

Agenda Item #4a

Draft dated February 14, 2018

Scope of Services –Marysville –FD 12 RFA Project Support

Timeframe: February – August 2018, assuming November election date

Task 1: Draft RFA Plan.

25-40 hours. Assumes staff will provide all technical data required (equipment lists, real property lists, organizational charts, etc.) and City Attorney/District legal counsel provide legal review and sign-off.

Task 2: Participate staff team meetings twice each month, up to three in person, the remainder by conference call, to develop RFA Plan and prepare for RFA Committee agendas, materials, presentations

10 meetings plus preparation review time= 35-60 hours

Task 3: Prepare for and Support RFA Planning Committee Meetings to Review, Finalize and Forward Plan to City Council / Fire District Commissioners for Action

4 meetings @ 6-9 hours each = 24-36 hours

Task 4: Assist in preparation of documentation for Council / Commissioner briefings, action on RFA Plan and submittal for election, assuming legal counsel are primary drafters of resolutions/ordinances.

10-15 hrs

Task 5: Attend city council meeting for Marysville to participate in briefings on RFA Plan. (Assuming FD 12 will not need this assistance since all 3 commissioners are at each Planning Committee meeting).

6-9 hrs each x 2 = 12-18 hrs.

Task 6: Work with staff to outline general transition plan in ballot measure is approved (this would be followed in a later phase of work by more detailed transition planning).

10-15 hours

Total hours 116 – 184 hours

Contract not to exceed \$37,000. Billed monthly, at hourly rate of \$200, billed in quarter hour increments. Travel time billed in excess of 1 hour for each trip.

interface

Systems Management Consultants

March 15, 2018

Gloria Hirashima
Chief Administrative Officer
City of Marysville
360.363.8088

Ms. Hirashima,

This is a Proposal from *interface Systems* to the City of Marysville to create a database in order to analyze the Fire Benefit Charge.

Screens and data will resemble the Fire Benefit database of Snohomish Fire District 1. One screen has detailed information for each parcel that is searchable by Parcel#, Taxpayer Name, or Address. The database will be created and maintained using Microsoft Access. The data can be exported to Excel or analyzed directly in Access for budgetary purposes.

The following entities will be treated distinctly in the database and each have their own inquiry screen: City of Marysville and Snohomish Fire District 12.

I understand that you would like to be able to analyze either combination of these entities as part of your new Regional Fire Authority. To that end I will include check boxes next to each of the entities on the Factor Screen where you will specify if they are "In" or "Out" of the Authority. The Fire Benefit Charge computation would then only include entities that are "In." See screenshot below.

I propose to do the following in an effort to evaluate your FBC factors relative to the composition of your district (Residential, Commercial, Apartments, and Mobile Homes) based upon their weighted average square footage.

A Cost per Gallon study will be performed. It will be based upon the Fire Flow of your district, the revenue you expect to collect and the factors mentioned above. A Balancing Factor will be built into your FBC computations. This will be used to alter your Revenue Target from year to year, and allow the Cost per Gallon to remain static.

interface

Systems Management Consultants

Total fees for this project will be \$9,000. Half of this will be billed at the beginning, and the other half billed upon final database delivery. Target completion date is four to five weeks from the approval of this Agreement, depending on your schedule and requirements. I will rely on you to identify and agree on the Tax Code Areas for each district to ensure accuracy. At your request, a refresh of the data will be provided. Later in the year when new construction data has been updated might be a good time to do this.

Snhomish - All Fire Benefit Charge Factors and Totals for 2016

Fire District SN

Property Type	Factor	Max Sq Ft
Residential	0.11	5,000
Mobile Homes	0.45	20,000
Multi Family		50,000
Apartments	0.56	100,000
Commercial - 1	0.5	200,000
Commercial - 2	1.1	No Max
Commercial - 3	1.73	
Commercial - 4	1.75	
Commercial - 5	6	
Commercial - 6		

Sprinkler 0.9
Cost Per Gallon 7.52
Balancing Factor 0.01

Brier
 Edmonds
 Everett
 Fire District 1
 Fire District 7
 Lynnwood
 Mill Creek
 Mountlake Terrace
 Mukilteo
 Woodway

Check Above to Include ^ Press ^ Twice ^

# Parcels	FBC \$	Square Feet
80,019 Residential	\$1,853,893.83	184,535,670
3,246 Commercial	\$2,977.40	51,955,184
2,578 Mobile Home	\$65.06	4,069,706
646 Multi Unit	\$254.68	24,065,040
86,489 Total District	\$2,233,990.97	264,625,600

Record: 1 of 1 Filtered Search

Sincerely,

Neil Blindheim
President, *interface Systems*

Agenda Item #5

Marysville-FD 12 RFA Plan Development

Proposed Work Plan

Draft dated 3.14.18

List of policy issues

Major	Other
<ul style="list-style-type: none">• RFA Levy Rate: Funding requirement for current services and anticipated needs: implications for ballot measure• Election date• Will an FBC be part of the initial ballot? If so, what is the FBC formula to be used?• Treatment of Station 61• Development of public outreach/communication plan	<ul style="list-style-type: none">• Name of RFA• Start date of RFA• Start date of RFA levy• Continuation of FD 12 as separate entity: budget implications• Staggering of initial RFA Governance Board terms• Should plan address governance changes if other agencies annex into RFA?• Confirm assets to be transferred• Confirm employees to be transferred• Standard of Cover• Fund transfers• Assumption of LEOFF liabilities by RFA• Handling of City's SERS debt• Org Chart• Continued provision of IT services by City—cost• Fire Marshal services—who will provide to City and if it's the RFA, cost estimate• City Emergency Management services—who will provide going forward?

Proposed RFA Committee Agendas

Note: This schedule is premised on an April 2019 election date.

March Meeting

Review and approval of consultant scopes of work

Review of key policy issues and work plan, public engagement

Review of current budgets and levy rate equivalent

Election date/Project schedule

Decide whether Committee wants to adopt rules/charter to confirm decision-making process

Agenda Item #5 continued

May Meeting

Fire Benefit Charge Consultant report

Communications plan

Committee charter/rules (if desired)

Standard of cover

 Certification study results

Station 61—issues and options

RFA Name—process for making decision

Governance issues

 Staggering of terms

 Address potential future adjustments to board upon annexation of additional jurisdictions?

LEOFF liability

SERS Debt

June Meeting

Proposed organization chart, overview of service issues to be determined.

City services retained, provided to RFA

Asset transfer lists

Fund transfer plan

Levy rate options

Review Draft RFA Plan

September

Levy rate proposal

Finalize draft RFA plan

Public outreach

October

Submit plan to Council/Commission for Action

Agenda Item #5 continued

Communications Issues

Statute requires the RFA Committee to “create opportunities for public input in the development of the plan.” Staff recommend at least two open-houses or other public meeting presentations at some point during early and later parts of the process, in addition to providing online education about the RFA proposal and an ability to submit comments and questions online. To be discussed further at May meeting.

RFA Planning Committee agendas and materials will be posted on line.

Agenda Item #6

Marysville-FD12: Comparative 2018 Expenditures/Levies

v.03.15.18

#	Item	Marysville Fire District	
1	2018 Operating Expense budget for fire service operations w/in jurisdictional boundaries. Defined as the Total 2018 Ops. Budget... <ul style="list-style-type: none"> • Excluding <ul style="list-style-type: none"> ○ Debt Service (MFD has not debt) ○ 2018 capital acquisitions 	<u>\$ 19,209,265</u>	
		Marysville	FD12
2	General Operations Budget support expressed as a property tax levy rate	\$1.09	\$1.09
3	EMS levy rate	\$0.50	\$0.50
4	Reserves contribution in 2018 Budget <i>expressed as levy rate</i> if it were paid for by the member agencies current levies	\$0.15	\$0.15
5	Total levy rate equivalent supporting Net 2018 Operating Budget (defined as operating levy rate + EMS levy + reserves spending equivalent)	\$1.74	\$1.74
6	Transport Revenues, expressed as levy rate	\$0.29	\$0.29
7	Contract Revenues, expressed as levy rate	\$0.06	\$0.06
8	Other revenues (investment interest, rents, misc. svc fees, etc.) expressed as a levy rate	\$0.02	\$0.02
9	Total Net 2018 Operating Budget as a levy rate for the jurisdiction	\$2.11	\$2.11
10	Total Levy Rate Equivalent in Row 5 expressed in Dollars	\$12,414,743	\$3,391,036
11	Total Levy Rate Equivalent in Row 5 expressed as a percentage of City 2018 General Fund	25.06%	N/A
12	2018 fire-related debt service obligation	N/A	N/A
13	Brief description of fire-related debt service: applied to fund what Equipment/facilities? Year debt scheduled to retired?	N/A	N/A
14	Annual debt service expense expressed as property tax rate within the jurisdiction.	N/A	N/A
15	2018 estimated ending Fund Balances dedicated for Fire& EMS	MFD - \$9,815,000 FD12 - \$1,950,000 (MFD & FD12 Funds Combined) - \$ 11,765,000	

Agenda Item #6 continued

#	Item	Marysville Fire District	
		Marysville	FD12
16	2018 Average residential home value (1)	\$276,300	\$308,715
17	2016 Population (2)	64,940	14,512
18	2018 Assessed Value	MFD Combined Value	
		\$9,095,468,337 ⁱ	
		\$7,144,089,843 ⁱⁱ	\$1,951,378,494

ⁱ FD 12 EMS Levy Assessed Valued Used in calculating combined MFD Value

ⁱⁱ Regular Levy amount (slightly less than EMS levy amount)

(1) 2018 Average residential home value obtained from the Snohomish County Assessor

(2) 2016 Population Data obtained from the Office of Financial Management

City of Marysville – Fire District 12 RFA Planning Committee

Issue Paper #1

Prepared by: Karen Reed

Date: March 15, 2018

Title: Election date, RFA formation date, and levy start date

Summary Description of issue:

The Planning Committee will need to determine the election date for submitting the RFA proposal to the voters. The choice of election date will impact the date on which the RFA is created and becomes responsible for service delivery. The election date also impacts the date on which the levy will start.

RFA Formation Date: RCW 52.26.070 states an RFA is formed on the next January 1st or July 1st following the approval by voters, whichever comes first. Thus, if the vote is at either the primary or general election in 2018, the RFA service start date would be January 1st 2019. If the vote takes place at the February or April special elections in 2019, the start date for the RFA would be July 1, 2019.

RFA Levy start date (fire levy and Fire Benefit charge, if any): Below are the start dates for RFA levies based on various election dates:

Election Date	Levy start date	Last date to submit ballot to County elections
August 2018	January 1, 2019	May 11, 2018
November 2018	January 1, 2020	August 7, 2018
February 2019	January 1, 2020	December 14, 2018*
April 2019	January 1, 2020	February 22, 2019*

*Estimated—2019 election dates haven't been published yet.

Voter Approval Requirements: If the RFA funding proposal only includes a fire levy, a simple majority approval (50% +1) must be secured. There is no voter turnout requirement.

If the ballot measure includes a Fire Benefit Charge, there must be both a 60% minimum "yes" vote and a minimum voter turnout threshold must also be met. Through the November 2018 election, that minimum voter turnout threshold is based on the 2016 Presidential election turnout. The upcoming November 2018 election date will set the validation turnout required for elections starting in 2019.

Agenda Item #7 continued

Staff Recommendation and Rationale:

Staff is recommending the Committee target an **April 2019** election date for the ballot measure. The rationale for this is as follows:

1. Whether the election is in November or April, it makes no difference in terms of when the RFA levy starts. The City and District will still need to cover funding for all of 2019 in one way or another.
2. The City of Marysville is planning to have a public safety ballot measure on the ballot in August 2018.
3. To make a November 2018 ballot, the City would need to be acting on the RFA plan no later than the date of the August 2018 primary. With two ballot measures being actively discussed by the City at the same time, there may be voter confusion or fatigue. A 2019 election date could potentially avoid this problem.
4. The November 2018 ballot is also expected to have a countywide tax measure for replacing the 911 emergency radio system. That may be unwanted competition for an RFA measure.
5. There is a lot of push back on property taxes this year. That may recede somewhat with the legislature's action to slightly rollback some taxes in 2019.
6. If a Fire Benefit Charge is included in the proposal, a 2019 election may be easier to validate, as one could anticipate a slightly lower voter turnout requirement.
7. A public information effort regarding the ballot may be more successful if the measure is held later in the spring, rather than in mid-winter (February). And it places more time between the August 2018 ballot measure and the RFA measure.

There are a couple potential downsides to this recommendation worth noting:

- Wrapping up/starting up a government entity in mid-year (a July 1 RFA start date) can be very time consuming—more so than if the start-up date is January 1.
- The start-up of the new RFA would need to be accomplished by July 1, which is a very short transition time following certification of the April election results.

Direction from Planning Committee: