



**Arlington City Council Workshop  
Monday, March 12, 2018 at 7:00 pm  
City Council Chambers – 110 E 3rd  
Street**

3. Roll Call
4. Approval Of The Agenda
5. Introduction Of Special Guests And Presentations
  - 5.I. Chris Collier - Program Manager, Alliance For Housing Affordability
6. Swearing In
7. Proclamations
  - 7.I. Arbor Day

Documents:

ATTACHMENT A.PDF

8. Public Comment  
For members of the public who wish to speak to the Council about any matter not on the Public Hearing portion of the meeting. Please limit remarks to three minutes.
9. Workshop Items - No Final Action Will Be Taken
  - 9.I. EMS Interfund Loan

Documents:

ATTACHMENT B.PDF

- 9.II. Arlington Valley Road – Apparent Low Bid

Documents:

ATTACHMENT C.PDF

- 9.III. Amendment To AMC 13.12 For Accessory Dwelling Unit Connections And Disabled Rates

Documents:

ATTACHMENT D.PDF

- 9.IV. Amendment To AMC 13.12 For Senior Disabled Rates And Grace Period For Utility Rates

Documents:

ATTACHMENT E.PDF

- 9.V. Miscellaneous Council Items
10. Councilmember Reports
11. Executive Session
12. Reconvene
13. Adjournment

SPECIAL ACCOMMODATIONS: The City of Arlington strives to provide accessible meetings for people with disabilities. Please contact the ADA coordinator at (360) 403-3441 or 1-800-833-8388 (TDD only) prior to the meeting date if special accommodations are required

**CITY OF ARLINGTON PROCLAMATION  
ARBOR DAY**

**WHEREAS,** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

**WHEREAS,** trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

**WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS,** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS,** trees, wherever they are planted, are a source of joy and spiritual renewal; and

**WHEREAS,** Arlington has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree planting practices;

**NOW, THEREFORE, I, Barbara Tolbert,** Mayor of the City of Arlington, Washington, do hereby proclaim March 10, 2018 as

**ARBOR DAY**

In the City of Arlington, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**FURTHER,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.


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Mayor Barbara Tolbert



# City of Arlington Council Agenda Bill

Item:  
WS #1  
Attachment  
B

<b>COUNCIL MEETING DATE:</b>	
March 12, 2018	
<b>SUBJECT:</b>	
Inter-fund Loan from Growth Fund to EMS Fund	
<b>ATTACHMENTS:</b>	
Loan Worksheet – Exhibit 1	
<b>DEPARTMENT OF ORIGIN</b>	
Finance; Kristin Garcia, Finance Director 360-403-3431	
<b>EXPENDITURES REQUESTED:</b>	\$121,212
<b>BUDGET CATEGORY:</b>	Growth Fund
<b>BUDGETED AMOUNT:</b>	\$223,915
<b>LEGAL REVIEW:</b>	
<b>DESCRIPTION:</b>	
The EMS fund required a loan of \$121,212 as revenues were not sufficient to cover operating expenses. This brings the total outstanding balance on the loan to \$286,690 which exceeds the amount authorized in the budget.	
<b>HISTORY:</b>	
The previous outstanding loan from 2017 has not been fully repaid. The outstanding balance on the 2017 loan is \$26,000. In January the fund required a loan of \$139,478.	
<b>ALTERNATIVES:</b>	
Do not approve the inter-fund loan and allow the fund to be negative. This could violate RCW 43.09.210 which states that no fund should unfairly benefit from another.	
<b>RECOMMENDED MOTION:</b>	
Workshop; discussion only. At the March 19, 2018 council meeting, the motion will read; “I move to authorize the finance director to take an inter-fund loan of \$121,212.	

2018 Interfund Loans

Exhibit 1

Interest to be repaid at the Local Government Investment Pool monthly rate


FROM: Growth Fund	Date	Loan Amount	Interest Rate	Interest Charges	Payments		Principal Loan Balance
					Interest	Principal	
TO: EMS Fund	Beg. Balance	\$ 26,000.00		\$ -	\$ -	\$ -	\$ 26,000.00
	1/31/2018	\$ 139,477.72	0.014290	\$ 30.96	-	-	165,477.72
	2/28/2018	\$ 121,212.00	0.014731	\$ 203.14	-	-	286,689.72
	3/31/2018			\$ -			286,689.72
	4/30/2018			\$ -			286,689.72
	5/31/2018	-		\$ -			286,689.72
	6/30/2018			\$ -		-	286,689.72
	7/31/2018			\$ -		-	286,689.72
	8/31/2018			\$ -		-	286,689.72
	9/30/2018			\$ -		-	286,689.72
	10/31/2018			\$ -		-	286,689.72
	11/30/2018			\$ -		-	286,689.72
	12/31/2018			\$ -		-	286,689.72
		<u>\$ 286,689.72</u>		\$ 234.10	-	-	

234.10



# City of Arlington Council Agenda Bill

Item:  
WS #2  
Attachment  
C

<b>COUNCIL MEETING DATE:</b>	
March 12, 2018	
<b>SUBJECT:</b>	
Apparent Low Bid for the Arlington Valley Road Project	
<b>ATTACHMENTS:</b>	
None – Bid opening March 8 - handout at workshop	
<b>DEPARTMENT OF ORIGIN</b>	
Public Works – Jim Kelly	
<b>EXPENDITURES REQUESTED:</b>	\$ ( <i>Apparent Low Bid</i> )
<b>BUDGET CATEGORY:</b>	TIB Grant, Transportation/Water/Sewer/Storm
<b>BUDGETED AMOUNT:</b>	
<b>LEGAL REVIEW:</b>	
<b>DESCRIPTION:</b>	
Review of preliminary bid tabulation for the Arlington Valley Road Project.	
<b>HISTORY:</b>	
<p>At the April 2015 Retreat, City Council identified three focus areas that were poised for future development with a main area being the Kent-Prairie area. Staff moved forward with infrastructure improvement projects that would support growth in the Kent-Prairie area, one of these projects includes the Arlington Valley Road project. Design is complete, right-of-way has been procured, permits have been obtained, and the project was publicly bid on Feb 13, 2018.</p> <p>Bids were opened on Thursday March 8<sup>th</sup>, a copy of the bid list will be handed out at the Council Workshop for review and discussion.</p>	
<b>ALTERNATIVES:</b>	
<p>Reject bid, re-advertise the project Remand to staff for further evaluation</p>	
<b>RECOMMENDED MOTION:</b>	
Workshop; discussion only. At the March 19, 2018 council meeting the motion will be: “I move to award the Arlington Valley Road Project to (CONTRACTOR) in the amount of (BID PRICE) and authorize the Mayor to sign the Construction Contract, pending review by the City Attorney.”	



# City of Arlington Council Agenda Bill

**Item:  
WS #3  
Attachment  
D**

<b>COUNCIL MEETING DATE:</b>	
March 12, 2018	
<b>SUBJECT:</b>	
Amendments to AMC Chapter 13 regarding Accessory Dwelling Units	
<b>ATTACHMENTS:</b>	
DRAFT Ordinance with AMC Chapter 13 Amendments	
<b>DEPARTMENT OF ORIGIN</b>	
Public Works	
<b>EXPENDITURES REQUESTED:</b>	None
<b>BUDGET CATEGORY:</b>	Water/Sewer Funds
<b>BUDGETED AMOUNT:</b>	N/A
<b>LEGAL REVIEW:</b>	
<b>DESCRIPTION:</b>	
Modification to AMC 13.12.020 and 13.04.180 to allow a single-family residential connection to also serve an Accessory Dwelling Unit located on the same property and served by one meter.	
<b>HISTORY:</b>	
As a way to assist with Arlington's growing population and housing needs, the City is looking to allow Accessory Dwelling Units to be constructed on single family residential parcels. Accessory Dwelling Units are permitted under AMC Chapter 20, these amendments to AMC Chapter 13 will allow for water and sewer service to the accessory dwelling units.	
<b>ALTERNATIVES:</b>	
Do not approve the changes to allow for Accessory Dwelling Units. Remand to staff for further information.	
<b>RECOMMENDED MOTION:</b>	
Workshop; discussion only. At the March 19, 2018 council meeting the motion will be "I move to approve the ordinance amending AMC 13.12.020 and 13.04.180 and authorize the mayor to sign the ordinance pending final review by the city attorney."	

ORDINANCE NO. 2018-XXX

AN ORDINANCE OF THE CITY OF ARLINGTON, WASHINGTON  
AMENDING ARLINGTON MUNICIPAL CODE  
CHAPTERS 13.04 AND 13.12 PERTAINING TO UTILITY RATES RELATING TO  
ACCESSORY DWELLING UNITS

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WHEREAS, the City of Arlington has the authority to set rates and charges for its utility system; and

WHEREAS, the City is interested in encouraging the use of accessory dwelling units (ADUs) and wishes to amend provisions in the Arlington Municipal Code relating to utility charges which may be applicable to said ADUs; and

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WHEREAS, the City Council considered this amendment at their workshop on March 12, 2018 and at their regular meeting held on March 19, 2018, and determined approving the amendment was in the best interest of the City and its citizens;

NOW, THEREFORE, the City Council of the City of Arlington do hereby ordain as follows:

Section 1. Arlington Municipal Code Section 13.04.180 shall be and hereby is amended to read as follows:

**13.04.180 - Engineering and design requirements.**

- (a) General.
  - (1) The property owner is responsible for water system design.
  - (2) The water system designer must be a civil engineer licensed in the state of Washington and qualified by both experience and educational background in the design of water facilities.
  - (3) Engineering and design shall conform to the City of Arlington Design and Construction Standards and Specifications manual.
- (b) Water facility requirements.
  - (1) Whenever property is developed or redeveloped in any way such that water demand or use is altered, new water facilities are required whenever necessary to:
    - A. Meet fire flow and other fire protection requirements, including the number and location of fire hydrants and fire sprinkler components, as determined by the fire marshal's office of the jurisdiction in which the project is located.
    - B. Meet domestic and irrigation flow requirements. See the engineering standards.

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- C. Meet pressure requirements. See the engineering standards.
  - D. Replace or relocate existing facilities as required or authorized by the utility.
- (2) Whenever property is developed or redeveloped, water mains shall be extended through and to the extremes of the property being developed as required by the utility when needed for the orderly extension or efficient gridding of the public water system.
- (c) Water service design.
- (1) Water services shall be sized and designed in accordance with the Engineering Standards.
  - (2) Each premise shall have appropriately sized and designed separate water service or services. All services shall be metered. ~~Premises containing no more than three multiple residential dwelling units, commercial or industrial businesses shall have a separate metered water service for each individual dwelling unit and/or commercial or industrial unit, except where situations and/or special conditions exist that make an individual service for each unit impossible or unfeasible at the discretion of the director of public works. The director of public works shall determine when such situations or conditions prohibit individual services.~~
  - ~~(3) Condominiums must have individual metered water services to each condominium unit.~~
  - (3) No water service or water main shall be located under or within five feet of any building.
- (d) Cross-connection control. All connections to the public water system shall comply with the backflow prevention requirements of AMC 13.04.280.

Section 2. Arlington Municipal Code Section 13.12.020(a) shall be and hereby is amended to read as follows:

- (a) Single Family Residential (SFR) Unit. A single-family residential building, or a single-family detached dwelling unit, that is designed for, permitted for, and occupied exclusively by one family, and includes manufactured homes and mobile homes, and is served by a single metered water meter and a single sanitary sewer connection. In addition to providing water service to the single-family residential building, the metered water service can also serve a single Accessory Dwelling Unit that is located on the same property and as defined in AMC 20.44.042. Each single family residential unit shall be charged a minimum of one base charge based on the meter size, as hereinafter defined, plus a charge based on the amount of water consumption.

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 preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

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Section 4. Effective Date. This Ordinance or a summary thereof shall be published in the official newspaper of the City. The Ordinance shall take effect and be in full force five (5) days after the date of publication.

PASSED BY the City Council and APPROVED by the Mayor this \_\_\_\_ day of March, 2018.

CITY OF ARLINGTON

Barbara Tolbert, Mayor

Attest:

Kristin Banfield, City Clerk


Approved as to form:

Steven J. Peiffle  
City Attorney



# City of Arlington Council Agenda Bill

**Item:  
WS #4  
Attachment  
E**

<b>COUNCIL MEETING DATE:</b>	
March 12, 2018	
<b>SUBJECT:</b>	
Amendments to AMC 13.12 regarding low income section and late fee section.	
<b>ATTACHMENTS:</b>	
DRAFT AMC 13.12.160 and AMC 13.12.210 Amendments	
<b>DEPARTMENT OF ORIGIN</b>	
Public Works	
<b>EXPENDITURES REQUESTED:</b>	None
<b>BUDGET CATEGORY:</b>	Water/Sewer Funds
<b>BUDGETED AMOUNT:</b>	N/A
<b>LEGAL REVIEW:</b>	
<b>DESCRIPTION:</b>	
Modification to AMC chapters 13.12.160 to add “disabled” in addition to the low income rate reduction and 13.12.210 to allow a grace period before late fees are applied on utility bills.	
<b>HISTORY:</b>	
<p>The City of Arlington currently has in place a “low income senior citizen rate” which allows those ratepayers who qualify a 40% reduction in their utility bills. Staff is requesting to allow qualifying disabled customers the same 40% reduction in their utility bills. The Finance Department will establish minimum disability validation requirements and maintain records.</p> <p>Staff is requesting to allow a grace period of five (5) calendar days past the utility bill due date before late fees are assessed to a customer’s account.</p>	
<b>ALTERNATIVES:</b>	
<p>Do not approve the discounted rate for disabled customers or adding of grace period. Remand to staff for further information.</p>	
<b>RECOMMENDED MOTION:</b>	
Workshop; discussion only. At the March 19, 2018 council meeting the motion will be “I move to approve the Ordinance Amending AMC 13.12.160 and 13.12.210 and authorize the mayor to sign the ordinance pending final review by the city attorney.”	

ORDINANCE NO. 2018-XXX

AN ORDINANCE OF THE CITY OF ARLINGTON, WASHINGTON  
AMENDING ARLINGTON MUNICIPAL CODE CHAPTER 13.12  
PERTAINING TO UTILITY RATES

WHEREAS, the City of Arlington has the authority to set rates and charges for its utility system; and

WHEREAS, the City's current billing structure allows for a low income senior citizen discounted rate; and the current billing system applies a late penalty on the day after a payment is due; and

WHEREAS, ~~based on the City has received~~ additional requests from citizens to add rate assistance for disabled customers and ~~to~~ consider allowing a grace period between the due date of bills and penalties being assessed on utility bills; and

WHEREAS, the City Council considered this amendment at their workshop on March 12, 2018 and at their regular meeting held on March 19, 2018, and determined approving the amendment was in the best interest of the City and its citizens;

NOW, THEREFORE, the City Council of the City of Arlington do hereby ordain as follows:

Section 1. Arlington Municipal Code Section 13.12.160 shall be and hereby is amended to read as follows:

13.12.160 - Low income senior citizens' and low income disabled rates.

- (a) For qualifying senior citizens and qualifying disabled persons as defined in this section, the base residential rates and consumption and volume charges set out in Sections 13.12.040 and 13.12.120 shall be reduced by forty percent; provided, however, that the CPI increases referred to in Sections 13.12.040 and 13.12.120 shall not be so reduced.
- (b) For purposes of this section, the term "qualifying senior citizens" shall mean those ratepayers who are sixty ~~one two~~ years of age or older, ~~and whose whose annual household income is below 50% of the median as determined by the United States Department of Housing and Urban Development for Snohomish County. annual household income is below 50% of the median as determined by the United States Department of Housing and Urban Development for Snohomish County~~ annual household income is fifty percent or less of the area median income for Snohomish County, as published by the Washington State Office of Financial

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~~Management, thirty thousand dollars or less.~~ For purposes of verifying income, ratepayers seeking to qualify under this section shall provide annual proof of age, ~~and income, and household size~~ -as may be required by the city upon forms retained by the finance director for that purpose.

(c) For purposes of this section, the term "qualifying disabled person" shall mean ~~these~~ ratepayers whose ~~household income is~~ annual household income is below 50% of the median as determined by the United States Department of Housing and Urban Development for ~~fifty percent or less of the area median income for~~ Snohomish County, as published by the ~~Washington State Office of Financial Management, thirty thousand dollars or less~~ and who (1) ~~qualifies~~ for special parking as defined by RCW 46.16.381, (2) is blind as defined by RCW 74.19.020, or (3) is disabled, handicapped or incapacitated as defined by any state or federal program. Rate payers seeking to qualify under this section shall provide annual proof of disability and income as may be required by the city upon forms retained by the finance director for that purpose.

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Section 2. Arlington Municipal Code Section 13.12.210 shall be and hereby is amended to read as follows:

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13.12.210 - Due date for charges.

The monthly utility bill for water, sewer, and stormwater service shall be paid immediately upon billing and will be considered delinquent if not paid in full twenty calendar days from the billing date in which the service was originally charged. A grace period of five calendar days from the due date will be allowed before penalties are assessed. A penalty of five percent for each thirty days or fraction thereof shall be assessed against all delinquencies after said grace period.

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Section 413. 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 preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 424. Effective Date. This Ordinance or a summary thereof shall be published in the official newspaper of the City. The Ordinance shall take effect and be in full force five (5) days after the date of publication ~~or on January 1, 2018, whichever occurs later.~~

PASSED BY the City Council and APPROVED by the Mayor this \_\_\_\_ day of  
~~December~~March, 2017~~2018~~.

CITY OF ARLINGTON

Barbara Tolbert, Mayor

Attest:

Kristin Banfield, City Clerk

Approved as to form:

Steven J. Peiffle  
City Attorney