

MARYSVILLE CITY COUNCIL MEETING

October 17, 2005

6:00 P.M.

City Hall

CALL TO ORDER / INVOCATION / PLEDGE OF ALLEGIANCE

Mayor Dennis Kendall called the October 17, 2005 work session of the Marysville City Council to order at 6:00 p.m. There was no invocation. Mayor Kendall led those present in the Pledge of Allegiance.

ROLL CALL

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

Mayor: Dennis Kendall

Council: Lee Phillips, Jeff Seibert, John Soriano, Jeff Vaughan, Donna Wright and Mayor Pro Tem Jon Nehring

Staff: Robert Carden, Police Chief; Sandy Langdon, Finance Director; Mary Swenson, Chief Administrative Officer; Grant Weed, City Attorney, Gloria Hirashima, Community Development Director; Doug Buell, Community Information Officer, Ralph Krusey, Police Commander; Worth Norton, Information Services Manager, Larry Larson, Public Works Superintendent and Laurie Hugdahl, Recording Secretary.

Mary Swenson noted that Councilmember Lisa Vares had indicated she would be arriving at 7:00 p.m.

COMMITTEE REPORTS

Mayor Pro Tem Nehring discussed the Golf Committee meeting held last Tuesday. The committee discussed ways to generate new revenue during off-season and off-peak hours. Some suggestions included Christmas lights, a small driving range, offering lessons, family packages and special passes with restrictions. Councilmember Nehring commented that the citizens on this committee view the golf course as a valuable community resource and are hopeful that the City Council will find some way to make it viable. Sandy Langdon commented that the revenue has been above projections, but is still short. Mary Swenson stated that the weekends have been full, but the committee has been looking at passes for other non-peak times. They have offered and sold many special passes that are good for the rest of the year. She noted that the committee is being very creative with their ideas.

PRESENTATIONS

Emergency Operations Center Training

by Lee Hazelwood, Department of Emergency Management

Mr. Hazelwood reviewed his background of counter-terrorism work in England and in the United States, law enforcement, security and emergency management in both the public and the private sector. His presentation addressed general issues surrounding elected officials' roles during a crisis situation. He discussed potential threats to the area including the transportation of hazardous materials, terrorism attacks, earthquakes, and others.

The presenter noted that disasters can make or break a career depending on how they are handled. He commended New York City's Mayor Giuliani's treatment of the 9/11 event. He noted that England's "business as usual" attitude toward terror attacks went a long way toward thwarting the intentions of the terrorists whose goal is to cause fear and chaos. He referred to the management of the Katrina disaster and pointed to a failure to communicate between the EOC and elected officials.

Mr. Hazelwood then discussed the structure and the function of the Department of Emergency Management on a local and federal level. He explained that their purpose is to develop and maintain systems needed during times of crisis and link cities to mutual aid in regional, state and federal assistance.

The range of responsibility of the Emergency Operations Center (EOC) include:

- State and Local Assistance funds (SLA)
- Maintain Comprehensive Emergency Management Plan funds (CEMP)
- Coordinate mitigation plans
- Maintain essential databases – volunteers, resources, shelters, etc.
- Provide on-scene response coordination
- Facilitate compliance with the emergency planning community Right-to-Know act
- Responsible for the Emergency Alert and Warning Systems

Elected officials' responsibility BEFORE an incident:

- CEO should provide leadership in the development of public policy
- Define expectations and goals
- Understand risks and response capabilities
- Know the plans and make sure everyone else knows the plan (facilitate emergency response procedures and Comprehensive Emergency Management Plan)
- Ensure the plan is current and tested
- Support efforts to address plan gaps or deficiency
- Maintain up-to-date lists to ensure Continuity of Government (COG)
- Review emergency ordinances
- Visit your Emergency Operations Center (EOC)
- Identify essential personnel to maintain services and those assigned to EOC
- Ensure that all department managers and directors understand their roles and responsibilities in maintaining continuity of operations and government
- Develop personnel policies and procedures for times of disasters
- Conduct training and exercises for all personnel

Elected officials' responsibilities DURING an incident:

- Know incident objectives
- Be knowledgeable about overall responsibilities
- Provide visible leadership
- Ensure appropriate management structures are in place
- Be sure your expectations are being met (during briefing sessions)
- Consider the need for an Emergency Proclamation
- Review key messages
- Obtain briefings before meeting with the media (get your info straight)
- Brief other elected officials
- Maintain a written log of all actions you take. Consider a scribe to log for you.

Elected officials' responsibility AFTER an incident:

- Continue to provide visible leadership
- Meet with impacted constituents
- Implement your Recovery Plan
- Participate in "after action" reviews and critiques
- Support identified corrective actions

He then singled out several statutes related to times of crisis.

- Special Powers - RCW 38.52.070 states that the CEO has the power to enter into contracts and incur obligations necessary to combat disaster and protect the health and the safety of persons "without regard for time-consuming procedures and formalities prescribed by law," including: budget limitations, competitive bidding requirements, publication of notices, levying of taxes and the appropriation and expenditure of public funds.
- RCW 38.52.110 states that following a disaster declaration by the Governor, the CEO of counties, cities and towns, and the Emergency Management Director "have the power to command the service and equipment of as many citizens as considered necessary."

Incident Command System (ICS)

In the beginning this was developed to better manage wildfires. It closely resembles the military response model and includes many basic business management principles. ICS is required by RCW 38.52 for multi-agency/multi-jurisdiction operations. It is also required by OSHA CFR 1910.120 for response to hazardous material incidents. The ICS's responsibility is over all aspects of incident response and the development of objectives, strategies and priorities. The CEO/Agency Administrator is in charge of policies and people: articulation of policy and delegation of authority. The Incident Commander (IC) will then have the authority and guidance to manage the incident.

Mr. Hazelwood concluded his presentation by pointing out two sections of special interest in the Elected Officials' Guide:

- Page 15 – *Emergency Public Information*. (Reassure the public that everything is in order)
- Page 2 – *Declaration of a State of Emergency*. (How to)

There were no further comments or questions of Mr. Hazelwood. Commander Krusey noted that there would be training for all directors of the EOC on October 20. This would be followed by an exercise on November 3. He added that the City has been very active in preparing for Emergency Operation Procedures. Mary Swenson concurred and added that the City has not hesitated to activate the EOC on two occasions: 9/11 and the earthquake.

There was a recess from 7:25 p.m. to 7:32 p.m.

ACTION ITEMS

None.

DISCUSSION ITEMS

None.

OTHER ITEMS SCHEDULED FOR OCTOBER 24, 2005 MEETING

None.

APPROVAL OF MINUTES.

- A. October 10, 2005 City Council Meeting.**
- B. October 17, 2005 City Council Work Session.**

CONSENT

- A. Approval of October 12, 2005 Claims.**
- B. Approval of October 19, 2005 Claims.**
- C. Approval of October 20, 2005 Payroll.**
- D. Approval of Liquor License Renewals for Cristiano's Pizza, Etc. (1206 State Avenue Suite G), Alfy's Pizza and Pasta (9330 State Avenue), Buzz Inn (1115 State Avenue), Danny's Midway Pub & Grill (14824 Smokey Point Blvd.), Mary's Grocery & Deli (15218 Smokey Point Blvd.), S.K. Food Mart (9515 State Avenue), and Haggan Food & Pharmacy #77 (3711 88th Street NE #A).**

There were no comments or questions regarding this item.

- E. Approval of New Liquor License for Marysville Deli & Video (922 State Avenue, Suite B).**

There were no comments or questions regarding this item.

- F. Authorize Mayor to Sign Renewal of Contract Agreement and Payment Schedule Addendum with Marysville School District for School Resource Officer Services.**

Chief Carden stated that they would be holding their first meeting in November. This has been a very successful program that they want to continue.

G. Approval of 2005 Budget Amendment.

Sandy Langdon reviewed the amendment, the majority of which relates to the jail remodel.

H. Authorize Mayor to Sign Supplemental Agreement No. 1 to Professional Services Agreement with Perteet Engineering for the SR528 (Columbia Avenue to 67th Avenue N.E.) Project.

Larry Larson gave an overview of the Columbia Avenue to 67th Avenue project and discussed the design and right-of-way research to install a new traffic signal, roadway channelization and drainage at the 3rd Street/47th Avenue NE intersection.

I. Approval of TX Messenger Transfer of Ownership to SnoPac.

Information Systems Manager Worth Norton noted that it is a requirement to update by the Department of Homeland Security Agreement and is being paid for by a Homeland Security grant.

REVIEW BIDS

A. Chain Link Fence.

Larry Larson stated that Edward Springs opened last week and they sent out for bids for a chain link fence along the McRae Road property line. He noted that Eagle Fence Construction was the apparent low bidder.

B. Sander Shed Project.

Mr. Larson discussed the bids received. They sent out for nine, but only received two back – Premium Construction and Interwest Construction. Both bids were higher than the budgeted amount, but staff is hoping to reduce the costs by limiting the project to three instead of four bays.

PUBLIC HEARINGS

None.

CURRENT BUSINESS

A. Pet Licensing and Fine Adjustment (continued from 10/10/05).

Chief Carden presented Council with two options. There was general agreement that Option 1 with the addition of a fifth point (point #2 from Option 2) was the most desirable. Councilmember Lee Phillips emphasized the need to publicize these changes. There was

consensus to make this effective upon approval, but to only issue warnings until the information goes out to the public in the *Marysville Messenger* at the end of January.

NEW BUSINESS

A. 10% Intent to Annex Petition; American Eagle Annexation; PA 05036.

Chief Executive Officer Mary Swenson commented that she had visited this site and was very impressed with the housing.

B. 10% Intent to Annex Petition; Sunnyside Annexation; PA 05029 & PA 05030.

Ms. Swenson discussed concerns about the annexation due to the fact that it is a huge residential area. This will result in strains on streets, police and surface water departments however it is important to have the remainder of this developed in the city because of differences in development standards. The City is planning to negotiate an interlocal agreement with the County to capture some transportation costs. Community Development Director Gloria Hirashima added that Council would need to determine an effective date for the annexation.

C. Classification and Compensation Analysis of Finance Department.

Sandy Langdon discussed the need for this reclassification.

LEGAL

None.

ORDINANCES AND RESOLUTIONS

A. An Ordinance of the City of Marysville Amending the 2005 Budget Providing for the Increase of Certain Expenditure Items as Budgeted for in 2005 and Amending Ordinance No. 2543, Amending Ordinance No. 2576, and Amending Ordinance No. 2587.

See above.

B. A Resolution of the City of Marysville Transferring Control and Ownership of Motorola TX Messenger Software Licenses to SnoPac.

See above.

INFORMATION ITEMS

A. Mayor's Business

1. Council's joint meeting with the Marysville School Board has been changed to Monday, October 24 at 6:00 p.m. Topics include ramifications of the bond failure and plans for new school construction.

2. Mayor Kendall led the Walk Across Washington on Saturday, which had a good turnout. He commended the effort by the Wellness Committee.

B. Staff Business

Sandy Langdon stated that she had been busily working on the budget.

Gloria Hirashima announced that the Planning Commission would be having a hearing on the Shoreline Master Program next week. This will be coming to Council next month.

Worth Norton had no further comments.

Larry Larson had no further comments.

Chief Carden had no further comments.

Mary Swenson said that she also has been very busy working on the budget along with all of the directors. She stated that the Rotary Pumpkin Patch is going on and is a great event. The Rotary auction will be held on November 5th at the Everett Events Center.

Grant Weed stated that he was very energized having just returned from the Washington State Association of Municipal Attorneys conference.

C. Call on Councilmembers

Lee Phillips had no further comments.

Jeff Vaughan thanked staff for organizing the presentation on emergency operations management. He requested further information on the precise communication plan with the Council during an emergency situation.

Jeff Seibert asked Grant Weed if data/right-of-way issues had been discussed at the conference. Mr. Weed indicated that they had to some degree and he would bring more information about that to Council.

Mr. Seibert then asked staff about getting annexation information on the website. Gloria Hirashima responded that they would attempt to do this. She is also working on a presentation regarding annexations.

He noted that Measure 7 in Oregon had been thrown out. S/B 47
He stated that he had a real estate issue for Executive Session.

Jon Nehring also thanked staff for the emergency operations management presentation. He was pleased with the preparation by the City. He noted that he would be gone next week and also on the 5th and requested excused absence for both nights.

Donna Wright noted that she would be attending the Washington State Firefighters Convention on Wednesday through Saturday in Spokane. She and Councilmember Nehring both would be unable to attend the Public Safety meeting so it was decided to cancel the meeting for this month.

CORRECTED:
MINUTES
SEE 10-24-05

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SEE 10-24-05

John Soriano expressed his appreciation for the presentation tonight. He encouraged staff to keep the councilmembers in the loop for emergency exercises. He requested more information about plans for moving massive numbers of people.

D. Park Board Minutes; September 14, 2005.

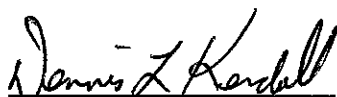
ADJOURNMENT

Mayor Kendall recessed at 8:40 p.m., with Executive Session scheduled to begin at 8:45 p.m. There was one real estate matter to discuss with no action taken.

EXECUTIVE SESSION

Council met in Executive Session at 8:45 p.m., discussed one real estate item; returned to Regular Session at 8:55 p.m.; and adjourned with no further action taken.

Approved this 24th day of October, 2005.



Mayor
Dennis Kendall



City Clerk
Gerry Becker



Recording Secretary
Laurie Hugdahl