



CITY OF SNOHOMISH

P.O. BOX 1589 | SNOHOMISH, WASHINGTON 98291 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

NOTICE OF REGULAR MEETING

SNOHOMISH CITY COUNCIL

**TUESDAY
August 18, 2020
6:00 p.m.**

AGENDA ON NEXT PAGE

Remote On-Line/Phone Access ONLY Via "Zoom":

Pursuant to City of Snohomish's **Resolution 1408** adopting procedures for holding public meetings consistent with State law, and in accordance with the Governor's Proclamation 20-25, "Stay Home Stay Healthy" order to reduce the risk of exposure and the spread of contagious viruses through social interactions, the August 18, 2020 regular meeting of the City Council will be held utilizing remote access. The public is invited and encouraged to participate by calling in, and listening to the live meeting. Instructions for calling into the live meeting are provided below.

To access the ONLINE Zoom remote meeting, please use the following link (external/internal speakers required): <https://us02web.zoom.us/j/85052199522>

Meeting ID: 850 5219 9522

To PHONE-IN without a computer, or if your computer does not have an audio feature, dial:

+1 253 215 8782 or
+1 669 900 6833 or
+1 346 248 7799 or
+1 312 626 6799 or
+1 929 205 6099 or
+1 301 715 8592

YOU WILL BE PROMPTED TO ENTER THE MEETING ID# --

Meeting ID: 850 5219 9522

**THEN, YOU WILL BE PROMPTED TO ENTER A PARTICIPANT NUMBER --
ENTER THE # SYMBOL**



CITY OF SNOHOMISH

P.O. BOX 1589 | SNOHOMISH, WASHINGTON 98291 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

NOTICE OF REGULAR MEETING

SNOHOMISH CITY COUNCIL

Remote On-Line/Phone Access ONLY Via "Zoom"

TUESDAY
August 18, 2020
6:00 p.m.

AGENDA

*Estimated
time*

- 6:00 1. **CALL TO ORDER:**
- a. Roll Call
 - b. Pledge of Allegiance
2. **INTRODUCTORY REMARKS BY MAYOR JOHN T. KARTAK**
3. **APPROVE AGENDA** contents and order
4. **APPROVE MINUTES** of the following meetings:
- a. July 21, 2020 Regular Meeting (P.5)
 - b. August 11, 2020 Special Meeting - Budget Workshop (P.13)
- 6:10 5. **CITIZEN COMMENTS** - *Three minutes allowed for citizen comments on subjects not on the agenda. Three minutes will be allowed for citizen comments during each Public Hearing, Action or Discussion Agenda Item immediately following council questions and before council deliberation. Citizen comments are not allowed under New Business or Consent items.*
- 6:30 6. **PUBLIC HEARING:** Water Comprehensive Plan - Ordinance 2393 (P.15)
- a. Announce purpose and open public hearing
 - b. Staff presentation
 - c. Council's questions of staff
 - d. Citizens' comments
 - e. Close citizens' comments
 - f. Council deliberation
 - g. Close public hearing
 - h. Council motion and action - **ADOPT** Ordinance 2393

*** Continued Next Page ***

7. **ACTION ITEMS:**
- 6:45 a. **AUTHORIZE** Mayor to Sign Agreement with Otak for Parks Planning and Design (P.21)
 - 7:00 b. **ESTABLISH** a Utility Support Program for Individuals Experiencing Economic Hardship due to the COVID-19 Pandemic - **ADOPT** Ordinance 2394 (P.49)
 - 7:15 c. Wheeled All-Terrain Vehicles - **ADOPT** Ordinance 2395 (P.53)
 - 7:30 8. **DISCUSSION ITEM:** 20 Mile Per Hour Zone - Pine Avenue North of 16th Street (P.57)
 - 7:50 9. **CONSENT ITEMS:**
 - a. **AMEND** 2020 Master Fee Schedule - PASS Resolution 1411 (P.63)
 - b. **AUTHORIZE** payment of claim warrants #73237 through #73347 in the amount of \$465,220.40, and payroll warrants # 70123 through # 73273 in the amount of \$454,423.99, issued since the last regular meeting. (P.93)
 - 7:55 10. **OTHER BUSINESS/INFORMATION ITEMS**
 - 8:00 11. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**
 - 8:05 12. **COUNCIL PRESIDENT’S ITEMS/REPORTS**
 - 8:10 13. **CITY ADMINISTRATOR’S COMMENTS**
 - 8:15 14. **MAYOR’S COMMENTS**
 - 8:20 15. **ADJOURN**

NEXT MEETING: The next regular meeting is scheduled for Tuesday, September 1, 2020, at 6:00 p.m., at a location to be determined.

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.

THIS PAGE LEFT BLANK INTENTIONALLY



**Snohomish City Council Meeting Minutes
July 21, 2020**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council regular meeting to order at 6:00 p.m., Tuesday, July 21, 2020.

COUNCILMEMBERS/MAYOR PRESENT

Larry Countryman
Steve Dana
Judith Kuleta
Tom Merrill
Donna Ray
Linda Redmon
Jason Sanders
John T. Kartak, Mayor

STAFF PRESENT

Pat Adams, City Clerk and HR Manager
Debbie Burton, Finance Director
Brooke Eidem, Planner
Emily Guildner, City Attorney's Office
Glen Pickus, Planning Director
Wendy Poischbeg, Economic Development and
Communications Manager
Captain Robert Palmer, Interim Police Chief
Steve Schuller, City Administrator and Utility
General Manager
Andrew Sics, Senior Utilities Engineer
Brandi Whitson, Administrative Assistant

NOTE: Due to the COVID-19 declared federal, state and local emergency, and pursuant to Governor Inslee's Proclamations 20-05 and 20-28, the Snohomish City Council held its meeting via remote participation.

2. **INTRODUCTORY REMARKS BY MAYOR JOHN T. KARTAK.** Mayor Kartak provided a statement regarding the necessity to conduct the remote meeting due to the COVID-19 pandemic.
3. **APPROVE AGENDA** contents and order.

MOTION by Sanders, second by Ray to approve the agenda as presented. Motion passed unanimously (7-0).

4. **APPROVE MINUTES** of the July 7, 2020 workshop and regular meeting.

MOTION by Merrill, second by Redmon to approve the minutes of the July 7, 2020 workshop and regular meeting. Motion passed unanimously (7-0).

5. **CITIZEN COMMENTS.** Mayor Kartak welcomed the citizens to the meeting and discussed the procedures for providing citizen comment.

Citizen Comments:

Mark Miller, in writing, regarding the City's current COVID-19 response.

Morgan Davis commented on Councilmembers' participation in campaigns and Council meeting procedures.

MOTION by Sanders, second by Countryman to continue Agenda Item 5. Citizen Comments following Agenda Item 8. Consent Items, due to technical accessibility issues. Motion passed unanimously (7-0).

AGENDA ITEM 4a.

**6. PUBLIC HEARING: Six-Year Transportation Improvement Program (TIP) - PASS
Resolution 1412**

- a. Staff Presentation. Mr. Sics provided a background of the Transportation Improvement Program, indicating the public hearing and annual review must be conducted to meet state requirements. Mr. Sics explained there were no changes from last year's TIP, and described updates on funding sources.
- b. Council's Questions of Staff. Councilmember Redmon questioned the placement of some projects on the list, such as sidewalk repairs on First Street. Mr. Sics advised that availability of grants or grant application processes could dictate when a project could be considered. Mr. Schuller advised the Council could adjust the priorities if they chose.

Council and staff discussed reviewing projects based on the Council's priorities/goals, funding sources, and funding availability.

Councilmember Merrill requested status of the Second Street corridor work. Mr. Schuller advised that much of the work would be utility-related, and therefore, paid through the utility funds. The utility work should be done before the street overlay. Mr. Sics advised they are about 90% complete with the utility design.

Mayor Kartak questioned if the utilities would go underground. Mr. Schuller explained moving utilities underground is a costly process, and would involve cooperation with local business and private property owners. Councilmember Redmon questioned if underground utilities would allow for upgrades, such as broadband and fiber optics. Mr. Schuller advised empty conduit could be included if utility companies chose not to provide those services at the time of work.

Council President Sanders cautioned to be respectful of businesses that are currently impacted by the COVID-19 pandemic restrictions, and to not let overlay work impact those businesses further. Mr. Sics advised most of the top priorities are located along Bickford Avenue where few businesses would be affected, but City staff will be mindful of limiting impacts as much as possible.

Councilmember Ray questioned if the public would be alerted of any impacts in regards to the large projects, such as the Second Street corridor improvements. Mr. Sics advised they would be.

- c. Citizens' Comments.

Morgan Davis commented on the influence of WSDOT's work on Highway 9 to the City's projects.

- d. Close Citizens' Comments.
- e. Council Deliberation and Action - Resolution 1412

MOTION by Merrill, second by Sanders to PASS Resolution 1412, approving the Six-Year Transportation Improvement Program for the years 2021 to 2026 as established, and DIRECT the Mayor to take the necessary actions to file the approved program with the State Secretary of Transportation and required agencies. Motion passed unanimously (7-0).

7. ACTION ITEMS:

- a. Amend SMC 14.100 Definitions - **ADOPT** Ordinances 2391, 2392, 2401

Ms. Eidem provided background on the work done by staff and the Planning Commission to consolidate and clarify definitions throughout the Land Use Development Code, Title 14 of the Snohomish Municipal Code (SMC). She explained that three ordinances are required to implement the proposed amendments, as different subject matters are addressed by the amendments.

Councilmember Merrill thanked the Planning Department for their work on this project.

Citizen Comments:

Terry Lippincott, Planning Commission Chair, and one other citizen, thanked staff for their work.

Citizen Comments: Closed

MOTION by Ray, second by Redmon to ADOPT Ordinance 2391, amending Chapter 14.295 SMC to address applicability and authority of traffic impacts. Motion passed unanimously (7-0).

MOTION by Ray, second by Kuleta to ADOPT Ordinance 2392, amending Chapter 14.242 SMC to address eligible facilities for Wireless Communications Facilities. Motion passed unanimously (7-0).

MOTION by Ray, second by Kuleta to ADOPT Ordinance 2401, amending and consolidating all definitions into a new Chapter 14.25 SMC. Motion passed unanimously (7-0).

- b. Update SMC 14.270 Flood Hazard Areas - **ADOPT** Ordinance 2400

Mr. Pickus outlined the background behind Ordinance 2400, which repeals interim regulations passed by Ordinance 2390. The Ordinance establishes permanent regulations in regards to development within the City's Flood Hazard Areas, as set forth in Chapter 14.270 SMC.

Councilmember Dana questioned how much land inside City limits would be considered in flood hazard areas. Mr. Pickus advised there was not much.

Councilmember Redmon questioned if the Southern UGA, specifically the airport, would fall into this category. Mr. Pickus confirmed it would.

Citizen Comments: None

Citizen Comments: Closed

MOTION by Sanders, second by Redmon to ADOPT Ordinance 2400 as presented to repeal Ordinance 2390, and to repeal and replace Chapter 14.270 SMC entitled "Flood Hazard Areas." Motion passed unanimously (7-0).

AGENDA ITEM 4a.

c. **RESUME** Water Utility Nonpayment Procedures

Ms. Burton provided information on extending utility bill payment options for those affected by the COVID-19 pandemic, as directed per the Governor's Proclamation 20-23.6. Ms. Burton introduced a proposed payment plan option to operate through December 31, 2020.

Councilmember Ray clarified late fees and shut-offs would be imposed August 1. Ms. Burton explained the payment plans are set up to avoid shutting off water.

Councilmember Kuleta commented the longer the situation exists, the harder it will be for people to catch up. She questioned if the issue could be revisited after December 31. Ms. Burton answered affirmatively, and stated the payment plans would hopefully help people avoid falling too far behind. There are currently about 44 customers in arrears, of which 12 have applied for payment plans. Approximately half of the customers were over 3 months late.

Councilmember Dana questioned the possibility of crowd-funding sources to help customers. Ms. Burton advised there are organizations to which the City refers customers, but a system such as the PUD has in place for donations could certainly be examined at Council direction.

Citizen Comments:

Merritt Weese commented on her support of the payment plan.

Morgan Davis commented on the unfairness for renters to not have the same payment options as homeowners.

Citizen Comments: Closed

The Council discussed payment options for low-income customers that rent, and decided to continue the discussion under "new business" later in the meeting.

MOTION by Sanders, second by Kuleta to AUTHORIZE the Finance Director to establish a monthly utility payment plan application and process effective August 2, 2020 through December 31, 2020. Motion passed unanimously (7-0).

d. Snohomish Community Small Business Relief Grant - **PASS** Resolution 1413

Ms. Poischbeg explained the proposed Small Business Relief Grants, utilizing a portion of the City's CARES Act funds to help offset necessary expenditures incurred due to the public health emergency with respect to COVID-19. She explained the application requirements and process, with review and recommendations by staff and the Economic Development Committee. The City Council would have final approval of the awards.

Councilmember Redmon inquired on some of the requirements. Ms. Poischbeg explained she tried to keep the process as easy as possible.

Councilmember Ray questioned if the proposed amount of \$100,000 could be increased. Ms. Poischbeg advised the amount could be increased, though not necessarily distributed, as there were still some expenses awaiting reimbursement approval.

AGENDA ITEM 4a.

Citizen Comments:

Morgan Davis suggested offering some of the money to low-income residents.
Merritt Weese suggested increasing the total amount of funds available.

Citizen Comments: Closed

The Council discussed increasing the total amount of funds, as well as extending the grants to individuals and not just businesses. Ms. Poischbeg advised it would take some time to revamp the program to include individuals. The Council agreed to take action on the Resolution in regards to businesses, and directed staff to return with options for extending grants to individuals.

MOTION by Redmon, second by Sanders to PASS Resolution 1413 as amended, authorizing the Mayor or designee, to distribute grant funds up to \$10,000 per qualifying small business located within the City of Snohomish, as selected under the Snohomish Community Small Business Relief Grant, up to \$200,000. Motion passed unanimously (7-0).

8. CONSENT ITEMS:

- a. **ACCEPT** Bid Award and **AUTHORIZE** Mayor to Sign a Contract with Accord Contractors for the Kla Ha Ya Lift Station Decommission Project.
- b. **AUTHORIZE** payment of claim warrants #73124 through #73197 in the amount of \$681,211.88, issued since the last regular meeting.

MOTION by Countryman, second by Redmon to PASS the Consent Items. The motion passed unanimously (7-0).

5. **CITIZEN COMMENTS** *continued from earlier in the evening*: No additional comments were received.

Citizen comments closed.

9. OTHER BUSINESS/INFORMATION ITEMS:

Councilmember Redmon inquired about status of WATV use on public roadways, as the one-year trial set by Ordinance 2376 was almost over. Mayor Kartak responded the topic was tentatively scheduled for discussion at the August 18, 2020 Council meeting.

Councilmember Redmon returned to the topic of low-income utility payment assistance for renters. Mr. Schuller and Ms. Burton responded they would work out details and bring a proposal back to the Council at a future meeting.

Councilmember Redmon mentioned she has received several comments from citizens regarding events from May 31, inquiring what happened and how to prevent it from happening again. Mayor Kartak suggested she meet with him and Interim Police Chief Palmer to discuss, and asked if other Councilmembers wished to attend. Councilmembers Ray and Kuleta requested to be included with those meetings.

10. COUNCILMEMBER COMMENTS:

Councilmember Ray relayed she is reviewing the mission statements of the various Boards and Commissions, and is working with staff and the Board/Commission members for input on what is and is not working. She commented the Public Safety Commission is not completely staffed, but could be useful considering recent events.

Councilmember Kuleta reported Snohomish for Equity has a new president, and they are looking at creative ways to positively encourage people to participate in events. They are working with the Historic Downtown Snohomish Association, and mentioned the Tweed Ride is still occurring, although slightly altered to accommodate gathering restrictions. She introduced a presentation series of Town Halls, with the following topics:

- September -- *Recycling*, with Republic Services
- October -- *Civic Government 101*, with Steve Schuller introducing City departments and responsibilities
- November -- *Boards and Commissions*, discussion covering their roles and responsibilities

She is hoping to connect with the public for additional topics for another series next spring.

Councilmember Merrill reported Community Transit's CEO is retiring. He also requested the Council send their updated goals to him in preparation for the August 11 workshop.

Councilmember Redmon provided an update from the Snohomish Health District on the COVID-19 pandemic. Snohomish County has seen a spike in cases of 80 per 1000 people, which is four times the number when the County moved to Phase 2, but with fewer deaths. She explained that the highest number of cases are in the 20-24 years of age range. The younger population is not affected as severely as other age classes, but is just as capable of spreading the disease. She explained District models indicate that Washington State is where Florida was three weeks ago, and could be where Florida is now, that is, increased infection and death rates, if measures are not taken to curb the spread of COVID-19.

11. COUNCIL PRESIDENT'S ITEMS/REPORTS: Council President Sanders reported the Youth Council met recently, seniors are leaving, and new students have requested appointment.

The Snohomish Leader Forum met with the Snohomish School District to discuss training opportunities and practices. He reported there is still a lot of interest in these meetings, and wanted to ensure training opportunities are moving forward for staff, Council and the public.

He agreed with Councilmember Ray that the Public Safety Commission could be helpful in light of recent events; however, the Fire District will have a new Chief, and the Snohomish Police Department will be placing a new Chief soon, so perhaps it would be best to wait for those positions to be filled prior to moving the commission forward.

12. CITY ADMINISTRATOR'S COMMENTS: Mr. Schuller present four topics:

- a. Update on Equity Training. He and Ms. Adams explained the City is working with WCIA to schedule equity/diversity/inclusion training for City staff and electeds; however, nothing has yet been scheduled due to high demand for such training.
- b. The first Midtown Planning Task Force meeting is scheduled for July 28, via Zoom.

AGENDA ITEM 4a.

- c. The Pilchuck River dam removal project is moving forward. The river has been diverted and the dam itself is planned for demolition next week.
- d. Council Meeting Schedule. Mr. Schuller stated the City Council typically cancels its first August meeting, as it conflicts with *National Night Out* activities. In addition, the Council typically meets in August to begin budget discussions and asked Council for direction.

MOTION by Sanders, second by Redmon to cancel the August 4, 2020 regular City Council meeting, and hold a special meeting budget workshop on August 11, 2020.

Councilmember Ray questioned if any *National Night Out* activities have been planned. Interim Chief Palmer commented that due to COVID-19 restrictions, *National Night Out* has been rescheduled for October.

Councilmember Redmon inquired if the budget workshop could be held on August 4, in lieu of the regular meeting. Ms. Burton advised she would not have all reports available by that time.

VOTE ON MOTION: Motion passed unanimously (7-0).

13. **MAYOR'S COMMENTS:** Mayor Kartak reported on topics discussed at the July 16, 2020 Puget Sound Regional Council's Growth Management Policy Board meeting, including the City of Buckley's Comprehensive Plan, regional centers framework implementation, and a regional housing strategy update. Topics they plan to discuss in September include implementation of the VISION 2050 plan.

Mayor Kartak thanked Ms. Burton and the Finance Department staff for their adaptability in light of COVID-19 impacts on the day-to-day handling of the City's finances.

14. **ADJOURN:** The meeting adjourned at 8:44 p.m.

APPROVED this 18th day of August, 2020.

CITY OF SNOHOMISH

ATTEST:

John T. Kartak, Mayor

Pat Adams, City Clerk

THIS PAGE LEFT BLANK INTENTIONALLY



**Snohomish City Council Special Meeting Minutes
August 11, 2020
Budget Workshop**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council Special Meeting to order at 5:00 p.m., Tuesday, August 11, 2020.

COUNCILMEMBERS/MAYOR PRESENT

Larry Countryman
Steve Dana
Judith Kuleta
Tom Merrill
Donna Ray
Linda Redmon
Jason Sanders (*arr. 5:24 p.m.*)
John Kartak, Mayor

STAFF PRESENT

Debbie Burton, Finance Director
Yoshihiro Monzaki, City Engineer
Capt. Robert Palmer, Interim Police Chief
Wendy Poischbeg, Economic Development
and Communications Manager
Steve Schuller, City Administrator and
Utility General Manager
Brandi Whitson, Administrative Assistant

NOTE: Due to the COVID-19 declared federal, state and local emergency, and pursuant to Governor Inslee's Proclamations 20-05 and 20-28, the Snohomish City Council held its special meeting via remote participation.

2. **Selection of City Council Goals for 2021/2022**

Councilmember Merrill presented the list of goals Councilmembers identified and defined as topics on which they would like to focus. The Council discussed each item, reviewed the intent behind it, and determined which Councilmember(s) should continue the assessment, or whether the topic should be dropped from the list. Councilmembers expressed their intentions behind proposing certain subjects to help others understand and ascertain how the topic fits in the greater scheme of what the Council was hoping to accomplish. Some points garnered attention, but not as a primary goal, while other topics were consolidated and further explored. Topics were also considered for assignment to certain Boards and Commissions, or identified in need of City staff assistance.

In recap, Councilmember Merrill explained he would revise the list and send it to all Councilmembers, at which point each Councilmember would work on further characterizing or establishing definitions for review at another to-be-scheduled workshop. The objective was to have the list of goals completed and submitted for consideration before the Mayor's recommended budget is due September 30.

4. **Break** at 7:31 p.m., until 7:45 p.m.

3. **Proposed Capital Projects for 2021/2022**

City Engineer Yosh Monzaki

Mr. Monzaki presented the list of capital improvement projects identified and budgeted through 2025. He indicated from which funds the various projects would be sourced. He also explained that several projects identified will be dependent upon grant awards, which are difficult to identify as of yet. Many of those grants are gas tax-based, and the State is focusing on completing projects this year and have not yet reviewed for ensuing years.

AGENDA ITEM 4b.

Mr. Monzaki remarked that the Transportation Benefit District (TBD) will end in 2021, so staff will discuss the renewal process at an upcoming Council meeting. TBD funds, provided by 0.002% sales tax, have been used to match grant dollars, and provided funding for projects such as the 15th Street and Avenue D roundabout, intersection improvements, and pavement preservation. He also presented details on the upcoming bid opening for roof replacement and seismic upgrades for City Hall and the Engineering Annex, and advised Council will have their final approval of that project at an upcoming Council meeting.

Mr. Monzaki explained upcoming utility projects, including lift station and Wastewater Treatment Plant upgrades. The Council discussed the proposed utility improvements in conjunction with the Second Street Corridor project, and flooding issues related to Swifty Creek.

5. Review Current and Projected Financials **Finance Director Debbie Burton**

Ms. Burton provided a slide show of major points of the current budget, as well as the preliminary budget for 2021/2022. She explained that while the numbers for the 2021/2022 budget were conservative and likely to change before the final budget is presented to Council, overall, the City is in good financial shape. She identified variations in revenues and estimated expenditures, including changes of salaries and staffing, as well as perceived adjustments in utility, permit and licensing fees.

Ms. Burton requested Council identify any significant budget impacts their goals may entail as soon as possible, so she can incorporate them into the preliminary budget for the Mayor's review.

6. Wrap-Up / Adjournment **Mayor John Kartak**

The meeting adjourned at 9:19 p.m.

APPROVED this 18th day of August, 2020.

CITY OF SNOHOMISH

ATTEST:

John Kartak, Mayor

Brandi Whitson, Administrative Assistant

PUBLIC HEARING 6.

Date: August 18, 2020

To: City Council

From: Andrew Sics, Senior Utilities Engineer

Subject: Adoption of the Comprehensive Water System Plan - Ordinance 2393

SUMMARY: Washington State Administration Code (WAC) 246-290-100 requires public water supplies with more than 1,000 connections to submit a Comprehensive Water System Plan for review and approval every ten years. This same WAC requires that the approval come from the purveyor's governing body, which is the reason for this public hearing and proposed adoption of Ordinance 2393.

The Comprehensive Water System Plan is a key policy document that sets priorities and program directions for the drinking water utility for the next ten years. It is intended to demonstrate the water system's capability to achieve and maintain compliance with local, state, and federal regulations. It also outlines benchmarks for measuring progress toward utility goals. Key issues addressed in this plan are as follows:

- Evaluating existing water demand data and projecting future water demands.
- Analyzing the existing water system to determine if it meets minimum requirements mandated by the Washington State Department of Health (DOH) and the City's own policies and design criteria.
- Identifying water system improvements that resolve existing system deficiencies and accommodates future needs of the system for at least 20 years into the future.
- Preparing a schedule of improvements that meets the goals of the City's financial program.
- Evaluating past water quality and identify water quality improvements, as necessary.
- Documenting the City's operations and maintenance program.
- Preparing water use efficiency, emergency response, cross connection control, watershed protection, and water quality monitoring plans.
- Complying with all other DOH water system plan requirements.

BACKGROUND: The last Water Comprehensive Plan adopted by the City was in 2011. Since then, much has occurred with respect to the City's water system. Perhaps none more significant than the decommissioning of the water treatment plant in 2017. Now (with the exception of the Transmission Main customers which are served with water purchased from the Snohomish County Public Utility District No. 1 (PUD)), the City receives all water supply from the City of Everett. Because of the decommissioning of the water treatment plant, the City was able to partner with the Tulalip Tribe to remove the Pilchuck River dam. The removal of the dam will provide better access for salmonids to approximately 37 miles of spawning habitat upstream of the dam.

Another key element from the previous plan was to work towards securing the Pilchuck River water rights upon decommissioning of the water treatment plant. On June 21, 2016, the City Council passed Resolution 1347 (Appendix I of Referenced link) that solidified the City's plan to protect its Pilchuck River water rights from statutory forfeiture and common law abandonment for possible future use, if needed, since the City decided to become a customer of both the City of Everett and PUD for its water supply. On December 13, 2019, the City and the Washington

PUBLIC HEARING 6.

State Department of Ecology signed a Trust Water Rights Agreement that will remain in force and effect for a term of 50 years.

The City has completed multiple water system pipe replacement projects, transferred the Aldercrest Water District customers to the City system, and other improvements including the installation of a pressure reducing valve near Reservoir No. 2.

ANALYSIS: The 2020 Water Comprehensive Plan evaluated the City's existing system to determine its ability to meet the policies and design criteria of the City and those mandated by DOH. The main results of the evaluation are summarized as follows:

- The City has sufficient source capacity to meet the demands of existing and future customers until at least 2038.
- Pressure zone improvements are needed in some areas to address areas of low pressure and improve system redundancy/reliability.
- A new booster pump station is required to address future storage deficiencies in the Reservoir No. 3 operating area and to provide planning-level fire flow to the 425 Zone.
- Several areas of the system require water main replacements to resolve deficiencies related to low fire flows and aging water main materials.
- Some improvements are needed at the City's interties and pressure reducing stations.
- Some improvements to the supervisory control and data acquisition (SCADA) system.

Also to be considered as part of adopting the plan are the City's Water Use Efficiency Goals, which are as follows:

- Save 17,500 gallons per day on an annual average basis at full implementation in 2019, and maintain this level of conservation for the remainder of the planning period.
- Reduce the rolling 3-year average Distribution System Leakage (DSL) to less than 10 percent.

With purchasing wholesale water from Everett and foregoing costly regulatory capital improvements to the treatment plant, the City is able to reduce water connection charge fees. A detailed list of these new connection charges are presented in a separate agenda item later on tonight's docket. For example, for a new 5/8-inch connection, which is the typical water meter size for a new single family home, the existing water connection charges total \$4,382. The proposed new connection charges total \$2,816, a reduction of approximately 36%. This is even more of a decrease in costs when several years of inflation are considered.

The 2020 Comprehensive Water System Plan is on the City's website as referenced below.

STRATEGIC PLAN REFERENCE: N/A

RECOMMENDATION: That the City Council CONDUCT a public hearing and PASS Ordinance 2393, approving the adoption of the 2020 Water Comprehensive Plan.

ATTACHMENT: Ordinance 2393

REFERENCE: 2020 Comprehensive Water System Plan

https://www.snohomishwa.gov/DocumentCenter/View/6452/SNH-2020-WSP_Final_20200629

ATTACHMENT

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2393

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON,
REPEALING THE 2011 COMPREHENSIVE WATER SYSTEM PLAN
AND ADOPTING THE 2020 COMPREHENSIVE WATER SYSTEM PLAN**

WHEREAS, the City of Snohomish operates a Group A public water system that is regulated by the Washington State Department of Health; and

WHEREAS, it is recognized that water system planning is essential to maintaining a good quality of life for Snohomish residents; and

WHEREAS, water system planning is also necessary to organize and assist with regulatory compliance and to define the goals and annual duties associated with state and federal water system requirements; and

WHEREAS, WAC 246-190-100 requires water purveyors to develop a comprehensive water plan that includes information about the water system, how it operates, the projected future water needs of the community, financial plans, and other relevant information; and

WHEREAS, water purveyors are required to submit water system plans and any amendments thereto to the Department of Health for approval; and

WHEREAS, Department of Health approval is valid for a 10-year period before a new plan must be presented for approval; and

WHEREAS, the City of Snohomish last adopted a Comprehensive Water System Plan in 2011; and

WHEREAS, in August of 2017, the City contracted with RH2 to develop a new Water System Plan; and

WHEREAS, RH2 worked with staff and stakeholders to create the Draft Comprehensive Water System Plan; and

WHEREAS, the adoption of a new Comprehensive Water System Plan provides a broad overview of the City's water utility and identifies how to meet the current and future water system demands within the water utility service area, and meet the needs of the City's rate payers; and

WHEREAS, the Comprehensive Water System Plan is an important expansion on the Utilities Element of the 2015 Comprehensive Plan; and

WHEREAS, the Draft 2020 Comprehensive Water System Plan is consistent with and supplemental to the 2015 Comprehensive Plan; and

WHEREAS, a draft of the 2020 Comprehensive Water System Plan was mailed to the Washington State Department of Health and other governmental agencies on or about January 23, 2020; and

WHEREAS, on February 24, 2020, the City’s SEPA Responsible Official issued a Determination of Nonsignificance (“DNS”) concerning the Draft 2020 Comprehensive Water System Plan, and the DNS was not appealed; and

WHEREAS, on July 21, 2020, the Department of Health notified the City of Snohomish of its approval of the Draft 2020 Comprehensive Water System Plan; and

WHEREAS, it is the intent of the City Council to authorize City staff to implement the 2020 Comprehensive Water System Plan throughout the City; and

WHEREAS, the City will continue to coordinate with other government agencies, including Department of Health, Snohomish County, PUD, the Tulalip Tribes, and other interested parties regarding the City’s future water supply; and

WHEREAS, a public hearing on said 2020 Comprehensive Water System Plan was held on the 18th day of August, 2020, before the City Council of the City of Snohomish; and

WHEREAS, after consideration of public comments and testimony, comments and information from various public agencies, and the record in this matter, the City Council finds that the proposed 2020 Comprehensive Water System Plan is in the public interest and consistent with the goals and intent of the City’s Comprehensive Plan based on revisions anticipated to be enacted by a Comprehensive Plan amendment ordinance later this year;

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

Section 1. **Adoption of a Water System Plan.** The 2020 Comprehensive Water System Plan, attached as “Exhibit A,” is hereby adopted and incorporated herein by this reference, replacing the 2011 Comprehensive Water System Plan adopted by Ordinance 2222, which is hereby repealed.

Section 2. **Severability.** If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 3. **Effective Date.** This ordinance shall take effect and be in full force five (5) days after passage and approval and publication as required by law.

PUBLIC HEARING 6.

ADOPTED by the City Council and **APPROVED** by the Mayor this 18th day of August, 2020.

CITY OF SNOHOMISH

By _____
John T. Kartak, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
Pat Adams, City Clerk

By _____
Grant K. Weed, City Attorney

Date of Publication: _____

Effective Date: _____

THIS PAGE LEFT BLANK INTENTIONALLY



ACTION ITEM 7a.

Date: August 18, 2020

To: City Council

From: Steve Schuller, City Administrator and Utility General Manager

Subject: Park Planning and Design – Professional Services Agreement with Otak

SUMMARY: The City currently has a fund balance of \$827,000 in Park Impact Fees (PIF), of which approximately \$280,000 must be obligated by 2022 or be returned to private land developer(s). PIF are collected from new residential development and must be used for growth-related improvements to “publicly owned parks, open space, and recreation facilities” that are addressed in the City’s Comprehensive Plan.

Tonight’s action item is a professional services agreement with the consulting firm Otak, out of Everett and Redmond, in order to complete master planning, public engagement and outreach, and phase 1 design of PIF-funded, high priority park capital projects.

BACKGROUND: The Mayor, City Council and Park and Recreation Board conducted a joint workshop on February 4, 2020, at which three priority park capital projects were identified and directed to be funded by PIF:

- Averill Field
- Cady Landing Connector Bridge
- Homestead Park - Phase I

Park Impact Fees: On November 20, 2007, the City Council adopted Ordinance 2135, updating the Parks Element of the Snohomish Comprehensive Plan, and adopting by reference the Parks, Recreation, and Open Space Plan (PROS Plan). Additionally, on April 1, 2008, the Council adopted Ordinance 2141 establishing new SMC Chapter 14.300 Park Impact Fees. Seven years later, on February 17, 2015, the Council adopted Ordinance 2283 adopting the updated PROS Plan for the planning horizon of 2015 to 2035. The fee schedule remained unchanged. The PROS plan, per state regulation, should be updated again in 2021.

ANALYSIS: Staff selected Otak from the Municipal Research and Services Center (MRSC) Architect and Engineering Consultant Roster, in accordance with Revised Code of Washington (RCW) 39.80. Otak has provided excellent service within the City of Snohomish in the past, such as the City’s Centennial Trail Extension project, the new traffic signal at the First Street/Avenue D intersection in the Historic District, and the Snohomish School District’s Aquatic Center.

Attachment A is a Statement of Qualifications from Otak, outlining the firm’s expertise and relevant experience, as well as the proposed Project Team. Below is a short summary on the firm:

Otak, founded in 1981, is an interdisciplinary firm of 380 staff with local offices in Everett and Redmond. We are experienced in many facets of landscape architecture, planning, urban design, civil and structural engineering, water and natural resources, surveying, construction management, and visualization and simulation services. These capabilities provide our teams with a range of

ACTION ITEM 7a.

perspectives and insights that allow us to deliver better and more creative and sustainable design ideas, as well as cost-effective approaches to a wide variety of parks, trails, plazas, and open space projects.

Attachment B contains the proposed scope of services and fee estimate. The scope is divided into the following sections:

- Averill Field Master Plan – Phase One
- Averill Field Design – Phase Two (not included in this scope)
- Cady Landing Connector Bridge Planning, 60% Design and Construction Cost Estimate
- Homestead Park Master Plan – Phase One

The fee for all three properties and related projects is not to exceed \$132,608.

Future Maintenance: General Funds will be the main source of funding for long-term maintenance and operation (O&M) of any capital improvements installed at all three locations. General Funds are the source of funding for law enforcement and transportation, as well as public-private partnerships such as the Senior Center, Food Bank, and Boys & Girls Club. Therefore, proposed new park improvements will be analyzed to forecast additional O&M cost before construction is authorized. At this time, it is projected that any new ongoing O&M cost will need to be limited.

Brennan Collins, City Project Manager, hired in late 2019, will be the City's point of contact and manager for all three projects going forward.

An email from Lya Badgley, Chair of Park and Recreation Board at the time, is included in Attachment C.

Centennial Trail Extension, Snohomish



STRATEGIC PLAN REFERENCES:

Initiative #1: Establish a sustainable model for strengthening and expanding our parks, trails, and public spaces;

ACTION ITEM 7a.

- Initiative #2: Strengthen our foundations for connecting neighbors and enhancing our neighborhoods;
- Initiative #3: Strengthen the community's connections to our rivers;
- Initiative #4: Increase multi-modal mobility within and connections to the community;
- Initiative #7: Strengthen the City's attractiveness as a regional destination; and
- Initiative #8: Invest in Snohomish's civic facilities.

CITY COUNCIL GOALS: Increase pedestrian safety, including for children and disabled users.

RECOMMENDATION: That the City Council **AUTHORIZE** the Mayor to sign a professional services agreement with Otak in an amount not to exceed \$132,608 for park master planning and design.

ATTACHMENTS:

- A. Statement of Qualifications
- B. Scope of Services and Fee Estimate
- C. Email from Lya Badgley, Park and Recreation Board, dated July 7, 2020

REFERENCES:

1. 2015-2035 Parks, Recreation and Open Space (PROS) Plan:
<https://www.snohomishwa.gov/DocumentCenter/View/2242/2015-2035-Park-Long-Range-Plan?bidId=>
2. Joint Workshop with the Snohomish City Council and Park and Recreation Board, Agenda and Staff Report, February 4, 2020:
https://www.snohomishwa.gov/AgendaCenter/ViewFile/Agenda/_02042020-948
3. Joint Workshop with the Snohomish City Council and Park and Recreation Board, Minutes, February 4, 2020:
https://www.snohomishwa.gov/AgendaCenter/ViewFile/Minutes/_02042020-948

Expertise of the Firm

Firm Qualifications

Otak, founded in 1981, is an interdisciplinary firm of 380 staff with local offices in Everett and Redmond. We are experienced in many facets of landscape architecture, planning, urban design, civil and structural engineering, water and natural resources, surveying, construction management, and visualization and simulation services. These capabilities provide our teams with a range of perspectives and insights that allow us to deliver better and more creative and sustainable design ideas, as well as cost-effective approaches to a wide variety of parks, trails, plazas, and open space projects.

Our landscape architecture and planning group, along with other in-house team members, provide the experience necessary to complete projects that address:

- » Parks and open space master planning and design
- » Trails master planning and design
- » Pedestrian and trail bridges
- » Boardwalks and elevated structures
- » Feasibility reports and site assessments
- » Visioning/concept design
- » Project scoping and programming
- » Parks and trails final design and construction documents
- » Multidisciplinary project management
- » Subconsultant/discipline coordination
- » Construction management/administration
- » Preparation of plans, specifications, and estimates
- » Public and community outreach and engagement
- » Planting and irrigation design
- » Grading design and stormwater management
- » Utility and infrastructure design
- » Parking lot and roadway design
- » Low impact development (LID) techniques
- » Architectural design
- » Structural design for bridges, walls, and boardwalks
- » Local, state, and federal permitting and approvals
- » SEPA compliance and process management
- » Compliance with applicable accessibility (ADA/ABAAS/AGODA) standards and building code requirements
- » Other environmental planning and approvals procedures
- » Critical areas assessments and habitat area rehabilitation and mitigation designs
- » Surveying and topographic mapping



Paine Field Neighborhood Park, Everett

Relevant Experience

Project Examples

Following we have included descriptions for a selection of relevant projects completed for a variety of local agencies, including the City of Snohomish.

EDITH MOULTON PARK MASTER PLAN AND DESIGN | KIRKLAND, WA

This 26-acre forested park is a former pioneer farmstead with old growth conifers, trails, wetlands, a meadow, and a portion of Juanita Creek, an important salmon bearing stream. The park is adjacent to an elementary school in a primarily residential neighborhood. Much of previously constructed site improvements had fallen into disrepair or had been demolished and removed. During the master planning process and through extensive community involvement, Otak prepared schematic designs for an off-leash trail, community orchard and p-patch, a picnic pavilion, a climbing play structure, a restroom, and accessible trails and boardwalk along Juanita Creek. The project was completed in phases—inventory and site assessment and development of a park design program; schematic design and design development; permitting; bidding; and construction support. Otak was retained to design a second phase of improvements that included an off-leash trail, expansion of internal park trails, 400 feet of boardwalk, and two pedestrian bridges (lengths of 23 and 31 feet) over Juanita Creek. To minimize equipment access needs and to meet the aesthetic goals of the project, we designed a lightweight steel stringer bridge with open grated decking. Otak also provided survey, hydraulic analysis, wetland delineations, environmental fieldwork, and prepared the SEPA checklist and HPA application.

FLOWING LAKE COUNTY PARK ENTRANCE REDESIGN | SNOHOMISH COUNTY, WA

Otak provided conceptual development, design, permitting, and construction support services for the entrance

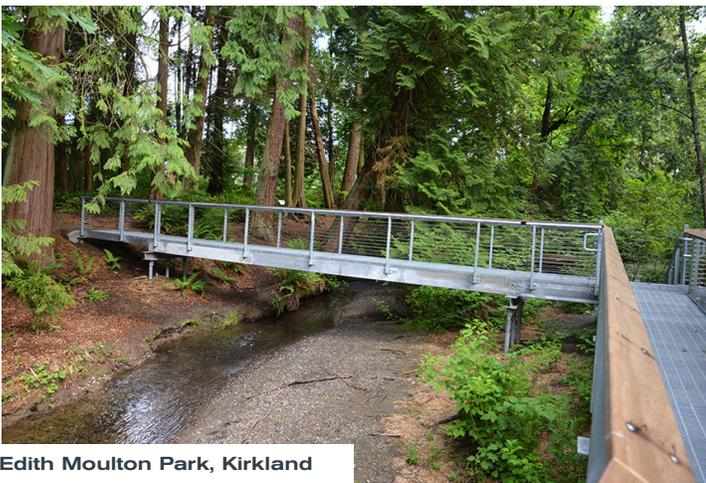
redesign at this County park. The project alleviates congestion, consolidates park ranger services, and provides a more efficient check-in and payment process.

Conceptual alternatives included renovations to the existing entrance building and design of a new ranger and visitor facility to create a more welcoming gateway.

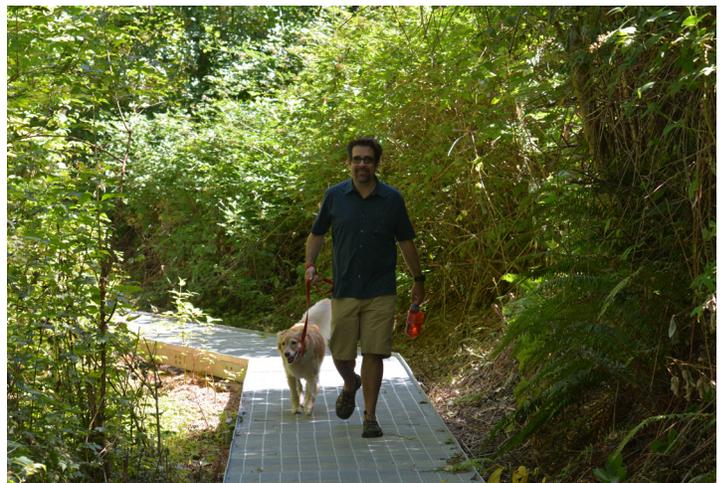
The new entrance will serve as access to 157 acres of County property north of the exiting campground planned for future expansion. Siting of the new building was a challenge due to the heavily treed and sloped environment. Otak's services included project management, architecture, landscape architecture, civil and structural engineering, planning, permitting, and construction support.

MOSHIER PARK IMPROVEMENTS AND LID RETROFIT | BURIEN, WA

Otak is leading a multidisciplinary team to retrofit Moshier Park's parking lot, athletic fields, and the community center building. This includes improvements to existing park facilities and upgrading the existing drainage system and facilities with new LID stormwater facilities for water quality and flow control management. The facilities include two infiltration galleries, retrofitting the existing parking lot with permeable pavement, bioretention facilities, Silva Cells with large trees, and retrofitting the community arts center with on-site bioretention, pervious concrete sidewalks, and a rainwater storage cistern. Hardscape areas with pervious pavers are being added to key locations around park facilities and buildings including the community arts center. New native plantings and rain gardens are also being designed to complete the suite of low impact development treatments retrofitted at the site.



Edith Moulton Park, Kirkland



ACTION ITEM 7a.

CENTENNIAL TRAIL EXTENSION | SNOHOMISH, WA

This project completed a portion of trail located within the City of Snohomish between the southern terminus of the Snohomish County Centennial Trail at the Maple/Pine Avenue intersection and Bowen Street, within the former rail corridor that follows the general alignment of Lincoln Avenue. The improvements include a 12-foot-wide asphalt trail, parking facilities, frontage improvements at street crossings, four acres of landscaping, park signage, and related park amenities. Otak's work consisted of surveying, master planning, preliminary engineering, and preparation of final construction documents, construction inspection, and construction management. Construction management services included material submittal review, pay estimate preparation, labor wage rate and DBE verification, and construction documentation review to comply with federal funding requirements.

The master plan included arrival landmarks with wayfinding and historic interpretation opportunities, gardens, picnic sites, a large market plaza near the library, and a preserved section of rail that could include a car shed and rail car displays. This project provides a unique opportunity to complete a missing link and really connect the Centennial Trail to the riverfront and historical downtown.

SNOHOMISH SCHOOL DISTRICT NEW AQUATIC CENTER | SNOHOMISH COUNTY, WA

Otak served as a subconsultant for this new aquatic facility that replaces the existing Hal Moe Pool. The new facility has a competition pool with a diving area, recreation pool, and wellness pool. Support spaces include dressing rooms with showers, toilet rooms, special needs area, office, classroom, concessions, admission, mechanical, electrical, custodial. The project also included site improvements

consisting of site access, parking, walkways, hardscape, landscape, utility infrastructure, and off-site roadway improvements. Otak led all landscape architecture and civil engineering services. The aquatic center was constructed on the site of the existing Maple Avenue Campus, which served as a middle school for the Snohomish School District. A significant portion of the existing classroom buildings (approximately 50,000 SF) were demolished to make room for the new aquatic center.

PAINIE FIELD COMMUNITY PARK MASTER PLAN AND DESIGN | SNOHOMISH COUNTY, WA

Otak developed the master plan, based on input from the community, for this 14-acre community Park. Otak led a series of stakeholder and open public meetings, as well as prepared project newsletters, graphic displays, and questionnaires for the project. As a result, the master plan proposed a range of park amenities for a diverse mix of neighborhood users. Otak then prepared construction documents for Phase 1 improvements and provided project management support. Improvements included a paved primary parking area and a secondary gravel overflow lot, sport field lighting for one of the existing ball fields, site lighting for the paved parking area, pedestrian circulation pathways, a shared use soccer field, a children's play area, a combined restroom/picnic shelter, a 1 percent for the arts sculpture plaza, as well as site utilities, grading and drainage, water quality treatment, and park planting. Work for Phase 2 improvements included upgrades to the soccer field, additional sport field lighting, a basketball court, paving of the gravel overflow parking area, additional picnic tables and shelters, and a loop trail system with interpretive areas that overlook the scenic Big Gulch Creek headwaters wetlands.

Centennial Trail Extension, Snohomish



ACTION ITEM 7a.

SWAMP CREEK/WALLACE PARK MASTER PLAN | KENMORE, WA

This 25-acre park is located just north of Kenmore Elementary School and is bisected by Swamp Creek. Two-thirds of the park land is covered with forested wetland and includes a large disturbed area. Current uses include dog exercising and nature watching. The City anticipates developing additional facilities on the park property including restrooms, picnic and play areas, and a youth sports field. Otak performed a detailed analysis of the current conditions and developed a list of program elements and objectives from previous planning work and neighborhood input. The existing conditions were categorized and a suitability matrix developed to illustrate appropriate and sustainable uses for specific areas of the park. The large disturbed areas in the park, for example, were determined to be the best location for an open grass meadow. Otak provided two plan alternatives that were presented to the community and then a recommended master plan was established. A final draft was adopted and serves as the development guideline. One of the most important findings of the public process was a consensus that the park should provide places for kids to explore, create, and to rely less on typical structured play equipment. Otak prepared concepts for a nature play area that includes logs and rocks that can be used to build temporary forts or other structures, a climbing wall, and a long slide built into an existing hill. Otak provided site analysis, GIS mapping, pedestrian safety and vandalism considerations and recommendations, trail design, large picnic shelter design, play areas, interpretive design, and public involvement.

NORTH CREEK TRAIL | SNOHOMISH COUNTY, WA

This trail will be part of a coordinated regional system that will connect the Sammamish River/Burke-Gillman

Legacy Park, McCall, ID



Trail in King County with the Snohomish County Regional Interurban Trail in Everett. It will be located west of Bothell-Everett Highway, between 208th Street SE and 183rd Street SE, just north of the City of Bothell. This 2.8-mile long regional trail will accommodate a wide variety of pedestrians, bicyclists, runners, and other recreational users from the County, surrounding cities, and beyond. Work includes surveying, right-of-way analysis, trail design, stormwater management, design of two pedestrian bridges and/or boardwalk structures (including one over 1,300 feet), roadway/sidewalk improvements, retaining walls, environmental/permitting, wetland mitigation design, urban design/landscape, illumination/signal design, community involvement, and geotechnical engineering.

LEGACY PARK IMPROVEMENTS | MCCALL, ID

As part of an urban renewal project in the mountain town of McCall, Otak designed an extensive renovation of Legacy Park, a ten-acre community park that borders Payette Lake and serves as the most cherished public space in the heart of downtown. Project included a pedestrian promenade, boardwalk, and streetscape improvements along Lake Street adjacent to the park to

North Creek Trail, Snohomish County
(Visualization Completed by Otak)



ACTION ITEM 7a.

create a continuous pedestrian connection from Legacy Park to Mile High Marina and Brown Park. The project incorporated the need to enhance the waterfront as a major focal area of the town to better support a thriving mix of civic, commercial, recreational, and residential uses and enhance the character, identity, and charm of the lakefront area. Otak developed the design based on a public involvement and community outreach process. The park design included regrading and stormwater drainage to maximize public space and capacity in the park and inseting an upgraded restroom building into the hillside to minimize obstruction of lake views. A children’s spray play garden and small performance space were also included in the design as well as place-defining, wayfinding elements such as steel cut-out banners, pavement etchings, and motifs in streetscape furnishings to commemorate McCall’s heritage as a historic mill town. The project also included interpretive display concepts at overlook points along the promenade addressing the town’s history and water quality and natural resource themes associated with the Payette Lake Watershed, in addition to shoreline restoration with native plantings and erosion control bioengineered solutions. Otak provided planning, landscape architecture, urban design, architecture, civil engineering, and public involvement services—carrying the design from early visioning and concepts to final design and construction documents.

Interurban Trail, Shoreline



the existing trestle over the Sammamish River and the existing bridge over 154th Avenue NE. Otak also provided construction management services.

INTERURBAN TRAIL | SHORELINE, WA

This trail project was an interdisciplinary design effort that has greatly expanded opportunities for pedestrian and bicycle transportation and recreation with the City of Shoreline, a community north of Seattle, and has strengthened connectivity throughout the region. This regional trail follows the historic line and abandoned rail corridor of the old Interurban Streetcar route that brought commuters into Downtown Seattle daily from residential areas to the north. The trail will eventually provide a continuous network from Seattle to Everett just as the old streetcar did. Otak prepared a preliminary design report for the entire trail alignment and final design PS&E for the north, south, and south central portions (three miles) of the alignment, all portions of which have been constructed. The corridor includes a shared-use path and design enhancements (landscaping, hardscaping, furnishings, interpretation, etc.) to adjacent open space areas. Architectural structures that reflect the early rail line vernacular have been incorporated into the design as information kiosks and gateway elements. Graphics

REDMOND CENTRAL CONNECTOR, PHASE 2 | REDMOND, WA

Otak completed design of the second phase of this urban regional trail corridor that will connect the Willows and Grass Lawn neighborhoods to downtown Redmond. This trail will transition from an urban center, to a natural area, to a prized view corridor in the Sammamish Valley. This high profile rails-to-trails project will utilize the BNSF corridor acquired by the City. The 1.3-mile trail will have integrated landscape design and art elements at key locations. The project also includes two significant bridge crossings—



Redmond Central Connector, Redmond



ACTION ITEM 7a
Centennial Park, Bothell



reminiscent of the early trolley have been integrated into the wayfinding sign and mile marker package for the trail. Work included an extensive community involvement program, a significant amount of multi-agency coordination, urban design, landscape architecture, civil engineering, surveying, and construction management.

MEDINA BEACH PARK SHORELINE RESTORATION | MEDINA, WA

Otak led design of repairs to several features of a park at the City of Medina's City Hall along Lake Washington. The project removed a concrete bulkhead, replacing it with 300 feet of rock revetment, and creating three coves mimicking a natural shoreline with gravel favorable to salmon habitat and shoreline plantings. This improved nearshore habitat as a result of increasing refuge areas and food for migrating salmonid juveniles. The project included two pedestrian piers that allowed visitors to view the aquatic habitat enhancements. One pier also served as a dock for emergency vehicles.

CENTENNIAL PARK IMPROVEMENTS | BOTHELL, WA

This 54-acre park parcel (six acres of developable land) is located in a rapidly changing area of Snohomish County at 12th Avenue SE and SE 208th Street (Filbert Road). The parcel includes North Creek and its associated wetlands and buffers. Project elements included a wetland interpretive area with loop path and buffer enhancement, a parking lot for over 80 vehicles, a restroom facility, group picnic shelter and tables; site furnishings, and the relocation of the North Creek Schoolhouse to serve as an interpretive center. Otak was responsible for development of a wetland mitigation plan, construction drawings for the site per the approved master plan, preparation of bid documents for construction, preparation and submittal of permit applications, and preparing contract documents for the historic restoration of the schoolhouse including moving it from its original location south of the park. In addition, Otak used low impact development (LID)

methods to capture and treat runoff needed for a restored demonstration wetland. Portions of the parking lot use pervious grass pavers for overflow event parking to reduce the visual impact of large expanses of unused paved parking lot during normal use.

WENBERG COUNTY PARK RESTROOM FACILITY | SNOHOMISH COUNTY, WA

This 45-acre park, along the east shoreline of Lake Goodwin, offers areas for tent and RV camping within a wooded setting. The two existing restroom structures in the campground were outdated and required modern fixture improvements to enhance the visitor experience, decrease maintenance, and to integrate them into the campground in a more positive way.

Otak provided accessibility design, civil engineering, site design, permitting, and construction support services to facilitate the development of construction documents for the new restroom. Improvements were made to ADA-accessibility, parking, and the septic system.

NATIONAL PARK SERVICE A&E DESIGN IDIQ | NATIONWIDE

For more than 18 years, and through more than 30 task orders/projects, Otak has helped the National Park Service (NPS) address failing infrastructure, improve accessibility, reduce impacts to natural and cultural resources, and maintain a high-quality visitor experience across a wide variety of projects.

Our services include project planning and scoping to pre-design, design, and construction services.

Elements include new building design, historic facility rehabilitation, utility improvements, site grading, universal design for accessible visitor spaces, stormwater management, jurisdictional requirements and approvals, pedestrian pathways and trails, drainage and other similar tasks across its parks system.



Medina Beach Park and Shoreline Restoration, Medina



Falls, Brink of the Lower Falls, and Uncle Tom's Point, including a new trail system and rehabilitation of historic elements at Inspiration Point.

Design solutions included:

- » Re-routing trails away from dangerous areas and installing stone and boulder barriers
- » Connecting historic overlooks with new walkways
- » Creating safe, accessible viewing areas with wayfinding and informational signage
- » Constructing new visitor pavilions and kiosks with peeled logs and stone masonry columns; and using natural materials to integrate the infrastructure into the spires and canyon cliffs.
- » Structural improvements like steel bridges and boardwalks, concrete retaining walls, rockeries, and steel and concrete overlook platforms

Typical projects have included:

- » American Camp Visitor Center at San Juan National Historical Park, WA
- » Vista Point Multi-Use Trail Connections at Golden Gate National Recreation Area, CA
- » Scotty's Castle Visitor Center Flood Damage and HVAC Rehabilitation at Death Valley National Park, CA
- » Visitor Center and Plaza Paver System Rehabilitation at Mount Rushmore National Memorial, SD
- » Grand Teton National Park Snake River Visitor Facilities
- » Peaceful Valley Ranch Building Stabilization and Rehabilitation at Theodore Roosevelt National Park, ND

Additional Structural Elements Otak Has Designed...

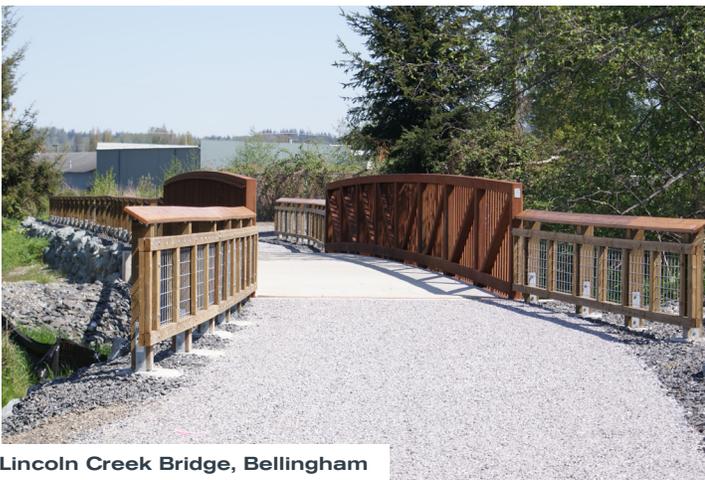
- » WA State DNR Bridges. Included several prefabricated fiberglass trusses, four-feet-wide, for ATV access
- » City of Tukwila. Recently completed design on a smaller prefabricated truss; just went out to bid
- » City of Tukwila, Riverton Creek Bridge. Design of a bridge that replaces two culverts and that will carry the Green River Trail over the new Riverton Creek channel
- » WA State Parks. Currently working on two bridges and two boardwalks for ATV maintenance vehicle access; bridge type easily capable of maintenance truck access if designed a bit wider.
- » Larrabee State Park Clayton Beach Trail. Designed bridge and boardwalk
- » City of Bellingham Lincoln Creek Bridges. Both allow for maintenance truck access and cross small streams
- » Snohomish County 228th Street Bridge. Design of two prefabricated steel truss pedestrian bridges

Recent Task Order/Project

Yellowstone National Park Canyon Rim Trails and Overlooks Design, WY

Otak's work includes restoration and improvements of the deteriorating north and south rim trails and overlooks that wrap the rim of the Grand Canyon of the Yellowstone.

The project also includes the creation of new trails, overlooks, and parking improvements at Brink of the Upper



Lincoln Creek Bridge, Bellingham



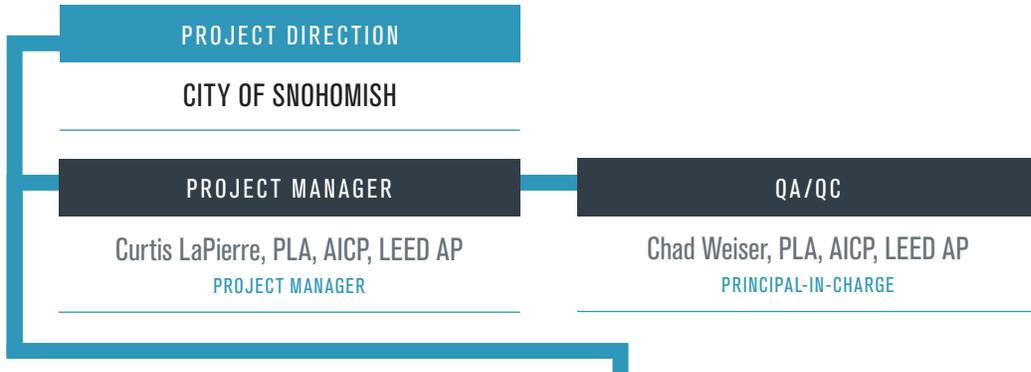
228th Street Bridge, Snohomish County

ACTION ITEM 7a.

Potential Project Team

The organizational chart below illustrates the structure of an in-house team we put together to show the City what our resources look like to complete design of one or more of your three current park projects. We have the capacity to add an additional project manager and design staff should we move forward with more than one park. We look forward to working with you to refine this as we learn more about your specific project needs.

TEAM ORGANIZATIONAL CHART



TEAM RESOURCES		
MASTER PLANNING / DESIGN Lindsay Martin, PLA Ben Schneider, PLA Mark Shelby, PLA	STORMWATER / DRAINAGE / WATER QUALITY Dave Stewart, PE, CFM	GRAPHICS / 3D MODELING / OUTREACH MATERIALS / WAYFINDING AND SIGNAGE Mark Shelby, PLA Marissa Chargualaf
CIVIL / UTILITIES / PAVEMENT Kevin Kraxberger, PE Anna Ly, PE	IRRIGATION / PLANTING DESIGN Tom Early, PLA, LEED AP Danah Palik, PLA	PUBLIC ENGAGEMENT Curtis LaPierre, PLA, AICP, LEED AP Lindsay Martiin, PLA
STRUCTURES / BRIDGES / BOARDWALKS Bob Doherty, PE	ARBORIST SERVICES Tom Early, PLA, LEED AP	ENVIRONMENTAL / PERMITTING Jeff Gray, PWS
ARCHITECTURE (IF NEEDED) Amy Scheckla-Cox, AIA, LEED AP, WELL AP	WETLANDS (IF NEEDED) Stephanie Modjeski	SPRAY PLAY Will work with City to add a subconsultant.



145th Street Light Rail Station Area Subarea Planning, Park Visualization Completed by Otak

ACTION ITEM 7a.



PROJECT MANAGER

**Curtis LaPierre, PLA,
AICP, LEED AP**

Curtis is a project manager, landscape architect, and urban planner with 32 years of experience. He is a talented designer with a solid construction background His project responsibilities typically include planting design, paving design, site amenities, irrigation and lighting design. Curtis develops highly creative, constructible, and sustainable site designs. His projects include local and national park work; day use areas; trail and trailhead design; pedestrian plazas and corridors; piers, docks, and boardwalks; bridges; and other public facilities. Curtis is well-versed in CPTED design criteria. He has extensive experience with public space paving design and is knowledgeable about accessibility, emergency access, and security requirements. Curtis is practiced at community involvement, meeting facilitation, and the charrette process.

SELECT PROJECT EXPERIENCE

- » Centennial Trail Extension; Snohomish, WA
- » Edith Moulton Park Master Plan and Design; Kirkland, WA
- » Northeast Redevelopment Area and Miller Creek Greenway Trail and Open Space; Burien, WA
- » Wallace Park Master Plan; Kenmore, WA
- » Pioneer Square Park and Occidental Park Improvements; Seattle, WA
- » Legacy Park and Lake Front Improvements; McCall, ID
- » Burlington Boulevard/Goldenrod Nonmotorized Connection; Burlington, WA
- » Boeig Creek Park, Trail, and Stormwater Improvements; Shoreline, WA
- » Columbia Park West Master Plan; Kennewick and Richland, WA
- » Middle Village/Station Camp Park Improvements; Pacific County, WA
- » NPS Yellowstone National Park Canyon Rim Trails and Overlooks Design; WY



PROJECT PRINCIPAL

**Chad Weiser, PLA,
LEED AP**

Chad is a project manager, landscape architect, and planner with more than 27 years of experience. He has provided project management and design guidance on projects that involve site master planning, park planning and design, landscape design, interpretive design and planning, urban design, streetscape design, land use planning, environmental compliance, and permitting. Chad’s experience extends from feasibility planning to detailed design and includes expertise in sustainable design practices utilizing LID techniques, community involvement, public outreach, land use entitlement, and feasibility studies. He is a strategic thinker who adds value to projects by avoiding project pitfalls and guiding the client through challenging circumstances that may affect the scope, schedule or budget of the project.

SELECT PROJECT EXPERIENCE

- » Wenberg County Park Improvements; Snohomish County, WA
- » Snohomish School District Aquatic Center; Snohomish County, WA
- » Paine Field Community Park; Snohomish County, WA
- » Middle Village/Station Camp Park Improvements; Pacific County, WA
- » Regional Trail Connector (64th Avenue South); Kent, WA
- » Mill Creek Canyon Trail Feasibility Study; Kent, WA
- » NPS Vista Point Multi-use Trail Connections; Golden Gate National Recreation Area, San Francisco, CA
- » NPS Redwood Creek Restoration at Muir Beach, Phase 4; Golden Gate National Recreation Area, San Francisco, CA
- » Trails, Bikeways, and Paths Plan; Sammamish, WA
- » NPS Yellowstone National Park Canyon Rim Trails and Overlooks Design; WY



LANDSCAPE ARCHITECT

Lindsay Martin, PLA

Lindsay is a landscape architect and planner with four years of experience. She provides support for projects of all disciplines, including landscape architecture and design associated with transportation and infrastructure, water and natural resources, facility design, park design, and more. Her skills include AutoCAD, Trimble SketchUp, Adobe Creative Suite, Microsoft Office, Microsoft Access, GIS Mapping, and Lumion.

SELECT PROJECT EXPERIENCE

- » NPS Lake Roosevelt National Recreation Area Visitor Use Site Management Plan; WA
- » NPS American Camp Visitor Center, San Juan Island National Historical Park; Friday Harbor, WA
- » NPS Yosemite National Park Big Oak Flat Entrance Visitor Contact Station; Mariposa County, CA
- » NPS Yellowstone Transportation and Vehicle Mobility Analysis for a Visitor Use Management Plan; WY
- » NPS Balclutha Targeted Accessibility Improvement Program Project; San Francisco Maritime National Historic Site, CA
- » NPS Yellowstone National Park Canyon Rim Trails and Overlooks Design; WY
- » Moshier Park Improvements and Stormwater LID Retrofit; Burien, WA
- » 171st Street Urban Parkway; Woodinville, WA
- » West Side Trail; Fall City, WA
- » 68th Avenue Improvements; Kenmore, WA
- » Oakes Road; Island County, WA

ACTION ITEM 7a.



LANDSCAPE ARCHITECT

Ben Schneider, PLA

Ben is a landscape architect and urban designer with eight years of well-rounded experience. He supports a diverse range of projects through all phases of development—from concept through construction administration. His project experience includes park design, streetscapes, public playgrounds, planning and design of green roofs, college campus design and master planning, sports fields, and stormwater bioretention facilities.

SELECT PROJECT EXPERIENCE

- » Edith Moulton Park Master Plan and Design; Kirkland, WA
- » Flowing Lake County Park Entrance Design; Snohomish County, WA
- » Lake Washington Loop Trail; Renton, WA
- » NPS American Camp Visitor Center, San Juan Island National Historical Park; Friday Harbor, WA
- » NPS Platte River Recreation Area Targeted Accessibility Improvement Program at Sleeping Bear Dunes National Lakeshore; MI
- » NPS Yellowstone National Park Canyon Rim Trails and Overlooks; WY
- » NPS Visitor Center Rehabilitation at Crater Lake National Park; OR
- » NPS Vista Point Multi-Use Trail Connections at Golden Gate National Recreation Area; CA
- » 238th Street SW Walkway; Edmonds, WA
- » Harper Estuary Bridge; Kitsap County, WA
- » Pacific Highway South Landscape Design; Kent, WA
- » Main Avenue Improvements and Downtown Commons; Twin Falls, ID
- » 171st Street Urban Parkway; Woodinville, WA



LANDSCAPE ARCHITECT

Mark Shelby, PLA

Mark is a landscape architect and urban designer with 30 years of experience in site and planning, park and recreation design, streetscape design, community outreach, construction documents, and construction administration. He has strong expertise at visualization graphics used for public involvement and outreach efforts.

SELECT PROJECT EXPERIENCE

- » North Creek Trail; Snohomish County, WA
- » Centennial Trail Extension; Snohomish, WA
- » Centennial Middle School; Snohomish, WA
- » Community Transit Facilities Master Planning; Everett, WA
- » Edith Moulton Park Master Plan and Design; Kirkland, WA
- » Lake Washington Loop Trail; Renton, WA
- » Northeast Redevelopment Area and Miller Creek Greenway Trail and Open Space; Burien, WA
- » Regional Trail Connector (64th Avenue South); Kent, WA
- » Boeing Rock Park Design Charrette; Kent, WA
- » Middle Village/Station Camp Park Improvements; Pacific County, WA
- » Crystal Creek Pedestrian Bridge; Olympic National Park, WA
- » Willapa Hills Trail Bridge Replacements; Lewis County, WA
- » Broadmoor Golf Club; Seattle, WA
- » Parks Cost Estimating and Capital Programming Support; Kent, WA
- » Overlake Village Collocated Parks and Stormwater Facilities; Redmond, WA
- » Yellowstone National Park Canyon Rim Trails and Overlooks Design; WY
- » Vista Point Multi-use Trail Connections; Golden Gate National Recreation Area, San Francisco, CA



CIVIL ENGINEER

Kevin Kraxberger, PE

Kevin is a project engineer with 21 years of experience. His experience includes civil engineering design for national parks and federal lands, site development, roadway, and utility projects including residential communities, public school sites, and community facilities. He has been involved in projects from the entitlement and planning phase through design development and construction documents. Kevin's experience also includes working with multidisciplinary teams providing interdisciplinary design services to municipalities and state and federal agencies. He specializes in site grading, developing universal design visitor spaces and addressing stormwater management requirements.

SELECT PROJECT EXPERIENCE

- » Centennial Trail Extension; Snohomish, WA
- » Centennial Park Improvements; Bothell, WA
- » Paine Field Community Park; Snohomish County, WA
- » Snohomish School District New Aquatic Center; Snohomish County, WA
- » NPS Navajo National Monument Sandal Trail Rehabilitation; Shonto, AZ
- » NPS Snake River Visitor Facilities in Grand Teton National Park; WY
- » NPS Platte River Recreation Area Targeted Accessibility Improvement Program, Sleeping Bear Dunes National Lakeshore; Empire, MI
- » NPS Historic Wheeler Peak Campground Reconstruction at Great Basin National Park; Baker, NV
- » NPS American Camp Visitor Center, San Juan Island National Historical Park; Friday Harbor, WA
- » NPS Scotty's Castle Visitor Center Flood Damage Death Valley National Park; Death Valley, CA
- » NPS Redwood Creek Restoration at Muir Beach, Phase 4; Golden Gate National Recreation Area; San Francisco, CA



CIVIL ENGINEER

Anna Ly, PE

Anna is a civil engineer with 13 years of experience. Her experience includes street and highway design, mapping projects, site drainage design, stormwater management, and parking and loading dock design. Anna has experience in a variety of projects, which include major multi-acre developments, parks, residential developments, commercial developments, transportation facilities, streets, and other infrastructures. She has produced design drawings and developed project specifications per local standards.

SELECT PROJECT EXPERIENCE

- » May Creek Trail Extension; Renton, WA
- » NPS American Camp Visitor Center, San Juan Island National Historical Park; Friday Harbor, WA
- » NPS Grand Canyon National Park Desert View Intertribal Cultural Heritage Site; AZ
- » NPS Historic Wheeler Peak Campground Reconstruction at Great Basin National Park; Baker, NV
- » Cleveland Street Sewer System Replacement and Stormwater Separation; Everett, WA
- » 156th Street NE, 160th Street NE, and 51st Avenue NE Improvements; Marysville, WA
- » Swift BRT Orange Line; Snohomish County, WA
- » Cascadia College Parking Garage; Bothell, WA
- » Highlands to Landing Pedestrian Connection; Renton, WA
- » Light Rail Consulting; Mountlake Terrace, WA
- » Tolt Avenue/SR 203 Central Business District Improvements; Carnation, WA



STRUCTURAL ENGINEER

Bob Doherty, PE

Bob is a project manager and bridge engineer with 19 years of experience in design, management, and construction of bridge projects. He maintains a diverse portfolio of skills and experience that includes new bridges and evaluation of existing bridges, including load rating, repair/rehabilitation and replacement justification. In addition, this experience extends to a mix of related structures including various types of pedestrian and vehicle bridges, retaining walls, large culverts, vaults, and pole foundations.

SELECT PROJECT EXPERIENCE

- » Edith Moulton Park Master Plan and Design; Kirkland, WA
- » Redmond Central Connector, Phase 2; Redmond, WA
- » North Creek Trail; Snohomish County, WA
- » NPS Grand Canyon National Park Desert View Intertribal Cultural Heritage Site; AZ
- » NPS Navajo National Monument Sandal Trail Rehabilitation; Shonto, AZ
- » NPS Yellowstone National Park Canyon Rim Trails and Overlooks Design; WY
- » NPS Platte River Recreation Area Targeted Accessibility Improvement Program at Sleeping Bear Dunes National Lakeshore; MI
- » WA State DNR Northwest Region Trail Bridges; Skagit County, WA
- » Eastside Rail Corridor Coal Creek Bridge Retrofits; King County, WA
- » Eastside Rail Corridor May Creek/Ripley Lane Trestle Rehabilitation; King County, WA
- » Remlinger Farms Pedestrian Bridge; King County, WA
- » Riverton Creek Flaggate Removal and Park; Tukwila, WA
- » Lake Easton Bridge Repair for Washington State Parks and Recreation Commission; Kittitas County, WA
- » Whatcom Creek Trail; Bellingham, WA
- » 267th Street NW Pedestrian Path; Stanwood, WA



WATER RESOURCE ENGINEER

Dave Stewart, PE, CFM

Dave is an engineer with 11 years of experience in design and construction of stormwater drainage, floodplain management, and culvert projects. The projects he has designed include storm drainage facilities for treatment and flow control, conveyance improvements, fish-passable culverts, stabilization of streambanks, bridge scour analyses and countermeasures, floodplain analyses and mapping, stormwater and sanitary sewer lift stations, and utility relocations. He has served as the lead engineer for large estuary restoration projects, culvert replacements and drainage improvements projects, and provides specialized technical knowledge for storm drainage. He has frequently worked on projects with multidisciplinary teams for roadway projects, bridges, pedestrian improvements, and park improvements. He provides extensive technical knowledge of hydrologic, hydraulic, stability analyses, and erosion control, for design and construction of storm drainage and natural systems.

SELECT PROJECT EXPERIENCE

- » Flowing Lake County Park Entrance Design; Snohomish County, WA
- » NPS Vista Point Multi-use Trail Connections, Golden Gate National Recreation Area; San Francisco, CA
- » Smith Island Estuary Restoration; Snohomish County, WA
- » Harper Estuary Bridge/SE Olympiad Drive; Kitsap County, WA
- » 180th Street SE Improvements; Snohomish County, WA
- » 171st Street Urban Parkway; Woodinville, WA
- » Mid-Spencer Estuary Restoration; Snohomish County, WA
- » Tolt Avenue/SR 203 Central Business District Improvements; Carnation, WA



LANDSCAPE ARCHITECT

Tom Early, PLA, Certified Arborist

Tom is a professional landscape architect and ISA certified arborist with 12 years of experience. His project experience includes community master planning; streetscape and park design; ecological restoration for streams, wetlands, and uplands; local, state and federal permitting assistance; managing tree risk and maintaining trees throughout the development process; and irrigation design.

SELECT PROJECT EXPERIENCE

- » Arborist Services, Tree Risk Assessment and Management Program; Snohomish County, WA (contract authorization pending)
- » Boeing Rock Park Design Charrette; Kent, WA
- » East James Street Median Landscape Design; Kent, WA
- » Columbia Park West Master Plan; Kennewick and Richland, WA
- » Legacy Park and Lake Front Improvements; McCall, ID
- » Pioneer Place Park and Occidental Corridor Improvements; Seattle, WA
- » Log Boom Park Shoreline Restoration; Kenmore, WA
- » Wallace Swamp Creek Park; Kenmore, WA
- » Middle Village/Station Camp Park Improvements; Pacific County, WA
- » On-call Arborist Services; Kirkland, WA
- » On-call Tree Consultant; Medina, WA
- » Overlake Village Collocated Parks and Stormwater Facilities; Redmond, WA
- » Mountlake Terrace Transit Center and Upper Lot Improvements; Mountlake Terrace, WA
- » Bellevue College East Campus Master Plan; Issaquah, WA
- » NPS Vista Point Multi-use Trail Connections; Golden Gate National Recreation Area, San Francisco, CA
- » NPS Redwood Creek Restoration at Muir Beach, Phase 4; Golden Gate National Recreation Area, San Francisco, CA



LANDSCAPE ARCHITECT

Danah Palik, PLS

Danah is a landscape architect with ten years of experience developing public spaces that celebrate and enhance natural systems. She applies her expertise in sustainable design to a wide-variety of project-types, from parks to public plazas and town centers, as well as transit corridors and streetscapes. Prior to joining Otak, Danah worked for Columbus, Ohio's Recreation and Parks Department, where she was engaged design and management of the system's park, trail, and greenway properties, including site analysis, master planning, design development, construction documentation, acquisition and trail route planning, and public engagement and outreach.

SELECT PROJECT EXPERIENCE

- » Eagle Landing Park Improvements; Burien, WA
- » NPS American Camp Visitor Center at San Juan Island National Historical Park; WA
- » NPS Cabrillo National Monument Ballast View Rest Area Improvements; San Diego, CA
- » Tourism Destination Master Plan; Okanogan County, WA
- » Tolt Avenue (SR 203) Central Business District Improvements; Carnation, WA
- » Town Center Subarea Plan; Lake Forest Park, WA
- » NE 40th Street Stormwater Trunk Extension; Redmond, WA
- » 181st Street Sidewalks; Kenmore, WA
- » Cascadia College Parking Garage; Bothell, WA
- » Cushman/Adams Substation Future Use Study; Tacoma, WA
- » Light Rail Consulting; Mountlake Terrace, WA
- » NE 188th Street Nonmotorized Improvements; Bothell, WA



GRAPHIC DESIGNER

Marissa Chargualaf

Marissa is a graphic designer with ten years of experience in graphic design and print production. She has provided graphic design to support many of Otak's transportation and park projects. She has also provided graphic design for design guideline and toolkit documents and studies. Marissa has created specific designs for wayfinding signs and elements as part of streetscape projects and interpretive signing as part of recreation projects. In addition, she supports the development of a wide variety of public involvement and community outreach tools and media.

SELECT PROJECT EXPERIENCE

- » Edith Moulton Park Master Plan and Design; Kirkland, WA
- » Middle Village/Station Camp Park Improvements; Pacific County, WA
- » Legacy Park and Lake Front Improvements; McCall, ID
- » Northeast Redevelopment Area and Miller Creek Greenway Trail and Open Space; Burien, WA
- » Mill Creek Canyon Trail Feasibility Study; Kent, WA
- » Town Center Subarea Plan; Lake Forest Park, WA
- » 185th and 145th Street Light Rail Station Subarea Plans and SEPA Analysis; Shoreline, WA
- » Salmon Field Guide Kitsap County Edition; WA
- » Main Avenue Improvements and Downtown Commons; Twin Falls, ID
- » Rain Garden Handbook for Western WA
- » Hawaii Pedestrian Toolbox; HI
- » Bucklin Hill Bridge; Kitsap County, WA
- » Scenic Byway Corridor Management Plan; San Juan Islands, WA
- » Overlake Village Stormwater and Park Facilities Conceptual Design; Redmond, WA
- » NPS Vista Point Multi-use Trail Connections; Golden Gate National Recreation Area, San Francisco, CA



ACTION ITEM 7a.

WETLAND SCIENTIST

Jeff Gray, PWS

Jeff is a wetland scientist and wetland ecologist with 12 years of experience performing environmental and ecological investigations and obtaining required approvals from regulatory agencies for projects. He has performed wetland delineations and determinations; developed and implemented mitigation plans, and prepared environmental permit applications to multiple state and federal agencies. He has obtained JDs and preliminary JDs to support Section 404/401 permit applications to the USACE and has assisted on endangered and threatened species and habitat field surveys. He has experience selecting, designing, and monitoring wetland mitigation and streambank restoration sites; writing critical areas reports for local jurisdictions; delineating OHWM; construction monitoring of stream restoration and wetland mitigation sites; and writing Categorical Exclusions, EAs, and EISs in accordance with SEPA and NEPA standards.

SELECT PROJECT EXPERIENCE

- » May Creek Trail Extension; Renton, WA
- » NPS American Camp Visitor Center at San Juan Island National Historical Park; WA
- » NPS Saint Croix National Scenic Riverway Osceola Landing Boat Launch Area Relocation; WI
- » NPS Historic Wheeler Peak Campground Reconstruction at Great Basin National Park; NV
- » NPS Yosemite National Park Tuolumne Meadows Campground; Yosemite Valley, CA
- » NPS Fort Vancouver National Historic Site, Site Circulation/Lot 748 Design; Vancouver, WA
- » Zackuse Creek Restoration and Culvert Replacement; Sammamish, WA
- » On-call Environmental Services; Renton, Bellevue, Federal Way, and Snoqualmie, WA
- » NE 188th Street Nonmotorized Improvements; Bothell, WA



ARCHITECT

Amy Scheckla-Cox, AIA, LEED AP, WELL AP

Amy is a project manager and architect with 18 years of experience in architectural and interior design. She brings experience providing design to multiple DOI land management agencies, including the NPS and she is very familiar with their project design requirements. Amy also brings extensive experience in sustainable design, LEED documentation and helping several projects successfully obtain LEED Silver and LEED Gold Certification.

SELECT PROJECT EXPERIENCE

- » Flowing Lake County Park Entrance Design; Snohomish County; WA
- » NPS Hawaii Volcanoes National Park Disaster Recovery Project; HI
- » NPS Rocky Mountain National Park Fall River Entrance Station; CO
- » NPS Yosemite National Park Big Oak Flat Entrance Visitor Contact Station; CA
- » NPS Platte River Recreation Area TAIP at Sleeping Bear Dunes National Lakeshore; MI
- » NPS Harpers Ferry National Historical Park Transit Base Expansion; WV & MD
- » USFWS Rocky Flats National Wildlife Refuge Visitor Center; CO
- » USFWS Rocky Mountain Arsenal National Wildlife Refuge Administration Building; CO
- » Enumclaw Welcome Center; Enumclaw, WA
- » 13 West; Vancouver, WA
- » 44th and Belmont Apartments, Portland, OR



WETLAND SCIENTIST

Stephanie Modjeski

Stephanie is a wetland scientist with four years of experience preparing environmental baseline and critical area reports, completing wetland and stream delineations and preliminary jurisdictional assessments, and determining wetland classifications based on values and functions assessments. Her skills include hydric soil identification, plant identification, hydrologic and vegetation monitoring, ecological analyses, restoration planning, critical areas code project compliance reviews, report writing, ArcGIS software, and environmental policy. Stephanie has experience preparing state and federal environmental compliance documents and permits. She has prepared NEPA compliance documents, SEPA checklists, JARPA and HPA materials. She has also assisted in preparation of WSDOT Biological Assessment reports. Stephanie is passionate about conservation and the environment and has experience in terrestrial, freshwater, and marine ecosystems.

SELECT PROJECT EXPERIENCE

- » Warren G. Magnuson Park Monitoring; Seattle, WA
- » NE 171st Street Urban Parkway; Woodinville, WA
- » Zackuse Creek Restoration and Culvert Replacement; Sammamish, WA
- » West Side Trail; Fall City, WA
- » BPA Access Roads Upgrade Program; Multiple Counties, OR and WA
- » Eastside Rail Corridor May Creek/Ripley Lane Trestle Rehabilitation; King County, WA
- » On-call Environmental and Third-Party Review; Bellevue, WA
- » On-call Environmental Services; Renton, WA
- » On-call Environmental Services; Snoqualmie, WA
- » On-call Wetland and Stream Consulting and Reviews Associated with Development; Federal Way, WA

June 24, 2020

Steve Schuller, City Administrator & Utility General Manager
City of Snohomish
PO Box 1589
116 Union Ave
Snohomish, WA 98291-1589

Re: City of Snohomish Parks Master Planning & Design—Otak Project No. 33301

Dear Steve:

Thank you so much for requesting this proposal to prepare master plans for three parks in the City of Snohomish. Otak's Redmond office has team members with the expertise well suited to help the City develop a long-term vision and implement proposed improvements. Our in-house capabilities in master planning, landscape architecture, architecture, structural and civil engineering, and environmental and permitting will support this assignment. The following proposal includes the scope of work, budget, and schedule for master planning for Averill Field Park and Homestead Park, and for planning and design work at Cady Landing and the Cady Landing Connector Bridge. We understand that you will likely also want to move on to final design and contract documents for Averill Field Park. Upon completion of a preferred master plan for Averill Field Park, we will prepare a scope for the final design work.

SCOPE OF SERVICES

Otak will prepare a master plan for each of the three parks working with Brennan Collins as the City's Project Manager. Curtis LaPierre will be Otak's design team Project Manager and the day-to-day contact for Brennan. The task numbers below correspond to task numbers in our fee estimate (attached).

1. AVERILL FIELD MASTER PLAN – Phase One

Averill Field including the site of the old Hal Moe Pool is the centerpiece park for Snohomish. The park is strategically located next to the Centennial Trail and Boys and Girls Club with excellent pedestrian access and adequate existing parking. In general, we understand that it is important to you that we create a sense of place and cohesiveness at this park. The following tasks will be completed to develop the master plan:

Project Scope of Work

1.1 Project Kick Off

Otak will review the draft master planning documents already prepared by City staff. The core of the Otak design team will attend a kick-off meeting with the City staff to discuss ideas from the Park Board, Hal Moe Pool Committee, and other community members. At the on-site kick off, the Otak team will field-check the existing topographic map to make updates needed for the master planning base map.

1.2 Guiding Principles

Based on the kick-off meeting, the design team will prepare a set of draft guiding principles or project objectives to be sure we all have the same understanding of your goals for Averill Field. The guiding

principles will be refined with your input and will be useful in any community meetings and project information material to inform everyone on what we are trying to accomplish and how.

1.3 Base Map

Otak will prepare a base map using City-provided topographic maps and available aerial photography. The scaled base map will be adequate for master planning purposes. Additional supplementary topographic surveying will likely be needed for the old pool site for future drainage design. That survey work is not included in this scope of work.

1.4 Site Analysis

Otak will prepare a site analysis map that examines elements such as microclimate, circulation, parking, trees, views, connections, soils, availability of utilities, and existing uses on the site. The site analysis will be used as a basis for master planning and to help site and orient structures and furnishings.

1.5 Site Programming Analysis

Using the site analysis information, we will identify areas of the site most suitable for the expected types of activities, and prepare a bubble diagram graphic analysis showing relationships such as “group seating for parents near younger kid play area.” Park circulation will also be shown here.

1.6 Program Refinement

Otak will work with you to further refine the park program elements to define the size and type of structures, equipment and site furnishings. This task will also include developing a preferred style for the park structures and furnishings.

1.7 Three Master Plan Alternatives

Otak will develop three master site plan alternatives. One will be the staff-provided June, 2020 concept with minor modifications. We anticipate that all three alternatives will include essentially the same structures, activities, and furnishings with differences in placement, circulation and landscape treatment. The purpose of the master plan alternatives is to study a range of options that will help to make sure that we haven't overlooked any otherwise unrealized opportunities that will make the park function better or even cost less to construct.

1.8 Rough Planning Level Cost Estimates

The design team will prepare rough, planning level cost estimates for each of the three master site plan alternatives. The cost estimate will be based on recent bid tabulations, WSDOT data, estimates from vendors and published cost data. At this master planning stage, we will include a 20% design and planning contingency.

1.9 Community Involvement / Park Board and City Council

Otak will assist you in preparing graphic and written materials for community, Board and Council review and comment. That material will include the project goals and guiding principles, site and suitability analysis, program elements descriptions and three master site plan alternatives and the planning level cost estimates. We have assumed at this time that social distancing guidelines will remain in effect for large gatherings and that your community engagement will consist of website postings of the above information and a small focus group (following quantity of people and social distancing guidelines) that we would attend and help facilitate. We also have included time to help present in a meeting with the Parks Board and a meeting with the City Council in our fee estimate, either in-person or web-based to present the background material and master site plan alternatives. We will prepare summary notes to document the input received at these three meetings (So three meetings total in this task, and additional time to prepare presentation materials and document results.)

1.10 Draft Preferred Master Site Plan

Based on the Park Board and community feedback, our team will coordinate with staff to select a preferred alternative master plan (which may be one of the three plans or a hybrid), and we will prepare a more detailed draft master site plan for the preferred option. This color, annotated master site plan will show the size, location and type of structures, furnishings, tree and landscaped areas, paving, walkways, fencing, lawn area, gateways, and spray play and anything to be removed. The border of the master plan will include images with descriptions of the above elements showing approximate size and material. An updated planning-level cost estimate will be prepared specifically for this plan.

1.11 Community Involvement / Park Board and City Council Review

The Otak team will prepare materials for a Park Board and City Council review of the draft preferred master site plan. The materials may also be used to post on the City website for community input. The purpose of this review is to allow the next phase of work on preparing contract documents to proceed with the community, Park Board and City Council knowing essentially what will go where in the park and the approximate costs for the significant elements. The plan and supporting information will be posted on the website for a set review period with a request for public comment. This task includes our time to prepare the materials and to attend two meetings to present the materials, and document the input received with notes. We assume City staff will post the plans on the website and gather public comments.

1.12 Final Master Site Plan

Otak will make any modifications based on input received from the community, as well as the City Council and Park Board review, and publish the final master site plan as a PDF and large format poster-size print. An updated cost estimate will be included.

Deliverables:

- Site-checked topo map
- Guiding Principles for Park Design
- Base Map for Design
- Site Analysis Map
- Site Programming Analysis Map
- Description of Program Elements
- Three Master Plan Alternatives
- Rough Cost Estimates
- Graphic Files and Printed Materials for Meetings
- Draft and Final Preferred Master Site Plans

Assumptions:

- SEPA will be in Phase Two of planning work

1.A AVERILL FIELD DESIGN – Phase Two

Phase Two is production of plans, specifications, and cost estimates (contract documents) for bidding and construction. Once the final master site plan is approved, the Otak team will prepare a detailed scope of work and estimate of hours for the contract documents. If a spray play is included in the scope, we may suggest adding a specialty subconsultant for the spray play design. This work, that will be part of Phase Two, is not included in this

scope of work. We anticipate that we would provide a future scope of work and the contract could be supplemented to support Otak continuing into design of improvements at Averill Field in the future.

2. CADY LANDING AND CADY LANDING CONNECTOR BRIDGE PLANNING AND DESIGN

The objective for Cady Landing is to submit preliminary plans for an accessible trail and stream crossing for permit review. The agencies that will be reviewing the permit applications typically want to see the plans developed to about the 60% design level. For this project, we are assuming the crossing is a pre-engineered pedestrian bridge that would be rated for pedestrians and light maintenance vehicles such as a quad but not full-size vehicles. We will present you with several bridge options that will best fit the aesthetic character of the area along with preliminary cost information. The design team leads for this portion of the work will consist of Curtis LaPierre as Project Manager, Jeff Grey, biologist for permitting, Kevin Kraxberger for civil engineering, and Bob Doherty as lead bridge engineer, who will be supported by junior-level staff.

Project Scope of Work

2.1 Review Existing Materials

We will review existing materials made available by the City, including the Pilchuck Julia Landing Master Plan.

2.2 Cady Landing Overall Organization Study

It will be beneficial for us to look at how Cady Landing can be reorganized including:

- Parking spaces
- Driveway
- ADA parking spaces
- Riverfront trail extension alignment
- Hand-carry boat launch area
- Pump station access and maintenance truck parking

This study work will result in a diagrammatic plan over an aerial photo – not intended as a master plan at all – just a means of helping us as a tool in the field when we do the on-site kick-off meeting, and ultimately to site the pedestrian bridge in the best location for connection to the Riverfront Trail.

2.3 Project Kick-off Meeting On Site

This can be done the same day as the Averill Field on-site meeting to save travel time. The objective of this meeting is to determine the best location for the pedestrian bridge and to get an initial idea of the total span.

2.4 Concept Plan

The team will prepare a concept-level plan showing the location of the crossing, bridge span, trail alignment and any habitat mitigation area that may be required. This plan will be useful in measuring area of impact.

2.5 Agency Contacts

Jeff Gray from Otak will contact applicable agency personnel for preliminary discussions on permit requirements related to the stream, stream buffer, habitat, shoreline substantial development and floodplain impacts. A site meeting with WDFW and City planning staff will be hosted by Otak to review 30% project plans prior to preparing permit applications.

2.6 Bridge Type Selection – Value Analysis

We will recommend several bridge type alternatives and provide cost information based on the preliminary span determination. We recommend choosing a bridge type at this stage and can help by our team meeting

with your staff to perform a value analysis on the bridge types. The value analysis will be a facilitated meeting with City staff and will consider projected capital and long-term maintenance and operations (life cycle) costs related to durability, maintainability, aesthetic, and other considerations. The desired outcome from this session will be to select the preferred bridge type for which to proceed into more detailed design.

2.7 Thirty Percent Plans and Cost Estimate Development

Based on communications with the agencies and selected bridge type, we will prepare 30 percent plans and cost estimate with a 20 percent contingency given the 30 percent completion level of the plans. The plans will show trail and bridge in plan, section and elevation and trail / bridge vertical profile, preliminary grading and drainage, and details to a design development level. The total area of impact and a written recommendation of the mitigation area and mitigation techniques will be included.

2.8 Community Involvement / Park Board / City Council Review and Comment

We will prepare illustrative plans for your use in communicating with the public, Park Board, and City Council. From previous conversations, we assume that our team is otherwise not needed for any community meetings or engagement and have not included time for this in this proposal. However, there is the potential to combine engagement efforts for Cady Landing and the Connector Bridge with other park engagement efforts described under Tasks 1 and 3, and/or to hold a separate small group stakeholders / community focus group session if needed, which could be added to this scope of work.

2.9 Sixty Percent Plan and Cost Estimate

Based on the community and staff response, the team will prepare a 60 percent design level package suitable for permit submittal. The plan will include cover sheet, Temporary Erosion and Sedimentation Control (TESC) plan, site plan, preliminary grading and drainage plans, schematic landscape restoration plan, preliminary bridge plans, elevations and details. An updated cost estimate will be included with the 60 percent package.

2.10 Permit Applications

Otak will prepare permit applications for a Hydraulic Project Approval (HPA), Snohomish Critical Areas Review, and a Shoreline Substantial Development Permit. We assume that a Section 404 permit will not be required. We also have not included preparation of materials for City building, grading, and flood hazard permitting. If we need to provide materials and facilitate the application process for these permits in the future, this could be added as an amendment or supplemental service to this contract. Otak will utilize the existing critical areas report and data collected in 2016 under a previous city-sponsored effort.

The project will be designed to achieve the no net loss of ecological functions standard for developments within the City's shoreline district. Otak will prepare a technical memorandum regarding proposed mitigation for the trail and bridge impacts to riparian vegetation and the no net loss of the shoreline ecological functions. The project design is anticipated to include self-mitigating actions to avoid the need for offsite mitigation.

Otak will prepare a SEPA Checklist as a required component of the Shoreline Substantial Development permit application and the City's public notification process. SEPA compliance is expected to be reviewed concurrently with the shoreline application. SEPA compliance must be documented prior to submitting the HPA application to WDFW for a complete application.

We recommend a soils investigation by a geotechnical engineer in the area of footings / abutment for the bridge while the permits are being reviewed. Final design of the bridge footings will be based on soils investigation data and geotech recommendation. This geotechnical investigation is not currently included in our scope of work or budget estimate, but this could be added as a supplemental service. Otak maintains

relationships with various geotechnical specialists in the region, and we could bring in this expertise (focused on a firm familiar with the project area) as a subconsultant to our firm to support design.

Deliverables:

- SEPA Checklist
- HPA Application
- Mitigation Plan and No Net Loss Statement
- Shoreline Substantial Development Permit Application

Assumptions:

- The project will receive a Mitigated Determination of Non-Significance (MDNS) threshold determination for SEPA compliance. The project will not require an Environmental Impact Statement.
- A Habitat Assessment for Endangered Species Act (ESA) compliance for development in FEMA-regulated floodplains will be prepared under a future scope of work for the flood hazard permitting.
- The project will result in no net fill within the FEMA-mapped floodplain.
- Hydrology and hydraulics review and zero-rise analysis for the flood hazard permitting is not included in this scope of work, and could be added as a supplemental service if requested by the City.
- The City will provide the critical areas report and digital critical areas data to prepare the Shoreline and HPA permit applications.
- The project will avoid impacts to federally regulated wetlands and streams

3. HOMESTEAD PARK MASTER PLAN – Phase One

In general, we understand that it is important to maintain the rural natural character of this park. The master plan will consider trails and overlooks, potentially a dog park, parking, a sport court, picnic tables, and picnic shelter, community gardens, new ideas from the planning process and potential reuses for the existing house and barn.

Project Scope of Work**3.1 Project Kick Off**

Otak will review the draft master planning concepts already prepared by City staff. The core of the Otak design team will attend a kick-off meeting with the City staff to discuss previously submitted ideas from the Park Board, and other community members. At the on-site kick off, the Otak team will photograph the site and note areas of vegetation types and other features.

3.2 Guiding Principles

Based on the kick-off meeting, the design team will prepare a set of draft guiding principles or project objectives to be sure we all have the same understanding of your goals for Homestead Park. The guiding principles will be refined with your input and will be useful in any community meetings and project information material to inform everyone on what we are trying to accomplish and how.

3.3 Base Map

Otak will prepare a base map using City-provided topographic maps and available aerial photography. The scaled base map will be adequate for planning purposes.

3.4 Site Analysis

Otak will prepare a site analysis map that examines elements such as microclimate, circulation, parking, trees, views, connections, soils, wetlands, utility availability and existing buildings on the site. The site

analysis will be used as a basis for master planning and to help layout trails and site picnic areas and other uses.

3.5 Site Programming Analysis

Using the site analysis information, we will identify areas of the site most suitable for the expected types of activities and prepare a bubble diagram graphic analysis showing the various improvements and circulation.

3.6 Program Refinement

Otak will work with you to further refine the park program elements to define the nature of potential park uses. This task will also include developing a preferred style for any park structures and furnishings.

3.7 Three Master Plan Alternatives

Otak will develop three master site plan alternatives. The three alternatives will differ in level of improvements from a low investment / development, to a more intense and most intense, with differences in placement, circulation and landscape treatment. The purpose of the plan alternatives is to help the Park Board make educated comparisons and select a preferred direction for design. We will study a range of options that will help to make sure that we haven't overlooked any otherwise unrealized opportunities that will make the park function better or even cost less to construct.

3.8 Rough, Planning Level Cost Estimates

The design team will prepare rough, planning level cost estimates for each of the three master site plan alternatives. The cost estimate will be based on recent bid tabulations, WSDOT data, estimates from vendors and published cost data. At this master planning stage, we will include a 20% design and planning contingency.

3.9 Community Involvement / Park Board and City Council

Otak will assist you in preparing graphic and written materials for community, Board and Council review and comment. That material will include the project goals and guiding principles, site and suitability analysis, program elements descriptions and three master site plan alternatives and the planning level cost estimates. We have assumed at this time that social distancing guidelines will remain in effect for large gatherings and that your community engagement will consist of website postings of the above information and a small focus group (following quantity of people and social distancing guidelines) that we would attend and help facilitate. We also have included time to help present in a meeting with the Parks Board and a meeting with the City Council in our fee estimate, either in-person or web-based to present the background material and master site plan alternatives. We will prepare summary notes to document the input received at these three meetings (So three meetings total in this task, and additional time to prepare presentation materials and document results.)

3.10 Draft Preferred Master Site Plan

Based on the Park Board and Community feedback, our team will coordinate with staff to select a preferred alternative master plan (which may be one of the three plans or a hybrid), and we will prepare a more detailed draft master site plan for the preferred option. This color, annotated master site plan will show the size, location and type of structures, furnishings, tree and landscaped areas, paving, walkways, fencing, lawn area, gateways, and spray play and anything to be removed. The border of the master plan will include images with descriptions of the above elements showing approximate size and material. An updated planning-level cost estimate will be prepared specifically for this plan.

3.11 Community Involvement / Park Board and City Council Review

The Otak team will prepare materials for a Park Board and City Council review of the draft preferred master site plan. The materials may also be used to post on the City website for community input. The purpose of this review is to allow the next phase of work on preparing contract documents to proceed with the community,

Park Board and City Council knowing essentially what will go where in the park and the approximate costs for the significant elements. The plan and supporting information will be posted on the website for a set review period with a request for public comment. This task includes our time to prepare the materials, and to attend two meetings to present the materials, and document the input received with notes. We assume City staff will post the plans on the website and gather public comments.

3.12 Final Master Site Plan

Otak will make any modifications based on input received from the community, as well as the City Council and Park Board review and publish the final master site plan as a PDF and large format poster-size print. An updated cost estimate will be included.

Deliverables:

- Site-checked wetlands and other mapping
- Guiding Principles for Park Design
- Base Map for Design
- Site Analysis Map
- Site Programming Analysis Map
- Description of Program Elements
- Three Master Plan Alternatives
- Rough Cost Estimates
- Graphic Files and Printed Materials for Meetings
- Draft and Final Preferred Master Site Plans

Assumptions:

- SEPA will be in Phase Two of planning work

SCHEDULE

Otak is prepared to begin work immediately upon notice-to-proceed and to work continually toward completion. We will prepare a detailed schedule for all projects and tasks upon selection for the project and regularly track our progress on the schedule and include a brief status report with our monthly invoices.

BUDGET

Otak proposes to complete the above scope of work on a fixed-fee basis to the maximum budget shown in the attached spreadsheet.

We appreciate this opportunity and look forward to working with you to make these three Snohomish parks a great success for the community. Please don't hesitate to ask for any clarification or additional information.

Sincerely,
Otak, Inc.

Curtis LaPierre, PLA, AICP, LEED

ACTION ITEM 7a.

City of Snohomish Parks Master Planning & Design

Page 9
June 24, 2020

Attachment (1)

Snohomish City Parks
Hour/Fee Estimate
Otak, Inc.
Otak Project #33301 July 6, 2020

ACTION ITEM 7a.

Task	Description	SPICSR-PM L.A/Mst Planner	Studio Leader	Landscape Architect VI	Landscape Architect V	Landscape Architect IV	Landscape Architect III	Graphics Specialist	Civil Engineer VII	Civil Engineer VIII	Civil Engineer X	Civil Engineer IV	Project Coordinator	Scientist V	Scientist II	Total Hours	Total Budget by Task
2.0 AVERILL FIELD MASTER PLAN – PHASE ONE																	
1.0	Project Kick-Off			5						3			1			14	\$ 38,637
1.1	Guiding Principles	1		4		3										9	\$ 1,900
1.2	Base Map			2		8		3								13	\$ 1,267
1.3	Site Analysis			2		4			2							8	\$ 1,531
1.4	Site Programming Analysis	1		3		5							1			11	\$ 1,038
1.5	Program Refinement		2	4		5										11	\$ 1,497
1.6	Three Master Plan Variations	2	2	16		36			4				1			67	\$ 1,579
1.7	Rough, Planning Level Cost Estimates	1	2	2		4			2	1						12	\$ 8,733
1.8	Community Involvement / Park Board and City Council			12		16		4					1			33	\$ 1,770
1.9	Draft Preferred Master Site Plan	1		16		24		2	2							46	\$ 4,119
1.10	Community Involvement / Park Board and City Council Review			8		16		5					1			34	\$ 5,924
1.11	Final Master Site Plan with Cost Estimate Update	1	1	8		20		1	2	1			1			39	\$ 4,226
1.12	Hours Total This Park	8	7	86	10	146		15	12	5			8			297	\$ 5,053
2.0 CADY LANDING CONNECTOR BRIDGE PLANNING AND DESIGN																	
2.1	Review Existing Materials			2			2				2					8	\$ 62,330
2.2	Cady Landing Overall Organization Study			2										3		15	\$ 1,112
2.3	Project Kick-off Meeting On-site			4			4				4					15	\$ 1,968
2.4	Concept Plan			2		6			4		4		1			33	\$ 2,182
2.5	Agency Contacts			2			2									12	\$ 4,435
2.6	Bridge Type Selection – Value Analysis			5		16					4		1			42	\$ 1,630
2.7	Thirty Percent Plans and Cost Estimate Development			8		4			16	2	8		1			83	\$ 5,108
2.8	Community Involvement / Park Board / City Council Review and Comment			5		20		4								30	\$ 11,093
2.9	Sixty Percent Plan and Cost Estimate			8		2			16	2	8		1			89	\$ 3,304
2.10	Permit Applications			2		16			24	8			1			171	\$ 11,825
	Hours Total This Park			42	8	74		4	60	12	30	114	6	68	80	498	\$ 19,673
3.0 HOMESTEAD PARK MASTER PLAN – PHASE ONE																	
3.1	Project Kick-Off			4												9	\$ 31,241
3.2	Guiding Principles	1		4												9	\$ 1,151
3.3	Base Map			2		8		3								13	\$ 1,267
3.4	Site Analysis			2		4			2					3		11	\$ 1,531
3.5	Site Programming Analysis	1		3		4							1			9	\$ 1,464
3.6	Program Refinement			2		4										7	\$ 1,237
3.7	Three Master Plan Variations	1		12		32			2				1			54	\$ 981
3.8	Rough, Planning Level Cost Estimates	1		2		4			1	1						9	\$ 6,858
3.9	Community Involvement / Park Board and City Council			10		12		4					1			27	\$ 1,288
3.10	Draft Preferred Master Site Plan	1		10		20		2	1				1			35	\$ 3,369
3.11	Community Involvement / Park Board and City Council Review	1		10		12		5					1			28	\$ 4,450
3.12	Final Master Site Plan with Cost Estimate Update	7		8		16		1	1	1						32	\$ 3,476
	Hours Total This Park			69	8	123		15	7	2	30	114	7	5	80	243	\$ 4,169
	Total Hours	15	7	197	26	269	74	34	79	19	30	114	21	73	80	1038	\$ 132,208
	Billing Rate	\$ 231.00	\$ 169.00	\$ 145.00	\$ 131.00	\$ 115.00	\$ 102.00	\$ 107.00	\$ 144.00	\$ 163.00	\$ 192.00	\$ 117.00	\$ 111.00	\$ 142.00	\$ 90.00		\$ 132,208
	Total Labor Cost	\$ 3,465.00	\$ 1,183.00	\$ 28,565.00	\$ 3,406.00	\$ 30,935.00	\$ 7,548.00	\$ 3,638.00	\$ 11,376.00	\$ 3,097.00	\$ 5,760.00	\$ 13,338.00	\$ 2,331.00	\$ 10,366.00	\$ 7,200.00		\$ 132,208
	General Expenses – Reproduction, Mileage, Misc.																
	Project Total																\$ 400
	Project Total																
																	\$ 132,608

ATTACHMENT C

From: Lya Badgley
Sent: Tuesday, July 07, 2020 8:44 AM
To: Steve Schuller ; Alice Armstrong; Jesse Podoll; John First; Rich Patton
Cc: John Kartak (Mayor); Jason Sanders (Council); Brennan Collins; Timothy Cross;
Donna Ray (Council); Linda Redmon (council); Brandi Whitson; Joe Hopper
Subject: RE: Recommended Consultant for Review - OTAK

Steve,

This is wonderful news!

With Otak's previous experience with the Centennial Trail Extension project, First St improvements, and the Aquatic Center, they are proven to do quality work and are familiar with Snohomish's unique historic qualities.

This is the perfect team for Averill Field!

Please let us know if you think it would be helpful to provide input to council in advance.

Thank you,
Lya

From: Steve Schuller
Sent: Monday, July 6, 2020 4:45 PM
To: Lya Badgley; Alice Armstrong; Jesse Podoll; John First; Rich Patton
Cc: John Kartak (Mayor); Jason Sanders (Council); Brennan Collins; Timothy Cross; Donna Ray (Council); Linda Redmon (council); Brandi Whitson; Joe Hopper
Subject: Recommended Consultant for Review - OTAK

Park Board

Lya, John, Rich, Alice and Jesse,

City staff would like to recommend we work with OTAK Consultants to prepare a master plan, preliminary cost estimates and public engagement/outreach for Averill Field and Homestead Park. And do the same for the Cady Bridge, but also prepare agency permit applications, and a construction cost estimate for the bridge. This area is a lot of regulations being with the shoreline and floodplain.

Attached is their Statement of Qualifications (SOQ) for your review. OTAK has:

ACTION ITEM 7a.

- Broad experience of park planning and design;
- Environmental permitting expertise;
- Offices in Snohomish County (Everett), as well Redmond;
- In the past, did great work with the City, for example:
 - Centennial Trail master plan;
 - First and Avenue D traffic signal and landscape bulb-outs
- Great mid-sized firm with landscape architects, architects, engineers and scientist.

They would be selected from the “MRSC roster”, per state regulations.

My goal is to get an agreement to the City Council at the August 18 or September 1 meetings for approval. In order to stay on schedule, we will need to appropriately expedite some process areas. We want to leave lots of time for public engagement and outreach.

Brennan (and maybe I) can discuss more at the July 22 Park Board meeting, or contact me to discuss.

Thanks,
Steve



Steve Schuller | City Administrator
& Utility General Manager
City of Snohomish
(360) 282-3194 direct
(360) 568-3115 receptionist
www.snohomishwa.gov

*Follow us on [Facebook](#) / [Twitter](#) / [Instagram](#)
Sign up to receive [City News Flash items](#)*

ACTION ITEM 7b.

Date: August 18, 2020
To: City Council
From: Debbie Burton, Finance Director
Subject: **Utility Customer Relief Grants Funded by the CARES Grant - Ordinance 2394**

SUMMARY: The purpose of this agenda item is for City Council to discuss and take action on Ordinance 2394 which will establish a grant program to assist City utility customers that are experiencing economic hardship as a direct result of the COVID-19 pandemic.

BACKGROUND: The City has received a Coronavirus Aid, Relief and Economic Security (CARES) reimbursement grant in the amount of up to \$306,000. The City has used a portion of the funds for its direct non-budgeted operational needs, such as personal protection equipment (PPE), portable restrooms, and items needed to allow staff to work remotely. A portion of the funds were also used to establish a small business grant program, approved by the City Council at its July 21, 2020 regular meeting. The financial impacts of COVID-19 have greatly impacted the low-income and recently unemployed residents' ability to pay their utility bill. This Ordinance will provide up to \$100,000 from the CARES grant to be used as a one-time, non-refundable credit of \$500 per eligible customer applied directly to the resident's utility account. A resident will qualify if they meet the definition of low-income household **OR** if they are currently unemployed.

The criteria for low-income will be the same threshold the City currently uses for its reduced utility rates as follows:

Must meet the following thresholds of low-income as defined for the Seattle-Bellevue, WA HUD Metro FMR Area established by Housing and Urban Development as of April 2020:

Number in Household	Monthly/Annual
1 Person	\$3,483 / \$41,800
2 Person	\$3,983 / \$47,800
3 Person	\$4,479 / \$53,750
4 Person	\$4,975 / \$59,700

A prior year's tax return will be required for verification of income.

If the resident is currently unemployed, they will be asked to provide proof of unemployment from the Employment Security Department.

Applications will be available on the City's website and at the Snohomish Food Bank. If a customer is unable to access the online application, we will offer appointments for a customer to pick up the application at City Hall. Applications will be accepted until September 30, 2020.

ANALYSIS: This grant program will assist our most vulnerable residents who are facing serious economic impacts which include income loss and increased costs due to COVID-19.

ACTION ITEM 7b.

BUDGET IMPACT: No budget impacts beyond City staff time to manage the program and to provide information to the State Department of Commerce and Auditors, as this is a CARES grant-funded program.

STRATEGIC PLAN REFERENCE: None

RECOMMENDATION: That the City Council ADOPT Ordinance 2394 - Utility Customer Relief Grants funded by the CARES grant.

ATTACHMENT: Ordinance 2394

ATTACHMENT

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2394

AN ORDINANCE OF THE SNOHOMISH CITY COUNCIL ESTABLISHING A UTILITY SUPPORT PROGRAM FOR INDIVIDUALS EXPERIENCING ECONOMIC HARDSHIP DUE TO THE COVID-19 PANDEMIC AND AUTHORIZING THE MAYOR OR DESIGNEE TO DISTRIBUTE GRANT FUNDS OF UP TO \$500 PER QUALIFYING INDIVIDUAL RECEIVING CITY OF SNOHOMISH RESIDENTIAL UTILITY SERVICE.

WHEREAS, the World Health Organization has determined that a pandemic exists due to the global spread of a highly contagious virus commonly known as COVID-19; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19; and

WHEREAS, Mayor Kartak proclaimed an emergency on March 23, 2020; and

WHEREAS, the continuing COVID-19 epidemic continues to create economic hardships and loss of income to the residents of Snohomish; and

WHEREAS, the United States Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which was signed into law by the President on March 27, 2020, to provide an economic relief package to cities, American workers, families and small businesses; and

WHEREAS, the City of Snohomish has received CARES Relief Funds through an award administered by the Department of Commerce; and

WHEREAS, CARES funding can be utilized for economic support related to employment or business interruptions due to COVID-19 closures; and

WHEREAS, providing some relief from the financial stress of lost wages/revenue may stimulate spending and injection of funds into the local economy; and

WHEREAS, creation of a support fund for residential utility customers is necessary to the continued economic viability of the City of Snohomish; and

WHEREAS, City staff has recommended a grant program not to exceed \$100,000 designed to assist utility customers impacted by the COVID-19 pandemic;

ACTION ITEM 7b.

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

Section 1. There is hereby created a CARES Act funded Utility Support Grant Program. The purpose of this Program is to provide necessary economic support in the form of a one-time grant for utility customers adversely affected by the COVID-19 pandemic.

Section 2. In order to receive funding under this Program, an applicant (1) must be a residential utility customer not currently receiving reduced rates; (2) must provide proof that they are low income using the same criteria as required for the City's senior low-income reduced rate program **OR** proof of currently unemployed and receiving benefits from Employment Security (report from ESD); and, (3) must submit a complete application by September 30, 2020.

ADOPTED by the City Council and **APPROVED** by the Mayor this 18th day of August, 2020.

CITY OF SNOHOMISH

By _____
John T. Kartak, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
Pat Adams, City Clerk

By _____
Grant K. Weed, City Attorney

ACTION ITEM 7c.

Date: August 18, 2020

To: City Council

From: Yoshihiro Monzaki, City Engineer

Subject: Wheeled All-Terrain Vehicles - Ordinance 2395

SUMMARY: City Council adopted Ordinance 2376 on August 20, 2019 to allow the use of wheeled all-terrain vehicles (WATVs) on local streets within the City with a posted speed limit of 35 mph or less for a limited trial period of twelve (12) months. Ordinance 2395 will repeal Section 2 of Ordinance 2376 to eliminate the trial period and allow the permanent use of WATVs within the City.

BACKGROUND: Ordinances allowing the operation of WATVs on designated City streets with posted speed limits of 35 mph or less have been adopted by the Cities of Sultan, Granite Falls, Monroe and Lake Stevens. Snohomish County has adopted a similar ordinance allowing WATVs on designated County streets which are generally located in all the rural areas east of SR9 and north of Everett.

On April 16, 2019, four citizens spoke during Citizen Comments in support of the operation of WATVs on local streets within the City of Snohomish, and asked the Mayor and Council to consider same.

Council directed staff at the June 18, 2019, Council meeting to draft an ordinance to allow the use of WATVs on local streets within the City with posted speed limits of 35 mph or less, for a limited trial period of twelve (12) months.

Council adopted Ordinance 2376 on August 20, 2019, to allow the use of WATVs on local streets within the City with posted speed limits of 35 mph or less for a limited trial period of twelve (12) months. Five citizens spoke in favor of adopting the ordinance.

Snohomish County Council amended their code on September 11, 2019, to include additional County public roads for WATV use. This included County roads in the vicinity of the City of Snohomish. A map of the County's designated roads is available on the Snohomish County WATV Information Webpage, a link to which is included in the References section of this staff report.

ANALYSIS: Revised Code of Washington (RCW) Section 46.09.360 allows cities to regulate the operation of nonhighway vehicles on public lands and streets under its jurisdiction by adopting regulations or ordinances of its governing body, provided such regulations are not less stringent than the provisions of RCW Chapter 46.09.

Since the adoption of Ordinance 2376, the City has not received a report of concern regarding WATV use. The Police Department has not issued any speeding or traffic violation tickets to a WATV operator. There have not been any reported accidents in the City involving a WATV.

BUDGETARY IMPACTS: Cost for enforcement.

ACTION ITEM 7c.

STRATEGIC PLAN REFERENCE: Initiative #4: Increase multi-modal mobility within and connections to the community.

CITY COUNCIL GOALS: Not applicable.

RECOMMENDATION: That the City Council ADOPT Ordinance 2395 to eliminate the trial period and allow the permanent operation of WATVs on City streets with a 35 mph or less speed limit.

ATTACHMENT: Ordinance 2395

REFERENCES:

1. Wheeled All-Terrain Vehicles (pages 13-22 of June 18, 2019 Council Packet)
<https://www.snohomishwa.gov/AgendaCenter/ViewFile/Agenda/06182019-901>
2. Wheeled All-Terrain Vehicles (pages 23-30 of August 20, 2019 Council Packet)
<https://snohomishwa.gov/AgendaCenter/ViewFile/Agenda/08202019-914>
3. Snohomish County WATV Information Webpage
<https://www.snohomishcountywa.gov/4000/WATV-Information>
4. RCW Chapter 46.09 OFF-ROAD, NONHIGHWAY, AND WHEELED ALL-TERRAIN VEHICLES <https://app.leg.wa.gov/RCW/default.aspx?cite=46.09>

ATTACHMENT

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2395

AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON, REPEALING SECTION 2 OF ORDINANCE 2376 TO ELIMINATE THE SUNSET PROVISION AND PROVIDE FOR PERMANENT CODIFICATION OF ORDINANCE 2376 AS CHAPTER 11.07 OF THE SNOHOMISH MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE AND PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, Chapter 46.09 RCW authorizes cities to approve the operation of wheeled all-terrain vehicles (WATVs) upon local public roadways provided such regulations are not less stringent than the provisions of Chapter 46.09 RCW; and

WHEREAS, at least four neighboring jurisdictions permit the operation of WATVs upon public roadways; and

WHEREAS, allowing the operation of WATVs supports alternative means of transportation and is consistent with the City's goal to promote increased multi-modal mobility within the community; and

WHEREAS, the City Council approved the operation of WATVs on all City streets where the speed limit is 35 miles per hour or less for a twelve (12) month period, subject to the limitations, conditions and requirements set forth in Snohomish Municipal Code Chapter 11.07; and

WHEREAS, no adverse effects have been reported due to the allowance of WATVs on City streets; and

WHEREAS, Ordinance 2376 is set to expire on August 29, 2020; and

WHEREAS, it is necessary to repeal the sunset provision in Ordinance 2376 in order to permit the continued use of WATVs as outlined in Snohomish Municipal Code Chapter 11.07;

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

Section 1. Repealer. The following is hereby repealed:

Section 2 of Ordinance 2376 enacted on August 20, 2019, which reads:

ACTION ITEM 7c.

“Termination. This Ordinance is and shall remain in full force and effect for a period of twelve (12) months from and after the effective date of the Ordinance. After the termination of this Ordinance, the City Council may by enactment of an Ordinance authorizing the same, consider an indefinite approval of the operation of WATVs on all City streets where the speed limit is 35 miles per hour or less.”

Section 2. All other provisions of Ordinance 2376 remain in full force and effect as codified in Snohomish Municipal Code Chapter 11.07.

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Effective Date and Summary Publication. This Ordinance shall take effect and be in full force and effect five days after its summary publication by Ordinance title only, in the City’s official newspaper.

ADOPTED by the City Council and **APPROVED** by the Mayor this 18th day of August, 2020.

CITY OF SNOHOMISH

By _____
John T. Kartak, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
Pat Adams, City Clerk

By _____
Grant K. Weed, City Attorney

Date of Publication: _____

Effective Date: _____

DISCUSSION ITEM 8.

Date: August 18, 2020

To: City Council

From: Yoshihiro Monzaki, City Engineer

Subject: Pine Avenue Neighborhood 20 Miles per Hour Speed Zone

SUMMARY: On June 18, 2019, Mayor John T. Kartak and staff discussed with Council a one-year, 20 miles per hour (mph) zone pilot project on Pine Avenue between 16th and 22nd Streets. Residents in this neighborhood of Pine Avenue observed excessive speeding on Pine Avenue and submitted a petition requesting a reduction in the speed limit from 25 mph to 20 mph. They expressed concerns regarding the safety of pedestrians and bicyclists. Tonight, Mayor Kartak and staff will review the Pine Avenue one-year pilot, proposals for additional pilots in the coming months, and the long-range vision to reduce vehicle speeding and increase safety for multi-modal travel within the City of Snohomish.

BACKGROUND: In 2013, the Washington State Legislature passed House Bill 1045, also known as the “Neighborhood Safe Streets Bill.” This bill revised RCW 46.61.415 to allow cities to establish a maximum speed limit of 20 mph on a “non-arterial highway, or part of a nonarterial highway, that is within a residential district or business district.” This change in speed limit can be cancelled within one year of its establishment.

During the January 17, 2017 City Council meeting, the Council supported a recommendation from staff in coordination with the Police Department to reduce the speed limit from 25 mph to 20 mph on First Street between Avenue D and Cedar Avenue. This segment of First Street is a unique section of the City where there is a high pedestrian volume due to the businesses in the area, and the angle parking configuration making the travel lanes seem narrow. Both of these conditions can lead to reduced speeds. The City has received mostly positive comments regarding the speed limit reduction since it was implemented. This change in speed limit occurred more than a year ago and is now considered permanent.

A petition was submitted to the City on March 25, 2019 containing signatures from seventy-eight (78) residents along Pine Avenue, north of 16th Street and adjacent streets, requesting a reduction in the speed limit from 25 mph to 20 mph. The residents had observed excessive speeding on Pine Avenue, and were concerned about the safety of pedestrians and bicyclists.

At its June 18, 2019 meeting, the City Council supported a reduction of the speed limit from 25 mph to 20 mph on Pine Avenue between 16th and 22nd Streets for a twelve (12) month pilot program. This segment of Pine Avenue is a residential neighborhood.

ANALYSIS:

Existing Conditions. Pine Avenue between 16th and 22nd Streets is classified as a two-lane local road with a posted speed limit of 25 mph. There is sidewalk along the majority of Pine Avenue with some gaps, and a grassy shoulder in the areas where there is no sidewalk. Pavement width varies from approximately 24 to 36 feet. The surrounding area is mostly residential, single-family residences. There is a church on the west side of Pine Avenue at 16th Street, and Cascade Elementary School is on Park Avenue, west of Pine Avenue north of 22nd Street. A 20 mph school zone is designated for Cascade Elementary School on 22nd Street

DISCUSSION ITEM 8.

approximately 300 feet west and east of Park Avenue, and on Park Avenue approximately 1,500 feet north and south of 22nd Street.

Traffic data was collected on Pine Avenue south of 21st Drive in October 2016. According to the data, the average speed was approximately 26 mph. The 85th percentile speed (i.e. 85% of vehicles going this speed or less, or 15% of vehicles travelling this speed or faster) was approximately 31 mph. The average daily traffic volume was approximately 580 vehicles.

The Snohomish Police Department placed the City's speed monitor trailer on Pine Avenue south of Ninth Street during the months of October and November. Based on the speed data collected over that period of time, the average speed was approximately 27 mph.

According to the Manual of Uniform Traffic Control Devices (MUTCD) guidelines, the speed limit of 25 mph is acceptable. Reducing the speed limit to 20 mph may increase the number of speeding tickets issued in the area. Violators will be assessed a fine, and may also face the additional expense of an increase in their vehicle insurance rate.

Pilot Project Monitoring. During the pilot project, the Police Department periodically monitored this segment of Pine Avenue. They conducted ten traffic stops in which drivers were cleared with a warning, and one speeding ticket was issued. One collision occurred, but it was not speed related.

The 20 mph speed zone was implemented on Pine Avenue in June 2019. According to collected traffic data, the average speed on this segment of Pine Avenue during the month of May 2019 was approximately 20 mph. During the month of July 2019, average speed was approximately 18 mph.

Vision Zero (and Washington State's Target Zero). In standard practice (given the cost and limits of law enforcement, prosecution and the courts), vehicles traveling 26 mph to as high as 34 mph would typically not receive a speeding ticket in a 25 mph zone. The reality is that most local neighborhoods want the average speed of a vehicle to be closer to 20 mph. This is a large difference. Most citizens understand intuitively the impact of a 3,500+ pound vehicle on the human body, especially at speeds over 20 mph.

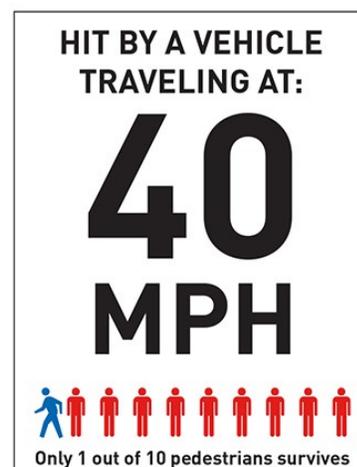
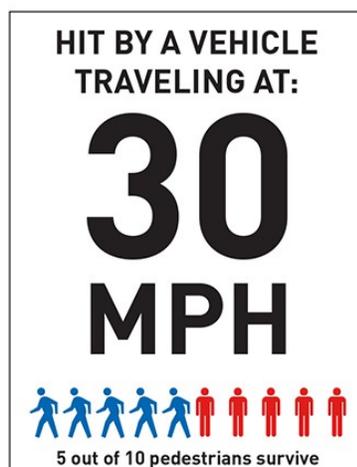
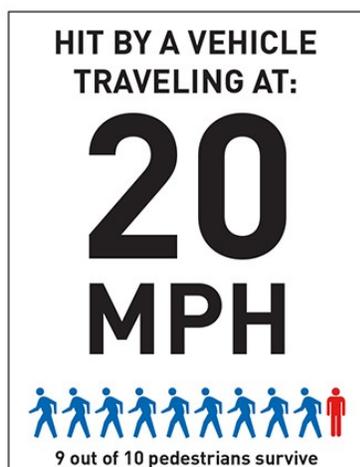
A network program called "Vision Zero" has been growing since the 1990s to address these concerns. "While there are many ways to make streets safer, managing speed must be at the top of the list for communities truly committed to Vision Zero -- safety for all road users. Unsafe speeds cause an estimated 10,000 deaths a year in the U.S., an impact that extends well beyond those killed to the tens of thousands more family members, friends, colleagues and others affected by the preventable tragedies of road fatalities."

DISCUSSION ITEM 8.

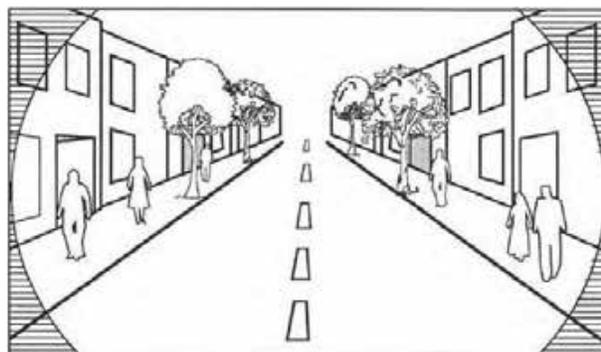


Speed is the critical factor in the frequency and severity of crashes. A few miles per hour difference can make a big impact. Below are some figures from Vision Zero Seattle:

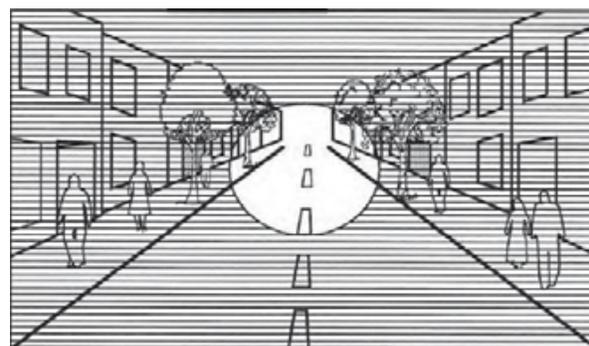
Pedestrian Survival



Field of Vision. A driver's field of vision increases as speed decreases. At lower speeds, drivers can see more of their surroundings and have more time to perceive and react to potential hazards:



Field of vision at 15 MPH



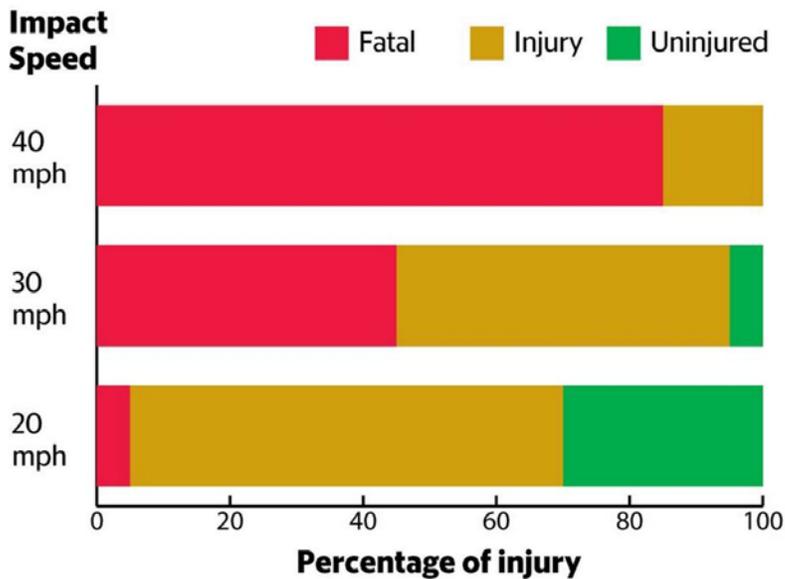
Field of vision at 30 to 40 MPH

DISCUSSION ITEM 8.

A similar figure from an article in the *Bellingham Herald*:

Safety issue

A vehicle's speed at impact affects the severity of an injury a pedestrian hit by a car would suffer:



SOURCE: British Department of Transportation

Bellingham Herald

Vision Zero – Safe Streets Boulder. To use an example from another state, below is a link to the website and video from the City of Boulder, Colorado, which is very detailed and informative. Their City Council passed an action plan this year where “speed limits on residential, local streets will be lowered from 25 mph to 20 mph. The default speed limit in Boulder (the legal limit where no signs are posted) will also be lowered to 20 mph. The speed limit will be changed at a total of 465 locations. Residential streets make up 70% of all streets in Boulder.”

<https://bouldercolorado.gov/transportation/vision-zero>



BUDGETARY IMPACTS: Cost for enforcement. Cost of staff time and materials to replace speed limit signs.

STRATEGIC PLAN REFERENCE: Not Applicable.

DISCUSSION ITEM 8.

CITY COUNCIL GOALS: Not Applicable.

RECOMMENDATION: That the City Council **DISCUSS** the 20 mile per hour speed zone and **PROVIDE** staff with feedback.

ATTACHMENTS: None

REFERENCES:

1. 20 mph Speed Limit Pilot Project (pages 23-32 of June 18, 2019 Council Packet)
<https://snohomishwa.gov/AgendaCenter/ViewFile/Agenda/06182019-901>
2. State of the Streets Staff Report (pages 63-85 of January 17, 2017 Council Packet)
<http://www.snohomishwa.gov/AgendaCenter/ViewFile/Agenda/01172017-658>
3. Manual on Uniform Traffic Control Devices
http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm

THIS PAGE LEFT BLANK INTENTIONALLY



CONSENT ITEM 9a.

Date: August 18, 2020

To: City Council

From: Debbie Burton, Finance Director

Subject: Adoption of Revised Master Fee Schedule - Resolution 1411

PURPOSE: The purpose of this agenda item is for City Council consideration of proposed Resolution 1411, which will update the City of Snohomish Fee Schedule.

BACKGROUND: City staff proposes updates to the fee schedule periodically for goods, services, functions, and programs provided by the City to assure the fees accurately reflect the associated costs. The changes requested for 2020 relate to the water connection charges and capital facility charges as presented in the updated Water Comprehensive Plan, implementing planning-related fees for new programs, and updating the School Impact Fees per the Snohomish School District's recently adopted Construction Improvement Plan.

ANALYSIS: The attached Resolution provides the full proposed new fee schedule of all City of Snohomish fees. The new and updated fees being proposed are highlighted below:

SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE
14.212.410C	Provisional Use Determination (Pilchuck District Only)		\$530
14.215.140	Binding Site Plan		\$1,000
14.245.075D	Banner Temporary Sign Permit		\$25
14.250.060C	Shoreline Substantial Development Permit Exemption		\$530
14.270.060A	Flood Hazard Areas development permit		\$150
14.290.040	School Impact Fee-Multi-Family/Studio/1 BR	\$0	\$0
	School Impact Fee-Multi-Family/2+BR	\$0	\$260
	School Impact Fee-Single Family	\$0	\$6,039

CONSENT ITEM 9a.

CHAPTER 15	SEWER, WATER & STORMWATER		
15.04.120	Water Service Only Connection Fee 5/8"	\$1,381	\$2,304
	Water Service Only Connection Fee 1"	\$3,453	\$5,760
	Water Service Only Connection Fee 1-1/2"	\$6,905	\$11,520
	Water Service Only Connection Fee 2"	\$11,048	\$18,432
	Water Service Only Connection Fee 3"	\$22,096	\$36,864
15.04.120	Water Service Only Connection Fee 4"	\$34,525	\$57,600
	Water Service Only Connection Fee 6"	\$69,050	\$115,200
	Water Service Only Connection Fee 8"	\$110,480	\$184,320
15.04.125	Capital Facility Charge for water service only 5/8"	\$3,001	\$512
	Capital Facility Charge for water service only 1"	\$7,503	\$1,280
	Capital Facility Charge for water service only 1-1/2"	\$15,005	\$2,560
	Capital Facility Charge for water service only 2"	\$24,008	\$4,096
	Capital Facility Charge for water service only 3"	\$48,016	\$8,192
	Capital Facility Charge for water service only 4"	\$75,025	\$12,800
	Capital Facility Charge for water service only 6"	\$150,050	\$25,600
	Capital Facility Charge for water service only 8"	\$240,080	\$40,960

CONSENT ITEM 9a.

STRATEGIC PLAN REFERENCE: This action is not related to a specific Strategic Plan initiative.

RECOMMENDATION: That the City Council **ADOPT** the proposed Resolution 1411 Revised Master Fee Schedule.

ATTACHMENT: Resolution 1411

ATTACHMENT

**CITY OF SNOHOMISH
Snohomish, Washington**

RESOLUTION 1411

**A RESOLUTION OF THE CITY OF SNOHOMISH, WASHINGTON
ADOPTING A REVISED MASTER FEE SCHEDULE AND REPEALING
PREVIOUSLY ADOPTED FEE RESOLUTION 1401.**

WHEREAS, by approval of Resolution 1401 on July 16, 2019, the City Council revised the fee schedule format and amended previously enacted fees and other charges through approval of separate resolutions; and

WHEREAS, it is appropriate that the Fee Schedule be amended and updated from time to time as the need arises; and

WHEREAS, it is the intent of the City of Snohomish to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived therefrom;

WHEREAS, having reviewed the revised Master Fee Schedule attached to this Resolution as Exhibit A, the Snohomish City Council hereby finds that said fees are fair and equitable and reasonably reflect the true and accurate cost associated with the service or other benefit provided by the City to its customers and to the general public;

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

Section 1. Adoption of Fee Schedule. The updated and revised fees and rates set forth in the City of Snohomish Master Fee Schedule, attached hereto as Exhibit A, are hereby adopted and shall be in effect until modified by action of the City Council.

Section 2. Repeal of Previous Resolutions. Resolution 1401 is hereby repealed.

Section 3. Publication. This Resolution shall be available at www.snohomishwa.gov and at the Office of the City Clerk.

Section 4. Severability. If any portion of this Resolution, or of the Fee Schedule hereby adopted, is declared unconstitutional or otherwise unlawful, the same shall not affect the balance of the Resolution or the Fee Schedule, and the remainder of this Resolution and the Fee Schedule shall remain in full force and effect.

CONSENT ITEM 9a.

PASSED by the City Council and **APPROVED** by the Mayor this 18th day of August, 2020.

CITY OF SNOHOMISH

By _____
John T. Kartak, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
Pat Adams, City Clerk

By _____
Grant K. Weed, City Attorney



CITY OF SNOHOMISH

P.O. BOX 1589 | SNOHOMISH, WASHINGTON 98291 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

Fee Schedule Exhibit A to Resolution 1411 - Adopted August 18, 2020

Section 1	General Provisions	2
Section 2	Fee Schedule by SMC.....	3-6

**City of Snohomish Fee Schedule
Section 1: General Provisions**

- 1.1 Definitions: For the purpose of this resolution and the administration of fees, rates, and charges, the following definitions shall apply:
- a. “Associate” user is a group that has shown responsible facility usage for at least three facility use events, has a group coordinator that has shown a record of responsible cleanup and lockup, and provides a level of cleanup above and beyond the condition of the facility prior to the event (such as extra mopping, dusting, wiping).
 - b. “Permit Fee” means the total sum of the fees specified herein for a specified scope of work. For example, where the Fee Schedule specifies a base fee and a fee for specific equipment, fixtures, or decisions, the permit fee shall be the sum of those applicable fees.

**City of Snohomish Fee Schedule
Section 2: Fee Schedule by SMC**

Fee Schedule Charts begin on next page

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
CHAPTER 3	FINANCE				
3.16.080	Occupation Tax Late Fee	5% of Tax		Minimum late fee \$2.00	
3.18.060	Admissions Tax Late Fee	5% of Tax		Minimum late fee \$2.00	
3.20.010	Open Space Application Fee	\$50 plus \$1/per acre			
3.45.010	Audio Tape	\$5			
	Copying - Public Records Request	Fee As Per RCW			
	Copying (per 8 1/2" x 11" page) - B/W	\$0.15			
	Copying (per 8 1/2" x 11" page) - Color	\$0.35			
	Copying (per 8 1/2" x 14" page) - B/W	\$0.40			
	Copying (per 8 1/2" x 14" page) - Color	\$1			
	Copying (per 11" x 17" page) - B/W	\$1			
	Copying (per 11" x 17" page) - Color	\$1			
	Copying (per 16" x 16" page) - B/W	\$3			
	Copying (per 16" x 16" page) - Color	\$5			
	Copying (per 24" x 36" page) - B/W	\$7			
	Copying (per 24" x 36" page) - Color	\$10			
	Copying (per 36" x 48" page) - B/W	\$15			
	Copying (per 36" x 48" page) - Color	\$18			
	Copying (per 42" x 48" page) - B/W	Actual			
	Copying (per 42" x 48" page) - Color	Actual			
	Scanning to Electronic Format (per 8/12"x11" page)	\$0.10			
	Scanning to Electronic Format (per 8/12"x14" page)	\$0.10			
	Uploading per 4 electronic files or attachments	\$0.05		Email or Cloud Storage	
	Transmission per GB in Electronic Format	\$0.10			
3.45.030	CD/DVD	\$5			
3.45.040	NSF Fee	\$45		For checks over \$5,000 - additional bank charges will be applied	
	City Administrator	\$113		Wage and Benefit Costs	
	City Clerk	\$73			
	Economic Development Manager	\$72			
	Office/Clerical	\$40			
	Finance Director	\$83			
	Accounting	\$62			
	Planning Director	\$83			
	Associate Planner	\$53			
	Permit Coordinator	\$41			
	Building Official/Fire Marshal	\$67			

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
	Public Works Director	\$90			
	City Engineer	\$72			
	Sr. Utilities Engineer	\$73			
3.45.050	Project Engineer/Project Manager	\$67			
	Field Engineering Technician	\$52			
	Division Lead	\$57			
	Plant Operator	\$60			
	Information Service Technician	\$57			
3.50.08	Application for Conditional Tax Deferral Certificate	\$530			
	Amendment to Multi-Family Housing property tax Conditional Deferral Certificate	\$500		Deposit to cover actual staff time	
3.50.09	Extension of Conditional Certificate	\$75			
3.50.10	Application for Final Tax Deferral Certificate	\$455			
CHAPTER 5	BUSINESS REGULATION-LICENSING				
	0 - 4 employees	\$25			
	5 - 8 employees	\$55			
	9 - 10 employees	\$100			
	11 - 15 employees	\$125		only residential fees increase by #/empl	
	16 - 20 employees	\$150			
	21 - 30 employees	\$200			
	31 - 40 employees	\$250			
	41 or more employees	\$425			
5.02.070	Non-resident	\$25			
	Farmers' Market Vendor	\$25			
	Non-profit Business License	\$0			
	Annual Renewal	same as new			
	Special Event	\$5			
	License Transfer	\$10		Transfer license from one location to another within the city	
	Monthly Late Fee	\$10		Monthly late fee each month after license expires	
	PBIA - Retail				
	Mall Space(s)	\$25			
	<=150 sf	\$25			
	151 sf to 500 sf	\$50			
	501 sf to 1,000 sf	\$100			
	1,001 sf to 1,500 sf	\$150			

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
5.02.070	1,501 sf to 2,000 sf	\$200			
	>=2,0001 sf	\$250			
	PBIA - Monthly Late Fee	\$15		PBIA - Monthly late fee each month after license expires	
	PBIA - Non Retail				
	<=500 sf	\$25			
	501 sf to 1,000 sf	\$50			
	1,001 sf to 1,500 sf	\$75			
	1,501 sf to 2,000 sf	\$100			
	>=2,0001 sf	\$125			
	PBIA - Monthly Late Fee	\$15			PBIA - Monthly late fee each month after license expires
	Financial Institutions	\$250			
	Hotels, Motels, and Bed & Breakfasts	\$12.50 per rm			
5.06.060	Franchise Application Fee	Actual Cost Attorney and Staff Time Deposit: \$5,000.00 (If actual cost is less than \$5,000.00 the unspent amount will be refunded to the applicant. If actual cost exceeds \$5,000.00 the applicant will be invoiced for the additional amount which shall be due within 30 days of invoice. - Fee based on staff time required: Refer to hourly schedule - Plus Attorney time: Actual amount billed to City		See Resolution 1353 which was approved by City Council on Oct. 4, 2016	
5.06.210	Franchise -Reimbursement	Actual Costs		Actual expenses for sale/transfer/control change/use of ROW	
5.08.060	Cable TV Franchise application	\$20,000		Plus any additional actual costs over \$20,000 initial fee	
5.10.020	Special Event Permit Application Fee-Registered business location in the City of Snohomish	\$0		Organizations with primary business address in the City of Snohomish	

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
5.10.020	Special Event Permit Application Fee-Registered business location outside the City of Snohomish	\$100		Organizations with a primary business address outside of the City of Snohomish	
5.10.060	Special Event-Policing Services	Actual Costs		Pass-through As Per SCSO DSA Fee Schedule	
5.10.085	Special Event - Cleaning/Damage Deposit	\$200		Special event deposit shall be refunded after inspection and may be prorated as appropriate	
5.36.030	Solicitors or Canvassers - Investigation Fee	\$25			
5.36.050	Solicitors or Canvassers - License	\$15/year \$10/month \$2/day			
5.44	Taxicab	\$25		Plus standard Business License and proof of insurance required	
5.60.030	Adult Business - New Application	\$700 Plus		Per employee fee - \$100/manager \$25/each employee	
5.60.040					
5.60.050	Adult-Business- Renewal	\$500 Plus		Per employee fee - \$75/manager \$20/each employee	
5.62.030					
5.62.040					
5.70.010	Downtown wayfinding sign-First Year	\$150			
	Downtown Wayfinding-Renewal	\$75			
	Downtown kiosk	\$0			
CHAPTER 7	ANIMAL CONTROL				
7.08.040	Dangerous dog registration	\$100			
	Tag-Annual-Altered dog	\$10			
	Tag-Lifetime-Altered dog	\$25			
	Tag-Altered dog -Senior Owner	\$0		Senior owner 65 and older	
7.12.010	Tag-Unaltered dog	\$36		Certification required	
	Tag-Service dog	\$0			
	Tag-Police dog	\$0			
	Replacement Dog Tag	\$1			
7.12.020	Kennel License - private	\$125		Kennel License private kennel or cattery	
	Kennel License - commercial	\$175		Kennel License commercial kennel or cattery	
7.12.030	Animal Impound	\$50			
CHAPTER 8	HEALTH & SANITATION				
8.12.040	Solid Waste Collection	as per resolution			
CHAPTER 9	PUBLIC PEACE & SAFETY				
9.04.170	Fingerprinting (2 Cards)	\$15			

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
9.04.175	Background check by WA State Patrol	Actual Costs		Pass-through As Per WASP Fee Schedule	
9.04.180	False Fire Alarm Response (minimum):	\$255			
9.41.050	Concealed Pistol Permits				
	Original	\$49.25			
	Renewal	\$32			
	Late Renewal	\$42			
	Replacement of lost or damaged permit	\$10			
CHAPTER 11	TRAFFIC				
11.06.030	Motorized Scooter Ticket	\$50/\$80/\$250		Escalating first, second, third and future penalty amounts	
	Parking Ticket	\$50.00 or 1/2 if paid w/in 24 hrs			
11.08.210	Parking Ticket - Blocked Alley	\$50.00 or 1/2 if paid w/in 24 hrs			
	Parking Ticket - Parked in Handicap Space	\$250			
11.08.300	Immobilization	\$50			
11.12.050	Truck Special Permit	\$50		Per permit	
11.36.030	Abandoned Vehicles	\$250 plus		Fee plus actual cost of removal of unauthorized or abandoned	
CHAPTER 12	STREETS & SIDEWALKS				
	Application-Base Fee	\$90		Per Hour - 2 hours Field Engineering Tech	
	Open street	\$60 for 1st 50 ft/\$0.50 per ft over 50 ft			
12.12.010	Moling	\$60 for 1st 50 ft/\$0.50 per ft over 50 ft		Variation may be considered for long projects such as natural gas lines	
	Vertical boring	\$30		Per boring	
	Fence in public right-of-way	\$10		Plus Title 14 Fence Permit Fee and/or Building Permit fees	
	Retaining Wall in public right-of-way	\$60 for 1st 50 ft/\$0.50 per ft over 50 ft		Plus Title 14 Retaining Wall Permit fee and/or Building Permit fees	
12.12.010	Re-submittal Fee	\$45		Per Hour - 1 hour of Field Engineering Tech	
12.12.130	Utility extension request review	\$135		Per Hour - 3 hours of Field Engineering Tech	
	Landscaping Review	\$90		Per Hour - 2 hours Field Engineering Tech	

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
	Driveway/curb-cut	\$45		Per Hour - 1 hour of Field Engineering Tech	
12.12.130	Telecommunications Right-of-way Master Use Application	Actual Cost Attorney and Staff Time Deposit: \$5,000.00 (If actual cost is less than \$5,000.00 the unspent amount will be refunded to the applicant. If actual cost exceeds \$5,000.00 the applicant will be invoiced for the additional amount which shall be due within 30 days of invoice. - Fee based on staff time required: Refer to hourly schedule - Plus Attorney time: Actual amount billed to City		See Resolution 1353 which was approved by City Council on Oct. 4, 2016	
12.12.160	Debris and Spilled Loads	actual costs			
12.12.180	Application-Variance Request	\$3,000 + \$3,000 Hearing Examiner Deposit			
12.20.160	Sidewalk Construction or Alteration	\$60 for 1st 50 ft/\$0.50 per ft over 50 ft			
	Sidewalk Use	\$2 per sq ft		Use of sidewalk for commercial or business purposes plus Application base fee	
12.40.020	Building Moving	\$5		Per Day	
12.48.010	Street Vacation-Petition	\$1,000		Street vacation fee comparisons: Lake Stevens - \$1,000; Arlington - \$1,058; Monroe - \$940.	
CHAPTER 13 PARKS					
	Ferguson Park picnic shelter	\$45		staff cost to manage	
	Hill Park small picnic shelter (gazebo)	\$45		staff cost to manage	
	Hill Park large picnic shelter	\$65		staff cost to manage	
13.04.155	Pilchuck Field 1, 2 or 3 per hour	\$10			
	Pilchuck Field 1, lighting fee, per hour	\$10			
	League application fee - youth, 1-50 games/practices	\$50			

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
13.04.155	League application fee - adult, 1-50 games/practices	\$75			
	League application fee - youth, over 51 games/practices	\$100			
	League application fee - adult, over 51 games/practices	\$125			
	Tournament application fee - youth (non-refundable)	\$100		additional Staff time it takes to process applications and schedule	
	Tournament application fee - adult (non-refundable)	\$125			
	Field or Court Hourly Rental-Non League	\$10			Baseball field, basketball court, volleyball, or tennis court - per hour
CHAPTER 14	LAND USE DEVELOPMENT				
	Comprehensive Plan Amendments/Rezoning	\$3,628			
14.10.010	Home Occupation	\$50			
	Preliminary Short Plat (2-4 lots)	\$2,065 base fee + \$75 per lot and tract		SEPA and critical area reviews, if required, are additional.	
	Short Plat Construction Review and Inspection	\$800 base fee + \$50 per lot and tract			
	Final Short Plat	\$1,000			
	Preliminary Plat	\$2,815 base fee + \$50 per lot + \$3,000 Hearing Examiner deposit		SEPA review and critical area review, if required, are additional.	
	Plat Construction Review and Inspection	5-29 lots: \$2,500 base fee + \$75 per lot; 30+ lots: \$2,500 base fee + \$100 per lot			
	Final Plat	\$1,000			
	Boundary Line Adjustment	\$1,000			

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
14.10.010	Planned Residential Development	\$2,815 base fee + \$50 per dwelling unit + \$3,000 Hearing Examiner deposit		SEPA and critical area reviews are additional.	
	Site Development Plan (SEPA exempt)	\$865		Critical area review, if required, is additional.	
	Site Development Plan (subject to SEPA)	\$2,265		SEPA review and critical area review, if required, are separate.	
	Environmental (SEPA) Review (DNS/MDNS)	\$650			
	Environmental (SEPA) Review (Environmental Impact Statement)	\$2,500 + actual consultant costs			
	Shoreline Substantial Development Permit (SEPA exempt)	\$1,065			
	Shoreline Substantial Development Permit (subject to SEPA)	\$2,465		SEPA review and critical area review, if required, are separate.	
	Shoreline Variance	\$3,265 + \$3,000 Hearing Examiner Deposit		SEPA review and critical area review, if required, are separate.	
	Shoreline Conditional Use Permit	\$3,265 + \$3,000 Hearing Examiner Deposit		SEPA review and critical area review, if required, are separate.	
	Minor Variance	\$400			
	Major Variance	\$3,065 + \$3,000 Hearing Examiner Deposit		SEPA review and critical area review, if required, are separate.	

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
	Critical Area Variance	\$3,065 + \$3,000 Hearing Examiner Deposit		SEPA review, if required, and critical area review are separate.	
	Conditional Use Permit	\$3,065 + \$3,000 Hearing Examiner Deposit		SEPA review and critical area review, if required, are separate.	
	Site Civil Permit (non-subdivision)	0.2% of engineer's construction cost estimate (\$1,500 minimum).			
	Tier 1 Wireless Communications Facility (WCF) Permit	\$115			
	Tier 2 WCF Permit	\$273			
	Tier 3 WCF Permit (Administrative)	\$2,733			
	Tier 3 WCF Permit (Hearing Examiner)	\$7,000 + \$3,000 Hearing Examiner deposit			
	Critical Areas Review	\$200 + \$2,500 consultant deposit			
	Third Party Radio Frequency Engineering Technical Review	\$200 + \$1,200 consultant deposit			

14.10.010

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411						
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT	
	Re-inspection/Additional Inspections	\$100 per inspection after the initial inspection				
	Multiple Plan Reviews	\$500 per additional plan review cycle after initial two review cycles.				
	Appeal of Administrative Decision, Interpretation or SEPA Determination	\$500				
	Development Agreement Application	Actual Cost Attorney and Staff Time Deposit: \$5,000.00 (If actual cost is less than \$5,000.00 the unspent amount will be refunded to the applicant. If actual cost exceeds \$5,000.00 the applicant will be invoiced for the additional amount which shall be due within 30 days of invoice. - Fee based on staff time required: Refer to hourly schedule - Plus Attorney time: Actual amount billed to City		Development agreements are a negotiation process between the applicant and city requiring varying amounts of staff and city attorney time depending on the complexity of the agreement. The "Actual Cost/Deposit" fee is the best way to ensure the City recovers all of its cost in processing the application		
14.212.410C	Provisional Use Determination (Pilchuck District Only)		\$530		Fee should have been adopted in 2012 when Pilchuck District created	
14.215.140	Binding Site Plan		\$1,000		New process created by Ord. 2385 (Feb. 2020)	
14.245.075D	Banner Temporary Sign Permit		\$25		Should have been added when sign code was updated by Ord. 2350 (Oct. 2018)	
14.250.060C	Shoreline Substantial Development Permit Exemption		\$530		We recently did one and discovered how much time they take to prepare	
14.270.060A	Flood Hazard Areas development permit		\$150		Additional fee added to building permits for projects in flood plain to help comply with code updated by Ord. 2400 (July 2020)	
	School Impact Fee-Multi-Family/Studio/1 BR	\$0	\$0	Based on School District CFP		

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
14.290.040	School Impact Fee-Multi-Family/2+BR	\$0	\$260	Based on School District CFP	Based on School District CFP which was updated this year; Fee is collected by School District
14.295.090	Traffic Impact Fee	\$1,603		Per net new PM peak-hour trip	
14.300.070	Park Impact Fee-SFR	\$4,150		per SFR unit	
	Park Impact Fee-MF	\$3,600		per MF unit	
CHAPTER 15	SEWER, WATER & STORMWATER				
	Water Service Only Connection Fee 5/8"	\$1,381	\$2,304	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans
	Water Service Only Connection Fee 1"	\$3,453	\$5,760	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans
15.04.120	Water Service Only Connection Fee 1-1/2"	\$6,905	\$11,520	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans
	Water Service Only Connection Fee 2"	\$11,048	\$18,432	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans
	Water Service Only Connection Fee 3"	\$22,096	\$36,864	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans
	Water Service Only Connection Fee 4"	\$34,525	\$57,600	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans
	Water Service Only Connection Fee 6"	\$69,050	\$115,200	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411						
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT	
15.04.120	Water Service Only Connection Fee 8"	\$110,480	\$184,320	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans	
	Wastewater Service Connection Fee 5/8"	\$6,340				
	Wastewater Service Connection Fee 1"	\$15,850				
	Wastewater Service Connection Fee 1-1/2"	\$31,700				
	Wastewater Service Connection Fee 2"	\$50,720				
	Wastewater Service Connection Fee 3"	\$101,440				
	Wastewater Service Connection Fee 4"	\$158,500				
	Wastewater Service Connection Fee 6"	\$317,000				
	Wastewater Service Connection Fee 8"	\$507,200				
		Capital Facility Charge for water service only 5/8"	\$3,001	\$512	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans
	Capital Facility Charge for water service only 1"	\$7,503	\$1,280	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans	
	Capital Facility Charge for water service only 1-1/2"	\$15,005	\$2,560	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans	
	Capital Facility Charge for water service only 2"	\$24,008	\$4,096	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans	
15.04.125	Capital Facility Charge for water service only 3"	\$48,016	\$8,192	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans	
	Capital Facility Charge for water service only 4"	\$75,025	\$12,800	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans	

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411						
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT	
	Capital Facility Charge for water service only 6"	\$150,050	\$25,600	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans	
	Capital Facility Charge for water service only 8"	\$240,080	\$40,960	Charge will be adjusted in January of each year based on the change of the ENR published Construction Cost Index as of September 30th of the prior year.	Per updated Water Comprehensive Plans	
	Capital Facility Charge for wastewater service 5/8"	\$2,975	\$3,830			
	Capital Facility Charge for wastewater service 1"	\$7,438	\$9,575			
	Capital Facility Charge for wastewater service 1-1/2"	\$14,875	\$19,150			
	Capital Facility Charge for wastewater service 2"	\$23,800	\$30,640			
	Capital Facility Charge for wastewater service 3"	\$47,600	\$61,280			
	Capital Facility Charge for wastewater service 4"	\$74,375	\$95,750			
	Capital Facility Charge for wastewater service 6"	\$148,750	\$191,500			
	Capital Facility Charge for wastewater service 8"	\$238,000	\$306,400			
	Special Development for 5/8" Trunkline	\$8,288		Project Development Fee in Special Development Area for the Cemetery Creek Wastewater Trunkline 5/8"		
	Special Development for 1" Trunkline	\$21,217		Project Development Fee in Special Development Area for the Cemetery Creek Wastewater Trunkline 1"		
	Special Development for 1-1/2" Trunkline	\$47,739		Project Development Fee in Special Development Area for the Cemetery Creek Wastewater Trunkline 1-1/2"		
	Special Development for 2" Trunkline	\$84,869		Project Development Fee in Special Development Area for the Cemetery Creek Wastewater Trunkline 2"		
	Special Development for 3" Trunkline	\$190,956		Project Development Fee in Special Development Area for the Cemetery Creek Wastewater Trunkline 3"		
	Special Development for 4" Trunkline	\$339,476		Project Development Fee in Special Development Area for the Cemetery Creek Wastewater Trunkline 4"		
	Special Development for 6" Trunkline	\$763,822		Project Development Fee in Special Development Area for the Cemetery Creek Wastewater Trunkline 6"		

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
	Special Development for 8" Trunkline	\$1,357,906		Project Development Fee in Special Development Area for the Cemetery Creek Wastewater Trunkline 8"	
	For Meters Larger than 8"	TBD		Charge shall be based on the proportional change in the sectional area of the meter size in relation to the sectional area of a 5/8" meter	
	Water Meter Permit Fee	\$50			
	Side Sewer Permit Fee	\$50			
	Side Sewer Inspection Fee	\$75			
	City Installation from Main to Meter Installation Fee 5/8"	\$2,491			
	City Installation from Main to Meter Installation Fee 1"	\$3,770			
	City Installation from Main to Meter Installation Fee 1-1/2"	\$3,924			
	City Installation from Main to Meter Installation Fee 2"	\$5,599			
	City Installation from Main to Meter Installation Fee 3"	Actual Costs			
	City Installation from Main to Meter Installation Fee 4"	Actual Costs			
	City Installation from Main to Meter Installation Fee 6"	Actual Costs			
	City Installation from Main to Meter Installation Fee 8"	Actual Costs			
	Drop-In Installation Fee 5/8"	\$476			
	Drop-In Installation Fee 1"	\$559			
	Drop-In Installation Fee 1-1/2"	\$844			
	Drop-In Installation Fee 2"	\$1,852			
	Drop-In Installation Fee 3"	\$2,548			
	Drop-In Installation Fee 4"	\$4,208			
	Drop-In Installation Fee 6"	\$6,492			
	Drop-In Installation Fee 8"	\$10,254			

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
15.04.110	Rates for water, wastewater, and stormwater	as per resolution			
15.13.100	Deferral Administrative Fee	\$100			
15.04.143	Late Fee	\$20		Payment not received two weeks after bill due date.	
	Voluntary Turn Off Fee	\$30		Requests for water shut offs during regular business hours.	
15.04.160	Involuntary Shut Off Fee	\$50		Involuntary shut offs made for non-payment.	
	Unauthorized Turn On Fee	\$150		Service resumption made without authorization from the City, including destruction of locking mechanisms.	
	Repeated Unauthorized Turn on Fee	\$476		Meter has been removed do extreme meter tampering including but not limited to cutting the lock off, cutting the meter setter, repeatedly turning service on without city permission	
	After Hours Voluntary Shut Off	\$100		Voluntary service disconnections requested after regular business hours.	
	Meter Accuracy Testing	\$40		Requests to verify meter accuracy after dual meter reads have already been made.	
	Final Read Fee	\$30		Fee Charged at sale of property	
CHAPTER 19	BUILDINGS & CONSTRUCTION				
	Appeals of Orders, Decisions or Determinations of the Building/Fire Official	\$500			
	Building Permit	Valuation Based		Based on valuation per Schedule A	
	Building Plan Review -Permit Fee	75% of Permit Fee			
	Building Investigative Fee-Permit Fee	Double the total permit fee		Penalty for doing work without a permit and/or inspection	
19.04	Certificate of Occupancy	\$50			
	Change of Use Permit	\$50			
	Consultation inspection (per hour)	\$65			
	Demolition - commercial	\$200			
	Demolition - garage, shed, etc.	\$20			
	Demolition - residential	\$100			
	Fence Permit	\$50			
	Foundation Only Permit	\$500			

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
19.04	Fire Alarm & Sprinkler System Permit	Valuation Based			
	Fire Alarm & Sprinkler Permit-Plan review (per hour)	\$75			
	Fire Alarm & Sprinkler Permit-Inspection (per hour)	\$75			
	Fireworks Stand Inspection	\$75		Building Official and/or Fire Marshall per hour rate	
	After Hours Inspection	\$65		Per Hour with a 3-hour minimum	
	Pre-move inspection (building relocation)	\$65			
	Mobile Home Permit-Foundation	\$500			
	Mobile Home Inspection of marriage lines	\$65			
	Re-inspection (per inspection)	\$100		Each inspection after the initial inspection.	
	Retaining Wall Permit - Type 1	\$75 base fee + fee based on valuation			Includes land use review. Retaining Wall Permit not required if wall is less than 2' in height and doesn't require a drainage system or if wall was reviewed and approved during the plat or site plan development review process. Additional deposit and fee may be collected if City must use consultant for special technical reviews in areas including, but not limited to, structural engineering and geotechnical engineering.
Retaining Wall Permit - Type 2	\$150 base fee + fee based on valuation			Includes land use review. Retaining Wall Permit not required if wall was reviewed and approved during the plat or site plan development review process. Additional deposit and fee may be collected if City must use consultant for special technical reviews in areas including, but not limited to, structural engineering and geotechnical engineering.	
Re-Roof Permit	Valuation Based			Residential or Commercial	
Sign Permit Base	\$50 base fee + fee based on valuation			Includes land use review	

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
	MECHANICAL				
	Base Permit Fee-Residential	\$50			
	After Hours Inspection	\$65		Per Hour with a 3-hour minimum	
	Investigative fee-Permit fee	Double the total permit fee		Penalty for doing work without permits/inspections	
	Plan Review-Permit fee	75% of Permit Fee			
	Re-inspection (per inspection)	\$100		Each inspection after the initial inspection.	
	Consultation inspection	\$65		Per Hour	
	Absorption systems 3HP<100k	\$30			
	Absorption systems 3HP>100k	\$40			
	Absorption systems 15HP>500k	\$50			
	Absorption systems 30HP>1 mil	\$70			
	Air conditioning unit<100k (electric)	\$30			
	Air conditioning unit>100k (electric)	\$40			
	Air conditioning unit>500k (electric)	\$50			
	Air conditioning unit<100k (gas)	\$30			
	Air conditioning unit>100k (gas)	\$40			
	Air conditioning unit>500k (gas)	\$50			
	Air handling units<10,000cfm	\$15			
	Air handling units>10,000cfm	\$30			
	Boiler<100k (electric)	\$30			
	Boiler>100k (electric)	\$40			
	Boiler>500k (electric)	\$50			
	Boiler > 1 mil (electric)	\$70			
	Boiler<100k (gas)	\$30			
	Boiler>100k (gas)	\$40			
	Boiler>500k (gas)	\$50			
	Boiler> 1 mil (gas)	\$70			
	Clothes Dryer and vent	\$15			
	Commercial hood and duct w/fire suppression	Valuation Based			
	Compressor 3HP<100k	\$30			
	Compressor 3HP>100k	\$40			
	Compressor 15HP>500k	\$50			
	Compressor 30HP>1 mil	\$70			
	Condensers	\$30			
	Ductwork (drawings required)	\$30			
	Ductless Heat Pump System - Residential	\$30			

19.04

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
	Ductless Heat Pump System - Commercial	\$50			
	Evaporative cooler	\$30			
	Exhaust fans and ducts	\$15			
	Expansion tank	\$15			
	Fireplace/insert/stove	\$30			
	Furnace – forced air<100k	\$30			
	Furnace – forced air>100k	\$40			
	Gas piping – base 5 outlets	\$10			
	Gas piping - additional outlet (ea)	\$2			
	Heat exchangers	\$30			
	Heat pump	\$30			
	Heaters – suspended gas	\$30			
	Heaters – unit gas	\$30			
	Heaters – wall gas	\$30			
	Hot water heat coils	\$30			
	Medical gas piping: 1 – 5 outlets	\$65			
	Medical gas piping-Additional outlets (each)	\$7.50			
	Medical Gas Piping-Plan review-Permit fee	75% of Permit Fee			
	Other Appliances/Equipment (no established fee)	\$30			
	Pellet stove	\$30			
	Range/cook top - gas fired	\$30			
	Range hood /residential	\$15			
	Range hood/commercial	Valuation Based			
	Refrigeration unit <100k	\$30			
	Refrigeration unit >100k	\$40			
	Refrigeration unit >500k	\$50			
	Water heater – gas fired	\$30			
	Wood stove	\$50			
	PLUMBING				
	Base permit fee	\$50			
	After Hours Inspection	\$65		Per Hour with a 3-hour minimum	
	Investigation Fee-permit fee	Double the total permit fee		Penalty for doing work without a permit and/or inspection	
	Plan review-Permit fee x	75%			
	Re-inspection (per inspection)	\$100			
	Consultation inspection (per hour)	\$50		Each inspection after the initial inspection.	

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
	Cross Connection/Pre-Treatment insp (per hr)	\$50			
	Backflow assembly	\$50			
	Bathub/shower combination	\$15			
	Building main waste	\$30			
	Clothes washer	\$15			
	Condensate drain	\$15			
	Dishwasher - commercial	\$20			
	Dishwasher – residential	\$15			
	Drinking fountain/water cooler	\$15			
	Fixture Count for Water Meter Sizing	\$50			
	Floor drain/floor sink	\$15			
	Food disposal – commercial	\$15			
	Footing drains	\$15			
	Grease interceptor – exterior	\$350			
	Grease trap – interior	\$150			
	Hose bib	\$15			
	Ice maker	\$15			
	Indirect waste receptor	\$15			
	Irrigation System: 1 – 25 heads	\$15			
	Irrigation System: 25+ heads	\$30			
	Kitchen sink – commercial	\$20			
	Kitchen sink and disposal – residential	\$15			
	Laundry trap/mop sink	\$15			
	Lavatory	\$15			
	Rainwater systems (per drain inside building)	\$15			
	Reclaimed water systems	\$50			
	Roof drains	\$15			
	Shower (only)	\$15			
	Sink – bar, service, etc.	\$15			
	Specialty fixture	\$15			
	Swimming pool, spa, hot tub	Valuation Based			
	Toilet	\$15			
	Trailer park unit sewer (each)	\$30			
	Trap primer	\$15			
	Urinal	\$15			
	Water filter system	\$15			
19.04					
19.04					
19.04					

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411						
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT	
	Water heater	\$15				
	Water service line from meter to building	\$15				
	VALUATIONS					
	\$1 to \$500	\$23.50				
	\$501 to \$2,000	\$23.50 for the first \$500 + \$3.05 for each additional \$100, or fraction thereof				
	\$2,001 to \$25,000	\$69.25 for the first \$2,000 + \$14 for each additional \$1,000 or fraction thereof				
	\$25,001 to \$50,000	\$391.25 for the first \$25,000 + \$10.10 for each addl \$1,000 or fraction thereof				
	\$50,001 to \$100,000	\$643.75 for the first \$50,000 + \$7 for each addtl \$1,000, or fraction thereof				
	\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,00 of fraction thereof				
	\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof				
	\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.65 for each addl \$1,000 or fraction thereof				
CHAPTER 20	HOUSE TRAILERS					
20.04.060	Trailer Camp Inspection	\$15				
20.04.070	Trailer Camp License	\$25		\$1.00/per trailer or \$25 minimum license		

CONSENT ITEM 9a.

CITY OF SNOHOMISH - FEE SCHEDULE - ADOPTED PER RESOLUTION 1411					
SMC	FEE TYPE	CURRENT FEE	NEW PROPOSED FEE	DESCRIPTION/DETAIL	COMMENT
20.04.100	Trailer Camp Transfer	\$5			

THIS PAGE LEFT BLANK INTENTIONALLY



CONSENT ITEM 9b.

Schedule of Checks for the Checks Issued Since the July 21, 2020 Meeting

Name Check #	Invoice#	Check Date	Description	Amount	Vendor Total
ARC Architects, Inc					\$8,479.25
73237	SCB 2017018 22	07/28/2020	Carnegie Building - ARC Construction Mgmt	\$8,479.25	
Canon Financial Services, INC					\$125.68
73238	21688576	07/28/2020	Printer Contract	\$125.68	
CDW G					\$428.02
73239	ZMN3625	07/28/2020	Adobe Photoshop renewal for EDC Manager.	\$428.02	
Chemsearch					\$144.14
73240	7037186	07/28/2020	Rainbow LS Bugs	\$144.14	
City of Everett Utilities					\$46,941.10
73241	016739 071720	07/28/2020	9th St SE/5 Line	\$1,126.03	
	010157 071720	07/28/2020	6600 109th Ave SE	\$40,486.77	
	010164 071720	07/28/2020	6400 118th Dr SE	\$447.50	
	017410 071720	07/28/2020	6203 107th Ave SE	\$1,300.31	
	019546 071720	07/28/2020	3300 Blk Bickford Ave	\$3,580.49	
Core & Main LP					\$4,602.52
73242	M554339	07/28/2020	Mueller Hydrant Defender	\$238.89	
	M603642	07/28/2020	Meters	\$4,363.63	
Edge Analytical					\$176.82
73243	20-22646	07/28/2020	Labs	\$110.82	
	20-22825	07/28/2020	Labs	\$66.00	
Eurofins Eaton Analytical					\$850.00
73244	L0521264	07/28/2020	Eurofins UCMR4 Cyanotoxin	\$850.00	
Girard Resources & Recycling, LLC					\$575.00
73245	69679	07/28/2020	Yard debris	\$575.00	
Gray & Osborne, Inc.					\$1,015.00
73246	20422.00 5	07/28/2020	On Call Services-WWC & Water/App	\$1,015.00	
H.B. Jaeger					\$894.97
73247	U2016032474	07/28/2020	Restraint Kit Imp/Long sleeve Imp	\$878.63	
	U2016032786	07/28/2020	Sewer plug	\$16.34	
Hach Chemical					\$5,084.17
73248	12029521	07/28/2020	Lab Supplies	\$41.93	
	12041382	07/28/2020	Composite Sampler	\$5,579.74	
	12044723	07/28/2020	Lab Supplies	\$120.00	
	2180133	07/28/2020	Filter, Versapor 3UM 25MM-Return	(\$657.50)	
Inland Environmental Resources, Inc.					\$10,810.80
73249	2020-1931	07/28/2020	Magnesium Hydroxide	\$10,810.80	
Krazan & Associates, Inc					\$3,115.00
73250	INV I616900-11643	07/28/2020	Carnegie Building - Krazan Materials Testing	\$3,115.00	
Lakeside Industries					\$1,735.75
73251	127565	07/28/2020	Pave Cypress	\$1,735.75	
Rh2 Engineering Inc.					\$5,872.67
73252	77258	07/28/2020	Water Comprehensive Plan	\$5,872.67	
Shred-It USA, Inc					\$85.99
73253	8180090870	07/28/2020	Police Records Mgmt Svcs	\$85.99	
Sigma-Aldrich Inc					\$107.23
73254	550933876	07/28/2020	PAA Sample	\$107.23	
Snohomish County PUD					\$14,949.33
73255	108688919	07/28/2020	2003-4692-2 VIC	\$32.40	
	108688920	07/28/2020	2003-6860-3 Shop pole bldg	\$73.22	
	108691573	07/28/2020	2003-2517-3 North Zone Tank	\$16.29	
	108692641	07/28/2020	2046-3566-8 Trail House	\$28.26	
	115282744	07/28/2020	2012-9398-2 Signal	\$44.59	
	115284836	07/28/2020	2200-3863-2 PUD Shadowood LS	\$54.54	
	115285352	07/28/2020	2013-0236-1 PW shop	\$530.25	

CONSENT ITEM 9b.

Schedule of Checks for the Checks Issued Since the July 21, 2020 Meeting

Name Check #	Invoice#	Check Date	Description	Amount	Vendor Total
	115287109	07/28/2020	2005-8838-2 South Zone Res	\$35.59	
	125229100	07/28/2020	2016-8521-1 Lighting	\$17.17	
	125234973	07/28/2020	2020-2130-9 North Meter	\$12,737.14	
	131818102	07/28/2020	2022-5054-4 Lighting	\$8.59	
	131824119	07/28/2020	2015-4323-8 Terrace inter-tie	\$15.41	
	131824863	07/28/2020	2004-7695-0 Carnegie area lighting	\$31.65	
	135125978	07/28/2020	2019-0873-8 Stone Ridge LS PUD	\$27.78	
	138329805	07/28/2020	2025-1851-0 Signal	\$56.26	
	138330735	07/28/2020	2021-3914-3 Lighting	\$8.59	
	138330736	07/28/2020	2021-3915-0 Lighting	\$8.59	
	138334334	07/28/2020	2049-0762-0 Signal	\$57.41	
	141642223	07/28/2020	2021-3717-0 Lighting	\$17.17	
	141645324	07/28/2020	2223-2262-0 CSO Mon PUD	\$19.10	
	141646691	07/28/2020	2035-0512-8 Hill Park	\$18.89	
	148266004	07/28/2020	2028-9476-2 Lighting	\$57.50	
	151567784	07/28/2020	2008-6552-5 Signal	\$45.44	
	151571580	07/28/2020	2020-5999-4 Lighting	\$9.16	
	154812704	07/28/2020	2015-4931-8 Lighting	\$42.38	
	154815478	07/28/2020	2040-1153-0 Clarkes Pond PUD	\$32.67	
	158011907	07/28/2020	2020-8142-8 Signal	\$36.44	
	158013467	07/28/2020	2005-6202-3 Shop portable	\$123.53	
	164400408	07/28/2020	2037-1090-0 Signal	\$41.09	
	167634737	07/28/2020	2039-3732-1 CSO LS PUD	\$722.23	
Snohomish County Sheriff's Office Corrections					\$7,614.65
73256	2020-6402	07/28/2020	June 2020-Jail Fees	\$7,614.65	
Tyler Technologies, Inc					\$150.15
73257	025-303310	07/28/2020	Payroll Training	\$150.15	
United Site Services					\$748.79
73258	114-10658970	07/28/2020	Portable Restroom-Pilchuck Julia Landing	\$748.79	
US Bank CPS					\$1,431.77
73259	AR USBank Safeway 00013028	07/28/2020	Ice for UCMR4	\$2.99	
	BW USBank IIMC 6F411C466FB9	07/28/2020	IIMC Membership Renewal	\$110.00	
	DA USBank McDaniels A60015	07/28/2020	Paint Supplies	\$21.89	
	DA USBank McDaniels A64437	07/28/2020	Paint buckets	\$62.11	
	FS USBank Safeway 00051670	07/28/2020	DI Water	\$84.17	
	FS USBank Safeway00084529	07/28/2020	DI Water	\$2.93	
	JH USBank McDaniels A65018	07/28/2020	Restrooms parts/stock	\$124.37	
	JP USBank GreenRiver 206486	07/28/2020	Joe Palmer Water Distribution Training	\$500.00	
	JP USBank GreenRiver 328018461	07/28/2020	JPalmer books-WST 180 Class	\$211.20	
	KP USBank Home Depot 0012374	07/28/2020	Mortar	\$45.75	
	KP USBank Home Depot 5013284	07/28/2020	Mortar	\$57.22	
	LB USBank Amazon 1124260	07/28/2020	Web-cams	\$128.86	
	LB USBank SCEZLI F209352	07/28/2020	Truck box locks	\$66.80	
	WP USBank Home Depot 5513255	07/28/2020	Supplies for Downtown Seating Area-COVID-19	\$13.48	
Verizon Wireless					\$24.06
73260	9858360686	07/28/2020	CSO Auto dialer	\$24.06	
Washington State Department Labor & Industries					\$5.64
73261	0000728	07/28/2020	L&I	\$4.51	
	0000729	07/28/2020	L&I	\$1.13	
Washington State Department of Revenue					\$1,001.52
73262	Q2 2020	07/28/2020	Leasehold Excise Tax Return Apr-May-June 2020	\$1,001.52	
Whitney Equipment Company, Inc					\$529.62
73263	90761	07/28/2020	Sampler Test	\$529.62	
Zipty Fiber					\$60.81
73264	110718-5 071520	07/28/2020	Gate Phone	\$60.81	
VOID					\$0.00
73174	VOID	08/06/2010	Reissued payment to correct vendor Check # 73306	\$0.00	

CONSENT ITEM 9b.

Schedule of Checks for the Checks Issued Since the July 21, 2020 Meeting

Name Check #	Invoice#	Check Date	Description	Amount	Vendor Total
VOID 73274	VOID	08/10/2020		\$0.00	\$0.00
Brilynn Enterprises LLC 73275		08/05/2020	UB Refund	\$373.48	\$373.48
Crataegus Real Estate LLC 73276		08/05/2020	UB Refund	\$1,436.50	\$1,436.50
Mark And Suzi Shayne 73277		08/05/2020	UB Refund	\$363.48	\$363.48
Linda Lamb 73278		08/07/2020	UB Refund	\$28.71	\$28.71
Theresa And Eric Johnson 73279		08/07/2020	UB Refund	\$245.03	\$245.03
Melissa Larson 73280		08/07/2020	UB Refund	\$109.57	\$109.57
Alvin Beesinger 73281		08/07/2020	UB Refund	\$227.66	\$227.66
Sarah Thein 73282		08/07/2020	UB Refund	\$341.46	\$341.46
Craft Dream Design 73283		08/10/2020	Craft Dream Design BL Refund	\$50.00	\$50.00
Frontier Communications Online Long Distance 73284		08/10/2020	Refund Due to Overstated Tax Liability	\$25.79	\$25.79
R&B Detailing & Finish LLC 73285		08/10/2020	R&B Detailing and Finish LLC - BL Refund	\$50.00	\$50.00
Samuel Kim 73286		08/10/2020	Samuel Kim - BL Refund	\$75.00	\$75.00
Snohomish County Treasurer 73287		08/10/2020	2020 June	\$54.15	\$54.15
Snoqualmie Scoop Shop 73288		08/10/2020	Snoqualmie Scoop Shop- BL Refund	\$25.00	\$25.00
Washington State Treasurer 73289		08/10/2020	2020 June	\$3,216.35	\$3,216.35
VOID 73290	VOID	08/10/2020		\$0.00	\$0.00
VOID 73291	VOID	08/10/2020		\$0.00	\$0.00
VOID 73292	VOID	08/10/2020		\$0.00	\$0.00
VOID 73293	VOID	08/10/2020		\$0.00	\$0.00
VOID 73294	VOID	08/10/2020		\$0.00	\$0.00
VOID 73295	VOID	08/10/2020		\$0.00	\$0.00
VOID 73296	VOID	08/10/2020		\$0.00	\$0.00
VOID 73297	VOID	08/10/2020		\$0.00	\$0.00
VOID 73298	VOID	08/10/2020		\$0.00	\$0.00

CONSENT ITEM 9b.

Schedule of Checks for the Checks Issued Since the July 21, 2020 Meeting

Name	Check #	Invoice#	Check Date	Description	Amount	Vendor Total
VOID						\$0.00
73299		VOID	08/10/2020		\$0.00	
VOID						\$0.00
73300		VOID	08/10/2020		\$0.00	
VOID						\$0.00
73301		VOID	08/10/2020		\$0.00	
Allstream						\$75.89
73302		16969856	08/10/2020	Analog line for Police Station security system.	\$75.89	
Bill Trimm, FAICP						\$4,485.00
73303		Snoh-2020-6-7	08/10/2020	Trimm Midtown Planning	\$4,485.00	
Bills Blueprint Inc.						\$101.73
73304		613215	08/10/2020	Park Ave Utility Imp Project Plan & Spec Book Print	\$101.73	
City of Everett Finance						\$615.00
73305		I20003853	08/10/2020	Animal Impound Fees June 2020	\$615.00	
City of Snohomish						\$3,405.62
73306		INV-00000663	08/10/2020	City Hall/Eng. Building Roof/Seismic Improv	\$2,254.06	
		INV-00000664	08/10/2020	City Hall/Eng. Building Roof/Seismic Improv	\$1,151.56	
DataQuest						\$51.50
73307		12561	08/10/2020	Employment Prescreening	\$51.50	
Dell Marketing LP						\$1,297.30
73308		10403047817	08/10/2020	Firewall appliance for Skate Park camera.	\$1,297.30	
Edge Analytical						\$289.00
73309		20-24018	08/10/2020	Disinfection by products Nepa Pallet	\$289.00	
Eurofins Eaton Analytical						\$850.00
73310		L0523734	08/10/2020	UCMR4 Cyanotoxin Samples	\$850.00	
Everett Hydraulics						\$1,047.51
73311		0000029125	08/10/2020	EP177 bucket cylinder	\$575.37	
		0000029127	08/10/2020	EP177 bucket pins	\$472.14	
VOID						\$0.00
73312		VOID	08/10/2020		\$0.00	
Evergreen State Heat & AC						\$3,472.56
73313		41383	08/10/2020	Spring tune up on HVAC systems	\$3,472.56	
FCS Group						\$580.00
73314		3048-22007036	08/10/2020	Financial Chapter-Water/Sewer Comp Plan	\$580.00	
Ferguson Enterprises Inc #1539						\$99.50
73315		0171006	08/10/2020	Valve pick	\$99.50	
Grainger Inc.						\$230.13
73316		9592461298	08/10/2020	Supplies	\$230.13	
H.B. Jaeger						\$115.21
73317		U2016034003	08/10/2020	24 Conc Manhole Grade Ring 2IN	\$54.72	
		U2016035182	08/10/2020	Pipe coupling	\$35.44	
		U2016035487	08/10/2020	Pipe Ludwig House	\$25.05	
Hach Chemical						\$7,054.88
73318		12052301	08/10/2020	Lab Supplies	\$749.95	
		12055726	08/10/2020	Lab Supplies	\$128.96	
		12061752	08/10/2020	Composite Sampler	\$6,175.97	
Insight Public Sector, Inc.						\$3,916.24
73319		1100733478	08/10/2020	COVID-19; addt'l Acrobat Pro 2017 licenses.	\$3,778.32	
		1100735835	08/10/2020	COVID-19; addt'l anti-virus software for PCs.	\$137.92	
Iron Mountain Quarry						\$3,324.95
73320		0303947	08/10/2020	Rock for Stock	\$2,645.42	

CONSENT ITEM 9b.

Schedule of Checks for the Checks Issued Since the July 21, 2020 Meeting

Name	Check #	Invoice#	Check Date	Description	Amount	Vendor Total
		0304003	08/10/2020	Rock for stock	\$679.53	
Kelley Connect						\$242.70
73321		IN701988	08/10/2020	City Hall copier machine.	\$242.70	
Method Barricade & Construction Supply LLC						\$2,009.28
73322		13122	08/10/2020	Banners for Outdoor seating-COVID-19	\$2,009.28	
North Sound Hose & Fitting Inc						\$289.84
73323		N023464-01	08/10/2020	Filters for tanks-EP119/156	\$54.12	
		N023513	08/10/2020	Pressure washer trailer repair	\$20.91	
		N023692	08/10/2020	EP177 service parts	\$71.46	
		N023859	08/10/2020	Oil drum hoses	\$118.54	
		N024036	08/10/2020	SS 90	\$24.81	
Northwest Environmental Consulting LLC						\$1,650.00
73324		10771	08/10/2020	KlaHaYa Sewer Lift Sta Decomm Proj Shoreline Permit CARep	\$1,650.00	
Petersen Brothers, Inc.						\$4,323.38
73325		2010301	08/10/2020	Guardrail repair	\$4,323.38	
Seattle Automotive Dist Inc						\$35.16
73326		S3-5565949	08/10/2020	Socket for EP156	\$17.02	
		S3-5566037	08/10/2020	Shop stock bulbs	\$18.14	
Seattle Pump and Equipment						\$110.30
73327		215079-0	08/10/2020	Throttle cable	\$110.30	
Snohomish Auto Parts						\$327.35
73328		616473	08/10/2020	EP119 service parts	\$42.38	
		617275	08/10/2020	EP156 filter	\$15.32	
		617411	08/10/2020	Light socket	\$42.85	
		617413	08/10/2020	EP156 repair parts	\$18.94	
		617450	08/10/2020	EP156 alarm repair	\$38.86	
		617938	08/10/2020	Pressure washer trailer repair	\$61.92	
		617956	08/10/2020	Coupling exchange	(\$0.74)	
		618256	08/10/2020	Straps for dump trailer	\$3.44	
		618258	08/10/2020	Straps for dump trailer	\$3.44	
		618291	08/10/2020	Socket	\$14.89	
		618722	08/10/2020	EP109 service parts	\$63.37	
		618951	08/10/2020	EPGS7 filters	\$22.68	
Snohomish County 911						\$12,532.93
73329		2738	08/10/2020	SNOCO 911Dispatch Services	\$12,532.93	
Snohomish County District Court						\$5,240.41
73330		I000532354	08/10/2020	June 2020 Case Filings	\$5,240.41	
Snohomish County PUD						\$4,505.97
73331		105396908	08/10/2020	2001-0472-7 Rainer LS PUD	\$315.70	
		105396909	08/10/2020	2002-0504-5 Lincoln LS PUD	\$67.26	
		121916402	08/10/2020	2019-6552-2 Bonneville LS PUD	\$28.09	
		125237288	08/10/2020	2021-3383-1 Rainbow LS PUD	\$29.19	
		125238119	08/10/2020	2020-7399-5 South Meter	\$3,641.44	
		128513397	08/10/2020	2021-8402-4 Casino LS PUD	\$75.00	
		128513747	08/10/2020	2203-1861-2 Lighting	\$55.45	
		128517993	08/10/2020	2010-1618-5 Hill Park LS PUD	\$61.29	
		128517994	08/10/2020	2010-5484-8 Champagne LS	\$81.31	
		131832410	08/10/2020	2006-1127-5 Commercial LS PUD	\$35.61	
		141650863	08/10/2020	2013-7758-7 Signal	\$26.53	
		141652598	08/10/2020	2009-6329-6 Ferguson LS PUD	\$89.10	
Snohomish County Sheriff's Office						\$260,913.00
73332		I000532904	08/10/2020	June 2020 Law Enforcement	\$260,913.00	
Snohomish Senior Center						\$1,000.00
73333		20-113	08/10/2020	Senior Center Fee July 2020	\$1,000.00	
Sound Publishing						\$119.00
73334		EDH904188	08/10/2020	Ordinance Publication	\$26.60	
		EDH904189	08/10/2020	Ordinance Publication	\$28.00	

CONSENT ITEM 9b.

Schedule of Checks for the Checks Issued Since the July 21, 2020 Meeting

Name	Check #	Invoice#	Check Date	Description	Amount	Vendor Total
		EDH904190	08/10/2020	Ordinance Publication	\$35.00	
		EDH904192	08/10/2020	Ordinance Publication	\$29.40	
Southern Computer Warehouse						\$3,503.23
73335		IN-000648371	08/10/2020	6 Large monitors for plan review COVID-19	\$2,396.20	
		IN-000649331	08/10/2020	COVID-19; monitors for telework staff.	\$1,107.03	
Superior Restrooms						\$105.00
73336		A-9851	08/10/2020	Farmers Market Portable toilet	\$105.00	
TranspoGroup						\$2,411.25
73337		25008	08/10/2020	Bickford & Weaver Design	\$2,411.25	
United Site Services						\$3,084.99
73338		114-10728131	08/10/2020	Portable Restrooms COVID-19	\$3,084.99	
Unum Life Insurance						\$157.00
73339		080120	08/10/2020	LEOFF I Long Term Care	\$157.00	
US Bank CPS						\$5,160.24
73340		BW USBank Bill's Blueprints 613016	08/10/2020	Copy charges for #PRR-067-20	\$17.00	
		DA USBank Comcast 741668 070720	08/10/2020	Bickford Ave. camera	\$130.01	
		DLg USBank MetrolineDirect.com 954075	08/10/2020	Desktop phones	\$271.83	
		DLg USBank Zoom INV 31732961	08/10/2020	COVID-19; Zoom online virtual meeting application.	\$316.64	
		JK USbank McDaniels 062820	08/10/2020	Reimbursement Personal Expense	\$8.73	
		JK USBank McDaniels 062820 1	08/10/2020	Reimbursement Personal Expense	\$13.09	
		JK USBank Ram 062720	08/10/2020	Reimbursement Personal Expense	\$73.69	
		KP USBank McDaniels A48519	08/10/2020	Line trimmer blades	\$57.83	
		KS USBank Fred Meyer 43863G	08/10/2020	Office Supplies	\$49.95	
		LB USBank Amazon 0844607	08/10/2020	Face masks-COVID-19	\$163.80	
		LB USBank Amazon 1932252	08/10/2020	Social distance floor decals-COVID-19	\$41.38	
		LB USBank Amazon 3646619	08/10/2020	Zoom cameras-COVID-19	\$644.30	
		LB USBank Amazon 5829040	08/10/2020	Laptop cameras-COVID-19	\$257.72	
		LB USBank Amazon 9330652	08/10/2020	Anti fog spray-COVID-19	\$70.95	
		LB USBank Home Depot 2522123	08/10/2020	Stock room cleaning supplies/closet	\$69.67	
		LB USBank MSC	08/10/2020	Supplies	\$252.58	
		LB USBank Safeway 00060219	08/10/2020	Crew water-heat	\$28.32	
		RK USBank HarborFreights 2675589	08/10/2020	Breaker bar	\$24.15	
		RK USBank Home Depot WM13128971	08/10/2020	Ryobi 18v drill driver, impact driver	\$108.11	
		RK USBank Lowes 22776480	08/10/2020	Elbow	\$10.99	
		RK USBank Lowes 78738169	08/10/2020	90 elbow-pressure washer	\$10.96	
		RK USBank McDaniels A61487	08/10/2020	Fasteners	\$33.09	
		RK USBank McDaniels A61697	08/10/2020	Pressure washer parts	\$28.16	
		RK USBank McDaniels A61707	08/10/2020	Flat bar	\$12.00	
		RK USBank RK HarborFreights 2675593	08/10/2020	Punch, chisel	\$15.91	
		RK USBank Snohomish Coop j72744	08/10/2020	Diesel fuel	\$20.42	
		RK USBank Valley Tool 0100100-in	08/10/2020	Excavator flail blades	\$751.05	
		SC USBank Home Depot WG12455070	08/10/2020	Supplies for the VIC	\$1,303.58	
		WP USBank Craigslist 186210498	08/10/2020	Craigs list Ad Advertising 1301 First Street Leas	\$5.00	
		WP USBank Meetup US2020- 209166	08/10/2020	Meetup for Engage Snohomish	\$108.04	
		WP USBank Paypal 76T87499DE082092N	08/10/2020	Cover Photo for Summer 2020 Quarterly Magazine	\$106.29	
		WP USBank Puget Sound Business Journal 19161881	08/10/2020	Subscription Puget Sound Business Journal	\$155.00	
VOID						\$0.00
73341		VOID	08/10/2020		\$0.00	
Usa Bluebook Inc						\$446.33
73342		296657	08/10/2020	Lab supplies	\$446.33	

CONSENT ITEM 9b.

Schedule of Checks for the Checks Issued Since the July 21, 2020 Meeting

Name Check #	Invoice#	Check Date	Description	Amount	Vendor Total
USPS					\$1,237.32
73343	Summer 2020	08/10/2020	Quarterly Magazine Summer 2020 Postage	\$1,237.32	
Utilities Underground Location					\$143.19
73344	0070217	08/10/2020	July locates	\$143.19	
Washington State Department of Health					\$269.50
73345	AA475 K	08/10/2020	NEPA Pallet Operating Permit Fee	\$269.50	
Washington Tractor					\$99.18
73346	2142675	08/10/2020	Line cutter parts	\$37.08	
	2150296	08/10/2020	EP18 Blade	\$53.43	
	2156820	08/10/2020	Oil filter EP28	\$8.67	
Western Exterminator Company					\$109.20
73347	5523571	08/10/2020	Follow up pest control at the PD	\$109.20	
				TOTAL:	\$465,220.40

I hereby certify that the goods and services charged on the vouchers listed below have been furnished to the best of my knowledge. I further certify the claims below to be valid and correct.

Finance Director

WE, the undersigned Councilmembers of the City of Snohomish, Washington, do hereby certify that the claim warrants #73237 through #73347 in the total amount of \$465,220.40 through August 10, 2020 are approved for payment on August 18, 2020.

Mayor

Councilmember

Councilmember

Councilmember