, securely, and efficiently.

In addition to my professional experience, I hold the Master Municipal Clerk (MMC) certification, which demonstrates my commitment to the highest standards of the profession and my dedication to continuous learning and improvement.

I have a proven track record of working closely with elected officials, state, county, and municipal representatives, as well as outside consultants and vendors. My strong communication skills enable me to build and maintain positive relationships with a diverse range of stakeholders. Additionally, I have experience handling confidential matters with discretion and professionalism, often working alongside legal counsel to navigate complex legal issues affecting municipal operations.

As an organized and proactive individual, I thrive in dynamic environments and am comfortable attending evening meetings and events as required by the role. My commitment to public service and dedication to supporting the smooth operation of city governance make me an ideal candidate for this position.

I am eager to bring my expertise to the City Clerk's Office. I look forward to the opportunity to discuss how my skills and experiences align with the needs of the City of Snohomish. Thank you for considering my application.

Sincerely,

Melissa Collins

# Melissa Collins

Accomplished leader with over 18 years of experience in administrative management, human resources, and team collaboration. Proven track record of enhancing organizational efficiency, fostering staff development, and leading cross-functional projects. Adept at delivering exceptional customer service, managing multiple tasks, and maintaining outstanding oral and written communication skills. Demonstrates excellent attention to detail and proficiency in both grammar and spelling. Experienced in human resources functions, including training, employee development, recruitment, and compliance with federal and state regulations.

## Experience

### **SNOHOMISH COUNTY PUD | EVERETT, WA** **Director, Commission & Executive Services | JULY 2019 - February 2025**

As a member of the Executive Leadership Team, managed and led executive programs and activities in support of the Board of Commissioners and CEO/General Manager. Ensured compliance with Federal, State, and Local laws, District Directives, and Board Governance Policies.

In the absence of the CEO/General Manager, served as the designated signature authority and primary point of contact for executive decisions and operational matters.

Acted as the liaison between the Board, CEO/General Manager, and Executive Leadership Team. Identify critical issues, coordinate executive activities, and provide strategic recommendations.

Oversaw and direct office administrative staff functions, ensuring efficient operations and optimal resource utilization. Evaluated and recommended training programs, fostering employee development and performance improvement.

Managed the development and administration of the operating budget for the Commission and CEO/General Manager offices. Determined requirements for staffing tools, software, materials, and equipment purchases. Analyzed expenditure performance against the budget to ensure financial efficiency.

Played a pivotal role in developing the PUD's inaugural Diversity, Equity, and Inclusion (DEI) Initiative and provided leadership to the DEI Inclusion Committee, earning high levels of employee and community trust by effectively interpreting and communicating the District's strategic vision.

Managed programs in alignment with the Board's governance model, acting as a liaison between the CEO/General Manager and the Board. Supervised the accurate and timely preparation of Board agendas, resolutions, and minutes, and efficiently conducted business and special meetings, workshops, and advisory sessions.

Provided professional support to commissioners, the Executive Leadership Team, and the CEO/General Manager in their responsibilities, ensuring courteous, prompt, and efficient service.

Lead the on-boarding process for new leadership members and staff, ensuring a smooth transition and integration into the organization. Participate in the interview and selection process for new hires, contributing to the identification and recruitment of top talent.

**July 2015** - Snohomish County PUD  
Senior Manager/Clerk of the Board  
**May 2013** - Snohomish County PUD  
Senior Deputy Clerk of the Board  
**July 2012** - Snohomish County PUD  
Deputy Clerk of the Board

**CITY OF STANWOOD | STANWOOD, WA**  
**City Clerk | January 2006 - July 2012**

Managed city records, ensuring timely updates and accurate documentation for public access.

Facilitated communication between city departments, improving interdepartmental collaboration and operational efficiency.

Assisted in budget preparation, expenditure review, and administration, contributing to financial management and resource optimization.

Updated municipal codes and coordinated with various city departments to compile and submit necessary reports, enhancing effective governance.

Provided exceptional customer service in responding to inquiries from residents and visitors, ensuring adherence to city services and policies.

Enhanced transparency by regularly updating the city's website with relevant information on meetings, events, and announcements, promoting community engagement.

Developed informative materials for public distribution, raising awareness of municipal services and initiatives.

Oversaw the city events process, including reviewing and approving event applications, ensuring compliance with municipal regulations, and successful execution.

Improved efficiency by streamlining office procedures and implementing new technologies, fostering a more productive work environment.

Implemented records management policies, protecting sensitive information while promoting accessibility for research and reference purposes.

Supervised office staff, ensuring the efficient completion of daily tasks while maintaining a positive and productive work environment.

Engaged in union negotiations, fulfilled Human Resources functions, and acted as the Public Information Officer (PIO) in the Emergency Operations Center (EOC) during city-wide emergencies, supporting the police and fire departments.

Served as the Public Records Officer, ensuring compliance with public records laws and managing public records requests efficiently.

Oversaw risk management and collaborated with the City Attorney on follow-up actions, ensuring organizational safety and compliance.

Initiated and led the city's participation in the Association of Washington Cities' (AWC) first wellness campaign, resulting in the achievement of the city's first wellness award.

## **Skills**

### **Management and Leadership:**

Current management philosophies, theories, and practices  
People Management  
Change Management  
Conflict Resolution  
Performance Management  
Employee Relations  
Staff Management  
Team Leadership  
Effective leader  
Decision-Making  
Organizational Development  
Performance Evaluation and Monitoring  
Staff training/development  
Goal Setting

### **Communication and Interpersonal Skills:**

Verbal and written communication  
Relationship building/partnership  
Conflict Management  
Negotiation Skills  
Teamwork and Collaboration  
Organizational Skills  
Attention to Detail

### **Strategic and Operational Skills:**

Strategic Planning  
Operations Management  
Project Management  
Risk Management  
Talent Acquisition  
Compensation and Benefits Administration  
Policy development  
Budget Management  
Contract development theories and techniques  
Administrative Management  
Scheduling/Calendar Management  
Records Organization and Management

### **Technical Skills:**

Proficient in Microsoft Office Suite  
Crisis Management  
Continuous Improvement  
Mentoring and Coaching

### **Additional Skills:**

Extensive travel experience

## **Certifications & Appointments**

Diversity, Equity and Inclusion Certification, University of Washington  
Master Municipal Clerk Certification, International Institute of Municipal Clerks  
Past Member of Conference Planning Committee, Western Energy Institute (WEI)  
Past President, Snohomish County Clerk and Finance Officers Association (SCCFOA)  
Past Executive Board Member, Washington Clerks Association (WMCA)



## SNOHOMISH CITY COUNCIL STAFF REPORT

**Date:** April 15, 2025

**Agenda Section:** ACTION ITEMS

**From:** Brennan Collins, Project Manager

**Subject:** Adopt the Homestead Park Master Plan – PASS Resolution 1485

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### **SUMMARY:**

City Council will be requested to approve the Homestead Park Master Plan as recommended by the Park and Forestry Board.

### **BACKGROUND & ANALYSIS:**

City Council approved a contract with GGLO LLC (GGLO) on December 3, 2024. GGLO developed a master plan that incorporated comments and ideas from a variety of outreach efforts by City staff.

In January 2025, the Park and Forestry Board reviewed the results of the Homestead Park public survey. The Board provided their insights on the results and feedback about typical amenities in similarly sized parks. In February 2025, GGLO participated in a Park and Forestry Board discussion of the draft master plan. Those comments, as well as feedback received at the neighborhood outreach event in February, were incorporated into an updated master plan. That update was shared with Council on March 18, the community at the City Projects Open House on March 20, and the Park and Forestry Board on March 26.

**RECOMMENDATION TO COUNCIL:** The attached Homestead Park Master Plan incorporates feedback from the Park and Forestry Board, which recommended adoption of the plan at its March 26 meeting. Adoption of the master plan is one of the required deliverables for the Washington State Recreation and Conservation Office (RCO) awarded the City a Planning for Recreation Access (PRA) grant. Upon approval, GGLO will proceed on to their task to complete the 30% design. This task must be completed by June 30 in order to meet the other deliverable for the grant.

### **FISCAL IMPACT:**

None at this time.

### **SUGGESTED COUNCIL ACTION:**

Motion to PASS Resolution 1485 adopting the Homestead Park Master Plan.

### **REFERENCE(S):**

[March 26, 2025 Park and Forestry Board Meeting, Page 7-107](#)

[March 18, 2025 Council Meeting - Homestead Park Master Plan Update, page 32-33](#)

[February 26, 2025 Park and Forestry Board Meeting, page 5-25](#)

[January 22, 2025 Park and Forestry Board Meeting, page 14-20](#)

December 3, 2024 Council Meeting - GGLO PSA Approval, page 165-196  
November 19, 2024 Council Meeting - GGLO PSA Approval, page 3-33

**COUNCIL GOAL(S):** City Infrastructure, Environment

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**ATTACHMENT(S):**

Homestead Park Master Plan.pdf

Res 1485 - Adopt Homestead Park Master Plan.pdf





**PROJECT LOCATION & DESCRIPTION**

Located northwest of downtown Snohomish, the site sits on the west side of Ludwig Road, west of Bickford Avenue and SR-9.

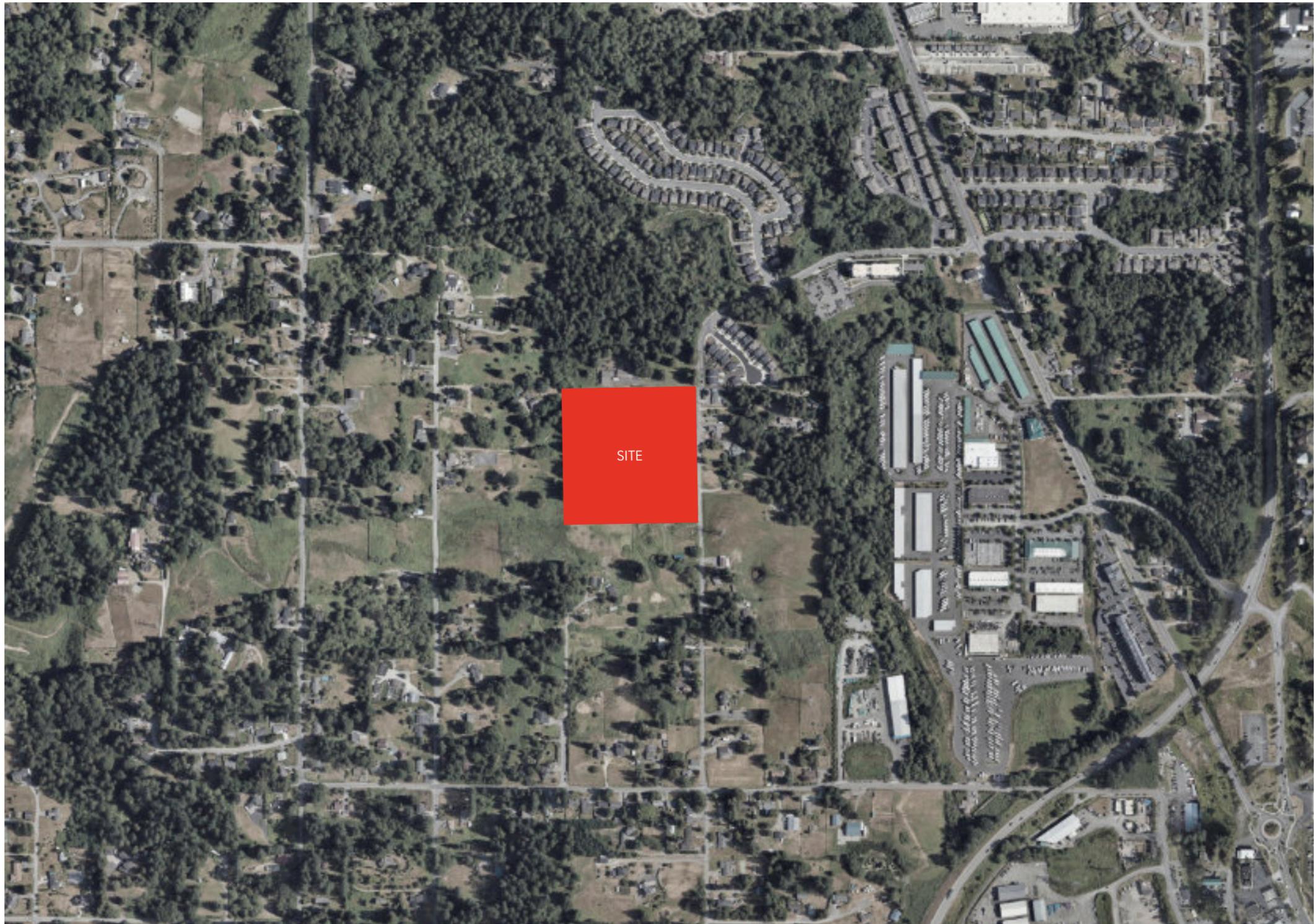
The Existing site is a ten-acre parcel located at 2000 Ludwig Road. A property survey and critical areas report were completed in 2017 and in 2024-2025. The site includes an existing farmhouse and garages (currently occupied by a resident), a barn, outbuildings, a man-made pond, wetlands, a mature cedar grove, and a primitive gravel access.

In 2013, the City of Snohomish purchased this property to fill a gap in their park system. The site has since been rezoned to Parks, Open Space & Public.

The City of Snohomish has engaged the community to hear their thoughts about the park - at many outreach events throughout the years and most intensely in the past 24 months.

CITY OF SNOHOMISH, WA

NOT TO SCALE



## CONTENTS

- 01 VISION
- 02 EXISTING CONDITIONS
- 03 SITE CHARACTER
- 04 PROGRAM DIAGRAM
- 05 CHARACTER IMAGES
- 06 PROPOSED MASTER PLAN
- 07 APPENDIX



## VISION

Snohomish's Homestead Park will be a new ten-acre park added to the City's parks system. Situated in the picturesque Upper Snohomish River Valley, Homestead Park features stunning natural landscapes. The western part of the site is home to a large stand of Western Red Cedars and mature fruit trees, whilst the vegetation across the area varies according to the local topography and soil composition. The park's untamed beauty and pastoral elements make it an ideal location for creating a culturally relevant landscape embracing its existing natural features that honors the past, meets the needs of the present, and will endure for future generations.

Development of this new park will be funded through Park Impact Fees paid for by development within the city. Park Impact Fees, per state law must fund development of new park amenities and cannot be used for maintenance of existing parks. Creating a master plan for this new park will create an opportunity for the City to spend the funds towards smaller projects that continue to build towards an overall vision that best meets the needs of the community.

The park's design presents an opportunity to provide essential green space in a neighborhood currently underserved by public open areas. The site is encumbered by wetlands and critical area buffers, a power line easement, and sloping topography, creating design challenges for some recreational uses.

The park will welcome people of all abilities, ensuring everyone can fully engage in its immersive experience. New pathways will be designed to comply with universal access standards and will bring comparable experiences to all users. Intuitive wayfinding will be provided, ensuring equal access from the main parking lot to event and recreation spaces.

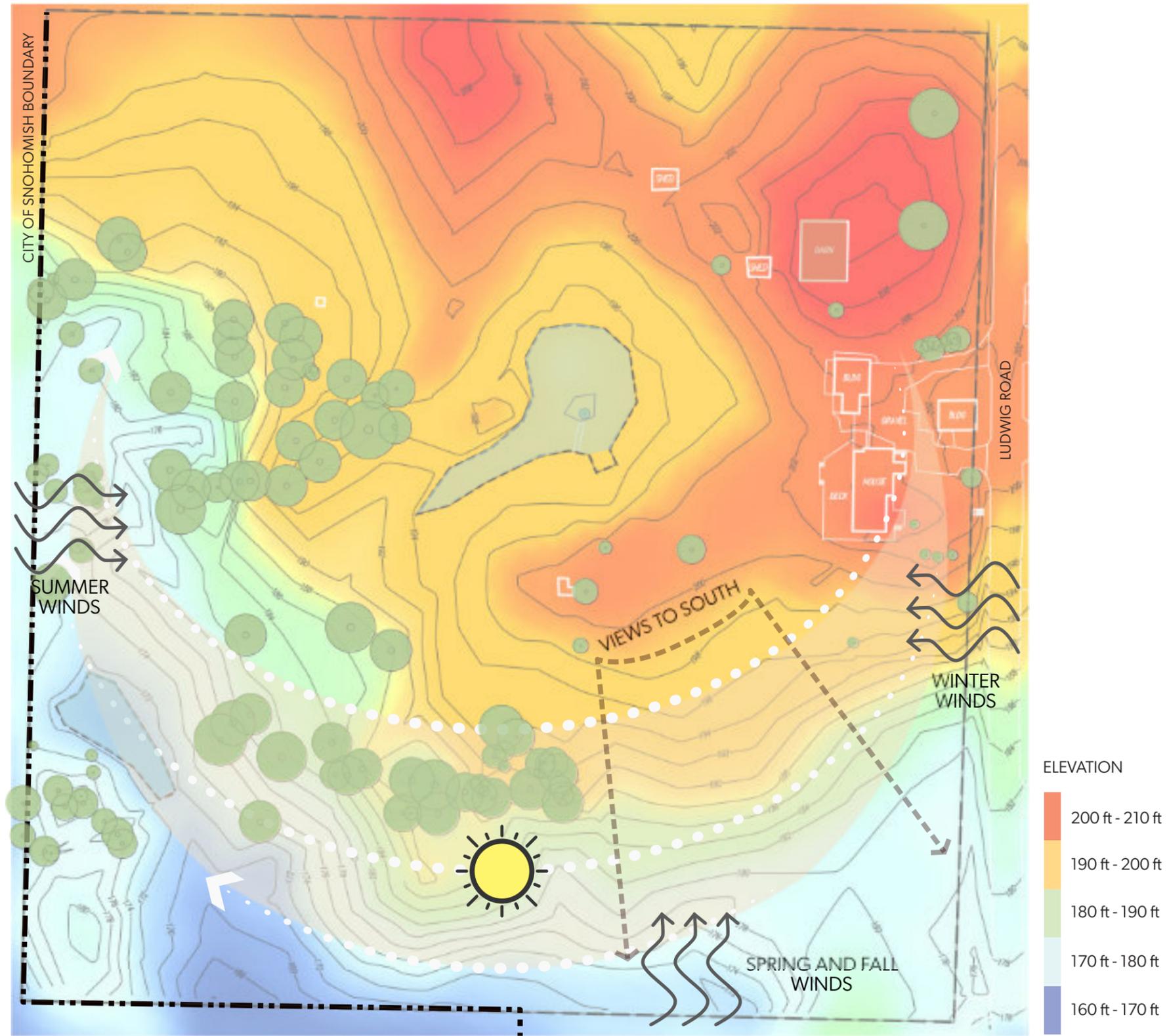
A diverse range of recreational opportunities will cater to various interests and abilities, incorporating elements of physical, imaginative, sensory, and creative play. The design will integrate agrarian principles that celebrate the community's history and promote environmental education.

The design should capture the essence of the location and incorporate local references related to ecology, history, and culture. It will use vestiges of history, agriculture design principles, and cultural references to promote environmental education and stewardship.

Vegetation on the site will highlight local native plant communities found in the Snohomish River, Harkins Fork, and surrounding wetlands, while reinforcing the plant communities of the Cascade foothills. This will help to increase Snohomish's urban canopy, promote native wildlife habitat, and increase carbon sequestration. Preserving as many existing mature trees as possible will be crucial to maintaining the character of the new park and introducing new understory planting while removing invasive species will be essential for the park's long-term viability. Enhancing underused areas with native plants and wildflowers will create immersive settings for photographs and memories.

A 9-hole disc golf course for intermediate players will allow visitors to traverse the undulating terrain. Concrete pathways will provide just over an eighth of a mile of trail length, with crushed rock paths adding another half-mile of trail distance to explore. Safety and visibility will be considered.





SITE ANALYSIS

SCALE: 1" = 100'

TOPOGRAPHY

There is a fair amount of grade change on this site. The low point of the site sits in the south power line easement at 166.0', and the high point where the barn is located at 210.0', for a height difference of approximately 44'. Ludwig Road crests at the existing garage location and slopes down to the north and south. The rolling hills on the northern part of the property add character, while steep slopes to the west are partially obscured by a grove of Western Red Cedars. Additionally, a wetland on the west side reduces the available recreational space but increases the native habitat and natural aesthetic this site offers.

VEGETATION AND SOILS

Located in the Puget Lowlands Moist Forest Eco-region, the site features rolling hills underlain by sedimentary rocks. The on-site soil consists of Tokul gravelly medial loam, typically found on hill slopes and considered moderately well-drained to a depth of 18-36 inches. The vegetation is primarily composed of dense coniferous forests, including Coast Douglas-fir, Western Hemlock, and Western Red Cedar. The site also hosts wetlands with palustrine scrub/shrub vegetation, such as soft rush, skunk cabbage, and velvetgrass. Around the existing residential structure, there are small fruiting trees, while the rolling hills are generally planted with prairie-like species.

STRUCTURES

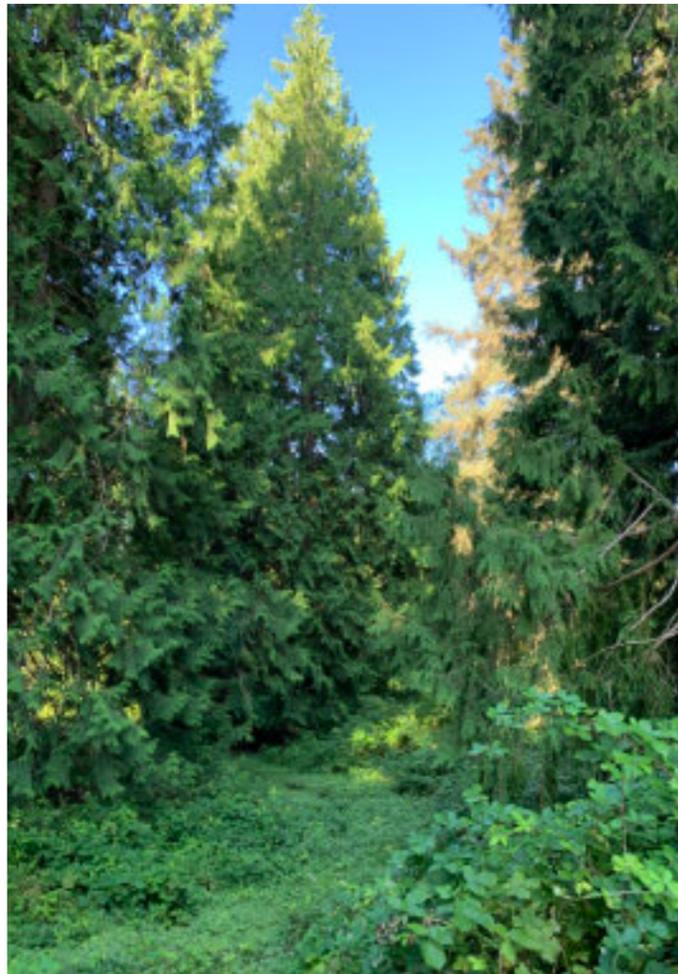
According to the cultural resource report, the primary structure lacks historical or cultural value for preservation, having undergone several modifications and additions over the years. The team proposes to remove all structures including the barn.

WETLAND/POND

Wetland A is a forested and shrub wetland with areas of emergent vegetation and open water. This wetland is on the west side of the property, extending south into the power line corridor and appears to extend west into the neighboring property and south as a palustrine scrub/shrub wetland. The wetland drains to the south. The man-made pond in the center of the property contains cattails and invasive yellow flag iris on the pond boundaries. It drains west, towards Wetland A via pipes and overflows. Wetland B is located adjacent to the gravel parking area. Wetland B vegetation is dominated by soft rush and reed canary grass. The wetland is in a topographic depression and is adjacent to Ludwig Road.

SUN EXPOSURE AND VIEWS

The site enjoys excellent sun exposure in the morning and midday, particularly on the eastern half. In the afternoon, shade is provided by a grove of conifers, which can be inviting during the summer months. Winds typically come from the south in spring and fall, from the east in winter, and from the west in summer. The 200-foot topographical line ridge, located in the middle of the site above the man-made pond, offers territorial views to the southeast. Thanks to the power line corridor, there are minimal obstructions in the foreground.



EXISTING TREE STAND AND UNDERSTORY



UTILITY EASEMENT CORRIDOR



EXISTING TREE STAND



EXISTING BARN STRUCTURE



FENCING AT EXISTING HOMESITE



NORTH SIDE TOPOGRAPHY



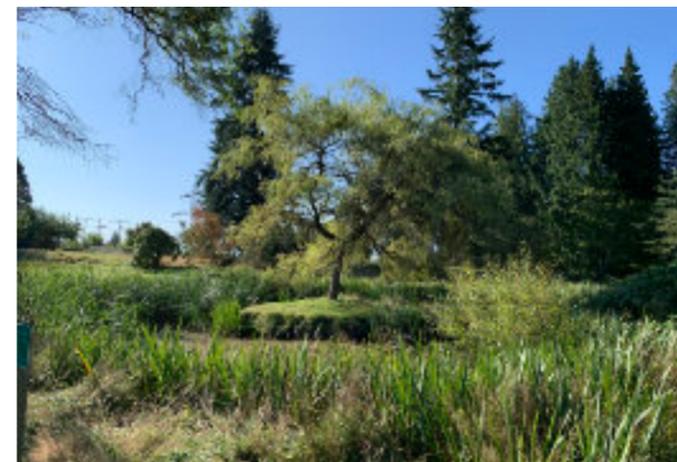
MARKER STONE TO BE PRESERVED



UNDERSTORY PLANTING



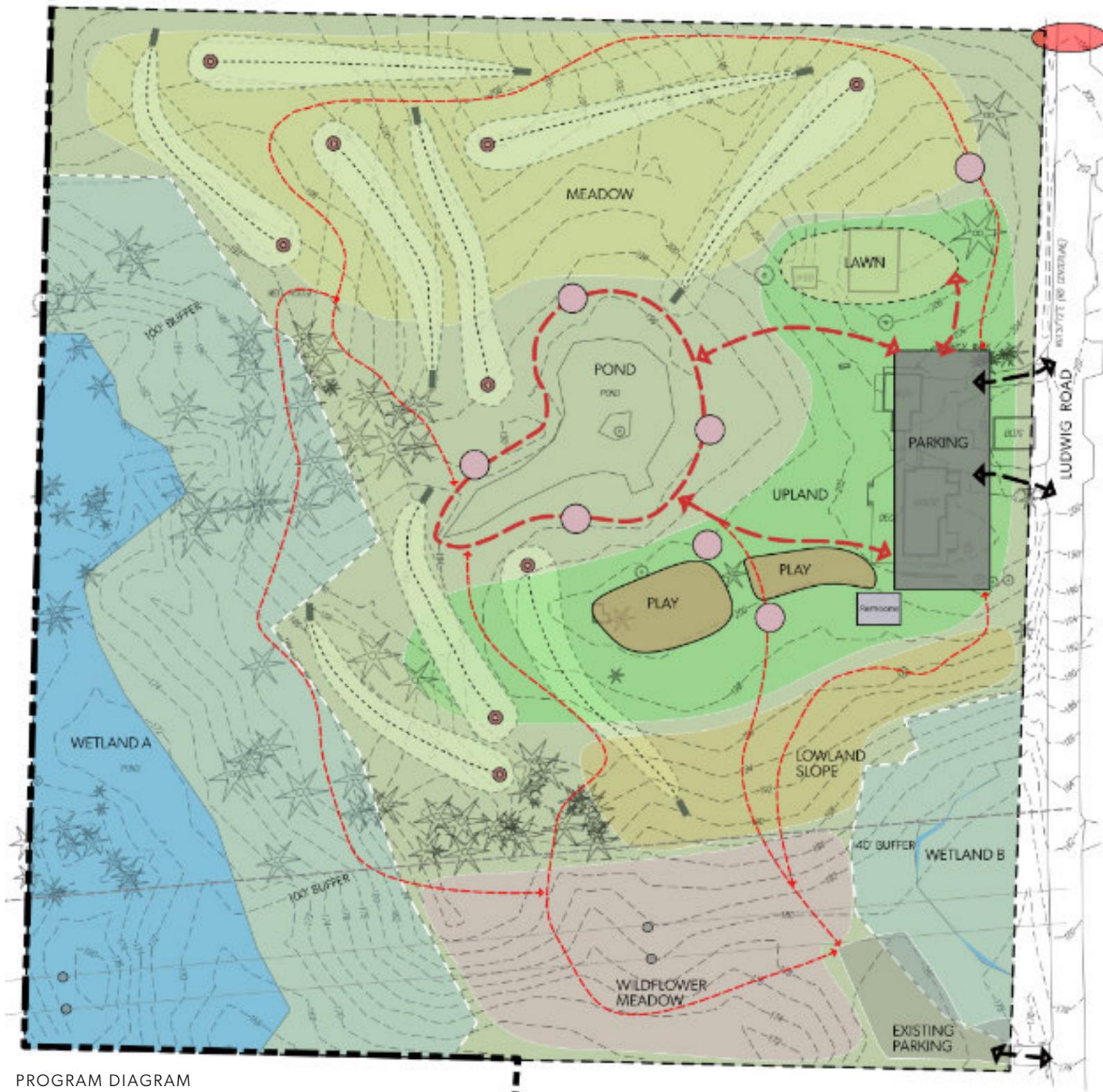
MAN-MADE POND



MAN-MADE POND



LUDWIG ROAD



LEGEND

-  Seating Node / Viewpoint
-  Disc Golf Course
-  Restroom
-  Pavilion
-  Play Area
-  Parking Area
-  Wetland
-  Wetland Buffer
-  Green/Re-vegetated Area
-  Vehicular Access
-  ADA Accessible Path
-  Trail
-  Disc Golf Launch Pad and Basket
-  Pedestrian Crossing

PROGRAM DIAGRAM

SCALE: 1" = 100'





DISC GOLF



PICNIC SEATING AND GATHERING



ACCESSIBLE PATHWAYS



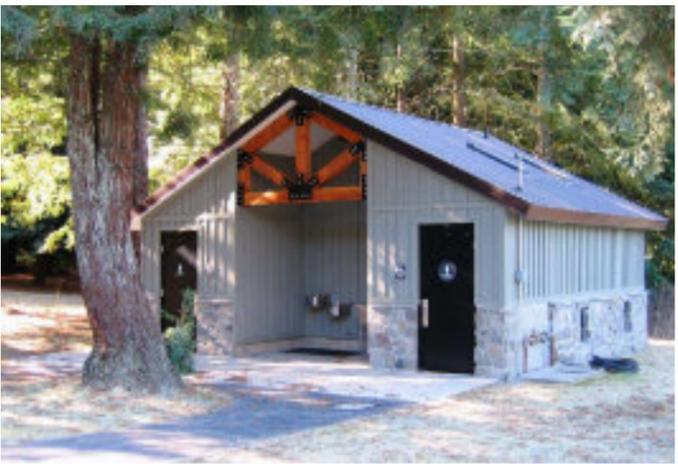
WOODED EXPLORATION TRAILS



INCLUSIVE PLAY STRUCTURE



OPEN SPACE - LAWN



RESTROOM STRUCTURES



ENHANCED POND AREA PLANTING



SLOPE STABILIZATION PLANTING



FEATURE MEADOW PLANTING



NATIVE PNW PLANT PALETTE



LEGEND

- 1 Seating Node / Viewpoint
- 2 Disc Golf Course
- 3 Restroom
- 4 Open Space - Lawn
- 5 Open Space Access Pathways
- 6 Play Area
- 7 Parking Area (38 stalls total, 2 Accessible)
- 8 Main Parking Entry
- 9 Secondary Parking Area
- 10 Wetland Buffer
- 11 Primary Pathway
- 12 Secondary Pathway
- 13 Disc Golf Course
- 14 Planting Buffer
- 15 Streetscape Improvements
- 16 Wildflower Meadow
- 17 Split Rail Fence
- 18 Existing Trees to be preserved
- 19 Existing Fruit Trees to be preserved where possible
- 20 Pedestrian Crossing and Traffic Calming Measures

Enlarged area

MASTER PLAN  
SCALE: 1" = 100'





LEGEND

- 1 Open Space - Lawn
- 2 Open Space Access Paths
- 3 Seating Nodes
- 4 Split Rail Fence
- 5 Four Stall Restroom
- 6 Bump-out at Entry Drive
- 7 Asphalt Parking Lot (38 Stalls, 2 Accessible)
- 8 Parking Lot Landscape per Code
- 9 Primary Walkways (Concrete)
- 10 Play Structure
- 11 Swings
- 12 Pond Walking Loop (Accessible)
- 13 Seat walls

ENLARGED PLAN

SCALE: 1" = 50'



# APPENDIX

DEFINITIONS

- 1. View: number of times content was played or displayed
- 2. Reach: from organic or paid distribution of post, including if it was boosted. Reach is only counted once if it occurs from both organic and paid distribution. This also includes reach from when your post was reshared. This metric is estimated
- 3. Interactions: The number of post likes, reactions, saves, comments and shares minus the number of deleted or removed interactions
- 4. Link Clicks: The number of clicks on links within posts.
- 5. NOTE: To answer the question: each metric (reach, click, etc.) in META only "counts" an account once. So, if I happened to see the ad for the post 5 times, it would still only count once. However, it is very likely that each metric has duplicates: I may have seen the post AND liked it AND clicked on the link, accounting for 3 of those "counts" in the three different metrics.
- 6. Social Media: Websites and applications that enable users to create and share content or to participate in social networking.
- 7. Quarterly: Done, produced, or occurring once every quarter of the year.
- 8. Web page: A hypertext document on the world wide web.
- 9. Facebook: Social media website.
- 10. Nextdoor: Social media website.
- 11. Geotechnical report: A detailed document that assesses subsurface conditions, focusing on soil and rock properties, and their implications for construction and engineering projects.
- 12. Cultural Resources report: A document that summarizes the findings of studies, like historical and archaeological surveys, to identify, evaluate, and document cultural resources, which are tangible evidence of past human activity, and assess potential impacts on them.
- 13. Wetland delineation report: The process of identifying, characterizing, and mapping the boundaries of wetlands for purposes of federal, state, and local regulations, often involving fieldwork, data analysis, and consultation with regulatory agencies.
- 14. Critical Areas report: a study or report prepared by a qualified professional or consultant, based on best available science, to define the limits of critical areas on or near a project site, establish buffers, and address related site issues.

- 15. RCO – Recreation and Conservation Office
- 16. PRA Grant – Planning for recreational access.

POLCO SURVEY LIMITATIONS

The POLCO survey system the city is currently implementing is a powerful tool that has significantly helped gather input from a much broader section of the community than it would have historically been able to reach. It also allows flexibility for respondents to participate who would otherwise not be able to make it to a public meeting at a certain place and time.

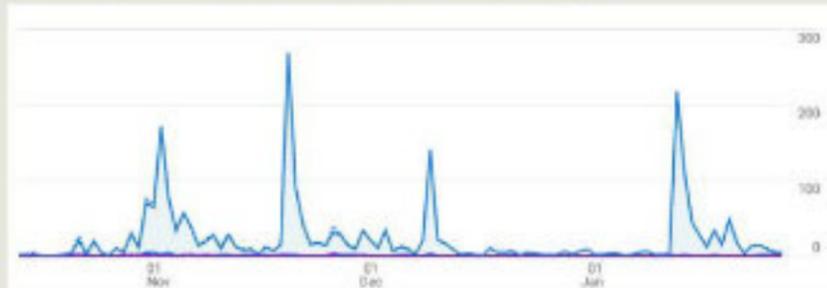
However, this system does have its limitations. On an online survey there is no opportunity for staff to clarify questions or probe for deeper insights. There is also the issue of survey fatigue. With other outreach and survey’s the city is offering respondents may become tired or disengaged leading to less participation, incomplete answers, inaccurate responses. There are also accessibility issues where online surveys will not reach people who don’t have internet access or are not fluent in English.

The survey also has the inability to separate out city residents from non-city residents for cross tabulation of results.

# Homestead Park Master Plan Survey Marketing Campaign Results

October 2024 – January 2025

## Homestead Master Plan Webpage



- 2,363 Pageviews
- 424 Clicks

## Snohomish Quarterly brief & postcard



### A New Park is Coming to Snohomish

In 2013, the City acquired the 10-acre site at the 2000 block of Ludwig Road with Park Impact Fee funds to develop Homestead Park. Community input and concepts were gathered while updating the Snohomish Parks, Recreation and Open Space (PROS) Long Range Plan and the Parks Element of the City's Comprehensive Plan. Learn more: [www.snohomishwa.gov/HomesteadPark](http://www.snohomishwa.gov/HomesteadPark)



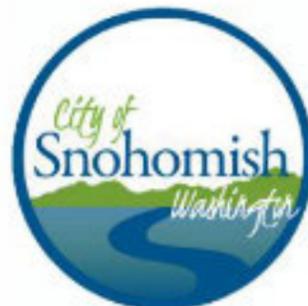
- 11,278 magazines mailed to all residents (10/30/2024)
- 336 postcards mailed to adjacent property owners (1/14/2025)

## Social Media



### Facebook & Nextdoor

- 36,352 Views
- 22,592 Reach
- 270 Interactions
- 416 Link Clicks



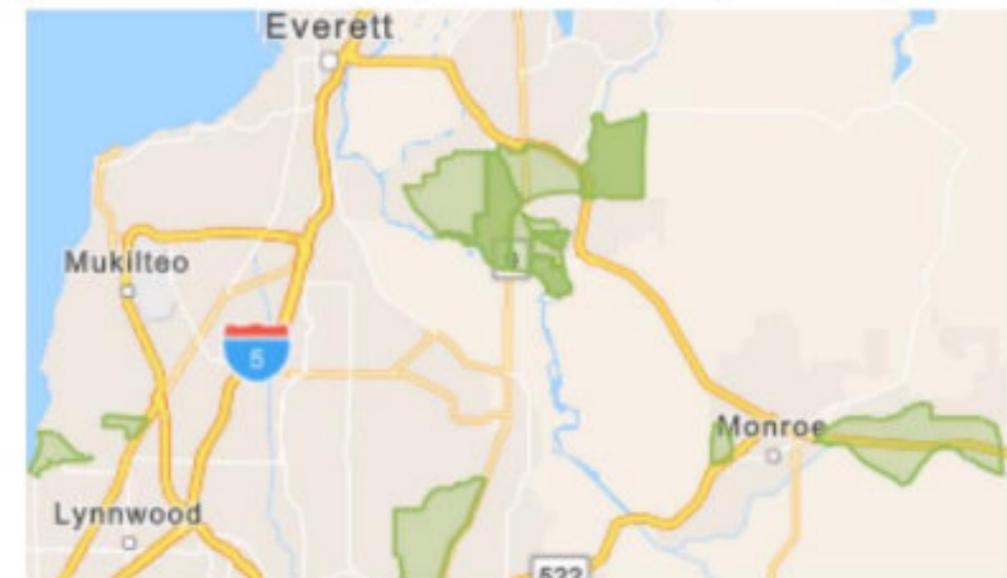
## Homestead Park Survey Background & Analysis

The Parks Board requested background on the Homestead Park community survey, as well as further analysis of its responses, given the similar results for two questions. The survey questions were designed based on a culmination of extensive community input received over previous years of engagement through various mediums (as discussed in the October 2024 Parks Board Agenda), and the narrow timeline to turn around substantive results for the master planning consultant, given the late awarding of the grant.

At the request of the Park & Forestry Board, the City postponed closing the survey while the process of selecting, awarding, and contracting with the master planning consultant occurred. The survey results confirm previous engagement efforts and input, as presented at the January Parks Board meeting, in that the nearly 500 results show staff used the previous input correctly. No element received a "don't like", or "really don't like" vote higher than 10%, except *community garden* (14%) which has since been pulled from the initial draft. Staff's analysis of this result is that while *community garden* was an amenity that scored highly in previous surveys, the intention was for Neighborhood Parks, rather than one that would be more typically accessed by vehicle.

The map below, extracted from Polco's analytics, shows the wide reach of the survey and confirms the first question—that park users will come from outside the City—and the associated need for parking. As discussed in previous Board meetings, this future park location is not located within a walkshed, therefore City residents will also likely drive to the park until such time as future adjacent development provides sidewalks and complete streets that support the nonmotorized connection into the park system.

It is not surprising that nearly all of the 56% who voted "love it" for *disc golf* also selected it as one of three ways they would use the park (55% overall). *Playground* scored 43% and 49%, respectively, as well as *Exercise* scoring 50% with *perimeter walking trail* scoring 61%. In the question allowing up to three choices, 1,187 results were received. Since 460 people participated in the survey, this supports the statement that most future park visitors would use the park in more ways than one.



Metric	%	25th	Median	75th
<b>Agency Summary Effectiveness Ratios</b>				
Operating expenditures per capita		\$384	\$580	\$778
Revenue per capita		\$42	\$54	\$66
Total revenue to total operating expenditures		10.0%	11.9%	13.8%
Total tax expenditures per capita		\$342	\$526	\$709
Park operating expenditures per acre of parkland		\$6,853	\$12,195	\$17,538
Operating expenditures per acre of parkland		\$9,854	\$14,748	\$19,642
Operating expenditures per acres of parks and non-park sites		\$9,365	\$13,984	\$18,604
Operating expenditures per FTE		\$123,413	\$124,851	\$126,290
FTEs per 10,000 population		30.5	45.7	60.9
Acres of parks per 1,000 residents		38.3	39.7	39.2
Number of residents per park		508.0	569.0	630.0
Number of acres per park		19.8	21.9	24.0
Number of participants per program		173.5	273.7	373.8
Ratio of fee programs to all programs		42.5%	61.7%	80.8%
Ratio of building attendance to park attendance		24.4%	47.1%	69.8%
<b>Jurisdiction Information</b>				
<b>What was your jurisdiction's total annual operating and capital budget?</b>				
a. Current Year Jurisdiction total operating budget		\$1,351,647	\$1,703,293	\$13,436,381
b. Current Year Jurisdiction annual capital budget		\$427,615	\$650,000	\$3,747,954
<b>Please estimate the square mileage and population of the incorporated jurisdiction your agency serves.</b>				
a. Square mileage of incorporated jurisdiction		21.1	35.3	36.1
b. Population of jurisdiction		5185.0	5900.0	8477.5
<b>In what country is your agency located?</b>				
<b>Agency Responsibilities</b>				
<b>Responsibilities can vary greatly by agency. Does your agency...</b>				
a. Operate and maintain park sites	66.7%			
b. Operate and maintain indoor facilities	66.7%			
c. Operate, maintain, or contract golf courses	33.3%			
d. Operate, maintain, or contract campgrounds	66.7%			
e. Operate, maintain, or contract indoor swim facilities/water parks	33.3%			
f. Operate, maintain, or contract outdoor swim facilities/water parks	33.3%			
g. Operate, maintain, or contract racquet sport activities/courts/facilities	66.7%			
h. Operate, maintain, or contract tourism attractions	33.3%			
i. Provide recreation programming and services	66.7%			
j. Operate and maintain non-park sites	33.3%			
k. Operate, maintain, or manage trails, greenways, and/or blueways (TGB)	66.7%			
l. Operate, maintain, or manage special purpose parks and open spaces	66.7%			
m. Manage or maintain fairgrounds	0.0%			
n. Maintain, manage or lease indoor performing arts center	0.0%			
o. Administer or manage farmers markets	33.3%			
p. Administer community gardens	0.0%			
q. Manage large performance outdoor amphitheaters	33.3%			
r. Administer or manage professional or college-type stadium/arena/racetrack	0.0%			
s. Administer or manage tournament/event quality indoor sports complexes	0.0%			
t. Administer or manage tournament/event quality outdoor sports complexes	33.3%			
u. Conduct major jurisdiction wide special events	33.3%			
v. Have budgetary responsibility for its administrative staff	66.7%			
w. Include in its operating budget the funding for planning and development functions	33.3%			
x. Operate, maintain or contract marinas	33.3%			
y. Maintain or manage beaches (inclusive of all waterbody types)	66.7%			
<b>Facilities</b>				
<b>Median jurisdiction population per facility or amenity,</b>				
a. Recreation centers		2763.8	2763.8	2763.8
b. Community centers				
c. Senior centers				
d. Teen centers				
e. Stadiums		3685.0	3685.0	3685.0
f. Indoor ice rink				
g. Arena		5527.5	5527.5	5527.5
h. Performance amphitheater		11055.0	11055.0	11055.0
i. Nature centers				
j. Permanent and semi-permanent restrooms		317.9	387.4	456.9
k. Facilities with restrooms available free of use to public, not included above				
<b>Median jurisdiction population per facility or amenity,</b>				

a. Playgrounds or play structures	3881.3	6272.5	8683.8
Playgrounds primarily dedicated for kids aged 5-12	11055.0	11055.0	11055.0
Tot lots primarily dedicated for kids aged 2-5	6116.3	7762.5	9408.8
Playgrounds with inclusive plays structures	11055.0	11055.0	11055.0
b. Community gardens			
c. Basketball courts, standalone (outdoor)	3881.3	6272.5	8683.8
d. Basketball courts, standalone (indoor)			
e. Multiuse courts -basketball, volleyball, etc. (outdoor)	2499.4	3508.8	4518.1
f. Multiuse courts -basketball, volleyball, etc. (indoor)	3685.0	3685.0	3685.0
g. Volleyball, standalone (outdoor)	3434.3	5974.5	8514.8
h. Diamond fields: total	2038.8	2587.5	3136.3
i. Skateboard Parks	6116.3	7762.5	9408.8
j. Dog park			
k. Ice rink (outdoor only)			
l. Rectangular fields: total	3685.0	3685.0	3685.0
Synthetic rectangular fields	11055.0	11055.0	11055.0
m. Overlay field	3685.0	3685.0	3685.0
n. Walking loops / running tracks (outdoor)	4734.4	4998.8	5263.1
o. Walking loops / running tracks (indoor)			
p. Splashpads, spraygrounds or spray showers			
q. Fitness zones / exercise stations (Outdoor)	11055.0	11055.0	11055.0
<b>Median jurisdiction population per golf facility.</b>			
a. Driving range stations	4470.0	4470.0	4470.0
b. Regulation 18-hole courses	4470.0	4470.0	4470.0
c. Regulation 9-hole courses			
d. Disc golf courses	11055.0	11055.0	11055.0
<b>Median jurisdiction population per swimming/aquatics facility.</b>			
a. Aquatics centers			
b. Swimming pools (outdoor only)			
c. Total indoor competitive swimming pools	11055.0	11055.0	11055.0
d. Indoor pool designated exclusively for leisure (vs. non-competitive)			
e. Therapeutic pool			
f. Waterpark			
<b>Median jurisdiction population per racquet sports facility.</b>			
a. Tennis courts (outdoor only)			
b. Tennis courts (indoor)			
c. Pickleball (outdoor)			
d. Pickleball (indoor)			
e. Multiuse courts- Tennis, Pickleball (outdoor)	3058.1	3881.3	4704.4
f. Multiuse courts- Tennis, Pickleball (indoor)			
g. Racquetball/handball/squash courts (outdoor)			
h. Racquetball/handball/squash courts (indoor)			
<b>Activities</b>			
<b>Does your agency offer activities in the following categories?</b>			
a. Health and wellness education	0.0%		
b. Safety training	33.3%		
c. Fitness enhancement classes	33.3%		
d. Team sports	66.7%		
e. Individual sports	66.7%		
f. Running/cycling races	33.3%		
g. Racquet sports	66.7%		
h. Martial arts	33.3%		
i. Aquatics	33.3%		
j. Golf	33.3%		
k. Social recreation events	33.3%		
l. Cultural crafts	0.0%		
m. Performing arts	33.3%		
n. Visual arts	0.0%		
o. Natural and cultural history activities	33.3%		
p. Themed special events	33.3%		
q. Trips and tours	0.0%		
r. eSports/eGaming	0.0%		

Does your agency offer the following Out of School Time (OST)				
<b>a. Summer camp</b>				
Yes		0.0%		
No		100.0%		
<b>b. Before school programs</b>				
Yes		0.0%		
No		100.0%		
<b>c. After school programs</b>				
Yes		0.0%		
No		100.0%		
<b>d. Preschool</b>				
Yes		0.0%		
No		100.0%		
<b>e. Full daycare</b>				
Yes		0.0%		
No		100.0%		
<b>f. Specific teen programs</b>				
Yes		50.0%		
No		50.0%		
<b>g. Specific senior programs</b>				
Yes		50.0%		
No		50.0%		
<b>h. Programs for people with disabilities</b>				
Yes		0.0%		
No		100.0%		
<b>i. STEM Programs</b>				
Yes		0.0%		
No		100.0%		

### SHAPING HOMESTEAD PARK: HOW COMMUNITY ENGAGEMENT GUIDED THE MASTER PLAN

The Homestead Park Master Plan project officially began in 2021, but due to shifting demands and funding challenges, the project was temporarily placed on hold. In 2024, the City of Snohomish was awarded a Recreation and Conservation Office (RCO) Planning for Recreation Access (PRA) grant, which allowed the project to move forward and breathe new life into the vision for the park.

When the project was brought off the shelf in 2024, three levels of service designs had already been completed by a previous firm. Additionally, city staff had compiled and reviewed input from previous engagement efforts and used this information to develop a high-level site plan. This preliminary plan served as a foundation to guide the new design team, GGLO, providing them with insights into the community's vision for Homestead Park's future.

Community engagement played a pivotal role in shaping the direction of the Homestead Park Master Plan, underscoring the significance of listening to residents' needs and desires. By actively involving the community at every step, the project ensured that the park would be a true reflection of what the people of Snohomish wanted in a public space. The power of community input was undeniable, as it allowed residents to influence decisions that directly affected their lives, fostering a deeper connection to the space being developed. In this case, their voices helped create a space that wasn't just designed for them, but by them.

Starting in 2022, efforts focused on updating the city's Comprehensive Plan and Parks PROS Plan, which included feedback from the community regarding Homestead Park. These plans helped refine the park's future by gathering input from a range of engagement activities designed to reach a diverse cross-section of the community. This process allowed residents to actively contribute to the future of the park and other city-wide projects.

In 2022 and 2023, numerous in-person and online events provided opportunities for residents to share their thoughts. City staff participated in events such as the Farmers Market tabling, the Future Snohomish Carnival, Earth Day, Groundfrog Day, Zombie Walk, and National Night Out. These events were more than just fun community gatherings—they were essential forums where people could voice their opinions on park amenities, suggest features they'd like to see, and offer feedback on the park's development.

In addition to these events, two online surveys were distributed to ensure broader participation, with one specifically focusing on park amenities. These surveys helped pinpoint the key features that residents wanted in all city parks, including Homestead Park.

This step was crucial for ensuring that the park would meet the practical needs and preferences of the community.

As the engagement process continued in 2024, new opportunities to gather input were created with dedicated Farmers Market dates, which focused on the park's master plan and highlighted the important PRA grant from the RCO. Staff also engaged with Pilchuck District residents during the Averill Field Event, taking the opportunity to connect with the community, discuss the park's development, and hear concerns firsthand.

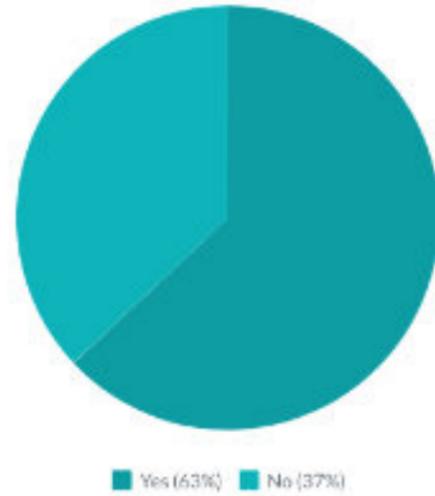
A major milestone occurred in August 2024 when the City received the PRA grant of \$147,324 to complete the Homestead Park Master Plan and design. This funding, along with the continuous input from the community, allowed the project to continue moving forward. In collaboration with the Park and Forestry Board and the City Council, city staff reviewed the community's feedback and made key adjustments to the plan. Notably, input on park accessibility—such as adding a condition to extend sidewalks along a neighbor's frontage to improve access for residents and ensure that newly developed homes will have a safe walking route to the park—was considered and will be integrated into the final design.

The community's active participation was vital in ensuring that the Homestead Park Master Plan was truly reflective of Snohomish's values and priorities. From the feedback gathered during the early stages of the project to ongoing engagement throughout the planning process, the voices of the residents helped shape every phase of the park's development. As the project progressed, this ongoing collaboration ensured that Homestead Park became a vibrant, accessible, and community-oriented space.

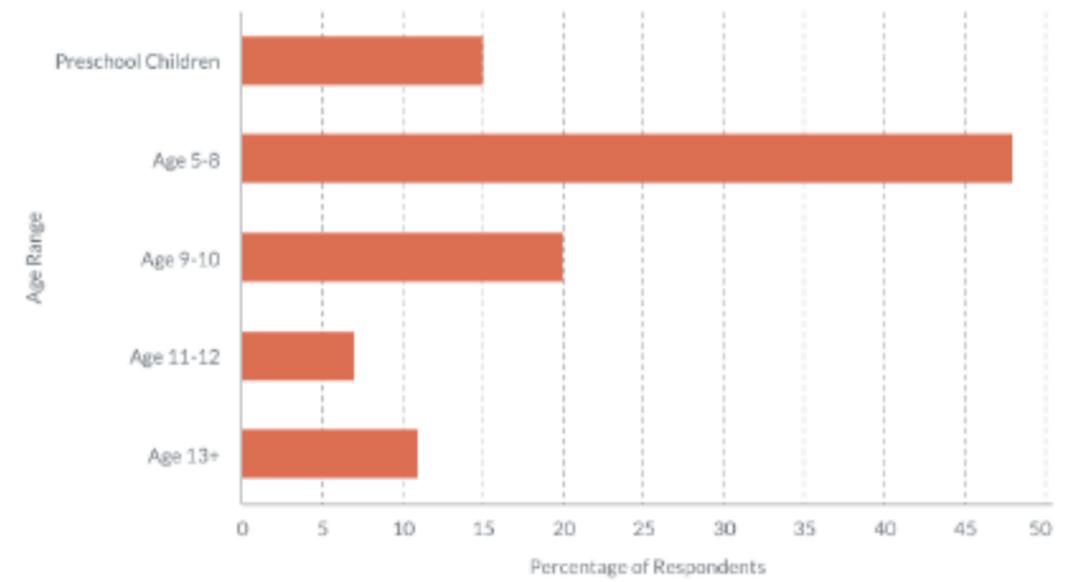
HOMESTEAD PARK COMMUNITY SURVEY

City Staff conducted a survey of residents in the fall and winter of 2024-2025, and these are the final results. There were 460 respondents.

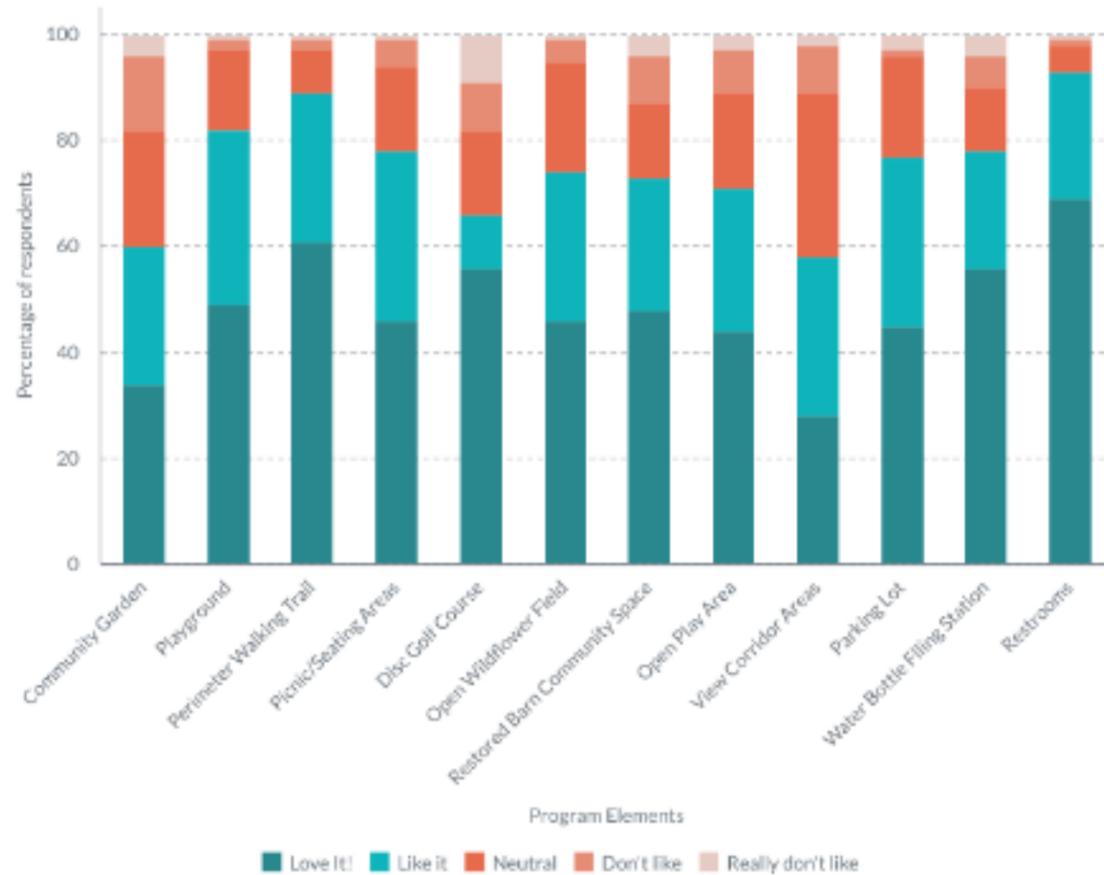
ARE YOU A CITY OF SNOHOMISH RESIDENT?



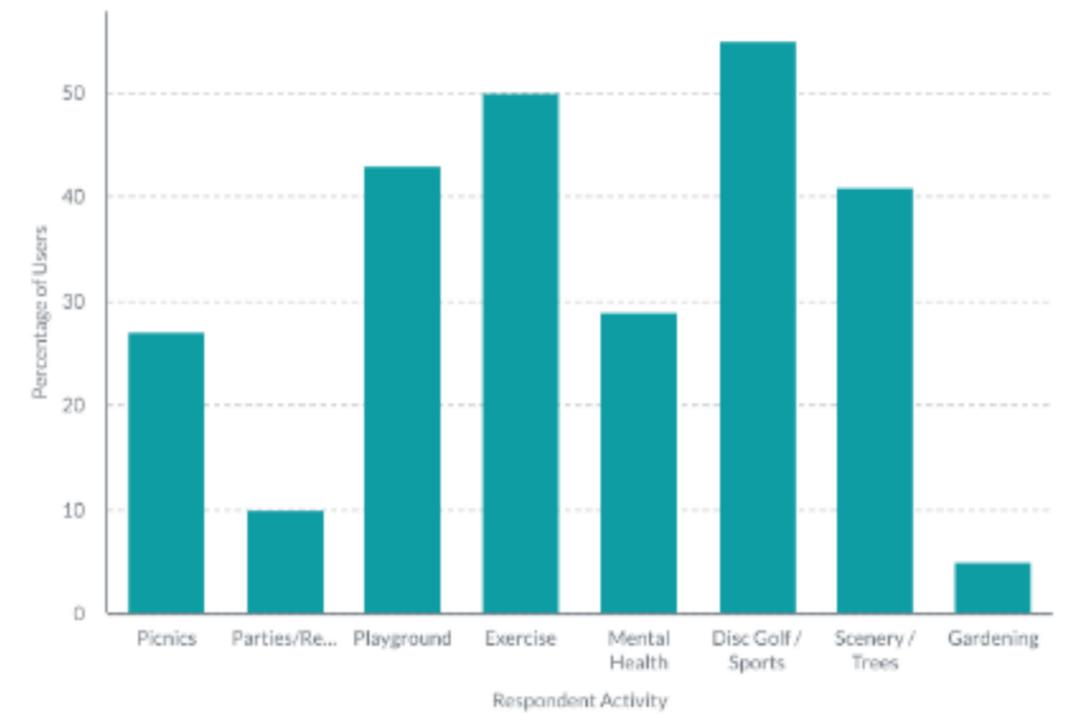
WHAT AGE RANGE SHOULD THE PLAYGROUND EQUIPMENT BE DESIGNED FOR?



HOW DO YOU FEEL ABOUT THE ELEMENTS OF THE DRAFT SITE PLAN?



WHAT WAYS WOULD YOU USE THE PARK? (SELECT UP TO 3)



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VIEW LOOKING WEST TOWARDS POND LOOP TRAIL



VIEW LOOKING EAST APPROACHING PLAY AREA AND PARKING



VIEW LOOKING SOUTH FROM POND WALKING LOOP



VIEW LOOKING SOUTHWEST FROM PRIMARY PARKING AREA INTO PLAYGROUND



AERIAL VIEW LOOKING WEST



AERIAL VIEW LOOKING NORTH

## DISC GOLF GUIDING PRINCIPLES

The Professional Disc Golf Association (PDGA) provides detailed spacing and layout guidelines to ensure safety, playability, and proper flow of a disc golf course. Here are the key guidelines:

### General Spacing & Safety Guidelines

- Fairways should not cross – Ensure that no two fairways overlap or create dangerous intersections.
- Minimum fairway width:
  - Open areas: 30–50 feet wide.
  - Heavily wooded areas: At least 15–20 feet wide.
- Buffer zones:
  - Between fairways: At least 50 feet to avoid interference.
  - Between tees and greens: Maintain at least 150 feet from the previous hole's basket.
  - Between fairways and pedestrian paths: A minimum of 50 feet, with signage if closer.

### Hole Length & Difficulty

- Recreational Courses: 150–300 feet per hole.
- Intermediate/Advanced Courses: 250–450 feet per hole.
- Championship-Level Courses: 350–600+ feet per hole.
- Total Course Length:
  - Recreational Courses: ~4,500 feet.
  - Advanced/Pro-Level Courses: ~7,000+ feet.

### Tee Pad Guidelines

- Minimum Size: 5 feet wide by 12 feet long.
- Surface Options: Concrete, turf, rubber mats, or compacted gravel.
- Orientation: Angled slightly toward the ideal fairway line to guide players.

### Basket Placement & Green Design

- Safe Clearance: Avoid placing baskets near cliffs, roads, or hazardous areas.
- Protected Greens: Use natural obstacles like trees or hills to add challenge.
- Slope Considerations: Avoid excessive slopes to prevent rollaways; slight inclines (<math>\leq 5\%</math>) are ideal.

### Flow & Course Navigation

- Distance Between Holes: 100–300 feet (not too far to slow play, but enough for safety).
- Loop Design: Many courses aim for a 9-hole or 18-hole loop that returns to the start.
- Signage: Clear tee signs, directional arrows, and course maps help with navigation.





LEGEND

- 1 Seating Node / Viewpoint
- 2 Disc Golf Course
- 3 Restroom
- 4 Pavilion Structure
- 5 Event Plaza
- 6 Play Area
- 7 Parking Area (38 stalls total, 2 Accessible)
- 8 Main Parking Entry
- 9 Secondary Parking Area
- 10 Wetland Buffer
- 11 Primary Pathway
- 12 Secondary Pathway
- 13 Disc Golf Course
- 14 Planting Buffer
- 15 Streetscape Improvements

Enlarged area

MASTER PLAN

SCALE: 1" = 100'





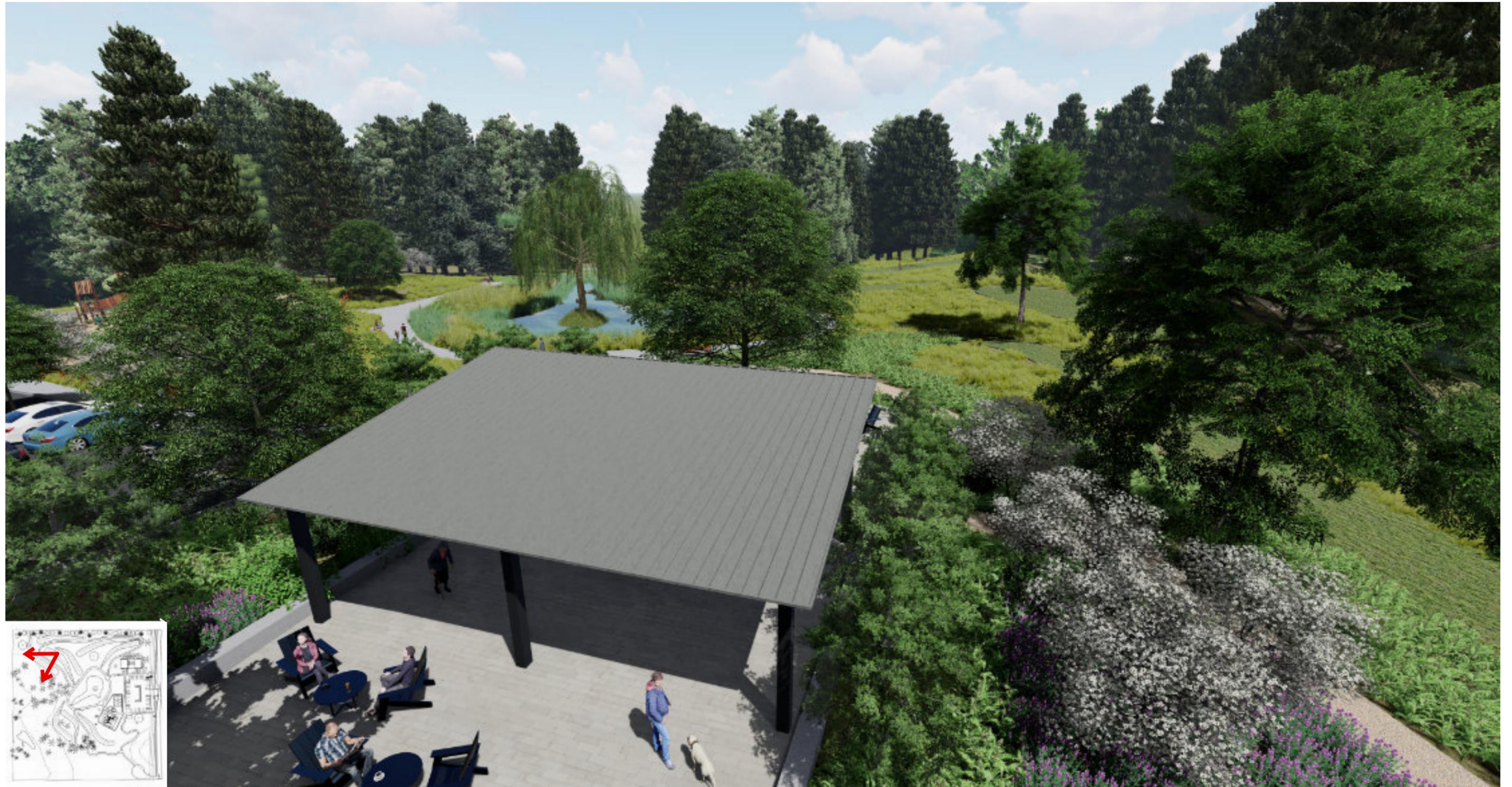
LEGEND

- 1 Pavilion Structure
- 2 Event Plaza
- 3 Seatwalls
- 4 Two Stall Restroom
- 5 Four Stall Restroom
- 6 Bump-out at Entry Drive
- 7 Asphalt Parking Lot (38 Stalls, 2 Accessible)
- 8 Parking Lot Landscape per Code
- 9 Primary Walkways (Concrete)
- 10 Play Structure
- 11 Swings
- 12 Pond Walking Loop (Accessible)
- 13 Split Rail Fence

ENLARGED PLAN

SCALE: 1" = 50'





AERIAL VIEW LOOKING WEST

Activity	Users	AVO <sup>1</sup>	% of Peak Activity	Demand	Users	AVO	% of Peak Activity	Demand
<u>Weekday PM Peak Hour Typical Operation</u>					<u>Larger Event Operation</u>			
Disc Golf	15	1.5	75%	8	15	1.5	75%	8
Play Area	10	2.5	90%	4	25	2.5	90%	9
Event Area	10	2.0	20%	1	30	2.0	20%	3
Trails/Other	5	1.5	90%	3	5	1.5	90%	3
<b>Total</b>	<b>40</b>			<b>16</b>	<b>105</b>			<b>23</b>
<u>Saturday Typical Operation (Midday)</u>					<u>Larger Event Operation (Evening)</u>			
Disc Golf	15	1.5	100%	10	15	1.5	10%	1
Play Area	25	2.5	100%	10	25	2.5	10%	1
Event Area	30	2.0	90%	14	50	2.0	100%	25
Trails/Other	5	1.5	100%	3	5	1.5	10%	0
<b>Total</b>	<b>75</b>			<b>37</b>	<b>145</b>			<b>27</b>

PARKING DEMAND SUMMARY

Based on the preferred land use alternative, the proposed park would include the following:

- 9-hole disc golf course
- 6,000 square foot children’s play area
- A barn/open air event space (1,285 square feet covered, 2,400 square feet uncovered)
- Trails, picnic, and passive area

Note that this analysis is intended to support the master planning effort for the proposed park. As such, the information presented considers several operations and time-of-day scenarios to help understand parking demand variation during peak activity periods.

PARKING DEMAND ANALYSIS

This analysis utilizes park activity and travel behavior information provided by the development team. The parking demand rates for a Public Park use (ITE #411) were considered but not utilized in this analysis as the park activity information provided allows for a custom approach tailored to the specific proposed on-site uses. The information provided included a range of park users, average vehicle occupancy, and time-of-day park activity distribution.

Table 1 shows both a low range (during a weekday PM peak

hour) and high range (during a Saturday midday or evening) parking demand with varying peak numbers of park user assumptions. For the event space, typical day events are assumed to start after the PM peak hour on weekdays and during the afternoon on Saturdays. Larger events are assumed to start after the PM peak hour on weekdays and in the evening on Saturdays after most other park activity has ended for the day. Depending on the size of these events, parking management plans could be implemented to accommodate higher demand events.

As shown in Table 1, utilizing these assumptions the low range parking demand for the proposed Homestead Park is estimated to be between 16 and 26 parked vehicles and the high range is estimated to be between 37 and 52 parked vehicles.

CONNECTIVITY AND CROSSING

As plans develop for the Right-of-Way (ROW) improvements, the design must take into consideration the safety of access and crossing into the park from neighboring residential areas. Incorporating city standard road profiles and ROW improvements will ensure that there is adequate separation and safety for pedestrians within the Ludwig Road corridor. A crossing at the north end of the site at Ludwig Road will also be studied to determine the safest layout for pedestrians, taking into account the road slopes, drainage, roadway design speeds, and future developments on neighboring properties.

TRAFFIC STUDY

Transpo conducted traffic counts and a vehicle speed study along Ludwig Road, at the north property line of the park property from March 7, 2025 to March 13, 2025. The purpose of this study was to assess the current speeds and volumes in order to inform the crossing treatments at the mid-block pedestrian crossing located at the north property line. During the survey period, the average daily traffic volumes were approximately 1,100 (two way volumes) with mid-week volumes peaking at approximately 1,500 vehicles.

The posted speed limit along Ludwig Road is 25 mph. Travel speeds were also recorded concurrent with the traffic counts. The results of the survey show that during the survey period, the 85th percentile speed was calculated at approximately 34 mph and the 85th percentile speed for the northbound direction was 33 mph.

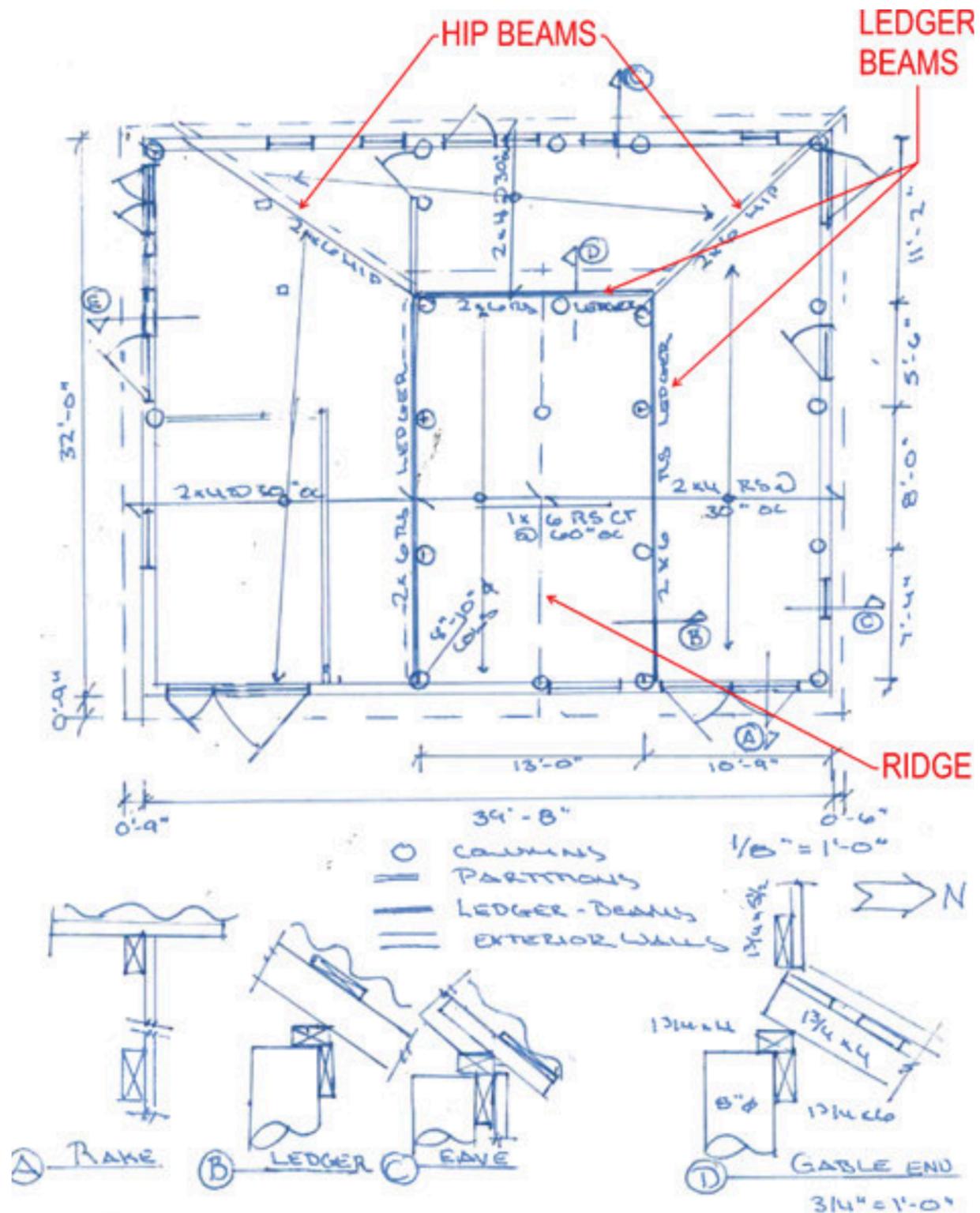


Figure 3: North End-West Wall

BUILDING DESCRIPTION

The Homestead Park Barn is a one-story rectangular structure with a footprint of approximately 1200 square feet'. The building has a gable roof that runs from east to west for two-thirds of the building width, then transitioning to a hip roof to the west. Roof framing consists of rough sawn 1x6 board spaced at 12" to 30" on-center supported by rough sawn 2x4 rafters also spaced at 30" on-center. The rafters are supported on lines of timber columns and ledger beams, with two column lines at the interior, and column lines at the exterior walls. See Figure 1 for an illustration of the existing roof framing. The roofing is corrugated metal attached to the 1x6 boards. See Figure 2 for typical wall and roof construction. Walls are board and batten with rough sawn 1x12 boards and 1x3 or 1x4 battens. Boards and battens are nailed to ledgers at the top of the wall, and to a log foundation at the bottom. See Figure 3 for wall and foundation construction. A small loft occupies the north-west corner of the building, with floors consisting of rough sawn 1x and 2x material over 2x6 joists spaced at 24" to 30" on-center. Joists are bearing on ledger beams fastened to the timber columns. The original floors are wood boards framed over log foundations, which run around the perimeter of the building and across the interior of the building. Log foundations are 8" to 12" diameter laid flat on the ground with the wood floors and walls built on top.

CONDITION

Roof framing: The metal roof and roof framing appear to be in good condition for the building's age. There is evidence of excessive deflection at the two hip beams and three rafters at the north-west and south-west corners of the building. These elements appear to have a long span for their size. The south hip beam has added support columns which appear to have been added to reduce the deflection, but the columns are located to support adjacent rafters, rather than to support the hip beam. See Figure 4.

Wall Framing: The interior wall framing is in generally good condition at the top of the walls, but the condition significantly deteriorates near the bottom due to wood decay and weathering. Board and battens show a similar pattern with the upper sections in weathered but in generally good structural condition, while the lower sections have significant wood decay. In addition to decay, the north end of the west wall has lost bearing due to foundation settlement and is out of plumb at the north-west corner. See Figure 3 for the condition at the north-west corner. A significant number of battens are missing across all elevations, with almost all

missing from the east elevation. In some areas studs are missing or were omitted from the original construction, primarily in the south-west corner. See Figure 4.

Loft framing: Loft framing appears to be in generally good condition for the age of the building, but the joists appear spaced too far apart for the intended use.

Foundations and wood floors: The log foundations and wood floors are in very poor condition. Significant decay and settlement has taken place across much of the west half of the building and most of the floor is missing. As noted above, the log foundation at the north-west corner and along the north end of the west wall have settled and displaced outward creating an out of plumb condition. Repairs were made to stabilize the building by supporting the log foundation at that corner on poured concrete piers. See Figure 3 for the concrete piers and Figure 5 for floor elevations. The sudden drops in elevation are often a result of missing floor boards.

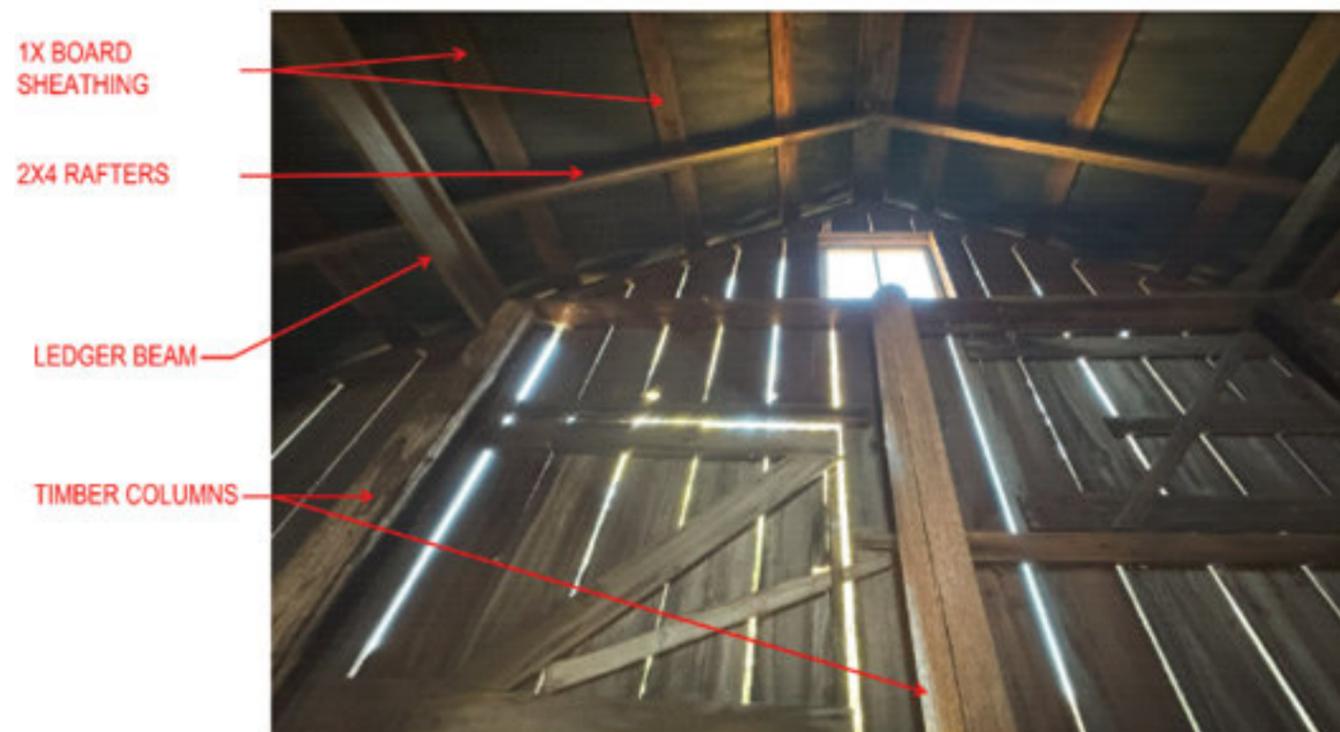


Figure 2: East Wall and Roof Framing



Figure 3: North End-West Wall



Figure 4: Roof Framing at South-West Corner

FINDINGS AND RECOMMENDATIONS

Roof: According to our calculations, the existing roof will meet Washington State Existing Building Code requirements for a change in use to an assembly occupancy, provided the following:

- The two hip beams and rafters showing evidence of excessive deflection are provided with additional support. We recommend adding posts under the hip beams. Posts could bear on either to a new footing on grade, or to a transfer beam at the ceiling.
- The three rafters showing excessive deflection are provided with additional support. Support would likely be a beam aligned with the existing partition wall.
- Ledger beam-to-timber column connections are strengthened. We recommend providing new fasteners from the existing ledger beams to the existing timber columns. Fasteners could be lag screws, or equivalent.
- Blocking is added between rafters at the exterior walls to transmit wind and seismic forces from the roof, into the walls, and to the foundation.
- Although not structural, we recommend protecting the rafter ends at the eaves and sheathing board ends at the rakes, with new eave and rake boards, flashing, and gutters.

Loft: We found that the loft framing is not adequate to support any allowed occupancy, or storage. We recommend removing the loft framing and/or flooring. The loft may be suitable for light mechanical equipment

Walls: We found that the lower sections of the exterior walls had significant wood decay. We also found that studs are missing in some areas and that the building needs additional shear capacity to resist wind and seismic loads due to the change of use. See the following for recommendations.

- Remove the bottom decayed 12" to 18" of boards, battens, studs and timber columns. Provide new pressure treated sill, or equivalent, with sill anchors embedded in a new concrete stem wall.
- Provide steel angles or pre-manufactured connection hardware at the bottom of all timber columns. Connection hardware should anchor the existing columns to the new concrete foundation.

- Provide 2x4 studs at 24" on-center minimum spacing where studs are missing.
- Replace battens.
- Provide sections of new plywood sheathed shear walls at each corner of the building for a total of 4'-6' each elevation. Shear walls are to be nailed at 4" on-center and framed with double studs on each end. Provide holdowns on each end of each wall. Sheathing may be either on the interior or exterior face of the wall.

Floor and Foundation: The lower sections of exterior walls, remaining floors, and foundation are suffering from significant wood decay. We recommend lifting the building, removing the lower 12" to 18" of wood framing, and building a new concrete foundation under the existing building. The new foundation can consist of conventional concrete footings and stem wall on grade. The building may be leveled and plumbed at this time with floor elevations modified to fit park accessibility requirements. Interior columns can remain at their original height. If the building elevations are modified, or the bottom of the interior columns are found to be decayed, we recommend setting them on new concrete plinths.

Summary:

In summary, we found the Homestead Park Barn to be suitable for a change from agricultural use to assembly occupancy, Stabilization is feasible, with the primary deficiency being wood decay in the heavy timber foundation and lower walls. Repairs will require new foundations and stem walls. Some additional minor strengthening will be required at some roof and wall elements, as well as the addition of short sections of wood shear wall on each elevation.

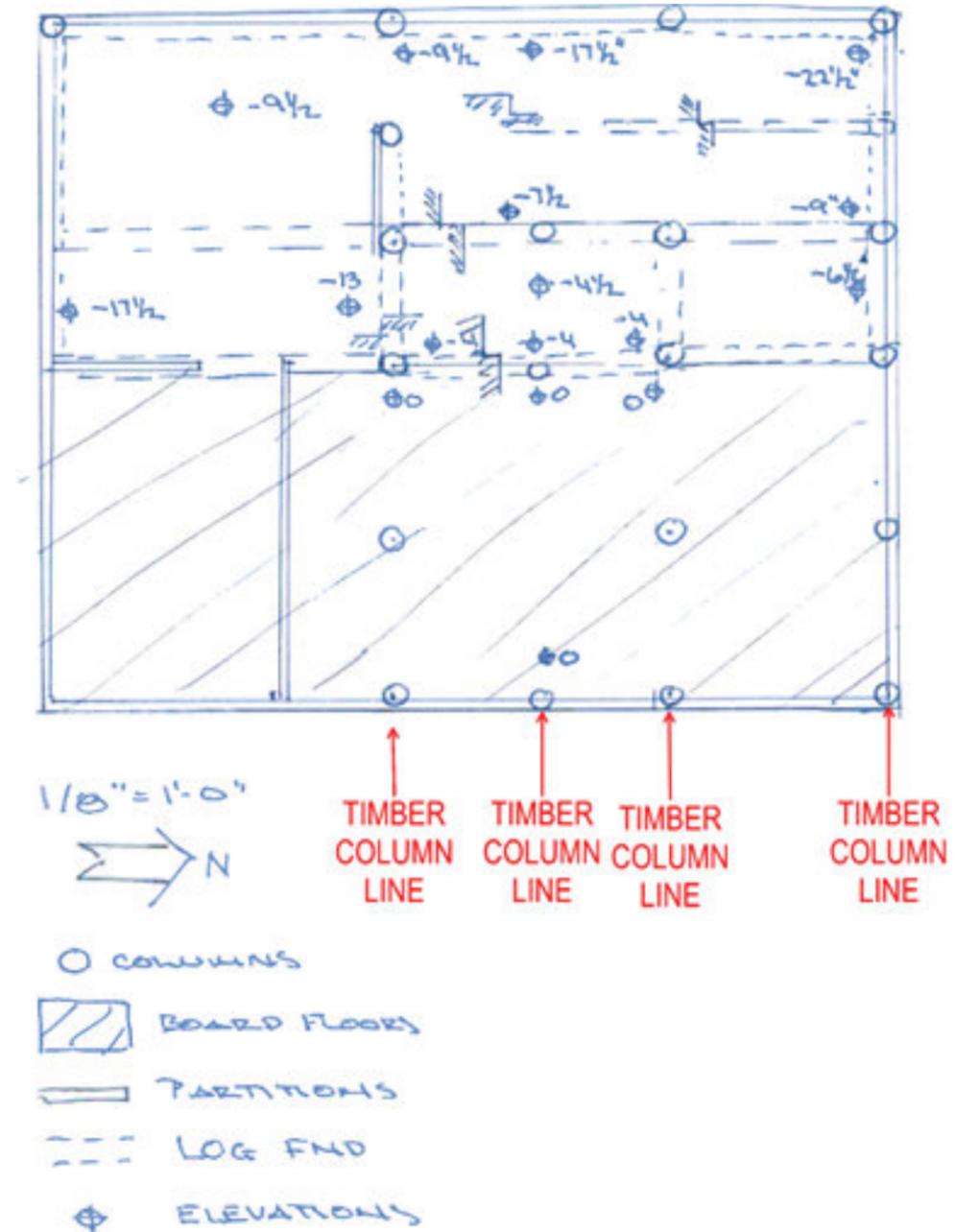
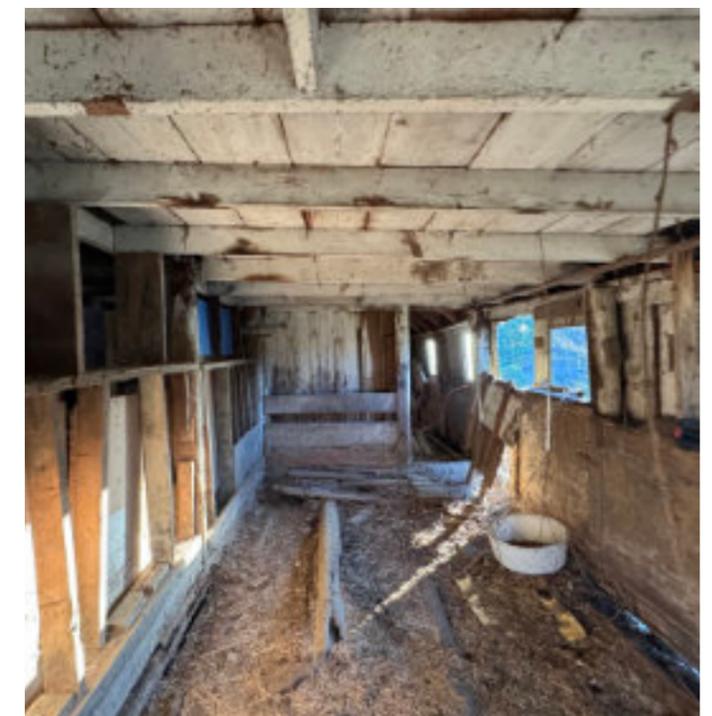
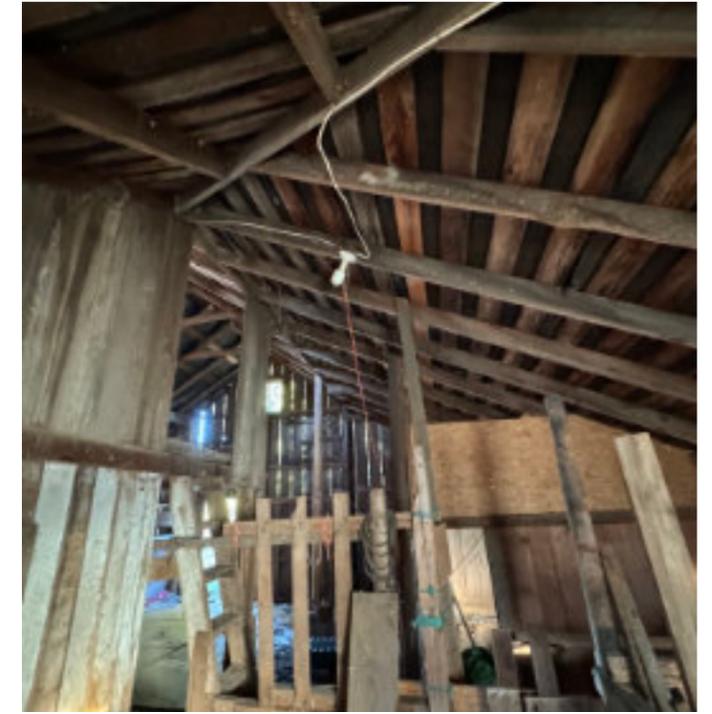
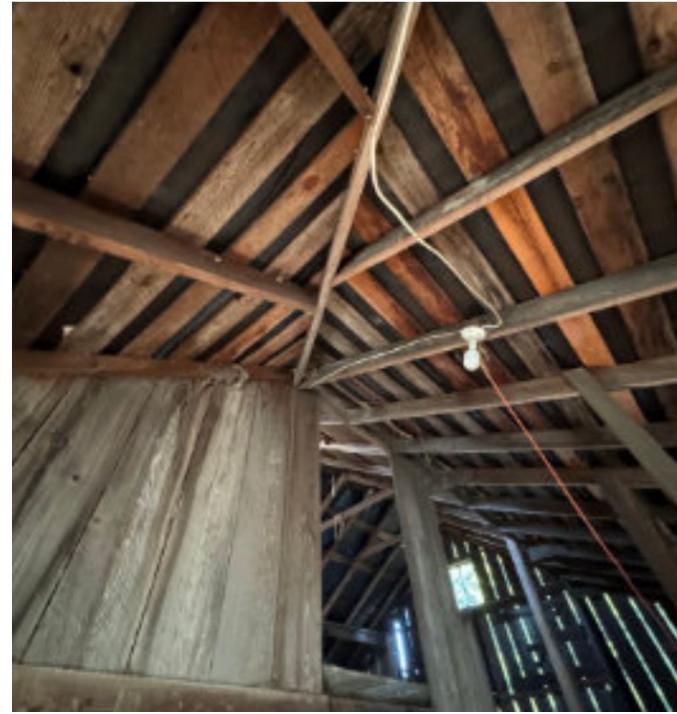
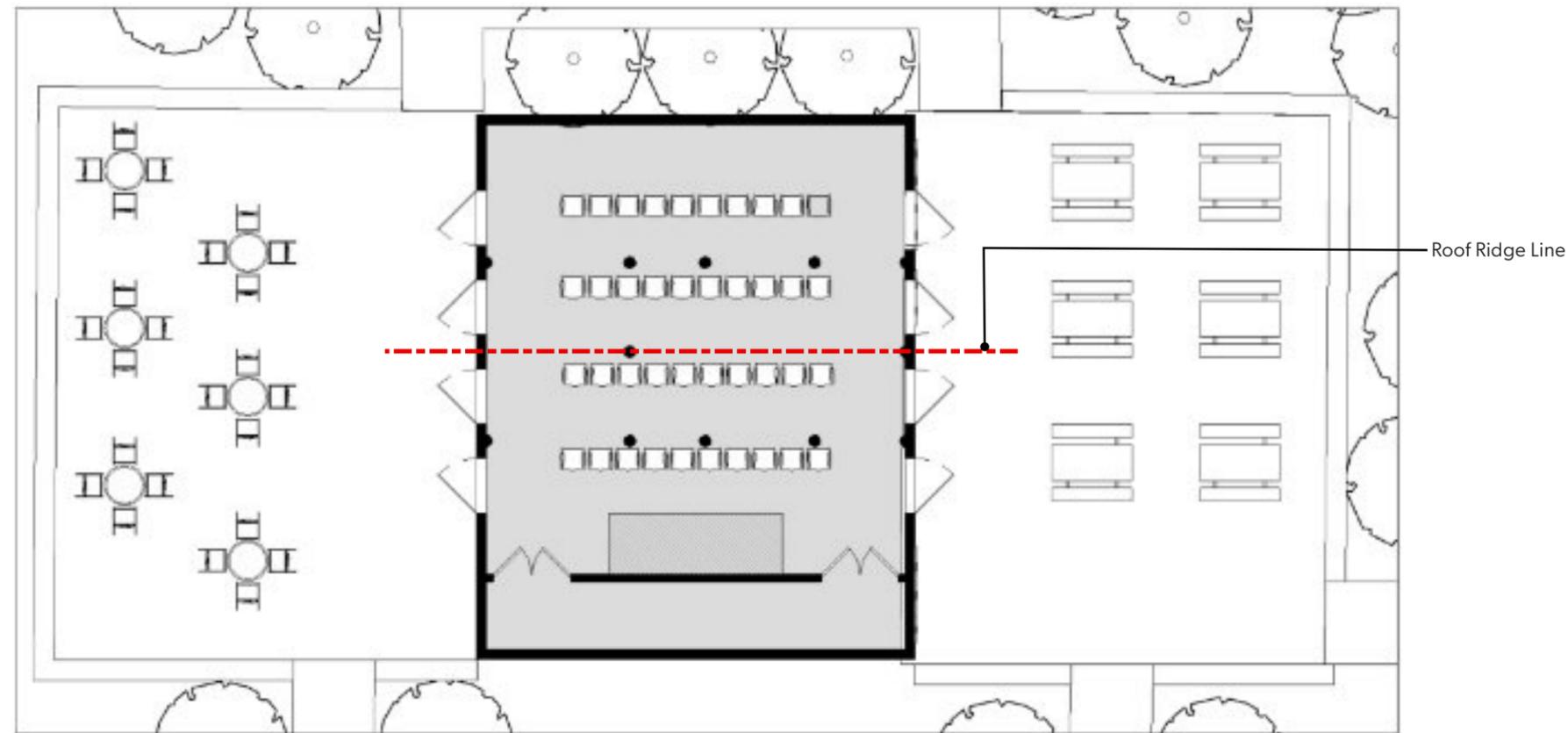


Figure 5: Foundation & Floor Elevations





COMMUNITY FUNCTIONS

The potential of the Barn to become not only a jewel for the community through the storytelling of its refurbishment and adaptive reuse, but also in its ability to house a variety of community events. This is a potential source of revenue for the city as a rental facility. The character of the barn could make it very desirable for a variety of uses.

This layout explores the opportunity for small Concerts, Speaking Engagements or Auctions. It also could support local community theater or dance performances. Local craft fairs and cider pressing events would draw also community engagement. The layout shows a closed off area of the Barn that would be serve two major functions, one to add shear and structural stability to the Barn, another is to act as a storage or support space that could house furniture, outdoor furniture, or park equipment. Any shelter element will likely need access to water and power - and so would the barn.

In this scheme we show the support space justified to the South. This would allow the cross section of open space to be centered more on the ridge for a more symmetrical interior space. It also implies proximity to where electrical and other utilities might enter the shelter.



**CITY OF SNOHOMISH  
Snohomish, Washington**

**RESOLUTION 1485**

**A RESOLUTION OF THE CITY OF SNOHOMISH, WASHINGTON  
ADOPTING THE HOMESTEAD PARK MASTER PLAN.**

**WHEREAS**, the Park Development Plan adopted by the City contains a policy to develop the access and facilities to take advantage of the 2000 Ludwig Road Property; and

**WHEREAS**, the City developed a plan using the Park and Forestry Board and a public process involving neighbors, and the citizens of the City; and

**WHEREAS**, the public process included online surveys and public meetings regarding development of the 2000 Ludwig Road Property; and

**WHEREAS**, the plan also includes a critical link in the regional park system; and

**WHEREAS**, public meetings on the proposed park were held on October 23, 2024, and January 22, and February 26, and March 26, 2025 by the Park and Forestry Board; February 27, 2025 at the Koz on Weaver, March 20, 2025 Public Works Open House, and on March 18, and April 15, 2025 by the City Council,

**NOW, THEREFORE, BE IT RESOLVED** that the Snohomish City Council does hereby adopt the attached Homestead Park Master Plan.

**PASSED** by the City Council and **APPROVED** by the Mayor this 15<sup>th</sup> day of April 2025.

CITY OF SNOHOMISH

By \_\_\_\_\_  
Linda Redmon, Mayor

ATTEST:

APPROVED AS TO FORM:

By \_\_\_\_\_  
Rebekah Park, City Clerk

By \_\_\_\_\_  
Emily Guildner, City Attorney



## SNOHOMISH CITY COUNCIL STAFF REPORT

**Date:** April 15, 2025

**Agenda Section:** DISCUSSION ITEMS

**From:** Heather Thomas, MPA, MA, City Administrator

**Subject:** Schematic Design and Cost Estimate for Snohomish Public Safety & City Services Campus

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**SUMMARY:** Staff and the team from Lawhead Architects will present the revised Schematic Design and cost estimate to Council. This staff report and the presentation at the meeting will also provide an update on project timing given economic uncertainties.

**BACKGROUND & ANALYSIS: Long-Standing Need, Growing Costs for Maintenance & Repairs of Existing Facilities**

The City Council was briefed in March and April 2024 on the completed facilities condition assessment report, as well as the ongoing decades-long struggle of where to locate its City services long-term. Many of its facilities have been built or relocated multiple times over the last century. Snohomish's first City Hall and a new fire station were approved by voters in the 1920's, with the grand opening of City Hall and the police station, located at 1009 First Street, in 1927. Nearly four decades later, it was determined that those facilities were no longer sufficient for the needs of a growing city.

The City looked at options for many years until it purchased the former post office in 1984, and moved City Hall to 116 Union Avenue. City operational needs continued to grow, prompting the City to purchase properties throughout the area and temporarily leasing space in the Katlin Building on Avenue A. The City now has staff located at City Hall, Engineering Building (112 Union Avenue), Public Works Shop (1801 First Street), and the Wastewater Treatment Plant (2129 Second Street). The Snohomish Police Department also moved around a bit, before an old bank building was purchased and renovated for the "new" police station in the mid-1990s. Significant investments have been made into these current facilities as part of regular maintenance or mandatory safety upgrades. However, multiple strategic planning documents over the last 20 years have highlighted the need for new City facilities, noting that the current buildings are functionally obsolete and strained beyond their initial remodel and design limits.

As the Facilities Condition Assessment by MENG Analysis shows, upgrading deficiencies and ongoing maintenance of the City's existing facilities that are proposed to relocate to a new campus will cost more than \$10M over the next 5-10 years alone. This doesn't account for the fact that the current Public Works Shop site is in a liquefaction zone, presenting significant concerns about the loss of critical equipment and operational capacity in a major earthquake or natural disaster. MENG Analysis estimated that it would cost \$26.2M to relocate the Public Works Shop to "the Pit," the City's property off of Three Lakes Road. They also estimated \$15-20M to relocate City Hall, Engineering, and the Police Department to a new facility. That combined estimate of \$41-46M did not include site acquisition, design, or required infrastructure improvement costs.

The costs to upgrade facilities to meet current needs approach the costs to build new facilities, even without adding additional capacity for future needs. That notion had been called out in multiple strategic

planning documents, as demonstrated above, which is why it was incorporated into the adopted 2023-2024 Council Goals. Under the goal *Maintain and Proactively Improve City Infrastructure*, Council identified the action of "Evaluate the feasibility of a new civic campus." This coincided with the opportunity to partner with Snohomish County Fire District #4 in a Public Safety & City Services Campus. The combined campus will house new stations for both the Fire District and the Snohomish Police Department, and facilities for other City services.

### **Schematic Design of Public Safety & City Services Campus**

The City has contracted with Lawhead Architects as the design lead, as well as several other consultants for required environmental, critical area, traffic, engineering, and geotechnical studies. Preliminary renderings of the campus site were shared at the Council meeting on January 2, 2024, followed by a more detailed update on the project on April 2, 2024. At that point, the project was split into two packages: infrastructure as one package, and the site development and construction of buildings as the second package. On April 16, 2024, Council approved a contract amendment with Lawhead Architects to proceed as proposed for the infrastructure package and only Task 1 (Schematic Design) for the site development and building construction package. Authorization for Tasks 2 and 3 for the second package will only be authorized upon additional approval by the City Council.

Lawhead Architects presented the schematic design and associated cost estimate in January 2025 (see presentation [slides linked here](#)). The cost of site development and construction--escalated to 2026 dollars--is \$45.5M. There is a placeholder for another \$20.5M for "soft costs," which includes consultant fees, construction contingencies, permitting and impact/connection fees, furnishings, etc. This rolled up to a total of \$66M.

Following that meeting, staff identified efficiencies to be gained in square footage and space allocations. That information was provided to Lawhead Architects to prepare a revised schematic design and cost estimate. Over the last few months, the team has been able to consolidate down to two stories while still preserving space for all needs. There were also some reductions made in total space allocation for the accessory building (mechanic shop building and fleet storage). **This work has resulted in a cost savings of at least \$12M from the estimates presented in January.** The draft cost estimate and an overview of the revised schematic design are attached. Lawhead Architects will present more details at the Council meeting.

**RECOMMENDATION TO COUNCIL:** While staff have been working with the Lawhead team to reduce costs, the state and federal economic landscape has shifted dramatically. This has resulted in grant dollars and future funding opportunities being diminished, volatility in the bond market, increasing concerns about a recession, and general uncertainty in what is ahead.

Given this, staff have determined that it is prudent to significantly slow down planning efforts on the Campus. Staff are recommending the following:

- Complete remaining schematic design tasks in the current phase of the contract with Lawhead.
- Continue with the infrastructure package that has been budgeted and for which agreements are in place.
- Progressing to Design Development/Construction Documents tasks of Lawhead contract will be contingent upon the City being successfully appropriated funds in the State's FY25 Capital Budget.
- The Campus will remain a "shovel ready" project for an undetermined period of time, while continuing to seek grant funding, much like other capital projects pending sufficient funding.
- Staff will work with Council to reassess project readiness if/when the economy stabilizes with more predictability in long-range outlooks.

In the interim, staff will continue work with the Council in 2025 to complete a new Financial Management Policy and 5-year Financial Strategic Plan. These two documents will provide critical thresholds by which to make future decisions.

**FISCAL IMPACT:** The infrastructure package progressed to final design and the bid opening was held in late-March. Based on the apparent low bidder, the City's portion of infrastructure costs is \$3-3.5M. This is significantly lower than budgeted \$6.3M, after accounting for the \$3M reduction in revenue from a federal grant not being awarded.

**SUGGESTED COUNCIL ACTION:** For Council to discuss and ask questions of staff and consultants.

**REFERENCE(S):**

- [Public Safety & City Services Campus Website](#)
- [January 21, 2025 Schematic Design Presentation](#)
- [September 3, 2024 Council Meeting](#)
- [April 16, 2024 Council Meeting](#)
- [April 2, 2024 Council Meeting](#)

**COUNCIL GOAL(S):** City Services, City Infrastructure

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**ATTACHMENT(S):**

Schematic Design Overview.pdf  
Snohomish City Hall PW Bldgs - Reduced SD Estimate.pdf

NOTES/LEGEND...



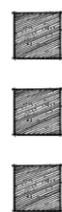
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**City of Snohomish**  
**City Hall**

JOB NO... **24-06**

DATE... **4/8/25**

TITLE... **PINE AERIAL**

SHEET...



**1** | **Pine Aerial**

NOTES/LEGEND...



**1** | SW Corner

JOB NAME...

City of Snohomish

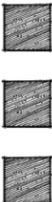
**City Hall**

JOB NO... 24-06

DATE... 4/8/25

TITLE... SW CORNER

SHEET...





**City of Snohomish**  
**City Hall & Public Works Buildings**  
Snohomish, WA



**Reduced SD Design Estimate**

Version: 1  
April 4, 2025

Prepared for:  
**Lawhead Architects**

## EXECUTIVE SUMMARY

### PROJECT INFORMATION

<b>Owner:</b>	City of Snohomish	<b>Project Name:</b>	City Hall & Public Works Buildings
<b>Location:</b>	Snohomish, WA	<b>Project Type:</b>	Civic Office, Shop, Vehicle Storage
<b>Building GSF:</b>	See detailed estimates	<b>Site Gross Area:</b>	See detailed estimates

### PROJECT SCHEDULE

<b>Bid Date:</b>	Q1, 2026	<b>Construction Strt:</b>	Q2, 2026
<b>Duration:</b>	See detailed estimates	<b>Mid-Point:</b>	Q4, 2026
<b>Phasing:</b>	Single Phase		

### DOCUMENTS INFORMATION

<b>Drawings Set:</b>	Schematic Design Plans	<b>Design Firm:</b>	Lawhead Architects
<b>Other Reports:</b>	-		

### ESTIMATE DESCRIPTION

<b>Estimate Level:</b>	Reduced SD Design Estimate	<b>Estimate Date:</b>	April 4, 2025
<b>Delivery Method:</b>	Design, Bid, Build	<b>Set Aside Reqs:</b>	No
<b>Swing Shift?</b>	No	<b>Occupied Bldg?</b>	No
<b>Renovation?</b>	No	<b>Critical Facility?</b>	No

### ESTIMATOR

<b>Name:</b>	Matt Wiggins	<b>Title:</b>	Principal
<b>Phone:</b>	(360) 870-5100	<b>Email:</b>	<a href="mailto:mattw@wigginsprecon.com">mattw@wigginsprecon.com</a>

April 4, 2025

**OVERALL COST SUMMARY**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
City Hall Project (Building & Sitework)	33,500	GSF	\$814.78	\$27,295,163
Offsite Improvements (Woonerf & Cypress)	41,700	SGA	\$50.45	\$2,103,923
Public Works Project (Buildings & Sitework)	18,760	SGA	\$443.49	\$8,319,784
<b>Total Estimated Construction Contract (Escalated)</b>				<b>\$37,718,871</b>
Owner's Soft Costs (Allowance)	45%	on	\$37,718,871	\$16,973,492
<b>Total Estimated Project Cost (Escalated)</b>				<b>\$54,692,363</b>

**Assumptions of Note:**

- Figures above include all contractor general conditions, mark ups and escalation
- Assumes Q1, 2026 Bid Date
- Wetland / Pilchuck River sensitive area improvements & mitigation is EXCLUDED

April 4, 2025

**CITY HALL & OFFSITE PROJECT BREAKOUT COST SUMMARY**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
City Hall Project (Building & Sitework)	33,500	GSF	\$814.78	\$27,295,163
Offsite Improvements (Woonerf & Cypress)	41,700	SGA	\$50.45	\$2,103,923
<b>Total Estimated Construction Contract (Escalated)</b>				<b>\$29,399,087</b>
Owner's Soft Costs (Allowance)	45%	on	\$29,399,087	\$13,229,589
<b>Total Estimated Project Cost (Escalated)</b>				<b>\$42,628,676</b>

**FLEET MAINTENANCE & SITEWORK PROJECT BREAKOUT COST SUMMARY**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
Fleet Maintenance (Building & Entire PW Sitework)	8,520	GSF	\$663.09	\$5,649,520
<b>Total Estimated Construction Contract (Escalated)</b>				<b>\$5,649,520</b>
Owner's Soft Costs (Allowance)	45%	on	\$5,649,520	\$2,542,284
<b>Total Estimated Project Cost (Escalated)</b>				<b>\$8,191,805</b>

**VEHICLE STORAGE BUILDING PROJECT BREAKOUT COST SUMMARY**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
Vehicle Storage (Building Only)	10,240	GSF	\$260.77	\$2,670,264
<b>Total Estimated Construction Contract (Escalated)</b>				<b>\$2,670,264</b>
Owner's Soft Costs (Allowance)	45%	on	\$2,670,264	\$1,201,619
<b>Total Estimated Project Cost (Escalated)</b>				<b>\$3,871,882</b>

**Assumptions of Note:**

Figures above include all contractor general conditions, mark ups and escalation  
 Wetland / Pilchuck River sensitive area improvements & mitigation is EXCLUDED

April 4, 2025

**CITY HALL - OVERALL COST SUMMARY**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
City Hall Building (includes CLT roof panels)	33,500	GSF	\$689.69	\$23,104,494
Generator, 500kw (with block wall site encl. & 24-hour belly tank)	1	LS	\$408,000	\$408,000
Sitework, City Hall (Onsite)	59,500	SGA	\$62.57	\$3,722,669
Add EV Charging Devices for 8 add'l Parking Stalls (to total of 16)	1	LS	\$60,000	\$60,000
Police Sally Port / Covered Parking Canopy (security fencing & automated gate is included above)				<i>Excluded</i>
Offsite Improvements (Woonerf & Cypress)				<i>See Separate Estimate</i>

**Total Estimated Construction Contract (Escalated) \$27,295,163**

Owner's Soft Costs (Allowance) 45% on \$27,295,163 \$12,282,823

**Total Estimated Project Cost (Escalated) \$39,577,987**

Figures above include all contractor general conditions, mark ups and escalation

**Add Alternate (includes all markups, general conditions, escalation, & soft costs)**

Heavy Timber Canopy / Trellis @ East - West Pathway (2,300 SF)	<b>575,000</b>
Green Roof (2,000 SF)	<b>100,000</b>

April 4, 2025

**OFFSITE IMPROVEMENTS - OVERALL COST SUMMARY**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
3rd St Woonerf & Cypress Ave ROW Improvements	41,700	SGA	\$44.46	\$1,853,923
Pilchuck River Viewing Plaza (Allowance)	1	LS	\$250,000	\$250,000
<b>Total Estimated Construction Contract (Escalated)</b>				<b>\$2,103,923</b>
Owner's Soft Costs (Allowance)	45%	on	\$2,103,923	\$946,766
<b>Total Estimated Project Cost (Escalated)</b>				<b>\$3,050,689</b>

Figures above include all contractor general conditions, mark ups and escalation

**Assumptions of Note:**

Wetland / Pilchuck River sensitive area improvements & mitigation is EXCLUDED

**PUBLIC WORKS - OVERALL COST SUMMARY**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
Vehicle Storage Building & Canopy	10,240	GSF	\$260.77	\$2,670,264
Fleet Maintenance Building	8,520	GSF	\$376.38	\$3,206,752
Generator in chain-link enclosure	1	LS	\$142,800	\$142,800
Sitework, PW Bldgs (Onsite, East of Cypress Ave)	40,100	SGA	\$57.36	\$2,299,969
<b>Total Estimated Construction Contract (Escalated)</b>				<b>\$8,319,784</b>
Owner's Soft Costs (Allowance)	45%	on	\$8,319,784	\$3,743,903
<b>Total Estimated Project Cost (Escalated)</b>				<b>\$12,063,687</b>

Figures above include all contractor general conditions, mark ups and escalation

**Assumptions of Note:**

Wetland / Pilchuck River sensitive area improvements & mitigation is EXCLUDED

**CITY HALL BUILDING ELEMENTS SUMMARY (UNIFORMAT II)**

<i>Ref</i>	<i>Group Element</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
A10	Foundations	33,500	GSF	\$28.12	\$942,060
A20	Basement Construction	33,500	GSF	\$0.00	\$0
B10	Superstructure	33,500	GSF	\$84.89	\$2,843,742
B20	Exterior Enclosure	33,500	GSF	\$69.10	\$2,314,984
B30	Roofing	33,500	GSF	\$20.10	\$673,375
C10	Interior Construction	33,500	GSF	\$51.65	\$1,730,416
C20	Stairs	33,500	GSF	\$5.22	\$175,000
C30	Interior Finishes	33,500	GSF	\$43.10	\$1,444,000
D10	Conveying Systems	33,500	GSF	\$9.55	\$320,000
D20	Plumbing	33,500	GSF	\$17.00	\$569,500
D30	HVAC	33,500	GSF	\$75.00	\$2,512,500
D40	Fire Protection	33,500	GSF	\$7.00	\$234,500
D50	Electrical	33,500	GSF	\$82.69	\$2,770,000
E10	Equipment	33,500	GSF	\$3.28	\$110,000
E20	Furnishings (Casework)	33,500	GSF	\$7.99	\$267,750
F10	Special Construction	33,500	GSF	\$0.00	\$0
F20	Selective Building Demolition	33,500	GSF	\$0.00	\$0

**Building Direct Construction Costs Subtotal \$16,907,826**

Estimating / Design Contingency	10.0%	on	\$16,907,826	\$1,690,783
Contractor General Conditions	8.0%	on	\$18,598,609	\$1,487,889
Contractor Markup (OH&P, Insurance, Bond, B&O Tax)	7.0%	on	\$20,086,498	\$1,406,055
Escalation to Midpoint (Q4, 2026 @ 5% / Yr)	7.5%	on	\$21,492,552	\$1,611,941

**Total Building Construction Cost (Escalated) \$23,104,494**

**CITY HALL BUILDING ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$/UOM</i>	<i>Total Cost</i>
<b>A10 Foundations</b>				
<u>A1010 - Standard Foundations</u>				
Conventional spread, continuous, & braced frame footing system allowance (includes structural excavation, backfill, footing drains and insulation)	33,500	gsf	\$15.00	\$502,500
Overex.. to gravel layer @ 5' depth & structural fill	2,000	cy	\$70.00	\$140,000
<hr/>				
A1010 - Standard Foundations	33,500	GSF	\$19.18	\$642,500
<u>A1030 - Slabs on Grade</u>				
Slab on Grade, 5" (incl. reinforcing, base course & vapor barrier)	17,255	sf	\$12.00	\$207,060
Trenches, Pits & Bases				
Elevator Pit (incl. excavation, water proofing)	2	ea	\$40,000	\$80,000
Mech Pads - Allowance	500	sf	\$25.00	\$12,500
<hr/>				
A1030 - Slabs on Grade	33,500	GSF	\$8.94	\$299,560
<hr/>				
<b>Subtotal A10 Foundations</b>	<b>33,500</b>	<b>GSF</b>	<b>\$28.12</b>	<b>\$942,060</b>
<b>A20 Basement Construction</b>				
<hr/>				
<b>Subtotal A20 Basement Construction</b>	<b>33,500</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>
<hr/>				
<b>B10 Superstructure</b>				
<u>CIP Structural Concrete</u>				
Horizontal Structure				
Topping Slabs				
Slabs on metal deck (incl. reinforcing)	15,775	sf	\$12.00	\$189,300
<hr/>				
CIP Structural Concrete	33,500	GSF	\$5.65	\$189,300
<hr/>				
<u>Structural Masonry</u>				
Load Bearing CMU Walls				
Holding & Evidence Storage walls	903	sf	\$40.00	\$36,120

April 4, 2025

**CITY HALL BUILDING ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
Elevator shafts	2,050	sf	\$40.00	\$82,000
Miscellaneous				
Rebar, supply (install included w/ walls above)	2,953	sf	\$2.00	\$5,906
Rebar, detention walls, supply (install included w/ walls above)	903	sf	\$6.00	\$5,418
<hr/>				
Structural Masonry	33,500	GSF	\$3.86	\$129,444
<u>Structural Steel</u>				
Floor & roof structure, beams & columns (incl. connections)				
Structural floor framing - 13 psf allowance	205,075	lbs	\$3.50	\$717,763
Structural roof framing - 12 psf allowance	207,600	lbs	\$3.50	\$726,600
Buckling restrained braced frames				<i>Included above</i>
Miscellaneous Metals				
Misc. allowance - Area budget	33,500	gsf	\$3.00	\$100,500
Steel canopy framing	1,300	sf	\$50.00	\$65,000
Mechanical Screening	1	ls	\$30,000	\$30,000
Metal decking				
Floor deck	15,775	sf	\$11.00	\$173,525
Canopy decking	1,300	sf	\$9.00	\$11,700
Steel Fireproofing - Not required				\$0
<hr/>				
Structural Steel	33,500	GSF	\$54.48	\$1,825,088
<u>Structural Wood Framing</u>				
Engineered lumber				
CLT Panels, Roof (3-ply)	17,300	sf	\$28.00	\$484,400
Factory applied finish / protective coatings	17,300	sf	\$3.00	\$51,900
Temp Protection (Weather Protection of Panels)	17,300	sf	\$1.50	\$25,950
Hoisting	1	mo	\$65,000	\$65,000
Connectors, rough hardware, and blocking				
Collector plates, panel to panel straps, panel edge splines, & misc. fasteners	15%	on	\$484,400	\$72,660

**CITY HALL BUILDING ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$/UOM</i>	<i>Total Cost</i>
Structural Wood Framing	33,500	GSF	\$20.89	\$699,910
<b>Subtotal B10 Superstructure</b>	<b>33,500</b>	<b>GSF</b>	<b>\$84.89</b>	<b>\$2,843,742</b>
<b>B20 Exterior Enclosure</b>				
<u>B2011, 12 - Exterior Wall Construction &amp; Parapets</u>				
Exterior Wall Assembly (GWB - Finish 1 Side, vapor barrier, metal studs 6", batt insulation, sheathing, WRB, 2" rigid insulation)	13,119	sf	\$36.50	\$478,844
Exterior wall finish				
Masonry Veneer				
CMU Veneer	1,233	sf	\$38.00	\$46,854
Brick Veneer	5,644	sf	\$50.00	\$282,200
Galvanized steel lintels	365	lf	\$65.00	\$23,725
Sill flashing	272	lf	\$20.00	\$5,440
Lap siding & trim (includes thermal clip)	5,727	sf	\$25.00	\$143,175
Parapet cornice moulding	515	lf	\$30.00	\$15,450
Mechanical Screening	1	ls	\$30,000	\$30,000
Exterior paint & sealants				
Paint siding	5,727	sf	\$3.00	\$17,181
Paint to HM doors and frames	2	ea	\$200.00	\$400
Masonry sealer	6,877	sf	\$3.00	\$20,631
Misc. caulking and sealants - Area budget	20,674	vsf	\$1.00	\$20,674
Building graphics				
Building identifying signage - Allowance	1	ls	\$10,000	\$10,000
Miscellaneous exterior enclosure costs				
Contractor support of 3rd party air barrier testing	1	ls	\$5,000	\$5,000
B2011, 12 - Exterior Wall Construction & Parapets	33,500	GSF	\$32.82	\$1,099,574
<u>B2016 - Exterior Soffits</u>				
Finish allowance @ canopies (includes misc. framing, sheathing & WRB)	1,300	sf	\$30.00	\$39,000

**CITY HALL BUILDING ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
B2016 - Exterior Soffits	33,500	GSF	\$1.16	\$39,000
<u>B2020 - Exterior Windows</u>				
Aluminum storefront, std. insulated glazing, anodized finish	3,362	sf	\$110.00	\$369,820
Aluminum curtainwall, std. insulated glazing, anodized finish	4,193	sf	\$130.00	\$545,090
Premium - Ballistic rated glazing at Police program	1,000	sf	\$170.00	\$170,000
B2020 - Exterior Windows	33,500	GSF	\$32.39	\$1,084,910
<u>B2030 - Exterior Doors</u>				
Glazed doors & entrances				
Storefront doors & hardware, per leaf	7	ea	\$7,500	\$52,500
ADA auto operator, per vestibule	3	ea	\$10,000	\$30,000
Solid exterior doors				
HM door, HM frame, and hardware	2	ea	\$4,500	\$9,000
B2020 - Exterior Doors	33,500	GSF	\$2.73	\$91,500
<b>Subtotal B20 Exterior Enclosure</b>	<b>33,500</b>	<b>GSF</b>	<b>\$69.10</b>	<b>\$2,314,984</b>
<b>B30 Roofing</b>				
<u>B3010 - Roof Coverings</u>				
Roof finishes & insulation				
Membrane roofing system w/ rigid insulation	17,300	sf	\$28.00	\$484,400
Green roof system premium				<i>See Summary</i>
Membrane roofing system @ Canopies	1,300	sf	\$15.00	\$19,500
Flashings & sheet metal				
Roof system flashing, rough carpentry, gutters & downspouts	15%	on	\$503,900	\$75,585
Fascia	417	lf	\$40.00	\$16,680
Copings	577	lf	\$30.00	\$17,310
Accessories				

**CITY HALL BUILDING ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
Allowance	17,300	sf	\$3.00	\$51,900
B3010 - Roof Coverings	33,500	GSF	\$19.86	\$665,375
<u>B3020 - Roof Openings</u>				
Roof hatch & ladder	1	ea	\$8,000	\$8,000
B3020 - Roof Openings	33,500	GSF	\$0.24	\$8,000
<b>Subtotal B30 Roofing</b>	<b>33,500</b>	<b>GSF</b>	<b>\$20.10</b>	<b>\$673,375</b>
<b>C10 Interior Construction</b>				
<u>C1010 - Partitions</u>				
GWB Partitions (GWB - Finish 2 Sides, mtl stud framing, sound batts)	41,850	sf	\$17.50	\$732,375
Premium for STC and fire rated assemblies	15%	on	\$732,375	\$109,856
Misc. carpentry, blocking, & backing - Area budget	33,500	gsf	\$1.00	\$33,500
Interior caulking & joint sealants - Area budget	33,500	gsf	\$0.50	\$16,750
Retractable partitions				
Folding panel partitions	1	ea	\$30,000	\$30,000
Interior balustrades				
Glazed guardrails	115	lf	\$300.00	\$34,500
Interior windows and storefronts				
Allowance	1,500	sf	\$100.00	\$150,000
C1010 - Partitions	33,500	GSF	\$33.04	\$1,106,981
<u>C1020 - Interior Doors</u>				
Interior doors, frames & hardware	100	ea	\$3,600	\$360,000
Door premiums (electronic hardware, storefront, fire rated, special function doors) - Civic center benchmark	25%	on	\$360,000	\$90,000
C1020 - Interior Doors	33,500	GSF	\$13.43	\$450,000
<u>C1030 - Fittings</u>				
Raised floor system	502	sf	\$30.00	\$15,060
Visual display specialties				

**CITY HALL BUILDING ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
Marker & tack boards - Area budget	33,500	gsf	\$0.50	\$16,750
Toilet partitions & accessories				
Multi-user restrooms	4	ea	\$10,000	\$40,000
Single-user restrooms	3	ea	\$2,500	\$7,500
Single-user restrooms w/ shower	2	ea	\$4,000	\$8,000
Lockers				
Police duty lockers	5	ea	\$2,500	\$12,500
Standard Lockers	20	ea	\$750	\$15,000
Identifying Devices				
Code signage - Area budget	33,500	sf	\$0.25	\$8,375
Wayfinding and room signage - Area budget	33,500	sf	\$0.50	\$16,750
General fittings and specialties				
FECs, corner guards, knox box, etc... - Area budget	33,500	gsf	\$1.00	\$33,500
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C1030 - Fittings	33,500	GSF	\$5.18	\$173,435
<hr/>				
<b>Subtotal C10 Interior Construction</b>	<b>33,500</b>	<b>GSF</b>	<b>\$51.65</b>	<b>\$1,730,416</b>
<hr/>				
<b>C20 Stairs</b>				
<u>C2010 - Stair Construction</u>				
Egress stair (incl. picket railings & concrete fill), per flight	1	ea	\$50,000	\$50,000
Feature stair (custom framing & finishes), per flight	1	ea	\$125,000	\$125,000
<hr/>				
C2010 - Stair Construction	33,500	GSF	\$5.22	\$175,000
<hr/>				
<b>Subtotal C20 Stairs</b>	<b>33,500</b>	<b>GSF</b>	<b>\$5.22</b>	<b>\$175,000</b>
<hr/>				
<b>C30 Interior Finishes</b>				
<u>C3010 - Wall Finishes</u>				
Paint to walls, doors, frames and misc. - Area budget	33,500	gsf	\$5.00	\$167,500
Wall tile	7,200	sf	\$25.00	\$180,000
Acoustical wall panels allowance - Area budget	33,500	sf	\$2.00	\$67,000
Finish carpentry, millwork, and other wall coverings				

**CITY HALL BUILDING ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
Council Chambers - Lump sum allowance	1	ls	\$50,000	\$50,000
Misc. allowance - Area budget	33,500	gsf	\$2.00	\$67,000
<hr/>				
C3010 - Wall Finishes	33,500	GSF	\$15.87	\$531,500
<u>C3020 - Floor Finishes</u>				
Floor finish allowance - Civic center benchmark	33,500	gsf	\$10.00	\$335,000
<hr/>				
C3020 - Floor Finishes	33,500	GSF	\$10.00	\$335,000
<u>C3030 - Ceiling Finishes</u>				
Ceilings finishes allowance - Civic center benchmark	33,500	gsf	\$15.00	\$502,500
Premium @ Chambers & 1st Floor Entry Spine	3,000	sf	\$25.00	\$75,000
<hr/>				
C3030 - Ceiling Finishes	33,500	GSF	\$17.24	\$577,500
<hr/>				
<b>Subtotal C30 Interior Finishes</b>	<b>33,500</b>	<b>GSF</b>	<b>\$43.10</b>	<b>\$1,444,000</b>
<b>D10 Conveying Systems</b>				
<u>D1010 - Elevators &amp; Lifts</u>				
Passenger Elevator, hydraulic #1	2	stps	\$80,000	\$160,000
Passenger Elevator, hydraulic #2	2	stps	\$80,000	\$160,000
<hr/>				
D1010 - Elevators & Lifts	33,500	GSF	\$9.55	\$320,000
<hr/>				
<b>Subtotal D10 Conveying Systems</b>	<b>33,500</b>	<b>GSF</b>	<b>\$9.55</b>	<b>\$320,000</b>
<b>D20 Plumbing</b>				
System Allowance	33,500	gsf	\$17.00	\$569,500
<hr/>				
D20 - Plumbing	33,500	GSF	\$17.00	\$569,500
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<b>Subtotal D20 Plumbing</b>	<b>33,500</b>	<b>GSF</b>	<b>\$17.00</b>	<b>\$569,500</b>
<b>D30 HVAC</b>				
Direct Expansion Systems (VRF)	33,500	gsf	\$26.00	\$871,000
Air Distribution Systems (DOAS, ductwork, etc..)	33,500	gsf	\$40.00	\$1,340,000
Controls	33,500	gsf	\$8.00	\$268,000

**CITY HALL BUILDING ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
System Testing & Balancing	33,500	gsf	\$1.00	\$33,500
D30 - HVAC	33,500	GSF	\$75.00	\$2,512,500
<b>Subtotal D30 HVAC</b>	<b>33,500</b>	<b>GSF</b>	<b>\$75.00</b>	<b>\$2,512,500</b>
<b>D40 Fire Protection</b>				
Sprinkler system - Building area budget	33,500	gsf	\$7.00	\$234,500
D40 - Fire Protection	33,500	GSF	\$7.00	\$234,500
<b>Subtotal D40 Fire Protection</b>	<b>33,500</b>	<b>GSF</b>	<b>\$7.00</b>	<b>\$234,500</b>
<b>D50 Electrical</b>				
Electrical & Low-Voltage Systems - Allowance	33,500	gsf	\$80.00	\$2,680,000
Council Chambers AV System	1	ls	\$60,000	\$60,000
Training AV System	1	ls	\$30,000	\$30,000
D50 - Electrical	33,500	GSF	\$82.69	\$2,770,000
<b>Subtotal D50 Electrical</b>	<b>33,500</b>	<b>GSF</b>	<b>\$82.69</b>	<b>\$2,770,000</b>
<b>E10 Equipment</b>				
<u>E1020 - Institutional Equipment</u>				
Detention equipment, per holding room	3	ea	\$20,000	\$60,000
E1020 - Institutional Equipment	33,500	GSF	\$1.79	\$60,000
<u>E1090 - Other Equipment</u>				
Residential equipment				
Kitchen appliance package	1	ea	\$30,000	\$30,000
Break area appliance package	3	ea	\$5,000	\$15,000
Laundry washer & dryer package	1	ea	\$5,000	\$5,000
E1090 - Other Equipment	33,500	GSF	\$1.49	\$50,000
<b>Subtotal E10 Equipment</b>	<b>33,500</b>	<b>GSF</b>	<b>\$3.28</b>	<b>\$110,000</b>

**CITY HALL BUILDING ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$/UOM</i>	<i>Total Cost</i>	
<b>E20 Furnishings</b>					
<u>E2010 - Fixed Furnishings</u>					
Fixed Casework					
Council Chambers	1	ls	\$50,000	\$50,000	
Casework allowance - Area budget	33,500	gsf	\$5.00	\$167,500	
Blinds & other window treatment	33,500	gsf	\$1.50	\$50,250	
<hr/>					
	E2010 - Fixed Furnishings	33,500	GSF	\$7.99	\$267,750
<u>E2020 - Moveable Furnishings</u>					
EXCLUDED					
<hr/>					
	E2020 - Moveable Furnishings	33,500	GSF	\$0.00	\$0
<hr/>					
<b>Subtotal E20 Furnishings</b>	<b>33,500</b>	<b>GSF</b>	<b>\$7.99</b>	<b>\$267,750</b>	
<b>F10 Special Construction</b>					
<hr/>					
<b>Subtotal F20 Special Construction</b>	<b>33,500</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>	
<b>F20 Selective Building Demolition</b>					
<hr/>					
<b>Subtotal F20 Selective Building Demolition</b>	<b>33,500</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>	

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**CITY HALL SITEWORK (ON-SITE) ELEMENTS SUMMARY (UNIFORMAT II)**

<i>Ref</i>	<i>Group Element</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
G00	General Sitework Requirements	59,500	SGA	\$1.48	\$88,052
G10	Site Preparation	59,500	SGA	\$3.75	\$223,125
G20	Site Improvements	59,500	SGA	\$23.06	\$1,371,870
G30	Site Civil / Mechanical Utilities	59,500	SGA	\$8.64	\$514,250
G40	Site Electrical Utilities	59,500	SGA	\$6.87	\$408,500
G50	Other Site Construction	59,500	SGA	\$0.00	\$0
<b>Sitework Direct Construction Costs Subtotal</b>					<b>\$2,605,797</b>
	Estimating / Design Contingency	15.0%	on	\$2,605,797	\$390,870
	Contractor General Conditions	8.0%	on	\$2,996,667	\$239,733
	Contractor Markup (OH&P, Insurance, Bond, B&O Tax)	7.0%	on	\$3,236,400	\$226,548
	Escalation to Midpoint (Q4, 2026 @ 5% / Yr)	7.5%	on	\$3,462,948	\$259,721
<b>Total Sitework Construction Cost (Today's Dollars)</b>					<b>\$3,722,669</b>

**CITY HALL SITEWORK (ON-SITE) ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
<b>G00 General Sitework Requirements</b>				
Mobilization(s)	3%	on	\$2,109,245	\$63,277
Site layout & potholing	59,500	gsf	\$0.25	\$14,875
Temporary Construction Fencing	990	lf	\$10.00	\$9,900
<hr/>				
G00 - General Sitework Requirements	59,500	SGA	\$1.48	\$88,052
<hr/>				
<b>Subtotal G00 General Sitework Requirements</b>	<b>59,500</b>	<b>SGA</b>	<b>\$1.48</b>	<b>\$88,052</b>
<b>G10 Site Preparation</b>				
<u>G1010,20 - Site Clearing &amp; Demolition</u>				
Demolition of paving & site improvements				
Minor work (site cleared and graded in previous phase)	59,500	sga	\$0.25	\$14,875
<hr/>				
G1010,20 - Site Clearing & Demolition	59,500	SGA	\$0.25	\$14,875
<hr/>				
<u>G1030 - Site Earthwork</u>				
Site grading & excavation				
Cut / Fill (subgrade set in previous phase)				\$0
Footings structural excavation				See Bldg Est.
Fine grading / build pad & paving subsurface prep	59,500	sga	\$1.00	\$59,500
Erosion control & dewatering				
Site area budget (silt fence, silt sock, catch basin protection, baker tanks, etc...)	59,500	sga	\$2.50	\$148,750
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G1030 - Site Earthwork	59,500	SGA	\$3.50	\$208,250
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<u>G1040 - Hazardous Waste Remediation</u>				
Removal of Contaminated Soil - Allowance				Excluded
<hr/>				
G1040 - Hazardous Waste Remediation	59,500	SGA	\$0.00	\$0
<hr/>				
<b>Subtotal G10 Site Preparation</b>	<b>59,500</b>	<b>SGA</b>	<b>\$3.75</b>	<b>\$223,125</b>
<b>G20 Site Improvements</b>				
<u>G2010,20,30 - Roadways, Parking Lots, and Ped. Paving</u>				

**CITY HALL SITEWORK (ON-SITE) ESTIMATE DETAIL**

Asphalt paving (base courses included)					
Parking Area & drive aisles	24,400	sf	\$9.00		\$219,600
Concrete paving (base courses included)					
Paving	440	sf	\$18.00		\$7,920
Sidewalks	2,100	sf	\$13.00		\$27,300
Curbs	2,000	lf	\$30.00		\$60,000
Other site surface paving					
Pavers, mortar bed set	10,370	sf	\$35.00		\$362,950
Markings & signage					
Parking stall striping	63	ea	\$200.00		\$12,600
Parking stall striping, ADA w/ sign	3	ea	\$500.00		\$1,500
Misc.	1	ls	\$5,000.00		\$5,000
Parking equipment					
Vehicle entry parking arm	1	ls	\$20,000.00		\$20,000
<hr/>					
G2010,20,30 - Roadways, Parking Lots, and Ped. Paving	59,500	SGA	\$12.05		\$716,870
<hr/>					
<u>G2040 - Site Development</u>					
Fences & gates					
Security metal fencing, ornamental - 8'	250	lf	\$350.00		\$87,500
Security gate (w/ electronic access), 6' ht - Single swing	1	ea	\$10,000		\$10,000
Automated Vehicular Gate, Security (w/ electronic access)	1	ea	\$30,000		\$30,000
Site walls & furnishings					
Area budget (plaza amenities, site walls, flag pole, seat walls, bike racks, bollards, benches, monument sign, etc...)	59,500	sga	\$5.00		\$297,500
Misc. structures					
Trash enclosure	1	ls	\$30,000		\$30,000
Police covered parking canopy					See Summary
<hr/>					
G2040 - Site Development	59,500	SGA	\$7.65		\$455,000

G2050 - Landscaping

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**CITY HALL SITEWORK (ON-SITE) ESTIMATE DETAIL**

Area budget (Mixture of Irrigated Planters, Irrigated Lawn, and Non-irrigated Natural Plantings)	1	ls	\$200,000	\$200,000
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G2050 - Landscaping	59,500	SGA	\$3.36	\$200,000
<b>Subtotal G20 Improvements</b>	<b>59,500</b>	<b>SGA</b>	<b>\$23.06</b>	<b>\$1,371,870</b>
<b>G30 Site Civil / Mechanical Utilities</b>				
<u>G3010 - Water Supply</u>				
Domestic & fire water service	1	ls	\$100,000	\$100,000
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G3010 - Water Supply	59,500	SGA	\$1.68	\$100,000
<u>G3020 - Sanitary Sewer</u>				
Sanitary sewer service	1	ls	\$25,000	\$25,000
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G3020 - Sanitary Sewer	59,500	SGA	\$0.42	\$25,000
<u>G3030 - Storm Sewer</u>				
Drain lines, catch basins, etc... - Allowance	59,500	sga	\$1.50	\$89,250
Stormtech chamber detention system	20,000	cf	\$15.00	\$300,000
<hr/>				
G3030 - Storm Sewer	59,500	SGA	\$6.54	\$389,250
<b>Subtotal G30 Site Civil / Mechanical Utilities</b>	<b>59,500</b>	<b>SGA</b>	<b>\$8.64</b>	<b>\$514,250</b>
<b>G40 Site Electrical Utilities</b>				
<u>G4010 - Electrical Distribution</u>				
Electrical utility	1	ls	\$80,000	\$80,000
Electric vehicle chargers (8 stalls w/ rough-in for 8 future)	1	ls	\$120,000	\$120,000
<hr/>				
G4010 - Electrical Distribution	59,500	SGA	\$3.36	\$200,000
<u>G4020 - Site lighting</u>				
Site lighting	59,500	gsf	\$3.00	\$178,500
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G4020 - Site lighting	59,500	SGA	\$3.00	\$178,500
<u>G4030 - Site communication &amp; security</u>				
Tele/Data utility	1	ls	\$30,000	\$30,000

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**CITY HALL SITEWORK (ON-SITE) ESTIMATE DETAIL**

G4030 - Site communication & security	59,500	SGA	\$0.50	\$30,000
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<b>Subtotal G40 Site Electrical Utilities</b>	<b>59,500</b>	<b>SGA</b>	<b>\$6.87</b>	<b>\$408,500</b>
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<b>Subtotal G50 Other Site Construction</b>	<b>59,500</b>	<b>SGA</b>	<b>\$0.00</b>	<b>\$0</b>
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**WOONERF & CYPRESS SITEWORK ELEMENTS SUMMARY (UNIFORMAT II)**

<i>Ref</i>	<i>Group Element</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
G00	General Sitework Requirements	41,700	SGA	\$3.79	\$157,846
G10	Site Preparation	41,700	SGA	\$3.50	\$145,950
G20	Site Improvements	41,700	SGA	\$21.88	\$912,215
G30	Site Civil / Mechanical Utilities	41,700	SGA	\$1.00	\$41,700
G40	Site Electrical Utilities	41,700	SGA	\$0.96	\$40,000
G50	Other Site Construction	41,700	SGA	\$0.00	\$0
<b>Sitework Direct Construction Costs Subtotal</b>					<b>\$1,297,711</b>
Estimating / Design Contingency		15.0%	on	\$1,297,711	\$194,657
Contractor General Conditions		8.0%	on	\$1,492,368	\$119,389
Contractor Markup (OH&P, Insurance, Bond, B&O Tax)		7.0%	on	\$1,611,757	\$112,823
Escalation to Midpoint (Q4, 2026 @ 5% / Yr)		7.5%	on	\$1,724,580	\$129,343
<b>Total Sitework Construction Cost (Today's Dollars)</b>					<b>\$1,853,923</b>

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**WOONERF & CYPRESS SITework (ON-SITE) ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$/UOM</i>	<i>Total Cost</i>
<b>G00 General Sitework Requirements</b>				
Mobilization(s)	3%	on	\$1,099,865	\$32,996
Site layout & potholing	41,700	gsf	\$0.50	\$20,850
Traffic control	16	weeks	\$6,500	\$104,000
<hr/>				
G00 - General Sitework Requirements	41,700	SGA	\$3.79	\$157,846
<hr/>				
<b>Subtotal G00 General Sitework Requirements</b>	<b>41,700</b>	<b>SGA</b>	<b>\$3.79</b>	<b>\$157,846</b>
<b>G10 Site Preparation</b>				
<u>G1010,20 - Site Clearing &amp; Demolition</u>				
Demolition of paving & site improvements				
Area allowance	41,700	sga	\$1.50	\$62,550
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G1010,20 - Site Clearing & Demolition	41,700	SGA	\$1.50	\$62,550
<hr/>				
<u>G1030 - Site Earthwork</u>				
Site grading & excavation				
Cut / Fill (subgrade set in previous phase)				\$0
Fine grading / build pad & paving subsurface prep	41,700	sga	\$1.00	\$41,700
Erosion control & dewatering				
Site area budget (silt fence, silt sock, catch basin protection, baker tanks, etc...)	41,700	sga	\$1.00	\$41,700
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G1030 - Site Earthwork	41,700	SGA	\$2.00	\$83,400
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<u>G1040 - Hazardous Waste Remediation</u>				
Removal of Contaminated Soil - Allowance				
				<i>Excluded</i>
<hr/>				
G1040 - Hazardous Waste Remediation	41,700	SGA	\$0.00	\$0
<hr/>				
<b>Subtotal G10 Site Preparation</b>	<b>41,700</b>	<b>SGA</b>	<b>\$3.50</b>	<b>\$145,950</b>
<b>G20 Site Improvements</b>				
<u>G2010,20,30 - Roadways, Parking Lots, and Ped. Paving</u>				
Asphalt paving (base courses included)				

**WOONERF & CYPRESS SITEWORK (ON-SITE) ESTIMATE DETAIL**

ROW paving section	14,720	sf	\$11.00	\$161,920
Concrete paving (base courses included)				
Sidewalks	12,865	sf	\$13.00	\$167,245
Curbs	1,200	lf	\$50.00	\$60,000
Other site surface paving				
Pavers, mortar bed set	10,370	sf	\$35.00	\$362,950
Markings & signage				
Misc.	1	ls	\$10,000	\$10,000
<hr/>				
G2010,20,30 - Roadways, Parking Lots, and Ped. Paving	41,700	SGA	\$18.28	\$762,115
<u>G2040 - Site Development</u>				
Site walls & furnishings				
Area budget (plaza amenities, site walls, seat walls, bollards, benches, etc...)	41,700	sga	\$3.00	\$125,100
<hr/>				
G2040 - Site Development	41,700	SGA	\$3.00	\$125,100
<u>G2050 - Landscaping</u>				
Allowance	1	ls	\$25,000	\$25,000
<hr/>				
G2050 - Landscaping	41,700	SGA	\$0.60	\$25,000
<hr/>				
<b>Subtotal G20 Improvements</b>	<b>41,700</b>	<b>SGA</b>	<b>\$21.88</b>	<b>\$912,215</b>
<b>G30 Site Civil / Mechanical Utilities</b>				
<u>G3010 - Water Supply</u>				
Installed in previous infrastructure package				<i>None anticipated</i>
<hr/>				
G3010 - Water Supply	41,700	SGA	\$0.00	\$0
<u>G3020 - Sanitary Sewer</u>				
Installed in previous infrastructure package				<i>None anticipated</i>
<hr/>				
G3020 - Sanitary Sewer	41,700	SGA	\$0.00	\$0
<u>G3030 - Storm Sewer</u>				
Misc. improvements (mains installed w/ previous infrastructure package)	41,700	sga	\$1.00	\$41,700

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**WOONERF & CYPRESS SITEWORK (ON-SITE) ESTIMATE DETAIL**

G3030 - Storm Sewer	41,700	SGA	\$1.00	\$41,700
<b>Subtotal G30 Site Civil / Mechanical Utilities</b>	<b>41,700</b>	<b>SGA</b>	<b>\$1.00</b>	<b>\$41,700</b>
<b>G40 Site Electrical Utilities</b>				
<u>G4010 - Electrical Distribution</u>				
Installed in previous infrastructure package				<i>None anticipated</i>
G4010 - Electrical Distribution	41,700	SGA	\$0.00	\$0
<u>G4020 - Site lighting</u>				
Site lighting (6 light poles, routing & vaults included w/ previous infrastructure package)	1	ls	\$40,000.00	\$40,000
G4020 - Site lighting	41,700	SGA	\$0.96	\$40,000
<u>G4030 - Site communication &amp; security</u>				
Installed in previous infrastructure package				<i>None anticipated</i>
G4030 - Site communication & security	41,700	SGA	\$0.00	\$0
<b>Subtotal G40 Site Electrical Utilities</b>	<b>41,700</b>	<b>SGA</b>	<b>\$0.96</b>	<b>\$40,000</b>
<b>Subtotal G50 Other Site Construction</b>	<b>41,700</b>	<b>SGA</b>	<b>\$0.00</b>	<b>\$0</b>

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**VEHICLE STORAGE BLDG ELEMENTS SUMMARY (UNIFORMAT II)**

<i>Ref</i>	<i>Group Element</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
A10	Foundations	10,240	GSF	\$18.99	\$194,500
A20	Basement Construction	10,240	GSF	\$0.00	\$0
B10	Superstructure	10,240	GSF	\$0.50	\$5,120
B20	Exterior Enclosure	10,240	GSF	\$57.50	\$588,784
B30	Roofing	10,240	GSF	\$29.47	\$301,780
C10	Interior Construction	10,240	GSF	\$11.26	\$115,290
C20	Stairs	10,240	GSF	\$1.95	\$20,000
C30	Interior Finishes	10,240	GSF	\$7.15	\$73,260
D10	Conveying Systems	10,240	GSF	\$0.00	\$0
D20	Plumbing	10,240	GSF	\$1.13	\$11,520
D30	HVAC	10,240	GSF	\$1.88	\$19,200
D40	Fire Protection	10,240	GSF	\$6.00	\$61,440
D50	Electrical	10,240	GSF	\$15.00	\$153,600
E10	Equipment	10,240	GSF	\$0.00	\$0
E20	Furnishings (Casework)	10,240	GSF	\$0.00	\$0
F10	Special Construction	10,240	GSF	\$40.00	\$409,600
F20	Selective Building Demolition	10,240	GSF	\$0.00	\$0
<b>Building Direct Construction Costs Subtotal</b>					<b>\$1,954,094</b>
Estimating / Design Contingency		10.0%	on	\$1,954,094	\$195,409
Contractor General Conditions		8.0%	on	\$2,149,503	\$171,960
Contractor Markup (OH&P, Insurance, Bond, B&O Tax)		7.0%	on	\$2,321,464	\$162,502
Escalation to Midpoint (Q4, 2026 @ 5% / Yr)		7.5%	on	\$2,483,966	\$186,297
<b>Total Building Construction Cost (Escalated)</b>					<b>\$2,670,264</b>

**VEHICLE STORAGE BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$/UOM</i>	<i>Total Cost</i>
<b>A10 Foundations</b>				
<u>A1010 - Standard Foundations</u>				
Conventional spread, continuous, & braced frame footing system allowance (includes structural excavation, backfill, footing drains and insulation)	10,240	gsf	\$12.00	\$122,880
<hr/>				
A1010 - Standard Foundations	10,240	GSF	\$12.00	\$122,880
<u>A1030 - Slabs on Grade</u>				
Slab on Grade, 8" @ Enclosed Building Area (incl. reinforcing, base course & vapor barrier)	3,840	sf	\$18.00	\$69,120
Trenches, Pits & Bases				
Mech Pads - Allowance	100	sf	\$25.00	\$2,500
<hr/>				
A1030 - Slabs on Grade	10,240	GSF	\$6.99	\$71,620
<hr/>				
<b>Subtotal A10 Foundations</b>	<b>10,240</b>	<b>GSF</b>	<b>\$18.99</b>	<b>\$194,500</b>
<b>A20 Basement Construction</b>				
<hr/>				
<b>Subtotal A20 Basement Construction</b>	<b>10,240</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>
<b>B10 Superstructure</b>				
<u>Structural Steel</u>				
Pre-Engineered Metal Building Construction - See F1010				\$0
Miscellaneous Metals				
Misc. allowance - Area budget	10,240	gsf	\$0.50	\$5,120
<hr/>				
Structural Steel	10,240	GSF	\$0.50	\$5,120
<u>Structural Wood Framing</u>				
Mezzanine floor framing				None Anticipated
<hr/>				
Structural Wood Framing	10,240	GSF	\$0.00	\$0
<hr/>				
<b>Subtotal B10 Superstructure</b>	<b>10,240</b>	<b>GSF</b>	<b>\$0.50</b>	<b>\$5,120</b>

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**VEHICLE STORAGE BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
<b>B20 Exterior Enclosure</b>				
<u>B2011, 12 - Exterior Wall Construction &amp; Parapets</u>				
Exterior Wall Assembly (, vapor barrier, metal furring, batt insulation)	7,236	sf	\$9.50	\$68,742
Exterior wall finish				
Fiber cement siding	7,236	sf	\$20.00	\$144,720
Exterior paint & sealants				
Paint siding	7,236	sf	\$2.00	\$14,472
Paint to HM doors and frames	2	ea	\$200.00	\$400
Building graphics				
Building identifying signage - Allowance	1	ls	\$3,000	\$3,000
<hr/>				
B2011, 12 - Exterior Wall Construction & Parapets	10,240	GSF	\$22.59	\$231,334
<u>B2013 - Exterior Louvers, Screens, and Sun Control Devices</u>				
Canopies (complete)	2,790	sf	\$75.00	\$209,250
<hr/>				
B2013 - Exterior Louvers, Screens, and Sung Control Devices	10,240	GSF	\$20.43	\$209,250
<u>B2020 - Exterior Windows</u>				
Aluminum storefront, std. insulated glazing, anodized finish	440	sf	\$120.00	\$52,800
<hr/>				
B2020 - Exterior Windows	10,240	GSF	\$5.16	\$52,800
<u>B2030 - Exterior Doors</u>				
Solid exterior doors				
HM door, HM frame, and hardware	2	ea	\$4,500	\$9,000
Overhead doors				
Sectional Door with Motor Operator (12x16)	6	ea	\$14,400	\$86,400
<hr/>				
B2020 - Exterior Doors	10,240	GSF	\$9.32	\$95,400
<hr/>				
<b>Subtotal B20 Exterior Enclosure</b>	<b>10,240</b>	<b>GSF</b>	<b>\$57.50</b>	<b>\$588,784</b>

**B30 Roofing**

**VEHICLE STORAGE BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
<u>B3010 - Roof Coverings</u>				
Roof finishes & insulation				
Metal roofing w/ vinyl faced batts under	10,240	sf	\$25.00	\$256,000
Flashings & sheet metal				
Roof system flashing, rough carpentry, gutters & downspouts	10%	on	\$256,000	\$25,600
Copings	406	lf	\$30.00	\$12,180
	<b>10,240</b>	<b>GSF</b>	<b>\$28.69</b>	<b>\$293,780</b>
<u>B3020 - Roof Openings</u>				
Roof hatch & ladder	1	ea	\$8,000	\$8,000
	<b>10,240</b>	<b>GSF</b>	<b>\$0.78</b>	<b>\$8,000</b>
<b>Subtotal B30 Roofing</b>	<b>10,240</b>	<b>GSF</b>	<b>\$29.47</b>	<b>\$301,780</b>
<b>C10 Interior Construction</b>				
<u>C1010 - Partitions</u>				
GWB Partitions (GWB - Finish 2 Sides, wd framing (load bearing))	2,775	sf	\$20.00	\$55,500
Misc. carpentry, blocking, & backing - Area budget	10,240	gsf	\$1.00	\$10,240
Interior caulking & joint sealants - Area budget	10,240	gsf	\$0.50	\$5,120
Interior balustrades				
Mezzanine guardrails	165	lf	\$150.00	\$24,750
	<b>10,240</b>	<b>GSF</b>	<b>\$9.34</b>	<b>\$95,610</b>
<u>C1020 - Interior Doors</u>				
Interior doors, frames & hardware	3	ea	\$4,000	\$12,000
	<b>10,240</b>	<b>GSF</b>	<b>\$1.17</b>	<b>\$12,000</b>
<u>C1030 - Fittings</u>				
Identifying Devices				
Code signage - Area budget	10,240	sf	\$0.25	\$2,560
General fittings and specialties				

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**VEHICLE STORAGE BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
FECs, corner guards, knox box, etc... - Area budget	10,240	gsf	\$0.50	\$5,120
C1030 - Fittings	10,240	GSF	\$0.75	\$7,680
<b>Subtotal C10 Interior Construction</b>	<b>10,240</b>	<b>GSF</b>	<b>\$11.26</b>	<b>\$115,290</b>
<b>C20 Stairs</b>				
<u>C2010 - Stair Construction</u>				
Mezzanine stair	1	ea	\$20,000	\$20,000
C2010 - Stair Construction	10,240	GSF	\$1.95	\$20,000
<b>Subtotal C20 Stairs</b>	<b>10,240</b>	<b>GSF</b>	<b>\$1.95</b>	<b>\$20,000</b>
<b>C30 Interior Finishes</b>				
<u>C3010 - Wall Finishes</u>				
Paint to walls, doors, frames and misc. - Area budget	10,240	gsf	\$2.50	\$25,600
Plywood, 8'	2,315	sf	\$4.00	\$9,260
C3010 - Wall Finishes	10,240	GSF	\$3.40	\$34,860
<u>C3020 - Floor Finishes</u>				
Sealed concrete	3,840	gsf	\$10.00	\$38,400
C3020 - Floor Finishes	10,240	GSF	\$3.75	\$38,400
<u>C3030 - Ceiling Finishes</u>				
None				\$0
C3030 - Ceiling Finishes	10,240	GSF	\$0.00	\$0
<b>Subtotal C30 Interior Finishes</b>	<b>10,240</b>	<b>GSF</b>	<b>\$7.15</b>	<b>\$73,260</b>
<b>D10 Conveying Systems</b>				
<b>Subtotal D10 Conveying Systems</b>	<b>10,240</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>
<b>D20 Plumbing</b>				

**VEHICLE STORAGE BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
Drainage (enclosed building area only)	3,840	sf	\$3.00	\$11,520
D20 - Plumbing	10,240	GSF	\$1.13	\$11,520
<b>Subtotal D20 Plumbing</b>	<b>10,240</b>	<b>GSF</b>	<b>\$1.13</b>	<b>\$11,520</b>
<b>D30 HVAC</b>				
Electrical unit heaters, exhaust, etc... (enclosed building area o	3,840	gsf	\$5.00	\$19,200
D30 - HVAC	10,240	GSF	\$1.88	\$19,200
<b>Subtotal D30 HVAC</b>	<b>10,240</b>	<b>GSF</b>	<b>\$1.88</b>	<b>\$19,200</b>
<b>D40 Fire Protection</b>				
Sprinkler system - Building area budget	10,240	gsf	\$6.00	\$61,440
D40 - Fire Protection	10,240	GSF	\$6.00	\$61,440
<b>Subtotal D40 Fire Protection</b>	<b>10,240</b>	<b>GSF</b>	<b>\$6.00</b>	<b>\$61,440</b>
<b>D50 Electrical</b>				
System Allowance	10,240	gsf	\$15.00	\$153,600
D50 - Electrical	10,240	GSF	\$15.00	\$153,600
<b>Subtotal D50 Electrical</b>	<b>10,240</b>	<b>GSF</b>	<b>\$15.00</b>	<b>\$153,600</b>
<b>E10 Equipment</b>				
<u>E1090 - Other Equipment</u>				
Storage equipment - OFOI				\$0
E1090 - Other Equipment	10,240	GSF	\$0.00	\$0
<b>Subtotal E10 Equipment</b>	<b>10,240</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>
<b>E20 Furnishings</b>				
<b>Subtotal E20 Furnishings</b>	<b>10,240</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>

**VEHICLE STORAGE BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$/UOM</i>	<i>Total Cost</i>
<b>F10 Special Construction</b>				
<u>F1010 - Special Structures</u>				
Pre-engineered structural frame (mixture of enclosed building & open air)	10,240	gsf	\$40.00	\$409,600
F1010 - Special Structures	10,240	GSF	\$40.00	\$409,600
<b>Subtotal F20 Special Construction</b>	<b>10,240</b>	<b>GSF</b>	<b>\$40.00</b>	<b>\$409,600</b>
<b>F20 Selective Building Demolition</b>				
<b>Subtotal F20 Selective Building Demolition</b>	<b>10,240</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>

April 4, 2025

**FLEET MAINT. BLDG ELEMENTS SUMMARY (UNIFORMAT II)**

<i>Ref</i>	<i>Group Element</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
A10	Foundations	8,520	GSF	\$27.12	\$231,100
A20	Basement Construction	8,520	GSF	\$0.00	\$0
B10	Superstructure	8,520	GSF	\$5.78	\$49,260
B20	Exterior Enclosure	8,520	GSF	\$58.56	\$498,945
B30	Roofing	8,520	GSF	\$24.79	\$211,250
C10	Interior Construction	8,520	GSF	\$17.92	\$152,670
C20	Stairs	8,520	GSF	\$2.35	\$20,000
C30	Interior Finishes	8,520	GSF	\$13.10	\$111,630
D10	Conveying Systems	8,520	GSF	\$0.00	\$0
D20	Plumbing	8,520	GSF	\$18.00	\$153,360
D30	HVAC	8,520	GSF	\$22.39	\$190,760
D40	Fire Protection	8,520	GSF	\$6.00	\$51,120
D50	Electrical	8,520	GSF	\$40.00	\$340,800
E10	Equipment	8,520	GSF	\$6.46	\$55,000
E20	Furnishings (Casework)	8,520	GSF	\$0.00	\$0
F10	Special Construction	8,520	GSF	\$32.96	\$280,800
F20	Selective Building Demolition	8,520	GSF	\$0.00	\$0
<b>Building Direct Construction Costs Subtotal</b>					<b>\$2,346,695</b>
Estimating / Design Contingency		10.0%	on	\$2,346,695	\$234,670
Contractor General Conditions		8.0%	on	\$2,581,365	\$206,509
Contractor Markup (OH&P, Insurance, Bond, B&O Tax)		7.0%	on	\$2,787,874	\$195,151
Escalation to Midpoint (Q4, 2026 @ 5% / Yr)		7.5%	on	\$2,983,025	\$223,727
<b>Total Building Construction Cost (Escalated)</b>					<b>\$3,206,752</b>

**FLEET MAINT. BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$/UOM</i>	<i>Total Cost</i>
<b>A10 Foundations</b>				
<u>A1010 - Standard Foundations</u>				
Conventional spread, continuous, & braced frame footing system allowance (includes structural excavation, backfill, footing drains and insulation)	8,520	gsf	\$12.00	\$102,240
<hr/>				
A1010 - Standard Foundations	8,520	GSF	\$12.00	\$102,240
<u>A1030 - Slabs on Grade</u>				
Slab on Grade, 8" (incl. reinforcing, base course & vapor barrier)	7,020	sf	\$18.00	\$126,360
Trenches, Pits & Bases				
Mech Pads - Allowance	100	sf	\$25.00	\$2,500
<hr/>				
A1030 - Slabs on Grade	8,520	GSF	\$15.12	\$128,860
<hr/>				
<b>Subtotal A10 Foundations</b>	<b>8,520</b>	<b>GSF</b>	<b>\$27.12</b>	<b>\$231,100</b>
<b>A20 Basement Construction</b>				
<hr/>				
<b>Subtotal A20 Basement Construction</b>	<b>8,520</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>
<b>B10 Superstructure</b>				
<u>Structural Steel</u>				
Pre-Engineered Metal Building Construction - See F1010				\$0
Miscellaneous Metals				
Misc. allowance - Area budget	8,520	gsf	\$0.50	\$4,260
<hr/>				
Structural Steel	8,520	GSF	\$0.50	\$4,260
<u>Structural Wood Framing</u>				
Mezzanine floor framing w/ sheathing	1,500	sf	\$30.00	\$45,000
<hr/>				
Structural Wood Framing	8,520	GSF	\$5.28	\$45,000
<hr/>				
<b>Subtotal B10 Superstructure</b>	<b>8,520</b>	<b>GSF</b>	<b>\$5.78</b>	<b>\$49,260</b>

**FLEET MAINT. BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
<b>B20 Exterior Enclosure</b>				
<u>B2011, 12 - Exterior Wall Construction &amp; Parapets</u>				
Exterior Wall Assembly (, vapor barrier, metal furring, batt insulation)	8,580	sf	\$9.50	\$81,510
Exterior wall finish				
CMU Veneer	350	sf	\$38.00	\$13,300
Fiber cement siding	8,230	sf	\$20.00	\$164,600
Exterior paint & sealants				
Paint siding	8,230	sf	\$2.00	\$16,460
Masonry sealer	350	sf	\$2.50	\$875
Paint to HM doors and frames	2	ea	\$200.00	\$400
Building graphics				
Building identifying signage - Allowance	1	ls	\$3,000	\$3,000
<hr/>				
B2011, 12 - Exterior Wall Construction & Parapets	8,520	GSF	\$32.88	\$280,145
<u>B2013 - Exterior Louvers, Screens, and Sun Control Devices</u>				
Canopies (complete)	1,160	sf	\$75.00	\$87,000
<hr/>				
B2013 - Exterior Louvers, Screens, and Sung Control Devices	8,520	GSF	\$10.21	\$87,000
<u>B2020 - Exterior Windows</u>				
Aluminum storefront, std. insulated glazing, anodized finish	480	sf	\$120.00	\$57,600
<hr/>				
B2020 - Exterior Windows	8,520	GSF	\$6.76	\$57,600
<u>B2030 - Exterior Doors</u>				
Solid exterior doors				
HM door, HM frame, and hardware	2	ea	\$4,500	\$9,000
Overhead doors				
Sectional Door with Motor Operator (14x20)	2	ea	\$20,000	\$40,000
Sectional Door with Motor Operator (12x14)	2	ea	\$12,600	\$25,200
<hr/>				
B2020 - Exterior Doors	8,520	GSF	\$8.71	\$74,200

**FLEET MAINT. BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$/UOM</i>	<i>Total Cost</i>
<b>Subtotal B20 Exterior Enclosure</b>	<b>8,520</b>	<b>GSF</b>	<b>\$58.56</b>	<b>\$498,945</b>
<b>B30 Roofing</b>				
<u>B3010 - Roof Coverings</u>				
Roof finishes & insulation				
Metal roofing w/ vinyl faced batts under	7,020	sf	\$25.00	\$175,500
Flashings & sheet metal				
Roof system flashing, rough carpentry, gutters & downspouts	10%	on	\$175,500	\$17,550
Copings	340	lf	\$30.00	\$10,200
	<b>8,520</b>	<b>GSF</b>	<b>\$23.86</b>	<b>\$203,250</b>
<u>B3020 - Roof Openings</u>				
Roof hatch & ladder	1	ea	\$8,000	\$8,000
	<b>8,520</b>	<b>GSF</b>	<b>\$0.94</b>	<b>\$8,000</b>
<b>Subtotal B30 Roofing</b>	<b>8,520</b>	<b>GSF</b>	<b>\$24.79</b>	<b>\$211,250</b>
<b>C10 Interior Construction</b>				
<u>C1010 - Partitions</u>				
GWB Partitions (GWB - Finish 2 Sides, wd framing (load bearing))	3,375	sf	\$20.00	\$67,500
Misc. carpentry, blocking, & backing - Area budget	8,520	gsf	\$1.00	\$8,520
Interior caulking & joint sealants - Area budget	8,520	gsf	\$0.50	\$4,260
Interior balustrades				
Mezzanine guardrails	140	lf	\$150.00	\$21,000
	<b>8,520</b>	<b>GSF</b>	<b>\$11.89</b>	<b>\$101,280</b>
<u>C1020 - Interior Doors</u>				
Interior doors, frames & hardware	10	ea	\$4,000	\$40,000
	<b>8,520</b>	<b>GSF</b>	<b>\$4.69</b>	<b>\$40,000</b>
<u>C1030 - Fittings</u>				

**FLEET MAINT. BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
Toilet Accessories	1	ls	\$5,000.00	\$5,000
Identifying Devices				
Code signage - Area budget	8,520	sf	\$0.25	\$2,130
General fittings and specialties				
FECs, corner guards, knox box, etc... - Area budget	8,520	gsf	\$0.50	\$4,260
C1030 - Fittings	8,520	GSF	\$1.34	\$11,390
<b>Subtotal C10 Interior Construction</b>	<b>8,520</b>	<b>GSF</b>	<b>\$17.92</b>	<b>\$152,670</b>
<b>C20 Stairs</b>				
<u>C2010 - Stair Construction</u>				
Mezzanine stair	1	ea	\$20,000	\$20,000
C2010 - Stair Construction	8,520	GSF	\$2.35	\$20,000
<b>Subtotal C20 Stairs</b>	<b>8,520</b>	<b>GSF</b>	<b>\$2.35</b>	<b>\$20,000</b>
<b>C30 Interior Finishes</b>				
<u>C3010 - Wall Finishes</u>				
Paint to walls, doors, frames and misc. - Area budget	8,520	gsf	\$2.50	\$21,300
Plywood, 8'	3,160	sf	\$4.00	\$12,640
C3010 - Wall Finishes	8,520	GSF	\$3.98	\$33,940
<u>C3020 - Floor Finishes</u>				
Sealed concrete	7,020	gsf	\$10.00	\$70,200
C3020 - Floor Finishes	8,520	GSF	\$8.24	\$70,200
<u>C3030 - Ceiling Finishes</u>				
Office, Shower	535	sf	\$14.00	\$7,490
C3030 - Ceiling Finishes	8,520	GSF	\$0.88	\$7,490
<b>Subtotal C30 Interior Finishes</b>	<b>8,520</b>	<b>GSF</b>	<b>\$13.10</b>	<b>\$111,630</b>

**D10 Conveying Systems**

**FLEET MAINT. BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
<b>Subtotal D10 Conveying Systems</b>	<b>8,520</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>
<b>D20 Plumbing</b>				
System complete	8,520	gsf	\$18.00	\$153,360
D20 - Plumbing	8,520	GSF	\$18.00	\$153,360
<b>Subtotal D20 Plumbing</b>	<b>8,520</b>	<b>GSF</b>	<b>\$18.00</b>	<b>\$153,360</b>
<b>D30 HVAC</b>				
System complete	8,520	gsf	\$13.00	\$110,760
Vehicle Exhaust Extraction Systems	2	ea	\$40,000	\$80,000
D30 - HVAC	8,520	GSF	\$22.39	\$190,760
<b>Subtotal D30 HVAC</b>	<b>8,520</b>	<b>GSF</b>	<b>\$22.39</b>	<b>\$190,760</b>
<b>D40 Fire Protection</b>				
Sprinkler system - Building area budget	8,520	gsf	\$6.00	\$51,120
D40 - Fire Protection	8,520	GSF	\$6.00	\$51,120
<b>Subtotal D40 Fire Protection</b>	<b>8,520</b>	<b>GSF</b>	<b>\$6.00</b>	<b>\$51,120</b>
<b>D50 Electrical</b>				
System Allowance	8,520	gsf	\$40.00	\$340,800
D50 - Electrical	8,520	GSF	\$40.00	\$340,800
<b>Subtotal D50 Electrical</b>	<b>8,520</b>	<b>GSF</b>	<b>\$40.00</b>	<b>\$340,800</b>
<b>E10 Equipment</b>				
<u>E1030 - Vehicular Equipment</u>				
Lift and loading dock equipment	1	ls	\$50,000	\$50,000
E1030 - Vehicular Equipment	8,520	GSF	\$5.87	\$50,000
<u>E1090 - Other Equipment</u>				

April 4, 2025

**FLEET MAINT. BLDG ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$/UOM</i>	<i>Total Cost</i>
Storage equipment - OFOI				\$0
Residential equipment				
Break area appliance package	1	ea	\$5,000	\$5,000
<hr/>				
E1090 - Other Equipment	8,520	GSF	\$0.59	\$5,000
<b>Subtotal E10 Equipment</b>	<b>8,520</b>	<b>GSF</b>	<b>\$6.46</b>	<b>\$55,000</b>
<b>E20 Furnishings</b>				
<b>Subtotal E20 Furnishings</b>	<b>8,520</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>
<b>F10 Special Construction</b>				
<u>F1010 - Special Structures</u>				
Pre-engineered structural frame w/ parapets	7,020	gsf	\$40.00	\$280,800
<hr/>				
F1010 - Special Structures	8,520	GSF	\$32.96	\$280,800
<b>Subtotal F20 Special Construction</b>	<b>8,520</b>	<b>GSF</b>	<b>\$32.96</b>	<b>\$280,800</b>
<b>F20 Selective Building Demolition</b>				
<b>Subtotal F20 Selective Building Demolition</b>	<b>8,520</b>	<b>GSF</b>	<b>\$0.00</b>	<b>\$0</b>

April 4, 2025

**PUBLIC WORKS SITEWORK (ON-SITE) ELEMENTS SUMMARY (UNIFORMAT II)**

<i>Ref</i>	<i>Group Element</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
G00	General Sitework Requirements	40,100	SGA	\$1.53	\$61,184
G10	Site Preparation	40,100	SGA	\$9.58	\$383,995
G20	Site Improvements	40,100	SGA	\$18.11	\$726,050
G30	Site Civil / Mechanical Utilities	40,100	SGA	\$7.32	\$293,605
G40	Site Electrical Utilities	40,100	SGA	\$3.62	\$145,100
G50	Other Site Construction	40,100	SGA	\$0.00	\$0
<b>Sitework Direct Construction Costs Subtotal</b>					<b>\$1,609,934</b>
Estimating / Design Contingency		15.0%	on	\$1,609,934	\$241,490
Contractor General Conditions		8.0%	on	\$1,851,424	\$148,114
Contractor Markup (OH&P, Insurance, Bond, B&O Tax)		7.0%	on	\$1,999,538	\$139,968
Escalation to Midpoint (Q4, 2026 @ 5% / Yr)		7.5%	on	\$2,139,506	\$160,463
<b>Total Sitework Construction Cost (Today's Dollars)</b>					<b>\$2,299,969</b>

April 4, 2025

**PUBLIC WORKS SITEWORK (ON-SITE) ESTIMATE DETAIL**

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$/UOM</i>	<i>Total Cost</i>
<b>G00 General Sitework Requirements</b>				
Mobilization(s)	3%	on	\$1,403,650	\$42,109
Site layout & potholing	40,100	gsf	\$0.25	\$10,025
Temporary Construction Fencing	905	lf	\$10.00	\$9,050
<hr/>				
G00 - General Sitework Requirements	40,100	SGA	\$1.53	\$61,184
<hr/>				
<b>Subtotal G00 General Sitework Requirements</b>	<b>40,100</b>	<b>SGA</b>	<b>\$1.53</b>	<b>\$61,184</b>
<b>G10 Site Preparation</b>				
<u>G1010,20 - Site Clearing &amp; Demolition</u>				
Demolition of paving & site improvements				
Misc. Allowance	40,100	sga	\$0.50	\$20,050
<hr/>				
G1010,20 - Site Clearing & Demolition	40,100	SGA	\$0.50	\$20,050
<hr/>				
<u>G1030 - Site Earthwork</u>				
Site grading & excavation				
Stripping & Haul Off (12")	1,485	cy	\$40.00	\$59,407
Imported Fill (raise grade by 2')	2,970	cy	\$60.00	\$178,222
Grading	40,100	sga	\$0.65	\$26,065
Erosion control & dewatering				
Site area budget (silt fence, silt sock, catch basin protection, baker tanks, etc...)	40,100	sga	\$2.50	\$100,250
<hr/>				
G1030 - Site Earthwork	40,100	SGA	\$9.08	\$363,945
<hr/>				
<u>G1040 - Hazardous Waste Remediation</u>				
Removal of Contaminated Soil - Allowance				
<i>Excluded</i>				
<hr/>				
G1040 - Hazardous Waste Remediation	40,100	SGA	\$0.00	\$0
<hr/>				
<b>Subtotal G10 Site Preparation</b>	<b>40,100</b>	<b>SGA</b>	<b>\$9.58</b>	<b>\$383,995</b>
<b>G20 Site Improvements</b>				
<u>G2010,20,30 - Roadways, Parking Lots, and Ped. Paving</u>				

April 4, 2025

**PUBLIC WORKS SITEWORK (ON-SITE) ESTIMATE DETAIL**

Asphalt paving (base courses included)					
Parking Area & drive aisles	19,000	sf	\$9.00		\$171,000
Concrete paving (base courses included)					
Driveways	1,000	sf	\$20.00		\$20,000
Curbs - Vertical	500	lf	\$30.00		\$15,000
Markings & signage					
Parking stall striping	10	ea	\$75.00		\$750
Parking stall striping, ADA w/ sign	1	ea	\$500.00		\$500
Misc.	1	ls	\$2,500.00		\$2,500
<hr/>					
G2010,20,30 - Roadways, Parking Lots, and Ped. Paving	40,100	SGA	\$5.23		\$209,750
<u>G2040 - Site Development</u>					
Fences & gates					
Ornamental fence, 6' (entire perimeter)	700	lf	\$300.00		\$210,000
Security gate (w/ electronic access), 6' ht - Single swing	2	ea	\$10,000		\$20,000
Automated Vehicular Gate, Security (w/ electronic access)	2	ea	\$30,000		\$60,000
Site walls					
Economical retaining walls @ edge of site along Pilchuck River	350	lf	\$375.00		\$131,250
Site furnishings					
Area budget (bollards, benches, monument sign, etc...)	40,100	sga	\$0.50		\$20,050
Misc. structures					
Trash enclosure	1	ls	\$25,000		\$25,000
<hr/>					
G2040 - Site Development	40,100	SGA	\$11.63		\$466,300
<u>G2050 - Landscaping</u>					
Area budget (Mixture of Irrigated Planters, Irrigated Lawn, and Non-irrigated Natural Plantings)	1	ls	\$50,000		\$50,000
<hr/>					
G2050 - Landscaping	40,100	SGA	\$1.25		\$50,000
<hr/>					
<b>Subtotal G20 Improvements</b>	<b>40,100</b>	<b>SGA</b>	<b>\$18.11</b>		<b>\$726,050</b>

**PUBLIC WORKS SITEWORK (ON-SITE) ESTIMATE DETAIL**

**G30 Site Civil / Mechanical Utilities**

G3010 - Water Supply

Fleet Maint. - Domestic & fire water service	1	ls	\$60,000	\$60,000
Vehicle Storage - Fire water service	1	ls	\$30,000	\$30,000

G3010 - Water Supply	40,100	SGA	\$2.24	\$90,000
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G3020 - Sanitary Sewer

Fleet Maint. - Sanitary sewer services	1	ls	\$25,000	\$25,000
Vehicle Storage - None				\$0

G3020 - Sanitary Sewer	40,100	SGA	\$0.62	\$25,000
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G3030 - Storm Sewer

Drain lines, catch basins, etc... - Allowance	40,100	sga	\$0.75	\$30,075
Stormtech chamber detention system	6,000	cf	\$15.00	\$90,000
Bio retention areas (includes concrete containment, soils, and plantings)	1,951	sf	\$30.00	\$58,530

G3030 - Storm Sewer	40,100	SGA	\$4.45	\$178,605
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<b>Subtotal G30 Site Civil / Mechanical Utilities</b>	<b>40,100</b>	<b>SGA</b>	<b>\$7.32</b>	<b>\$293,605</b>
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**G40 Site Electrical Utilities**

G4010 - Electrical Distribution

Vehicle Maint. - Electrical utility	1	ls	\$30,000	\$30,000
Vehicle Storage - Electrical utility	1	ls	\$30,000	\$30,000
Electric vehicle chargers (double head)	1	ea	\$15,000	\$15,000

G4010 - Electrical Distribution	40,100	SGA	\$1.87	\$75,000
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G4020 - Site lighting

Site lighting	40,100	gsf	\$1.00	\$40,100
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G4020 - Site lighting	40,100	SGA	\$1.00	\$40,100
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G4030 - Site communication & security

Vehicle Maint. - Tele/Data utility	1	ls	\$15,000	\$15,000
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April 4, 2025

**PUBLIC WORKS SITEWORK (ON-SITE) ESTIMATE DETAIL**

Vehicle Storage. - Tele/Data utility	1	ls	\$15,000	\$15,000
G4030 - Site communication & security	40,100	SGA	\$0.75	\$30,000
<b>Subtotal G40 Site Electrical Utilities</b>	<b>40,100</b>	<b>SGA</b>	<b>\$3.62</b>	<b>\$145,100</b>
<b>Subtotal G50 Other Site Construction</b>	<b>40,100</b>	<b>SGA</b>	<b>\$0.00</b>	<b>\$0</b>

DRAFT



## SNOHOMISH CITY COUNCIL STAFF REPORT

**Date:** April 15, 2025

**Agenda Section:** STAFF BRIEFINGS

**From:** Brooke Eidem, AICP, Planning & Development Services Director

**Subject:** Development Services Quarterly Report

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**SUMMARY:** Staff will provide quarterly updates to the City Council on development services permitting and inspection activities. The information below is from the first quarter of 2025.

**BACKGROUND & ANALYSIS:** There were 144 total permits issued between January and March of 2025, which is slightly less than the number issued during the same time period in 2024. This is largely due to the Woodberry Hills building permits being issued this time last year (all but four of those permits are now issued). In 2024 the permits for new construction were primarily for single-family development, in addition to the Koz on Bickford 89-unit mixed use building. For this same period in 2025, the permits were more various, with more commercial tenant improvements (interior work for new businesses building to suit a tenant space), residential additions, and an accessory dwelling unit, in addition to the new starts.

The most common type of permit issued during this quarter was utility connection (new connections to water and sewer), which generally do not require plan review. The next most common type of permit was residential construction, which can include additions, remodels, and new development.

Inspection activity has continued at a regular pace; this quarter the dramatic increases over prior years' activity finally ended, as the Q1 2024 period was reflective of the same resource and staffing mix as the current period. The Building Official and Code Enforcement Official have continued to work together to cover busy days and staff vacations seamlessly, without delaying construction schedules.

Land Use development review is the permitting phase that occurs before construction permits are issued. That activity has shown some increases over past years; the PDS department issues notices of new applications to the City's website, and information can also be found on the [Development Activity webpage](#).

**COUNCIL GOAL(S):** City Services

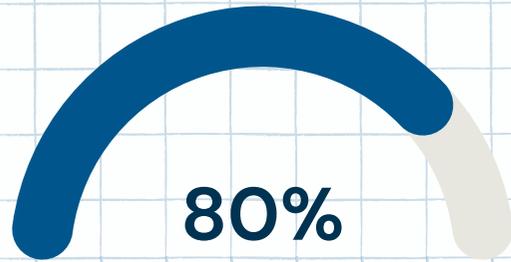
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**ATTACHMENT(S):**

PDS Q1 2025 Quarterly Report



# DEVELOPMENT SERVICES REPORT



80%

80.0% inspections PASSED

## At-a-Glance



• INSPECTIONS  
827



• PERMITS ISSUED  
144

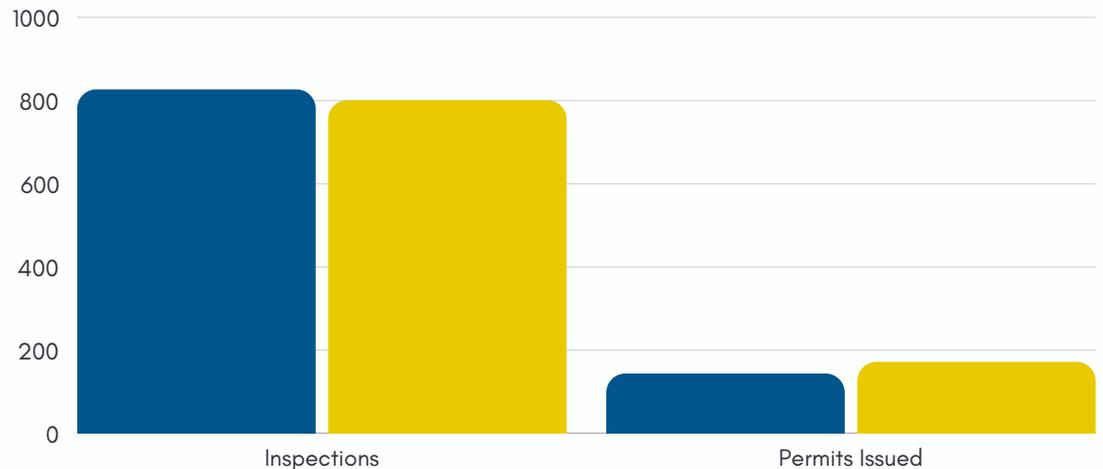


• NEW CONSTRUCTION  
1 commercial  
15 SFR  
1 ADU

## Q1: JAN 2025 - MARCH 2025

### Quarterly Data

● Current Year ● Last Year





## SNOHOMISH CITY COUNCIL STAFF REPORT

**Date:** April 15, 2025

**Agenda Section:** STAFF BRIEFINGS

**From:** Shari Ireton, Director of Community Engagement and Strategic Initiatives

**Subject:** Snohomish County Community Wildfire Preparedness Survey

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### **SUMMARY:**

As part of the Snohomish County Community Wildfire Protection Plan effort, the Snohomish County Department of Emergency Management (DEM) conducted a countywide survey to assess the needs, concerns, and perspectives of residents relating to wildfire. The results from the survey are summarized in the following report.

**COUNCIL GOAL(S):** Public Safety

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### **ATTACHMENT(S):**

Snohomish County Community Wildfire Preparedness Survey Summary\_March 2025.pdf



# Community Wildfire Preparedness Survey Summary

March 2025

# EXECUTIVE SUMMARY

In January 2024, Snohomish County Department of Emergency Management (DEM) initiated a robust planning effort to develop a countywide Community Wildfire Protection Plan (CWPP). As the wildfire chapter of the Hazard Mitigation Plan, the CWPP will focus on reducing risk exposure to the increasing threat of wildfire within Snohomish County. The goal of the CWPP is to enhance efforts to protect communities, natural resources, and critical infrastructure from catastrophic wildfire events, and to prioritize mitigation projects using a collaborative model.

To better understand the needs, concerns, and preparedness levels of Snohomish County residents relating to wildfire, Snohomish County DEM conducted a countywide public survey from July through November 2024, receiving 1,110 responses. The survey featured questions to assess household and structural preparedness, perceived wildfire risk, community and cultural values, and perspectives about the environmental impacts from wildfire mitigation projects such as forest thinning and fuels reduction.

Survey results confirm residents have strong interest in bolstering community wildfire resiliency. While the survey was anonymous by design, 60% of respondents opted to share their contact information to stay informed of future wildfire outreach and education events. When it comes to wildfire preparedness and mitigation, 76% of survey respondents reported that individuals are responsible, 71% attributed the responsibility to local fire protection agencies, and 69% to local government.

These survey outcomes reinforce the necessary involvement of relevant partners in wildfire protection planning and the expansive range of agencies and organizations required to implement recommended mitigation strategies. Key findings also indicate an important opportunity to develop and deliver public education and build awareness as 74% of respondents are “not all familiar” or “somewhat familiar” with home hardening measures.

The remainder of the report will focus on the detailed results from the Snohomish County Community Wildfire Protection Plan Survey. Any questions or comments can be directed to the CWPP planning team at: [DEMPlanning@snoco.org](mailto:DEMPlanning@snoco.org)

# SURVEY METHODOLOGY AND RESPONDENTS

These survey outcomes are an important component of the Snohomish County CWPP planning process. The survey engaged residents in assessing individual and community preparedness for wildfire risks, and collected valuable insight, amplified awareness, and ensured the Snohomish County CWPP is well-informed to address the needs and concerns of residents.

Created through ArcGIS Survey123, the survey provided an online platform to geographically locate respondents and assess data on a community-wide level. Additionally, use of this survey platform provided insight to local fire protection agencies about the communities they serve.

With support from CWPP partners, the survey was widely publicized through community events, social media, newsletters, flyers, and local media. The survey received responses from 1,110 participants, reflecting a strong interest in wildfire preparedness within Snohomish County.

**2%**

of respondents reported contact from their insurance company regarding the wildland fire risk near their home

## Survey Respondents

**88%** of respondents own their home

**49%** of respondents are ages 58 to 74

**11%** of respondents would require special accommodations (mobility, medical, etc.) during an evacuation

**2%** of respondents do not have access to a vehicle to transport household members to safety during an evacuation



# KEY INSIGHTS

Compared to five years ago, 59% of respondents are “more concerned” or “much more concerned” about the safety of their family, home, and assets from wildfire

After human lives and homes, 82% of respondents prioritize protection of drinking water and water quality in the immediate area near their residence

72% of respondents believe that wildfire mitigation projects (forest thinning and fuels reduction) benefit the forest



60% of respondents would like to be contacted about future wildfire outreach and education events

31% of respondents are “not at all familiar” with where to get updates and information about local wildfire events and evacuations; 29% are “somewhat familiar”

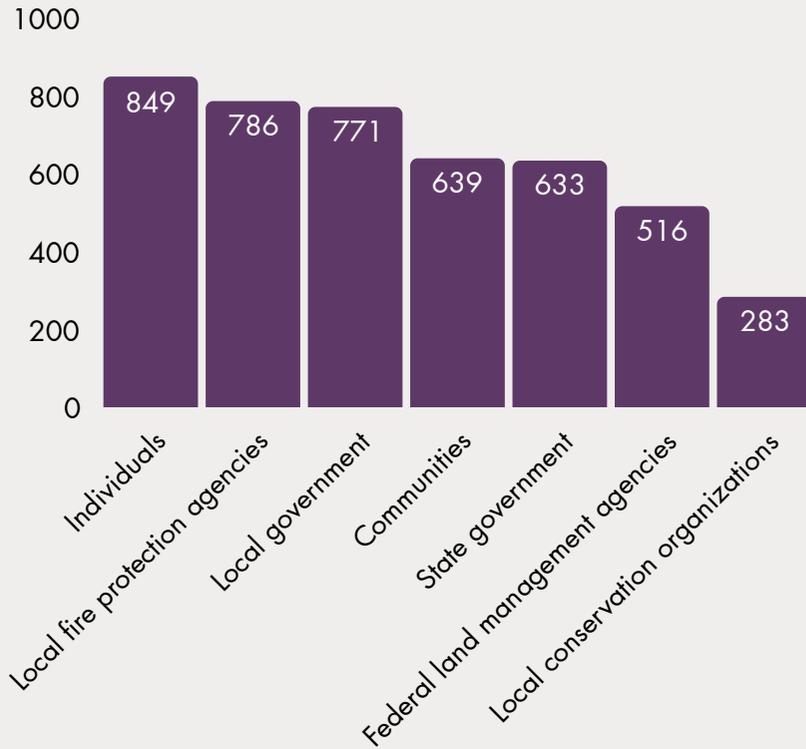
74% of respondents are “not at all familiar” or “somewhat familiar” with home hardening strategies

**44%**

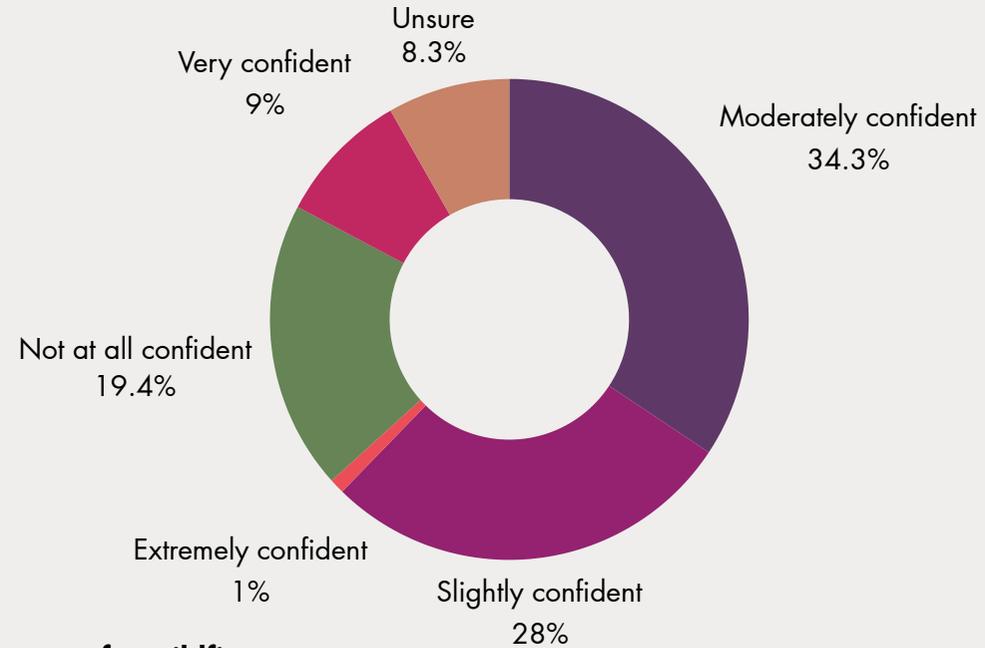
of respondents would seek information and updates about local wildfire events and evacuations from SnoCoAlerts

# PERCEIVED RISK

Who is responsible for wildfire preparedness and mitigation where you live? (multiple selections)



In the event of a wildfire, what is your confidence level in local government to facilitate your community's recovery?



**In the event of a wildfire:**

**78%**

of respondents are "moderately, very, or extremely confident" in the ability of first responders to respond

**35%**

of respondents are "not sure" of what coverage their current fire insurance policy would provide for rebuilding or replacing contents

# STRUCTURAL PREPAREDNESS

Defensible space is the area around a property where combustible materials are treated, cleared, or modified to reduce wildfire from spreading. Vegetation maintenance within these buffer zones can also help with fire suppression operations by providing firefighters with more room to maneuver. Additionally, home hardening strategies including the use of fire-resistant building materials and landscaping best suited for the Western Washington climate, will reduce structural vulnerability to embers, heat, and flames from wildfire.

## Reported challenges for implementing defensible space:



## Reported opportunities for implementing defensible space:



# HOUSEHOLD PREPAREDNESS

During a wildfire event, residents may need to evacuate to safety. Before then, residents should plan and practice leaving their home, workplace or school to prepare for potential wildfire evacuations. Residents should also opt-in to local emergency notifications, determine primary and alternate evacuation routes, and coordinate practicing evacuations with their household and larger community.

Socially vulnerable residents are disproportionately impacted by wildfire and evacuations. Identifying and planning with residents who may need additional assistance, including seniors or people with disabilities, will help ensure the safety of the whole community.

## In the event of a wildfire evacuation:



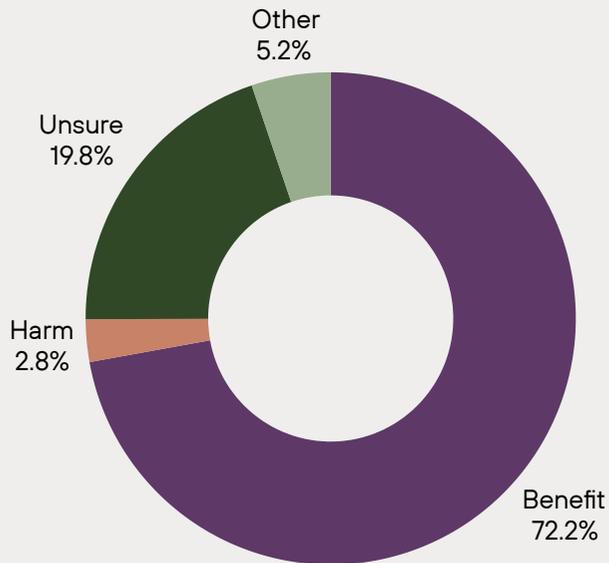
## Where would you get most of your updates and information regarding local wildfire events and evacuations?

- Wireless emergency alerts
- Social media
- Emergency alert system (TV, Radio)
- Friends/family/neighbors
- SnoCoAlerts
- Agency websites
- NOAA weather radio
- Snohomish County Public Safety Hub
- Other

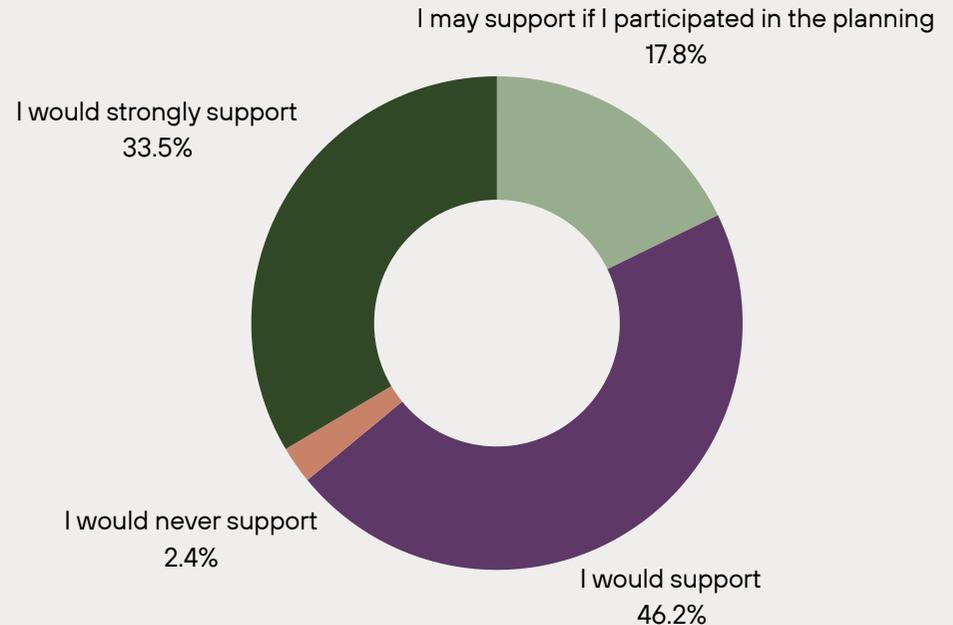


# ENVIRONMENTAL IMPACTS

Do you believe that wildfire mitigation projects (forest thinning and fuels reduction) benefit or harm the forest?



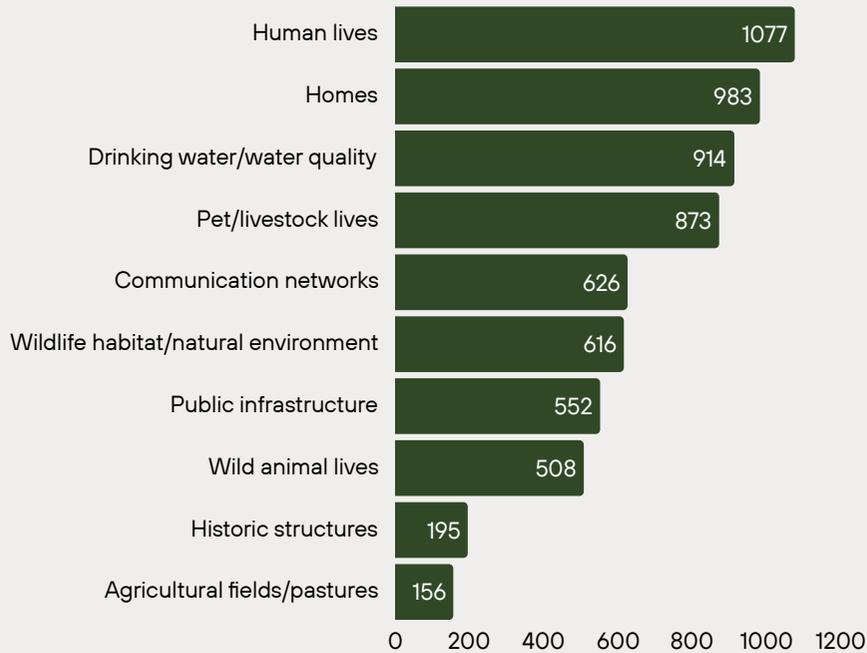
How supportive would you be of community-scale wildfire mitigation projects such as tree thinning and fuels reduction?



Community-scale wildfire mitigation projects involve planning, engagement, and funding. Comprehensive site visits and risk assessments are conducted with property owners to identify vulnerabilities, provide guidance for risk reduction, and discuss barriers to action. Mitigation activities driven by communities include chipper programs, vegetation hauling, creation of defensible space around public, historic, or cultural structures, and participation in local wildfire protection planning.

# COMMUNITY AND CULTURAL VALUES

What are the values or assets that you would like protected in the immediate area near your residence? (top six selected)



**39%** of respondents are “moderately or very concerned” for the loss of recreational opportunities post-wildfire

## Leading concerns about wildfire related issues:

- 60%** Reduced air quality due to wildfire smoke
- 45%** Loss of electricity or interruption of other utilities
- 41%** Damage to ecological and wildlife habitat
- 39%** Threat of post-fire erosion and flooding
- 26%** Impacts to water resources
- 25%** Impacts to property values
- 20%** Impacts to local economy

# WILDFIRE RESOURCES

Wildfire resilience and adaptation is supported by a collaborative network of partner organizations. Below are several local, state, and federal partners that provide information, programs, and resources to reduce risk exposure to wildfire.





**SNOHOMISH CITY COUNCIL STAFF REPORT**

**Date:** April 15, 2025

**Agenda Section:** STAFF BRIEFINGS

**From:** Alisha Hendren, CPA, Finance Director

**Subject:** 2024 Q4 Financials & ARPA Update

**SUMMARY:** The purpose of this agenda item is for the City Council's review and discussion of the Quarterly Financial Report and ARPA quarterly update for the period ending December 31, 2024.

**BACKGROUND & ANALYSIS: Q4 Quarterly Financial Report**

Once each quarter, staff present a financial performance report to the City Council and Mayor for their review and discussion. The attached Q4 quarterly report provides actual results versus budgeted revenues, expenditures, and fund balances for Q4's year-to-date fiscal results.

**ARPA Quarterly Update**

The City of Snohomish received \$2,837,237 in American Rescue Plan Act (ARPA) funding. In addition to the ARPA distributions, the City was awarded a \$250,000 matching grant from Snohomish County to fund the partnership with Snohomish School District for behavioral health and community navigation work. This brings the total revenue for ARPA funds to \$3,087,237.

The table below provides the budget to actuals report as of December 31, 2024, with a breakdown by account as approved by Council through Ordinance 2511 in December 2024:

Account	Amended Total Budget	Fiscal Activity	Budget Remaining	Remaining Funds
A - Business & Nonprofit Support	\$497,313	\$497,313	\$0	0%
B - Household Support	\$235,679	\$235,679	\$0	0%
C - Community Resource	\$777,008	\$684,622	\$92,386	12%
D - City Expenditures	\$712,237	\$661,277	\$50,960	7%
E - Public Safety	\$330,000	\$219,400	\$110,600	34%
F - City Infrastructure	\$535,000	\$371,862	\$163,138	30%
<b>Total</b>	<b>\$3,087,237</b>	<b>\$2,670,153</b>	<b>\$417,084</b>	<b>14%</b>

All remaining ARPA funds were obligated by December 31, 2024, and are planned to be fully exhausted by December 31, 2026, in accordance with federal requirements.

The following sections provide updates on activities and accomplishments on the individual accounts.

## **Account A - Business & Nonprofit Support**

This account has fully been exhausted.

In 2021-2022, \$47,313 was spent for a business training program conducted by the firm Retail Strategies.

In 2023-2024, the Community Engagement & Strategic Initiatives (CESI) team, with guidance from Council, launched the Snohomish Thrives grant program in October 2023 to support small businesses and nonprofits as they continue to recover from the lingering effects of the COVID-19 pandemic. \$450,000 was split into three buckets of \$150,000 each:

- Three \$50,000 grants awarded (two businesses, one nonprofit)
- Six \$25,000 grants awarded (three businesses, three nonprofits)
- Fifteen \$10,000 grants awarded (nine businesses, six nonprofits)

## **Account B - Household Support**

CESI staff distributed \$235,679.42 as previously reported, and the fund is fully exhausted.

## **Account C - Community Resource**

There was \$777,008 was allocated to address community needs. The City's match for a Snohomish County Human Services Grant in partnership with the Snohomish School District was completed at the end of December 2023. The \$92,386 remaining balance will continue to fund the Community Navigator position with the City into 2025.

## **Account D - City Expenditures**

A large portion of this account was to pay for maintenance work dedicated to cleaning parks and along First Street. The City's Information Technology staff also utilized funds to steadily upgrade the City's IT infrastructure and cybersecurity. The remaining funds are to complete work in progress to make City records more accessible through implementing Laserfiche.

## **Account E - Public Safety**

The City partnered with the Snohomish Police Department on traffic and pedestrian safety, encouraging drivers to follow posted speed limits. Staff purchased additional rapid flashing beacon units to be installed this year. The City also purchased a portable fingerprint scanner for the Police Department, reader boards on trailers for special events and emergencies, crosswalk marking equipment and supplies, and improved emergency communication capabilities. Most were purchased at the end of 2024, so expenses will be reflected in the next quarterly report.

## **Account F - City Infrastructure**

Snohomish County issued an RFP to secure a consultant to provide a detailed analysis of broadband access countywide, and the County briefed Council on the progress of that work in May. CBG Consultants has been retained for \$73,138 to assist in the broadband study and recommendations based on work completed with the County.

The City allocated \$202,262 for the First Street Master Plan. Council authorized \$109,000 to go toward

geotechnical surveying and emergency excavation and repair for a portion of a sidewalk at First Street and Avenue C. That geotechnical information will be used to inform the First Street Master Plan. Remaining funds will go toward the contract with First Forty Feet for the First Street Master Plan.

Lastly, the City had allocated \$259,600 for City infrastructure work. That work was assigned to the Rainier Street Utility project, and the funding has been exhausted.

**COUNCIL GOAL(S):** City Infrastructure, City Services

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**ATTACHMENT(S):**

Q4 2024 YTD Financial Report.pdf

Ordinance 2511 Amend ARPA Allocations.pdf



# Quarterly Financial Report

## As of December 31, 2024

### AT A GLANCE:

Revenues in the General Fund are higher than last year, and the City remains in a solid financial position. Sales tax revenue performance continues to improve, see page 4 for additional details.

## Summary of All Operating Funds: *Revenue*

The Financial Management Report is a summary report of the City's Third Quarter Year-To-Date (YTD) 2024 financial results.

- **General Fund** 2024 YTD revenues were **\$12,743,216 or 7.7% higher** than last year, largely due to grant and building permit revenue. A more detailed analysis of General Fund revenue can be found on page 6, with sales tax performance discussed on page 4.

The general fund is used to account for and report all financial resources not accounted for and reported in another fund. As noted in the report that follows, the general fund receives the bulk of its revenues from local taxes, followed by State shared revenues, service charges, and other income.

- **Street Fund** 2024 YTD revenues were **\$1,229,873 or 11.0% lower** than 2023. The 2024 revenue decrease is driven by lower internal transfers.

The Street Fund accounts are for the maintenance of City streets and sidewalks, street lights and street signs.

- **Utility Enterprise Funds** revenues have **increased YTD to \$10,917,945 or 16.1%** from 2023 primarily due to an increase in capital connection fees in the current year.

Utility Fund reserves are a combination of committed and restricted funds for daily operations, operating reserves, debt service reserves, and future capital projects.

- **Internal Service Funds** 2024 YTD revenues were **\$2,715,931 or 15.9% higher** over last year primarily driven by an increase in interfund revenue.

Internal Service Funds are used to account for our Facilities, Equipment Replacement, Fleet Maintenance & Operations, and Information Services activities and are funded by allocations to cover the maintenance and operations of the City's fleet of vehicles and equipment, City facilities, information systems, and technology improvement activities.

- **Non-operating Funds** 2024 YTD revenues were **\$7,372,488 or 24.3% lower** than 2023 revenues. This is largely due to a decrease in internal funding for municipal capital projects with the delay of projects into 2025-2026.

Fund balances for these types of funds are typically restricted as the fund is established for a designated purpose.

### INSIDE THIS ISSUE:

Summary of all Operating Funds Expenditures & Fund Balance Review	2
Revenue Spotlight: REET and Gas Tax	3
Sales Tax Revenues	4
Financial Report Budget Vs. Actual	6
Investment Portfolio And Cash Overview	19
The Finance Team	20

## Summary of All Operating Funds: *Expenditures*

- **General Fund** expenditures for 2024 YTD total **\$12,513,438** and were **\$196,373 or 1.5% lower** than a year ago. The decrease is due to a lower transfers out for delayed capital projects.
- **Street Fund** 2024 YTD expenditures were **\$1,690,100 or 30.1% higher** than 2023. The 2024 expenditures increase is primarily due to higher labor and service costs.
- **Utility Enterprise Fund** 2024 YTD expenditures were **\$10,671,969 or 8.1% lower** compared to 2023 driven by a decrease in capital projects spend due to project delays.
- **The Fleet, Equipment, Facilities and Information Services Internal Service Funds** 2024 YTD expenditures were **\$2,792,949 or 18.6% higher** compared to 2023, driven by capital outlay (equipment, vehicles, and software).
- **Non-operating Funds** 2024 expenditures came in at **\$8,356,102 or 34.5% higher** than 2023 primarily due to increases in capital projects and Public Safety & Security Campus costs.

## Fund Balance Review

City of Snohomish				
Ending Fund Balance As of December 31, 2024				
Fund	Fund Name	Fund Balance 1/1/2024	Increase or (Decrease) 1/1/24 - 12/31/24	Fund Balance 12/31/2024
001	General	\$ 5,686,256	\$ 229,778	\$ 5,916,035
102	Streets	648,091	(460,227)	187,863
104	Park Impact Fee	965,792	(39,614)	926,177
107	Visitor Promotion	74,522	3,796	78,318
108	PBIA	8,268	(4,285)	3,983
125	Traffic Impact Fee	498,311	662,014	1,160,325
130	Transportation Benefit District	6,932,721	667,541	7,600,262
140	Snohomish Rescue Plan	1,458,256	(1,041,171)	417,084
150	Behavioral Health & Housing	1,266,860	865,285	2,132,146
205	Debt Service	21,466	2,342	23,808
305	Real Estate Excise Tax	620,555	139,827	760,382
310	Municipal Capital Projects	2,613,191	(2,453,655)	159,537
311	Street Capital Projects	1,889,972	(803,649)	1,086,324
401	Water Utility	5,555,452	(236,301)	5,319,150
402	Wastewater Utility	9,668,530	854,773	10,523,303
403	Solid Waste	185,580	(22,720)	162,860
404	Stormwater Utility	5,990,630	(372,495)	5,618,135
501	Fleet & Facilities	417,981	(12,361)	405,620
502	Information Services	687,969	(3,234)	684,735
503	Self-insurance	763	(497)	265
505	Equipment Replacement	704,162	(160,592)	543,570
506	Fleet Maintenance & Operations	3,628	99,168	102,797
	<b>Fund Totals</b>	<b>\$ 45,898,955</b>	<b>\$ (2,086,277)</b>	<b>\$ 43,812,678</b>

Ending Fund Balance for all funds **decreased 4.5% or \$2,086,277** from January 1, 2024 through December 31, 2024 and is **favorable** to the biennial budget. Fund balances include cash in bank, investment pools, and bond investments.

- The Utility Funds (401 to 404) account for **\$21,623,448 or**

**49.4%** of overall fund balance. The Utility Funds have spent only **11.6%** of their capital budgets. As the construction projects gain traction in 2025-2026, the City will be utilizing significant portions of these fund balances.

- The General Fund accounts for

**\$5,916,035 or 13.5%** of the overall fund balance.

- Special Revenue Funds (102 to 150) account for **\$12,506,159 or 28.5%** of overall fund balance.
- The remaining funds account for **\$3,767,037 or 8.6%** of overall fund balance.



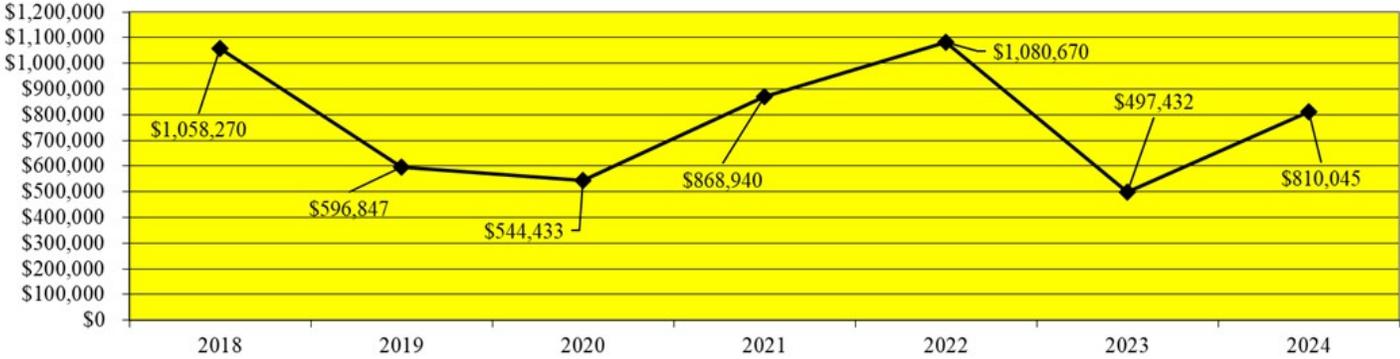
# Real Estate Excise Tax Revenues

Real Estate Excise Tax (REET) revenues trends have been up and down over the past five years. Even though factors out-

side the control of the City, such as supply of homes on the market and tight credit standards, this **important source** of

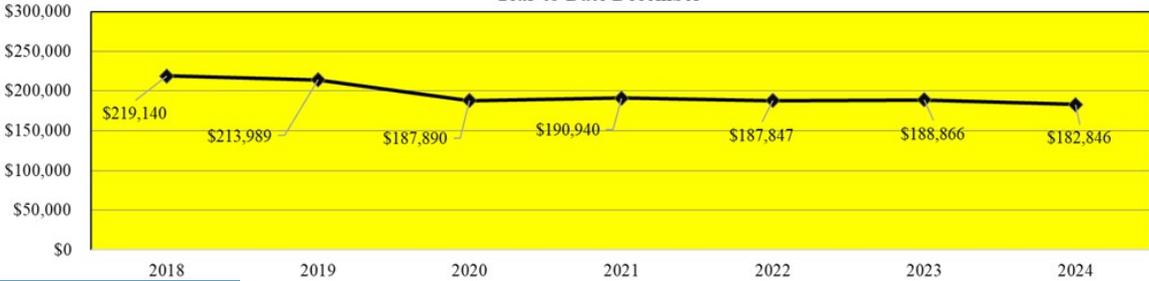
funds for capital projects is showing a **62.8% increase** over December 2023 as the housing market grew in 2024.

Real Estate Excise Tax Revenues  
Year-to-Date December



# Gas Tax Revenues

Gas Tax Revenues  
Year-to-Date December



The chart above shows each year's January through December's Motor Vehicle Fuel Excise Tax revenues. These funds are used for costs related to maintenance of our streets, sidewalks, street lights and street signs.

**2024 Gas Tax revenue saw a slight decrease from December 2023.**

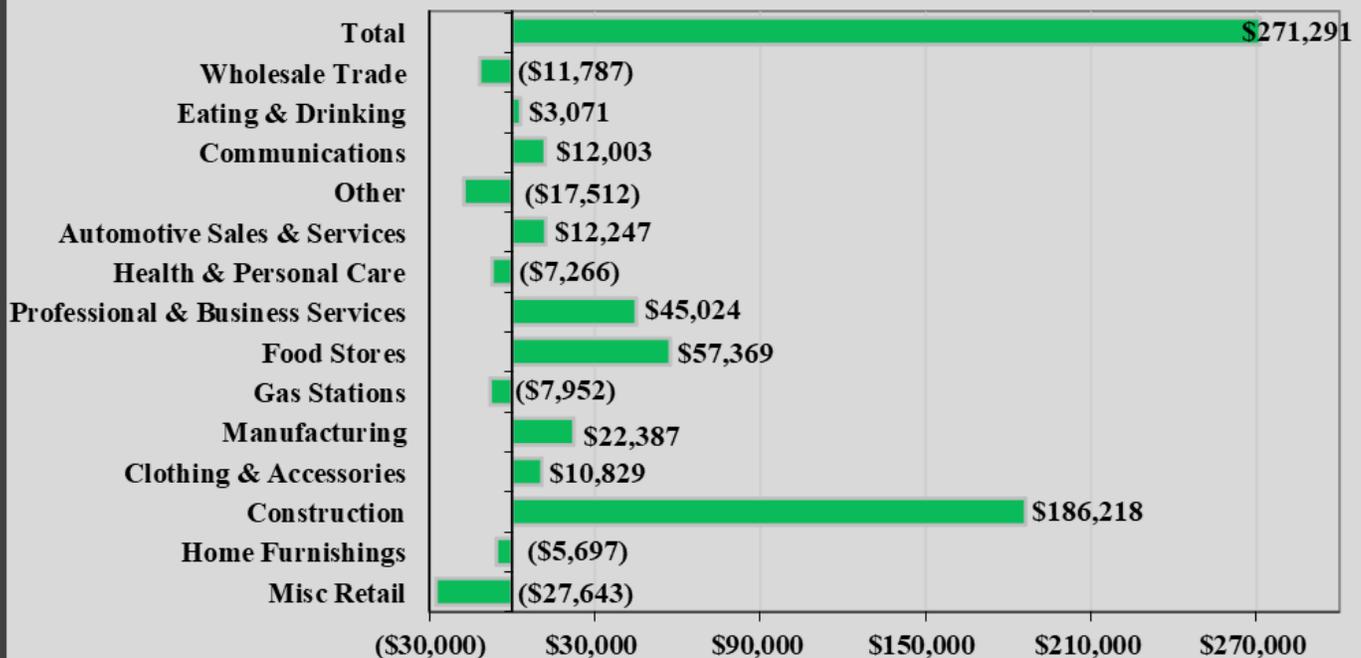
## Sales Tax Revenue Analysis

2024 YTD Sales Tax revenues increased \$271,291 or 4.8% over 2023 primarily due to increases in the Communications, Construction, Manufacturing, and Food Stores sectors. (See chart below)

### Review by business sectors:

- The **Construction** sector gained strength during 2024, growing **51.3%** over last year.
- **Manufacturing** sector **increased 36.0%** compared to prior year.
- **Automotive Sales** sector **increased 1.1%** over prior year.
- The **Professional & Business Services** sector **increased 7.5%** from 2023.
- **Communications** grew **9.0%** over prior year.
- The **Clothing & Accessories** sector **increased 6.4%** since last year.
- The **Food Stores** and **Eating & Drinking** sectors **increased** by **25.6%** and **0.5%**, respectively.
- **Home Furnishings** **decreased** by **3.6%** from 2023 to 2024.
- The **Wholesale Trade** sector **slowed 5.0%** over last year.
- **Health & Personal Care** **decreased 6.1%** from prior year.
- **Misc Retail** and **Gas Station** sectors **declined 1.7%** and **10.3%**, respectively.
- The **Other** sector **decreased 13.4%** from 2023 and is comprised of transportation, mining, agricultural, fish & wildlife, and amusement park activities.

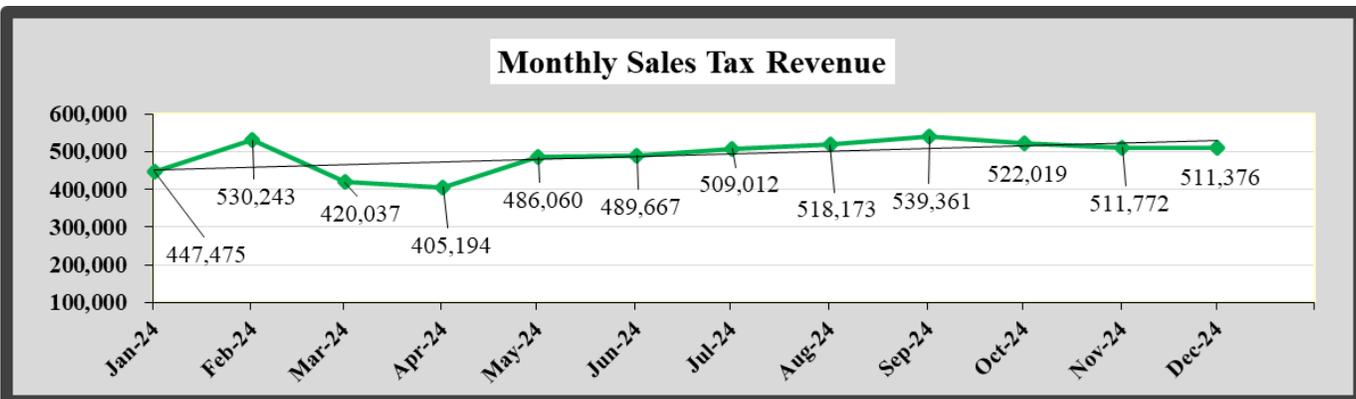
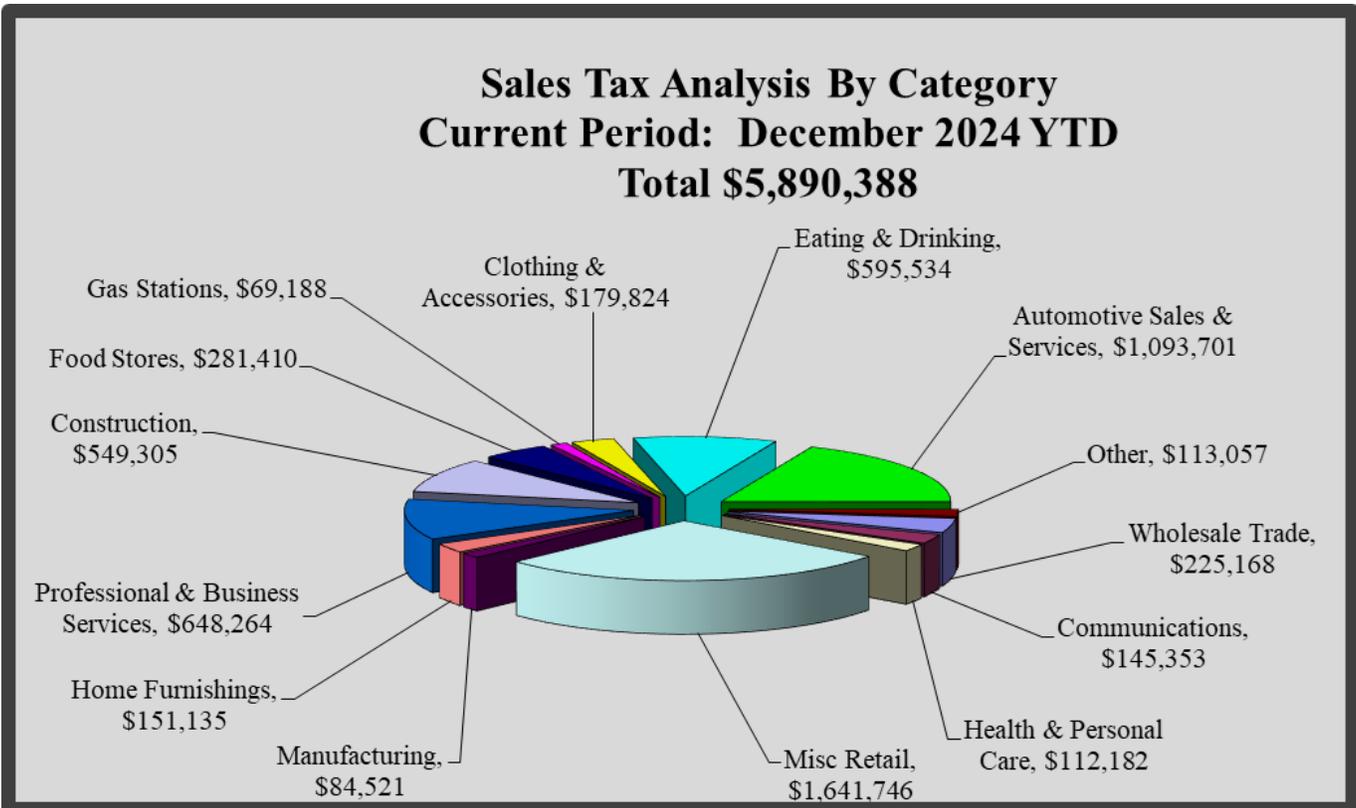
**Change in Sales Tax Revenue:  
YTD December 2024 Compared to YTD December 2023**



**Review Sales Tax Analysis by Category:**

- The **Misc. Retail** sector reported the **largest share of sales taxes**, accounting for **27.9%** or **\$1,641,746** of overall receipts for 2024 YTD.
- The next largest sector, **Automotive Sales & Services** contributed **\$1,093,701** or **18.6%** to overall tax receipts for the 2024 fiscal year.
- The remaining sectors account for **53.6%** or **\$3,154,941** of overall sales tax receipts for January to December Sales Tax Revenues.

The **Monthly Sales Tax Revenue** chart below shows fairly flat spend thru December 2024, after experiencing a decrease in spend in January, March, and April 2024.



City of Snohomish				
Budget vs. Actual - Revenues & Expenditures as of December 31, 2024				
Description	Budget 2023-2024*	Jan-Dec 2024	% of Budget	Under(Over) Budget
<b>GENERAL FUND</b>				
<b>REVENUES</b>				
Property Tax	1,352,083	1,331,750	98.5%	20,333
Sales Tax	5,248,117	6,138,815	117.0%	(890,698)
Utility and Other Taxes	1,341,223	1,522,073	113.5%	(180,850)
Business Licenses	250,307	223,443	89.3%	26,864
Building/Other Permits	384,509	523,779	136.2%	(139,270)
Grants	77,000	186,486	242.2%	(109,486)
State Shared Revenue	145,643	276,036	189.5%	(130,394)
Charges for Services	1,932,533	2,056,661	106.4%	(124,128)
Fines and Penalties	63,298	42,352	66.9%	20,946
Interest/Miscellaneous	(82,698)	441,822	-534.3%	(524,519)
<b>Total Revenues</b>	<b>10,712,014</b>	<b>12,743,216</b>	<b>119.0%</b>	<b>(2,031,202)</b>
<b>EXPENDITURES</b>				
<b>City Council</b>				
Salaries & Wages	39,778	43,150	108.5%	(3,372)
Personnel Tax & Benefits	3,533	3,912	110.7%	(379)
Supplies	500	490	98.1%	10
Services/Cost Allocation	12,949	9,779	75.5%	3,170
<b>Sub-Total City Council</b>	<b>56,760</b>	<b>57,331</b>	<b>101.0%</b>	<b>(571)</b>
<b>Mayor &amp; Administrator</b>				
Salaries & Wages	247,570	238,201	96.2%	9,369
Personnel Tax & Benefits	96,070	92,558	96.3%	3,512
Supplies	(144)	9,645	-6683.3%	(9,790)
Services/Cost Allocation	126,896	58,562	46.1%	68,334
<b>Sub-Total Mayor &amp; Administrator</b>	<b>470,391</b>	<b>398,966</b>	<b>84.8%</b>	<b>71,425</b>
<b>City Clerk</b>				
Salaries & Wages	120,638	156,663	129.9%	(36,025)
Personnel Tax & Benefits	57,998	48,456	83.5%	9,542
Supplies	13,404	453	3.4%	12,951
Services/Cost Allocation	44,897	55,697	124.1%	(10,800)
Capital Outlay	40,000	-	0.0%	40,000
<b>Sub-Total City Clerk</b>	<b>276,937</b>	<b>261,269</b>	<b>94.3%</b>	<b>15,668</b>
<b>Human Resources &amp; Risk Management</b>				
Salaries & Wages	155,011	196,275	126.6%	(41,264)
Personnel Tax & Benefits	78,752	78,575	99.8%	177
Supplies	15,105	2,932	19.4%	12,174
Services/Cost Allocation	63,698	52,101	81.8%	11,597
<b>Sub-Total Human Resources &amp; Risk Mgt.</b>	<b>312,567</b>	<b>329,883</b>	<b>105.5%</b>	<b>(17,316)</b>

\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.

Description	Budget 2023-2024*	Jan-Dec 2024	% of Budget	Under(Over) Budget
<b>Community Engagement / Strategic Initiatives</b>				
Salaries & Wages	360,924	358,240	99.3%	2,683
Personnel Tax & Benefits	112,775	121,246	107.5%	(8,471)
Supplies	1,473	10,442	708.9%	(8,969)
Services/Cost Allocation	193,535	215,802	111.5%	(22,267)
Capital Outlay	2,000	749	37.5%	1,251
<b>Sub-Total CESI</b>	<b>670,706</b>	<b>706,479</b>	<b>105.3%</b>	<b>(35,773)</b>
<b>Carnegie</b>				
Salaries & Wages	41,075	30,135	73.4%	10,939
Personnel Tax & Benefits	21,410	20,123	94.0%	1,287
Supplies	4,457	404	9.1%	4,054
Services/Cost Allocation	84,070	66,508	79.1%	17,562
Capital Outlays	11,600	7,710	66.5%	3,890
<b>Sub-Total Carnegie</b>	<b>162,613</b>	<b>124,880</b>	<b>76.8%</b>	<b>37,733</b>
<b>Legal</b>				
Legal Fees	114,921	238,826	207.8%	(123,905)
<b>Sub-total Finance</b>	<b>114,921</b>	<b>238,826</b>	<b>207.8%</b>	<b>(123,905)</b>
<b>Finance</b>				
Salaries & Wages	473,240	424,361	89.7%	48,879
Personnel Tax & Benefits	182,278	128,041	70.2%	54,237
Supplies	5,964	3,105	52.1%	2,858
Services/Cost Allocation	(21,595)	705,716	-3268.0%	(727,311)
<b>Sub-total Finance</b>	<b>639,887</b>	<b>1,261,224</b>	<b>197.1%</b>	<b>(621,337)</b>
<b>Law Enforcement</b>				
Supplies	2,000	-	0.0%	2,000
Services/Cost Allocation	5,268,269	4,593,536	87.2%	674,733
<b>Sub-Total Law Enforcement</b>	<b>5,270,269</b>	<b>4,593,536</b>	<b>87.2%</b>	<b>676,733</b>
<b>Planning &amp; Development Services</b>				
Salaries & Wages	577,294	569,638	98.7%	7,656
Personnel Tax & Benefits	224,173	219,347	97.8%	4,826
Supplies	8,411	4,441	52.8%	3,970
Services/Cost Allocation	470,770	306,887	65.2%	163,883
<b>Sub-Total Planning &amp; Dev. Services</b>	<b>1,280,649</b>	<b>1,100,313</b>	<b>85.9%</b>	<b>180,335</b>

\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.

Description	Budget 2023-2024*	Jan-Dec 2024	% of Budget	Under(Over) Budget
<b>Public Works Administration</b>				
Salaries & Wages	308,877	267,137	86.5%	41,739
Personnel Tax & Benefits	69,364	90,780	130.9%	(21,416)
Supplies	5,780	4,117	71.2%	1,663
Services/Cost Allocation	28,997	23,944	82.6%	5,053
<b>Sub-Total Public Works Administration</b>	<b>413,018</b>	<b>385,978</b>	<b>93.5%</b>	<b>27,040</b>
<b>Parks</b>				
Salaries & Wages	424,046	394,648	93.1%	29,398
Personnel Tax & Benefits	171,712	141,531	82.4%	30,181
Supplies	124,240	31,040	25.0%	93,201
Services/Cost Allocation	575,181	554,403	96.4%	20,778
Capital Outlays	40,557	-	0.0%	40,557
<b>Sub-Total Parks</b>	<b>1,335,736</b>	<b>1,121,621</b>	<b>84.0%</b>	<b>214,115</b>
<b>Engineering</b>				
Salaries & Wages	634,228	524,742	82.7%	109,486
Personnel Tax & Benefits	246,294	198,156	80.5%	48,138
Supplies	5,646	4,066	72.0%	1,579
Services/Cost Allocation	221,120	197,514	89.3%	23,606
<b>Sub-Total Engineering</b>	<b>1,107,287</b>	<b>924,478</b>	<b>83.5%</b>	<b>182,809</b>
<b>Non-Departmental</b>				
Personnel Tax & Benefits	15,618	78,317	501.4%	(62,698)
Supplies	1,472	-	0.0%	1,472
Services/Cost Allocation	459,662	480,115	104.4%	(20,453)
Debt Service	-	-	0.0%	-
Transfers to Other Funds	1,374,121	450,221	32.8%	923,900
<b>Sub-Total Non-Departmental</b>	<b>1,850,873</b>	<b>1,008,652</b>	<b>54.5%</b>	<b>842,221</b>
<b>Total Expenditures</b>	<b>13,962,615</b>	<b>12,513,438</b>	<b>89.6%</b>	<b>1,449,177</b>
<b>GENERAL FUND</b>				
Budgeted Increase (Decrease) in Balance	(3,250,601)			
Increase (Decrease) in Fund Balance		229,778		
2024 Beginning Fund Balance	5,686,256			
Current Ending Fund Balance		5,916,035		
			<b>% of Annual Exp</b>	<b>Days of Expense</b>
			95%	345.13

\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.

<b>City of Snohomish</b>				
<b>Budget vs. Actual - Revenues &amp; Expenditures as of December 31, 2024</b>				
<b>Description</b>	<b>Budget 2023-2024*</b>	<b>Jan-Dec 2024</b>	<b>% of Budget</b>	<b>Under(Over) Budget</b>
<b>STREET FUND</b>				
<b>REVENUES</b>				
Taxes	214,390	196,089	91.5%	18,301
Miscellaneous	120,063	158,159	131.7%	(38,095)
Transfer-In Other Funds	1,127,500	875,625	77.7%	251,875
<b>Total Revenues</b>	<b>1,461,954</b>	<b>1,229,873</b>	<b>84.1%</b>	<b>232,081</b>
<b>EXPENDITURES</b>				
<b>Street Maintenance/Traffic-Ped Safety and Admin</b>				
Salaries & Wages	500,317	450,226	90.0%	50,091
Personnel Tax & Benefits	262,552	173,227	66.0%	89,325
Supplies	204,639	102,782	50.2%	101,857
Services/Cost Allocation	833,455	963,864	115.6%	(130,409)
Transfers Out	278,140	-	0.0%	278,140
<b>Total Expenditures</b>	<b>2,079,103</b>	<b>1,690,100</b>	<b>81.3%</b>	<b>389,003</b>
<b>STREET FUND</b>				
<b>Budgeted Increase (Decrease) in Fund Balance</b>	<b>(617,149)</b>			
<b>Increase (Decrease) in Fund Balance</b>		<b>(460,227)</b>		
<b>2024 Beginning Fund Balance</b>	<b>648,091</b>			
<b>Current Ending Fund Balance</b>		<b>187,863</b>		

\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.

City of Snohomish				
Budget vs. Actual - Revenues & Expenditures as of December 31, 2024				
Description	Budget 2023-2024*	Jan-Dec 2024	% of Budget	Under(Over) Budget
<b>SNOHOMISH RESCUE PLAN</b>				
<b>REVENUES</b>				
ARPA Grant	46,101	46,101	100.0%	-
Miscellaneous	-	-	0.0%	-
<b>Total Revenues</b>	<b>46,101</b>	<b>46,101</b>	<b>100.0%</b>	<b>-</b>
<b>EXPENDITURES</b>				
<b>SNOHOMISH RESCUE PLAN</b>				
Salaries & Wages	317,810	187,774	59.1%	130,037
Personnel Tax & Benefits	132,981	80,141	60.3%	52,840
Supplies	30,816	17,633	57.2%	13,183
Professional Services	884,385	705,445	79.8%	178,939
Capital Outlay	124,448	96,280	77.4%	28,168
Transfers Out	-	-	0.0%	-
<b>Total Expenditures</b>	<b>1,490,439</b>	<b>1,087,272</b>	<b>72.9%</b>	<b>374,999</b>
<b>SNOHOMISH RESCUE PLAN</b>				
Budgeted Increase (Decrease)				
in Fund Balance (1,444,338)				
<i>Increase (Decrease) in Fund Balance</i>		(1,041,171)		
<i>2024 Beginning Fund Balance</i>		<u>1,458,256</u>		
<i>Current Ending Fund Balance</i>		<u>417,084</u>		

\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.

<b>City of Snohomish</b>				
<b>Budget vs. Actual - Revenues &amp; Expenditures as of December 31, 2024</b>				
<b>Description</b>	<b>Budget 2023-2024*</b>	<b>Jan-Dec 2024</b>	<b>% of Budget</b>	<b>Under(Over) Budget</b>
<b>WATER FUND</b>				
<b>REVENUES</b>				
License & Permits	(8,768)	8,090	-92.3%	(16,858)
Fees for Service	2,835,093	2,891,526	102.0%	(56,433)
Grants/Miscellaneous	(88,030)	201,560	-229.0%	(289,590)
Connection/Capital Chg	(20,760)	411,560	-1982.5%	(432,319)
<b>Total Revenues</b>	<b>2,717,536</b>	<b>3,512,736</b>	<b>129.3%</b>	<b>(795,200)</b>
<b>EXPENDITURES</b>				
Salaries & Wages	542,214	425,470	78.5%	116,744
Personnel Tax & Benefits	202,642	164,970	81.4%	37,671
Supplies	1,397,019	972,626	69.6%	424,393
Services/Cost Allocation	1,137,895	1,155,611	101.6%	(17,716)
Debt	7,232	6,534	90.3%	698
Transfers	429,540	402,500	93.7%	27,040
Capital Outlays	2,690,241	621,326	23.1%	2,068,915
<b>Total Expenditures</b>	<b>6,406,782</b>	<b>3,749,037</b>	<b>58.5%</b>	<b>2,657,745</b>
<b>WATER FUND</b>				
<b>Budgeted Increase (Decrease) in Fund Balance</b>	<b>(3,689,246)</b>			
<b>Increase (Decrease) in Fund Balance</b>		<b>(236,301)</b>		
<b>2024 Beginning Fund Balance</b>	<b>5,555,452</b>			
<b>Current Ending Fund Balance</b>		<b>5,319,150</b>		

*\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.*

City of Snohomish				
Budget vs. Actual - Revenues & Expenditures as of December 31, 2024				
Description	Budget 2023-2024*	Jan-Dec 2024	% of Budget	Under(Over) Budget
<b>WASTEWATER FUND</b>				
<b>REVENUES</b>				
License & Permits	700	6,150	878.6%	(5,450)
Fees for Service	4,017,877	4,067,013	101.2%	(49,135)
Grants	3,090,000	161,082	5.2%	2,928,918
Miscellaneous	(201,835)	269,590	-133.6%	(471,425)
Connection/Capital Chg	(17,213)	1,296,423	-7531.7%	(1,313,636)
<b>Total Revenues</b>	<b>6,889,529</b>	<b>5,800,257</b>	<b>84.2%</b>	<b>1,089,272</b>
<b>EXPENDITURES</b>				
Salaries & Wages	539,207	609,390	113.0%	(70,183)
Personnel Tax & Benefits	277,804	234,830	84.5%	42,975
Supplies	382,738	263,293	68.8%	119,445
Services/Cost Allocation	1,805,182	1,893,288	104.9%	(88,105)
Debt Principal	773,006	660,304	85.4%	112,702
Interest	8,487	8,901	104.9%	(414)
Capital Outlay	10,586,670	849,559	8.0%	9,737,111
Transfers	487,710	425,920	87.3%	61,790
<b>Total Expenditures</b>	<b>14,860,805</b>	<b>4,945,485</b>	<b>33.3%</b>	<b>9,915,320</b>
<b>WASTEWATER FUND</b>				
<b>Budgeted Increase (Decrease)</b>				
<b>in Fund Balance</b>	<b>(7,971,276)</b>			
<b>Increase (Decrease) in Fund Balance</b>		<b>854,773</b>		
<b>2024 Beginning Fund Balance</b>	<b>9,668,530</b>			
<b>Current Ending Fund Balance</b>		<b>10,523,303</b>		

*\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.*

City of Snohomish				
Budget vs. Actual - Revenues & Expenditures as of December 31, 2024				
Description	Budget 2023-2024*	Jan-Dec 2024	% of Budget	Under(Over) Budget
<b>STORMWATER FUND</b>				
<b>REVENUES</b>				
Fees for Service	1,532,749	1,494,135	97.5%	38,614
Miscellaneous	(146,287)	186,506	-127.5%	(332,793)
Transfer In	(75,689)	(75,689)	100.0%	-
<b>Total Revenues</b>	<b>1,310,773</b>	<b>1,604,952</b>	<b>122.4%</b>	<b>(294,179)</b>
<b>EXPENDITURES</b>				
Salaries & Wages	578,400	210,728	36.4%	367,672
Personnel Tax & Benefits	228,355	105,646	46.3%	122,708
Supplies	57,233	4,844	8.5%	52,389
Services/Cost Allocation	600,261	656,716	109.4%	(56,456)
Capital Outlay	1,736,476	267,713	15.4%	1,468,763
Transfers	758,840	731,800	96.4%	27,040
<b>Total Expenditures</b>	<b>3,959,564</b>	<b>1,977,447</b>	<b>49.9%</b>	<b>1,982,117</b>
<b>STORMWATER FUND</b>				
Budgeted Increase (Decrease) in Fund Balance	<b>(2,648,791)</b>			
Increase (Decrease) in Fund Balance	<b>(372,495)</b>			
<b>2024 Beginning Fund Balance</b>	<b>5,990,630</b>			
<b>Current Ending Fund Balance</b>	<b>5,618,135</b>			

*\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.*

City of Snohomish				
Budget vs. Actual - Revenues & Expenditures as of December 31, 2024				
Description	Budget 2023-2024*	Jan-Dec 2024	% of Budget	Under(Over) Budget
<b>FACILITIES FUND</b>				
<b>REVENUES</b>				
Cost Allocation Charges	792,580	691,541	87.3%	101,039
Miscellaneous	(2,772)	6,797	-245.2%	(9,569)
<b>Total Revenues</b>	<b>789,808</b>	<b>698,338</b>	<b>88.4%</b>	<b>91,470</b>
<b>EXPENDITURES</b>				
Salaries & Wages	249,623	153,059	61.3%	96,564
Personnel Tax & Benefits	105,477	64,811	61.4%	40,666
Supplies	35,262	38,832	110.1%	(3,569)
Services/Cost Allocation	262,842	416,563	158.5%	(153,721)
Capital Outlay	-	37,434	0.0%	(37,434)
<b>Total Expenditures</b>	<b>653,205</b>	<b>710,699</b>	<b>108.8%</b>	<b>(57,495)</b>
<b>FACILITIES FUND</b>				
<b>Budgeted Increase (Decrease) in Fund Balance</b>	<b>136,603</b>			
<b>Increase (Decrease) in Fund Balance</b>		<b>(12,361)</b>		
<b>2024 Beginning Fund Balance</b>	<b>417,981</b>			
<b>Current Ending Fund Balance</b>		<b>405,620</b>		

\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.

City of Snohomish				
Budget vs. Actual - Revenues & Expenditures as of December 31, 2024				
Description	Budget 2023-2024*	Jan-Dec 2024	% of Budget	Under(Over) Budget
<b>INFORMATION SERVICES</b>				
<b>REVENUES</b>				
Cost Allocation Charges	631,463	767,996	121.6%	(136,533)
Miscellaneous	66,211	13,980	21.1%	52,231
<b>Total Revenues</b>	<b>697,674</b>	<b>781,976</b>	<b>112.1%</b>	<b>(84,302)</b>
<b>EXPENDITURES</b>				
Salaries & Wages	343,615	303,884	88.4%	39,731
Personnel Tax & Benefits	142,278	111,019	78.0%	31,259
Supplies	(11,877)	32,571	-274.2%	(44,447)
Services/Cost Allocation	82,305	226,811	275.6%	(144,506)
Capital Outlay	218,567	110,926	50.8%	107,641
<b>Total Expenditures</b>	<b>774,888</b>	<b>785,210</b>	<b>101.3%</b>	<b>(10,323)</b>
<b>INFORMATION SERVICES FUND</b>				
<b>Budgeted Increase (Decrease) in Fund Balance</b>	<b>(77,213)</b>			
<i>Increase (Decrease) in Fund Balance</i>		(3,234)		
<b>2024 Beginning Fund Balance</b>	<b>687,969</b>			
<b>Current Ending Fund Balance</b>		<b>684,735</b>		

\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.

City of Snohomish				
Budget vs. Actual - Revenues & Expenditures as of December 31, 2024				
Description	Budget 2023-2024*	Jan-Dec 2024	% of Budget	Under(Over) Budget
<b>EQUIPMENT REPLACEMENT REVENUES</b>				
Cost Allocation Charges	40,029	574,989	1436.4%	(534,960)
Miscellaneous	118,421	51,916	43.8%	66,504
Transfer In	424,905	0	0.0%	424,905
<b>Total Revenues</b>	<b>583,355</b>	<b>626,905</b>	<b>107.5%</b>	<b>(43,551)</b>
<b>EQUIPMENT REPLACEMENT EXPENDITURES</b>				
Services/Cost Allocation	32,997	178,330	540.4%	(145,333)
Capital Outlay	638,181	609,167	95.5%	29,014
<b>Total Expenditures</b>	<b>671,178</b>	<b>787,497</b>	<b>117.3%</b>	<b>(116,319)</b>
<b>EQUIPMENT REPLACEMENT FUND</b>				
<b>Budgeted Increase (Decrease) in Fund Balance</b>	<b>(87,824)</b>			
<i>Increase (Decrease) in Fund Balance</i>		(160,592)		
<b>2024 Beginning Fund Balance</b>	<b>704,162</b>			
<b>Current Ending Fund Balance</b>		<b>543,570</b>		

*\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.*

City of Snohomish				
Budget vs. Actual - Revenues & Expenditures as of December 31, 2024				
Description	Budget 2023-2024*	Jan-Dec 2024	% of Budget	Under(Over) Budget
<b>FLEET MAINTENANCE &amp; OPERATIONS</b>				
<b>REVENUES</b>				
Cost Allocation Charges	328,264	461,505	140.6%	(133,241)
Miscellaneous	(14,719)	147,206	-1000.1%	(161,925)
<b>Total Revenues</b>	<b>313,545</b>	<b>608,711</b>	<b>194.1%</b>	<b>(295,166)</b>
<b>EXPENDITURES</b>				
Salaries & Wages	158,574	194,163	122.4%	(35,589)
Personnel Tax & Benefits	93,685	72,943	77.9%	20,742
Supplies	175,706	111,842	63.7%	63,864
Services/Cost Allocation	53,447	130,594	244.3%	(77,147)
Capital Outlay	160,000	-	0.0%	160,000
<b>Total Expenditures</b>	<b>641,413</b>	<b>509,542</b>	<b>79.4%</b>	<b>131,870</b>
<b>FLEET MAINT. &amp; OPERATIONS FUND</b>				
<b>Budgeted Increase (Decrease) in Fund Balance</b>	<b>(327,868)</b>			
<i>Increase (Decrease) in Fund Balance</i>		99,168		
<b>2024 Beginning Fund Balance</b>	<b>3,628</b>			
<b>Current Ending Fund Balance</b>		<b>102,797</b>		

\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.

City of Snohomish

Budget vs. Actual - Revenues & Expenditures as of December 31, 2024

Fund	Non-Operating Funds Revenue	Revenue Budget 2023-2024*	Jan-Dec 2024	% of Budget	Remaining Balance
104	Park Impact Fee	(250,784)	426,686	-170.1%	(677,470)
107	Visitor Promotion	(12,751)	27,100	-212.5%	(39,851)
108	PBIA	30,933	14,715	47.6%	16,218
125	Traffic Impact Fees	71,631	370,517	517.3%	(298,886)
130	Transportation Benefit District	2,104,708	1,628,868	77.4%	475,840
150	Behavioral Health & Housing	175,089	904,166	516.4%	(729,077)
205	Debt Service	60,065	63,212	105.2%	(3,147)
305	REET	657,804	832,328	126.5%	(174,524)
310	Muni Capital Projects	3,137,518	1,933,726	61.6%	1,203,791
311	Streets Capital Projects	3,317,442	1,163,910	35.1%	2,153,532
403	Solid Waste	(7,089)	7,280	-102.7%	(14,369)
503	Self Insurance Fund	132	(21)	-15.6%	152

Fund	Non-Operating Funds Expense	Expenditure Budget 2023-2024*	Jan-Dec 2024	% of Budget	Remaining Balance	2024 Fund Increase (Decrease)
104	Park Impact Fee	466,300	466,300	100.0%	-	(39,614)
107	Visitor Promotion	20,900	23,305	111.5%	(2,405)	3,796
108	PBIA	19,000	19,000	100.0%	-	(4,285)
125	Traffic Impact Fees	342,938	(291,497)	-85.0%	634,434	662,014
130	Transportation Benefit District	1,405,450	961,327	68.4%	444,123	667,541
150	Behavioral Health & Housing	40,000	38,881	97.2%	1,119	865,285
205	Debt Service	59,690	60,870	102.0%	(1,180)	2,342
305	REET	1,093,232	692,501	63.3%	400,731	139,827
310	Muni Capital Projects	5,275,742	4,387,381	83.2%	888,361	(2,453,655)
311	Streets Capital Projects	3,862,942	1,967,558	50.9%	1,895,384	(803,649)
403	Solid Waste	-	30,000	0.0%	(30,000)	(22,720)
503	Self Insurance Fund	-	477	0.0%	(477)	(497)

\*This column represents the remaining 2023-2024 biennial budget net 2023 actuals.

## Investment Portfolio Summary & Cash and Investment Overview

#	Agency/Issuer	Book Value	Cost	Yield to Maturity	Par Value	Market Value	Maturity Date	Coupon Rate
1	Federal Farm Credit Bank	1,999,818	1,997,248	0.60	2,000,000	1,983,444	3/21/2025	0.560%
2	US Treasury Note	999,825	997,573	0.50	1,000,000	990,771	3/31/2025	0.500%
3	Federal Agricultural Mortgage Corp	998,413	985,941	1.09	1,000,000	985,975	5/19/2025	0.675%
4	Federal Farm Credit Bank	850,101	851,249	0.70	850,000	837,474	5/27/2025	0.730%
5	US Treasury Note	997,357	983,575	0.65	1,000,000	973,698	8/31/2025	0.250%
6	Federal Agricultural Mortgage Corp	2,113,483	1,989,276	4.06	2,180,000	2,108,052	11/20/2025	0.520%
7	US Treasury Note	993,698	991,046	4.50	1,000,000	996,719	1/15/2026	4.500%
8	Federal Farm Credit Bank	499,937	499,726	0.60	500,000	479,481	2/17/2026	0.590%
9	Federal Farm Credit Bank	1,000,000	1,000,000	0.90	1,000,000	951,358	6/15/2026	0.900%
10	Federal Agricultural Mortgage Corp	997,934	996,562	4.75	1,000,000	1,005,464	9/8/2026	4.625%
11	Federal Home Loan Mortgage Corp	629,302	615,241	0.53	635,000	589,906	9/15/2026	0.000%
12	US Treasury Strip	866,712	848,699	0.51	875,000	807,561	11/15/2026	0.000%
13	Federal Farm Credit Bank	500,000	500,000	0.64	500,000	464,504	1/5/2027	0.640%
14	Federal Farm Credit Bank	500,309	500,979	1.82	500,000	473,977	2/25/2027	1.850%
15	Federal Farm Credit Bank	1,001,512	1,001,841	4.43	1,000,000	1,004,841	5/20/2027	4.500%
16	Federal Home Loan Bank	1,137,598	1,095,205	3.65	1,215,000	1,115,440	9/29/2027	1.190%
17	Federal Farm Credit Bank	1,108,455	1,110,973	4.11	1,100,000	1,099,719	2/28/2028	4.375%
18	Federal National Mortgage Association	1,000,000	1,000,000	4.13	1,000,000	984,765	9/5/2028	4.130%
19	US Treasury	1,010,188	996,577	4.21	1,175,000	988,673	11/15/2028	4.130%
		19,204,642	18,961,710	2.23	19,530,000	18,841,822		

Cash and Investments Overview	Balances as of December 31, 2024
Pacific Premier Bank & Coastal Bank	8,292,564
US Bank VIP	215,111
Local Government Investment Pool	7,432,352
Snohomish County Investment Pool	8,516,987
Bond Investment	18,691,710
<b>TOTAL</b>	<b>43,148,723</b>



## The Finance Team

Financial and Budget Reports are available on the City's website or can be requested from the Finance Department or found online:  
<https://www.snohomishwa.gov/135/Budget-Finance>

Copies of the City's audited annual financial statements can be requested from the Finance Department or found online:  
<https://sao.wa.gov/reports-data/audit-reports>

City Mailing Address Change to:  
116 Union Avenue  
Snohomish, WA 98290-2943

### Contact Information:

City of Snohomish  
116 Union Avenue, Snohomish, WA 98290  
360.568.3115

Utility Billing: [utilitybilling@snohomishwa.gov](mailto:utilitybilling@snohomishwa.gov)

Facility Rentals: [facilityrentals@snohomishwa.gov](mailto:facilityrentals@snohomishwa.gov)

Accounts Payable: accounts-

[payable@snohomishwa.gov](mailto:payable@snohomishwa.gov)

Finance Director - Alisha Hendren

E-mail: [hendren@snohomishwa.gov](mailto:hendren@snohomishwa.gov)

## A Brief Look Forward

### 2025-2026 Budget Amendment Process

- Rollover of ClearGov budget tool in late spring 2025 for budget amendment updates.

### Washington State Auditors Office

- Schedule of Expenditure and Awards (SEFA) audit coming summer 2025.
- Annual 2024 financial statement audit and the 2023-2024 accountability audits coming summer 2025.

### Snohomish Rescue Plan

- All funds will be spent by December 31, 2026

### Enterprise Resource Planning Implementation

- Starting later in 2025 once Finance open positions are ramped up.

**CITY OF SNOHOMISH  
Snohomish, Washington**

**ORDINANCE 2511**

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON,  
AMENDING ORDINANCE 2452, UPDATING THE ALLOCATION PLAN  
FOR THE CITY OF SNOHOMISH RESCUE PLAN FUND; PROVIDING  
FOR SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, our City and region continue to experience a public health and economic emergency due to the COVID-19 pandemic, which has led to sudden job losses, lower paychecks, and increased household costs to deal with COVID-19 impacts for many residents, as well as business/revenue losses for many local businesses; and

**WHEREAS**, the state of emergency continues to this day even though the availability of vaccinations has curbed the health impacts of the pandemic; and

**WHEREAS**, the Snohomish City Council previously adopted Ordinance 2408 to allocate federal CARES Act funding; and

**WHEREAS**, the American Rescue Plan Act of 2021 (ARPA) was signed into law on March 11, 2021, providing additional relief to address the continued impacts of COVID-19 on the economy, public health, state and local governments, individuals, and businesses; and

**WHEREAS**, states and local governments shall use the funds to cover costs incurred by December 31, 2024, to

- respond to the COVID-19 emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits or aid to impacted industries such as tourism, travel, and hospitality;
- provide premium pay to essential workers or provide grants to employers of essential workers during the COVID-19 emergency;
- provide government services to the extent of the reduction in revenue of such state, territory, or tribal government due to the COVID-19 emergency; or
- make necessary investments in water, sewer, or broadband infrastructure; and

**WHEREAS**, Sec. 9901 prohibits (1) the use of funds to reduce or delay the imposition of a tax or tax increase, or (2) deposit of the funds into a pension fund; and

**WHEREAS**, Sec. 9901 provides funding for payments to states, territories, local governments, and tribal governments to carry out critical capital projects directly enabling work, education, and health monitoring, including remote options, in response to the COVID-19 emergency; and

**WHEREAS**, on May 10, 2021, the Treasury Department issued an Interim Final Rule, which went into effect on May 17, 2021, to implement the Coronavirus State Fiscal Recovery

Fund and the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act; and

**WHEREAS**, the City of Snohomish approved Ordinance 2422 in October 2021, establishing the Snohomish Rescue Plan with allocations and intended uses; and

**WHEREAS**, the Snohomish City Council rescinded Ordinance 2422, adopting Ordinance 2452 updating the allocation plan and intended uses of the Snohomish Rescue Plan; and

**WHEREAS**, the Treasury Department subsequently issued the Final Rule in January 2022, which went into effect April 1, 2022; and

**WHEREAS**, the Final Rule sets clear guidelines on eligible uses of Fiscal Recovery Funds and provides state, local, and tribal government officials discretion within those eligible uses to direct Fiscal Recovery Funds to areas of greatest need within their jurisdiction through a broadly flexible approach; and

**WHEREAS**, recipients may also use payments from the Fiscal Recovery Funds to replace state, local, and tribal government revenue lost due to COVID-19, helping to ensure that governments can continue to provide needed services and avoid cuts or layoffs; and

**WHEREAS**, state and local governments are encouraged to use payments from the Fiscal Recovery Funds to respond to the direct and immediate needs of the pandemic and its negative economic impacts and, in particular, the needs of low- and/or moderate-income households and businesses that were disproportionately and negatively impacted by the public health emergency; and

**WHEREAS**, state, local, and tribal governments may provide assistance to small businesses to adopt safer operating procedures, weather periods of closure, or mitigate financial hardship resulting from the COVID-19 public health emergency, including: technical assistance, counseling, or other services to assist with business planning needs; and

**WHEREAS**, recipients may consider additional criteria to target assistance to businesses in need, including small businesses. Such criteria may include businesses facing financial insecurity, substantial declines in gross receipts, or other economic harm due to the pandemic, as well as businesses with less capacity to weather financial hardship, such as the smallest businesses, those with less access to credit, or those serving disadvantaged communities. Recipients should consider local economic conditions and business data when establishing such criteria; and

**WHEREAS**, the Final Rule outlines eligible uses within each category of infrastructure (water, sewer, broadband), allowing for a broad range of necessary investments in projects that improve access to clean drinking water, improve wastewater and stormwater infrastructure systems, and provide access to high-quality broadband service; and

**WHEREAS**, by permitting funds to be used for water and sewer infrastructure needs, Congress recognized the critical role that clean drinking water and services for the collection and treatment of wastewater and stormwater play in protecting public health; and

**WHEREAS**, with respect to wastewater infrastructure, recipients may use Fiscal Recovery Funds to construct publicly owned treatment infrastructure, manage and treat stormwater or subsurface drainage water, facilitate water reuse, and secure publicly owned treatment works, among other uses;

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

**Section 1.** Ordinance 2452 as adopted in August 2022 is hereby amended to reflect the changes to the Account totals for each separate Account.

**Section 2.** The City of Snohomish hereby amends the allocation of up to \$2,837,237 as the City of Snohomish’s American Rescue Plan Act (ARPA) allocation, as administered and disbursed by the Washington State Department of Commerce, in accordance with Federal ARPA guidelines. Further, the City Council authorizes the Mayor to enter into the corresponding contract(s) with the Department of Commerce for administration and disbursement of these funds.

**Section 3.** The Finance Director is hereby authorized to use, under the direction of the Mayor, Fund 140, the Snohomish Rescue Plan Fund, for the purpose of accounting for ARPA-eligible payments used to facilitate compliance with COVID-19-related public health measures, expenses associated with the provision of economic support in related to recovery from the COVID-19 public health emergency and associated economic recession, and any other COVID-19-related expenses reasonably necessary to the function of the City that satisfy the Act’s eligibility criteria.

**Section 4.** The Snohomish Rescue Plan Fund shall be administered by the Finance Director or designee, under the direction of the Mayor.

**Section 5.** The City Council hereby appropriates and allocates the City’s share of ARPA funds as set forth in this Section. There shall be kept by and under the direction of the Finance Director, such books, accounts and records as are necessary to control and report the ARPA-eligible expenditures, and shall further subdivide the cash account thereof into six separately designated accounts as follows:

1. Account “A” shall be the “Snohomish Rescue Plan Business and Nonprofit Support” account into which \$497,313 from the ARPA funds shall be allocated to reimburse those City expenditures incurred through administration of such programs, in compliance with the ARPA eligibility criteria. This work may include economic development, coaching and technical support for businesses, business districts, nonprofits and the overall business community; financial support to businesses and nonprofits experiencing impacts

due to the COVID pandemic; and developing resiliency and continuity of operations within the Snohomish business and nonprofit community.

2. Account “B” shall be the “Snohomish Rescue Plan Household Support” account into which \$ \$235,679 from the ARPA funds shall be allocated to assist individuals and families in need, in compliance with the ARPA eligibility criteria. Grants will be made available to households earning no more than 60% of Snohomish Median Income to be used for housing expenses, utility bills, food, medical bills, childcare, internet access, and other household expenses. Eligible individuals or families may receive up to \$2,500 for expenses incurred per calendar year.
3. Account “C” shall be the “Snohomish Rescue Plan Community Resource Navigation and Support” account into which \$527,008 from the ARPA funds shall be used to fund the City’s full-time Community Navigator and supporting community assistance programs, as well as to satisfy the matching funds needed for the Snohomish School District as required by the Behavioral Health Partnership Program with Snohomish County. Additional funds will be set aside for pass-through grants for nonprofit organizations and agencies providing applicable services to City residents. A general call for requests will be issued, with requests reviewed competitively and awards based on relative need, likelihood to help an organization survive, and other sources of funds available. Small grants of up to \$40,000 each shall be approvable by the Mayor. Large grants of any amount over \$40,000 shall be approvable by the City Council.
4. Account “D” shall be the “Snohomish Rescue Plan City Expenditures” account into which up to \$712,237 from the ARPA funds shall be allocated to reimburse City expenditures associated with responding to the COVID-19 health emergency. This may include investments in cybersecurity equipment and related software; hybrid meeting equipment and software; infrastructure backup equipment; data backup equipment and software; laptops and related supplies; and emergency preparedness and continuity of operation needs. Funds may also be used for essential worker premium pay and staff vaccine incentives, as well as staffing to provide services and reporting associated with all ARPA allocated Accounts established and for a Maintenance Worker to collect excess refuse at City Parks and along Historic Downtown Snohomish.
5. Account “E” shall be the “Snohomish Rescue Plan Public Safety Program” account into which \$330,000 from the ARPA funds shall be allocated to provide public safety. This work shall include police support, public safety infrastructure and equipment needs, and expenses necessary to complete the EPA Lead Survey. This includes public outreach with water utility customers and to assess lead content in City water distribution system.
6. Account “F” shall be the “Snohomish Rescue Plan City Infrastructure” account in which up to \$535,000 from the ARPA funds shall be allocated to reimburse City capital expenditures through 2024 associated with infrastructure projects, meeting ARPA guidelines, such as:

- a. First Street and Historic Downtown Utility and Street Master Plan. Elements include water, sewer, sidewalks, trees, garbage, outdoor seating, and parking. Preliminary projected cost – approximately \$202,262.
- b. Water and Sewer Line Replacements. Preliminary projected cost – \$259,600.
- c. Broadband Access. Utilize information gathered from Snohomish County’s broadband access study to increase access to broadband within the City. Preliminary projected cost – \$73,138.

All infrastructure projects and their associated budgets shall be presented to City Council for review and approval.

**Section 6.** The City may only use ARPA funds to cover costs incurred for one or more of the purposes allowed by federal law and during the period beginning March 3, 2021, and ending December 31, 2024. A cost shall be considered to have been incurred for purposes of this Section if the City has incurred an obligation with respect to such cost by December 31, 2024. The City must return any funds not obligated by December 31, 2024, and any funds not expended to cover such obligations by December 31, 2026.

**Section 7.** The Administration shall provide the City Council a quarterly written report about the amount of aid provided by the City, the purpose and criteria by which it has been distributed, and any other pertinent information regarding the grant programs outlined in Section 4 above.

**Section 8. Severability.** If any section, subsection, clause, sentence, or phrase of this ordinance should be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

**Section 9. Effective date.** This ordinance, being exempt under RCW 35A.11.090(4), as an ordinance appropriating money, is not subject to referendum and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

**ADOPTED** by the City Council and **APPROVED** by the Mayor this 3<sup>rd</sup> day of December, 2024.

CITY OF SNOHOMISH

By \_\_\_\_\_  
Linda Redmon, Mayor

ATTEST:

APPROVED AS TO FORM:

By \_\_\_\_\_  
Brandi Whitson, City Clerk

By \_\_\_\_\_  
Emily Guildner, City Attorney

Date of publication: \_\_\_\_\_

Effective date: \_\_\_\_\_



## SNOHOMISH CITY COUNCIL STAFF REPORT

**Date:** April 15, 2025

**Agenda Section:** STAFF BRIEFINGS

**From:** Shari Ireton, Director of Community Engagement and Strategic Initiatives

**Subject:** Q1 2025 Report for Community Engagement & Strategic Initiatives (CESI) Department

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**SUMMARY:** Staff from the CESI Department will be providing the City Council with quarterly reports with progress on various programs and initiatives.

**COUNCIL GOAL(S):** Community Involvement, Economic Vitality

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**ATTACHMENT(S):**

Q1 2025 CESI Quarterly Report.pdf

# CESI QUARTERLY REPORT

January – March 2025



## **Community Engagement**

- Increased Snohomish Carnegie Building reservation for public and private event by over 400% from first quarter 2024 (6 events) and first quarter 2025 (20 events). Revenue from rentals through March 2025 is just shy of \$10K.
- Hosted/co-hosted seven community events, including Homestead Park meetings, the North Sewer Trunk Line groundbreaking, Holi, the City Projects Open House, and the community kick off for the First Street Master Plan. We averaged an event a week in February and March.
- City staff are currently reviewing 14 Special Event Permit applications for 2025.

## **Community Services and Support**

- Initiated regularly scheduled “ride alongs” with Deputy Taylor Davis for consistent community outreach.
- Hosted the second annual Community Resource Fair, featuring 28 service organizations providing vital resources to the community, an increase from last year.
- The Rental Assistance Program provided four households with assistance, supporting a total of nine individuals. Take the Next Step reported that 75% of households fell under 30% AMI (around \$45K for a household of four) and shared the following impact story:
  - “All four households we worked with this quarter were single women, two supporting their children with no child support from their ex-partners. The two women without children in the household both experienced medical issues that set them back financially. One of them was able to secure a better paying job with more hours and is reporting much more stability. The other is on a limited income, but through other resources at TTNS, she was able to receive financial support toward her medical bills, freeing up her other funds.”

## **Economic Development**

- Began collecting Snohomish Thrives Grant Program reports from recipients for project closeout (funded from ARPA Account A “Business and Nonprofit Support”).
- Updated and routed 2025 Lodging Tax Grant Program contracts to seven recipients totaling \$20,000 in funding.
- Scoped out 2025 digital marketing campaign for the [Snohomish microsite](#) with DVA Advertising & Public Relations for visitor and tourist promotion.
- Adopted 2025 Economic Development Advisory Board work plan and solicited feedback on potential code updates from the Institute for Justice’s Cities Work initiative.
- Advocated for Snohomish businesses at the Washington State Legislature as part of Economic Alliance Snohomish County’s 2025 Olympia Day.

# CESI QUARTERLY REPORT



## Emergency Management

- Kicked off the 2025 Comprehensive Emergency Management Plan (CEMP) with the Snohomish County Department of Emergency Management (DEM), including a city tour with DEM leadership and staff.
- Reviewed roles and responsibilities before, during, and after a disaster or emergency of all City departments, the Ministerial Association, Economic Development Advisory Board, Public Safety Board, and Human Service Advisory Board.
- Signed “extent of play” agreement with DEM for SWIF (South Whidbey Island Fault)-27 for city departments to participate in a full-scale, countywide exercise in 2027.