

Marysville City Council Meeting**April 11, 2016****7:00 p.m.****City Hall****Call to Order****Invocation****Pledge of Allegiance****Roll Call****Approval of the Agenda****Committee Reports****Presentations**

- A. Volunteer of the Month
- B. Sergeant Oath of Office

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

1. Consider the March 14, 2016 City Council Meeting Minutes

Consent

2. Consider the March 23, 2016 Claims in the Amount of \$667,347.81; Paid by EFT Transactions and Check Numbers 106952 through 107106 with Check Numbers 94561, 96173 and 100692 Voided
3. Consider the March 18, 2016 Payroll in the Amount \$1,076,040.36; Paid by EFT Transactions and Check Numbers 29773 through 29801
8. Consider the Professional Services Agreement Supplement No. 2 with RH2 Engineering, Inc. for the Water Comprehensive Plan Update
10. Consider Accepting the State Avenue Corridor Improvements (116th St NE to 136th St NE) Project with RRJ Company LLC, Starting the 45-Day Lien Filing Period for Project Closeout

Review Bids**Public Hearings**

4. Community Development Block Grant (CDBG) – Program Year 2014 Annual Action Plan Amendment

**These items have been added or revised from the materials previously distributed in the packets for the April 4, 2016 Work Session.*

Marysville City Council Meeting

April 11, 2016

7:00 p.m.

City Hall

5. Community Development Block Grant (CDBG) – Program Year 2015 Annual Action Plan Amendment

6. Community Development Block Grant (CDBG) – Program Year 2016 Annual Action Plan

New Business

9. Consider the Review of Business Licensing and Home Occupation Permit Fees and Direct Staff to Prepare the Necessary Documents to Eliminate the Home Occupation Permit Fee and Change the New Business License Fee to \$65.00

Legal

11. Review of Council Procedures

Mayor's Business

Staff Business

Call on Councilmembers

Executive Session

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

Adjourn

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 days prior to the meeting date if any special accommodations are needed for this meeting.

**These items have been added or revised from the materials previously distributed in the packets for the April 4, 2016 Work Session.*

Index #1

Call to Order/Pledge of Allegiance/Roll Call	7:00 p.m.
Approval of the Agenda	Approved
Committee Reports	
Audience Participation	
Presentation	
Officer Swearing-In: Officer Frankie Nelson and Officer Jeff Vandenberg	Sworn In
Approval of Minutes	
Consider Approval of the February 8, 2016 City Council Meeting Minutes	Approved
Consider Approval of the February 22, 2016 City Council Meeting Minutes	Approved
Consider Approval of the February 22, 2016 City Council Special Meeting Minutes	Approved
Consent Agenda	
Consider Approval of the February 19, 2016 Payroll in the Amount of \$970,549.60; Paid by EFT Transactions and Check Numbers 29710 through 29738	Approved
Consider Approval of the February 17, 2016 Claims in the Amount of \$459,846.30; Paid by EFT Transactions and Check Numbers 106076 through 106223 with Check Numbers 103583 & 105056 Voided	Approved
Consider Approval of the February 24, 2016 Claims in the Amount of \$498,802.17; Paid by EFT Transactions and Check Numbers 106224 through 106407 with no Checks Voided	Approved
Consider Approval of the March 2, 2016 Claims in the Amount of \$1,284,938.74; Paid by EFT Transactions and Check Numbers 106408 through 106569 with Check Number 106116 Voided	Approved
Consider Approval of the March 4, 2016 Payroll in the Amount \$1,632,859.56, Paid by EFT Transactions and Check Numbers 29739 through 29772	Approved
Review Bids	
New Business	
Consider the Contract with National Research Center to Conduct a Citizen Survey for the City of Marysville with a Sample Size of 1,500 Households	Approved
Consider the Tenth Interlocal Agreement with the City of Arlington for Jail Services	Approved
Consider the Twelfth Interlocal Agreement with the City of Lake Stevens for Jail Services	Approved
Consider the Professional Services Agreement Supplement No. 1 with Blue Marble Environmental LLC in the Amount of \$56,669.00	Approved
Consider the Coordinated Prevention Grant Agreement No. W2RCPG-I 5I7-MARYPW-OO117 with the State of Washington Department of Ecology	Approved
Consider the Application for Snohomish Running Company to Conduct a Special Event on Sunday, April 10, 2016, including the Temporary Street Closure of Northbound SR529/State Avenue to 2nd Street, the Eastbound Lane of 2nd Street from State Avenue to Alder Avenue, the Southbound Lane of Alder Avenue from 2nd Street to the South Side of 1st Street,	Approved

both Lanes of Columbia Avenue from the South Side of 1st Street to 2nd Street, and 1st Street from Columbia Avenue to State Avenue	
Consider Acceptance of the Reject Line Extension Project with SRV Construction, Inc., Starting the 45-day Lien Filing Period for Project Closeout	Approved
Consider the Professional Services Agreement with RH2 Engineering for Design Support, for Materials Testing, Special Inspection, and On-Call CM Support	Approved
Consider the Information Services Department Request to Purchase Office 2016 Pro Licenses Based on the SoftwareONE Quote Dated 2/18/2016 Using State Contract Number T11-MST-579	Approved
Consider the Washington State Military Department Public Assistance Grant Agreement (D16-638) for the November 2015 Windstorm	Approved
Consider the Washington State Military Department Public Assistance Grant Agreement (D16-455) for the August 2015 Windstorm	Approved
Consider the Agreement for Joint Operation of Fire and Emergency Medical Protection Facilities	Approved
Consider a Resolution Declaring Certain Vehicles and Miscellaneous Items of Personal Property to be Surplus and Authorizing the Sale or Disposal Thereof Marysville City Council Meeting March 14, 2016 7:00 p.m. City Hall	Approved Res. No. 2389
Consider a Resolution Approving the Acceptance of Credit Cards for Payments Made to the City and Repealing Resolution No. 2084	Approved Res. No. 2390
Consider the Safety/Training Officer Classification and Compensation	Approved
Consider the Fireworks Permit in Preparation of the Celebrate Marysville 125 Years Event	Approved
Mayor's Business	
Staff Business	
Call on Councilmembers	
Adjournment	8:29 p.m.
Executive Session	9:34 p.m.
Real Estate – two items	
ACTION	Approved
Adjournment	8:44 p.m.

COUNCIL*DRAFT*
MINUTES**Regular Meeting**

March 14, 2016

Call to Order / Pledge of Allegiance

Mayor Nehring called the meeting to order at 7:00 p.m. Pastor Aaron Thompson of Marysville Foursquare gave the invocation, and Mayor Nehring led those present in the Pledge of Allegiance.

Roll Call

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

Mayor: Jon Nehring

Council: Steve Muller, Kamille Norton, Jeff Seibert, Michael Stevens, Rob Toyer, Jeff Vaughan, and Donna Wright

Absent: None

Also Present: Chief Administrative Officer Gloria Hirashima, Finance Director Sandy Langdon, Police Chief Rick Smith, Deputy City Attorney Colin Olivers, Public Works Director Kevin Nielsen, Parks and Recreation Director Jim Ballew, Community Development Director Dave Koenig, Fire Chief McFalls, Human Resources Director Kristie Guy, and Recording Secretary Laurie Hugdahl.

Motion made by Councilmember Vaughan, seconded by Councilmember Stevens, to approve the agenda. **Motion** passed unanimously (7-0).

Committee Reports

None

Presentations

A. Officer Swearing-In

Officers Frankie Nelson and Jeff VandenBerg were sworn in.

Audience Participation

None

Approval of Minutes

1. Consider Approval of the February 8, 2016 City Council Meeting Minutes

Motion made by Councilmember Wright, seconded by Councilmember Vaughan, to approve the February 8, 2016 City Council Meeting Minutes as presented. **Motion** passed unanimously (6-0) with Councilmember Stevens abstaining as he was not at the February 8 meeting.

2. Consider Approval of the February 22, 2016 City Council Meeting Minutes

Motion made by Councilmember Muller, seconded by Councilmember Norton, to approve the February 22, 2016 City Council Meeting Minutes as presented. **Motion** passed unanimously (7-0).

3. Consider Approval of the February 22, 2016 City Council Special Meeting Minutes

Motion made by Councilmember Stevens, seconded by Councilmember Toyer, to approve the February 22, 2016 City Council Special Meeting Minutes as presented. **Motion** passed unanimously (6-0) with Councilmember Seibert abstaining as he was not in attendance at the February 22 meeting.

Consent

4. Consider Approval of the February 19, 2016 Payroll in the Amount of \$970,549.60; Paid by EFT Transactions and Check Numbers 29710 through 29738
5. Consider Approval of the February 17, 2016 Claims in the Amount of \$459,846.30; Paid by EFT Transactions and Check Numbers 106076 through 106223 with Check Numbers 103583 & 105056 Voided
6. Consider Approval of the February 24, 2016 Claims in the Amount of \$498,802.17; Paid by EFT Transactions and Check Numbers 106224 through 106407 with no Checks Voided
7. Consider Approval of the March 2, 2016 Claims in the Amount of \$1,284,938.74; Paid by EFT Transactions and Check Numbers 106408 through 106569 with Check Number 106116 Voided

8. Consider Approval of the March 4, 2016 Payroll in the Amount \$1,632,859.56, Paid by EFT Transactions and Check Numbers 29739 through 29772

Motion made by Councilmember Muller, seconded by Councilmember Vaughan, to approve Consent Agenda items 4-8. **Motion** passed unanimously (7-0).

Review Bids

New Business

9. Consider the Contract with National Research Center to Conduct a Citizen Survey for the City of Marysville with a Sample Size of 1,500 Households

CAO Hirashima explained the City has looked at options to do a citizen survey. This would establish a benchmark on city services and help to prioritize projects. She explained why National Research Center had been identified as the preferred company. In addition to other factors, this company quoted the lowest price. She solicited Council feedback on the potential questions.

Councilmember Norton expressed concern about question number 2. She thought the ranking might be a little confusing. CAO Hirashima agreed and suggested it could be reworded.

Councilmember Vaughan said he was interested in a different angle on that question to get to people's attitude toward taxation in the community. One option might be to add "None of the above" or "I'm not interested in any taxes." CAO Hirashima commented that items 1-3 could be combined.

Councilmember Vaughan asked if the intent on number 3 was to rank the items. CAO Hirashima replied that the intent was just to have participants select whichever apply. Councilmember Vaughan commented that they already know the answer to this question. The only one they might need more information on is how effective city mailings are. It would be interesting to see if people are actually receiving and using those. Councilmember Norton commented that there might be something more pertinent to ask since none of these mediums will be going away any time in the near future. She suggested trying to find a more useful question.

Councilmember Muller referred to question 2 and suggested being more specific, saying that the City is considering going before the voters on these items instead of being so broad.

There was consensus to send this forward with the understanding that staff will modify question 2 and select a new question 3.

Motion made by Councilmember Muller, seconded by Councilmember Stevens, to authorize the Mayor to move forward with the Contract with National Research Center to Conduct a Citizen Survey for the City of Marysville with a Sample Size of 1,500

Households. **Motion** passed unanimously (6-1) with Councilmember Toyer voting against the motion.

10. Consider the Tenth Interlocal Agreement with the City of Arlington for Jail Services

Chief Smith reviewed this renewal agreement.

Motion made by Council President Norton, seconded by Councilmember Muller, to authorize the Mayor to sign the Tenth Interlocal Agreement with the City of Arlington for Jail Services. **Motion** passed unanimously (7-0).

11. Consider the Twelfth Interlocal Agreement with the City of Lake Stevens for Jail Services

Chief Smith reviewed this renewal agreement.

Motion made by Councilmember Stevens, seconded by Councilmember Wright, to authorize the Mayor to sign the Twelfth Interlocal Agreement with the City of Lake Stevens for Jail Services. **Motion** passed unanimously (7-0).

12. Consider the Professional Services Agreement Supplement No. 1 with Blue Marble Environmental LLC in the Amount of \$56,669.00

Director Nielsen explained this PSA is for the recycling program. The next item would pay for the consultant to continue the program with businesses, multifamily, schools, and to put containers throughout the City.

Motion made by Councilmember Muller, seconded by Councilmember Vaughan, to authorize the Mayor to sign the Professional Services Agreement Supplement No. 1 with Blue Marble Environmental LLC in the Amount of \$56,669.00. **Motion** passed unanimously (7-0).

13. Consider the Coordinated Prevention Grant Agreement No. W2RCPG-I 517-MARYPW-OO117 with the State of Washington Department of Ecology

Motion made by Councilmember Vaughan, seconded by Councilmember Wright, to authorize the Mayor to sign the Coordinated Prevention Grant Agreement No. W2RCPG-I 517-MARYPW-OO117 with the State of Washington Department of Ecology. **Motion** passed unanimously (7-0).

14. Consider the Application for Snohomish Running Company to Conduct a Special Event on Sunday, April 10, 2016, including the Temporary Street Closure of Northbound SR529/State Avenue to 2nd Street, the Eastbound Lane of 2nd Street from State Avenue to Alder Avenue, the Southbound Lane of Alder Avenue from 2nd Street to the South Side of 1st Street, both Lanes of Columbia

DRAFT

Avenue from the South Side of 1st Street to 2nd Street, and 1st Street from Columbia Avenue to State Avenue

Community Development Director Koenig explained that this relates to a half marathon which will begin and end at Port of Everett and come into Marysville via 529 to 2nd to Alder to 1st out and back on Columbia back to 529.

Motion made by Council President Norton, seconded by Councilmember Stevens, to approve the Application for Snohomish Running Company to Conduct a Special Event on Sunday, April 10, 2016, including the Temporary Street Closure of Northbound SR529/State Avenue to 2nd Street, the Eastbound Lane of 2nd Street from State Avenue to Alder Avenue, the Southbound Lane of Alder Avenue from 2nd Street to the South Side of 1st Street, both Lanes of Columbia Avenue from the South Side of 1st Street to 2nd Street, and 1st Street from Columbia Avenue to State Avenue. **Motion** passed unanimously (7-0).

15. Consider Acceptance of the Reject Line Extension Project with SRV Construction, Inc., Starting the 45-day Lien Filing Period for Project Closeout

Director Nielsen reviewed this item and noted that this project came in under the bid amount. Staff would like to start the 45-day lien period.

Motion made by Councilmember Vaughan, seconded by Councilmember Stevens, to authorize the Mayor to sign the Acceptance of the Reject Line Extension Project with SRV Construction, Inc., Starting the 45-day Lien Filing Period for Project Closeout. **Motion** passed unanimously (7-0).

16. Consider the Professional Services Agreement with RH2 Engineering for Design Support, for Materials Testing, Special Inspection, and On-Call CM Support

Director Nielsen stated the City is moving forward with the Sunnyside Well Treatment Project. Construction management services will be done in-house, but this agreement would provide for special testing and services as needed with RH2 Engineering. It is very cost-effective to do it this way.

Motion made by Councilmember Vaughan, seconded by Councilmember Toyer, to authorize the Mayor to sign and execute the Professional Services Agreement with RH2 Engineering for Design Support, for Materials Testing, Special Inspection, and On-Call CM Support. **Motion** passed unanimously (7-0).

17. Consider the Information Services Department Request to Purchase Office 2016 Pro Licenses Based on the SoftwareONE Quote Dated 2/18/2016 Using State Contract Number T11-MST-579

Finance Director Langdon explained the City needs to update the Microsoft Office Suite.

Motion made by Councilmember Stevens, seconded by Councilmember Toyer, to authorize the Mayor to sign the Information Services Department Request to Purchase Office 2016 Pro Licenses Based on the SoftwareONE Quote Dated 2/18/2016 Using State Contract Number T11-MST-579. **Motion** passed unanimously (7-0).

18. Consider the Washington State Military Department Public Assistance Grant Agreement (D16-638) for the November 2015 Windstorm

CAO Hirashima reviewed this item. This contract will allow the City to get reimbursement for expenses incurred as a result of the windstorm.

Motion made by Councilmember Wright, seconded by Councilmember Norton, to authorize the Mayor to sign the Washington State Military Department Public Assistance Grant Agreement (D16-638) for the November 2015 Windstorm. **Motion** passed unanimously (7-0).

19. Consider the Washington State Military Department Public Assistance Grant Agreement (D16-455) for the August 2015 Windstorm

CAO Hirashima reviewed this item. This contract will allow the City to get reimbursement for expenses incurred as a result of the windstorm.

Motion made by Council President Norton, seconded by Councilmember Muller, to approve the Washington State Military Department Public Assistance Grant Agreement (D16-455) for the August 2015 Windstorm. **Motion** passed unanimously (7-0).

20. Consider the Agreement for Joint Operation of Fire and Emergency Medical Protection Facilities

CAO Hirashima explained this is the revised agreement between Fire District 12 and the City of Marysville. Staff has reviewed these changes and feels it will still allow the City to move forward with review of options which include revising the contract, a city fire department, RFA or annexation. The Fire District has added a provision that a decision be made this year.

Councilmember Stevens said he was uncomfortable with the 12/31 deadline although he is in favor of making a decision as soon as possible. He is concerned that rushing this could result in unknown complications. He prefers to stick with the original three-year timeline.

Councilmember Seibert commented that this really means they would have to make a decision by September in order to give three months' notice. CAO Hirashima referred to a section which states that each party pledges to cooperate and exercise good faith to accomplish a smooth transition. She believes this indicates there is an understanding that both parties are aware that a smooth transition is necessary. Councilmember Seibert commented it appears the December deadline is a soft deadline even though

they will try to meet it. He commented that the employees just want some sort of certainty that this is going to happen eventually.

Councilmember Vaughan agrees that there is a great deal of uncertainty right now. Having a deadline creates some certainty. He noted that there is some flexibility here so that if things take longer than the timeframe allows, they will be able to work it out.

Motion made by Councilmember Muller, seconded by Councilmember Wright, to approve the Agreement for Joint Operation of Fire and Emergency Medical Protection Facilities with the revisions sent by Fire District 12. **Motion** passed unanimously (6-1) with Councilmember Stevens voting against the motion.

21. Consider a Resolution Declaring Certain Vehicles and Miscellaneous Items of Personal Property to be Surplus and Authorizing the Sale or Disposal Thereof
Marysville City Council Meeting March 14, 2016 7:00 p.m. City Hall

Director Nielsen reviewed the items contained on the surplus list.

Motion made by Councilmember Wright, seconded by Councilmember Vaughan, to adopt Resolution No. 2389. **Motion** passed unanimously (7-0).

22. Consider a Resolution Approving the Acceptance of Credit Cards for Payments Made to the City and Repealing Resolution No. 2084

Finance Director Langdon explained this would allow the golf course to accept various credit cards in addition to Visa and MasterCard.

Motion made by Councilmember Stevens, seconded by Council President Norton, to adopt Resolution No. 2390. **Motion** passed unanimously (7-0).

23. Consider the Safety/Training Officer Classification and Compensation

Kristie Guy explained the description of and the rationale for the new position which was approved in the 2016 budget.

Motion made by Councilmember Norton, seconded by Councilmember Muller, to adopt the proposed job description for Safety/Training Officer, which captures the responsibilities, knowledge, skills, and abilities required to perform the duties of this position, and place the Safety/Training Officer position at range N7 on the Non-represented grid with a monthly salary range of \$4801-\$6432. This placement reflects the external market value and preserves internal equity among the City's positions. **Motion** passed unanimously (7-0).

24. Consider the Fireworks Permit in Preparation of the Celebrate Marysville 125 Years Event

Director Ballew explained that Council is required to approve the permit for discharge of fireworks.

Motion made by Councilmember Wright, seconded by Councilmember Stevens, to approve the Fireworks Permit in Preparation of the Celebrate Marysville 125 Years Event. **Motion** passed unanimously (7-0).

Legal

Mayor's Business

Mayor Nehring:

- Thanks to everyone for attending the great legislative meetings.
- Thanks to Gloria and folks from the fire department who installed fire alarms for the Glenwood mobile estates last week.
- There is a Snohomish County Cities meeting this Thursday, but he has another meeting.
- He commended Maryke Burgess for organizing the antiques appraisal show recently.
- Lots of events coming up this weekend including the mayor's Gala at the Opera House.

Staff Business

Chief Smith:

- He went to Vancouver last week to attend the NW Command College which is a partnership between the Criminal Justice Commission and the FBI. Lt. Thomas and Akau also attended the conference. Chief Smith presented along with Lt. Thomas regarding the shooting and crisis leadership. He commended Lt. Thomas for his remarks. Chief Smith said he received much praise for how the City handled the event overall.
- The police completed the last portion of the Sergeant's testing. He acknowledged the work done by HR in this process and expressed appreciation for their help.

Sandy Langdon

- She stated that there was no need for a Finance Committee meeting this month. There was consensus to cancel it.
- Utility Billing has been contacting customers who are about to be disconnected. They have gotten the number down from 20 per month down to 10. It appears a lot of the problems are with vacant and/or foreclosure homes.

Colin Olivers stated the need for an Executive Session to discuss two items regarding the acquisition of real estate expected to last ten minutes total with action expected to be taken after the Executive Session.

Kevin Nielsen:

- BNSF contacted the City and wants to close 172nd for three consecutive days to fix the at-grade crossing. Staff is trying to coordinate with them to do it during spring break.
- The I-5 Expansion Joints project (southbound) current schedule was distributed to Council.
- Public Works received an email through Community Development for a noise variance for the ramps at 529, 528 and 88th. WSDOT wants to put metering ramps in on all the northbound legs. Staff will be investigating this.
- Congressman Larson was in town last week, and staff gave him an update on transportation. There is a new program called the FAST program for funding for small transportation projects. The City will be applying for the Grove Street overcrossing.

Jim Ballew:

- He reviewed discussions with Representative Larsen who gave some funding advice. He was very excited about what is going on in the community.
- This weekend will be quite busy with the Celebrate Marysville's 125th birthday celebration. He reviewed the events that will be happening.
- The following weekend will be Easter. He acknowledged the Marysville Rotary Club for making this a special event.
- There will be a presentation soon for the Council by Premier Golf regarding Cedarcrest Golf Course.

Chief McFalls:

- He welcomed the Council back from Washington DC and thanked them for representing the City at that level.
- The Fire District is looking forward to continuing its relationship with the City.
- He acknowledged and thanked Chief Smith for making the joint training happen.
- He introduced Deputy Chief of Operations Jeff Cole and President Jason Tucker.
- The Fire District is looking forward to the City's 125th Birthday Celebration.

Dave Koenig:

- Lakewood Neighborhood Plan and State Avenue Plan are both coming before the Planning Commission next week.

Gloria Hirashima:

- She commended Police Chief Smith and HR Director Kristie Guy for a great process for the police sergeant interviews.
- She thanked all the staff involved for their response to yet another windstorm last week.

- Another CERT class started last week. It was a huge class so it was decided to expand the class size to 40. She commended Fire and others who are helping to train. There is already a waitlist for the fall class.
- There will be an internal emergency management drill this week.
- On March 26, the Everett Gospel Mission House will host a tour of the house. It looks like it is set for residents to move in in April.

Call on Councilmembers

Jeff Vaughan said he enjoyed the trip to Washington, D.C. He especially enjoyed the NLC offerings at the conference. He attended a class to learn more about the problem with opioids around the country. He endured a lengthy presentation on bonds, and he learned a lot about financing projects.

Donna Wright said she also thought it was very worthwhile to be in Washington, DC.

Jeff Seibert:

- He expressed concern about a download link for the agenda packet not working from the public access side of things. Councilmember Vaughan explained that Safari doesn't work with the file manager, but it can be accessed through iAnnotate. Finance Director Langdon indicated she would look into it.
- He suggested letting DOT know about loose barrels which get blown around when there are high wind warnings.
- He attended a class regarding FAST Act and they spoke about the FAST Lane. He recalled there was also a technology grant related to transportation. He wondered if this could be an opportunity to address some of the City's signals. He said he would like to see some sort of notification on 529 if there is a train and 4th is blocked. If people know 4th is blocked they may be able to avoid that. Director Nielsen concurred.
- Another class he attended had to deal with unfunded mandates resulting from Supreme Court decisions. He learned about legal issues relating to dealing with homeless people. There is a homeless advocacy group that is going to do a webinar. He will pass along the information.
- He attended a Vision Zero class which is geared toward zero traffic deaths. He suggested that there are funding opportunities for preventing traffic-pedestrian accidents for cities that have had issues. Director Nielsen said that the City applies for a lot of grants as it relates to pedestrian corridors especially around schools. Schools always rank high because of the number of children.

Michael Stevens:

- He echoed that Washington DC was a worthwhile use of the Council's time.
- Next Tuesday there is a Community Transit open house at the YMCA.

Rob Toyer had no additional comments.

Muller had no additional comments.

DRAFT

Kamille Norton agreed that Washington DC was interesting. It's always good to hear what other cities are dealing with. She is grateful to have such a wonderful staff and Council to work with.

Adjournment

Council recessed at 8:29 p.m. for five minutes before reconvening into Executive Session for ten minutes to address two real estate matters with action following the Executive Session.

Executive Session

- A. Litigation
- B. Personnel
- C. Real Estate – two items per RCW 42.30.110(1)(b)

Executive session ended and public meeting reconvened at 8:34 p.m.

Motion made by Councilmember Seibert, seconded by Councilmember Wright to authorize the Mayor to sign the Purchase and Sales Agreement for 10118 State Avenue. **Motion** passed unanimously.

Motion made by Councilmember Seibert, seconded by Councilmember Stevens to authorize the Mayor to sign the Purchase and Sales Agreement for 1612 1st Street. **Motion** passed unanimously.

Adjournment

Seeing no further business Mayor Nehring adjourned the meeting at 8:44 p.m.

Approved this _____ day of _____, 2016.

Mayor
Jon Nehring

April O'Brien
Deputy City Clerk

Index #2

CITY OF MARYSVILLE

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: April 11, 2016

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:

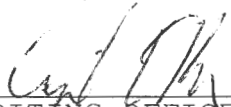
The Finance and Executive Departments recommend City Council approve the **March 23, 2016** claims in the amount of **\$667,347.81** paid by **EFT transactions** and **Check No. 106952 through 107106 with Check No.'s 94561, 96173 & 100692** voided.

COUNCIL ACTION:

BLANKET CERTIFICATION

CLAIMS
FOR
PERIOD-3

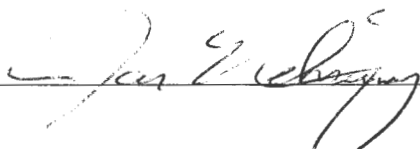
I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE **CLAIMS** IN THE AMOUNT OF **\$667,347.81 PAID BY EFT TRANSACTIONS AND CHECK NO.'S 106952 THROUGH 107106 WITH CHECK NO.'S 94561, 96173 & 100692 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

3/22/16

DATE



MAYOR

3/23/16

DATE

WE, THE UNDERSIGNED COUNCIL MEMBERS OF MARYSVILLE, WASHINGTON DO HEREBY APPROVE FOR PAYMENT THE ABOVE MENTIONED **CLAIMS** ON THIS **11TH DAY OF APRIL 2016.**

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

**CITY OF MARYSVILLE
 INVOICE LIST**

FOR INVOICES FROM 3/17/2016 TO 3/23/2016

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
106952	CHICAGO TITLE INSURA	EARNEST MONEY-1621 1ST STREET	GMA - STREET	2,500.00
106953	3M	WHITE FILM	TRANSPORTATION MANAGEM	587.52
106954	AFLAC	INVOICE PREMIUM SHORTAGE	PERSONNEL ADMINISTRATIO	57.80
106955	ALL BATTERY SALES &	BATTERY	SMALL ENGINE SHOP	61.28
106956	ANDRUS, EVY	JURY DUTY	COURTS	13.00
106957	ARAMARK UNIFORM	UNIFORM SERVICE	SMALL ENGINE SHOP	4.15
	ARAMARK UNIFORM		EQUIPMENT RENTAL	38.83
106958	BABST, JO ANN	JURY DUTY	COURTS	19.28
106959	BANK OF AMERICA	PARKING REIMBURSEMENT	POLICE ADMINISTRATION	3.00
106960	BANK OF AMERICA	SUPPLY REIMBURSEMENT	LEGAL-GENL	4.98
106961	BANK OF AMERICA	TRAVEL REIMBURSEMENT	LEGAL-GENL	167.04
106962	BANK OF AMERICA	MEMBERSHIP/MEAL REIMBURSEMENT	EXECUTIVE ADMIN	17.60
	BANK OF AMERICA		NON-DEPARTMENTAL	315.00
106963	BANK OF AMERICA	ADVERTISING REIMBURSEMENT	ENGR-GENL	340.00
106964	BANK OF AMERICA	TRAVEL REIMBURSEMENT	EXECUTIVE ADMIN	96.53
	BANK OF AMERICA		CITY COUNCIL	333.65
106965	BANK OF AMERICA	CONFERENCE REIMBURSEMENT	EXECUTIVE ADMIN	121.38
	BANK OF AMERICA		EXECUTIVE ADMIN	325.00
106966	BANK OF AMERICA	TRAVEL/SUPPLY REIMBURSEMENT	POLICE PATROL	130.50
	BANK OF AMERICA		POLICE INVESTIGATION	196.16
	BANK OF AMERICA		POLICE ADMINISTRATION	206.20
106967	BANK OF AMERICA	TRAVEL/REGISTRATION REIMBURSEM	EQUIPMENT RENTAL	46.75
	BANK OF AMERICA		EQUIPMENT RENTAL	46.75
	BANK OF AMERICA		TRANSPORTATION MANAGEM	271.50
	BANK OF AMERICA		UTIL ADMIN	375.00
106968	BANK OF AMERICA	SUPPLY REIMBURSEMENT	GENERAL FUND	-18.04
	BANK OF AMERICA		OPERA HOUSE	43.52
	BANK OF AMERICA		PARK & RECREATION FAC	45.00
	BANK OF AMERICA		PARK & RECREATION FAC	79.57
	BANK OF AMERICA		PARK & RECREATION FAC	152.34
	BANK OF AMERICA		OPERA HOUSE	182.50
	BANK OF AMERICA		OPERA HOUSE	350.25
106969	BANK OF AMERICA		CITY COUNCIL	1,068.24
106970	BANK OF AMERICA		BAXTER CENTER APPREC	-37.84
	BANK OF AMERICA		GENERAL FUND	-26.49
	BANK OF AMERICA		BAXTER CENTER APPRE	467.83
	BANK OF AMERICA		OPERA HOUSE	1,144.73
106971	BANK OF AMERICA	TRAVEL/SUPPLY REIMBURSEMENT	GENERAL FUND	-30.27
	BANK OF AMERICA		POLICE INVESTIGATION	374.23
	BANK OF AMERICA		YOUTH SERVICES	1,486.44
106972	BANK OF AMERICA	TRAINING REIMBURSEMENT	COMMUNITY DEVELOPMENT-	2,064.36
106973	BHC CONSULTANTS	PROFESSIONAL SRVICES	SEWER CAPITAL PROJECTS	12,413.52
106974	BICKFORD FORD	WINDOW SWITCH ASSEMBLY	EQUIPMENT RENTAL	67.87
	BICKFORD FORD	INSTRUMENT CLUSTER BULBS	EQUIPMENT RENTAL	186.83
	BICKFORD FORD	COOLING FAN AND MODULE	EQUIPMENT RENTAL	419.02
106975	BLUE MARBLE ENV	WASTE REDUCTION/RECYCLE EDUCAT	RECYCLING OPERATION	8,412.18
106976	BRAUN NORTHWEST INC.	LED DOMELIGHT	EQUIPMENT RENTAL	304.97
106977	BROOKS, SHANNON	UB 848315650000 8315 65TH PL N	WATER/SEWER OPERATION	53.52
106978	BRUCE C ALLEN & ASSO	PROFESSIONAL SERVICES	GMA - STREET	1,900.00
106979	CALLAHAN, KALEB	REIMBURSE MEAL-TRAINING	TRAINING	14.97
106980	CANNON, LORIN & JEAN	UB 420750071003 16620 40TH AVE	WATER/SEWER OPERATION	180.55
106981	CASCADE COLUMBIA	POLY ALUMINUM CHLORIDE	WASTE WATER TREATMENT F	11,885.64
	CASCADE COLUMBIA		WASTE WATER TREATMENT F	11,916.32
106982	CEMEX	ASPHALT	ROADWAY MAINTENANCE	140.34
	CEMEX		SEWER CAPITAL PROJECTS	1,607.32
	CEMEX		SEWER CAPITAL PROJECTS	5,931.80
106983	CENTRAL WELDING SUPP	STEEL RAKES	ER&R	114.24
	CENTRAL WELDING SUPP	SURFA SLICK ASPHALT	ER&R	326.40
	CENTRAL WELDING SUPP	GLOVES, SHOVELS AND WYPALL WIP	ER&R	418.11
106984	COMMUNITY ATTRIBUTES	MIC MARKET STUDY	COMMUNITY DEVELOPMENT-	7,305.00
106985	COOPER, NICKOLAS R &	UB 761303160301 7601 22ND DR N	GARBAGE	22.37

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106986	CORNWELL TOOLS	DROPLITE	EQUIPMENT RENTAL	70.67
	CORNWELL TOOLS	BOOTS-HACKFORD	EQUIPMENT RENTAL	200.00
	CORNWELL TOOLS	DROPLITES AND BRAKE PLIERS	EQUIPMENT RENTAL	232.55
106987	CRAIN, JASON	REIMBURSE PHYSICAL/CDL RENEWAL	UTIL ADMIN	197.00
106988	CUZ CONCRETE PROD	ELECTRICAL VAULT BOX AND LID	SEWER CAPITAL PROJECTS	2,051.11
106989	DICKS TOWING	TOWING EXPENSE-TRACTOR #H001	EQUIPMENT RENTAL	592.96
106990	DUNLAP INDUSTRIAL	TRUCK OUTFITTING EQUIPMENT	EQUIPMENT RENTAL	2,489.52
106991	E&E LUMBER	WEATHER STRIPPING AND FASTENER	PUBLIC SAFETY BLDG.	15.89
	E&E LUMBER		MAINT OF GENL PLANT	21.33
	E&E LUMBER	PATCH COMPOUND AND LUMBER	ADMIN FACILITIES	31.51
	E&E LUMBER	PUTTY, NAILS AND OIL	UTIL ADMIN	53.93
106992	EAGLE FENCE	INSTALL FENCE AND GATE	ROADSIDE VEGETATION	973.76
106993	EDGE ANALYTICAL	LAB ANALYSIS	WATER QUAL TREATMENT	10.50
	EDGE ANALYTICAL		WATER QUAL TREATMENT	10.50
	EDGE ANALYTICAL		WATER QUAL TREATMENT	10.50
	EDGE ANALYTICAL		WATER QUAL TREATMENT	12.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	12.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	12.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	12.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	12.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	12.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	12.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	12.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	12.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	21.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	24.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	24.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	24.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	189.00
	EDGE ANALYTICAL		WATER QUAL TREATMENT	189.00
106994	EMERALD RECYCLING	WASTE DISPOSAL FEES	EQUIPMENT RENTAL	430.00
106995	ENVIRONMENTAL RES	PT STUDY	WATER/SEWER OPERATION	-40.41
	ENVIRONMENTAL RES		WASTE WATER TREATMENT F	499.63
106996	EVERETT, CITY TREAS	WATER FILTRATION SERVICES	SOURCE OF SUPPLY	171,061.25
106997	EWING IRRIGATION	HERBICIDES	ROADSIDE VEGETATION	622.52
106998	FERRELLGAS	PROPANE	SOLID WASTE OPERATIONS	76.85
	FERRELLGAS		WATER SERVICE INSTALL	76.85
	FERRELLGAS		TRAFFIC CONTROL DEVICES	76.85
	FERRELLGAS		ROADWAY MAINTENANCE	76.85
106999	FIRE PROTECTION INC	FIRE SECURITY MONITORING SERVI	PARK & RECREATION FAC	204.00
	FIRE PROTECTION INC		PUBLIC SAFETY BLDG.	204.00
	FIRE PROTECTION INC		GOLF ADMINISTRATION	529.50
107000	FORBES, SHAUNA	UB 821430000000 6736 64TH DR N	WATER/SEWER OPERATION	302.68
107001	FORSMAN, DIANE	JURY DUTY	COURTS	25.12
107002	FOSTER, ERIC		COURTS	15.94
107003	FRONTIER COMMUNICATI	PHONE CHARGES	CRIME PREVENTION	7.92
	FRONTIER COMMUNICATI		ANIMAL CONTROL	7.92
	FRONTIER COMMUNICATI		PROPERTY TASK FORCE	7.92
	FRONTIER COMMUNICATI		COMMUNITY CENTER	7.92
	FRONTIER COMMUNICATI		SOLID WASTE CUSTOMER EX	7.92
	FRONTIER COMMUNICATI		PURCHASING/CENTRAL STOF	7.92
	FRONTIER COMMUNICATI		CITY CLERK	15.84
	FRONTIER COMMUNICATI		GOLF ADMINISTRATION	15.84
	FRONTIER COMMUNICATI		FACILITY MAINTENANCE	15.84
	FRONTIER COMMUNICATI		LEGAL-GENL	23.76
	FRONTIER COMMUNICATI		PERSONNEL ADMINISTRATIOI	23.76
	FRONTIER COMMUNICATI		EXECUTIVE ADMIN	39.60
	FRONTIER COMMUNICATI		LEGAL - PROSECUTION	39.60
	FRONTIER COMMUNICATI		YOUTH SERVICES	39.60
	FRONTIER COMMUNICATI		RECREATION SERVICES	39.60

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107003	FRONTIER COMMUNICATI	PHONE CHARGES	STORM DRAINAGE	39.60
	FRONTIER COMMUNICATI	ACCT #36065836350725085	COMMUNITY DEVELOPMENT-	47.43
	FRONTIER COMMUNICATI		UTIL ADMIN	47.44
	FRONTIER COMMUNICATI	PHONE CHARGES	FINANCE-GENL	47.52
	FRONTIER COMMUNICATI		EQUIPMENT RENTAL	47.52
	FRONTIER COMMUNICATI		COMPUTER SERVICES	47.54
	FRONTIER COMMUNICATI	ACCT #36065774950927115	STREET LIGHTING	47.70
	FRONTIER COMMUNICATI	PHONE CHARGES	PARK & RECREATION FAC	55.45
	FRONTIER COMMUNICATI		GENERAL SERVICES - OVERF	55.45
	FRONTIER COMMUNICATI		UTILITY BILLING	63.37
	FRONTIER COMMUNICATI		WASTE WATER TREATMENT F	63.37
	FRONTIER COMMUNICATI		ENGR-GENL	71.29
	FRONTIER COMMUNICATI		POLICE ADMINISTRATION	71.29
	FRONTIER COMMUNICATI		POLICE INVESTIGATION	79.21
	FRONTIER COMMUNICATI		MUNICIPAL COURTS	87.13
	FRONTIER COMMUNICATI		OFFICE OPERATIONS	87.13
	FRONTIER COMMUNICATI		DETENTION & CORRECTION	95.05
	FRONTIER COMMUNICATI		UTIL ADMIN	158.42
	FRONTIER COMMUNICATI		COMMUNITY DEVELOPMENT-	174.25
	FRONTIER COMMUNICATI		POLICE PATROL	348.51
107004	GALICIA, MARIA	RENTAL DEPOSIT REFUND	GENERAL FUND	100.00
107005	GIGGLES ENTERTAINMEN	INSTRUCTOR SERVICES	RECREATION SERVICES	168.00
107006	GRAINGER	BIN UNITS	EQUIPMENT RENTAL	526.20
107007	GRAY AND OSBORNE	PROFESSIONAL SERVICES	STORM DRAINAGE	7,403.17
107008	GREENSHIELDS	HOSE FITTINGS	ER&R	449.81
107009	GREGORY FUNDING LLC	UB 040553012002 9320 64TH AVE	WATER/SEWER OPERATION	62.21
107010	GRIFFEN, CHRIS	PUBLIC DEFENDER	LEGAL - PUBLIC DEFENSE	225.00
	GRIFFEN, CHRIS		LEGAL - PUBLIC DEFENSE	262.50
	GRIFFEN, CHRIS		LEGAL - PUBLIC DEFENSE	262.50
	GRIFFEN, CHRIS		LEGAL - PUBLIC DEFENSE	300.00
107011	GRIFFIN, COUNCIL	UB 961030000004 1701 9TH ST #A	WATER/SEWER OPERATION	23.75
107012	GRIFFITH, JULIE	REFUND CLASS FEES	PARKS-RECREATION	50.00
107013	HARVEY, JENNIFER A	INSTRUCTOR SERVICES	RECREATION SERVICES	240.00
107014	HD FOWLER COMPANY	RESETTERS	WATER/SEWER OPERATION	131.00
	HD FOWLER COMPANY	BALL VALVES AND ADAPTERS	WATER/SEWER OPERATION	506.78
	HD FOWLER COMPANY	COUPLINGS	WATER/SEWER OPERATION	580.47
	HD FOWLER COMPANY	HYDRANT, REDUCER, ADAPTERS AND	HYDRANTS INSTALLATION	3,053.78
107015	HESS, AMY	REIMBURSE MILEAGE AND PARKING	COMMUNITY DEVELOPMENT-	188.08
107016	HOLLAND, CHRIS	REIMBURSE MILEAGE/PARKING EXPE	COMMUNITY DEVELOPMENT-	42.00
	HOLLAND, CHRIS		COMMUNITY DEVELOPMENT-	84.53
107017	HOLLEY, RONALD	UB 212330000000 4923 129TH PL	WATER/SEWER OPERATION	132.74
107018	HOWARD, JUDIE	REFUND CLASS FEES	PARKS-RECREATION	181.20
107019	HUSKY DOOR CORP	DOORS AND CASINGS	UTIL ADMIN	1,117.27
107020	JENDERSEE, RENAE	JURY DUTY	COURTS	19.72
107021	JOHNS, JOY		COURTS	18.20
107022	JOHNSON, BRETT	REFUND BUSINESS LICENSE FEES	GENL FUND BUS LIC & PERMI	50.00
107023	JOHNSON, CAROL	JURY DUTY	COURTS	15.94
107024	KINNEY, PAUL	REIMBURSE LUNCH EXPENSE-TRAINI	SOLID WASTE OPERATIONS	44.01
107025	KLITZKE, RYAN	REFUND CLASS FEES	PARKS-RECREATION	55.00
107026	LAMOUREUX, JANIS	REIMBURSE MEETING SUPPLY EXPEN	COMMUNITY DEVELOPMENT-	30.25
107027	LANE, JILL ELAINE	WITNESS FEES	MUNICIPAL COURTS	21.01
107028	LEE DAVIS	UB 983705730000 3705 73RD DR N	WATER/SEWER OPERATION	218.17
107029	LES SCHWAB TIRE CTR	TIRES	ER&R	252.09
	LES SCHWAB TIRE CTR	ALUMINUM WHEEL	EQUIPMENT RENTAL	315.84
	LES SCHWAB TIRE CTR	TIRES	EQUIPMENT RENTAL	480.87
	LES SCHWAB TIRE CTR		ER&R	571.33
107030	LICENSING, DEPT OF	BAZE, C (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	BENSON, D (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	BERGER, C (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	BROOKS, R (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	CLEMENT, K (ORIGINAL)	GENERAL FUND	18.00

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107030	LICENSING, DEPT OF	CONRAD, J (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	CRAIG, P (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	GAAB, K (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	GRINDE, J (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	HENDRIX-DINNEEN, C (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	HOLP, M (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	JOHNSON, B (RENEWAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	KEEFE, J (RENEWAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	KERLEE, D (RENEWAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	MANGILLA, J (RENEWAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	MITTELSTAEDT, A (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	MORFORD, F (RENEWAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	NEYMAN, N (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	SEIBERT, A (RENEWAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	TUENGEL, J (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	WAMMACK, B (ORIGINAL)	GENERAL FUND	18.00
	LICENSING, DEPT OF	HUDSON, L (LT RENEWAL)	GENERAL FUND	21.00
107031	LOWES HIW INC	PLATE, DOOR STOP AND BULBS	PARK & RECREATION FAC	23.96
	LOWES HIW INC	LIGHTS	PARK & RECREATION FAC	41.66
107032	MADDOCK, JOHN	WATER/SEWER CONSERVATION REBAT	UTIL ADMIN	48.42
107033	MARYSVILLE, CITY OF	UTILITY SERVICE-TUSC RIDGE IRR	PARK & RECREATION FAC	112.30
	MARYSVILLE, CITY OF	UTILITY SERVICE-6802 84TH ST N	GOLF ADMINISTRATION	195.13
107034	MCFARLIN, SUSAN	REFUND CLASS FEES	PARKS-RECREATION	145.00
107035	MECKO, MARY	JURY DUTY	COURTS	15.40
107036	MENDOZA, MICHAEL	UB 091461646000 14616 46TH AVE	WATER/SEWER OPERATION	55.33
107037	MIZELL, TARA	REIMBURSE UNIFORM PURCHASE	OPERA HOUSE	78.84
107038	MORRIS, SCOTT & DEBB	UB 986416380000 6400 38TH PL N	WATER/SEWER OPERATION	45.66
107039	MULLER, STEVE	REFUND OPERA HOUSE TICKETS	PARKS-RECREATION	40.00
107040	MURRAY, MARSHA	JURY DUTY	COURTS	15.94
107041	NARA, SONIA	REFUND CLASS FEES	PARKS-RECREATION	60.80
107042	NATIONAL RESEARCH	2016 NATIONAL CITIZEN SURVEY	NON-DEPARTMENTAL	9,500.00
107043	NEFF, SIMON	JURY DUTY	COURTS	29.44
107044	NEHRING, JON	REIMBURSE CONFERENCE EXPENSE	COMMUNITY DEVELOPMENT-	30.00
107045	NEWMAN TRAFFIC SIGNS	DOUBLE FACED WHITE BLANK SIGNS	CITY STREETS	-140.10
	NEWMAN TRAFFIC SIGNS		CITY STREETS	-122.32
	NEWMAN TRAFFIC SIGNS		TRANSPORTATION MANAGEM	1,512.32
	NEWMAN TRAFFIC SIGNS		TRANSPORTATION MANAGEM	1,732.10
107046	NEWTON, CHARLES	REFUND CLASS FEES	PARKS-RECREATION	55.00
107047	NEXSITE ONLINE	SPRING SUMMER GUIDE DIGITAL	RECREATION SERVICES	647.36
	NEXSITE ONLINE	SPRING SUMMER GUIDE	RECREATION SERVICES	6,053.11
107048	NICKERSON, ROXANNE	RENTAL DEPOSIT REFUND	GENERAL FUND	100.00
107049	NICLAI, CHERYL	REIMBURSE INTERVIEW PANEL EXPE	UTIL ADMIN	30.29
107050	NIKLASON, GLORIA	JURY DUTY	COURTS	26.20
107051	NORDBY, RICHARD		COURTS	15.40
107052	NOREGON SYSTEMS	JPRO SOFTWARE	ER&R	-149.60
	NOREGON SYSTEMS		EQUIPMENT RENTAL	1,849.60
107053	NORTHEND TRUCK EQUIP	SERVICE BODY INSTALLATION	EQUIPMENT RENTAL	14,219.07
107054	NORTHERN HOLDING LL	UB 980047070001 4707 60TH AVE	WATER/SEWER OPERATION	285.98
107055	NORTHWEST HANDLING	DRY SHED PELLET RACKS AND DELI	ROADWAY MAINTENANCE	3,751.42
107056	NORTON, KAMILLE	REIMBURSE MILEAGE	CITY COUNCIL	105.19
	NORTON, KAMILLE	REIMBURSE CONFERENCE EXPENSE	CITY COUNCIL	125.37
107057	ODB COMPANY	GUTTER BROOMS	CITY STREETS	-111.72
	ODB COMPANY		STREET CLEANING	1,381.24
107058	OVERTON SAFETY TRAIN	FORKLIFT OPERATION TRAINING	TRAINING	104.55
	OVERTON SAFETY TRAIN		UTIL ADMIN	104.55
	OVERTON SAFETY TRAIN		UTIL ADMIN	104.55
	OVERTON SAFETY TRAIN		SOLID WASTE OPERATIONS	104.55
	OVERTON SAFETY TRAIN	AERIAL & SCISSOR LIFT TRAINING	TRANSPORTATION MANAGEM	135.00
	OVERTON SAFETY TRAIN	FORKLIFT OPERATION TRAINING	TRANSPORTATION MANAGEM	209.10
	OVERTON SAFETY TRAIN	RIGGING & SIGNALING TRAINING	UTIL ADMIN	278.80
	OVERTON SAFETY TRAIN	FORKLIFT OPERATION TRAINING	UTIL ADMIN	522.70

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107058	VERTON SAFETY TRAIN	RIGGING & SIGNALING TRAINING	TRAINING	557.70
	VERTON SAFETY TRAIN		UTIL ADMIN	557.70
	VERTON SAFETY TRAIN		UTIL ADMIN	1,115.40
	VERTON SAFETY TRAIN		TRANSPORTATION MANAGEM	1,115.40
107059	PARKER, LYNN & MIKE	UB 941770000003 1203 BEACH AVE	WATER/SEWER OPERATION	25.02
107060	PARTS STORE, THE	AIR FILTERS	ER&R	38.91
	PARTS STORE, THE	GAS CAP, BRAKE LINE, FITTING,	SMALL ENGINE SHOP	41.34
	PARTS STORE, THE	DIESEL FLUID	SOLID WASTE OPERATIONS	670.56
107061	PENNY LEE TRUCKING	HAUL DIRT	SEWER CAPITAL PROJECTS	3,712.75
	PENNY LEE TRUCKING	SPOILS HAULED OFF	SEWER CAPITAL PROJECTS	5,439.96
107062	PILCHUCK RENTALS	COVER AND SPROCKET	SMALL ENGINE SHOP	166.75
107063	PIRONE, ERIKA	REFUND CLASS FEES	PARKS-RECREATION	18.00
107064	PLATT ELECTRIC	BULBS	PUBLIC SAFETY BLDG.	25.46
	PLATT ELECTRIC	ELECTRICAL SUPPLIES	PARK & RECREATION FAC	26.29
	PLATT ELECTRIC	BULBS	PUBLIC SAFETY BLDG.	63.65
	PLATT ELECTRIC	LED LIGHT FIXTURES	MAINT OF GENL PLANT	493.35
107065	PORTER, ANDREW	INSTRUCTOR SERVICES	COMMUNITY CENTER	300.00
107066	PROCLIP USA INC	CHARGING HOLDER, PEDESTALS, OT	GARBAGE	-156.96
	PROCLIP USA INC		SOLID WASTE OPERATIONS	1,940.60
107067	PUD	ACCT #2011-4209-8	PARK & RECREATION FAC	7.83
	PUD	ACCT #2051-9537-3	PARK & RECREATION FAC	15.58
	PUD	ACCT #2009-7395-6	SEWER LIFT STATION	31.75
	PUD	ACCT #2027-9465-7	TRANSPORTATION MANAGEM	36.39
	PUD	ACCT #2004-4880-1	TRANSPORTATION MANAGEM	51.48
	PUD	ACCT #2023-0330-1	SEWER LIFT STATION	51.70
	PUD	ACCT #2022-8858-5	TRANSPORTATION MANAGEM	56.77
	PUD	ACCT #2025-2469-0	PUMPING PLANT	79.30
	PUD	ACCT #2207-4060-9	NON-DEPARTMENTAL	80.69
	PUD	ACCT #2024-2648-2	PUBLIC SAFETY BLDG.	94.50
	PUD	ACCT #2206-8134-0	STORM DRAINAGE	98.58
	PUD	ACCT #2020-1181-3	PUMPING PLANT	108.51
	PUD	ACCT #2052-3773-8	TRAFFIC CONTROL DEVICES	122.35
	PUD	ACCT #2052-3927-0	TRAFFIC CONTROL DEVICES	131.20
	PUD	ACCT #2016-2888-0	WASTE WATER TREATMENT F	171.51
	PUD	ACCT #2013-4666-5	SEWER LIFT STATION	183.09
	PUD	ACCT #2016-7563-4	WASTE WATER TREATMENT F	274.29
	PUD	ACCT#2021-7733-3	MAINT OF GENL PLANT	860.62
	PUD	ACCT #2015-8728-4	WASTE WATER TREATMENT F	890.13
	PUD	ACCT #2016-3968-9	MAINT OF GENL PLANT	1,887.24
107068	PUGET SOUND SECURITY	KEYS MADE	PARK & RECREATION FAC	7.29
	PUGET SOUND SECURITY		PARK & RECREATION FAC	19.58
	PUGET SOUND SECURITY		WATER DIST MAINS	21.87
	PUGET SOUND SECURITY		PARK & RECREATION FAC	21.87
107069	RAY, SCOTT	UB 121122000000 10731 SMOKEY P	WATER/SEWER OPERATION	8.17
	RAY, SCOTT		WATER/SEWER OPERATION	24.36
	RAY, SCOTT		WATER/SEWER OPERATION	33.60
107070	RAY, SCOTT R	UB 121073100000 10731 STATE AV	WATER/SEWER OPERATION	25.00
107071	ROLFE, MICHELLE	JURY DUTY	COURTS	16.48
107072	ROY ROBINSON	FAN BLOWER MOTOR AND RESISTOR	EQUIPMENT RENTAL	221.18
107073	RRJ COMPANY LLC	PAY ESTIMATE #9	GMA-STREET	-971.18
	RRJ COMPANY LLC		GMA - STREET	19,423.54
107074	SAEPHANH, NAI	REFUND CLASS FEES	PARKS-RECREATION	18.00
107075	SAFEWAY INC.	MEETING/TRAINING EXPENSES	EXECUTIVE ADMIN	6.00
	SAFEWAY INC.		EXECUTIVE ADMIN	69.45
107076	SCIENTIFICAL SUPPLY	MEMBRANE FILTERS	WASTE WATER TREATMENT F	103.96
107077	SENTINEL OFFENDER SE	ELEC HOME MONITORING-FEB 2016	DETENTION & CORRECTION	644.95
107078	SHRED-IT US	MONTHLY SHREDDING SERVICE	ENGR-GENL	9.76
	SHRED-IT US		UTIL ADMIN	9.76
	SHRED-IT US		MAINT OF GENL PLANT	19.52
	SHRED-IT US		COMMUNITY DEVELOPMENT-	19.52
107079	SISKUN POWER EQUIPME	APRON CHAPS, CHAIN, SPRAY	WATER DIST MAINS	330.27

**CITY OF MARYSVILLE
 INVOICE LIST**

FOR INVOICES FROM 3/17/2016 TO 3/23/2016

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
107080	SKAGIT PLUMBING	REPAIR LEAK	PARK & RECREATION FAC	489.60
107081	SNO CO FINANCE	COMPLETE VEHICLE BUILD UP AND	EQUIPMENT RENTAL	857.86
	SNO CO FINANCE		EQUIPMENT RENTAL	8,642.46
107082	SNO CO PUBLIC WORKS	SOLID WASTE CHARGES	SOLID WASTE OPERATIONS	139,923.00
107083	SNO CO SHERIFF & POL	SCSPCA DUES-SMITH	POLICE ADMINISTRATION	75.00
107084	SNYDER, RODNEY L	REFUND BUSINESS LICENSE FEES	GENL FUND BUS LIC & PERMI	50.00
107085	SOUND PUBLISHING	LEGAL ADS	COMMUNITY DEVELOPMENT-	307.19
107086	SOUND SAFETY	RAINGEAR	ER&R	418.99
	SOUND SAFETY	T-SHIRTS W/SILK SCREENING	ER&R	490.14
107087	SOUND TRACTOR	COVER	SMALL ENGINE SHOP	10.24
107088	SPEED, KELSEY	RENTAL DEPOSIT REFUND	GENERAL FUND	200.00
107089	SPRINGBROOK NURSERY	ROCK	ROADSIDE VEGETATION	53.85
	SPRINGBROOK NURSERY	COBBLES	ROADSIDE VEGETATION	271.94
	SPRINGBROOK NURSERY	GRAVEL	PARK & RECREATION FAC	484.65
	SPRINGBROOK NURSERY	TRUCK RENTALS	SEWER CAPITAL PROJECTS	1,267.50
	SPRINGBROOK NURSERY		SEWER CAPITAL PROJECTS	12,958.75
107090	STERLING RENTALS	LEASE PAYMENT-OPERA HOUSE APRI	OPERA HOUSE	4,985.00
107091	STEVENSON, NATHAN	UB 094729148000 4729 148TH ST	WATER/SEWER OPERATION	232.52
107092	SWICK-LAFAVE, JULIE	REIMBURSE JAIL SUPPLY PURCHASE	DETENTION & CORRECTION	78.29
	SWICK-LAFAVE, JULIE		DETENTION & CORRECTION	305.45
107093	TENFOUR LLC	UB 871360500001 5007 73RD PL N	WATER/SEWER OPERATION	16.54
107094	VANDENBERG, JEFF	REIMBURSE BOOTS/MILEAGE	POLICE PATROL	31.86
	VANDENBERG, JEFF		POLICE PATROL	109.90
107095	VERIZON	WIRELESS SERVICES	PURCHASING/CENTRAL STOF	24.43
	VERIZON		UTILITY BILLING	48.86
	VERIZON		CRIME PREVENTION	51.10
	VERIZON		ANIMAL CONTROL	55.11
	VERIZON		PERSONNEL ADMINISTRATIO	55.11
	VERIZON		MUNICIPAL COURTS	79.54
	VERIZON		OFFICE OPERATIONS	106.68
	VERIZON		PROPERTY TASK FORCE	110.22
	VERIZON		FACILITY MAINTENANCE	110.22
	VERIZON		EQUIPMENT RENTAL	128.40
	VERIZON		FINANCE-GENL	130.22
	VERIZON		LEGAL-GENL	150.23
	VERIZON		EXECUTIVE ADMIN	165.33
	VERIZON		LEGAL - PROSECUTION	165.33
	VERIZON		ENGR-GENL	165.91
	VERIZON		RECREATION SERVICES	177.26
	VERIZON		PARK & RECREATION FAC	183.77
	VERIZON		YOUTH SERVICES	220.44
	VERIZON		WATER SUPPLY MAINS	240.06
	VERIZON		DETENTION & CORRECTION	290.66
	VERIZON		WASTE WATER TREATMENT F	401.93
	VERIZON		POLICE INVESTIGATION	422.44
	VERIZON		COMMUNITY DEVELOPMENT-	438.27
	VERIZON		GENERAL SERVICES - OVERH	446.19
	VERIZON		SOLID WASTE CUSTOMER EX	515.52
	VERIZON		COMPUTER SERVICES	531.10
	VERIZON		STORM DRAINAGE	545.24
	VERIZON		POLICE ADMINISTRATION	695.08
	VERIZON		UTIL ADMIN	2,221.83
	VERIZON		POLICE PATROL	4,478.54
107096	WA AUDIOLOGY SRVCS	AUDIOMETRIC TESTING	EXECUTIVE ADMIN	20.00
107097	WASHINGTON, BANK OF	REFUND BUSINESS LICENSE FEES	GENL FUND BUS LIC & PERMI	50.00
107098	WASTE MANAGEMENT	YARDWASTE/RECYCLE SERVICE-FEB	RECYCLING OPERATION	110,627.05
107099	WESTERN PETERBILT	LED LIGHT ASSEMBLIES	EQUIPMENT RENTAL	469.31
	WESTERN PETERBILT	DIAGNOSE AND REPAIR #J030	EQUIPMENT RENTAL	2,391.26
107100	WETZEL, JAKE	REIMBURSE MEAL-TRAINING	TRAINING	13.02
	WETZEL, JAKE	REIMBURSE STORM RESPONSE DINNE	ROADWAY MAINTENANCE	50.03
107101	WHISTLE WORKWEAR	BOOTS-PALITZ	GENERAL SERVICES - OVERH	176.89

**CITY OF MARYSVILLE
 INVOICE LIST**

FOR INVOICES FROM 3/17/2016 TO 3/23/2016

<u>CHK #</u>	<u>VENDOR</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ITEM AMOUNT</u>
107102	WILLIAMS, XAVIER	REFUND CLASS FEES	PARKS-RECREATION	50.00
107103	WMTA	2016 CONFERENCE REGISTRATION-L	FINANCE-GENL	225.00
107104	WRIGHT, DONNA	REIMBURSE CONFERENCE EXPENSES	CITY COUNCIL	435.12
	WRIGHT, DONNA		CITY COUNCIL	1,232.02
107105	WRIGHT, DONNA	REFUND OPERA HOUSE TICKET	PARKS-RECREATION	20.00
	WRIGHT, DONNA		PARKS-RECREATION	20.00
107106	ZUMAR INDUSTRIES	QWRENCH TOOLS AND TURN SIGNALS	TRANSPORTATION MANAGEM	1,995.78

WARRANT TOTAL: 667,805.81

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

CHECK #94561 CHECK LOST IN MAIL (145.00)
 CHECK #96173 CHECK LOST IN MAIL (13.00)
 CHECK #100692 CHECK LOST IN MAIL (300.00)

667,347.81

Index #3

CITY OF MARYSVILLE

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: April 11, 2016

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

RECOMMENDED ACTION:

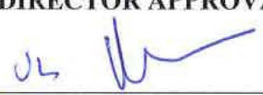
The Finance and Executive Departments recommend City Council approve the March 18, 2016 payroll in the amount \$1,076,040.36, EFT Transactions and Check No.'s 29773 through 29801.

COUNCIL ACTION:

Index #8

CITY OF MARYSVILLE AGENDA BILL
EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 4/11/2016

AGENDA ITEM: PSA Supplement No. 2, Water Comprehensive Plan Update	
PREPARED BY: Ryan Morrison, Project Engineer	DIRECTOR APPROVAL: 
DEPARTMENT: Public Works - Engineering	
ATTACHMENTS: PSA Supplement No. 2	
BUDGET CODE: 40143410.541000.1419	AMOUNT: \$29,920.00
SUMMARY:	

On June 23, 2014, the City entered into a Professional Services Agreement with RH2 Engineering, Inc. to provide the City with an update to the Water System Comprehensive Plan (WSP). During the development of the WSP additional work outside the existing scope of work has or will be required increasing the cost of services performed under the agreement and extending the time of completion. The additional work is defined in Exhibit A1 of the attached PSA Supplemental Agreement and includes the following:

1. Further analysis of the recently acquired PUD infrastructure in the Sunnyside area as a result of incomplete PUD as-built information. Additional testing was required in this area to gather more information and to accurately calibrate the water model to represent the water system.
2. A recent Agreement with the City of Arlington changed Marysville's Water Service Area. This change requires updates to already created water system plan figures and planning analysis.
3. Upon completion of the WSP Update the Department of Health (DOH), County, Department of Ecology (DOE) and adjacent water systems have 90 days in which to provide comments. The original Scope of Work did not include the associated time or costs for review or the subsequent 90 days that the City will have to prepare any documentation or responses to comments by said Departments and jurisdictions.

RECOMMENDED ACTION: Staff recommends that Council authorize the Mayor to sign and execute the PSA Supplement No. 2, Water Comprehensive Plan Update.
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**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT
FOR CITY OF MARYSVILLE
RH2 Engineering, Inc.**

This Supplemental Agreement No. 2 is made and entered into on the ____ day of _____, 2016, between the City of Marysville, hereinafter called the "City" and RH2 Engineering Inc., hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for updating the City's Water Comprehensive Plan, hereinafter called the "Project," and said Agreement being dated June, 23, 2014; and

WHEREAS, both parties desire to supplement said Agreement by expanding the Scope of Services as described in Exhibit A1, to extend the time of completion to December 31, 2016 and to amend the total amount payable for this agreement.

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

Each and every provision of the Original Agreement for Professional Services dated June 23, 2014 shall remain in full force and effect, except as modified in the following sections:

1. Article II of the Original Agreement, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in Exhibit A1, attached hereto and by this reference made part of this Supplemental Agreement No. 2.

2. Article IV of the Original Agreement, "OBLIGATIONS OF THE CITY", Paragraph VI.1 Payments, Section (a), the second sentence is amended to include the additional Consultant fee of \$29,920.00 and shall read as follows: "....shall total payment under this agreement exceed \$248,137.00."

PROFESSIONAL SERVICES AGREEMENT – Supplemental - Page 1 of 2

\\MVNAS\AllCity\PublicWorks\Shared\Engineering\Projects\Water\Water Comp Plan - 2014\PSA\PSA Supplemental Time Extension.doc

The Total Amount payable to the Consultant is summarized as follows:

Original Agreement	<u>\$218,217.00</u>
Supplemental Agreement No.1	<u>\$0.00</u>
Supplemental Agreement No.2	<u>\$29,920.00</u>
Grand Total	<u>\$248,137.00</u>

3. Article III, Section III.3 of the Original Agreement, Term, is amended to add that the parties agree to extend the term of the agreement to terminate at midnight December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF MARYSVILLE

RH2 ENGINEERING, INC.

By: _____
Jon Nehring, Mayor

By: _____
Its _____

ATTEST/AUTHENTICATED:

April O'Brien, Deputy City Clerk

APPROVED AS TO FORM:

Jon Walker, City Attorney

EXHIBIT A1
Scope of Work
Amendment No. 2
City of Marysville
Water System Plan Update
 April 2016

Background

The draft of the City of Marysville's (City) Water System Plan (WSP) Update is nearing completion and submittal to the Washington State Department of Health (DOH), Snohomish County (County), City of Everett, Snohomish County Public Utility District (PUD), Tulalip Tribes, and other adjacent water purveyors for their review and comment. A contract amendment is necessary for the final phase of the project, which is to update the draft WSP based on comments provided by these review agencies and to address several additional items for the WSP project. These items are discussed below.

Marysville/Arlington Water Service Area Change

In February 2016, the City and the City of Arlington executed a Water Service Area Change Agreement. The Agreement transferred a portion of the City's service area to the City of Arlington, and, therefore modifies the water system planning area for both utilities. Revisions to the City's draft WSP are necessary to address this service area adjustment, which include updating the place of use for the City's water rights, revisions to water system plan figures depicting the service area, and revisions to the future planning evaluation for this area.

Additional Water Model Calibration

In 2014, the City began providing water service to the Soper Hill annexation area following the transfer of the water distribution facilities from the PUD to the City. Since this time, the City has discovered inconsistencies in as-builts, hydraulic model files, and operational data provided by the PUD for the water distribution facilities in the transfer area. Some of the inconsistencies that have been discovered included incorrect piping configurations, or diameters and differing pressure reducing valve (PRV) set points. These inconsistencies required additional effort to calibrate the hydraulic model, and coordination with the City to confirm the actual configuration and physical attributes of the water distribution facilities transfer area. Additional site visits were also required to perform hydrant flow tests to confirm conflicting data where other research was inconclusive.

Agency Review Revisions

The original Scope of Work for the development of the City's WSP included tasks necessary to prepare the initial draft submittal of the document to the DOH, County, City of Everett, the PUD, Tulalip Tribes, and other adjacent water purveyors. The number of comments, meetings, and required WSP modifications from the review by regulatory agencies and adjacent water purveyors is difficult to predict. RH2 Engineering, Inc., (RH2) has prepared this Scope of Work and Fee Estimate for the final phase of the WSP project, based on typical levels of effort required to address review comments. If an unusual number of comments are received, or the scope of the comments are excessive, RH2 will coordinate with the City to determine the next steps.

Task 1 – WSP Updates for Service Area Transfer

Objective: Update WSP elements that are affected by the transfer of water service area to the City of Arlington.

Approach:

- 1.1 Revise the water service area boundary shown on the following figures: Existing Water System; Service Area and Adjacent Systems; Land Use; Critical Areas; Available Fire Flow; Existing System Pressure; and Proposed Water System Improvements.
- 1.2 Add a description of the water service area transfer to Chapter 2, and revise the service area description in Chapters 1 and 2. Discuss with the City the timing for transfer of the water distribution facilities in the transfer area and customer billing.
- 1.3 Update the land use calculations for the water service area presented in Chapter 3.
- 1.4 Revise the population projections and water demand projections in Chapters 3 and 4 to exclude growth allocated to the transfer area.
- 1.5 Revise the water rights analysis in Chapter 6 and the water system analyses tables in Chapter 7, based on the updated water demand projections.
- 1.6 Update the demand allocation and distribution system in the hydraulic model to remove the transfer area in the 6-year, 10-year, and 20-year model scenarios.

RH2 Deliverables:

- Revisions to Chapters 1, 2, 3, 4, 6, and 7.

Task 2 – Additional Water Model Calibration

Objective: Perform additional calibration of the hydraulic model, focusing primarily on the Soper Hill area, to address inconsistencies between field hydrant flow testing, the hydraulic model, as-builts, and operational information provided by the PUD.

Approach:

- 2.1 Coordinate with the City to review system information and identify sources of inconsistencies between field hydrant flow testing, the hydraulic model, as-builts, and operational information provided by the PUD.
- 2.2 Perform additional field hydrant flow tests to further investigate and confirm the water system operation and configuration. Hydrant flow tests will primarily focus on the Soper Hill area of the water system.
- 2.3 Perform additional hydraulic model calibration analyses using the data collected during the additional field hydrant flow tests. Sensitivity analyses will be performed to identify potential conflicts.

RH2 Deliverables:

- Calibrated hydraulic water model for steady-state and extended period simulations.

Task 3 – Agency Review Revisions

Objective: Revise the WSP, per DOH, Snohomish County, and adjacent purveyor review comments.

Approach:

- 3.1 Modify the cover, title sheet, and table of contents to reflect the final WSP.
- 3.2 Revise the WSP to address review comments provided by DOH, Snohomish County, and adjacent purveyors.
- 3.3 Prepare response letters to each agency that provided review comments to summarize how each comment was addressed and the location of the associated responses in the update to the WSP.
- 3.4 Prepare PDFs for the final WSP document. Produce CDs of the digital WSP for transmittal to the City.
- 3.5 Produce copies of the revised WSP pages for inclusion with the draft WSP sent to review agencies. Prepare three (3) complete hard copies of the final WSP for the City. Transmit the final WSP insertion pages to the agencies.

Assumptions: *The number of review comments are difficult to predict and is highly variable. An initial allocation of twenty-four (24) hours has been included in this task for revisions to the WSP chapters based on agency and adjacent purveyor review comments. This allocation is based on typical levels of review comments received for WSP efforts. If an unusual number of comments are received, or the scope of the comments are excessive, RH2 will coordinate with the City to determine the next steps. This may include a scope amendment to address the comments.*

RH2 Deliverables:

- CD containing the digital version of the final WSP.
- Three (3) hard copies of the final WSP for the City's use.
- Insertion pages for the final WSP, transmitted to each review agency.

EXHIBIT B
City of Marysville
Water System Plan Update
Amendment No. 2

Estimate of Time and Expense

	Total Hours	Total Labor	Total Expense	Total Cost
<i>Task 1 WSP Updates for Service Area Transfer</i>	35	\$5,443	\$587	\$6,030
<i>Task 2 Additional Water Model Calibration</i>	75	\$12,536	\$771	\$13,307
<i>Task 3 Agency Review Revisions</i>	56	\$8,347	\$2,236	\$10,583
PROJECT TOTAL	166	\$26,326	\$3,594	\$29,920

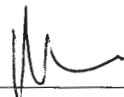
EXHIBIT C (
RH2 ENGINEERING, INC.		
2016 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$137	\$/hr
Professional II	\$150	\$/hr
Professional III	\$159	\$/hr
Professional IV	\$170	\$/hr
Professional V	\$180	\$/hr
Professional VI	\$189	\$/hr
Professional VII	\$204	\$/hr
Professional VIII	\$213	\$/hr
Professional IX	\$213	\$/hr
Technician I	\$96	\$/hr
Technician II	\$101	\$/hr
Technician III	\$129	\$/hr
Technician IV	\$137	\$/hr
Administrative I	\$65	\$/hr
Administrative II	\$77	\$/hr
Administrative III	\$92	\$/hr
Administrative IV	\$108	\$/hr
Administrative V	\$128	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
		price per mile
Mileage	\$0.540	(or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Index #10

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: April 11, 2016

AGENDA ITEM: Project Acceptance – State Avenue Corridor Improvements (116 th St NE to 136 th St NE)	
PREPARED BY: Jeff Laycock, City Engineer	DIRECTOR APPROVAL: 
DEPARTMENT: Public Works, Engineering	
ATTACHMENTS: Notice of Physical Completion Letter	
BUDGET CODE: 30500030.563000, R1404	AMOUNT: N/A

SUMMARY:

The State Avenue Corridor Improvements project from 116th St NE to 136th St NE included roadway widening from three lanes to five lanes, adding curb, gutter and sidewalk, stormwater improvements, street lighting on the east side and replacing the signal at the intersection of 128th St NE.

City Council awarded the project to RRJ Company LLC on April 13, 2015 in the amount of \$2,925,746.00 including a management reserve of \$300,000.00. The project was completed at a cost of \$3,077,226.36, which was \$81,480.36 or 2.78% above the original bid amount.

The project was funded in part by the Transportation Improvement Board. The City will be able to recover approximately \$2,321,953.00 of the total construction cost. Therefore, the total construction cost to the City for this project was \$755,273.36.

Work performed under this contract was inspected by City staff and found to be physically complete in accordance with the approved plans and specifications. Staff recommends Council's acceptance of the project for closeout.

RECOMMENDED ACTION: Staff recommends that Council authorize the Mayor to accept the State Avenue Corridor Improvements (116 th St NE to 136 th St NE) project, starting the 45-day lien filing period for project closeout.

PUBLIC WORKSKevin Nielsen, *Director*

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

March 14, 2016

RRJ Company, LLC
PO Box 607
Monroe, WA 98272-0607

Subject: R1404 State Avenue Corridor Improvements – Notice of Physical Completion

Dear Mr. Robert Welcome,

In accordance with Section 1-05.11(2) of the Special Provisions, this project was considered physically complete as of Friday, March 11, 2016. 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. Statement of Intent for RCM Construction
2. Per email on 3/3 we still require surveyed as-builts for the signal/illumination system.
3. 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 RRJ on this project. I look forward to working with you on future projects with the City.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Laycock".

Jeff Laycock, PE

Index #4

CITY OF MARYSVILLE
EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: April 11, 2016

AGENDA ITEM: CDBG – Program Year 2014 Annual Action Plan Amendment	AGENDA SECTION: Public Hearing	
PREPARED BY: Amy Hess, Assistant Planner	APPROVED BY:	
ATTACHMENTS: 1. Citizen Advisory Committee Recommendation 2. Exhibit A 3. PY2014 Annual Action Plan Amendment Executive Summary		
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

DESCRIPTION:

On April 14, 2014 Marysville City Council approved an Annual Action Plan (AAP) for Program Year (PY) 2014, allocating \$70,436 to a Revolving Loan Program.

On January 19, 2016, the Citizen Advisory Committee (CAC) held a public meeting at which they were notified that the City would not be able to expend the \$70,436 allocated to the proposed “Revolving Loan Program” due to a lack in staffing resources needed to administer this type of program. Additionally, there was an additional \$4,996 that was allocated to Comeford Park improvements in PY2014 that was not expended. Therefore, these funds will need to be reallocated to an eligible CDBG Capital Project.

Staff proposed reallocating PY2014 funds to cover capital projects which might not have otherwise been funded with PY2016 & 2017 funds. The CAC determined that the activities proposed to receive reallocated funds were eligible activities, met a national objective, and complied with the Consolidated Plan. At the February 8, 2016 City Council meeting, City Council approved the CAC’s funding recommendation to reallocate \$75,432 of unexpended PY2014 funds originally awarded to the “Revolving Loan Program” and Comeford Park improvements as depicted in Exhibit A, and directed staff to amend the PY2014 Annual Action Plan, which can be viewed [here](#).

Based on this recommendation CD Staff prepared an amended PY2014 AAP and released for 30-day public review and comment in accordance with the Marysville *Citizen Participation Plan*. No comments have been received to date.

RECOMMENDED ACTION:

Approve the amended Program Year 2014 Annual Action Plan Amendment and direct Staff to provide a summary of, and response to any comments received during the public hearing into the amended Annual Action Plan.

COUNCIL ACTION:



COMMUNITY DEVELOPMENT DEPARTMENT
80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX

CDBG - Program Years (PYs) 2016 & 2017 Funding Recommendation

The Citizen Advisory Committee (CAC) for Housing and Community Development, having held public meetings, on January 5, 2016 and January 19, 2016, in review of Program Years (PY) 2016 & 2017 Community Development Block Grant (CDBG) applications for both Capital Projects and Public Services, in accordance with the City of Marysville 2015 – 2019 Consolidated Plan (ConPlan) that was approved by the U.S. Department of Housing and Urban Development (HUD), and having considered the exhibits and testimony presented, does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

FINDINGS:

1. The City of Marysville has anticipated receiving approximately \$345,000 in CDBG funding for PY 2016 & 2017, respectively.
2. On November 17, 2015 the Community Development Department released both capital projects and public service grant applications.
3. A total of eight (8) Capital Project and nine (9) Public Service applications were received.
4. The CAC reviewed each grant application to ensure that each project and service met a national objective, was an eligible activity and met the strategies and objectives identified in the ConPlan.
5. Funding requested in the grant applications for each program year exceeded that of the \$345,000 in anticipated funding from HUD.
6. The CAC held a public meeting on January 5, 2016 allowing each eligible applicant to present their Capital Project and Public Service applications to the CAC.
7. Approximately \$175,361 in Capital Project funds from PY2014 and PY2015 requires reallocation.
8. The CAC held an additional public meeting on January 19, 2016 in order to evaluate each application in accordance with the scoring criteria outlined in the Capital Project and Public Service applications and make a funding recommendation to City Council for PY's 2016 & 2017, as well as reallocation recommendations from PY's 2014 & 2015.

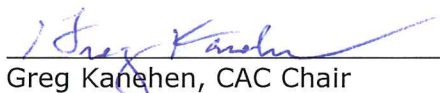
CONCLUSIONS:

At the public meeting, held on January 19, 2016, the CAC recommended funding the Capital Projects, Public Services, and Administration as reflected in the spreadsheet attached hereto as **Exhibit A**.

RECOMMENDATION:

Forwarded to the Marysville City Council as a Recommendation to provide CDBG funding for the Capital Projects, Public Services, and Administration as reflected in the spreadsheet attached hereto as **Exhibit A** this **19th** day of **January, 2016**.

By:


Greg Kanehen, CAC Chair

Organization	Activity	Prior Years Surplus Funding (\$175,361.15)	PY2016 Request	PY2017 Request	Prior Years Surplus - CAC Recommendation	PY2016 CAC Recommendation	PY2017 CAC Recommendation
CAPITAL PROJECTS (65% minimum)							
City of Marysville PW	SR528 Ped Improvement	\$80,000	\$0	\$0	\$80,000	\$0	\$0
Senior Services of Snohomish County	Minor Home Repair	\$0	\$81,000	\$81,000	\$0	\$81,000	\$81,000
City of Marysville PW	Quinn Ave Sidewalk Improvement	\$0	\$80,000	\$80,000	\$0		\$146,000
City of Marysville Parks	Jennings Memorial Barn Renovation	\$25,219	\$0	\$0	\$25,220	\$0	\$0
City of Marysville Parks	Comeford Park Pavilion	\$0	\$66,000	\$0	\$0	\$66,000	\$0
Boys & Girls Club of Snohomish County	Heating Project	\$29,712	\$0	\$0	\$29,700	\$0	\$0
Boys & Girls Club of Snohomish County	Ceiling Project	\$13,288	\$0	\$0	\$13,300	\$0	\$0
Boys & Girls Club of Snohomish County	Paving Project	\$2,610	\$0	\$0	\$2,600	\$0	\$0
City of Marysville	Homeless Housing Allocation	\$24,530	\$0	\$63,250	\$24,540	\$80,000	\$0
TOTAL		\$175,359	\$227,000	\$224,250	\$175,360	\$227,000	\$227,000

Organization	Activity	PY2016 Request	PY2017 Request	PY2016 CAC Recommendation	PY2017 CAC Recommendation
PUBLIC SERVICES \$51,000 (15% maximum)					
Senior Services of Snohomish County	Meals on Wheels	\$12,000	\$12,000	\$15,000	\$15,000
Senior Services of Snohomish County	Mental Health Services	\$12,000	\$12,000	\$0	\$0
Housing Hope	Beachwood Apartments	\$17,658	\$17,658	\$15,000	\$15,000
Marysville Community Food Bank	Food for Thought Backpack Program	\$10,000	\$15,000	\$15,000	\$15,000
WorkForce Snohomish	Disability Employment Initiative	\$26,047	\$26,047	\$0	\$0
Catholic Community Services	Volunteer Chore Services	\$5,150	\$5,300	\$5,000	\$5,000
Boys & Girls Club of Snohomish County	SMART Girls/Passport to Manhood Programming	\$3,610	\$0	\$0	\$0
TOTAL		\$86,465	\$88,005	\$50,000	\$50,000

Organization	Activity	PY2016 Request	PY2017 Request	PY2016 CAC Recommendation	PY2017 CAC Recommendation
ADMINISTRATION (20% maximum)					
City of Marysville	Planning and Administration	\$64,000	\$64,000	\$68,000	\$68,000

PY2016 Anticipated Allocation	\$345,000		\$345,000	
PY2017 Anticipated Allocation		\$345,000		\$345,000

CAC RECOMMENDATION FOR SURPLUS FUNDING

Prior Years Surplus Funding (\$175,361.15)		\$175,360	
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CAC RECOMMENDATION FOR PY2016

PY2016 Capital Projects	\$227,000	65.80%	65% minimum
PY2016 Public Services	\$50,000	14.49%	15% maximum
PY2016 Administration	\$68,000	19.71%	20% maximum
PY2016 TOTAL	\$345,000	100.00%	

CAC RECOMMENDATION FOR PY2017

PY2017 Capital Projects	\$227,000	65.80%	65% minimum
PY2017 Public Services	\$50,000	14.49%	15% maximum
PY2017 Administration	\$68,000	19.71%	20% maximum
PY2017 TOTAL	\$345,000	100.00%	

EXHIBIT A

Unexpended Funds	
PY2014 Revolving Loan	\$70,436
PY2014 Comeford park	\$4,996
Total to Reallocate	\$75,432

Organization	Activity	PY2014 Funds
City of Marysville Parks	Jennings Memorial Barn Renovation	\$25,220
Boys & Girls Club of Snohomish County	Heating Project	\$29,700
Boys & Girls Club of Snohomish County	Paving Project	\$2,600
Boys & Girls Club of Snohomish County	Ceiling Project	\$13,300
City of Marysville PW	SR528 Ped Improvement	\$4,612
TOTAL		\$75,432

Program Year 2014 Annual Action Plan Amendment

Executive Summary

City of Marysville

Community Development Department

80 Columbia Avenue
Marysville, WA 98270
360.363.8100
marysvillewa.gov



Executive Summary

Each year of the Consolidated Plan, the City is required to develop an Annual Action Plan, which outlines the specific projects and funding allocations for the program year. Funded projects and activities are designed to support the strategies and objectives described in the Strategic Plan.

Annual Action Plan Activities

The City was awarded \$358,286 for Program Year (PY) 2014. The following activities were awarded PY 2014 funds and were included in the 2014 Annual Action Plan (AAP):

Organization	Activity	PY2014 CAC Recommendation
CAPITAL PROJECTS (65% minimum)		
City of Marysville PW	SR528 Ped Improvement	\$80,000
Senior Services of Snohomish County	Minor Home Repair	\$65,000
City of Marysville	Revolving Loan Program	\$70,436
City of Marysville Parks	Comeford Park Improvement	\$33,500
TOTAL (69.48%)		\$248,936

Organization	Activity	PY2014 CAC Recommendation
PUBLIC SERVICES (15% maximum)		
Domestic Violence – Legal Advocacy	Legal Services	\$15,000
Catholic Community Services	Volunteer Chore Services	\$5,000
Housing Hope	"Beachwood Apartment" Supportive Services - Homelessness	\$17,700
TOTAL (10.52%)		\$37,700

Organization	Activity	PY2014 CAC Recommendation
ADMINISTRATION (20% maximum)		
City of Marysville	Planning and Administration	\$71,650
TOTAL (20.00%)		\$71,650

Annual Action Plan Amendment

On April 14, 2014 Marysville City Council approved an Annual Action Plan (AAP) for Program Year (PY) 2014, allocating \$70,436 to a Revolving Loan Program.

On January 19, 2016, the Citizen Advisory Committee (CAC) held a public meeting at which they were notified that the City would not be able to expend the \$70,436 allocated to the proposed "Revolving Loan Program" due to a lack in staffing resources needed to administer this type of program. Additionally, there was an additional \$4,996 that was allocated to Comeford Park improvements in PY2014 that was not expended. Therefore, these funds will need to be reallocated to an eligible CDBG Capital Project.

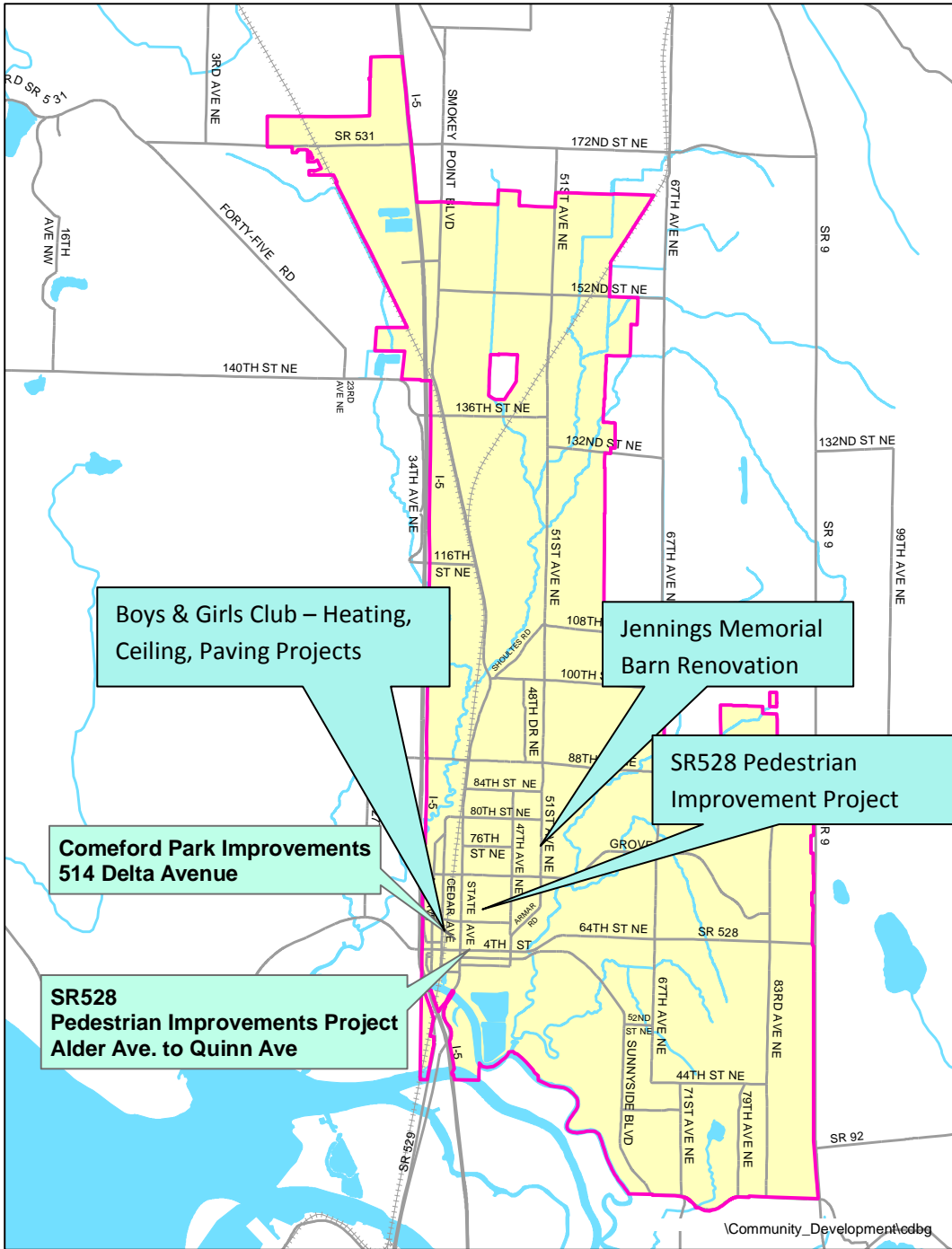
Staff proposed reallocating PY2014 funds to cover capital projects which might not have otherwise been funded with PY2016 & 2017 funds. The CAC determined that the activities proposed to receive reallocated funds were eligible activities, met a national objective, and complied with the Consolidated Plan. At the February 8, 2016 City Council meeting, City Council approved the CAC's funding recommendation to reallocate \$75,432 of unexpended PY2014 funds originally awarded to the "Revolving Loan Program" and Comeford Park improvements as depicted below, and directed staff to amend the PY2014 Annual Action Plan.

Unexpended Funds	
PY2014 Revolving Loan	\$70,436
PY2014 Comeford park	\$4,996
Total to Reallocate	\$75,432

Organization	Activity	PY2014 Funds
City of Marysville Parks	Jennings Memorial Barn Renovation	\$25,220
Boys & Girls Club of Snohomish County	Heating Project	\$29,700
Boys & Girls Club of Snohomish County	Paving Project	\$2,600
Boys & Girls Club of Snohomish County	Ceiling Project	\$13,300
City of Marysville PW	SR528 Ped Improvement	\$4,612
TOTAL		\$75,432

The amendment allowed funds to be utilized for projects which are ready to move forward as soon as agreements are completed. The projects comply with the strategies and objectives outlined in the City's Consolidated Plan, including availability, accessibility and sustainability of a suitable living environment for low-and moderate income residents. All other projects funded for Program Year 2014 have been completed and all funds have been dispersed. All activities reached or exceeded the goals set forth in the application process.

Program Year 2014 – Capital Projects



CAPITAL PROJECTS LOCATED CITY-WIDE

¹Senior Service of Snohomish County – Minor Home Repair

Index #5

CITY OF MARYSVILLE
EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: April 11, 2016

AGENDA ITEM: CDBG – Program Year 2015 Annual Action Plan Amendment	AGENDA SECTION: Public Hearing	
PREPARED BY: Chris Holland, Planning Manager	APPROVED BY:	
ATTACHMENTS: 1. Citizen Advisory Committee Recommendation 2. Exhibit A 3. PY2015 Annual Action Plan Amendment Executive Summary		
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

DESCRIPTION:

On April 14, 2014 Marysville City Council approved a funding recommendation for Program Years (PYs) 2014 and 2015. On May 11, 2015 Marysville City Council approved the 2015-2019 Consolidated Plan, which included the PY2015 AAP.

After working to initiate the “Revolving Loan Program” it became apparent that the City is not able to run this type of program due to current staffing levels and expertise. The funds allocated for this Program for PY2015 were \$99,929. These funds will need to be reallocated to an eligible Capital Project. The reallocation triggers a substantial amendment to the AAP. A substantial amendment is defined as any change in the purpose, a major change in the scope of an activity or a change in the beneficiaries, and the addition of a new activity or deletion of an approved activity.

On January 19, 2016, the CAC held a public meeting at which it was notified that the City would not be able to execute the “Revolving Loan Program” due to the time required to implement and administer this type of program and limited staffing. Staff proposed reallocating PY2014 funds to cover projects which might not be funded with PY2016 funds. The CAC determined that the activities proposed to receive reallocated funds were eligible activities, met a national objective, and complied with the 2015-2019 Consolidated Plan. The CAC made a funding recommendation to City Council to reallocate PY2014 funds originally awarded to the “Revolving Loan Program” as depicted in Exhibit A, and directed to staff to amend the PY2015 Annual Action Plan accordingly, which can be viewed [here](#).

RECOMMENDED ACTION: Approve the amended Program Year 2015 Annual Action Plan and direct Staff to provide a summary of, and response to any comments received during the public hearing into the amended Annual Action Plan, and forward to the U.S. Department of Housing and Urban Development.

COUNCIL ACTION:



COMMUNITY DEVELOPMENT DEPARTMENT
80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX

CDBG - Program Years (PYs) 2016 & 2017 Funding Recommendation

The Citizen Advisory Committee (CAC) for Housing and Community Development, having held public meetings, on January 5, 2016 and January 19, 2016, in review of Program Years (PY) 2016 & 2017 Community Development Block Grant (CDBG) applications for both Capital Projects and Public Services, in accordance with the City of Marysville 2015 – 2019 Consolidated Plan (ConPlan) that was approved by the U.S. Department of Housing and Urban Development (HUD), and having considered the exhibits and testimony presented, does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

FINDINGS:

1. The City of Marysville has anticipated receiving approximately \$345,000 in CDBG funding for PY 2016 & 2017, respectively.
2. On November 17, 2015 the Community Development Department released both capital projects and public service grant applications.
3. A total of eight (8) Capital Project and nine (9) Public Service applications were received.
4. The CAC reviewed each grant application to ensure that each project and service met a national objective, was an eligible activity and met the strategies and objectives identified in the ConPlan.
5. Funding requested in the grant applications for each program year exceeded that of the \$345,000 in anticipated funding from HUD.
6. The CAC held a public meeting on January 5, 2016 allowing each eligible applicant to present their Capital Project and Public Service applications to the CAC.
7. Approximately \$175,361 in Capital Project funds from PY2014 and PY2015 requires reallocation.
8. The CAC held an additional public meeting on January 19, 2016 in order to evaluate each application in accordance with the scoring criteria outlined in the Capital Project and Public Service applications and make a funding recommendation to City Council for PY's 2016 & 2017, as well as reallocation recommendations from PY's 2014 & 2015.

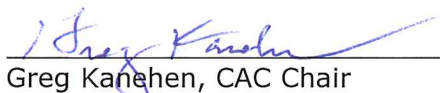
CONCLUSIONS:

At the public meeting, held on January 19, 2016, the CAC recommended funding the Capital Projects, Public Services, and Administration as reflected in the spreadsheet attached hereto as **Exhibit A**.

RECOMMENDATION:

Forwarded to the Marysville City Council as a Recommendation to provide CDBG funding for the Capital Projects, Public Services, and Administration as reflected in the spreadsheet attached hereto as **Exhibit A** this **19th** day of **January, 2016**.

By:


Greg Kanehen, CAC Chair

Organization	Activity	Prior Years Surplus Funding (\$175,361.15)	PY2016 Request	PY2017 Request	Prior Years Surplus - CAC Recommendation	PY2016 CAC Recommendation	PY2017 CAC Recommendation
CAPITAL PROJECTS (65% minimum)							
City of Marysville PW	SR528 Ped Improvement	\$80,000	\$0	\$0	\$80,000	\$0	\$0
Senior Services of Snohomish County	Minor Home Repair	\$0	\$81,000	\$81,000	\$0	\$81,000	\$81,000
City of Marysville PW	Quinn Ave Sidewalk Improvement	\$0	\$80,000	\$80,000	\$0		\$146,000
City of Marysville Parks	Jennings Memorial Barn Renovation	\$25,219	\$0	\$0	\$25,220	\$0	\$0
City of Marysville Parks	Comeford Park Pavilion	\$0	\$66,000	\$0	\$0	\$66,000	\$0
Boys & Girls Club of Snohomish County	Heating Project	\$29,712	\$0	\$0	\$29,700	\$0	\$0
Boys & Girls Club of Snohomish County	Ceiling Project	\$13,288	\$0	\$0	\$13,300	\$0	\$0
Boys & Girls Club of Snohomish County	Paving Project	\$2,610	\$0	\$0	\$2,600	\$0	\$0
City of Marysville	Homeless Housing Allocation	\$24,530	\$0	\$63,250	\$24,540	\$80,000	\$0
TOTAL		\$175,359	\$227,000	\$224,250	\$175,360	\$227,000	\$227,000

Organization	Activity	PY2016 Request	PY2017 Request	PY2016 CAC Recommendation	PY2017 CAC Recommendation
PUBLIC SERVICES \$51,000 (15% maximum)					
Senior Services of Snohomish County	Meals on Wheels	\$12,000	\$12,000	\$15,000	\$15,000
Senior Services of Snohomish County	Mental Health Services	\$12,000	\$12,000	\$0	\$0
Housing Hope	Beachwood Apartments	\$17,658	\$17,658	\$15,000	\$15,000
Marysville Community Food Bank	Food for Thought Backpack Program	\$10,000	\$15,000	\$15,000	\$15,000
WorkForce Snohomish	Disability Employment Initiative	\$26,047	\$26,047	\$0	\$0
Catholic Community Services	Volunteer Chore Services	\$5,150	\$5,300	\$5,000	\$5,000
Boys & Girls Club of Snohomish County	SMART Girls/Passport to Manhood Programming	\$3,610	\$0	\$0	\$0
TOTAL		\$86,465	\$88,005	\$50,000	\$50,000

Organization	Activity	PY2016 Request	PY2017 Request	PY2016 CAC Recommendation	PY2017 CAC Recommendation
ADMINISTRATION (20% maximum)					
City of Marysville	Planning and Administration	\$64,000	\$64,000	\$68,000	\$68,000

PY2016 Anticipated Allocation	\$345,000		\$345,000	
PY2017 Anticipated Allocation		\$345,000		\$345,000
CAC RECOMMENDATION FOR SURPLUS FUNDING				
Prior Years Surplus Funding (\$175,361.15)		\$175,360		
CAC RECOMMENDATION FOR PY2016				
PY2016 Capital Projects	\$227,000	65.80%	65% minimum	
PY2016 Public Services	\$50,000	14.49%	15% maximum	
PY2016 Administration	\$68,000	19.71%	20% maximum	
	PY2016 TOTAL	\$345,000	100.00%	
CAC RECOMMENDATION FOR PY2017				
PY2017 Capital Projects	\$227,000	65.80%	65% minimum	
PY2017 Public Services	\$50,000	14.49%	15% maximum	
PY2017 Administration	\$68,000	19.71%	20% maximum	
	PY2017 TOTAL	\$345,000	100.00%	

EXHIBIT A

Unexpended Funds	
PY2015 Revolving Loan	\$99,929
Total to Reallocate	\$99,929

Organization	Activity	PY2015 Funds
City of Marysville PW	SR528 Ped Improvement	\$75,388
	Homeless Housing Allocation	\$24,540
TOTAL		\$99,928

Program Year 2015 Annual Action Plan Amendment

Executive Summary

City of Marysville

Community Development Department

80 Columbia Avenue

Marysville, WA 98270

360.363.8100

marysvillewa.gov



Executive Summary

Each year of the Consolidated Plan, the City is required to develop an Annual Action Plan, which outlines the specific projects and funding allocations for the program year. Funded projects and activities are designed to support the strategies and objectives described in the Strategic Plan.

Annual Action Plan Activities

The City was awarded \$346,629 for Program Year (PY) 2015. The following activities were awarded PY 2015 funds and were included in the 2015 Annual Action Plan (AAP), which is submitted as part of the 2015-2019 Con Plan:

Organization	Activity	PY2015 CAC Recommendation
CAPITAL PROJECTS (65% minimum)		
City of Marysville PW	SR528 Ped Improvement	\$80,000
Senior Services of Snohomish County	Minor Home Repair	\$65,000
City of Marysville	Revolving Loan Program	\$73,300
TOTAL (68.22%)		\$218,300

Organization	Activity	PY2015 CAC Recommendation
PUBLIC SERVICES (15% maximum)		
Domestic Violence – Legal Advocacy	Legal Services	\$15,000
Catholic Community Services	Volunteer Chore Services	\$5,000
Housing Hope	"Beachwood Apartment" Supportive Services - Homelessness	\$17,700
TOTAL (11.78%)		\$37,700

Organization	Activity	PY2015 CAC Recommendation
ADMINISTRATION (20% maximum)		
City of Marysville	Planning and Administration	\$64,000
TOTAL (20.00%)		\$64,000

Annual Action Plan Amendment

On April 14, 2014 Marysville City Council approved a funding recommendation for Community Development Block Grant (CDBG) Program Years (PYS) 2014 and 2015. On May 11, 2015 Marysville City Council approved the 2015-2019 Consolidated Plan, which included a PY2015 Annual Action Plan (AAP).

On January 19, 2016, the Citizen Advisory Committee (CAC) held a public meeting at which they were notified that the City would not be able to expend the \$99,929 allocated to the proposed "Revolving Loan Program" due to a lack in staffing resources needed to administer this type of program. Therefore, these funds will need to be reallocated to an eligible CDBG Capital Project. The reallocation triggers a substantial amendment to the AAP. A substantial amendment is defined as any change in the purpose, a major change in the scope of an activity or a change in the beneficiaries, and the addition of a new activity or deletion of an approved activity.

Staff proposed reallocating \$75,388 in PY2015 funds to the SR 528 Pedestrian Improvement Project, rather than allocated PY2016 funds, and allocating \$24,540 in PY2015 funds for a future Homeless Housing Allocation project. The CAC determined that the activities proposed to receive reallocated funds were eligible activities, met a national objective, and complied with the Consolidated Plan. At the January 19, 2016 public meeting the CAC made a funding recommendation to City Council to reallocate PY2015 funds originally awarded to the "Revolving Loan Program" as noted above and as depicted below and directed staff to amend the PY2015 Annual Action Plan.

Unexpended Funds	
PY2015 Revolving Loan	\$99,929
Total to Reallocate	\$99,929

Organization	Activity	PY2015 Funds
City of Marysville PW	SR528 Ped Improvement	\$75,388
	Homeless Housing Allocation	\$24,540
TOTAL		\$99,928

The amendment allowed funds to be utilized for projects which are ready to move forward as soon as agreements are completed. The projects comply with the strategies and objectives outlined in the City's Consolidated Plan, including availability, accessibility and sustainability of a suitable living environment for low-and moderate income residents, and availability and accessibility of decent housing for people who are homeless or have special needs. Additional public facilities improvements will add to the availability, accessibility and sustainability of a suitable living environment for low-and moderate income residents. All other projects funded for Program Year 2015 are currently underway and funds are being expended. Activities are on target to reach the goals set forth in the application process.

Index #6

CITY OF MARYSVILLE
EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: April 11, 2016

AGENDA ITEM: Community Development Block Grant – Program Year 2016 Annual Action Plan	AGENDA SECTION: Public Hearing	
PREPARED BY: Amy Hess, Planning Assistant	APPROVED BY:	
ATTACHMENT: 1. Citizen Advisory Committee AAP Recommendation 2. PY2016 Annual Action Plan Executive Summary		
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

DESCRIPTION:

On February 8, 2016, Marysville City Council affirmed the Citizen Advisory Committees (CAC) CDBG Program Year (PY) 2016-2017 funding allocations and directed staff to prepare a PY2016 Annual Action Plan (AAP).

Staff prepared a DRAFT PY2016 AAP that was made available for 30-day public review and comment from February 9, 2016 – March 10, 2016. No public comments were received during the public comment period. The PY2016 AAP provided specific housing and community development actions in accordance with the adopted 2015-2019 Consolidated Plan. The City of Marysville will receive \$368,272 in federal funds in 2016 under the CDBG program.

The CAC held public meetings on January 5, 2016 and January 19, 2016, in review of the Draft PY2016 AAP. On March 1, 2016 the CAC reviewed the DRAFT PY2016 AAP and made a recommendation to approve as presented. The full PY2016 AAP can be viewed [here](#).

RECOMMENDED ACTION:

Approve the Program Year 2016 annual Action Plan, as recommended by the Citizen Advisory Committee on March 1, 2016, provide a summary of, and response to any comments received during the public hearing into the Program Year 2016 Annual Action Plan, and direct staff to forward Program Year 2016 Annual Action Plan to the U.S. Department of Housing and Urban Development.

COUNCIL ACTION:



COMMUNITY DEVELOPMENT DEPARTMENT
 80 Columbia Avenue ♦ Marysville, WA 98270
 (360) 363-8100 ♦ (360) 651-5099 FAX

CDBG - PY2016 Funding Recommendation

The Citizen Advisory Committee (CAC) for Housing and Community Development, having held public meetings, on January 5, 2016 and January 19, 2016, in review of Program Years (PY) 2016-2017 Community Development Block Grant (CDBG) Annual Action Plan (AAP), in accordance with the City of Marysville 2015 – 2019 Consolidated Plan that was approved by the U.S. Department of Housing and Urban Development (HUD), and having provided notice of 30-day public comment for the DRAFT PY2016 CDBG AAP on February 6, 2016, does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

FINDINGS:

1. The CDBG program applications for PYs 2016 & 2017 were released on November 17, 2015 with a submittal deadline of December 18, 2015.
2. On January 9, 2016, the CAC recommended three (3) Capital Projects and four (4) Public Service organizations receive CDBG funding for PY2016.
3. On February 8, 2016 Marysville City Council affirmed the CAC recommendation and funding allocation for PY2016 and directed Staff to notify PY2016 subrecipients of the funding recommendation and prepare a PY2016 CDBG AAP.
4. The DRAFT PY2016 CDBG AAP was made available for public review and comment from February 6, 2016 through March 10, 2016.
5. On February 17, 2016, HUD made public the PY2016 allocations. Marysville will receive \$368,272.
6. No public comments were received as of the date of CAC review. The CAC recommends Staff incorporate any comments received into the PY2016 AAP.
7. The CAC held a public meeting on March 1, 2016 to review the PY2016 CDBG AAP and make a recommendation to City Council.

CONCLUSIONS:

At the public meeting, held on March 1, 2016, the CAC recommended Marysville City Council approve the PY2016 CDBG AAP, as presented.

RECOMMENDATION:

Forwarded to the Marysville City Council as a Recommendation to approve the PY2016 CDBG AAP attached hereto this **1st day of March, 2016.**

By: _____


 Greg Kanehen, CAC Chair

Program Year 2016 Annual Action Plan

Executive Summary

City of Marysville

Community Development Department

80 Columbia Avenue
Marysville, WA 98270
360.363.8100
marysvillewa.gov



Executive Summary

Each year of the Consolidated Plan, the City is required to develop an Annual Action Plan, which outlines the specific projects and funding allocations for the program year. Funded projects and activities are designed to support the strategies and objectives described in the Strategic Plan.

Evaluation of past performance

There has been great success in assisting underserved populations with household repairs and chores which enables them to retain their independence and remain in their homes. Over 100 individuals benefited from the CDBG funds allocated to the agencies which provide minor home repair and chore services to low-income seniors and disabled persons. The agencies are providing a much needed service and acting in a timely manner.

Another need that has been served by the allocation of CDBG funds has been assistance to homeless and at risk of homelessness individuals and families. For each of the Program Years that have been completed, 70 individuals (20 families) had access to transitional housing as well as supportive services to aid them in moving towards securing permanent housing.

A number of Capital Improvement projects were also completed which improved access to, and improved facilities, for low-moderate income individuals.

Annual Action Plan Activities

The City was awarded \$368,272 for Program Year (PY) 2016. Eight (8) capital project applications and nine (9) public services applications were submitted. The Citizen Advisory Committee (CAC) was provided copies of the grant applications, and a summary indicating each grant application met a national objective, are eligible activities and meet the strategies and objectives identified in the 2015 – 2019 Consolidated Plan.

On January 5, 2016 the CAC held a public meeting allowing each applicant to present their proposed projects. The CAC held an additional public meeting on January 19, 2016 in order to evaluate each application in accordance with the scoring criteria outlined in the capital project and public service applications and make a funding recommendation to City Council.

Applications received exceeded the City's total allocation for PY2016. Some of the applications received were able to be funded with reallocated funds from PY2014 and PY2015.

The following activities were awarded PY2016 funds and are included in the 2016 Annual Action Plan (AAP):

Organization	Activity	PY2016 CAC Recommendation
CAPITAL PROJECTS (65% minimum)		
City of Marysville Parks	Comeford Park Pavilion	\$66,000
Senior Services of Snohomish County	Minor Home Repair	\$81,000
City of Marysville	Homeless Housing Allocation	\$99,272
TOTAL (66.87%)		\$246,272

Organization	Activity	PY2016 CAC Recommendation
PUBLIC SERVICES \$51,000 (15% maximum)		
Senior Services of Snohomish County	Meals on Wheels	\$15,000
Catholic Community Services	Volunteer Chore Services	\$5,000
Housing Hope	Beachwood Apartments	\$15,000
Marysville Community Food Bank	Food for Thought Backpack Program	\$15,000
TOTAL (13.58%)		\$50,000

Organization	Activity	PY2016 CAC Recommendation
ADMINISTRATION (20% maximum)		
City of Marysville	Planning and Administration	\$72,000
TOTAL (19.55%)		\$72,000

2015-2019 Strategic Plan

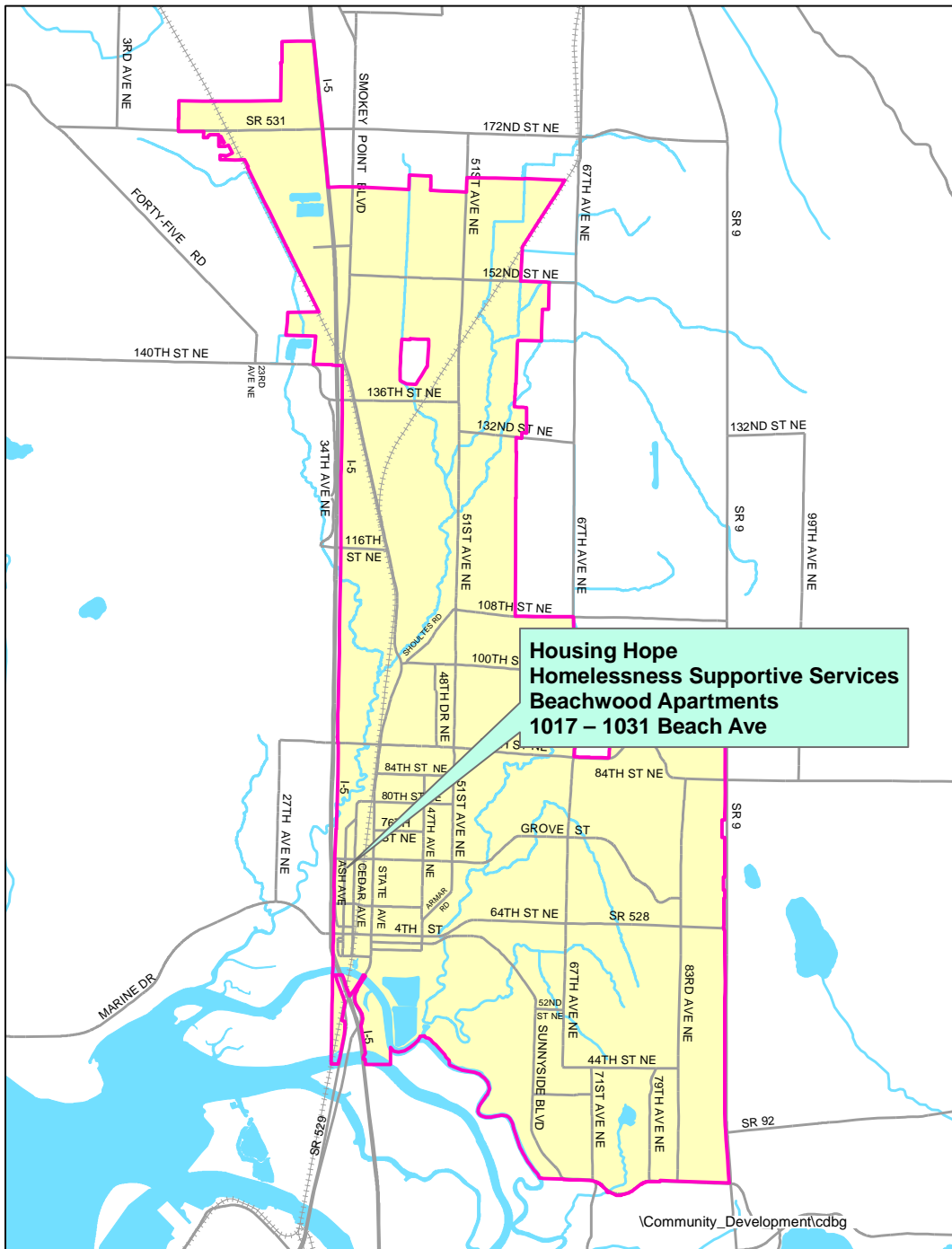
The five-year strategies and objectives set forth in this Consolidated Plan to help address local priority housing and community development needs are outlined below. The activities allocated PY2016 funds support these strategies and objectives.

Affordable Housing	
Housing Strategy 1 (AHS-1)	Enable homeowners to remain in their homes, primarily benefiting seniors, persons with disabilities, and very low-income persons
Housing Objective 1 (AHO-1)	Provide assistance for improving the safety and accessibility of housing units that benefit seniors and persons with physical or developmental disabilities
Housing Objective 2 (AHO-2)	Assist very low-, low-, and moderate-income homeowners improve the safety of their homes, with priority given to very low-income households
Housing Strategy 2 (AHS-2)	Preserve and increase the affordable housing stock
Housing Objective 3 (AHO-3)	Provide incentives to public, private, and nonprofit partners to retain, maintain, and/or expand the affordable housing stock
Homeless	
Homeless Strategy 1 (HMS-1)	Work to reduce and end homelessness
Homeless Objective 1 (HMO-1)	Assist persons at risk of becoming homeless by providing support for homeless prevention programs
Homeless Objective 2 (HMO-2)	Assist homeless persons in the transition to self-sufficiency by supporting transitional, permanent supportive, and permanent affordable housing and related services, giving priority to families
Homeless Objective 3 (HMO-3)	Support emergency shelters meeting the needs of homeless Marysville families or runaway youth
Homeless Strategy 2 (HMS-2)	Promote production of a local emergency shelter for families
Non-homeless Special Needs	
Special Needs Strategy 1 (SNS-1)	Support an environment that allows special needs populations to safely live with dignity and independence
Special Needs Objective 1 (SNO-1)	Provide support for housing and social services programs that enable special needs populations to safely live with dignity and independence
Community Development	
Community Development Strategy 1 (CDS-1)	Promote a suitable living environment, dignity, self-sufficiency, and economic advancement for low- and moderate-income persons
Community Development Strategy 2 (CDS-2)	Promote living wage job creation and retention that benefits low- and moderate-income individuals
Public Facilities Objective 1 (PFO-1)	Improve the safety and livability of low- and moderate-income neighborhoods by addressing service gaps in public facilities
Public Facilities Objective 2	Eliminate blighting influences and the deterioration of property and

(PFO-2)	facilities in low- and moderate-income areas by providing funds for rehabilitation
Public Facilities Objective 3 (PFO-3)	Increase access to quality public and private facilities in low- and moderate-income areas by providing funds for rehabilitation
Infrastructure Objective 1 (INO-1)	Improve the safety and livability of low- and moderate-income neighborhoods by addressing service gaps in infrastructure
Public Services Objective 1 (PSO-1)	Invest in public services concerned with employment, particularly of low- and moderate-income individuals
Public Services Objective 2 (PSO-2)	Support programs that provide homeless, special needs, and low-income populations with basic needs and access to essential services, such as transportation, health care, childcare, case management, and legal assistance
Economic Development Objective 1 (EDO-1)	Provide support for the establishment, stabilization, and expansion of small businesses (including micro-businesses) that benefit low- and moderate-income individuals

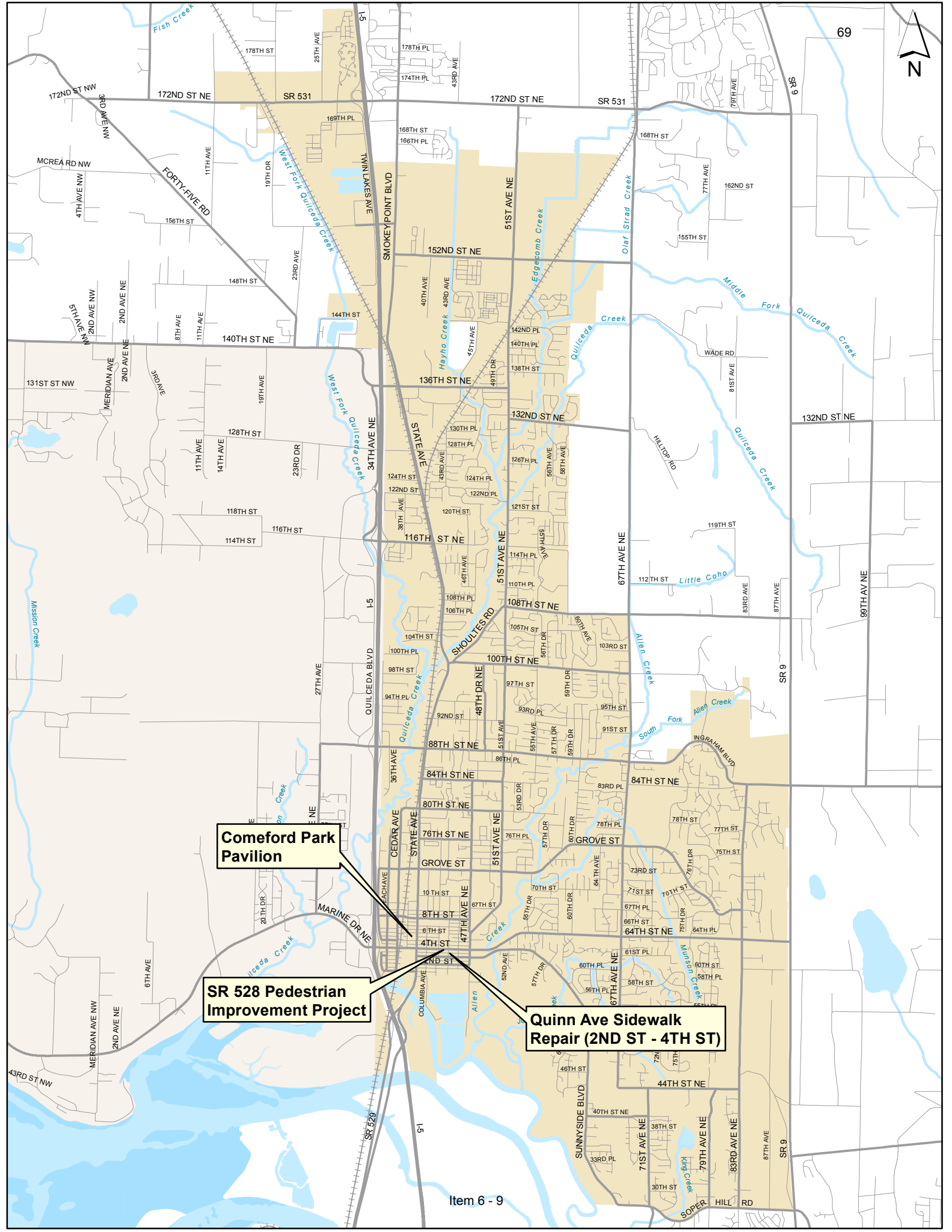
As the City pursues these strategies and objectives over the next year, the affordability of decent rental and owned housing units for Marysville’s low- and moderate-income residents, as well as the availability and accessibility of decent housing for people who are homeless or have special needs, should increase. Continued support for public services should aid in the availability, accessibility, and sustainability of a suitable living environment for low- and moderate-income residents. Additional public facilities improvements will add to the availability, accessibility and sustainability of a suitable living environment for low-and moderate income residents.

Program Year 2016 – Public Services



PUBLIC SERVICES LOCATED CITY-WIDE

- ¹Catholic Community Services – Volunteer Chore Services
- ²Senior Services Snohomish County – Meals on Wheels
- ³Marysville Community Food Bank – Backpack Program



Comeford Park Pavilion

SR 528 Pedestrian Improvement Project

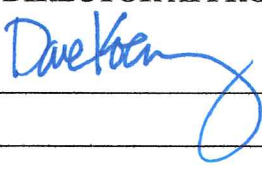
Quinn Ave Sidewalk Repair (2ND ST - 4TH ST)

Index #9

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: April 4, 2016

AGENDA ITEM: Review of Business Licensing and Home Occupation Permit Fees	
PREPARED BY: Dave Koenig	DIRECTOR APPROVAL: 
DEPARTMENT: Community Development	
ATTACHMENTS: Background Information: Memorandum and Survey	
BUDGET CODE:	AMOUNT:
SUMMARY:	

Community Development staff was asked to look at the business licensing and home occupation permit fees. Currently, if you are opening a business in your home you are required to get both a business license and a home occupation permit and pay a separate fee for both totaling \$100.00. If you open a business in a commercial property then you need just the business license at a cost of \$50.00. The purpose of this Council item is to review the home occupation fee. Attached is a memorandum which provides information on business licensing and home occupation permits and fees with three options. Also attached is a survey of eleven Snohomish County communities.

The recommendation was developed based on the following:

- Keeping the business licensing process simple,
- Charging a fee for new businesses licenses which reflects the general cost of issuing the license.
- Staying close to revenue neutral.

The recommended option is to do away with the home occupation permit fee and to increase the new business license fee from \$50.00 to \$65.00. It is estimated that the basic cost of processing a business license is \$65.00. Home occupations would be paying \$65.00 instead of the \$100.00 for two fees.

In 2015, the City issued 191 home occupation permits which generated \$9,550.00 and issued 504 new business licenses which generated \$25,200.00. By charging \$65.00 for all business licenses there would be reduction in fee revenue of \$1,990.00 based on the 2015 numbers.

RECOMMENDED ACTION:

Staff recommends that Council direct staff to prepare the necessary documents to eliminate the home occupation permit fee and change the new business license fee to \$65.00



COMMUNITY DEVELOPMENT DEPARTMENT
 80 Columbia Avenue ♦ Marysville, WA 98270
 (360) 363-8100 ♦ (360) 651-5099 FAX

MEMORANDUM

Date: March 16, 2016
 To: Gloria Hirashima, City Administrative Officer
 From: Dave Koenig, Community Development Director
 Re: Business Licensing and Home Occupation Application Fees

Staff was asked to explore and research fees charged to perspective and current business owners wishing to obtain a state and city business license and a home occupation permit, as well as proposed options.

Current Fees

Currently, applicants wishing to operate a business in Marysville are required to pay a combined fee of \$50.00 to the City of Marysville plus \$19.00 to the State of Washington through the Business Licensing Service (BLS). The City of Marysville works with BLS so businesses who apply on line can apply to one application location. Applications by mail need to fill out two separate applications. An applicant wishing to operate a business out of their home is required to obtain a home occupation permit in addition to a state and city business license. The city charges \$50 for review of the home occupation application (this is a one-time fee). The \$50 fee is in addition to the state and city business license fee, totaling \$119.00 in order to obtain a home occupation permit, a city business license and a state business license.

A \$40 annual renewal fee is charged to all business license holders. This fee is paid to the City (plus an \$11.00 BLS fee to the state for a total of \$51.00.) There is no additional renewal fee for a home occupation.

Comparison

There is a wide variation in business licensing fees and fee structures among other local jurisdictions. Fees range from \$25 on the low end, to in excess of \$600 on the high end, for the general licensing fee. Renewal fees vary greatly as well, ranging from \$25 to over \$300 annually. Jurisdictions that do not charge an additional fee for a home occupation generally charge more for the general business license application. Some jurisdictions have a general licensing fee similar to Marysville's, but additional fees are assessed based on number of employees (Bothell, Mill Creek, Lynnwood and Mukilteo), square

footage of the business (Bothell and Snohomish) and business and occupation taxes based on gross business receipts (Everett, Darrington, and Granite Falls).

Revenue

The City received 191 new home occupation applications in 2015. The \$50 home occupation application fee generated \$9,550.00 in revenue in 2015. Below are three alternative options for Council consideration. The options include eliminating the \$50 home occupation permit fee and increasing either the new business license application fee or the license renewal fee in order to re-coup some lost revenue. The calculations below are based on the 2015 business license and home occupation permits received.

CURRENT BUSINESS LICENSE AND HOME OCCUPATION REVENUE				
	New License Fee	Renewal Fee	Home Occ Fee	Total Revenue
Existing	\$50.00	\$40.00	\$50.00	
2015 Applications	504	1,439	191	
Total	\$25,200.00	\$57,560.00	\$9,550.00	\$92,310.00
OPTION 1 (No Charge for Home Occupation)				
	New License Fee	Renewal Fee	Home Occ Fee	Total Revenue
	\$50.00	\$40.00	\$0.00	
Total	\$25,200.00	\$57,560.00	\$0.00	\$82,760.00
OPTION 2 (\$50 Renewal Fee and No Charge for Home Occupation)				
	New License Fee	Renewal Fee	Home Occ Fee	Total Revenue
	\$50.00	\$50.00	\$0.00	
Total	\$25,200.00	\$71,950.00	\$0.00	\$97,150.00
OPTION 3 (\$65 License Fee, \$40 Renewal Fee and No Charge for Home Occupation)				
	New License Fee	Renewal Fee	Home Occ Fee	Total Revenue
	\$65.00	\$40.00	\$0.00	
Total	\$32,760.00	\$57,560.00	\$0.00	\$90,320.00

Staff Review

Business license applications are reviewed by a Program Specialist; Building Division; Fire Department; Planning Division; and Police Department.

Review time for applications can vary widely. Review time for a new business license application is the same whether it is accompanied by a home occupation permit or not. Renewals are not reviewed by the above listed departments. A change in address to an existing business license is treated as a new license application and reviewed as such.

Depending on whether a new business license application is a “simple” application or a “complex” application affects the amount of time needed for review. For a “simple” application requiring minimal review based on proposed business activities (i.e. office type uses requiring approximately 10 minutes of review per department) the cost of review for all departments is approximately \$65 for one application. Depending on the proposed business activities, an application may require more in depth review and one or more on-site inspections by the Building, Police, and/or Fire Departments and may cost approximately \$200 in staff time. Some extreme cases require 20-30 hours by each of the following: Building Division, Police Department and Program Specialist resulting in a cost of approximately \$2,100 for review of one new business license application. The time to review business applications varies do to missing information in the application, the need for site visits, change of use, additional requirements for uses like taxi drivers and massage parlors. Examples of home occupations which take longer time to review are day cares, adult family homes, and automotive repair.

Summary

Current business license applicants pay \$50.00 to the city and \$19.00 to the state for a new application and a \$40 annual renewal fee to the city and \$11.00 to the state. If an applicant wishes to operate the business out of their residence, there is an additional \$50 home occupation permit fee assessed at time of application.

In 2015, business license fees generated approximately \$92,000 in revenue. There are three options for Council consideration:

- Option one would simply eliminate the \$50 home occupation permit fee, resulting in a *decrease* in revenue of approximately \$9,550 based on 2015 permit numbers;
- Option two would eliminate the \$50 home occupation permit fee and increase the annual renewal fee from \$40 to \$50; resulting in an *increase* in revenue of approximately \$4,800 based on 2015 permit numbers; and
- Option three would eliminate the \$50 home occupation permit fee and increase the new license fee from \$50 to \$65; resulting in a *decrease* in revenue of approximately \$1,990 based on 2015 permit numbers.

Attachment: Survey of Eleven Snohomish County Cities.

LICENSING / HOME OCCUPATION COMPARISON BY CITY

CITY	LICENSING FEE	RENEWALS	HOME OCC FEE	B & O
Arlington	\$60 (July 1st to June 30th each year)	Annually / \$60	Same as regular business license fee & application	No
Comments				
Bothell	\$27 - \$660 (100 Employees) + \$9 for each employee over 100. Based on categories: "A" = # of employees; "B" = Business Type; "C" = Square Footage.	Annually the Licensing fee (June 30 th each year). Based on fee schedule (A, B, C calculations)	Same as General Business License of \$27 for two or less employees, plus annual fee of \$36	NO
Comments	Fees reassessed each year (i.e. change in number of employees or square footage amount = change in renewal fee). Home Occupations use same business license application.			
Edmonds	\$125 (Commercial Business)	Annually / \$60 for both commercial & home occupation	Initial application fee of \$100	No
Comments	Licenses run January 1 st – December 31 st ; late fees accrue after February 1 st			
Everett	\$75 (\$37.50 July 1 – Dec 31 st)	Annually / December 31 st / \$75	N/A	Yes
Comments	Complete Separate Home Occupation Permit			
Lake Stevens	\$40	\$25	N/A	No
Comments	Partnered with BLS / Complete Home Occupation Addendum			
Lynnwood	\$122.50 (First time fee + fee calculated by number of employees)	\$103 resident and \$166 non resident plus number of employees fee	\$122.50 initial fee / thereafter, \$30 per year	No
Comments	Home Occupation Supplemental Form & checklist. Annual per employee fees of \$48.50 less than 14 hours a week and \$88.50 for 15 hours or more each week.			
Mill Creek	\$25 - \$300 (Based on number of employees) + \$25* initial processing fee	\$25 - \$300 (Depending on number of employees)	\$50 with no outside employees; \$100 with one employee in the dwelling	No

LICENSING / HOME OCCUATION COMPARISON BY CITY

Comments	*\$25 is a one-time review fee for all businesses inside the city limits and is added to the calculated fee. Home Occupation fee is a one-time fee.			
Mountlake Terrace	\$100 - \$675	\$100 - \$675 - COLA increases affect renewal rate.	\$104 plus business license application fee (administrative review) + hourly, 4-hour minimum \$556 + actual cost of hearing examiner.	No
Comments	Home Occupation fee is a one-time fee plus costs of hearing examiner and staff			
Mukilteo	\$113.50 + FTE fees (\$0.0228 per hour per employee)	\$113.50 + FTE fees (\$0.0228 per hour per employee)	N/A	No
Comments	"Business License Application for Small Business" and for "Standard Business License Application" includes Home Occupation section. Former is for businesses with an annual gross income of less than \$5,000.			
Snohomish	\$25 minimum to \$425 / Based on Number of Employees; PBIA fee for businesses located in the Historic Business District = # of employees & square footage. (Non-resident: \$25 flat fee)	\$25 minimum to \$425 / Based on Number of Employees PBIA fee for businesses located in the Historic Business District = # of employees & square footage. (Non-resident: \$25 flat fee)	\$25 in addition to business license fee and business license fee.	No
Comments	Home Occupation fee is one-time fee			
Stanwood	\$50	\$50 Annually	\$50	No
Comments	Partnered with BLS			

BUSINESS LICENSE AND HOME OCCUPATION PERMIT FEES

Marysville City Council
April 4, 2016

Business License and Home Occupation Permit

- Currently a home occupation requires both a business license and a home occupation permit.
- The business license and the home occupation permit both have a \$50.00 fee.
- A home occupation permit review generally does not take more time than a business license review for most uses.

Business License and Home Occupation Permit

- ❑ Staff administratively simplified the home occupation permit application and web site.
- ❑ The home occupation application helps to communicate the requirements of a home occupation.
- ❑ Marysville works with the State of Washington so businesses who use the on line application for a business license have one form for state and city licenses.
- ❑ Reviewed what other communities do related to business licenses and home occupation permits.

Business License and Home Occupation Permit

- There is a wide variation in business licensing fees and fee structures among local jurisdictions.
- New business license fees range from \$25.00 to over \$600.00
- Annual renewal fees vary greatly as well from \$25.00 to over \$300.00.
- Cities which do not charge an additional fee for a home occupation generally charge more for the business license.

Business License and Home Occupation Permit

- ❑ Some jurisdictions have a general licensing fee and charge additional fees. These fees are based on:
 - ❑ Number of employees
 - ❑ Square footage of business
 - ❑ Business and occupation taxes based on gross receipts
- ❑ Marysville business license fee is towards the low end of business license fees

Business License and Home Occupation Permit

- The recommendation was developed based on the following:
- Keeping the business licensing process simple.
- Charging a fee for new businesses licenses which reflects the general cost of issuing the license.
- Staying close to revenue neutral.

Business License and Home Occupation Permit

- The recommended option is to do away with the home occupation permit fee and to increase the new business license fee from \$50.00 to \$65.00.
- Keep the annual renewal of the business license at \$40.00.
- It is estimated that the basic cost of processing a business license is \$65.00. Home occupations would be paying \$65.00 instead of the \$100.00 for two fees.