



Mountlake Terrace City Council
Regular Meeting Agenda
Thursday, October 16, 2025, 7:00 PM
City Hall and via Telephone or Teleconference

AGENDA

1. Call to Order – Flag Salute – Roll Call
2. Late Changes to Agenda
3. General Public Comment
4. Consent Agenda
 - a. Payment of Claims
 - b. Meeting Minutes
5. Review, Public Hearing, and Vote on Ordinances Adopting Property Annexation and Zoning Designation for 24229 48th Ave W
6. Review Interlocal Agreement with Snohomish County Department of Emergency Management for Funding Request
7. City Manager’s Report
8. Council Liaison Reports
9. New Business
10. Adjournment

To listen to the meeting via telephone, call 1-253-215-8782. To watch the meeting online: 1) Go to <https://zoom.us/join>; 2) Enter meeting ID 810 1113 9518 and click “join”. No passcode needed.

To make a public comment remotely (Zoom or telephone), in person, or in writing, please refer to the Public Comment and Public Hearing Testimony Protocol on the city website <https://www.cityofmlt.com/129/Agendas-and-Minutes>.

No person shall make personal attacks, or threatening remarks while addressing the Council which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. All hate speech will be construed as threatening remarks.



MOUNTLAKE TERRACE CITY COUNCIL
REGULAR MEETING MINUTES

October 2, 2025
7:00 p.m.

Mountlake Terrace City Hall and
via Telephone and Teleconference

Councilmembers Present

Councilmember Murray (via Teleconference)
Councilmember Ryan (via Teleconference)
Councilmember Sonmore
Councilmember Woodard
Mayor Pro Tem Wahl
Mayor Matsumoto Wright (via Teleconference)

Councilmembers Absent

Councilmember Paige

Staff Members Present

City Attorney Kenyon Disend Substitute Soojin Kim (via Teleconference)
City Clerk Jennifer Joki
City Manager Jeff Niten
Deputy City Manager Carolyn Hope
Domestic Violence Coordinator Danielle Singson
Finance Technician Caitland Reinke

Guests

Fehr & Peers Principal Ariel Davis
Fehr & Peers Principal Kendra Breiland

1. Call to Order – Flag Salute – Roll Call

Mayor Pro Tem Wahl called the meeting to order at 7:00 p.m.

City Clerk Jennifer Joki called roll.

A motion to excuse Councilmember Paige was made by Councilmember Sonmore, seconded, and passed by **vote; 6-0.**

2. Late Changes to Agenda

None.

3. General Public Comment

All public comments submitted in writing were provided to Council.

- MLT resident Audrey Reed commented on the elevated sidewalks near Mountlake Terrace Plaza and the library sign.
- MLT resident Paula Guyin commented on the crosswalk from Mountlake Terrace Plaza to the library.

- Mountlake Terrace property owner Paul Narancic commented on the Main Street Revitalization Project.
- Mountlake Terrace property owner Paul Haugen commented on the Main Street Revitalization Project.
- MLT resident Adam Cickay commented in opposition to the Flock Safety Camera agreement.

Consent Agenda

A motion to approve the Consent Agenda, items a - c was made by Councilmember Woodard, seconded, and passed by **vote; 6-0**.

- a. Approval of payment for 2025 claims
- b. Meeting Minutes for 9/18/2025 and 9/25/2025
- c. Interlocal Agreement Amendment 3 with Edmonds School District

4. Proclamation for Domestic Violence Awareness Month

Councilmember Woodard read the proclamation aloud and presented it to Mountlake Terrace Domestic Coordinator Danielle Singson who spoke a few words.

5. Review, Public Hearing, Vote on Ordinance Adopting Transportation Impact Fees (TIF)

City Engineer Rich Meredith and Traffic Engineer John Marek

Meredith presented on this item to include the purpose background, type of projects funded by TIF, why update the TIF, fee program mechanics, city projects funded by TIF, and staff recommendation.

Meredith and Marek heard and responded to questions and comments from council regarding fee program mechanics.

A motion to open the public hearing was made by Councilmember Sonmore, seconded, and approved by **vote, 6-0**. The public hearing was declared open.

Public Testimony: None

A motion to close the public hearing was made by Councilmember Sonmore, seconded, and approved by **vote, 6-0**. The public hearing was declared closed.

A motion to Adopt the 2025 Transportation Impact Fee Rate Study and Ordinance Modifying the Transportation Impact Fee Rate for 2026 was made by Councilmember Woodard and seconded.

Council Discussion: Discussion included appreciation for time and fairness of the presentation, a redlined section in the ordinance, and low-income household credits.

The motion to Adopt the 2025 Transportation Impact Fee Rate Study and Ordinance Modifying the Transportation Impact Fee Rate for 2026 made by Councilmember Woodard and seconded, passed by **vote; 6-0**.

6. Review and Vote to Award Contract for the Fleet Electric Vehicle Charging Stations Project
Recreation and Parks Director Jeff Betz

Betz presented on this item to include council goals, subject summary, bids, timeline, finance and budget.

Betz heard and responded to questions and comments from council regarding the number of electric vehicles the city has, number of stations needed, capital improvement funds, environmental sustainability council goal, looking at cuts of \$5-6 million, lifecycle of charging stations, 2035 state mandate, light duty vehicles, copper theft from charging stations,

A motion to authorize the City Manager to sign the Electric Vehicle Charging Station contract with Lights Inc. and to amend the budget to \$270,242 which will be formalized in a future budget amendment, was made by Councilmember Woodard, seconded, and approved by **vote; 6-0.**

7. Review and Vote on Ordinance Adopting Funds Update
Finance Director Sirke Salminen and Finance Technician Caitland Reinke

Salminen introduced Finance Technician Caitland Reinke, and they presented on this item to include the purpose, what a fund is, types of funds, and staff recommendation.

Salminen and Reinke heard and responded to questions and comments from council regarding Strategic Reserve Fund and General Fund, Capital Improvement Funds, \$50,00 utility assistance funds, self-balancing funds, and fund categories for previously budgeted items.

A motion to Adopt the Ordinance Amending the City's Fund Structure was made by Councilmember Woodard, seconded, and passed by **vote; 6-0.**

8. City Manager's Report
City Manager Jeff Niten

Niten's report included:

- Domestic Violence Awareness month and purple ribbon magnets on police vehicles in recognition of this.
- Lifeguard live exercises at the Pavilion tomorrow.
- Road striping is done and catch basins getting cleaned.

9. Council Liaison Reports

Councilmember Murray's report included:

- September 20 Welcoming Week, appreciation for the Diversity, Equity and Inclusion Commission and their efforts
- September 20 Arts of the Terrace Juried Art Show, appreciation for the Arts Advisory Commission and their efforts
- October 1 Regional Aquatics Partnership meeting #3

Councilmember Ryan's report included:

- September 19 Arts of the Terrace Juried Art Show Awards and Preview Reception, appreciation for the Arts Advisory Commission and their efforts
- September 20 Welcoming Week
- September 22 Meeting with 6th graders and parents to look at their art in City Hall

Councilmember Sonmore's report included:

- September 19 Arts of the Terrace Juried Art Show Awards and Preview Reception, appreciation for Art Advisory Commission and their efforts
- October 1 Local Candidate Forum at the MLT library

Councilmember Woodard's report included:

- September 19 Arts of the Terrace Juried Art Show Awards and Preview Reception
- September 20 Welcoming Week
- September 20 Sage Leaders event
- September 21 On the Day with Trae show to talk about the City
- September 24 Attended 2022 city finance audit meeting, great experience with the State Auditor's Office and city finance staff
- October 4 Will be the 5K for the Foundation for Edmonds School District

Mayor Pro Tem Wahl's report included:

- September 19 Snohomish County Tomorrow Executive Committee meeting
- September 19 Arts of the Terrace Juried Art Show Awards and Preview Reception
- September 20 Arts of the Terrace Juried Art Show
- September 20 Welcoming Week, appreciation for staff and volunteers a both events on September 20
- September 24 Snohomish County Tomorrow Steering Committee meeting
- September 25 Puget Sound Regional Council Operations Committee meeting
- September 25 Puget Sound Regional Council Executive Board meeting
- September 25 Meeting with City Manager, Economic Development Manager, and Chamber of Commerce Executive
- September 25 Council Finance Committee meeting
- September 25 Council meeting
- October 1 Snohomish County Tomorrow Executive Committee meeting
- October 2 City manager monthly meeting with the Mayor

Mayor Matsumoto Wright's report included:

- September 19 Seashore Transportation Forum joint meeting with two other transportation forums
- September 20 Welcoming week
- September 20 Arts of the Terrace Juried Art Show
- September 22 Meeting with 6th graders and parents to look at their art in City Hall
- September 30 Mountlake Terrace Plaza talk by Randy Gravelle about his book 4 Square Miles
- October 1 Lynnwood Scriber Place groundbreaking for 52 affordable housing units for

- homeless students and their families in the Edmonds School District
- October 2 Special Conservation Futures meeting

10. New Business

None.

11. Adjournment

Mayor Pro Tem Wahl adjourned the meeting at 9:08 p.m.

These minutes are subject to approval at the next City Council meeting.



MOUNTLAKE TERRACE CITY COUNCIL
WORK SESSION MINUTES

October 9, 2025
7:00 p.m.

Mountlake Terrace City Hall and
via Telephone and Teleconference

Councilmembers Present

Mayor Matsumoto Wright
Councilmember Murray
Councilmember Paige
Councilmember Ryan
Councilmember Sonmore
Councilmember Woodard
Mayor Pro Tem Wahl

Councilmembers Absent

None.

Guests

Baker Tilly Director of Public Sector Advisory Steve Toler
Gordon Thomas Honeywell State Lobbyist Shelly Helder
Gordon Thomas Honeywell State Lobbyist Amina Teouri
Leadership Snohomish County Chief Executive Officer Adrienne Wagner

Staff Members Present

City Clerk Jennifer Joki
City Manager Jeff Niten
Deputy City Manager Carolyn Hope
Finance Director Sirke Salminen

1. Call to Order

Mayor Matsumoto Wright called the meeting to order at 7:00 p.m.

2. Attendance Roll Call

City Clerk Jennifer Joki called roll for council.

3. General Public Comment

No one signed up to provide public comment, either online or in person. All public comments submitted in writing were provided to Council.

4. Proclamation for Leadership Day

Councilmember Woodard read the proclamation aloud and presented it to Leadership Snohomish County CEO Adrienne Wagner who spoke a few words.

5. Presentation on State Legislative Agenda by Gordon Thomas Honeywell

City Manager Jeff Niten and State Lobbyists Shelly Helder and Amina Teouri

Helder and Teouri presented on this item to include the 2026 legislative session preview, the context for funding requests, legislative agenda development, and next steps.

Niten, Helder, Teouri heard and responded to questions and comments from council regarding the last time there was a presentation from Gordon Thomas Honeywell, changing the name of the Mickey Corso Clubhouse, appreciation for the agenda, diversity in types of housing and ownership opportunities, programs to bridge gap for first-time home buyers, Snohomish County Tomorrow Taskforce report and recommendations on housing, larger rental units for families, process and safety for housing program, library and clubhouse costs, language in the legislative agenda priorities, next steps, Olympia council visit, how the legislative bills and budgets impact Mountlake Terrace, issues important to the city, emerging policy issues, childcare, and the one ask in 2026 of \$300,000 is for the library and then ask in 2027 for funds for the clubhouse.

6. Presentation on Update to Fiscal Sustainability Taskforce by Baker Tilly

Deputy City Manager Carolyn Hope, Finance Director Sirke Salminen, and Baker Tilly Director of Public Sector Advisory Steve Toler

Hope introduced Toler who presented on this item to include the purpose of the update, Fiscal Sustainability Taskforce process to date, updated long-range financial forecast, changes from July forecast, addressing the fiscal gap, fiscal sustainability plan report, budget strategies, and work ahead for council and taskforce.

Hope, Salminen, Niten, and Toler heard and responded to questions and comments from council regarding strategic reserve fund, outreach to those who will be impacted, cost cutting, operating budget, funding infrastructure, strategies not listed but to be considered, messaging for the considerations, consolidation of funds more transparency, amount taskforce likely to cut, legally required to spend the money, status of the reserves, Regional Fire Authority, city is overstaffed, balancing the budget now, hiring freeze, structural imbalance of general fund, metropolitan parks district, priority places budgeting, priority process and strategies the taskforce will consider, public feedback on priorities, difficult asks at community engagement meetings, decisions will have long-term impacts, plans for community engagement, the process with the taskforce and community, the taskforce meetings, request for list.

7. City Manager's Report

City Manager Jeff Niten

Niten's report included:

- Several upcoming meetings will be missed due to holidays
- Public Works is looking at crosswalk and sidewalks referred to in public comment last meeting
- Ivy League in Veterans Park on October 25 removing invasive plants from the trail area

8. Review October 16, 2025 Regular Meeting Agenda

Council reviewed the 10/16/2025 regular meeting agenda. Mayor Pro Tem will not be at the next meeting and asked to be excused.

9. Council Comments

- Councilmember Sonmore requested information on staff costs and city safety.
- Councilmember Murray shared upcoming community events.
- Councilmember Woodard commented on City Action Days January 21-22, council liaison roles, Councilmembers Woodard and Murray meeting with GMP Consultants regarding City Manager contract, and appreciation for City Manager and Deputy City Manager discussing MLT Academy and transparency in AWC article.
- Councilmember Sonmore asked who the GMP consultant will be and how much it will cost, and commented on council liaison's role.
- Mayor Matsumoto Wright commented on Jurassic Parliament class for elected officials.

10. Adjournment

The mayor adjourned the meeting at 9:07 p.m.

These minutes are subject to approval at the next City Council meeting.



STAFF REPORT

To: Mountlake Terrace City Council

From: Sara Pizzo, Senior Planner

Meeting Date: October 16, 2025

Subject: Review, Public Hearing, and Vote on Ordinances Adopting Property Annexation and Zoning Designation for 24229 48th Ave W

Required Reviews:

Sara Pizzo	Created/Initiated - 10/01/2025
Sirke Salminen	Approved - 10/01/2025
Hillary Evans	Approved - 10/02/2025
Jeff Niten	Final Approval - 10/02/2025

Council Goal(s):

Growing our Vibrant Community

An active and dynamic city where arts, culture, and diversity thrive, fostering connections among community members who call Mountlake Terrace home.

Legislative History:

Date	Meeting/Topic	Action
June 12, 2025	Work Session	Review Notice of Intent to Commence Annexation Proceedings
	Introduce Notice of Intent to Commence Annexation Proceedings for subject property	
June 26, 2025	Regular Meeting	Passed Resolution 914
	Take action on Notice of Intent to Commence Annexation Proceedings for subject property	• Accepted the proposed area of annexation • Authorized the circulation of the petition • Required zoning adoption at time of annexation • Required assumption of existing City

Indebtedness

August 7, 2025	Regular Meeting Work session to set date for public hearing on the petition.	Set public hearing date for August 21, 2025.
August 21, 2025	Regular Meeting Public hearing on annexation petition	Move to continue public hearing to date certain September 4, 2025, after corrected notice is sent to neighbors and posted on site.
September 4, 2025	Regular Meeting – Continue public hearing and vote on resolution	Passed Resolution 918 • Declares City’s Intent to Annex • Directs staff to file Notice of Intent with the Snohomish County Boundary Review Board

Subject Summary:

The area proposed for annexation is located at 24229 48th Ave W is currently within the jurisdiction of unincorporated Snohomish County. The subject site is approximately 0.40 acres (17,269 square feet) and immediately adjacent to city limits in all cardinal directions. The site is within the City’s Municipal Urban Growth Area (MUGA). Meaning, annexing the subject property into Mountlake Terrace aligns with the Snohomish County’s Comprehensive Plan and Vision 2044.

Per the City’s Comprehensive Plan (Vision 2044) Capital Facilities element, Policy CF-2.4, annexation is required before providing services to unincorporated areas. Per the City’s Land Use element, Policy LU-5.5, the City is to work cooperatively with Snohomish County to ensure future annexations have a smooth and orderly transition to City governance.

On July 9, 2025, and July 21, 2025 individuals authorized to act on behalf of the property owner, Talon Ventures LLC, filed petitions with the City of Mountlake Terrace (P-ANX-25-0013). Staff submitted the petitions to the Snohomish County Assessor’s office for review and certification. The County provided a Certificate of Sufficiency on July 28, 2025.

On August 25, 2025, the Planning Commission held a public hearing on the zoning designation of the annexation area. The Planning Commission recommends to City Council the annexation area be zoned Residential 1 (R-1) in alignment with Vision 2044, the Comprehensive Plan (Attachment 1).

On September 4, 2025, City Council passed a resolution, Resolution 918, which declared the

City's intention to annex and directed staff to file a Notice of Intent to Annex with the Snohomish County Boundary Review Board.

On September 23, 2025, the Boundary Review Board waived review (Attachment 2).

On October 16, 2025, the City Council will hold a public hearing and vote on the annexation ordinance (Attachment 3 & 3a) and the zoning ordinance (Attachment 4 & 4a).

Financial/Budget Impacts:

Budget Amendment Required? No

Budget and Sources:	N/A
Expenditure:	None
New Appropriation Required + Sources	N/A

Community Notifications:

City Council Agenda

Newspaper

Board/Commission Meeting

Other

Mail to neighbors within 300 feet of subject property; physical posting on subject property and City information distribution sites.

Board/Commission Recommendation:

None at this time

Staff Recommendation:

The Planning Commission recommends to City Council the annexation area be zoned Residential 1 (R-1).

Council Motion:

I move to adopt the ordinance adopting the annexation of property and zoning designation of R-1 for the site located at 24229 48th Ave W.

Attachments:

1. Attachment 1 - Planning Commission Minutes
2. Attachment 2 - BRB Waiver of Review
3. Attachment 3 - DRAFT Ordinance to Annex
4. Attachment 4- DRAFT Zoning Ordinance
5. Attachment 3a - Ordinance to Annex - Exhibit A
6. Attachment 4a - Zoning Ordinance - Exhibit A
7. Annexation & Zoning Presentation

MOUNTLAKE TERRACE PLANNING COMMISSION
MEETING MINUTES



AUGUST 25, 2025

1. Call to Order

Chair Bautista called the meeting of the Planning Commission to order at 7:04 PM.

2. Attendance Roll Call

Administrative Assistant Shannon Olsen was unable to speak and so roll call was done by Community and Economic Development Director Christy Osborn.

Commissioners Present

Chair Bautista

Vice Chair Bettcher

Commissioner Stenson (via Zoom)

Commissioner Wu

Commissioner Thompson

Commissioner Morgan (via Zoom)

Commissioners Absent

Commissioner Landess

City Staff Present

Community and Economic Development Director Christy Osborn

Senior Planner Sara Pizzo

Planning Commission Secretary Shannon Olsen

3. Approval of the 08/11/25 Meeting Minutes

The August 11 meeting minutes were accepted as presented.

- 4. Public Comment** (No person shall make personal attacks, or threatening remarks while addressing the Planning Commission, which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. Any person who is engaging in conduct that disturbs, disrupts, or impedes the business of the Planning Commission or whose comments have been ruled out of order by the presiding officer, shall immediately cease and refrain from further improper comments or inappropriate conduct. All hate speech will be construed as threatening remarks.)

None.

5. **Public Hearing** on Zoning for 24229 48th Ave W (Annexation)

Senior Planner Sara Pizzo presented on this topic to include a summary of the property in relation to the annexation, legislative history, parts of the Comprehensive Plan Vision 2044 that apply, zoning in relation to SEPA, and staff recommendation for zoning designation.

Vice Chair Bettcher and Commissioner Thompson made a **motion** to open the public hearing. Approved 6-0.

Public Comment: None.

Vice Chair Bettcher and Commissioner Thompson made a **motion** to close the public hearing. Approved 6-0.

A recommendation was made to approve the proposals put forth by city staff.

Vice Chair Bettcher and Commissioner Thompson made a **motion** to recommend these to City Council. Approved 6-0.

6. Director's Report

Community and Economic Development Director Christy Osborn presented on this topic to include continuing projects in Community and Economic Development and upcoming Planning Commission items.

Osborn responded to comments and questions from Planning Commission.

7. Miscellaneous Business by Call of Planning Commissioners

None presented.

8. Adjournment

The meeting adjourned at 7:35 pm.

These minutes are subject to approval at the next Mountlake Terrace Planning Commission meeting.

**BOUNDARY REVIEW BOARD
FOR SNOHOMISH COUNTY**

WAIVER OF REVIEW BY BOARD CHAIR

IN RE:	Proposed Annexation of 24229 48 th Ave W by the City of Mountlake Terrace	FILE NO. 2025-05
--------	--	-------------------------

Per publicly available records of the Snohomish County Assessor, the area of the proposal in the above matter is 0.40 acres, which is less than ten acres, and the assessed valuation is \$590,000, which is less than two million dollars in assessed valuation;

Therefore, pursuant to RCW 36.93.110, I, David Hambelton, Chair of the Boundary Review Board for Snohomish County (BRB), do hereby declare that review by the BRB of the proposed annexation of 24229 48th Ave W, Mountlake Terrace, WA by the City of Mountlake Terrace, BRB File No. 2025-05, is not necessary for the protection of the interest of the various parties. Accordingly, the BRB waives review of this proposal.

Dated this 23rd day of September, 2025.

David Hambelton

[David Hambelton \(Sep 23, 2025 09:52:34 PDT\)](#)

David Hambelton, Chair

BRB File No. 2025-05 Waiver of Review

Final Audit Report

2025-09-23

Created:	2025-09-23
By:	Sonya Kraski (sonya.kraski@co.snohomish.wa.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0Htdbm59ay0pHLyw3xmM73VHvZEpWhTA

"BRB File No. 2025-05 Waiver of Review" History

-  Document created by Sonya Kraski (sonya.kraski@co.snohomish.wa.us)
2025-09-23 - 4:39:09 PM GMT
-  Document emailed to David Hambelton (david.hambelton@snoco.org) for signature
2025-09-23 - 4:39:13 PM GMT
-  Email viewed by David Hambelton (david.hambelton@snoco.org)
2025-09-23 - 4:51:50 PM GMT
-  Document e-signed by David Hambelton (david.hambelton@snoco.org)
Signature Date: 2025-09-23 - 4:52:34 PM GMT - Time Source: server
-  Agreement completed.
2025-09-23 - 4:52:34 PM GMT

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
PROVIDING FOR THE ANNEXATION OF 24229 48th AVE W. TO THE CITY OF
MOUNTLAKE TERRACE; DIRECTING STAFF TO FILE THIS ORDINANCE;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, on or about May 15, 2025, the City received a written “Notice of Intent to Petition for Annexation” signed by Edric Chung, Irwan Ngadisastra, and Erwin Suparno, partners of Talon Ventures, LLC (“Petitioners”), owners of a proposed annexation area that is generally located at 24229 48th Ave W. (“Annexation Area”); and

WHEREAS, because Petitioners own 100 percent of the acreage in the proposed Annexation Area, their signatures on the written “Notice of Intent to Petition for Annexation” represent property owners of over ten percent of the assessed value for general taxation purposes of the property for which annexation is sought; and

WHEREAS, the City Council scheduled the matter for consideration at its regular meeting on June 26, 2026, held a duly noticed public hearing, and passed Resolution 914, approving the request of Petitioners to circulate the annexation petition; and

WHEREAS, Petitioners have agreed to accept the indebtedness of the City, at the same tax rate on the same basis as property currently within the City; and

WHEREAS, pursuant to RCW 35A.14.120, Petitioners submitted a Petition for Annexation of Territory to City of Mountlake Terrace dated July 9, 2025 and July 21, 2025 (“Petition”), representing owners of over sixty percent of the assessed value for general taxation purposes of the Annexation Area; and

WHEREAS, on July 28, 2025, the Snohomish County Assessor’s Office issued a Certificate of Sufficiency certifying that the Petitioners own 100% of the Annexation Area; and

WHEREAS, on August 7, 2025 the City set a hearing date of August 21, 2025 to provide an opportunity for public comment thereon and notice thereof was published in the [newspaper] and posted in three public places within the Annexation Area; and

WHEREAS, the City Council held a duly noticed public hearing concerning the proposed annexation at its regularly scheduled City Council meeting on August 21, 2025; and

WHEREAS, on August 21, 2025, the City Council continued the public hearing to a date certain, September 4, 2025.

WHEREAS, on September 4, 2025 that the petition met applicable requirements and that it is in the best interest of the City and general welfare of the City to annex the property within the Annexation Area, and that the Council therefore passed a resolution of intent to annex the Annexation Area, Resolution 918;

Ordinance to Annex

WHEREAS, the Planning Commission reviewed the zoning for the Annexation Area at a duly noticed public hearing on August 25, 2025, and recommended that the City Council adopt Residential 1 (RS-1) zoning for the Annexation Area; and

WHEREAS, a Notice of Intention was filed on September 17, 2025, with the Boundary Review Board and, following approval of the legal description for the Annexation Area, the proposal was deemed legally sufficient with an effective filing date of September 22, 2025; and

WHEREAS, on September 23, 2025, the Snohomish County Boundary Review Board waived review by the Boundary Review Board pursuant to RCW 36.93.110; and

WHEREAS, on October 16, 2025, the City Council held a duly noticed public hearing, considering all documentation and testimony, in accordance with RCW 35A.14.130; and

WHEREAS, the Annexation Area is contiguous to the City and entirely within the City's Urban Growth Area, established pursuant to RCW 36.70A.110;

WHEREAS, the City Council has determined that the public interest and general welfare of the City will be served by this annexation; and

WHEREAS, the City Council accordingly desires to annex the Annexation Area into the City of Mountlake Terrace; and

WHEREAS, RCW 35A.14.140 requires that the City effect the annexation by ordinance;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Findings: The City Council hereby adopts the above recitals set forth above.

Section 2. Annexation. That there is hereby annexed to the City of Mountlake Terrace, Washington, the following described property:

That portion of the north 75 feet of lots 10 and 11, Giebner-Hendrickson Acre Homes Addition Division No. 2 according to the plat thereof recorded in volume 8 of plats, page 50, records of Snohomish County, Washington, described as follows:

Beginning at the northwest corner of the above-described parcel of land;

Thence south 88°06'54" east, along the north line of said parcel, 230.27 feet, to the northeast corner of said parcel;

Ordinance to Annex

Thence south 00°58'46" west, along the east line of said parcel,
75.01 feet, to the southeast corner of said parcel;
Thence north 88°06'58" west, along the south line of said parcel,
230.24 feet, to the southwest corner of said parcel;
Thence north 00°57'17" east, along the west line of said parcel,
75.01 feet, to the point of beginning.

Commonly known as 24229 48th Ave W., Snohomish County Assessor's Number 00455100001001 ("Annexation Area").

The Annexation area is shown in Exhibit A.

Section 3. Assessment and Taxation. The above-described Annexation Area shall be subject to all pre-existing general indebtedness of the City of Mountlake Terrace and all taxable property therein shall be assessed and taxed so as to pay its proportionate share of such indebtedness contracted or existing or upon the effective date of this Ordinance.

Section 4. Filing of Ordinance. Upon adoption of this Ordinance, City staff is directed to submit a certificate of annexation to the Washington State Office of Financial Management as provided in RCW 35A.14.700; and further authorized to transmit a copy of this Ordinance to the Washington State Department of Revenue and any such other entities as is required or appropriate.

Section 5. Severability. ~~Should~~ Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 6. Effective date. That the effective date of said annexation shall be the effective date of the Ordinance. That this Ordinance shall take effect and be in full force on October 21, 2025. For purposes of property taxation and the levy of property taxes in calendar year 2025 under RCW 84.09.030, this Ordinance shall be effective, and the boundaries of the City shall include the Annexation Area as of January 1, 2025. The City shall provide notice of annexation to the state Office of Financial Management, the Department of Revenue, and City departments following the annexation effective date.

Ordinance to Annex

PASSED BY THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE this
____ day of October 16, 2025 and signed in authentication of its passage this 16th day of
October, 2025.

MAYOR KYOKO MATSUMOTO WRIGHT, Mayor

ATTEST: _____
Jennifer Joki, City Clerk

APPROVED AS TO FORM: _____
Hillary Evans, City Attorney

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING THE CITY ZONING MAPS TO ESTABLISH CONTINGENT ZONING
FOR 24229 48TH AVE W; PROVIDING FOR SEVERABILITY; AND ESTABLISHING
AN EFFECTIVE DATE**

WHEREAS, on or about May 15, 2025, the City received a written “Notice of Intent to Petition for Annexation” signed by Edric Chung, Irwan Ngadisastra, and Erwin Suparno, partners of Talon Ventures, LLC (“Petitioners”), owners of a proposed annexation area that is generally located at 24229 48th Ave W. (“Annexation Area”); and

WHEREAS, because Petitioners own 100 percent of the acreage in the proposed Annexation Area, their signatures on the written “Notice of Intent to Petition for Annexation” represent property owners of over ten percent of the assessed value for general taxation purposes of the property for which annexation is sought; and

WHEREAS, the City Council scheduled the matter for consideration at its regular meeting on June 26, 2026, held a duly noticed public hearing, and passed Resolution 914, approving the request of Petitioners to circulate the annexation petition; and

WHEREAS, pursuant to RCW 35A.14.120, Petitioners submitted a Petition for Annexation of Territory to City of Mountlake Terrace dated July 9, 2025 and July 21, 2025 (“Petition”), representing owners of over sixty percent of the assessed value for general taxation purposes of the Annexation Area; and

WHEREAS, on July 28, 2025, the Snohomish County Assessor’s Office issued a Certificate of Sufficiency certifying that the Petitioners own 100% of the Annexation Area; and

WHEREAS, on August 7, 2025 the City set a hearing date of August 21, 2025 to provide an opportunity for public comment thereon and notice thereof was published in the [newspaper] and posted in three public places within the Annexation Area; and

WHEREAS, the City Council held a duly noticed public hearing concerning the proposed annexation at its regularly scheduled City Council meeting on August 21, 2025; and

WHEREAS, on August 21, 2025, the City Council continued the public hearing to a date certain, September 4, 2025.

WHEREAS, on September 4, 2025, the City Council determined that the petition met applicable requirements and that it is in the best interest of the City and general welfare of the City to annex the property within the Annexation Area, and that the Council therefore passed a resolution of intent to annex the Annexation Area, Resolution 918;

Ordinance to Designate Zoning

WHEREAS, on August 25, 2025, the Planning Commission held a duly noticed public hearing on the proposed annexation and, following such hearing, recommended that the City Council adopt single-household residential 1 (R-1) zoning for the property within the Annexation Area, as presented; and

WHEREAS, the Comprehensive Plan Map (Figure LU-1) in the Land Use element designates the Annexation Area as Residential 1; and

WHEREAS, the proposed contingent zoning designation of R-1 would be similar to that of the properties immediately adjacent to, and surrounding the, Annexation Area; and

WHEREAS, the lot size of the Annexation Area is 17,269 square feet and, pursuant to MTMC 19.03.030, the minimum lot area required in the R-1 zone is 4,800 square feet; therefore, the Annexation Area meets the minimum square footage requirement for the R-1 zoning district; and

WHEREAS, environmental review of the zoning designation was conducted pursuant to SEPA and a Determination of Non-significance was issued on August 6, 2025; and

WHEREAS, on October 16, 2025, the City Council held a duly noticed public hearing, considering all documentation and testimony, in accordance with MTMC 18.05.320 and RCW 35A.14.130; and

WHEREAS, in accordance with MTMC 18.05.320, the City Council finds that the proposed R-1 zoning is consistent with the current Comprehensive Plan Map designation for the Annexation Area; and

WHEREAS, the City Council has determined that the Annexation Area shall be zoned R-1; and

WHEREAS, appropriate zoning would be effective upon annexation, should the annexation of 24229 48th Ave W. be approved;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Recitals. The recitals set forth above are hereby adopted and incorporated as Findings of Fact and/or Conclusion of Law. The City Council bases its findings and conclusions on the entire record of testimony and exhibits, including all written and oral testimony before the Planning Commission and the City Council.

Ordinance to Designate Zoning

Section 2. Amending the Zoning Map. The updated City of Mountlake Terrace Official Zoning Map, attached hereto as Exhibit A and by this reference fully incorporated herein, is hereby adopted as the current Official Zoning Map of the City. The map amendments shall be contingent upon, and take effect upon, annexation of the Annexation Area to the City.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. Effective Date. The effective date of said zoning ordinance shall be the effective date of the Annexation Ordinance. This Ordinance shall take effect and be in full force on October 21, 2025.

PASSED BY THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE this ____ day of October 16, 2025, and signed in authentication of its passage this 16th day of October, 2025.

MAYOR KYOKO MATSUMOTO WRIGHT, Mayor

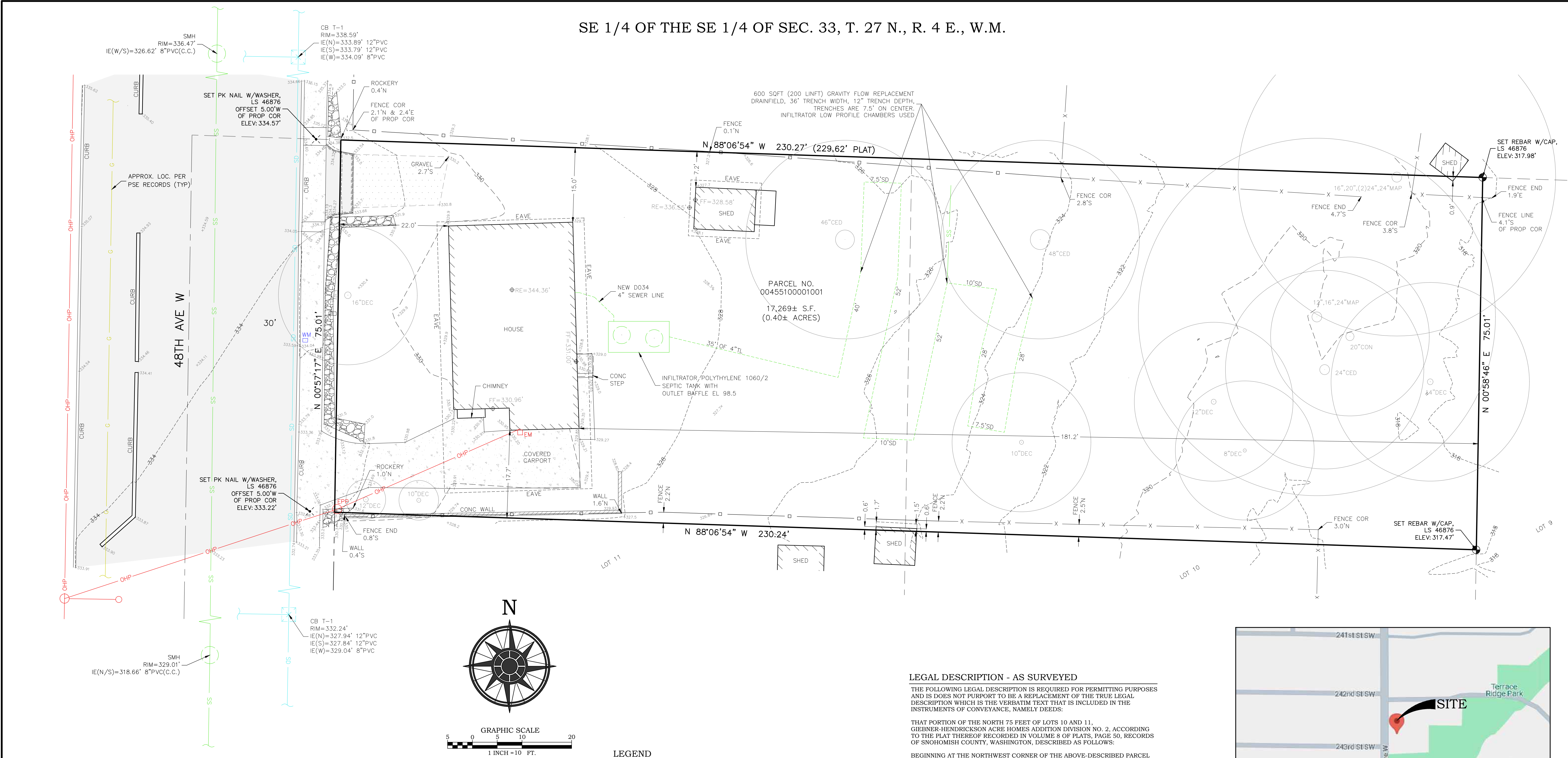
ATTEST: _____

Jennifer Joki, City Clerk

APPROVED AS TO FORM: _____

Hillary Evans, City Attorney

SE 1/4 OF THE SE 1/4 OF SEC. 33, T. 27 N., R. 4 E., W.M.



LEGAL DESCRIPTION

THE NORTH 75 FEET OF LOTS 10 AND 11, GIEBNER-HENDRICKSON ACRE HOMES ADDITION DIVISION NO. 2, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 8 OF PLATS, PAGE 50, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.

BASIS OF BEARINGS

WASHINGTON COORDINATE SYSTEM, NAD83(2011), NORTH ZONE, DERIVED FROM WASHINGTON STATE REFERENCE NETWORK - ACCEPTED THE BEARING OF N 88°07'28" W FOR THE CENTERLINE OF 244TH ST SW, BASED ON FOUND MONUMENTS IN CASE.

VERTICAL DATUM & CONTOUR INTERVAL

NAVD88 - ELEVATIONS SHOWN ON THIS DRAWING WERE DERIVED FROM INFORMATION PROVIDED BY CITY OF MOUNTLAKE TERRACE SURVEY CONTROL DATABASE.

POINT ID NO. 177 - CONC MON W/IRON PIPE, DOWN 1.1" IN CASE, AT THE INTX. OF 244TH ST SW AND 48TH AVE W
ELEVATION: 326.459 FEET

2.0' CONTOUR INTERVAL ARE DERIVED FROM DIRECT FIELD OBSERVATIONS - THE EXPECTED VERTICAL ACCURACY IS EQUAL TO 1/2 CONTOUR INTERVAL OR ± 1.0' FOR THIS PROJECT

REFERENCES

1. TERRACE RIDGE, VOL. 18, PG. 96, RECORDS OF KING COUNTY, WASHINGTON.

SURVEY PURPOSE

ANNEXATION PROCESS

GENERAL NOTES

1. THIS SURVEY WAS COMPLETED WITHOUT BENEFIT OF A CURRENT TITLE REPORT. EASEMENTS AND OTHER ENCUMBRANCES MAY EXIST ON THIS PROPERTY THAT ARE NOT SHOWN HEREON.
2. INSTRUMENTATION FOR THIS SURVEY WAS A 3-SECOND LEICA TS16 ROBOTIC TOTAL STATION AND/OR LEICA GS16 GPS RECEIVER. PROCEDURES USED IN THIS SURVEY MEET OR EXCEED STANDARDS SET BY WAC 332-130-090.
3. THE INFORMATION ON THIS MAP REPRESENTS THE RESULTS OF A SURVEY MADE IN MAY 2025 AND CAN ONLY BE CONSIDERED AS INDICATING THE GENERAL CONDITIONS EXISTING AT THAT TIME.
4. UTILITIES SHOWN ON THIS SURVEY ARE BASED UPON ABOVE GROUND OBSERVATIONS AND AS-BUILT PLANS WHERE AVAILABLE. ACTUAL LOCATIONS OF UNDERGROUND UTILITIES MAY VARY AND UTILITIES NOT SHOWN ON THIS SURVEY MAY EXIST ON THIS SITE.
5. ALL MONUMENTS WERE LOCATED DURING THIS SURVEY UNLESS OTHERWISE NOTED.
6. VARIOUS VERTICAL SITE BENCHMARKS ARE INCLUDED ON THIS DRAWING WHICH CAN BECOME DISTURBED OVER TIME OR MISIDENTIFIED. WHEN UTILIZING SITE BENCHMARKS, IT SHALL BE THE RESPONSIBILITY OF THE CLIENT/CONTRACTOR TO VERIFY THAT THE BENCHMARK ELEVATION POSTED ON THE DRAWING CORRECTLY REPRESENTS THE ELEVATION OF THE CORRESPONDING SURVEY POINT BEING USED ON SITE. VERIFICATION DILIGENCE WOULD INCLUDE CHECKING VERTICAL RELATIONSHIPS BETWEEN THE SITE BENCHMARK AND VARIOUS OTHER POINTS WITH KNOWN ELEVATIONS, INCLUDING OTHER SITE BENCHMARKS.

PROJECT INFORMATION

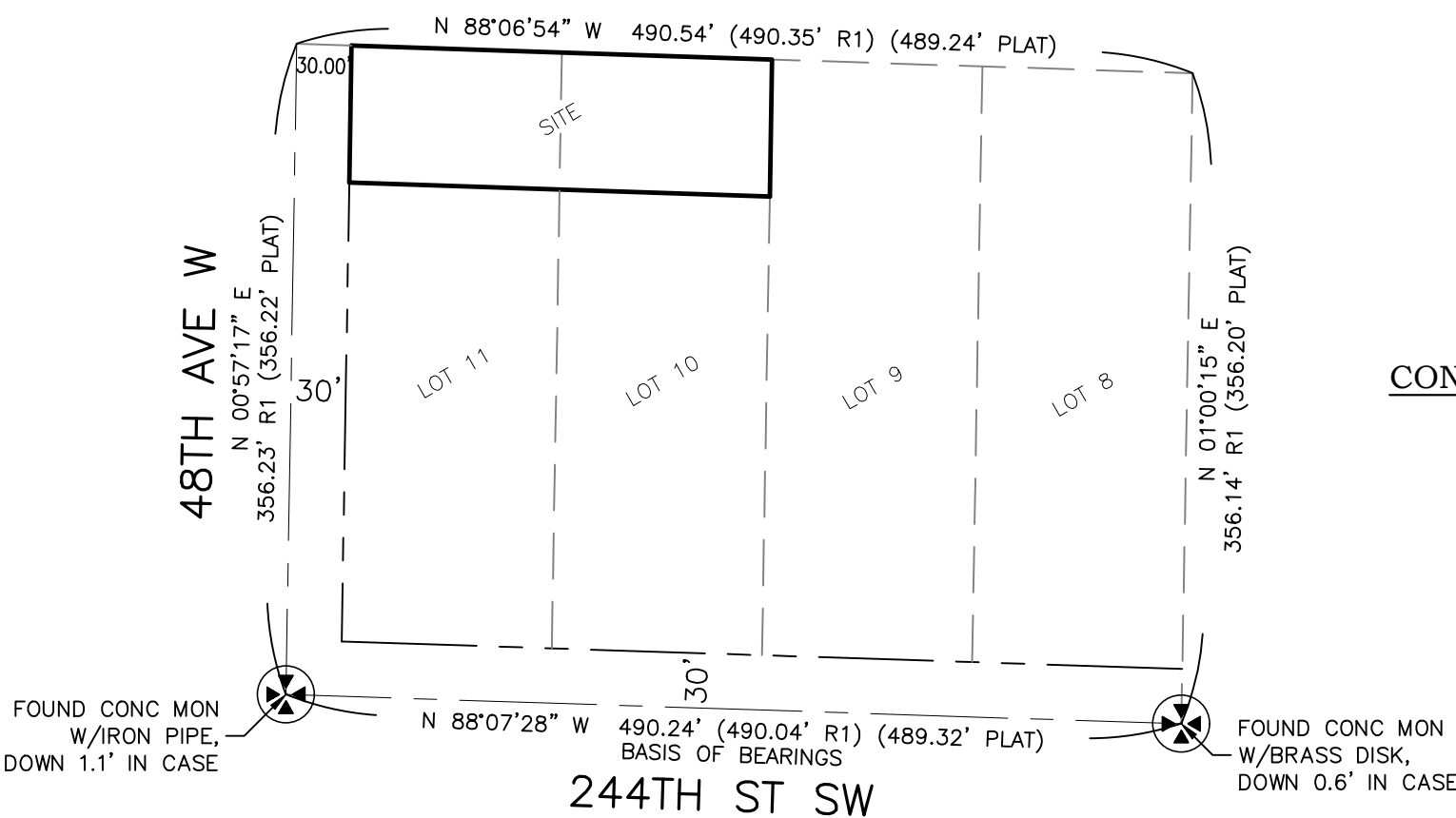
TAX PARCEL NUMBER: 00455100001001
PROJECT ADDRESS: 24229 48TH AVE W
MOUNTLAKE TERRACE, WA 98043
ZONING: TBD
JURISDICTION: SNOHOMISH COUNTY
PARCEL ACREAGE: 17,269 S.F. (0.40± ACRES)
AS SURVEYED

LEGAL DESCRIPTION - AS SURVEYED

THE FOLLOWING LEGAL DESCRIPTION IS REQUIRED FOR PERMITTING PURPOSES AND IS DOES NOT PURPORT TO BE A REPLACEMENT OF THE TRUE LEGAL DESCRIPTION WHICH IS THE VERBATIM TEXT THAT IS INCLUDED IN THE INSTRUMENTS OF CONVEYANCE, NAMELY DEEDS:

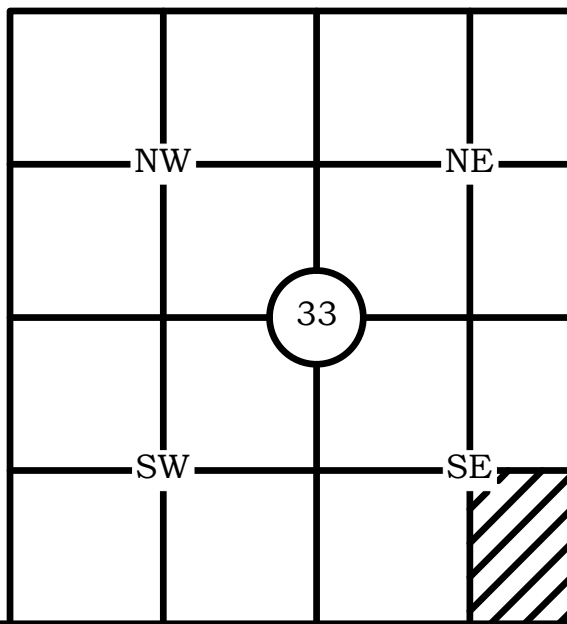
THAT PORTION OF THE NORTH 75 FEET OF LOTS 10 AND 11, GIEBNER-HENDRICKSON ACRE HOMES ADDITION DIVISION NO. 2, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 8 OF PLATS, PAGE 50, RECORDS OF SNOHOMISH COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE ABOVE-DESCRIBED PARCEL OF LAND;
THENCE SOUTH 88°06'54" EAST, ALONG THE NORTH LINE OF SAID PARCEL, 230.27 FEET, TO THE NORTHEAST CORNER OF SAID PARCEL;
THENCE SOUTH 00°58'46" WEST, ALONG THE EAST LINE OF SAID PARCEL, 75.01 FEET, TO THE SOUTHEAST CORNER OF SAID PARCEL;
THENCE NORTH 88°06'54" WEST, ALONG THE SOUTH LINE OF SAID PARCEL, 230.24 FEET, TO THE SOUTHWEST CORNER OF SAID PARCEL;
THENCE NORTH 00°57'17" EAST, ALONG THE WEST LINE OF SAID PARCEL, 75.01 FEET, TO THE POINT OF BEGINNING.



VICINITY MAP
NTS

CONTROL DIAGRAM
NTS

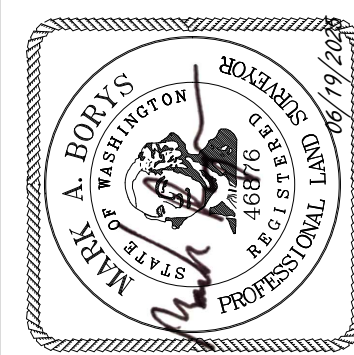


BOUNDARY & TOPOGRAPHIC SURVEY

TALON VENTURES LLC
24229 48TH AVE W
MOUNTLAKE TERRACE, WA 98043

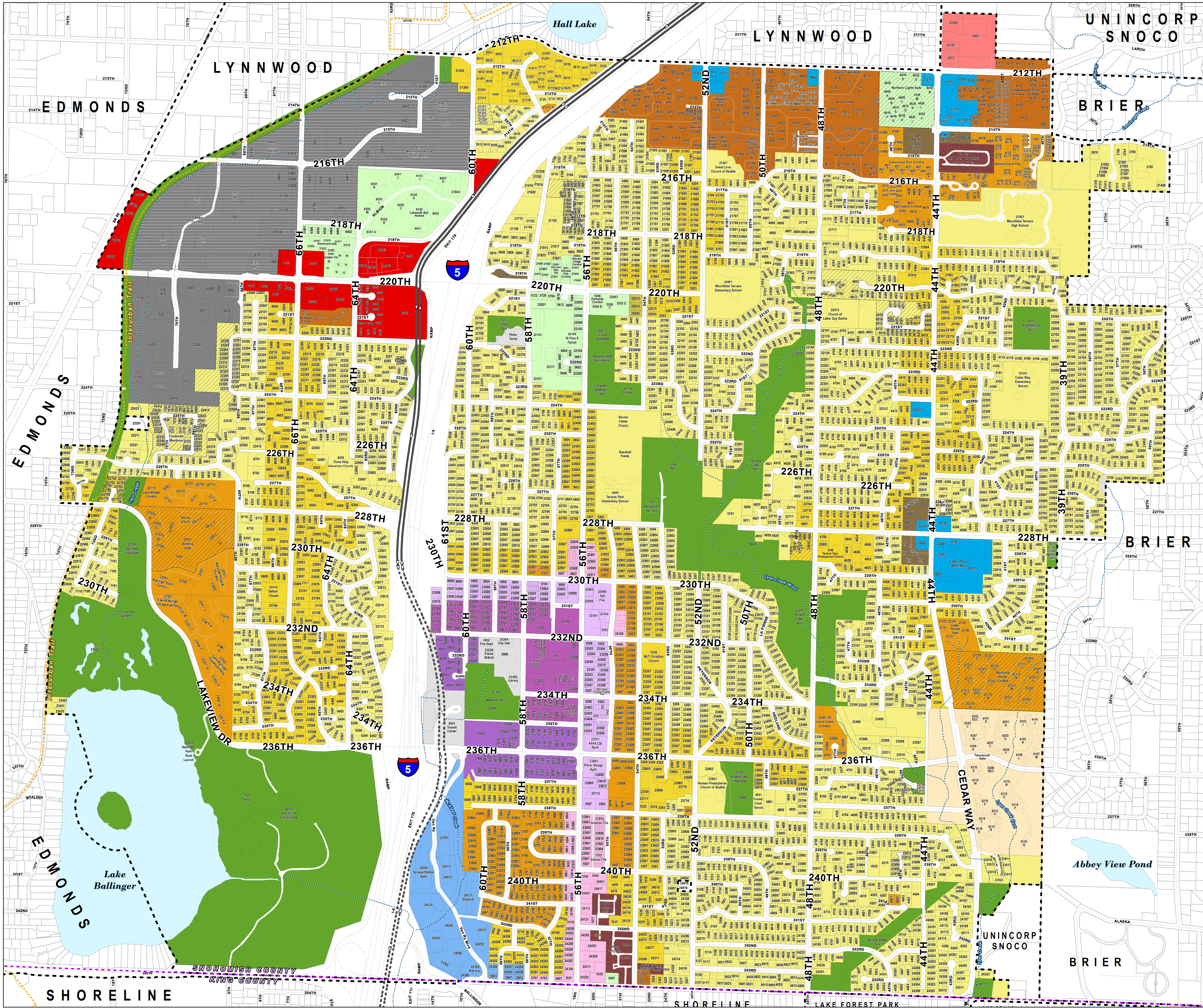
JOB NO. 25027
DRAWN BY: RSN
CHECKED BY: MAB
DATE: 05/12/2025

SHEET
1 OF 1



PH: 206.406.1257
nicole@bbasurveying.com
www.bbasureyng.com

DATE	REVISION	METES AND BOUNDS LEGAL DESCRIPTION ADDED
06/19/25		



DRAFT ZONING MAP

Adopted: TBD
Ordinance Number TBD

GENERAL

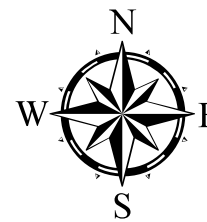
- City Limits
- ==== Light Rail Routes
- Lakes
- Parcels

ZONING DESIGNATIONS

- Community Business District (BC)
- Freeway/Tourist District(F/T)
- General Commercial District (CG)
- Light Industry/Office Park District (LI/OP)
- Mobile Home Park (MHP)
- Low Density Multi Household (RML)
- Medium Density Multi Household (RMM)
- Public Facilities and Services (PFS)
- Recreation and Park District (REC)
- Residential 1 (R-1), R-7200 & R-8400
- Residential 2 (R-2), R-4800
- Residential 3 (R-3)
- Residential 4 (R-4)
- Special Development District C/R(SDD C/R)
- Special Development District Residential (SSD/R)
- Town Center (TC-1 - See Town Center Districts Map)
- Town Center (TC-2 - See Town Center Districts Map)
- Town Center (TC-3 - See Town Center Districts Map)
- Town Center (TC-R - See Town Center Districts Map)
- PUD (Planned Unit Developments) Overlay
- SOAB (Sexually Oriented Adult Businesses) Overlay

0 250 500 1,000 1,500 2,000
Feet

1 inch = 500 feet





CITY OF
**MOUNTLAKE
TERRACE**



Annexation & Zoning Ordinance Vote

24229 48th Ave. W

City Council Regular Meeting: October 16, 2025

Sara Pizzo, Senior Planner, Community and Economic Development

PURPOSE

- Review 24229 48th Ave. W Annexation and Zoning Ordinances
- Provide Planning commission Recommendation
- Share Boundary Review Board Results
- Hold public hearing and vote

AGENDA

- Council Goals
- Comprehensive Plan Vision 2044
- Legislative History
- Subject Summary
- Financial or budget impacts
- Staff Recommendation/request of Council
- Next Steps

COUNCIL GOALS

Growing Our Vibrant Community

An active and dynamic city where arts, culture, and diversity thrive, fostering connections among community members who call Mountlake Terrace home.

COMPREHENSIVE PLAN VISION 2044

Capital Facilities Element

Policy CF-2.4: Annexation is required before providing services to unincorporated areas

Land Use Element

Policy LU-5.5: Work cooperatively with Snohomish County to ensure future annexations have a smooth and orderly transition to City governance

Land Use Designation

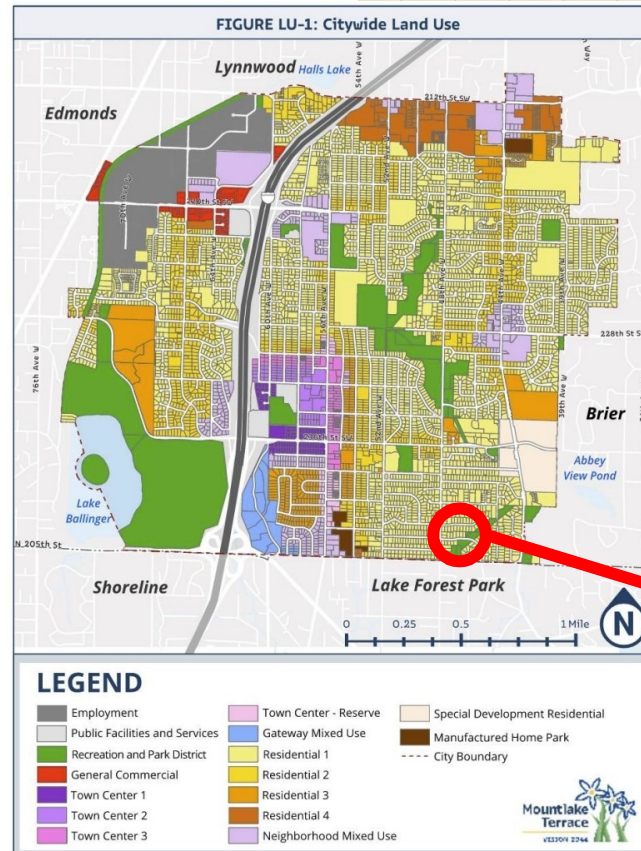
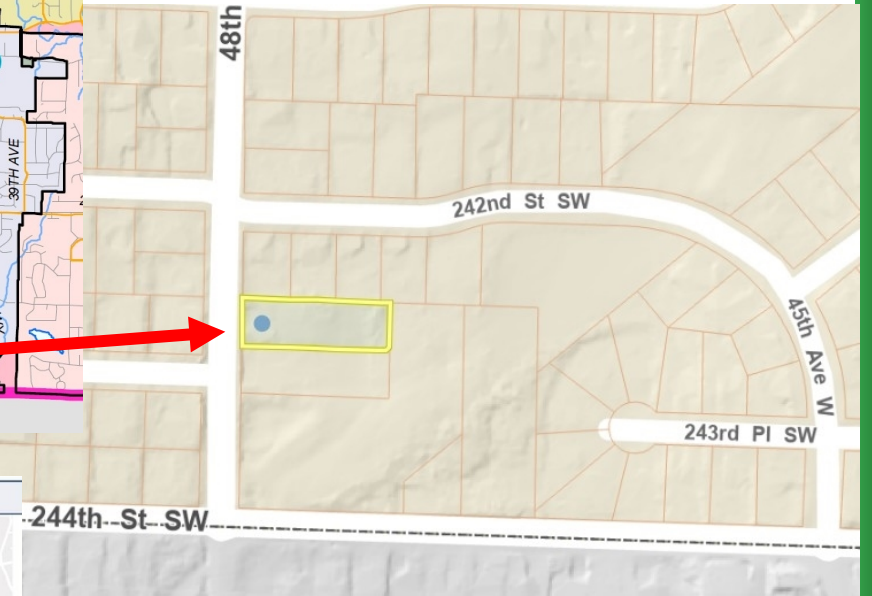
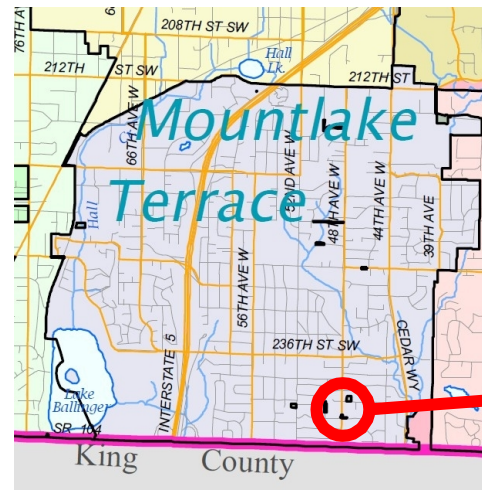
Comprehensive Plan designation for the annexation area is Residential 1 (R-1). The purpose of the Residential 1 land use designation is to provide land for detached single-household residences, duplexes, and other complementary uses.

LEGISLATIVE HISTORY

Date	Meeting/Topic	Action
June 12, 2025	Work Session Introduce Notice of Intent to Commence Annexation Proceedings for subject property	Review Notice of Intent to Commence Annexation Proceedings
June 26, 2025	Regular Meeting Take action on Notice of Intent to Commence Annexation Proceedings for subject property	Passed Resolution 914 • Accepted the proposed area of annexation • Authorized the circulation of the petition • Required zoning adoption at time of annexation • Required assumption of existing City Indebtedness
August 7, 2025	Regular Meeting Work session to set date for public hearing on the petition.	Set public hearing date for August 21, 2025
August 21, 2025	Regular Meeting – Begin public hearing	Continue public hearing to date certain Sept. 4 to allow for corrected public notice
September 4, 2025	Regular Meeting – Continue public hearing and vote on resolution	Passed Resolution 918 • Declares City's Intent to Annex • Directs staff to file NOI w/ BRB
October 9, 2025	Review and Vote on Annexation and Zoning Ordinances	Vote

SUMMARY

- Proposed Annexation Area
 - 24229 48th Ave W
 - 0.40 acres (17,269 square feet)
 - Area boundaries are adjacent to City limits and within the Mountlake Terrace Urban Growth Area
 - Property owners interested in connecting to city sewer service
- Proposed Zoning Designation
 - Residential 1 (R-1)



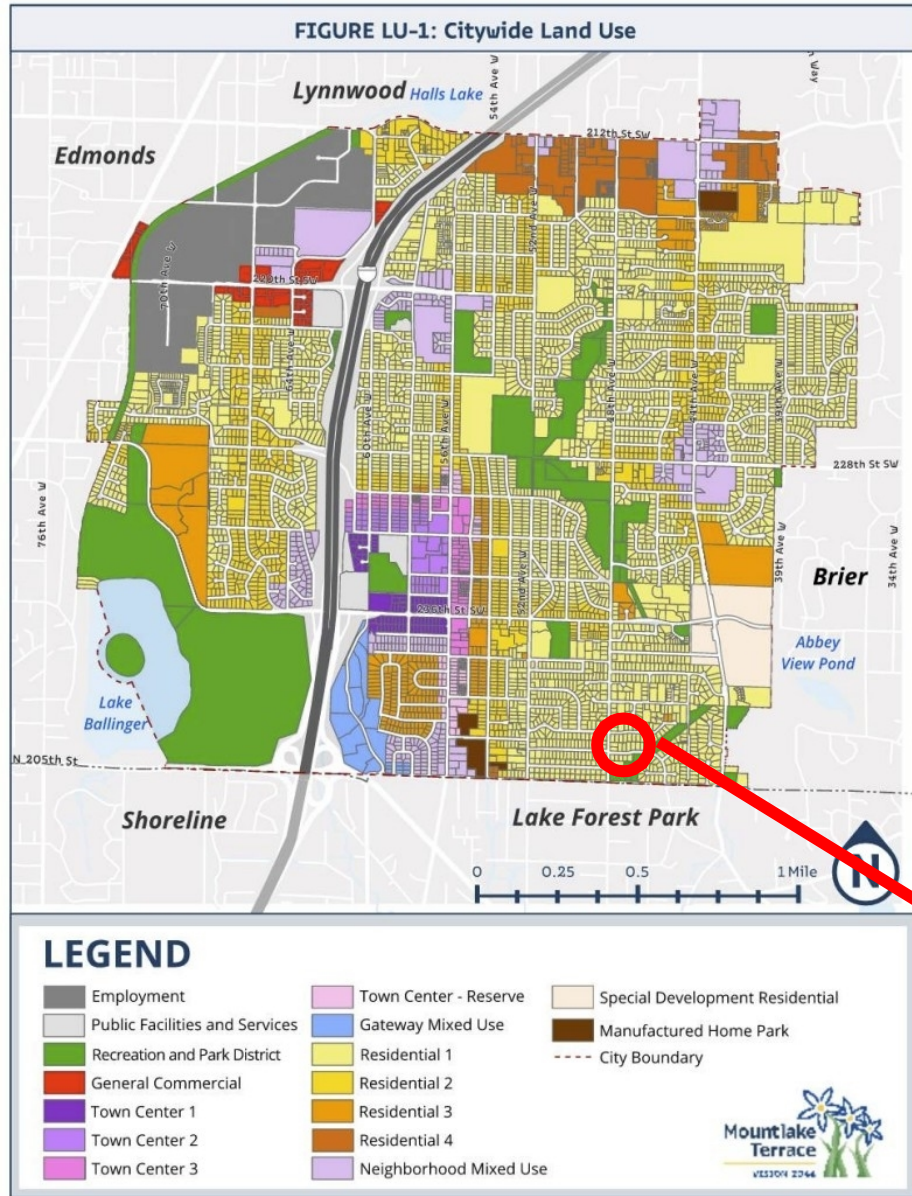
FINANCIAL/BUDGET IMPACTS

- No budget impacts

COMMUNITY NOTIFICATION

- City Council Agenda
- Public Hearing Notice posted
 - 3 locations on subject site, 24229 48th Ave W, per state law
 - City posting locations (City Hall kiosk, City website)
- Public Notice published in newspaper
- Public Noticed mailed to neighbors within 300 feet of the subject property

PLANNING COMMISSION RECOMMENDATION



- Planning Commission recommends a zoning designation of Residential 1 (R-1) for the property located at 24229 48th Ave W.
 - Comprehensive Plan land use designation is Residential 1
 - The existing property use and improvements meet the zoning requirements of R-1 zoning
 - SEPA review resulted in a determination of non-significance



BOUNDARY REVIEW BOARD



- September 23, 2025 – Boundary Review Board waives review of the annexation.
 - Annexation area is less than 10 acres and less than two million dollars in assessed valuation.

STAFF RECOMMENDATION

Staff recommends the City Council adopts the following ordinances:

- Annexation of unincorporated Snohomish County located at 24229 48th Ave W.
- Zoning designating the property R-1, aligned with the Planning Commission's recommendation

NEXT STEPS

- City Council votes on ordinances
- If approved, staff will provide notification and certified ordinances to Snohomish County, Office of Financial Management, and City Departments

DISCUSSION & QUESTIONS

Thank you





STAFF REPORT

To: Mountlake Terrace City Council

From: Gary Schimek, Public Works Director, Jeff Niten, City Manager

Meeting Date: October 16, 2025

Subject: Review Interlocal Agreement with Snohomish County Department of Emergency Management for Funding Request

Required Reviews:

Gary Schimek	Created/Initiated - 10/06/2025
Jeff Niten	New -
Sirke Salminen	-
Hillary Evans	-

Council Goal(s):

Responsible Governance to Ensure Desired Level of Service

Legislative History:

An ILA was approved by City Council on January 28th, 2019 through December 31, 2021.

The ILA was extended via letter from City Manager from December 31, 2021, through December 31, 2024.

A new ILA was approved by City Council on December 18, 2024, through December 31, 2026.

Subject Summary:

The City entered into an interlocal agreement (ILA) with Snohomish County Department of Emergency Management (DEM) on December 18, 2024, to obtain Emergency Management Services including:

- General Services.
- Planning Services.
- Training and Exercise Services.
- Readiness and Response Services.
- Coordinating Disaster Recovery Activities Services.
- Volunteer/Emergency Worker Management Services.
- Outreach and Education Services.
- Snohomish County Department of Emergency Management Resources Services.

Eighteen other organizations also entered into this ILA with DEM. The current ILA terminates

on December 31, 2026. The existing ILA is attached.

Historically, DEM has relied on three federal grants to offset personnel costs:

- Emergency Management Performance Grants
- State Homeland Security Grant Program
- Urban Area Security Initiative

Collectively, these grants fund 5.13 full-time equivalent (FTE) staff at DEM, or approximately one-third of their core emergency management staff. Of the most immediate concern is the Emergency Management Performance Grant (EMPG), which funds 2.75 FTE who perform a variety of functions laid out in the ILA, including outreach, mitigation, planning, and training. This grant expires at the end of September.

DEM staff have seen signals since early in 2025 that there would likely be challenges with federal funding, so they have taken steps to soften the immediate impacts. They have identified funding to maintain the current staffing levels through 2025. However, they must decide on what to do beyond that point. They can:

1. Reduce services
2. Increase rates
3. Approve a combination of items 1 and 2.

Option One: Service Reduction

DEM has conducted an analysis of the legal requirements as outlined in the Revised Code of Washington (RCW) and the Code of Federal Regulations (CFR). They compared those requirements against the services provided through the ILA. This comparison identified a few functions they could consider eliminating, three of which are outlined below:

Supplemental Plans. The RCW requires the development and maintenance of the Comprehensive Emergency Management Plan, though it does not require the full spectrum of supporting plans that they intend to build out or update in the coming years. They could eliminate an FTE who would have focused on working with jurisdictions to build out plans such as the following:

- Volunteer/Donations Management Annex: Without plans and procedures in place to receive, organize, and manage a surge of well-meaning volunteers and donations after a disaster, that generosity has the potential to overwhelm responders. They do not have a viable plan for these challenges.
- Catastrophic/Earthquake Annex: A major earthquake on the Cascadia Subduction Zone, Southern Whidbey Island Fault, or Seattle Fault has the potential to knock out communications and transportation infrastructure in ways that require rethinking how they organize to respond to disasters. They have invested significantly in defining the parameters for our catastrophic plan, but have not yet developed the operational details.

Recovery Framework: Snohomish County's Recovery Framework was last updated in 2020. It is

due for a revision to align with the Washington Restoration Framework (2021) and to incorporate lessons learned from COVID recovery.

- Vulnerable Populations Transportation Plan: Time and again, the highest fatalities in disasters occur among vulnerable people with transportation challenges. DEM currently has a Vulnerable Populations Transportation Framework, a compilation of information on transportation resources that would support the movement of those with access and functional needs out of harm's way. However, to make this a fully viable plan, they need to engage with the public and private transportation resources and build out the roles and responsibilities for organizations and agencies who support people requiring transportation assistance.

Mitigation Planning

- ILA Mitigation Annexes: Mitigation plans are required for jurisdictions to be eligible for Federal Emergency Management Agency (FEMA) mitigation funding. If mitigation funding goes away, as is the current signal, then there will be no federal requirement for these plans. That said, mitigation investments pay off by a ratio of 6:1 in terms of dollars saved during response vs. dollars invested through mitigation. Having up-to-date and useful mitigation plans is an important step in being able to maximize these smart investments.
- Reduce non-911 outreach: There is no legal requirement to conduct public preparedness outreach. That said, preparing residents for disasters is one of the best ways to build community resilience, and preparedness education and support is a commonly requested service from residents and community groups across the county. 911-specific outreach is funded through dedicated local revenues.

Option Two: Raise rates

In FY2024, EMPG was allocated at a per capita rate of 47 cents. If the ILA jurisdictions were to provide funding to fill their per capita share of EMPG, that revenue would provide for one FTE to continue to work on the above issues. This represents a 33% increase of the ILA rates, which would require discussion and a vote. The 33% increase for Mountlake Terrace would be \$11,388.74. The 2025 Annual Service Rate for Mountlake Terrace was \$34,934. Therefore, the 2026 Annual Service Rate for Mountlake Terrace would be \$46,322.74 ($=\$34,934 + \$11,388.74$).

Option Three: A Combination

Without funding for a full-time position, some level of service reduction would be necessary, but partial funding could allow us to identify specific projects to eliminate rather than entire service areas. I welcome ideas and recommendations on how best to balance the fiscal needs of your communities with the services we provide. Due to our structure and staff capacity, bespoke service levels and varying rates for each jurisdiction are not feasible. To move forward, we need general agreement among the ILA jurisdictions.

Financial/Budget Impacts:Budget Amendment Required? Yes

Budget and Sources:	City Manager's Professional Services
Expenditure:	\$34,934
New Appropriation Required + Sources:	\$46,322.74 (City Manager's Professional Services)

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:**Staff Recommendation:**

N/A

Council Motion:

I move that the City Council authorizes the Mayor to sign a letter approving the 2026 funding for the Snohomish County Department of Emergency Management to counterbalance the loss of federal funding.

Attachments:

1. Sno Co DEM ILA Funding Request
2. Snohomish County Emergency Management Services ILA 12.19.2024



Dear Snohomish County Department of Emergency Management (DEM) ILA member:

I am writing to inform you of potential adverse impacts to DEM service levels due to changes at the federal level that threaten our ability to receive multiple grants that together support roughly a third of our county's core DEM staff.

Per Section 7.4 of our ILA, "In the event that SCDEM receives notice of cuts to federal grants that may jeopardize SCDEM's ability to fulfill the Services outlined in this Agreement, the County agrees to notify the [City/Town/Tribe] within 15 days of receipt of notice of such cuts from proponent of the federal grant. Following such notification, the Parties agree to reassess the Services and Biennial Service Charge." Snohomish County has not yet received formal notice of these potential cuts, and DEM continues to pursue the federal grants with the hope that we will be able to accept an award. However, given the severity of the potential funding cuts, I want to ensure we have adequate time to consider options for a path forward.

Background

Historically, DEM has relied on three federal grants to offset personnel costs:

- Emergency Management Performance Grants
- State Homeland Security Grant Program
- Urban Area Security Initiative

Collectively, these grants fund 5.13 full-time equivalent (FTE) staff at DEM, or approximately one-third of our core emergency management staff. Of the most immediate concern is the Emergency Management Performance Grant (EMPG), which funds 2.75 FTE who perform a variety of functions laid out in the ILA, including outreach, mitigation, planning, and training. This grant expires at the end of September.

We have seen signals since early in the year that there would likely be challenges with federal funding, so we have taken steps to soften the immediate impacts. We have identified funding to maintain our current staffing levels through the end of the year. However, we must decide on what to do beyond that point. We can:

1. Reduce services
2. Increase rates
3. Approve a combination of items 1 and 2.



Option One: Service Reduction

DEM has conducted an analysis of our legal requirements as outlined in the Revised Code of Washington (RCW) and the Code of Federal Regulations (CFR). We compared those requirements against the services that we provide through the ILA. This identified a few functions we could consider eliminating, three of which are outlined below:

- **Supplemental Plans.** The RCW requires the development and maintenance of the Comprehensive Emergency Management Plan, though it does not require the full spectrum of supporting plans that we intend to build out or update in the coming years. We could eliminate an FTE who would have focused on working with your jurisdictions to build out plans such as the following:
 - Volunteer/Donations Management Annex: Without plans and procedures in place to receive, organize, and manage a surge of well-meaning volunteers and donations after a disaster, that generosity has the potential to overwhelm responders. We do not have a viable plan for these challenges.
 - Catastrophic/Earthquake Annex: A major earthquake on the Cascadia Subduction Zone, Southern Whidbey Island Fault, or Seattle Fault has the potential to knock out communications and transportation infrastructure in ways that require rethinking how we organize to respond to disasters. We have invested significantly in defining the parameters for our catastrophic plan, but we have not yet developed the operational details.
 - Recovery Framework: Snohomish County's Recovery Framework was last updated in 2020. It is due for a revision to align with the Washington Restoration Framework (2021) and to incorporate lessons learned from COVID recovery.
 - Vulnerable Populations Transportation Plan: Time and again, the highest fatalities in disasters occur among vulnerable people with transportation challenges. DEM currently has a Vulnerable Populations Transportation Framework, a compilation of information on transportation resources that would support the movement of those with access and functional needs out of harm's way. However, to make this a fully viable plan, we need to engage with the public and private transportation resources and build out the roles and responsibilities for organizations and agencies who support people requiring transportation assistance.
- **Mitigation Planning**
 - ILA Mitigation Annexes: Mitigation plans are required for jurisdictions to be eligible for Federal Emergency Management Agency (FEMA) mitigation funding. If mitigation funding goes away, as is the current signal, then there will be no federal requirement for these plans. That said, mitigation investments pay off by a ratio of 6:1 in terms of dollars saved during response vs. dollars invested



Department of Emergency Management

720 80th St. SW, Bldg. A

Everett, WA 98203

(425) 388-5060

www.snoco.org

through mitigation. Having up-to-date and useful mitigation plans is an important step in being able to maximize these smart investments.

- Reduce non-911 outreach: There is no legal requirement to conduct public preparedness outreach. That said, preparing residents for disasters is one of the best ways to build community resilience, and preparedness education and support is a commonly requested service from residents and community groups across the county. 911-specific outreach is funded through dedicated local revenues.

Option Two: Raise rates

In FY2024, EMPG was allocated at a per capita rate of 47 cents. If the ILA jurisdictions were to provide funding to fill their per capita share of EMPG, that revenue would provide for one FTE to continue to work on the above issues. This represents a 33% increase of your ILA rates, which would require discussion and a vote. The amount of any potential rate increase is not set, but the chart below demonstrates how EMPG replacement would break down per ILA jurisdiction:

	2024 Population Estimate	2024 EMPG per capita calculation
Unincorporated County	376,700	\$172,819
Arlington	22,980	\$10,787.85
Brier	6,600	\$3,098.34
Darrington	1,515	\$711.21
Edmonds	43,420	\$20,383.32
Gold Bar	2,310	\$1,084.42
Granite Falls	4,775	\$2,241.60
Index	160	\$75.11
Lake Stevens	41,540	\$19,500.76
Lynnwood	41,500	\$19,481.98
Mill Creek	21,630	\$10,154.10
Monroe	20,830	\$9,778.55
Mountlake Terrace	24,260	\$11,388.74
Mukilteo	21,590	\$10,135.32
Snohomish	10,350	\$4,858.76
Stanwood	8,865	\$4,161.63
Sultan	7,160	\$3,361.23
Woodway	1,345	\$631.40



Snohomish County

Department of Emergency Management

720 80th St. SW, Bldg. A

Everett, WA 98203

(425) 388-5060

www.snoco.org

Option Three: A Combination

Without funding for a full-time position, some level of service reduction would be necessary, but partial funding could allow us to identify specific projects to eliminate rather than entire service areas. I welcome ideas and recommendations on how best to balance the fiscal needs of your communities with the services we provide. Due to our structure and staff capacity, bespoke service levels and varying rates for each jurisdiction are not feasible. To move forward, we need general agreement among the ILA jurisdictions.

Next Steps

Thank you for taking the time to review this information and discuss with the budgetary authorities in your jurisdictions. Please reach out if you would like DEM to present and/or discuss at a Council or other local meeting. I will notify you if Snohomish County DEM hears a conclusive status update on our federal grants, and we will schedule a special meeting of the Advisory Board in October to discuss options.

Respectfully,

Lucia Schmit

Director

Snohomish County Department of Emergency Management

INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES

THIS INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES (the “Agreement”) is made and entered into this 19th day of December 2024, by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the “County”), and the CITY OF Mountlake Terrace, a municipal corporation of the State of Washington (the “City”) (individually “Party” and collectively “Parties”) pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

RECITALS

A. The County has established the Snohomish County Department of Emergency Management (hereinafter “SCDEM”) as an emergency management agency within County government pursuant to Chapter 2.36 SCC.

B. The County, acting through SCDEM, operates as a local organization for emergency management in accordance with relevant comprehensive emergency management plans and programs pursuant to Chapter 38.52 RCW.

C. The City and the County have previously contracted for coordinated emergency management services through a series of Interlocal Agreements for Emergency Management Services, most recently dated _____, 20 .

D. The coordinated emergency management services that SCDEM provides augment, but do not supplant, the City’s responsibilities and obligations under Chapter 38.52 RCW.

E. The County and City believe that it is in the public interest to provide coordinated emergency management services as provided herein.

AGREEMENT

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

1. Purpose of Agreement.

This Agreement is authorized by and entered into pursuant to Chapter 39.34 RCW. The purpose and intent of this Agreement is to provide an economical mechanism for administration and coordination of County and City emergency management programs, generally to protect the public peace, health, and safety and to preserve the lives and property of the people of the County and City.

2. Effective Date and Duration.

This Agreement shall not take effect unless and until it has been duly executed by both Parties and either filed with the County Auditor or posted on the County's Interlocal Agreements website. This Agreement shall remain in effect through midnight December 31, 2026, unless earlier terminated pursuant to the provisions of Section 12 below, and the term of this Agreement may be extended or renewed for up to two (2) additional two (2) year terms, upon the City providing the County written notice on or before April 30, 2026. The County shall in writing approve or reject the extension or renewal within thirty (30) days of receiving notice of intent to extend or renew; PROVIDED FURTHER, each Party's obligations after December 31, 2024, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with applicable law. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of the last fiscal year for which funds are appropriated. The Party shall notify the other Party in writing of any non-allocation of funds at the earliest possible date.

3. Administrators.

Each Party to this Agreement shall designate an individual (an "Administrator"), who may be designated by title or position, to oversee and administer such Party's participation in this Agreement. The Parties' Initial Administrators shall be the following individuals:

County's Initial Administrator:

City's Initial Administrator:

Lucia Schmit, Director
Snohomish County Department of
Emergency Management
720 80th Street SW, Building A
Everett, Washington 98203

Either Party may change its Administrator at any time by delivering written notice of such Party's new Administrator to the other Party.

4. Emergency Management Services.

The County shall provide emergency management services, as described herein, to the City during the term of this Agreement in accordance with Chapter 38.52 RCW. The County will endeavor to provide the Services as described in its comprehensive emergency management plan and in Schedule A, attached hereto and incorporated herein. At its option, the City may elect to receive any or all of the additional services described in Schedule B, which is attached hereto and incorporated herein, upon at least 30 days' written notice provided to the County and subject to the availability of County resources. All Services shall be provided without warranty of any kind, including but not limited to the sufficiency or adequacy of the actions of the Parties in response to an emergency or disaster or for support of search and rescue operations with regard to any person or property in distress. The City shall remain responsible for the provision of all those services

identified in Schedule C, attached hereto, as well as any other services the City is otherwise required by law to perform.

5. Advisory Board.

The City shall be entitled during the term of this Agreement to voting representation on the SCDEM Advisory Board established by SCC 2.36.100. The duties of the Advisory Board are set forth in SCC 2.36.130, as it now exists or is hereafter amended.

6. Independent Contractor.

The County will perform all Services under this Agreement as an independent contractor and not as an agent, employee, or servant of the City. The County shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be employees and agents of the County and not the City. The County has the express right to direct and control the County's activities in providing the Services in accordance with the specifications set out in this Agreement. The City shall only have the right to ensure performance.

7. Compensation.

7.1 Annual Service Charge. The City shall pay a Service Charge to the County. Beginning January 1, 2025, and as adjusted annually January 1. The Service Charge shall be a per capita rate based on: 1) the previous year's per capita rate adjusted by the amount of the change in the Bureau of Labor Statistic Consumer Price Index—Urban Wage Earner (CPI-W) for the Seattle-Bellevue-Everett area for the period of February to February, and; 2) the City's population number from the annual Office of Financial Management (OFM) *Estimate for Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues State of Washington*, the 2024 version of which attached hereto and incorporated herein as Schedule D. By July 15 of each year, the County shall issue a revision to Schedule D to reflect changes to the City's population number from the annual Office of Financial Management (OFM) *Estimate for Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues State of Washington* and the resulting Service Charge for the subsequent year. For 2025, the Biennial Service Charge shall be set at \$1.44 per capita.

7.2 Invoicing. The Service Charge includes the services described in this Agreement's Schedule A, and reasonable operation and maintenance costs for which there will be no separate billing. The County shall invoice the City or its designee for the Service Charge for all services performed by the County. The City shall be responsible for complete and timely payment of all amounts invoiced regardless of whether the City opts to participate in the invoiced services. Invoices will be sent quarterly or on any other schedule that is mutually convenient to the Parties. Payment of the Service Charge is due and payable in quarterly installments on January 31, April 30, July 31, and October 31 of each year.

7.3 Additional Services. If a City elects to receive additional service(s) as described in Schedule B, one half of the cost of additional service(s) shall be added to the quarterly invoice after the City notifies SCDem and the remaining half shall be added to the quarterly invoice that follows the delivery of the additional service(s).

7.4 Homeland Security and Emergency Management Performance Grants. The Parties acknowledge the importance of sustaining SCDem staff currently funded by federal grants. In the event that SCDem receives notice of cuts to federal grants that may jeopardize SCDem's ability to fulfill the Services outlined in this Agreement, the County agrees to notify the City within 15 days of receipt of notice of such cuts from proponent of the federal grant. Following such notification, the Parties agree to reassess the Services and Biennial Service Charge. The City agrees that by entering into this Agreement, it will forego applying for Emergency Management Performance Grant (EMPG) monies.

8. Hold Harmless and Indemnification.

Except in those situations where the Parties have statutory or common law immunity for their actions and/or inactions and to the extent permitted by state law, and for the limited purposes set forth in this Agreement, each Party shall protect, defend, hold harmless and indemnify the other Party, its officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever including attorney's fees) arising out of or in any way resulting from such Party's own negligent acts, errors, or omissions or willful misconduct related to such Party's participation and obligations under this Agreement. Each Party agrees that its obligations under this subsection extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Party only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW.

9. Privileges and Immunities.

Whenever the employees of the County or the City are rendering outside aid pursuant to the authority contained in RCW 38.52.070 and 38.52.080(1), such employees shall have the same powers, duties, privileges, and immunities as if they were performing their duties in the County or the City in which they are normally employed. Nothing in this Agreement shall affect any other power, duty, right, privilege, or immunity afforded the County or the City in Chapter 38.52 RCW.

10. Liability Related to City Ordinances, Policies, Rules and Regulations.

In executing this Agreement, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, rule or regulation is at issue, the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County,

or both, the City shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

11. Compliance with Laws.

In the performance of its obligations under this Agreement, each Party shall comply with all applicable federal, state, and local laws, rules and regulations.

12. Early Termination.

Either Party may terminate this Agreement, with or without cause, upon written notice to the other Party by no later than March 30 of the year of termination. Termination pursuant to this Section 12 will become effective on December 31 of the calendar year in which the termination notice is given.

13. Dispute Resolution.

In the event differences between the parties should arise over the terms and conditions or the performance of this Agreement, the parties shall use their best efforts to resolve those differences on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected by the parties. If mediation is not successful, either of the parties may institute legal action for specific performance of this Agreement or for damages.

14. Notices.

All notices required to be given by any Party to the other Party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 3 of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

15. Performance.

Time is of the essence of the Agreement in each and all of the provisions and scope of services in which performance is a factor.

16. Entire Agreement; Amendment.

This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof and supersedes any and all prior oral or written agreements between the Parties regarding the subject matter contained herein. This Agreement may not be modified or amended

in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the Party against whom such modification is sought to be enforced.

17. Conflicts between Attachments and Text.

Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

18. Governing Law and Venue.

This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County. In the event that a lawsuit is instituted to enforce any provision of this Agreement, the prevailing Party shall be entitled to recover all costs of such a lawsuit, including reasonable attorney's fees.

19. Interpretation.

This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the Parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

20. Severability.

If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

21. No Waiver.

Failure by either Party at any time to require performance by the other Party under this Agreement or to claim a breach of any provision of this Agreement shall not be construed as affecting any subsequent breach hereof or the right to require performance or affect the ability to claim a breach with respect hereto.

22. No Assignment.

This Agreement shall not be assigned, either in whole or in part, by either Party without the express written consent of the other Party, which may be granted or withheld in such Party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a default under this Agreement.

23. Warranty of Authority.

Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the Party for whom he or she purports to sign this Agreement.

24. No Joint Venture.

Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the Parties.

25. No Separate Entity Necessary.

The Parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

26. Ownership of Property.

Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either Party in connection with its performance under this Agreement will remain the sole property of such Party, and the other Party shall have no interest therein.

27. No Third Party Beneficiaries.

This Agreement and each and every provision hereof is for the sole benefit of the City and the County. No other persons or Parties shall be deemed to have any rights in, under or to this Agreement.

28. Execution in Counterparts.

This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

COUNTY:

Snohomish County, a political subdivision
of the State of Washington

CITY:

City of Mountlake Terrace, a
Washington municipal corporation

By _____
Name: Executive Director
Title:

By Jeff Niten
Name: Jeff Niten
Title: City Manager

Exhibit A

Approved as to indemnification provisions:

Barker, Sheila

Digitally signed by
Barker, Sheila
Date: 2024.12.26 12:06:04
-08'00'

Risk Management

Approved as to Form:



City Attorney

Approved as to Form:

Guadamud, Rebecca

Digitally signed by Guadamud,
Rebecca
Date: 2024.05.03 12:08:33 -07'00'

Deputy Prosecuting Attorney

Schedule A

Description of Emergency Management Services

The County shall provide Emergency Management Services (the “Services”) through its Department of Emergency Management (“SCDEM”) to Cities, Towns, and Tribes (individually “Participating Jurisdiction”, and collectively “Participating Jurisdictions”). These Services shall include the following.

1. General: SCDEM will maintain an emergency management organization that complies with state law, federal guidelines, and adheres to the standards of the Emergency Management Accreditation Program (EMAP). This organization will implement the concepts of the National Incident Management System (NIMS) and incorporate best practices of emergency management into its operations. These best practices include a focus on developing disaster management relationships within geographic sectors within the county, sectors defined by expected damages to critical transportation and communications infrastructure during a catastrophic incident.

2. Planning: SCDEM will assist Participating Jurisdictions in the development of executable disaster-related plans. SCDEM will maintain emergency management plans in accordance with applicable state and federal laws, regulations, and guidance. SCDEM will use, and encourage the use of, systematic planning processes that engage the whole community.

a. SCDEM will maintain the Snohomish County Comprehensive Emergency Management Plan (SCCEMP) and provide technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions in order for them to maintain a CEMP, as either a standalone plan or as an annex to the County’s CEMP, which meets the requirements set forth in RCW 38.52.030 and WAC 118-30-060. CEMPs shall include an analysis of the natural, technological, or human caused hazards that could affect the County or jurisdiction, respectively, using the Hazard Identification and Risk Assessment (HIRA) developed during the Hazard Mitigation Planning process. CEMPs will also describe a NIMS-compliant incident management structure for use during multiagency/multijurisdictional operations and include the procedures to be used during emergencies for coordinating local resources, as necessary, and the resources of County agencies, departments, commissions, and boards.

b. SCDEM will maintain the Snohomish County Hazard Mitigation Plan, a FEMA-approved multi-jurisdictional hazard mitigation plan that complies with the Disaster Mitigation Act of 2000 (DMA2K) and 44 CFR §201.6. As a part of the Snohomish County Hazard Mitigation Plan, SCDEM will identify the natural and human-caused hazards that potentially impact Snohomish County using multiple sources and titled the Hazard Identification and Risk Assessment (HIRA). Upon request, SCDEM will provide technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions in order for them to maintain an annex to the County’s FEMA-approved hazard mitigation plan that meets the requirements set forth in 44 CFR §201.6. Prior to pursuing Hazard Mitigation Grant Program funds, Participating Jurisdictions are required to have a Jurisdiction-specific, FEMA approved, and locally adopted HMP annex. SCDEM will provide technical assistance to Participating Jurisdictions applying for Hazard Mitigation Grant Program funding.

c. SCDem will maintain the Snohomish County Disaster Recovery Framework and, upon request, provide technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions desiring to develop a jurisdictional Disaster Recovery Framework.

d. SCDem will provide, upon request, technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions desiring to develop a jurisdictional Continuity of Operations Plan.

e. SCDem will maintain standard procedures for its Emergency Operations Center and provide technical assistance (templates, meeting facilitation, and document review) to Participating Jurisdictions in order to develop complementary procedures for their respective Emergency Operations Centers or jurisdictional command posts.

f. SCDem will participate in regional- and state-level planning efforts, representing Snohomish County and, unless otherwise specified, the Participating Jurisdictions within Snohomish County. Examples of such efforts include the Mount Baker/Glacier Peak Response Plan, the Regional Catastrophic Planning Team, and the Statewide Catastrophic Incident Planning Team (SCIPT).

3. Training and Exercise: SCDem will assist Participating Jurisdictions with training and exercise that develops, maintains, or expands their emergency management capabilities. The nature of DEM support is described below and will be further specified in the annual Integrated Preparedness Plan (IPP).

a. SCDem will conduct an annual Integrated Preparedness Planning Workshop (IPPW) in order to identify training priorities and develop a coordinated planning, training and exercise calendar for the coming year. Jurisdictions are strongly encouraged to participate in the IPPW and the development of annual priorities. DEM will use these priorities, in its sole discretion, to determine the extent to which DEM allocates staff time to training and exercises, including, not limited to, exercise development, bringing in countywide training, or delivering training in Participating Jurisdictions. SCDem will also designate representatives of Snohomish County and the Participating Jurisdictions to participate in the State's annual IPPW.

b. SCDem will maintain an Integrated Preparedness Plan (IPP) that describes the outcomes of the IPPW. SCDem will maintain an online training calendar and periodically distribute training and exercise opportunities to the Participating Jurisdictions.

c. SCDem will maintain a training program that adheres to state and federal guidance, including the National Incident Management System (NIMS) Training Plan, National Qualification System, and FEMA's Core Capability Development Sheets. The training program will offer a minimum of 75 training days each year, covering topics identified in the IPP, and to include (but not limited to):

i. Incident Command System

- ii. Emergency Operations Center Skillset
- iii. Overview for Executives/Senior Officials (or equivalent)
- iv. Hazard Awareness
- v. Emergency Management Planning
- vi. Communications and Public Information (e.g., ARRL-approved HAM radio and/or Joint Information System/Center)
- vii. Upon request, SCDEM will assist each Participating Jurisdiction in the development of a jurisdiction-specific NIMS compliance plan. This includes providing assistance in determining applicable courses and identifying online and in-person resources that can provide compliance-related courses. Participating Jurisdictions retain the responsibility to track individual training of their staff members and, per the State's policy, submit NIMS compliance reports.
- viii. Annually, SCDEM will host the local delivery of courses from FEMA's Emergency Management Institute and/or the National Disaster Preparedness Consortium.
- ix. On behalf of each Participating Jurisdiction, SCDEM will process applications to host training opportunities available through FEMA's Emergency Management Institute and/or the National Disaster Preparedness Consortium (or like training provider). The Participating Jurisdiction requesting such courses will be responsible for identifying a location and for covering any costs associated with the course delivery, e.g., refreshments.

d. SCDEM will maintain an exercise program that adheres to state and federal guidance, including the Homeland Security Exercise and Evaluation Program (HSEEP) and applicable grant requirements. Unless otherwise specified, the intent of SCDEM's exercise program is to evaluate established plans and/or procedures and identify ways to improve those plans and/or procedures. The exercise program includes:

- i. Every three years SCDEM will conduct a countywide functional exercise that evaluates Snohomish County's CEMP, the procedures used in the Snohomish County Emergency Operations Center, and our ability to coordinate with jurisdictions throughout Snohomish County. SCDEM strongly encourages all Participating Jurisdictions to participate in that exercise and will provide technical assistance in the development of their exercise plan. In the years between the countywide functional exercise, SCDEM will coordinate progressively challenging exercises to develop emergency response capabilities identified annually in the IPP. These may include (but not be limited to) CPOD, damage assessment, and/or communications.
- ii. Countywide, SCDEM will conduct monthly communications drills with Participating Jurisdictions to ensure the viability of various means of communications.

4. Readiness and Response: SCDEM and Participating Jurisdictions will coordinate their emergency response activities to endeavor to minimize death, injury, and damages to property, the economy, and the environment during natural, technological or human-caused disasters.

a. SCDDEM will maintain a 24 hour per day Duty Officer, who will serve as the primary point of contact to address emergency management-related requests on behalf of Participating Jurisdictions. The Duty Officer will be available via direct cell phone number and via Snohomish County 911.

b. As resources allow, SCDDEM will utilize multiple means of communication to notify, warn, and/or provide information and instruction to the general public regarding impending or occurring disasters.

c. SCDDEM will maintain and, when necessary, activate the Snohomish County Emergency Operations Center (SCEOC) and implement the Snohomish County CEMP and applicable procedures. The SCEOC may activate in anticipation of, or immediately after, catastrophic incidents as defined by RCW 38.52.010(6). The SCEOC may also activate to provide support during pre-planned events or at the approved request of a Participating Jurisdiction. Requests to activate the SCEOC will be made via the Duty Officer to the SCDDEM Director. The decision to activate the SCEOC, and at what level, is made by the SCDDEM Director or the appropriate designee in the SCDDEM line of succession.

d. SCDDEM will maintain and, when necessary, activate the Snohomish County Joint Information Center (SCJIC) and applicable procedures. The SCJIC may activate in anticipation of, or immediately after, disasters as defined by RCW 38.52.010(6). The SCJIC may also activate to provide support during pre-planned events or at the request of a Participating Jurisdiction. Requests to activate the SCJIC will be made via the Duty Officer to the SCDDEM Director. The decision to activate the SCJIC, and at what level, is made by the SCDDEM Director or the appropriate designee in the SCDDEM line of succession

e. When activated, the SCEOC will coordinate resource requests among affected jurisdictions within Snohomish County. The SCEOC will also make available the County's emergency resources not required for use elsewhere during emergencies, the use of which shall be determined and prioritized by SCEOC. When necessary, SCDDEM will request state and federal resources on behalf of the Participating Jurisdictions through Washington's established emergency management protocols, i.e., from the SCEOC to the Washington State Emergency Operations Center. The Participating Jurisdictions agree that the County shall remain harmless in the event of non-availability or non-performance of requested resources.

f. When activated, the SCEOC will coordinate situational awareness among affected jurisdictions within Snohomish County, and with regional and state partners.

g. When activated, the SCJIC shall coordinate public information and messaging by all means practicable to inform the public about critical lifesaving and life-sustaining information. Participating Jurisdictions will identify appropriate points of contact with whom the JIC will communicate to form the information network commonly referred to as the Joint Information System (JIS).

h. When requested, and at the discretion of the SCDem Director or the appropriate designee in the SCDem line of succession, SCDem will deploy a liaison to the participating jurisdiction to directly assist with incident management, technical support and assistance, and/or use of mobile assets. During activation of the SCEOC, SCDem may request that Participating Jurisdictions deploy liaisons to the Snohomish County EOC to enhance communication between the SCEOC and the incident site(s).

i. Upon determining that a disaster as defined by RCW 38.52.010(6) has happened or is imminent, SCDem will, under the provisions of SCC Chapter 2.36, initiate through the County Executive a Proclamation of Emergency for Snohomish County. Upon determining that a disaster as defined by RCW 38.52.010(6) has happened or is imminent, Participating Jurisdictions will, under the provisions of applicable code, initiate through the Participating Jurisdiction's appropriate authority a Proclamation of Emergency for their jurisdiction. Participating Jurisdictions will notify SCDem as soon as practicable of their intent to proclaim a disaster and provide SCDem with a copy of the proclamation as soon as practicable.

5. Coordinating Disaster Recovery Activities. SCDem and Participating Jurisdictions will coordinate their disaster recovery activities to endeavor to restore critical services and establish a new normal for the affected area(s) as quickly as possible.

a. SCDem, in conjunction with the State's Emergency Management Division (EMD) and the Federal Emergency Management Agency (FEMA), will coordinate the formal post-disaster preliminary damage assessment (PDA) process. Participating Jurisdictions will be responsible for tracking and reporting activities potentially reimbursable by federal and/or state disaster assistance programs. Each participating jurisdiction remains responsible for the costs it incurs.

b. In the aftermath of a disaster as defined by RCW 38.52.010(6), SCDem will initiate the transition of disaster response to disaster recovery. This includes implementing the Snohomish County Disaster Recovery Framework and establishing the Recovery Support Functions found therein. When requested, Participating Jurisdictions will identify points of contact to be integrated into this process.

6. Volunteer / Emergency Worker Management: SCDem will work in collaboration with participating jurisdictions to develop volunteer capabilities that augment participating jurisdictions' local disaster response efforts; specifically, the Snohomish County Auxiliary Communications Service (ACS).

a. Participating Jurisdictions will identify potential ACS volunteers. SCDem will facilitate their registration as emergency workers in accordance with the Washington State Emergency Workers' Program and maintain a central database of these volunteers.

b. SCDem will coordinate quarterly Community Emergency Response Team (CERT) leadership meetings for a countywide CERT capability. In this capacity, SCDem will support volunteer team coordinators of self-organized and governed CERTs with potential resource information. Potential CERT volunteers will be directed by SCDem to their nearest

hosted/supported programs. SCDEM will facilitate their registration as emergency workers in accordance with the Washington State Emergency Workers' Program and maintain a central database of these volunteers.

i. SCDEM, in collaboration with the team coordinators, will support development and maintenance of countywide CERT policies that ensure consistency and are applicable to all of the regional teams.

c. SCDEM will provide oversight to the Snohomish County Auxiliary Communications Service (ACS) function, which provides redundant emergency communications services to SCDEM, its Participating Jurisdictions, as well as hospitals and the Snohomish County Regional Chapter of the American Red Cross. SCDEM will assign trained ACS volunteers to augment Participating Jurisdictions' EOCs.

d. Using volunteers (as groups or individuals) for activities outside of the scope of their intended purpose and/or training places them outside of the scope of RCW 38.52.180, Chapter 118-04 WAC, and this Agreement. These volunteers cannot be afforded protection under the Washington State Emergency Workers Program; therefore, Participating Jurisdictions desiring to expand the use of volunteers beyond the scope established by SCDEM are required to provide coverage in accordance with L&I Industrial Insurance regulations.

7. Outreach and Education: SCDEM will work in conjunction with participating jurisdictions to provide disaster-related outreach and education to improve overall community resilience.

a. SCDEM will develop, promote, and make available to Participating Jurisdictions preparedness materials related to its "Individually Prepared, Together Resilient" and "Know Your Hazards" campaigns and procure and make available FEMA-produced preparedness materials and/or WA Emergency Management Division preparedness materials. The amount of preparedness materials provided will be made on a case-by-case basis and based upon available supply.

b. SCDEM will develop and promote individual preparedness messages to be delivered via its affiliation with local radio stations.

c. SCDEM will develop and promote disaster preparedness information to be disseminated during September, which is FEMA's National Disaster Preparedness month. This will include the development and publication of DEM's annual Preparedness Guide to be delivered via its affiliation with local printed media.

d. Upon request, and when practicable, SCDEM will deliver preparedness presentations on behalf of a Participating Jurisdiction. Such requests should be made at least 14 days prior to the presentation. Participating Jurisdictions are responsible for providing an adequate facility and incur any extraordinary costs associated with such events, e.g. refreshments, room rental costs, etc.

e. Annually, SCDEM will produce an annual report that summarizes its major activities for the previous year. The annual report will be distributed to the Participating Jurisdictions and the Director will be available, upon request, to present it to each Participating Jurisdiction's elected officials.

8. SCDEM Resources: SCDEM maintains a number of resources that, when practicable, will be made available to Participating Jurisdictions. Requests for their deployment shall be made to the SCDEM Duty Officer or, when activated, the Snohomish County EOC. Examples of some key resources include:

a. Command vehicle, commonly referred to as a "ComVan." A command vehicle provides a motorized, self-contained, climate-controlled capability to augment incident management. SCDEM provides operator training but does not typically provide an operator. Requests for an operator will be considered on a case-by-case basis, but it is the primary responsibility of the requesting Jurisdiction to identify, maintain, and provide qualified operators.

b. Communications vehicle, commonly referred to as "DEM 10." The communications vehicle provides a motorized, self-contained, climate-controlled capability to augment communications.

c. Mobile IT Response Units (MITRUs). MITRUs are mobile communications trailers, equipped with an array of supplies and equipment to enable emergency communications, including internet, local network functionality¹, radio communications, and equipment to support basic operations.

d. Mobile Emergency Operations Center (MEOC). The MEOC is a trailer equipped with supplies like tables, chairs, light sets, pop-up tents, etc. that can support an alternate EOC capability.

e. Alert and Warning. SCDEM will maintain a system that provides alert and warning to county residents. Access to this system will be through Sno911, the SCDEM Duty Officer or, when activated, the Snohomish County EOC.

¹ A Local Network is defined as a group of two or more connected computers that can share resources like a printer, an internet connection, an application, etc.

Schedule B
Description of Additional Emergency Management Services

The County offers additional services that the Participating Jurisdiction may choose from in addition to the basic emergency management services described in Schedule A. If, during the course of this Agreement, a Participating Jurisdiction desires additional service(s) as described below, the City shall notify SCDEM in writing as early as practicable prior to the delivery of the desired additional service(s). The cost and timing of the delivery of any Additional Service(s) shall be agreed upon by the Administrators of this Agreement. One half of the cost of additional service(s) shall be added to the quarterly invoice after the Participating Jurisdiction notifies SCDEM and the remaining half shall be added to the quarterly invoice that follows the delivery of the additional service(s)

1. Planning:

a. SCDEM will provide technical assistance to develop a functional emergency management plan or procedure. Examples of a functional plan include mass fatality plans and disaster debris management plans.

Participating Jurisdiction elects this service: _____
 (initial)

2. Training and Exercise:

a. SCDEM will provide one jurisdiction-specific training opportunity.

Participating Jurisdiction elects this service: _____
 (initial)

b. SCDEM will provide one jurisdiction-specific exercise opportunity. Scheduling this exercise shall occur at the annual IPPW.

Participating Jurisdiction elects this service: _____
 (initial)

c. SCDEM will process Participating Jurisdiction's application for FEMA's Integrated Emergency Management Course.

Participating Jurisdiction elects this service: _____
 (initial)

3. Readiness and Response:

a. On behalf of the Participating Jurisdiction, SCDEM will provide technical support for the development of jurisdiction-specific emergency operations capability.

Participating Jurisdiction elects this service: _____
(initial)

4. Outreach and Education:

a. SCDEM will develop and promote a jurisdiction-specific outreach campaign.

Participating Jurisdiction elects this service: _____
(initial)

5. Communications Support:

a. SCDEM's Communications Officer will provide technical support to ensure interoperable radio communications; specifically, procure and install compatible communications hardware.

Participating Jurisdiction elects this service: _____
(initial)

Schedule C

Expectations of Participating Jurisdiction

As stated in Section 4 of the Agreement, the services provided by SCDem augment the participating jurisdictions. This schedule outlines some, but not all, of the areas for which the Participating Jurisdictions retain responsibility.

1. General:

a. In accordance with RCW 38.52.070, each Participating Jurisdiction will establish a local emergency management organization and appoint a director who will serve as the point of contact for SCDem.

b. In accordance with SCC 2.36, each Participating Jurisdiction will designate representatives to the DEM Advisory Board and attend the quarterly meetings. The Advisory Board shall advise the director of emergency management in recommending to the executive actions on emergency management plans; the department's budget; rate schedules for emergency management service charges paid by contracting agencies; grant applications and utilization of awarded grant funds; and other matters as requested by the county executive or the director.

2. Planning:

a. Participating Jurisdictions will maintain a CEMP that meets the requirements set forth in RCW 38.52.030 and WAC 118-30-060. CEMPs shall include an analysis of the natural, technological, or human caused hazards that could affect the jurisdiction; will describe a NIMS-compliant incident management structure for use during multiagency/multijurisdictional operations; and include the procedures to be used during emergencies for coordinating local resources.

b. Participating Jurisdictions will maintain an HMP annex that meets the requirements set forth in the Disaster Mitigation Act of 2000 (DMA2K) and 44 CFR §201.6. The local HMP annex is required to be approved by FEMA and locally adopted in order to be eligible for any federal Hazard Mitigation Assistance (grant programs).

c. Participating Jurisdictions will identify a primary and alternate point of contact for each planning effort. Participating Jurisdictions will convene work groups and provide meeting space as necessary to facilitate the development of plans including the jurisdiction's comprehensive emergency management plan, hazard mitigation plan, functional emergency management plans, etc., as applicable.

3. Training and Exercise:

a. With SCDem's assistance, Participating Jurisdictions will develop jurisdiction-level NIMS compliance plans. Participating Jurisdictions retain the responsibility to track individual training of their staff members.

b. Participating Jurisdictions desiring to schedule specific training and exercise opportunities should do so by sending a representative to the annual Integrated Preparedness Planning Workshop (IPPW). Facilitating training and exercise opportunities not scheduled at the IPPW shall be at the discretion of the SCDem Director.

4. Coordinating Disaster Response Activities: Participating Jurisdictions will coordinate, to the extent practicable, their emergency response activities with and through SCDem in order to minimize death, injury, and damages to property, the economy, and the environment during natural, technological or human-caused disasters.

a. During, or in anticipation of disasters as defined by RCW 38.52.010(6), affected Participating Jurisdictions will activate their incident management structure and Comprehensive Emergency Management Plan, and notify SCDem as soon as practicable.

b. When activated, Participating Jurisdictions will request County, state and/or federal resources through established emergency management protocols, i.e., from the SCEOC to the Washington State Emergency Operations Center. The Participating Jurisdictions agree that the County shall remain harmless in the event of non-availability or non-performance of requested resources.

c. Participating Jurisdictions shall submit incident-related information to the SCEOC and the SCEOC shall develop and provide comprehensive situation reports to the Participating Jurisdictions, as well as to regional and state partners.

d. Participating Jurisdictions will identify appropriate points of contact with whom the SCJIC will communicate to form the information network commonly referred to as the Joint Information System (JIS).

e. When requested and practicable, Participating Jurisdictions will deploy liaisons to the Snohomish County EOC to enhance communication between the SCEOC and the incident site(s).

f. Upon determining that a disaster as defined by RCW 38.52.010(6) has happened or is imminent, Participating Jurisdictions will, under the provisions of applicable code, initiate through the jurisdiction's appropriate authority a Proclamation of Emergency for their jurisdiction. Participating Jurisdictions will notify SCDem as soon as practicable of their intent to proclaim a disaster and provide SCDem with a copy of the proclamation as soon as practicable.

5. Coordinating Disaster Recovery Activities. SCDem and Participating Jurisdictions will coordinate their disaster recovery activities in order to endeavor to restore critical services and establish a new normal for the affected area(s) as quickly as possible.

a. Participating Jurisdictions will be responsible for tracking and reporting activities potentially reimbursable by federal and/or state disaster assistance programs. Each participating jurisdiction remains responsible for the costs it incurs.

b. In the aftermath of a disaster as defined by RCW 38.52.010(6), SCDem will initiate the transition of disaster response to disaster recovery. This includes implementing the Snohomish County Disaster Recovery Framework and establishing the Recovery Support Functions found therein. When requested, Participating Jurisdictions will identify points of contact to be integrated into this process.

6. Volunteer / Emergency Worker Management: SCDem will work in collaboration with participating jurisdictions to develop volunteer capabilities that augment participating jurisdictions' local disaster response efforts; specifically, Community Emergency Response Teams (CERT) and/or the Snohomish County Auxiliary Communications Service (ACS).

a. Participating Jurisdictions will identify potential volunteers to affiliate with CERT and/or ACS.

b. Participating Jurisdictions acknowledge that using volunteers (as groups or individuals) for activities outside of the scope of their intended purpose and/or training places them outside of the scope of RCW 38.52.180, Chapter 118-04 WAC, and this Agreement. These volunteers cannot be afforded protection under the Washington State Emergency Workers Program; therefore, Participating Jurisdictions desiring to expand the use of volunteers beyond the scope established by SCDem are required to provide coverage in accordance with L&I Industrial Insurance regulations.

7. Outreach and Education: SCDem will work in conjunction with participating jurisdictions to provide disaster-related outreach and education in order to improve overall community resilience. Participating Jurisdictions desiring presentations will make such requests made at least 60 days prior to the presentation.

8. SCDem Resources: SCDem maintains a number of resources that, when practicable, will be made available to Participating Jurisdictions. Requests for their deployment shall be made as early as possible to the SCDem Duty Officer or, when activated, the Snohomish County ECC. When requesting a ComVan, the Participating Jurisdiction bears the primary responsibility for providing a qualified driver and should not expect SCDem to provide an operator.

Schedule D
2025 Annual Service Fees by
Jurisdiction

2025 Annual Service Fees			
Jurisdiction	April 1, 2024 Population Est.¹	2025 Per Capita Rate²	2025 Service Fees³
Arlington	22,980	\$1.44	\$33,091
Brier	6,600	\$1.44	\$9,504
Darrington	1,515	\$1.44	\$2,182
Edmonds	43,420	\$1.44	\$62,525
Gold Bar	2,310	\$1.44	\$3,326
Granite Falls	4,775	\$1.44	\$6,876
Index	160	\$1.44	\$230
Lake Stevens	41,540	\$1.44	\$59,818
Lynnwood	41,500	\$1.44	\$59,760
Mill Creek	21,630	\$1.44	\$31,147
Monroe	20,830	\$1.44	\$29,995
Mountlake Terrace	24,260	\$1.44	\$34,934
Mukilteo	21,590	\$1.44	\$31,090
Snohomish	10,350	\$1.44	\$14,904
Stanwood	8,865	\$1.44	\$12,766
Sultan	7,160	\$1.44	\$10,310
Woodway	1,345	\$1.44	\$1,937
Tulalip Tribes ⁴	2,944	\$1.44	\$4,239
Stillaguamish Tribe ⁵	387	\$1.44	\$557

¹Source: Based on projected growth and the State of Washington, Office of Financial Management, April 1, 2024 Estimates; <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>.

² The 2023 rate (\$1.38) increased by the February to February CPI-W for Seattle-Bellevue-Everett (4.2%) = \$1.43796.

³The 2025-26 estimated annual service fees are based on the April 1, 2024 population estimate multiplied by the per capita rate.

⁴The Tulalip Tribes population numbers will be obtained from the Tulalip Tribes Enrollment Department every year.

⁵The Stillaguamish Tribe population numbers will be obtained from the Stillaguamish Tribe Enrollment Officer every year.