

**December 3, 2018**

**Marysville City Council Work Session  
7:00 p.m.**

**City Hall**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Approval of the Agenda**

**Committee Reports**

**Presentations**

A. Heather Logan – MAC Project Update

B. Snohomish Health District

**Discussion Items**

**Approval of Minutes** *(Written Comment Only Accepted from Audience.)*

1. Approval of the November 13, 2018 City Council Meeting Minutes.

**Consent**

2. Approval of the November 20, 2018 Payroll in the Amount of \$1,055,629.78, Paid by EFT Transactions and Check Numbers 32093 through 32113 with Check Number 90927 Voided and Reissued with Check Number 32092.

3. Approval of the November 21, 2018 Claims in the Amount of \$1,192,471.83 Paid by EFT Transactions and Check Numbers 128533 through 128695 with Check Number 128199 Voided.

4. Approval of the November 28, 2018 Claims in the Amount of \$506,869.78 Paid by EFT Transactions and Check Numbers 128696 through 128833 with Check Numbers 128149 and 128612 Voided.

**Review Bids**

**Public Hearings**

**New Business**

5. Consider Supplement No. 2 to the City’s Agreement with BergerABAM, Inc. to Provide Additional Engineering Services Required for the Design of the First Street Bypass Project.

***Work Sessions are for City Council study and orientation – Public Input will be received at the December 10, 2018 City Council meeting.***

**Marysville City Council Work Session****December 3, 2018****7:00 p.m.****City Hall**

6. Consider the 2018 Ramp Replacement Program Project with Valdez Construction Co., Starting the 45-day lien filing period for project closeout.
7. Consider a Professional Services Agreement for the Olympic View Park Project with J.A. Brennan Associates, PLLC in the Amount of \$240,924.70.
8. Consider the Five-year Extension for the Snohomish County Interlocal Agreement for Equipment Maintenance and Repair Services.
9. Consider the Local Agency Federal Aid Project Prospectus Supplement and Local Agency Funding Agreement Supplement with Washington State Department of Transportation thereby Securing Additional Funding for the State Avenue (3<sup>rd</sup> to 80<sup>th</sup>) Highway Safety Improvement Program (HSIP).
10. Consider the Supplemental Agreement No. 4 to the City's Professional Services Agreement in the Amount of \$15,166.48 with KPG, Inc.
11. Consider the Grant Agreement with the Department of Ecology Allowing the City to be funded \$505,511.00 in Grant Funding and Authorize the City's Expenditure of \$168,503.67 toward the Enhanced Sweeper Program.
12. Consider the Grant Agreement with the Washington State Military Department allowing the City to be funded \$36,979.00 in Grant Funding.
13. Consider an **Ordinance** Affirming the Planning Commission's Recommendation and Adopt the Marysville, Lake Stevens and Lakewood 2018 – 2023 CFPs as a sub-element of the Capital Facilities Element of the Marysville Comprehensive Plan.
14. Consider an **Ordinance** Affirming the Planning Commission's Recommendation to Rezone the Washington Trucking Property from General Industrial (GI) to Downtown Commercial (DC) and Open, and Amending the Official Zoning Map of the City.
15. Consider an **Ordinance** Affirming the Planning Commission's Recommendation to Rezone the 'Public Works Office Site and Adjacent First Street Properties' from General Industrial (GI) and R-18 Multi-Family, Medium Density (R-18) to Mixed Use (MU), and Amending the Official Zoning Map of the City.
16. Consider an **Ordinance** Affirming the Planning Commission's Recommendation and Adopt the Comprehensive Plan Amendment Planned Road Connector Revisions.
17. Consider an **Ordinance** Affirming the Planning Commission's Recommendation to Adopt the Industrial, Manufacturing, and Warehouse Parking Code Amendments.
18. Consider an **Ordinance** Amending the 2017-2018 Biennial Budget and Providing for the Increase of Certain Expenditure Items as Budgeted for in Ordinance No. 3042.

***Work Sessions are for City Council study and orientation – Public Input will be received at the December 10, 2018 City Council meeting.***

**Marysville City Council Work Session****December 3, 2018****7:00 p.m.****City Hall**

19. Consider an **Ordinance** Amending Sections 3.64.020(1) and (2) of the Marysville Municipal Code, Relating to the Utility Tax on Telephone Services.

20. Consider the Change Order #1 with Holt Services, Inc. in the Amount of \$X including Washington State Sales Tax for the Highway 9 Exploratory Well Project.

**Legal****Mayor's Business****Staff Business****Call on Councilmembers****Adjournment/Recess****Executive Session**

- A. Litigation
- B. Personnel
- C. Real Estate

**Reconvene****Adjournment**

**Special Accommodations:** The City of Marysville strives to provide accessible meetings for people with disabilities. Please contact the City Clerk's office at (360) 363-8000 or 1-800-833-6384 (Voice Relay), 1-800-833-6388 (TDD Relay) two business days prior to the meeting date if any special accommodations are needed for this meeting.

B

# A Shared Vision for Health

## City of Marysville and Snohomish Health District

### City Council Presentation



# Working Together for Marysville



**Simpler**



**Safer**



**Healthier**

# Infrastructure – Rebuilding an Agency

- ✓ Online Services – Environmental Health, Vital Records
- ✓ Recruiting
- ✓ IT Services
- ✓ Phones
- ✓ Board and Committee Packets
- ✓ Code Publishing
- ✓ Records Retention
- ✓ Online Learning Management
- ✓ Website
- ✓ Financial System
- ✓ **Electronic Medical Record**
- ✓ **Fleet Management**
- ✓ **Rucker Building**

# Public Health Accreditation (PHAB)

- ✓ Performance Management
- ✓ Quality Improvement
- ✓ Workforce Development
- ✓ Community Health Assessment
- ✓ Community Health Improvement Plan
- ✓ Strategic Plan



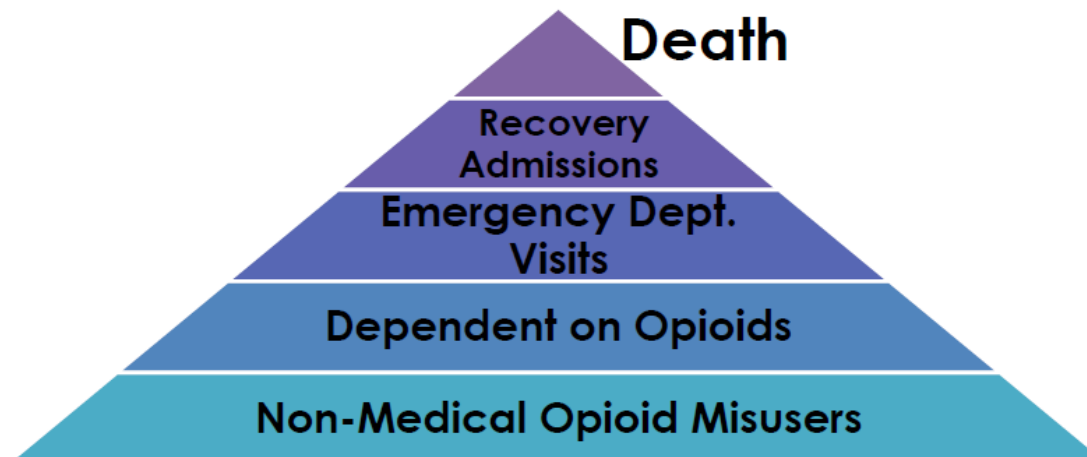
# PHAB Domains

1. Conduct assessments focused on population health status and health issues facing the community
2. Investigate health problems and environmental public health hazards to protect the community
3. Inform and educate about public health issues and functions
4. Engage with the community to identify and solve health problems
5. Develop public health policies and plans
6. Enforce public health laws and regulations
7. Promote strategies to improve access to healthcare services
8. Maintain a competent public health workforce
9. Evaluate and continuously improve processes, programs, and interventions
10. Contribute to and apply the evidence base of public health
11. Maintain administrative and management capacity
12. Build a strong and effective relationship with governing entity

# Opioids – Data

- ✓ Point-in-Time Survey of Overdoses
- ✓ Burden of Disease

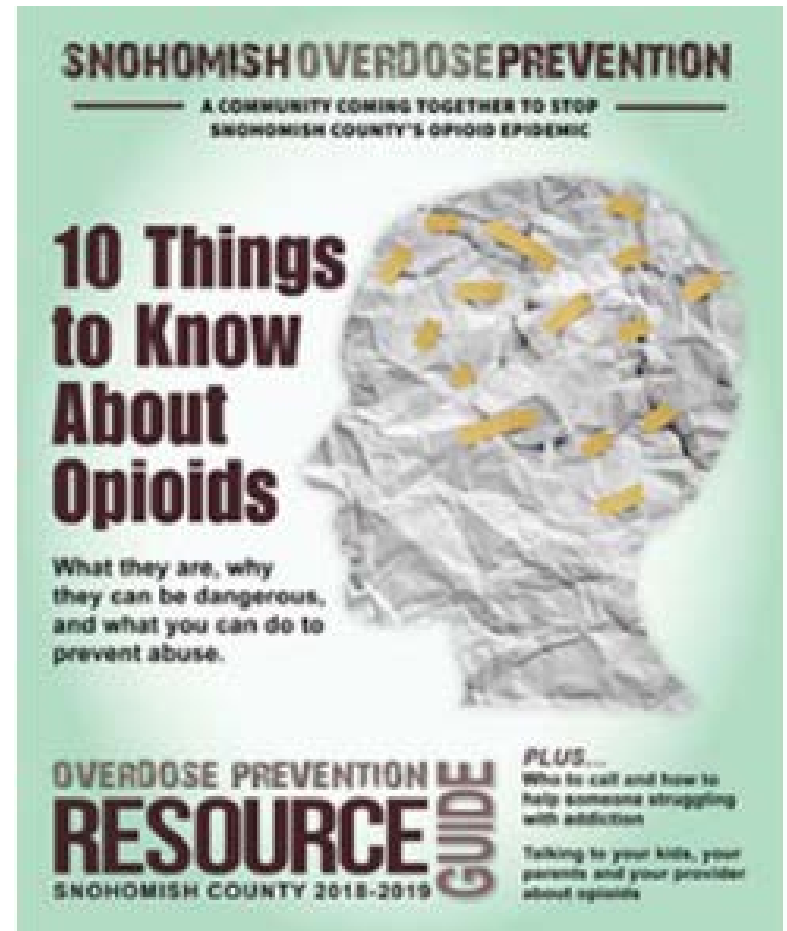
## Known Relation Between Health Outcomes



□ Knowing one or more pieces allows estimation of the rest

# Opioids – Prevention

- ✓ Needle Cleanup Kits
- ✓ Medicine Security
- ✓ Schools
- ✓ Resource Guide



# Opioids – Healthcare

- ✓ Grand Rounds
- ✓ Neonatal Abstinence Syndrome
- ✓ Pharmacists
- ✓ Veterinarians
- ✓ Dentists

# Foundational Public Health Services 2017-19

\$12 Million/Biennium

2017            \$218,752

2018            \$437,504

2019            \$218,752



# Foundational Public Health Services 2019-21 Request

## ➤ \$296 Million

- ~\$80 Million/Biennium Capabilities (80/20 split)
- ~\$142 Million/Biennium Reinforcing Capacity to local public health
  - Communicable Disease, Environmental Health, Assessment
- Remainder for current and expanded innovation projects, and DOH



**Healthy People.  
Healthy Environment.**

# *Index #1*



<b>Call to Order/Pledge of Allegiance/Roll Call</b>	7:00 p.m.
<b>Approval of the Agenda</b>	Approved
<b>Committee Reports</b>	
<b>Presentations</b>	
Proclamation: Declaring November 24, 2018 Small Business Saturday in the City of Marysville.	Presented
Proclamation: Declaring November 2018 as National Hospice Palliative Care Month in the City of Marysville.	Presented
<b>Audience Participation</b>	
<b>Approval of Minutes</b>	
<b>Consent Agenda</b>	
Approval of the October 17, 2018 Claims in the Amount of \$832,313.69 Paid by EFT Transactions and Check Numbers 127795 through 127959 with Check Number 126437 Voided.	Approved
Approval of the October 19, 2018 Payroll in the Amount of \$1,031,856.71, Paid by EFT Transactions and Check Numbers 32044 through 32064.	Approved
Approval of the October 24, 2018 Claims in the Amount of \$467,804.56 Paid by EFT Transactions and Check Numbers 127960 through 128081 with Check Numbers 102207, 102386, 103656, 104224, 104278, 106826, 107074, 107767, 107770, 107789, 107836, 107939, 109239, 109865, 109974, 109995, 110244, 110349, 110998, 111173, 111659, 111678, 111818, 112069, 112448, 112534, 112658, 112849, 112940, 113014, 113766, 115570, 116244, 116406, 116513, 116521, 116912, 117234, 117243, 117374, 117813, 126813 Voided.	Approved
Approval of the October 31, 2018 Claims in the Amount of \$1,934,829.04 Paid by EFT Transactions and Check Numbers 128082 through 128265 with Check Number 127717 Voided.	Approved
Approval of the November 5, 2018 Payroll in the Amount of \$1,896,614.92, Paid by EFT Transactions and Check Number's 32065 through 32091.	Approved
Approval of the November 7, 2018 Claims in the Amount of \$1,514,329.41, Paid by EFT Transactions and Check Numbers 128266 through 128370 with No Checks Voided.	Approved
Consider Approving the Grant Agreement with the Department of Ecology allowing the City to be funded \$250,000.00 in Grant Funds for the Historic Downtown Green Retrofit Project.	Approved
Consider Approving the Community Fourth of July Festival as Proposed, including a Professional Fireworks Display and Additional Activities at Marysville Pilchuck High School In 2019.	Approved
Consider Approving the Hotel/Motel Grant Review Committee's Recommendation on Award Funding for 2019.	Approved
<b>Review Bids</b>	
<b>Public Hearings</b>	
Consider an Ordinance of the City of Marysville Adopting a Biennial Budget for the City of Marysville, Washington, for the Biennial Period of	Held

January 1, 2019 to December 31, 2020 Setting Forth in Summary Form the Totals of Estimated Revenues and Appropriations for Each Separate Fund and the Aggregate Totals of all such Funds Combined, and Established Compensation Levels as Proscribed by MMC 3.50.030. (Action Requested November 26, 2018)	
Consider an Ordinance of the City of Marysville Levying Regular Taxes Upon all Property Real, Personal and Utility Subject to Taxation within the Corporate Limits of the City of Marysville, Washington for the Year 2019. (Action Needed November 26, 2018)	Held
Consider an Ordinance of the City of Marysville Levying EMS Taxes Upon all Property Real, Personal and Utility Subject to Taxation within the Corporate Limits of the City of Marysville, Washington for the year 2019. (Action Needed November 26, 2018)	Held
<b>New Business</b>	
Consider Approving an Ordinance Amending Chapter 14.18 Regional Storm Water Drainage of the Marysville Municipal Code.	Approved Ord. No. 3105
Consider Approving an Ordinance to Allow the Rezoning of 4424 84th Street NE from R-18 to R-MHP Overlay Zone and Allow the 10 Unit Expansion of the La Tierra MHP.	Approved Ord. No. 3106
Consider Approving an Ordinance Affirming the Planning Commission's Recommendation Adopting Amendments to the Marysville Municipal Code Sections 22A.020.050, 22A.020.210, 22C.020.080, 22C.020.090, 22G.010.100, 22G.010.160 and 22G.010.350, Related to Duplex and Townhome Definitions, Base Height in the General Commercial zone and Notice Timeframes.	Approved Ord. No. 3107
Consider Approving the Landowner Agreement with the Snohomish Conservation District for Stream Restoration at Jennings Park.	Approved
<b>Legal</b>	
<b>Mayor's Business</b>	
<b>Staff Business</b>	
<b>Call on Councilmembers</b>	
<b>Recess</b>	8:05 p.m.
<b>Executive Session</b>	8:10 p.m.
<b>Real Estate – two items</b>	Approved
<b>Litigation – three items</b>	No Action
<b>Adjournment</b>	8:50 p.m.

COUNCIL*DRAFT*  
MINUTES

**Regular Meeting**  
November 13, 2018

**Call to Order / Pledge of Allegiance**

Mayor Nehring called the meeting to order at 7:00 p.m. and led those present in the Pledge of Allegiance. Jeff Hastings of Reset Church gave the invocation.

**Roll Call**

Chief Administrative Officer Hirashima gave the roll call. The following staff and councilmembers were in attendance.

**Mayor:** Jon Nehring

**Council:** Mark James, Tom King, Steve Muller, Kamille Norton (President), Michael Stevens, Rob Toyer, and Jeff Vaughan

**Absent:** None

**Also Present:** Chief Administrative Officer Gloria Hirashima, Finance Director Sandy Langdon, Police Chief Rick Smith, City Attorney Jon Walker, Public Works Director Kevin Nielsen, Parks and Recreation Director Jim Ballew, Community Development Director Dave Koenig, Fire Chief Martin McFalls, and Recording Secretary Laurie Hugdahl.

**Motion** made by Councilmember Toyer, seconded by Councilmember Stevens, to approve the agenda. **Motion** passed unanimously.

**Committee Reports**

Councilmember Muller reported on the November 7 Snohomish County Solid Waste Committee meeting where the main topic was the recycling issue.

Councilmember King reported on the Fire Board Personnel meeting where there were seven applicants for five positions in the fire district. The Board gave their recommendations to the chief. Tomorrow night there will be a Parks Board Advisory Committee meeting.

**Presentations**

- A. Proclamation: Declaring November 24, 2018 Small Business Saturday in the City of Marysville.

Mayor Nehring read the Proclamation declaring November 24, 2018 as Small Business Saturday in the City of Marysville and encouraging all residents of Marysville and communities across the country to support small businesses and merchants on Small Business Saturday and throughout the year.

- B. Proclamation: Declaring November 2018 as National Hospice Palliative Care Month in the City of Marysville.

Mayor Nehring read the Proclamation declaring November 2018 as National Hospice Palliative Care Month in the City of Marysville and encouraging all residents to increase their understanding and awareness of options of care at the end of life and to discuss their wishes with family, loved ones, and their health care professionals.

**Audience Participation**

Kelly Richards, 5220 108<sup>th</sup> Street NE, Marysville, WA 98271, spoke in support of the plan to have a fireworks show near the high school.

Bruce Hansen, 7119 44<sup>th</sup> Street SW, Marysville, WA 98270, expressed concern about the intersection at 44<sup>th</sup> Street NE and 71<sup>st</sup> Street NE. He believes the intersection is unsafe and needs additional warning indication as you are heading north on 71<sup>st</sup> Street. There have been three accidents there in the past year. Mayor Nehring stated that this would be forwarded to the Traffic Safety Committee for review.

Brenda Dargitz, 9524 48<sup>th</sup> Drive NE, Marysville, WA 98270, recommended installing some sort of safety device or barricade to prevent motorists from missing the turn of the road and driving or crashing into private property at 48<sup>th</sup> Drive NE and 92<sup>nd</sup>. Mayor Nehring indicated this item would also be forwarded to the Traffic Safety Committee for review.

Monte Marti, 11605 33<sup>rd</sup> Court NE, Lake Stevens, WA, Manager for Snohomish Conservation District, spoke in support of the Landowner Agreement for Stream Restoration at Jennings Park (item 17).

**Approval of Minutes (Written Comment Only Accepted from Audience.)**

1. Approval of the October 8, 2018 City Council Meeting Minutes.

**Motion** made by Councilmember James, seconded by Councilmember Toyer, to approve the October 8, 2018 City Council Meeting Minutes. **Motion** passed unanimously.

**Consent**

2. Approval of the October 17, 2018 Claims in the Amount of \$832,313.69 Paid by EFT Transactions and Check Numbers 127795 through 127959 with Check Number 126437 Voided.
3. Approval of the October 19, 2018 Payroll in the Amount of \$1,031,856.71, Paid by EFT Transactions and Check Numbers 32044 through 32064.
4. Approval of the October 24, 2018 Claims in the Amount of \$467,804.56 Paid by EFT Transactions and Check Numbers 127960 through 128081 with Check Numbers 102207, 102386, 103656, 104224, 104278, 106826, 107074, 107767, 107770, 107789, 107836, 107939, 109239, 109865, 109974, 109995, 110244, 110349, 110998, 111173, 111659, 111678, 111818, 112069, 112448, 112534, 112658, 112849, 112940, 113014, 113766, 115570, 116244, 116406, 116513, 116521, 116912, 117234, 117243, 117374, 117813, 126813 Voided.
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6. Consider Approving the Grant Agreement with the Department of Ecology allowing the City to be funded \$250,000.00 in Grant Funds for the Historic Downtown Green Retrofit Project.
7. Consider Approving the Community Fourth of July Festival as Proposed, including a Professional Fireworks Display and Additional Activities at Marysville Pilchuck High School In 2019.
8. Consider Approving the Hotel/Motel Grant Review Committee's Recommendation on Award Funding for 2019.

**Motion** made by Councilmember Norton, seconded by Councilmember King, to approve items 2-8 and 12-13. **Motion** passed unanimously.

**Review Bids****Public Hearings**

*DRAFT*

14. Consider an Ordinance of the City of Marysville Adopting a Biennial Budget for the City of Marysville, Washington, for the Biennial Period of January 1, 2019 to December 31, 2020 Setting Forth in Summary Form the Totals of Estimated Revenues and Appropriations for Each Separate Fund and the Aggregate Totals of all such Funds Combined, and Established Compensation Levels as Proscribed by MMC 3.50.030. (Action Requested November 26, 2018)

Mayor Nehring thanked everyone involved in the preparation of this document and made remarks concerning the budget. Finance Director Langdon made a PowerPoint presentation regarding the 2019-2020 Biennial Preliminary Budget. She summarized the Operating and Capital Budget and discussed the revenue assumptions and expenditures.

15. Consider an Ordinance of the City of Marysville Levying Regular Taxes Upon all Property Real, Personal and Utility Subject to Taxation within the Corporate Limits of the City of Marysville, Washington for the Year 2019. (Action Needed November 26, 2018)
16. Consider an Ordinance of the City of Marysville Levying EMS Taxes Upon all Property Real, Personal and Utility Subject to Taxation within the Corporate Limits of the City of Marysville, Washington for the year 2019. (Action Needed November 26, 2018)

The public hearing for items 14, 15, and 16 was opened at 7:37 p.m.

#### Public Testimony

Isaac Steinle, 9815 35<sup>th</sup> Avenue NE, Marysville, WA 98270 referred to the recent Supreme Court sales tax decision and asked if an estimate for increased sales tax revenue has been included in the budget. Finance Director Langdon replied that based on state estimates the sales tax from internet sales will replace other mitigation fees at this point, so there is no additional amount expected. Mr. Steinle then encouraged the City to increase funding to address vagrancy and drug use. Mayor Nehring thanked Mr. Steinle and discussed the increased number of police officers and the embedded social worker program as evidence of the City's commitment to dealing with those issues.

Seeing no further public testimony the hearing was closed at 7:40 p.m.

#### **New Business**

9. Consider Approving an Ordinance Amending Chapter 14.18 Regional Storm Water Drainage of the Marysville Municipal Code.

**Motion** made by Councilmember King, seconded by Councilmember Stevens, to approve Ordinance No. 3105. **Motion** passed unanimously.

10. Consider Approving an Ordinance to Allow the Rezoning of 4424 84th Street NE from R-18 to R-MHP Overlay Zone and Allow the 10 Unit Expansion of the La Tierra MHP.

Director Koenig reviewed this item.

**Motion** made by Councilmember Vaughan, seconded by Councilmember Muller, to approve Ordinance No. 3106. **Motion** passed unanimously.

11. Consider Approving an Ordinance Affirming the Planning Commission's Recommendation Adopting Amendments to the Marysville Municipal Code Sections 22A.020.050, 22A.020.210, 22C.020.080, 22C.020.090, 22G.010.100, 22G.010.160 and 22G.010.350, Related to Duplex and Townhome Definitions, Base Height in the General Commercial zone and Notice Timeframes.

**Motion** made by Councilmember Norton, seconded by Councilmember King, to approve Ordinance No. 3107. **Motion** passed unanimously.

17. Consider Approving the Landowner Agreement with the Snohomish Conservation District for Stream Restoration at Jennings Park.

Director Nielsen explained this grant would provide riparian enhancement on Allen Creek Stream Corridor. Staff is recommending moving forward with this agreement.

**Motion** made by Councilmember Muller, seconded by Councilmember James, to approve the Landowner Agreement with the Snohomish Conservation District for Stream Restoration at Jennings Park. **Motion** passed unanimously.

## Legal

### Mayor's Business

Mayor Nehring had the following comments:

- He recognized Brian Newlin who volunteered to be on the 4<sup>th</sup> of July Fireworks Committee along with other citizens and Councilmembers Toyer and Norton.
- He invited everyone to the Mayor's Coffee Klatch tomorrow morning at the Shoultes Fire Station at 10 a.m.

### Staff Business

Chief Smith:

- The Police have raised approximately \$1800 for Providence Cancer Care with their No Shave November campaign.
- He encouraged the public to call Police about traffic issues so they can start collecting data to help support the Traffic Safety Committee in making decisions.

*DRAFT*

- Regarding the transient issues, this has been the best year they have had in the past five years in dealing with transient issues. He attributed this to the embedded social worker program. They will continue to stay on top of this matter.
- He reminded everyone that theft goes up this time of year so there is a need to be extra careful.

Sandy Langdon had no further comments.

Dave Koenig reported that the Planning Commission will be meeting tomorrow night. The topics will be the Arlington Marysville Manufacturing Industrial Center Plan and the annual Comprehensive Plan items.

Chief McFalls had no comments.

Jim Ballew:

- The City will be celebrating the 30th year of Marysville for the Holidays this year. The Grand Marshall will be Mary Swenson.
- Hunting season has begun so the City has been getting many phone calls. Staff is planning a meeting with the Tulalip Tribes about addressing this.

Kevin Nielsen:

- He reported on an open house held earlier tonight regarding a project on State Avenue which had a great turnout. He commended Jeff Laycock for doing an excellent job at that meeting.
- He wished everyone a Happy Thanksgiving.

Gloria Hirashima had no comments.

Jon Walker stated the need for an Executive Session to discuss two items related to leases with action expected on both items and three items related to potential litigation with no action expected on those. Executive Session was expected to last 30 minutes.

### **Call on Councilmembers**

Jeff Vaughan had no comments.

Mark James:

- He discussed a pet waste issue that was brought up to the Council by a resident. He suggested raising public awareness regarding this matter. Director Nielsen invited Councilmember James to send the contact information to Public Works. Chief Smith commented that police are also following up on this to get more specific information.
- He attended the National League of Cities (NLC) conference in Los Angeles.

Tom King:

- The holiday lights on the trees and buildings look great.



*DRAFT*

- He has enjoyed watching the construction project of the trail on Sunnyside Blvd.

Michael Stevens had no comments.

Rob Toyer had no comments.

Steve Muller had no comments.

Kamille Norton wished a Happy Veterans Day to veterans and thanked them for their service.

### **Recess**

Council recessed at 8:05 p.m. for five minutes before reconvening in Executive Session at 8:10 p.m. to discuss two items related to leases with action expected on both items and three items related to potential litigation with no action expected on those. Executive Session was expected to last 30 minutes.

### **Executive Session**

Real Estate – two items, RCW 42.30.110(1)(c)

Litigation – three items, RCW 42.30.110(1)(i)

Executive Session was extended 10 minutes. Executive Session ended at 8:50 p.m.

**Motion** made by Councilmember Norton, seconded by Councilmember Toyer, to authorize the Mayor to sign the first amendment to lease setting terms and termination date with I-5 Supply. **Motion** passed unanimously.

**Motion** made by Councilmember Muller, seconded by Councilmember Toyer, to authorize the Mayor to sign the amendment to short term lease for Abhe and Svobada, Inc. for 1218 1<sup>st</sup> Street. **Motion** passed unanimously.

### **Adjournment**

The meeting was adjourned at 8:50 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Mayor  
Jon Nehring

# *Index #2*

**CITY OF MARYSVILLE**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10, 2018**

AGENDA ITEM: Payroll	AGENDA SECTION:	
PREPARED BY: Sandy Langdon, Finance Director	AGENDA NUMBER:	
ATTACHMENTS:	APPROVED BY:	
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

**RECOMMENDED ACTION:**

The Finance and Executive Departments recommend City Council approve the November 20, 2018 payroll in the amount \$1,055,629.78, paid by EFT Transactions and Check No.'s 32093 through 32113 with Check No. 90927 voided and reissued with Check No. 32092.

**COUNCIL ACTION:**

# *Index #3*

**CITY OF MARYSVILLE**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10, 2018**

AGENDA ITEM: Claims	AGENDA SECTION:	
PREPARED BY: Sandy Langdon, Finance Director	AGENDA NUMBER:	
ATTACHMENTS: Claims Listings	APPROVED BY:	
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

Please see attached.

**RECOMMENDED ACTION:**

**The Finance and Executive Departments recommend City Council approve the November 21, 2018 claims in the amount of \$1,192,471.83 paid by EFT transactions and Check No.'s 128533 through 128695 with Check No. 128199 voided.**

**COUNCIL ACTION:**

BLANKET CERTIFICATION  
**CLAIMS**  
FOR  
**PERIOD-11**

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE **CLAIMS** IN THE AMOUNT OF **\$1,192,471.83 PAID BY EFT TRANSACTIONS AND CHECK NO.'S 128533 THROUGH 128695 WITH CHECK NO. 128199 VOIDED**. ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF MARYSVILLE, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND TO CERTIFY SAID CLAIMS.

\_\_\_\_\_  
AUDITING OFFICER DATE

\_\_\_\_\_  
MAYOR DATE

WE, THE UNDERSIGNED COUNCIL MEMBERS OF MARYSVILLE, WASHINGTON DO HEREBY APPROVE FOR PAYMENT THE ABOVE MENTIONED **CLAIMS** ON THIS **10<sup>th</sup> DAY OF DECEMBER 2018**.

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

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COUNCIL MEMBER

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COUNCIL MEMBER

**CITY OF MARYSVILLE  
 INVOICE LIST**

**FOR INVOICES FROM 11/15/2018 TO 11/21/2018**

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
128533	LICENSING, DEPT OF	CPL BATCH 11/15/18	GENERAL FUND	864.00
128534	REVENUE, DEPT OF	TAXES-OCT 2018	CITY CLERK	0.14
	REVENUE, DEPT OF		COMMUNITY	3.68
	REVENUE, DEPT OF		WATER/SEWER OPERATION	24.81
	REVENUE, DEPT OF		INFORMATION SERVICES	31.64
	REVENUE, DEPT OF		RECREATION SERVICES	42.02
	REVENUE, DEPT OF		POLICE ADMINISTRATION	51.61
	REVENUE, DEPT OF		CITY STREETS	164.71
	REVENUE, DEPT OF		GENERAL FUND	224.73
	REVENUE, DEPT OF		GOLF ADMINISTRATION	326.79
	REVENUE, DEPT OF		GOLF COURSE	6,312.42
	REVENUE, DEPT OF		STORM DRAINAGE	6,314.63
	REVENUE, DEPT OF		SOLID WASTE OPERATIONS	31,797.75
	REVENUE, DEPT OF		UTIL ADMIN	70,242.67
128535	ABBEG, JIM	UB REFUND	WATER/SEWER OPERATION	206.47
128536	ADVANTAGE BUILDING S	JANITORIAL SERVICES	WASTE WATER TREATMENT	-2,435.76
	ADVANTAGE BUILDING S		PUBLIC SAFETY BLDG	-690.20
	ADVANTAGE BUILDING S		SUNNYSIDE FILTRATION	-0.80
	ADVANTAGE BUILDING S		WATER FILTRATION PLANT	84.84
	ADVANTAGE BUILDING S		SUNNYSIDE FILTRATION	394.00
	ADVANTAGE BUILDING S		UTIL ADMIN	848.41
	ADVANTAGE BUILDING S		COMMUNITY CENTER	848.41
	ADVANTAGE BUILDING S		COURT FACILITIES	1,272.61
	ADVANTAGE BUILDING S		CITY HALL	1,272.61
	ADVANTAGE BUILDING S		WASTE WATER TREATMENT	1,355.84
	ADVANTAGE BUILDING S		MAINT OF GENL PLANT	1,696.70
	ADVANTAGE BUILDING S		PUBLIC SAFETY BLDG	1,832.56
	ADVANTAGE BUILDING S		PARK & RECREATION FAC	3,817.82
128537	ALL BATTERY SALES &	CONNECTORS	EQUIPMENT RENTAL	8.67
128538	ALPINE PRODUCTS INC	REFLECTORS AND BUTTONS	TRAFFIC CONTROL DEVICES	4,895.32
128539	ANDERSON, JOHN V	UB REFUND	WATER/SEWER OPERATION	287.30
128540	ARAMARK UNIFORM	UNIFORM CLEANING	SMALL ENGINE SHOP	6.55
	ARAMARK UNIFORM	UNIFORM SERVICE	SMALL ENGINE SHOP	6.55
	ARAMARK UNIFORM		EQUIPMENT RENTAL	70.75
	ARAMARK UNIFORM	UNIFORM CLEANING	EQUIPMENT RENTAL	76.64
128541	ARLINGTON, CITY OF	STORM WATER FEES-STILLY	WATER FILTRATION PLANT	42.56
128542	AUSTIN, MARGARET	REFUND CLASS FEES	PARKS-RECREATION	12.00
128543	BANK OF AMERICA	PARKING REIMBURSEMENT	EXECUTIVE ADMIN	6.00
128544	BANK OF AMERICA	INVESTIGATION EXPENSE	POLICE INVESTIGATION	17.42
128545	BANK OF AMERICA	TRAINING REIMBURSEMENT	COMMUNITY	35.00
128546	BANK OF AMERICA	TRAVEL REIMBURSEMENT	ENGR-GENL	3.00
	BANK OF AMERICA		ENGR-GENL	32.22
128547	BANK OF AMERICA	EMBEDDED SOCIAL WORKER PROGRAM	EMBEDDED SOCIAL WORKER	99.60
128548	BANK OF AMERICA	TRAINING REIMBURSEMENT	MUNICIPAL COURTS	58.52
	BANK OF AMERICA		PROBATION	67.02
128549	BANK OF AMERICA	MEAL REIMBURSEMENT	CITY COUNCIL	226.84
128550	BANK OF AMERICA	UNIFORM REIMBURSEMENT	K9 PROGRAM	259.08
128551	BANK OF AMERICA	SUPPLY REIMBURSEMENT	EXECUTIVE ADMIN	348.37
128552	BANK OF AMERICA	JOB POSTING/WEBINAR/WELLNESS REIMB	PERSONNEL ADMINISTRATION	3.26
	BANK OF AMERICA		PERSONNEL ADMINISTRATION	350.00
128553	BANK OF AMERICA	ADVERTISING/SUPPLY REIMBURSEMENT	PARK & RECREATION FAC	25.49
	BANK OF AMERICA		COMMUNITY EVENTS	43.52
	BANK OF AMERICA		OPERA HOUSE	47.26
	BANK OF AMERICA		OPERA HOUSE	324.61
128554	BANK OF AMERICA	REGISTRATION/TRAINING/MEAL REIMB	FINANCE-GENL	1.74
	BANK OF AMERICA		EXECUTIVE ADMIN	14.14
	BANK OF AMERICA		EXECUTIVE ADMIN	35.00

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128554	BANK OF AMERICA	REGISTRATION/TRAINING/MEAL REIMB	CITY COUNCIL	50.00
	BANK OF AMERICA		NON-DEPARTMENTAL	345.84
	BANK OF AMERICA		UTIL ADMIN	345.85
128555	BANK OF AMERICA	REGISTRATION/TRAVEL REIMBURSEMENT	LEGAL-GENL	251.00
	BANK OF AMERICA		LEGAL-GENL	546.22
128556	BANK OF AMERICA	TRAVEL/SUPPLY REIMBURSEMENT	WATER/SEWER OPERATION	-13.56
	BANK OF AMERICA		UTIL ADMIN	79.00
	BANK OF AMERICA		UTIL ADMIN	162.56
	BANK OF AMERICA		ENGR-GENL	235.00
	BANK OF AMERICA		TRAINING	421.68
128557	BANK OF AMERICA	SUPPLY REIMBURSEMENT	FINANCE-GENL	8.95
	BANK OF AMERICA		COMPUTER SERVICES	11.00
	BANK OF AMERICA		UTILITY BILLING	13.19
	BANK OF AMERICA		COMPUTER SERVICES	30.87
	BANK OF AMERICA		IS REPLACEMENT ACCOUNTS	98.10
	BANK OF AMERICA		FINANCE-GENL	106.90
	BANK OF AMERICA		GOLF ADMINISTRATION	155.94
	BANK OF AMERICA		RECREATION SERVICES	262.44
	BANK OF AMERICA		COMPUTER SERVICES	335.16
	BANK OF AMERICA		CITY CLERK	1,055.96
128558	BANK OF AMERICA	TRAVEL/SUPPLY REIMBURSEMENT	WATER/SEWER OPERATION	-102.84
	BANK OF AMERICA		ENGR-GENL	210.32
	BANK OF AMERICA		WASTE WATER TREATMENT	393.20
	BANK OF AMERICA		UTIL ADMIN	1,641.64
128559	BANK OF AMERICA	XMAS TREE, LIGHTS, CORDS, CONF EXPENSE	GENERAL FUND	-145.87
	BANK OF AMERICA		PARK & RECREATION FAC	49.28
	BANK OF AMERICA		PARK & RECREATION FAC	164.88
	BANK OF AMERICA		PARK & RECREATION FAC	212.56
	BANK OF AMERICA		OPERA HOUSE	356.59
	BANK OF AMERICA		COMMUNITY EVENTS	1,748.80
128560	BARKER, ROCHELLE	REIMBURSE MILEAGE	LEGAL-GENL	14.50
128561	BERK CONSULTING INC.	MIC SUBAREA PLAN	COMMUNITY	14,176.13
128562	BERRY NEON SIGN SYST	SIGN REPAIR	COURT FACILITIES	692.18
128563	BILLING DOCUMENT SPE	TRANSACTION FEES	UTILITY BILLING	2,572.19
	BILLING DOCUMENT SPE	BILL PRINTING SERVICE	UTILITY BILLING	4,651.82
128564	BILLS BLUEPRINT INC	PRINTING SERVICES	GMA-PARKS	29.11
128565	BIRD, TIFFANY	REFUND CLASS FEES	PARKS-RECREATION	12.00
128566	BLUE MARBLE ENV	WASTE REDUCTION/RECYCLING PROGRAM	RECYCLING OPERATION	7,451.78
128567	BRANDT, NISSA	WELLNESS EXPENSE	PERSONNEL ADMINISTRATION	500.00
128568	BT HOMES LLC	UB REFUND	WATER/SEWER OPERATION	104.95
128569	CADMAN MATERIALS INC	ASPHALT	ROADWAY MAINTENANCE	146.98
	CADMAN MATERIALS INC		ROADWAY MAINTENANCE	150.60
128570	CAPTAIN DIZZYS EXXON	CAR WASHES	PARK & RECREATION FAC	4.50
	CAPTAIN DIZZYS EXXON		POLICE PATROL	94.50
128571	CENTRAL WELDING SUPP	BLOODBORNE PATHOGEN KITS	ER&R	31.88
	CENTRAL WELDING SUPP	GLOVES	ER&R	92.69
	CENTRAL WELDING SUPP	BLOODBORNE PATHOGEN KITS	ER&R	95.64
	CENTRAL WELDING SUPP	PADLOCKS W/SHACKLES	ER&R	157.76
	CENTRAL WELDING SUPP	FIRST AID KITS AND BLOODBORNE	ER&R	266.20
	CENTRAL WELDING SUPP	PADLOCKS, ANCHORS, TAPE AND EAR PLUGS	ER&R	431.94
	CENTRAL WELDING SUPP	RAIN GEAR	ER&R	451.68
128572	CHENNAULT, KARI	REIMBURSE PARKING FEES	UTIL ADMIN	9.00
128573	COLSON, DALE	UB REFUND	GARBAGE	65.94
128574	COMCAST	CABLE SERVICE-KBCC	COMMUNITY CENTER	60.99
128575	CONSOLIDATED ELECTRI	STREET LIGHTING	STREET LIGHTING	4,074.89
128576	COSTLESS SENIOR SRVC	INMATE PRESCRIPTIONS	DETENTION & CORRECTION	340.47
128577	CUZ CONCRETE PROD	MANHOLE RING	ROADWAY MAINTENANCE	43.07



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128578	D R HORTON	UB REFUND 8123 80	WATER/SEWER OPERATION	55.42
128579	D R HORTON	UB REFUND 8156 80	WATER/SEWER OPERATION	58.92
128580	DAVEY TREE SURGERY	TREE REMOVAL	FORESTRY MAINTENANCE	1,627.12
128581	DELL	MONITOR STAND	COMPUTER SERVICES	81.81
128582	DIAMOND B	REPAIR HEAT PUMP	WASTE WATER TREATMENT	371.58
	DIAMOND B	REPLACE AC UNIT	UTIL ADMIN	2,116.58
128583	DICKS TOWING	TOWING EXPENSE-#P151	EQUIPMENT RENTAL	71.61
	DICKS TOWING	TOWING EXPENSE-#J031	EQUIPMENT RENTAL	309.30
128584	DONNELSON ELECTRIC	REPLACE 3 HEATERS AND WALL T-STAT	CITY HALL	1,112.82
128585	DUNDORE, MARK	UB REFUND	WATER/SEWER OPERATION	80.86
	DUNDORE, MARK		WATER/SEWER OPERATION	80.86
128586	E&E LUMBER	CLAMPS AND PVC STRAPS	WASTE WATER TREATMENT	23.21
	E&E LUMBER	LUMBER AND CLAMPS	PUBLIC SAFETY BLDG	33.58
	E&E LUMBER	GARBAGE CAN	POLICE PATROL	50.26
	E&E LUMBER	NAIL GUN NAILS	WATER DIST MAINS	70.16
	E&E LUMBER	LUMBER, DOOR AND SUPPLIES	WATER DIST MAINS	1,394.27
128587	EAST JORDAN IRON WOR	MANHOLE FRAME AND LID	SEWER MAIN COLLECTION	298.91
128588	ECOLOGY, DEPT. OF	BIOSOLIDS PERMIT	UTIL ADMIN	3,750.30
128589	EMME, KYLA	REIMBURSE MILEAGE	EXECUTIVE ADMIN	27.32
128590	EVERETT COMMUNITY CO	FLAGGER CERTIFICATION-REISWIG	UTIL ADMIN	75.00
128591	EVERETT, CITY TREAS	WATER FILTRATION SERVICES	SOURCE OF SUPPLY	213,803.75
128592	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155819	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155821	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155822	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155823	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155824	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155825	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155826	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155827	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155828	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155829	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155830	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155831	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155832	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155833	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156396	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156401	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156402	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156404	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156405	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156406	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156410	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156411	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156412	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156413	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156414	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156415	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156416	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156417	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3156418	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3155820	GMA - STREET	822.75
128593	FOURNIER, KALA	REFUND CLASS FEES	PARKS-RECREATION	70.00
128594	FRONTIER COMMUNICATI	ACCT #36065894930725005	POLICE INVESTIGATION	32.25
	FRONTIER COMMUNICATI		RECREATION SERVICES	32.25
	FRONTIER COMMUNICATI	ACCT #36065150331108105	EXECUTIVE ADMIN	34.58
	FRONTIER COMMUNICATI	ACCT #36065774950927115	STREET LIGHTING	51.05
	FRONTIER COMMUNICATI	ACCT #36065836350725085	UTIL ADMIN	56.93

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128594	FRONTIER COMMUNICATI	ACCT #36065836350725085	COMMUNITY	56.93
	FRONTIER COMMUNICATI	ACCT #36065852920604075	PERSONNEL ADMINISTRATION	87.37
	FRONTIER COMMUNICATI	ACCT #36065755320112185	OPERA HOUSE	119.71
	FRONTIER COMMUNICATI	ACCT #42533578930731175	SUNNYSIDE FILTRATION	214.00
	FRONTIER COMMUNICATI	ACCT #36065852920604075	MUNICIPAL COURTS	259.00
128595	GALLS, LLC	UNIFORM-PERRY	POLICE PATROL	34.02
	GALLS, LLC	UNIFORM-CONNELLY	POLICE PATROL	163.62
128596	GEIST, LOIS	REIMBURSE MEALS-TRAINING	UTIL ADMIN	69.44
128597	GEOTEST SERVICES INC	TESTING AND LABORATORY SERVICES	ARTERIAL STREET-GENL	5,680.50
128598	GOVCONNECTION INC	UPS'S AND CABLES	COMPUTER SERVICES	441.08
128599	GRAINGER	IR THERMOMETERS	ROADWAY MAINTENANCE	180.43
128600	GRAVITY PAYMENTS	TRANSACTION FEES	UTILITY BILLING	13,647.02
128601	GREENSHIELDS	PRESSURE WASHER HOSES	MAINT OF GENL PLANT	289.56
128602	HA, ELIZABETH JEAN	INSTRUCTOR SERVICES	RECREATION SERVICES	124.80
	HA, ELIZABETH JEAN		RECREATION SERVICES	189.00
128603	HB JAEGER COMPANY	METER WRENCH	ER&R	94.28
	HB JAEGER COMPANY	PAINT	ER&R	208.95
128604	HD FOWLER COMPANY	ADAPTERS AND COUPLINGS	PARK & RECREATION FAC	28.05
	HD FOWLER COMPANY	REPAIR BANDS	WATER DIST MAINS	705.13
128605	HDR ENGINEERING	PROFESSIONAL SERVICES	GMA - STREET	25,115.61
128606	HEALTH, DEPT OF	PRINCIPAL/INTEREST PAYMENT	ENTERPRISE D/S	20,015.79
	HEALTH, DEPT OF		ENTERPRISE D/S	222,397.82
128607	INTERSTATE BATTERY	BATTERIES	ER&R	207.29
128608	IRON MOUNTAIN	ROCK	ROADWAY MAINTENANCE	1,097.95
	IRON MOUNTAIN		ROADWAY MAINTENANCE	2,009.30
128609	KELLEY, NATHAN & SHE	UB REFUND	WATER/SEWER OPERATION	23.65
128610	KENWORTH NORTHWEST	CARTRIDGES CREDIT-MIS-BILLED	EQUIPMENT RENTAL	-338.54
	KENWORTH NORTHWEST	REPROGRAMMING ECM-#H014	EQUIPMENT RENTAL	196.39
	KENWORTH NORTHWEST	CARTRIDGES	EQUIPMENT RENTAL	338.54
128611	KNOWBE4, INC.	CYBER SECURITY TRAINING	COMPUTER SERVICES	1,920.16
128612	KPFF CONSULTING	PROFESSIONAL SERVICES	GMA - STREET	4,622.36
	KPFF CONSULTING		GMA - STREET	4,826.83
	KPFF CONSULTING		GMA - STREET	17,011.68
	KPFF CONSULTING		GMA - STREET	22,420.30
128613	LABOR & INDUSTRIES	LICENSE RENEWAL-OATES	POLICE PATROL	75.00
	LABOR & INDUSTRIES	LICENSE RENEWAL-ZARETZKE	POLICE PATROL	75.00
128614	LAKE STEVENS SCHOOL	MITIGATION FEES-OCT 2018	SCHOOL MIT FEES	119,232.00
128615	LAMOUREUX, THOMAS	PICKLEBALL COURT	PARK & RECREATION FAC	205.71
128616	LGI HOMES WASHINGTON	UB REFUND 5724 87	WATER/SEWER OPERATION	294.70
128617	LOOMIS	ARMORED TRUCK SERVICE	COMMUNITY	112.98
	LOOMIS		UTIL ADMIN	112.98
	LOOMIS		COMMUNITY	112.98
	LOOMIS		UTIL ADMIN	112.98
	LOOMIS		GOLF ADMINISTRATION	176.69
	LOOMIS		GOLF ADMINISTRATION	176.69
	LOOMIS		UTILITY BILLING	225.97
	LOOMIS		UTILITY BILLING	225.97
	LOOMIS		POLICE ADMINISTRATION	451.93
	LOOMIS		MUNICIPAL COURTS	451.93
	LOOMIS		POLICE ADMINISTRATION	451.93
	LOOMIS		MUNICIPAL COURTS	451.93
128618	LOWES HIW INC	COVERING	SOURCE OF SUPPLY	107.79
128619	MARYSVILLE DOG OWNER	HOTEL/MOTEL GRANT	HOTEL/MOTEL TAX	3,000.00
128620	MARYSVILLE PRINTING	FORM PRINTING	UTIL ADMIN	181.87
128621	MARYSVILLE SCHOOL	MITIGATION FEES-OCT 2018	SCHOOL MIT FEES	10,864.00
128622	MARYSVILLE, CITY OF	UTILITY SERVICE-514 DELTA AVE RESTROOM	PARK & RECREATION FAC	126.13
	MARYSVILLE, CITY OF	UTILITY SERVICE-TUSCAN RIDGE IRR	PARK & RECREATION FAC	179.07

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128622	MARYSVILLE, CITY OF	UTILTIY SERVICE-6802 84TH ST NE	GOLF ADMINISTRATION	204.27
	MARYSVILLE, CITY OF	UTILITY SERVICE-61 STATE AVE	PARK & RECREATION FAC	206.77
	MARYSVILLE, CITY OF	UTILTIY SERVICE-1407 1ST ST IRR	STORM DRAINAGE	354.06
	MARYSVILLE, CITY OF	UTILITY SERVICE-1ST ST & STATE AVE IRR	PARK & RECREATION FAC	584.29
	MARYSVILLE, CITY OF	UTILITY SERVICE-1529 3RD ST IRR	WATER SERVICES	708.60
	MARYSVILLE, CITY OF	UTILITY SERVICE-514 DELTA AVE	PARK & RECREATION FAC	2,296.84
128623	MENNIE, CONNIE	REIMBURSE MILEAGE AND PARKING	EXECUTIVE ADMIN	14.53
	MENNIE, CONNIE	REIMBURSE MILEAGE	EXECUTIVE ADMIN	24.34
128624	MESSERLY, CONNIE	REIMBURSE WELLNESS EXPENSE	PERSONNEL ADMINISTRATION	51.17
128625	MILES SAND & GRAVEL	CEMENT	STREET LIGHTING	442.41
128626	MILLER, KATIE	REFUND CLASS FEES	PARKS-RECREATION	80.00
128627	MOORE MEDICAL CORP	GLOVES	POLICE PATROL	501.23
128628	MORRIS, SCOTT & DEBB	UB REFUND	WATER/SEWER OPERATION	7.76
128629	MOTOR TRUCKS	ANTIFREEZE	EQUIPMENT RENTAL	126.67
128630	MOUNTAIN MIST	WATER COOLER RENTAL/BOTTLED WATER	SEWER MAIN COLLECTION	6.03
	MOUNTAIN MIST		WASTE WATER TREATMENT	6.04
	MOUNTAIN MIST		SOLID WASTE OPERATIONS	6.04
128631	NAGARA	WINTER REGIONAL FORUM-BARKER	LEGAL-GENL	149.00
128632	NEWPORT, KATRINA	REIMBURSE CERTIFICATION EXPENSE	COMMUNITY	45.10
	NEWPORT, KATRINA		COMMUNITY	118.46
128633	NORTH SOUND HOSE	FIRE HOSE REPAIR PARTS	WATER DIST MAINS	2,220.20
128634	NORTHSTAR CHEMICAL	SODIUM HYPOCHLORITE	WASTE WATER TREATMENT	4,102.38
128635	OFFICE DEPOT	OFFICE SUPPLIES	POLICE PATROL	68.23
	OFFICE DEPOT		CITY CLERK	116.33
	OFFICE DEPOT		CITY COUNCIL	116.33
	OFFICE DEPOT		FINANCE-GENL	116.35
	OFFICE DEPOT		COMMUNITY	158.28
	OFFICE DEPOT		EXECUTIVE ADMIN	161.17
	OFFICE DEPOT	EVIDENCE SUPPLIES	POLICE PATROL	218.21
	OFFICE DEPOT	INMATE CUPS	DETENTION & CORRECTION	488.99
	OFFICE DEPOT	OFFICE SUPPLIES	COMMUNITY	589.37
	OFFICE DEPOT		POLICE PATROL	611.56
128636	PACIFIC LIVING PROPE	UB REFUND LODGE APARTMENTS	GARBAGE	7,003.44
128637	PACIFIC PLUMBING	FLANGE KIT	CITY HALL	20.79
128638	PARTS STORE, THE	WARRANTY CREDIT FOR BLOWER MOTOR	EQUIPMENT RENTAL	-92.76
	PARTS STORE, THE	WATER PUMP	EQUIPMENT RENTAL	50.48
	PARTS STORE, THE	BLOWER MOTOR	EQUIPMENT RENTAL	92.76
	PARTS STORE, THE	BLADES, RELAYS AND LENS	ER&R	172.42
	PARTS STORE, THE	VW FLUID, FILTERS, RELAYS AND BLADES	ER&R	267.45
128639	PARTSMASTER	FLOODLIGHTS	FACILITY MAINTENANCE	320.94
128640	PEACE OF MIND	MINUTE TAKING SERVICE	CITY CLERK	250.80
128641	PEDERSON, DALE	UB REFUND	WATER/SEWER OPERATION	252.45
128642	PETEK, THOMAS C	EVALUATION FEES	POLICE ADMINISTRATION	200.00
128643	PETROCARD SYSTEMS	FUEL CONSUMED	ENGR-GENL	74.04
	PETROCARD SYSTEMS		STORM DRAINAGE	91.43
	PETROCARD SYSTEMS		EQUIPMENT RENTAL	109.31
	PETROCARD SYSTEMS		FACILITY MAINTENANCE	123.67
	PETROCARD SYSTEMS		COMMUNITY	182.26
	PETROCARD SYSTEMS		PARK & RECREATION FAC	663.68
	PETROCARD SYSTEMS		GENERAL	3,123.91
	PETROCARD SYSTEMS		MAINT OF EQUIPMENT	4,879.94
	PETROCARD SYSTEMS		SOLID WASTE OPERATIONS	5,073.98
	PETROCARD SYSTEMS		POLICE PATROL	9,381.91
128644	PETTY CASH- FINANCE	LICENSING FEES/SHIPPING/WATER	WASTE WATER TREATMENT	6.52
	PETTY CASH- FINANCE		EQUIPMENT RENTAL	14.75
	PETTY CASH- FINANCE		COMMUNITY	18.90
	PETTY CASH- FINANCE		EQUIPMENT RENTAL	44.75

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128644	PETTY CASH- FINANCE	LICENSING FEES/SHIPPING/WATER	EQUIPMENT RENTAL	44.75
	PETTY CASH- FINANCE		EQUIPMENT RENTAL	44.75
128645	PETTY CASH-COMM DEV	MEETING SUPPLIES/MAILING/HARDWARE	COMMUNITY	23.52
	PETTY CASH-COMM DEV		COMMUNITY	43.43
128646	PGC INTERBAY LLC	PROFESSIONAL SERVICES	PRO-SHOP	18.61
	PGC INTERBAY LLC		PRO-SHOP	36.00
	PGC INTERBAY LLC		MAINTENANCE	48.17
	PGC INTERBAY LLC		MAINTENANCE	148.33
	PGC INTERBAY LLC		PRO-SHOP	252.65
	PGC INTERBAY LLC		PRO-SHOP	264.25
	PGC INTERBAY LLC		PRO-SHOP	424.65
	PGC INTERBAY LLC		PRO-SHOP	690.15
	PGC INTERBAY LLC		MAINTENANCE	703.17
	PGC INTERBAY LLC		MAINTENANCE	827.56
	PGC INTERBAY LLC		PRO-SHOP	880.00
	PGC INTERBAY LLC		MAINTENANCE	916.04
	PGC INTERBAY LLC		MAINTENANCE	957.00
	PGC INTERBAY LLC		GOLF COURSE	1,314.50
	PGC INTERBAY LLC		GOLF COURSE	1,344.87
	PGC INTERBAY LLC		MAINTENANCE	1,636.17
128647	PHIPPS, KEVIN	REIMBURSE CDL RENEWAL FEES	SOLID WASTE OPERATIONS	102.00
128648	PIGSKIN UNIFORMS	JUMPSUIT-MCKENNA	POLICE PATROL	575.75
128649	PITCH PERFECT SOCCER	INSTRUCTOR SERVICES	RECREATION SERVICES	291.00
	PITCH PERFECT SOCCER		RECREATION SERVICES	291.00
	PITCH PERFECT SOCCER		RECREATION SERVICES	523.80
	PITCH PERFECT SOCCER		RECREATION SERVICES	523.80
128650	PLATT ELECTRIC	MARKERS AND TIES	WASTE WATER TREATMENT	111.03
128651	POLLARDWATER	GLS SAMPLE CELLS	WATER DIST MAINS	47.44
	POLLARDWATER	SENSOR COVERS, FILTER SETS AND DISKS	WATER DIST MAINS	1,226.96
128652	POSTAL SERVICE	POSTAGE	COMMUNITY	311.17
	POSTAL SERVICE		UTIL ADMIN	804.76
128653	PUBLIC SAFETY TESTIN	PRE-EMPLOYMENT SCREENING	POLICE ADMINISTRATION	400.00
128654	PUD	INSTALL STREET LIGHT-135TH ST NE	STREET LIGHTING	4,585.00
128655	PUD	ACCT #201346665	SEWER LIFT STATION	13.61
	PUD	ACCT #202461026	MAINT OF GENL PLANT	15.31
	PUD	ACCT #204262620	TRAFFIC CONTROL DEVICES	15.31
	PUD	ACCT #204259469	TRAFFIC CONTROL DEVICES	16.44
	PUD	ACCT #204260343	TRAFFIC CONTROL DEVICES	16.44
	PUD	ACCT #205195373	PARK & RECREATION FAC	16.44
	PUD	ACCT #200973956	SEWER LIFT STATION	17.89
	PUD	ACCT #202011813	PUMPING PLANT	18.64
	PUD	ACCT #200501617	TRANSPORTATION	23.50
	PUD	ACCT #202794657	TRANSPORTATION	38.89
	PUD	ACCT #200448801	TRANSPORTATION	41.72
	PUD	ACCT #203199732	TRANSPORTATION	46.01
	PUD	ACCT #203500020	STREET LIGHTING	46.85
	PUD	ACCT #202524690	PUMPING PLANT	50.41
	PUD	ACCT #202303301	SEWER LIFT STATION	58.45
	PUD	ACCT #221115934	MAINT OF GENL PLANT	59.85
	PUD	ACCT #200061463	PARK & RECREATION FAC	63.37
	PUD	ACCT #202175956	TRAFFIC CONTROL DEVICES	65.56
	PUD	ACCT #201628880	WASTE WATER TREATMENT	66.01
	PUD	ACCT #202288585	TRANSPORTATION	68.79
	PUD	ACCT #220681340	STORM DRAINAGE	76.08
	PUD	ACCT #202426482	PUBLIC SAFETY BLDG	81.06
	PUD	ACCT #205237738	TRAFFIC CONTROL DEVICES	115.30
	PUD	ACCT #201909637	SEWER LIFT STATION	116.14

**CITY OF MARYSVILLE  
 INVOICE LIST**

**FOR INVOICES FROM 11/15/2018 TO 11/21/2018**

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
128655	PUD	ACCT #205239270	TRAFFIC CONTROL DEVICES	133.23
	PUD	ACCT #201225067	PARK & RECREATION FAC	159.84
	PUD	ACCT #201147253	PUMPING PLANT	220.46
	PUD	ACCT #201247699	STREET LIGHTING	299.05
	PUD	ACCT #201675634	WASTE WATER TREATMENT	405.35
	PUD	ACCT #202177333	MAINT OF GENL PLANT	572.42
	PUD	ACCT #201587284	WASTE WATER TREATMENT	690.11
	PUD	ACCT #201639689	MAINT OF GENL PLANT	899.70
	PUD	ACCT #200021871	COURT FACILITIES	998.05
	PUD	ACCT #201617479	CITY HALL	1,157.51
	PUD	ACCT #202604203	STREET LIGHTING	1,632.18
	PUD		STREET LIGHTING	2,448.27
128656	RAINIER ENVIRONMENT	LAB ANALYSIS	WASTE WATER TREATMENT	800.00
128657	REIFERT, LYNN	RENTAL DEPOSIT REFUND	GENERAL FUND	250.00
128658	RH2 ENGINEERING INC	PROFESSIONAL SERVICES	WATER CAPITAL PROJECTS	151.44
	RH2 ENGINEERING INC		WATER CAPITAL PROJECTS	940.70
	RH2 ENGINEERING INC		WATER CAPITAL PROJECTS	1,312.78
	RH2 ENGINEERING INC		WATER CAPITAL PROJECTS	2,747.77
	RH2 ENGINEERING INC		WATER CAPITAL PROJECTS	2,819.35
	RH2 ENGINEERING INC		WATER CAPITAL PROJECTS	14,776.54
128659	RICOH USA, INC.	HD REMOVAL TO COMPLY W/ACCESS	COMPUTER SERVICES	381.85
128660	RIVERA, STEPHANIE &	UB REFUND	WATER/SEWER OPERATION	20.36
128661	ROY ROBINSON	DIAGNOSE AND REPAIR #P149	EQUIPMENT RENTAL	567.17
128662	SAFEWAY INC.	JAIL SUPPLIES AND WATER	DETENTION & CORRECTION	13.68
	SAFEWAY INC.		POLICE PATROL	26.14
128663	SCORE	INMATE HOUSING-OCT 2018	DETENTION & CORRECTION	18,600.00
128664	SEATTLE TIMES, THE	SUBSCRIPTION	EXECUTIVE ADMIN	109.20
128665	SMOKEY POINT CONCRET	DRAIN ROCK	SOURCE OF SUPPLY	116.00
128666	SNO CO TREASURER	CRIME VICTIM/WITNESS FUNDS	CRIME VICTIM	819.38
128667	SNOHOMISH CO 911	DISPATCH SERVICES	COMMUNICATION CENTER	84,327.15
128668	SONITROL	SECURITY MONITORING SERVICES	STORM DRAINAGE	143.00
	SONITROL		UTIL ADMIN	144.56
	SONITROL		COMMUNITY CENTER	154.96
	SONITROL		PUBLIC SAFETY BLDG	177.72
	SONITROL		SUNNYSIDE FILTRATION	239.00
	SONITROL		PARK & RECREATION FAC	287.04
	SONITROL		MAINT OF GENL PLANT	315.12
	SONITROL		CITY HALL	361.92
	SONITROL		WASTE WATER TREATMENT	575.76
128669	SOUND PUBLISHING	LEGAL AD	CITY CLERK	188.37
128670	SOUTHAM CREATIVE, LL	PARKS VIDEO	EXECUTIVE ADMIN	4,850.00
128671	SOUTHERN COMPUTER	POWER SUPPLIES	IS REPLACEMENT ACCOUNTS	255.18
	SOUTHERN COMPUTER		IS REPLACEMENT ACCOUNTS	510.37
128672	SSA OIL INC	UB REFUND 520251000000	WATER/SEWER OPERATION	532.33
128673	SSA OIL INC	UB REFUND 520252000000	WATER/SEWER OPERATION	606.89
128674	STEELE, ERICA	REIMBURSE MILEAGE	EXECUTIVE ADMIN	32.86
128675	STEPS TOWARDS INDEPE	REFUND RENTAL FEES	PARKS-RECREATION	115.00
128676	SWICK-LAFAVE, JULIE	REIMBURSE JAIL SUPPLIES	DETENTION & CORRECTION	23.98
128677	TAPCO	FLEX SIGN 12 UPGRADE	CITY STREETS	-51.43
	TAPCO	SIGN AND FONT LIBRARY RENEWAL	CITY STREETS	-12.97
	TAPCO		TRANSPORTATION	155.47
	TAPCO	FLEX SIGN 12 UPGRADE	TRANSPORTATION	616.68
128678	THE RENTAL CONNECTIO	UB REFUND TNT OLSON	WATER/SEWER OPERATION	137.05
128679	THYSSENKRUPP ELEVATO	PREVENTATIVE MAINTENANCE	PUBLIC SAFETY BLDG	303.96
	THYSSENKRUPP ELEVATO		CITY HALL	303.96
128680	TRANSPORTATION, DEPT	GOOD TO GO FEES	WATER FILTRATION PLANT	2.75
	TRANSPORTATION, DEPT		POLICE PATROL	2.75

**CITY OF MARYSVILLE  
 INVOICE LIST**

**FOR INVOICES FROM 11/15/2018 TO 11/21/2018**

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
128681	TRIMBLE SR, JAMES &	UB REFUND	WATER/SEWER OPERATION	140.01
128682	TULALIP CHAMBER	HOME FOR THE HOLIDAYS DINNER & AUCTION	FINANCE-GENL	55.00
	TULALIP CHAMBER		PARK & RECREATION FAC	55.00
	TULALIP CHAMBER		CITY COUNCIL	110.00
	TULALIP CHAMBER		EXECUTIVE ADMIN	220.00
128683	UNITED PARCEL SERVIC	SHIPPING EXPENSE	POLICE PATROL	26.87
128684	UNITED RECYCLING	DEMOLITION FEES-1331 7TH & 1621 1ST	GMA - STREET	557.10
	UNITED RECYCLING		NON-DEPARTMENTAL	3,667.52
128685	UTILITIES UNDERGROUN	EXCAVATION NOTICES	UTILITY LOCATING	843.92
128686	WA STATE TREASURER	PUBLIC SAFETY & BLDG REVENUE	GENERAL FUND	587.00
	WA STATE TREASURER		GENERAL FUND	49,185.24
128687	WEBCHECK	WEBCHECK SERVICES	UTILITY BILLING	1,517.58
128688	WESTERN TRUCK	FREIGHT CREDIT	ER&R	-81.83
	WESTERN TRUCK	EXHAUST GASKETS	ER&R	248.29
	WESTERN TRUCK	PIPE, GASKET AND CLAMP	ER&R	934.19
128689	WETLAND RESOURCES	BIOLOGICAL EVALUATION	GMA-PARKS	720.00
128690	WHITE CAP CONSTRUCT	RAINGUARD COLUMN FORMS	TRANSPORTATION MANAGEM	104.67
128691	WIEMANN, MEGAN N	UB REFUND	WATER/SEWER OPERATION	47.67
128692	WOECK, DOROTHY FAYE		GARBAGE	354.87
128693	WOODMANSEE, LAUREN	REIMBURSE SPECIAL EVENT EXPENSES	OPERA HOUSE	329.39
128694	WYATT, JEREMY D & SA	UB REFUND	WATER/SEWER OPERATION	285.63
128695	YAKIMA COUNTY DOC	INMATE HOUSING-OCT 2018	DETENTION & CORRECTION	14,771.97

**WARRANT TOTAL: 1,192,493.07**

CHECK # 128199      WRONG VENDOR      (21.24)

**1,192,471.83**

REASON FOR VOIDS:  
 UNCLAIMED PROPERTY  
 INITIATOR ERROR  
 WRONG VENDOR  
 CHECK LOST/DAMAGED IN MAIL

# *Index #4*

**CITY OF MARYSVILLE**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10, 2018**

AGENDA ITEM: Claims	AGENDA SECTION:	
PREPARED BY: Sandy Langdon, Finance Director	AGENDA NUMBER:	
ATTACHMENTS: Claims Listings	APPROVED BY:	
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

Please see attached.

RECOMMENDED ACTION:  <b>The Finance and Executive Departments recommend City Council approve the November 28, 2018 claims in the amount of \$506,869.78 paid by EFT transactions and Check No.'s 128696 through 128833 with Check No.'s 128149 &amp; 128612 voided.</b>
COUNCIL ACTION:



BLANKET CERTIFICATION  
**CLAIMS**  
FOR  
**PERIOD-11**

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE **CLAIMS** IN THE AMOUNT OF **\$506,869.78 PAID BY EFT TRANSACTIONS AND CHECK NO.'S 128696 THROUGH 128833 WITH CHECK NO.'S 128149 & 128612 VOIDED.** ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF MARYSVILLE, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND TO CERTIFY SAID CLAIMS.

\_\_\_\_\_  
AUDITING OFFICER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

WE, THE UNDERSIGNED COUNCIL MEMBERS OF MARYSVILLE, WASHINGTON DO HEREBY APPROVE FOR PAYMENT THE ABOVE MENTIONED **CLAIMS** ON THIS **10<sup>th</sup> DAY OF DECEMBER 2018.**

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

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COUNCIL MEMBER

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COUNCIL MEMBER

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COUNCIL MEMBER

**CITY OF MARYSVILLE  
 INVOICE LIST**

**FOR INVOICES FROM 11/22/2018 TO 11/28/2018**

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
128696	ACCURATE ELECTRIC	JAIL DOOR ALARM ISSUE	FACILITY REPLACEMENT	4,823.08
128697	AMERICAN FOREST MNGM	ARBORIST SERVICES	FORESTRY MAINTENANCE	475.00
128698	APSCO, INC.	REBUILD KITS, BELLS AND BEARINGS	SEWER LIFT STATION	8,435.81
128699	ARAMARK UNIFORM	UNIFORM SERVICE	SMALL ENGINE SHOP	6.55
	ARAMARK UNIFORM		EQUIPMENT RENTAL	70.75
	ARAMARK UNIFORM	LINEN SERVICE	OPERA HOUSE	96.23
	ARAMARK UNIFORM		OPERA HOUSE	149.58
128700	ASKANDER, LOLA	INTERPRETER SERVICES	COURTS	125.00
	ASKANDER, LOLA		COURTS	125.00
	ASKANDER, LOLA		COURTS	125.00
128701	AUSTIN, MARGARET	REFUND CLASS FEES	PARKS-RECREATION	10.00
128702	BERGER/ABAM ENGR	PROFESSIONAL SERVICES	GMA - STREET	356.17
	BERGER/ABAM ENGR		GMA - STREET	2,473.12
128703	BERNSTEIN, SHELLY	REFUND CLASS FEES	PARKS-RECREATION	10.00
128704	BICKFORD FORD	SPARK PLUGS, IGNITION COILS AND GASKETS	EQUIPMENT RENTAL	517.49
128705	BILLING DOCUMENT SPE	BILL PRINTING SERVICE	UTILITY BILLING	3,846.17
128706	BOTESCH, NASH & HALL	CIVIC CENTER PROJECT	NON-DEPARTMENTAL	35,112.50
128707	BRENNAN, SHANNON	INSTRUCTOR SERVICES	COMMUNITY CENTER	54.00
	BRENNAN, SHANNON		COMMUNITY CENTER	87.00
	BRENNAN, SHANNON		COMMUNITY CENTER	291.00
128708	BSN SPORTS, INC	BASKETBALL NETS	RECREATION SERVICES	121.10
128709	CANAM FABRICATIONS	WELD GUARDRAIL	EQUIPMENT RENTAL	174.56
128710	CARPENTER, JEFFREY	UB REFUND	WATER/SEWER OPERATION	412.35
128711	CASCADE COLUMBIA	ALUMINUM CHLORIDE	WASTE WATER TREATMENT	12,740.83
	CASCADE COLUMBIA		WASTE WATER TREATMENT	12,886.07
128712	CASCADE MEDICAL GROU	INMATE EMERGENCY CARE	DETENTION & CORRECTION	1,000.00
128713	CENTRAL WELDING SUPP	EAR MUFFS	ER&R	50.97
	CENTRAL WELDING SUPP	PADLOCKS	ER&R	78.88
	CENTRAL WELDING SUPP	VESTS	ER&R	82.92
	CENTRAL WELDING SUPP	RAIN GEAR	ER&R	86.19
	CENTRAL WELDING SUPP		ER&R	86.19
	CENTRAL WELDING SUPP	PADLOCKS	ER&R	157.76
	CENTRAL WELDING SUPP	VESTS, EARPLUGS, PADLOCKS AND GLOVES	ER&R	762.31
128714	CHAMPION BOLT	HARDWARE	SEWER LIFT STATION	28.61
128715	CHEMTRADE CHEMICALS	ALUMINUM SULFATE	WASTE WATER TREATMENT	4,089.24
128716	CMR2 LLC	DISPOSAL FEES	ROADSIDE VEGETATION	125.00
128717	CONTECH ENGINEERED	FREIGHT CHARGES	STORM DRAINAGE	230.00
128718	COOP SUPPLY	STRAW BALES	ROADSIDE VEGETATION	85.03
128719	COPIERS NORTHWEST	PRINTER/COPIER CHARGES	COMMUNITY CENTER	43.45
	COPIERS NORTHWEST		GENERAL	104.07
	COPIERS NORTHWEST		WASTE WATER TREATMENT	131.38
	COPIERS NORTHWEST		LEGAL - PROSECUTION	142.55
	COPIERS NORTHWEST		PROBATION	147.57
	COPIERS NORTHWEST		ENGR-GENL	160.19
	COPIERS NORTHWEST		UTILITY BILLING	171.28
	COPIERS NORTHWEST		CITY CLERK	191.05
	COPIERS NORTHWEST		FINANCE-GENL	191.05
	COPIERS NORTHWEST		EXECUTIVE ADMIN	195.26
	COPIERS NORTHWEST		MUNICIPAL COURTS	260.17
	COPIERS NORTHWEST		PARK & RECREATION FAC	346.62
	COPIERS NORTHWEST		POLICE INVESTIGATION	362.55
	COPIERS NORTHWEST		UTIL ADMIN	383.38
	COPIERS NORTHWEST		COMMUNITY	476.59
	COPIERS NORTHWEST		DETENTION & CORRECTION	536.29
	COPIERS NORTHWEST		PERSONNEL ADMINISTRATION	593.42
	COPIERS NORTHWEST		OFFICE OPERATIONS	2,188.71
128720	CORE & MAIN LP	METER BOXES AND LIDS	WATER SERVICES	1,085.55

**CITY OF MARYSVILLE  
 INVOICE LIST**

**FOR INVOICES FROM 11/22/2018 TO 11/28/2018**

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
128721	CUSTOM BIOPLASTICS	PET WASTE BAGS	STORM DRAINAGE	2,061.99
128722	D R HORTON	UB REFUND 8122 81	WATER/SEWER OPERATION	50.00
128723	DAVID, KELLY	UB REFUND	WATER/SEWER OPERATION	26.37
128724	DELTA SAFETY	ASBESTOS REFRESHER TRAINING	UTIL ADMIN	35.54
	DELTA SAFETY		UTIL ADMIN	35.54
	DELTA SAFETY		UTIL ADMIN	248.78
	DELTA SAFETY		UTIL ADMIN	284.38
128725	DICKS TOWING	TOWING EXPENSE-#P151	EQUIPMENT RENTAL	71.61
	DICKS TOWING	TOWING EXPENSE-MP18-60649	POLICE PATROL	71.61
128726	DOBYNS FAMILY LLC	UB REFUND	WATER/SEWER OPERATION	482.00
128727	E&E LUMBER	HARDWARE CREDIT	WATER DIST MAINS	-138.70
	E&E LUMBER	STRETCH FILM	PARK & RECREATION FAC	10.99
	E&E LUMBER	TAPE	PARK & RECREATION FAC	14.63
	E&E LUMBER	CAM BATTERY	COURT FACILITIES	18.11
	E&E LUMBER	CONDUIT	ROADSIDE VEGETATION	18.83
	E&E LUMBER	SHEET ROCK	FACILITY MAINTENANCE	21.24
	E&E LUMBER	LIGHT BULBS	PARK & RECREATION FAC	22.89
	E&E LUMBER	SHOVEL AND CABLE SAW CUTTER	TRANSPORTATION	23.02
	E&E LUMBER	DRILL BITS	TRANSPORTATION	25.94
	E&E LUMBER	FUNNELS, CAULKING GUN AND HARDWARE	WASTE WATER TREATMENT	26.13
	E&E LUMBER	PAINT AND SUPPLIES	PARK & RECREATION FAC	27.69
	E&E LUMBER	CABLE TIES, MOUNTING PAD AND CONCRETE	PARK & RECREATION FAC	28.82
	E&E LUMBER	NOTE BOOKS AND SPRAY PAINT	MAINT OF GENL PLANT	34.84
	E&E LUMBER	SMALL TOOLS	PARK & RECREATION FAC	43.02
	E&E LUMBER	EXHAUST FAN, BULB AND FILTER	PARK & RECREATION FAC	43.56
	E&E LUMBER	SEALANT AND HARDWARE	PARK & RECREATION FAC	49.13
	E&E LUMBER	HOSE BIB REPAIR PARTS	PUBLIC SAFETY BLDG	51.91
	E&E LUMBER	CABLE TIES, STAPLES AND STAPLE GUN	ROADSIDE VEGETATION	68.13
	E&E LUMBER	PAIL, EXT CORDS AND STAPLES	FACILITY MAINTENANCE	68.93
	E&E LUMBER	TOOL BOX	PARK & RECREATION FAC	81.81
128728	EAST JORDAN IRON WOR	CATCH BASIN FRAME AND GRATES	STORM DRAINAGE	953.10
128729	EMERALD HILLS	COFFEE	COMMUNITY CENTER	47.12
128730	ENERSPECT MEDICAL	AED BATTERY	EXECUTIVE ADMIN	134.19
128731	ENVIRONMENTAL PRODUC	ALUMINUM TUBES	WATER/SEWER OPERATION	-71.59
	ENVIRONMENTAL PRODUC	HYDRANT HOSES AND DISCHARGE HOSES	WATER/SEWER OPERATION	-69.79
	ENVIRONMENTAL PRODUC		SEWER MAIN COLLECTION	418.36
	ENVIRONMENTAL PRODUC		STORM DRAINAGE	418.37
	ENVIRONMENTAL PRODUC	ALUMINUM TUBES	STORM DRAINAGE	429.17
	ENVIRONMENTAL PRODUC		SEWER MAIN COLLECTION	429.17
128732	EVERETT TIRE & AUTO	TIRES	ER&R	950.32
128733	FEDEX	SHIPPING EXPENSE	SEWER MAIN COLLECTION	8.14
	FEDEX		TRANSPORTATION	27.48
	FEDEX		WATER SERVICES	146.88
128734	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157372	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157337	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157365	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157367	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157368	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157369	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157370	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157371	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157373	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157374	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157378	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157379	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157381	GMA - STREET	383.95
	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157383	GMA - STREET	383.95

**CITY OF MARYSVILLE  
 INVOICE LIST**

**FOR INVOICES FROM 11/22/2018 TO 11/28/2018**

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
128734	FIRST AMERICAN TITLE	TITLE REPORT #4229-3157385	GMA - STREET	383.95
128735	FOLDESI, NOCOLE N	INSTRUCTOR SERVICES	RECREATION SERVICES	36.00
128736	FRONTIER COMMUNICATI	ACCT #36065125170927115	STREET LIGHTING	51.64
	FRONTIER COMMUNICATI	ACCT #42539763250319985	PARK & RECREATION FAC	56.95
	FRONTIER COMMUNICATI	ACCT #36019703390831185	SEWER LIFT STATION	61.50
	FRONTIER COMMUNICATI	ACCT #36065831360617105	MUNICIPAL COURTS	69.84
	FRONTIER COMMUNICATI	ACCT #36065962121015935	MAINT OF GENL PLANT	70.43
	FRONTIER COMMUNICATI	ACCT #36065827660617105	MUNICIPAL COURTS	81.42
	FRONTIER COMMUNICATI	ACCT #36065976670111075	OFFICE OPERATIONS	82.01
	FRONTIER COMMUNICATI	ACCT #36065191230801065	WATER FILTRATION PLANT	102.32
128737	FUN EXPRESS LLC	BELIEVE SUPPLIES	OPERA HOUSE	323.85
128738	GAST, LOUIS	UB REFUND	WATER/SEWER OPERATION	45.10
128739	GENERAL EQUIPMENT	LID AXLE END CAPS FOR TOTERS	SOLID WASTE OPERATIONS	157.67
128740	GOTCHA PEST CONTROL	PEST CONTROL-GARBAGE TRUCKS	SOLID WASTE OPERATIONS	136.38
	GOTCHA PEST CONTROL	PEST CONTROL-1ST ST ANNEX	PUBLIC SAFETY BLDG	163.65
128741	GOVERNMENTJOBS.COM	NEOGOV USER LICENSE	PERSONNEL ADMINISTRATION	5,629.23
128742	GRAINGER	UTILITY KNIVES AND TAPE MEASURES	ER&R	127.91
	GRAINGER	ANTI-SYPHON BACKFLOW PREVENTER	WATER CROSS CNTL	131.02
	GRAINGER		WATER CROSS CNTL	282.97
	GRAINGER	FUEL PUMP AND FLOW METER	EQUIPMENT RENTAL	670.14
128743	GREENSHIELDS	MAGNETIC WORK LIGHT	FACILITY MAINTENANCE	21.93
	GREENSHIELDS	WASH RACK HOSE AND NOZZLES	MAINT OF GENL PLANT	114.08
128744	HACH COMPANY	SENSOR CAP REPLACEMENT KITS	WASTE WATER TREATMENT	794.80
128745	HANNAHS, JESSE	REIMBURSE PARKING	TRANSPORTATION	6.00
128746	HASKINS, FREDRICK	UB REFUND	WATER/SEWER OPERATION	51.96
128747	HD FOWLER COMPANY	CEMENT, PRIMER AND ADAPTER	WASTE WATER TREATMENT	17.87
	HD FOWLER COMPANY	HARDWARE, PRIMER AND CEMENT	WATER CROSS CNTL	32.72
	HD FOWLER COMPANY	PERF PIPE AND END CAPS	STORM DRAINAGE	478.39
128748	HELM	FORD IDS ANNUAL SOFTWARE RENEWAL	ER&R	-59.15
	HELM		EQUIPMENT RENTAL	709.15
128749	HOISINGTON, JEAN	UB REFUND	WATER/SEWER OPERATION	105.76
128750	HORIZON	SHUTOFF PLATE GUIDE	PARK & RECREATION FAC	8.89
128751	HUBER TECHNOLOGY	LONGO PACK BAGS	WASTE WATER TREATMENT	578.23
128752	HUMAN SERVICES	ESW BILLING 3RD QTR	EMBEDDED SOCIAL WORKER	15,058.50
128753	HYLARIDES, LETTIE	INTERPRETER SERVICES	COURTS	103.82
	HYLARIDES, LETTIE		COURTS	112.50
	HYLARIDES, LETTIE		COURTS	112.50
128754	K2 DATA SYSTEMS INC	SCADA SUPPORT SERVICES	WATER RESERVOIRS	765.80
	K2 DATA SYSTEMS INC		WASTE WATER TREATMENT	765.81
128755	KENNEDY/JENKS CONSUL	PROFESSIONAL SERVICES	STORM DRAINAGE	11,344.03
128756	KPFF CONSULTING		GMA - STREET	4,622.36
	KPFF CONSULTING		GMA - STREET	17,011.68
	KPFF CONSULTING		GMA - STREET	22,420.30
128757	KPG, INC PS		GMA - STREET	4,826.83
128758	KUNG FU 4 KIDS	INSTRUCTOR SERVICES	RECREATION SERVICES	833.00
128759	L&W SUPPLY CORP	FLASHLIGHTS	METER READING	50.67
128760	LANGUAGE EXCHANGE	INTERPRETER SERVICES	COURTS	360.00
	LANGUAGE EXCHANGE		COURTS	1,080.00
128761	LASTING IMPRESSIONS	HAT-LONG	EMBEDDED SOCIAL WORKER	24.00
	LASTING IMPRESSIONS	SWEATSHIRTS	ER&R	552.76
128762	LEFEBER TURF FARM	FILL STATION PERMIT REFUND	WATER-UTILITIES/ENVIRONMN	-81.50
	LEFEBER TURF FARM		WATER/SEWER OPERATION	100.00
128763	LOWES HIW INC	FOAM	PARK & RECREATION FAC	37.21
	LOWES HIW INC	HARDWARE	WATER DIST MAINS	40.36
	LOWES HIW INC	TOOL BOX/BIN	PARK & RECREATION FAC	64.24
128764	MAILLET, RUSSELL & N	UB REFUND	WATER/SEWER OPERATION	29.12
128765	MAKERS	SUBAREA PLAN	COMMUNITY	2,987.50

**CITY OF MARYSVILLE  
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<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
128766	MARYSVILLE PRINTING	FINDING AND SENTENCING FORMS	MUNICIPAL COURTS	1,159.08
128767	MARYSVILLE SCHOOL	FACILITY USAGE-TMS	RECREATION SERVICES	48.00
128768	MARYSVILLE, CITY OF	UTILITY SERVICE-4123 71ST ST NE	SUNNYSIDE FILTRATION	115.04
	MARYSVILLE, CITY OF	UTILITY SERVICE-4020 71ST AVE NE	SUNNYSIDE FILTRATION	278.25
128769	MATTHEW BENDER & CO	WA CRIMINAL LAW BOOK	MUNICIPAL COURTS	259.52
128770	MAZZEI INJECTOR	FREIGHT CREDIT FOR SKID	WATER/SEWER OPERATION	-24.48
	MAZZEI INJECTOR		SUNNYSIDE FILTRATION	293.48
128771	MCCAIG, RICKY AND L	UB REFUND TNT MCEWEN	WATER/SEWER OPERATION	184.98
128772	MODERN MACHINERY CO,	FILTERS	ER&R	79.18
	MODERN MACHINERY CO,	ACCESSORY BELTS	EQUIPMENT RENTAL	240.68
128773	MOUNTAIN MIST	WATER COOLER RENTAL/BOTTLED WATER	SEWER MAIN COLLECTION	28.56
	MOUNTAIN MIST		WASTE WATER TREATMENT	28.57
	MOUNTAIN MIST		SOLID WASTE OPERATIONS	28.57
128774	NATURAL RESOURCES	AQ PRIVATE MARINA	STORM DRAINAGE	242.65
128775	NC MACHINERY COMPANY	BILLING CORRECTION CREDIT	ROADWAY MAINTENANCE	-934.77
	NC MACHINERY COMPANY	CAP AND COUPLINGS	EQUIPMENT RENTAL	134.01
	NC MACHINERY COMPANY	COUPLINGS AND ORINGS	EQUIPMENT RENTAL	546.08
	NC MACHINERY COMPANY	DRUM ROLLER RENTAL	ROADWAY MAINTENANCE	934.77
128776	NEOPOST USA	POSTAGE SUPPLIES	PROBATION	53.18
	NEOPOST USA		MUNICIPAL COURTS	159.57
128777	NORTH COAST ELECTRIC	MAGNETIC REED SWITCH	WASTE WATER TREATMENT	466.52
128778	NORTH SOUND HOSE	HOSES	EQUIPMENT RENTAL	91.67
128779	NORTHWESTERN AUTO	PARTIAL REPAINT-#P129	EQUIPMENT RENTAL	885.02
128780	O'BRIEN, APRIL	REIMBURSE NRMA ACADEMY EXPENSES	PERSONNEL ADMINISTRATION	738.20
128781	OFFICE DEPOT	OFFICE SUPPLY CREDIT	LEGAL-GENL	-24.14
	OFFICE DEPOT	OFFICE SUPPLIES	UTIL ADMIN	2.71
	OFFICE DEPOT		ENGR-GENL	2.86
	OFFICE DEPOT		UTIL ADMIN	2.86
	OFFICE DEPOT		ENGR-GENL	9.38
	OFFICE DEPOT		UTIL ADMIN	13.00
	OFFICE DEPOT		ENGR-GENL	13.01
	OFFICE DEPOT		WATER DIST MAINS	16.60
	OFFICE DEPOT		WASTE WATER TREATMENT	18.84
	OFFICE DEPOT		UTIL ADMIN	18.89
	OFFICE DEPOT		ENGR-GENL	18.89
	OFFICE DEPOT		WASTE WATER TREATMENT	22.57
	OFFICE DEPOT		ENGR-GENL	36.09
	OFFICE DEPOT		WASTE WATER TREATMENT	194.96
	OFFICE DEPOT		SOLID WASTE OPERATIONS	279.75
128782	OTAK	PROFESSIONAL SERVICES	GMA - STREET	36,993.58
128783	PACIFIC PARTNERS	REFUND RENTAL FEES	PARKS-RENTS & ROYALTIES	192.50
128784	PART WORKS INC, THE	BACK FLOW REPAIR PARTS	WATER CROSS CNTL	192.21
128785	PARTS STORE, THE	BLOWER MOTOR	EQUIPMENT RENTAL	67.82
128786	PEACE OF MIND	MINUTE TAKING SERVICE	CITY CLERK	148.50
128787	PENINSULA URBAN	AQUATIC HERBICIDE APPLICATION	WASTE WATER TREATMENT	2,291.10
128788	PGC INTERBAY LLC	GOLF COURSE PAYROLL	PRO-SHOP	1.76
	PGC INTERBAY LLC		PRO-SHOP	20.68
	PGC INTERBAY LLC		MAINTENANCE	42.00
	PGC INTERBAY LLC		MAINTENANCE	53.72
	PGC INTERBAY LLC		MAINTENANCE	61.19
	PGC INTERBAY LLC		PRO-SHOP	61.20
	PGC INTERBAY LLC		PRO-SHOP	78.81
	PGC INTERBAY LLC		PRO-SHOP	124.27
	PGC INTERBAY LLC		MAINTENANCE	138.62
	PGC INTERBAY LLC		MAINTENANCE	141.24
	PGC INTERBAY LLC		MAINTENANCE	151.04
	PGC INTERBAY LLC		PRO-SHOP	226.30

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128788	PGC INTERBAY LLC	GOLF COURSE PAYROLL	PRO-SHOP	341.55
	PGC INTERBAY LLC		MAINTENANCE	669.92
	PGC INTERBAY LLC		PRO-SHOP	4,828.06
	PGC INTERBAY LLC		MAINTENANCE	8,742.90
128789	PHAM, JOSEPH	INTERPRETER SERVICES	COURTS	125.00
128790	PIKE, TRAVIS	MEAL REIMBURSEMENT	TRAINING	44.82
128791	PILCHUCK RENTALS	EXCAVATOR RENTAL	GMA - STREET	1,549.22
128792	PLATT ELECTRIC	FUSES	SUNNYSIDE FILTRATION	79.88
	PLATT ELECTRIC	PVG PARTS AND GLUE	TRANSPORTATION	104.43
128793	POLLARDWATER	FILTER SET	WATER DIST MAINS	37.09
128794	PORTLAND PRECISION I	BLUEBEAM SOFTWARE LICENSE RENEWALS	UTIL ADMIN	2,038.61
	PORTLAND PRECISION I		ENGR-GENL	2,718.15
128795	POTTERY NOOK, THE	INSTRUCTOR SERVICES	RECREATION SERVICES	115.20
128796	PREMIER VOCAL	ENTERTAINMENT 12/1/18	COMMUNITY EVENTS	315.00
128797	PUD	ACCT #205136245	SEWER LIFT STATION	14.84
	PUD	ACCT #202461034	UTIL ADMIN	15.66
	PUD	ACCT #202499489	COMMUNITY EVENTS	16.19
	PUD	ACCT #202031134	PUMPING PLANT	16.60
	PUD	ACCT #201668043	PARK & RECREATION FAC	22.85
	PUD	ACCT #201672136	SEWER LIFT STATION	24.65
	PUD	ACCT #202476438	SEWER LIFT STATION	25.15
	PUD	ACCT #203569751	STORM DRAINAGE	25.53
	PUD	ACCT #202178158	SEWER LIFT STATION	29.78
	PUD	ACCT #202694337	TRANSPORTATION	34.34
	PUD	ACCT #201065281	PARK & RECREATION FAC	36.52
	PUD	ACCT #203005160	STREET LIGHTING	39.84
	PUD	ACCT #203519616	NON-DEPARTMENTAL	49.04
	PUD	ACCT #203430897	STREET LIGHTING	52.46
	PUD	ACCT #202368544	TRANSPORTATION	62.53
	PUD	ACCT #200571842	TRANSPORTATION	70.31
	PUD	ACCT #220761807	OPERA HOUSE	76.09
	PUD	ACCT #200790061	PARK & RECREATION FAC	77.13
	PUD	ACCT #202012589	PARK & RECREATION FAC	91.84
	PUD	ACCT #200084036	TRANSPORTATION	106.47
	PUD	ACCT #220761175	OPERA HOUSE	159.63
	PUD	ACCT #205419765	PUBLIC SAFETY BLDG	193.23
	PUD	ACCT #203223458	PARK & RECREATION FAC	204.72
	PUD	ACCT #202368551	PARK & RECREATION FAC	220.10
	PUD	ACCT #202000329	PARK & RECREATION FAC	224.66
	PUD	ACCT #200625382	SEWER LIFT STATION	241.78
	PUD	ACCT #204821227	TRAFFIC CONTROL DEVICES	255.21
	PUD	ACCT #201021698	PARK & RECREATION FAC	314.61
	PUD	ACCT #201021607	PARK & RECREATION FAC	316.24
	PUD	ACCT #202309720	TRAFFIC CONTROL DEVICES	366.84
	PUD	ACCT #200070449	TRANSPORTATION	367.30
	PUD	ACCT #200479541	COMMUNITY CENTER	413.34
	PUD	ACCT #202689287	WASTE WATER TREATMENT	493.72
	PUD	ACCT #220824148	WASTE WATER TREATMENT	624.54
	PUD	ACCT #200586485	SEWER LIFT STATION	655.91
	PUD	ACCT #221192545	PUBLIC SAFETY BLDG	923.72
	PUD	ACCT #200303477	WATER FILTRATION PLANT	929.10
	PUD	ACCT #200223857	PARK & RECREATION FAC	1,171.64
	PUD	ACCT #200824548	MAINT OF GENL PLANT	1,536.49
	PUD	ACCT #221320088	SUNNYSIDE FILTRATION	3,023.40
	PUD	ACCT #201463031	PUBLIC SAFETY BLDG	3,123.49
	PUD	ACCT #201577921	PUMPING PLANT	3,989.37
	PUD	ACCT #202075008	WASTE WATER TREATMENT	6,884.59

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128797	PUD	ACCT #201420635	WASTE WATER TREATMENT	9,697.98
	PUD	ACCT #201721180	WASTE WATER TREATMENT	16,038.39
128798	PUGET SOUND SECURITY	KEYS MADE	PARK & RECREATION FAC	16.37
128799	PUGET SOUND SECURITY	SECURITY SERVICES	PROBATION	807.68
	PUGET SOUND SECURITY		MUNICIPAL COURTS	2,423.07
128800	RAM SPV II, LLC	BUILDING RENTAL	STORM DRAINAGE	436.40
	RAM SPV II, LLC		SEWER SERV MAINT	436.40
128801	RAY, SCOTT	UB REFUND	WATER/SEWER OPERATION	25.00
128802	RETIREMENT SYSTEMS	EMPLOYER CONTRIBUTION	POLICE PATROL	131.43
128803	RH2 ENGINEERING INC	PROFESSIONAL SERVICES	GMA - STREET	2,392.93
128804	ROY ROBINSON	SENSOR	EQUIPMENT RENTAL	70.34
	ROY ROBINSON	DIAGNOSE AND REPAIR #P151	EQUIPMENT RENTAL	1,230.68
128805	RYAN HERCO PRODUCTS	ORING	PUMPING PLANT	76.63
	RYAN HERCO PRODUCTS	HYPO INJECTION REPAIR PARTS	PUMPING PLANT	273.43
	RYAN HERCO PRODUCTS	HYPO INJECTION PARTS	PUMPING PLANT	2,166.69
128806	SAFEWAY INC.	MEETING/TRAINING SUPPLIES	UTIL ADMIN	4.36
	SAFEWAY INC.		UTIL ADMIN	28.97
	SAFEWAY INC.		WATER QUAL TREATMENT	38.36
128807	SAFEWAY INC.	OPERA/PARKS SUPPLIES	COMMUNITY CENTER	6.50
	SAFEWAY INC.		OPERA HOUSE	70.08
128808	SEATTLE TIMES, THE	EMPLOYMENT AD	ENGR-GENL	525.00
128809	SENSORS NORTHWEST	HWY 9 RESERVOIR PARTS	WATER RESERVOIRS	1,071.36
128810	SHRED-IT US	MONTHLY SHREDDING SERVICES	PERSONNEL ADMINISTRATION	4.56
	SHRED-IT US	SHREDDING SERVICES	PROBATION	16.79
	SHRED-IT US		UTIL ADMIN	32.60
	SHRED-IT US		MUNICIPAL COURTS	50.38
	SHRED-IT US	MONTHLY SHREDDING SERVICES	POLICE PATROL	68.40
128811	SMITH, BRAD	REIMBURSE MILEAGE	K9 PROGRAM	63.77
128812	SNAP-ON INCORPORATED	ADAPTER	EQUIPMENT RENTAL	25.32
	SNAP-ON INCORPORATED	CROWS FOOT	EQUIPMENT RENTAL	26.74
	SNAP-ON INCORPORATED	ADAPTER	EQUIPMENT RENTAL	46.68
	SNAP-ON INCORPORATED	COOLING SYSTEM TESTER AND CAP	EQUIPMENT RENTAL	812.81
128813	SNO CO AUDITOR	REPLENISH RECORDING ACCOUNT #1439	COMMUNITY	1,729.00
128814	SNO CO FINANCE	REPAIR #P146, COMPLETE BUILD UP #P199	EQUIPMENT RENTAL	1,871.55
	SNO CO FINANCE		EQUIPMENT RENTAL	2,813.22
128815	SNO CO PUBLIC WORKS	SOLID WASTE CHARGES	SOLID WASTE OPERATIONS	161,821.00
128816	SPRINGBROOK NURSERY	GRAVEL	PARK & RECREATION FAC	10.00
	SPRINGBROOK NURSERY	TRUCK/TRAILER RENTAL	ROADWAY MAINTENANCE	1,350.00
128817	STAPLES	OFFICE SUPPLIES	FINANCE-GENL	53.46
128818	STATE AUDITORS OFFIC	AUDIT PERIOD 17-17	NON-DEPARTMENTAL	47.55
	STATE AUDITORS OFFIC		UTIL ADMIN	47.55
128819	STATE PATROL	FINGERPRINT ID SERVICES	COMMUNITY	12.00
	STATE PATROL		GENERAL FUND	372.00
	STATE PATROL	BACKGROUND CHECKS	PERSONNEL ADMINISTRATION	396.00
128820	TANGENT	INTEGRATION SERVICES	COMPUTER SERVICES	8,000.00
128821	TESSCO INC	CONNECTORS	EQUIPMENT RENTAL	65.36
	TESSCO INC		EQUIPMENT RENTAL	283.04
	TESSCO INC	CONNECTORS AND HD CRIMPER	EQUIPMENT RENTAL	438.54
128822	TRANSPORTATION, DEPT	SUNNYSIDE OVERLAY PROJECT	ARTERIAL STREET-GENL	70.07
128823	TRUDEAU, JEREMY & SH	UB REFUND	WATER/SEWER OPERATION	23.83
128824	UNITED PARCEL SERVIC	SHIPPING EXPENSE	POLICE PATROL	36.26
128825	UNITED RECYCLING	RELOCATE CONTAINER	NON-DEPARTMENTAL	100.00
	UNITED RECYCLING	DEMOLITION EXPENSES-1ST ST & CIVIC	NON-DEPARTMENTAL	1,132.48
	UNITED RECYCLING		GMA - STREET	8,035.56
128826	VERIZON	WIRELESS SERVICES	CRIME PREVENTION	22.95
	VERIZON		PURCHASING/CENTRAL	22.95
	VERIZON		SEWER LIFT STATION	40.01

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128826	VERIZON	WIRELESS SERVICES	SOLID WASTE OPERATIONS	40.01
	VERIZON		UTILITY BILLING	45.90
	VERIZON		PERSONNEL ADMINISTRATIOI	51.11
	VERIZON		EQUIPMENT RENTAL	101.34
	VERIZON		PROPERTY TASK FORCE	110.88
	VERIZON		FACILITY MAINTENANCE	110.88
	VERIZON		FINANCE-GENL	120.88
	VERIZON		RECREATION SERVICES	170.19
	VERIZON		LEGAL - PROSECUTION	176.32
	VERIZON		LEGAL-GENL	176.32
	VERIZON		PARK & RECREATION FAC	179.73
	VERIZON		OFFICE OPERATIONS	202.68
	VERIZON		MUNICIPAL COURTS	246.34
	VERIZON		COMMUNITY SERVICES UNIT	261.77
	VERIZON		YOUTH SERVICES	277.20
	VERIZON		SOLID WASTE CUSTOMER EX	302.00
	VERIZON		EXECUTIVE ADMIN	306.23
	VERIZON		WATER SUPPLY MAINS	320.10
	VERIZON		WATER QUAL TREATMENT	349.31
	VERIZON		DETENTION & CORRECTION	355.59
	VERIZON		COMPUTER SERVICES	477.56
	VERIZON		GENERAL SERVICES - OVERH	504.68
	VERIZON		COMMUNITY DEVELOPMENT-	519.11
	VERIZON		STORM DRAINAGE	523.39
	VERIZON		WASTE WATER TREATMENT F	583.33
	VERIZON		ENGR-GENL	700.86
	VERIZON		POLICE ADMINISTRATION	738.24
	VERIZON		POLICE INVESTIGATION	852.01
	VERIZON		UTIL ADMIN	1,918.20
	VERIZON		POLICE PATROL	4,947.05
128827	WALSTER, TERI	RENTAL DEPOSIT REFUND	GENERAL FUND	500.00
128828	WASTE MANAGEMENT	MEDICAL WASTE SERVICE	DETENTION & CORRECTION	125.21
128829	WATERSHED, INC	UNIFORM-PERRY	POLICE PATROL	560.22
128830	WAXIE SANITARY SUPPL	JANITORIAL SUPPLIES	PARK & RECREATION FAC	359.45
128831	WEST PAYMENT CENTER	WEST INFORMATION CHARGES	POLICE INVESTIGATION	326.00
	WEST PAYMENT CENTER		LEGAL-GENL	885.35
	WEST PAYMENT CENTER	WA PRACTICE SERIES	MUNICIPAL COURTS	888.08
128832	WHITNEY EQUIPMENT CO	FREIGHT CHARGES	WASTE WATER TREATMENT F	152.74
	WHITNEY EQUIPMENT CO	COMPACTOR REPAIR HARDWARE	WASTE WATER TREATMENT F	6,120.51
128833	YOUNG, MICHAEL	REIMBURSE MILEAGE	PRO ACT TEAM	53.63

**WARRANT TOTAL: 556,380.95**

CHECK # 128149      INITIATOR ERROR      (21.24)  
 CHECK # 128612      INITIATOR ERROR      (48,881.17)

**506,869.78**




# *Index #5*

**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE:** December 10, 2018

<b>AGENDA ITEM:</b> First Street Bypass Project Supplement No. 2 to Professional Services Agreement with BergerABAM, Inc.	
<b>PREPARED BY:</b> Steve Miller, Project Manager	<b>DIRECTOR APPROVAL:</b> 
<b>DEPARTMENT:</b> Public Works / Engineering	
<b>ATTACHMENTS:</b> PSA Supplement No. 2	
<b>BUDGET CODE:</b> 30500030.563000, R0901	<b>AMOUNT:</b> \$99,357.00
<b>SUMMARY:</b>	

On February 13, 2017, Council authorized the Mayor to execute a contract with BergerABAM, Inc. to provide professional engineering design services for the First Street Bypass project. The scope for this contract included development of plans, specifications and cost estimate for roadway replacement and improvement between State Avenue and Alder Avenue along the existing First Street alignment, and for a new roadway bypass segment extending First Street from Alder to 47<sup>th</sup> Avenue NE.

On November 13, 2017, additional scope necessary to replace existing water line, and to design irrigation and planting plans necessary to establish low impact development biofiltration facilities and to establish the planting strip adjacent to the shared use path were added.

At this time, additional improvements necessary for public safety have been identified as necessary scope to add to the contract. Due to soil conditions evaluated during the geotechnical study, it was found necessary to include a system to protect and stabilize the existing (2) sewer trunk lines on 47<sup>th</sup> Avenue against settlement caused by poor, compressible soils in the area of the new roadway. The system will consist of a reinforced concrete slab cast over (2) sheet pile walls with intermediate support beams to protect and secure the sewer lines against potential settlement and damage.

In addition, through a predesign report performed in 2018, improvements at the 3<sup>rd</sup> and 4<sup>th</sup> intersections of 47<sup>th</sup> Ave NE were found necessary to support new traffic volumes from the Bypass project. The selected option adds new channelizing and lanes and adds traffic capacity within existing ROW. To support the new lanes, new signal design is required at both of these intersections, and this scope is requested to be added to the contract as a part of this supplement.

<b>RECOMMENDED ACTION:</b> Staff recommends that Council authorize the Mayor to sign and execute the attached Supplement No. 2 to the City's agreement with BergerABAM, Inc. to provide additional engineering services required for the design of the First Street Bypass project.
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**SUPPLEMENTAL AGREEMENT NO. 2 TO  
PROFESSIONAL SERVICES AGREEMENT BETWEEN  
CITY OF MARYSVILLE  
AND BERGERABAM, INC.**

**THIS SUPPLEMENTAL AGREEMENT NO. 2** (“Supplemental Agreement”) is made and entered into as of the date of the last signature below, by and between the City of Marysville, a Washington State municipal corporation (“City”) and BergerABAM, Inc., a Washington corporation (“Consultant”).

WHEREAS, the parties hereto have previously entered into an agreement for consulting services to prepare and deliver 100% plans, specifications and a final cost estimate for the First Street Bypass project and to provide related engineering, permitting, and right-of-way acquisition services (the “Original Agreement”), said Original Agreement being dated February 13th, 2017; and

WHEREAS, both parties desire to supplement the Original Agreement, by expanding the Scope of Services to provide for civil and structural design to protect the existing 30 inch and 48 inch sanitary sewer lines along 47<sup>th</sup> Ave NE, and to provide signal plans and illumination plans for the 3<sup>rd</sup> and 4<sup>th</sup> Street intersections at 47<sup>th</sup> Ave NE, and to provide compensation therefore;

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

1. Exhibit A, as referenced and incorporated in Section 1 of the Original Agreement, “SCOPE OF SERVICES”, shall be replaced by **Exhibit A-1**, attached hereto and by this references made part of this Supplemental Agreement No. 2, and a part of the Original Agreement.

2. Section 3 of the Original Agreement, “COMPENSATION”, is amended to include the additional Consultant fee of Ninety Nine Thousand Three Hundred Fifty Seven Dollars And Zero Cents (**\$99,357.00**) and shall read as follows: “In no event shall the compensation paid to Consultant under this Agreement exceed One Million Seven Hundred Fifty Seven Thousand Five Hundred Forty Four Dollars and Zero Cents (**\$1,757,544.00**) within the term of the Agreement, including extensions, without the written agreement of the Consultant and the City.”

The total compensation payable to the Consultant is summarized as follows:

Original Agreement	\$1,595,421.00
Supplemental Agreement No.1	\$62,766.00
Supplemental Agreement No.2	\$99,357.00
Grand Total	\$1,757,544.00

3. Each and every provision of the Original Agreement for Professional Services dated February 13th, 2017, shall remain in full force and effect, except as modified herein.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF MARYSVILLE

BERGERABAM, INC.

By \_\_\_\_\_  
Jon Nehring, Mayor

By \_\_\_\_\_  
[Name]  
Its: [Title]

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
\_\_\_\_\_, Deputy City Clerk

Approved as to form:

\_\_\_\_\_  
Jon Walker, City Attorney

**EXHIBIT A-1 - SCOPE OF WORK FOR PLANS, SPECIFICATIONS, AND ESTIMATE MODIFICATIONS  
CITY OF MARYSVILLE FIRST STREET BYPASS  
PROJECT NO. R0902**

**PROJECT BACKGROUND AND OBJECTIVES**

No changes to this section.

**EXHIBIT A-1  
SCOPE OF WORK FOR ENGINEERING SERVICES  
FIRST STREET BYPASS**

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## INTRODUCTION

### GENERAL PROJECT ASSUMPTIONS

The following additional list of assumptions is included to confirm the understanding between the CITY and the CONSULTANT and will be used to guide the work.

- The civil and structural design will need to provide protection from settlement of and damage to the existing 48 inch and 30 inch sanitary sewer pipes running along and adjacent to 47<sup>th</sup> Ave. NE.

The following detailed task descriptions define the scope of work (and associated engineering fee estimate) for the authorized tasks addressing the final design phase of the project.

#### 1.0 GENERAL ACTIVITIES

No change to this task.

#### 2.0 SURVEY AND BASE MAPPING

No change to this task.

#### 3.0 TRAFFIC ANALYSIS

No change to this task.

#### 4.0 GEOTECHNICAL ENGINEERING

No change to this task. See subtask changes below.

##### 4.1 Geotechnical Investigation and Reports

No change to this subtask.

##### 4.1.1 Data Collection and Review

No change to this subtask.

##### 4.1.2 Field Investigation

No change to this subtask.

##### 4.1.3 Laboratory Testing

No change to this subtask.

##### 4.1.4 Geotechnical Analysis

This subtask is supplemented with the following.

The SUBCONSULTANT will use results from soils testing and as-built drawings from adjacent projects (Allen Creek Pump Station Replacement and 1970 Sanitary Sewer Trunk Line) to establish estimated settlement due to new fill and traffic loads, and existing pipe conditions.

#### Assumptions

- The CITY will provide all known geotechnical and as-built drawing information on file.
- No additional subsurface exploration by the SUBCONSULTANT or the CITY will be performed.

**Deliverables**

- Expected settlement information and subsurface material information will be included in the geotechnical data and engineering report.

**4.1.5 Geotechnical Data and Engineering Report**

No change to this subtask.

**5.0 SCHEMATIC DESIGN**

No change to this task.

**6.0 PERMITTING PS&E**

No change to this task.

**7.0 STORM DRAINAGE DESIGN**

No change to this task.

**8.0 RIGHT-OF-WAY AND PLAN PREPARATION**

No change to this task.

**9.0 90 PERCENT AND FINAL ROADWAY DESIGN PS&E**

This task is supplemented with the following:

The CONSULTANT shall propose a structural protection scheme to the CITY for review and comment at the 90 percent design level of the project. The CONSULTANT shall incorporate the CITY's comments for final plans, specifications, and cost estimates (PS&E) submittal.

**Assumptions**

- The two sanitary sewer pipes on 47<sup>th</sup> Ave. NE will need to be protected during construction and following project completion.

New structural plans including plan, profile, and details of the protected sanitary sewer pipes along 47th Avenue NE, will also be included.

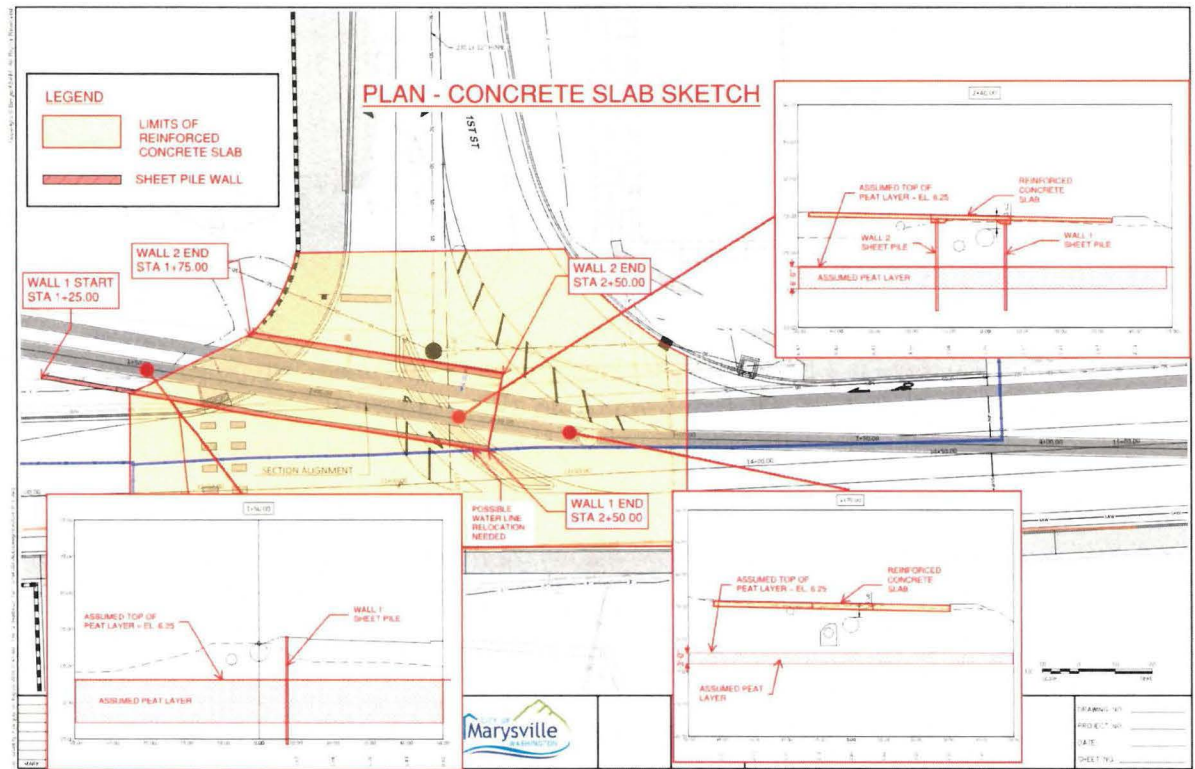
New traffic signal and illumination plans, as described in Task 13.0 below, will also be included.

**10.0 STRUCTURAL ENGINEERING**

This task is supplemented with the following:



The CONSULTANT shall propose a structural protection scheme for the two sanitary sewer lines to the CITY for review and comment at the 90 percent design level (Task 9.0 above) of the project. The current plan is to use sheet piles to protect the two lines on either side of the pipes, with steel reinforced concrete pavement on top of the sheet piles and extending to the limits of the 1<sup>st</sup> Street/47<sup>th</sup> Ave. intersection similar to the drawing below:



#### Assumption(s)

- All necessary subsurface and as-built information is currently available to the CONSULTANT through the city.

#### Deliverable(s)

- Sanitary sewer protection calculations (one electronic and two hard copy)

### 11.0 ENVIRONMENTAL PERMITTING AND SUPPORT

No change to this task.

### 12.0 UTILITY COORDINATION

No change to this task.

### 13.0 SIGNAL AND ILLUMINATION DESIGN

This task is supplemented with the following:

DKS, a SUBCONSULTANT shall perform a field walkthrough to evaluate how the new signal will tie into the existing environment and to evaluate how the existing traffic signal will maintain operations during construction. This walkthrough will include the CITY engineer and a signal technician.

SUBCONSULTANT shall prepare traffic signal plans for the intersections of:

- 47th Ave NE at 3rd Street
- 47th Ave NE at 4th Street

These plans shall include the signal plans and notes (up to 3 sheets), signal details (up to 1 sheet), wiring diagrams (up to 2 sheets), signal pole schedules (up to 1 sheet), interconnect and ITS details (up to 1 sheet), pole foundation details, and power source connections.

Since there is a potential for relocating up to two mast-arm poles in this project, SUBCONSULTANT shall conduct an illumination analysis to check the lighting levels. This will include illumination analysis summary tables and AGI32 lighting analysis model.

All corresponding special provisions (Sections 8-20 and 9-29) shall also be provided for incorporation into the Contract Documents by others.

#### Items to Be Furnished by the CITY

- All existing plans, reports and data that relate to the project.
- Electronic copy of all available aerial and utility base mapping backgrounds in AutoCAD format within the project limits.
- Signal as-built drawings
- Construction documentation for existing signal poles
- Coordination/scheduling of meetings with private property owners.
- As-built drawings for existing intersections including grading, drainage and traffic signal plans.
- SUBCONSULTANT will conduct coordination with CONSULTANT and the City of Marysville during design for overhead utility modifications that may be needed for this project
- WSDOT review of design will not be required

**Assumption(s)**

- Vehicle detection will be video
- ITS components will include up to one CCTV camera and fiber interconnect design (no copper)
- No separate illumination plans shall be prepared as part of this task. AGI32 illumination summary tables shall be provided at the end of this task.
- Changes in illumination is limited to the intersection of 47th Ave NE at 3rd Street. No illumination changes in the section along 47th Ave NE between 3rd Street and 4th Street and no illumination changes at the intersection of 47th Ave NE at 4th Street.
- One site visit with City staff
- One site visit with Utility staff

**Deliverable(s)**

- Intersection illumination analysis summary tables (no illumination memo or illumination plans)
- AGI32 illumination analysis model
- Preliminary Plans and Estimate
- 95% Plans, Special Provisions, and Estimate
- Final Plans, Special Provisions, and Estimate

**14.0 DIRECTED SERVICES**

No change to this task.

**15.0 AD, BID, AND AWARD**

No change to this task.

**DESIGN CRITERIA TO BE USED FOR THE PROJECT**

No change to the design criteria.

**ITEMS TO BE FURNISHED TO THE CONSULTANT BY THE CITY**

No change to this list.

**SCHEDULE**

No change to the schedule.

**EXHIBIT E-1: CONSULTANT FEE DETERMINATION  
FIRST STREET BYPASS**

**BergerABAM Costs**  
11/8/2018

DIRECT SALARY COSTS (DSC) for BergerABAM, Inc.

<u>Personnel</u>	<u>Hours</u>		<u>Hourly Rate</u>		<u>Direct Salary Cost</u>
1 Principal	0	X	\$90.63	= \$	-
2 Project Manager	73	X	\$59.86	= \$	4,369.78
3 Project Engineer	124	X	\$41.35	= \$	5,127.40
4 Civil Designer	72	X	\$40.10	= \$	2,887.20
5 Natural Resources	0	X	\$49.60	= \$	-
6 Landscape Architect	0	X	\$48.50	= \$	-
7 CADD/Graphics	0	X	\$38.14	= \$	-
8 Proj Coord/Admin	0	X	\$34.72	= \$	-
	269				
<b>TOTAL DIRECT SALARY COSTS (DSC) = \$</b>					<b>12,384</b>
Escalation = 7.50%					\$ 13,313
Overhead (OH) 168.00% of (DSC ) = \$					22,366
Profit 10.00% of (DSC + OH) = \$					3,568
<b>TOTAL SALARY COSTS (DSC + OH + FF) = \$</b>					<b>38,319</b>

DIRECT NONSALARY COSTS (DNSC)

Mileage for Site Visits & Meetings	250	miles @ \$ 0.535	\$	134
<b>TOTAL REIMBURSABLE EXPENSES (DNSC) = \$</b>				<b>134</b>

**TOTAL BERGER/ABAM FEE = \$ 38,452**

SUBCONSULTANTS

DKS Associates	\$	41,180
Shannon and Wilson	\$	19,724
Beyler Consulting	\$	-
Universal Field Services		
Drayton Archaeology		
Louis Berger Group		

**TOTAL SUBCONSULTANT FEES = \$ 60,904**

**TOTAL AUTHORIZED AMOUNT = \$ 99,357**

**TOTAL CONTRACT AMOUNT = \$ 99,357**

# *Index #6*

**CITY OF MARYSVILLE AGENDA BILL**  
**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10<sup>th</sup>, 2018**

<b>AGENDA ITEM:</b>	
Project Acceptance - 2018 Ramp Replacement Program	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Kyle Hays, Project Engineer	
<b>DEPARTMENT:</b>	
Engineering	
<b>ATTACHMENTS:</b>	
Notice of Physical Completion Letter	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
10200030.548000.TB801	\$422,136.08
<b>SUMMARY:</b>	
<p>The 2018 Ramp Replacement Program project involved the demolition, replacement and construction of 63 sidewalk ramps to meet ADA standards prior to this year's pavement overlays. This project is funded by the Transportation Benefit District.</p> <p>City Council awarded the project to Valdez Construction on March 26<sup>th</sup>, 2018 in the amount of \$422,136.08 including a management reserve of \$42,214.00 for a total allocation of \$464,350.08. The project was completed at a cost of \$365,201.20, which was \$56,934.88 or 13.49% below the original bid amount.</p> <p>Work performed under this contract was inspected by City staff and found to be physically complete in accordance with the approved plans and specifications.</p>	

**RECOMMENDED ACTION:**

Staff recommends that Council authorize the Mayor accept the 2018 Ramp Replacement Program project, starting the 45-day lien filing period for project closeout.



**PUBLIC WORKS**  
Kevin Nielsen, *Director*

80 Columbia Avenue  
Marysville, Washington 98270  
Phone (360) 363-8100  
Fax (360) 363-8284

November 14<sup>th</sup>, 2018

Valdez Construction Co.  
Attn: Ryan Valdez  
3163 Goldie Road, Suite B5  
Oak Harbor, WA 98277

**Subject: 2018 Ramp Replacement Program – Notice of Physical Completion**

Dear Ryan,

In accordance with Section 1-05.11(2) of the Special Provisions, this project was considered physically complete as of today. This notification does not constitute final acceptance. Recommendation for final acceptance will be sent to the City Council for approval at the first available council meeting. Please submit the following items for project closeout:

1. Affidavits of Wages Paid

Upon obtaining receipt of the above items and acceptance I will submit a notice of completion of public works project to obtain the following:

1. Certificate of Release from the Department of Revenue
2. Certificate of Release from the Employment Security Department
3. Certificate of Release from the Department of L&I

It has been a pleasure working with Valdez Construction, Inc. on this project. I look forward to working with you in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kyle Hays", is written over a light blue horizontal line.

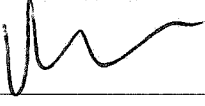
Kyle Hays  
Project Engineer

# *Index #7*



**CITY OF MARYSVILLE AGENDA BILL**  
**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10, 2018**

<b>AGENDA ITEM:</b>	
Professional Services Agreement with J.A. Brennan Associates, PLLC for Design of the Olympic View Park	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Adam Benton	
<b>DEPARTMENT:</b>	
Public Works / Engineering	
<b>ATTACHMENTS:</b>	
Professional Services Agreement	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
31000076.563000, P1801	\$240,924.70
<b>SUMMARY:</b>	

The City advertised a Request for Proposals August 25<sup>th</sup>, 2018, requesting that firms submit written proposals stating their qualifications to provide consultant services related to this project. The City received proposals from four (4) firms and selected J.A. Brennan Associates, PLLC as the most qualified firm for the project.

The attached Professional Services Agreement (PSA) will provide the City with a site analysis, conceptual design, environmental permitting support, finalized plans and specifications and bid support services. It is in the staff's opinion that the negotiated fee of \$240,924.70 is fair and consistent with industry standard.

The scope of services included with the PSA demonstrates a clear and concise approach to complete the design of this project. Staff is confident that the City will be well served by J.A. Brennan Associates, PLLC as it relates to this project.

The design of this project is funded by Washington State Recreation and Conservation Office (RCO) funds.

<p><b>RECOMMENDED ACTION:</b> Staff recommends that Council authorize the Mayor to sign and execute a Professional Services Agreement for the Olympic View Park project with J.A. Brennan Associates, PLLC in the amount of \$240,924.70.</p>
---

**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
CITY OF MARYSVILLE  
AND J.A. BRENNAN ASSOCIATES, PLLC**

**THIS AGREEMENT** (“Agreement”) is made and entered into as of the date of the last signature below, by and between the City of Marysville, a Washington State municipal corporation (“City”), and J.A. Brennan Associated, PLLC, a professional limited liability corporation, organized under the laws of the state of Washington, located and doing business at 2701 First Avenue, Suite 510, Seattle, WA 98121 (“Consultant”).

In consideration of the terms, conditions, covenants, and performances contained herein, the parties hereto agree as follows:

1. **SCOPE OF SERVICES.** The Consultant shall provide the work and services described in the attached Exhibit A, incorporated herein by this reference (the “Services”). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant’s profession.
2. **TERM.** The term of this Agreement shall commence on December 12<sup>th</sup>, 2018 and shall terminate at midnight on December 31<sup>st</sup>, 2020. The parties may extend the term of this Agreement by executing a written supplemental amendment.
3. **COMPENSATION.** The Consultant shall be paid by the City for Services rendered under this Agreement as described in Exhibit A and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed Two Hundred Forty Thousand Nine Hundred Twenty Four U.S. Dollars and Seventy Cents (**\$240,924.70**) within the term of the Agreement, including extensions, without the written agreement of the Consultant and the City. Such payment shall be full compensation for the Services and for all labor, materials, supplies, equipment, incidentals, and any other expenses necessary for completion.

The Consultant shall submit a monthly invoice to the City for Services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

**4. CONSULTANT’S OBLIGATIONS.**

- 4.1 **MINOR CHANGES IN SCOPE.** The Consultant agrees to accept minor changes,

amendments, or revisions to the scope of the Services, as may be required by the City, when such changes, amendments, or revisions will not have any impact on the cost of the Services or the proposed delivery schedule.

**4.2 ADDITIONAL WORK.** The City may desire to have the Consultant perform additional work or services which are not identified in the scope of the Services. If the parties agree to the performance of additional work or services, the parties will execute a written supplemental amendment detailing the additional work or services and compensation therefore. In no event will the Consultant be compensated for preparing proposals for additional work or services. In no event shall the Consultant begin work contemplated under a supplemental amendment until the supplemental amendment is fully executed by the parties.

**4.3 WORK PRODUCT AND DOCUMENTS.** The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the Services shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the Services, the work product, and all documents produced under this Agreement, even though the Services have been accepted by the City.

In the event that the Consultant defaults on this Agreement or in the event that this Agreement is terminated prior to the completion of the Services or the time for completion, all work product and all documents and other materials produced under this Agreement, along with a summary of work as of the date of default or termination, shall become the property of the City. The summary of Services provided shall be prepared at no additional cost to the City. Upon request, the Consultant shall tender the work product, all documents, and the summary to the City within five (5) business days. Tender of said work product shall be a prerequisite to final payment under this Agreement.

The Consultant will not be held liable for reuse of work product or documents produced under this Agreement or modification of the work product or documents for any purpose other than those identified in this Agreement without the written authorization of the Consultant.

**4.4 PUBLIC RECORDS ACT.** Consultant acknowledges that the City is subject to the Public Records Act, chapter 42.56 RCW (the "PRA"). All records owned, used, or retained by the City are public records subject to disclosure unless exempt under the PRA, whether or not the records are in the possession or control of the City or Consultant. All exemptions to the PRA are narrowly construed.

a. **Confidential Information.** Any records provided to the City by the Consultant which contain information that the Consultant in good faith believes is not subject to disclosure under the PRA shall be marked "Confidential" and shall identify the specific information that the Consultant in good faith believes is not subject to disclosure

under the PRA and a citation to the statutory basis for non-disclosure.

b. **Responding to Public Records Requests.** The City shall exercise its sole legal judgment in responding to public records requests.

- (1) The City may rely upon the lack of notification from the Consultant in releasing any records that are not marked “Confidential.”
- (2) If records identified as “Confidential” by the Consultant are responsive to a PRA request, the City will seek to provide notice to Consultant at least ten (10) business days before the date on which the City anticipates releasing records. The City is under no obligation to assert any applicable exemption on behalf of the Consultant. The Consultant may seek, at its sole cost, an injunction preventing the release of information which it believes is protected. In no event will the City have any liability to Consultant for any failure of the City to provide notice prior to release.
- (3) If the City, in its sole legal judgment, believes that the Consultant possesses records that (1) are responsive to a PRA request and (2) were used by the City, the City will request the records from the Consultant. The Consultant will, within ten (10) business days:
  - i. Provide the records to the City in the manner requested by the City;
  - ii. Obtain a court injunction, in a lawsuit involving the requester, covering all, or any confidential portion of, the records and provide any records not subject to the court injunction; or
  - iii. Provide an affidavit, in a form acceptable to the City Attorney, specifying that the Consultant has made a diligent search and did not locate any requested documents.

c. **Indemnification.** In addition to its other indemnification and defense obligations under this Agreement, the Consultant shall indemnify and defend the City from and against any and all losses, penalties, fines, claims, demands, expenses (including, but not limited to, attorneys fees and litigation expenses), suits, judgments, or damages (collectively “Damages”) arising from or relating to any request for records related to this Agreement, to the extent such Damages are caused by action or inaction of the Consultant. This indemnification and defense obligation shall survive the expiration or termination of this Agreement.

**4.5 MAINTENANCE/INSPECTION OF RECORDS.** The Consultant shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection

and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

#### 4.6 INDEMNITY.

a. **Indemnification and Hold Harmless.** The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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

c. The provisions of this Section 4.6 shall survive the expiration or termination of this Agreement.

d. The Consultant hereby knowingly, intentionally, and voluntarily waives the immunity of the Industrial Insurance Act, Title 51 RCW, solely for the purposes of the indemnity contained in subpart "a" of this Section 4.6. This waiver has been mutually negotiated by the parties.

\_\_\_\_\_ (City Initials)                      JO (Contractor Initials)

#### 4.7 INSURANCE.

a. **Insurance Term.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the Services hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation.** Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available

at law or in equity.

c. **Minimum Scope of Insurance.** Consultant shall obtain insurance of the types and coverage described below:

- (1) Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
- (2) Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the Services performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
- (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4) Professional Liability insurance appropriate to the Consultant's profession.

d. **Minimum Amounts of Insurance.** Consultant shall maintain the following insurance limits:

- (1) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- (2) Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- (3) Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

e. **Other Insurance Provision.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

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

g. **Verification of Coverage.** The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not

necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the Services.

h. **Notice of Cancellation.** The Consultant shall provide the City with written notice of any policy cancellation within two business days of the Consultant's receipt of such notice.

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

j. **Insurance to be Occurrence Basis.** Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy. Professional liability insurance may be written on a "Claims-made" basis if it is maintained for a period of three (3) years following completion of the services.

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

**4.8 LEGAL RELATIONS.** The Consultant shall comply with all federal, state, and local laws, regulations, and ordinances applicable to the Services to be performed under this Agreement. The Consultant represents that it and all employees assigned to perform any of the Services under this Agreement are in full compliance with the statutes of the State of Washington governing the Services and that all personnel to be assigned to the Services are fully qualified and properly licensed to perform the work to which they will be assigned.

#### **4.9 INDEPENDENT CONTRACTOR.**

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants, and agrees that the Consultant's status as an independent contractor in the performance of the Services required under this Agreement is consistent with and meets the six-part independent

contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the Services required under this Agreement. The Consultant shall not make a claim of City employment and shall not claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work to the Services that the Consultant performs under this Agreement.

d. Prior to commencement of Services, the Consultant shall obtain a business license from the City.

#### 4.10 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the Consultant.

b. Any and all employees of the Consultant, while performing any Services under this Agreement, shall be considered employees of the Consultant only and not of the City. The Consultant shall be solely liable for: (1) any and all claims that may or might arise under the Workman’s Compensation Act, Title 51 RCW, on behalf of any said employees while performing any Services under this Agreement, and (2) any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while performing any Services under this Agreement.

c. The Consultant represents, unless otherwise indicated below, that all employees of the Consultant that will perform any Services under this Agreement have never been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please use initials to indicate No or Yes below.)*

JB No, employees performing the Services have never been retired from a Washington state retirement system.

\_\_\_\_\_ Yes, employees performing the Services have been retired from a Washington state retirement system.



In the event the Consultant checks “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, the Consultant hereby agrees to save, indemnify, defend and hold the City harmless from and against all expenses and costs, including reasonable attorney fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event the Consultant checks “yes” and affirms that an employee providing work has ever retired from a Washington State retirement system, every said employee shall be identified by the Consultant and such retirees shall provide the City with all information required by the City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

**4.11 NONASSIGNABLE.** Except as provided in Exhibit B, the Services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

**4.12 SUBCONTRACTORS AND SUBCONSULTANTS.**

a. The Consultant is responsible for all work or services performed by subcontractors or subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors or subconsultants the Consultant directly hires meet the responsibility criteria for the Services. Verification that a subcontractor or subconsultant has proper license and bonding, if required by statute, must be included in the verification process. If the parties anticipate the use of subcontractors or subconsultants, the subcontractors or subconsultants are set forth in Exhibit B.

c. The Consultant may not substitute or add subcontractors or subconsultants without the written approval of the City.

d. All subcontractors or subconsultants shall have the same insurance coverage and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

**4.13 CONFLICTS OF INTEREST.** The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant’s client base and shall obtain written permission from the City prior to providing services to third parties when a conflict or potential conflict of interest exists. If the City determines in its sole discretion that a conflict is irreconcilable, the City

reserves the right to terminate this Agreement.

**4.14 CITY CONFIDENCES.** The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate, or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or the Services provided to the City.

**4.15 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION.** The Consultant agrees to comply with equal opportunity employment and not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age, or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training; or rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth its nondiscrimination obligations. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

**4.16 UNFAIR EMPLOYMENT PRACTICES.** During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

**5. CITY APPROVAL REQUIRED.** Notwithstanding the Consultant's status as an independent contractor, the Services performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if the Services have been completed in compliance with the Scope of Services and City requirements.

**6. GENERAL TERMS.**

**6.1 NOTICES.** Receipt of any notice shall be deemed effective three (3) calendar days after deposit of written notice in the U.S. mail with proper postage and address.

Notices to the City shall be sent to the following address:

**CITY OF MARYSVILLE**

Adam Benton  
80 Columbia Ave  
Marysville, WA 98270

Notices to the Consultant shall be sent to the following address:

**J.A. BRANNAN ASSOCIATES, PLLC**

Tanja Wilcox  
2701 First Ave., Suite 510  
Seattle, WA 98121

**6.2 TERMINATION.** The City may terminate this Agreement in whole or in part at any time by sending written notice to the Consultant. As per Section 6.1, the Consultant is deemed to have received the termination notice three (3) calendar days after deposit of the termination notice in the U.S. mail with proper postage and address. The termination notice is deemed effective seven (7) calendar days after it is deemed received by the Consultant.

If this Agreement is terminated by the City for its convenience, the City shall pay the Consultant for satisfactory Services performed through the date on which the termination is deemed effective in accordance with payment provisions of Section 3, unless otherwise specified in the termination notice. If the termination notice provides that the Consultant will not be compensated for Services performed after the termination notice is received, the City will have the discretion to reject payment for any Services performed after the date the termination notice is deemed received.

**6.3 DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

**6.4 EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with exhibits, attachments, and addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by a written supplemental amendment properly signed by both parties.

**6.5 SEVERABILITY.**

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

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

**6.6 NONWAIVER.** A waiver by either party of a breach by the other party of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

**6.7 FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

**6.8 GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

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

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


**6.11 AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth herein.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF MARYSVILLE

J.A. BRENNAN ASSOCIATES, PLLC

By \_\_\_\_\_  
Jon Nehring, Mayor

By  \_\_\_\_\_  
Jim Brennan  
Its: Principal

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
\_\_\_\_\_, Deputy City Clerk

Approved as to form:

\_\_\_\_\_  
Jon Walker, City Attorney

## EXHIBIT A

**EXHIBIT A**

November 26, 2018

Landscape Architects & Planners  
2701 First Avenue, Suite 510 | Seattle, WA 98121  
t. 206.583.0620 | www.jabrennan.com

## Scope of Work

### Olympic View Park Design

Prepared for:  
Adam Benton, Project Engineer, City of Marysville

## PROJECT OVERVIEW

Olympic View Park is a new community park on a 7.48-acre City-owned property adjacent to Ebey Waterfront Trail and the Qwuloolt Estuary. The park will provide new shoreline access and expand community connection to the existing trail system. The preliminary concept design proposes to develop approximately three acres for parking, a restroom, small picnic shelter, play area, landscaping, interpretive signage and ADA access to the Ebey Waterfront Trail and Qwuloolt Estuary. Past work by the City of Marysville (City) includes a conceptual layout diagram and a topographic survey of three acres of the site.

J.A. Brennan Associates (JAB) will manage the project and provide landscape architecture services. The JAB consultant team includes Herrera Environmental Consultants (Herrera) for civil engineering and environmental permitting, Stantec for electrical engineering, Aspect Consulting (Aspect) for geotechnical engineering and structural engineering, and Andes Land Surveying (Andes) for land surveying.

The team will build on the information provided by the City to design park elements, provide steep slope protection and erosion control measures, incorporate retaining walls, and integrate educational opportunities through site interpretation. The project is anticipated to require a short street extension (approx. 107 LF) and a hammerhead turnaround within the right-of-way, limited parking on the site, vehicular access to the edge of the Qwuloolt Trail with a load/unload space, ADA parking and a hammerhead turnaround, stormwater management, utility extensions, trails and sidewalks, a (pre-fabricated/customized Romtec) double unisex restroom with a mechanical room and a small pre-fabricated (Poligon) picnic shelter. Public safety and permit requirements will also be addressed in the design.

Construction of the project is scheduled for summer 2019, assuming no in-water work.

## EXHIBIT A

### TASKS

#### TASK 1 – ADMINISTRATION/COORDINATION

The J.A. Brennan project manager will work closely with the City’s project manager to manage the project planning and design process, schedule and budget. Administration tasks include meeting coordination, scheduling, contract administration and sub-consultant administration costs and expenses.

##### *Deliverables*

- Bi-monthly (30 minute) call check in
- Monthly invoices and progress reports
- Team/Client kick off meeting

##### *Assumptions*

- Duration of this task is 6 months
- Full consultant team will attend team/client kick off meeting (in Marysville)
- The full consultant team will be present on up to 3 calls; Herrera will be present on up to 5 calls total

#### TASK 2 – SITE INVENTORY & ANALYSIS

During our inventory and analysis process, we will review existing documentation , identify adjacent land uses and potential land use impacts, sensitive areas, regulatory requirements, access, pedestrian and vehicle circulation, utilities availability, topography and drainage, vegetation, soils and views. This task will include limited environmental documentation, code review and site inventory as described below.

##### *2.1 Landscape Site Analysis*

Work will include visiting the site (3 acre upland site and up to 300’ onto adjacent properties to the east and south) to assess existing site conditions and meeting with Client.

Existing site data and City Codes will be reviewed for landscape requirements, and an existing conditions base plan will be prepared using an AutoCAD survey.

We will identify issues and opportunities and develop a summary graphic. Opportunities for recreation will be identified. This simple graphic is intended to help facilitate the discussion in the initial meetings. Throughout the project we will continue to communicate and coordinate with the City and necessary local permitting authorities to understand regulatory issues and constraints.

This task also includes reviewing the grant contract requirements of the Recreation and

## EXHIBIT A

Conservation Funding Board.

### *Assumptions (Task 2.1)*

- The City will determine the number of required parking stalls

### *Deliverables (Task 2.1)*

- Issues and opportunities map
- Site Analysis Technical memo (up to 8 pages)
- 1 team site visit

## **2.2 Geotechnical Investigation**

Geotechnical engineering support will be provided during the initial site inventory phase, sensitive area evaluations, alternative analysis, schematic design, and then through the milestones of final design (30%, 60% and 90%).

During the initial site inventory phase, Aspect will research available geotechnical data near the proposed project, including data in our files, public sources, and information provided by the City. We will complete a surface reconnaissance to observe the geologic conditions and to complete shallow explorations with hand tools to further characterize the subsurface conditions at the site. If deemed necessary by the scale of the proposed improvements, machine borings and/or test pits would be completed to further characterize the subsurface conditions in support of the final design.

We propose to perform the following tasks to support sensitive areas evaluation and design of the stormwater collection and dispersement; earthwork; retaining walls; pavement; and structures.

- Compile and review readily available geologic and geotechnical information, and other relevant data for the project vicinity.
- Explore shallow subsurface soil and groundwater conditions by excavating up to six test pits over the course of one day in the general areas where the stormwater treatment systems, structures, and hardscape elements are planned, to a minimum depth of 5 ft, using a backhoe. Collect representative soil samples from the test pits and transport the samples to our laboratory for further visual examination, characterization and testing. Test pit excavations will be done after completion of the final schematic plan.
- Provide a short geologic hazard assessment to support sensitive areas evaluations, including considerations for managing erosion and steep slopes.
- Provide recommendations for earthwork and grading. Subgrade recommendations for pavements, slabs and hardscapes will be provided.
- Provide recommendations for shallow foundations for lightly loaded structures, along with geotechnical recommendations for the design of low retaining walls.
- Provide calculations and typical retaining wall cross-sections for low, block retaining walls. The retaining wall design will be documented on the plans by JA Brennan. Aspect will stamp the typical retaining wall design.
- Provide pavement design recommendations for vehicle roadways, parking areas and trails.
- Geotechnical recommendations will be documented in a stamped Geotechnical



## EXHIBIT A

- Engineering Investigation Report for the project at 30% design
- Provide geotechnical consultation during the Alternative Analysis and Schematic Design stages.
- Review design plans at 30, 60 and 90 percent milestone to ensure that Aspect's geotechnical recommendations were properly interpreted and implemented.

### *Assumptions (Task 2.2)*

- The City will provide access to the Site for a geologic reconnaissance and field investigation.
- The City will provide a geotechnical report from the adjacent project site (Glein Plat).
- No permits or traffic control will be required for the field investigations.
- Test pits will be performed by City Operations staff.
- Test pits will be backfilled, and the area will be restored, by City Operations Staff.
- If additional test pits or machine-drilled borings are deemed to be required to support final design, they will be provided as an additional service outside of this scope.
- Deliverables will undergo one round of review with comments compiled from all relevant stakeholders. Discrepancies between stakeholder reviews will be reconciled by the City.
- Deliverables will be provided in PDF format.
- Aspect will attend up to four team meetings (kickoff, alternative analysis and two team meetings during schematic and final design) lasting one hour each.

### *Deliverables (Task 2.2)*

- Geologic hazard assessment (draft and final)
- Typical Block Wall Design Cross-Sections for inclusion in the design drawings.
- Geotechnical Engineering report (draft and final) (final at 30% design)

### **2.3 Civil Engineering Stormwater and Roadway/Parking Analysis**

Herrera will visit the site, review data about the site and adjacent parcels provided by the City and collected from public sources for applicable regulations and design standards, utilities, roadway, and drainage. Herrera will discuss the project with representatives from the City Public Works and Planning Departments to understand how the City's regulations apply to this project. This will include the design of the short street extension, vehicle circulation on site, emergency vehicle access and turn around requirements, and the design of on-site parking. Herrera will then review the site survey, geotechnical engineering investigation findings, and park site development goals and identify any missing information needed for design. This work will be documented in a brief technical memorandum.

### **2.4 Electrical Engineering Analysis**

Stantec will perform data review, a site visit and site reconnaissance to confirm power

## EXHIBIT A

availability. Findings will be documented in a brief technical memorandum.

### ***2.5 Sensitive Area and Regulatory Analysis***

The study area includes the park and areas within 300 feet of the park boundaries on the Glein, Torgeson and Hendrickson properties. Herrera will visit the site and perform a wetland and stream delineation within the study area and take notes and photographs for purposes of thorough characterization of environmentally sensitive areas potentially affected by proposed project improvements. If Herrera scientists identify wetlands within the study area, the wetlands will be delineated.

#### **Wetland and Stream Delineation:**

If wetlands are identified within the study area, Herrera will delineate all wetlands within the study area. The following will be included:

- Identify and delineate wetlands using routine delineation methods described in the 1987 Wetlands Delineation Manual and the May 2010 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region, both from the Army Corps of Engineers. Herrera will mark the boundaries of the wetland in the field in addition to test pit locations.
- Herrera will rate the delineated wetland(s) using the 2014 Washington State Wetlands Rating System, Publication 14-06-030 (Hruby 2014).
- Herrera will provide the City with field data sheets, photographs, a completed wetland delineation report and associated figures for each wetland delineated in the study area according to requirements of the Marysville Municipal Code (MMC 22E.010.330). The report will also include a review of the applicable Local, State, and Federal permitting requirements and outline how they apply to this project.

If no wetlands are identified within the study area (wetland reconnaissance level study), Herrera will document existing conditions in a technical memorandum.

The technical memorandum will include:

- Applicable field methodologies.
- A description of existing conditions within the study area.
- Wetland determination data forms when necessary to show lack of wetland conditions.
- Photographs of site conditions.

Herrera will identify and delineate the Ordinary High Water Mark (OHWM) of the stream located south of the park on the Glein property. OHWM delineation shall be completed based on the following:

- Delineation of the OHWM shall be conducted according to Washington State Department of Ecology Publication No. 16-06-029: Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State (October 2016).
- OHWM flags will be spaced at appropriate intervals to characterize all significant changes in alignment.

## EXHIBIT A

- The locations of the OHWM flags will be included in subsequent field survey data collection by the City.

### *Assumptions (Task 2.5)*

- Only the encumbering boundary (north side) of the stream located south of the park on the Glein property will be delineated.
- The OHWM of the estuary will not be delineated.
- Previously delineated wetlands and streams: The City will provide a survey of the OHWM of the stream south of park.
- The City will acquire permission and access to the Glein, Torgeson and Hendrickson properties.
- The City will survey the location of wetland delineation flags, test pits, and OHWM flags under Task 2.6.
- The City will provide comments on the draft wetland and stream delineation report (or a shorter memo, if no wetlands are found) within two weeks of receiving the document for review. The City will consolidate comments on the draft from all reviewers.
- Herrera will respond to one round of comments from the Client.

### *Deliverables (Task 2.5)*

- A draft wetland and stream delineation report in .doc and .pdf electronic file formats summarizing findings and categorization of wetlands, and including wetland rating forms and figures
- A final version of the report incorporating content addressing City comments.

### **2.6 Surveying**

Andes Land Surveying will prepare a survey basemap for the project to support the proposed design. Survey shall incorporate the following existing survey data provided by the City: paving, 1-foot contours, 13' contour, OHWM, trees 6" dia. and larger including size identification, existing culvert size and location, and above and below-grade utilities. New survey information shall include: property boundary, and deeds and easements. New survey information will also include: wetland delineation flag locations and test pit locations (by City). The survey will be delivered as a stamped PDF, AutoCAD drawing, ASCII point file, and electronic surface file. Andes will attend kick-off meeting only.

## **TASK 3 – ALTERNATIVE CONCEPT DESIGN**

The Conceptual Site Plan dated 02/22/2016 in combination with "ROW Needs" concept dated 11/15/18 (provided by the City) as modified by JA Brennan on 11/20/2018 will be the starting point for developing the design alternatives. Developing alternatives ensures that all the options for park development are considered. After establishing schematic design criteria with the City, our team will develop two schematic design alternatives based on the site analysis and the approved design program.

## EXHIBIT A

Alternatives will be diagrammatic. This approach allows stakeholders and decision makers to focus on relevant park use and programming decisions, as opposed to becoming mired in details at this early stage. The concept diagrams will address access and circulation, parking, park architecture and amenities, visual character, storm water management, shoreline and buffer restoration options and potential environmental tradeoffs. The design options will be coordinated with all known aspects of the project including geotechnical, structural, environmental, functional, maintenance, regulatory, and grant funding requirements. Only one concept will be developed for the roadway, based on the City's engineering design standards for 59<sup>th</sup> Drive NE extension, which will include curb, gutter and sidewalks on either side.

Together with the City staff, the alternatives will be considered, pulled apart and re-assembled to identify the preferred alternative design.

### *Deliverables*

- 2 Alternative concept plans
- 1 Section for each alternative
- Brief written description of each alternative
- 1 Team conference call (Go-To-meeting) (JAB, Herrera)
- 1 Client meeting (Marysville) (JAB & Herrera)

## TASK 4 – SCHEMATIC DESIGN

The schematic design task combines creativity, client interaction, and proactive cost controlling to achieve a beautiful and functional design that provides an exceptional regional park, community amenity and trail experience.

At the City staff meeting to review the alternative concepts (Task 3), we will receive City direction and define the preferred alternative design. The preferred alternative plan will be refined, adding site specific detail and defining the park character as a draft schematic plan that best adheres to the park vision, addresses the project requirements and is financially feasible.

The draft schematic plan and memorandum will include: trail alignments, viewpoint(s) with interpretive signs, vehicular access to the edge of the Qwuloolt Trail with a load/unload space, ADA spaces and turnaround, park access and parking, park restroom and picnic shelter, play area, site plantings, and all park project elements consistent with the approved design program. The schematic design will include planning-level assumptions for grades and features of the full build-out of 59<sup>th</sup> Drive NE extension for future design and construction coordination.

We will conduct a pre-application meeting with the City Community Development Department (CDD), fire department and police department to present the draft schematic plan and receive input. (City will provide the pre-application meeting packet.) Following the pre-app meeting, we will meet with the City staff to receive the City's direction for

## EXHIBIT A

finalizing the schematic plan. The draft and final schematic plan will be based on the project objectives, assumptions and expectations as determined through discussion with the City. The park design program will be as developed in the earlier tasks. The final schematic design will then be presented to the public as per Task 5.

A preliminary square-footage level cost estimate will be provided for the final schematic plan (not including the future 59<sup>th</sup> Drive NE road extension). The final schematic level cost estimate will provide the level of detail appropriate for decision-making and will be based on extensive past project experience, backed up by current cost research. Herrera will attend the meetings in this task by phone.

### ***Deliverables***

- Draft Schematic Plan
- Pre-Application Meeting (in Marysville) (JAB & Herrera civil & permitting)
- Final Schematic Plan (color rendered)
- Sections, up to 4, draft and final
- Cost Estimate (for Final Schematic Plan)
- Technical Memo (up to 2 pages)
- 1 Team meeting (in Seattle) (JAB, Herrera, & Aspect )
- 1 Team conference call (Go-to-meeting) (JAB, Herrera, Aspect & Stantec)
- 1 Client meeting (in Marysville) (JAB and Herrera)

## TASK 5 – PUBLIC INVOLVEMENT

JAB will provide coordination with the design team, the client, and the public. Stakeholder, tribal and Park Board coordination will be by the City. All public notices will be by the City.

### ***Deliverables***

- 1 Public Meeting (in Marysville) (JAB attend only)
- Printed 30x40 presentation boards for 1 public meeting
- 1 PowerPoint presentation
- Meeting summary notes provided in Word Document digital format

## TASK 6 – INTERPRETIVE SIGN DESIGN

The interpretive signage design will be led by J.A. Brennan staff. The scope includes development for up to 2 interpretive sign panels. Proposed topics are: (1) Olympic Mountains and Qwuloolt Estuary panoramic view interpretation; and (2) Historic evolution of the Snohomish River estuary, waterways and sloughs.

### ***Deliverables***

## EXHIBIT A

- Develop theme and storyline for each sign
- Identify images and write text
- Draft interpretive sign layout (2 signs, size 24x36)
- 50% Interpretive panels (2 signs)
- 100% Interpretive panels (2 signs) includes design files ready for fabrication
- Provide map and image files ready for design
- Coordinate with fabricator for sign panel fabrication

### *Sign Design Coordination Meetings*

- City meeting to gather information and agree on theme, storyline and concepts (1 meeting).
- City draft signs review meeting (City and JAB)
- One meeting to present the signs to the City and stakeholders and receive final input.

### *Assumptions*

- No coordination with the Tribe is anticipated. If coordination is required, additional fee may be needed.

## TASK 7 – 30% DESIGN

The 30% design submittal will apply technical expertise to create design solutions to schematic design problems. JAB will create a 30% design submittal that will be primarily AutoCAD-drafted; although some information may be hand-drawn. Illustrative drawings will be completed as a method to convey design feasibility and finished project character. A preliminary square-footage level cost estimate will be provided for the 30% design plan. Herrera civil and Stantec and will provide preliminary cost input. A technical memorandum will document proposed products and materials. No specifications will be provided at 30% design.

A preliminary stormwater drainage design will follow guidance in the Snohomish County Stormwater Code, and Washington Department of Ecology's Stormwater Management Manual for Western Washington (16), and relevant policies of City of Marysville as appropriate. Water quality enhancement recommendations will also be provided in a technical information report.

### *Deliverables*

- Site visit
- 30% Plan Set
  - Cover sheet
  - Existing conditions plan
  - Site layout plan (including roadway extension)
  - Grading and drainage plan (including earthwork calculations)

## EXHIBIT A

- Utility Plan
- Electrical Plan
- Planting plan & plant list
- Wetland & Stream Buffer mitigation plan & plant list
- Irrigation bubble diagram
- Site sections (up to 4)
- Landscape standard details (2 sheets)
- Landscape custom details & unit wall details (3 sheets)
- Civil engineering details (1 sheet)
- Technical memo (up to 3 pages)
- Drainage Report
- Cost estimate (with team input)

### TASK 8 – ENVIRONMENTAL PERMIT SUPPORT

This task includes providing necessary permit documentation and a limited amount of coordination and correspondence to support the client applying for local permits. Herrera, JAB and Stantec will provide input to the City for the SEPA checklist. As buffer impacts are anticipated as a result of the project, Herrera will provide a complete buffer mitigation plan or provide supporting documentation for a buffer variance application. JAB will develop the buffer mitigation planting plan meeting mitigation ratios.

#### ***SEPA Checklist and Permit Application Support***

Client coordination will consist of the following:

- Monitor the permit review process with the City Community Development Dept (CDD). A Herrera permit specialist will participate in up to 2 one-hour phone calls to coordinate any permit review comments that the design team needs to address.
- Respond to requests for additional information.
- Coordinate (phone/email) with Client and design team to discuss any additions and revisions requested during preparation of the draft and final SEPA checklist. A Herrera permit specialist will participate in up to 4 one-hour phone calls.

#### ***Assumptions***

- The City will complete the SEPA checklist.
- No state or federal permits are necessary.
- It is assumed that no in-water work will take place and the design can be formulated such that State and Federal permitting will not likely be triggered.
- The City will complete and submit all necessary permit applications and coordinate with CDD.
- Based on communication with the City, the project area is not located in shoreline jurisdiction and will not require shoreline permits.

#### ***Deliverables***

- The permit documentation includes a permit-ready set of design plans (as

## EXHIBIT A

provided in Task 7).

### ***Buffer Mitigation Plan or Buffer Variance Application***

Herrera will complete either a buffer mitigation plan or documentation to support a buffer variance application, depending on the results of Task 2.5.

**Buffer mitigation plan:** It is anticipated that the project may result in some buffer impacts. The buffer mitigation plan will be prepared according to Chapter 22E.010 of the Marysville Municipal Code. The following components will be included:

- Description of the functions and values buffers that will be impacted, and the functions and values after mitigation.
- Avoidance and minimization measures.
- Description of environmental goals and objectives of the restoration or compensation proposed.
- Measurable, specific performance standards for evaluating whether or not the goals and objectives of the mitigation or restoration project have been successfully attained.
- Detailed description of the proposed mitigation site plan (e.g., grading, habitat structure, and revegetation).
- Monitoring program including monitoring construction of the mitigation project and for assessing a completed project.
- Contingency and corrective measures that will be taken if the mitigation project is not meeting its originally specified performance standards.

**Variance Application:** If the City will pursue a variance to critical area buffer regulations, Herrera will provide documentation required to support the variance application.

### ***Assumptions***

- Herrera will provide either a buffer mitigation plan or support for a variance to critical area buffer regulations. Both types of documentation will not be provided.
- Only buffer impacts will occur. The design will not result in impacts to wetlands or streams.
- Mitigation will be provided on-site.
  - Analysis of buffer impacts will be based on 30%-level design plans prepared in Task 7 in an effort to expedite the permit application process and meet the proposed schedule.
  - Documentation for a critical area variance will take equal or less effort as a buffer mitigation plan.
  - Herrera will not attend the hearing for the critical area variance application.
  - Herrera will not attend pre-application meetings with the City.
  - Herrera will not attend any public meetings in support of the critical area variance application.



## EXHIBIT A

- If a critical area variance application is required, Herrera will complete documentation (not including the SEPA checklist) according to the “Critical Area Variance Checklist” document provided by Adam Benton on 11/26/2018.
- The City will provide comments within two weeks of receiving draft buffer mitigation or draft critical area variance documentation, The City will consolidate comments from all reviewers.
- Herrera will finalize the documentation in response to one round of comments from the City.

### *Deliverables*

- If buffer mitigation is required: an electronic copy (Adobe Acrobat file format) of a draft Buffer Mitigation Plan will be submitted to the City for review and comment.
- If buffer mitigation is required: an electronic copy (Adobe Acrobat file format) of the final Buffer Mitigation Plan, addressing comments received from the City on the draft.
- If buffer mitigation is not required: Documentation to support a critical area variance application prepared by Herrera will include:
  - Vicinity map
  - Site plan
  - “Allegations of Applicant” that responds to MMC 22E.010.100(13)
  - Information that will support evaluation of the variance request

## **TASK 9 – 60%, 90% AND 100% / BID SET PLANS, SPECS AND ESTIMATE (PSE)**

Construction documents submittals will be provided at 60%, 90%, and 100% (bid-ready) design completion. The document sets will be submitted for client review at 60% and 90% prior to issuing final (100%) construction documents. The 60% design set submittal will include plans, outline specification, and estimate of probable construction costs. 90% Design and 100% Design/ Bid Set submittals will include plans, specifications and estimate of probable construction costs.

A Stormwater Pollution Prevention Plan (SWPPP) (written document) will include an Erosion and Sedimentation Control (TESC) plan. Stantec will prepare and submit electrical plans, specifications and cost estimate and application for service to serving utility. Specifications will be provided in CSI format (CSI Master Format 2016 Edition), JAB specifications will be used as a starting point, but will include City of Marysville Bid Proposal form, Division 0 and Division 1 General Requirements, with itemization and unit costs for up to 10 bid items. JAB will provide project specific fill-ins and coordinate with the City Project Manager for the City’s Division 0 and Division 1 Specification sections. Applicable City standard details (EDDS) will be included in the project manual only.

## EXHIBIT A

### ***Building Permit Application***

The JAB team will support the City in preparation of the following permit applications, print and submit to CDD at 90% design. Coordination related to the permit applications will occur with CDD & the Client.

- **City Building permit application:**  
J.A. Brennan staff will provide review and a drawing set to support the City's building permit application. Technical input from other team members.
- **City Land Disturbing Activity (grading & drainage) permit application:**  
J.A. Brennan staff will review the City's (1) land disturbing activity permit application. Technical input from other team members.
- **Geologic hazard permit report submittal:**  
The Geotechnical Engineering Report will include discussion of steep slopes on site and will analyze the geologic hazard area and identify any required mitigation measures. JA Brennan will submit the report to the City.

### ***Deliverables***

- Plans, specs and cost estimates for the following sheets:
  - Cover Sheet (all sheets 22x34, plan shts 20 scale)
  - Existing Conditions Plan (1 sht)
  - Demolition, TESC & tree protection Plan (1 sht 20 scale)
  - Stormwater Pollution Prevention Plan (SWPPP) (1 sht)
  - Site Layout Plan (1 sht)
  - Grading and Drainage Plan (1 sht)
  - Utility Plan (1 sht)
  - Electrical Plan & Details (2 shts)
  - Irrigation Plan & Schedule (1 sht)
  - Planting Plan (1 sht)
  - Plant list (1 sht)
  - Wetland & Stream Buffer Mitigation Planting plan and plant list (1 sht)
  - Detail Area Plan (10 scale)
  - Details: Paving (1 sht) coordinated with civil
  - Details: Drainage (1 sht)
  - Details: Utilities (1 sht)
  - Details: Hardscape/ Play Equipment/Equipment (2 sht)
  - Details: Park Structures (Restroom & Picnic Shelter) (3 shts)
  - Details: Wall Details & Structural for Walls (2 shts)
  - Details: Site Furniture & Signs (standard details) (1 sht)
  - Details: Irrigation (1 sht)
  - Details: Planting (1 sht)
- Grading cut and fill calculations
- Supplemental Drainage Memorandum at 90% (addendum to Drainage)

## EXHIBIT A

- Report)
- Cost Estimate (at 60%, 90% and 100%)
- Specifications (CSI) (at 90% and 100%)
- Up to 2 client review meetings (JAB and Herrera)

### TASK 10 – BID SUPPORT

The design team will provide assistance to the City of Marysville during the public bid process, including answering contractor's questions during bidding and issuing addenda if necessary.

#### *Deliverables*

- Answer contractor's questions during bidding
- Pre-bid meeting
- Up to 3 addenda

## EXHIBIT A

### SCOPE ASSUMPTIONS

#### GENERAL ASSUMPTIONS (J.A. BRENNAN ASSOCIATES):

1. Detailed design will be provided only for those project elements included in the schematic design as described above and as documented in the schematic design process.
2. Retaining walls will be unit block walls, product: Allan Block.
3. Restroom and picnic shelter buildings will be prefabricated structures with structural engineering designs provided by the manufacturer. (Romtec and Poligon, respectively).
4. Play equipment will be selected from a catalogue. No custom play equipment design is anticipated.
5. If a park vehicular gate is required, it will be a City standard gate, included in the specifications.
6. Specifications will not be provided at schematic or 30% design.
7. Environmental permit support includes the submittal of 30% drawings for permits and up to 1 plan revision.
8. The City will prepare the SEPA checklist and will lead coordination with CDD.
9. No shoreline conditional use permit is required for the project.
10. Building permit support includes the submittal of the 90% drawings and up to 1 plan revision. The City may provide CDD with 30%, 60% and 90% plan sets for review.
11. The City will lead the building and grading/drainage permit applications.
12. The City will prepare the land use permit application and provide the project title report as required.
13. Application for an Army Corps of Engineers Permit is not included in this scope of work.
14. No DNR coordination or permitting is anticipated.
15. No FEMA and Flood hazard permit coordination required.
16. The City does not anticipate need for a Shoreline Substantial Development Permit for the project. Preparation of such will require a contract amendment.
17. Tribal, stakeholder and Park Board coordination is anticipated to be by City.
18. The City is anticipating only one public meeting, which will be prepared for and led by the City. JA Brennan will attend only. Presentation materials will consist of full-scale plots of plans and sections prepared as a part of contract tasks. One PowerPoint presentation will be provided by JAB.
19. Any required Public Hearings will be attended by the City only.
20. Herrera will attend team and client meetings by phone, except for site meetings identified in the scope.
21. J.A. Brennan does not provide contaminated soils remediation services. No contaminated soils are anticipated on site.
22. This fee reflects an assumed maximum allowable construction cost of \$950,000. Construction costs in excess of this amount may warrant additional fees.
23. The Civil Engineering design will be per the City of Marysville Engineering Design & Development Standards (EDDS) including the 2014 amendment to the 2012 Stormwater Management Manual for Western Washington (SWMMWW) for the drainage design.),
24. Stormwater runoff from this project area discharges to a tidally influenced Type F stream

## EXHIBIT A

- along the southern property line within ¼ mile of the Snohomish River Estuary and as such is exempt from stormwater Minimum Requirement #7 for Flow Control as per Appendix I-E of the SWMMWW.
25. JAB will comply with funding requirements of the Washington State Recreation and Conservation Office (RCO). JAB cannot ensure that the funds are sufficient to implement the allocated items. Discrepancies between allocated funds and project elements will be brought to the attention of the City.
  26. The City will pay for ROW acquisition with funds from another source other than the existing project budget.
  27. The City will provide coordinated, consolidated review comments at schematic, 30%, 60%, and 90% design submittals. Each City review period will take no longer than two weeks and the City will provide conformed comments between departments.
  28. JAB will provide a title block of their choosing, size: 22 x 34 and use JA Brennan CAD standards.
  29. Specifications will be prepared in CSI format, CSI Master Format 2016 Edition. The project will be bid lump sum, with contract itemization limited to: up to 10 separate project elements. The City will provide their boilerplate Project Manual Division 0 and Division 1 Specifications for JAB editing. J.A. Brennan standard specifications will be used as a starting point for the technical specifications.
  30. Arborist services are not anticipated in this scope of work.
  31. Cultural resource services are not anticipated in this scope of work. (The City will be submitting an EZ-1 form to DAHP and believe that they'll receive a No Effect letter based upon previous projects in this area.)
  32. This scope of services assumes that the limited extension of the roadway will include sewer and water. Any design for the extension of franchise utilities will be for location only and the design of these utilities will be by the utility. Herrera will provide trenching and conduit bedding details for conduits and vaults selected by the utilities.
  33. Design of the full 59<sup>th</sup> Drive roadway is limited to schematic level design and preliminary grading design.
  34. Sewer and water utility connections required for park restroom provided by Herrera. Power connection for park restroom provided by Stantec. Irrigation by JAB. It is assumed that the elevation of the existing sanitary sewer main is low enough to allow for a gravity service connection for the park restroom (no pumping required).
  35. It is assumed that proposed changes to pedestrian and vehicular site access and street and sidewalk extension, and any other elements in the road R.O.W., will require a Right of Way permit, which shall be prepared and submitted by the City.
  36. Due to arrangements in the City's code with respect to the Qwuloolt restoration project, a new OHWM delineation and estuarine wetland edge delineation will not be required and these critical areas buffers will not affect the project design.
  37. The City will provide the wetland delineation report for the existing wetland on the adjacent Glein property. Wetland A and a type F stream on the Glein property will affect a portion of the park site.
  38. No in-water work (as perceived by WDFW and the US Army Corps of Engineers) will

## EXHIBIT A

- occur as a result of this project and upland activities can be designed in such a way to avoid an HPA or any Corps permit.
39. If in-water work is required (i.e., a boat ramp that extends below MHHW), or it is determined from Task 7 meetings that either a Hydraulic Project Approval or US Army Corps of Engineers permit is required, then preparation of a JARPA, along with design plans will be required with a contract amendment.
  40. The City will handle all required ROW acquisition.
  41. The City will provide the ROW location and alignment.
  42. Any change or addition to the design program and recreational amenities may require additional design fee.
  43. Construction support services can be provided with a contract amendment.

### STANTEC ELECTRICAL ENGINEERING ASSUMPTIONS:

1. Stantec electrical engineer will provide design for electrical service to proposed restroom building and small lot/entry and will provide estimate of construction costs updated at each submittal.
2. Stantec will coordinate PUD application for service to the park. Stantec will handle the location of the PUD vaults/conduit, coordinate with civil on the exact locations and will take care of all site lighting.
3. Streetlights on PUD poles would be by the PUD. Stantec will coordinate with PUD any conduit necessary for power.
4. Stantec will attend 1 client/team meetings and 2 team coordination phone calls.
5. Stantec will provide pertinent language for SEPA checklist.
6. Stantec will answer contractor questions during bidding and will provide up to one addendum.

### ASPECT ENGINEERING ASSUMPTIONS:

Aspect Structural scope will include structural engineering for:

1. Unit block retaining walls of various configurations.
2. Guardrails if needed.

### INTERPRETIVE SIGNAGE SCOPE ASSUMPTIONS (J.A. BRENNAN):

1. Permitting will not be required for installation of interpretive signs.
2. The use of design concepts: colors/fonts/layouts, from the adjacent Qwuloolt Trail projects, as provided by the City.
3. All roughs developed for client review and final art proofs will be sent as electronic PDF files.
4. Written approval of the signs from City is required prior to fabrication.
5. Drawings will include required technical specifications. A separate technical specifications package will not be required.
6. CDs will be provided of all signs for use in sign manufacture and to City.
7. Sign structure/stand detail and specifications will be City standard/Qwuloolt estuary interpretive sign, provided by City and incorporated into the construction document set.
8. Installation of interpretive signs will be performed by Contractor as a part of the project

**EXHIBIT A**

- bid package, provided that the signs are designed and fabricated by June 30, 2019.
9. No site visits during interpretive sign installation are included in this scope of work. If on-site support is needed, JAB can provide these services under a contract amendment.






Project: Olympic View Park J.A. BRENNAN ASSOCIATES, PLLC														November 26, 2018									
WORK ITEM	DESCRIPTION	JB PM	TW PLA	DC LA	CO LA/LI	GG Designer	VS Designer	SY Admin	Total JAB Hours	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Markup	Grand Total	
										J.A. Brennan Labor	J.A. Brennan Expenses	J.A. Brennan Labor/Exp	J.A. Brennan w/ Markup	Herrera Civil Engineering	Herrera Environmental	Stantec Electrical	Aspect Geotech & Structural	Andes Survey	Subs				
5	Site Layout Plan (1 sht 20 scale)	2	16		10	6			34	\$4,060.00	\$100.00	\$4,160.00	\$4,160.00	\$0.00							\$0.00	\$0.00	\$4,160.00
6	Grading & Drainage Plan (1 sht 20 scale)	1	4		6	2			13	\$1,505.00	\$50.00	\$1,555.00	\$1,712.67	\$1,576.74							\$1,576.74	\$157.67	\$3,298.41
7	Grading cut and fill calculations				1				1	\$100.00	\$20.00	\$120.00	\$168.52	\$485.22							\$485.22	\$48.52	\$663.74
8	Utilities Plan				1				1	\$100.00	\$60.00	\$160.00	\$349.55	\$1,895.52							\$1,895.52	\$189.55	\$2,245.07
9	Electrical plan				1				1	\$100.00	\$50.00	\$150.00	\$241.50	\$0.00			\$916.00				\$916.00	\$91.60	\$1,156.50
11	Planting Plan & Plant List (1 sht 20 scale)	1	3		6				10	\$1,200.00	\$60.00	\$1,260.00	\$1,260.00	\$0.00							\$0.00	\$0.00	\$1,260.00
11	Wetland & Stream Buffer Mitigation Planting Plan & List (1 sht 20 scale)	1	3		6				10	\$1,200.00	\$60.00	\$1,260.00	\$1,260.00	\$0.00							\$0.00	\$0.00	\$1,260.00
12	Irrigation bubble diagram		2		2	2			6	\$640.00	\$20.00	\$660.00	\$660.00	\$0.00							\$0.00	\$0.00	\$660.00
14	Site Sections (up to 4) use preferred update schematic sections		2		2	4			8	\$810.00	\$40.00	\$850.00	\$850.00	\$0.00							\$0.00	\$0.00	\$850.00
15	Landscape Standard Details (2 sheets)		1		4	6			11	\$1,045.00	\$40.00	\$1,085.00	\$1,085.00	\$0.00							\$0.00	\$0.00	\$1,085.00
16	Landscape Custom Details & Unit Wall Details (3 sheets)	1	2		6	4			13	\$1,405.00	\$150.00	\$1,555.00	\$1,555.00	\$0.00							\$0.00	\$0.00	\$1,555.00
17	Civil engineering details	1	1						2	\$330.00	\$20.00	\$350.00	\$621.09	\$2,710.92							\$2,710.92	\$271.09	\$3,332.01
18	Drainage Report		1		1				2	\$235.00	\$20.00	\$255.00	\$492.65	\$2,376.46							\$2,376.46	\$237.65	\$2,869.11
19	Prepare tech memo (up to 3 pages)	1	3		4				8	\$1,000.00	\$20.00	\$1,020.00	\$1,150.85	\$1,308.52							\$1,308.52	\$130.85	\$2,459.37
20	Cost estimate (team input)	1	4		6	4			15	\$1,675.00	\$20.00	\$1,695.00	\$1,958.47	\$2,454.66							\$2,454.66	\$245.47	\$4,593.13
<b>Total</b>		<b>13</b>	<b>47</b>	<b>0</b>	<b>63</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>156</b>	<b>\$17,985.00</b>	<b>\$825.00</b>	<b>\$18,810.00</b>	<b>\$20,200.30</b>	<b>\$12,808.04</b>	<b>\$0.00</b>	<b>\$4,095.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,903.04</b>	<b>\$1,390.30</b>	<b>\$14,103.34</b>
<b>8 Environmental Permit Support</b>																							
1	SEPA Checklist-Input to City	1	3		2				6	\$800.00		\$800.00	\$1,053.26			\$2,532.00					\$2,532.00	\$253.26	\$3,585.86
3	Buffer Mitigation Plan		3		4				7	\$805.00		\$805.00	\$2,123.47			\$13,184.68					\$13,184.68	\$1,318.47	\$15,308.15
<b>Total</b>		<b>1</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>\$1,605.00</b>	<b>\$0.00</b>	<b>\$1,605.00</b>	<b>\$3,176.73</b>	<b>\$0.00</b>	<b>\$15,717.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,717.28</b>	<b>\$1,571.73</b>	<b>\$18,894.01</b>
<b>9 60%, 90% and 100% Bid Set Plans, Specs and Estimate (PSE)</b>																							
1	Cover Sheet (all sheets 22x34, plan shts 20 scale)		1		1	2			4	\$405.00	\$20.00	\$425.00	\$425.00	\$0.00							\$0.00	\$0.00	\$425.00
2	Existing Conditions Plan (1 sht)		1		1	2			4	\$405.00	\$20.00	\$425.00	\$425.00	\$0.00							\$0.00	\$0.00	\$425.00
3	Demolition, TESC & tree protection Plan (1 sht 20 scale)		1		4	2			7	\$705.00	\$20.00	\$725.00	\$676.87	\$1,518.72							\$1,518.72	\$151.87	\$2,395.59
4	Stormwater Pollution Prevention Plan (SWPPP) (1 sht)		1		1				1	\$135.00	\$50.00	\$185.00	\$275.54	\$905.37							\$905.37	\$90.54	\$1,180.91
5	Site Layout Plan (1 sht)	2	14		16	6			38	\$4,390.00	\$200.00	\$4,590.00	\$4,590.00	\$0.00							\$0.00	\$0.00	\$4,590.00
7	Grading and Drainage Plan (1 sht)	1	8		12	2			23	\$2,645.00	\$150.00	\$2,795.00	\$2,995.00	\$2,000.00							\$2,000.00	\$200.00	\$4,995.00
8	Utility Plan (1 sht)	1	1		2	1			5	\$615.00	\$50.00	\$665.00	\$820.50	\$1,555.02							\$1,555.02	\$155.50	\$2,375.52
9	Electrical Plan & Details (2 shts)		1		1				2	\$235.00	\$65.00	\$300.00	\$662.00	\$0.00			\$3,620.00				\$3,620.00	\$362.00	\$4,282.00
11	Irrigation Plan & Schedule (1 sht)	1	3		14	4			22	\$2,340.00	\$120.00	\$2,460.00	\$2,460.00	\$0.00							\$0.00	\$0.00	\$2,460.00
12	Planting Plan (1 sht)	1	8		8	6			23	\$2,585.00	\$120.00	\$2,705.00	\$2,705.00	\$0.00							\$0.00	\$0.00	\$2,705.00
13	Plant list (1 sht)	1	4		6	4			15	\$1,675.00	\$50.00	\$1,725.00	\$1,725.00	\$0.00							\$0.00	\$0.00	\$1,725.00
11	Wetland & Stream Buffer Mitigation Planting Plan & Plant List (1 sht 20 scale)	1	6		8	6			21	\$2,315.00	\$120.00	\$2,435.00	\$2,458.69	\$0.00		\$236.88					\$236.88	\$23.69	\$2,695.57
15	Detail Area Plan (10 scale)	1	4		12	10			27	\$2,785.00	\$120.00	\$2,905.00	\$2,905.00	\$0.00							\$0.00	\$0.00	\$2,905.00
16	Details: Paving (1 sht) coordinated with civil		1		7	6			17	\$1,750.00	\$50.00	\$1,800.00	\$1,877.59	\$775.92							\$775.92	\$77.59	\$2,653.51
17	Details: Drainage (1 sht)		1		2				3	\$335.00	\$20.00	\$355.00	\$510.82	\$1,558.20							\$1,558.20	\$155.82	\$2,069.02
18	Details: Utilities (1 sht)		1		1				2	\$220.00	\$20.00	\$240.00	\$294.64	\$546.42							\$546.42	\$54.64	\$841.06
19	Details: Handscapes/ Play Equipment (2 sht)	1	8		18	24			51	\$5,115.00	\$200.00	\$5,315.00	\$5,315.00	\$0.00							\$0.00	\$0.00	\$5,315.00
20	Details: Park Structures (3 shts) - restroom, shelter	1	8		8	14			31	\$3,265.00	\$200.00	\$3,465.00	\$3,465.00	\$0.00							\$0.00	\$0.00	\$3,465.00
21	Details: Wall Details & Structural for Walls (2 shts)	2	8		12	4			26	\$3,010.00	\$150.00	\$3,160.00	\$3,160.00	\$0.00							\$0.00	\$0.00	\$3,160.00
22	Details: Site Furniture & Signs (1 sht) standard details	1	6		11	2			20	\$2,275.00	\$50.00	\$2,325.00	\$2,325.00	\$0.00							\$0.00	\$0.00	\$2,325.00
23	Details: Irrigation (1 sht)		1	4	2	4			11	\$1,175.00	\$50.00	\$1,225.00	\$1,225.00	\$0.00							\$0.00	\$0.00	\$1,225.00
24	Details: Planting (1 sht)	1	4		4	4			13	\$1,475.00	\$50.00	\$1,525.00	\$1,525.00	\$0.00							\$0.00	\$0.00	\$1,525.00
25	Grading cut and fill calculations		1	12					13	\$1,635.00	\$20.00	\$1,655.00	\$1,681.08	\$260.78							\$260.78	\$26.08	\$1,941.86
26	Supplemental Drainage Memorandum at 90% (addend. Drainage Report)		1		1				1	\$135.00	\$20.00	\$155.00	\$261.79	\$1,067.94							\$1,067.94	\$106.79	\$1,329.73
27	Cost Estimate (at 60%, 90% and 100%)	2	12		6			2	22	\$2,806.00	\$20.00	\$2,826.00	\$3,031.51	\$1,875.12							\$1,875.12	\$187.51	\$3,066.63
29	Specifications (CSI) (at 90% and 100%)	4	24		20	10			58	\$6,870.00	\$100.00	\$6,970.00	\$7,185.71	\$1,817.10			\$340.00				\$2,157.10	\$215.71	\$9,342.81
30	Up to 2 client review meetings (JAB and Herrera)		8		4				12	\$1,480.00	\$70.00	\$1,550.00	\$1,681.88	\$318.78							\$318.78	\$31.88	\$1,900.66
31	Geologic hazard permit application	1	2		2				5	\$665.00	\$20.00	\$685.00	\$685.00	\$0.00							\$0.00	\$0.00	\$685.00
32	City Building permit application (support City)	1	4		4	2			11	\$1,305.00	\$20.00	\$1,325.00	\$1,325.00	\$0.00							\$0.00	\$0.00	\$1,325.00
33	City Land Disturbing Activity (grading & drainage) permit application		3		3				6	\$705.00		\$705.00	\$725.00	\$200.00							\$200.00	\$20.00	\$925.00
<b>Total</b>		<b>23</b>	<b>149</b>	<b>16</b>	<b>188</b>	<b>116</b>	<b>0</b>	<b>2</b>	<b>494</b>	<b>\$55,456.00</b>	<b>\$2,165.00</b>	<b>\$57,621.00</b>	<b>\$59,498.62</b>	<b>\$14,399.35</b>	<b>\$236.88</b>	<b>\$4,140.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,778.23</b>	<b>\$1,677.62</b>	<b>\$18,724.65</b>	
<b>10 Bid Support</b>																							
1	Answer contractor's questions during bidding		2		4				6	\$650.00	\$20.00	\$670.00	\$774.03	\$640.30			\$200.00				\$1,040.30	\$104.03	\$1,814.33
2	Pre-bid meeting		3		3				6	\$975.00	\$20.00	\$995.00	\$742.82	\$478.17			\$200.00				\$478.17	\$47.82	\$1,220.99
3	Up to 3 attenda	1	6		6				15	\$1,745.00	\$20.00	\$1,765.00	\$1,996.46	\$2,134.56							\$2,134.56	\$213.46	\$4,333.02
<b>Total</b>		<b>1</b>	<b>0</b>	<b>11</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>\$3,370.00</b>	<b>\$60.00</b>	<b>\$3,430.00</b>	<b>\$3,513.30</b>	<b>\$3,453.03</b>	<b>\$0.00</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,853.03</b>	<b>\$385.30</b>	<b>\$7,268.33</b>

# *Index #8*

**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: 12/10/2018**

<b>AGENDA ITEM:</b>	
Five-year extension of Snohomish County Interlocal Agreement For Equipment Maintenance and Repair Services	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
JR Myers, Solid Waste/Support Services Supervisor	
<b>DEPARTMENT:</b>	
Public Works/Fleet	
<b>ATTACHMENTS:</b>	
2014 Interlocal Agreement, County Letter Agreeing to Five-Year Extension, Current Vehicle Equipment List	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
TBD	As Needed
<b>SUMMARY:</b>	

This agreement makes available to the City, equipment maintenance and/or repair services performed by Snohomish County, or under contracts entered into by the County, pursuant to the authority contained in RCW 39.34.080 and chapter 36.33A RCW for another five years.

This agreement shall govern services through December 31, 2023.

Labor rates for 2019 remain the same as 2018.

<p><b>RECOMMENDED ACTION:</b>                  Staff recommends that Council authorize the Mayor to sign and execute the five-year extension for the Snohomish County Interlocal Agreement For Equipment Maintenance and Repair Services.</p>
---

Snohomish County  
 Department of Public Works  
 Fleet Management Division  
 3402 McDougall Avenue  
 Everett, WA 98201

## INTERLOCAL AGREEMENT FOR EQUIPMENT MAINTENANCE AND REPAIR SERVICE

**THIS AGREEMENT** is entered into by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (hereinafter referred to as the "County"), and the City of Marysville, a municipal corporation of the State of Washington (hereinafter referred to as the "Agency"). In consideration of the mutual promises contained in this Agreement and the mutual benefits to result therefrom, the parties agree as follows:

1. Purpose and Scope of Services. The purpose of this Agreement is to make available to the Agency equipment maintenance/repair service performed by the County, or under contracts entered into by the County, pursuant to the authority contained in RCW 39.34.080 and chapter 36.33A RCW. The County shall provide mechanical maintenance/repair service for vehicles/construction equipment owned by the Agency as listed in Exhibit "A", which is attached hereto and incorporated herein by this reference. Additional Agency equipment may be repaired by the County as agreed in writing by the Administrators of this Agreement identified below.
2. Scheduling Work. Whenever the Agency desires to use the County services to undertake routine maintenance or repair of Agency vehicles, the Agency shall notify the County's Everett Shop Supervisor or Communication Repair Technician for scheduling the work. To the extent the Agency vehicles are in need of scheduled maintenance or unscheduled repair, such maintenance and/or repair will be provided on an "as needed" basis at the County's Shop Supervisor's discretion with emergent repairs being undertaken as soon as reasonably possible.
3. Transportation. The Agency shall provide for transportation of vehicles/construction equipment to and from the County service location. In situations where the vehicle/equipment is inoperative, the County's Shop Supervisor will determine whether the vehicle/equipment shall be towed to the County location or repaired at the Agency location.
4. Maximum Cost For Repairs--Extent of Work. The cost for each repair work order shall not exceed Five Hundred and no/100 Dollars (\$500.00) without consultation by the County with the Agency. The Agency Administrator, named below, will advise the County whether or not to proceed with specified repairs identified for particular vehicle/equipment when charges exceed the above amount. Equipment

repair estimates provided by the County are exactly that, estimates; if repair costs are estimated to exceed the original estimate provided by over \$100, the County will contact the Agency for permission to proceed with repairs.

5. Standard Specifications and Preventive Maintenance Schedule. Whenever the County has standard specifications in place for supplies or services requested by the Agency, the County shall use such specification in replacing parts and/or performing services requested. The County's Preventive Maintenance schedule shall be used for Agency equipment.
6. Service Location. Services on Agency vehicles shall be performed at the County's Everett location unless specific circumstances warrant the use of other necessary locations.
7. Wage Requirements. The County shall conduct the service in compliance with County wage requirements. Rates may vary in years subsequent to the initial year of this Agreement based upon the actual cost to the County and as provided in a written annual letter of notification to the Agency issued pursuant to subsection 7.1.d. of this Agreement.

7.1. Compensation. Compensation for services rendered during the initial and extension terms of this Agreement shall be based on rates approved annually through the Snohomish County Council budget process and formally distributed by December 1st of the calendar year.

a. County inventory parts shall be supplied at cost + 40% for services provided in calendar year 2014 to 2018, and, if applicable, any extended term.

b. During calendar year 2014, County labor shall be provided at a cost of Ninety Seven and 50/100 Dollars (\$97.50) per hour for passenger car/light-duty vehicle repair services provided in calendar years 2014 to 2018; One Hundred Seventeen and 50/100 Dollars (\$117.50) per hour for heavy truck and equipment repair services provided in calendar years 2014 to 2018; Ninety Seven and 50/100 Dollars (\$97.50) per hour for radio and radar repair services provided in calendar years 2014 to 2018; and Sixty and 00/100 Dollars (\$60.00) per hour for small power equipment repair provided in calendar years 2014 to 2018. Overtime labor shall be provided at 1.5 times the appropriate hourly rate. Equipment categories are further defined as follows:

- "Small Power Equipment" = small gasoline or diesel powered equipment; portable equipment such as chainsaws, weed-eaters, backpack blowers, water pumps, generators, and lawn mowers. This class would typically include small garden tractors and riding lawn mowers.
- "Light Equipment" = Automotive/Light Duty – Passenger cars, police cars and pickup trucks up to 1-ton category (Ford F350 equivalent).

- “Heavy Equipment” = Trucks above 1-ton category (F450 equivalent and above) and including dump trucks, vactor trucks, street sweepers, backhoes, aerial lift “bucket” trucks, road graders, snow removal equipment, and other municipal heavy equipment, usually diesel powered.

c. Vendor repairs shall be provided at County cost plus labor for transporting to and from vendor at the light equipment County labor rate, and direct purchase parts shall be supplied at cost +15%.

d. Rates for years 2015 - 2018, and any extended term, based on rates approved annually through the Snohomish County Council budget process. Snohomish County Fleet Management will submit a letter of notification to the Agency by December 1st of the year preceding the year for which the rates apply, notifying it of any changes in rates of compensation for parts, labor and vendor repair costs. Such new rates shall apply to all work performed for the Agency in the subsequent year.

7.2. Records. The County shall keep reasonably itemized and detailed records covering such costs, including all categories of items listed in this section, and shall render to the Agency at the close of each calendar month an itemized statement covering all categories of items.

7.3. Payment. The Agency shall pay the County for services rendered within thirty (30) days after receipt of the statement.

8. Term/Termination/Extension. This Agreement shall be govern services rendered from January 1, 2014, through December 31, 2018 (initial term), PROVIDED, HOWEVER, that the term of this Agreement may be extended for one (1) additional five (5) year term, with mutual agreement of the County and the Agency, FURTHER PROVIDED, HOWEVER, that the County’s obligations after December 31, 2013, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the County Charter and applicable law]. Notwithstanding the above, either party may terminate this Agreement upon giving the other not less than ninety (90) days written notice of the intent to terminate.
9. Indemnification. The Agency shall hold harmless, indemnify, and defend, at its own expense, the County, its elected and appointed officials, officers, employees, and agents from any loss or claim for damages of any nature whatsoever arising out of the City’s or Agency’s performance of this Agreement, including claims by the City’s or Agency’s employees, or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of the County, its elected and appointed officials, officers, employees, or agents.

The County shall hold harmless, indemnify, and defend, at its own expense, the Agency, its elected and appointed officials, officers, employees, and agents from

any loss or claim for damages of any nature whatsoever arising out of the County's performance of this Agreement, including claims by the County's employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of the Agency, its elected and appointed officials, employees, or agents.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the COUNTY and the AGENCY, their officers, employees, and agents, each party's liability hereunder shall be only to the extent of their respective negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes both the County's and the City's or Agency's waiver to each other only, of their respective immunity under Industrial Insurance, Title 51 RCW, solely for purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Section shall survive the expiration or termination of this Agreement.

10. Insurance. The Agency is a member of a self-insured pool of municipal corporations that has coverage at least equivalent to \$1 million per occurrence combined single limit of liability coverage in its self insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member.

The County is maintains a fully-funded self-insurance program as defined in Snohomish County Code 2.90 for the protection and handling of the County's liabilities, including injuries to persons and damage to property. The self-funded program will respond if an incident occurs involving negligence of County employees acting in the scope of their employment. The County agrees to be responsible for Agency vehicles while in the County's care, custody and control.

11. Warranty. The County will repair or replace without additional charge any defective workmanship or parts provided to Agency vehicles under general daily usage by Agency employees for up to ninety (90) days after the date the work order is closed.
12. Notices. All notices required to be given by any party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed as provided in this paragraph.

AGENCY:  
City of Marysville  
Attn: City Clerk

COUNTY:  
Snohomish County  
Fleet Management Division

1049 State Avenue  
Marysville, WA. 98270

3402 McDougall Ave.  
Everett, WA 98201

13. Administrators. Administrators of this Agreement shall be (i) Snohomish County Fleet Manager; and (ii) City of Marysville Fleet Manager.
14. Jurisdiction. This Agreement has been made and shall be construed according to the laws of the State of Washington. In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington in and for Snohomish County. The prevailing party in any litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.
15. Independent Contractor. The parties agree and understand that the County is acting hereunder as an independent contractor and no separate legal or administrative entity is created hereby. The County shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be the employees and agents of the County and not the Agency. The County shall be solely liable to its personnel for salaries, wages, compensation and taxes arising out of the performance of this Agreement. The County's standards of performance and County personnel policies shall govern the performance of all persons performing work or services under this Agreement.
16. Severability. If any provision of the Agreement or its application to any person or circumstance is held to be invalid, such decision shall not affect the validity of the remaining portions of this Agreement or its application to other persons or circumstances.
17. Amendment. This Agreement may only be modified or amended in writing, signed by both parties hereto.

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK



18. Entire Agreement. This Agreement represents the entire agreement between the County and the Agency, superseding all prior negotiations, representations or agreements, written or oral.

IN WITNESS WHEREOF, the parties to this Agreement have caused their names to be affixed by their official representatives this 14<sup>th</sup> day of April, 2014.

SNOHOMISH COUNTY

CITY OF MARYSVILLE

By: [Signature]  
County Executive or Designee 7/12/2014

By: [Signature]  
Name/Title: John Nehring, Mayor

STEPHEN CLIFTON  
Executive Director

Approved As To Form:

ATTEST:

[Signature]  
Deputy Prosecuting Attorney 2/11/14

[Signature]  
Sandy Langdon, City Clerk  
APRIL 10 2014

COUNCIL USE ONLY  
Approved: 9-10-14  
Docfile: D-3

Approved As To Form

[Signature]  
Grant K. Weed  
City Attorney



**Snohomish County**

**Facilities & Fleet**  
*Fleet Services*

3402 McDougall Ave  
Everett, WA 98201

**Dave Somers**  
*County Executive*

**RECEIVED**

NOV 16 2018

CITY OF MARYSVILLE  
PUBLIC WORKS &  
COMMUNITY DEVELOPMENT

November 14, 2018

City of Marysville  
80 Columbia Avenue  
Marysville WA 98270

RE: Interlocal Agreement for Furnishing Equipment Maintenance and Repair Services – Extension

The initial term of the agreement between Snohomish County and City of Marysville for furnishing equipment maintenance and repair services is coming to an end December 31, 2018. As described in Section 8. Term/Termination/Extension, Snohomish County may extend this agreement for one additional five year term, at the sole discretion of the County, by written notice to the Agency. This letter is to notify you of our intent to extend the agreement.

Labor rates for 2019 remain the same as 2018:

Passenger Car/Light Duty Vehicle Repair	\$102.50
Radio Repair and Maintenance	\$102.50
Small Power Equipment Repair	\$ 70.00
Heavy Truck and Equipment Repair	\$120.00

If you wish to continue with equipment maintenance services provided by the County, please return the attached extension acknowledgement as well as an updated equipment list to Snohomish County Fleet Services at 3402 McDougall Avenue, Everett WA 98201.

If you have any questions, please contact me directly at (425) 388-6061 or [roy.scalf@snoco.org](mailto:roy.scalf@snoco.org).

Sincerely,

Roy L. Scalf  
Fleet Services Director  
Snohomish County Fleet Manager



**Snohomish County**

**Facilities & Fleet**

*Fleet Services*

3402 McDougall Ave  
Everett, WA 98201

**Dave Somers**  
*County Executive*

ACKNOWLEDGEMENT

City of Marysville acknowledges receipt of extension of Interlocal Agreement for Furnishing Equipment Maintenance and Repair Services by Snohomish County Fleet Services. This extension covers services rendered from January 1, 2019 through December 31, 2023.

Agency Vehicle/Equipment List (attached)

City of Marysville  
80 Columbia Avenue  
Marysville WA 98270

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name/Title: \_\_\_\_\_

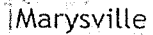
Please return this acknowledgement, along with any updates to the Agency's vehicle/equipment list to:

Snohomish County Fleet Services  
3402 McDougall Avenue  
Everett WA 98201

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

**EXHIBIT A**

REVISED 11-21-2013



<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
102	1999 FORD TAURUS
103	2000 JEEP CHEROKEE
104	1989 CHEV S10
107	2002 CHEV VAN CARGO
112	1995 MARK JR-14
115	2001 CHEV TRUCK
205	1985 GMC DUMP TRUCK
212	2001 DODGE RAM 2500
218	2002 FREIGHTLINER DUMP TRUCK
220	2000 DODGE 3/4 TON PU
227	2000 FORD F550 FLATBED DU
228	1986 JOHN DEERE BACKHOE
233	1987 TRAIL KING TRAILER
234	1987 GMC C3500
236	1988 FORD DUMP TRUCK
237	2002 FORD RANGER
238	1989 CHEV S10
242	1991 ROOT SPRG SCRAP RXT.62.91
244	1992 FORD VACTOR
247	1994 PB LOADER EMULSION SPRAYER
248	1993 SNYDER CHEM SPRAYER MO
249	1996 FORD F350
251	1997 FORD P/U
252	1998 FORD DUMP TRUCK
253	1996 FORD MOWER/BOOM
256	1999 TYMCO SWEEPER
308	2001 CHEV MALIBU
332	1995 CHEV P/U
334	2002 GMC SONOMA
336	2002 CHEV BLAZER
337	1996 FORD TAURUS
431	2001 JEEP CHEROKEE
433	1995 FORD F150
435	2001 CHEV MALIBU
436	1995 FORD F150
438	1995 FORD TAURUS
502	2001 DODGE UTILITY BODY
504	1995 CHEV VAN
506	1996 ONAN GENERATOR
508	2001 GMC SONOMA
517	2001 CHEV TRUCK
518	1984 FORD 555A-BACKHOE
525	2001 GMC SONOMA

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

**EXHIBIT A**

<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
526	2000 FREIGHTLINER DUMP TRUCK
530	2002 CHEV P/U
531	2002 FORD F250
537	2001 GMC SONOMA
538	2000 GMC SONOMA
540	1990 KOMATSU FORKLIFT
544	1990 FORD F800
546	1993 FORD F350
549	1994 EZLOADER TRAILER
551	1995 CASE LOADER
552	1989 STEWART GENERATOR
553	1994 PROFAB 17' BOAT
555	1995 FORD 555D-BACKHOE
556	1996 CHEV VAN
559	1998 TOW TRAILER
560	1998 JAYS VACTOR TRAILER
561	1999 DODGE UTILITY BODY
562	2002 INTERSTATE TRAILER
651	1997 CRANE CARRIER GARBAGE TRUCK
652	2000 CRANE CARRIER GARBAGE TRUCK
803	1996 FORD F250
804	1994 FORD AEROSTAR
805	2002 FORD F350
807	1993 FORD F250
808	2000 DODGE RAM 2500
809	1997 MAZDA P/U
811	1990 MODERN TRAILER
812	1996 GARLAND UTILITY TRAILER
814	2001 FORD TAURUS SW
880	1993 MODERN UTILITY TRAILER
881	1995 U-DUMP TRAILER
888	2000 SPECTRE 4903-TILT TRAILER
910	2002 CHEV ASTRO
914	2001 CHEV C10
915	2001 KENDO TRAILER
920	2001 CHEV MALIBU
921	2001 CHEV MALIBU
922	2001 CHEV MALIBU
925	2002 CHEV BLAZER
930	1988 GMC VAN
949	1996 SMART TRAILER
950	1997 JEEP CHEROKEE
955	2000 FORD CROWN VICTORIA
962	1997 CHEV LUMINA
963	1996 FORD WINDSTAR
964	2002 FORD EXPEDITION

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

**EXHIBIT A**

<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
965	1999 JEEP CHEROKEE
966	1999 JEEP CHEROKEE
967	1999 JEEP CHEROKEE
A002	2004 DODGE STRATUS
A003	2003 CHEV IMPALA
A004	2005 DODGE STRATUS
A006	2008 DODGE AVENGER
CC01	2004 CUROTTO-CAN CUROTTO-CAN II
CC02	2004 CUROTTO-CAN CUROTTO-CAN II
CC03	2004 CUROTTO-CAN CUROTTO-CAN II
CC04	2004 CUROTTO-CAN CUROTTO-CAN II
F001	2003 B&W RADAR TRAILER
F002	2006 BUTLER TILT-TRLR
F003	2006 EAGLE TRAILER-LNDSCPE
F004	2006 EAGLE TILT-TRLR
F005	2008 PJ TRAILERS POWER TILT-TRLR
F006	2008 OLYMPIC OM6 TILT TRLR
F007	2009 TRAIL-EZE TE401-TILT TRLR
F009	2009 BIG TOW B20T/TILT TRLR
F010	2012 STALKER/SAM RADAR TRAILER
F011	2013 STALKER/SAM RADAR TRAILER
F012	2013 SOLAR TECH.VARIABLE MESSAGE TRAILER
F013	2013 SOLAR TECH.VARIABLE MESSAGE TRAILER
H001	2001 PRO-PAVER 813RT
H002	2004 ELGIN SWEEPER
H003	2005 FREIGHTLINER VACTOR
H004	2004 NEW HOLLAND TRACTOR/MOWER
H005	2004 JOHN DEERE 310SG BACKHOE
H006	2005 PSI M413XT GRADER
H006A	2006 PSI ANGLE BROOM
H007	2007 JOHN DEERE TRACTOR/MOWER
H008	2008 INTERNATIONAL VACTOR
H009	2008 JOHN DEERE 310SJ BACKHOE
H010	2009 KOMATSU PC88MR8 EXCVTOR
H011	2010 NEW HOLLAND TRACTOR/MOWER
H012	2013 INTERNATIONAL/TYMCO 500X SWEEPER
J001	2003 PETERBILT 320S/WASTE TRUCK
J002	2003 CHEV C3500
J003	2003 WORKHORSE STEP VAN
J004	1991 FORD INCIDENT VAN
J005	2004 FORD F450 BUCKET TRK
J006	2005 PETERBILT 320 S/WASTE TRUCK
J007	2005 PETERBILT 320 S/WASTE TRUCK
J008	2005 FORD F350
J009	2005 FORD F350
J010	2006 FORD F450 FLATBED

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

**EXHIBIT A**

<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
J011	2005 CRANE CARRIER GARBAGE TRUCK
J012	2006 FORD F350
J013	2007 FORD F450
J014	2006 FORD F350
J015	2007 FORD F450 FLATBED
J016	2006 INTERNATIONAL 7400 4X2
J017	1994 FORD F700 ARMORED
J018	2008 INTERNATIONAL 7600-10 YD DUMP
J019	2008 FORD F350
J021	2011 FORD F350 SERVICE BODY TRUCK
J020	2009 INTERNATIONAL 7400-5 YD DUMP
J022	2011 FORD F450 FLATBED
J023	2011 FORD F550 FLATBED DU
J024	2011 PETERBILT 320 GARBAGE TRUCK
J025	2011 PETERBILT 320 GARBAGE TRUCK
J026	2000 FREIGHTLINER FLD112 10-YD DUMP TRUCK
J028	2012 FORD E350 PRISONER TRANSPORT
J029	2004 INTERNATIONAL 5600-10 YD DUMP
M001	2000 MEYER C-8.5 PLOW
M002	2000 AIR-FLO 1.5 YD. SANDER
M003	2002 SWENSON 100-14-54
M005	2000 SULLAIR AIR COMPRESSOR
M007	2004 PB LOADER BC-4/PATCHER
M008	2005 BANDIT CHIPPER200
M009	2005 MARATHON KERA145HD
M009A	2008 VAN AIR VIPER-80
M010	2005 MARATHON CR250K-ROUTER
M011	2001 TRAILER HAUL WT540 TANKER
M012	2005 VIBROMAX 265-ROLLER
M013	2007 AMERICAN/FRINK 3910-POLY PLOW
M014	2007 MONROE MV1688456WASF3
M015	2007 MB COMPANIES M-B 2004T
M016	2008 WELLSCARGO/CUES CW1422-102
M017	2008 MONROE MV1688456WASF3
M018	2008 MONROE MV1208456WASF2
M019	2008 TURBO TECH. ICS-300 SPRAYER
M020	2010 AMERICAN/FRINK 3910-POLY PLOW
M021	2010 MONROE MV1206458WA SANDER
M022	2011 PREMIER SADV200C DEWATERING PUMP TRLR
N923	1989 TOYOTA CAMRY
P102	2003 FORD CROWN VICTORIA
P106	2003 FORD CROWN VICTORIA
P109	2004 FORD CROWN VICTORIA
P110	2004 FORD CROWN VICTORIA
P111	2004 FORD CROWN VICTORIA
P112	2004 FORD CROWN VICTORIA

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

**EXHIBIT A**

<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
P113	2004 FORD CROWN VICTORIA
P114	2005 FORD CROWN VICTORIA
P115	2005 FORD CROWN VICTORIA
P116	2005 FORD CROWN VICTORIA
P117	2005 FORD CROWN VICTORIA
P119	2006 FORD CROWN VICTORIA K-9
P120	2006 FORD CROWN VICTORIA
P121	2006 FORD CROWN VICTORIA
P122	2006 FORD CROWN VICTORIA
P123	2007 FORD CROWN VICTORIA
P124	2007 FORD CROWN VICTORIA
P125	2007 FORD CROWN VICTORIA
P126	2007 FORD CROWN VICTORIA
P128	2008 FORD CROWN VICTORIA
P129	2008 FORD CROWN VICTORIA
P130	2008 FORD CROWN VICTORIA
P131	2008 FORD CROWN VICTORIA
P133	2008 FORD CROWN VICTORIA
P134	2009 FORD CROWN VICTORIA
P135	2007 FORD CROWN VICTORIA K-9
P136	2006 FORD CROWN VICTORIA
P137	2007 FORD CROWN VICTORIA
P138	2007 FORD CROWN VICTORIA
P139	2007 FORD CROWN VICTORIA
P140	2011 FORD CROWN VICTORIA K-9
P141	2006 FORD CROWN VICTORIA
P142	2007 FORD CROWN VICTORIA
P143	2006 FORD CROWN VICTORIA
P144	2007 FORD CROWN VICTORIA
P145	2013 CHEVROLET CAPRICE
P146	2013 CHEVROLET CAPRICE
P147	2013 CHEVROLET CAPRICE
P148	2013 CHEVROLET CAPRICE
P149	2013 CHEVROLET CAPRICE
P150	2013 CHEVROLET CAPRICE
S001	1993 ACURA INTEGRA
V001	2002 GMC SONOMA
V002	2003 JEEP WRANGLER
V003	2003 JEEP WRANGLER
V004	2004 FORD F150
V005	2004 FORD E350
V006	2003 CHEV TRAILBLAZER
V007	2005 FORD RANGER
V008	2005 FORD RANGER
V009	2005 CHEV P/U
V010	2005 FORD RANGER



**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

**EXHIBIT A**

<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
V011	2005 CHEV P/U
V012	2007 CHEV COLORADO
V013	2007 FORD F150
V014	2007 FORD RANGER
V015	2007 FORD RANGER
V016	2007 FORD RANGER
V017	2006 FORD E350 12 PSNGR
V018	2008 CHEV COLORADO
V019	2010 CHEV COLORADO
V020	2010 CHEV COLORADO
V022	2013 FORD F150 PICK-UP
V023	2013 FORD F150 PICK-UP
V024	2013 FORD F150 PICK-UP
W004	2003 TORO PROSTRIPER-8000
W015	2013 KUBOTA ZERO TURN MOWER
W016	2013 KUBOTA ZERO TURN MOWER
WC01	1997 PROFAB BARGE
WC02	2007 PROFAB BARGE

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

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REVISED 11-19-2018

<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
103	2000 JEEP CHEROKEE
104	1989 CHEV S10
115	2001 CHEV TRUCK
212	2001 DODGE RAM 2500
218	2002 FREIGHTLINER DUMP TRUCK
220	2000 DODGE 3/4 TON PU
227	2000 FORD F550 FLATBED DU
228	1986 JOHN DEERE BACKHOE
233	1987 TRAIL KING TRAILER
236	1988 FORD DUMP TRUCK
237	2002 FORD RANGER
238	1989 CHEV S10
247	1994 PB LOADER EMULSION SPRAYER
248	1993 SNYDER CHEM SPRAYER MO
308	2001 CHEV MALIBU
332	1995 CHEV P/U
334	2002 GMC SONOMA
336	2002 CHEV BLAZER
431	2001 JEEP CHEROKEE
433	1995 FORD F150
436	1995 FORD F150
502	2001 DODGE UTILITY BODY
506	1996 ONAN GENERATOR
517	2001 CHEV TRUCK
518	1984 FORD 555A-BACKHOE
526	2000 FREIGHTLINER DUMP TRUCK
530	2002 CHEV P/U
531	2002 FORD F250
540	1990 KOMATSU FORKLIFT
544	1990 FORD F800
546	1993 FORD F350
549	1994 EZLOADER TRAILER
551	1995 CASE LOADER
552	1989 STEWART GENERATOR
553	1994 PROFAB 17' BOAT
555	1995 FORD 555D-BACKHOE
556	1996 CHEV VAN
559	1998 TOW TRAILER
560	1998 JAYS VACTOR TRAILER
562	2002 INTERSTATE TRAILER
652	2000 CRANE CARRIER GARBAGE TRUCK
805	2002 FORD F350
808	2000 DODGE RAM 2500

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

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<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
809	1997 MAZDA P/U
814	2001 FORD TAURUS SW
880	1993 MODERN UTILITY TRAILER
965	1999 JEEP CHEROKEE
966	1999 JEEP CHEROKEE
967	1999 JEEP CHEROKEE
A006	2008 DODGE AVENGER
A007	2006 FORD TAURUS
A008	2015 FORD TAURUS INTERCEPTOR
A009	2015 FORD TAURUS INTERCEPTOR
CC09	2017 CUROTTO-CAN SLAMMIN' EAGLE
CC10	2017 CUROTTO-CAN SLAMMIN' EAGLE
CC11	2017 CUROTTO-CAN SLAMMIN' EAGLE
CC12	2017 CUROTTO-CAN SLAMMIN' EAGLE
CC13	2017 CUROTTO-CAN SLAMMIN' EAGLE
F001	2003 B&W RADAR TRAILER
F002	2006 BUTLER TILT-TRLR
F003	2006 EAGLE TRAILER-LNDSCPE
F004	2006 EAGLE TILT-TRLR
F005	2008 PJ TRAILERS POWER TILT-TRLR
F006	2008 OLYMPIC OM6 TILT TRLR
F007	2009 TRAIL-EZE TE401-TILT TRLR
F009	2009 BIG TOW B20T/TILT TRLR
F010	2012 STALKER/SAM RADAR TRAILER
F011	2013 STALKER/SAM RADAR TRAILER
F012	2013 SOLAR TECH.VARIABLE MESSAGE TRAILER
F013	2013 SOLAR TECH.VARIABLE MESSAGE TRAILER
F014	2014 TOP NOTCH TILT TRAILER
F015	2015 EAGLE TILT TRAILER
F016	2015 OLYMPIC TILT TRAILER
F017	2016 WALTON DUMP/TILT TRAILER
F018	2019 MIRAGE CARGO TRAILER
H002	2004 ELGIN SWEEPER
H003	2005 FREIGHTLINER VACTOR
H004	2004 NEW HOLLAND TRACTOR/MOWER
H005	2004 JOHN DEERE 310SG BACKHOE
H006	2005 PSI M413XT GRADER
H006A	2006 PSI ANGLE BROOM
H007	2007 JOHN DEERE TRACTOR/MOWER
H008	2008 INTERNATIONAL VACTOR
H009	2008 JOHN DEERE 310SJ BACKHOE
H010	2009 KOMATSU PC88MR8 EXCVTOR
H011	2010 NEW HOLLAND TRACTOR/MOWER
H012	2013 INTERNATIONAL/TYMCO 500X SWEEPER
H013	CATERPILLAR 279D SKIDSTEER LOADER
H013A	2015 CATERPILLAR PC306B ASPHALT GRINDER

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

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<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
H014	2015 GLOBAL M4 BROOM STREET SWEEPER
H015	TOYOTA 8000 LB FORKLIFT
H016	2017 KENWORTH/VAC-CON SEWER CLEANING TRUCK
H017	2015 CASE 621F ARTICULATED LOADER
H018	2016 NEW HOLLAND/US MOWER BOOM MOWER
H019	2017 CARLSON CP100 TRACKED ASPHALT PAVER
J002	2003 CHEV C3500
J003	2003 WORKHORSE STEP VAN
J004	1991 FORD INCIDENT VAN
J005	2004 FORD F450 BUCKET TRK
J006	2005 PETERBILT 320 S/WASTE TRUCK
J007	2005 PETERBILT 320 S/WASTE TRUCK
J008	2005 FORD F350
J009	2005 FORD F350
J010	2006 FORD F450 FLATBED
J012	2006 FORD F350
J013	2007 FORD F450
J014	2006 FORD F350
J015	2007 FORD F450 FLATBED
J016	2006 INTERNATIONAL 7400 4X2
J017	1994 FORD F700 ARMORED
J018	2008 INTERNATIONAL 7600-10 YD DUMP
J019	2008 FORD F350
J021	2011 FORD F350 SERVICE BODY TRUCK
J020	2009 INTERNATIONAL 7400-5 YD DUMP
J023	2011 FORD F550 FLATBED DU
J024	2011 PETERBILT 320 GARBAGE TRUCK
J025	2011 PETERBILT 320 GARBAGE TRUCK
J026	2000 FREIGHTLINER FLD112 10-YD DUMP TRUCK
J028	2012 FORD E350 PRISONER TRANSPORT
J029	2004 INTERNATIONAL 5600-10 YD DUMP
J030	2014 CRANE CARRIER CORP.SOLID WASTE TRUCK
J031	2015 AUTOCAR ACX SOLID WASTE TRUCK
J032	2015 FORD F450 FLATBED
J033	2014 FORD F350 SERVICE BODY TRUCK
J034	2015 AUTOCAR ACX SOLID WASTE TRUCK
J035	2015 AUTOCAR ACX SOLID WASTE TRUCK
J036	2016 FORD F350 SERVICE BODY TRUCK
J037	2016 FORD F550 SERVICE BODY TRUCK
J038	2016 FORD F550 FLATBED DUMP
J039	2015 FORD TRANSIT 350 CARGO VAN
J040	2016 FORD F550 BOX VAN
J041	2016 FORD F550 BOX VAN
J042	2017 AUTOCAR ACX SOLID WASTE TRUCK
J043	2016 FORD F350 PICK-UP
J044	2016 FORD F550 FLATBED DUMP

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

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<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
J045	2016 FORD F550 FLATBED DUMP
J046	2017 FREIGHTLINER MT45 STEP VAN
J047	2008 STERLING LT9513 DUMP TRUCK
J048	2017 FORD F350 PICK-UP
J049	2017 FORD F550 W/SWITCH-N-GO BODIES
J050	2017 FORD F350 SERVICE BODY TRUCK
J051	2017 FORD TRANSIT 350 CARGO VAN
J052	2018 PETERBILT 367 DUMP TRUCK
J053	2016 FORD F550 Lenco/BEARCAT ARMORED VEHICLE
J054	2017 FORD F250 PICK-UP
J055	2019 FORD F350 SERVICE BODY TRUCK
J056	2019 FORD F350 SERVICE BODY TRUCK
J057	2019 FORD F550 FLATBED DUMP
J058	2019 FORD F350 PICK-UP
J059	2019 FORD F350 PICK-UP
J060	2019 FORD F550 FLATBED DUMP
M001	2000 MEYER C-8.5 SNOW PLOW
M003	2002 SWENSON 100-14-54 STAINLESS SANDER
M005	2000 SULLAIR AIR COMPRESSOR
M007	2004 PB LOADER BC-4/PATCHER
M008	2005 BANDIT CHIPPER200
M009	2005 MARATHON KERA145HD
M009A	2008 VAN AIR VIPER-80
M010	2005 MARATHON CR250K-ROUTER
M011	2001 TRAILER HAUL WT540 TANKER
M012	2005 VIBROMAX 265-ROLLER
M013	2007 AMERICAN/FRINK 3910-POLY SNOW PLOW
M014	2007 MONROE MV1688456WASF3 STAINLESS SANDER
M015	2007 MB COMPANIES M-B 2004T
M016	2008 WELLSCARGO/CUES CW1422-102
M017	2008 MONROE MV1688456WASF3 STAINLESS SANDER
M018	2008 MONROE MV1208456WASF2 STAINLESS SANDER
M019	2008 TURBO TECH. ICS-300 SPRAYER
M020	2010 AMERICAN/FRINK 3910-POLY SNOW PLOW
M021	2010 MONROE MV1206458WA STAINLESS SANDER
M022	2011 PREMIER SADV200C DEWATERING PUMP TRLR
M023	2006 SULLAIR TRAILERED AIR COMPRESSOR
M024	2014 AMERICAN/FRINK 3910 POLY SNOW PLOW
M025	2015 MONROE MO964410BRIGGS STAINLESS SANDER
M026	2014 GODWIN CD225M TRAILERED PUMP
M027	2014 GODWIN CD250M TRAILERED PUMP
M028	2017 AMERICAN/FRINK 3910-POLY SNOW PLOW
M029	2017 MONROE MV1688456WA STAINLESS SANDER
P114	2005 FORD CROWN VICTORIA
P122	2006 FORD CROWN VICTORIA
P129	2008 FORD CROWN VICTORIA

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
P130	2008 FORD CROWN VICTORIA
P133	2008 FORD CROWN VICTORIA
P139	2007 FORD CROWN VICTORIA
P140	2011 FORD CROWN VICTORIA K-9
P143	2006 FORD CROWN VICTORIA
P145	2013 CHEVROLET CAPRICE
P146	2013 CHEVROLET CAPRICE
P147	2013 CHEVROLET CAPRICE
P149	2013 CHEVROLET CAPRICE
P150	2013 CHEVROLET CAPRICE
P151	2014 CHEVROLET CAPRICE
P153	2014 CHEVROLET CAPRICE
P154	2014 CHEVROLET CAPRICE
P155	2014 CHEVROLET CAPRICE
P156	2014 CHEVROLET CAPRICE
P157	2014 CHEVROLET CAPRICE
P158	2014 CHEVROLET CAPRICE
P159	2015 CHEVROLET TAHOE/PPV-K9
P160	2014 CHEVROLET CAPRICE
P161	2014 CHEVROLET CAPRICE
P162	2016 FORD INTERCEPTOR UTILITY
P163	2016 FORD INTERCEPTOR UTILITY
P164	2016 FORD INTERCEPTOR UTILITY
P165	2016 FORD INTERCEPTOR UTILITY
P166	2016 FORD INTERCEPTOR UTILITY
P167	2016 FORD INTERCEPTOR UTILITY
P168	2016 FORD INTERCEPTOR UTILITY K9
P169	2016 FORD INTERCEPTOR UTILITY K9
P170	2016 FORD INTERCEPTOR UTILITY
P171	2016 FORD INTERCEPTOR UTILITY
P172	2016 FORD INTERCEPTOR UTILITY
P173	2016 FORD INTERCEPTOR UTILITY
P174	2016 FORD INTERCEPTOR UTILITY
P175	2016 FORD INTERCEPTOR UTILITY
P176	2016 FORD INTERCEPTOR UTILITY
P177	2016 FORD INTERCEPTOR UTILITY
P178	2016 FORD INTERCEPTOR UTILITY
P179	2016 FORD F150/PPV
P180	2016 FORD F150/PPV
P181	2017 FORD INTERCEPTOR UTILITY
P182	2017 FORD INTERCEPTOR UTILITY
P183	2017 FORD INTERCEPTOR UTILITY
P184	2017 FORD INTERCEPTOR UTILITY
P185	2017 FORD INTERCEPTOR UTILITY
P186	2017 FORD INTERCEPTOR UTILITY
P187	2017 FORD INTERCEPTOR UTILITY

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
P188	2017 FORD INTERCEPTOR UTILITY
P189	2017 FORD INTERCEPTOR UTILITY
P190	2018 FORD INTERCEPTOR UTILITY
P191	2018 FORD INTERCEPTOR UTILITY
P192	2018 FORD INTERCEPTOR UTILITY
P193	2018 FORD INTERCEPTOR UTILITY
P194	2018 FORD INTERCEPTOR UTILITY
P195	2018 FORD INTERCEPTOR UTILITY
P196	2018 FORD INTERCEPTOR UTILITY
P197	2018 FORD INTERCEPTOR UTILITY
P198	2018 FORD INTERCEPTOR UTILITY
P199	2018 FORD INTERCEPTOR UTILITY
S001	1993 ACURA INTEGRA
S002	1995 HONDA CIVIC
S003	2008 HONDA CIVIC
S004	2012 HONDA CIVIC
S005	2008 CHEVROLET COLORADO
V001	2002 GMC SONOMA
V002	2003 JEEP WRANGLER
V003	2003 JEEP WRANGLER
V004	2004 FORD F150
V005	2004 FORD E350
V006	2003 CHEV TRAILBLAZER
V007	2005 FORD RANGER
V008	2005 FORD RANGER
V009	2005 CHEV P/U
V010	2005 FORD RANGER
V011	2005 CHEV P/U
V012	2007 CHEV COLORADO
V013	2007 FORD F150
V014	2007 FORD RANGER
V015	2007 FORD RANGER
V016	2007 FORD RANGER
V017	2006 FORD E350 12 PSNGR
V018	2008 CHEV COLORADO
V019	2010 CHEV COLORADO
V020	2010 CHEV COLORADO
V022	2013 FORD F150 PICK-UP
V023	2013 FORD F150 PICK-UP
V024	2013 FORD F150 PICK-UP
V026	2015 FORD ESCAPE
V027	2016 CHEVROLET COLORADO
V028	2015 FORD F150
V029	2016 FORD EXPLORER
V030	2016 FORD EXPLORER
V031	2016 FORD INTERCEPTOR UTILITY

**CITY OF MARYSVILLE  
FLEET EQUIPMENT LIST**

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<b>EQUIPMENT NO.</b>	<b>YEAR/MAKE/MODEL</b>
V032	2016 FORD INTERCEPTOR UTILITY
V033	2006 FORD EXPEDITION
V034	2016 FORD INTERCEPTOR UTILITY
V035	2016 FORD F150
V036	2016 CHEVROLET COLORADO
V037	2017 FORD ESCAPE
V038	2016 FORD EXPLORER
V040	2015 RAM PROMASTER 1500 CARGO VAN
V041	2017 FORD INTERCEPTOR UTILITY
V042	2017 FORD INTERCEPTOR UTILITY
V043	2017 FORD INTERCEPTOR UTILITY
V044	2017 FORD INTERCEPTOR UTILITY
V045	2017 FORD F150/PPV
V046	2017 FORD EXPLORER
V047	2018 FORD F150
V048	2018 FORD TRANSIT CONNECT
V049	2018 FORD FLEX
V050	2018 FORD INTERCEPTOR UTILITY
V051	2018 FORD INTERCEPTOR UTILITY
V052	2018 FORD F150
V053	2018 FORD F150
V054	2018 FORD F150
V055	2018 FORD EXPLORER
W004	2003 TORO PROSTRIPER-8000
W015	2013 KUBOTA ZERO TURN MOWER
W016	2013 KUBOTA ZERO TURN MOWER
W018	2014 KUBOTA RTV900XTWL-H UTV
W019	2013 KUBOTA F3680-72 72" MOWER
W021	2017 KUBOTA RTV-X900XTWL-H UTV
W022	2018 POLARIS RANGER 500 UTV
WC01	1997 PROFAB BARGE
WC02	2007 PROFAB BARGE




# *Index #9*

**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10<sup>th</sup>, 2018**

<b>AGENDA ITEM:</b>	
Local Agency Federal Aid Project Prospectus Supplement and Local Agency Funding Agreement Supplement with WSDOT for the Highway Safety Improvement Program (HSIP) Projects – 3 <sup>rd</sup> to 80 <sup>th</sup> Street	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Adam Benton, Project Engineer	
<b>DEPARTMENT:</b>	
Engineering	
<b>ATTACHMENTS:</b>	
Local Agency Project Prospectus Supplement Local Agency Funding Agreement Supplement	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
30500030.563000, R1302	N/A
<b>SUMMARY:</b>	

The City was originally awarded \$210,000 in federal funding for the design of the HSIP project from 1<sup>st</sup> St NE to 88<sup>th</sup> St NE. The project subsequently removed the improvements at 1<sup>st</sup> and 88<sup>th</sup>. The project now includes:

- Replacement of an antiquated signal system at 80<sup>th</sup> Street NE/State Ave, including the redesign of the intersection to provide for dual ADA ramps at all corners and proper spacing between pedestrian push buttons.
- Refinement of signal operations and phasing on State Avenue at 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> and 76<sup>th</sup>, incorporating new signal heads where warranted, improving signal head visibility through installation of retroreflective tape, upgrading pedestrian displays to “countdown type,” and improving railroad “preemption timing” at intersections adjacent to grade crossings.

WSDOT has agreed to obligate additional design funds, not to exceed \$250,000, to cover this supplement.

As this a federally funded project, the funds are administered through WSDOT and a Local Agency Agreement Supplement and Project Prospectus Supplement are required in order to obligate additional funding. The agreement ensures that federal funds in the agreed upon amount are spent in accordance with all applicable laws and regulations. The prospectus serves as the support document for FHWA authorization of federal funds.

**RECOMMENDED ACTION:**

Staff recommends that Council authorize the Mayor to sign and execute the Local Agency Federal Aid Project Prospectus Supplement and Local Agency Funding Agreement Supplement with WSDOT thereby securing additional funding for the HSIP project.



**Local Agency Federal Aid  
Project Prospectus**

Prefix		Route	( )	Date	11/05/2018
Federal Aid Project Number	HSIP 2691(005)			DUNS Number	076658673
Local Agency Project Number	R1302	( WSDOT Use Only )		Federal Employer Tax ID Number	91-6001459
Agency City of Marysville		CA Agency <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other		
Project Title State Ave - 3rd St to 80th St NE		Start Latitude N 48° 2'56.48"	Start Longitude W 122° 10'37.31"		
		End Latitude N 48° 4'6.36"N	End Longitude W 122° 10'36.81"		
Project Termini From-To 3rd Street 80th St NE		Nearest City Name Marysville		Project Zip Code (+4) 98270-9544	
Begin Mile Post	End Mile Post	Length of Project 1.25 miles	Award Type <input type="checkbox"/> Local <input type="checkbox"/> Local Forces <input type="checkbox"/> State <input type="checkbox"/> Railroad		
Route ID	Begin Mile Point	End Mile Point	City Number 0745	County Number 31	County Name Snohomish
WSDOT Region Northwest Region	Legislative District(s) 38		Congressional District(s) 2		Urban Area Number 1

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date	
				Month	Year
P.E.	250000	0	250000	1/2017	
R/W	280000	0	280000	1/2019	
Const.	925000	0	925000	6/2019	
<b>Total</b>	<b>1395000</b>	<b>0</b>	<b>1395000</b>		

**Description of Existing Facility (Existing Design and Present Condition)**

Roadway Width varies from 30' to 58'	Number of Lanes varies from 3 to 5 lanes
State Avenue is a 5-lane principal arterial. Intersecting streets at 3rd, 4th, 6th, 8th, 76th and 80th vary from 3 to 5 lanes.	

**Description of Proposed Work**

Description of Proposed Work (Attach additional sheet(s) if necessary)

The project will improve traffic signal timing and phasing, improve visibility of traffic signal heads, and improve crosswalks. The project will replace the entire signal at the intersection of State Avenue and 80th St NE.

Local Agency Contact Person Adam Benton	Title Project Engineer	Phone (360) 363-8283
Mailing Address 80 Columbia Ave	City Marysville	State WA
		Zip Code 98270

Project Prospectus	By _____ Approving Authority
	Title Jeff Laycock, City Engineer
	Date 11/02/18

Agency City of Marysville	Project Title State Ave - 3rd St to 80th St NE	Date 11/05/2018
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Type of Proposed Work			
Project Type (Check all that Apply)		Roadway Width varies 30'-58'	Number of Lanes varies 3-5 lanes
<input type="checkbox"/> New Construction	<input type="checkbox"/> Path / Trail	<input type="checkbox"/> 3-R	
<input checked="" type="checkbox"/> Reconstruction	<input type="checkbox"/> Pedestrian / Facilities	<input type="checkbox"/> 2-R	
<input type="checkbox"/> Railroad	<input type="checkbox"/> Parking	<input type="checkbox"/> Other	
<input type="checkbox"/> Bridge			

Geometric Design Data		
Description	Through Route	Crossroad
<b>Federal Functional Classification</b>	<input checked="" type="checkbox"/> Urban	<input checked="" type="checkbox"/> Principal Arterial
	<input type="checkbox"/> Rural	<input type="checkbox"/> Minor Arterial
	<input type="checkbox"/> NHS	<input type="checkbox"/> Collector
		<input type="checkbox"/> Major Collector
		<input type="checkbox"/> Minor Collector
	<input type="checkbox"/> Local Access	<input checked="" type="checkbox"/> Principal Arterial
		<input checked="" type="checkbox"/> Minor Arterial
		<input type="checkbox"/> Collector
		<input checked="" type="checkbox"/> Major Collector
		<input type="checkbox"/> Minor Collector
		<input checked="" type="checkbox"/> Local Access
Terrain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed	30	varies from 25-30 mph
Design Speed	35	varies from 25-35mph
Existing ADT	varies from 10,000 - 15,000	varies from 2,500 to 15,000
Design Year ADT	varies from 10,000 - 20,000	varies from 2,500 to 15,000
Design Year	2035	2035
Design Hourly Volume (DHV)	varies from 500 to 1,500	varies from 100 to 1,500

Performance of Work		
Preliminary Engineering Will Be Performed By Consultant	Others 100 %	Agency 0 %
Construction Will Be Performed By Contractor	Contract 100 %	Agency 0 %

Environmental Classification	
<input type="checkbox"/> Class I - Environmental Impact Statement (EIS)	<input checked="" type="checkbox"/> Class II - Categorically Excluded (CE)
<input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement	<input type="checkbox"/> Projects Requiring Documentation (Documented CE)
<input type="checkbox"/> Class III - Environmental Assessment (EA)	
<input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreements	

Environmental Considerations

Project has no environmental considerations. NEPA has been approved.

Agency City of Marysville	Project Title State Ave - 3rd St to 80th St NE	Date 11/05/2018
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**Right of Way**

<input type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the exiting right of way.	<input checked="" type="checkbox"/> Right of Way Needed <input checked="" type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required
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**Utilities**

<input type="checkbox"/> No utility work required
<input checked="" type="checkbox"/> All utility work will be completed prior to the start of the construction contract
<input type="checkbox"/> All utility work will be completed in coordination with the construction contract

**Railroad**

<input checked="" type="checkbox"/> No railroad work required
<input type="checkbox"/> All railroad work will be completed prior to the start of the construction contract
<input type="checkbox"/> All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

The project includes replacing the entire signal at the intersection of 80th St NE and State Ave. This will require coordination with Snohomish County PUD to provide service and/or relocate utility lines in order to construct the signal.

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project?  Yes  No

Remarks

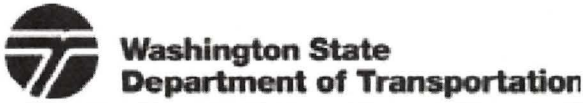
This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency City of Marysville

Date

By \_\_\_\_\_

Mayor/Chairperson



**Local Agency Agreement Supplement**

Agency City of Marysville		Supplement Number 1
Federal Aid Project Number HSIP 2691(005)	Agreement Number LA-7890	CFDA No. <b>20.205</b> (Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on All provisions in the basic agreement remain in effect except as modified by this supplement. The change to the agreement are as follows:

**Project Description**

Name State Ave - 3rd St to 80th St NE Length 1.25 miles

Termini 3rd Street to 80th St NE

**Description of Work**  No Change

The project will improve traffic signal timing and phasing, improve visibility of traffic signal heads, and improve crosswalks. The project will replace the entire signal at the intersection of State Avenue and 80th St NE.

**Reason for Supplement**

To obligate Right-of-Way and cover increased design expenses.

Are you claiming indirect cost rate?  Yes  No

Project Agreement End Date March 31, 2020

Does this change require additional Right of Way or Easements?  Yes  No Advertisement Date:

Type of Work	Estimate of Funding				
	(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE 100 %					
a. Agency	29,000.00		29,000.00		29,000.00
b. Other Consultant	160,000.00	60,000.00	220,000.00		220,000.00
c. Other	1,000.00		1,000.00		1,000.00
d. State			0.00		
e. Total PE Cost Estimate (a+b+c+d)	190,000.00	60,000.00	250,000.00	0.00	250,000.00
Right of Way 100 %					
f. Agency		0.00	0.00		0.00
g. Other Consultant		0.00	0.00		0.00
h. Other Acquisition		0.00	0.00		0.00
i. State		0.00	0.00		0.00
j. Total R/W Cost Estimate (f+g+h+i)	0.00	0.00	0.00	0.00	0.00
Construction %					
k. Contract			0.00		
l. Other			0.00		
m. Other			0.00		
n. Other			0.00		
o. Agency			0.00		
p. State			0.00		
q. Total CN Cost Estimate (k+l+m+n+o+p)	0.00	0.00	0.00	0.00	0.00
r. Total Project Cost Estimate (e+j+q)	190,000.00	60,000.00	250,000.00	0.00	250,000.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

**Agency Official**

**Washington State Department of Transportation**

By  
Title Jon Nehring, Mayor

By  
Director, Local Program  
Date Executed

Agency City of Marysville		Supplement Number 1
Federal Aid Project Number HSIP 2691(005)	Agreement Number LA-7890	CFDA No. <b>20.205</b> (Catalog of Federal Domestic Assistance)

## VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin. Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

## VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

## IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

## VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

## XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).


# *Index #10*



**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10<sup>th</sup>, 2018**

<b>AGENDA ITEM:</b>	
Highway Safety Improvement Program (HSIP) Projects – 3 <sup>rd</sup> to 80 <sup>th</sup> Street Supplement No. 4 to the Professional Services Agreement with KPG	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Adam Benton, Project Engineer	
<b>DEPARTMENT:</b>	
Engineering	
<b>ATTACHMENTS:</b>	
PSA Supplement No. 4	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
30500030.563000, R1302	\$15,166.48
<b>SUMMARY:</b>	

The City contracted with KPG, Inc. on September 9, 2013 to provide the City with professional engineering design services for a series of transportation improvement projects, which received grant funding through the Federal Highway Administration’s Highway Safety Improvement Program. (HSIP). The projects now include:

- Replacement of an antiquated signal system at 80<sup>th</sup> Street NE/State Ave, including the redesign of the intersection to provide for dual ADA ramps at all corners and proper spacing between pedestrian push buttons.
- Refinement of signal operations and phasing on State Avenue at 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> and 76<sup>th</sup>, incorporating new signal heads where warranted, improving signal head visibility through installation of retroreflective tape, upgrading pedestrian displays to “countdown type,” and improving railroad “preemption timing” at intersections adjacent to grade crossings.
- Improvements at 1<sup>st</sup> Street NE/State Ave were removed from this project due to the impending construction of the 1<sup>st</sup> Street Bypass project.

The project was delayed due to matters regarding 88<sup>th</sup> St NE and its proximity to the cemetery. The work at 88<sup>th</sup> St NE was removed from the grant, allowing the City to move forward with the remaining project elements. Work that remains under KPG’s existing scope of services includes final plans and specs and services during bidding.

The original agreement with KPG is set to expire on June 30, 2019. The attached Supplement No. 4 to the City’s agreement with KPG includes additional scope and fee to assist the City with the aforementioned redesign of 80<sup>th</sup> Street NE and State Avenue. WSDOT has agreed to obligate additional design funds to cover this supplement.

<b>RECOMMENDED ACTION:</b>
Staff recommends that Council authorize the Mayor to sign and execute the attached Supplemental Agreement No. 4 to the City’s Professional Services Agreement in the amount of \$15,166.48 with KPG, Inc.



<b>Supplemental Agreement Number</b> <u>4</u>		Organization and Address	
Original Agreement Number R-1302		Phone: (253) 627-0720	
Project Number HSIP-2691(005), LA-7890	Execution Date	Completion Date Dec 31, 2019	
Project Title State Ave - 1st St to 80th St NE HSIP Projects	New Maximum Amount Payable \$240,880.83		
Description of Work  Provide design support to make curb and sidewalk changes at the State Ave & 80th St NE intersection to enhance pedestrian access.			

The Local Agency of City of Marysville  
 desires to supplement the agreement entered in to with KPG, Inc  
 and executed on September 9, 2018 and identified as Agreement No. R1302

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.  
 The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:  
 The supplemental scope of work is outlined in the attached Exhibit "B".

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: All work shall be completed by Dec 31, 2019.

III

Section V, PAYMENT, shall be amended as follows:  
 The CONSULTANT shall be paid by the AGENCY for completed work and services rendered under this supplement as detailed in Exhibit "D4" attached hereto.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.  
 If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Nelson Davis, Principal

By: \_\_\_\_\_

  
 \_\_\_\_\_  
 Consultant Signature

\_\_\_\_\_

Approving Authority Signature

\_\_\_\_\_

Date

**Exhibit "A"**  
**Summary of Payments**

	Basic Agreement	Supplement #1	Supplement #2	Supplement #3	Supplement #4	Total
Direct Salary Cost	\$52,412.65	\$0	\$6,236.46	\$0	\$5,481.20	\$64,130.31
Overhead (including Payroll Additives)	\$76,407.16	\$0	\$7,351.54	\$0	\$8,040.92	\$91,799.62
Direct Non-Salary Costs	\$65,311.80	\$0	\$400.00	\$0	\$0	\$65,711.80
Fixed Fee	\$15,723.80	\$0	\$1,870.94	\$0	\$1,644.36	\$19,239.10
<b>Total</b>	<b>\$209,855.41</b>	<b>\$0</b>	<b>\$15,858.94</b>	<b>\$0</b>	<b>\$15,166.48</b>	<b>\$240,880.83</b>

## EXHIBIT B

### City of Marysville HSIP Projects

**KPG**  
**Scope of Work**  
**October 10, 2018**

#### **Additional Work Description/Background**

Additional work has been requested to revise the curb ramps and pedestrian signal design at the State Ave & 80<sup>th</sup> St intersection. This additional work will extend the design timeline and push back the beginning of the Right-of-Way negotiations. Therefore the project duration will be extended for an additional 6 months.

Work elements to be extended are addressed below:

#### **Work Element 9 Final Design**

The Consultant shall revise the intersection design at 80<sup>th</sup> St & State Avenue to provide 2 ADA ramps at each corner and revise the signal design to accommodate the new ramp design and associated pedestrian signal requirements.

#### 9.20 80<sup>th</sup> & State Design Changes

The revisions to the intersection design will include:

- New curb and back of sidewalk layouts
- New curb profiles
- Design of perpendicular ADA ramps
- Additional pedestrian push button and signal poles
- Revised locations of proposed signal poles to accommodate the new ramp and sidewalk placement
- Revised property restoration limits
- Revised Right-of-Way/easement areas
- Updates to the plan set

**Additional Services**

The City may require additional services of the Consultant in order to advance all or portions of the project through bid document preparation and construction. The scope of these services will be determined based on the unanticipated project needs or other considerations at the sole discretion of the City. This work may include items identified in the current task authorizations as well other items, which may include, but are not necessarily limited to the following:

- ◆ Providing Construction Support Services

These services will be authorized under a future contract supplement if necessary. At the time these services are required, the Consultant shall provide a detailed scope of work and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a notice to proceed.

**HOUR AND FEE ESTIMATE**

**Exhibit D4**

**Project: City of Marysville  
HSIP Projects - Supplement #4  
October 10, 2018**



Task	Description	Labor Hour Estimate						Total Fee	
		SENIOR ENG/SRVY	PM/ SNR ENG	SURVEY CREW	PROJECT ENG/LA	DESIGN ENG/LA 2	DESIGN ENG/LA 1		OFFICE ADMIN
		\$ 201.99	\$ 187.60	\$ 171.36	\$ 133.04	\$ 116.21	\$ 93.77	\$ 86.22	Fee
<b>Task 9 - Final Design</b>									
9.20..1	curb and sidewalk revisions		8		40				\$ 6,822.32
9.20.2	signal revisions		40						\$ 7,504.10
9.20.3	plan revisions		2			4			\$ 840.06
	Reimbursable expenses - see breakdown for details								\$ -
<b>Task Total</b>		<b>0</b>	<b>50</b>	<b>0</b>	<b>40</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>\$ 15,166.48</b>

**TOTAL ESTIMATED FEE: \$15,166.48**

<i>Hourly rates are based on the following:</i>								
Direct Salary Costs	73.00	67.80	61.93	48.08	42.00	33.89	31.16	
Overhead @ 146.70%	\$ 107.09	\$ 99.46	\$ 90.85	\$ 70.53	\$ 61.61	\$ 49.72	\$ 45.71	146.70%
Fixed Fee @ 30%	\$ 21.90	\$ 20.34	\$ 18.58	\$ 14.42	\$ 12.60	\$ 10.17	\$ 9.35	30.00%
<b>Total Labor Rate</b>	<b>\$ 201.99</b>	<b>\$ 187.60</b>	<b>\$ 171.36</b>	<b>\$ 133.04</b>	<b>\$ 116.21</b>	<b>\$ 93.77</b>	<b>\$ 86.22</b>	
	Senior Engineer/ Survey Lead	Project Manager/ Senior Engineer	Survey Crew	Project Engineer/ Landscape Architect (LA) Survey Technician	Design Engineer/LA	Engineer/LA Technician	Admin Staff	

# *Index #11*

**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: 12/10/2018**

<b>AGENDA ITEM:</b>	
Grant Agreement with Department of Ecology for the Marysville Enhanced Sweeper Program	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Matthew Eyer, Storm/Sewer Supervisor	
<b>DEPARTMENT:</b>	
Public Works	
<b>ATTACHMENTS:</b>	
2 original copies of the grant agreement with the Washington State Department of Ecology	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
	(\$505,511.00)
	\$168,503.67
<b>SUMMARY:</b>	
<p>The City of Marysville has been offered \$505,511.00 in grant funding from the Department of Ecology for the City of Marysville Enhanced Sweeping Program. The total program cost is estimated to be \$674,014.67. The grant will cover 75% of the program costs, with a required 25% City match of \$168,503.67. This Program will increase street sweeping throughout the City resulting in the increased removal of pollutants from City streets that would otherwise enter local waterways. To fulfill the requirements of this grant program the City will be purchasing a new sweeper and hiring an additional Maintenance Worker II. These two program elements will be reimbursed as sweeping occurs over the life of the grant.</p>	

**RECOMMENDED ACTION:**

Staff recommends that Council authorize the Mayor to sign and execute the Grant Agreement with the Department of Ecology allowing the City to be funded \$505,511.00 in grant funding and authorize the City's expenditure of \$168,503.67 towards the program.





## Agreement WQC-2019-MaryPW-00213

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF MARYSVILLE

This is a binding Agreement entered into by and between the State of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY" and the City of Marysville, hereinafter referred to as the "RECIPIENT" to carry out with the provided funds activities described herein.

### GENERAL INFORMATION

Project Title:	Marysville Enhanced Sweeping Program
Total Cost:	\$674,014.67
Total Eligible Cost:	\$674,014.67
Ecology Share:	\$505,511.00
Recipient Share:	\$168,503.67
The Effective Date of this Agreement is:	1/1/2019
The Expiration Date of this Agreement is no later than:	12/31/2022
Project Type:	Stormwater Activity

#### Project Short Description:

This project will help to prevent Total Suspended Solids (TSS) and pollutants from entering the Allen/Quilceda Creek watershed by removing pollutants from the stormwater system and providing pollutant source control through an enhanced road-sweeping program in the City of Marysville.

#### Project Long Description:

The RECIPIENT will enhance their street sweeping program and improve water quality in the Allen/Quilceda Creek watershed, Ebey slough, and Possession Sound. Sediment on city streets and roads contains a variety of pollutants, including oil, grease, fuel, antifreeze, brake and transmission fluids, brake pad dust, plastics, fertilizer, pesticides, and fecal coliform bacteria from pet and animal waste. These pollutants may be conveyed by stormwater into local waterbodies. Frequent sweeping with high efficiency sweepers may reduce the pollutant loading to waterbodies, particularly in subbasins where structural retrofits are impractical or ineffective.

Through this project, the RECIPIENT will identify priority sweeping areas based on land use, vehicle traffic, connectivity to waterbodies, existing structural stormwater controls, etc. and increase the frequency of service through the creation and

execution of a City sweeping plan designed to maximize the water quality benefits that can be achieved through enhanced sweeping activities. The RECIPIENT estimates that the increase in sweeping will remove an additional 33-55% more sediment than its current sweeping program. A higher frequency of sweeping on main arterials and residential streets will reduce the volume of material entering our surface waters by an estimated 763 cubic yards per year.

Overall Goal:

This project will help protect and restore water quality in Washington by reducing stormwater impacts from existing infrastructure and development.

DRAFT

**RECIPIENT INFORMATION**

Organization Name: Marysville City of –Public Works Department

Federal Tax ID: 91-6001459  
 DUNS Number: 076658673

Mailing Address: 80 Columbia Ave.  
 Marysville, WA 98270

Physical Address: 80 Columbia Ave.  
 Marysville, WA 98270

Organization Email:

Organization Fax:

**Contacts**

<p><b>Project Manager</b></p>	<p>Matthew Eyer                  Storm/Sewer Supervisor</p> <p>80 Columbia Ave                  Marysville, Washington 98270                  Email: meyer@marysvillewa.gov                  Phone: (360) 363-8112</p>
<p><b>Billing Contact</b></p>	<p>Suzanne Soule                  Financial Analyst</p> <p>80 Columbia Ave                  Marysville, Washington 98270                  Email: ssoule@marysvillewa.gov                  Phone: (360) 363-8100</p>
<p><b>Authorized Signatory</b></p>	<p>Kari Chennault                  Assistant Public Works Director</p> <p>80 Columbia Ave                  Marysville, Washington 98270                  Email: kchennault@marysvillewa.gov                  Phone: (360) 363-8277</p>

**ECOLOGY INFORMATION**

Mailing Address: Department of Ecology  
 Water Quality  
 PO BOX 47600  
 Olympia, WA 98504-7600

Physical Address: Water Quality  
 300 Desmond Drive  
 Lacey, WA 98503

**Contacts**

<b>Project Manager</b>	<p>Melisa Snoeberger</p> <p>3190 160<sup>th</sup> Avenue SE          Bellevue, WA 98008          Email: melisa.snoeberger@ecy.wa.gov          Phone: 425-649-7047</p>
<b>Financial Manager</b>	<p>Frances Carver</p> <p>PO Box 47600          Olympia, WA 98504-7600          Email: frances.carver@ecy.wa.gov          Phone: (360) 407-6564</p>
<b>Technical Advisor</b>	<p>Douglas Howie</p> <p>PO Box 47600          Olympia, WA 98504-7600          Email: douglas.howie@ecy.wa.gov          Phone: (360) 407-6444</p>



**SCOPE OF WORK**

Task Number: 1 **Task Cost: \$10,000.00**

Task Title: Project Administration/Management

Task Description:

- A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos).
- B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.
- C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY’s grant or loan administrative requirements.

Task Expected Outcome:

- \* Timely and complete submittal of requests for reimbursement, quarterly progress reports and RECIPIENT closeout report.
- \* Properly maintained project documentation.

Recipient Task Coordinator: Matt Eyer

**Project Administration/Management**

**Deliverables**

Number	Description	Due Date
1.1	Progress Reports	
1.2	Recipient Closeout Report	
1.3	Project Outcome Summary Report	

**SCOPE OF WORK**

Task Number: 2

**Task Cost:** \$0.00

Task Title: Equipment Approval

Task Description:

The RECIPIENT will submit for approval by ECOLOGY, product details for high efficiency vacuum sweepers that will be used to execute the sweeping plan. No reimbursement will be made for equipment purchase or use without prior written approval by ECOLOGY.

## Task Goal Statement:

RECIPIENT will submit high efficiency sweeper details for ECOLOGY review and acceptance.

## Task Expected Outcome:

The high efficiency sweepers will be the appropriate type, make, and model to remove targeted pollutants.

Recipient Task Coordinator: Matt Eyer

**Equipment Purchase****Deliverables**

<b>Number</b>	<b>Description</b>	<b>Due Date</b>
2.1	Submit Make, Model and Specifications for sweepers to ECOLOGY.	
2.2		

**SCOPE OF WORK**

Task Number: 3

**Task Cost:** \$7,500.00

Task Title: Operations and Maintenance Plan Update

Task Description:

The RECIPIENT will create or revise an Operations and Maintenance (O&M) plan that will show how and where the additional quantity of road debris and sediment from enhanced sweeping activities will be collected, stored, tested, and appropriately disposed.

Task Goal Statement

Local sweeping operations and maintenance plans will demonstrate that the recipient can provide sufficient capacity for storage, testing, and appropriate disposal of road sweepings.

Task Expected Outcome:

Collected sweeping debris will be appropriately managed and disposed.

Recipient Task Coordinator: Matt Eyer

**Operations and Maintenance Plan Update**

**Deliverables**

Number	Description	Due Date
3.1	Submit copy of new or revised O&M plan to ECOLOGY for ECOLOGY Engineer review and acceptance. Upload to EAGL and notify ECOLOGY Project Manager when upload is complete.	



**SCOPE OF WORK**

Task Number: 4

**Task Cost:** \$656,514.67Task Title: **Sweeper Operation**Task Description:

- A. RECIPIENT will use the high-efficiency sweepers to remove sediment and debris from properties owned and/or maintained by the RECIPIENT. The RECIPIENT will calculate and submit a use rate for their sweeper equipment to ECOLOGY. The documentation will include the items covered by the use rate.
- B. RECIPIENT will track and report use of sweepers for a minimum of three years. The RECIPIENT will report location and number of lane miles swept and tons of debris removed quarterly and cumulatively on each progress report/payment request.
- C. RECIPIENT will provide a draft and final sweeping report that includes location-specific recommendations for operating the ongoing sweeping program to maximize water quality benefit.

Task Goal Statement:

Recipient will provide high-efficiency street sweepers use data on a quarterly basis.

Task Expected Outcome:

RECIPIENT will prevent pollutants from entering the MS4 system through a robust street sweeping program and will use the data collected to optimize the sweeping program and exceed National Pollution Discharge Elimination System (NPDES) Permit requirements.

Recipient Task Coordinator: Matt Eyer**Sweeper Operation****Deliverables**

<b>Number</b>	<b>Description</b>	<b>Due Date</b>
4.1	Calculate use rate and upload supporting documents to EAGL and notify ECOLOGY Project Manager when upload is complete.	
4.2	Report locations, miles swept, and tons of sediment and debris removed quarterly and cumulatively. Submit using quarterly progress report/payment requests and Project Outcome Summary Report.	
4.3	Draft and Final sweeping report. Uploaded to EAGL and notify ECOLOGY Project Manager when upload is complete.	

**BUDGET****Funding Distribution**

Funding Title: SFAP

Funding Type: Grant

Funding Effective Date: 10/1/2018

Funding Expiration Date: 9/30/2022

Funding Source: Stormwater Financial Assistance Program (SFAP) 2019

Recipient Match 25%:

InKind Interlocal Allowed: no

InKind Other Allowed: no

Is this Funding Distribution used to match a federal grant? no

Indirect Rate: max 30%

Supporting documentation must be uploaded to EAGL.

Rate will be indicated in your agreement.

<b>Elements (Tasks)</b>	<b>Total Project Cost</b>	<b>Total Eligible Cost</b>
1. Project Administration/Management	\$10,000	\$10,000
2. Equipment Purchase	\$0.00	\$0.00
3. Operations and Maintenance Plan Update	\$7,500.00	\$7,500.00
4. Sweeper Operation	\$656,514.67	\$656,514.67
Total	674,014.67	674,014.67

<b>MATCHING REQUIREMENTS</b>	
ECOLOGY Share: maximum 75% of TEC (85% if hardship community)	505,511.00
RECIPIENT Share: minimum 25% of TEC (15% if hardship community) Cash Other types of in-kind, such as volunteer work <u>are not eligible</u>	168,503.67

<b>Funding Distribution Name</b>	<b>Recipient Match</b>	<b>Recipient Share</b>	<b>Ecology Share</b>	<b>Total</b>
	25%	168,503.67	505,511.00	674,014.67

# *Index #12*

**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: 12-3-2018**

<b>AGENDA ITEM:</b>	
Emergency Management Performance Grant Agreement	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Diana Rose	
<b>DEPARTMENT:</b>	
Executive	
<b>ATTACHMENTS:</b>	
Emergency Management Performance Grant Agreement	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
00100110.535000.G1802	\$36,979.00
<b>SUMMARY: This is a U.S. Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) Federal award for local jurisdictions with emergency management programs. The intent is to assist in the preparing for all hazards and enhance local jurisdictions capabilities.</b>	

<p><b>RECOMMENDED ACTION:</b>  <b>Staff recommends that Council authorize the Mayor to sign and execute the grant agreement with the Washington State Military Department.</b></p>
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**SPECIAL TERMS AND CONDITIONS**

**ARTICLE I. KEY PERSONNEL**

The individuals listed below shall be considered key personnel for point of contact under this Agreement. Any substitution of key personnel by either party shall be made by written notification to the current key personnel.

SUBRECIPIENT		DEPARTMENT	
Name	Diana Rose	Name	Zoie Choate
Title	Risk/Emergency Manager	Title	Program Coordinator
E-Mail	drose@marysvillewa.gov	E-Mail	zoie.choate@mil.wa.gov
Phone	360-363-8096	Phone	253-512-7461
Name	Kristin Sanders	Name	Tirzah Kincheloe
Title	Emergency Management Assistant	Title	Program Manager
E-Mail	ksanders@marysvillewa.gov	E-Mail	tirzah.kincheloe@mil.wa.gov
Phone	360-363-8722	Phone	253-512-7456
Name		Name	
Title		Title	
E-Mail		E-Mail	
Phone		Phone	

**ARTICLE II. ADMINISTRATIVE AND/OR FINANCIAL REQUIREMENTS**

The Subrecipient shall comply with all applicable state and federal laws, rules, regulations, requirements and program guidance identified or referenced in this Agreement and the informational documents published by DHS/FEMA applicable to the 18EMPG Program, including, but not limited to, all criteria, restrictions, and requirements of The U.S. Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Fiscal Year (FY) 2018 Emergency Management Performance Grant (EMPG) document, the DHS Award Letter for Grant No. EMS-2018-EP-00004-S01, and the federal regulations commonly applicable to DHS/FEMA grants, all of which are incorporated herein by reference. The DHS Award Letter is incorporated in this Agreement as Attachment 1.

The Subrecipient acknowledges that since this Agreement involves federal award funding, the period of performance described herein may begin prior to the availability of appropriated federal funds. The Subrecipient agrees that it will not hold the Department, the State of Washington, or the United States liable for any damages, claim for reimbursement, or any type of payment whatsoever for services performed under this Agreement prior to distribution of appropriated federal funds, or if federal funds are not appropriated or in a particular amount.

**A. STATE AND FEDERAL REQUIREMENTS FOR DHS/FEMA PREPAREDNESS GRANTS:**

The following requirements apply to all DHS/FEMA Preparedness Grants administered by the Department.

**1. SUBAWARDS & CONTRACTS BY SUBRECIPIENT**

- a. The Subrecipient must make a case-by-case determination whether each agreement it makes for the disbursement of 18EMPG funds received under this Agreement casts the party receiving the funds in the role of a Subrecipient or contractor in accordance with 2 CFR 200.330.
- b. If the Subrecipient becomes a pass-through entity by making a subaward to a non-federal entity as its Subrecipient:
  - i. The Subrecipient must comply with all federal laws and regulations applicable to pass-through entities of 18EMPG funds, including, but not limited to, those contained in 2 CFR 200.
  - ii. The Subrecipient shall require its subrecipient to comply with all applicable state and federal laws, rules, regulations, requirements, and program guidance identified or referenced in this Agreement and the informational documents published by DHS/FEMA applicable to the 18EMPG Program, including, but

not limited to, all criteria, restrictions, and requirements of The U.S. Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Fiscal Year 2018 Emergency Management Performance Grant (EMPG) document, the DHS Award Letter for Grant No. EMS-2018-EP-00004-S01 in Attachment 1, and the federal regulations commonly applicable to DHS/FEMA grants.

- iii. The Subrecipient shall be responsible to the Department for ensuring that all 18EMPG federal award funds, and associated matching funds, provided to its subrecipients are used in accordance with applicable federal and state statutes and regulations, and the terms and conditions of the federal award set forth in Attachment 1 of this Agreement.

## 2. BUDGET & REIMBURSEMENT

- a. Within the total Grant Agreement Amount, travel, sub-contracts, salaries, benefits, printing, equipment, and other goods and services or other budget categories will be reimbursed on an actual cost basis unless otherwise provided in this Agreement.
- b. The maximum amount of all reimbursement requests permitted to be submitted under this Agreement, including the final reimbursement request, is limited to and shall not exceed the total Grant Agreement Amount.
- c. If the Subrecipient chooses to include indirect costs within the Budget (Exhibit E), an indirect cost rate agreement negotiated between the federal cognizant agency and the Subrecipient establishing approved indirect cost rate(s) as described in 2 CFR 200.414 and Appendix VII to 2 CFR 200 must be submitted to the Department. However, under 2 CFR 200.414(f), if the Subrecipient has never received a negotiated indirect cost rate agreement establishing federally negotiated rate(s), the Subrecipient may negotiate a rate with the Department or charge a de minimis rate of 10% of modified total direct costs. The Subrecipient's actual indirect cost rate may vary from the approved rate but must not exceed the approved negotiated indirect cost rate percentage for the time period of the expenditures. If a Subrecipient chooses to charge the 10% de minimis rate, but did not charge indirect costs to previous subawards, a request for approval to charge indirect costs must be submitted to the Department for approval with an explanation for the change.
- d. For travel costs, the Subrecipient shall comply with 2 CFR 200.474 and should consult their internal policies, state rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended, and federal maximum rates set forth at <http://www.gsa.gov>, and follow the most restrictive. If travel costs exceed set state or federal limits, travel costs shall not be reimbursed without written approval by Department Key Personnel.
- e. Reimbursement requests will include a properly completed State A-19 Invoice Form and Reimbursement Spreadsheet (in the format provided by the Department) detailing the expenditures for which reimbursement is sought. Reimbursement requests must be submitted to [Reimbursements@mil.wa.gov](mailto:Reimbursements@mil.wa.gov) no later than the due dates listed within the Timeline (Exhibit D).

Reimbursement request totals should be commensurate to the time spent processing by the Subrecipient and the Department. If the reimbursement request isn't substantial enough, the Subrecipient should request **prior** written approval from Department Key Personnel to waive the due date in the Timeline (Exhibit D) and once approved submit those costs on the next scheduled reimbursement due date contained in the Timeline.

- f. Receipts and/or backup documentation for any approved items that are authorized under this Agreement must be maintained by the Subrecipient consistent with record retention requirements of this Agreement and be made available upon request by the Department and auditors.
- g. Any request for extension of a due date in the Timeline (Exhibit D) will be treated as a request for Amendment of the Agreement. This request must be submitted to the Department Key Personnel sufficiently in advance of the due date to provide adequate

time for Department review and consideration, and may be granted or denied within the Department's sole discretion.

- h. All work under this Agreement must end on or before the Grant Agreement End Date, and the final reimbursement request must be submitted to the Department within 45 days after the Grant Agreement End Date, except as otherwise authorized by written amendment of this Agreement and issued by the Department.
- i. No costs for purchases of equipment/supplies will be reimbursed until the related equipment/supplies have been received by the Subrecipient, its contractor, or any non-federal entity to which the Subrecipient makes a subaward and is invoiced by the vendor.
- j. Failure to submit timely, accurate, and complete reports and reimbursement requests as required by this Agreement (including, but not limited to, those reports in the Timeline) will prohibit the Subrecipient from being reimbursed until such complete reports and reimbursement requests are submitted and the Department has had reasonable time to conduct its review.
- k. Final reimbursement requests will not be approved for payment until the Subrecipient is current with all reporting requirements contained in this Agreement.
- l. A written amendment will be required if the Subrecipient expects cumulative transfers to budget categories, as identified in the Budget (Exhibit E), to exceed 10% of the Grant Agreement Amount. Any changes to budget category totals not in compliance with this paragraph will not be reimbursed without approval from the Department.
- m. Subrecipients shall only use federal award funds under this Agreement to supplement existing funds and will not use them to replace (supplant) non-federal funds that have been budgeted for the same purpose. The Subrecipient may be required to demonstrate and document that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

### 3. REPORTING

- a. With each reimbursement request, the Subrecipient shall report how the expenditures, for which reimbursement is sought, relate to the Work Plan (Exhibit C) activities in the format provided by the Department.
- b. With the final reimbursement request, the Subrecipient shall submit to the Department Key Personnel a final report describing all completed activities under this Agreement.
- c. In conjunction with the final report, the Subrecipient shall submit a separate report detailing how the EMPG Training requirements were met for all personnel funded by federal or matching funds under this Agreement.
- d. The Subrecipient shall comply with the Federal Funding Accountability and Transparency Act (FFATA) and related OMB Guidance consistent with Public Law 109-282 as amended by section 6202(a) of Public Law 110-252 (see 31 U.S.C. 6101 note) and complete and return to the Department the FFATA Form located at <http://mil.wa.gov/emergency-management-division/grants/requiredgrantforms>, which is incorporated by reference and made a part of this Agreement.
- e. The Subrecipient shall participate in the State's annual capabilities assessment for the Stakeholder Preparedness Review (SPR), formerly known as the State Preparedness Report.

### 4. EQUIPMENT AND SUPPLY MANAGEMENT

- a. The Subrecipient and any non-federal entity to which the Subrecipient makes a subaward shall comply with 2 CFR 200.318 – 200.326 when procuring any equipment or supplies under this Agreement, 2 CFR 200.313 for management of equipment, and 2 CFR 200.314 for management of supplies, to include, but not limited to:
  - i. Upon successful completion of the terms of this Agreement, all equipment and supplies purchased through this Agreement will be owned by the Subrecipient, or a recognized non-federal entity to which the Subrecipient has made a



subaward, for which a contract, Subrecipient grant agreement, or other means of legal transfer of ownership is in place.

- ii. All equipment, and supplies as applicable, purchased under this Agreement will be recorded and maintained in the Subrecipient's inventory system.
- iii. Inventory system records shall include:
  - A. description of the property
  - B. manufacturer's serial number, model number, or other identification number
  - C. funding source for the equipment, including the Federal Award Identification Number (FAIN)
  - D. Catalog of Federal Domestic Assistance (CFDA) number
  - E. who holds the title
  - F. acquisition date
  - G. cost of the equipment and the percentage of federal participation in the cost
  - H. location, use, and condition of the equipment at the date the information was reported
  - I. disposition data including the date of disposal and sale price of the property.
- iv. The Subrecipient shall take a physical inventory of the equipment, and supplies as applicable, and reconcile the results with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the records shall be investigated by the Subrecipient to determine the cause of the difference. The Subrecipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.
- v. The Subrecipient shall be responsible for any and all operational and maintenance expenses and for the safe operation of their equipment and supplies including all questions of liability. The Subrecipient shall develop appropriate maintenance schedules and procedures to ensure the equipment, and supplies as applicable, are well maintained and kept in good operating condition.
- vi. The Subrecipient shall develop a control system to ensure adequate safeguards to prevent loss, damage, and theft of the property. Any loss, damage, or theft shall be investigated, and a report generated and sent to the Department.
- vii. The Subrecipient must obtain and maintain all necessary certifications and licenses for the equipment.
- viii. If the Subrecipient is authorized or required to sell the property, proper sales procedures must be established and followed to ensure the highest possible return. For disposition, if upon termination or at the Grant Agreement End Date, when original or replacement supplies or equipment acquired under a federal award are no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Subrecipient must comply with the following procedures:
  - A. For Supplies: If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other federal award, the Subrecipient must retain the supplies for use on other activities or sell them, but must, in either case, compensate the federal government for its share. The amount of compensation must be computed in the same manner as for equipment.

B. For Equipment:

- 1) Items with a current per-unit fair-market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.
  - 2) Items with a current per-unit fair-market value in excess of \$5,000 may be retained or sold. The Subrecipient shall compensate the federal awarding agency in accordance with the requirements of 2 CFR 200.313 (e) (2).
- ix. Records for equipment shall be retained by the Subrecipient for a period of six years from the date of the disposition, replacement, or transfer. If any litigation, claim, or audit is started before the expiration of the six-year period, the records shall be retained by the Subrecipient until all litigation, claims, or audit findings involving the records have been resolved.
- b. The Subrecipient shall comply with the Department's Purchase Review Process, which is incorporated by reference and made part of this Agreement. No reimbursement will be provided unless the appropriate approval has been received.
- c. Allowable equipment categories for the EMPG Program are listed on the Authorized Equipment List (AEL) located on the FEMA website at <http://www.fema.gov/authorized-equipment-list>. It is important that the Subrecipient and any non-federal entity to which the Subrecipient makes a subaward regard the AEL as an authorized purchasing list identifying items allowed under the specific grant program and includes items that may not be categorized as equipment according to the federal, state, local, and tribal definitions of equipment. The Subrecipient is solely responsible for ensuring and documenting purchased items under this Agreement are authorized as allowed items by the AEL at time of purchase.
- If the item is not identified on the AEL as allowable under EMPG, the Subrecipient must contact the Department Key Personnel for assistance in seeking FEMA approval prior to acquisition.
- d. Unless expressly provided otherwise, all equipment must meet all mandatory regulatory and/or DHS/FEMA adopted standards to be eligible for purchase using federal award funds.
- e. The Subrecipient must pass on equipment and supply management requirements that meet or exceed the requirements outlined above to any non-federal entity to which the Subrecipient makes a subaward under this Agreement.

**5. ENVIRONMENTAL AND HISTORICAL PRESERVATION**

- a. The Subrecipient shall ensure full compliance with the DHS/FEMA Environmental Planning and Historic Preservation (EHP) program. EHP program information can be found at <https://www.fema.gov/media-library/assets/documents/85376> all of which are incorporated in and made a part of this Agreement.
- b. Projects that have historical impacts or the potential to impact the environment, including, **but not limited to**, construction of communication towers; modification or renovation of existing buildings, structures and facilities; or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process prior to initiation. Modification of existing buildings, including minimally invasive improvements such as attaching monitors to interior walls, and training or exercises occurring outside in areas not considered previously disturbed, also require a DHS/FEMA EHP review before project initiation.
- c. The EHP review process involves the submission of a detailed project description that includes the entire scope of work, including any alternatives that may be under consideration, along with supporting documentation so FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties.

- d. The Subrecipient agrees that to receive any federal preparedness funding, all EHP compliance requirements outlined in applicable guidance must be met. The EHP review process **must be completed and approval received by the Subrecipient before** any work is started for which reimbursement will be later requested. Expenditures for projects started before completion of the EHP review process and receipt of approval by the Subrecipient will not be reimbursed.

## 6. PROCUREMENT

- a. The Subrecipient shall comply with all procurement requirements of 2 CFR Part 200.318 through 200.326 and as specified in the General Terms and Conditions, Exhibit B, A.10.
- b. For all sole source contracts expected to exceed \$150,000, the Subrecipient must submit to the Department for pre-procurement review and approval the procurement documents, such as requests for proposals, invitations for bids and independent cost estimates. This requirement must be passed on to any non-federal entity to which the Subrecipient makes a subaward, at which point the Subrecipient will be responsible for reviewing and approving sole source justifications of any non-federal entity to which the Subrecipient makes a subaward.

## 7. SUBRECIPIENT MONITORING

- a. The Department will monitor the activities of the Subrecipient from award to closeout. The goal of the Department's monitoring activities will be to ensure that agencies receiving federal pass-through funds are in compliance with this Agreement, federal and state audit requirements, federal grant guidance, and applicable federal and state financial regulations, as well as 2 CFR Part 200 Subpart F.
- b. To document compliance with 2 CFR Part 200 Subpart F requirements, the Subrecipient shall complete and return to the Department the "2 CFR Part 200 Subpart F Audit Certification Form" located at <http://mil.wa.gov/emergency-management-division/grants/requiredgrantforms> with the signed Agreement and each fiscal year thereafter until the Agreement is closed, which is incorporated by reference and made a part of this Agreement.
- c. Monitoring activities may include, but are not limited to:
  - i. review of financial and performance reports
  - ii. monitoring and documenting the completion of Agreement deliverables
  - iii. documentation of phone calls, meetings, e-mails and correspondence
  - iv. review of reimbursement requests and supporting documentation to ensure allowability and consistency with Agreement work plan, budget, and federal requirements
  - v. observation and documentation of Agreement related activities, such as exercises, training, funded events, and equipment demonstrations
  - vi. on-site visits to review equipment records and inventories, to verify source documentation for reimbursement requests and performance reports, and to verify completion of deliverables.
- d. The Subrecipient is required to meet or exceed the monitoring activities, as outlined above, for any non-federal entity to which the Subrecipient makes a subaward as a pass-through entity under this Agreement.
- e. Compliance will be monitored throughout the performance period to assess risk. Concerns will be addressed through a Corrective Action Plan.

## 8. LIMITED ENGLISH PROFICIENCY (CIVIL RIGHTS ACT OF 1964 TITLE VI)

- a. The Subrecipient must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires that Subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services.

Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance at <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

## 9. NIMS COMPLIANCE

- a. The National Incident Management System (NIMS) identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location, or complexity. NIMS provides a consistent, nationwide approach and vocabulary for multiple agencies or jurisdictions to work together to build, sustain, and deliver the core capabilities needed to achieve a secure and resilient nation.
- b. Consistent implementation of NIMS provides a solid foundation across jurisdictions and disciplines to ensure effective and integrated preparedness, planning, and response. NIMS empowers the components of the National Preparedness System, a requirement of Presidential Policy Directive 8, to guide activities within the public and private sector and describes the planning, organizational activities, equipping, training and exercising needed to build and sustain the core capabilities in support of the National Preparedness Goal.
- c. In order to receive FY 2018 federal preparedness funding, to include EMPG, the Subrecipient will ensure all NIMS objectives have been initiated and/or are in progress toward completion. NIMS Implementation Objectives are located at <https://www.fema.gov/media-library/assets/documents/130743>.

## B. EMPG PROGRAM SPECIFIC REQUIREMENTS

1. The Department receives EMPG Program funding from DHS/FEMA, which is provided to assist state, local, and tribal governments to enhance and sustain all-hazards emergency management capabilities as authorized by Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. §§ 5121 et seq.) and Section 662 of the Post Katrina Emergency Management Act (6 U.S.C. § 762).
2. A portion of the 18EMPG is passed through to local jurisdictions and tribes with emergency management programs to supplement their local/tribal operating budgets to help sustain and enhance emergency management capabilities pursuant to Washington Administrative Code (WAC) 118-09.
3. The Subrecipient shall use the EMPG funds authorized under this Agreement only to perform tasks as described in the Work Plan of the Subrecipient's application for funding, as approved by the Department and incorporated into this Agreement.
4. Funding may not be used to replace or supplant existing local or tribal government funding of emergency management programs.
5. The Subrecipient shall provide a fifty percent match of **\$36,979** of non-federal origin. To meet matching requirements, the Subrecipient's cash matching contributions must be considered reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations, including, but not limited to, 2 CFR Part 200. An

appropriate mechanism must be in place to capture, track, and document matching funds. In the final report, the Subrecipient shall identify how the match was met and documented.

6. All personnel funded in any part through federal award or matching funds under this Agreement shall:
  - a. Complete and record proof of completion for the NIMS training requirements outlined in the NIMS Training Program located at [https://www.fema.gov/pdf/emergency/nims/nims\\_training\\_program.pdf](https://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf) (to include ICS-100, ICS-200, IS-700, and IS-800 for most personnel). The Subrecipient will report training course completion by individual personnel along with the final report; and
  - b. Complete either (1) the FEMA Professional Development Series IS-120, IS-230, IS-235, IS-240, IS-241, IS-242, and IS-244, or (2) the National Emergency Management Basic Academy. The Subrecipient will report training course completion by individual personnel along with the final report.

**C. DHS TERMS AND CONDITIONS**

As a Subrecipient of 18EMPG program funding, the Subrecipient shall comply with all applicable DHS terms and conditions of the 18EMPG Award Letter and its incorporated documents for DHS Grant No. EMS-2018-EP-00004-S01, which are incorporated and made a part of this Agreement as Attachment 1.

**Washington State Military Department  
GENERAL TERMS AND CONDITIONS  
Department of Homeland Security (DHS)/  
Federal Emergency Management Agency (FEMA)  
Grants**

**A.1 DEFINITIONS**

As used throughout this Agreement, the terms will have the same meaning as defined in 2 CFR 200 Subpart A (which is incorporated herein by reference), except as otherwise set forth below:

- a. **“Agreement”** means this Grant Agreement.
- b. **“Department”** means the Washington State Military Department, as a state agency, any division, section, office, unit or other entity of the Department, or any of the officers or other officials lawfully representing that Department. The Department is a recipient of a federal award directly from a federal awarding agency and is the pass-through entity making a subaward to a Subrecipient under this Agreement.
- c. **“Subrecipient”** when capitalized is primarily used throughout this Agreement in reference to the non-federal entity identified on the Face Sheet of this Agreement that has received a subaward from the Department. However, the definition of “Subrecipient” is the same as in 2 CFR 200.93 for all other purposes.
- d. **“Monitoring Activities”** means all administrative, financial, or other review activities that are conducted to ensure compliance with all state and federal laws, rules, regulations, authorities and policies.
- e. **“Investment”** means the grant application submitted by the Subrecipient describing the project(s) for which federal funding is sought and provided under this Agreement. Such grant application is hereby incorporated into this Agreement by reference.

**A.2 ADVANCE PAYMENTS PROHIBITED**

The Department shall make no payments in advance or in anticipation of goods or services to be provided under this Agreement. Subrecipient shall not invoice the Department in advance of delivery and invoicing of such goods or services.

**A.3 AMENDMENTS AND MODIFICATIONS**

The Subrecipient or the Department may request, in writing, an amendment or modification of this Agreement. However, such amendment or modification shall not be binding, take effect or be incorporated herein until made in writing and signed by the authorized representatives of the Department and the Subrecipient. No other understandings or agreements, written or oral, shall be binding on the parties.

**A.4 AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, 42 U.S.C. 12101 ET SEQ. AND ITS IMPLEMENTING REGULATIONS ALSO REFERRED TO AS THE “ADA” 28 CFR Part 35.**

The Subrecipient must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunication.

**A.5 ASSURANCES**

The Department and Subrecipient agree that all activity pursuant to this Agreement will be in accordance with all the applicable current federal, state and local laws, rules and regulations.

**A.6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR INELIGIBILITY**

As federal funds are a basis for this Agreement, the Subrecipient certifies that the Subrecipient is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency.

The Subrecipient shall complete, sign, and return a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form located at <http://mil.wa.gov/emergency-management-division/grants/requiredgrantforms>. Any such form completed by the Subrecipient for this Agreement shall be incorporated into this Agreement by reference.

Further, the Subrecipient agrees to comply with all applicable federal regulations concerning the federal debarment and suspension system, including 2 CFR Part 180. The Subrecipient certifies that it will ensure that potential contractors or Subrecipients or any of their principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in "covered transactions" by any federal department or agency. "Covered transactions" include procurement contracts for goods or services awarded under a non-procurement transaction (e.g. grant or cooperative agreement) that are expected to equal or exceed \$25,000, and subawards to Subrecipients for any amount. With respect to covered transactions, the Subrecipient may comply with this provision by obtaining a certification statement from the potential contractor or Subrecipient or by checking the System for Award Management (<https://sam.gov/portal/SAM/###11>) maintained by the federal government. The Subrecipient also agrees not to enter into any arrangements or contracts with any party on the Washington State Department of Labor and Industries' "Debarred Contractor List" (<https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>). The Subrecipient also agrees not to enter into any agreements or contracts for the purchase of goods and services with any party on the Department of Enterprise Services' Debarred Vendor List (<http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/Vendor-Debarment.aspx>).

#### A.7 CERTIFICATION REGARDING RESTRICTIONS ON LOBBYING

As required by 44 CFR Part 18, the Subrecipient hereby certifies that to the best of its knowledge and belief: (1) no federally appropriated funds have been paid or will be paid by or on behalf of the Subrecipient to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; (2) that if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Agreement, grant, loan, or cooperative agreement, the Subrecipient will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; (3) and that, as applicable, the Subrecipient will require that the language of this certification be included in the award documents for all subawards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

#### A.8 CONFLICT OF INTEREST

No officer or employee of the Department; no member, officer, or employee of the Subrecipient or its designees or agents; no member of the governing body of the jurisdiction in which the project is undertaken or located; and no other official of the Subrecipient who exercises any functions or responsibilities with respect to the project during his or her tenure, shall have any personal or pecuniary gain or interest, direct or indirect, in any contract, subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this Agreement.

The Subrecipient shall incorporate, or cause to incorporate, in all such contracts or subawards, a provision prohibiting such interest pursuant to this provision.

#### A.9 COMPLIANCE WITH APPLICABLE STATUTES, RULES AND DEPARTMENT POLICIES

The Subrecipient and all its contractors and subrecipients shall comply with, and the Department is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, executive orders, OMB Circulars, and/or policies. This obligation includes, but is not limited to: nondiscrimination laws and/or policies, Energy Policy and Conservation Act (PL 94-163, as amended), the Americans with Disabilities Act (ADA), Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Civil Rights Act of 1968, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (PL 93-288, as amended), Ethics in Public Service (RCW 42.52), Covenant Against Contingent Fees (48 CFR Section 52.203-5), Public Records Act (RCW 42.56), Prevailing Wages on Public Works (RCW 39.12), State Environmental Policy Act (RCW 43.21C), Shoreline Management Act of 1971 (RCW 90.58),

State Building Code (RCW 19.27), Energy Related Building Standards (RCW 19.27A), Provisions in Buildings for Aged and Handicapped Persons (RCW 70.92), and safety and health regulations.

In the event of noncompliance or refusal to comply with any applicable law, regulation, executive order, OMB Circular or policy by the Subrecipient, its contractors or subrecipients, the Department may rescind, cancel, or terminate the Agreement in whole or in part in its sole discretion. The Subrecipient is responsible for all costs or liability arising from its failure, and that of its contractors and subrecipients, to comply with applicable laws, regulations, executive orders, OMB Circulars or policies.

#### A.10 CONTRACTING & PROCUREMENT

a. The Subrecipient shall use a competitive procurement process in the procurement and award of any contracts with contractors or subcontractors that are entered into under the original agreement award. The procurement process followed shall be in accordance with 2 CFR Part 200.318 General procurement standards through 200.326 Contract provisions.

As required by Appendix II to 2 CFR Part 200, all contracts entered into by the Subrecipient under this Agreement must include the following provisions, as applicable:

- 1) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 2) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-federal entity including the manner by which it will be affected and the basis for settlement.
- 3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- 4) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or Subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency.
- 5) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under



40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- 6) Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or Subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or Subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- 7) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 8) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 9) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.
- 10) Procurement of recovered materials -- As required by 2 CFR 200.322, a non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- 11) Notice of awarding agency requirements and regulations pertaining to reporting.
- 12) Federal awarding agency requirements and regulations pertaining to copyrights and rights in data.

- 13) Access by the Department, the Subrecipient, the federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
  - 14) Retention of all required records for six years after the Subrecipient has made final payments and all other pending matters are closed.
  - 15) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- b. The Department reserves the right to review the Subrecipient's procurement plans and documents, and require the Subrecipient to make changes to bring its plans and documents into compliance with the requirements of 2 CFR Part 200.318 through 200.326. The Subrecipient must ensure that its procurement process requires contractors and subcontractors to provide adequate documentation with sufficient detail to support the costs of the project and to allow both the Subrecipient and Department to make a determination on eligibility of project costs.
  - c. All contracting agreements entered into pursuant to this Agreement shall incorporate this Agreement by reference

#### A.11 DISCLOSURE

The use or disclosure by any party of any information concerning the Department for any purpose not directly connected with the administration of the Department's or the Subrecipient's responsibilities with respect to services provided under this Agreement is prohibited except by prior written consent of the Department or as required to comply with the state Public Records Act, other law or court order.

#### A.12 DISPUTES

Except as otherwise provided in this Agreement, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a dispute resolution panel to resolve the dispute. A request for a dispute resolution board shall be in writing, state the disputed issues, state the relative positions of the parties, and be sent to all parties. The panel shall consist of a representative appointed by the Department, a representative appointed by the Subrecipient and a third party mutually agreed upon by both parties. The panel shall, by majority vote, resolve the dispute. Each party shall bear the cost for its panel member and its attorney fees and costs and share equally the cost of the third panel member.

#### A.13 LEGAL RELATIONS

It is understood and agreed that this Agreement is solely for the benefit of the parties to the Agreement and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement.

To the extent allowed by law, the Subrecipient, its successors or assigns, will protect, save and hold harmless the Department, the State of Washington, and the United States Government and their authorized agents and employees, from all claims, actions, costs, damages or expenses of any nature whatsoever by reason of the acts or omissions of the Subrecipient, its subcontractors, subrecipients, assigns, agents, contractors, consultants, licensees, invitees, employees or any person whomsoever arising out of or in connection with any acts or activities authorized by this Agreement.

To the extent allowed by law, the Subrecipient further agrees to defend the Department and the State of Washington and their authorized agents and employees in any litigation; including payment of any costs or attorneys' fees for any claims or action commenced thereon arising out of or in connection with acts or activities authorized by this Agreement.

This obligation shall not include such claims, costs, damages or expenses which may be caused by the sole negligence of the Department; provided, that if the claims or damages are caused by or result from the concurrent negligence of (1) the Department, and (2) the Subrecipient, its agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Subrecipient, or the Subrecipient's agents or employees.

Insofar as the funding source, the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA), is an agency of the Federal government, the following shall apply:

44 CFR 206.9 Non-liability. The Federal government shall not be liable for any claim based upon the exercise or performance of, or the failure to exercise or perform a discretionary function or duty on the part of a federal agency or an employee of the Federal government in carrying out the provisions of the Stafford Act.

**A.14 LIMITATION OF AUTHORITY – AUTHORIZED SIGNATURE**

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement. Only the Department's Authorized Signature representative and the Authorized Signature representative of the Subrecipient or Alternate for the Subrecipient, formally designated in writing, shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement. Any alteration, amendment, modification, or waiver of any clause or condition of this Agreement is not effective or binding unless made in writing and signed by both parties' Authorized Signature representatives.

Further, only the Authorized Signature representative or Alternate for the Subrecipient shall have signature authority to sign reimbursement requests, time extension requests, amendment and modification requests, requests for changes to projects or work plans, and other requests, certifications and documents authorized by or required under this Agreement.

**A.15 LOSS OR REDUCTION OF FUNDING**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion or end date, the Department may unilaterally reduce the work plan and budget or unilaterally terminate all or part of the Agreement as a "Termination for Cause" without providing the Subrecipient an opportunity to cure. Alternatively, the parties may renegotiate the terms of this Agreement under "Amendments and Modifications" to comply with new funding limitations and conditions, although the Department has no obligation to do so.

**A.16 NONASSIGNABILITY**

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the Subrecipient.

**A.17 NONDISCRIMINATION**

The Subrecipient shall comply with all applicable federal and state non-discrimination laws, regulations, and policies. No person shall, on the grounds of age, race, creed, color, sex, sexual orientation, religion, national origin, marital status, honorably discharged veteran or military status, or disability (physical, mental, or sensory) be denied the benefits of, or otherwise be subjected to discrimination under any project, program, or activity, funded, in whole or in part, under this Agreement.

**A.18 NOTICES**

The Subrecipient shall comply with all public notices or notices to individuals required by applicable local, state and federal laws and regulations and shall maintain a record of this compliance.

**A.19 OCCUPATIONAL SAFETY/HEALTH ACT and WASHINGTON INDUSTRIAL SAFETY/ HEALTH ACT (OSHA/WISHA)**

The Subrecipient represents and warrants that its work place does now or will meet all applicable federal and state safety and health regulations that are in effect during the Subrecipient's performance under this Agreement. To the extent allowed by law, the Subrecipient further agrees to indemnify and hold harmless the Department and its employees and agents from all liability, damages and costs of any nature, including, but not limited to, costs of suits and attorneys' fees assessed against the Department, as a result of the failure of the Subrecipient to so comply.

**A.20 OWNERSHIP OF PROJECT/CAPITAL FACILITIES**

The Department makes no claim to any capital facilities or real property improved or constructed with funds under this Agreement, and by this subaward of funds does not and will not acquire any ownership interest or title to such property of the Subrecipient. The Subrecipient shall assume all liabilities and responsibilities arising from the ownership and operation of the project and agrees to indemnify and hold the Department, the state of Washington and the United States government harmless from any and all causes of action arising from the ownership and operation of the project.

**A.21 POLITICAL ACTIVITY**

No portion of the funds provided herein shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot issue.

**A.22 PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION**

The assistance provided under this Agreement shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such assistance or any other approval or concurrence under this Agreement provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

**A.23 PUBLICITY**

The Subrecipient agrees to submit to the Department prior to issuance all advertising and publicity matters relating to this Agreement wherein the Department's name is mentioned, or language used from which the connection of the Department's name may, in the Department's judgment, be inferred or implied. The Subrecipient agrees not to publish or use such advertising and publicity matters without the prior written consent of the Department. The Subrecipient may copyright original work it develops in the course of or under this Agreement; however, pursuant to 2 CFR Part 200.315, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use the work for government purposes.

Publication resulting from work performed under this Agreement shall include an acknowledgement of FEMA's financial support, by CFDA number, and a statement that the publication does not constitute an endorsement by FEMA or reflect FEMA's views.

**A.24 RECAPTURE PROVISION**

In the event the Subrecipient fails to expend funds under this Agreement in accordance with applicable federal, state, and local laws, regulations, and/or the provisions of the Agreement, the Department reserves the right to recapture funds in an amount equivalent to the extent of noncompliance. Such right of recapture shall exist for the life of the project following Agreement termination. Repayment by the Subrecipient of funds under this recapture provision shall occur within 30 days of demand. In the event the Department is required to institute legal proceedings to enforce the recapture provision, the Department shall be entitled to its costs and expenses thereof, including attorney fees from the Subrecipient.

**A.25 RECORDS**

- a. The Subrecipient agrees to maintain all books, records, documents, receipts, invoices and all other electronic or written records necessary to sufficiently and properly reflect the Subrecipient's contracts, subawards, grant administration, and payments, including all direct and indirect charges, and expenditures in the performance of this Agreement (the "records").
- b. The Subrecipient's records related to this Agreement and the projects funded may be inspected and audited by the Department or its designee, by the Office of the State Auditor, DHS, FEMA or their designees, by the Comptroller General of the United States or its designees, or by other state or federal officials authorized by law, for the purposes of determining compliance by the Subrecipient with the terms of this Agreement and to determine the appropriate level of funding to be paid under the Agreement.
- c. The records shall be made available by the Subrecipient for such inspection and audit, together with suitable space for such purpose, at any and all times during the Subrecipient's normal working day.
- d. The Subrecipient shall retain and allow access to all records related to this Agreement and the funded project(s) for a period of at least six (6) years following final payment and closure of the grant under this Agreement. Despite the minimum federal retention requirement of three (3) years, the more stringent State requirement of six (6) years must be followed.

**A.26 RESPONSIBILITY FOR PROJECT/STATEMENT OF WORK/WORK PLAN**

While the Department undertakes to assist the Subrecipient with the project/statement of work/work plan (project) by providing federal award funds pursuant to this Agreement, the project itself remains the sole responsibility of the Subrecipient. The Department undertakes no responsibility to the Subrecipient, or to any third party, other than as is expressly set out in this Agreement.

The responsibility for the design, development, construction, implementation, operation and maintenance of the project, as these phrases are applicable to this project, is solely that of the Subrecipient, as is responsibility for any claim or suit of any nature by any third party related in any way to the project.

Prior to the start of any construction activity, the Subrecipient shall ensure that all applicable federal, state, and local permits and clearances are obtained, including, but not limited to, FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, and all other environmental laws, regulations, and executive orders.

The Subrecipient shall defend, at its own cost, any and all claims or suits at law or in equity, which may be brought against the Subrecipient in connection with the project. The Subrecipient shall not look to the Department, or to any state or federal agency, or to any of their employees or agents, for any performance, assistance, or any payment or indemnity, including, but not limited to, cost of defense and/or attorneys' fees, in connection with any claim or lawsuit brought by any third party related to any design, development, construction, implementation, operation and/or maintenance of a project.

#### A.27 SEVERABILITY

If any court of rightful jurisdiction holds any provision or condition under this Agreement or its application to any person or circumstances invalid, this invalidity does not affect other provisions, terms or conditions of the Agreement, which can be given effect without the invalid provision. To this end, the terms and conditions of this Agreement are declared severable.

#### A.28 SINGLE AUDIT ACT REQUIREMENTS (including all AMENDMENTS)

Non-federal entities, as Subrecipients of a federal award, that expend **\$750,000** or more in one fiscal year of federal funds from all sources, direct and indirect, are required to have a single or a program-specific audit conducted in accordance with 2 CFR Part 200 Subpart F. Non-federal entities that spend less than **\$750,000** a year in federal awards are exempt from federal audit requirements for that year, except as noted in 2 CFR Part 200 Subpart F. As defined in 2 CFR Part 200, the term "non-federal entity" means a State, local government, Indian tribe, institution of higher education, or non-profit organization that carries out a federal award as a recipient or Subrecipient.

Subrecipients that are required to have an audit must ensure the audit is performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) as found in the Government Auditing Standards (the Revised Yellow Book) developed by the United States Comptroller General and the OMB Compliance Supplement. The Subrecipient has the responsibility of notifying its auditor and requesting an audit in compliance with 2 CFR Part 200 Subpart F, to include the Washington State Auditor's Office, a federal auditor, or a public accountant performing work using GAGAS, as appropriate. Costs of the audit may be an allowable grant expenditure as authorized by 2 CFR Part 200.425.

The Subrecipient shall maintain auditable records and accounts so as to facilitate the audit requirement and shall ensure that any subcontractors also maintain auditable records. The Subrecipient is responsible for any audit exceptions incurred by its own organization or that of its subcontractors. Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Subrecipient must respond to Department requests for information or corrective action concerning audit issues or findings within 30 days of the date of request. The Department reserves the right to recover from the Subrecipient all disallowed costs resulting from the audit.

After the single audit has been completed, and if it includes any audit findings, the Subrecipient must send a full copy of the audit and its corrective action plan to the Department at the following address no later than nine (9) months after the end of the Subrecipient's fiscal year(s):

**Contracts Office  
Washington Military Department  
Finance Division, Building #1 TA-20  
Camp Murray, WA 98430-5032**

If the Subrecipient claims it is exempt from the audit requirements of 2 CFR Part 200 Subpart F, the Subrecipient must send a completed "2 CFR Part 200 Subpart F Audit Certification Form" (<https://www.mil.wa.gov/emergency-management-division/grants/requiredgrantforms>) to the Department at the address listed above identifying this Agreement and explaining the criteria for exemption no later than nine (9) months after the end of the Subrecipient's fiscal year(s).

The Department retains the sole discretion to determine whether a valid claim for an exemption from the audit requirements of this provision has been established.

The Subrecipient shall include the above audit requirements in any subawards.

Conducting a single or program-specific audit in compliance with 2 CFR Part 200 Subpart F is a material requirement of this Agreement. In the absence of a valid claim of exemption from the audit requirements of 2 CFR Part 200 Subpart F, the Subrecipient's failure to comply with said audit requirements may result in one or more of the following actions in the Department's sole discretion: a percentage of federal awards being withheld until the audit is completed in accordance with 2 CFR Part 200 Subpart F; the withholding or disallowing of overhead costs; the suspension of federal awards until the audit is conducted and submitted; or termination of the federal award.

**A.29 SUBRECIPIENT NOT EMPLOYEE**

The parties intend that an independent contractor relationship will be created by this Agreement. The Subrecipient, and/or employees or agents performing under this Agreement are not employees or agents of the Department in any manner whatsoever. The Subrecipient will not be presented as, nor claim to be, an officer or employee of the Department by reason of this Agreement, nor will the Subrecipient make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the Department or of the State of Washington by reason of this Agreement, including, but not limited to, Workmen's Compensation coverage, unemployment insurance benefits, social security benefits, retirement membership or credit, or privilege or benefit which would accrue to a civil service employee under Chapter 41.06 RCW.

It is understood that if the Subrecipient is another state department, state agency, state university, state college, state community college, state board, or state commission, that the officers and employees are employed by the state of Washington in their own right and not by reason of this Agreement.

**A.30 TAXES, FEES AND LICENSES**

Unless otherwise provided in this Agreement, the Subrecipient shall be responsible for, pay and maintain in current status all taxes, unemployment contributions, fees, licenses, assessments, permit charges and expenses of any other kind for the Subrecipient or its staff required by statute or regulation that are applicable to Agreement performance.

**A.31 TERMINATION FOR CONVENIENCE**

Notwithstanding any provisions of this Agreement, the Subrecipient may terminate this Agreement by providing written notice of such termination to the Department Key Personnel identified in the Agreement, specifying the effective date thereof, at least thirty (30) days prior to such date.

Except as otherwise provided in this Agreement, the Department, in its sole discretion and in the best interests of the State of Washington, may terminate this Agreement in whole or in part by providing ten (10) calendar days written notice, beginning on the second day after mailing to the Subrecipient. Upon notice of termination for convenience, the Department reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the Subrecipient from incurring additional obligations of funds. In the event of termination, the Subrecipient shall be liable for all damages as authorized by law. The rights and remedies of the Department provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

**A.32 TERMINATION OR SUSPENSION FOR CAUSE**

In the event the Department, in its sole discretion, determines the Subrecipient has failed to fulfill in a timely and proper manner its obligations under this Agreement, is in an unsound financial condition so as to endanger performance hereunder, is in violation of any laws or regulations that render the Subrecipient unable to perform any aspect of the Agreement, or has violated any of the covenants, agreements or stipulations of this Agreement, the Department has the right to immediately suspend or terminate this Agreement in whole or in part.

The Department may notify the Subrecipient in writing of the need to take corrective action and provide a period of time in which to cure. The Department is not required to allow the Subrecipient an opportunity to cure if it is not feasible as determined solely within the Department's discretion. Any time allowed for cure shall not diminish or eliminate the Subrecipient's liability for damages or otherwise affect any other remedies available to the Department. If the Department allows the Subrecipient an opportunity to cure, the Department shall notify the Subrecipient in writing of the need to take corrective action. If the corrective action is not taken within ten (10) calendar days or as otherwise specified by the Department, or if such corrective action is deemed by the Department to be insufficient, the Agreement may be terminated in whole or in part.

The Department reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the Subrecipient from incurring additional obligations of funds during investigation of the alleged compliance breach, pending corrective action by the Subrecipient, if allowed, or pending a decision by the Department to terminate the Agreement in whole or in part.

In the event of termination, the Subrecipient shall be liable for all damages as authorized by law, including, but not limited to, any cost difference between the original Agreement and the replacement or cover Agreement and all administrative costs directly related to the replacement Agreement, e.g., cost of administering the competitive solicitation process, mailing, advertising and other associated staff time. The rights and remedies of the Department provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

If it is determined that the Subrecipient: (1) was not in default or material breach, or (2) failure to perform was outside of the Subrecipient's control, fault or negligence, the termination shall be deemed to be a "Termination for Convenience".

### A.33 TERMINATION PROCEDURES

In addition to the procedures set forth below, if the Department terminates this Agreement, the Subrecipient shall follow any procedures specified in the termination notice. Upon termination of this Agreement and in addition to any other rights provided in this Agreement, the Department may require the Subrecipient to deliver to the Department any property specifically produced or acquired for the performance of such part of this Agreement as has been terminated.

If the termination is for convenience, the Department shall pay to the Subrecipient as an agreed upon price, if separately stated, for properly authorized and completed work and services rendered or goods delivered to and accepted by the Department prior to the effective date of Agreement termination, the amount agreed upon by the Subrecipient and the Department for (i) completed work and services and/or equipment or supplies provided for which no separate price is stated, (ii) partially completed work and services and/or equipment or supplies provided which are accepted by the Department, (iii) other work, services and/or equipment or supplies which are accepted by the Department, and (iv) the protection and preservation of property.

Failure to agree with such amounts shall be a dispute within the meaning of the "Disputes" clause of this Agreement. If the termination is for cause, the Department shall determine the extent of the liability of the Department. The Department shall have no other obligation to the Subrecipient for termination. The Department may withhold from any amounts due the Subrecipient such sum as the Department determines to be necessary to protect the Department against potential loss or liability.

The rights and remedies of the Department provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

After receipt of a notice of termination, and except as otherwise directed by the Department in writing, the Subrecipient shall:

- a. Stop work under the Agreement on the date, and to the extent specified, in the notice;
- b. Place no further orders or contracts for materials, services, supplies, equipment and/or facilities in relation to this Agreement except as may be necessary for completion of such portion of the work under the Agreement as is not terminated;
- c. Assign to the Department, in the manner, at the times, and to the extent directed by the Department, all of the rights, title, and interest of the Subrecipient under the orders and contracts so terminated, in which case the Department has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and contracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and contracts, with the approval or ratification of the Department to the extent the Department may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to the Department and deliver in the manner, at the times, and to the extent directed by the Department any property which, if the Agreement had been completed, would have been required to be furnished to the Department;
- f. Complete performance of such part of the work as shall not have been terminated by the Department in compliance with all contractual requirements; and

- g. Take such action as may be necessary, or as the Department may require, for the protection and preservation of the property related to this Agreement which is in the possession of the Subrecipient and in which the Department has or may acquire an interest.

A.34 UTILIZATION OF MINORITY AND WOMEN BUSINESS ENTERPRISES (MWBE)

The Subrecipient is encouraged to utilize business firms that are certified as minority-owned and/or women-owned in carrying out the purposes of this Agreement. The Subrecipient may set utilization standards, based upon local conditions or may utilize the state of Washington MWBE goals, as identified in WAC 326-30-041.

A.35 VENUE

This Agreement shall be construed and enforced in accordance with, and the validity and performance shall be governed by, the laws of the state of Washington. Venue of any suit between the parties arising out of this Agreement shall be the Superior Court of Thurston County, Washington. The Subrecipient, by execution of this Agreement acknowledges the jurisdiction of the courts of the State of Washington.

A.36 WAIVERS

No conditions or provisions of this Agreement can be waived unless approved in advance by the Department in writing. The Department's failure to insist upon strict performance of any provision of the Agreement or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any right under this Agreement.



**WORK PLAN**

**FY 2018 Emergency Management Performance Grant**

**Emergency Management Organization** City of Marysville

The purpose of EMPG is to assist with the enhancement, sustainment and improvement of state, local, and tribal emergency management programs. Activities conducted using EMPG funding should relate directly to the five elements of emergency management: prevention, protection, response, recovery, and mitigation. Washington State does not require a specific number of activities to receive EMPG funding. However, there are required capabilities that must be sustained in order to remain eligible for EMPG funding, including but not limited to the ability to communicate and warn, educate the public, train and exercise, plan, and be NIMS compliant. The Work Plan delineates the Emergency Management Organization's emergency management program planning and priority focus for this grant cycle (to include 18EMPG grant and local funds).

**Program Area #1**

**Public Information and Warning**

WORK PLANNED	WHY THE WORK IS BEING DONE	RESULT OF THE WORK
1 Increase the city's EM communication capabilities through: - Updating the city's EM Communication Plan, - Training city staff on new communication processes, and - Purchasing communication goods & services (to include portable and stationary radios, a repeater, and an Emergency Notification System).	Communication gaps throughout the city have been identified. The city is required to have different forms of communication for public messaging that meets the SB 5046 mandate and encompasses the whole community.	With the purchase of radios, the new city repeater and the RAVE Emergency Notification System, there will be redundant forms of communication. The City's EM Communication Plan will be updated, and city staff will be trained on new processes to use in the event of an emergency.

**Program Area #2**

**EOC Upgrades**

WORK PLANNED	WHY THE WORK IS BEING DONE	RESULT OF THE WORK
1 Provide various supplies to the newly updated EOC.	A recent EOC upgrade has been completed and supplies are needed to make it functional.	The EOC will be fully equipped and stocked with adequate supplies in the event of an activation.

**Program Area #3**

**Public Outreach**

WORK PLANNED	WHY THE WORK IS BEING DONE	RESULT OF THE WORK
1 Print and distribute various preparedness materials in different languages to the citizens of Marysville.	Due to a shortage in outreach support on a regional level, printed material for the citizens of Marysville has declined and is needed.	Up-to-date preparedness materials, in different languages, will be distributed at public events to increase emergency preparedness awareness and responsibility.

**TIMELINE**

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**FY 2018 Emergency Management Performance Grant**

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DATE	TASK
June 1, 2018	Grant Agreement Start Date
January 30, 2019	Submit reimbursement request. Provide specifics for Unallocated Project Funds of \$7,001 by submitting an updated Spend Plan and additions to the Work Plan, as applicable.
April 30, 2019	Submit reimbursement request
August 31, 2019	Grant Agreement End Date
October 15, 2019	Submit final reimbursement request, final report, training requirement report, and/or other deliverables.

**BUDGET**  
**FY 2018 Emergency Management Performance Grant**

**18EMPG AWARD \$ 36,979.00**

SOLUTION AREA	CATEGORY	EMPG AMOUNT	MATCH AMOUNT
PLANNING	Salaries & Benefits	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -
	Goods & Services	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -
	Subtotal	\$ -	\$ -
ORGANIZATION	Salaries & Benefits	\$ -	\$ 36,979
	Overtime/Backfill	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -
	Goods & Services	\$ 15,000	\$ -
	Travel/Per Diem	\$ -	\$ -
	Subtotal	\$ 15,000	\$ 36,979
EXERCISE	Salaries & Benefits	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -
	Goods & Services	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -
	Subtotal	\$ -	\$ -
TRAINING	Salaries & Benefits	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -
	Goods & Services	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -
	Subtotal	\$ -	\$ -
EQUIP	Equipment	\$ 14,978	\$ -
	Subtotal	\$ 14,978	\$ -
M&A	Salaries & Benefits	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -
	Goods & Services	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -
	Subtotal	\$ -	\$ -
	Indirect	\$ -	\$ -
	<i>Indirect Cost Rate on file</i>	<i>0%</i>	
	Unallocated Project Funds	\$ 7,001	\$ -
<b>TOTAL Grant Agreement AMOUNT:</b>		<b>\$ 36,979</b>	<b>\$ 36,979</b>

- The Subrecipient will provide a match of **\$36,979** of non-federal origin, 50% of the total project cost (local budget plus EMPG award).
- Cumulative transfers to budget categories in excess of 10% of the Grant Agreement Amount will not be reimbursed without prior written authorization from the Department.

Funding Source: U.S. Department of Homeland Security - PI# 783PT – EMPG

**18EMPG Award Letter  
EMS-2018-EP-00004-S01**

**Award Letter**



U.S. Department of Homeland Security  
Washington, D.C. 20472

Bret Daugherty  
Washington Military Department  
Building 20  
Camp Murray, WA 98430 - 5122

Re: Grant No. EMS-2018-EP-00004

Dear Bret Daugherty:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2018 Emergency Management Performance Grants has been approved in the amount of \$7,345,832.00. As a condition of this award, you are required to contribute a cost match in the amount of \$7,345,832.00 of non-Federal funds, or 50 percent of the total approved project costs of \$14,691,664.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2018 Emergency Management Performance Grants Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

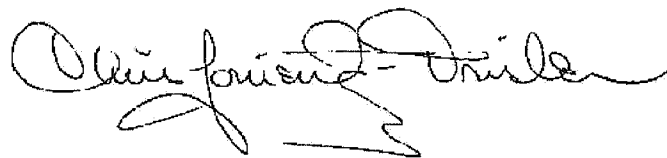
Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, DUNS number, EIN and banking information. Please ensure that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help use to make the necessary updates and avoid any interruptions in the payment process.

A handwritten signature in black ink, reading "Christine Marie Jonientz Trisler". The signature is fluid and cursive, with the first name "Christine" being the most prominent.

CHRISTINE MARIE JONIENTZ TRISLER Regional Administrator

**Agreement Articles**

Sun Oct 01 00:00:00 GMT 2017

U.S. Department of Homeland Security  
Washington, D.C. 20472

**AGREEMENT ARTICLES**  
**Emergency Management Performance Grants**

**GRANTEE:** Washington Military Department  
**PROGRAM:** Emergency Management Performance Grants  
**AGREEMENT NUMBER:** EMS-2018-EP-00004-S01

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Article XXXIX	Acceptance of Post Award Changes
Article XL	Disposition of Equipment Acquired Under the Federal Award
Article XLI	Prior Approval for Modification of Approved Budget

#### **Article I - Whistleblower Protection Act**

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C Section 2409, 41 U.S.C. 4712, and 10 U.S.C. Section 2324, 41 U.S.C. Sections 4304 and 4310.

#### **Article II - Use of DHS Seal, Logo and Flags**

Recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

#### **Article III - USA Patriot Act of 2001**

Recipients must comply with requirements of the [Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act \(USA PATRIOT Act\)](#), which amends 18 U.S.C. Sections 175-175c.

#### **Article IV - Universal Identifier and System of Award Management (SAM)**

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at [2 C.F.R. Part 25, Appendix A](#).

#### **Article V - Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at [2 C.F.R. Part 200, Appendix XII](#), the full text of which is incorporated here by reference in the award terms and conditions.

#### **Article VI - Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, (29 U.S.C. Section 794), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### **Article VII - Trafficking Victims Protection Act of 2000**

Recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended by 22 U.S.C. Section 7104. The award term is located at [2 C.F.R. Section 175.15](#), the full text of which is incorporated here by reference.

#### **Article VIII - Terrorist Financing**

Recipients must comply with [E.O. 13224](#) and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.



#### **Article IX - SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the [SAFECOM](#) Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

#### **Article X - Reporting Subawards and Executive Compensation**

Recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at [2 C.F.R. Part 170, Appendix A](#), the full text of which is incorporated here by reference in the award terms and conditions.

#### **Article XI - Procurement of Recovered Materials**

Recipients must comply with Section 6002 of the [Solid Waste Disposal Act](#), as amended by the [Resource Conservation and Recovery Act](#). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 C.F.R. Part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

#### **Article XII - Patents and Intellectual Property Rights**

Unless otherwise provided by law, recipients are subject to the [Bayh-Dole Act, Pub. L. No. 96-517](#), as amended, and codified in 35 U.S.C. Section 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at [37 C.F.R. Part 401](#) and the standard patent rights clause located at 37 C.F.R. Section 401.14.

#### **Article XIII - Notice of Funding Opportunity Requirements**

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. Recipients must comply with any such requirements set forth in the program NOFO.

#### **Article XIV - Non-supplanting Requirement**

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

#### **Article XV - Lobbying Prohibitions**

Recipients must comply with 31 U.S.C. Section 1352, which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

#### **Article XVI - Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

Recipients must comply with the *Title VI of the Civil Rights Act of 1964* (42 U.S.C. Section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

#### **Article XVII - Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, (15 U.S.C. Section 2225a), recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, (15 U.S.C. Section 2225).

#### **Article XVIII - Fly America Act of 1974**

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. Section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* (49 U.S.C. Section 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 [amendment](#) to Comptroller General Decision B-138942.

#### **Article XIX - Best Practices for Collection and Use of Personally Identifiable Information (PII)**

Recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) as useful resources respectively.

#### **Article XX - Americans with Disabilities Act of 1990**

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. (42 U.S.C. Sections 12101- 12213).

#### **Article XXI - Age Discrimination Act of 1975**

Recipients must comply with the requirements of the *Age Discrimination Act of 1975* (Title 42 U.S. Code, Section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

#### **Article XXII - Activities Conducted Abroad**

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

#### **Article XXIII - Acknowledgment of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

#### **Article XXIV - Federal Leadership on Reducing Text Messaging while Driving**

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in [E.O. 13513](#), including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

#### **Article XXV - Federal Debt Status**

Recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See [OMB Circular A-129](#).)

#### **Article XXVI - False Claims Act and Program Fraud Civil Remedies**

Recipients must comply with the requirements of The False Claims Act (31 U.S.C. Section 3729-3733) which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. Section 3801-3812 which details the administrative remedies for false claims and statements made.)

#### **Article XXVII - Energy Policy and Conservation Act**

Recipients must comply with the requirements of The Energy Policy and Conservation Act (42 U.S.C. Section 6201) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

### **Article XXVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at [6 C.F.R. Part 17](#) and [44 C.F.R. Part 19](#).

### **Article XXIX - Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in [2 C.F.R. Part 200, Subpart E](#) may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

### **Article XXX - Drug-Free Workplace Regulations**

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of [2 CFR part 3001](#), which adopts the Government-wide implementation ([2 CFR part 182](#)) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101).

### **Article XXXI - Debarment and Suspension**

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) [12549](#) and [12689](#), and [2 C.F.R. Part 180](#). These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

### **Article XXXII - Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. Sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

### **Article XXXIII - Civil Rights Act of 1968**

Recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See 42 U.S.C. Section 3601 et seq.), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See [24 C.F.R. Section 100.201](#).)

### **Article XXXIV - Civil Rights Act of 1964 - Title VI**

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. Section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 [C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

### **Article XXXV - DHS Specific Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other

individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.

3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the [DHS Office of Civil Rights and Civil Liberties](#) (CRCL) by e-mail at [crcl@hq.dhs.gov](mailto:crcl@hq.dhs.gov) or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
6. In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

#### **Article XXXVI - Assurances, Administrative Requirements, Cost Principles, and Audit Requirements**

DHS financial assistance recipients must complete either the OMB Standard Form) [Standard Form 424B Assurances - Non-Construction Programs](#), or [OMB Standard Form 424D Assurances - Construction Programs](#) as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [Title 2, Code of Federal Regulations, Part 200](#), and adopted by DHS at [2 C.F.R. Part 3002](#).

#### **Article XXXVII - National Environmental Policy Act**

Recipients must comply with the requirements of the [National Environmental Policy Act](#) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

#### **Article XXXVIII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in [6 C.F.R. Part 19](#) and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

#### **Article XXXIX - Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov) if you have any questions.

#### **Article XL - Disposition of Equipment Acquired Under the Federal Award**

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

**Article XLI - Prior Approval for Modification of Approved Budget**

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. Section 200.308. For awards with an approved budget greater than the simplified acquisition threshold as defined at 2 C.F.R Section 200.88 (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**BUDGET COST CATEGORIES**

Personnel	\$3,157,326.00
Fringe Benefits	\$1,174,535.00
Travel	\$85,863.00
Equipment	\$0.00
Supplies	\$58,504.00
Contractual	\$9,819,913.00
Construction	\$0.00
Indirect Charges	\$395,523.00
Other	\$0.00

**Obligating Document for Award/Amendment**

1a. AGREEMENT NO. EMS-2018-EP-00004-S01  
 2. AMENDMENT NO. \*\*\*  
 3. RECIPIENT NO. 916001095G  
 4. TYPE OF ACTION AWARD  
 5. CONTROL NO. FY2018R10EMPG

6. RECIPIENT NAME AND ADDRESS  
 Washington Military Department  
 Building 20  
 Camp Murray, WA, 98430 - 5122  
 7. ISSUING FEMA OFFICE AND ADDRESS  
 FEMA-GPD  
 400 C Street, SW, 3rd floor  
 Washington, DC 20472-3645  
 POC: 866-927-5646  
 8. PAYMENT OFFICE AND ADDRESS  
 FEMA Finance Center  
 430 Market Street  
 Winchester, VA 22603

9. NAME OF RECIPIENT PROJECT OFFICER  
 Tirzah Kincheloe  
 PHONE NO. 253 512 7456  
 10. NAME OF FEMA PROJECT COORDINATOR  
 Central Scheduling and Information Desk  
 Phone: 800-368-6498  
 Email: Askesid@dhs.gov

11. EFFECTIVE DATE OF THIS ACTION  
 10/01/2017  
 12. METHOD OF PAYMENT  
 PARS  
 13. ASSISTANCE ARRANGEMENT  
 Cost Reimbursement  
 14. PERFORMANCE PERIOD  
**From:** 10/01/2017  
**To:** 09/30/2019  
**Budget Period**  
 10/01/2017 09/30/2019

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE)	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
Emergency Management Performance Grants	97.042	2018-FA-GA01-R107-4120-D	\$0.00	\$7,345,832.00	\$7,345,832.00	See Totals
<b>TOTALS</b>			<b>\$0.00</b>	<b>\$7,345,832.00</b>	<b>\$7,345,832.00</b>	<b>\$7,345,832.00</b>

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
 N/A

16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Emergency Management Performance Grants recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)  
 Tirzah Kincheloe, Mrs

DATE  
 Wed Sep 05 00:20:54 GMT 2018

18. FEMA SIGNATORY OFFICIAL (Name and Title)



DATE  
 Fri Aug 17 16:37:29 GMT 2018

KIMBERLY ERIN PENFOLD, Assistance Officer




# *Index #13*



**CITY OF MARYSVILLE**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10, 2018**

<b>AGENDA ITEM:</b> PA 18-026 – Marysville, Lake Stevens, and Lakewood School Districts’ Capital Facilities Plan (CFPs)	<b>AGENDA SECTION:</b> New Business	
<b>PREPARED BY:</b> Angela Gemmer, Senior Planner	<b>APPROVED BY:</b> 	
<b>ATTACHMENTS:</b> 1. Memo to City Council dated October 31, 2018 2. Adopting Ordinance 3. PC Recommendation dated October 23, 2018 4. PC Minutes dated October 9, 2018 and October 23, 2018 5. Marysville School District CFP 6. Lake Stevens School District CFP 7. Lakewood School District CFP	<b>MAYOR</b>	<b>CAO</b>
	<b>BUDGET CODE:</b>	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>	

**DESCRIPTION:**

Pursuant to Section MMC 22D.040.030(1), *Capital facilities plan required*, any district serving the City of Marysville shall be eligible to receive school impact fees upon adoption of a Capital Facilities Plan (CFP) as a sub-element of the Capital Facilities Element of the Marysville Comprehensive Plan. School District CFPs are reviewed and adopted on a biennial basis.

The Planning Commission (PC) held a public workshop on October 9, 2018 and a duly advertised public hearing on October 23, 2018 to review the Marysville, Lake Stevens and Lakewood School District’s 2018 – 2023 CFPs, and received testimony from staff and each school district’s representative. There was no public testimony provided at the public hearing.

Following the public hearing, the PC made a motion to recommend the Marysville, Lake Stevens and Lakewood School District 2018 – 2023 CFPs to Marysville City Council for adoption by ordinance.

<b>RECOMMENDED ACTION:</b> Affirm the PC’s Recommendation and adopt the Marysville, Lake Stevens and Lakewood 2018 – 2023 CFPs as a sub-element of the Capital Facilities Element of the Marysville Comprehensive Plan.
<b>COUNCIL ACTION:</b>



**COMMUNITY DEVELOPMENT DEPARTMENT**  
 80 Columbia Avenue ♦ Marysville, WA 98270  
 (360) 363-8100 ♦ (360) 651-5099 FAX

## MEMORANDUM

**DATE:** October 31, 2018  
**TO:** City Council  
**FROM:** Angela Gemmer, Senior Planner  
**RE:** 2018-2023 School District Capital Facilities Plans for the Marysville, Lake Stevens, and Lakewood School Districts PA18-026  
**CC:** Dave Koenig, Community Development Director  
 Chris Holland, Planning Manager  
 Mike Sullivan, Marysville School District  
 Robb Stanton, Lake Stevens School District  
 Michael Mack, Lakewood School District

Pursuant to MMC 22D.040.030(1), any district serving the City of Marysville shall be eligible to receive school impact fees upon adoption by Marysville City Council of a capital facilities plan (CFP) for the district as a sub-element of the Capital Facilities Element of the Marysville Comprehensive Plan. Districts' CFPs are reviewed and adopted on a biennial basis.

Upon receipt of a district's CFP, the Community Development Department must determine:

1. That the analysis contained within the CFP is consistent with current data developed pursuant to the requirements of the Growth Management Act (GMA).
2. That any school impact fee proposed in the district's CFP has been calculated using the formula contained in MMC 22D.040.050 Table 1.
3. That the CFP has been adopted by the District's board of directors.

Based on a review of the districts' CFPs, it appears each plan has been prepared pursuant to the requirements of the GMA (RCW 36.70A), the impact fees have been calculated using the formula contained in MMC 22D.040.050 Table 1, and the CFPs have been adopted by each district's board of directors.

The following is a breakdown of current and proposed impact fees, as outlined in the districts' CFPs, applying the 50% discount pursuant to MMC 22D.040.050(1):

<b>Marysville School District</b>	<b>2016 -2021 (current)</b>	<b>2018 – 2023 (proposed)</b>	<b>Difference</b>
Single-family	\$1,552.00	<b>\$0.00</b>	<b>-\$1,552.00</b>
Multi-family (studio or one bedroom unit)	\$0.00	\$0.00	\$0.00
Multi-family (two or more bedroom unit)	\$2,096.00	<b>\$0.00</b>	<b>-\$2,096.00</b>
<b>Lake Stevens School District</b>	<b>2016 – 2021 (current)</b>	<b>2018 – 2023 (proposed)</b>	<b>Difference</b>
Single-family	\$6,624.00	<b>\$7,024.00</b>	<b>+\$400.00</b>
Duplex/Townhouse	\$3,678.00	<b>\$3,512.00</b>	<b>-\$166.00</b>
Multi-family (studio or one bedroom unit)	\$0.00	\$0.00	\$0.00
Multi-family (two or more bedroom unit)	\$3,678.00	<b>\$3,512.00</b>	<b>-\$166.00</b>
<b>Lakewood School District</b>	<b>2016 – 2021 (current)</b>	<b>2018 – 2023 (proposed)</b>	<b>Difference</b>
Single-family	\$857.00	<b>\$847.00</b>	<b>-\$10.00</b>
Multi-family (studio or one bedroom unit)	\$0.00	\$0.00	\$0.00
Multi-family (two or more bedroom unit)	\$1,037.00	<b>\$2,022.00</b>	<b>+985.00</b>

Staff respectfully requests City Council adopt the Marysville, Lake Stevens, and Lakewood Schools Districts' 2018 to 2023 CFPs by Ordinance.

**CITY OF MARYSVILLE**  
**Marysville, Washington**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MARYSVILLE, WASHINGTON RELATING TO THE CITY'S COMPREHENSIVE PLAN; AMENDING THE COMPREHENSIVE PLAN BY THE ADOPTION OF THE MARYSVILLE, LAKE STEVENS AND LAKEWOOD SCHOOL DISTRICTS' 2018 – 2023 CAPITAL FACILITIES PLANS AS A SUBELEMENT OF THE CITY'S COMPREHENSIVE PLAN AND ESTABLISHING THE ADOPTION OF SAID PLAN AND THE COLLECTION AND IMPOSITION OF SCHOOL IMPACT FEES, PURSUANT TO THE CITY'S ANNUAL COMPREHENSIVE PLAN AMENDMENT AND UPDATE PROCESS, AND REPEALING ORDINANCE NO. 3044.**

**WHEREAS**, the State of Washington enacted the Growth Management Act ("GMA") in 1990 amending RCW Chapter 82.02 to authorize the collection of school impact fees on new development under specified conditions, including the adoption by the City of a GMA Comprehensive Plan as defined in RCW Chapter 36.70A; and

**WHEREAS**, the Marysville City Council adopted a GMA Comprehensive Plan on September 15, 2015 that included a policy commitment to consider the adoption of a GMA-based school impact fee program (Policy SC-6); and

**WHEREAS**, on December 12, 2016 the Marysville City Council approved Ordinance No. 3044, adopting an update to the Comprehensive Plan that adopted the Marysville, Lake Stevens and Lakewood School Districts' 2016 – 2021 Capital Facilities Plans as a subelement to the City Comprehensive Plan; and

**WHEREAS**, City staff has reviewed the respective 2018 – 2023 Capital Facility Plans developed by the Marysville, Lake Stevens, and Lakewood School Districts and adopted by their Board of Directors in accordance with the requirements of RCW Chapter 36.70A and RCW 82.02.050, et seq. and has determined that the plans meet the requirements of said statutes and Marysville Municipal Code (MMC) Chapter 22D.040 *School Impact Fees and Mitigation*; and

**WHEREAS**, the City of Marysville has adopted MMC Chapter 22D.040 relating to school impact fees and mitigation which is designed to meet the conditions for impact fee programs in RCW 82.02.050, et seq.; and

**WHEREAS**, the Marysville, Lake Stevens and Lakewood School Districts have prepared an environmental checklist and issued a SEPA Threshold Determination of Non-significance relating to their respective capital facilities plans; and

**WHEREAS**, the City has submitted the proposed Comprehensive Plan amendment to the State of Washington Department of Commerce for 60-day review in accordance with RCW 36.70A.106; and

**WHEREAS**, the Marysville Planning Commission, after review of the proposed Comprehensive Plan amendment, held a public workshop on October 9, 2018, and held a public hearing on October 23, 2018, and received testimony from each Districts' representative, staff and other interested parties following public notice; and

**WHEREAS**, the Planning Commission prepared and provided its written recommendation that said proposed amendment be approved by the Marysville City Council; and

**WHEREAS**, on \_\_\_\_\_, 2018 the Marysville City Council reviewed the Planning Commission's recommendation relating to the proposed Comprehensive Plan amendment; and

**WHEREAS**, the Marysville City Council has considered the School Districts' 2018 – 2023 Capital Facilities Plans in the context of the adopted Comprehensive Plan.

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

**Section 1:** Adoption. The Marysville School District Capital Facilities Plan 2018 – 2023, the Lake Stevens School District Capital Facilities Plan 2018 – 2023, and the Lakewood School District Capital Facilities Plan 2018 – 2023 (collectively referred to as "Plans") are hereby incorporated by this reference and are hereby adopted as a subelement to the capital facilities element of the City of Marysville Comprehensive Plan. The Plans hereby adopted replace the School District Capital Facility Plans previously adopted by Marysville City Council in Ordinances No. 3044.

**Section 2:** Ordinance No. 3044 is hereby repealed for the reason that it is replaced by this Ordinance.

**Section 3:** Schedule of fees. The Community Development Department is hereby directed to utilize the Plans adopted by this Ordinance to develop a schedule of school impact fees, calculated and adjusted by the provisions of MMC 22D.040.050 *School impact fee*.

**Section 4:** Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF MARYSVILLE

By: \_\_\_\_\_  
JON NEHRING, MAYOR

Attest:

By: \_\_\_\_\_  
TINA BROCK, DEPUTY CITY CLERK

Approved as to form:

By: \_\_\_\_\_  
JON WALKER, CITY ATTORNEY

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

Effective Date: \_\_\_\_\_  
(5 days after publication)



COMMUNITY DEVELOPMENT DEPARTMENT  
 80 Columbia Avenue ♦ Marysville, WA 98270  
 (360) 363-8100 ♦ (360) 651-5099 FAX

## PC Recommendation – 2018-2023 School District Capital Facilities Plans Update

The Planning Commission (PC) of the City of Marysville, having held a public hearing on October 23, 2018 in review of a NON-PROJECT action amendment of the Marysville Comprehensive Plan, proposing adoption of the 2018-2023 School District Capital Facilities Plans Update as a subelement of the Marysville Comprehensive Plan, and having considered the exhibits and testimony presented, PC does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

### FINDINGS:

1. The proposal was submitted to the State of Washington Department of Commerce for 60-day review on September 26, 2018, in accordance with RCW 36.70A.106.
2. The PC held a public work session to both introduce and review the NON-PROJECT action amendments proposing adoption of the NON-PROJECT action 2018-2023 School District Capital Facilities Plans Update as described above, on October 9, 2018.
3. The PC held a duly-advertised public hearing on October 23, 2018 and received testimony from city staff and the public.
4. At the public hearing, the PC reviewed and considered the 2018-2023 School District Capital Facilities Plans Update.

### CONCLUSION:

At the public hearing, held on October 23, 2018, the PC recommended **APPROVING** the 2018-2023 School District Capital Facilities Plans Update.

### RECOMMENDATION:

Forwarded to City Council as a Recommendation of **APPROVAL** of the NON-PROJECT action known as 2018-2023 School District Capital Facilities Plans Update, as a subelement of the 2015 Comprehensive Plan, this **October 23, 2018**.

By: \_\_\_\_\_

Stephen Leffery Planning Commission Chair

# PLANNING COMMISSION



# MINUTES

October 9, 2018

7:00 p.m.

City Hall

## CALL TO ORDER

Chair Leifer called the October 9, 2018 meeting to order at 7:00 p.m.

### Marysville

**Chairman:** Steve Leifer

**Commissioners:** Roger Hoen, Jerry Andes, Kay Smith, Kelly Richards, Brandon Whitaker

**Staff:** Community Development Director Dave Koenig, Planning Manager Chris Holland, Senior Planner Angela Gemmer

**Absent:** Tom Thetford (excused)

## APPROVAL OF MINUTES

### September 25, 2018

Chair Leifer referred to Old Business, Item A, and clarified his comment regarding the Washington Trucking site. He emphasized he did not mean to suggest it should be open space. He wondered why Washington Trucking would want this particular type of zoning knowing that with the environmental issues out there it might just be putting it into open space.

**Motion** made by Commissioner Smith, seconded by Commissioner Richards, to approve the September 25, 2018 Meeting Minutes as corrected. **Motion** passed unanimously.

## AUDIENCE PARTICIPATION

None

## 2018 – 2023 SCHOOL DISTRICTS CAPITAL FACILITIES PLAN



Senior Planner Angela Gemmer introduced this item, reviewed the three criteria that school district capital facilities plans must meet, and commented that staff has found that the plans for the three school districts meet all three criteria.

A. Lake Stevens School District No. 4

Reid Shockey, Shockey Planning Group, 2716 Colby Avenue, Everett, explained how the six-year capital facilities plans are developed. He reviewed the numbers for the Lake Stevens School District as contained in their Capital Facilities Plan. There is significant growth occurring and capacity is always an issue. There was discussion in general about how student generation rates are determined.

B. Marysville School District No. 25

Denise Stiffarm, Pacifica Law Group, reviewed Marysville School District's Capital Facilities Plan. Marysville has a unique situation because student generation rates have gone down. This has resulted in school impact fees of zero even though they will probably need capacity for the younger grades in the future. The District has continued to prepare a Capital Facilities Plan so they will be prepared if conditions change in the future.

Commissioner Richards expressed concern about Marysville School District shrinking class sizes which has resulted in a shortage of classrooms and space. Ms. Stiffarm concurred and explained it is the result of state K-3 mandates related to reduced size classes. There are now a lot of portables in the district. The last bond proposal failed, but probably would have addressed this problem.

Mr. Shockey added that in the Everett School District the mandates have resulted in the need for the equivalent of four and a half additional elementary schools.

Commissioner Whitaker asked if Marysville is only looking to purchase additional portables as needed. Ms. Stiffarm confirmed this and noted it was because the bond had failed. The Plan could be updated if anything changes.

C. Lakewood School District No. 306

Ms. Stiffarm said that Lakewood's Plan looks similar to the one they presented two years ago because they have continued to grow steadily. The project included in their impact fee calculation is the recently completed high school project which is where there is an identified need for capacity. The district plans to continue to monitor enrollment growth, watch as new development happens, and update the plan with projects as they move forward.

Dale Leach, Lakewood School District, expressed appreciation that the District passed a bond when they did which enabled them to accomplish some needed projects. He reviewed growth projection numbers as contained in their Capital Facilities Plan in the Commission's packet. The District is projected to be the largest it has ever been in the next four years.

Chair Leifer asked if all the apartment population had been factored in. Mr. Leach indicated that it had and the District will continue to monitor that closely.

Chair Leifer asked about the different methods used by school districts to develop their enrollments. Mr. Shockey explained that the districts can decide between the OSPI method and the ratio method where they track the percentage of the overall population that is students. The teaching station method is used to determine construction needs. Ms. Stiffarm added that all three school districts are using teaching stations to determine capacity.

Chair Leifer expressed concern that the projection of 300+ students in the next six years by Lakewood is too low. Mr. Leach thought that it may be low in the future, but right now it is accurate. They are meeting regularly with city and county planners to find out what is in the pipeline. Planning Manager Chris Holland concurred that there are capacity limitations in the Lakewood area. This may change in two years, but will likely change in four years.

Commissioner Whitaker thought it was interesting that they are looking at decreasing enrollments in Marysville even with the boom in development in the south end. Ms. Stiffarm agreed and added that it is difficult to understand. Planning Manager Holland clarified that 90% of the home construction in Marysville right now is actually in the Lake Stevens School District.

There was general consensus by the Planning Commission to recommend consideration of the matter at a public hearing on October 23.

### **MMC Chapter 22C.130 Parking and Loading**

Planning Manager Holland commented that any new development would be required to meet parking standards. He explained that government buildings require 1 parking stall per 400 square feet which is the same ratio required for business and professional offices. There aren't any specific parking requirements for courts, jail or public safety buildings in the code but it is known what the existing use is, and that would be factored into the requirements.

Commissioner Richards asked staff if there is sufficient parking in the civic center area right now. Planning Manager Holland replied that is not known yet because nothing has been submitted, but it will definitely meet code. He believes that the code requirements are sufficient. When the City adopted a Downtown Master Plan they did an Environmental Impact Statement (EIS) that made recommendations to mitigate environmental impacts for a civic campus at this location. Additional environmental analysis will be done for any site-specific development, including traffic impacts. He reiterated that height limits are a separate issue from parking requirements. Parking needs are looked at on a development by development basis to ensure it meets code. The City has never had an issue with the 1 to 400 square foot ratio. Director Koenig replied that on-street parking is not part of the City's plans. It has always been the City's intention to provide off-street parking.

Commissioner Hoen commented that the parking around the spray park is already inadequate. He expressed concern that the general population would be inclined to use civic center parking spaces. Staff assured the Commission that parking would be managed and the City would be responsive. There was general discussion about plans for the civic center.

Director Koenig commented that based on feedback from businesses in the MIC there appears to be too much parking required for warehouse and industrial buildings. He indicated that staff will bring back some more information about this to the Planning Commission.

Chair Leifer stated he did not have concerns personally about the height issue proposed in the downtown area, but to address the concerns raised by other commissioners it is critical to control who can park where.

### **PUBLIC HEARING – CODE AMENDMENTS (continued)**

Chair Leifer noted at 8:02 p.m. that this is a continuance of the public hearing from the September 25 meeting related to three proposed code amendments. There was no one in the audience and therefore no public testimony. Planning Manager Holland reviewed the three proposed amendments. He stated that staff's recommendation is for the Planning Commission to forward it on to City Council.

- A. Duplex and townhome definitions;
- B. Base height increase in the General Commercial (GC) zone within the Downtown Master Plan Area; and
- C. Appeal timeframes.

Commissioner Leifer expressed concern about the height issue in the downtown area, but commented that controlling who can park where is critical to this working.

**Motion** made by Commissioner Hoen, seconded by Commissioner Andes, to forward this on to City Council with a recommendation for approval. **Motion** passed (4-1-1) with Commissioners Hoen, Andes, Smith, and Leifer voting in favor, Commissioner Whitaker voting against the motion, and Commissioner Richards abstaining.

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to close the hearing at 8:09 p.m. **Motion** passed unanimously.

### **NEW BUSINESS**

- A. Planned Connector Road Revisions

Senior Planner Gemmer reviewed proposed connector road revisions:

- 53<sup>rd</sup> Avenue NE – designate as a collector arterial
- 40<sup>th</sup> Avenue NE – eliminate collector (39<sup>th</sup> Avenue provides needed connection)
- 59<sup>th</sup> Drive NE designate connector from Glein to Peterson-Sears
- Various connectors south of 40<sup>th</sup> Street NE from 79<sup>th</sup> Avenue NE to 80<sup>th</sup> Avenue NE
- Various connectors from 49<sup>th</sup> Street NE to 60<sup>th</sup> Street NE between 79<sup>th</sup> Avenue NE and to Highway 9

Commissioner Whitaker asked about the implications of 53<sup>rd</sup> Avenue being designated as a collector arterial. Senior Planner Gemmer explained that no improvements are contemplated at this time; however, it impacts what standards apply to the road. It also allows the City to seek grant funding.

## OTHER

Senior Planner Gemmer reviewed the proposed rezone of the Washington Trucking site from General Industrial to Downtown Commercial noting that concerns had been raised related to site access and site contamination. She explained that with the last permit access was only restricted southbound on 529 where you take a left hand turn, cross over 529 and go eastbound into the site. All other turning movements were allowed. In preliminary discussions with Public Works staff, similar restrictions on turning movements are expected in the event that the property were developed with a use that is allowed in the downtown commercial zone; however, access for any new use would be subject to review and approval by WSDOT and the City. Access to the site will actually be improved with the interchange. Regarding site contamination, two different environmental assessments have been done. Hydrocarbon contaminants were found, and any use of the site will require environmental cleanup and remediation depending on the intended use of the sites.

Director Koenig gave an update on permit activity in the City.

## CITY COUNCIL AGENDA ITEMS AND MINUTES

### ADJOURNMENT

**Motion** made by Commissioner Richards, seconded by Commissioner Whitaker, to adjourn the meeting at 8:46 p.m. **Motion** passed unanimously.

### NEXT MEETING:

October 23, 2018

  
 Chris Holland, Planning Manager, for  
 Laurie Hugdahl, Recording Secretary

# PLANNING COMMISSION



# MINUTES

**October 23, 2018**

**7:00 p.m.**

**City Hall**

## **CALL TO ORDER**

Chair Leifer called the October 23, 2018 meeting to order at 7:00 p.m.

### Marysville

**Chairman:** Steve Leifer

**Commissioners:** Roger Hoen, Jerry Andes, Kay Smith, Kelly Richards  
Brandon Whitaker

**Staff:** Community Development Director Dave Koenig, Planning  
Manager Chris Holland, Senior Planner Angela Gemmer

**Absent:** Tom Thetford (excused)

## **APPROVAL OF MINUTES**

### October 9, 2018

Chair Leifer referred to his comment on page 4 of 6, item C. He clarified that he does not have a problem with the height limit proposed, but some of the members of the Planning Commission did. His statement should be corrected to read that he did not have concerns personally about the height issue proposed in the downtown area, but to address the concerns raised by other commissioners it is critical to control who can park where.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to approve the October 9, 2018 Meeting Minutes as amended. **Motion** passed unanimously (6-0).

## **AUDIENCE PARTICIPATION**

None

## **PUBLIC HEARING – 2018-2023 School District Capital Facilities Plans**

The hearing was opened at 7:02 p.m. Senior Planner Gemmer introduced this item. Robb Stanton, Executive Director of Operations, Lake Stevens School District was also present to answer any questions.

- A. Lake Stevens School District No. 4
- B. Lakewood School District No. 306
- C. Marysville School District No. 25

### Discussion

Commissioner Hoen asked for clarification about what the impact fees can be used for. Senior Planner Gemmer and Robb Stanton explained that they can only be used for the purposes of addressing the impacts of growth. This could include paying for the construction of a building or the materials necessary to fill the building.

Commissioner Hoen asked why consultants were regularly used to prepare these plans. Mr. Stanton replied that it takes a lot of time to compile the data. School districts don't do it very often and they typically use a consultant who is more familiar with this process. This way districts know the proposed fees are accurate and defensible.

### Public Testimony

Chair Leifer solicited public testimony. Seeing none, the public testimony portion of the public hearing was closed at 7:12 p.m.

### Discussion

Commissioner Whitaker asked how the Lake Stevens single family impact fee of approximately \$7,000 was calculated. Senior Planner Gemmer and Mr. Stanton explained how the fees are calculated.

The public hearing was closed at 7:15 p.m.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to forward the Capital Facilities Plans on to the City Council. **Motion** passed unanimously (6-0).

## **NEW BUSINESS**

- A. Parking Standards for Industrial Uses

Director Koenig introduced this item. He explained that upon analysis of the City's parking standard and discussion with other interested parties, it was determined that the

current requirements are excessive for manufacturing uses. Staff agrees with this. Some reasons for this have to do with more automation of jobs, fewer employees needed, and buildings built on speculation rather than a specific user. The current standards require one parking spot for each two employees on a maximum working shift for warehouse and one per 500 square feet plus one per each two employees on a maximum working shift for manufacturing uses.

The recommendation is to go away from the “per employee” formula because this number fluctuates and is not predictable. Staff feels that the square foot basis is more adequate. He reviewed industry standards and then explained that staff is recommending one stall per 400 square feet for office uses; one stall per 750 square feet plus office for manufacturing uses; and one stall per 2,000 square feet for warehouse uses plus office requirements. Director Koenig reviewed results of a survey showing what other cities have done.

Commissioner Richards asked why staff’s recommendation was for fewer spaces than the standard proposed by the industry. Director Koenig explained that the office code works fine, and the City doesn’t want to change that. For manufacturing, staff is supporting numbers that work for light industrial. Commissioner Richards commented that Everett has a much better transit system than Marysville so it may not be appropriate to use them as a comparison.

Richard Peterson, 12837 NE 73<sup>rd</sup> Street, Kirkland, WA, explained that the current code uses the employee count model of calculating, but this doesn’t work when buildings last for years and years and have multiple types of users in them. He spoke in support of what the staff is recommending, noting that even though it is a little less than he is proposing. Developers/Owners/Users will build what they think the customers need. When there is a change in use, the new user gets involved in the building permit process, and that’s when they determine if they need to add more office or other things that require more parking. He commented that the loading dock area often gets converted into future parking depending on the users. The current code requires so much parking that economically it is difficult to get enough buildings on the site.

The Planning Commission generally seemed comfortable with the proposal. Chair Leifer commented that he would be happy with the proposed amendments because they seem logical, and he has been frustrated with the current regulations for years.

## **CITY COUNCIL AGENDA ITEMS AND MINUTES**

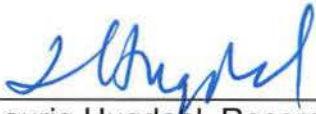
Director Koenig reported on impact fee amounts collected so far this year.

## **ADJOURNMENT**

**Motion** made by Commissioner Richards, seconded by Commissioner Whitaker, to adjourn the meeting at 7:49 p.m. **Motion** passed unanimously.

**NEXT MEETING:**

November 14, 2018



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Laurie Huggahl, Recording Secretary



# MARYSVILLE SCHOOL DISTRICT NO. 25

## CAPITAL FACILITIES PLAN

**2018-2023**



**MARYSVILLE**  
SCHOOL DISTRICT

*Engage. Inspire. Prepare.*

*Adopted: July 16, 2018*

# **MARYSVILLE SCHOOL DISTRICT NO. 25**

## **CAPITAL FACILITIES PLAN**

**2018-2023**

### ***BOARD OF DIRECTORS***

Dr. Tom Albright, President  
Pete Lundberg, Vice President  
Vanessa Edwards  
Mariana Maksimos  
Chris Nation

Jason Thompson, Interim Superintendent

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For information regarding the Marysville School District 2018-2023 Capital Facilities Plan, contact the Finance and Operations Department, Marysville School District No. 25, 4220 80th Street N.E., Marysville, Washington 98270-3498. Telephone: (360) 965-0094.

## ***SECTION ONE: INTRODUCTION***

### ***Purpose of the Capital Facilities Plan***

The Washington State Growth Management Act (the “GMA”) outlines 13 broad goals including adequate provision of necessary public facilities and services. Schools are among these necessary facilities and services. School districts have adopted capital facilities plans to satisfy the requirements of RCW 36.70A.070 and to identify additional school facilities necessary to meet the educational needs of the growing student populations anticipated in their districts.

The Marysville School District (the “District”) has prepared this Capital Facilities Plan (the “CFP”) to provide Snohomish County (the “County”), the City of Marysville (the “City”), and the City of Everett (“Everett”) with a schedule and financing program for capital improvements over the next six years (2018-2023).

In accordance with the Growth Management Act, adopted County policy, Snohomish County Ordinance Nos. 97-095 and 99-107, and the City of Marysville Ordinance Nos. 2306 and 2213, this CFP contains the following required elements:

- Future enrollment forecasts for each grade span (elementary schools, middle level schools, and high schools).
- An inventory of existing capital facilities owned by the District, showing the locations and capacities of the facilities.
- A forecast of the future needs for capital facilities and school sites.
- The proposed capacities of expanded or new capital facilities.
- A six-year plan for financing capital facilities within projected funding capacities, which clearly identifies sources of public money for such purposes. The financing plan separates projects and portions of projects which add capacity from those which do not, since the latter are generally not appropriate for impact fee funding.
- A calculation of impact fees to be assessed and support data substantiating said fees.

In developing this CFP, the District followed the following guidelines set forth in Appendix F of Snohomish County's General Policy Plan:

- Districts should use information from recognized sources, such as the U.S. Census or the Puget Sound Regional Council. School districts may

generate their own data if it is derived through statistically reliable methodologies. Information must not be inconsistent with Office of Financial Management (OFM) population forecasts. Student generation rates must be independently calculated by each school district.

- The CFP must comply with the GMA.
- The methodology used to calculate impact fees must comply with Chapter 82.02 RCW. In the event that impact fees are not available due to action by the state, county or cities within the District, the District in a future CFP update must identify alternative funding sources to replace the intended impact fee funding.

### ***Overview of the Marysville School District***

The District encompasses most of the City of Marysville, a small portion of the City of Everett, and portions of unincorporated Snohomish County. The District's boundaries also include the Tulalip Indian Reservation. The District encompasses a total of 72 square miles.

The District currently serves an approximate student population of 10,643 (October 1, 2017 enrollment) with ten elementary schools (grades K-5), four middle level schools (6-8), and two comprehensive high school (grades 9-12). In addition, the District operates several small learning communities. In 1999, the District moved approximately 400 9<sup>th</sup> graders to Marysville Pilchuck High School with approximately 500 9<sup>th</sup> graders remaining at Marysville Junior High School. In 2007, the District completed the shift of 9<sup>th</sup> graders to Marysville Pilchuck High School and renamed Marysville Junior High School as Totem Middle School. During 2008, the District completed construction of the Marysville Tulalip Campus and consolidated several programs (serving grades 6-12) on one campus. The District also opened Grove Elementary School in the fall of 2008. The District opened the Marysville Getchell Campus, housing four separate 9-12 small learning communities, in the fall of 2010. For the purposes of facility planning, this CFP considers grades K-5 as elementary school, grades 6-8 as middle level school, and grades 9-12 as high school.

The District has experienced recent declines in enrollment and projects continued declines at the elementary and high school levels through the six-year planning period. The District intends to closely monitor enrollment particularly given current and projected residential development activity within the District. While the District is not requesting school impact fees as a part of this CFP update, this scenario could change as student enrollment growth changes. Future updates to the CFP will include relevant information.

### ***Facilities and Capacity Needs***

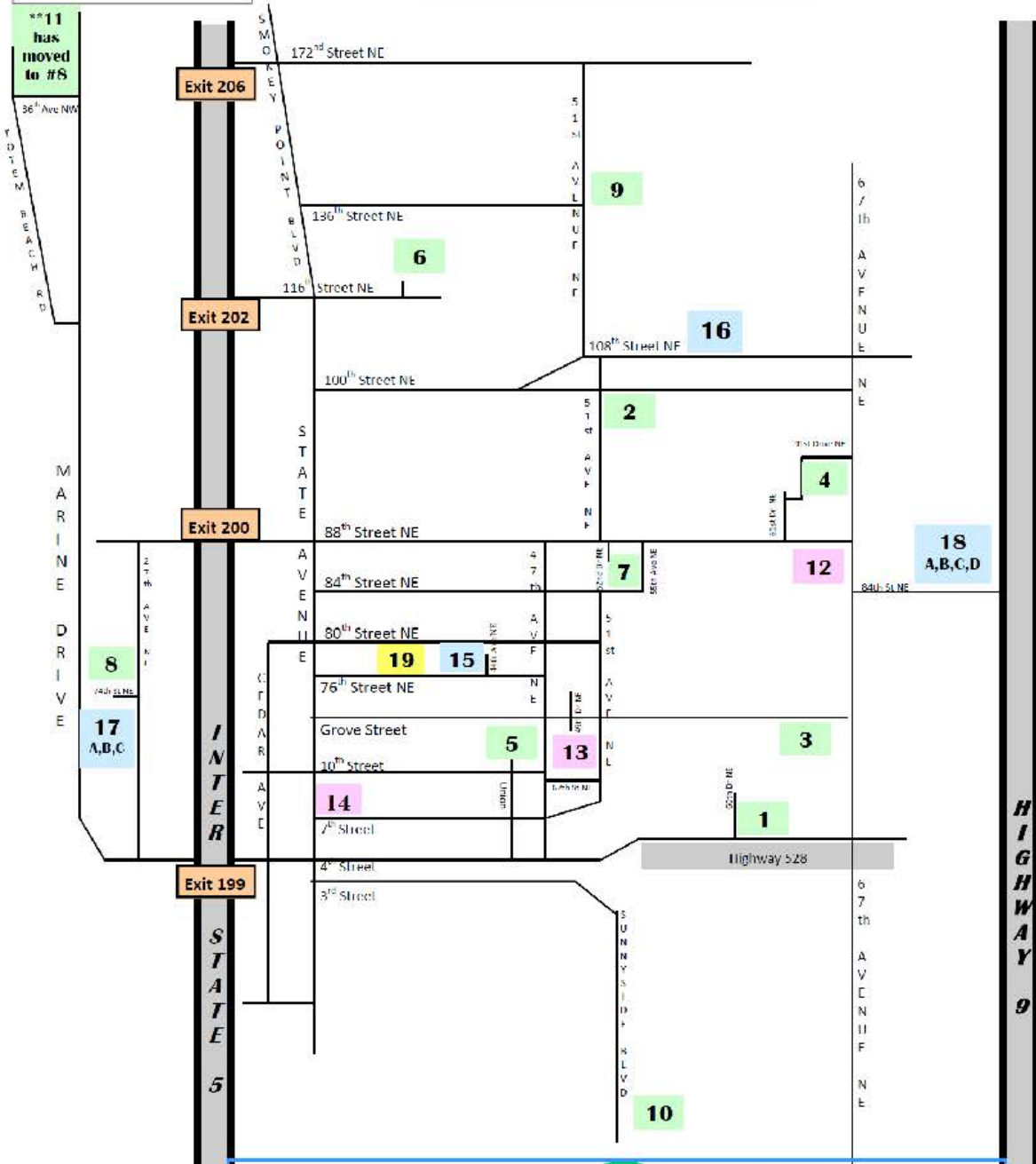
The District encounters a variety of issues that affect the capital facilities planning process. Affordable housing (as compared to Seattle and adjacent cities) in the District tends to draw young families, which puts demands on the school facilities. In addition, the 2005 amendments to the Snohomish County Comprehensive Plan expanded the Marysville urban growth boundary

to include an additional 560.4 acres zoned for residential development. Also, a significant amount of acreage already within the Marysville UGA was rezoned to accommodate more density in housing developments.

In February of 2006, the District's voters approved a school construction bond for approximately \$118 million. The bond helped to pay for the construction of Marysville Getchell High School and Grove Elementary School. The District also used the bond proceeds to acquire future school sites. In 2014, District voters approved a \$12 million technology levy (and a replacement levy was approved in 2018). The District presented a \$230 million bond measure to the voters in April 2016 to fund school modernization and addition projects. The District failed to received sufficient votes for approval of the bond proposal. The District's Board of Directors will evaluate the scope and timing of a future bond proposal.

# Welcome to the Marysville School District No. 25

\*\*Tulip Elementary has been moved to #8 Quill Ceda Elementary. Marine Drive does not run parallel to I 5 and is shown parallel due to limited space.



**Legend:**

<p><b>Elementary Schools:</b></p> <ul style="list-style-type: none"> <li>1) Allen Creek</li> <li>2) Cascade</li> <li>3) Grove</li> <li>4) Kellogg Marsh</li> <li>5) Liberty</li> <li>6) Marshall</li> <li>7) Pinewood</li> <li>8) Quill Ceda/Tulip</li> <li>9) Shroultes</li> <li>10) Sunnyside</li> </ul>	<p><b>Middle Schools:</b></p> <ul style="list-style-type: none"> <li>12) Codarson Middle</li> <li>13) Marysville Middle</li> <li>14) Tatom Middle</li> <li>15) 10th Street</li> </ul>	<p><b>High Schools:</b></p> <ul style="list-style-type: none"> <li>15) Mt. Mountain View HS</li> <li>16) Pathways of Choice</li> <li>17A) Arts &amp; Technology</li> <li>17B) Heritage</li> <li>18A) Academy of Construction &amp; Engineering</li> <li>18B) Rio Med Academy</li> <li>18C) Internat'l School of Communications</li> <li>18D) School for the Entrepreneur</li> </ul>
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Revised July 2011

Elementary Schools		Middle Schools (Grades 6-8)		
1	Allen Creek Elementary 6505 60th Drive NE Take Exit #199. Turn east on 4th Street. Follow approx. 1.5 miles. School is on the left.	360-965-1100 Janelle McFalls, Principal	10th Street See #17C below for school location.	
2	Cascade Elementary 5200 100th Street NE Take Exit #200. Turn east on 88th St. NE. Go approx. 1 mile turn left on 51st Ave. NE. Go to 100th St. NE. School is on the right.	360-965-1200 Teresa Iyall-Williams, Principal	12 Cedarcrest Middle School 6400 88th Street NE Take exit #200. Turn east on 88th St. NE. Follow approx. 1.5 miles. School is on the right.	
3	Grove Elementary 6510 Grove Street Take Exit #199. Turn east on 4th Street. Follow to State Street and turn left. Follow State approximately 1/2 mile to Grove Street. Turn right on Grove and follow approx. 1.0 miles. School is on the right.	360-965-1700 Sharon Anderson, Principal	13 Marysville Middle School 4923 67th Street NE Take Exit #199. Turn east on 4th St. Follow approx. 1.5 miles to 47th Ave. NE and turn left. Follow around to the right at the "Y" and follow to 67th St. NE. School is on the right.	
4	Kellogg Marsh Elementary 6325 91st Street NE Take Exit #200 Turn east on 88th St. NE. Follow approx 1.5 miles. Turn left on 61st Dr. NE. Follow to 4-way stop. Turn right on 91st St. NE. School is straight ahead.	360-965-1900 Eneille Nelson, Principal	14 Totem Middle School 1605 7th Street Take Exit #199. Turn east on 4th St. Follow to State Ave. and turn left. Follow to 7th St. and turn right. School is on the left.	
5	Liberty Elementary 1919 10th Street Take Exit #199. Turn east on 4th St. Follow to Union and turn left. Go to end of street. School is straight ahead.	360-965-1800 Rich Middaugh, Principal	<b>High Schools (Grades 9-12) - Learning Communities</b>	
6	Marshall Elementary 4407 116th Street NE Take Exit #202. Turn east on 116th St. NE. Follow approx. 0.5 miles. School is on the left.	360-965-1600 Kelly Sheward, Principal	15 Early Learning Center 4317 76th Street NE Take Exit #199. Turn east on 4th St. Follow to State Ave. and turn left. Follow to 76th St. NE and turn right. Follow to 44th Ave. NE and turn left. School is on the left.	360-965-3000 Joanne Moffit
7	Pinewood Elementary 5115 84th Street NE Take Exit #200. Turn east on 88th Street NE. Follow approximately 1 mile. Turn right on 52nd Dr. NE. School is straight ahead.	360-965-1300 Kathy Thornton, Principal	16 Marysville-Pilchuck 5611 108th Street NE Take Exit #200. Turn east on 88th St. NE. Follow approx. 1 mile and turn left on 51st Ave. NE. Follow to 108th St. NE and turn right. School is 0.5 miles on the left.	360-965-2000 Dave Rose, Principal
8	Quil Ceda/Tulalip Elementary 2415 74th Street NE Take Exit #200. Turn west on 88th St. NE (Quil Ceda Way). Follow to 27th Ave. NE and turn left. Follow approx. 1.5 miles to 74th St. NE and turn right. School is straight ahead.	360-965-3100 Doug Shook, Principal	17 Marysville Tulalip Campus (Renamed June 2011)* (*formerly Marysville Secondary Campus) 7204 27th Avenue NE Take Exit #200. Turn west on 88th St. NE (Quil Ceda Way). Follow to 27th Ave NE and turn left. Follow approx. 1.5 miles -school is on the right.	
9	Shoultes Elementary 13525 51st Avenue NE Take Exit #202. Turn east on 116th St. NE. Follow to State Avenue and turn left. Follow to 136th St. NE and turn right. Follow approx. 0.5 miles. School is straight ahead.	360-965-1400 Cory Taylor, Principal	17 A Marysville Arts & Technology -Ray Houser, Principal 17 B Heritage (Grades 9-12) -Shelly Lacy, Principal 17 C 10th Street (Grades 6-8) -Ray Houser, Principal 17 A Marysville Mountain View -Ray Houser, Principal 18 Marysville Getchell Campus (Opened fall 2010) Richard Zimmerman - Principal 8301 84th Street NE Take Exit #200. Turn east on 88th St. NE. Follow approx. 1.5 miles. Turn right on 67th Ave NE then take next left onto 84th St NE. Follow for approx. 1.0 miles. School is on the left.	360-965-2900 360-965-2800 360-965-0440 360-965-2900
10	Sunnyside Elementary 3707 Sunnyside Blvd. Take Exit #199. Turn east on 4th St. Follow to State Ave. and turn right. Follow to 3rd St. and turn left. Follow approx. 2.5 miles. School is on the left.	360-965.1500 Brynn Marcum, Principal	18 A Academy. of Construction & Engineering 18 B Bio Med Academy 18 C Intn'l School of Communications 18 D School for the Entrepreneur	360-965-2300 360-965-2300 360-965-2300 360-965-2300
11	Tulalip Elementary: moved to Quil Ceda Elementary #8 Sep 2011		<b>Administrative Offices - Service Center</b>	
			19 District Office 4220 80th Street NE Take Exit #200. Turn east on 88th St NE. Follow to state Ave. and turn right. Follow to 80th St and turn left. Follow 1/2 block. Service Center is on the right.	360-965-0000

Rev 7/2011



## **SECTION 2 -- EDUCATIONAL PROGRAM STANDARDS**

The District acknowledges and realizes that classroom population impacts the quality of instruction provided. School facility and student capacity needs are dictated by the types and amounts of space required to accommodate the District's adopted educational program. The educational program standards which typically drive facility space needs include grade configuration, optimum facility size, class size, educational program offerings, classroom utilization and scheduling requirements, and use of relocatable classrooms (portables).

In addition to student population, other factors such as collective bargaining agreements, government mandates, and community expectations also affect classroom space requirements. Traditional educational programs are often supplemented by programs such as special education, remediation, alcohol and drug education, computer labs, music, art, and other programs. These programs can have a significant impact on the available student capacity of school facilities.

District educational program standards may change in the future as a result of changes in the program year, special programs class sizes, grade span configurations, and use of new technology, as well as other physical aspects of the school facilities. The State Legislature's requirements for full-day kindergarten and reduced K-3 class size impact school capacity and educational program standards. The District has implemented full-day kindergarten classes and K-3 class size reduction. The school capacity inventory will be reviewed periodically and adjusted for any changes to the educational program standards. These changes will also be reflected in future updates of this CFP.

Within the context of this topic, there are at least three methodologies that can be applied to capacity forecasting. Those include a maximum class size based on contractual obligations, a maximum class size target, and a minimum service level.

The District has internal targets, which predicate staffing decisions. These internal targets are the District's preferred capacity levels. In comparison, class size based on a maximum number of students is predicated on contractual language in the contract with the Marysville Education Association. This contract specifies a maximum number of students in a classroom above which the District must fund additional classroom assistance. Finally, the minimum service level represents the capacity level that the District will not exceed. This is determined by an average maximum number of students in a classroom by grade (for K-8 classes) or by a course of study (for the 9-12 grade level). For example, grade 8 may have an average class size (and minimum level of service) of 32 students. Some classrooms might have less than 32 students and some classrooms might have more than 32 students; however the average of grade 8 classrooms district-wide will not exceed 32 students. At the secondary school level, some classes will exceed 34 students (band, physical education, etc.). This minimum service level is defined for core classes and is an average of all core classes for the secondary level. Table 1 compares class size methodologies.

**Table 1**  
**Class Size Methodologies**

<i>Grade Level</i>	<i>District Targets</i>	<i>Maximum (Per Contract)</i>	<i>Minimum Service Level</i>
Kindergarten	17	24	27
Grades 1 – 3	17	24	27
Grades 4 – 5	25	27	30
Grades 6 – 8	25	30	32
Grades 9 – 12	25	30	34

***Educational Program Standards Based Upon Internal Targets***

***Elementary Schools:***

- Average class size for Kindergarten should not exceed 17 students.
- Average class size for grades 1-3 should not exceed 17 students.
- Average class size for grades 4-5 should not exceed 25 students.
- Special education for students may be provided in regular classes when inclusion is possible and in self-contained classrooms when this is the most appropriate option available.

***Middle and Junior High Schools:***

- Average class size for grades 6-8 should not exceed 25 students.
- It is not possible to achieve 100% utilization of all regular teaching stations throughout the day. Therefore, classroom capacity is adjusted using a utilization factor of available teaching stations depending on the physical characteristics of the facility and program needs.
- Special education for students may be provided in regular classes when inclusion is possible and in self-contained classrooms when this is the most appropriate option available.
- Identified students will also be provided other programs in “resource rooms (i.e., computer labs, study rooms), and program specific classrooms (i.e., music, drama, art, home and family education).

***High Schools:***

- Average class size for grades 9-12 should not exceed 25 students.
- It is not possible to achieve 100% utilization of all regular teaching stations throughout the day. Therefore, classroom capacity is adjusted using a utilization factor of available teaching stations depending on the physical characteristics of the facility and program needs.

- Special education for students may be provided in regular classes when inclusion is possible and in self-contained classrooms when this is the most appropriate option available.
- Identified students will also be provided other programs in “resource rooms (i.e., computer labs, study rooms), and program specific classrooms (i.e., music, drama, art, home and family education).

For the school years of 2015-16 and 2015-17, the District’s compliance with the minimum educational service standards was as follows (with MLOS set as applicable for those school years):

2015-16 School Year						
LOS Standard	MINIMUM LOS# Elementary	REPORTED LOS Elementary	MINIMUM LOS Middle	REPORTED LOS Middle	MINIMUM LOS High	REPORTED LOS High
	29	25	32	24	34	22

\* The District determines the reported service level by adding the number of students at each grade level and dividing that number by the number of teaching stations (excludes portables).

2016-17 School Year						
LOS Standard	MINIMUM LOS# Elementary	REPORTED LOS Elementary	MINIMUM LOS Middle	REPORTED LOS Middle	MINIMUM LOS High	REPORTED LOS High
	29	25	32	24	34	21

\* The District determines the reported service level by adding the number of students at each grade level and dividing that number by the number of teaching stations (excludes portables).

### ***SECTION THREE: CAPITAL FACILITIES INVENTORY***

Under the GMA, public entities are required to inventory capital facilities used to serve existing development. The purpose of the facilities inventory is to establish a baseline for determining what facilities will be required to accommodate future demand (student enrollment) at acceptable levels of service. This section provides an inventory of capital facilities owned and operated by the District including schools, relocatable classrooms (portables), undeveloped land, and support facilities. School facility capacity was inventoried based on the space required to accommodate the District's adopted educational program standards. *See Section Two: Educational Program Standards.* A map showing locations of District facilities is provided on page 4.

#### ***Schools***

See *Section One and Two* for a description of the District's schools and programs.

School capacity was determined based on the number of teaching stations within each building and the space requirements of the District's adopted educational program and internal targets. It is this capacity calculation that is used to establish the District's baseline capacity, and to determine future capacity needs based on projected student enrollment. The school capacity inventory is summarized in Tables 2, 3, and 4. In addition to the school capacity inventory identified in these tables, the District operates the Early Learning Center (ECEAP program) in the District's Mountain View facility.

#### ***Relocatable Classrooms (Portables)***

Relocatable classrooms (portables) are used as interim classroom space to house students until funding can be secured to construct permanent classrooms. The District currently uses 64 relocatable classrooms at various school sites throughout the District to provide additional interim capacity. A typical relocatable classroom can provide capacity for a full-size class of students. Current use of relocatable classrooms throughout the District is summarized in Table 5.

**Table 2**  
**Elementary School Inventory**

<i>Elementary School</i>	<i>Site Size (Acres)</i>	<i>Building Area (sq ft)</i>	<i>Teaching Stations*</i>	<i>Permanent Capacity**</i>
Allen Creek	11.0	47,594	21.0	412
Cascade	9.5	38,923	21.0	412
Grove	6.2	54,000	24.0	470
Kellogg Marsh	12.8	47,816	21.0	412
Liberty	9.1	40,459	20.0	392
Marshall	13.7	53,063	14.0	274
Pinewood	10.5	40,073	17.0	333
Quil Ceda	10.0	47,594	27.0	529
Shoultes	9.5	40,050	16.0	314
Sunnyside	10.4	39,121	22.0	431
<b>TOTAL</b>	<b>102.7</b>	<b>448,693</b>	<b>203</b>	<b>3,979</b>

\* Teaching Station Definition: A space designated as a classroom. Other stations include spaces designated for special education and pull-out programs.

\*\* Regular classrooms; includes reduced K-3 class size.

**Table 3**  
**Middle Level School Inventory**

<i>Middle Level School</i>	<i>Site Size (Acres)</i>	<i>Building Area (sq ft)</i>	<i>Teaching Stations*</i>	<i>Permanent Capacity**</i>
Cedarcrest	27.0	83,128	29.0	725
Marysville Middle	21.0	99,617	32.0	800
Marysville Tulalip Campus*** (6-8)	***	15,000	7.0	175
Totem	15.2	124,822	30.0	750
<b>TOTAL</b>	<b>63.2</b>	<b>322,567</b>	<b>98</b>	<b>2,450</b>

\* Teaching Station Definition: A space designated as a classroom. Other stations include spaces designated for special education and pull-out programs.

\*\* Regular classrooms.

\*\*\* \*The Marysville Tulalip Campus includes the following schools co-located on one campus: Arts & Technology, Tulalip Heritage, and the 10<sup>th</sup> Street School. Grades 6-12 are served at the Marysville Tulalip Campus. The above chart identifies information relevant to grades 6-8.

**Table 4**  
**High School Inventory**

<i>High School</i>	<i>Site Size (Acres)</i>	<i>Building Area (sq ft)</i>	<i>Teaching Stations*</i>	<i>Permanent Capacity**</i>
Marysville Pilchuck	83.0	259,033	56.0	1,400
Marysville Getchell	38.0	193,000	61.0	1,525
Marysville Tulalip Campus*** (9-12)	39.4	70,000	19.0	475
<b>TOTAL</b>	<b>160.4</b>	<b>522,033</b>	<b>136</b>	<b>3,400</b>

\* Teaching Station Definition: A space designated as a classroom. Other stations include spaces designated for special education and pull-out programs.

\*\* Regular classrooms.

\*\*\* \*The Marysville Tulalip Campus includes the following schools co-located on one campus: Arts & Technology, Tulalip Heritage, and the 10<sup>th</sup> Street School. Grades 6-12 are served at the Marysville Tulalip Campus. The above chart identifies information relevant to grades 9-12.

**Table 5**  
**Relocatable Classroom (Portable) Inventory\***

<i>Elementary School</i>	<i>Relocatables**</i>	<i>Other Relocatables***</i>	<i>Interim Capacity</i>
Allen Creek	7	0	137
Cascade	3	2	59
Kellogg Marsh	5	2	98
Liberty	6	2	118
Marshall	3	3	59
Pinewood	3	4	59
Quil Ceda	3	4	59
Shoultes	5	3	98
Sunnyside	4	5	78
<b><i>SUBTOTAL</i></b>	<b>39</b>	<b>25</b>	<b>765</b>

<i>Middle Level School</i>	<i>Relocatables</i>	<i>Other Relocatables</i>	<i>Interim Capacity</i>
Cedarcrest	12	2	300
Marysville Middle	7	2	175
Totem	0	0	0
<b><i>SUBTOTAL</i></b>	<b>19</b>	<b>4</b>	<b>475</b>

<i>High School</i>	<i>Relocatables</i>	<i>Other Relocatables</i>	<i>Interim Capacity</i>
Marysville-Getchell	0	0	0
Marysville-Pilchuck	6	0	150
<b><i>SUBTOTAL</i></b>	<b>6</b>	<b>0</b>	<b>150</b>

<b><i>TOTAL</i></b>	<b>64</b>	<b>29</b>	<b>1,390</b>
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\* Each portable is 600 square feet. The District's relocatable facilities identified above have adequate useful remaining life and are evaluated regularly.

\*\*Used for regular classroom capacity.

\*\*\*The relocatables referenced under "other relocatables" are used for special pull-out programs.

### *Support Facilities*

In addition to schools, the District owns and operates additional facilities which provide operational support functions to the schools. An inventory of these facilities is provided in Table 6.

**Table 6**  
**Support Facility Inventory**

<i>Facility</i>	<i>Building Area (Square Feet)</i>	<i>Site Size (Acres)</i>
Service Center		11.35
Administration	33,028	
Grounds	3,431	
Maintenance	12,361	
Engineering	7,783	
Warehouse	16,641	

### *Land Inventory*

The District owns a number of undeveloped sites. An inventory of these sites is provided in Table 7.

**Table 7**  
**Undeveloped Site Inventory**

<i>Site</i>	<i>Site Size (Acres)</i>
4315 71 <sup>st</sup> Ave NE	7.00
132nd Street Site	20.00
152nd Street Site	35.02
Old Getchell Site	10.00
West Marshall Site (School Farm)	18.00
Frondorf Site	27.75
Highway 9 Site	53.00

Development on some of these sites is restricted due to significant wetlands, limited site sizes, high utility costs, and/or inappropriate locations. In addition to these sites, the District owns four sites of less than two acres.



**SECTION FOUR: STUDENT ENROLLMENT TRENDS AND PROJECTIONS**

Generally, enrollment projections using historical calculations are most accurate for the initial years of the forecast period. Moving further into the future, more assumptions about economic conditions, land use, and demographic trends in the area affect the projection. Monitoring birth rates in the County and population growth for the area are essential yearly activities in the ongoing management of the CFP. In the event that enrollment growth slows, plans for new facilities can be delayed. It is much more difficult, however, to initiate new projects or speed projects up in the event enrollment growth exceeds the projections.

Two enrollment forecasts were conducted for the District: an estimate by the Office of the Superintendent of Public Instruction (OSPI) based upon the cohort survival method; and an estimate based upon County population as provided by OFM (“ratio method”).

Based on the cohort survival methodology, a total of 9,892 students are expected to be enrolled in the District by 2023, a decrease from the October 2017 enrollment levels. The projected decline reflects the District’s experience in recent years of declining enrollment growth at the middle and high school levels. However the OSPI projections also predict a decline going forward at the elementary level despite the District’s recent experience of stable enrollment at that grade level. Notably, the cohort survival method does not anticipate new students from new development patterns. So, it would not capture new development resulting from the rebound in the residential construction industry and as anticipated in the population forecasts prepared by Snohomish County.

OFM population-based enrollment projections were estimated for the District using OFM population forecasts for the County. The County provided the District with the estimated total population in the District by year. Between 2012 and 2017, the District’s student enrollment constituted approximately 15.2% of the total population in the District. Assuming that between 2018 and 2023, the District’s enrollment will continue to constitute 15.2% of the District’s total population and using OFM/County data, OFM/County methodology projects a total enrollment of 12,105 students in 2023.

The comparison of OSPI and OFM/County projected enrollments is contained in Table 4.

**Table 10**  
**Projected Student Enrollment (FTE)\***  
**2018-2023**

<i>Projection</i>	<i>2017*</i>	<i>2018</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2023</i>	<i>Actual Change</i>	<i>Percent Change</i>
OFM/County	10,643	10,887	11,131	11,375	11,619	11,863	12,105	1,462	13.7%
District	10,643	10,573	10,413	10,302	10,173	10,062	9,892	(751)	(7.06)%

\*Actual October 2017 enrollment

Based upon the immediate dynamics of the District, as discussed above, the District has chosen to follow the more conservative District estimates as opposed to the OFM/County projections during this planning period. This decision will be revisited in future updates to the CFP.

### ***2035 Enrollment Projections***

Student enrollment projections beyond 2023 and to the future are highly speculative. Assuming that the District's enrollment will continue to constitute 15.2% of the District's population through 2035, the projected enrollment by grade span *based upon the County/OFM projections* is as follows:

***Table 11-B***  
***Projected FTE Student Enrollment – County/OFM***  
***2035***

<b><i>Grade Span</i></b>	<b><i>Projected FTE Enrollment</i></b>
Elementary (K-5)	6,627
Middle Level School (6-8)	3,038
High School (9-12)	4,142
<b><i>TOTAL (K-12)</i></b>	<b><i>13,807</i></b>

Again, these estimates are highly speculative given current information and the length of the planning period. The District will continue to monitor enrollment growth and make appropriate adjustments in future updates to the CFP.

**SECTION FIVE: CAPITAL FACILITIES PROJECTIONS FOR FUTURE NEEDS**

Projected available student capacity was derived by subtracting projected student enrollment from existing school capacity (excluding relocatable classrooms) for each of the six years in the forecast period (2018-2023). Capacity needs are expressed in terms of “unhoused students”

Table 12 identifies the District’s current permanent capacity needs (based upon information contained in Table 14):

**Table 12**  
**Unhoused Students – Based on October 2017 Enrollment/Capacity**

<i>Grade Span</i>	<i>Unhoused Students/(Available Capacity)</i>
Elementary Level (K-5)	(355)
Middle Level (6-8)	112
High School Level (9-12)	241

Assuming no permanent capacity additions or adjustments, Table 13 identifies the additional permanent classroom capacity that will be needed in 2023:

**Table 13**  
**Unhoused Students – 2023**

<i>Grade Span</i>	<i>Unhoused Students/(Available Capacity)</i>
Elementary Level (K-5)	(424)
Middle Level (6-8)	72
High School Level (9-12)	289

Interim capacity provided by relocatable classrooms is not included, though the District expects to continue to use relocatable classrooms to provide for a portion of the capacity needs. (Information on relocatable classrooms by grade level and interim capacity can be found in Table 5. The District has no currently planned construction projects during this six-year planning period. Future updates to this CFP will include any identified projects.

**Table 14 - Projected Student Capacity****Elementary School -- Surplus/Deficiency**

	<b>2017*</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Existing Permanent Capacity	4,791 <sup>o</sup>	3,979 <sup>oo</sup>	3,979	3,979	3,979	3,979	3,979
Permanent Capacity Change	0	0	0	0	0	0	0
Total Permanent Capacity**	4,791	3,979	3,979	3,979	3,979	3,979	3,979
Enrollment	5,146	5,028	4,844	4,822	4,690	4,523	4,403
Permanent Capacity Surplus (Deficiency)**	(355)	(1,049)	(865)	(843)	(711)	(544)	(424)

\*Actual October 2017 enrollment

<sup>o</sup>Capacity prior to implementation of reduced K-3 class size

<sup>oo</sup>Capacity following implementation of reduced K-3 class size

\*\*Does not include use of existing relocatable capacity (including adjustments from other grade levels), particularly as needed for implementation of reduced K-3 class size and full-day kindergarten.

**Middle School Level -- Surplus/Deficiency**

	<b>2017*</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Existing Permanent Capacity	2,450	2,450	2,450	2,450	2,450	2,450	2,450
Permanent Capacity Change	0	0	0	0	0	0	0
Total Permanent Capacity**	2,450	2,450	2,450	2,450	2,450	2,450	2,450
Enrollment	2,338	2,420	2,512	2,459	2,414	2,341	2,378
Permanent Capacity Surplus (Deficiency)**	112	30	(62)	(9)	36	109	72

\*Actual October 2017 enrollment

\*\*Does not include relocatable capacity.

**High School Level -- Surplus/Deficiency**

	<b>2017*</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Existing Permanent Capacity	3,400	3,400	3,400	3,400	3,400	3,400	3,400
Permanent Capacity Change	0	0	0	0	0	0	0
Total Permanent Capacity**	3,400	3,400	3,400	3,400	3,400	3,400	3,400
Enrollment	3,159	3,125	3,055	3,021	3,069	3,196	3,111
Permanent Capacity Surplus (Deficiency)**	241	275	345	379	331	204	289

\*Actual October 2017 enrollment

\*\*Does not include relocatable capacity.

## **SECTION SIX: FINANCING PLAN**

### ***Planned Improvements***

At the present time, the District does not have specific plans to construct new permanent capacity during the six-year planning period. The District likely will purchase and site new portable facilities to address capacity needs. The District intends to monitor closely enrollment and capacity needs and will update the CFP in the future as appropriate.

The District will use funds from the February 2018 Technology and Capital Levy for technology projects and building maintenance (including roof replacements and heating system maintenance.)

### ***Financing for Planned Improvements***

Funding for planned improvements is typically secured from a number of sources including voter-approved bonds, State match funds, and impact fees.

***General Obligation Bonds:*** Bonds are typically used to fund construction of new schools and other capital improvement projects, and require a 60% voter approval. The District's voters approved funding for the new high school and new elementary school in February of 2006. The District presented a \$230 million bond in April 2016 to the voters to fund modernization and addition projects as identified in this Capital Facilities Plan. Future updates to the CFP will include information related to future bond planning and projects.

***State School Construction Assistance Funds:*** State School Construction Assistance funds come from the Common School Construction Fund. The State deposits revenue from the sale of renewable resources from State school lands set aside by the Enabling Act of 1889 into the Common School Account. If these sources are insufficient to meet needs, the Legislature can appropriate General Obligation Bond funds or the Superintendent of Public Instruction can prioritize projects for funding. School districts may qualify for State School Construction Assistance funds for specific capital projects based on a prioritization system. The District is eligible for State School Construction Assistance funds for certain projects at the 63.63% funding percentage level.

***Impact Fees:*** Impact fees are a means of supplementing traditional funding sources for construction of public facilities needed to accommodate new development. School impact fees are generally collected by the permitting agency at the time plats are approved or building permits are issued. *See Section 7 School Impact Fees.*

The Six-Year Financing Plan shown on Table 15 demonstrates how the District intends to fund new construction and improvements to school facilities for the years 2018-2023. The financing components include bonds, State School Construction Assistance funds, and impact fees. The Financing Plan separates projects and portions of projects which add capacity from those which do not, since the latter are generally not appropriate for impact fee funding. As previously stated, with the exception of portable purchases, the District currently does not plan to construct new permanent capacity projects within the six-year planning period.

*Table 15 - Capital Facilities Financing Plan*

**Improvements Adding Permanent Capacity (Costs in Millions)\*\***

Project	2018	2019	2020	2021	2022	2023	Total Cost	Bonds/ Local Funds	Projected State Funds	Impact Fees
Elementary										
Middle School										
High School										
Portables		\$0.118	\$0.118				\$0.360	X		X

\*\*Growth-related

**Improvements Not Adding New Permanent Capacity (Costs in Millions)**

Project	2018	2019	2020	2021	2022	2023	Total Cost	Bonds/ Levies	Projected State Funds	Impact Fees
Elementary										
Middle										
High School										
District-wide										
Technology/Misc. Capital Improvements		\$6.000	\$6.000	\$6.000	\$6.000		\$24.000	X		

## ***SECTION SEVEN: SCHOOL IMPACT FEES***

The GMA authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands.

### ***School Impact Fees in Snohomish County, the City of Marysville, and the City of Everett***

The Snohomish County General Policy Plan (“GPP”) which implements the GMA sets certain conditions for school districts wishing to assess impact fees:

- The District must provide support data including: an explanation of the calculation methodology, description of key variables and their computation, and definitions and sources of data for all inputs into the fee calculation.
- Data must be accurate, reliable, and statistically valid.
- Data must accurately reflect projected costs in the Six-Year Financing Plan.
- Data in the proposed impact fee schedule must reflect expected student generation rates from the following residential unit types: single family; multi-family/studio or one-bedroom; and multi-family/two or more-bedroom.

Snohomish County established a school impact fee program in November 1997, and amended the program in December 1999. This program requires school districts to prepare and adopt Capital Facilities Plans meeting the specifications of the GMA. Impact fees calculated in accordance with the formula, which are based on projected school facility costs necessitated by new growth and are contained in the District’s CFP, become effective following County Council adoption of the District’s CFP.

The City of Marysville also adopted a school impact fee program consistent with the Growth Management Act in November 1998 (with subsequent amendments).

### ***Methodology Used to Calculate School Impact Fees***

Impact fees are calculated utilizing the formula in the Snohomish County Code and the Municipal Code for the City of Marysville. Where applicable, the resulting figures are based on the District’s cost per dwelling unit to purchase land for school sites, make site improvements,

construct schools, and purchase/install relocatable facilities (portables). As required under the GMA, credits have also been applied in the formula to account for State School Construction Assistance Funds to be reimbursed to the District and projected future property taxes to be paid by the dwelling unit.

The District's cost per dwelling unit is derived by multiplying the cost per student by the applicable student generation rate per dwelling unit. The student generation rate is the average number of students generated by each housing type -- in this case, single family dwellings and multi-family dwellings. Multi-family dwellings were broken out into one-bedroom and two-plus bedroom units. Pursuant to the Snohomish County and the City of Marysville School Impact Fee Ordinances, the District conducted student generation studies within the District. This was done to "localize" generation rates for purposes of calculating impact fees. Student generation rates for the District are shown on Table 16. *See also* Appendix C.

**Table 16**  
**Student Generation Rates**

	<i>Elementary</i>	<i>Middle Level</i>	<i>High School</i>	<i>TOTAL</i>
Single Family	.270	.104	.142	.516
Multi-Family (1 Bedroom)	No Data	No Data	No Data	No Data
Multi-Family (2+ Bedrooms)	.264	.100	.138	.502

(Source: Doyle Consulting, April 2018)



***Proposed Marysville School District Impact Fee Schedule for Snohomish County and the cities of Everett and Marysville***

The District does not have capacity projects planned as a part of the 2018 CFP. See discussion in Section 6 above. As such, the District is not requesting the collection of impact fees in 2018-19. The District expects that future project planning and stabilization of enrollment will lead to a renewed request for impact fees in future updates to the Capital Facilities Plan.

**Table 12  
School Impact Fees  
2018**

<b>Housing Type</b>	<b>Impact Fee Per Dwelling Unit</b>
Single Family	\$0
Multi-Family (1 Bedroom)	\$0
Multi-Family (2+ Bedroom)	\$0

## FACTORS FOR ESTIMATED IMPACT FEE CALCULATIONS

### Student Generation Factors – Single Family

Elementary	.270
Middle	.104
Senior	.142
<b>Total</b>	<b>.516</b>

### Student Generation Factors – Multi Family (1 Bdrm)

Elementary	.000
Middle	.000
Senior	.000
<b>Total</b>	<b>.000</b>

### Student Generation Factors – Multi Family (2+ Bdrm)

Elementary	.264
Middle	.100
Senior	.138
<b>Total</b>	<b>.502</b>

### Projected Student Capacity per Facility

### Required Site Acreage per Facility

N/A

### Facility Construction Cost

### Permanent Facility Square Footage

Elementary	448,693
Middle	322,567
Senior	522,033
<b>Total</b>	<b>1,293,293</b>

### Temporary Facility Square Footage

Elementary	37,800
Middle	13,800
Senior	3,600
<b>Total</b>	<b>55,200</b>

### Total Facility Square Footage

Elementary	486,493
Middle	336,367
Senior	525,633
<b>Total</b>	<b>1,368,493</b>

### Average Site Cost/Acre

N/A

### Temporary Facility Capacity

Capacity  
Cost

### State School Construction Assistance

Current Funding Percentage 63.63%

### Construction Cost Allocation

Current CCA 225.97

### District Average Assessed Value

Single Family Residence \$306,527

### District Average Assessed Value

Multi Family (1 Bedroom) \$91,988

### District Average Assessed Value

Multi Family (2+ Bedroom) \$136,499

### SPI Square Footage per Student

Elementary	90
Middle	108
High	130

### District Property Tax Levy Rate (Bonds)

Current/\$1,000 \$0.99

### General Obligation Bond Interest Rate

Current Bond Buyer Index 3.85%

### Developer Provided Sites/Facilities

Value	0
Dwelling Units	0

Note: The total costs of the school construction projects and the total capacities are shown in the fee calculations. However, new development will only be charged for the system improvements needed to serve new growth.

**APPENDIX A**

***POPULATION AND ENROLLMENT DATA***



# ICOS

School Facilities and Organization  
 INFORMATION AND CONDITION OF SCHOOLS  
 Enrollment Projections (Report 1049)

Snohomish/Marysville(31025)

Grade	ACTUAL ENROLLMENTS ON OCTOBER 1st					AVERAGE % SUBVISION	PROJECTED ENROLLMENTS						
	2012	2013	2014	2015	2016		2017	2018	2019	2020	2021	2022	2023
Kindergarten	808	838	812	808	826	808		785	765	745	725	705	685
Grade 1	830	902	907	771	859	877	100.80%	814	791	771	751	731	710
Grade 2	860	848	877	852	781	867	100.57%	887	818	795	775	755	735
Grade 3	857	844	848	874	842	765	98.62%	855	870	807	784	764	745
Grade 4	814	874	877	836	897	901	99.07%	754	817	867	799	777	757
Grade 5	844	834	817	843	810	888	99.30%	884	758	842	826	794	772
K-5 Sub-Total	5,123	5,306	5,152	5,126	5,125	5,106		5,026	4,864	5,027	4,810	4,625	4,461
Grade 6	847	875	800	775	802	771	96.10%	854	808	778	809	833	763
Grade 7	874	822	827	788	760	800	99.50%	775	850	884	721	805	818
Grade 8	805	844	853	812	788	751	98.80%	791	765	841	880	713	796
6-8 Sub Total	2,616	2,525	2,482	2,380	2,350	2,398		2,420	2,514	2,458	2,414	2,341	2,378
Grade 9	876	908	856	891	840	815	102.01%	779	812	780	808	807	732
Grade 10	885	822	817	853	881	824	99.88%	814	778	811	785	862	806
Grade 11	800	772	807	818	747	798	89.81%	740	731	688	728	705	774
Grade 12	881	880	883	776	723	777	99.71%	782	798	775	803	772	881
9-12 Sub Total	3,402	3,403	3,417	3,380	3,210	3,158		3,125	3,055	3,021	3,069	3,190	3,111
<b>DISTRICT K 12 TOTAL</b>	<b>11,141</b>	<b>11,114</b>	<b>11,061</b>	<b>10,842</b>	<b>10,697</b>	<b>10,648</b>		<b>10,578</b>	<b>10,418</b>	<b>10,302</b>	<b>10,178</b>	<b>10,002</b>	<b>9,882</b>

Notes: Specific subtotals on this report will be driven by District Grade spans.

**APPENDIX B**

***SCHOOL IMPACT FEE CALCULATIONS***

**This section is not updated for the 2018-2023 Capital Facilities Plan since no Impact Fee is requested. Future updates to this CFP may include an Impact Fee.**

**APPENDIX C**

***STUDENT GENERATION RATES (SGR)***



## Student Generation Rate Study for the Marysville School District

4/18/2018

This document describes the methodology used to calculate student generation rates (SGRs) for the Marysville School District, and provides results of the calculations.

SGRs were calculated for two types of residential construction: single family detached, and multi-family with 2 or more bedrooms. Attached condominiums, townhouses and duplexes are included in the multi-family classification since they are not considered "detached". Manufactured homes on owned land are included in the single family classification.

1. Electronic records were obtained from the Snohomish County Assessor's Office containing data on all new construction within the Marysville School District from January 2010 through December 2016. As compiled by the County Assessor's Office, this data included the address, building size, assessed value, and year built for new single and multi-family construction. The data was "cleaned up" by eliminating records which did not contain sufficient information to generate a match with the District's student record data (i.e. incomplete addresses).
2. The District downloaded student records data into Microsoft Excel format. This data included the addresses and grade levels of all K-12 students attending the Marysville School District as of April 2018. Before proceeding, this data was reformatted and abbreviations were modified as required to provide consistency with the County Assessor's data.

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3. **Single Family Rates:** The data on all new single family detached residential units in County Assessor's data were compared with the District's student record data, and the number of students at each grade level living in those units was determined. The records of 1,126 single family detached units were compared with data on 10,873 students registered in the District, and the following matches were found by grade level(s)\*:

GRADE(S)	COUNT OF MATCHES	CALCULATED RATE
K	54	0.048
1	51	0.045
2	61	0.054
3	47	0.042
4	49	0.044
5	42	0.037
6	37	0.033
7	35	0.031
8	45	0.040
9	46	0.041
10	40	0.036
11	36	0.032
12	38	0.034
K-5	304	0.270
6-8	117	0.104
9-12	160	0.142
K-12	581	0.516

4. *Large Multi-Family Developments:* Snohomish County Assessor's data does not specifically indicate the number of units or bedrooms contained in large multi-family developments. Additional research was performed to obtain this information from specific parcel ID searches, and information provided by building management, when available. Information obtained included the number of 0-1 bedroom units, the number of 2+ bedroom units, and specific addresses of 0-1 bedroom units. If specific addresses or unit numbers of 0-1 bedroom units were not provided by building management, the assumption of matches being 2+ bedroom units was made. This assumption is supported by previous SGR studies.

*Small Multi-Family Developments:* This method included all developments in the County Assessor's data containing four-plexes, tri-plexes, duplexes, condominiums and townhouses. This data contained information on the number of bedrooms for all townhouses and condominiums. Specific parcel ID searches were performed for duplex and larger units in cases where number of bedroom data was missing.



5. **Multi-Family 2+ BR Rates:** The multi-family 2+ BR SGR's were calculated by comparing data on 2+ BR multi-family units with the District's student record data, and the number of students at each grade level living in those units was determined. The records of 261 multi-family 2+ BR units were compared with data on 10,873 students registered in the District, and the following matches were found by grade level(s)\*.

GRADE(S)	COUNT OF MATCHES	CALCULATED RATE
K	16	0.051
1	12	0.048
2	15	0.057
3	5	0.023
4	12	0.048
5	5	0.031
6	11	0.042
7	12	0.048
8	3	0.011
9	12	0.048
10	9	0.034
11	5	0.019
12	10	0.038
K-5	60	0.287
6-8	26	0.103
9-12	36	0.138
K-12	131	0.502

6. **Multi-Family 0-1 BR Rates:** Research indicated that 73 multi-family 0-1 BR units were constructed within District boundaries during the time period covered by this study. These units were compared with the data on 10,873 students registered in the District. No specific unit number matches were made.

7. **Summary of Student Generation Rates\*:**

	K-5	6-8	9-12	K-12
Single Family	.270	.104	.142	.516
Multi-Family 2+ BR	.264	.100	.138	.502

\*Calculated rates for grade level groups may not equal the sum of individual grade rates due to rounding.

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# LAKE STEVENS SCHOOL DISTRICT NO. 4 CAPITAL FACILITIES PLAN 2018 - 2023

*prepared for:*

Snohomish County  
Planning Department

*And*

City of Lake Stevens  
City of Marysville

July 2018

---

# **CAPITAL FACILITIES PLAN**

## **LAKE STEVENS SCHOOL DISTRICT NO. 4**

### **BOARD OF DIRECTORS**

David Iseminger, President

John Boerger

Paul Lund

Kevin Plemel

Mari Taylor

### **SUPERINTENDENT**

Amy Beth Cook, Ed.D.

This plan is not a static document. It will change as demographics, information and District plans change. It is a “snapshot” of one moment in time.

For information on the Lake Stevens School District Capital Facilities Plan contact Robb Stanton at the District (425) 335-1500

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Appendix C: Student Generation Rate Methodology
Appendix D: Board Resolution Adopting Capital Facilities Plan
Appendix E: Determination of Non-Significance and Environmental Checklist
Appendix F: Snohomish County General Policy Plan

## SECTION 1: INTRODUCTION

### ***Purpose of the Capital Facilities Plan***

The Washington Growth Management Act (GMA) outlines thirteen broad goals including adequate provision of necessary public facilities and services. Schools are among these necessary facilities and services. The public school districts serving Snohomish County residents have developed capital facilities plans to satisfy the requirements of RCW 36.70A.070 and to identify additional school facilities necessary to meet the educational needs of the growing student populations anticipated in their districts.

This Capital Facilities Plan (CFP) is intended to provide the Lake Stevens School District (District), Snohomish County, the City of Lake Stevens, the City of Marysville and other jurisdictions a description of facilities needed to accommodate projected student enrollment at acceptable levels of service over the next seventeen years (2035), with a more detailed schedule and financing program for capital improvements over the next six years (2018-2023). This CFP is based in large measure on the recently adopted (2015) *Facilities Master Plan for the Lake Stevens School District*.

When Snohomish County adopted its GMA Comprehensive Plan in 1995, it addressed future school capital facilities plans in Appendix F of the General Policy Plan<sup>1</sup>. This part of the plan establishes the criteria for all future updates of the District CFP, which is to occur every two years. This CFP updates the GMA-based Capital Facilities Plan last adopted by the District in 2014.

In accordance with GMA mandates and Chapter 30.66C SCC, this CFP contains the following required elements:

<b>Element</b>	<b>See Page /</b>	<b>Table</b>
Future enrollment forecasts for each grade span (elementary, middle, mid-high and high).	5-2	5-2
An inventory of existing capital facilities owned by the District, showing the locations and student capacities of the facilities.	4-1	4-1
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The proposed capacities of expanded or new capital facilities.	6-8	6-3
A six-year plan for financing capital facilities within projected funding capacities, which clearly identifies sources of public money for such purposes. The financing plan separates projects and portions of projects that add capacity from those which do not, since the latter are generally not appropriate for impact fee funding. The	6-5	6-3

<sup>1</sup> See Appendix F of this CFP

Element	See Page / Table	
financing plan and/or the impact fee calculation formula must also differentiate between projects or portions of projects that address existing deficiencies (ineligible for impact fees) and those which address future growth-related needs.		
A calculation of impact fees to be assessed and support data substantiating said fees.	Appendix A	
A report on fees collected in calendar year 2015 and how those funds were used.	6-4	

In developing this CFP, the guidelines of Appendix F of the General Policy Plan were used as follows:

- Information was obtained from recognized sources, such as the U.S. Census or the Puget Sound Regional Council. School districts may generate their own data if it is derived through statistically reliable methodologies. Information is to be consistent with the State Office of Financial Management (OFM) population forecasts and those of Snohomish County.
- Chapter 30.66C SCC requires that student generation rates be independently calculated by each school district. Rates were updated for this CFP by Doyle Consulting (See Appendix C).
- The CFP complies with RCW 36.70A (the Growth Management Act) and, where impact fees are to be assessed, RCW 82.02.
- The calculation methodology for impact fees meets the conditions and test of RCW 82.02. Districts which propose the use of impact fees should identify in future plan updates alternative funding sources in the event that impact fees are not available due to action by the state, county or the cities within their district boundaries.

Adoption of this CFP by reference by the County and cities of Marysville and Lake Stevens constitutes approval of the methodology used herein by those entities.

### **Overview of the Lake Stevens School District**

The Lake Stevens School District is located six miles east of downtown Everett, and encompasses all of the City of Lake Stevens as well as portions of unincorporated Snohomish County and a small portion of the City of Marysville. The District is located south of the Marysville School District and north of the Snohomish School District.

The District currently serves a student population of 8,392 (2015 1049 report) with six elementary schools, two middle schools, one mid-high school, one high school and one homeschool partnership program (HomeLink). Elementary schools provide educational programs for students in Kindergarten through grade five. Middle schools serve grades six and seven, the mid-high serves grades eight and nine and the high school serves grades ten through twelve. HomeLink provides programs for students from Kindergarten through grade twelve.

### **Significant Issues Related to Facility Planning in the Lake Stevens School District**

### ***Significant Issues Related to Facility Planning in the Lake Stevens School District***

The most significant issues facing the Lake Stevens School District in terms of providing classroom capacity to accommodate existing and projected demands are:

- ❖ Continued housing growth in the District;
- ❖ The need to have unhoused students before becoming eligible for state construction funding;
- ❖ The implementation of full-day kindergarten and reduced class sizes at the K-3 level at all elementary schools;
- ❖ Uneven distribution of growth across the district, requiring facilities to balance enrollment;
- ❖ Increased critical areas regulations, decreasing the amount of developable areas on school sites;
- ❖ An imbalance in the number of elementary schools in the north and south halves of the district;
- ❖ Discounted school impact fees and changes to how and when these fees are calculated and paid, none of which supports mitigating the true impact of development;
- ❖ The need for additional property and lack of suitable sites within Urban Growth Area (UGA) boundaries to accommodate a school facility;
- ❖ The elimination of the ability to develop schools outside of UGAs;
- ❖ The inability to add temporary capacity with portable classrooms on school sites without costly stormwater and infrastructure improvements;
- ❖ Aging school facilities;
- ❖ Projected permanent capacity shortfall by 2023 for K-5 of 1,068 students (with no improvements).

These issues are addressed in greater detail in this Capital Facilities Plan.



## SECTION 2: DEFINITIONS

Note: Definitions of terms preceded by an asterisk (\*) are provided in Chapter 30.9SCC. They are included here, in some cases with further clarification to aid in the understanding of this CFP. Any such clarifications provided herein in no way affect the legal definitions and meanings assigned to them in Chapter 30.9SCC.

\*Appendix F means Appendix F of the Snohomish County Growth Management Act (GMA) Comprehensive Plan, also referred to as the General Policy Plan (GPP).

\*Average Assessed Value average assessed value by dwelling unit type for all residential units constructed within the district. These figures are provided by Snohomish County. The current average assessed value for 2018 is \$349,225 for single-family detached residential dwellings; \$91,988 for one-bedroom multi-family units, and \$136,499 for two or more bedroom multi-family units.

\*Boeckh Index (See Construction Cost Allocation)

\*Board means the Board of Directors of the Lake Stevens School District (“School Board”).

Capital Bond Rate means the annual percentage rate computed against capital (construction) bonds issued by the District. for 2018, a rate of 3.85% is used. (See also “Interest Rate”)

\*Capital Facilities means school facilities identified in the District’s capital facilities plan that are “system improvements” as defined by the GMA as opposed to localized “project improvements.”

\*Capital Facilities Plan (CFP) means the District’s facilities plan adopted by its school board consisting of those elements required by Chapter 30.66C SCC and meeting the requirements of the GMA and Appendix F of the General Policy Plan. The definition refers to *this* document, which is consistent with the adopted “Facilities Plan for the Lake Stevens School District – 2015”, which is a separate document.

Construction Cost Allocation (formerly the Boeckh Index) means a factor used by OSPI as a guideline for determining the area cost allowance for new school construction. The Index for the 2018 Capital Facilities Plan is \$225.97, as provided by Snohomish County.

\*City means City of Lake Stevens and/or City of Marysville.

\*Council means the Snohomish County Council and/or the Lake Stevens or Marysville City Council.

\*County means Snohomish County.

\*Commerce means the Washington State Department of Commerce.

\*Developer means the proponent of a development activity, such as any person or entity that owns

or holds purchase options or other development control over property for which development activity is proposed.

\*Development means all subdivisions, short subdivisions, conditional use or special use permits, binding site plan approvals, rezones accompanied by an official site plan, or building permits (including building permits for multi-family and duplex residential structures, and all similar uses) and other applications requiring land use permits or approval by Snohomish County, the City of Lake Stevens and/or City of Marysville.

\*Development Activity means any residential construction or expansion of a building, structure or use of land or any other change of building, structure or land that creates additional demand and need for school facilities, but excluding building permits for attached or detached accessory apartments, and remodeling or renovation permits which do not result in additional dwelling units. Also excluded from this definition is "Housing for Older Persons" as defined by 46 U.S.C. § 3607, when guaranteed by a restrictive covenant, and new single-family detached units constructed on legal lots created prior to May 1, 1991.

\*Development Approval means any written authorization from the County and/or City, which authorizes the commencement of a development activity.

\*Director means the Director of the Snohomish County Department of Planning and Development Services (PDS), or the Director's designee.

District means Lake Stevens School District No. 4.

\*District Property Tax Levy Rate (Capital Levy) means the District's current capital property tax rate per thousand dollars of assessed value. For this Capital Facilities Plan, the assumed levy rate is .00230.

\*Dwelling Unit Type means (1) single-family residences, (2) multi-family one-bedroom apartment or condominium units ("*small unit*") and (3) multi-family multiple-bedroom apartment or condominium units ("*large unit*").

\*Encumbered means school impact fees identified by the District to be committed as part of the funding for capital facilities for which the publicly funded share has been assured, development approvals have been sought or construction contracts have been let.

\*Estimated Facility Construction Cost means the planned costs of new schools or the actual construction costs of schools of the same grade span recently constructed by the District, including on-site and off-site improvement costs. If the District does not have this cost information available, construction costs of school facilities of the same or similar grade span within another District are acceptable.

\*FTE (Full Time Equivalent) is a means of measuring student enrollment based on the number of hours per day in attendance at the District's schools. A student is considered one FTE if he/she is enrolled for the equivalent of a full schedule each full day.

\*GFA (per student) means the Gross Floor Area per student.

\*Grade Span means a category into which the District groups its grades of students (e.g., elementary, middle or junior high, and high school).

Growth Management Act (GMA) - means the Growth Management Act (RCW 36.70A).

\*Interest Rate means the current interest rate as stated in the Bond Buyer Twenty Bond General Obligation Bond Index. For this Capital Facilities Plan an assumed rate of 3.86% is used, as provided by Snohomish County. (See also “Capital Bond Rate”)

\*Land Cost Per Acre means the estimated average land acquisition cost per acre (in current dollars) based on recent site acquisition costs, comparisons of comparable site acquisition costs in other districts, or the average assessed value per acre of properties comparable to school sites located within the District.

\*Multi-Family Dwelling Unit means any residential dwelling unit that is not a single-family unit as defined by Chapter 30.66C. SCC<sup>3</sup>

\*OFM means Washington State Office of Financial Management.

\*OSPI means Washington State Office of the Superintendent of Public Instruction.

\*Permanent Facilities means school facilities of the District with a fixed foundation.

\*R.C.W. means the Revised Code of Washington (a state law).

\*Relocatable Facilities (also referred to as Portables) means factory-built structures, transportable in one or more sections, that are designed to be used as an education spaces and are needed

- A. to prevent the overbuilding of school facilities,
- B. to meet the needs of service areas within the District, or
- C. to cover the gap between the time that families move into new residential developments and the date that construction is completed on permanent school facilities.

\*Relocatable Facilities Cost means the total cost, based on actual costs incurred by the District, for purchasing and installing portable classrooms.

\*Relocatable Facilities Student Capacity means the rated capacity for a typical portable classroom used for a specified grade span.

\*School Impact Fee means a payment of money imposed upon development as a condition of development approval to pay for school facilities needed to serve the new growth and development. The school impact fee does not include a reasonable permit fee, an application fee, the administrative fee for collecting and handling impact fees, or the cost of reviewing independent fee calculations.

\*SEPA means the State Environmental Policy Act (RCW 43.21C).

\*Single-Family Dwelling Unit means any detached residential dwelling unit designed for occupancy by a single-family or household.

\*Standard of Service means the standard adopted by the District which identifies the program year, the class size by grade span and taking into account the requirements of students with special needs, the number of classrooms, the types of facilities the District believes will best serve its student population and other factors as identified in the District's capital facilities plan. The District's standard of service shall not be adjusted for any portion of the classrooms housed in relocatable facilities that are used as transitional facilities or from any specialized facilities housed in relocatable facilities.

\*State Match Percentage means the proportion of funds that are provided to the District for specific capital projects from the State's Common School Construction Fund. These funds are disbursed based on a formula which calculates district assessed valuation per pupil relative to the whole State assessed valuation per pupil to establish the maximum percentage of the total project eligible to be paid by the State.

\*Student Factor [Student Generation Rate (SGR)] means the number of students of each grade span (elementary, middle, mid-high and high school) that the District determines are typically generated by different dwelling unit types within the District. Each District will use a survey or statistically valid methodology to derive the specific student generation rate, provided that the survey or methodology is approved by the Snohomish County Council as part of the adopted capital facilities plan for each District. (See Appendix D)

\*Subdivision means all small and large lot subdivisions as defined in Section 30.41 of the Snohomish County Code.

Un-housed Students -means District enrolled students who are housed in portable or temporary classroom space, or in permanent classrooms in which the maximum class size is exceeded.

\*Teaching Station means a facility space (classroom) specifically dedicated to implementing the District's educational program and capable of accommodating at any one time, at least a full class of up to 30 students. In addition to traditional classrooms, these spaces can include computer labs, auditoriums, gymnasiums, music rooms and other special education and resource rooms.

\*Unhoused Students means District enrolled students who are housed in portable or temporary classroom space, or in permanent classrooms in which the maximum class size is exceeded.

\*WAC means the Washington Administrative Code.

<sup>3</sup> For purposes of calculating Student Generation Rates, assisted living or senior citizen housing are not included

### SECTION 3: DISTRICT EDUCATIONAL PROGRAM STANDARDS

School facility and student capacity needs are dictated by the types and amounts of space required to accommodate the District's adopted educational program. The educational program standards that typically drive facility space needs include grade configuration, optimum facility size, class size, educational program offerings, classroom utilization and scheduling requirements, and use of relocatable classroom facilities (portables). Educational Program Standards are the same as the minimum level of service as required by Appendix F.

In addition, government mandates and community expectations may affect how classroom space is used. Traditional educational programs offered by school districts are often supplemented by nontraditional or special programs such as special education, English as a second language, remediation, migrant education, alcohol and drug education, AIDS education, preschool and daycare programs, computer labs, music programs, etc. These special or nontraditional educational programs can have a significant impact on the available student capacity of school facilities.

Examples of special programs offered by the Lake Stevens School District at specific school sites include:

- Bilingual Program
- Behavioral Program
- Community Education
- Conflict Resolution
- Contract-Based Learning
- Credit Retrieval
- Drug Resistance Education
- Early Learning Center, which includes ECEAP and developmentally-delayed preschool
- Highly Capable
- Home School Partnership (HomeLink)
- Language Assistance Program (LAP)
- Life Skills Self-Contained Program
- Multi-Age Instruction
- Running Start
- Summer School
- Structured Learning Center
- Title 1
- Title 2
- Career and Technical Education

Variations in student capacity between schools are often a result of what special or nontraditional programs are offered at specific schools. These special programs require classroom space, which can reduce the regular classroom capacity of some of the buildings housing these programs. Some students, for example, leave their regular classroom for a short period of time to receive instruction in these special programs. Newer schools within the District have been designed to accommodate most of these programs. However, older schools often require space modifications to accommodate special programs, and in some circumstances, these modifications may reduce the overall classroom capacities of the buildings.

District educational program requirements will undoubtedly change in the future as a result of changes in the program year, special programs, class sizes, grade span configurations, state funding levels and use of new technology, as well as other physical aspects of the school facilities. The school capacity inventory will be reviewed periodically and adjusted for any changes to the educational program standards. These changes will also be reflected in future updates of this Capital Facilities Plan.

In addition, districts are wrestling with the outcomes from the McCleary decision and additional funding and requirements from OSPI and the state Legislature. Many of these outcomes, like full-day kindergarten and reduced class sizes at the elementary level and new graduation requirements at the high school level can have significant impacts to the use of facilities. These will need to be incorporated into the District's facility capacities and uses.

The District's minimum educational program requirements, which directly affect school capacity, are outlined below for the elementary, middle, mid-high and high school grade levels.

### ***Educational Program Standards for Elementary Grades***

- Average class size for kindergarten should not exceed **19** students.
- Average class size for grades 1-3 should not exceed **20** students.
- Average class size for grades 4-5 should not exceed **25** students.
- Special Education for students may be provided in a self-contained classroom. The practical capacity for these classrooms is 12 students.
- All students will be provided music instruction in a separate classroom.
- Students may have a scheduled time in a computer lab.
- Optimum design capacity for new elementary schools is 550 students. However, actual capacity of individual schools may vary depending on the educational programs offered.

### ***Educational Program Standards for Middle, Mid-High and High Schools***

- Class size for secondary grade (6-12) regular classrooms should not exceed **27** students. The District assumes a practical capacity for high school, mid-high and middle school classrooms of 30 students.
- Special Education for students may be provided in a self-contained classroom. The practical capacity for these classrooms is 12 students.
- As a result of scheduling conflicts for student programs, the need for specialized rooms for certain programs, and the need for teachers to have a workspace during planning periods, it is not possible to achieve 100% utilization of all regular teaching stations throughout the day.

Therefore, classroom capacity is adjusted using a utilization factor of 83% at the high school, mid-high and middle school levels.

- Some Special Education services for students will be provided in a self-contained classroom.
- Identified students will also be provided other nontraditional educational opportunities in classrooms designated as follows:
  - ◆ Resource Rooms (i.e. computer labs, study rooms).
  - ◆ Special Education Classrooms.
- Program Specific Classrooms:
  - Music                      -- Physical Education
  - Drama                     -- Family and Consumer Sciences
  - Art                         -- Career and Technical Education

Optimum design capacity for new middle schools is 750 students. Optimum design capacity for new high schools is 1500 students. *Actual* capacity of individual schools may vary depending on the educational programs offered.

### ***Minimum Educational Service Standards***

The Lake Stevens School District will evaluate student housing levels based on the District as a whole system and not on a school by school or site by site basis. This may result in portable classrooms being used as interim housing, attendance boundary changes or other program changes to balance student housing across the system as a whole

The Lake Stevens School District has set minimum educational service standards based on several criteria. Exceeding these minimum standards will trigger significant changes in program delivery. If there are 25 or fewer students in a majority of K-5 classrooms, the standards have been met; if there are 28 or fewer students in a majority of 6-12 classrooms, the minimum standards have been met. The Lake Stevens School District meets these standards at all grade levels.

It should be noted that the minimum educational standard is just that, a minimum, and not the desired or accepted operating standard. Also, portables are used to accommodate students within District standards, but are not considered a permanent solution. (See Chapter 4).

## SECTION 4: CAPITAL FACILITIES INVENTORY

### Capital Facilities

Under GMA, public entities are required to inventory capital facilities used to serve the existing populations. Capital facilities are defined as any structure, improvement, piece of equipment, or other major asset, including land that has a useful life of at least ten years. The purpose of the facilities inventory is to establish a baseline for determining what facilities will be required to accommodate future demand (student enrollment) at acceptable or established levels of service. This section provides an inventory of capital facilities owned and operated by the Lake Stevens School District including schools, portables, developed school sites, undeveloped land and support facilities. School facility capacity was inventoried based on the space required to accommodate the District's adopted educational program standards (see Section 3). A map showing locations of District school facilities is provided as Figure 1.

### Schools

The Lake Stevens School District includes: seven elementary schools grades K-5, two middle schools grades 6-7, one mid-high school grades 8-9, one high school grades 10-12, and an alternative K-12 home school partnership program (HomeLink).

**Table 4-1 – School Capacity Inventory**

School Name	Site Size (acres)	Bldg. Area (Sq. Ft.)	Teaching Stations SPED	Teaching Stations Regular	Perm. Student Capacity*	Capacity with Portables	Year Built or Last Remodel	Potential for Expansion of Perm. Facility
<b>Elementary Schools</b>								
Glenwood Elementary	9	42,673	3	20	462	612	1992	Yes
Highland Elementary	8.7	49,727	2	20	455	655	1999	Yes
Hillcrest Elementary	15	49,735		23	496	746	2008	Yes
Mt. Pilchuck Elementary	22	49,833	3	21	487	687	2008	Yes
Skyline Elementary	15	42,673	3	20	468	593	1992	Yes
Stevens Creek Elementary	20	78,880	2	26	584	584	2018	Yes
Sunnycrest Elementary	15	46,970		24	516	691	2009	Yes
<b>Total</b>	<b>104.7</b>	<b>360,491</b>	<b>13</b>	<b>154</b>	<b>3,468</b>	<b>4,568</b>		
<b>Middle Schools</b>								
Lake Stevens Middle School	25	86,374	4	27	682	871	1996	Yes
North Lake Middle School	15	90,323	4	30	867	1,002	2001	Yes
<b>Total</b>	<b>40</b>	<b>176,697</b>	<b>8</b>	<b>57</b>	<b>1,549</b>	<b>1,873</b>		
<b>Mid-High</b>								
Cavelero Mid-High School	37	224,694	4	66	1,842	1,842	2007	Yes
<b>Total</b>	<b>37</b>	<b>224,694</b>	<b>4</b>	<b>66</b>	<b>1,842</b>	<b>1,842</b>		
<b>High Schools</b>								
Lake Stevens High School	38	207,195	8	62	1,755	1,755	2008	Yes
<b>Total</b>	<b>38</b>	<b>207,195</b>	<b>8</b>	<b>62</b>	<b>1,755</b>	<b>1,755</b>		
<b>Other</b>								
HomeLink Housed at North Lake MS (K-12 Homeschool Program)								
<b>Total</b>					<b>8,614</b>			

Source: Lake Stevens School District

\*Note: Student Capacity is exclusive of portables and adjustments for special programs.



The Office of the Superintendent of Public Instruction (OSPI) calculates school capacity by dividing gross square footage of a building by a standard square footage per student. This method is used by the State as a simple and uniform approach for determining school capacity for purposes of allocating available State Match Funds to school districts for school construction. However, this method is not considered an accurate reflection of the capacity required to accommodate the adopted educational program of each individual district. For this reason, school capacity was determined based on the number of teaching stations within each building and the space requirements of the District's adopted education program. These capacity calculations were used to establish the District's baseline capacity and determine future capacity needs based on projected student enrollment. The school capacity inventory is summarized in Table 4-1.

Relocatable classrooms (portables) are not viewed by the District as a solution for housing students on a permanent basis. Therefore, these facilities were not included in the permanent school capacity calculations provided in Table 4-1.

**Table 4-2 -- Portables**

School Name	Portable Classrooms	Capacity in Portables	Portable ft <sup>2</sup>
<b><u>ELEMENTARY</u></b>			
Glenwood	6	150	5,376
Highland	8	200	7,168
Hillcrest	10	250	8,960
Mt. Pilchuck	8	200	7,168
Skyline	5	125	4,480
Stevens Creek			
Sunnycrest	7	175	6,272
Total	44	1,100	39,424
<b><u>MIDDLE</u></b>			
Lake Stevens Middle	11	297	9,856
North Lake Middle	9	243	8,064
Total	20	540	17,920
<b><u>MID-HIGH</u></b>			
Cavelero Mid-High			
Total			
<b><u>HIGH</u></b>			
Lake Stevens High School			
Total			
District K-12 Total	64	1,640	57,344
<b><u>OTHER</u></b>			
Old ELC	14	150	12,544
Non K-12 Total	14	150	12,544

### ***Leased Facilities***

The District does not lease any permanent classroom

### ***Relocatable Classrooms (Portables)***

Portables are used as interim classroom space to house students until funding can be secured to construct permanent classroom facilities. Portables are not viewed by the District as a solution for housing students on a permanent basis. The Lake Stevens School District currently uses 64 portable classrooms at various school sites throughout the District to provide interim capacity for K-12 students portable classrooms at various school sites throughout the District.

A typical portable classroom can provide capacity for a full-size class of students. Current use of portables throughout the District is summarized on Table 4-2.

The District will continue to purchase or move existing portables, as needed, to cover the gap between the time that families move into new residential developments and the

time the District is able to complete construction on permanent school facilities. Some of the District's existing portables are beyond their serviceable age and are no longer able to be moved. Upon completion of additional school facilities, the probability exists these units will be demolished.

## Support Facilities

In addition to schools, the Lake Stevens School District owns and operates additional facilities that provide operational support functions to the schools. An inventory of these facilities is provided in Table 4-3.

**Table 4-3 – Support Facilities**

Facility	Site Acres	Building Area (sq.ft.)
Education Service Center	1.4	13,700
Grounds	1.0	3,000
Maintenance	1.0	6,391
Transportation	6.0	17,550
<b>Total</b>	<b>9.4</b>	<b>40,641</b>

## Land Inventory

The Lake Stevens School District owns six undeveloped sites described below:

Ten acres located in the northeast area of the District (Lochsloy area), west of Highway 92. This site will eventually be used for an elementary school (beyond the year 2023). It is presently used as an auxiliary sports field.

An approximately 35-acre site northeast of the intersection of Highway 9 and Soper Hill Road, bordered by Lake Drive on the east. This is the site of the district's newest elementary school and early learning center. The remainder of the site is planned for a future middle school.

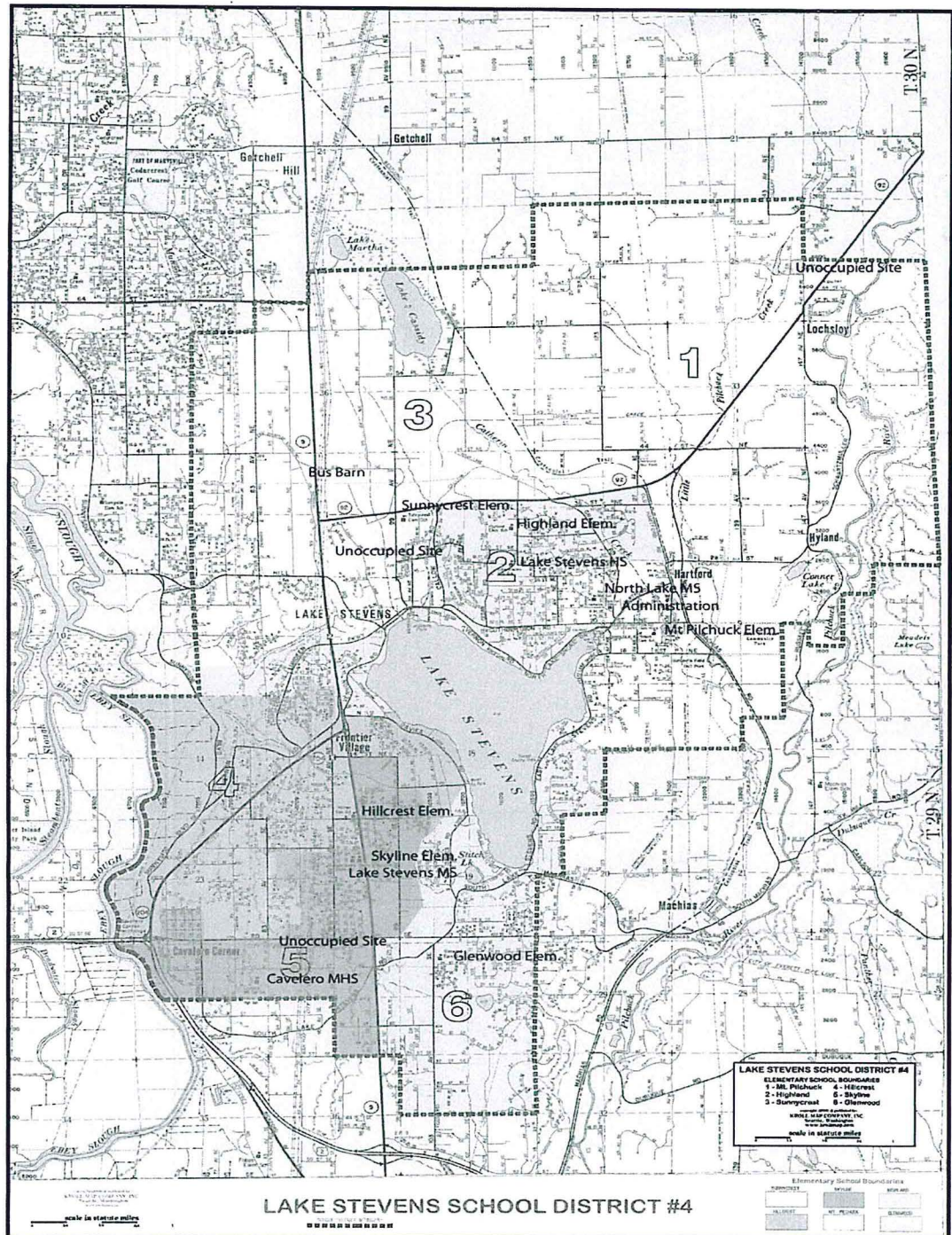
A parcel of approximately 23 acres located at 20<sup>th</sup> Street SE and 83<sup>rd</sup> Street. This property was donated to the School District for an educational facility. The property is encumbered by wetlands and easements, leaving less than 10 available acres. It is planned to be a future elementary school.

A 5.4 acre parcel located at 20th Street SE and 83rd Street that has been used as an access to the mid-high site.

A 20 ft. x 200 ft. parcel located on 20th Street SE has been declared surplus by the Lake Stevens School Board and will be used in exchange for dedicated right-of-way for Cavelero Mid-High.

A 2.42 acre site (Jubb Field), located in an area north of Highway #92, is used as a small softball field. It is not of sufficient size to support a school.

Figure 1 – Map of District Facilities

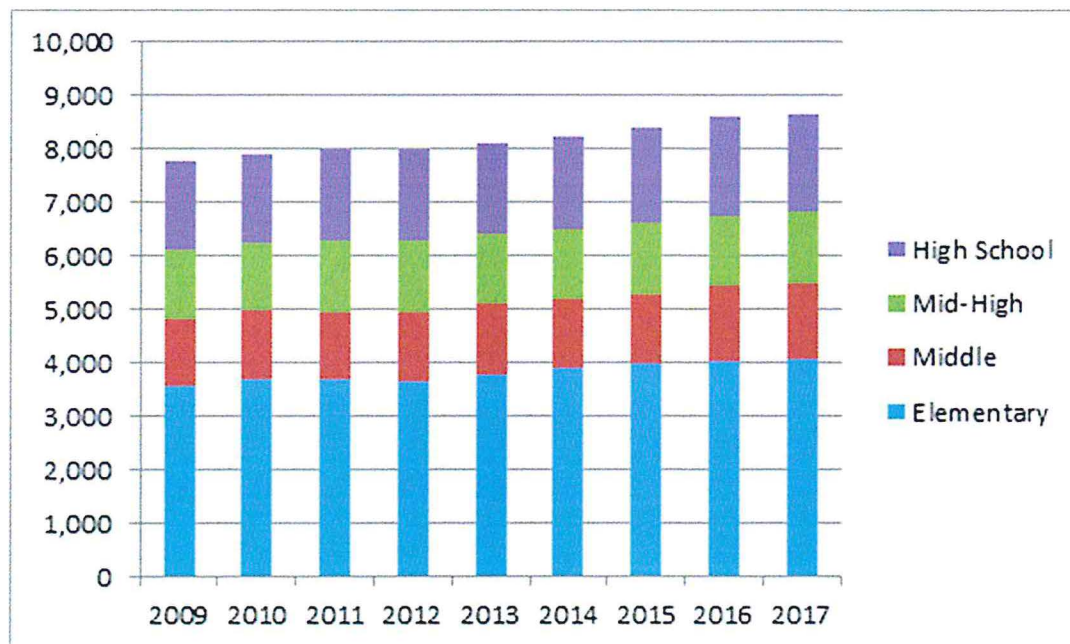


## SECTION 5: STUDENT ENROLLMENT TRENDS AND PROJECTIONS

### *Historic Trends and Projections*

Student enrollment in the Lake Stevens School District remained relatively constant between 1973 and 1985 (15%) and then grew significantly from 1985 through 2005 (approximately 120%). Between October 2008 and October 2017, student enrollment increased by 1003 students, approximately 13%. Overall there was a 1% increase countywide during this period, with nine districts losing enrollment. The District has been, and is projected to continue to be one of the fastest growing districts in Snohomish County based on the OFM-based population forecast. Population is estimated by the County to rise from 43,000 in 2015 to almost 61,000 in Year 2035, an increase of 42%.

**Figure 2 – Lake Stevens School District Enrollment 2009-2017**



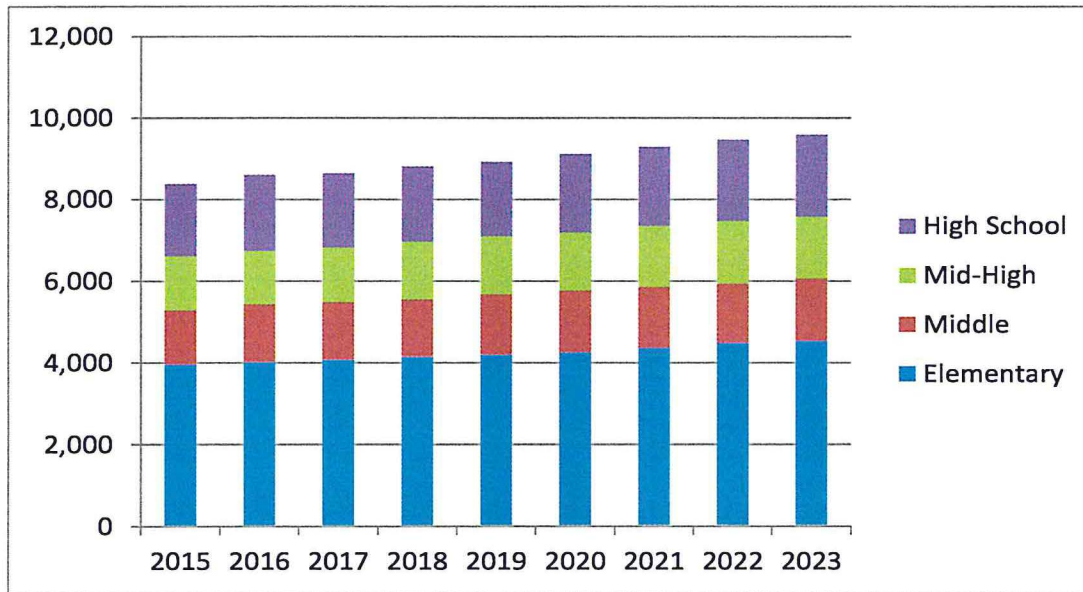
**Table 5-1  
Enrollment 2009-2017**

	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Elementary</b>	3,572	3,677	3,675	3,658	3,783	3,917	3,971	4,030	4,083
<b>Middle</b>	1,252	1,292	1,263	1,307	1,328	1,261	1,314	1,398	1,405
<b>Mid-High</b>	1,308	1,284	1,336	1,313	1,283	1,318	1,331	1,312	1,344
<b>Sr. High</b>	1,663	1,660	1,711	1,709	1,732	1,757	1,776	1,871	1,814
<b>Total</b>	<b>7,795</b>	<b>7,913</b>	<b>7,985</b>	<b>7,987</b>	<b>8,126</b>	<b>8,253</b>	<b>8,392</b>	<b>8,611</b>	<b>8,646</b>

Enrollment projections are most accurate for the initial years of the forecast period. Moving further into the future, economic conditions and demographic trends in the area affect the estimates. Monitoring population growth for the area are essential yearly activities in the ongoing management of the capital facilities plan. In the event enrollment growth slows, plans for new facilities can be delayed. It is much more difficult,

however, to initiate new projects or speed projects up in the event enrollment growth exceeds the projections. Table 5-1 shows enrollment growth from 2009 to 2017 according to OSPI and District records.

**Figure 3 – Lake Stevens School District  
Enrollment 2015-2023**



**Table 5-2  
Projected Enrollment 2017-2023**

	2017	2018	2019	2020	2021	2022	2023
Elementary School	4,083	4,156	4,207	4,261	4,369	4,485	4,536
Middle School	1,405	1,391	1,470	1,515	1,483	1,446	1,531
Mid-High School	1,344	1,420	1,430	1,418	1,499	1,544	1,510
High School	1,814	1,853	1,817	1,927	1,940	1,990	2,015
Total (OSPI)	8,646	8,820	8,924	9,121	9,291	9,465	9,592
Ratio Method		8,718	8,879	9,040	9,200	9,361	9,522

Table 5-2 shows projected enrollments over the six-year CFP planning period 2018-23. Beginning in September 2016 all kindergarten programs at all elementary schools in the district became full day. As a result, kindergarten student enrollment changed from FTE to headcount to reflect the full day programs and the need for classrooms to support these programs.

The District has used either a Ratio Method for its projections or accepted the projections from the State Office of the Superintendent of Public Instruction (OSPI). The Ratio Method estimates future enrollments as a percentage of total population, which is tracked for past years, with assumptions being made for what this percentage will be in future years. Between 2006-2017, the average percentage was just under 20%. For future planning, a more modest assumption of 18.8% is used recognizing the trend toward lower household sizes. OSPI methodology uses a modified cohort survival method which is explained in Appendix B. OSPI Headcount estimates are found in Table 5-2, along with the District's Ratio Method estimates. The

difference is minor (70 students in 2023).

In summary, the OSPI estimates that headcount enrollment will total 9,592 students in 2023. This represents an 11.2% increase over 2017. The District accepts the OSPI estimate for its 2018 CFP planning.

### **2035 Enrollment Projections**

Although student enrollment projections beyond 2023 are highly speculative, they are useful for developing long-range comprehensive facilities plans. These long-range enrollment projections may also be used in determining future site acquisition needs.

The District projects a 2035 student enrollment of 11,470 based on the Ratio method. (OSPI does not forecast enrollments beyond 2023). The forecast is based on the County's OFM-based population forecast of 60,913 in the District. Assuming the County forecasts are correct, student enrollment will continue to increase through 2035 and the 18.8% ratio is considered reasonable. The 2017 actual ratio was 19%. OSPI has forecasted a decline in the student/population ratio. The 2035 assumption reflects this ratio decline.

**Table 5-3 - Projected 2035 Enrollment**

<b>Grade Span</b>	<b>Projected 2035 FTE Student Enrollment</b>
Elementary (K-5)	5,399
Middle (6-7)	1,830
Mid-High (8-9)	1,799
High (10-12)	2,443
<b>District Total (K-12)</b>	<b>11,471</b>

The 2035 estimate represents a 36.7% increase over 2015 enrollment levels. The total population in the Lake Stevens School District is forecasted to rise by 41.5%. The total enrollment estimate was broken down by grade span to evaluate long-term site acquisition needs for elementary, middle school, mid-high school and high school facilities. Enrollment by grade span was determined based on recent and projected enrollment trends at the elementary, middle, mid-high and high school levels.

Again, the 2035 estimates are highly speculative and are used only for general planning purposes. Analysis of future facility and capacity needs is provided in Section 6 of this Capital Facilities Plan.

## SECTION 6: CAPITAL FACILITIES PLAN

### ***Existing Deficiencies***

Current enrollment at each grade level is identified in Table 5-2. The District currently (2017) has 615 unhoused students at the elementary level and 59 unhoused students at the high school level. It has excess capacity at the middle school (144) and mid-high (498) school levels.

### ***Facility Needs (2018-2023)***

Projected available student capacity was derived by subtracting projected student enrollment from 2017 permanent school capacity (excluding portables) for each of the six years in the forecast period (2018-2023). The District's enrollment projections in Table 5-2 have been applied to the existing capacity (Table 4-1). If no capacity improvements were to be made by the year 2023 the District would be over capacity at the elementary level by 1068 students and 260 students at the high school level.

These projected future capacity needs are depicted on Table 6-1. This table compares actual future space needs with the portion of those needs that are "growth related." RCW 82.02 and Chapter 30.66C SCC mandate that new developments cannot be assessed impact fees to correct existing deficiencies. Thus, any capacity deficiencies existing in the District in 2017 must be deducted from the total projected deficiencies before impact fees are assessed. The percentage figure shown in the last column of Table 6-1 is the "growth related" percentage of overall deficiencies that is used to calculate impact fees.

**Table 6-1 - Projected Additional Capacity Needs 2018 – 2023**

<b>Grade Span</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2017-23</b>
<b>Elementary (K-5)</b>								
Capacity Deficit	(615)	(688)	(739)	(793)	(901)	(1017)	(1068)	
Growth Related		(73)	(124)	(178)	(286)	(402)	(453)	42.42%
<b>Middle School (6-7)</b>								
Capacity Deficit	144	158	79	34	66	103	18	
Growth Related		14	(65)	(110)	(78)	(41)	(126)	100.00%
<b>Mid-High (8-9)</b>								
Capacity Deficit	498	422	412	424	343	298	332	
Growth Related		(76)	(86)	(74)	(155)	(200)	(166)	100.00%
<b>High School 10-12)</b>								
Capacity Deficit	(59)	(98)	(62)	(172)	(185)	(235)	(260)	
Growth Related		(39)	(3)	(113)	(126)	(176)	(201)	77.31%

Figures assume no capital improvements.

### ***Forecast of Future Facility Needs through 2035***

Additional elementary, middle, mid-high and high school classroom space will need to be constructed between 2018 and 2035 to meet the projected student population increase. The District will have to purchase additional school sites to facilitate growth during this time frame.

By the end of the six-year forecast period (2023), additional permanent student capacity will be needed as follows:

**Table 6-2 –Additional Capacity Need  
2023 & 2035**

Grade Level	2017 Capacity	2023 Enrollment	2023 Additional Capacity Needed	2035 Enrollment	2035 Additional Capacity Needed
Elementary	3,468	4,536	1,068	5,399	1,931
Middle School	1,549	1,531		1,830	281
Mid-High	1,842	1,510		1,799	
High School	1,755	2,015	260	2,443	688
Total	8,614	9,592	978	11,471	2900

### ***Planned Improvements (2018 - 2023)***

The following is a brief outline of those projects likely needed to accommodate un-housed students in the Lake Stevens School District through the Year 2023 based on OSPI enrollment projections.

**Elementary Schools:** Based upon current enrollment estimates, elementary student population will increase to the level of requiring a new elementary school. There would remain a projected 1,068 unhoused students, a number which would justify two additional schools. One of these will be addressed with the opening of Stevens Creek Elementary School in September 2018. The CFP reflects a second school in 2023, although the exact timing is unknown at this time.

**High Schools:** The high school houses grades 10-12. There will be an estimated 260 unhoused students at this level, even without a proposed 580-student addition beginning in 2018

**Interim Classroom Facilities (Portables):** Additional portables will be purchased in future years, as needed. However, it remains a District goal to house all students in permanent facilities.

**Site Acquisition and Improvements:** An additional elementary school site will be needed in an area where student growth is taking place. The 10-acre Lochsloy property is in the far corner of the district, not in an area of growth and will not meet this need. Affordable land suitable for school facilities will be difficult to acquire. Funds for the purchase of land suitable for an elementary facility were included in the approved 2016 bond issue.

### **Support Facilities**

The District has added a satellite pupil transportation lot at Cavelero Mid High to support the growing needs for the district. This is a temporary measure until a site can be acquired and a new, larger pupil transportation center can be built.

### ***Capital Facilities Six-Year Finance Plan***

The Six Year Finance Plan shown on Table 6-3 demonstrates how the District intends to fund new construction and improvements to school facilities for the years 2018-2023. The financing components include bond issue(s), State match funds, school mitigation and impact fees.

The financing plan separates projects and portions of projects that add capacity from those that do not, since the latter are generally not appropriate for impact fee funding. The financing plan and impact fee



calculation formula also differentiate between projects or portions of projects that address existing deficiencies (ineligible for impact fees) and those which address future growth related needs.

**General Obligation Bonds:** Bonds are typically used to fund construction of new schools and other capital improvement projects. A 60% voter approval is required to pass a bond. Bonds are then retired through collection of property taxes. A capital improvements bond for \$116,000,000 was approved by the electorate in February 2016. Funds have been used to construct a new elementary school and modernize Lake Stevens High School, as well as fund other non-growth-related projects.

The total costs of the growth related projects outlined in Table 6-3 represent recent and current bids per information obtained through OSPI, the District's architect and neighboring school districts that have recently or are planning to construct classroom space. An escalation factor of 5% per year has been applied out to 2023.

**State Match Funds:** State Match Funds come from the Common School Construction Fund. Bonds are sold on behalf of the fund then retired from revenues accruing predominately from the sale of renewable resources (i.e. timber) from State school lands set aside by the Enabling Act of 1889. If these sources are insufficient to meet needs, the Legislature can appropriate funds or the State Board of Education can establish a moratorium on certain projects.

School districts may qualify for State matching funds for a specific capital project. To qualify, a project must first meet State-established criteria of need. This is determined by a formula that specifies the amount of square footage the State will help finance to house the enrollment projected for the district. If a project qualifies, it can become part of a State prioritization system. This system prioritizes allocation of available funding resources to school districts based on a formula which calculates district assessed valuation per pupil relative to the whole State assessed valuation per pupil to establish the percent of the total project cost to be paid by the State for eligible projects.

State Match Funds can only be applied to major school construction projects. Site acquisition and minor improvements are not eligible to receive matching funds from the State. Because state matching funds are dispersed after a district has paid its local share of the project, matching funds from the State may not be received by a school district until after a school has been constructed. In such cases, the District must "front fund" a project. That is, the District must finance the project with local funds. When the State share is finally disbursed (without accounting for escalation) the future District project is partially reimbursed.

Because of the method of computing state match, the District has historically received approximately 39% of the actual cost of school construction in state matching funds. For its 2018 CFP, the District assumes a 40% match.

**School Impact Fees** Development impact fees have been adopted by a number of jurisdictions as a means of supplementing traditional funding sources for construction of public facilities needed to accommodate new development. School impact fees are generally collected by the permitting agency at the time building permits or certificates of occupancy are issued.

Impact fees have been calculated utilizing the formula in Chapter 30.66C SCC. The resulting figures are based on the District's cost per dwelling unit to purchase land for school sites, make site improvements, construct schools and purchase, install or relocate temporary facilities (portables). Credits have also been applied in the formula to account for state match funds to be reimbursed to the District and projected future

property taxes to be paid by the owner of a dwelling unit. The costs of projects that do not add capacity or which address existing deficiencies have been eliminated from the variables used in the calculations. Only capacity improvements are eligible for impact fees.

Since 2012, the Lake Stevens School District has collected and expended the following impact fees:

	<u>Collections</u>	<u>Expenditures</u>
2018*	\$ 1,322,470.00	\$ 617,735.43
2016	\$ 1,595,840.00	\$ 1,872,013.91
2014	\$ 698,188.00	\$ 1,389,783.74
2013	\$ 1,005,470.00	\$ 22,304.10
2012	\$ 1,526,561.00	\$ -

\* To date

The law allows ten years for collected dollars to be spent.

By ordinance, new developments cannot be assessed impact fees to correct existing deficiencies. Thus, existing capacity deficiencies must be deducted from the total projected deficiencies in the calculation of impact fees.

The financing plan separates projects and portions of projects that add capacity from those that do not, since the latter are generally not appropriate for impact fee funding. The financing plan and impact fee calculation also differentiate between projects or portions of projects that address existing deficiencies (ineligible for impact fees) and those which address future growth-related needs. From this process, the District can develop a plan that can be translated into a bond issue package for submittal to District voters, if deemed appropriate.

Table 6-4 presents an estimate of the capacity impacts of the proposed capital construction projects.

### ***Calculation Criteria***

#### **1. Site Acquisition Cost Element**

**Site Size:** The site size given the optimum acreage for each school type based on studies of existing school sites OSPI standards. Generally, districts will require 11-15 acres for an elementary school; 25-30 acres for a middle school or junior high school; and 40 acres or more for a high school. Actual school sites may vary in size depending on the size of parcels available for sale and other site development constraints, such as wetlands. It also varies based on the need for athletic fields adjacent to the school along with other specific planning factors.

This space for site size on the Variable Table contains a number only when the District plans to acquire additional land during the six-year planning period, 2018 - 2023. As noted previously, the District will need to acquire an additional elementary school site between 2018 and 2023.

Table 6-3 -- Capital Facilities Plan 2018-2023

	Estimated Project Cost by Year - in \$millions						Total	Local Cost	State Match
	2018	2019	2020	2021	2022	2023			
<b>Improvements Adding Student Capacity</b>								Local	Match
<b>Elementary</b>									
Site Acquisition									
Acres						10	10		
Acquisition Cost (\$M)						\$2.00	\$2.00	\$2.00	
Capacity Addition						550	550		
Construction Cost (\$M)						\$48.5	\$48.50	\$38.50	\$10.00
Capacity Addition						700	700		
<b>Middle</b>							-		
Site Acquisition							-		
Acres							-		
Acquisition Cost (\$M)							-		
Capacity Addition							-		
Construction Cost (\$M)							-		
Capacity Addition							-		
<b>Mid-High</b>							-		
Site Acquisition							-		
Acres							-		
Acquisition Cost (\$M)							-		
Capacity Addition							-		
Construction Cost (\$M)							-		
Capacity Addition							-		
<b>High School</b>							-		
Site Acquisition							-		
Acres							-		
Acquisition Cost (\$M)							-		
Capacity Addition							-		
Construction Cost (\$M)		\$31.60					\$31.60	\$21.60	\$10.00
Capacity Addition		580					580		
<b>Total Cost</b>		\$31.60				\$50.50	\$82.10	\$62.10	\$20.00
<b>Improvements Not Adding Student Capacity</b>							-	Local	Match
<b>Elementary</b>							-		
Construction Cost							-		
<b>Middle</b>							-		
Construction Cost							-		
<b>Mid-High</b>							-		
Construction Cost							-		
<b>High School</b>							-		
Construction Cost		\$34.00	\$10.00				\$44.00	\$26.90	\$17.10
<b>District-wide Improvements</b>							-		
Construction Cost		\$4.00	\$2.50	\$1.50	\$1.50		\$9.50	\$9.50	
Early Learning Center	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	66.00	\$66.00	
<b>Total Cost</b>	\$11.00	\$49.00	\$23.50	\$12.50	\$12.50	\$11.00	\$119.5	\$102.4	\$17.1
<b>Elementary</b>						\$50.50	\$50.5	\$40.5	\$10.0
<b>Middle</b>									
<b>Mid-High</b>									
<b>High School</b>		\$65.60	\$10.00				\$75.6	\$48.5	\$27.1
<b>District Wide</b>	\$11.00	\$15.00	\$13.50	\$12.50	\$12.50	\$11.00	\$75.5	\$75.5	
<b>Annual Total</b>	\$11.00	\$80.60	\$23.50	\$12.50	\$12.50	\$61.50	\$201.6	\$164.5	\$37.1

**Table 6-4 –  
Projected Growth Related Capacity (Deficit) After Programmed Improvements**

	Elementary	Middle	Mid-High	High School
<b>2017</b>				
Existing Capacity	3,468	1,549	1,842	1,755
Programmed Improvement Capacity				
Capacity After Improvement	3,468	1,549	1,842	1,755
Current Enrollment	4083	1,405	1,344	1,814
Surplus (Deficit) After Improvement	(615)	144	498	(59)
<b>2018</b>				
Existing Capacity	3,468	1,549	1,842	1,755
Programmed Improvement Capacity	584			
Capacity After Improvement	4,052	1,549	1,842	1,755
Projected Enrollment	4,156	1,391	1,420	1,853
Surplus (Deficit) After Improvement	(104)	158	422	(98)
<b>2019</b>				
Existing Capacity	4,052	1,549	1,842	1,755
Programmed Improvement Capacity				580
Capacity After Improvement	4,052	1,549	1,842	2,335
Projected Enrollment	4,207	1,470	1,430	1,817
Surplus (Deficit) After Improvement	(155)	79	412	518
<b>2020</b>				
Existing Capacity	4,052	1,549	1,842	2,335
Programmed Improvement Capacity				0
Capacity After Improvement	4,052	1,549	1,842	2,335
Projected Enrollment	4,261	1,515	1,418	1,927
Surplus (Deficit) After Improvement	(209)	34	424	408
<b>2021</b>				
Existing Capacity	4,052	1,549	1,842	2,335
Programmed Improvement Capacity				
Capacity After Improvement	4,052	1,549	1,842	2,335
Projected Enrollment	4,369	1,483	1,499	1,940
Surplus (Deficit) After Improvement*	(317)	66	343	395
<b>2022</b>				
Existing Capacity	4,052	1,549	1,842	2,335
Programmed Improvement Capacity				
Capacity After Improvement	4,052	1,549	1,842	2,335
Projected Enrollment	4,485	1,446	1,544	1,990
Surplus (Deficit) After Improvement*	(433)	103	298	345
<b>2023</b>				
Existing Capacity	4,052	1,549	1,842	2,335
Programmed Improvement Capacity	700			
Capacity After Improvement	4,752	1,549	1,842	2,335
Projected Enrollment	4,536	1,531	1,510	2,015
Surplus (Deficit) After Improvement	216	18	332	320

Average Land Cost Per Acre: The cost per acre is based on estimates of land costs within the District, based either on recent land purchases or by its knowledge of prevailing costs in the particular real estate market. Prices per acre will vary throughout the County and will be heavily influenced by the urban vs. rural setting of the specific district and the location of the planned school site. The Lake Stevens School District estimates its vacant land costs to be \$200,000 per acre. Until a site is actually located for acquisition, the actual purchase price is unknown. Developed sites, which sometimes must be acquired adjacent to existing school sites, can cost well over the \$200,000 per acre figure.

Facility Design Capacity (Student FTE): Facility design capacities reflect the District’s optimum number of students each school type is designed to accommodate. These figures are based on actual design studies of optimum floor area for new school facilities. The Lake Stevens School District designs new elementary schools to accommodate 550 students, new middle schools 750 students and new high schools 1,500 students.

Student Factor: The student factor (or student generation rate) is the average number of students generated by each housing type – in this case: single-family detached dwellings and multiple-family dwellings. Multiple-family dwellings, which may be rental or owner-occupied units within structures containing two or more dwelling units, were broken out into one-bedroom and two-plus bedroom units. Pursuant to a requirement of Chapter 30.66C SCC, each school district was required to conduct student generation studies within their jurisdictions. A description of this methodology is contained in Appendix D. Doyle Consulting performed the analysis. The student generation rates for the Lake Stevens School District are shown on Table 6-5.

**Table 6-5 – Student Generation Rates -- 2018**

	Elementary	Middle	Mid-High	High	Total
Single Family	0.337	0.090	0.090	0.112	0.629
Multiple Family, 1 Bedroom					
Multiple Family, 2+ Bedroom	0.169	0.071	0.026	0.058	0.324

Table 6-5A below shows the Student Generation rates from the 2016 CFP. It shows a decline for Elementary, Middle and Mid-High levels for single family homes; and for larger apartments at the Elementary and Middle School levels. Total students per new single family household declined significantly from .676 to .629; and increased significantly for apartments, from .254 to .324.

**Table 6-5a – Student Generation Rates -- 2016**

	Elementary	Middle	Mid-High	High	Total
Single Family	0.361	0.107	0.105	0.103	0.676
Multiple Family, 1 Bedroom					
Multiple Family, 2+ Bedroom	0.139	0.020	0.032	0.063	0.254

## **2. School Construction Cost Variables**

Additional Building Capacity: These figures are the actual capacity additions to the Lake Stevens School District that will occur as a result of improvements listed on Table 6-3 (Capital Facilities Plan).

Current Facility Square Footage: These numbers are taken from Tables 4-1 and 4-2. They are used in combination with the “Existing Portables Square Footage” to apportion the impact fee

amounts between permanent and temporary capacity figures in accordance with Chapter 30.66C. SCC.

**Estimated Facility Construction Cost:** The estimated facility construction cost is based on planned costs or on actual costs of recently constructed schools. The facility cost is the total cost for construction projects as defined on Table 6-3, including only capacity related improvements and adjusted to the “growth related” factor. Projects or portions of projects that address existing deficiencies (which are those students who are un-housed as of October 2017) are not included in the calculation of facility cost for impact fee calculation.

Facility construction costs also include the off-site development costs. Costs vary with each site and may include such items as sewer line extensions, water lines, off-site road and frontage improvements. Off-site development costs are not covered by State Match Funds. Off-site development costs vary, and can represent 10% or more of the total building construction cost.

### **3. Relocatable Facilities Cost Element**

Impact fees may be collected to allow acquisition of portables to help relieve capacity deficiencies on a temporary basis. The cost allocated to new development must be growth related and must be in proportion to the current permanent versus temporary space allocations by the district.

**Existing Units:** This is the total number of existing portables in use by the district as reported on Table 4-2.

**New Facilities Required Through 2023:** This is the estimated number of portables to be acquired.

**Cost Per Unit:** This is the average cost to purchase and set up a portable. It includes site preparation, but does not include moveable furnishings in the unit.

**Relocatable Facilities Cost:** This is simply the total number of needed units multiplied by the cost per unit. The number is then adjusted to the “growth-related” factor.

For districts, such as Lake Stevens, that do not credit any portable capacity to the permanent capacity total (see Table 4-1), this number is not directly applicable to the fee calculation and is for information only. The impact fee allows a general fee calculation for portables; however the amount is adjusted to the proportion of total square footage in portables to the total square footage of permanent and portable space in the district.

Where districts do allow a certain amount of portable space to be credited to permanent capacity, that amount would be adjusted by the “growth-related” factor, because it is considered to be permanent space.

### **4. Fee Credit Variables**

**Construction Cost Allocation (formerly the Boeckh Index):** This number is used by OSPI as a guideline for determining the area cost allowance for new school construction. The index is an average of a seven-city building cost index for commercial and factory buildings in Washington State, and is adjusted every two months for inflation. The current allocation is \$225.97 (January 2018) up from \$213.23 in 2016.

State Match Percentage: The State match percentage is the proportion of funds that are provided to the school districts, for specific capital projects, from the State's Common School Construction Fund. These funds are disbursed based on a formula which calculates the District's assessed valuation per pupil relative to the whole State assessed valuation per pupil to establish the percentage of the total project to be paid by the State. The District will continue to use a state match percentage of 40%.

## **5. Tax Credit Variables**

Under Chapter 30.66C SCC, a credit is granted to new development to account for taxes that will be paid to the school district over the next ten years. The credit is calculated using a "present value" formula.

Interest Rate (20-year GO Bond): This is the interest rate of return on a 20-year General Obligation Bond and is derived from the bond buyer index. The current assumed interest rate is 3.85%.

Levy Rate (in mils): The Property Tax Levy Rate (for bonds) is determined by dividing the District's average capital property tax rate by one thousand. The current levy rate for the Lake Stevens School District is 0.00230.

Average Assessed Value: This figure is based on the District's average assessed value for each type of dwelling unit (single-family and multiple-family). The averaged assessed values are based on estimates made by the County's Planning and Development Services Department utilizing information from the Assessor's files. The current average assessed value for 2018 for single-family detached residential dwellings is \$349,255 (up from \$290,763 in 2016); \$91,988 (2016: \$79,076) for one-bedroom multi-family units, and 136,499 (2016:\$115,893) for two or more bedroom multi-family units.

## **6. Adjustments**

Growth Related Capacity Percentage: This is explained in preceding sections.

Fee Discount: In accordance with Chapter 30.66C SCC, all fees calculated using the above factors are to be reduced by 50%.

Table 6-6 Impact Fee Variables

Criteria	Elementary	Middle	Mid-High	High
<b>Student Factor</b>				
Single Family	0.337	0.090	0.090	0.112
Multiple Family 1 Bdrm	-	-	-	-
Multiple Family 2 Bdrm	0.169	0.071	0.026	0.058
<b>Site Acquisition Cost Element</b>				
Site Needs (acres)	10.0	-	-	-
Growth Related	4.2	-	-	-
Cost Per Acre	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00
Additional Capacity	550	-	-	-
Growth Related	233			
<b>School Construction Cost Element</b>				
Estimated Facility Construction Cost (\$M)	\$38.50			\$21.60
Growth Related	\$16.00			\$16.00
Additional Capacity	550			580
Growth Related	233	-	-	448
Current Facility Square Footage	360,491	176,697	224,694	207,195
<b>Relocatable Facilities Cost Element</b>				
Relocatable Facilities Cost	\$110,000	\$110,000	\$110,000	\$110,000
Growth Related	\$46,657	\$110,000	\$110,000	85,038.46
Relocatable Facilities Capacity/Unit	25	27	27	27
Growth Related	10	27	27	20
Existing Portable Square Footage	39,424	17,920	-	-
<b>State Match Credit</b>				
Cost Construction Allocation	\$225.97	\$225.97	\$225.97	\$225.97
School Space per Student (OSPI)	90	117	117	130
State Match Percentage	40.00%	40.00%	40.00%	40.00%
<b>Tax Payment Credit</b>				
Interest Rate	3.85%	3.85%	3.85%	3.85%
Loan Payoff (Years)	10	10	10	10
Property Tax Levy Rate (Bonds)	0.00230	0.00230	0.00230	0.00230
Average AV per DU Type	\$349,225	\$91,988		\$136,499
	(Single Fam.)	(MF 1 bdrm)		(MF 2 bdrm)
<b>Growth-Related Capacity Percentage</b>	42.42%	100.00%	100.00%	77.31%
<b>Discount 1</b>	50%	50%	50%	50%



### ***Proposed Impact Fee Schedule***

Using the variables and formula described, impact fees proposed for the Lake Stevens School District are summarized in Table 6-7 (refer to Appendix A for worksheets).

**Table 6-7 - Calculated Impact Fees**

<b>Housing Type</b>	<b>Impact Fee Per Unit</b>
Single Family Detached	\$14,471
One Bedroom Apartment	\$0
Two + Bedroom Apartment	\$7,235
Duplex/Townhouse	\$7,235
Calculated Impact Fees - 50% discount	
<b>Housing Type</b>	<b>Impact Fee Per Unit</b>
Single Family Detached	\$7,024
One Bedroom Apartment	\$0
Two + Bedroom Apartment	\$3,512
Duplex/Townhouse	\$3,512

**Appendix A**  
**Impact Fee Calculations**

IMPACT FEE WORKSHEET  
 LAKE STEVENS SCHOOL DISTRICT  
**INGLE-FAMILY RESIDENTIAL**

**SITE ACQUISITION COST**

acres needed	4.20	x	\$	200,000	capacity (# students)	233	x	student factor	0.337	=	\$1,215	(elementary)
				/								
acres needed	0	x	\$	200,000	capacity (# students)	0	x	student factor	0.090	=		(middle)
				/								
acres needed	0	x	\$	200,000	capacity (# students)	0	x	student factor	0.090	=		(mid-high)
				/								
acres needed	0	x	\$	200,000	capacity (# students)	0	x	student factor	0.112	=		(high school)
				/								

TOTAL SITE ACQUISITION COST

= \$1,215

**SCHOOL CONSTRUCTION COST**

total const. cost	\$16,000,000	/	capacity (# students)	233	x	student factor	0.337	=	\$23,142	(elementary)
		/								
total const. cost	\$0	/	capacity (# students)	0	x	student factor	0.090	=		(middle)
		/								
total const. cost	\$0	/	capacity (# students)	0	x	student factor	0.090	=		(mid-high)
		/								
total const. cost	\$16,000,000	/	capacity (# students)	448	x	student factor	0.112	=	\$4,000	(high school)
		/								
						Subtotal			\$27,142	

Total Square Feet of Permanent Space (District)	969,077	/ Total Square Feet of School Facilities (000)	1,026,421	=	94.41%
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TOTAL FACILITY CONSTRUCTION COST

= \$25,625

**RELOCATABLE FACILITIES COST (PORTABLES)**

Portable Cost	\$ 46,657	/	10	facility size	x	student factor	0.337	=	\$1,572	(elementary)
		/								
Portable Cost	\$ 110,000	/	27	facility size	x	student factor	0.090	=	\$367	(middle)
		/								
Portable Cost	\$ 110,000	/	27	facility size	x	student factor	0.090	=	\$367	(mid-high)
		/								
Portable Cost	\$ 85,038	/	20	facility size	x	student factor	0.112	=	\$476	(high school)
		/								
						Subtotal			\$2,782	

Total Square Feet of Portable Space (District)	57,344	/ Total Square Feet of School Facilities (000)	1,026,421	=	5.59%
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TOTAL RELOCATABLE COST ELEMENT

= \$155

**REDIT AGAINST COST CALCULATION -- MANDATORY**

**STATE MATCH CREDIT**

CCA Index	\$ 225.97	x OSPI Allowance	90.00	x	State Match %	40.00%	x	student factor	0.337	=	\$2,741	(elementary)
CCA Index	\$ 225.97	x OSPI Allowance	117.00	x	State Match %	40.00%	x	student factor	0.090	=	\$952	(middle)
CCA Index	\$ 225.97	x OSPI Allowance	117.00	x	State Match %	40.00%	x	student factor	0.090	=	\$952	(mid-high)
CCA Index	\$ 225.97	x OSPI Allowance	130.00	x	State Match %	40.00%	x	student factor	0.112	=	\$1,316	(high school)
<b>TOTAL STATE MATCH CREDIT</b>										=	<u>\$5,961</u>	

**TAX PAYMENT CREDIT**

$\frac{((1 + \text{interest rate } 3.85\%)^{10} - 1)}{\text{interest rate } 3.85\%}$	10	years to pay off bond) - 1] /		[ interest rate	3.85%	x	
$(1 + \text{interest rate } 3.85\%)^{10}$	10	years to pay off bond ] x	0.00230	capital levy rate		x	
assessed value	\$349,225						tax payment credit = \$6,564

**IMPACT FEE CALCULATION**

SITE ACQUISITION COST	\$1,215
FACILITY CONSTRUCTION COST	\$25,625
RELOCATABLE FACILITIES COST (PORTABLES)	\$155
(LESS STATE MATCH CREDIT)	(\$5,961)
(LESS TAX PAYMENT CREDIT)	(\$6,564)

<b>FINAL IMPACT FEE PER UNIT</b>	Non-Discounted	50% Discount
	<b>\$14,471</b>	<b>\$7,235</b>

IMPACT FEE WORKSHEET  
LAKE STEVNS SCHOOL DISTRICT

**MULTIPLE FAMILY RESIDENTIAL -- 2 BDRM OR MORE**

**SITE ACQUISITION COST**

acres needed	4.2	x	\$ 200,000	capacity (# students)	233	x	student factor	0.169	=	\$609	(elementary)
			/								
acres needed	0	x	\$ 200,000	capacity (# students)	0	x	student factor	0.071	=	\$0	(middle)
			/								
acres needed	0	x	\$ 200,000	capacity (# students)	0	x	student factor	0.026	=	\$0	(mid-high)
			/								
acres needed	0	x	\$ 200,000	capacity (# students)	0	x	student factor	0.058	=	\$0	(high school)
			/								

TOTAL SITE ACQUISITION COST

= \$609

**SCHOOL CONSTRUCTION COST**

total const. cost	\$16,000,000	/	capacity (# students)	233	x	student factor	0.169	=	\$11,605	(elementary)
		/								
total const. cost	\$0	/	capacity (# students)	0	x	student factor	0.071	=	\$0	(middle)
		/								
total const. cost	\$0	/	capacity (# students)	0	x	student factor	0.026	=	\$0	(mid-high)
		/								
total const. Cost	\$16,000,000	/	capacity (# students)	448	x	student factor	0.058	=	\$0	(high school)
		/								

\$11,605

Total Square Feet of Permanent Space (District) / Total Square Feet of School Facilities (000)

969,077

1,026,421

= 94.41%

TOTAL FACILITY CONSTRUCTION COST

= \$ 10,957

**RELOCATABLE FACILITIES COST (PORTABLES)**

Portable Cost	\$ 46,657	/	10	facility size	x	student factor	0.169	=	\$789	(elementary)
		/								
Portable Cost	\$ 110,000	/	27	facility size	x	student factor	0.071	=	\$289	(middle)
		/								
Portable Cost	\$ 110,000	/	27	facility size	x	student factor	0.026	=	\$106	(mid-high)
		/								
Portable Cost	\$ 85,038	/	20	facility size	x	student factor	0.058	=	\$247	(high school)
		/								

Subtotal

\$1,430

Total Square Feet of Portable Space (District) / Total Square Feet of School Facilities (000)

57,344

1,026,421

= 5.59%

TOTAL RELOCATABLE COST ELEMENT

= \$80

**CREDIT AGAINST COST CALCULATION -- MANDATORY**

**STATE MATCH CREDIT**

BOECKH Index	\$ 225.97	x OSPI Allowance	90	x	State Match %	40.00%	x	student factor	0.169	=	\$1,375	(elementary)
BOECKH Index	\$ 225.97	x OSPI Allowance	117	x	State Match %	40.00%	x	student factor	0.071	=		(middle)
BOECKH Index	\$ 225.97	x OSPI Allowance	117	x	State Match %	40.00%	x	student factor	0.026	=		(mid-high)
BOECKH Index	\$ 225.97	x OSPI Allowance	130	x	State Match %	40.00%	x	student factor	0.058	=	\$682	(high school)
<b>TOTAL STATE MATCH CREDIT</b>										=	<u>\$2,056</u>	

**TAX PAYMENT CREDIT**

$[(1 + \text{interest rate } 3.85\%)^{10} - 1] / [ \text{interest rate } 3.85\% ]$	x	0.00230 capital levy rate	x	assessed value	\$136,499	tax payment credit = \$ 2,566
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**IMPACT FEE CALCULATION**

SITE ACQUISITION COST	\$609
FACILITY CONSTRUCTION COST	\$10,957
RELOCATABLE FACILITIES COST (PORTABLES)	\$80
(LESS STATE MATCH CREDIT)	(\$2,056)
(LESS TAX PAYMENT CREDIT)	(\$2,566)

	Non-Discounted	50% Discount	50% Discount	25% Discount
<b>FINAL IMPACT FEE PER UNIT</b>	<b>\$7,024</b>	<b>\$3,512</b>	<b>#</b>	<b>\$5,268</b>

**Appendix B**  
**OSPI Enrollment Forecasting**

## OSPI PROJECTION OF ENROLLMENT DATA

### Cohort-Survival or Grade-Succession Technique

Development of a long-range school-building program requires a careful forecast of school enrollment indicating the projected number of children who will attend school each year. The following procedures are suggested for determining enrollment projections:

1. Enter in the lower left corner of the rectangle for each year the number of pupils actually enrolled in each grade on October 1, as reported on the October Report of School District Enrollment, Form M-70, column A. (For years prior to October 1, 1965, enter pupils actually enrolled as reported in the county superintendent's annual report, Form A-1.)
2. In order to arrive at enrollment projections for kindergarten and/or grade one pupils, determine the percent that the number of such pupils each year was of the number shown for the immediately preceding year. Compute an average of the percentages, enter it in the column headed "Ave. % of Survival", and apply such average percentage in projecting kindergarten and/or grade one enrollment for the next six years.
3. For grade two and above determine the percent of survival of the enrollment in each grade for each year to the enrollment in the next lower grade during the preceding year and place this percentage in the upper right corner of the rectangle. (For example, if there were 75 pupils in actual enrollment in grade one on October 1, 1963, and 80 pupils were in actual enrollment in grade two on October 1, 1964, the percent of survival would be  $80/75$ , or 106.7%. If the actual enrollment on October 1, 1965 in grade three had further increased to 100 pupils, the percent of survival to grade three would be  $100/80$  or 125 %.). Compute an average of survival percentages for each year for each grade and enter it in the column, "Ave. % of Survival".

In order to determine six-year enrollment projections for grade two and above, multiply the enrollment in the next lower grade during the preceding year by 7 the average percent of survival. For example, if, on October 1 of the last year of record, there were 100 students in grade one and the average percent of survival to grade two was 105, then 105% of 100 would result in a projection of 105 students in grade two on October 1 of the succeeding year.

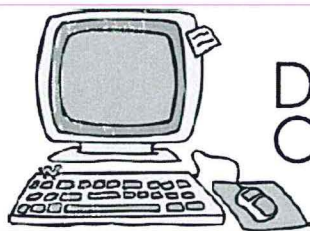
4. If, after calculating the "Projected Enrollment", there are known factors which will further influence the projections, a statement should be prepared showing the nature of those factors, involved and their anticipated effect upon any portion of the calculated projection.

\*Kindergarten students are projected based on a regression line.





**Appendix C**  
**Student Generation Rates**



DOYLE  
CONSULTING

ENABLING SCHOOL DISTRICTS TO MANAGE AND USE STUDENT ASSESSMENT DATA

## Student Generation Rate Study for the Lake Stevens School District

With Grade Levels (K-5, 6-7, 8-9, 10-12)

4/18/2018

This document describes the methodology used to calculate student generation rates (SGRs) for the Lake Stevens School District, and provides results of the calculations.

SGRs were calculated for two types of residential construction: Single family detached, and multi-family with 2 or more bedrooms. Attached condominiums, townhouses and duplexes are included in the multi-family classification since they are not considered “detached”. Manufactured homes on owned land are included in the single family classification.

1. Electronic records were obtained from the Snohomish County Assessor’s Office containing data on all new construction within the Lake Stevens School District from January 2010 through December 2016. As compiled by the County Assessor’s Office, this data included the address, building size, assessed value, and year built for new single and multi-family construction. The data was “cleaned up” by eliminating records which did not contain sufficient information to generate a match with the District’s student record data (i.e. incomplete addresses).

COUNT OF GRADE(S)	CALCULATED MATCHES	RATE
K	126	0.071
1	95	0.053
2	101	0.057
3	103	0.058
4	84	0.047
5	91	0.051
6	78	0.044
7	83	0.047
8	84	0.047
9	77	0.043
10	73	0.041
11	76	0.043
12	51	0.029
K-5	600	0.337
6-7	161	0.09
8-9	161	0.09
10-12	200	0.112
K-12	1122	0.63

2. The District downloaded student records data into Microsoft Excel format. This data included the addresses and grade levels of all K-12 students attending the Lake Stevens School District as of April 2018. Before proceeding, this data was reformatted and abbreviations were modified as required to provide consistency with the County Assessor’s data.

3. **Single Family Rates:** The data on all new single family detached residential units in County Assessor’s data were compared with the District’s student record data, and the number of students at each grade level living in those units was determined. The records of 1,780 single family detached units were compared with data on 8,810 students registered in the District, and the following matches were found by grade level(s)\*:

**4. Large Multi-Family Developments:** Snohomish County Assessor's data does not specifically indicate the number of units or bedrooms contained in large multi-family developments. Additional research was performed to obtain this information from specific parcel ID searches, and information provided by building management, when available. Information obtained included the number of 0-1 bedroom units, the number of 2+ bedroom units, and specific addresses of 0-1 bedroom units.

**Small Multi-Family Developments:** This method included all developments in the County Assessor's data containing four-plexes, tri-plexes, duplexes, condominiums and townhouses. This data contained information on the number of bedrooms for all townhouses and condominiums. Specific parcel ID searches were performed for duplex and larger units in cases where number of bedroom data was missing.

**5. Multi-Family 2+ BR Rates:** The multi-family 2+ BR SGR's were calculated by comparing data on 2+ BR multi-family units with the District's student record data, and the number of students at each grade level living in those units was determined. The records of 154 multi-family 2+ BR units were compared with data on 8,810 students registered in the District, and the following matches were found by grade level(s)\*:

COUNT OF GRADE(S)	MATCHES	CALCULATED RATE
K	2	0.013
1	5	0.032
2	4	0.026
3	6	0.039
4	5	0.032
5	4	0.026
6	4	0.026
7	7	0.045
8	2	0.013
9	2	0.013
10	3	0.019
11	3	0.019
12	3	0.019
K-5	26	0.169
6-7	11	0.071
8-9	4	0.026
10-12	9	0.058
K-12	50	0.325

**6. Multi-Family 0-1 BR Rates:** Research indicated that no (0) multi-family 0-1 BR units were constructed within District boundaries during the time period covered by this study.

#### 7. Summary of Student Generation Rates\*:

	K-5	6-7	8-9	10-12	K-12
Single Family .	337	.090	.090	.112	.630
Multi-Family 2+ BR	.169	.071	.026	.058	.325

\*Calculated rates for grade level groups may not equal the sum of individual grade rates due to rounding.

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**LAKEWOOD SCHOOL DISTRICT NO. 306**

**CAPITAL FACILITIES PLAN**

**2018-2023**

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**JUNE 2018 DRAFT**

**Adopted: \_\_\_\_\_, 2018**

**LAKEWOOD SCHOOL DISTRICT NO. 306**  
**CAPITAL FACILITIES PLAN**  
**2018-2023**

**BOARD OF DIRECTORS**  
**JAHNA SMITH, PRESIDENT**  
**LARRY BEAN**  
**OSCAR ESCALANTE**  
**CATHERINE “SANDY” GOTTS**  
**GREGORY JENSEN**

**SUPERINTENDENT**  
**DR. MICHAEL MACK**

For information regarding the Lakewood School District Capital Facilities Plan, contact the Office of the Superintendent, Lakewood School District, P.O. Box 220, North Lakewood, WA 98259-0220. Tel: (360) 652-4500 or Fax: (360) 652-4502.

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## INTRODUCTION

### *A. Purpose of the Capital Facilities Plan*

The Washington State Growth Management Act (the “GMA”) includes schools in the category of public facilities and services. School districts have adopted capital facilities plans to satisfy the requirements of the GMA and to identify additional school facilities necessary to meet the educational needs of the growing student populations anticipated in their districts.

The Lakewood School District (the “District”) has prepared this Capital Facilities Plan (the “CFP”) to provide Snohomish County (the “County”) and the cities of Arlington and Marysville with a description of facilities needed to accommodate projected student enrollment and a schedule and financing program for capital improvements over the next six years (2018-2023).

In accordance with the Growth Management Act, adopted County Policy, the Snohomish County Ordinance Nos. 97-095 and 99-107, the City of Arlington Ordinance No. 1263, and the City of Marysville Ordinance Nos. 2306 and 2213, this CFP contains the following required elements:

- Future enrollment forecasts for each grade span (elementary, middle, and high school).
- An inventory of existing capital facilities owned by the District, showing the locations and capacities of the facilities.
- A forecast of the future needs for capital facilities and school sites.
- The proposed capacities of expanded or new capital facilities.
- A six-year plan for financing capital facilities within projected funding capacities, which clearly identifies sources of public money for such purposes. The financing plan separates projects and portions of projects which add capacity from those which do not, since the latter are generally not appropriate for impact fee funding.
- A calculation of impact fees to be assessed and supporting data substantiating said fees.

In developing this CFP, the District followed the following guidelines set forth in the Snohomish County General Policy Plan:

- Districts should use information from recognized sources, such as the U.S. Census or the Puget Sound Regional Council. School districts may generate their own data if it is derived through statistically reliable methodologies. Information must not be inconsistent with Office of Financial Management (“OFM”) population forecasts. Student generation rates must be independently calculated by each school district.
- The CFP must comply with the GMA.
- The methodology used to calculate impact fees must comply with the GMA. In the event that impact fees are not available due to action by the



state, county or cities within the District, the District in a future CFP update must identify alternative funding sources to replace the intended impact fee funding.

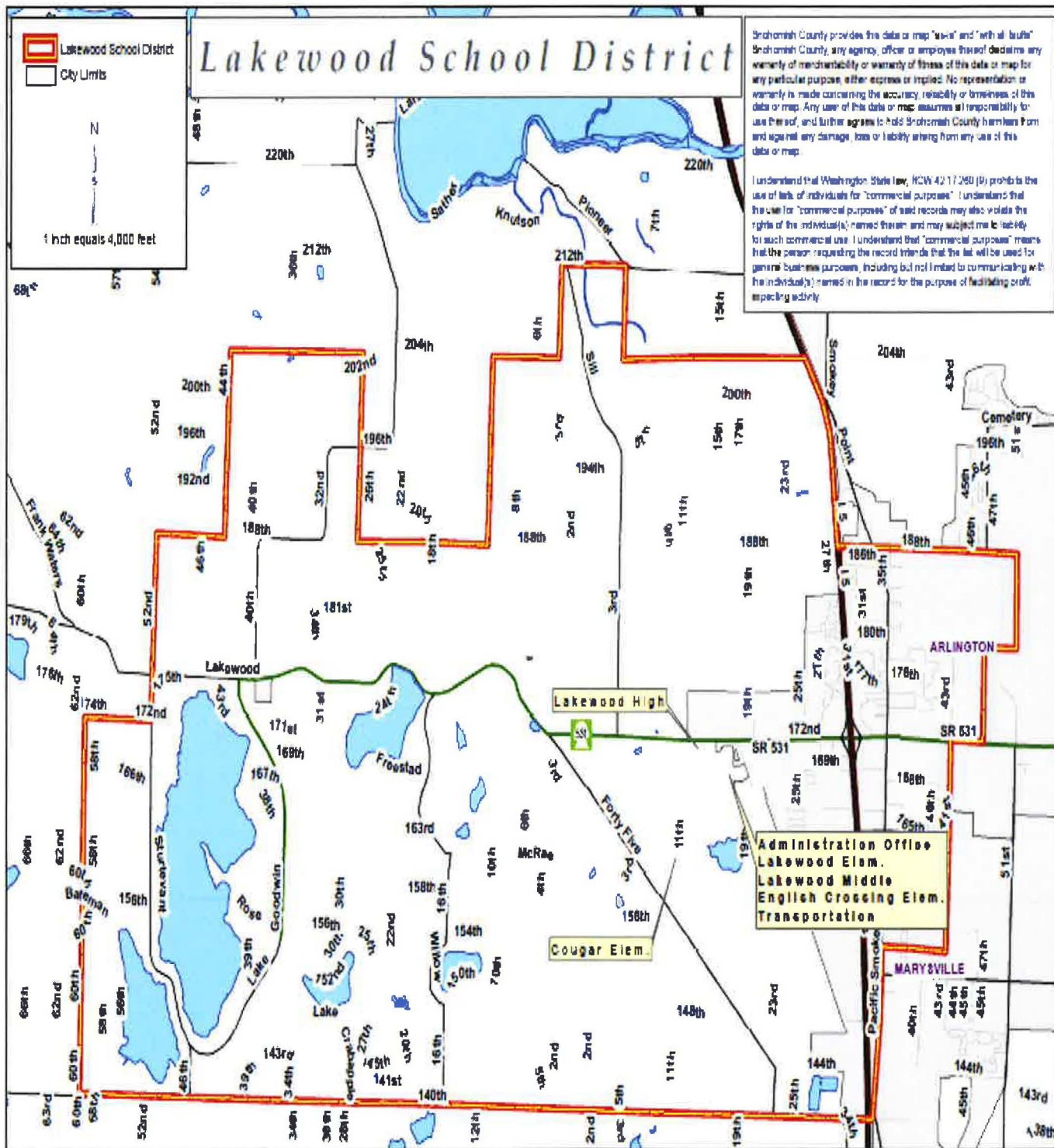
- The methodology used to calculate impact fees also complies with the criteria and the formulas established by the County.

***B. Overview of the Lakewood School District***

The Lakewood School District is located along Interstate 5, north of Marysville, Washington, primarily serving unincorporated Snohomish County and a part of the City of Arlington and the City of Marysville. The District is bordered on the south by the Marysville School District, on the west and north by the Stanwood School District, and on the east by the Arlington School District.

The District serves a student population of 2,408 (October 1, 2017, reported enrollment) with three elementary schools, one middle school, and one high school.

FIGURE 1  
MAP OF FACILITIES



## SECTION 2 DISTRICT EDUCATIONAL PROGRAM STANDARDS

School facility and student capacity needs are dictated by the types and amounts of space required to accommodate the District's adopted educational program. The educational program standards which typically drive facility space needs include grade configuration, optimum facility size, class size, educational program offerings, classroom utilization and scheduling requirements, and use of relocatable classroom facilities (portables), as well as specific and unique physical structure needs required to meet the needs of students with special needs.

In addition to factors which affect the amount of space required, government mandates and community expectations may affect how classroom space is used. Traditional educational programs offered by school districts are often supplemented by nontraditional, or special programs such as special education, expanded bilingual education, remediation, migrant education, alcohol and drug education, AIDS education, preschool and daycare programs, computer labs, music programs, and others. These special or nontraditional educational programs can have a significant impact on the available student capacity of school facilities, and upon planning for future needs.

The State Legislature's implementation of requirements for full-day kindergarten and reduced K-3 class size will also impact school capacity and educational program standards. The District has implemented full-day kindergarten classes. The District will implement reduced K-4 class sizes in the 2018-19 school year. The educational program standards contained in this CFP reflect that implementation.

Special programs offered by the District at specific school sites include, but are not limited to:

### ***Lakewood Elementary School (Preschool through 5th Grades)***

- Bilingual Education Program
- Title I Remedial Services Program
- P – 5<sup>th</sup> Grade Counseling Services
- Speech and Language Disorder Therapy Program
- Early Childhood Education and Assistance Program (ECEAP)
- Developmentally Delayed Preschool Program - Ages 3 to 5
- Developmentally Delayed Kindergarten Program
- K-5<sup>th</sup> Grade Special Education Resource Room Program
- K – 5<sup>th</sup> Grade Special Education Life Skills Program
- Learning Assistance Program - Remedial Services
- Occupational Therapy Program

***English Crossing Elementary School (Kindergarten through 5th Grades)***

- K through 5th Grade Special Education Resource Room Program
- Bilingual Education Program
- K – 5th Grade Counseling Services
- Speech and Language Disorder Therapy Program
- Learning Assistance Program - Tutorial Services
- Occupational Therapy Program
- Special Education EBD Program

***Cougar Creek Elementary School (Kindergarten through 5th Grades)***

- Bilingual Education Program
- Title I Remedial Services Program
- Speech and Language Disorder Therapy Program
- Learning Assistance Program – Remedial Services (Learning Lab)
- Occupational Therapy Program
- K – 5<sup>th</sup> Grade Special Education Resource Room Program
- K – 5<sup>th</sup> Grade Special Education Life Skills Program
- K – 5<sup>th</sup> Grade Counseling Services
- 3 – 5<sup>th</sup> Highly Capable/Enrichment Program (serves grades 3-5 district-wide)

***Lakewood Middle School (6th through 8th Grades)***

- Speech and Language Disorder Therapy Program
- 6th-8th Grade Special Education Resource and Inclusion Program
- 6th-8th Grade Special Education Life Skills Program
- Bilingual Education Program
- Learning Assistance Program - Tutorial Services
- Occupational Therapy Program
- 6<sup>th</sup> – 8<sup>th</sup> Grade Counseling Services

***Lakewood High School***

- 9th-12th Grade Special Education Resource Room and Transition Program
- 6th-12th Grade Special Education Life Skills Program
- Bilingual Education Program
- Occupational Therapy Program
- Speech and Language Disorder Program
- 9<sup>th</sup> – 12<sup>th</sup> Grade Counseling Program

Variations in student capacity between schools may result from the special or nontraditional programs offered at specific schools. Some students, for example, leave their regular classroom for a short period of time to receive instruction in these special programs. New schools are designed to accommodate many of these programs. However, existing schools often require space modifications to accommodate special programs, and in some circumstances, these modifications may affect the overall classroom capacities of the buildings.

District educational program standards may change in the future as a result of changes in the program year, special programs, class sizes, grade span configurations, use of new technology, and other physical aspects of the school facilities. The school capacity inventory will be reviewed periodically and adjusted for any changes to the educational program standards. These changes will also be reflected in future updates of this Capital Facilities Plan.

The District educational program standards which directly affect school capacity are outlined below for the elementary, middle, and high school grade levels.

### ***Educational Program Standards For Elementary Schools***

- Class size for grades K – 4th will not exceed 19 students.
- Class size for grades 5th – 8th will not exceed 26 students.
- All students will be provided library/media services in a school library.
- Special Education for students may be provided in self-contained or specialized classrooms.
- All students will be provided music instruction in a separate classroom.
- All students will have scheduled time in a computer lab. Each classroom will have access to computers and related educational technology.
- Optimum design capacity for new elementary schools is 475 students. However, actual capacity of individual schools may vary depending on the educational programs offered.
- All students will be provided physical education instruction in a gym/multipurpose room.

### ***Educational Program Standards For Middle and High Schools***

- Class size for middle school grades will not exceed 26 students.
- Class size for high school grades will not exceed 28 students.
- As a result of scheduling conflicts for student programs, the need for specialized rooms for certain programs, and the need for teachers to have a work space during planning periods, it is not possible to achieve 100% utilization of all regular teaching stations throughout the day. In updating this Capital Facility Plan, a building review of classroom use was conducted in order to reflect the actual classroom utilization in the high school and middle school. Therefore, classroom capacity should be adjusted using a utilization factor of 95% at the middle school and 85% at the high school to reflect the use of classrooms for teacher planning. Special Education for students will be provided in self-contained or specialized classrooms.
- All students will have access to computer labs. Each classroom is equipped with access to computers and related educational-technology.
- Identified students will also be provided other nontraditional educational opportunities in classrooms designated as follows:
  - Counseling Offices
  - Resource Rooms (i.e. computer labs, study rooms)
  - Special Education Classrooms
  - Program Specific Classrooms (i.e. music, drama, art, physical education, Industrial Arts and Agricultural Sciences).

- Optimum design capacity for new middle schools is 600 students. However, actual capacity of individual schools may vary depending on the educational programs offered.
- Optimum design capacity for new high schools is 800 students. However, actual capacity of individual schools may vary depending on the educational programs offered.

**Minimum Educational Service Standards**

The District will evaluate student housing levels based on the District as a whole system and not on a school by school or site by site basis. This may result in portable classrooms being used as interim housing, attendance boundary changes or other program changes to balance student housing across the system as a whole. A boundary change or a significant programmatic change would be made by the Board of Directors following appropriate public review and comment. The District may also request that development be deferred until planned facilities can be completed to meet the needs of the incoming population; however, the District has no control over the ultimate land use decisions made by the permitting jurisdictions.

The District’s minimum level of service (“MLOS”) is as follows: on average, K-4 classrooms have no more than 24 students per classroom, 5-8 classrooms have no more than 26 students per classroom, and 9-12 classrooms have no more than 28 students per classroom. The District sets minimum educational service standards based on several criteria. Exceeding these minimum standards will trigger significant changes in program delivery. Minimum standards have not been met if, on average using current FTE figures: K-4 classrooms have more than 24 students per classroom, 5-8 classrooms have more than 28 students per classroom, or 9-12 classrooms more than 30 students per classroom. The term “classroom” does not include special education classrooms or special program classrooms (i.e. computer labs, art rooms, chorus and band rooms, spaces used for physical education and other special program areas). Furthermore, the term “classroom” does not apply to special programs or activities that may occur in a regular classroom. The MLOS is not the District’s desired or accepted operating standard.

For 2015-16 and 2016-17, the District’s compliance with the MLOS was as follows (with MLOS set as applicable for those school years):

2015-16 School Year						
LOS Standard	MINIMUM LOS# Elementary^	REPORTED LOS Elementary	MINIMUM LOS Middle	REPORTED LOS Middle	MINIMUM LOS High	REPORTED LOS High
	26	17.86	28	22.14	30	28.35

\* The District determines the reported service level by adding the number of students in regular classrooms at each grade level and dividing that number by the number of teaching stations (excludes portables).

2016-17 School Year						
LOS Standard	MINIMUM LOS# Elementary^	REPORTED LOS Elementary	MINIMUM LOS Middle	REPORTED LOS Middle	MINIMUM LOS High	REPORTED LOS High
	26	18.37	28	22.29	30	29.46

\* The District determines the reported MLOS by adding the number of students in regular classrooms at each grade level and dividing that number by the number of teaching stations (excludes portables).

### SECTION 3 CAPITAL FACILITIES INVENTORY

The facilities inventory serves to establish a baseline for determining the facilities necessary to accommodate future demand (student enrollment) at acceptable levels of service. This section provides an inventory of capital facilities owned and operated by the District including schools, relocatable classrooms, undeveloped land, and support facilities. Facility capacity is based on the space required to accommodate the District's adopted educational program standards. See Section 2. Attached as Figure 1 (page 3) is a map showing locations of District facilities.

#### A. Schools

The District maintains three elementary schools, one middle school, and one high school. Lakewood Elementary School accommodates grades P-5, Cougar Creek Elementary School accommodates grades K-5, and English Crossing Elementary School accommodates grades K-5. Lakewood Middle School serves grades 6-8, and Lakewood High School serves grades 9-12.

School capacity was determined based on the number of teaching stations within each building and the space requirements of the District's adopted educational program. It is this capacity calculation that is used to establish the District's baseline capacity, and to determine future capacity needs based on projected student enrollment. The school capacity inventory is summarized in Table 1 and reflects the District's updated educational program standards (reduced K-4 class size) and recently completed capacity addition at Lakewood High School.

Relocatable classrooms are not viewed by the District as a solution for housing students on a permanent basis. Therefore, these facilities are not included in Table 1.

**Table 1  
School Capacity Inventory**

Elementary School	Site Size (Acres)	Building Area (Square Feet)	Teaching Stations	Permanent Capacity	Year Built or Remodeled
English Crossing	*	41,430	20	403	1994
Cougar Creek	10**	44,217	22	444	2003
Lakewood	*	45,400	16	323	1958, 1997
<b>TOTAL</b>	*	<b>131,047</b>	<b>58</b>	<b>1,170</b>	

Middle School	Site Size (Acres)	Building Area (Square Feet)	Teaching Stations	Permanent Capacity	Year Built or Remodeled
Lakewood Middle	*	62,835	25	618	1971, 1994, and 2002

High School	Site Size (Acres)	Building Area (Square Feet)	Teaching Stations	Permanent Capacity	Year Built or Remodeled
Lakewood High	*	169,000	34	850	1982, 2018

\*Note: All facilities are located on one 89-acre campus located at Tax Parcel No. 31053000100300.

\*\*The Cougar Creek site is approximately 22 acres located at 16216 11<sup>th</sup> Ave NE, Arlington, WA 98223. Note that the presence of critical areas on the site does not allow full utilization at this site.

**B. Relocatable Classrooms**

Relocatable classrooms are used on an interim basis to house students until funding can be secured to construct permanent classrooms. The District currently uses 21 relocatable classrooms at various school sites throughout the District to provide additional interim capacity. A typical relocatable classroom can provide capacity for a full-size class of students. Current use of relocatable classrooms throughout the District is summarized in Table 2. Table 2 includes only those relocatable classrooms used for regular capacity purposes. The District's relocatable classrooms have adequate useful remaining life and are evaluated regularly.

**Table 2  
Relocatable Classroom (Portable) Inventory**

<b>Elementary School</b>	<b>Relocatables</b>	<b>Interim Capacity</b>
English Crossing	5	101
Cougar Creek	3	61
Lakewood	5	101
<b>SUBTOTAL</b>	<b>13</b>	<b>263</b>

<b>Middle School</b>	<b>Relocatables</b>	<b>Interim Capacity</b>
Lakewood Middle	1	26
<b>SUBTOTAL</b>	<b>1</b>	<b>26</b>

<b>High School</b>	<b>Relocatables</b>	<b>Interim Capacity</b>
Lakewood High	7	196
<b>SUBTOTAL</b>	<b>7</b>	<b>196</b>

<b>TOTAL</b>	<b>21</b>	<b>485</b>
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**C. Support Facilities**

In addition to schools, the District owns and operates additional facilities which provide operational support functions to the schools. An inventory of these facilities is provided in Table 3.

**Table 3  
Support Facility Inventory**

<b>Facility</b>	<b>Building Area (Square Feet)</b>
Administration	1,384
Business and Operations	1,152
Storage	2,456
Bus Garage	5,216
Maintenance Shop	4,096
Stadium	14,304

The District is also a party to a cooperative agreement for use of the Marysville School District transportation facility (which is owned by the Marysville School District).

**D. Land Inventory**

The District does not own any sites which are developed for uses other than schools and/or which are leased to other parties.

## SECTION 4 STUDENT ENROLLMENT PROJECTIONS

The District's October 1, 2017, reported enrollment was 2,408. Enrollment projections are most accurate for the initial years of the forecast period. Moving further into the future, more assumptions about economic conditions and demographic trends in the area affect the projection. Monitoring birth rates in Snohomish County and population growth for the area are essential yearly activities in the ongoing management of the capital facilities plan. In the event that enrollment growth slows, plans for new facilities can be delayed. It is much more difficult, however, to initiate new projects or speed projects up in the event enrollment growth exceeds the projection.

### *A. Six Year Enrollment Projections*

Two enrollment forecasts were conducted for the District: an estimate by the Office of the Superintendent of Public Instruction (OSPI) based upon the cohort survival method; and an estimate based upon County population as provided by OFM ("ratio method").

Based on the cohort survival methodology, a total of 2,350 students are expected to be enrolled in the District by 2023, a decrease from the October 2017 enrollment levels. Notably, the cohort survival method does not anticipate new students from new development patterns. So, it would not capture new development resulting from the rebound in the residential construction industry and as anticipated in the population forecasts prepared by Snohomish County. The cohort method has not proven to be a reliable measure for the Lakewood School District. For example, the cohort projection in 2015 predicted that the District's October 2017 enrollment would be 2,202, about 206 fewer students than the actual October 2017 enrollment figures.

OFM population-based enrollment projections were estimated for the District using OFM population forecasts for the County. The County provided the District with the estimated total population in the District by year. The OFM/County methodology has proven in recent years to be a more accurate predictor of District enrollment. For example, using the OFM/County methodology, the District predicted in the 2016 CFP that October 2017 student population would be 2,413. This figure is just slightly over the District's actual October 2017 enrollment of 2,408 students. Between 2000 and 2017, the District's student enrollment constituted approximately 16.74% of the total population in the District. Assuming that between 2018 and 2023, the District's enrollment will continue to constitute 16.74% of the District's total population and using OFM/County data, OFM/County methodology projects a total enrollment of 2,778 students in 2023.

The comparison of OSPI and OFM/County projected enrollments is contained in Table 4.

**Table 4**  
**Projected Student Enrollment (FTE)**  
**2018-2023**

<b>Projection</b>	<b>Oct. 2017*</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Change 2017-23</b>	<b>Percent Change 2017-23</b>
<b>OFM/County</b>	<b>2,408</b>	<b>2,469</b>	<b>2,530</b>	<b>2,591</b>	<b>2,652</b>	<b>2,713</b>	<b>2,778</b>	<b>370</b>	<b>15.37%</b>
<b>OSPI Cohort**</b>	<b>2,408</b>	<b>2,413</b>	<b>2,423</b>	<b>2,397</b>	<b>2,394</b>	<b>2,361</b>	<b>2,350</b>	<b>(103)</b>	<b>(4.28%)</b>

\* Actual reported enrollment, October 2017

\*\*Based upon the cohort survival methodology; complete projections located at Appendix A.

In addition to the OFM population-based enrollment projections, the District is aware of notable pending residential development within the District. Specifically, nearly 400 multi-family units are planned for construction over the next two year period within the District's portion of the City of Arlington. In the District's portion of the City of Marysville, 200 multifamily units are currently under construction, 275 "cottage" homes are set to be constructed in the next two years, and over 200 single family homes are set for construction over the next year. This information is based on development applications filed with the cities and does not consider additional projects that may be submitted within the six years of this plan period. There may also be development pending within the unincorporated Snohomish County area of the District.

Given these pending and in progress developments, the accuracy of the OFM methodology in recent years, and the fact that the OSPI method does not incorporate the County's planning data, the District has chosen to rely on the OFM population-based enrollment projections for purposes of planning for the District's needs during the six years of this plan period. Future updates to the Plan may revisit this issue.

#### ***B. 2035 Enrollment Projections***

Student enrollment projections beyond 2023 are highly speculative. Using OFM/County data as a base, the District projects a 2035 student FTE population of 3,061. This is based on the OFM/County data for the years 2000 through 2017 and the District's average fulltime equivalent enrollment for the corresponding years (for the years 2000 to 2017, the District's actual enrollment averaged 16.74% of the OFM/County population estimates). The total enrollment estimate was broken down by grade span to evaluate long-term needs for capital facilities.

Projected enrollment by grade span for the year 2035 is provided in Table 5. Again, these estimates are highly speculative and are used only for general planning purposes.

**Table 5**  
**Projected Student Enrollment**  
**2035**

<b>Grade Span</b>	<b>FTE Enrollment – October 2017</b>	<b>Projected Enrollment 2035*</b>
Elementary (K-5)	1,106	1,377
Middle School (6-8)	572	735
High School (9-12)	730	949
<b>TOTAL (K-12)</b>	<b>2,408</b>	<b>3,061</b>

\*Assumes average percentage per grade span. See Table A-2.

Note: Snohomish County Planning and Development Service provided the underlying data for the 2035 projections.

## SECTION 5 CAPITAL FACILITIES NEEDS

The projected available student capacity was determined by subtracting projected FTE student enrollment from permanent school capacity (i.e. excluding portables) for each of the six years in the forecast period (2018-2023).

Capacity needs are expressed in terms of “unhoused students.”

Projected future capacity needs are depicted on Table 6-A and are derived by applying the projected enrollment to the capacity existing in 2017. The method used to define future capacity needs assumes no new construction. For this reason, planned construction projects are not included at this point. This factor is added later (see Table 7).

This table shows actual space needs and the portion of those needs that are “growth related” for the years 2018-2023. Note that this chart is misleading as it reads out growth-related capacity needs related to recent growth within the District.

**Table 6-A\***  
**Additional Capacity Needs**  
**2017-2023**

<b>Grade Span</b>	<b>2017**</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Pct. Growth Related</b>
<b>Elementary (K-5)</b>								
Total	0	0	0	0	23	51	80	
Growth Related	--	--	--	--	23	51	80	100%
<b>Middle School (6-8)</b>								
Total	0	0	0	4	19	33	49	
Growth Related	--	--	--	4	19	33	49	100%
<b>High School<sup>^</sup></b>								
Total	159	194	213	232	252	270	290	
Growth Related***	--	35	54	73	93	111	131	45%

\*Please refer to Table 7 for capacity and projected enrollment information.

\*\*Actual October 2017 Enrollment

\*\*\*Additional “Growth Related Capacity Needs” equal the “Total” for each year less “deficiencies” existing as of 2017. Existing deficiencies as of 2017 include capacity needs related to recent growth from new development through that date.

<sup>^</sup>Before opening of High School capacity addition in 2017-18 school year.

By the end of the six-year forecast period (2023), additional permanent classroom capacity will be needed as follows:

**Table 6-B  
Unhoused Students**

<b>Grade Span</b>	<b>Unhoused Students /Growth Related in Parentheses)</b>
Elementary (K-5)	80/(80)
Middle School (6-8)	49/(49)
High School (9-12)	290/(131)
<b>TOTAL UNHOUSED (K-12)</b>	<b>419/(260)</b>

Again, planned construction projects (and the recently completed High School capacity addition) are not included in the analysis in Table 6-B. In addition, it is not the District's policy to include relocatable classrooms when determining future capital facility needs; therefore interim capacity provided by relocatable classrooms is not included in Table 6-B. However, Table 6-C incorporates the District's current relocatable capacity (see Table 2) for purposes of identifying available capacity.

**Table 6-C  
Unhoused Students – Mitigated with Relocatables**

<b>Grade Span</b>	<b>2023 Unhoused Students /Growth Related in Parentheses)</b>	<b>Relocatable Capacity</b>
Elementary (K-5)	80/(80)	263
Middle School (6-8)	49/(49)	26
High School (9-12)	290/(131)	196
<b>Total (K-12)</b>	<b>419/(260)</b>	<b>485</b>

Importantly, Table 6-C does not include relocatable adjustments that may be made to meet capacity needs. For example, the relocatable classrooms currently designated to serve elementary school needs could be used to serve high school capacity needs. Therefore, assuming no permanent capacity improvements are made, Table 6-C indicates that the District will have adequate interim capacity with the use of relocatable classrooms to house students during this planning period.

Projected permanent capacity needs are depicted in Table 7. They are derived by applying the District's projected number of students to the projected capacity. Planned improvements by the District through 2023 are included in Table 7 and more fully described in Table 8.

**Table 7  
Projected Student Capacity  
2018-2023**

**Elementary School Surplus/Deficiency**

	<b>Oct 2017*</b>	<b>2018**</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Existing Capacity	1,363	1,170	1,170	1,170	1,170	1,170	1,170
Added Permanent Capacity							
Total Capacity	1,363	1,170	1,170	1,170	1,170	1,170	1,170
Enrollment	1,106	1,111	1,139	1,166	1,193	1,221	1,250
Surplus (Deficiency)	257	59	31	4	(23)	(51)	(80)

\* Reported October 2017 enrollment

\*\*Implementation of K-4 class size reduction results in a net loss of existing capacity.

**Middle School Surplus/Deficiency**

	<b>Oct 2017*</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Existing Capacity	618	618	618	618	618	618	618
Added Permanent Capacity							
Total Capacity	618	618	618	618	618	618	618
Enrollment	572	593	607	622	637	651	667
Surplus (Deficiency)	46	25	11	(4)	(19)	(33)	(49)

\* Reported October 2017 enrollment

**High School Surplus/Deficiency**

	<b>Oct 2017*</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Existing Capacity	571	850	850	850	850	850	850
Added Permanent Capacity*	279*						
Total Capacity	850	850	850	850	850	850	850
Enrollment	730	765	784	803	822	841	861
Surplus (Deficiency)	120	85	66	47	28	9	(11)

\* Reported October 2017 enrollment

\*\*Lakewood High School expansion. See Section 6 for project information.

See Appendix A for complete breakdown of enrollment projections.

See Table 6-A for a comparison of additional capacity needs due to growth versus existing deficiencies.

## SECTION 6 CAPITAL FACILITIES FINANCING PLAN

### **A. *Planned Improvements***

In March 2000, the voters passed a \$14,258,664 bond issue for school construction and site acquisition. A new elementary school and a middle school addition were funded by that bond measure. These projects are complete. Based upon current needs, the District anticipates that it may need to consider the following acquisitions and/or improvements within the six years of this Plan. In April 2014, the District's voters approved a \$66,800,000 bond measure to fund improvements, including a capacity addition at Lakewood High School.

#### **Projects Adding Permanent Capacity:**

- A three hundred (279) student expansion at Lakewood High School (complete 2018);
- A potential expansion at Lakewood Middle School, subject to future planning analysis and funding; and
- Acquisition and siting of portable facilities to accommodate growth needs.

#### **Non-Capacity Adding Projects:**

- High School modernization and improvements (complete 2018);
- Transportation Facility improvements; and
- Administration Building improvements.

#### **Other:**

- Land acquisition for future sites.

In the event that planned construction projects do not fully address space needs for student growth and a reduction in interim student housing, the Board could consider various courses of action, including, but not limited to:

- Alternative scheduling options;
- Changes in the instructional model;
- Grade configuration changes;
- Increased class sizes; or
- Modified school calendar.

Funding for planned improvements is typically secured from a number of sources including voter approved bonds, State School Construction Assistance funds, and impact fees. The potential funding sources are discussed below.



## ***B. Financing for Planned Improvements***

### ***1. General Obligation Bonds***

Bonds are typically used to fund construction of new schools and other capital improvement projects. A 60% voter approval is required to approve the issuance of bonds. Bonds are then retired through collection of property taxes. In March 2000, District voters approved a \$14,258,664 bond issue for school construction and site acquisition, which included funding of Cougar Creek Elementary School. In April 2014, the District's voters approved a \$66,800,000 bond measure to fund improvements, including a capacity addition, at Lakewood High School.

### ***2. State School Construction Assistance***

State School Construction Assistance funds come from the Common School Construction Fund. The State deposits revenue from the sale of renewable resources from State school lands set aside by the Enabling Act of 1889 into the Common School Account. If these sources are insufficient to meet needs, the Legislature can appropriate General Obligation Bond funds or the Superintendent of Public Instruction can prioritize projects for funding. School districts may qualify for State School Construction Assistance funds for specific capital projects based on a prioritization system. The District is eligible for State School Construction Assistance funds for certain projects at the 54.38% funding percentage level.

### ***3. Impact Fees***

Impact fees are a means of supplementing traditional funding sources for construction of public facilities needed to accommodate new development. School impact fees are generally collected by the permitting agency at the time plats are approved or building permits are issued.

### ***4. Six Year Financing Plan***

The Six-Year Financing Plan shown in Table 8 demonstrates how the District intends to fund new construction and improvements to school facilities for the years 2018-2023. The financing components include a bond issue, impact fees, and State Match funds. Projects and portions of projects which remedy existing deficiencies are not appropriate for impact fee funding. Thus, impact fees will not be used to finance projects or portions of projects which do not add capacity or which remedy existing deficiencies.

**Table 8  
Capital Facilities Plan**

**Improvements Adding Permanent Capacity (Costs in Millions)**

Project	2018	2019	2020	2021	2022	2023	Total Cost	Bonds/ Levy	State Funds	Impact Fees
<b>Elementary School</b>										
<b>Middle School</b>										
<b>High School</b>										
Lakewood High Addition	\$25.099*						\$25.099	X	X	X
<b>Portables</b>			\$0.250	\$0.750			\$1.000			X
<b>Secondary</b>										
Site Acquisition			\$0.775				\$0.775	X		X

**Improvements Not Adding Capacity (Costs in Millions)**

Project	2018	2019	2020	2021	2022	2023	Total Cost	Bonds/ Levy	State Funds	Impact Fees
<b>Elementary</b>										
<b>Middle School</b>										
<b>High School</b>										
Lakewood High Modernization and Shop/Lab Replacement	\$25.099*^						\$25.099	X	X	
<b>District-wide</b>										

\*Some portion of High School project costs paid in previous years during course of construction concluding in 2018.

^Represents the non-capacity related construction costs for the Lakewood High School project.

## SECTION 7 SCHOOL IMPACT FEES

The GMA authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands.

### **A. *School Impact Fees in Snohomish County***

The Snohomish County General Policy Plan (“GPP”) which implements the GMA sets certain conditions for school districts wishing to assess impact fees:

- The District must provide support data including: an explanation of the calculation methodology, a description of key variables and their computation, and definitions and sources of data for all inputs into the fee calculation.
- Such data must be accurate, reliable and statistically valid.
- Data must accurately reflect projected costs in the Six-Year Financing Plan.
- Data in the proposed impact fee schedule must reflect expected student generation rates from the following residential unit types: single family; multi-family/studio or 1-bedroom; and multi-family/2-bedroom or more.

Snohomish County established a school impact fee program in November 1997, and amended the program in December 1999. This program requires school districts to prepare and adopt Capital Facilities Plans meeting the specifications of the GMA. Impact fees calculated in accordance with the formula, which are based on projected school facility costs necessitated by new growth and are contained in the District’s CFP, become effective following County Council adoption of the District’s CFP.

### **B. *Methodology and Variables Used to Calculate School Impact Fees***

Impact fees are calculated utilizing the formula in the Snohomish County Impact Fee Ordinance. The resulting figures are based on the District’s cost per dwelling unit to purchase land for school sites, make site improvements, construct schools, and purchase/install relocatable facilities that add interim capacity needed to serve new development. A student factor (or student generation rate) is used to identify the average cost per dwelling unit by measuring the average number of students generated by each housing type (single-family dwellings and multi-family dwellings of one bedroom and two bedrooms or more). A description of the student methodology is contained in Appendix B. As required under the GMA, credits are applied in the formula to account for State School Construction Assistance funds to be reimbursed to the

District and projected future property taxes to be paid by the dwelling unit. The costs of projects that do not add capacity are not included in the impact fee calculations. Furthermore, because the impact fee formula calculates a “cost per dwelling unit”, an identical fee is generated regardless of whether the total new capacity project costs are used in the calculation or whether the District only uses the percentage of the total new capacity project costs allocated to the Districts growth-related needs, as demonstrated in Table 6-A. For purposes of this Plan, the District has chosen to use the full project costs in the fee formula. Furthermore, impact fees will not be used to address existing deficiencies. See Table 8 for a complete identification of funding sources.

The following projects are included in the impact fee calculation:

- Capacity addition at Lakewood High School (*complete in 2017-18 with available capacity remaining to serve students from new development*).
- Portable acquisition costs at the Elementary and Middle School levels.

Please see Table 8 for relevant cost data related to each capacity project.

## FACTORS FOR ESTIMATED IMPACT FEE CALCULATIONS

### Student Generation Factors – Single Family

Elementary	.168
Middle	.119
High	.099
<b>Total</b>	<b>.386</b>

### Average Site Cost/Acre

N/A

### Student Generation Factors – Multi Family (1 Bdrm)

Elementary	.000
Middle	.000
High	.000
<b>Total</b>	<b>.000</b>

### Temporary Facility Capacity

Capacity	20/26
Cost	\$250,000

### State Match Credit

Current State Match Percentage	54.38%
--------------------------------	--------

### Student Generation Factors – Multi Family (2+ Bdrm)

Elementary	.161
Middle	.071
High	.085
<b>Total</b>	<b>.317</b>

### Construction Cost Allocation

Current CCA	225.97
-------------	--------

### District Average Assessed Value

Single Family Residence	\$355,081
-------------------------	-----------

### Projected Student Capacity per Facility

High School (new addition) - 279

### District Average Assessed Value

Multi Family (1 Bedroom)	\$91,988
--------------------------	----------

Multi Family (2+ Bedroom)	\$136,499
---------------------------	-----------

### Required Site Acreage per Facility

### Facility Construction/Cost Average

High School (Addition)	\$25,099,000
------------------------	--------------

### SPI Square Footage per Student

Elementary	90
Middle	108
High	130

### District Debt Service Tax Rate for Bonds

Current/\$1,000	\$1.88
-----------------	--------

### Permanent Facility Square Footage

Elementary	131,047
Middle	62,835
High	169,000
<b>Total</b>	<b>362,882</b>
	<b>97.12%</b>

### General Obligation Bond Interest Rate

Current Bond Buyer Index	3.85%
--------------------------	-------

### Developer Provided Sites/Facilities

Value	0
Dwelling Units	0

### Temporary Facility Square Footage

Elementary	6,656
Middle	512
High	3,584
<b>Total</b>	<b>10,752</b>
	<b>2.88%</b>

### Total Facility Square Footage

Elementary	137,703
Middle	63,347
High	172,584
<b>Total</b>	<b>373,634</b>
	<b>100.00%</b>

**C. Proposed Lakewood School District Impact Fee Schedule**

Using the variables and formula described in subsection B, impact fees proposed for the District are summarized in Table 9. See also Appendix C.

**Table 9**  
**School Impact Fees**  
**Snohomish County, City of Arlington, City of Marysville**

<b>Housing Type</b>	<b>Impact Fee Per Dwelling Unit</b>
Single Family	\$847
Multi-Family (1 Bedroom)	\$0
Multi-Family (2+ Bedroom)	\$2,022

**APPENDIX A**

**POPULATION AND ENROLLMENT DATA**

**Table A-1**

**ACTUAL STUDENT ENROLLMENT 2012-2017  
PROJECTED STUDENT ENROLLMENT 2018-2023  
Based on OSPI Cohort Survival\***



School Facilities and Organization  
INFORMATION AND CONDITION OF SCHOOLS  
Enrollment Projections (Report 1049)

Snohomish/Lakewood(31306)

Grade	--- ACTUAL ENROLLMENTS ON OCTOBER 1st ---						AVERAGE % SURVIVAL	--- PROJECTED ENROLLMENTS ---					
	2012	2013	2014	2015	2016	2017		2018	2019	2020	2021	2022	2023
Kindergarten	184	195	150	142	162	175		153	148	144	140	135	131
Grade 1	196	181	214	166	159	176	107.87%	189	165	160	155	151	146
Grade 2	153	197	183	221	167	173	102.85%	181	194	170	165	159	155
Grade 3	174	159	184	173	227	174	99.75%	173	181	194	170	165	159
Grade 4	159	181	168	174	174	231	101.31%	176	175	183	197	172	167
Grade 5	176	154	178	156	182	172	98.87%	228	174	173	181	195	170
<b>K-5 Sub-Total</b>	<b>1,042</b>	<b>1,067</b>	<b>1,077</b>	<b>1,032</b>	<b>1,071</b>	<b>1,106</b>		<b>1,100</b>	<b>1,037</b>	<b>1,024</b>	<b>1,008</b>	<b>977</b>	<b>928</b>
Grade 6	180	178	174	186	181	192	108.02%	191	246	188	187	196	211
Grade 7	182	182	181	174	202	174	101.50%	195	194	250	191	190	199
Grade 8	203	179	174	191	187	206	101.78%	177	198	197	254	194	193
<b>6-8 Sub-Total</b>	<b>565</b>	<b>539</b>	<b>529</b>	<b>551</b>	<b>570</b>	<b>572</b>		<b>563</b>	<b>638</b>	<b>635</b>	<b>632</b>	<b>580</b>	<b>603</b>
Grade 9	185	204	169	172	199	176	98.40%	203	174	195	194	250	191
Grade 10	176	178	195	176	170	207	99.75%	176	202	174	195	194	249
Grade 11	185	180	181	180	179	173	99.94%	207	176	202	174	195	194
Grade 12	165	182	167	164	170	174	94.67%	164	196	167	191	165	185
<b>9-12 Sub-Total</b>	<b>711</b>	<b>744</b>	<b>712</b>	<b>692</b>	<b>718</b>	<b>730</b>		<b>750</b>	<b>748</b>	<b>738</b>	<b>754</b>	<b>804</b>	<b>819</b>
<b>DISTRICT K-12 TOTAL</b>	<b>2,318</b>	<b>2,350</b>	<b>2,318</b>	<b>2,275</b>	<b>2,359</b>	<b>2,408</b>		<b>2,413</b>	<b>2,423</b>	<b>2,397</b>	<b>2,394</b>	<b>2,361</b>	<b>2,350</b>

Notes: Specific subtotaling on this report will be driven by District Grade spans.

School Facilities and Organization

Printed Dec 07, 2017

\* The cohort survival method of predicting future enrollment does not consider enrollment attributable to new development in the District. Enrollment projections are most accurate for the initial years of the forecast period.

A-1



**Table A-2**

**AVERAGE PERCENTAGE ENROLLMENT BY GRADE SPAN  
(October Enrollment Counts)**

<b>Enrollment by Grade Span</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Elementary (K-5)	1,042	1,067	1,077	1,032	1,071	1,106
Middle School (6-8)	565	539	529	551	570	572
High School (9-12)	711	744	712	692	718	730
<b>TOTAL</b>	<b>2,318</b>	<b>2,350</b>	<b>2,318</b>	<b>2,275</b>	<b>2,359</b>	<b>2,408</b>

<b>Percentage by Grade Span</b>	<b>Oct. 2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Elementary (K-5)	45%	45%	46%	46%	45%	46%
Middle School (6-8)	24%	23%	23%	24%	24%	24%
High School (9-12)	31%	32%	31%	30%	31%	30%
<b>TOTAL**</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

<b>Average Percentage by Grade Span</b>	
Elementary (K-5)	45%
Middle School (6-8)	24%
High School (9-12)	31%
<b>TOTAL</b>	<b>100%</b>

A-2

**Table A-3**

**AVERAGE PERCENTAGE ENROLLMENT BY GRADE SPAN  
(COUNTY/OFM Enrollment Projections)\*\*\***

<b>Enrollment by Grade Span</b>	<b>Oct. 2017*</b>	<b>Avg. %age</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Elementary (K-5)	1,106	45%	1,111	1,139	1,166	1,193	1,221	1,250
Middle School (6-8)	572	24%	593	607	622	637	651	667
High School (9-12)	730	31%	765	784	803	822	841	861
<b>TOTAL**</b>	<b>2,408</b>	<b>100%</b>	<b>2,469</b>	<b>2,530</b>	<b>2,591</b>	<b>2,652</b>	<b>2,713</b>	<b>2,778</b>

\*Actual October 2017 Enrollment.

\*\* Totals may vary due to rounding.

\*\*\*Using average percentage by grade span.

**APPENDIX B**

**STUDENT GENERATION FACTOR REVIEW**



## **Student Generation Rate Study for the Lakewood School District 4/16/2018**

This document describes the methodology used to calculate student generation rates (SGRs) for the Lakewood School District, and provides results of the calculations.

SGRs were calculated for two types of residential construction: Single family detached, and multi-family with 2 or more bedrooms. Attached condominiums, townhouses and duplexes are included in the multi-family classification since they are not considered "detached". Manufactured homes on owned land are included in the single family classification.

1. Electronic records were obtained from the Snohomish County Assessor's Office containing data on all new construction within the Lakewood School District from January 2010 through December 2016. As compiled by the County Assessor's Office, this data included the address, building size, assessed value, and year built for new single and multi-family construction. The data was "cleaned up" by eliminating records which did not contain sufficient information to generate a match with the District's student record data (i.e. incomplete addresses).
2. The District downloaded student records data into Microsoft Excel format. This data included the addresses and grade levels of all K-12 students attending the Lakewood School District as of April 2018. Before proceeding, this data was reformatted and abbreviations were modified as required to provide consistency with the County Assessor's data.

3. **Single Family Rates:** The data on all new single family detached residential units in County Assessor's data were compared with the District's student record data, and the number of students at each grade level living in those units was determined. The records of 101 single family detached units were compared with data on 2,468 students registered in the District, and the following matches were found by grade level(s)\*:

GRADE(S)	COUNT OF MATCHES	CALCULATED RATE
K	4	0.040
1	4	0.040
2	3	0.030
3	3	0.030
4	0	0.000
5	3	0.030
6	6	0.059
7	1	0.010
8	5	0.050
9	1	0.010
10	4	0.040
11	5	0.050
12	0	0.000
K-5	17	0.168
6-8	12	0.119
9-12	10	0.099
K-12	39	0.386

4. *Large Multi-Family Developments:* Snohomish County Assessor's data does not specifically indicate the number of units or bedrooms contained in large multi-family developments. Additional research was performed to obtain this information from specific parcel ID searches, and information provided by building management, when available. Information obtained included the number of 0-1 bedroom units, the number of 2+ bedroom units, and specific addresses of 0-1 bedroom units.

*Small Multi-Family Developments:* This method included all developments in the County Assessor's data containing four-plexes, tri-plexes, duplexes, condominiums and townhouses. This data contained information on the number of bedrooms for all townhouses and condominiums. Specific parcel ID searches were performed for duplex and larger units in cases where number of bedroom data was missing.

5. **Multi-Family 2+ BR Rates:** The multi-family 2+ BR SGR's were calculated by comparing data on 2+ BR multi-family units with the District's student record data, and the number of students at each grade level living in those units was determined. The records of 353 multi-family 2+ BR units were compared with data on 2,468 students registered in the District, and the following matches were found by grade level(s)\*:

GRADE(S)	COUNT OF MATCHES	CALCULATED RATE
K	9	0.025
1	12	0.034
2	11	0.031
3	6	0.017
4	12	0.034
5	7	0.020
6	9	0.025
7	7	0.020
8	9	0.025
9	14	0.040
10	6	0.017
11	4	0.011
12	6	0.017
K-5	57	0.161
6-8	25	0.071
9-12	30	0.085
K-12	112	0.317

6. **Multi-Family 0-1 BR Rates:** Research indicated that 71 multi-family 0-1 BR units were constructed within District boundaries during the time period covered by this study. No specific unit number matches were made.
7. **Summary of Student Generation Rates\*:**

	K-5	6-8	9-12	K-12
Single Family	.168	.119	.099	.386
Multi-Family 2+ BR	.161	.071	.085	.317

\*Calculated rates for grade level groups may not equal the sum of individual grade rates due to rounding.

**APPENDIX C**

**SCHOOL IMPACT FEE CALCULATIONS**

**School Impact Fee Calculation - Single Family Dwelling Unit**  
**Lakewood School District 2018 CFP**

School Site Acquisition Cost:

	<u>Site Size</u> <u>Acreage</u>	<u>Cost/</u> <u>Acre</u>	<u>Facility</u> <u>Size</u>	<u>Site Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>SFDU</u>
Elementary	10	\$0	475	\$0	0.1680	\$0
Middle	20	\$0	600	\$0	0.1190	\$0
Senior	40	\$0	279	\$0	0.0990	\$0
TOTAL						\$0

School Construction Cost:

	<u>Sq. Ft. %</u> <u>Permanent</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>SFDU</u>
Elementary	97.12%	\$0	475	\$0	0.1680	\$0
Middle	97.12%	\$0	600	\$0	0.1190	\$0
Senior	97.12%	\$25,099,000	279	\$89,961	0.0990	\$8,650
TOTAL						\$8,650

Temporary Facility Cost:

	<u>Sq. Ft. %</u> <u>Temporary</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>SFDU</u>
Elementary	2.88%	\$250,000	20	\$12,500	0.1680	\$60
Middle	2.88%	\$250,000	26	\$9,615	0.1190	\$33
Senior	2.88%	\$0	26	\$0	0.0990	\$0
TOTAL						\$93

State School Construction Funding Assistance Credit:

	<u>Const Cost</u> <u>Allocation</u>	<u>OSPI Sq. Ft./</u> <u>Student</u>	<u>Funding</u> <u>Assistance</u>	<u>Credit/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>SFDU</u>
Elementary	225.97	90.0	0.00%	\$0	0.1680	\$0
Middle	225.97	108.0	0.00%	\$0	0.1190	\$0
Senior	225.97	130.0	54.38%	\$15,975	0.0990	\$1,581
TOTAL						\$1,581



**School Impact Fee Calculation - Single Family Dwelling Unit**  
**Lakewood School District 2018 CFP**

Tax Payment Credit Calculation:

Average SFR Assessed Value	\$355,081
Current Capital Levy Rate/\$1000	\$1.88
Annual Tax Payment	\$669.08
Years Amortized	10
Current Bond Interest Rate	3.85%
Present Value of Revenue Stream	\$5,468

Impact Fee Summary - Single Family Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$8,650
Temporary Facility Cost	\$93
State SCFA Credit	(\$1,581)
Tax Payment Credit	(\$5,468)
Unfunded Need	\$1,694
50% Required Adjustment	\$847
Single Family Impact Fee	\$847

**School Impact Fee Calculation - Multi-Family Dwelling Unit**  
Lakewood School District 2018 CFP

School Site Acquisition Cost:

	<u>Site Size</u> <u>Acreage</u>	<u>Cost/</u> <u>Acre</u>	<u>Facility</u> <u>Size</u>	<u>Site Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	10	\$0	475	\$0	0.1610	\$0
Middle	20	\$0	600	\$0	0.0710	\$0
Senior	40	\$0	279	\$0	0.0850	\$0
					TOTAL	\$0

School Construction Cost:

	<u>Sq. Ft. %</u> <u>Permanent</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	97.12%	\$0	475	\$0	0.1610	\$0
Middle	97.12%	\$0	600	\$0	0.0710	\$0
Senior	97.12%	\$25,099,000	279	\$89,961	0.0850	\$7,426
					TOTAL	\$7,426

Temporary Facility Cost:

	<u>Sq. Ft. %</u> <u>Temporary</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	2.88%	\$250,000	20	\$12,500	0.1610	\$58
Middle	2.88%	\$250,000	26	\$9,615	0.0710	\$20
Senior	2.88%	\$0	26	\$0	0.0850	\$0
					TOTAL	\$78

State School Construction Funding Assistance Credit:

	<u>Const Cost</u> <u>Allocation</u>	<u>OSPI Sq. Ft./</u> <u>Student</u>	<u>Funding</u> <u>Assistance</u>	<u>Credit/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	225.97	90.0	0.00%	\$0	0.1610	\$0
Middle	225.97	108.0	0.00%	\$0	0.0710	\$0
Senior	225.97	130.0	54.38%	\$15,975	0.0850	\$1,358
					TOTAL	\$1,358

**School Impact Fee Calculation - Multi-Family Dwelling Unit**  
**Lakewood School District 2018 CFP**

Tax Payment Credit Calculation:

Average MFR Assessed Value	\$136,499
Current Capital Levy Rate/\$1000	\$1.88
Annual Tax Payment	\$257.21
Years Amortized	10
Current Bond Interest Rate	3.85%
Present Value of Revenue Stream	\$2,102

Impact Fee Summary - Multi-Family Dwelling Unit:



Site Acquisition Cost	\$0
Permanent Facility Cost	\$7,426
Temporary Facility Cost	\$78
State SCFA Credit	(\$1,358)
Tax Payment Credit	(\$2,102)
Unfunded Need	\$4,044
50% Required Adjustment	\$2,022
<b>Multi-Family Impact Fee</b>	<b>\$2,022</b>

# *Index #14*

**CITY OF MARYSVILLE**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10, 2018**

<b>AGENDA ITEM:</b> PA 18-001 – 2018 Comprehensive Plan Map Amendment and Rezone 1 – Washington Trucking Site	<b>AGENDA SECTION:</b> New Business	
<b>PREPARED BY:</b> Angela Gemmer, Senior Planner	<b>APPROVED BY:</b> 	
<b>ATTACHMENTS:</b> 1. Adopting Ordinance with attached Exhibit A 2. PC Recommendation dated November 14, 2018 3. PC Minutes dated: · July 10, 2018, · September 25, 2018, · October 9, 2018, and · Nov. 14, 2018 4. Summary of site, rezone code compliance and associated maps		
	<b>MAYOR</b>	<b>CAO</b>
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>	

**DESCRIPTION:**

The Community Development Department initiated a NON-PROJECT action Comprehensive Plan Map Amendment and Rezone of approximately 69.86 acres of property known as the ‘Washington Trucking Site’ from General Industrial (GI) to Downtown Commercial (DC) and Open. The rezone area is generally located east of SR529, south and west of Ebey Slough, and north of Steamboat Slough.

The Planning Commission (PC) held public workshops on July 10, September 25 and October 9, 2018, and a duly advertised public hearing on November 14, 2018 to review the proposed Comprehensive Plan Map Amendment and Rezone. There was no public testimony provided at the public hearing. Following the public hearing, the PC made a motion to recommend the Comprehensive Plan Map Amendment and Rezone of the ‘Washington Trucking Site’ to Marysville City Council for adoption by ordinance.

**RECOMMENDED ACTION:**

Affirm the PC’s Recommendation to rezone the Washington Trucking property from General Industrial (GI) to Downtown Commercial (DC) and Open, and authorize the Mayor to sign the Ordinance amending the official zoning map of the City.

**COUNCIL ACTION:**

**CITY OF MARYSVILLE**  
**Marysville, Washington**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MARYSVILLE, WASHINGTON RELATING TO THE MARYSVILLE GROWTH MANAGEMENT COMPREHENSIVE PLAN, THE CITY'S OFFICIAL ZONING MAP, ORDINANCE NO. 3000, AS PREVIOUSLY AMENDED, AND THE CITY'S UNIFIED DEVELOPMENT CODE (MMC TITLE 22); AND APPROVING THE 2018 CITY INITIATED COMPREHENSIVE PLAN AMENDMENT REQUEST NO. 1 (WASHINGTON TRUCKING SITE), WHICH AMENDS THE COMPREHENSIVE PLAN'S LAND USE MAP DESIGNATION FOR PROPERTY LOCATED EAST OF SR529, SOUTH AND WEST OF EBEY SLOUGH, AND NORTH OF STEAMBOAT SLOUGH, AND REZONES SAID PROPERTY FROM GENERAL INDUSTRIAL (GI) TO DOWNTOWN COMMERCIAL (DC) AND OPEN, PURSUANT TO THE CITY'S ANNUAL COMPREHENSIVE PLAN AMENDMENT AND UPDATE PROCESS.**

WHEREAS, on September 15, 2015 the Marysville City Council adopted Ordinance No. 3000 adopting an updated Growth Management Comprehensive Plan ("Comprehensive Plan") for the City of Marysville; and

WHEREAS, the Growth Management Act allows jurisdictions to amend comprehensive plans once a year, except in those situations enumerated in RCW 36.70A.130(2)(a); and

WHEREAS, on January 27, 1997 the Marysville City Council adopted Resolution No. 1839, providing for procedures for annual amendment and update of the City's Comprehensive Plan; and

WHEREAS, on May 27, 2002 the Marysville City Council adopted Ordinance No. 2406, adding former Chapter 18.10 to the Marysville Municipal Code (MMC) "Procedures For Legislative Actions" which established procedures for processing and review of legislative actions relating to amendments or revision to the Comprehensive Plan and Development Regulations; and

WHEREAS, on February 14, 2011, the Marysville City Council passed Ordinance No. 2852, adopting the Unified Development Code, which recodified former Chapter 18.10 to Chapter 22G.020; and

WHEREAS, the 2018 Comprehensive Plan amendments include a City Initiated Amendment Request No. 1 (Washington Trucking Site), which proposes to revise the Comprehensive Plan's Land Use Map designation for property depicted in the attached **Exhibit A**, which is located east of SR529, south and west of Ebey Slough, and north of Steamboat Slough, and to rezone said property from General Industrial (GI) to Downtown Commercial (DC) and Open; and

WHEREAS, on October 23, 2018, the City issued a State Environment Policy Act Mitigated Threshold Determination of Non-Significance (MDNS), which addresses the environmental impacts of the City Initiated Amendment Request No. 1 (Washington Trucking Site), a non-project proposal; and

WHEREAS, on September 26, 2018 the City submitted the proposed 2018 Comprehensive Plan Land Use Map and Official Zoning Map amendments (Material ID No. 25327) to the State of Washington Department of Commerce for 60-day review in accordance with RCW 36.70A.106; and

WHEREAS, the Marysville Planning Commission, after review of the proposed 2018 Comprehensive Plan Land Use Map and Official Zoning Map amendment, held public workshops on September 25 and October 9, 2018, and held a public hearing on November 14, 2018, and received testimony from staff and other interested parties following public notice; and

WHEREAS, the Planning Commission prepared and provided its written recommendation that said proposed amendment be approved by the Marysville City Council; and

WHEREAS, on December 10, 2018 the Marysville City Council reviewed the Planning Commission's recommendation related to the proposed 2018 Comprehensive Plan Land Use Map and Official Zoning Map amendments;

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

Section 1. With respect to the 2018 Citizen Initiated Amendment Request No. 1 (Washington Trucking Site), the City Council hereby finds as follows:

1. The 2018 Citizen Initiated Amendment Request No. 1 (Washington Trucking Site) is consistent with the City's Comprehensive Plan and Unified Development Code;
2. The 2018 Citizen Initiated Amendment Request No. 1 (Washington Trucking Site) is consistent with the State Growth Management Act and the State Environmental Policy Act;
3. There is a demonstrated need for additional zoning as the type proposed;
4. The zone reclassification is consistent and compatible with uses and zoning of the surrounding properties;
5. There have been significant changes in the circumstances of the property to be rezoned or surrounding properties to warrant a change in classification; and
6. The property is practically and physically suited for the uses allowed in the proposed zone reclassification.

Section 2. The City Council hereby amends the Marysville Growth Management Comprehensive Plan and Ordinance No. 3000, as previously amended, by adopting 2018 City Initiated Amendment Request No. 1 (Washington Trucking Site), which amends the land use designation for the properties depicted in the attached and incorporated **Exhibit A**, which is located east of SR529, south and west of Ebey Slough, and north of Steamboat Slough, and to rezone said property from General Industrial (GI) to Downtown Commercial (DC) and Open, and amends Figure 4-2 of the Land Use Element. This amendment shall be included with the Comprehensive Plan filed in the office of the City Clerk and shall be available for public inspection.

Section 3. The City Council hereby amends the City's Official Zoning Map, Ordinance No. 3000, as previously amended, and the City's Unified Development Code MMC Title 22, by adopting 2018 City Initiated Amendment Request No. 1 (Washington Trucking Site), which rezones the properties depicted in the attached **Exhibit A** from GI (General Industrial) to DC

(Downtown Commercial) and Open. This amendment shall be attested by the signature of the Mayor and City Clerk, with the seal of the municipality affixed, shall be included with the Official Zoning Map on file in the office of the City Clerk, and shall be available for public inspection.

Section 4: Severability. If any section, subsection, sentence, clause, phrase or work of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF MARYSVILLE

By: \_\_\_\_\_  
JON NEHRING, MAYOR

Attest:

By: \_\_\_\_\_  
CITY CLERK

Approved as to form:

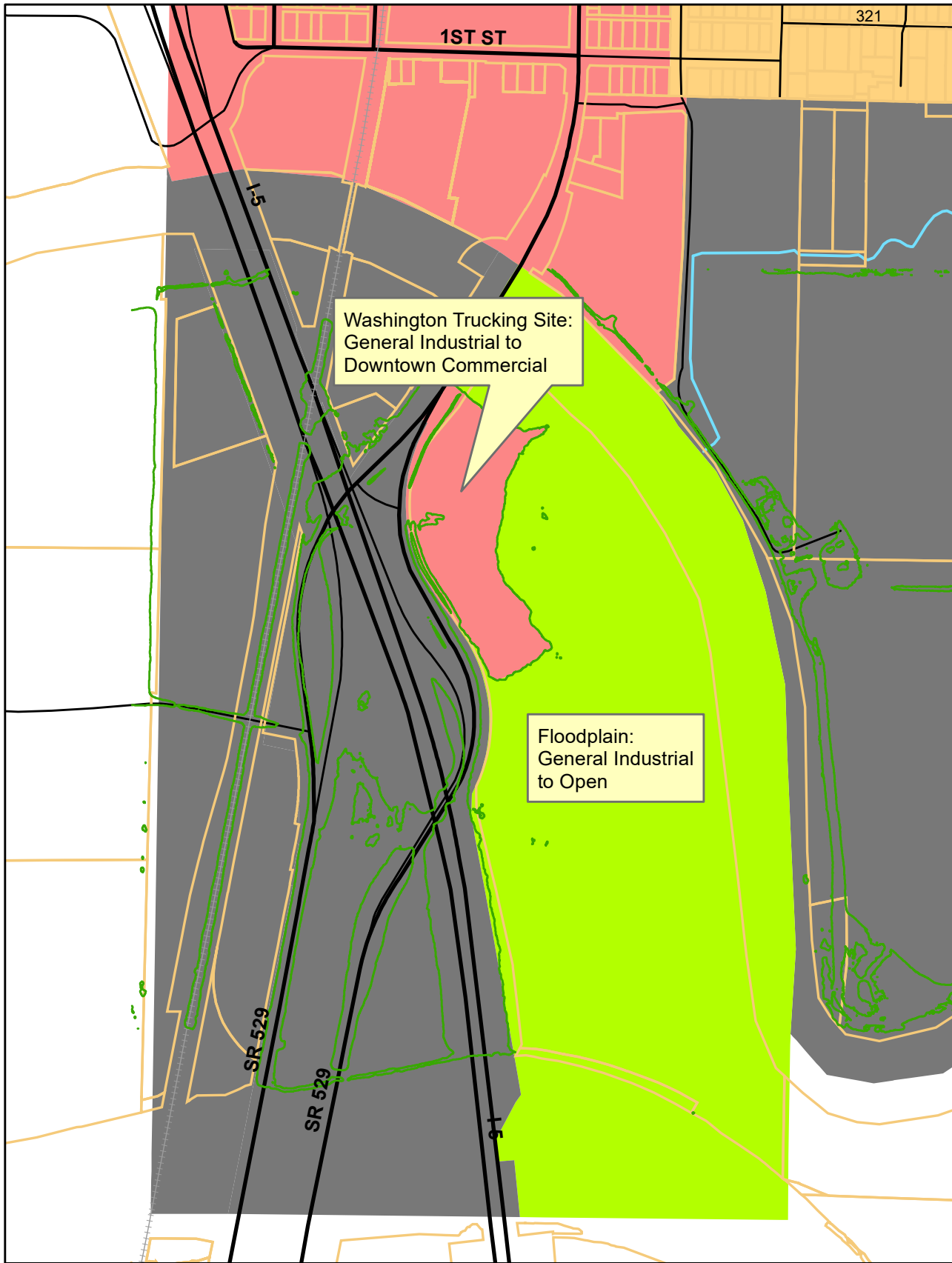
By: \_\_\_\_\_  
JON WALKER, CITY ATTORNEY

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

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



# EXHIBIT A



## Comprehensive Plan Amendment / Rezone #1 Washington Trucking Site

11/8/2018

- 13' flood plain
- Downtown Commercial
- Open
- General Industrial
- R18 Multi-Family Medium



COMMUNITY DEVELOPMENT DEPARTMENT  
 80 Columbia Avenue • Marysville, WA 98270  
 (360) 363-8100 • (360) 651-5099 FAX

### PC Recommendation – 2018 Comprehensive Plan Amendments

The Planning Commission (PC) of the City of Marysville, having held a public hearing on November 14, 2018 in review of a NON-PROJECT action amendment of the Marysville Comprehensive Plan, proposing adoption of the 2018 Comprehensive Plan Amendments an amendment of the Marysville Comprehensive Plan, and having considered the exhibits and testimony presented, PC does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

#### FINDINGS:

1. The proposal was submitted to the State of Washington Department of Commerce for 60-day review on September 26, 2018, in accordance with RCW 36.70A.106.
2. The PC held a public work sessions to both introduce and review the NON-PROJECT action amendments proposing adoption of the NON-PROJECT action 2018 Comprehensive Plan Amendments as described above, on September 25 and October 9, 2018.
3. The PC held a duly-advertised public hearing on November 14, 2018 and received testimony from city staff and the public.
4. At the public hearing, the PC reviewed and considered the 2018 Comprehensive Plan Amendments.

#### CONCLUSION:

At the public hearing, held on November 14, 2018, the PC recommended **APPROVING** the 2018 Comprehensive Plan Amendments.

#### RECOMMENDATION:

Forwarded to City Council as a Recommendation of **APPROVAL** of the NON-PROJECT action known as 2018 Comprehensive Plan Amendments, an amendment of the Marysville Comprehensive Plan, on *November 14, 2018.*

By: \_\_\_\_\_

Stephen Lefter, Planning Commission Chair

# PLANNING COMMISSION



# MINUTES

July 10, 2018

7:00 p.m.

City Hall

## CALL TO ORDER

Chair Leifer called the July 10, 2018 meeting to order at 7:00 p.m. and noted there was no one in the audience.

### Marysville

**Chairman:** Steve Leifer

**Commissioners:** Roger Hoen, Jerry Andes, Kay Smith, Tom Thetford, Brandon Whitaker

**Staff:** Community Development Director Dave Koenig, Planning Manager Chris Holland

**Absent:** Kelly Richards (excused)

## APPROVAL OF MINUTES

May 22, 2018

**Motion** made by Commissioner Smith, seconded by Commissioner Thetford, to approve the May 22, 2018 Meeting Minutes as amended. **Motion** passed unanimously (7-0).

## AUDIENCE PARTICIPATION

None

## NEW BUSINESS

- A. Premium Place – Citizen Initiated Comprehensive Plan Map Amendment and Concurrent Rezone

Planning Manager Chris Holland introduced the topic of Comprehensive Plan amendments and explained that the hotel owner is the owner of these parcels. The proposal would change the land use from Community Business to General Commercial. There was discussion about the extremely difficult access to this property and options for development.

Commissioner Whitaker asked if there is a demand for self-storage facilities like the applicant is proposing in the city. Planning Manager Holland replied that there appears to be, but it doesn't have to be in this location. Commissioner Whitaker commented that this type of use might not fit with the kind of use they had in mind with the State Area Master Plan.

Director Koenig referred to the Albertsons site and noted that three different groups looked at that Albertsons building to convert it to self-storage, but it wasn't allowed in that zone. He commented that the City of Arlington has actually taken self-storage units out of their code, and they are not allowing any more to be built. This may be something for Marysville to take a look at as they are working on the Manufacturing Industrial Center (MIC) plan. He noted that staff will come back with a recommendation.

Commissioner Leifer asked how they could consider allowing self-storage on the proposed site when they didn't allow it on the Albertsons site. Director Koenig explained the difference in the applications. He noted that there has been no promise made to the applicant that this would be supported, but they chose to make the application anyway.

#### B. Staff Initiated Comprehensive Plan Map Amendment and Concurrent Rezone

- Civic Campus Properties

Planning Manager Holland explained that Public Works went through a brainstorming session regarding this proposed assemblage. Part of the new Public Safety building project could potentially include a new city hall. He reviewed permitting issues related to this proposed location. Staff will be coming with a recommendation from 8<sup>th</sup> Street to 4<sup>th</sup> Street to designate the properties Downtown Commercial.

- Washington Trucking Property

Washington Trucking has moved its location, their shoreline permit has expired, and they don't have any intended use for the site. Planning Manager Holland explained that this site has recently been used for construction of the bridge and potentially will be used by WSDOT as temporary construction of part of the on and off ramps from I-5 and 529. The site is currently zoned General Industrial, but staff is looking at rezoning it to Downtown Commercial as it would be a more appealing gateway to the City. Staff will also be looking at allowing some amount of multifamily on the ground floor because this may be an area for student housing or commuters. It is likely that it would end up being more multifamily use than commercial. WSDOT needs to acquire part of the property for right-of-way. Most of the area is undevelopable since it is in the floodplain.

- Public Works and Community Development Property

This is where Public Works and Community Development are currently located. It is zoned General Industrial. The project is at about 60% design for the 1<sup>st</sup> Street bypass road. That will go out to bid when it is finalized. He discussed plans for surplus parts of the property if the civic campus gets built.

Commissioner Whitaker asked how the proposed use would dovetail with the sewage plant to the south. Planning Manager Holland explained that those details haven't been worked out yet.

Commissioner Hoen asked about the footprint for the 1<sup>st</sup> Street bypass. Planning Manager Holland reviewed the current plans for that.

### **CITY COUNCIL AGENDA ITEMS AND MINUTES**

Director Koenig commented that Kelly Richards was re-appointed by the City Council last night to serve another term on the Planning Commission.

Planning Manager Holland reported that Toyota had their flag raising ceremony which was a nice event. The Ford Dealership is putting in a used car lot to the north of that.

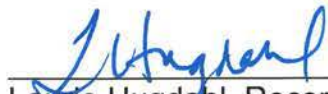
Director Koenig reported that a SEPA Determination of Non Significance was issued for a Roy Robinson RV. The City is getting a lot of interest in the MIC. Staff reviewed various sites and proposals in the MIC.

Director Koenig commented there is also a lot of interest in single family development. The code was changed so that final plats do not have to go to City Council anymore which saves time. In the last month staff has approved three final plats administratively. He reviewed historical numbers and commented that there are 591 single-family lots currently under construction.

### **ADJOURNMENT**

**Motion** made by Commissioner Whitaker, seconded by Commissioner Smith, to adjourn the meeting at 8:26 p.m. **Motion** passed unanimously.

**NEXT MEETING:** TBD




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Laurie Hugdahl, Recording Secretary

# PLANNING COMMISSION



# MINUTES

**September 25, 2018**

**7:00 p.m.**

**City Hall**

## **CALL TO ORDER**

Chair Leifer called the September 25, 2018 meeting to order at 7:00 p.m. noting that there was no one in the audience.

### Marysville

**Chairman:** Steve Leifer

**Commissioners:** Roger Hoen, Jerry Andes, Kay Smith, Kelly Richards, Tom Thetford, Brandon Whitaker

**Staff:** Senior Planner Angela Gemmer

**Absent:** None

## **APPROVAL OF MINUTES**

### September 11, 2018

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to approve the September 11, 2018 Meeting Minutes as presented. **Motion** passed unanimously.

## **AUDIENCE PARTICIPATION**

None

## **PUBLIC HEARING – CODE AMENDMENTS**

The public hearing was opened at 7:01 p.m.

Senior Planner Angela Gemmer reviewed the following proposed amendments.

A. Duplex and townhome definitions;

This would amend the definition of duplex to align better with how that use is defined in the International Residential Code. The primary change would clarify the degree of attachment between adjacent units of a duplex. The next amendment would amend the definition of townhouse, which is three or more units connected with a fire-resistant wall, each with a front and back door, to clarify the degree of attachment between units to align better with the International Residential Code.

There were no comments or questions regarding these amendments.

B. Base height increase in the General Commercial (GC) zone within the Downtown Master Plan Area; and

This would allow an increase in the height in the General Commercial Zone to 85 feet within the Downtown Master Plan Area, generally south of 8<sup>th</sup> Street.

Commissioner Richards stated he was okay with the increased height, but concerned about having adequate parking. He thought the City should set a positive example with this matter by ensuring there is sufficient parking. Ms. Gemmer replied that the underlying land use code governs parking, and her understanding was that it would be provided per code requirements. She stated that she would pass along his concerns to the project manager. Commissioner Richards expressed concern that it still would not be enough and stated he would not be comfortable approving this height amendment until he is satisfied there will be enough parking.

Commissioner Thetford asked staff about the actual parking requirements for this facility. Ms. Gemmer explained that it differs per use. She stated that the code requires one parking space per 400 square feet of gross floor area for professional office uses. There are some provisions to allow for reductions or waivers in certain circumstances such as where there are alternatives to automobiles. She reiterated that typically every project constructed is required to demonstrate that they meet the parking requirements in code.

Commissioner Whitaker expressed concern about the lack of demand for 85-foot heights, and stated he would not be comfortable voting in support of that increase.

Commissioner Hoen commented that it was noted last week by staff that the water park creates more parking need than there exists already. This additional use in that area would be competing with that limited space and would amplify the issue.

Chair Leifer asked if there has been any interest by private developers for this kind of development. Ms. Gemmer replied that there is one developer who wants to do a true mixed use development behind Taco Bell.

There was consensus to continue the hearing to the next meeting and to note that the Planning Commission generally has concerns about adequate parking. There was a

request for an explanation of what the City is expecting for parking and a better explanation of what the built out environment will look like.

Ms. Gemmer reiterated that parking would be addressed per code and is addressed in a separate section of the code. Chair Leifer acknowledged that, but stated that the condition of additional height bears upon the parking aspect in the minds of the commissioners.

### C. Appeal timeframes

Ms. Gemmer explained that these amendments would synchronize the appeal timelines within the codes related to land use procedures.

There were no comments or questions related to these amendments.

**Motion** made by Commissioner Richards, seconded by Commissioner Whitaker, to continue the hearing to the next meeting. **Motion** passed unanimously.

## **OLD BUSINESS – Comprehensive Plan Amendments**

### A. Washington Trucking Site – General Industrial (GI) to Downtown Commercial (DC)

The proposal is to redesignate this site from General Industrial to Downtown Commercial and Open. With the new interchange this will be the new gateway to the city so the site would afford redevelopment opportunities and make a good first impression for the city.

Commissioner Leifer asked what was driving this change. Ms. Gemmer thought this was staff-initiated, but there may have been some discussion with the Washington Trucking owners. He wondered why, with environmental constraints, Washington Trucking would want to zone themselves Downtown Commercial when the site would likely remain as open space. He questioned whether or not the type of development envisioned could ever get off the ground due to environmental issues. He thought that using it as open space might be a possibility. Ms. Gemmer indicated she would find out more about the history and what discussions may have occurred related to this.

Commissioner Hoen recalled from the previous meeting that staff had envisioned this as the gateway to the city and felt it should be zoned for something compatible as an entrance to the city. Ms. Gemmer concurred. She noted that Downtown Commercial would allow for general personal services, retail, offices, etc. It is not necessarily residential that would occur there.

Commissioner Andes expressed concern about the difficult access to this property. Ms. Gemmer indicated she would check with the traffic engineer to find out more about plans for this.



B. Public Works/Community Development Site – GI and R-18 to Mixed Use

Commissioner Whitaker expressed concern about changing from General Industrial and R-18 to Mixed Use on this site due to the proximity to the sewage treatment plant and the associated odor. Ms. Gemmer explained that the zoning would be flexible and would allow for commercial, multifamily, or a combination of the two; it would also be market-driven.

**CITY COUNCIL AGENDA ITEMS AND MINUTES**

None

**ADJOURNMENT**

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to adjourn the meeting at 7:35 p.m. **Motion** passed unanimously.

**NEXT MEETING:**

October 9, 2018

  
Chris Holland, Planning Manager for  
Laurie Hugdahl, Recording Secretary

# PLANNING COMMISSION



# MINUTES

October 9, 2018

7:00 p.m.

City Hall

## CALL TO ORDER

Chair Leifer called the October 9, 2018 meeting to order at 7:00 p.m.

### Marysville

**Chairman:** Steve Leifer

**Commissioners:** Roger Hoen, Jerry Andes, Kay Smith, Kelly Richards, Brandon Whitaker

**Staff:** Community Development Director Dave Koenig, Planning Manager Chris Holland, Senior Planner Angela Gemmer

**Absent:** Tom Thetford (excused)

## APPROVAL OF MINUTES

### September 25, 2018

Chair Leifer referred to Old Business, Item A, and clarified his comment regarding the Washington Trucking site. He emphasized he did not mean to suggest it should be open space. He wondered why Washington Trucking would want this particular type of zoning knowing that with the environmental issues out there it might just be putting it into open space.

**Motion** made by Commissioner Smith, seconded by Commissioner Richards, to approve the September 25, 2018 Meeting Minutes as corrected. **Motion** passed unanimously.

## AUDIENCE PARTICIPATION

None

## 2018 – 2023 SCHOOL DISTRICTS CAPITAL FACILITIES PLAN

Senior Planner Angela Gemmer introduced this item, reviewed the three criteria that school district capital facilities plans must meet, and commented that staff has found that the plans for the three school districts meet all three criteria.

A. Lake Stevens School District No. 4

Reid Shockey, Shockey Planning Group, 2716 Colby Avenue, Everett, explained how the six-year capital facilities plans are developed. He reviewed the numbers for the Lake Stevens School District as contained in their Capital Facilities Plan. There is significant growth occurring and capacity is always an issue. There was discussion in general about how student generation rates are determined.

B. Marysville School District No. 25

Denise Stiffarm, Pacifica Law Group, reviewed Marysville School District's Capital Facilities Plan. Marysville has a unique situation because student generation rates have gone down. This has resulted in school impact fees of zero even though they will probably need capacity for the younger grades in the future. The District has continued to prepare a Capital Facilities Plan so they will be prepared if conditions change in the future.

Commissioner Richards expressed concern about Marysville School District shrinking class sizes which has resulted in a shortage of classrooms and space. Ms. Stiffarm concurred and explained it is the result of state K-3 mandates related to reduced size classes. There are now a lot of portables in the district. The last bond proposal failed, but probably would have addressed this problem.

Mr. Shockey added that in the Everett School District the mandates have resulted in the need for the equivalent of four and a half additional elementary schools.

Commissioner Whitaker asked if Marysville is only looking to purchase additional portables as needed. Ms. Stiffarm confirmed this and noted it was because the bond had failed. The Plan could be updated if anything changes.

C. Lakewood School District No. 306

Ms. Stiffarm said that Lakewood's Plan looks similar to the one they presented two years ago because they have continued to grow steadily. The project included in their impact fee calculation is the recently completed high school project which is where there is an identified need for capacity. The district plans to continue to monitor enrollment growth, watch as new development happens, and update the plan with projects as they move forward.

Dale Leach, Lakewood School District, expressed appreciation that the District passed a bond when they did which enabled them to accomplish some needed projects. He reviewed growth projection numbers as contained in their Capital Facilities Plan in the Commission's packet. The District is projected to be the largest it has ever been in the next four years.

Chair Leifer asked if all the apartment population had been factored in. Mr. Leach indicated that it had and the District will continue to monitor that closely.

Chair Leifer asked about the different methods used by school districts to develop their enrollments. Mr. Shockey explained that the districts can decide between the OSPI method and the ratio method where they track the percentage of the overall population that is students. The teaching station method is used to determine construction needs. Ms. Stiffarm added that all three school districts are using teaching stations to determine capacity.

Chair Leifer expressed concern that the projection of 300+ students in the next six years by Lakewood is too low. Mr. Leach thought that it may be low in the future, but right now it is accurate. They are meeting regularly with city and county planners to find out what is in the pipeline. Planning Manager Chris Holland concurred that there are capacity limitations in the Lakewood area. This may change in two years, but will likely change in four years.

Commissioner Whitaker thought it was interesting that they are looking at decreasing enrollments in Marysville even with the boom in development in the south end. Ms. Stiffarm agreed and added that it is difficult to understand. Planning Manager Holland clarified that 90% of the home construction in Marysville right now is actually in the Lake Stevens School District.

There was general consensus by the Planning Commission to recommend consideration of the matter at a public hearing on October 23.

### **MMC Chapter 22C.130 Parking and Loading**

Planning Manager Holland commented that any new development would be required to meet parking standards. He explained that government buildings require 1 parking stall per 400 square feet which is the same ratio required for business and professional offices. There aren't any specific parking requirements for courts, jail or public safety buildings in the code but it is known what the existing use is, and that would be factored into the requirements.

Commissioner Richards asked staff if there is sufficient parking in the civic center area right now. Planning Manager Holland replied that is not known yet because nothing has been submitted, but it will definitely meet code. He believes that the code requirements are sufficient. When the City adopted a Downtown Master Plan they did an Environmental Impact Statement (EIS) that made recommendations to mitigate environmental impacts for a civic campus at this location. Additional environmental analysis will be done for any site-specific development, including traffic impacts. He reiterated that height limits are a separate issue from parking requirements. Parking needs are looked at on a development by development basis to ensure it meets code. The City has never had an issue with the 1 to 400 square foot ratio. Director Koenig replied that on-street parking is not part of the City's plans. It has always been the City's intention to provide off-street parking.

Commissioner Hoen commented that the parking around the spray park is already inadequate. He expressed concern that the general population would be inclined to use civic center parking spaces. Staff assured the Commission that parking would be managed and the City would be responsive. There was general discussion about plans for the civic center.

Director Koenig commented that based on feedback from businesses in the MIC there appears to be too much parking required for warehouse and industrial buildings. He indicated that staff will bring back some more information about this to the Planning Commission.

Chair Leifer stated he did not have concerns personally about the height issue proposed in the downtown area, but to address the concerns raised by other commissioners it is critical to control who can park where.

### **PUBLIC HEARING – CODE AMENDMENTS (continued)**

Chair Leifer noted at 8:02 p.m. that this is a continuance of the public hearing from the September 25 meeting related to three proposed code amendments. There was no one in the audience and therefore no public testimony. Planning Manager Holland reviewed the three proposed amendments. He stated that staff's recommendation is for the Planning Commission to forward it on to City Council.

- A. Duplex and townhome definitions;
- B. Base height increase in the General Commercial (GC) zone within the Downtown Master Plan Area; and
- C. Appeal timeframes.

Commissioner Leifer expressed concern about the height issue in the downtown area, but commented that controlling who can park where is critical to this working.

**Motion** made by Commissioner Hoen, seconded by Commissioner Andes, to forward this on to City Council with a recommendation for approval. **Motion** passed (4-1-1) with Commissioners Hoen, Andes, Smith, and Leifer voting in favor, Commissioner Whitaker voting against the motion, and Commissioner Richards abstaining.

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to close the hearing at 8:09 p.m. **Motion** passed unanimously.

### **NEW BUSINESS**

- A. Planned Connector Road Revisions

Senior Planner Gemmer reviewed proposed connector road revisions:

- 53<sup>rd</sup> Avenue NE – designate as a collector arterial
- 40<sup>th</sup> Avenue NE – eliminate collector (39<sup>th</sup> Avenue provides needed connection)
- 59<sup>th</sup> Drive NE designate connector from Glein to Peterson-Sears
- Various connectors south of 40<sup>th</sup> Street NE from 79<sup>th</sup> Avenue NE to 80<sup>th</sup> Avenue NE
- Various connectors from 49<sup>th</sup> Street NE to 60<sup>th</sup> Street NE between 79<sup>th</sup> Avenue NE and to Highway 9

Commissioner Whitaker asked about the implications of 53<sup>rd</sup> Avenue being designated as a collector arterial. Senior Planner Gemmer explained that no improvements are contemplated at this time; however, it impacts what standards apply to the road. It also allows the City to seek grant funding.

## OTHER

Senior Planner Gemmer reviewed the proposed rezone of the Washington Trucking site from General Industrial to Downtown Commercial noting that concerns had been raised related to site access and site contamination. She explained that with the last permit access was only restricted southbound on 529 where you take a left hand turn, cross over 529 and go eastbound into the site. All other turning movements were allowed. In preliminary discussions with Public Works staff, similar restrictions on turning movements are expected in the event that the property were developed with a use that is allowed in the downtown commercial zone; however, access for any new use would be subject to review and approval by WSDOT and the City. Access to the site will actually be improved with the interchange. Regarding site contamination, two different environmental assessments have been done. Hydrocarbon contaminants were found, and any use of the site will require environmental cleanup and remediation depending on the intended use of the sites.

Director Koenig gave an update on permit activity in the City.

## CITY COUNCIL AGENDA ITEMS AND MINUTES

### ADJOURNMENT

**Motion** made by Commissioner Richards, seconded by Commissioner Whitaker, to adjourn the meeting at 8:46 p.m. **Motion** passed unanimously.

### NEXT MEETING:

October 23, 2018

  
 Chris Holland, Planning Manager, for  
 Laurie Hugdahl, Recording Secretary

*DRAFT*PLANNING  
COMMISSIONMINUTES

November 14, 2018

7:00 p.m.

City Hall

**CALL TO ORDER**

Chair Leifer called the November 14, 2018 meeting to order at 7:00 p.m.

Marysville

**Chairman:** Steve Leifer

**Commissioners:** Jerry Andes, Kay Smith, Kelly Richards, Roger Hoen<sup>1</sup>

**Staff:** Community Development Director Dave Koenig, Planning Manager Chris Holland, Senior Planner Angela Gemmer

**Absent:** Tom Thetford (excused), Brandon Whitaker (excused)

**APPROVAL OF MINUTES**October 23, 2018

**Motion** made by Commissioner Smith, seconded by Commissioner Andes, to approve the October 23, 2018 Meeting Minutes as amended. **Motion** passed unanimously.

**AUDIENCE PARTICIPATION**

None

**NEW BUSINESS**

## A. Arlington-Marysville Manufacturing Industrial Center (AMMIC) Workshop

Community Development Director Koenig introduced the Arlington-Marysville Manufacturing Industrial Center (AMMIC) subarea plan. He explained that the goal is to have the MIC recognized as a Regional Center by the Puget Sound Regional Council.

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<sup>1</sup> Roger Hoen arrived at 7:42 p.m.

He noted that Berk and Associates was the firm hired to do the work for the Subarea Plan. John Owen of Makers Architecture was part of that team.

Mr. Owen made a presentation reviewing the Draft AMMIC Subarea Plan (in the Planning Commission packet). He discussed:

- Public Input and Outreach
- The Vision and Guiding Principles
- Subarea Plan Concepts: Plans & Policies, Land Use (Development Capacity and Future Land Use), and Framework Plan
- Goals & Policies: Land Use & Urban Design, Transportation, Natural Environment, Economic Development, and Public Facilities & Infrastructure. Planning Manager Holland referred to a letter received from Kristin Kinnamon regarding bike lanes and discussed the City's plans to address this.
- Implementation: Capital Facilities Plan (Transportation, Utilities, Natural Environment) and Finance (Funding & Financing Tools for Subarea Development)
- Zoning & Development Standard Recommendations

The Planning Commission asked clarification questions which were answered by staff and Mr. Owen. Staff discussed developer interest in the area.

Reid Shockey, Shockey Planning Group, 2716 Colby Avenue, Everett, WA, congratulated the City on this plan. He spoke in support of moving forward with this. He represents property owners within this central area (the opportunity sites). He and his clients envision organizing all the information into a master plan. He recommended that staff work with the individual property owners collectively to produce a good master plan.

Director Koenig summarized that the next step on this would be a public hearing with the Planning Commission on December 11. This would be followed with possible action by the Council in January.

Commissioner Hoen apologized for being late, noting it was unavoidable, and commented that this subject was very important to him. He expressed concern about piecemeal industrial development with residential mixed in. Director Koenig replied that residential would not be allowed in the light industrial area. There are some existing residential areas which would remain. He expects that those residential uses within the industrial zones will eventually transition to industrial as well. Commissioner Hoen also asked if there is any relief planned in the I-5 corridor. Director Koenig commented that the new 529 bridge to get people off I-5 coming north and onto I-5 going south is expected to help. Mr. Owen added that the Community Transit Swift line should also take some private vehicles off the road which would also help.

Commissioner Richards asked how the zoning would affect the school district property which is in that area but not in the MIC. Director Koenig explained it would be up to the school district what they decide to do with the property.



## **PUBLIC HEARING**

### A. Comp. Plan Amendment No. 1 – Washington Trucking Site

Senior Planner Gemmer reviewed this item.

The public hearing was opened at 8:05 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:05 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to approve Comp. Plan Amendment No. 1 as presented. **Motion** passed unanimously.

### B. Comp. Plan Amendment No. 2 – Public Works Operations Site & 1<sup>st</sup> Street Properties

Senior Planner Gemmer reviewed this item.

The public hearing was opened at 8:08 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:08 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to approve Comp. Plan Amendment No. 2 as presented. **Motion** passed unanimously.

### C. Comp. Plan Amendment No. 3 – Proposed Road Connector Revisions

Senior Planner Gemmer reviewed this item. She highlighted an additional change to Figure 15 to show a multi-use trail designation on the east side of State Avenue from north of SR529 up to 2<sup>nd</sup> Street. Everything else was as previously presented.

The public hearing was opened at 8:11 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:11 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to approve Comp. Plan Amendment No. 3 as presented. **Motion** passed unanimously.

### D. Code Amendment – Industrial and Manufacturing Parking Requirements

Senior Planner Gemmer reviewed this item.

*DRAFT*

The public hearing was opened at 8:13 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:13 p.m.

Chair Leifer spoke in support of the changing requirements.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to approve Code Amendment – Industrial and Manufacturing Parking Requirements as presented. **Motion** passed unanimously.

## **CITY COUNCIL AGENDA ITEMS AND MINUTES**

### **ADJOURNMENT**

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to adjourn the meeting at 8:24 p.m. **Motion** passed unanimously.

### **NEXT MEETING:**

December 11, 2018

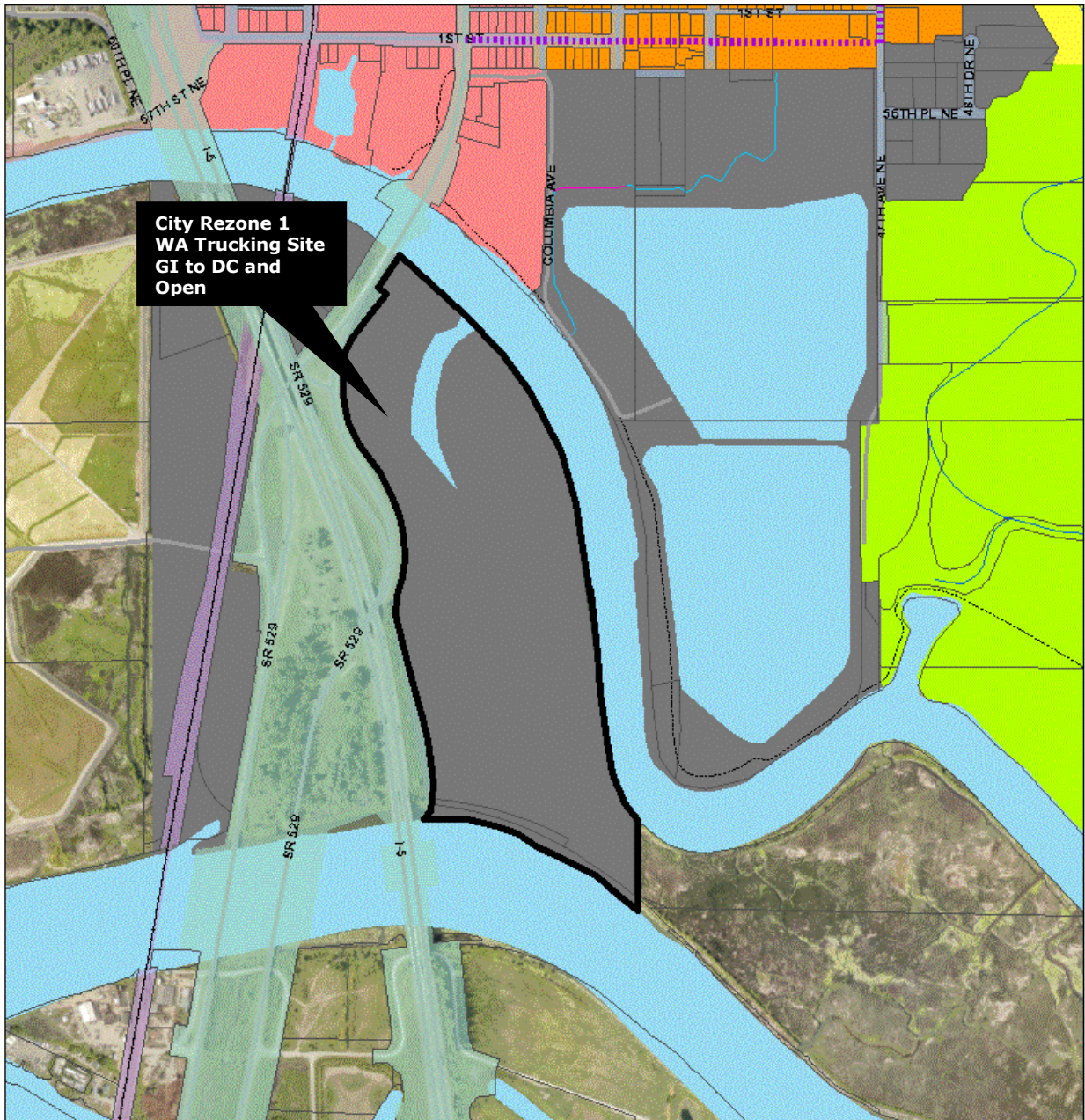
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Laurie Hugdahl, Recording Secretary

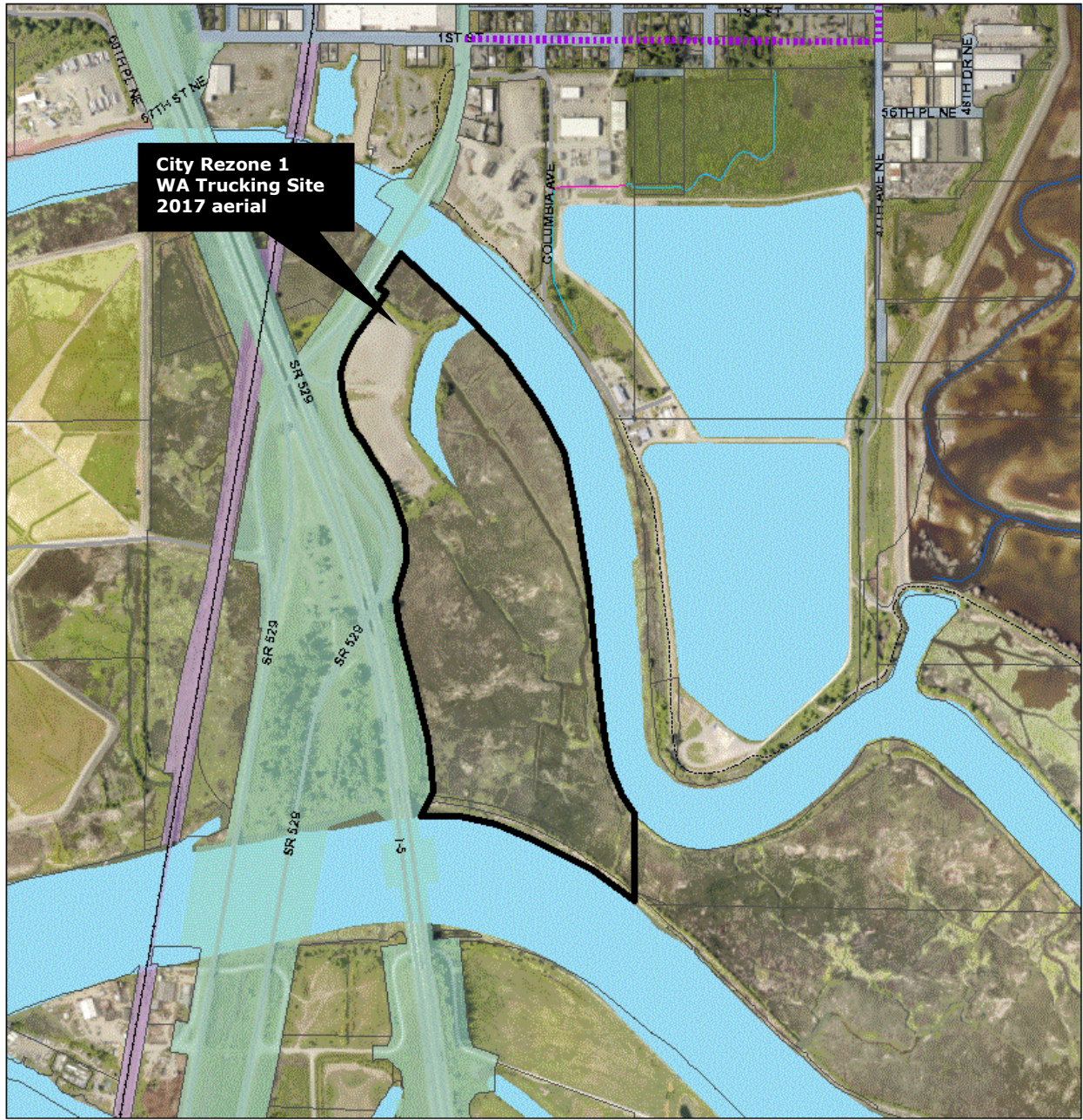
## City-Initiated Rezone Request 1 – Washington Trucking Site

<b>Addresses:</b>	XX State Avenue
<b>Tax Parcel Number(s):</b>	<a href="#">30053300200400</a>
<b>Property Owner:</b>	Whitehorse Ventures, LLC
<b>Zone:</b>	General Industrial
<b>Approximate acreage:</b>	69.86 acres
<b>Current use:</b>	Vacant land
<b>Rezone Request:</b>	Downtown Commercial
<b>Proposed Use:</b>	--
<b>Rezone Recommendation:</b>	<b>Change the Comprehensive Plan land use designation from General Industrial to Downtown Commercial for portion of property elevated above 100-year floodplain (approximately 10 acres), and associated rezone to DC. Portion of land within floodplain to be re-designated as Open. <i>Analysis follows aerial photo of the subject property.</i></b>

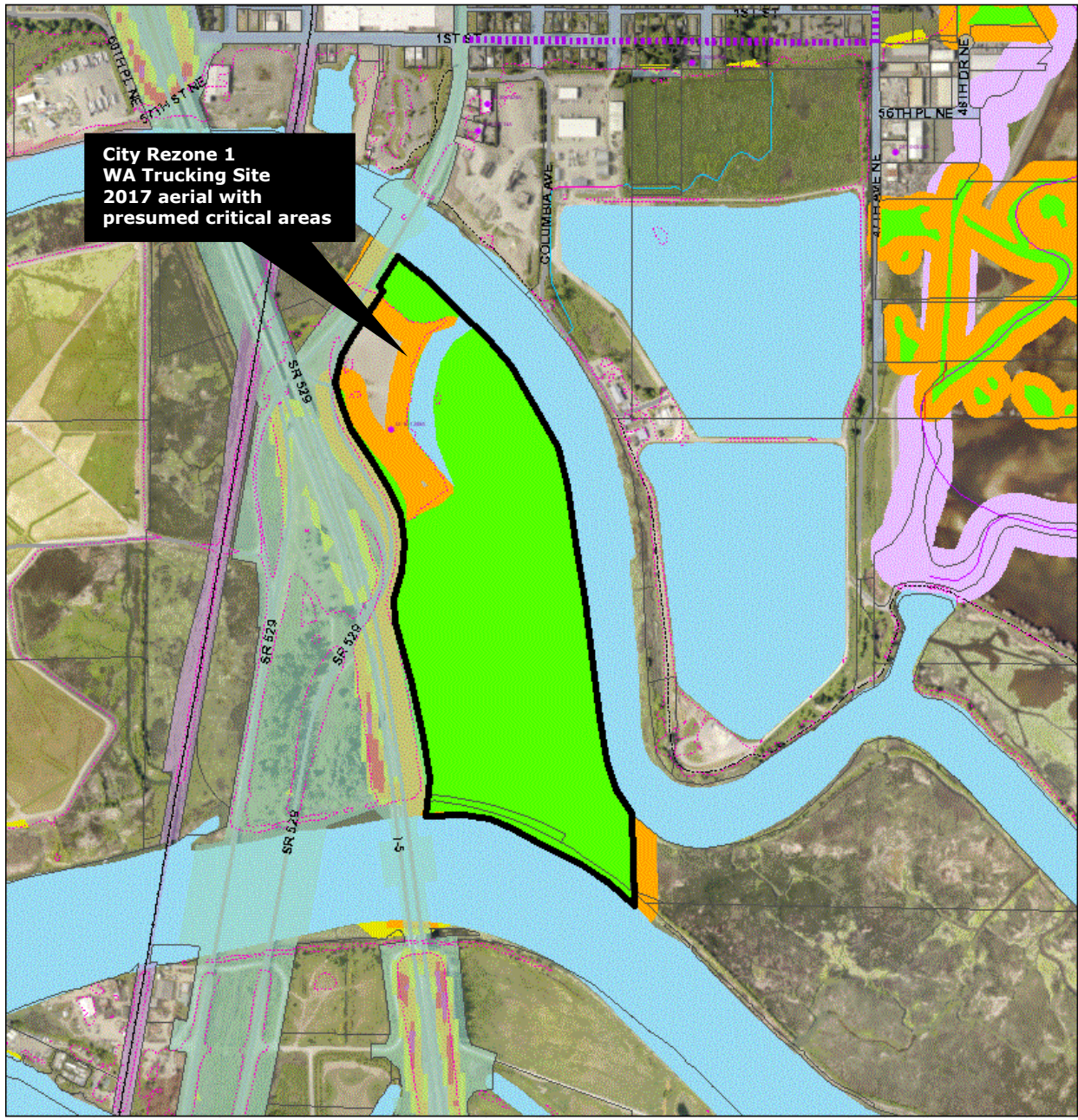
# Zoning Map



### 2017 Aerial Map

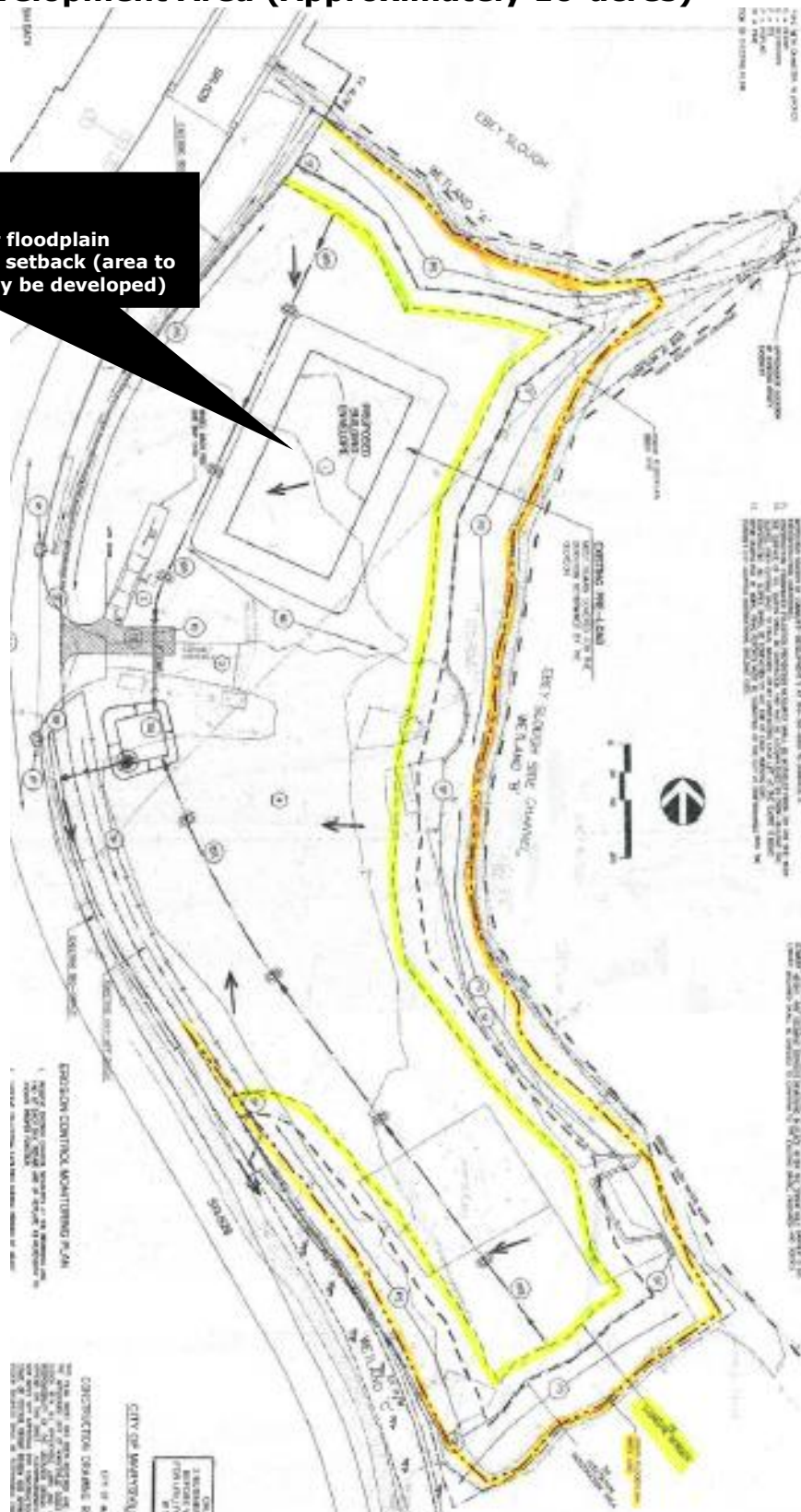


### 2017 Aerial Map with Presumed Critical Areas



### Actual Development Area (Approximately 10-acres)

City Rezone 1  
WA Trucking Site  
Orange indicates 100 year floodplain  
Yellow indicates shoreline setback (area to the west of yellow line may be developed)



### Recommendation

Re-designate the property Downtown Commercial and rezone to DC (estimated at 10 acres). The portion encumbered by floodplain is to be re-designated as Open.

### Site Summary

This site consists of two parcels totaling approximately 69.86 acres. The subject property is bordered by Interstate 5 and SR529 to the west; Ebey Slough to the north and east; and Steamboat Slough to the south. Property located west of Interstate 5 and SR529 is zoned General Industrial; property to the north of Ebey Slough is zoned Downtown Commercial; property to the east of Ebey Slough is zoned General Industrial; and property to the south of Steamboat Slough is located within unincorporated Snohomish County and is zoned Agriculture-10 Acre.

The proposed re-designation and rezoning of the property from General Industrial to Downtown Commercial is anticipated to be more compatible with Comprehensive Plan criteria and the function of the site as a gateway to the City, and would complement existing uses to the north that include retail, general personal services, professional offices, the Ebey Waterfront Park, and Qwuloolt Trail. The site appears to comply with many of the criteria and standards outlined in the Marysville Comprehensive Plan for designating property Downtown Commercial. Properties to the north are zoned Downtown Commercial so would be developed with compatible uses. The site is one of two sites that are presently recommended for Essential Public Facilities (EPFs) which are difficult to site. EPFs include such facilities as regional transportation facilities, correctional facilities, regional transportation facilities, etc. The Community Development Department is anticipating reviewing the EPF code in 2019.

### Comprehensive Plan Goals and Policies

The subject property is located within Downtown Neighborhood Planning Area 1 adjacent to, but outside of, the Waterfront Sector. The following is a summary of goals and policies which the proposal is consistent with.

### Key Downtown Vision Concepts

6. Promote the redevelopment of the riverfront properties with a mix of waterfront-oriented retail, office, and residential uses. Develop a continuous waterfront pathway with recreational amenities and ecological restoration. Note: while the subject property may not be identified as a riverfront property, it is located along two sloughs so its functions as a riverfront property.

### Waterfront Sector

While the subject property is just outside of the designated Waterfront Sector, the re-designation of the subject property as a combination of Downtown Commercial and Open is supportive of several of the goals of the adjacent Waterfront Sector which include:

C-1 "Promoting a mix of uses and waterfront amenities that would complement the Ebey Slough Waterfront Park/Boat Launch."

C-3 Implement the design standards and guidelines specific to new waterfront development when such development occurs:

- Provide ecological restoration in the area between the slough and the development.
- Require buildings and site development to be configured to take advantage of shoreline views and access.

C-4 Allow height limits to 85' on waterfront properties to promote desired multi-story mixed-use development.

C-5 SR 529 Ebey Slough Bridge construction and 1st Street improvements.

C-6 Upgrade 1st Street ...and promotion of Ebey Slough Waterfront Park/Boat Launch and to promote private investment in waterfront properties.

### Waterfront



*Goals:*

30. Develop Marysville's waterfront as a regional entertainment and recreational focal point.
31. Achieve an identity and an image as a special place.
32. Create a synergistic relationship between downtown and the waterfront.

*Policies:*

- LU-122 Permit a mix of uses that would encourage the waterfront as a regional entertainment and recreational focal point.
- LU-124 Encourage uses to locate in the waterfront area that will attract residents and tourists such as, but not limited to outdoor restaurants, micro breweries, retail shops, crafts shops.
- LU-126 Redevelopment on significant waterfront parcels should provide public access.
- LU-127 The waterfront edge should be developed for public access.
- LU-128 Increase the pedestrian-oriented character of and access to the waterfront area.
- LU-130 Encourage developments and design that will enhance the overall coherence of waterfront's visual and historic character.
- LU-141 Buildings and structures should be designed so as to minimize the blockage of views to the slough.

Downtown*Goals:*

25. Emphasize downtown Marysville as a commercial focal point within the Study Area.
26. Achieve an identity and an image as a special place.

*Policies:*

- LU-83 Strengthen downtown's role as a business and commercial center.
- LU-84 Provide infrastructure suitable to the growth, enhancement, and redevelopment of the downtown as one of the activity centers of the community.
- LU-87 Encourage alternatives to the automobile for short trips within downtown.
- LU-88 Create gateways and entrances into the downtown area through the use of enhanced plantings/street trees, special paving and street furniture, and/or the location of special land uses, buildings, or structures.
- LU-89 Encourage developments and design that will enhance the overall coherence of downtown's visual and historic character.
- LU-90 Building design at the street wall should contribute to a lively, attractive and safe pedestrian streetscape.
- LU-95 Encourage retail and commercial activities at street level; offices and residential above.
- LU-96 Encourage day and night time activities.

Criteria and Standards for Downtown

- Balance the desire for a pedestrian friendly environment and the Downtown's role as a regional destination.
- The Comprehensive Plan provides criteria and standards to promote quality architecture and site amenities for the Downtown that would enhance the character of the subject property as gateway/entrance.
- The site is an entrance/gateway to the City that provides a first impression of the City from those entering from Everett. This gateway was enhanced by the construction of the replacement SR529 bridge in 2013, and will further increase in prominence with the I-5/SR529 Interchange which is anticipated to begin construction in 2019.

**22G.010.440 Rezone criteria.**

**(1) A zone reclassification shall be granted only if the applicant demonstrates that the proposal is consistent with the comprehensive plan and applicable functional plans and complies with the following criteria:**

**(a) There is a demonstrated need for additional zoning as the type proposed;**

*There is a demonstrated need for additional zoning as the type proposed. Within the City, presently there are only 113 acres that are zoned Downtown Commercial. Most of the City's commercial zones have at least three times as much land allocated to them (with the exception of the 88-Mixed Use and Neighborhood Business zones which are respectively for a uniquely situated property and small neighborhood commercial sites mixed in with other zoning). The majority of the Downtown Commercial zoned properties have been developed over time. While many of these properties have sufficient structure improvements (market improvement value), that they are deemed constant uses by Snohomish County, a substantial proportion are identified as re-developable or partially used. Still, with existing improvements, even parcels that are identified as re-developable or partially used can take time to redevelop as there may be sufficient value/utility to the current property owner to maintain the existing use, or other barriers to redevelopment (e.g. financing, construction costs, etc.). Since this property is vacant land, it is yielding little value to the property owner in its current state compared to properties which have an ongoing use, and, therefore, may be more affordable to develop. Development of vacant properties may serve as a catalyst to develop other properties in the vicinity which are either more difficult to develop or have greater value to the property owner in their current state.*

**(b) The zone reclassification is consistent and compatible with uses and zoning of the surrounding properties;**

*The zone reclassification is consistent and compatible with uses and zoning of the surrounding properties. While the subject property is separated from all surrounding properties by either the SR529 right-of-way or Ebey Slough, given its location on the east side of SR529/State Avenue, it is functionally most closely related to the Downtown Commercial zoned properties on the north side of Ebey Slough. Given its location at the entrance to the City, which will be increase in visibility with the SR529 Interchange project, development of the property with uses allowed in the Downtown Commercial zone will ensure that the property is more cohesive in appearance, character and use with proposed redevelopment within the Downtown. The Downtown Commercial zone allows for a wide variety of general personal service, retail, professional offices, and multi-family housing (second floor) which would complement uses that are existing, or may be developed or redeveloped, on Downtown Commercial properties located to the north.*

**(c) There have been significant changes in the circumstances of the property to be rezoned or surrounding properties to warrant a change in classification;**

*There have been several significant changes in the circumstances of the properties to be rezoned and surrounding properties that warrant a change in classification.*

**Adoption of Downtown Master Plan and Resulting Improvements.** *In October 2009, the City adopted the Downtown Master Plan which impacts properties located south of 8<sup>th</sup> Street, west of Alder Avenue, north of Ebey Slough, and east of Interstate 5. This plan has provided a vision and a blueprint for redevelopment within the Downtown, and has been implemented through major public street improvements (1<sup>st</sup> and 3<sup>rd</sup> Street LID, road, pedestrian, and beautification, etc.), and the redevelopment of several parcels. The subject property is immediately adjacent to the Downtown Master Plan Area and is part of the overall Downtown Neighborhood Planning Area 1.*

**Planned Access and Road Improvements.** *The SR529-Interchange project, which will construct a new I-5 northbound off-ramp to SR529 and a new southbound on-ramp from SR-529 to I-5, has been fully funded under the Connecting Washington Program, and the Washington State Department of Transportation is anticipating to begin construction in 2019. This project will bring increased traffic into town via SR529 which directly abuts the subject property and will increase both its accessibility and visibility. An associated project, the First Street Bypass, will be constructed to route traffic utilizing the new SR529/I-5 Interchange from the City's Downtown. These projects will alleviate traffic pressure on 4<sup>th</sup> Street and provide an alternative means into and out of the City that is free of train delays that will ultimately enhance traffic, accessibility, and the overall quality of life Downtown.*

**(d) The property is practically and physically suited for the uses allowed in the proposed zone reclassification.**

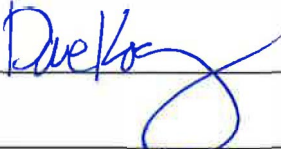
*The property is practically and physically suited for the uses allowed in the proposed zone reclassification. The subject property is adjacent to, and has access from, SR529. The portion of the subject property that is proposed to be rezoned to Downtown Commercial has been elevated through fill and is not located within the floodplain. The portion of the property that is encumbered by critical areas and floodplain will be designated Open Space for preservation. Water and sewer have been brought to the site. The construction of the proposed SR529/I-5 interchange will enhance the visibility and prominence of this property, and will have excellent access to Interstate 5 for commuters and visitors alike.*

# *Index #15*

**CITY OF MARYSVILLE**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10, 2018**

<b>AGENDA ITEM:</b> PA 18-001 – 2018 Comprehensive Plan Map Amendment and Rezone 2 – Public Works Office Site and First Street Properties	<b>AGENDA SECTION:</b> New Business	
<b>PREPARED BY:</b> Angela Gemmer, Senior Planner	<b>APPROVED BY:</b> 	
<b>ATTACHMENTS:</b> 1. Adopting Ordinance with attached Exhibit A 2. PC Recommendation dated November 14, 2018 3. PC Minutes dated: · July 10, 2018, · September 25, 2018, and · November 14, 2018 4. Site summary, rezone code compliance narrative, and associated maps	MAYOR	CAO
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>	

**DESCRIPTION:**

The Community Development Department initiated a NON-PROJECT action Comprehensive Plan Map Amendment and Rezone of approximately 9.56 acres of property known as the ‘Public Works Office Site and Adjacent First Street Properties’ from General Industrial (GI) and R-18 Multi-Family, Medium Density (R-18) and Mixed Use (MU). The rezone area is generally located south of First Street, east of Columbia Avenue, north of Ebey Slough, and along the alignment of Alder Avenue.

The Planning Commission (PC) held public workshops on July 10 and September 25, 2018, and a duly advertised public hearing on November 14, 2018 to review the proposed Comprehensive Plan Map Amendment and Rezone. There was no public testimony provided at the public hearing. Following the public hearing, the PC made a motion to recommend the Comprehensive Plan Map Amendment and Rezone of the ‘Public Works Office and Adjacent First Street Properties’ to Marysville City Council for adoption by ordinance.

<b>RECOMMENDED ACTION:</b> Affirm the PC’s Recommendation to rezone the ‘Public Works Office Site and Adjacent First Street Properties’ from General Industrial (GI) and R-18 Multi-Family, Medium Density (R-18) to Mixed Use (MU), and authorize the Mayor to sign the Ordinance amending the official zoning map of the City.
<b>COUNCIL ACTION:</b>

**CITY OF MARYSVILLE**  
**Marysville, Washington**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MARYSVILLE, WASHINGTON RELATING TO THE MARYSVILLE GROWTH MANAGEMENT COMPREHENSIVE PLAN, THE CITY'S OFFICIAL ZONING MAP, ORDINANCE NO. 3000, AS PREVIOUSLY AMENDED, AND THE CITY'S UNIFIED DEVELOPMENT CODE (MMC TITLE 22); AND APPROVING THE 2018 CITY INITIATED COMPREHENSIVE PLAN AMENDMENT REQUEST NO. 2 (PUBLIC WORKS OPERATIONS COMPOUND & 1<sup>ST</sup> STREET PROPERTIES), WHICH AMENDS THE COMPREHENSIVE PLAN'S LAND USE MAP DESIGNATION FOR PROPERTY LOCATED SOUTH OF FIRST STREET, EAST OF COLUMBIA AVENUE, NORTH OF EBAY SLOUGH, AND ALONG ALDER AVENUE, AND REZONES SAID PROPERTY FROM GENERAL INDUSTRIAL (GI) AND MULTI-FAMILY, MEDIUM DENSITY (R-18) TO MIXED USE (MU) PURSUANT TO THE CITY'S ANNUAL COMPREHENSIVE PLAN AMENDMENT AND UPDATE PROCESS.**

WHEREAS, on September 15, 2015 the Marysville City Council adopted Ordinance No. 3000 adopting an updated Growth Management Comprehensive Plan ("Comprehensive Plan") for the City of Marysville; and

WHEREAS, the Growth Management Act allows jurisdictions to amend comprehensive plans once a year, except in those situations enumerated in RCW 36.70A.130(2)(a); and

WHEREAS, on January 27, 1997 the Marysville City Council adopted Resolution No. 1839, providing for procedures for annual amendment and update of the City's Comprehensive Plan; and

WHEREAS, on May 27, 2002 the Marysville City Council adopted Ordinance No. 2406, adding former Chapter 18.10 to the Marysville Municipal Code (MMC) "Procedures For Legislative Actions" which established procedures for processing and review of legislative actions relating to amendments or revision to the Comprehensive Plan and Development Regulations; and

WHEREAS, on February 14, 2011, the Marysville City Council passed Ordinance No. 2852, adopting the Unified Development Code, which recodified former Chapter 18.10 to Chapter 22G.020; and

WHEREAS, the 2018 Comprehensive Plan amendments include a City Initiated Amendment Request No. 2 (Public Works Operations Compound & 1<sup>st</sup> Street Properties), which proposes to revise the Comprehensive Plan's Land Use Map designation for properties depicted in the attached **Exhibit A**, which is located south of First Street, east of Columbia Avenue, north of Ebay Slough, and along Alder Avenue, and to rezone said property, from General Industrial (GI) and Medium Density, Multi-Family (R-18) to Mixed Use (MU); and

WHEREAS, on October 23, 2018, the City issued a State Environment Policy Act Mitigated Threshold Determination of Non-Significance (MDNS), which addresses the environmental impacts of the City Initiated Amendment Request No. 2 (Public Works Operations Compound & 1<sup>st</sup> Street Properties), a non-project action proposal; and

WHEREAS, on September 26, 2018 the City has submitted the proposed 2018 Comprehensive Plan Land Use Map and Official Zoning Map amendments (Material ID No. 25327) to the State of Washington Department of Commerce for 60-day review in accordance with RCW 36.70A.106; and

WHEREAS, the Marysville Planning Commission, after review of the proposed 2018 Comprehensive Plan Land Use Map and Official Zoning Map amendment, held a public workshop on September 25, 2018, and held a public hearing on November 14, 2018, and received testimony from staff and other interested parties following public notice; and

WHEREAS, the Planning Commission prepared and provided its written recommendation that said proposed amendment be approved by the Marysville City Council; and

WHEREAS, on December 10, 2018 the Marysville City Council reviewed the Planning Commission's recommendation related to the proposed 2018 Comprehensive Plan Land Use Map and Official Zoning Map amendments;

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

Section 1. With respect to the 2018 City Initiated Amendment Request No. 2 (Public Works Operations Compound & 1<sup>st</sup> Street Properties), the City Council hereby finds as follows:

1. The 2018 City Initiated Amendment Request No. 2 (Public Works Operations Compound & 1<sup>st</sup> Street Properties) is consistent with the City's Comprehensive Plan and Unified Development Code;
2. The 2018 City Initiated Amendment Request No. 2 (Public Works Operations Compound & 1<sup>st</sup> Street Properties) is consistent with the State Growth Management Act and the State Environmental Policy Act;
3. There is a demonstrated need for additional zoning as the type proposed;
4. The zone reclassification is consistent and compatible with uses and zoning of the surrounding properties;
5. There have been significant changes in the circumstances of the property to be rezoned or surrounding properties to warrant a change in classification; and
6. The property is practically and physically suited for the uses allowed in the proposed zone reclassification.

Section 2. The City Council hereby amends the Marysville Growth Management Comprehensive Plan and Ordinance No. 3000, as previously amended, by adopting 2018 City Initiated Amendment Request No. 2 (Public Works Operations Compound & 1<sup>st</sup> Street Properties), which amends the land use designation for the properties depicted in the attached and incorporated **Exhibit A**, which are located south of First Street, east of Columbia Avenue, north of Ebey Slough, and along Alder Avenue, and to rezone said properties from General Industrial (GI) and Medium Density, Multi-family (R-18) to Mixed Use (MU), and amends Figure 4-2 of the Land Use Element. This amendment shall be included with the Comprehensive Plan filed in the office of the City Clerk and shall be available for public inspection.

Section 3. The City Council hereby amends the City's Official Zoning Map, Ordinance No. 3000, as previously amended, and the City's Unified Development Code MMC Title 22, by adopting 2018 City Initiated Amendment Request No. 2 (Public Works Operations Compound

& 1<sup>st</sup> Street Properties), which rezones the properties depicted in the attached **Exhibit A** from GI (General Industrial) and R-18 (Multi-Family, Medium Density) to MU (Mixed Use). This amendment shall be attested by the signature of the Mayor and City Clerk, with the seal of the municipality affixed, shall be included with the Official Zoning Map on file in the office of the City Clerk, and shall be available for public inspection.

Section 4: Severability. If any section, subsection, sentence, clause, phrase or work of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF MARYSVILLE

By: \_\_\_\_\_  
JON NEHRING, MAYOR

Attest:

By: \_\_\_\_\_  
CITY CLERK

Approved as to form:

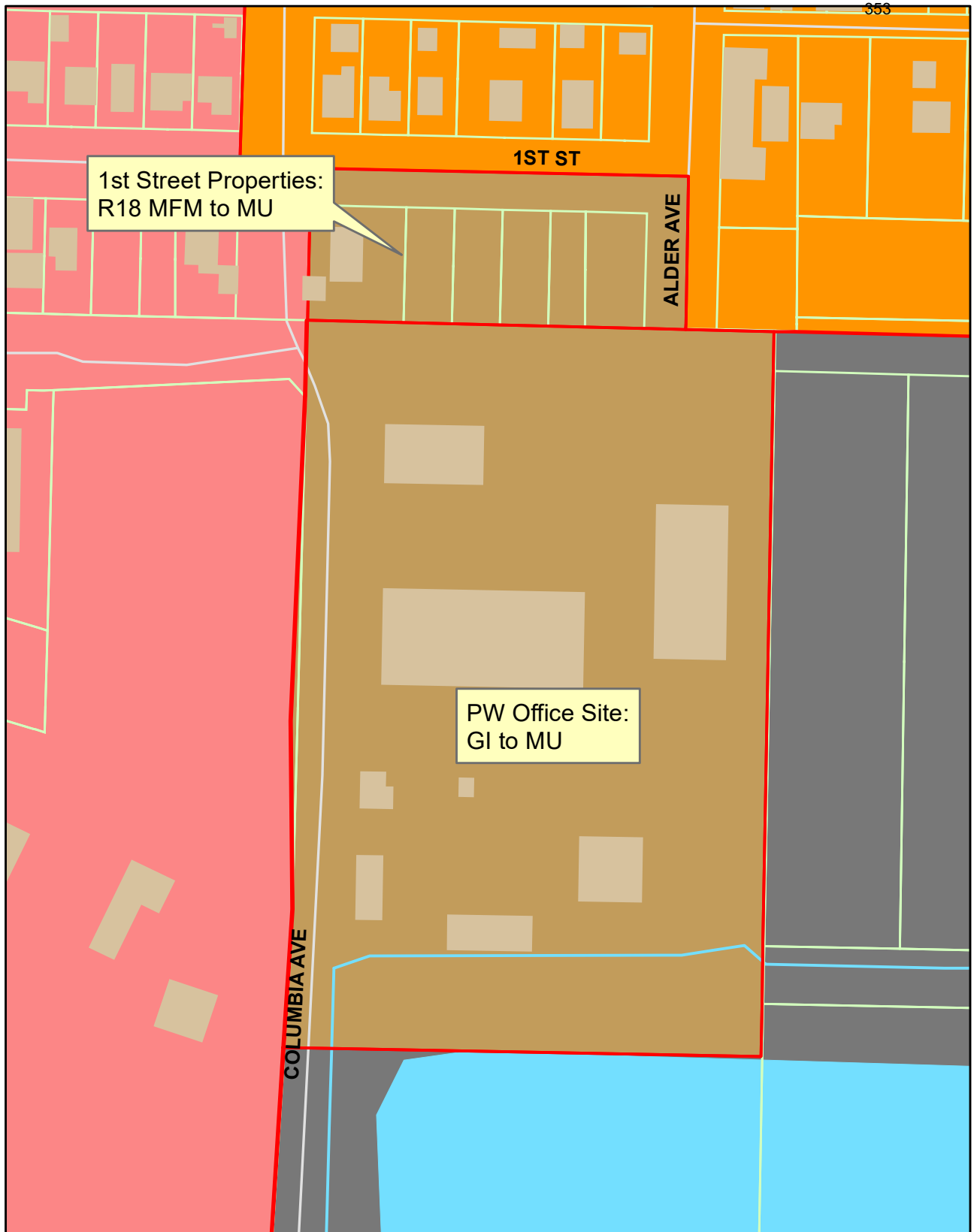
By: \_\_\_\_\_  
JON WALKER, CITY ATTORNEY

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

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



# EXHIBIT A



## Comprehensive Plan Amendment / Rezone #2 PW Office Site and 1st Street Properties

11/8/2018

- |   |   |
|---|---|
|  Downtown Commercial |  General Industrial      |
|  Mixed Use           |  R18 Multi-Family Medium |



COMMUNITY DEVELOPMENT DEPARTMENT  
 80 Columbia Avenue • Marysville, WA 98270  
 (360) 363-8100 • (360) 651-5099 FAX

## PC Recommendation – 2018 Comprehensive Plan Amendments

The Planning Commission (PC) of the City of Marysville, having held a public hearing on November 14, 2018 in review of a NON-PROJECT action amendment of the Marysville Comprehensive Plan, proposing adoption of the 2018 Comprehensive Plan Amendments an amendment of the Marysville Comprehensive Plan, and having considered the exhibits and testimony presented, PC does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

### FINDINGS:

1. The proposal was submitted to the State of Washington Department of Commerce for 60-day review on September 26, 2018, in accordance with RCW 36.70A.106.
2. The PC held a public work sessions to both introduce and review the NON-PROJECT action amendments proposing adoption of the NON-PROJECT action 2018 Comprehensive Plan Amendments as described above, on September 25 and October 9, 2018.
3. The PC held a duly-advertised public hearing on November 14, 2018 and received testimony from city staff and the public.
4. At the public hearing, the PC reviewed and considered the 2018 Comprehensive Plan Amendments.

### CONCLUSION:

At the public hearing, held on November 14, 2018, the PC recommended **APPROVING** the 2018 Comprehensive Plan Amendments.

### RECOMMENDATION:

Forwarded to City Council as a Recommendation of **APPROVAL** of the NON-PROJECT action known as 2018 Comprehensive Plan Amendments, an amendment of the Marysville Comprehensive Plan, on **November 14, 2018.**

By: \_\_\_\_\_

Stephen Leifer, Planning Commission Chair

# PLANNING COMMISSION



# MINUTES

July 10, 2018

7:00 p.m.

City Hall

## CALL TO ORDER

Chair Leifer called the July 10, 2018 meeting to order at 7:00 p.m. and noted there was no one in the audience.

### Marysville

**Chairman:** Steve Leifer

**Commissioners:** Roger Hoen, Jerry Andes, Kay Smith, Tom Thetford, Brandon Whitaker

**Staff:** Community Development Director Dave Koenig, Planning Manager Chris Holland

**Absent:** Kelly Richards (excused)

## APPROVAL OF MINUTES

May 22, 2018

**Motion** made by Commissioner Smith, seconded by Commissioner Thetford, to approve the May 22, 2018 Meeting Minutes as amended. **Motion** passed unanimously (7-0).

## AUDIENCE PARTICIPATION

None

## NEW BUSINESS

- A. Premium Place – Citizen Initiated Comprehensive Plan Map Amendment and Concurrent Rezone

Planning Manager Chris Holland introduced the topic of Comprehensive Plan amendments and explained that the hotel owner is the owner of these parcels. The proposal would change the land use from Community Business to General Commercial. There was discussion about the extremely difficult access to this property and options for development.

Commissioner Whitaker asked if there is a demand for self-storage facilities like the applicant is proposing in the city. Planning Manager Holland replied that there appears to be, but it doesn't have to be in this location. Commissioner Whitaker commented that this type of use might not fit with the kind of use they had in mind with the State Area Master Plan.

Director Koenig referred to the Albertsons site and noted that three different groups looked at that Albertsons building to convert it to self-storage, but it wasn't allowed in that zone. He commented that the City of Arlington has actually taken self-storage units out of their code, and they are not allowing any more to be built. This may be something for Marysville to take a look at as they are working on the Manufacturing Industrial Center (MIC) plan. He noted that staff will come back with a recommendation.

Commissioner Leifer asked how they could consider allowing self-storage on the proposed site when they didn't allow it on the Albertsons site. Director Koenig explained the difference in the applications. He noted that there has been no promise made to the applicant that this would be supported, but they chose to make the application anyway.

#### B. Staff Initiated Comprehensive Plan Map Amendment and Concurrent Rezone

- Civic Campus Properties

Planning Manager Holland explained that Public Works went through a brainstorming session regarding this proposed assemblage. Part of the new Public Safety building project could potentially include a new city hall. He reviewed permitting issues related to this proposed location. Staff will be coming with a recommendation from 8<sup>th</sup> Street to 4<sup>th</sup> Street to designate the properties Downtown Commercial.

- Washington Trucking Property

Washington Trucking has moved its location, their shoreline permit has expired, and they don't have any intended use for the site. Planning Manager Holland explained that this site has recently been used for construction of the bridge and potentially will be used by WSDOT as temporary construction of part of the on and off ramps from I-5 and 529. The site is currently zoned General Industrial, but staff is looking at rezoning it to Downtown Commercial as it would be a more appealing gateway to the City. Staff will also be looking at allowing some amount of multifamily on the ground floor because this may be an area for student housing or commuters. It is likely that it would end up being more multifamily use than commercial. WSDOT needs to acquire part of the property for right-of-way. Most of the area is undevelopable since it is in the floodplain.

- Public Works and Community Development Property

This is where Public Works and Community Development are currently located. It is zoned General Industrial. The project is at about 60% design for the 1<sup>st</sup> Street bypass road. That will go out to bid when it is finalized. He discussed plans for surplus parts of the property if the civic campus gets built.

Commissioner Whitaker asked how the proposed use would dovetail with the sewage plant to the south. Planning Manager Holland explained that those details haven't been worked out yet.

Commissioner Hoen asked about the footprint for the 1<sup>st</sup> Street bypass. Planning Manager Holland reviewed the current plans for that.

### **CITY COUNCIL AGENDA ITEMS AND MINUTES**

Director Koenig commented that Kelly Richards was re-appointed by the City Council last night to serve another term on the Planning Commission.

Planning Manager Holland reported that Toyota had their flag raising ceremony which was a nice event. The Ford Dealership is putting in a used car lot to the north of that.

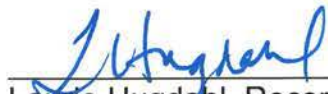
Director Koenig reported that a SEPA Determination of Non Significance was issued for a Roy Robinson RV. The City is getting a lot of interest in the MIC. Staff reviewed various sites and proposals in the MIC.

Director Koenig commented there is also a lot of interest in single family development. The code was changed so that final plats do not have to go to City Council anymore which saves time. In the last month staff has approved three final plats administratively. He reviewed historical numbers and commented that there are 591 single-family lots currently under construction.

### **ADJOURNMENT**

**Motion** made by Commissioner Whitaker, seconded by Commissioner Smith, to adjourn the meeting at 8:26 p.m. **Motion** passed unanimously.

**NEXT MEETING:** TBD




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Laurie Hugdahl, Recording Secretary

# PLANNING COMMISSION



# MINUTES

**September 25, 2018**

**7:00 p.m.**

**City Hall**

## **CALL TO ORDER**

Chair Leifer called the September 25, 2018 meeting to order at 7:00 p.m. noting that there was no one in the audience.

### Marysville

**Chairman:** Steve Leifer

**Commissioners:** Roger Hoen, Jerry Andes, Kay Smith, Kelly Richards, Tom Thetford, Brandon Whitaker

**Staff:** Senior Planner Angela Gemmer

**Absent:** None

## **APPROVAL OF MINUTES**

### September 11, 2018

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to approve the September 11, 2018 Meeting Minutes as presented. **Motion** passed unanimously.

## **AUDIENCE PARTICIPATION**

None

## **PUBLIC HEARING – CODE AMENDMENTS**

The public hearing was opened at 7:01 p.m.

Senior Planner Angela Gemmer reviewed the following proposed amendments.

A. Duplex and townhome definitions;

This would amend the definition of duplex to align better with how that use is defined in the International Residential Code. The primary change would clarify the degree of attachment between adjacent units of a duplex. The next amendment would amend the definition of townhouse, which is three or more units connected with a fire-resistant wall, each with a front and back door, to clarify the degree of attachment between units to align better with the International Residential Code.

There were no comments or questions regarding these amendments.

**B. Base height increase in the General Commercial (GC) zone within the Downtown Master Plan Area; and**

This would allow an increase in the height in the General Commercial Zone to 85 feet within the Downtown Master Plan Area, generally south of 8<sup>th</sup> Street.

Commissioner Richards stated he was okay with the increased height, but concerned about having adequate parking. He thought the City should set a positive example with this matter by ensuring there is sufficient parking. Ms. Gemmer replied that the underlying land use code governs parking, and her understanding was that it would be provided per code requirements. She stated that she would pass along his concerns to the project manager. Commissioner Richards expressed concern that it still would not be enough and stated he would not be comfortable approving this height amendment until he is satisfied there will be enough parking.

Commissioner Thetford asked staff about the actual parking requirements for this facility. Ms. Gemmer explained that it differs per use. She stated that the code requires one parking space per 400 square feet of gross floor area for professional office uses. There are some provisions to allow for reductions or waivers in certain circumstances such as where there are alternatives to automobiles. She reiterated that typically every project constructed is required to demonstrate that they meet the parking requirements in code.

Commissioner Whitaker expressed concern about the lack of demand for 85-foot heights, and stated he would not be comfortable voting in support of that increase.

Commissioner Hoen commented that it was noted last week by staff that the water park creates more parking need than there exists already. This additional use in that area would be competing with that limited space and would amplify the issue.

Chair Leifer asked if there has been any interest by private developers for this kind of development. Ms. Gemmer replied that there is one developer who wants to do a true mixed use development behind Taco Bell.

There was consensus to continue the hearing to the next meeting and to note that the Planning Commission generally has concerns about adequate parking. There was a

request for an explanation of what the City is expecting for parking and a better explanation of what the built out environment will look like.

Ms. Gemmer reiterated that parking would be addressed per code and is addressed in a separate section of the code. Chair Leifer acknowledged that, but stated that the condition of additional height bears upon the parking aspect in the minds of the commissioners.

### C. Appeal timeframes

Ms. Gemmer explained that these amendments would synchronize the appeal timelines within the codes related to land use procedures.

There were no comments or questions related to these amendments.

**Motion** made by Commissioner Richards, seconded by Commissioner Whitaker, to continue the hearing to the next meeting. **Motion** passed unanimously.

## OLD BUSINESS – Comprehensive Plan Amendments

### A. Washington Trucking Site – General Industrial (GI) to Downtown Commercial (DC)

The proposal is to redesignate this site from General Industrial to Downtown Commercial and Open. With the new interchange this will be the new gateway to the city so the site would afford redevelopment opportunities and make a good first impression for the city.

Commissioner Leifer asked what was driving this change. Ms. Gemmer thought this was staff-initiated, but there may have been some discussion with the Washington Trucking owners. He wondered why, with environmental constraints, Washington Trucking would want to zone themselves Downtown Commercial when the site would likely remain as open space. He questioned whether or not the type of development envisioned could ever get off the ground due to environmental issues. He thought that using it as open space might be a possibility. Ms. Gemmer indicated she would find out more about the history and what discussions may have occurred related to this.

Commissioner Hoen recalled from the previous meeting that staff had envisioned this as the gateway to the city and felt it should be zoned for something compatible as an entrance to the city. Ms. Gemmer concurred. She noted that Downtown Commercial would allow for general personal services, retail, offices, etc. It is not necessarily residential that would occur there.

Commissioner Andes expressed concern about the difficult access to this property. Ms. Gemmer indicated she would check with the traffic engineer to find out more about plans for this.



**B. Public Works/Community Development Site – GI and R-18 to Mixed Use**

Commissioner Whitaker expressed concern about changing from General Industrial and R-18 to Mixed Use on this site due to the proximity to the sewage treatment plant and the associated odor. Ms. Gemmer explained that the zoning would be flexible and would allow for commercial, multifamily, or a combination of the two; it would also be market-driven.

**CITY COUNCIL AGENDA ITEMS AND MINUTES**

None

**ADJOURNMENT**

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to adjourn the meeting at 7:35 p.m. **Motion** passed unanimously.

**NEXT MEETING:**

October 9, 2018

  
Chris Holland, Planning Manager for  
Laurie Hugdahl, Recording Secretary

*DRAFT*PLANNING  
COMMISSIONMINUTES

November 14, 2018

7:00 p.m.

City Hall

**CALL TO ORDER**

Chair Leifer called the November 14, 2018 meeting to order at 7:00 p.m.

Marysville

**Chairman:** Steve Leifer

**Commissioners:** Jerry Andes, Kay Smith, Kelly Richards, Roger Hoen<sup>1</sup>

**Staff:** Community Development Director Dave Koenig, Planning Manager Chris Holland, Senior Planner Angela Gemmer

**Absent:** Tom Thetford (excused), Brandon Whitaker (excused)

**APPROVAL OF MINUTES**October 23, 2018

**Motion** made by Commissioner Smith, seconded by Commissioner Andes, to approve the October 23, 2018 Meeting Minutes as amended. **Motion** passed unanimously.

**AUDIENCE PARTICIPATION**

None

**NEW BUSINESS**

## A. Arlington-Marysville Manufacturing Industrial Center (AMMIC) Workshop

Community Development Director Koenig introduced the Arlington-Marysville Manufacturing Industrial Center (AMMIC) subarea plan. He explained that the goal is to have the MIC recognized as a Regional Center by the Puget Sound Regional Council.

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<sup>1</sup> Roger Hoen arrived at 7:42 p.m.

He noted that Berk and Associates was the firm hired to do the work for the Subarea Plan. John Owen of Makers Architecture was part of that team.

Mr. Owen made a presentation reviewing the Draft AMMIC Subarea Plan (in the Planning Commission packet). He discussed:

- Public Input and Outreach
- The Vision and Guiding Principles
- Subarea Plan Concepts: Plans & Policies, Land Use (Development Capacity and Future Land Use), and Framework Plan
- Goals & Policies: Land Use & Urban Design, Transportation, Natural Environment, Economic Development, and Public Facilities & Infrastructure. Planning Manager Holland referred to a letter received from Kristin Kinnamon regarding bike lanes and discussed the City's plans to address this.
- Implementation: Capital Facilities Plan (Transportation, Utilities, Natural Environment) and Finance (Funding & Financing Tools for Subarea Development)
- Zoning & Development Standard Recommendations

The Planning Commission asked clarification questions which were answered by staff and Mr. Owen. Staff discussed developer interest in the area.

Reid Shockey, Shockey Planning Group, 2716 Colby Avenue, Everett, WA, congratulated the City on this plan. He spoke in support of moving forward with this. He represents property owners within this central area (the opportunity sites). He and his clients envision organizing all the information into a master plan. He recommended that staff work with the individual property owners collectively to produce a good master plan.

Director Koenig summarized that the next step on this would be a public hearing with the Planning Commission on December 11. This would be followed with possible action by the Council in January.

Commissioner Hoen apologized for being late, noting it was unavoidable, and commented that this subject was very important to him. He expressed concern about piecemeal industrial development with residential mixed in. Director Koenig replied that residential would not be allowed in the light industrial area. There are some existing residential areas which would remain. He expects that those residential uses within the industrial zones will eventually transition to industrial as well. Commissioner Hoen also asked if there is any relief planned in the I-5 corridor. Director Koenig commented that the new 529 bridge to get people off I-5 coming north and onto I-5 going south is expected to help. Mr. Owen added that the Community Transit Swift line should also take some private vehicles off the road which would also help.

Commissioner Richards asked how the zoning would affect the school district property which is in that area but not in the MIC. Director Koenig explained it would be up to the school district what they decide to do with the property.

## **PUBLIC HEARING**

### A. Comp. Plan Amendment No. 1 – Washington Trucking Site

Senior Planner Gemmer reviewed this item.

The public hearing was opened at 8:05 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:05 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to approve Comp. Plan Amendment No. 1 as presented. **Motion** passed unanimously.

### B. Comp. Plan Amendment No. 2 – Public Works Operations Site & 1<sup>st</sup> Street Properties

Senior Planner Gemmer reviewed this item.

The public hearing was opened at 8:08 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:08 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to approve Comp. Plan Amendment No. 2 as presented. **Motion** passed unanimously.

### C. Comp. Plan Amendment No. 3 – Proposed Road Connector Revisions

Senior Planner Gemmer reviewed this item. She highlighted an additional change to Figure 15 to show a multi-use trail designation on the east side of State Avenue from north of SR529 up to 2<sup>nd</sup> Street. Everything else was as previously presented.

The public hearing was opened at 8:11 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:11 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to approve Comp. Plan Amendment No. 3 as presented. **Motion** passed unanimously.

### D. Code Amendment – Industrial and Manufacturing Parking Requirements

Senior Planner Gemmer reviewed this item.

*DRAFT*

The public hearing was opened at 8:13 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:13 p.m.

Chair Leifer spoke in support of the changing requirements.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to approve Code Amendment – Industrial and Manufacturing Parking Requirements as presented. **Motion** passed unanimously.

## **CITY COUNCIL AGENDA ITEMS AND MINUTES**

### **ADJOURNMENT**

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to adjourn the meeting at 8:24 p.m. **Motion** passed unanimously.

### **NEXT MEETING:**

December 11, 2018

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Laurie Hugdahl, Recording Secretary

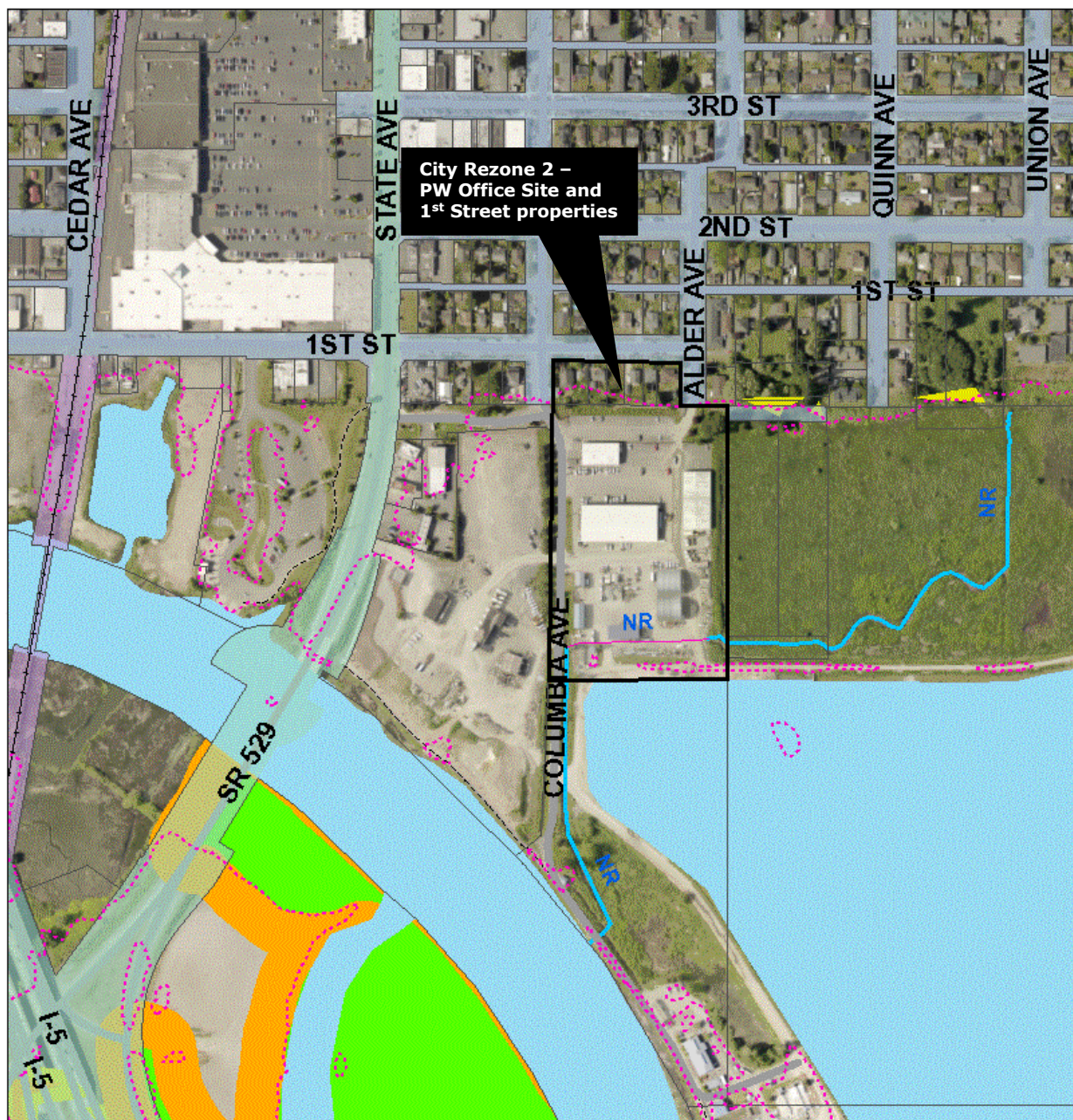
## City-Initiated Rezone Request 2 – Current PW/CD Office Building and Properties South of 1<sup>st</sup> Street between Columbia and Alder Avenues

<b>Addresses:</b>	80 Columbia Avenue (portion of); 1604 1 <sup>st</sup> Street; 1612 1 <sup>st</sup> Street; 1614 1 <sup>st</sup> Street; 1620 1 <sup>st</sup> Street; 1624 1 <sup>st</sup> Street; 1630 1 <sup>st</sup> Street
<b>Tax Parcel Number(s):</b>	portion of <a href="#">30053300200100</a> ; <a href="#">00551100700600</a> ; <a href="#">00551100700500</a> ; <a href="#">00551100700400</a> ; <a href="#">00551100700300</a> ; <a href="#">00551100700100</a>
<b>Property Owner:</b>	City of Marysville; Mann, Yvonne
<b>Zones:</b>	General Industrial and R-18 Multi-Family, Medium Density
<b>Approximate acreage:</b>	9.56 acres
<b>Current use:</b>	City of Marysville Public Works/Community Development offices and Public Works operations facilities and existing single family residences
<b>Rezone Request:</b>	Mixed Use
<b>Proposed Use:</b>	--
<b>Rezone Recommendation:</b>	<b>Change the Comprehensive Plan land use designations from General Industrial and R-18 Multi-Family, Medium Density to Mixed Use and associated rezone to MU. <i>Analysis follows aerial photo of the subject property.</i></b>

### 2017 Aerial Map



## 2017 Aerial Map with Presumed Critical Areas



### Recommendation

Re-designate the property Mixed Use and rezone to MU.

### Site Summary

This site consists of seven parcels totaling approximately 9.56 acres. The large property is the City's Public Works Office and Operations complex. The smaller parcels in this assemblage are former or current single family residences that were acquired (or are being acquired) by the City of Marysville for the 1<sup>st</sup> Street Bypass. The subject assemblage is bordered by Downtown Commercial to the west; R-18 Multi-Family, Medium Density to the north; General Industrial and R-18 Multi-Family, Medium Density to the east; and General Industrial to the south. Surrounding properties to the east are generally within the floodplain; to the west and south primarily consist of the City's Public Works Office and Operations



complex; and to the north are existing single family residences. The City recently posted a Request for Qualifications for redevelopment along the waterfront which included the subject property and the property to the immediate west.

### Comprehensive Plan Goals and Policies

The subject property is located within Downtown Neighborhood Planning Area 1. The following is a summary of goals and policies which the proposal is consistent with.

#### Mixed Use

##### *Goals:*

33. Create relatively high density subdistricts of appropriate Planning Areas that allow people to live, shop, and possibly work without always being dependent on their automobiles.

##### *Policies:*

LU-146 Increase the pedestrian-oriented character of an area.

LU-147 Encourage alternatives to the automobile for short trips.

LU-149 Encourage developments and design that will enhance the overall coherence of an area's visual character.

LU-150 Building design at the street wall should contribute to a lively, attractive and safe pedestrian streetscape.

LU-151 Encourage building design that promotes an attractive image of Marysville from Interstate 5 when it is appropriate.

LU-156 At street level, encourage retail and commercial; above the street located residential uses and offices.

LU-160 Encourage day and night time activities.

LU-162 Encourage professional office uses adjacent to existing residential dwellings as a transition to residential land uses.

#### Criteria and Standards for Mixed Use

- Commercial, office, and residential uses may be pursued in the Mixed Use zone; these uses would serve as a transition to the commercial uses that are allowed to the west, multi-family uses that are allowed to the north, and industrial uses that are allowed to the south.
- The assemblage will have access to arterials and/or neighborhood collectors.
- Has the ability to buffer from adjacent residential.
- Assemblage is convenient to the neighborhood consumer population and situated along an arterial and near the intersection of arterials. The size and area of the assemblage is in scale with the neighborhood and of sufficient area to bear the burden of transition to surrounding zones.
- The Comprehensive Plan provides criteria and standards to promote quality architecture and site amenities for the Mixed Use zone that would enhance the character of the subject assemblage of properties.
- The site will have increased visibility with the construction of the First Street Bypass so has an opportunity to contribute to an improved community image.

#### **22G.010.440 Rezone criteria.**

**(1) A zone reclassification shall be granted only if the applicant demonstrates that the proposal is consistent with the comprehensive plan and applicable functional plans and complies with the following criteria:**

**(a) There is a demonstrated need for additional zoning as the type proposed;**

*Within the Downtown, there is a demonstrated need for additional zoning as the type proposed. The Mixed Use zone allows for commercial, multi-family, or a combination of commercial or multi-family to be pursued. The subject property primarily contains older, warehouse-type structures that are aging and present excellent opportunities for redevelopment. At 9.56 acres, the subject assemblage has sufficient acreage to allow for a large scale project that can supply the Downtown with much needed*

housing and/or commercial uses. Presently the majority of the Mixed Use zoned properties within the Downtown have developed over time and/or are smaller, so putting together an assemblage for a large scale project would be expensive. Development of underutilized properties, may serve as a catalyst to develop other properties in the vicinity which are more difficult to develop.

**(b) The zone reclassification is consistent and compatible with uses and zoning of the surrounding properties;**

The zone reclassification is consistent and compatible with the uses and zoning of the surrounding properties. Rezoning to Mixed Use would allow for redevelopment that complements the appearance, character, and uses allowed within the adjacent Downtown Commercial zoning to the west and the multi-family zoning to the north. The Mixed Use zone allows for a wide variety of general personal service, retail, professional offices, and multi-family housing. Rezoning the subject assemblage of properties from General Industrial and R-18 Multi-Family, Medium Density to Mixed Use would serve as a transition from industrial to multi-family zoning in the vicinity, and help to eliminate potential conflicts with nuisance generating aspects of industrial development (e.g. noise, odor, glare, appearance, etc.).

**(c) There have been significant changes in the circumstances of the property to be rezoned or surrounding properties to warrant a change in classification;**

There have been several significant changes in the circumstances of the properties to be rezoned and surrounding properties that warrant a change in classification.

**Adoption of Downtown Master Plan and Resulting Improvements.** In October 2009, the City adopted the Downtown Master Plan which impacts the subject assemblage, and other properties located south of 8<sup>th</sup> Street, west of Alder Avenue, north of Ebey Slough, and east of Interstate 5. This plan has provided a vision and a blueprint for redevelopment within the Downtown, and has been implemented with major public street improvements (i.e. 1<sup>st</sup> and 3<sup>rd</sup> Street LID, road, pedestrian, and beautification, etc.), and the redevelopment of several parcels within the Downtown.

**Planned Access and Road Improvements.** The SR529-Interchange project, which will construct a new I-5 northbound off-ramp to SR529 and a new southbound on-ramp from SR-529 to I-5, has been fully funded under the Connecting Washington Program, and the Washington State Department of Transportation is anticipating to begin construction in 2019. This project will bring increased traffic into town via SR529. An associated project, the First Street Bypass, will be constructed to route traffic utilizing the new SR529/I-5 Interchange from the City's Downtown. These projects will alleviate traffic pressure on 4<sup>th</sup> Street and provide an alternative means into and out of the City that is free of train delays, and that will ultimately enhance traffic, accessibility, and the quality of life Downtown. The First Street Bypass will directly abut the subject assemblage and will increase the subject properties' visibility and prominence while opening up redevelopment opportunities.

**(d) The property is practically and physically suited for the uses allowed in the proposed zone reclassification.**


The property is practically and physically suited for the uses allowed in the proposed zone reclassification. This assemblage is presently served by water and sewer. The properties are generally flat. The construction of the SR529/I-5 Interchange and First Street Bypass will enhance the visibility and prominence of this assemblage, open up new development opportunities, and provide excellent access to Interstate 5 for residents and visitors.

# *Index #16*

**CITY OF MARYSVILLE**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10, 2018**

<b>AGENDA ITEM:</b> PA 18-001 – 2018 Comprehensive Plan Amendment 3 – Planned Road Connector Revisions	<b>AGENDA SECTION:</b> New Business	
<b>PREPARED BY:</b> Angela Gemmer, Senior Planner	<b>APPROVED BY:</b> 	
<b>ATTACHMENTS:</b> 1. Adopting Ordinance with the following attachments: <ul style="list-style-type: none"> <li>· Exhibit A – Figure 4-2,</li> <li>· Exhibit B – Figure 4-49,</li> <li>· Exhibit C – Figure 4-56,</li> <li>· Exhibit D – Figure 11,</li> <li>· Figure E – Figure 13, and</li> <li>· Figure F – Figure 15.</li> </ul> 2. PC Recommendation dated November 14, 2018 3. PC Minutes dated October 9 and November 14, 2018		
	MAYOR	CAO
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>	

**DESCRIPTION:**

The Community Development Department initiated a NON-PROJECT action Comprehensive Plan Amendment updating Figures 4-2, 4-49, and 4-56 of the *Land Use Element*, and Figures 11, 13, and 15 of the *Transportation Element*, to reflect revisions to the intended alignment of various planned road connectors.

The Planning Commission (PC) held a public workshop on October 9, 2018, and a duly advertised public hearing on November 14, 2018 to review the proposed Comprehensive Plan Amendment. There was no public testimony provided at the public hearing. Following the public hearing, the PC made a motion to recommend the Comprehensive Plan Amendment – ‘Planned Road Connector Revisions’ to Marysville City Council for adoption by ordinance.

<b>RECOMMENDED ACTION:</b> Affirm the PC’s Recommendation and adopt the Comprehensive Plan Amendment Planned Road Connector Revisions, by Ordinance.
<b>COUNCIL ACTION:</b>

**CITY OF MARYSVILLE**  
**Marysville, Washington**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MARYSVILLE, WASHINGTON RELATING TO THE MARYSVILLE GROWTH MANAGEMENT COMPREHENSIVE PLAN, ORDINANCE NO. 3000, AS PREVIOUSLY AMENDED, AND THE CITY'S UNIFIED DEVELOPMENT CODE (MMC TITLE 22); AND APPROVING THE 2018 CITY INITIATED COMPREHENSIVE PLAN AMENDMENT REQUEST NO. 3 (TRANSPORTATION CONNECTOR REVISIONS), WHICH AMENDS MAPS AND FIGURES WITHIN THE COMPREHENSIVE PLAN TO SHOW THE MODIFIED LOCATION OF VARIOUS PROPOSED ROAD CONNECTIONS PURSUANT TO THE CITY'S ANNUAL COMPREHENSIVE PLAN AMENDMENT AND UPDATE PROCESS.**

WHEREAS, on September 15, 2015 the Marysville City Council adopted Ordinance No. 3000 adopting an updated Growth Management Comprehensive Plan ("Comprehensive Plan") for the City of Marysville; and

WHEREAS, the Growth Management Act allows jurisdictions to amend comprehensive plans once a year, except in those situations enumerated in RCW 36.70A.130(2)(a); and

WHEREAS, on January 27, 1997 the Marysville City Council adopted Resolution No. 1839, providing for procedures for annual amendment and update of the City's Comprehensive Plan; and

WHEREAS, on May 27, 2002 the Marysville City Council adopted Ordinance No. 2406, adding former Chapter 18.10 to the Marysville Municipal Code (MMC) "Procedures For Legislative Actions" which established procedures for processing and review of legislative actions relating to amendments or revision to the Comprehensive Plan and Development Regulations; and WHEREAS, on February 14, 2011, the Marysville City Council passed Ordinance No. 2852, adopting the Unified Development Code, which recodified former Chapter 18.10 to Chapter 22G.020; and

WHEREAS, the 2018 Comprehensive Plan amendments include a City Initiated Amendment Request No. 3 (Transportation Connector Revisions), which proposes to revise Figures 4-2 (Exhibit A), 4-49 (Exhibit B), and 4-56 (Exhibit C) of the *Land Use Element* of the Comprehensive Plan, and Figures 11 (Exhibit D), 13 (Exhibit E), and 15 (Exhibit F) of the *Transportation Element* of the Comprehensive Plan to show the modified location of various proposed road connections shown on said maps and figures; and

WHEREAS, on October 23, 2018, the City issued a State Environment Policy Act Mitigated Threshold Determination of Non-Significance (MDNS), which addresses the environmental impacts of the City Initiated Amendment Request No. 3 (Transportation Connector Revisions), a non-project action proposal; and

WHEREAS, on September 26, 2018 the City submitted the proposed 2018 Comprehensive Plan Land Use Map amendments (Material ID No. 25327) to the State of Washington Department of Commerce for 60-day review in accordance with RCW 36.70A.106; and

WHEREAS, the Marysville Planning Commission, after review of the proposed 2018 Comprehensive Plan Land Use Map amendment, held public workshop on October 9, 2018, and held a public hearing on November 14, 2018, and received testimony from staff and other interested parties following public notice; and

WHEREAS, the Planning Commission prepared and provided its written recommendation that said proposed amendment be approved by the Marysville City Council; and

WHEREAS, on December 10, 2018 the Marysville City Council reviewed the Planning Commission's recommendation related to the proposed 2018 Comprehensive Plan Land Use Map amendments;

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

Section 1. With respect to the 2018 City Initiated Amendment Request No. 3 (Transportation Connector Revisions), the City Council hereby finds as follows:

1. The 2018 City Initiated Amendment Request No. 3 (Transportation Connector Revisions) is consistent with the City's Comprehensive Plan and Unified Development Code;
2. The 2018 City Initiated Amendment Request No. 3 (Transportation Connector Revisions) is consistent with the State Growth Management Act and the State Environmental Policy Act;
3. The 2018 City Initiated Amendment Request No. 3 (Transportation Connector Revisions) is warranted by significant changes in circumstances; and
4. The 2018 City Initiated Amendment Request No. 3 (Transportation Connector Revisions) is warranted by sufficient benefit or cost to the public health, safety and welfare.

Section 2. The City Council hereby amends the Marysville Growth Management Comprehensive Plan and Ordinance No. 3000, as previously amended, by adopting 2018 City Initiated Amendment Request No. 3 (Transportation Connector Revisions), which amends Figures 4-2 (Exhibit A), 4-49 (Exhibit B), and 4-56 (Exhibit C) of the *Land Use Element* of the Comprehensive Plan, and Figures 11 (Exhibit D), 13 (Exhibit E), and 15 (Exhibit F) of the *Transportation Element* of the Comprehensive Plan to show the modified location of various proposed road connections shown on said maps and figures. This amendment shall be included with the Comprehensive Plan filed in the office of the City Clerk and shall be available for public inspection.

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

PASSED by the City Council and APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF MARYSVILLE

By: \_\_\_\_\_  
JON NEHRING, MAYOR

Attest:

By: \_\_\_\_\_  
CITY CLERK

Approved as to form:

By: \_\_\_\_\_  
JON WALKER, CITY ATTORNEY

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

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

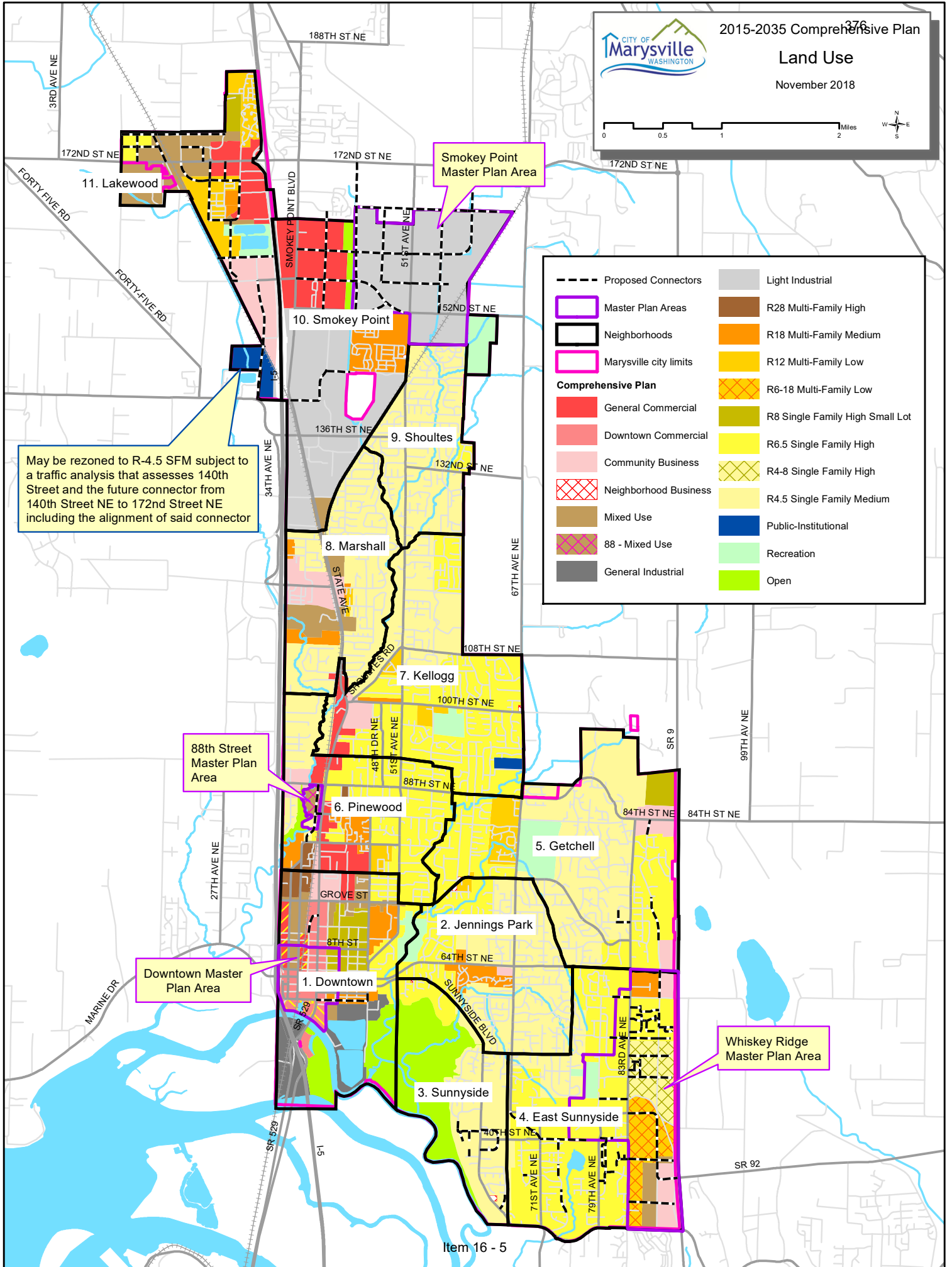
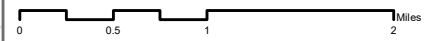
# EXHIBIT A



2015-2035 Comprehensive Plan

## Land Use

November 2018



	Proposed Connectors		Light Industrial
	Master Plan Areas		R28 Multi-Family High
	Neighborhoods		R18 Multi-Family Medium
	Marysville city limits		R12 Multi-Family Low
<b>Comprehensive Plan</b>			R6-18 Multi-Family Low
	General Commercial		R8 Single Family High Small Lot
	Downtown Commercial		R6.5 Single Family High
	Community Business		R4-8 Single Family High
	Neighborhood Business		R4.5 Single Family Medium
	Mixed Use		Public-Institutional
	88 - Mixed Use		Recreation
	General Industrial		Open

May be rezoned to R-4.5 SFM subject to a traffic analysis that assesses 140th Street and the future connector from 140th Street NE to 172nd Street NE including the alignment of said connector

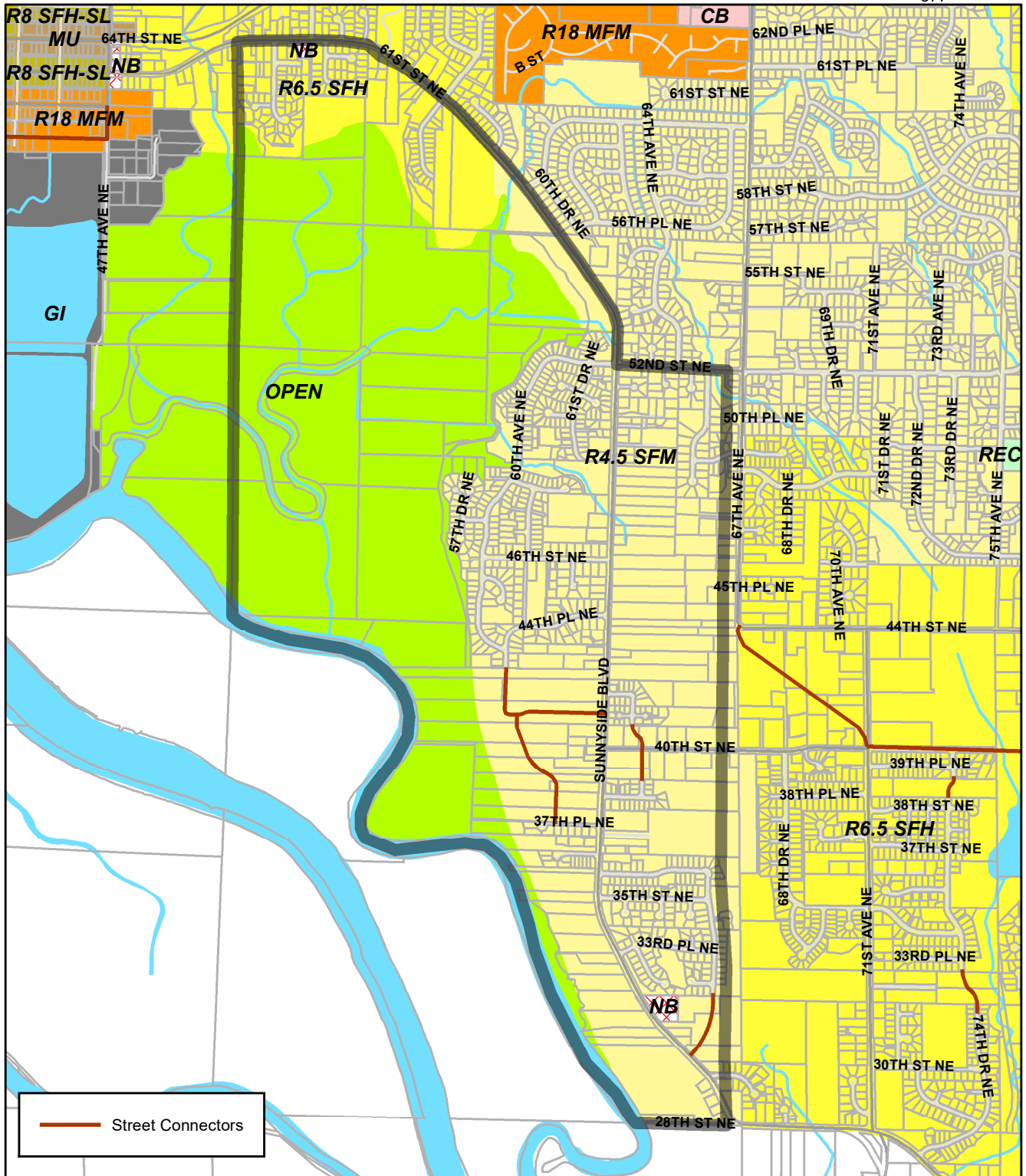
88th Street Master Plan Area

Downtown Master Plan Area

Whiskey Ridge Master Plan Area

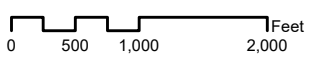


# EXHIBIT B



## Sunnyside Neighborhood Planning Area 3

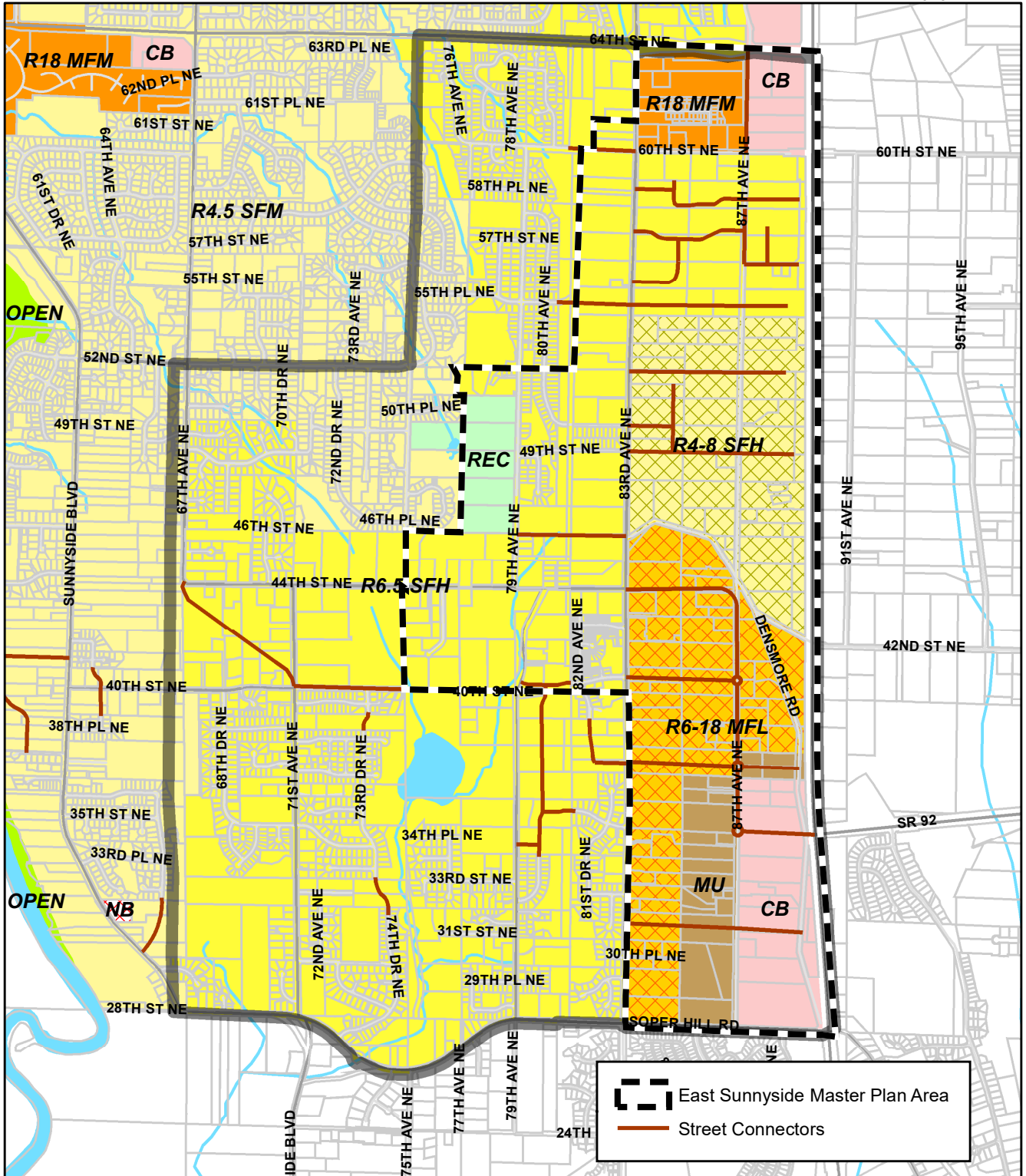
### LAND USE



11/2018

- |                         |                                 |
|-------------------------|---------------------------------|
| General Commercial      | R12 Multi-Family Low            |
| Downtown Commercial     | R6-18 Multi-Family Low          |
| Community Business      | R8 Single Family High Small Lot |
| Neighborhood Business   | R6.5 Single Family High         |
| Mixed Use               | R4-8 Single Family High         |
| 88 - Mixed Use          | R4.5 Single Family Medium       |
| General Industrial      | Public-Institutional            |
| Light Industrial        | Recreation                      |
| R28 Multi-Family High   | Open                            |
| R18 Multi-Family Medium |                                 |

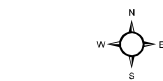
# EXHIBIT C



## East Sunnyside Neighborhood

### Planning Area 4

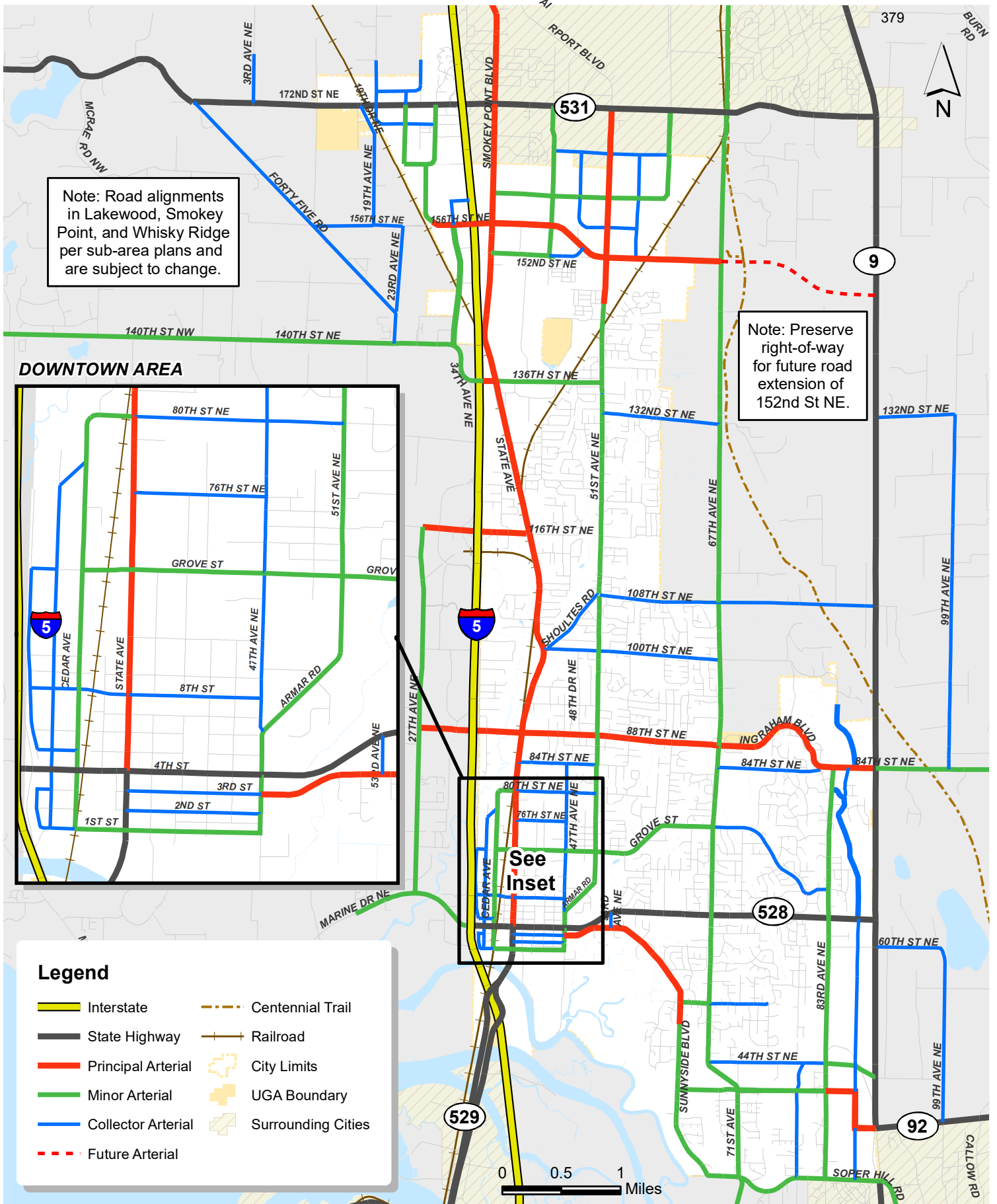
#### LAND USE



11/2018

- |                         |                                 |
|-------------------------|---------------------------------|
| General Commercial      | R12 Multi-Family Low            |
| Downtown Commercial     | R6-18 Multi-Family Low          |
| Community Business      | R8 Single Family High Small Lot |
| Neighborhood Business   | R6.5 Single Family High         |
| Mixed Use               | R4-8 Single Family High         |
| 88 - Mixed Use          | R4.5 Single Family Medium       |
| General Industrial      | Public-Institutional            |
| Light Industrial        | Recreation                      |
| R28 Multi-Family High   | Open                            |
| R18 Multi-Family Medium |                                 |

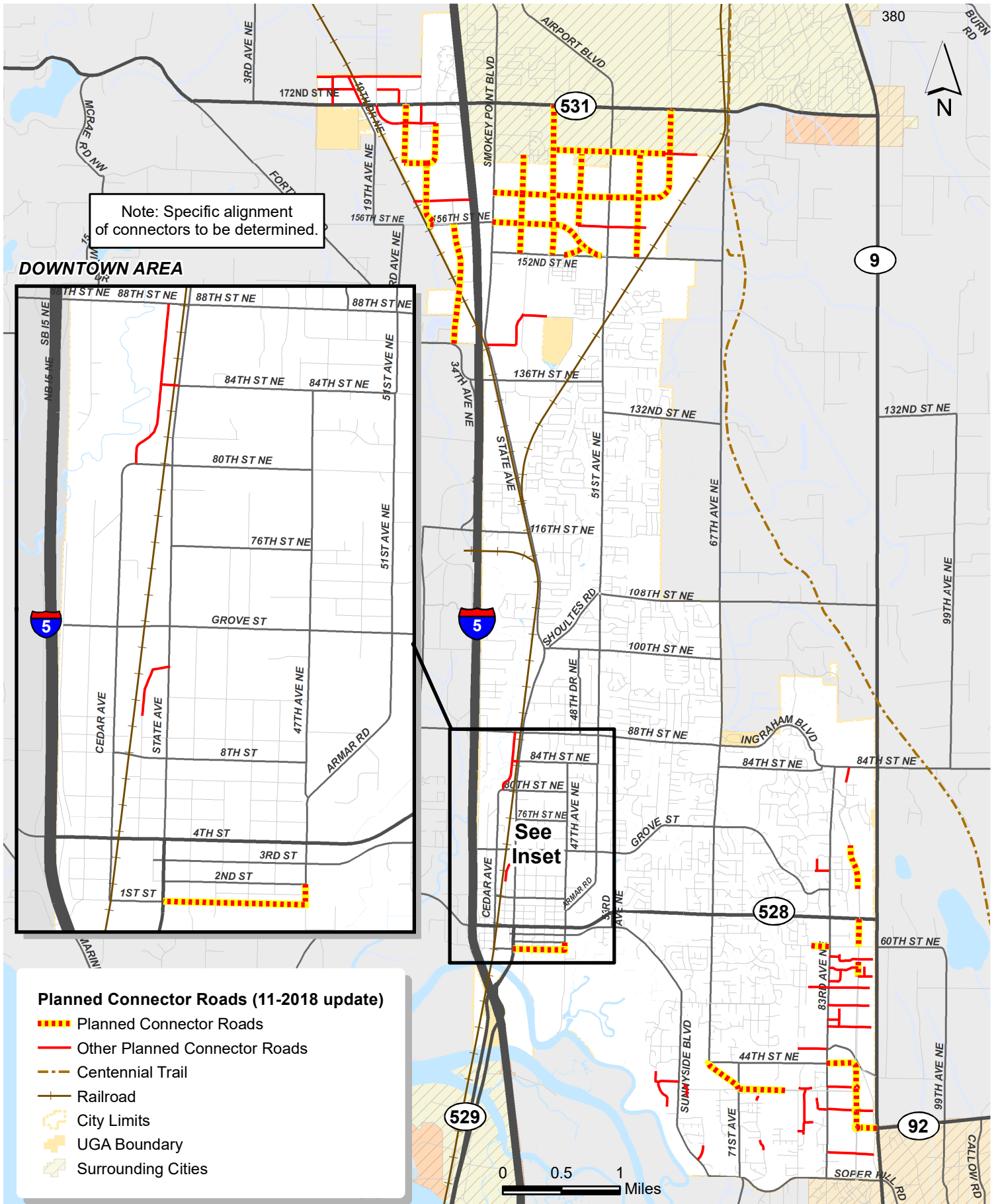
# EXHIBIT D



Roadway Functional Classification

FIGURE

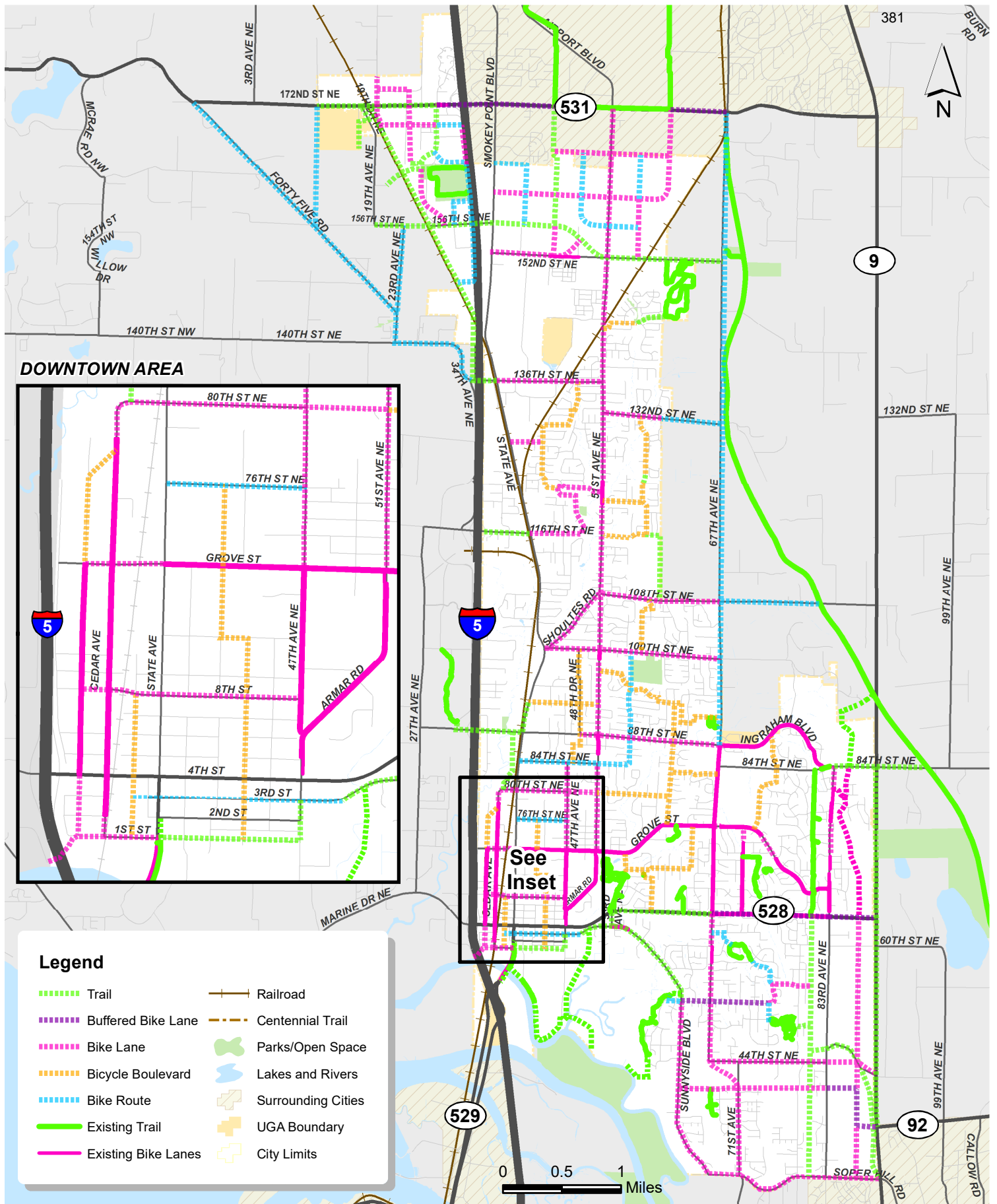
# EXHIBIT E



Planned Connector Roads 11/2018

FIGURE

# EXHIBIT F



Bicycle System Plan November 2018

FIGURE



COMMUNITY DEVELOPMENT DEPARTMENT  
80 Columbia Avenue • Marysville, WA 98270  
(360) 363-8100 • (360) 651-5099 FAX

## PC Recommendation – 2018 Comprehensive Plan Amendments

The Planning Commission (PC) of the City of Marysville, having held a public hearing on November 14, 2018 in review of a NON-PROJECT action amendment of the Marysville Comprehensive Plan, proposing adoption of the 2018 Comprehensive Plan Amendments an amendment of the Marysville Comprehensive Plan, and having considered the exhibits and testimony presented, PC does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

### FINDINGS:

1. The proposal was submitted to the State of Washington Department of Commerce for 60-day review on September 26, 2018, in accordance with RCW 36.70A.106.
2. The PC held a public work sessions to both introduce and review the NON-PROJECT action amendments proposing adoption of the NON-PROJECT action 2018 Comprehensive Plan Amendments as described above, on September 25 and October 9, 2018.
3. The PC held a duly-advertised public hearing on November 14, 2018 and received testimony from city staff and the public.
4. At the public hearing, the PC reviewed and considered the 2018 Comprehensive Plan Amendments.

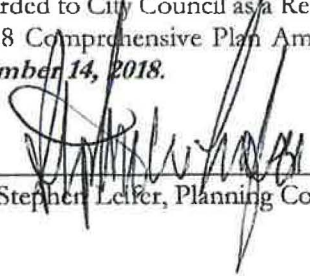
### CONCLUSION:

At the public hearing, held on November 14, 2018, the PC recommended **APPROVING** the 2018 Comprehensive Plan Amendments.

### RECOMMENDATION:

Forwarded to City Council as a Recommendation of **APPROVAL** of the NON-PROJECT action known as 2018 Comprehensive Plan Amendments, an amendment of the Marysville Comprehensive Plan, on **November 14, 2018.**

By:

  
\_\_\_\_\_  
Stephen Laffer, Planning Commission Chair

# PLANNING COMMISSION



# MINUTES

October 9, 2018

7:00 p.m.

City Hall

## CALL TO ORDER

Chair Leifer called the October 9, 2018 meeting to order at 7:00 p.m.

### Marysville

**Chairman:** Steve Leifer

**Commissioners:** Roger Hoen, Jerry Andes, Kay Smith, Kelly Richards, Brandon Whitaker

**Staff:** Community Development Director Dave Koenig, Planning Manager Chris Holland, Senior Planner Angela Gemmer

**Absent:** Tom Thetford (excused)

## APPROVAL OF MINUTES

### September 25, 2018

Chair Leifer referred to Old Business, Item A, and clarified his comment regarding the Washington Trucking site. He emphasized he did not mean to suggest it should be open space. He wondered why Washington Trucking would want this particular type of zoning knowing that with the environmental issues out there it might just be putting it into open space.

**Motion** made by Commissioner Smith, seconded by Commissioner Richards, to approve the September 25, 2018 Meeting Minutes as corrected. **Motion** passed unanimously.

## AUDIENCE PARTICIPATION

None

## 2018 – 2023 SCHOOL DISTRICTS CAPITAL FACILITIES PLAN

Senior Planner Angela Gemmer introduced this item, reviewed the three criteria that school district capital facilities plans must meet, and commented that staff has found that the plans for the three school districts meet all three criteria.

A. Lake Stevens School District No. 4

Reid Shockey, Shockey Planning Group, 2716 Colby Avenue, Everett, explained how the six-year capital facilities plans are developed. He reviewed the numbers for the Lake Stevens School District as contained in their Capital Facilities Plan. There is significant growth occurring and capacity is always an issue. There was discussion in general about how student generation rates are determined.

B. Marysville School District No. 25

Denise Stiffarm, Pacifica Law Group, reviewed Marysville School District's Capital Facilities Plan. Marysville has a unique situation because student generation rates have gone down. This has resulted in school impact fees of zero even though they will probably need capacity for the younger grades in the future. The District has continued to prepare a Capital Facilities Plan so they will be prepared if conditions change in the future.

Commissioner Richards expressed concern about Marysville School District shrinking class sizes which has resulted in a shortage of classrooms and space. Ms. Stiffarm concurred and explained it is the result of state K-3 mandates related to reduced size classes. There are now a lot of portables in the district. The last bond proposal failed, but probably would have addressed this problem.

Mr. Shockey added that in the Everett School District the mandates have resulted in the need for the equivalent of four and a half additional elementary schools.

Commissioner Whitaker asked if Marysville is only looking to purchase additional portables as needed. Ms. Stiffarm confirmed this and noted it was because the bond had failed. The Plan could be updated if anything changes.

C. Lakewood School District No. 306

Ms. Stiffarm said that Lakewood's Plan looks similar to the one they presented two years ago because they have continued to grow steadily. The project included in their impact fee calculation is the recently completed high school project which is where there is an identified need for capacity. The district plans to continue to monitor enrollment growth, watch as new development happens, and update the plan with projects as they move forward.

Dale Leach, Lakewood School District, expressed appreciation that the District passed a bond when they did which enabled them to accomplish some needed projects. He reviewed growth projection numbers as contained in their Capital Facilities Plan in the Commission's packet. The District is projected to be the largest it has ever been in the next four years.



Chair Leifer asked if all the apartment population had been factored in. Mr. Leach indicated that it had and the District will continue to monitor that closely.

Chair Leifer asked about the different methods used by school districts to develop their enrollments. Mr. Shockey explained that the districts can decide between the OSPI method and the ratio method where they track the percentage of the overall population that is students. The teaching station method is used to determine construction needs. Ms. Stiffarm added that all three school districts are using teaching stations to determine capacity.

Chair Leifer expressed concern that the projection of 300+ students in the next six years by Lakewood is too low. Mr. Leach thought that it may be low in the future, but right now it is accurate. They are meeting regularly with city and county planners to find out what is in the pipeline. Planning Manager Chris Holland concurred that there are capacity limitations in the Lakewood area. This may change in two years, but will likely change in four years.

Commissioner Whitaker thought it was interesting that they are looking at decreasing enrollments in Marysville even with the boom in development in the south end. Ms. Stiffarm agreed and added that it is difficult to understand. Planning Manager Holland clarified that 90% of the home construction in Marysville right now is actually in the Lake Stevens School District.

There was general consensus by the Planning Commission to recommend consideration of the matter at a public hearing on October 23.

### **MMC Chapter 22C.130 Parking and Loading**

Planning Manager Holland commented that any new development would be required to meet parking standards. He explained that government buildings require 1 parking stall per 400 square feet which is the same ratio required for business and professional offices. There aren't any specific parking requirements for courts, jail or public safety buildings in the code but it is known what the existing use is, and that would be factored into the requirements.

Commissioner Richards asked staff if there is sufficient parking in the civic center area right now. Planning Manager Holland replied that is not known yet because nothing has been submitted, but it will definitely meet code. He believes that the code requirements are sufficient. When the City adopted a Downtown Master Plan they did an Environmental Impact Statement (EIS) that made recommendations to mitigate environmental impacts for a civic campus at this location. Additional environmental analysis will be done for any site-specific development, including traffic impacts. He reiterated that height limits are a separate issue from parking requirements. Parking needs are looked at on a development by development basis to ensure it meets code. The City has never had an issue with the 1 to 400 square foot ratio. Director Koenig replied that on-street parking is not part of the City's plans. It has always been the City's intention to provide off-street parking.

Commissioner Hoen commented that the parking around the spray park is already inadequate. He expressed concern that the general population would be inclined to use civic center parking spaces. Staff assured the Commission that parking would be managed and the City would be responsive. There was general discussion about plans for the civic center.

Director Koenig commented that based on feedback from businesses in the MIC there appears to be too much parking required for warehouse and industrial buildings. He indicated that staff will bring back some more information about this to the Planning Commission.

Chair Leifer stated he did not have concerns personally about the height issue proposed in the downtown area, but to address the concerns raised by other commissioners it is critical to control who can park where.

### **PUBLIC HEARING – CODE AMENDMENTS (continued)**

Chair Leifer noted at 8:02 p.m. that this is a continuance of the public hearing from the September 25 meeting related to three proposed code amendments. There was no one in the audience and therefore no public testimony. Planning Manager Holland reviewed the three proposed amendments. He stated that staff's recommendation is for the Planning Commission to forward it on to City Council.

- A. Duplex and townhome definitions;
- B. Base height increase in the General Commercial (GC) zone within the Downtown Master Plan Area; and
- C. Appeal timeframes.

Commissioner Leifer expressed concern about the height issue in the downtown area, but commented that controlling who can park where is critical to this working.

**Motion** made by Commissioner Hoen, seconded by Commissioner Andes, to forward this on to City Council with a recommendation for approval. **Motion** passed (4-1-1) with Commissioners Hoen, Andes, Smith, and Leifer voting in favor, Commissioner Whitaker voting against the motion, and Commissioner Richards abstaining.

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to close the hearing at 8:09 p.m. **Motion** passed unanimously.

### **NEW BUSINESS**

- A. Planned Connector Road Revisions

Senior Planner Gemmer reviewed proposed connector road revisions:

- 53<sup>rd</sup> Avenue NE – designate as a collector arterial
- 40<sup>th</sup> Avenue NE – eliminate collector (39<sup>th</sup> Avenue provides needed connection)
- 59<sup>th</sup> Drive NE designate connector from Glein to Peterson-Sears
- Various connectors south of 40<sup>th</sup> Street NE from 79<sup>th</sup> Avenue NE to 80<sup>th</sup> Avenue NE
- Various connectors from 49<sup>th</sup> Street NE to 60<sup>th</sup> Street NE between 79<sup>th</sup> Avenue NE and to Highway 9

Commissioner Whitaker asked about the implications of 53<sup>rd</sup> Avenue being designated as a collector arterial. Senior Planner Gemmer explained that no improvements are contemplated at this time; however, it impacts what standards apply to the road. It also allows the City to seek grant funding.

## OTHER

Senior Planner Gemmer reviewed the proposed rezone of the Washington Trucking site from General Industrial to Downtown Commercial noting that concerns had been raised related to site access and site contamination. She explained that with the last permit access was only restricted southbound on 529 where you take a left hand turn, cross over 529 and go eastbound into the site. All other turning movements were allowed. In preliminary discussions with Public Works staff, similar restrictions on turning movements are expected in the event that the property were developed with a use that is allowed in the downtown commercial zone; however, access for any new use would be subject to review and approval by WSDOT and the City. Access to the site will actually be improved with the interchange. Regarding site contamination, two different environmental assessments have been done. Hydrocarbon contaminants were found, and any use of the site will require environmental cleanup and remediation depending on the intended use of the sites.

Director Koenig gave an update on permit activity in the City.

## CITY COUNCIL AGENDA ITEMS AND MINUTES

### ADJOURNMENT

**Motion** made by Commissioner Richards, seconded by Commissioner Whitaker, to adjourn the meeting at 8:46 p.m. **Motion** passed unanimously.

### NEXT MEETING:

October 23, 2018

  
 Chris Holland, Planning Manager, for  
 Laurie Hugdahl, Recording Secretary

# PLANNING COMMISSION



# MINUTES

**November 14, 2018**

**7:00 p.m.**

**City Hall**

## **CALL TO ORDER**

Chair Leifer called the November 14, 2018 meeting to order at 7:00 p.m.

### Marysville

**Chairman:** Steve Leifer

**Commissioners:** Jerry Andes, Kay Smith, Kelly Richards, Roger Hoen<sup>1</sup>

**Staff:** Community Development Director Dave Koenig, Planning Manager Chris Holland, Senior Planner Angela Gemmer

**Absent:** Tom Thetford (excused), Brandon Whitaker (excused)

## **APPROVAL OF MINUTES**

### October 23, 2018

**Motion** made by Commissioner Smith, seconded by Commissioner Andes, to approve the October 23, 2018 Meeting Minutes as amended. **Motion** passed unanimously.

## **AUDIENCE PARTICIPATION**

None

## **NEW BUSINESS**

### A. Arlington-Marysville Manufacturing Industrial Center (AMMIC) Workshop

Community Development Director Koenig introduced the Arlington-Marysville Manufacturing Industrial Center (AMMIC) subarea plan. He explained that the goal is to have the MIC recognized as a Regional Center by the Puget Sound Regional Council.

<sup>1</sup> Roger Hoen arrived at 7:42 p.m.

He noted that Berk and Associates was the firm hired to do the work for the Subarea Plan. John Owen of Makers Architecture was part of that team.

Mr. Owen made a presentation reviewing the Draft AMMIC Subarea Plan (in the Planning Commission packet). He discussed:

- Public Input and Outreach
- The Vision and Guiding Principles
- Subarea Plan Concepts: Plans & Policies, Land Use (Development Capacity and Future Land Use), and Framework Plan
- Goals & Policies: Land Use & Urban Design, Transportation, Natural Environment, Economic Development, and Public Facilities & Infrastructure. Planning Manager Holland referred to a letter received from Kristin Kinnamon regarding bike lanes and discussed the City's plans to address this.
- Implementation: Capital Facilities Plan (Transportation, Utilities, Natural Environment) and Finance (Funding & Financing Tools for Subarea Development)
- Zoning & Development Standard Recommendations

The Planning Commission asked clarification questions which were answered by staff and Mr. Owen. Staff discussed developer interest in the area.

Reid Shockey, Shockey Planning Group, 2716 Colby Avenue, Everett, WA, congratulated the City on this plan. He spoke in support of moving forward with this. He represents property owners within this central area (the opportunity sites). He and his clients envision organizing all the information into a master plan. He recommended that staff work with the individual property owners collectively to produce a good master plan.

Director Koenig summarized that the next step on this would be a public hearing with the Planning Commission on December 11. This would be followed with possible action by the Council in January.

Commissioner Hoen apologized for being late, noting it was unavoidable, and commented that this subject was very important to him. He expressed concern about piecemeal industrial development with residential mixed in. Director Koenig replied that residential would not be allowed in the light industrial area. There are some existing residential areas which would remain. He expects that those residential uses within the industrial zones will eventually transition to industrial as well. Commissioner Hoen also asked if there is any relief planned in the I-5 corridor. Director Koenig commented that the new 529 bridge to get people off I-5 coming north and onto I-5 going south is expected to help. Mr. Owen added that the Community Transit Swift line should also take some private vehicles off the road which would also help.

Commissioner Richards asked how the zoning would affect the school district property which is in that area but not in the MIC. Director Koenig explained it would be up to the school district what they decide to do with the property.

## PUBLIC HEARING

### A. Comp. Plan Amendment No. 1 – Washington Trucking Site

Senior Planner Gemmer reviewed this item.

The public hearing was opened at 8:05 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:05 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to approve Comp. Plan Amendment No. 1 as presented. **Motion** passed unanimously.

### B. Comp. Plan Amendment No. 2 – Public Works Operations Site & 1<sup>st</sup> Street Properties

Senior Planner Gemmer reviewed this item.

The public hearing was opened at 8:08 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:08 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to approve Comp. Plan Amendment No. 2 as presented. **Motion** passed unanimously.

### C. Comp. Plan Amendment No. 3 – Proposed Road Connector Revisions

Senior Planner Gemmer reviewed this item. She highlighted an additional change to Figure 15 to show a multi-use trail designation on the east side of State Avenue from north of SR529 up to 2<sup>nd</sup> Street. Everything else was as previously presented.

The public hearing was opened at 8:11 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:11 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to approve Comp. Plan Amendment No. 3 as presented. **Motion** passed unanimously.

### D. Code Amendment – Industrial and Manufacturing Parking Requirements

Senior Planner Gemmer reviewed this item.

The public hearing was opened at 8:13 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:13 p.m.

Chair Leifer spoke in support of the changing requirements.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to approve Code Amendment – Industrial and Manufacturing Parking Requirements as presented. **Motion** passed unanimously.

## **CITY COUNCIL AGENDA ITEMS AND MINUTES**

### **ADJOURNMENT**

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to adjourn the meeting at 8:24 p.m. **Motion** passed unanimously.

### **NEXT MEETING:**

December 11, 2018

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Laurie Hugdahl, Recording Secretary


# *Index #17*



**CITY OF MARYSVILLE**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10, 2018**

<b>AGENDA ITEM:</b> PA18-002 – Industrial, Manufacturing, and Warehouse Parking Code Amendments	<b>AGENDA SECTION:</b> New Business	
<b>PREPARED BY:</b> Angela Gemmer, Senior Planner	<b>APPROVED BY:</b> 	
<b>ATTACHMENTS:</b> 1. Adopting Ordinance 2. PC Recommendation dated November 14, 2018 3. PC Minutes dated October 23 and November 14, 2018		
	<b>MAYOR</b>	<b>CAO</b>
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>	

**DESCRIPTION:**

The Community Development Department recently received feedback from prospective and recent industrial developers that the City’s current parking standards for industrial, manufacturing, and warehouse uses exceed the actual parking demand for these industries. In response to these concerns, staff researched the Institute of Transportation Engineers (ITE) *Parking Generation Manual*, and the parking requirements of several other Western Washington jurisdictions to see what parking demand these uses generate and what requirements apply locally. This research shows that the City’s current parking requirements for industrial, manufacturing, and warehouse uses exceed the parking demand identified for these uses within the ITE *Parking Generation Manual*, and what other local jurisdictions require for these types of uses.

The Planning Commission (PC) held a public workshop on October 23, 2018, and a duly advertised public hearing on November 14, 2018 to review the proposed industrial, manufacturing, and warehouse parking code amendments. There was no public testimony provided at the public hearing. Following the public hearing, the PC made a motion to recommend the parking code amendments to Marysville City Council for adoption by Ordinance.

<b>RECOMMENDED ACTION:</b> Affirm the Planning Commission’s recommendation and adopt the industrial, manufacturing, and warehouse parking code amendments by Ordinance.
<b>COUNCIL ACTION:</b>

**CITY OF MARYSVILLE**  
**Marysville, Washington**  
**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MARYSVILLE, WASHINGTON, UPDATING  
THE CITY'S DEVELOPMENT REGULATIONS AND AMENDING SECTIONS  
22A.010.160 AND 22C.130.030 OF THE MARYSVILLE MUNICIPAL CODE.**

WHEREAS, the State Growth Management Act, Chapter 36.70A RCW mandates that cities periodically review and amend development regulations, including zoning ordinances and official controls; and

WHEREAS, RCW 36.70A.106 requires the processing of amendments to the City's development regulations in the same manner as the original adoption of the City's comprehensive plan and development regulations; and

WHEREAS, the State Growth Management Act requires notice and broad public participation when adopting or amending the City's comprehensive plan and development regulations; and

WHEREAS, the City, in reviewing and amending its development regulations has complied with the notice, public participation, and processing requirements established by the Growth Management Act, as more fully described below; and

WHEREAS, the City Council of the City of Marysville finds that from time to time it is necessary and appropriate to review and revise provisions of the City's municipal code and development code (MMC Title 22); and

WHEREAS, during a public meeting on October 23, 2018, the Planning Commission discussed proposed amendments to MMC Section 22C.130.030; and

WHEREAS, the City of Marysville has submitted the proposed amendments to MMC Section 22C.130.030 to the Washington State Department of Commerce on October 24, 2018, as required by RCW 36.70A.106; and

WHEREAS, the proposed amendments to MMC Section 22C.130.030 are exempt from State Environmental Policy Act review under WAC 197-11-800(19);

WHEREAS, after providing notice to the public as required by law, on November 14, 2018, the Marysville Planning Commission held a Public Hearing on the proposed amendments to MMC Section 22C.130.030; and

WHEREAS, on November 14, 2018 the Planning Commission made a Recommendation to the City Council recommending the adoption of the proposed amendments to MMC Section 22C.130.030; and

WHEREAS, at a public meeting on December 10, 2018 the Marysville City Council reviewed and considered the Planning Commission's Recommendation and the proposed amendments to MMC Section 22C.130.030; and

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

Section 1. Approval of Planning Commission's Recommendation and Adoption of Findings and Conclusions. The Planning Commission's November 14, 2018 Recommendation regarding the proposed amendments to MMC Section 22C.130.030, including the Findings and

Conclusions contained therein, as set forth in the attached **Exhibit A**, is hereby adopted and incorporated herein by this reference.

Section 2. Required Findings. In accordance with MMC 22G.010.520, the following findings are made regarding the proposed amendments to MMC Section 22C.130.030 which comprise this ordinance:

- (1) The amendments are consistent with the purposes of the comprehensive plan; and
- (2) The amendments are consistent with the purpose of Title 22 MMC; and
- (3) There have been significant changes in the circumstances to warrant a change; and
- (4) The benefit or cost to the public health, safety, and welfare is sufficient to warrant the action.

Section 3. Section 22C.130.030, Minimum required parking spaces, of MMC Chapter 22C.130, Parking and Loading, is hereby amended to read as follows:

(1) Purpose. The purpose of required parking spaces is to provide enough parking to accommodate the majority of traffic generated by the range of uses which might locate at the site over time. As provided in subsection (2)(e) of this section, bicycle parking may be substituted for some required parking on a site to encourage transit use and bicycling by employees and visitors to the site. The required parking numbers correspond to specific land use categories. Provision of carpool parking, and locating it closest to the building entrance, will encourage carpool use.

(2) Minimum Number of Parking Spaces Required.

(a) The minimum number of parking spaces for all zones and use categories is stated in Table 1.

(b) If the parking formula used to determine parking requirements results in a fractional number greater than or equal to one-half, the proponent shall provide parking equal to the next highest whole number.

(c) Changes in Occupancy. Whenever the occupancy classification of a building is changed, the minimum standards for off-street parking for the new occupancy classification shall be applicable; provided, that if the existing occupancy had established a legal nonconforming status with respect to off-street parking requirements, no additional off-street parking shall be required for the new occupancy unless said new occupancy is in a classification requiring more parking than that which would have been required for the existing occupancy if it had been subject to the provisions of this chapter. If strict application of this section is not feasible due to existing site conditions such as building or parcel size, shape or layout, a variance may be granted by the community development director.

(d) Joint Use Parking. Joint use of required parking spaces may occur where two or more uses on the same or separate sites are able to share the same parking spaces because their parking demands occur at different times. Joint use of required nonresidential parking spaces is allowed if the following documentation is submitted in writing to the community development department as part of a building or land use permit application, and approved by the community development director:

(i) The names and addresses of the uses and of the owners or tenants that are sharing the parking;

(ii) The location and number of parking spaces that are being shared;

(iii) An analysis showing that the peak parking times for the uses occur at different times and that the parking area will be large enough for the anticipated demands of both uses; and

(iv) A legal instrument such as an easement or deed restriction that guarantees access to the parking for both uses.

The building or use for which application is being made to utilize the off-street parking facilities provided by another building or use shall be located within 500 feet of such parking facilities.

(e) Bicycle parking may substitute for up to 10 percent of required parking. For every five nonrequired bicycle parking spaces that meet the bicycle parking standards in MMC [22C.130.060](#), the motor vehicle parking requirement is reduced by one space. Existing parking may be converted to take advantage of this provision.

(f) The off-street parking and loading requirements of this chapter do not apply retroactively to established uses; however:

- (i) The site to which a building is relocated must provide the required spaces; and
- (ii) A person increasing the floor area, or other measure of off-street parking and loading requirements, by addition or alteration, must provide spaces as required for the increase, unless the requirement under this subsection is five spaces or fewer.

(g) Reduction of Required Spaces When Effective Alternatives to Automobile Access Are Proposed. Upon demonstration to the hearing examiner that effective alternatives to automobile access are proposed to be implemented, the examiner may reduce by not more than 40 percent the parking requirements otherwise prescribed for any use or combination of uses on the same or adjoining sites, to an extent commensurate with the permanence, effectiveness, and demonstrated reduction in off-street parking demand achieved by such alternative programs. Alternative programs which may be considered by the examiner under this provision include, but are not limited to, the following:

- (i) Private vanpool operation;
- (ii) Transit/vanpool fare subsidy;
- (iii) Imposition of a charge for parking;
- (iv) Provision of subscription bus services;
- (v) Flexible work-hour schedule;
- (vi) Capital improvement for transit services;
- (vii) Preferential parking for carpools/vanpools;
- (viii) Participation in the ride-matching program;
- (ix) Reduction of parking fees for carpools and vanpools;
- (x) Establishment of a transportation coordinator position to implement carpool, vanpool, and transit programs; or
- (xi) Bicycle parking facilities.

(h) Reduction of Required Spaces in Downtown Vision Plan Area. Commercial uses within the downtown core, southwest sector, southeast sector, and waterfront sector may reduce the number of required off-street parking spaces in accordance with this section, upon demonstration to the community development department that the proposed use is in conformance with the downtown master plan guidelines as set forth in the comprehensive plan. Expansion of existing commercial buildings and uses is required to demonstrate conformance with the city's design standards and guidelines or to incorporate reasonable measures to meet the intent of the guidelines for existing uses. For commercial uses requiring less than 10 spaces, the parking requirements may be waived by the director. For required parking in excess of 10 spaces, the applicant must demonstrate that adequate on-street parking facilities exist within 400 feet of the proposed use in order to qualify for a reduction. Parking may be reduced by up to 50 percent if consistent with the downtown master plan guidelines. In approving a reduction to required off-street parking, the department may require improvement of existing right-of-way to meet the intent of this code and the downtown master plan in providing improved parking, walkways and access to the business.

(i) Uses Not Mentioned. In the case of a use not specifically mentioned in Table 1: Minimum Required Parking Spaces, the requirements for off-street parking shall be determined by the community development director. If there are comparable uses, the community development director's determination shall be based on the requirements for the most comparable use(s). Where, in the judgment of the

community development director, none of the uses in Table 1: Minimum Required Parking Spaces are comparable, the community development director may base his or her determination as to the amount of parking required for the proposed use on detailed information provided by the applicant. The information required may include, but not be limited to, a description of the physical structure(s), identification of potential users, and analysis of likely parking demand.

(3) Carpool Parking. For office, industrial, and institutional uses where there are more than 20 parking spaces on the site, the following standards must be met:

(a) Five spaces or five percent of the parking spaces on site, whichever is less, must be reserved for carpool use before 9:00 a.m. on weekdays. More spaces may be reserved, but they are not required.

(b) The spaces will be those closest to the building entrance or elevator, but not closer than the spaces for disabled parking and those signed for exclusive customer use.

(c) Signs must be posted indicating these spaces are reserved for carpool use before 9:00 a.m. on weekdays.

**Table 1: Minimum Required Parking Spaces**

LAND USE	MINIMUM REQUIRED SPACES
<b>RESIDENTIAL USES</b>	
Single-family dwellings, duplexes, townhouses, and mobile homes	2 per dwelling unit for residents plus one additional guest parking space per dwelling unit; provided: 1. An enclosed private garage may be utilized to meet the required parking for residents. Driveways can be counted as resident or guest parking spaces, provided said driveway complies with the bulk and dimensional requirements outlined in Table 2; and 2. Parking spaces behind other required parking spaces (a.k.a. "tandem parking") shall not be counted towards the 2 required parking spaces per dwelling for the residents; however, tandem parking can be counted as a guest parking space.
Accessory dwelling units	1 space per dwelling unit
Multiple-family dwellings, one bedroom per unit	1.5 per dwelling unit. Parking spaces behind other required parking spaces (a.k.a. "tandem parking") shall not be counted towards the 2 required parking spaces in a multifamily development; however, tandem parking can be counted as a guest parking space, when required
Multiple-family dwellings, two or more bedrooms	1.75 per dwelling unit. Parking spaces behind other required parking spaces (a.k.a. "tandem parking") shall not be counted towards the 2 required parking spaces in a multifamily development; however, tandem parking can be counted as a guest parking space, when required
Retirement housing and apartments	1 per dwelling
Mobile home parks	2 per unit, plus guest parking at 1 per 4 lots
Rooming houses, similar uses	1 per dwelling
Bed and breakfast accommodations	1 space for each room for rent, plus 2 spaces for the principal residential use

**Table 1: Minimum Required Parking Spaces**

<b>LAND USE</b>	<b>MINIMUM REQUIRED SPACES</b>
<b>RECREATIONAL/CULTURAL USES</b>	
Movie theaters	1 per 4 seats
Stadiums, sports arenas and similar open assemblies	1 per 8 seats or 1 per 100 SF of assembly space without fixed seats
Dance halls and places of assembly w/o fixed seats	1 per 75 SF of gross floor area
Bowling alleys	5 per lane
Skating rinks	1 per 75 SF of gross floor area
Tennis courts, racquet clubs, handball courts and other similar commercial recreation	1 space per 40 SF of gross floor area used for assembly, plus 2 per court
Swimming pools (indoor and outdoor)	1 per 10 swimmers, based on pool capacity as defined by the Washington State Department of Health
Golf courses	4 spaces for each green, plus 50% of spaces otherwise required for any accessory uses (e.g., bars, restaurants)
Gymnasiums, health clubs	1 space per each 200 SF of gross floor area
Churches, auditoriums and similar enclosed places of assembly	1 per 4 seats or 60 lineal inches of pew or 40 SF gross floor area used for assembly
Art galleries and museums	1 per 250 SF of gross floor area
<b>COMMERCIAL/OFFICE USES</b>	
Banks, business and professional offices (other than medical and dental) with on-site customer service	1 per 400 SF gross floor area
Retail stores and personal service shops unless otherwise provided herein	If < 5,000 SF floor area, 1 per 600 SF gross floor area; if > 5,000 SF floor area, 8 plus 1 per each 300 SF gross floor area over 5,000 SF
Grocery stores	1 space per 200 SF of customer service area
Barber and beauty shops	1 space per 200 SF
Motor vehicle sales and service	2 per service bay plus 1 per 1,000 SF of outdoor display
Motor vehicle or machinery repair, without sales	2 plus 2 per service bay
Mobile home and recreational vehicle sales	1 per 3,000 SF of outdoor display area
Motels and hotels	1 per unit or room
Restaurants, taverns, bars with on-premises consumption	If < 4,000 SF, 1 per 200 SF gross floor area; if > 4,000 SF, 20 plus 1 per 100 SF gross floor area over 4,000 SF

**Table 1: Minimum Required Parking Spaces**

<b>LAND USE</b>	<b>MINIMUM REQUIRED SPACES</b>
Drive-in restaurants and similar establishments, primarily for auto-borne customers	1 per 75 SF of gross floor area. Stacking spaces shall be provided in accordance with Chapter <a href="#">22C.140</a> MMC, Drive-Through Facilities
Shopping centers	If < 15,000 SF, 1 per 200 SF of gross floor area; if > 15,000 SF, 1 per 250 SF of gross floor area
Day care centers	1 space per staff member and 1 space per 10 clients. A paved unobstructed pick-up area shall be set aside for dropping off and picking up children in a safe manner that will not cause the children to cross the parking area or lines of traffic
Funeral parlors, mortuaries or cemeteries	1 per 4 seats or 8 feet of bench or pew or 1 per 40 SF of assembly room used for services if no fixed seating is provided
Gasoline/service stations w/grocery	1 per employee plus 1 per 200 SF gross floor area
Adult facilities as defined by MMC <a href="#">22A.020.020</a>	1 per 75 SF of gross floor area or, in the case of an adult drive-in theater, 1 per viewing space
<b>HEALTH SERVICES USES</b>	
Nursing homes, convalescent homes for aged	1 per 5 beds plus 1 space per employee and medical staff
Medical and dental clinics	1 per 200 SF gross floor area
Hospitals	1 per 2 beds, excluding bassinets
<b>EDUCATIONAL USES</b>	
Elementary, junior high schools (public and private)	5 plus 1 per each employee and faculty member
Senior high schools (public and private)	1 per each 10 students plus 1 per each employee or faculty member
Commercial/vocational schools	1 per each employee plus 1 per each 2 students
<b>PUBLIC/GOVERNMENT USES</b>	
Public utility and governmental buildings	1 per 400 SF of gross floor area
Libraries	1 per 250 SF of gross floor area
<b>MANUFACTURING/WAREHOUSE USES</b>	
Manufacturing and industrial uses of all types, except a building used exclusively for warehouse purposes	One per <del>750</del> <del>500</del> SF of gross floor area plus <u>office space requirements 1 per each 2 employees on maximum working shift</u>
Warehouses, storage and wholesale businesses	<u>One per 2,000 SF of gross floor area plus office space requirements 1 per each 2 employees on maximum working shift</u>

**Table 1: Minimum Required Parking Spaces**

LAND USE	MINIMUM REQUIRED SPACES
Mini self-storage	1 per each 50 storage cubicles equally distributed and proximate to storage buildings. In addition, 1 space for each 50 storage cubicles to be located at the project office

Section 4. Section 22A.010.160, Amendments, of the Marysville Municipal Code is hereby amended as follows by adding reference to this adopted ordinance in order to track amendments to the City’s Unified Development Code:

**“22A.010.160 Amendments.**

The following amendments have been made to the UDC subsequent to its adoption:

<u>Ordinance</u>	<u>Title (description)</u>	<u>Effective Date</u>
_____	Manufacturing and Warehouse Parking Amendments	_____, 2018”

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

Section 6. Effective Date. This ordinance shall become effective five days after the date of its publication by summary.

PASSED by the City Council and APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF MARYSVILLE

By: \_\_\_\_\_  
JON NEHRING, MAYOR

Attest:

By: \_\_\_\_\_  
TINA BROCK, DEPUTY CITY CLERK

Approved as to form:

By: \_\_\_\_\_  
JON WALKER, CITY ATTORNEY

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

Effective Date: \_\_\_\_\_  
(5 days after publication)





COMMUNITY DEVELOPMENT DEPARTMENT  
 80 Columbia Avenue ♦ Marysville, WA 98270  
 (360) 363-8100 ♦ (360) 651-5099 FAX

## PC Recommendation – Parking Code Amendment

The Planning Commission (PC) of the City of Marysville, having held a public hearing on November 14, 2018 in review of a NON-PROJECT action amendment of the Marysville Municipal Code, proposing adoption of amendments to the industrial, manufacturing, and warehouse parking standards an amendment to MMC Section 22C.130.030 Table 1, *Minimum required parking spaces*, of the Marysville Municipal Code, and having considered the exhibits and testimony presented, PC does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

### FINDINGS:

1. The proposal was submitted to the State of Washington Department of Commerce for expedited review on October 24, 2018, in accordance with RCW 36.70A.106.
2. The PC held a public work session to both introduce and review the NON-PROJECT action amendments proposing adoption of the NON-PROJECT action industrial, manufacturing, and warehouse parking code amendments as described above, on October 23, 2018.
3. The PC held a duly-advertised public hearing on November 14, 2018 and received testimony from city staff and the public.
4. At the public hearing, the PC reviewed and considered the industrial, manufacturing, and warehouse parking code amendments.

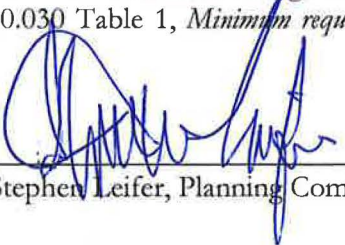
### CONCLUSION:

At the public hearing, held on November 14, 2018, the PC recommended **APPROVING** the industrial, manufacturing, and warehouse parking code amendments.

### RECOMMENDATION:

Forwarded to City Council as a Recommendation of **APPROVAL** of the NON-PROJECT action known as the industrial, manufacturing, and warehouse parking code amendments, an amendment of Section 22C.130.030 Table 1, *Minimum required parking spaces*, of Marysville Municipal Code, on **November 14, 2018**.

By:

  
 \_\_\_\_\_  
 Stephen Leifer, Planning Commission Chair

# PLANNING COMMISSION



# MINUTES

**October 23, 2018**

**7:00 p.m.**

**City Hall**

## **CALL TO ORDER**

Chair Leifer called the October 23, 2018 meeting to order at 7:00 p.m.

### Marysville

**Chairman:** Steve Leifer

**Commissioners:** Roger Hoen, Jerry Andes, Kay Smith, Kelly Richards  
Brandon Whitaker

**Staff:** Community Development Director Dave Koenig, Planning  
Manager Chris Holland, Senior Planner Angela Gemmer

**Absent:** Tom Thetford (excused)

## **APPROVAL OF MINUTES**

### October 9, 2018

Chair Leifer referred to his comment on page 4 of 6, item C. He clarified that he does not have a problem with the height limit proposed, but some of the members of the Planning Commission did. His statement should be corrected to read that he did not have concerns personally about the height issue proposed in the downtown area, but to address the concerns raised by other commissioners it is critical to control who can park where.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to approve the October 9, 2018 Meeting Minutes as amended. **Motion** passed unanimously (6-0).

## **AUDIENCE PARTICIPATION**

None

## **PUBLIC HEARING – 2018-2023 School District Capital Facilities Plans**

The hearing was opened at 7:02 p.m. Senior Planner Gemmer introduced this item. Robb Stanton, Executive Director of Operations, Lake Stevens School District was also present to answer any questions.

- A. Lake Stevens School District No. 4
- B. Lakewood School District No. 306
- C. Marysville School District No. 25

### Discussion

Commissioner Hoen asked for clarification about what the impact fees can be used for. Senior Planner Gemmer and Robb Stanton explained that they can only be used for the purposes of addressing the impacts of growth. This could include paying for the construction of a building or the materials necessary to fill the building.

Commissioner Hoen asked why consultants were regularly used to prepare these plans. Mr. Stanton replied that it takes a lot of time to compile the data. School districts don't do it very often and they typically use a consultant who is more familiar with this process. This way districts know the proposed fees are accurate and defensible.

### Public Testimony

Chair Leifer solicited public testimony. Seeing none, the public testimony portion of the public hearing was closed at 7:12 p.m.

### Discussion

Commissioner Whitaker asked how the Lake Stevens single family impact fee of approximately \$7,000 was calculated. Senior Planner Gemmer and Mr. Stanton explained how the fees are calculated.

The public hearing was closed at 7:15 p.m.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to forward the Capital Facilities Plans on to the City Council. **Motion** passed unanimously (6-0).

## **NEW BUSINESS**

- A. Parking Standards for Industrial Uses

Director Koenig introduced this item. He explained that upon analysis of the City's parking standard and discussion with other interested parties, it was determined that the

current requirements are excessive for manufacturing uses. Staff agrees with this. Some reasons for this have to do with more automation of jobs, fewer employees needed, and buildings built on speculation rather than a specific user. The current standards require one parking spot for each two employees on a maximum working shift for warehouse and one per 500 square feet plus one per each two employees on a maximum working shift for manufacturing uses.

The recommendation is to go away from the “per employee” formula because this number fluctuates and is not predictable. Staff feels that the square foot basis is more adequate. He reviewed industry standards and then explained that staff is recommending one stall per 400 square feet for office uses; one stall per 750 square feet plus office for manufacturing uses; and one stall per 2,000 square feet for warehouse uses plus office requirements. Director Koenig reviewed results of a survey showing what other cities have done.

Commissioner Richards asked why staff’s recommendation was for fewer spaces than the standard proposed by the industry. Director Koenig explained that the office code works fine, and the City doesn’t want to change that. For manufacturing, staff is supporting numbers that work for light industrial. Commissioner Richards commented that Everett has a much better transit system than Marysville so it may not be appropriate to use them as a comparison.

Richard Peterson, 12837 NE 73<sup>rd</sup> Street, Kirkland, WA, explained that the current code uses the employee count model of calculating, but this doesn’t work when buildings last for years and years and have multiple types of users in them. He spoke in support of what the staff is recommending, noting that even though it is a little less than he is proposing. Developers/Owners/Users will build what they think the customers need. When there is a change in use, the new user gets involved in the building permit process, and that’s when they determine if they need to add more office or other things that require more parking. He commented that the loading dock area often gets converted into future parking depending on the users. The current code requires so much parking that economically it is difficult to get enough buildings on the site.

The Planning Commission generally seemed comfortable with the proposal. Chair Leifer commented that he would be happy with the proposed amendments because they seem logical, and he has been frustrated with the current regulations for years.

## **CITY COUNCIL AGENDA ITEMS AND MINUTES**

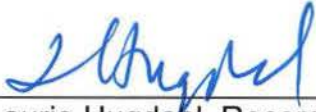
Director Koenig reported on impact fee amounts collected so far this year.

## **ADJOURNMENT**

**Motion** made by Commissioner Richards, seconded by Commissioner Whitaker, to adjourn the meeting at 7:49 p.m. **Motion** passed unanimously.

**NEXT MEETING:**

November 14, 2018



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Laurie Huggahl, Recording Secretary

*DRAFT*PLANNING  
COMMISSIONMINUTES

November 14, 2018

7:00 p.m.

City Hall

**CALL TO ORDER**

Chair Leifer called the November 14, 2018 meeting to order at 7:00 p.m.

Marysville

**Chairman:** Steve Leifer

**Commissioners:** Jerry Andes, Kay Smith, Kelly Richards, Roger Hoen<sup>1</sup>

**Staff:** Community Development Director Dave Koenig, Planning Manager Chris Holland, Senior Planner Angela Gemmer

**Absent:** Tom Thetford (excused), Brandon Whitaker (excused)

**APPROVAL OF MINUTES**October 23, 2018

**Motion** made by Commissioner Smith, seconded by Commissioner Andes, to approve the October 23, 2018 Meeting Minutes as amended. **Motion** passed unanimously.

**AUDIENCE PARTICIPATION**

None

**NEW BUSINESS**

## A. Arlington-Marysville Manufacturing Industrial Center (AMMIC) Workshop

Community Development Director Koenig introduced the Arlington-Marysville Manufacturing Industrial Center (AMMIC) subarea plan. He explained that the goal is to have the MIC recognized as a Regional Center by the Puget Sound Regional Council.

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<sup>1</sup> Roger Hoen arrived at 7:42 p.m.

He noted that Berk and Associates was the firm hired to do the work for the Subarea Plan. John Owen of Makers Architecture was part of that team.

Mr. Owen made a presentation reviewing the Draft AMMIC Subarea Plan (in the Planning Commission packet). He discussed:

- Public Input and Outreach
- The Vision and Guiding Principles
- Subarea Plan Concepts: Plans & Policies, Land Use (Development Capacity and Future Land Use), and Framework Plan
- Goals & Policies: Land Use & Urban Design, Transportation, Natural Environment, Economic Development, and Public Facilities & Infrastructure. Planning Manager Holland referred to a letter received from Kristin Kinnamon regarding bike lanes and discussed the City's plans to address this.
- Implementation: Capital Facilities Plan (Transportation, Utilities, Natural Environment) and Finance (Funding & Financing Tools for Subarea Development)
- Zoning & Development Standard Recommendations

The Planning Commission asked clarification questions which were answered by staff and Mr. Owen. Staff discussed developer interest in the area.

Reid Shockey, Shockey Planning Group, 2716 Colby Avenue, Everett, WA, congratulated the City on this plan. He spoke in support of moving forward with this. He represents property owners within this central area (the opportunity sites). He and his clients envision organizing all the information into a master plan. He recommended that staff work with the individual property owners collectively to produce a good master plan.

Director Koenig summarized that the next step on this would be a public hearing with the Planning Commission on December 11. This would be followed with possible action by the Council in January.

Commissioner Hoen apologized for being late, noting it was unavoidable, and commented that this subject was very important to him. He expressed concern about piecemeal industrial development with residential mixed in. Director Koenig replied that residential would not be allowed in the light industrial area. There are some existing residential areas which would remain. He expects that those residential uses within the industrial zones will eventually transition to industrial as well. Commissioner Hoen also asked if there is any relief planned in the I-5 corridor. Director Koenig commented that the new 529 bridge to get people off I-5 coming north and onto I-5 going south is expected to help. Mr. Owen added that the Community Transit Swift line should also take some private vehicles off the road which would also help.

Commissioner Richards asked how the zoning would affect the school district property which is in that area but not in the MIC. Director Koenig explained it would be up to the school district what they decide to do with the property.

## **PUBLIC HEARING**

### A. Comp. Plan Amendment No. 1 – Washington Trucking Site

Senior Planner Gemmer reviewed this item.

The public hearing was opened at 8:05 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:05 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to approve Comp. Plan Amendment No. 1 as presented. **Motion** passed unanimously.

### B. Comp. Plan Amendment No. 2 – Public Works Operations Site & 1<sup>st</sup> Street Properties

Senior Planner Gemmer reviewed this item.

The public hearing was opened at 8:08 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:08 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to approve Comp. Plan Amendment No. 2 as presented. **Motion** passed unanimously.

### C. Comp. Plan Amendment No. 3 – Proposed Road Connector Revisions

Senior Planner Gemmer reviewed this item. She highlighted an additional change to Figure 15 to show a multi-use trail designation on the east side of State Avenue from north of SR529 up to 2<sup>nd</sup> Street. Everything else was as previously presented.

The public hearing was opened at 8:11 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:11 p.m.

There were no further comments or questions.

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to approve Comp. Plan Amendment No. 3 as presented. **Motion** passed unanimously.

### D. Code Amendment – Industrial and Manufacturing Parking Requirements

Senior Planner Gemmer reviewed this item.



*DRAFT*

The public hearing was opened at 8:13 p.m. Public comments were solicited. There were none. The public hearing was closed at 8:13 p.m.

Chair Leifer spoke in support of the changing requirements.

**Motion** made by Commissioner Richards, seconded by Commissioner Smith, to approve Code Amendment – Industrial and Manufacturing Parking Requirements as presented. **Motion** passed unanimously.

## **CITY COUNCIL AGENDA ITEMS AND MINUTES**

### **ADJOURNMENT**

**Motion** made by Commissioner Richards, seconded by Commissioner Andes, to adjourn the meeting at 8:24 p.m. **Motion** passed unanimously.

### **NEXT MEETING:**

December 11, 2018

---

Laurie Hugdahl, Recording Secretary

# *Index #18*

## CITY OF MARYSVILLE AGENDA BILL

### EXECUTIVE SUMMARY FOR ACTION

**CITY COUNCIL MEETING DATE: 12/10/2018**

<b>AGENDA ITEM:</b>	
AN ORDINANCE OF THE CITY OF MARYSVILLE AMENDING THE 2017-2018 BUDGET AND PROVIDING FOR INCREASE OF CERTAIN REVENUE AND EXPENDITURE ITEMS	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
DENISE GRITTON	
<b>DEPARTMENT:</b>	
FINANCE	
<b>ATTACHMENTS:</b>	
ORDINANCE	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
VARIOUS	9,312,408
<b>SUMMARY:</b>	

SINCE THE ADOPTION OF THE 2017-2018 Budget there has been several activities that have occurred to warrant amending the budget. RCW 35.33.07 requires the adoption of a balanced budget which also sets the expenditure authority for the city by the City Council. City Council adopts the expenditure authority at the fund level. From time to time there may be activities that during the budget planning were unable to forecast. This budget amendment addresses the following activities:

In the General Fund additional budget authority to fund a CERB grant activities in the Community Development Department, Hotel/Motel grant associated with the fireworks display in the Parks Department, an increase in the EMS taxes collected and paid to Fire, and increases in the subsidy paid to the Golf Course Fund the Street Department Fund.

In the Community Development Block Grant Program fund additional budget authority for costs associated with grant awards.

In the Transportation Benefit District Fund additional budget authority to fund approved TBD projects.

In the LID 71 Debt Service Fund additional budget authority to fund the annual bond call.

In the Arterial Street Fund additional budget authority to fund street overlay projects

In the Parks Construction Fund additional budget authority to fund the construction of the Centennial Trail.

In the City Facilities Fund additional budget authority to fund land purchases and debt issuance expenses.

In the Golf Course fund additional budget authority for costs associated with the purchase of a new irrigation system, Kubota RTV, top dresser/progator, improved lighting, utility costs, and cost of goods sold.

In the Information Service fund additional budget authority for costs associated with salary increases, overtime and seasonal pay, increased contract costs associated with various software maintenance agreements, increased operating supplies, offset by a decrease in communication costs.

**RECOMMENDED ACTION:**

Staff recommends the City Council approval of the recommended ordinance amending the 2017-2018 budget and providing for the increase in certain expenditure items as budgeted for in the Ordinance.

CITY OF MARYSVILLE  
Marysville, Washington

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF MARYSVILLE AMENDING THE  
2017-2018 BIENNIAL BUDGET AND PROVIDING FOR THE  
INCREASE OF CERTAIN EXPENDITURE ITEMS AS BUDGETED FOR  
IN ORDINANCE NO. 3042.

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

Section 1. Since the adoption of the 2017-2018 budget by the City Council on November 28, 2016, it has been determined that the interests of the residents of the City of Marysville may best be served by the increase of certain expenditures in the 2017-18 budget. The following funds as referenced in Ordinance No. 3042 are hereby amended to read as follows:

Fund Title	Fund No.	Description	Current Budget	Amended Budget	Amount of Inc/(Dec)
General Fund	001	Beginning Fund Balance	\$ 6,703,205	\$ 6,703,205	\$ -
General Fund	001	Revenue	97,739,159	98,842,690	1,103,531
General Fund	001	Expenditures	98,128,627	99,644,989	1,516,362
General Fund	001	Ending Fund Balance	6,313,737	5,900,906	(412,831)
Arterial Streets	102	Beginning Fund Balance	\$ -	\$ -	\$ -
Arterial Streets	102	Revenue	3,200,000	4,500,000	1,300,000
Arterial Streets	102	Expenditures	3,200,000	4,500,000	1,300,000
Arterial Streets	102	Ending Fund Balance	-	-	-
CDBG Program	109	Beginning Fund Balance	\$ -	\$ -	\$ -
CDBG Program	109	Revenue	700,000	1,200,000	500,000
CDBG Program	109	Expenditures	700,000	1,200,000	500,000
CDBG Program	109	Ending Fund Balance	-	-	-
TBD	114	Beginning Fund Balance	1,169,744	1,169,744	-
TBD	114	Revenue	3,986,000	4,513,670	527,670
TBD	114	Expenditures	3,147,000	4,747,000	1,600,000
TBD	114	Ending Fund Balance	2,008,744	936,414	(1,072,330)
LID 71 Debt Service	271	Beginning Fund Balance	67,421	67,421	-
LID 71 Debt Service	271	Revenue	785,606	1,004,206	218,600
LID 71 Debt Service	271	Expenditures	823,670	1,042,270	218,600
LID 71 Debt Service	271	Ending Fund Balance	29,357	29,357	-
Park Construction	310	Beginning Fund Balance	267,723	267,723	-
Park Construction	310	Revenue	3,569,220	4,569,220	1,000,000
Park Construction	310	Expenditures	3,591,739	4,591,739	1,000,000
Park Construction	310	Ending Fund Balance	245,204	245,204	-

Fund Title	Fund No.	Description	Current Budget	Amended Budget	Amount of Inc/(Dec)
City Facilities	314	Beginning Fund Balance	-	-	-
City Facilities	314	Revenue	-	35,831,801	35,831,801
City Facilities	314	Expenditures	-	3,854,798	3,854,798
City Facilities	314	Ending Fund Balance	-	31,977,003	31,977,003
Golf Course	420	Beginning Fund Balance	-	-	-
Golf Course	420	Revenue	2,692,948	2,916,051	223,103
Golf Course	420	Expenditures	2,692,948	2,916,051	223,103
Golf Course	420	Ending Fund Balance	-	-	-
IS	503	Beginning Fund Balance	248,602	279,077	30,475
IS	503	Revenue	2,250,178	2,319,248	69,070
IS	503	Expenditures	2,459,374	2,558,919	99,545
IS	503	Ending Fund Balance	39,406	39,406	-

The detail concerning the above – referenced amendments are attached hereto as Exhibit “A”.

Section 2. Except as provided herein, all other provisions of Ordinance No. 3042 shall remain in full force and effect, unchanged.

PASSED by the City Council and APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF MARYSVILLE

By \_\_\_\_\_  
MAYOR

ATTEST:

By \_\_\_\_\_  
DEPUTY CITY CLERK

Approved as to form:

By \_\_\_\_\_  
CITY ATTORNEY

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

Effective Date (5 days after publication): \_\_\_\_\_

## EXHIBIT A – 2017-2018 Amendment Account Detail

Description	Beginning Cash Balance Adjustment	Revenue Adjustment	Appropriation Adjustment	Ending Fund Balance Adjustment
<b>General Fund</b>				
Community Development - CERB Grant		50,000	50,000	-
Parks - Fireworks - Hotel/Motel Grant		15,000	15,000	-
Property Taxes - EMS		1,038,531		1,038,531
EMS - Payment to Fire			1,080,504	(1,080,504)
Fire - Payment to Fire			(170,666)	170,666
Non-Departmental - Increase in Golf Course Subsidy			191,524	(191,524)
Non-Departmental - Increase in Street Subsidy			350,000	(350,000)
<b>Total General Fund</b>	<b>-</b>	<b>1,103,531</b>	<b>1,516,362</b>	<b>(412,831)</b>
<b>Community Development Block Grant (CDBG) - Fund 109</b>				
Community Development Block Grant Program - Program Draws		500,000		500,000
Community Development Block Grant Program - Award Payments			500,000	(500,000)
<b>Total CDBG Fund</b>	<b>-</b>	<b>500,000</b>	<b>500,000</b>	<b>-</b>
<b>Transportation Benefit District (TBD) - Fund 114</b>				
Sales tax revenue higher than expected in 2017, anticipating same incr in 2018		527,670		527,670
Transfers for Street Construction Projects			1,600,000	(1,600,000)
<b>Total TBD Fund</b>	<b>-</b>	<b>527,670</b>	<b>1,600,000</b>	<b>(1,072,330)</b>
<b>LID 71 Debt Service - Fund 271</b>				
Increased assessments collected due to property sales		218,600		218,600
Increased draw on outstanding bonds			218,600	(218,600)
<b>Total LID 71 Fund</b>	<b>-</b>	<b>218,600</b>	<b>218,600</b>	<b>-</b>
<b>Arterial Street - Fund 102</b>				
Overlay Projects		1,300,000	1,300,000	-
<b>Total Arterial Streets</b>	<b>-</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>-</b>
<b>Parks Construction - Fund 310</b>				
Centennial Trail - Construction & Grant Revenue		1,000,000	1,000,000	-
<b>Total Park Construction</b>	<b>-</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>-</b>
<b>City Facilities - Fund 314</b>				
LTGO bond proceeds		35,831,801	-	35,831,801
Property purchase			3,522,737	(3,522,737)
Debt issuance costs			332,061	(332,061)
<b>Total City Facilities</b>	<b>-</b>	<b>35,831,801</b>	<b>3,854,798</b>	<b>31,977,003</b>
<b>Golf Course - Fund 420</b>				
Irrigation system and Kubota RTV900			106,000	(106,000)
Top dresser & progator			48,400	(48,400)
Additional lighting			17,100	(17,100)
Utilities			20,024	(20,024)
Cost of Goods Sold/Merchandise Sold		31,579	31,579	-
Increased subsidy from the General Fund		191,524		191,524
<b>Total Golf Course</b>	<b>-</b>	<b>223,103</b>	<b>223,103</b>	<b>-</b>
<b>Information Services - Fund 503</b>				
Increase in salaries due to salary table restructures and a position filled at a pay level higher than planned	-	-	22,037	(22,037)
Increase in overtime due to high level of projects and coverage of vacant positions	-	-	15,947	(15,947)
Increase seasonal pay - summer interns			2,190	(2,190)
Professional services - increased software service agreements			29,886	(29,886)
Beginning fund balance - adjust to actual	30,475			30,475
Higher than anticipated support to Fire		69,070		69,070
Operating Supplies- purchase of security software and equipment			38,196	(38,196)
Communication			(8,711)	8,711
<b>Total Information Services</b>	<b>30,475</b>	<b>69,070</b>	<b>99,545</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>30,475</b>	<b>39,773,775</b>	<b>9,312,408</b>	<b>30,491,842</b>

# *Index #19*

**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE:** 12/10/2018

AGENDA ITEM: AN ORDINANCE OF THE CITY OF MARYSVILLE AMENDING SECTIONS 3.64.020(1) AND (2) OF THE MARYSVILLE MUNICIPAL CODE, RELATING TO THE UTILITY TAX ON TELEPHONE SERVICES.	
PREPARED BY: Sandy Langdon,/Finance Dir. DEPARTMENT: Finance	DIRECTOR APPROVAL:
ATTACHMENTS: Draft Ordinance	
BUDGET CODE:	AMOUNT:

**SUMMARY:**

Since March 1, 2010 the utility tax authorized under Chapter 35.21 RCW and adopted under MMC 3.64.020 (1) and (2) has been 6%.

RCW 35.21 allows the City to impose a tax, not to exceed six percent, on electrical energy, natural gas, steam energy, or telephone business.

The current ordinance is due to expire the additional 1% on February 28, 2019. Staff recommends a permanent extension of the additional 1% on telephone business, setting the total utility tax on telephone business at 6%.

**RECOMMENDED ACTION:** Staff recommends that Council adopt the ordinance to amending sections 3.64.020(1) and (2) of the Marysville Municipal Code, relating to the Utility tax on Telephone Services.



CITY OF MARYSVILLE  
Marysville, Washington

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MARYSVILLE,  
WASHINGTON, AMENDING SECTION 3.64.020 OF THE MUNICIPAL CODE,  
RELATING TO THE UTILITY TAX ON TELEPHONE SERVICES.**

WHEREAS, the City is authorized by chapter 35.21 RCW to impose a tax on the privilege of conducting a telephone business at a rate not to exceed six percent; and

WHEREAS, the City currently imposes tax upon the privilege of conducting a telephone business at a rate of six percent; and

WHEREAS, the six percent tax on telephone business will expire on February 28, 2019; and

WHEREAS, the City wishes to continue the tax upon the privilege of conducting a telephone business at six percent; and

WHEREAS, RCW 35.21.865 provides that no tax increase may take effect before the expiration of 60 days following the enactment of the ordinance.

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

SECTION 1. Amendment. Section 3.64.020 of the municipal code is amended as set forth in Exhibit A.

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

SECTION 3. Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's error or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

SECTION 4. Effective Date. This ordinance shall become effective sixty days after the date of its publication by summary.

PASSED by the City Council and APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF MARYSVILLE

By \_\_\_\_\_  
JON NEHRING, MAYOR

Attest:

By \_\_\_\_\_  
TINA BROCK, DEPUTY CITY CLERK

Approved as to form:

By \_\_\_\_\_  
JON WALKER, CITY ATTORNEY

Date of publication: \_\_\_\_\_

Effective Date (60 days after publication): \_\_\_\_\_

## EXHIBIT A

### 3.64.020 Telephone business ~~(effective until February 28, 2019)~~<sup>1</sup>

---

(1) Upon any telephone business there is levied a tax equal to six percent of the total gross operating revenues, including revenues from intrastate toll, derived from the operation of such business within the city. The tax shall be paid monthly on or before the twentieth day of the following month. In computing the tax there shall be deducted from the revenues the following items:

- (a) Charges which are passed on to the subscribers by a telephone company pursuant to tariffs required by regulatory order to compensate for the cost to the company of the tax imposed herein;
- (b) The amount of uncollectible service charges actually sustained by the telephone company;
- (c) Amounts derived from transactions in interstate or foreign commerce or from any business which the city is prohibited from taxing under the Constitutions of the state of Washington or the United States.

(2) "Telephone business" means the business of providing access to a local telephone network, local telephone network switching service, toll service, or coin telephone services, or providing telephone, video, data, or similar communication or transmission for hire, via a local telephone network, toll line or channel, microwave, radio or similar communication or transmission system, including cellular telephone service. It includes cooperative or farmer-line telephone companies or associations operating an exchange. "Telephone business" does not include the providing of competitive telephone service, nor the providing of cable television service.

(3) "Competitive telephone service" means the providing by any person of telephone equipment, apparatus, or service related to that equipment or apparatus, such as repair or maintenance service, which is of a type which can be provided by persons that are not subject to regulation as telephone companies under RCW Title [80](#) and for which a separate charge is made. Transmission of communications through cellular telephones is classified as "telephone business" rather than "competitive telephone service."

(4) "Cellular telephone service" means the two-way voice and data telephone/telecommunication system based in whole or substantially in part on wireless radio communications and which is not currently subject to regulation by the Washington Utilities and Transportation Commission (WUTC). Cellular telephone service includes cellular mobile service. The definition of cellular mobile service includes other wireless radio

communications services such as specialized mobile radio (SMR), personal communications services (PCS) and any other evolving wireless radio communications technology which accomplishes the same purpose as cellular mobile service.

### **~~3.64.020 Telephone business (effective March 1, 2019).<sup>1</sup>~~**

~~(1) Upon any telephone business there is levied a tax equal to five percent of the total gross operating revenues, including revenues from intrastate toll, derived from the operation of such business within the city. The tax shall be paid monthly on or before the twentieth day of the following month. In computing the tax there shall be deducted from the revenues the following items:~~

~~(a) Charges which are passed on to the subscribers by a telephone company pursuant to tariffs required by regulatory order to compensate for the cost to the company of the tax imposed herein;~~

~~(b) The amount of uncollectible service charges actually sustained by the telephone company;~~

~~(c) Amounts derived from transactions in interstate or foreign commerce or from any business which the city is prohibited from taxing under the Constitutions of the state of Washington or the United States.~~

~~(2) "Telephone business" means the business of providing access to a local telephone network, local telephone network switching service, toll service, or coin telephone services, or providing telephone, video, data, or similar communication or transmission for hire, via a local telephone network, toll line or channel, microwave, radio or similar communication or transmission system, including cellular telephone service. It includes cooperative or farmer-line telephone companies or associations operating an exchange. "Telephone business" does not include the providing of competitive telephone service, nor the providing of cable television service.~~

~~(3) "Competitive telephone service" means the providing by any person of telephone equipment, apparatus, or service related to that equipment or apparatus, such as repair or maintenance service, which is of a type which can be provided by persons that are not subject to regulation as telephone companies under RCW Title 80 and for which a separate charge is made. Transmission of communications through cellular telephones is classified as "telephone business" rather than "competitive telephone service."~~

~~(4) "Cellular telephone service" means the two-way voice and data telephone/telecommunication system based in whole or substantially in part on wireless radio communications and which is not currently subject to regulation by the Washington Utilities and Transportation Commission (WUTC). Cellular telephone service~~


~~includes cellular mobile service. The definition of cellular mobile service includes other wireless radio communications services such as specialized mobile radio (SMR), personal communications services (PCS) and any other evolving wireless radio communications technology which accomplishes the same purpose as cellular mobile service.~~

~~1 Code reviser's note: Section 2 of Ord. 3041 provides, "This ordinance shall take effect on March 1, 2017, and shall automatically expire and be repealed February 28, 2019."~~

# *Index #20*

**CITY OF MARYSVILLE AGENDA BILL**  
**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: December 10th, 2018**

<b>AGENDA ITEM:</b>	
Highway 9 Exploratory Well – Change Order #1: Additional Depth Drilling	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Kyle Hays, Project Engineer	
<b>DEPARTMENT:</b>	
Public Works / Engineering	
<b>ATTACHMENTS:</b>	
Change Order #1	
<b>BUDGET CODE:</b>	<b>AMOUNT: \$X</b>
40220594.563000, W1802	
<b>SUMMARY:</b>	

The Highway 9 Exploratory Well project consists of drilling, constructing and testing of a large-diameter exploratory well up to 1,000 feet in depth with a goal of finding a new aquifer (before reaching bedrock) able to yield up to 1,000 gallons per minute.

Holt Services (the contractor drilling the well) was able to advance 12” drilling to approximately 963 ft without reaching bedrock or finding a new distinct aquifer. Assessment of initial available drilling logs led RH2 Engineering’s hydrogeologist to believe bedrock would be reached at about 1,000 feet depth below the surface. With further evaluation of the extracted soil logs from the current drilling process, the hydrogeologist believes bedrock will more likely be reached at a depth of 1,200-1,300 feet below surface.

The proposed change order will add a maximum of approximately 350 feet of 10 inch well drilling, to allow the well to reach a distinct aquifer before the estimated bedrock depth. This will allow the City to fully explore the potential for drinking water production at this site, at a cost far below trying to find a different site to develop a well.

Original Contract (Includes Sales Tax):	<b>\$ 857,135.06</b>
Original Management Reserve:	<b>\$ 104,544.45</b>
<u>Original Total Allocation:</u>	<u><b>\$ 961,679.51</b></u>
Change Order #1:	<b>\$ X</b>
<u>New Total Allocation:</u>	<u><b>\$ X</b></u>

**RECOMMENDED ACTION:**

Staff recommends that Council authorize the Mayor to sign and execute the Change Order #1 with Holt Services, Inc. in the amount of \$X including Washington State Sales Tax.

**CITY OF MARYSVILLE  
PUBLIC WORKS DEPARTMENT**

**CONTRACT CHANGE ORDER**

No. 1

Date: 12/10/2018 Project: Highway 9 Exploratory Well  
 Job No.: W1802 Job Location: Highway 9 Well Site  
 Owner: City of Marysville  
 To: (Contractor) Holt Services, Inc.  
 cc: (Surety) Great American Insurance Company

**YOU ARE HEREBY INSTRUCTED TO:**

- |  |   |
|--|---|
| <input type="checkbox"/> Make changes in plans and specifications as noted below | <input type="checkbox"/> Execute work as noted below  |
| <input checked="" type="checkbox"/> Perform extra work as noted below            | <input type="checkbox"/> Delete work as noted below   |
|  | <input type="checkbox"/> Restore areas as noted below |

DESCRIPTION AND/OR SKETCH	QTY	UNIT	UNIT PRICE	TOTAL
---------------------------	-----	------	------------	-------

*You are ordered to perform the following described work upon receipt of an approved copy of the change order:*  
 The original well design called for an approximately 1,000ft deep well, expecting to find a good aquifer layer somewhere between 300 to 1000 ft. deep. The driller was able to drill to 963 ft. before being unable to continue with our current design. No good aquifer layers were encountered in the course of drilling.

This change order authorizes drilling and advancing 10 in. casing to an approximate depth of 1300 ft. This work will include:

1. 11 working days of standby time required to wait for this change order approval
2. Mobilization of required casing, additional drill tooling, etc.
3. Furnish temporary 10 in. casing and install up to 852 ft
4. Drill 10 in. hole up to 350 ft.
5. Install 10 in. casing up to 450 ft.

See attached modifications to the Project Special Provisions which are related to this work.

The total cost of this work is estimated to be \$X not including Washington State Sales Tax. The total for this work including sales tax is \$X.

Approved by Council: N/A  
(Date)

Presented to Council: 12/10/2018  
(Date)

**All work, materials, and measurement to be in accordance with the provisions of the Standard Specifications and Special Provisions for the type of construction involved.**

ORIGINAL CONTRACT AMOUNT \$857,135.06	CONTRACT TOTAL AFTER CHANGE \$X	PERCENT CHANGE THIS ORDER %X	TOTAL PERCENT CHANGE %X
--	------------------------------------	---------------------------------	----------------------------

**CONTRACT COMPLETION TIME:**

Same  (increase) calendar days: X days

RECOMMENDED FOR APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Engineer)

APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Public Works Director)

APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Finance Director)

ENDORSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Contractor's Signature)



# Change Order #1: Special Provisions Modifications

To the Contract Documents for

City of Marysville  
Highway 9 Exploratory Well  
40220594.563000.W1802

## SP 7-10 WELL CONSTRUCTION

Add the following on page 88 after "12-inch Casing" section:

### "10-inch Casing

All 10-inch casings shall have a minimum wall thickness of .365 inches and a weight not less than 40.48 pounds per foot. The casing shall be sufficient to support the loads occurring during drilling and completion depth."

## SP DIVISION 10 – MEASUREMENT AND PAYMENT

Add the following on the bottom of page 106:

" Change Order #1:

### CO#1 Item No. 1 – Mobilization

The lump sum price shall cover the complete cost to mobilize and deliver to the project site all equipment and materials necessary to complete the change order work. Payment shall be made in full on the first payment including any other item from this change order

### CO#1 Item No. 2 – Furnish Temporary 10 inch Casing

The linear foot price shall cover the complete cost of all materials, labor, and equipment necessary to provide the temporary 10 inch diameter casing required to install permanent 10 inch casing. Measurement shall be per linear foot of temporary casing utilized.

### CO#2 Item No. 3 – 10 inch Diameter Drilling

The linear foot price shown shall cover the complete cost of labor and equipment necessary for drilling a 10-inch diameter boring with simultaneous advance of a 10-inch diameter casing, and collection of representative samples. This bid item includes drilling but does not include the cost of the casing. Payment for sample collection over this depth interval shall be paid in this item. Measurement shall begin at the bottom of the 12-inch diameter boring, from approximately 960 feet to a depth of approximately 1,300 feet (340 feet of drilling) and shall be per linear foot of drilling.

### CO#1 Item No. 4 – Furnish and Install 10 inch Diameter Well Casing

The linear foot price shown shall cover the complete cost of all materials, labor, and equipment necessary for the installation of all required permanent 10-inch diameter casing strings, including a new 10 inch diameter casing shoe for protection of the casing during advance and drilling, complete and in place. This bid item includes cleaning, trimming, welding, centralizing, stringing, and cutting and removing excess casing, but does not include drilling. Payment shall be per linear foot of casing utilized during construction, which is estimated to be approximately 440 feet. Measurement shall be per linear foot of casing utilized during construction.

**CO#1 Item No. 5 – Standby Time**

The per day price shall cover the complete cost for standby time of all equipment during the time waiting for change order #1 to be approved. Payment shall be made based on the actual days that no critical path work could be accomplished as a direct result of waiting for change order #1.