CITY OF SNOHOMISH
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NOTICE OF REGULAR MEETING

SNOHOMISH CITY COUNCIL

in the
George Gilbertson Boardroom
1601 Avenue D

TUESDAY
January 7, 2020
6:00 p.m.

AGENDA

Estimated time

6:00 1. **CALL TO ORDER:**

a. Pledge of Allegiance

b. Roll Call

2. **APPROVE AGENDA** contents and order

3. **APPROVE MINUTES** of the:

a. December 3, 2019 Regular Meeting *(P.3)*

b. December 17, 2019 Boards & Commissions Appreciation Reception *(P.9)*

6:05 4. **CITIZEN COMMENTS -** *Three minutes allowed for citizen comments on subjects not on the agenda. Three minutes will be allowed for citizen comments during each Public Hearing, Action or Discussion Agenda Item immediately following council questions and before council deliberation. Citizen comments are not allowed under New Business or Consent items.*

5. **ACTION ITEMS:**

6:10 a. **APPOINT** Council President *(P.13)*

6:30 b. **SELECT** Mayor-Council Liaisons to Board and Commissions and External Agencies *(P.21)*

6:55 c. **AUTHORIZE** the Mayor to Sign Amendment #2 to the Interlocal Agreement with the Sheriff's Office to Include Police Records Management *(P.33)*

7:10 d. **ACCEPT** Bid Award and **AUTHORIZE** the Mayor to Sign a Contract with McClure and Sons for the Peracetic Acid Disinfection System Project *(P.39)*

-- Continued Next Page --

7:25 6. **DISCUSSION ITEM: REVIEW** Council's Rules and Procedures *(P.43)*

7:50 7. **CONSENT ITEMS:**

a. **AMEND** SMC 15.05 Billing and Collection of Utility Charges - **ADOPT** Ordinance 2388 *(P.61)*

b. **AUTHORIZE** Mayor to Sign a Supplemental Agreement with ARC Architects for the Carnegie Building Project *(P.65)*

c. **AMEND** the City of Snohomish Financial Management Policy - **PASS** Resolution 1406 *(P.77)*

d. **AUTHORIZE** payment of claim warrants # 72079 through # 72239 in the amount of $844,129.66, and payroll warrants in the amount of $889,228.50, issued since the last regular meeting. *(P.103)*

7:55 8. **OTHER BUSINESS/INFORMATION ITEMS**

8:00 9. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**

8:05 10. **COUNCIL PRESIDENT'S ITEMS/REPORTS**

8:10 11. **CITY ADMINISTRATOR'S COMMENTS**

8:15 12. **MAYOR'S COMMENTS**

8:20 13. **ADJOURN**

NEXT MEETING: The next meeting is Tuesday, January 21, 2020, workshop at 5 p.m., regular meeting at 6 p.m., in the George Gilbertson Boardroom, Snohomish School District Resource Center, 1601 Avenue D.

The City Council Chambers are ADA accessible. Specialized accommodations will be provided with 5 days advanced notice. Contact the City Clerk's Office at 360-568-3115.

This organization is an Equal Opportunity Provider.

Snohomish City Council Meeting Minutes
December 3, 2019

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council regular meeting to order at 6:00 p.m., Tuesday, December 3, 2019, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

COUNCILMEMBERS/MAYOR PRESENT	**STAFF PRESENT**
Larry Countryman	Pat Adams, HR Manager and City Clerk
Steve Dana	Dave Bennett, Snohomish Police Detective
Karen Guzak	Debbie Burton, Finance Director
Tom Merrill	Steve Schuller, City Administrator and Utility General Manager
Donna Ray *(Seated immediately following Oath of Office)*	Grant Weed, City Attorney
Linda Redmon	
Jason Sanders	
John T. Kartak, Mayor	

2. **APPROVE AGENDA** contents and order

MOTION by Merrill, second by Countryman, to move Agenda Item 5a. before Citizen Comments. Motion carried unanimously (7-0).

3. **APPROVE MINUTES** of the November 19, 2019 workshop and regular meetings

MOTION by Redmon, second by Countryman, to approve the minutes of the workshop and regular meeting. The motion passed unanimously (7-0).

5. **PRESENTATION:**

a. Swear-In Newly Elected Councilmembers *(moved to precede Citizen Comments 4. at beginning of the meeting)*

City Attorney Grant Weed administered the Oaths of Office as follows:

Short-Term and Four Year Term:
Donna Ray, Councilmember, Position 1

Councilmember Ray was then seated at Position 1 at the dais.

Four-Year Terms:
Judith Kuleta, Councilmember, Position 2
Jason Sanders, Councilmember, Position 3

4. **CITIZEN COMMENTS** on items not on the Agenda

Mayor Kartak welcomed the citizens to the meeting and discussed the procedures for providing citizen comment.

Citizen Comments:

Melody Clemans, congratulated the newly-elected Councilmembers, and expressed her

sincere gratitude and heartfelt thanks to Councilmember Guzak.

Mike Edwards, President, Snohomish Lion's Club, conveyed his thanks to the Council for their support and participation in community events, such as National Night Out.

Jude Anderson, Manager, Snohomish Library, updated the Council on the Library's reading program, current art displays, and upcoming community events held at the Library.

Lya Badgley, 110 Cedar, congratulated the newly-elected councilmembers, and generously thanked Councilmember Guzak for her service.

Warner Blake, 230 Avenue B, spoke to kindness in Snohomish as embraced by local government leaders and the community.

Citizen Comments: Closed

5. **PRESENTATIONS:**

   a. Swear-In newly Elected Councilmembers *(moved to precede Citizen Comments 4. at beginning of the meeting)*

   b. Councilmember's Acknowledgement of Service

      Mayor Kartak and Council President Sanders presented acknowledgement of service plaques to the following outgoing Councilmembers, recapped accomplishments during their terms, and expressed their gratitude for their individual contributions and years of service to the community:

      Lynn Schilaty, Councilmember 2007-2019
      Karen Guzak, Councilmember 2007-2019 and Mayor 2010-2017

6. **ACTION ITEMS:**

   a. Authorize the Mayor to Sign Trust Water Right Agreement with the Department of Ecology

      Mr. Adam Gravley, Partner with the law firm, Van Ness Feldman, LLP, was introduced to the City Council by Mr. Schuller and Mr. Weed. Mr. Gravley explained the proposed Trust Water Rights Agreement is between the City of Snohomish and the Washington State Department of Ecology, and is an element of the City's policy statement and administrative direction outlined in Resolution 1347. The purpose of the Agreement is to enroll the beneficially-used portion of the City's Pilchuck River water rights (2,113 acre feet) into the state trust water right program to preserve the historical water rights and river flows, while allowing the City flexibility to explore options of water usage.

      It was noted the term of the agreement is 50 years, beginning on the date that both the City and Ecology sign the agreement. Mr. Gravely also reviewed pertinent aspects of the agreement with the City Council.

      Councilmember Guzak expressed her support of the agreement. She asked if the Department of Ecology agreed to the proposal as presented. Mr. Gravley indicated that is correct.

Councilmember Merrill requested clarification of what amount of the City's water rights would be placed into the trust. Mr. Gravley explained only the beneficially-used quantity is eligible for the trust program. The City has 3,000 acre feet total as per its water right certificate, but the beneficially-used portion is only 2,113 acre feet. However, the agreement contains verbiage indicating the City intends to retain the difference (the "inchoate quantity"), thereby laying claim on it for potential future use.

Councilmember Dana questioned if the removal of the diversion dam would have bearing on the location from where the City could later draw water. Mr. Gravley indicated the original point of diversion is defined by a legal description contained in the water right; however, the City can file applications with the Department of Ecology if it wishes to change the point of withdrawal. Councilmember Dana asked if the City could build a new diversion dam. Mr. Gravley answered the agreement does not enable, nor does it prevent construction of a new diversion dam.

Councilmember Dana asked if the City could supply or sell water to other entities. Mr. Gravley stated, in concept, it could be possible. However, several regulatory requirements would need to be met. Councilmember Dana commented on his concern about retaining the City's access to water. Mr. Gravley explained the agreement and trust program are designed to protect and preserve the City's claim. He reiterated the City could withdraw all or some of the water from the trust at any time upon application to the Department of Ecology.

Councilmember Redmon questioned the effects of, for example, a natural disaster diverting the course of the Pilchuck River. Mr. Gravely indicated from a legal perspective, the water right is applicable to the stream reaches and flow, not the physical diversion point on the Pilchuck.

Councilmember Redmon queried if there were other parties whose water rights could supersede the City of Snohomish. Mr. Gravley replied he was not aware of any other rights on the Pilchuck River senior to the City's. He then outlined the Department of Ecology's responsibilities regarding maintaining river flow.

Councilmember Merrill asked about the importance of maintaining the City property at the diversion point. Mr. Gravley indicated retaining ownership of the land would be important, as it demonstrates the City's intent to retain the inchoate quantity and not just the beneficially-used quantity contained in the trust.

Citizen Comments: None
Citizen Comments: Closed

MOTION by Guzak, second by Merrill, authorizing the Mayor to sign and execute the Water Right Agreement with the State of Washington Department of Ecology.

Councilmember Dana thanked Mr. Weed and Mr. Gravley for development of the agreement.

VOTE ON THE MOTION: The motion passed unanimously (7-0).

b. Accept Bid Award and Authorize Construction of the Carnegie Building Project.

Mr. Schuller reported the new bid opening took place on November 26, 2019, in which seven bids were received. The apparent low bidder was Accord Contractors LLC of Bellevue, Washington, with an amount of $1,724,268, including sales tax (or $1,579,000 without sales tax).

In October 2019, the previous low bid was $1,883,379, including sales tax, and the Council had authorized a contract for $2,353,000, which included a 25% contingency. The current apparent low bid is nearly 10% less than the previous bid.

Councilmember Dana asked about the issues which required the project be re-bid. Mr. Weed explained state law requires bidders provide a list of subcontractors when bidding on projects over $1 million. This did not happen. The City rejected all bids, and rebid the project, which was entirely within the City's right to do so.

Citizen Comments:

The following citizen(s) spoke in opposition to the contract award for the Carnegie Building Rehabilitation Project:

Morgan Davis, provided written comment.

The following citizen(s) spoke in support of the contract award for the Carnegie Building Rehabilitation Project:

Melody Clemans, President, Snohomish Carnegie Foundation
Mike Edwards, 13205 Springhetti Road, Snohomish
Renee Craven-Deierling, 429 Avenue B
Remy Cano, Boardmember, Snohomish Carnegie Foundation
Candace Jarrett, Snohomish Carnegie Foundation

Citizen Comments: Closed

MOTION by Guzak, second by Redmon, that the City Council **AUTHORIZE** the Mayor to sign and execute a contract with Accord Contractors LLC in the amount of $2,194,000.00, including a 27% contingency, for the construction of the Carnegie Building Rehabilitation Project.

Council President Sanders thanked staff for its transparency, and the community for their input. He completely supports the contract and the added savings.

Mayor Kartak explained the provision for vertical construction is not something staff deals very frequently. He appreciated staff's transparency in fixing the problem.

VOTE ON THE MOTION: The motion passed unanimously (7-0).

7. **CONSENT ITEMS:**

a. **AMEND** SMC 15.04.165 and SMC 15.04.047(A)(1) Removing Obsolete References - **ADOPT** Ordinance 2384

b. **AUTHORIZE** payment of claim warrants #72006 through #72067 in the amount of $241,490.39, issued since the last regular meeting.

MOTION by Guzak, second by Countryman to pass the Consent Items. The motion passed unanimously (7-0).

8. **OTHER BUSINESS/INFORMATION ITEMS**: None

9. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**:
   - Councilmember Guzak expressed her appreciation at having served the community.
   - Councilmember Merrill attended the Economic Development Committee meeting on December 3, 2019. He reminded citizens about the plastic bag ban effective January 1, 2020, and that Engage Snohomish meetings will begin in January 2020.
   - Councilmember Redmon stated the Snohomish Health District is reviewing its Strategic Plan, including the potential hiring of a Health Officer.

10. **COUNCIL PRESIDENT'S ITEMS/REPORTS:** Council President Sanders attended the Association of Snohomish County Cities Meeting with Councilmember Merrill.

11. **CITY ADMINISTRATOR'S COMMENTS:** Mr. Schuller introduced Snohomish Police Detective Dave Bennett.

    MOTION by Guzak, second by Merrill to **CANCEL** the City Council's regular meeting scheduled for December 17. The motion passed unanimously (7-0).

12. **MAYOR COMMENTS**: Mayor Kartak attended the following:
    - Made and served coffee at the Snohomish Station Starbucks.
    - National League of Cities summit, hosted by the Kaufman Foundation.

    He then spoke to the change in form of government to strong mayor, and asked the community what they would like the service of the Mayor to continue to look like. He will be asking the community for their input regarding any future salary increase.

13. **ADJOURNMENT:**

    MOTION by Merrill, second by Ray, to **ADJOURN** the regular City Council Meeting at 8:09 p.m. The motion passed unanimously (7-0).

APPROVED this 7th day of January, 2020.

CITY OF SNOHOMISH	ATTEST:
_____	_____
John T. Kartak, Mayor	Pat Adams, City Clerk

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Snohomish City Council Minutes
December 17, 2019

The Snohomish City Council held its appreciation reception for all City Advisory Boards and Commissions starting at 5:30 p.m. on Tuesday, December 17, 2019 at the Double Barrel Wine Bar and Lounge, 108 Avenue A, Snohomish, Washington.

Mayor/Councilmembers/Elect Present
Larry Countryman
Steve Dana
Karen Guzak
Judith Kuleta
Tom Merrill
Donna Ray (PSC)
Linda Redmon
Jason Sanders
John T. Kartak, Mayor

Planning Commission
Gordon Cole (EDC)
Hank Eskridge
Nicholas Gottuso
Terry Lippincott
Van Tormohlen

Design Review Board
Joelle Blair

Parks and Recreation Board
Alice Armstrong
Richard Patton

Staff Present
Pat Adams, HR Manager and City Clerk
Tim Cross, Public Works Manager
Brooke Eidem, Planner
Wendy Poischbeg, Economic Development and Communications Manager
Steve Schuller, City Administrator and Utility General Manager

Economic Development Committee
Ray Cook
Sherry Jennings
Keith Stocker

Public Safety Commission
David Cordell
Elizabeth Larsen
Felix Neals

Youth Council
Bianca Bahr
Kun Kim
Sarah Plate
Colby VerHoeven
Riley Yeoman

Mayor Kartak welcomed the attendees to the celebration of the City's volunteers, and expressed his appreciation for their contributions and service to the City. Chairs of each Board and Commission were asked to introduce themselves and their members.

Youth Council member Colby VerHoeven stated during the Youth Council's second year, they have been working on structuring the Youth Council and its fifteen (15) members toward continued success. He reported some notable accomplishments during the past year included working with community groups involved with the Easter Parade and Kla Ha Ya Days, and advising the Council on a variety of issues, such as single-use plastics. Youth Council member Bianca Bahr indicated one of their main projects in 2019 was coordinating a very successful "Teen Movie Night" in Pilchuck Park held in August. The Youth Council's next event will be "Snohomish's Got Talent" to be held at Looking Glass Coffee on January 30, 2020.

Planning Commissioner Terry Lippincott reviewed the Commission's mission and indicated some significant projects over the past year included updating the wetlands regulations and creating the new Archaeological and Cultural Resources Protection Code. The Planning Commission also recommended Council approval of proposed code amendments to implement the consolidation of the Public Park and Open Space land use designations, and the repeal and

replacement of the policy regarding utility connections in the UGA. Ms. Lippincott indicated projects for 2020 include, in part, adopting new SEPA categorical exemption thresholds and mixed use and urban horticulture land use definitions, as well as updating regulations related to vacation rentals.

Design Review Board member Joelle Blair reviewed the Board's mission statement and recounted projects worked on in 2019 included review of the designs of the Carnegie Building Restoration Project as well as the St. John's Episcopal Church seismic retrofit of the existing steeple and addition. The Board also reviewed façade modifications at the Snohomish Police Department. Upcoming projects in 2020 include reviewing the City's design standards.

Park and Recreation Board member Richard Patton stated there had been a lot of change with new Board members and City staff over the past year. He noted much time was devoted to park naming this past year, and expressed his appreciation to the Naming Committee. Mr. Patton noted the wonderful celebration held for the Pilchuck Julia Landing naming, which included members of the Tulalip Tribes and descendants of Pilchuck Julia. In 2020, the Board will look at obtaining resources to fund parks and develop park master plans.

Economic Development Committee member Sherry Jennings reviewed their mission and indicated priorities in 2019 included bringing economic development to the City, and being mindful of the City's strategic plan related to growth while maintaining Snohomish as a great place to live, and being fiscally abundant. She acknowledged Economic Development and Communications Manager Wendy Poischbeg as the Committee's driving force. Ms. Jennings stated *experiencesnohomish.com* is an amazing website and supports this community. She sees the Avenue D site development project as a welcome challenge in the upcoming years.

Former Public Safety Commissioner Donna Ray reviewed the Commission's mission and indicated in 2019, the Commission focused on outreach to the community. The Commission held four well-attended Town Hall meetings, the first of which focused on homelessness and opioid addiction. Commissioner Elizabeth Larsen developed the final draft report to present to the City Council addressing what homelessness and addiction looks like within the Snohomish community. Other Town Halls hosted by the Commission focused on the Fire District, Police Department (Law Enforcement), Public Health and Neighborhood Watch, CERT and Disaster Planning. The Commission plans to carry the Town Hall meeting format forward in 2020.

City Council President Jason Sanders thanked the Board and Commission members for their valuable contributions and hard work on behalf of the City. He offered a special mention to the Youth Council, thanked the members for their leadership, and encouraged their continued feedback to the Council. He remarked in 2020, he would like the Council's focus to expand regionally: working together with other local jurisdictions on addressing growth and transportation in the area.

Councilmember Linda Redmon acknowledged all the Board and Commission members for their dedication and assistance in helping the Council make informed decisions. She thanked the Mayor and City staff for their dedication and hard work.

Councilmember Tom Merrill welcomed the newly elected Councilmembers, Donna Ray and Judith Kuleta. He acknowledged departing Councilmembers Lynn Schilaty and Karen Guzak and thanked them both for their dedication, contributions and service to the City.

Mayor John Kartak expressed his honor in serving this community. He acknowledged the hard work and valuable contributions of the City Council, Board and Commission members and City staff. He reviewed the following five core City services and updated attendees on upcoming projects related to:

1) Utilities
2) Law Enforcement
3) Transportation
4) Parks and Events
5) Planning & Development

The meeting adjourned at 7:05 p.m.

APPROVED this 7th day of January 2020.

CITY OF SNOHOMISH	ATTEST:
_____	_____
John T. Kartak, Mayor	Pat Adams, City Clerk

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Date: January 7, 2020

To: City Council

From: Steve Schuller, City Administrator and Utility General Manager

Subject: **City Council Selection of Council President**

SUMMARY: The City Council shall select a Council President, who shall serve as Mayor Pro-tem for a two-year term commencing with the first Council meeting in even-numbered years.

BACKGROUND: From Resolution 1371, City Council Procedures (Section II B):

> *"Election of Council President/Mayor Pro-Tem: The Council shall elect a Council President who shall serve as Mayor Pro-tem for a term of two years and organize itself at the first Council Meeting during even-numbered years. In the temporary absence of the Mayor, the Council President/Mayor Pro-tem shall perform the duties and responsibilities of the Mayor. In the absence of both the Mayor and the Council President/Mayor Pro-Tem, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.*
>
> *In the event the Mayor is unable to serve the remainder of the term, a new Mayor shall be elected as provided by law. Until a new Mayor is elected to fill the vacancy, the Council President/Mayor pro-Tem shall fulfill the duties of Mayor. In the event the Council President/Mayor Pro-tem is unable to serve the remainder of the term, a new Council President/Mayor Pro-tem shall be elected by the City Council at the next Regular Meeting. The Council President which shall fulfill all of the responsibilities of the Mayor Pro-Tem and in addition, shall be authorized to perform additional duties such as acting as liaison between the Council (legislative branch) and the Mayor (executive branch), participate with the Mayor and City Administrator in planning upcoming Council meeting agendas and assisting in the assignment of Councilmembers to subcommittees and as liaison to boards and commissions. The Council may request the Council President to perform other responsibilities that are consistent with the administration of the legislative function of Council."*

Jason Sanders was selected to serve as the Council President in January 2018. In the Mayor's absence, the Council President shall be the Presiding Officer of the Council and shall chair the Council meeting. As requested by the Mayor, the Council President shall represent the City for ceremonial purposes. In addition, the Mayor, City Administrator and Council President currently meet at least twice each month to review the upcoming Council agenda planner in detail. These meetings are presently held at 8 a.m. on the second and fourth Wednesday of each month.

The procedure for this selection is proposed as follows (using a similar method employed since 2004 for the previous Council President/Mayor Pro Tem selections):

1. The Mayor will accept nominations from members of the Council. Once seconded, the nomination(s) will be accepted for a vote;

2. Each nominee will confirm that they wish to serve in this role with a simple statement such as "Thank you for the nomination";

3. If there is one nomination, the process will move to step #6 below. If more than one nomination, then the Mayor will request a motion from Council to waive the usual procedures to allow the vote by written ballot;

4. Council will vote for those nominated via written ballot and pass their ballots to the Mayor. The Mayor will then announce the votes and the City Clerk will tally the votes for the record;

5. There will be only one vote per Councilmember. If a majority is not reached in the first round, the Council will deliberate and repeat the process from the point of nomination;

6. Once a candidate receives a majority, the Mayor will announce, "It appears Candidate X has been selected; and

7. At this point, the Mayor may look for a "motion to appoint" with a second. The Council will then vote to appoint the selected Councilmember as the Council President. This will give the entire Council the opportunity to vote for the winning nominee.

STRATEGIC PLAN REFERENCE: Not applicable.

RECOMMENDATION: That the City Council first APPROVE a motion to waive procedures to allow vote by written ballot, as needed, and then NOMINATE and ELECT the Council President to serve until the first Council meeting in January 2022.

ATTACHMENT: City of Snohomish Elected Leaders – Last 50 years (1969 to 2019), with current leaders highlighted who have served more than four years.

ATTACHMENT

City of Snohomish Elected Leaders - Last 50 Years (1969 - 2019)

1969

Payson Peterson	Mayor
Mike Marker	
Laurence Moser	
William E. Connor	
Herbert Stuart	
William Boersma	
Burdette Ferguson	
Lee Geiger	
Everett Olsen	Mayor Pro-tem
Donald Wright	

1970

Payson Peterson	Mayor
Laurence Moser	
William E. Connor	
Herbert Stuart	
William Boersma	
Burdette Ferguson	
Everett Olsen	Mayor Pro-tem
Donald Wright	
Otis Vest	
Anna Eason	

1971

Voter-approved change in plan of government to Council-Manager to take effect with November 16, 1971 meeting

William E. Connor	Mayor
Anna Eason	
Ione Gale	
Ralph Davis	
Mike Marker	
Perry Stangvik	Mayor Pro-tem
Paul Shinoda	

1972

William E. Connor	Mayor
Anna Eason	
Ione Gale	
Ralph Davis	
Mike Marker	
Perry Stangvik	
Paul Shinoda	

1973

William E. Connor	Mayor
Anna Eason	
Ione Gale	
Ralph Davis	
Mike Marker	
Perry Stangvik	
Paul Shinoda	
Evelyn Lysons	

1974

William E. Connor	Mayor
Anna Eason	
Ione Gale	
Ralph Davis	
Perry Stangvik	
Paul Shinoda	
Evelyn Lysons	

1976

William E. Connor	
Larry Countryman	
Anna Eason	
Ione Gale	Mayor
Everett Olsen	
Paul Shinoda	
Evelyn Strout	

1977

William E. Connor	Mayor Pro-tem (2)
Larry Countryman	
Anna Eason	
lone Gale	Mayor
Everett Olsen	
Paul Shinoda	Mayor Pro-tem (1)
Evelyn Strout	
Ward Lyttle	
Gary Ferguson	

1978

William E. Connor	
Larry Countryman	Mayor Pro-tem
Everett Olsen	
Paul Shinoda	
Gary Ferguson	
Ralph Davis	Mayor
Ron Alldredge	
Nancy Frey	

1979

Larry Countryman	Mayor Pro-tem
Everett Olsen	
Paul Shinoda	
Gary Ferguson	
Ralph Davis	Mayor
Ron Alldredge	
Nancy Frey	

1980

Larry Countryman	Mayor Pro-tem
Everett Olsen	
Paul Shinoda	
Gary Ferguson	
Ralph Davis	Mayor
Ron Alldredge	
Nancy Frey	

1981

Larry Countryman	Mayor Pro-tem
Everett Olsen	
Paul Shinoda	
Gary Ferguson	
Ralph Davis	Mayor
Ron Alldredge	
Nancy Wardlaw	

1982

Larry Countryman	Mayor Pro-tem
Everett Olsen	
Paul Shinoda	
Ralph Davis	Mayor
Ron Alldredge	
Nancy Wardlaw	
Malcolm Bates	

1983

Larry Countryman	Mayor Pro-tem
Everett Olsen	
Paul Shinoda	
Ralph Davis	Mayor
Ron Alldredge	
Nancy Wardlaw	
Malcolm Bates	

1984

Ralph Davis	Mayor
Ron Alldredge	Mayor Pro-tem
Malcolm Bates	
Chris Walsh	
Nancy Wardlaw	
Ann Averill	
Chuck Hooper	
Stephen Holt	

1985

Ralph Davis	Mayor (1)
Ron Alldredge	Mayor Pro-tem
Ann Averill	Mayor (2) Interim
Stephen Holt	
Chris Walsh	
Nancy Wardlaw	
Chuck Hooper	
Terry Filer	
Tony Forrest	

1986

Ann Averill	Mayor
Ron Alldredge	
Tony Forrest	
Stephen Holt	Mayor Pro-tem
Scott Swoboda	
Chris Walsh	
Nancy Wardlaw	

1987

Ann Averill	Mayor
Stephen Holt	Mayor Pro-tem
Ron Alldredge	
Tony Forrest	
Scott Swoboda	
Chris Walsh	
Nancy Wardlaw	
Terry Filer	

1988

Ann Averill	
Stephen Holt	Mayor
Tom Couture	
Matt Bachleda	
Terry Filer	
Ron Alldredge	Mayor Pro-tem
Tony Forrest	

1989

Stephen Holt	Mayor
Tony Forrest	
Ron Alldredge	Mayor Pro-tem
Ann Averill	
Terry Filer	
Matt Bachleda	
Tom Couture	

1990

Ray Cook	
Chris Lundvall	
Stephen Dana	
Terry Filer	Mayor
Ann Averill	
Matt Bachleda	Mayor Pro-tem
Tom Couture	

1991

Terry Filer	Mayor (1)
Matt Bachleda	Mayor Pro-tem
Chris Lundvall	
Stephen Dana	Mayor (2)
Ray Cook	
Tom Couture	
Ann Averill	
Nancy Wardlaw	

1992

Cynthia First	
Nancy Wardlaw	
Matt Shaeffer	
Bill Fulton	
Stephen Dana	Mayor
Ray Cook	
Chris Lundvall	Mayor Pro-tem

1993

Ray Cook	
Stephen Dana	Mayor
Cynthia First	
Bill Fulton	
Chris Lundvall	Mayor Pro-tem
Matt Shaeffer	
Nancy Wardlaw	

1994

Stephen Dana	Mayor
Cynthia First	Mayor Pro-tem
Bill Fulton	
Matt Shaeffer	
Jeff Soth	
Doug Thaut	
Nancy Wardlaw	

1995

Stephen Dana	Mayor
Bill Fulton	
Matt Shaeffer	Mayor Pro-tem
Jeff Soth	
Doug Thaut	
Nancy Wardlaw	
A. Douglas Thorndike	
Chris Lundvall	

1996

Stephen Dana	
Chris Lundvall	Mayor Pro-tem
Jeff Soth	Mayor
Doug Thaut	
Bruce Berner	
Dean Randall	
Susan Murphy	

1997

Bruce Berner	
Stephen Dana	
Susan Murphy	
Dean Randall	
Jeff Soth	Mayor
Doug Thaut	
Chris Lundvall	Mayor Pro-tem
Liz Loomis	

1998

Bruce Berner	
Liz Loomis	
Chris Lundvall	Mayor Pro-tem
Dean Randall	
Jeff Soth	Mayor
A. Douglas Thorndike	
Susan Murphy	

1999

Bruce Berner	
Liz Loomis	
Chris Lundvall	Mayor Pro-tem
Jeff Soth	Mayor
Dean Randall	
A. Douglas Thorndike	
Susan Murphy	

2000

Liz Loomis	
Chris Lundvall	
Kurt Meacham	Mayor Pro-tem
Shawn Osborne	
Susan Palmer	
A. Douglas Thorndike	Mayor
Cameron Bailey	

2001

Cameron Bailey	
Liz Loomis	
A. Douglas Thorndike	Mayor
Shawn Osborne	
Kurt Meacham	Mayor Pro-tem
Chris Lundvall	
Susan Palmer	

2002

Cameron Bailey	Mayor
Chris Lundvall	
Kurt Meacham	
A. Douglas Thorndike	
Liz Loomis	
Shawn Osborne	Mayor Pro-tem
Susan Palmer	

2003

Cameron Bailey	Mayor
Liz Loomis	
Shawn Osborne	Mayor Pro-tem
Susan Palmer	
A. Douglas Thorndike	
Kurt Meacham	
Chris Lundvall	
Steve Jenkins	
Lya Badgley	

2004

Lya Badgley	
Cameron Bailey	
Liz Loomis	Mayor
Larry Countryman	Mayor Pro-tem
Melody Clemans	
Chris Lundvall	
A. Douglas Thorndike	

2005

Lya Badgley	
Cameron Bailey	
Liz Loomis	Mayor
Larry Countryman	Mayor Pro-tem
Melody Clemans	
Chris Lundvall	
A. Douglas Thorndike	
Rebecca Loveless	
Randy Hamlin	

2006

Lya Badgley	
Larry Countryman	
Melody Clemans	
A. Douglas Thorndike	
Randy Hamlin	Mayor
R.C. "Swede" Johnson	
Dean Randall	Mayor Pro-tem

2007

Lya Badgley	
Larry Countryman	
Melody Clemans	
A. Douglas Thorndike	
Randy Hamlin	Mayor
R.C. "Swede" Johnson	
Dean Randall	Mayor Pro-tem
Lynn Schilaty	
Karen Guzak	

2008

Lynn Schilaty	Mayor Pro-tem
Karen Guzak	
Melody Clemans	
R.C. "Swede" Johnson	
Randy Hamlin	Mayor
A. Douglas Thorndike	
Dean Randall	

2009

Lynn Schilaty	Mayor Pro-tem
Karen Guzak	
Melody Clemans	
R.C. "Swede" Johnson	
Randy Hamlin	Mayor
A. Douglas Thorndike	
Dean Randall	

2010

Lynn Schilaty	
Karen Guzak	Mayor
Melody Clemans	Mayor Pro-tem
Greg Guedel	
Randy Hamlin	
Dean Randall	
Tom Hamilton	
Derrick Burke	

2011

Lynn Schilaty	
Karen Guzak	Mayor
Melody Clemans	Mayor Pro-tem
Greg Guedel	
Derrick Burke	
Dean Randall	
Tom Hamilton	

2012

Lynn Schilaty	Mayor Pro-tem
Karen Guzak	Mayor
Paul Kaftanski	
Greg Guedel	
Derrick Burke	
Dean Randall	
Tom Hamilton	

2013

Lynn Schilaty	Mayor Pro-tem
Karen Guzak	Mayor
Paul Kaftanski	
Greg Guedel	
Derrick Burke	
Dean Randall	
Tom Hamilton	

2014

Lynn Schilaty	Mayor Pro-tem
Karen Guzak	Mayor
Paul Kaftanski	
Michael Rohrscheib	
Derrick Burke	
Dean Randall	
Tom Hamilton	

2015

Lynn Schilaty	Mayor Pro-tem
Karen Guzak	Mayor
Paul Kaftanski	
Michael Rohrscheib	
Derrick Burke	
Dean Randall	
Tom Hamilton	

2016

Lynn Schilaty	Mayor Pro-tem
Karen Guzak	Mayor
Zach Wilde	
Michael Rohrscheib	
Derrick Burke	
Dean Randall	
Tom Hamilton	

2017

Lynn Schilaty	Mayor Pro-tem
Karen Guzak	Mayor (1)
Jason Sanders	
Michael Rohrscheib	
Derrick Burke	
Dean Randall	
Tom Hamilton	Mayor (2)

2018

Voter-approved change in plan of government to Mayor-Council. Mayor Kartak took office November 2017.

John Kartak	Mayor
Lynn Schilaty	
Karen Guzak	
Jason Sanders	Council President
Tom Merrill	
Linda Redmon	
Larry Countryman	
Stephen Dana	

2019

John Kartak	Mayor
Lynn Schilaty	
Karen Guzak	
Jason Sanders	Council President
Tom Merrill	
Linda Redmon	
Larry Countryman	
Stephen Dana	
Paul Kaftanski	

Date: January 7, 2020

To: City Council

From: Steve Schuller, City Administrator and Utility General Manager

Subject: Appoint Councilmember Liaisons to Boards and Commissions

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With the start of new four-year terms for three of the seven Council positions, it is the customary and appropriate time to select Councilmember liaisons for the City's six regular boards and commissions, as well as for other organizations with which the City participates. The City's board and commission liaison positions are for:

- Planning Commission
- Design Review Board (DRB)
- Parks and Recreation Board
- Public Safety Commission
- Economic Development Committee (EDC)
- Youth Council

In addition, the Council also has appointed representatives to the following local external agency advisory and executive committees:

- Snohomish Chamber of Commerce
- Historic Downtown Snohomish (HDS)
- Snohomish County Tomorrow (SCT)
- Community Transit (CT) - Snohomish County Public Transportation Benefit Area
- Snohomish Health District's Board of Health (representation rotates among East County small cities)

Community Transit has scheduled a meeting for mid-January to elect representatives to the CT Board. Two board members and an alternate are selected from the nine component cities that make up the small cities group (those with populations less than 15,000). See Attachment B for additional information.

In 2018, Councilmember Linda Redmon was selected to serve on the Snohomish Health District's Board of Health. She serves as the representative to the smaller cities (Snohomish, Monroe, Sultan, Gold Bar and Index) within District 5 (East County). The City Council confirmed Councilmember Redmon to serve on the Board for both 2019 and 2020 (Attachment C). The other cities in District 5 are in the process of selection for 2020. In early December 2019, Mayor John Kartak informed the other cities of Councilmember Redmon's wish to continue her service in 2020. We are aware that most of the other small cities have placed this item on their Council agendas for action in January 2020.

Typically, the Council selects one or more liaisons to each board and commission based on expressed interests of the individual Councilmembers. Liaison assignments may be changed at any time at the will of the Council majority. The Council may proceed to make these assignments either by separate motions for each board or commission or more typically, by a single motion for all assignments at once. The 2019 Liaison Assignments are shown in Attachment A.

STRATEGIC PLAN REFERENCE: N/A

RECOMMENDATION: That the City Council SELECT and APPOINT one or more City Councilmember liaisons to each of the City's Boards and Commissions, and local external groups.

ATTACHMENTS:

A. 2019 Liaison Assignments
B. Community Transit - Board of Directors Selection Process
C. Re-Nomination for Board of Health – Councilmember Linda Redmon (February 5, 2019)

ATTACHMENT A

City of Snohomish Washington

2019 SNOHOMISH CITY COUNCIL LIAISON ASSIGNMENTS

Board, Commission or Committee	**Regular Meeting Schedule** *(Subject to Change)* **Staff Support**	**Currently Assigned**
Council President	2nd & 4th Wednesday each month @ 8:00 am Mayor John Kartak Steve Schuller	Jason Sanders
Planning Commission	1st Wednesday each month @ 6:00 pm Glen Pickus *Katie Hoole - Minutes*	Linda Redmon Steve Dana
Design Review Board (DRB)	2nd Wednesday each month @ 6:00 pm Brooke Eidem *Katie Hoole - Minutes*	Larry Countryman
Parks and Recreation Board	4th Wednesday each month @ 5:00 pm Staff – New Project Mgr. *Brandi Whitson - Minutes*	Linda Redmon
Public Safety Commission	2nd Tuesday each month @ 5:00 pm Chief Keith Rogers	Tom Merrill Linda Redmon

Public Safety *(continued)*	Community Outreach Officer Rich Niebusch *Pat Adams - Minutes* Fire District No. 4 – TBD	
Economic Development Committee (EDC)	4th Tuesday each month @ 7:30 am Wendy Poischbeg *Angela Evans - Minutes*	Lynn Schilaty Tom Merrill
Youth Council *(Established April 2018)*	Times vary based on school calendar. Contact Council Liaisons. *Wendy Poischbeg* *(Event Coordination)*	Jason Sanders Linda Redmon
External Groups/ Agencies	**Regular Meeting Scheduled (Subject to Change)**	**Currently Assigned**
Snohomish Chamber of Commerce	*Board*: 4th Thursday each month @ 10:30 am *Membership*: 3rd Tuesday each month @ 11:30 am	Karen Guzak
Historic Downtown Snohomish (HDS)	Board: **2nd Thursday each month @ 7:00 pm**	Larry Countryman
Community Transit *(Small Cities - 2 members, alternate from cities <15,000 population*)	1st Thursday each month @ 3:00 pm	Tom Merrill

Snohomish County Tomorrow (SCT)	*Steering Committee* 4th Wednesday each month @ 6:00 p.m. *Executive Committee*: 1st Wednesday each month @ noon	John Kartak Karen Guzak
Other SCT Committees	*Managers & Administrators Group (MAG)* – Steve Schuller, City Administrator and Utility GM *Community Advisory Board*	*Infrastructure Coordinating Committee (ICC)* - Yosh Monzaki, City Engineer *Planning Advisory Committee (PAC)* – Glen Pickus, Planning Director
Board of Health *District 5 – East County*	Second Tuesday of every month @ 3 pm	Linda Redmon *(Representative for Snohomish, Monroe, Sultan, Gold Bar and Index)*
Other Example Opportunities of Many	**Board Membership**	**Comments**
Economic Alliance Snohomish County (EASC)	Board consists of 55 members at 70% private sector and 30% public sector (including elected officials).	Board of Trustees meets quarterly. Various committees such as Snohomish County Committee for Improved Transportation (SCCIT)

Association of Washington Cities (AWC)	The AWC Board is comprised of 25 members - 14 Districts Statewide	Separate Governing Bodies for AWC Employee Benefit Trust, Risk Management Service Agency, or the Center for Quality Communities.
Washington State Transportation Improvement Board (TIB)	Board composed of 6 city, 6 county, 2 WSDOT, 2 transit, 1 private sector, 1 ports, 1 Governor appointee, 1 non-motorized transportation, and 1 special needs.	Regular meetings bi-monthly at predetermined locations throughout the state

ATTACHMENT B

October 29, 2019

Mayor Kartak and City Council Members
City of Snohomish
116 Union Ave.
Snohomish, WA 98290

Dear Mayor Kartak and City Council Members:

In January, the Community Transit Board of Directors for the 2020-2021 term will be selected. We are including information in this letter that explains the selection process and invite you to participate in this important opportunity.

Community Transit Board Composition Review and Board Selection Meeting
Thursday, January 16, 2020 at 4:00 p.m.
Community Transit Board Room
7100 Hardeson Rd.| Everett, WA 98203

This meeting includes a Board composition review, which is conducted every four years, and Board selection for the new two-year term, 2020-2021. As a member of Community Transit's service area, your City Council may appoint one elected official to represent your city at this meeting. At this meeting, representatives from all of the cities will vote to select the 2020-2021 Board of Directors. Please place this item on an upcoming City Council meeting agenda.

This is an exciting time for transportation in Snohomish County and for Community Transit as service expands and our agency prepares for the arrival of Link Light Rail in 2024. We look forward to your participation in this meeting.

MEETING AGENDA

I. Board Composition Review

The Board of Directors consists of 10 members, 9 of whom are elected officials and voting members of the Board. The composition of the Board of Directors is reviewed every four years per RCW 36.57A.055.

CURRENT POPULATION CLASSIFICATIONS:

- (2) members and (1) alternate from the component cities with population of 35,000 or more (Edmonds, Lynnwood, Marysville);
- (3) members and (2) alternates from the component cities with population between 15,000 and 35,000 (Arlington, Bothell, Lake Stevens, Mill Creek, Monroe, Mountlake Terrace, and Mukilteo);

7100 Hardeson Rd. Everett, WA 98203-5834 ph (425) 348-7100 fx (425) 348-2319 TTY Relay: 711 www.communitytransit.org

- (2) members and an (1) alternate from the component cities with population less than 15,000 (Brier, Darrington, Gold Bar, Granite Falls, Index, Snohomish, Stanwood, Sultan and Woodway);
- (2) members and their alternate from the Snohomish County Council; and
- (1) non-voting labor representative

During the composition review, attendees consider whether these population classifications provide the appropriate representation on the board. Population figures are determined by the state Office of Financial Management's official figures. Each elected official representative attending the meeting is a voting member and will represent your city with one vote. Those present shall be deemed a quorum.

II. Board Selection

Immediately following the Board composition review, an election will be held to determine the 2020-2021 Board of Directors and Board alternates. Representatives within the same population classification will meet as a group and select their Board member(s) and alternate(s). Board selection takes place every two years.

RSVP AND ENCLOSURES

Please contact Rachel Woods, Executive Board Administrator, at rachel.woods@commtrans.org or 425-438-6158 by **January 8, 2020**, with the name, email, and phone number of the selected elected official that will be attending this meeting on behalf of your city. Your representative will then receive a meeting notice and other required information.

To further understand the Board's role, please reference the enclosed Board member roles and responsibilities, key facts, and agency bylaws. Those being considered for the Board member role must disclose any personal situation which may give the appearance of having a conflict of interest as stated in the agency bylaws (section 3.1.i).

Thank you for your participation in this meeting. It is an important opportunity for your city to be represented in the selection of the Community Transit Board of Directors.

Sincerely,

Emmett Heath
Chief Executive Officer

Enclosures

BOARD MEMBER ROLES & RESPONSIBILITIES

The Board of Directors are the governing body of the Snohomish County Public Transportation Benefit Area Corporation, Community Transit. There are 9 voting members and one non-voting member of the Board who provide policy, fiduciary, and legislative direction for the corporation and administrators.

Term: January 16, 2020—January 2022

Qualifications

- Elected official selected by and serving on behalf of respective governing bodies of the component cities and county within the area OR (1) non-voting member representing the collective bargaining units
- Current Open Public Meetings Act training (can be obtained after being selected to the Board)
- No conflict of interest or appearance of conflict

Summary Responsibilities[1]

- Acting in the best interests of Community Transit advocating issues that promote the corporation's financial, operational and organizational well-being
- Abiding by state and local laws with regard to Board member conduct and protocol and the corporation's bylaws, procedures, and board resolutions
- Regularly attending all scheduled Board meetings, workshops, and retreats
- Representing Community Transit's position to the public, in the Legislature and the community
- Selecting and evaluating the performance of the chief executive officer
- Ensuring strong fiduciary oversight and financial management, approving expenditures over $150,000
- Directing requests that involve significant research or staff time to the chief executive officer
- Disclosing potential conflicts before meetings and actual conflicts during meetings

Meetings

- New Board Member Orientation (February or March 2020 date to be announced)
- 12 Regular Board Meetings per year
  - First Thursday of the month, 3-5 p.m.
  - The first Board meeting for the newly selected Board is scheduled for February 6, 2020
- 4 Quarterly Board Workshops per year
  - Third Thursday of January, April, July and fourth Thursday of October, 3-5 p.m.
- 12+ Board Standing Committee Meetings per year
  - Each Board member is expected to serve on up to 2 Committees (determined by Chair) that meet monthly
    - Executive Committee (Chair, Vice-Chair, Secretary, Past Chair)
    - Strategic Alignment and Capital Development Committee
    - Finance, Performance and Oversight Committee
- Board Retreat/Planning Meeting as determined by Chair
- Special meetings may be called from time to time as necessary

Compensation

- Each Board member is eligible to receive mileage and meal reimbursement. Board members who are not full-time elected officials are eligible to receive $90 per diem.

[1] See sec. 3.1 of Community Transit's Board Bylaws

Key Facts

Community Transit is Snohomish County's public transportation provider, created by voters in 1976. The agency:

- Provides local bus service within Snohomish County.
- Runs commuter bus service to the University of Washington and downtown Seattle.
- Offers Dial-a-Ride Transportation (DART) paratransit service for eligible people with disabilities.
- Has one of the largest vanpool ridesharing fleets in the nation.
- Operates Sound Transit Regional Express bus service between Snohomish and King Counties.

The agency's primary revenue source is a voter-approved 1.2 percent sales tax (12 cents on a $10 purchase). The agency also receives federal and state funding.

All figures shown represent service at the end of 2018.

Agency

- 10.7 million passenger boardings in 2018.
- 24 local routes, 22 commuter routes, 6 Sound Transit routes (operated under contract).
- 748 direct employees.
- Service area: 1,309 square miles. Service area population: 587,366.
- 23 Park & Ride lots with 7,800 spaces.
- 15 Park & Pool lots with 500 leased parking spaces.
- $142.5 million operating expense budget.
- 635,000 revenue service hours: 402,000 fixed route bus; 145,000 vanpool; 88,000 DART.

Fleet

- 288 total fixed-route buses
  - 30-foot buses: 13
  - 40-foot buses: 114
  - 60-foot buses: 80
  - 60-foot *Swift* BRT buses: 19
  - Double Tall double decker buses: 62
- Vanpool vans: 470
- DART paratransit vehicles: 52

Ridership

- Average weekday ridership: 33,400 passengers.
- Average Saturday ridership: 11,800 passengers.
- Average Sunday ridership: 7,700 passengers.
- *Swift* Blue Line
  - *Swift* Blue Line served more than 1.8 million passengers in 2018, about 5,500 each weekday.
  - 1 in 6 weekday bus riders is on the *Swift* Blue Line.
  - 1 in 3 weekend bus riders is on the *Swift* Blue Line.
  - *Swift* Blue Line has four times the ridership of our next highest ridership route, Route 115.
  - *Swift* Blue Line buses transport about 400 riders per hour.
- 79% of weekday bus boardings occur on six major corridors
- 71% of weekday boardings occur during peak hours.
- 45% of Snohomish County residents who work in downtown Seattle commute by bus.

ATTACHMENT C

Date: February 5, 2019

To: City Council

From: John T. Kartak, Mayor

Subject: **Re-Nomination for Board of Health – Councilmember Linda Redmon**

The Snohomish Health District, at their December 11, 2018 Board meeting, passed a resolution amending language regarding city representation. The amended language establishes a more clearly defined process of selection and membership for Board of Health positions for smaller cities. It also implements a rotation amongst the cities in each County Council district on an annual or two year basis.

On July 17, 2018, the City Council confirmed Councilmember Linda Redmon as the representative of smaller cities within District 5 to the Snohomish County Board of Health. The amended resolution requires that the Council reconfirm Councilmember Redmon for the 2019 and 2020 cycle.

STRATEGIC PLAN REFERENCE: Not applicable

RECOMMENDATION: That the City Council CONFIRM the Mayor's recommendation to appoint City of Snohomish Councilmember Linda Redmon as the representative of smaller cities within District 5 to the Snohomish County Board of Health for the years 2019 and 2020.

ATTACHMENTS:

A. Snohomish Health District letter regarding the December 11, 2018 resolution.
B. Staff report from the July 17, 2018 City Council meeting confirming Councilmember Redmon.

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Date: January 7, 2020

To: City Council

From: Steve Schuller, City Administrator and Utility General Manager

Subject: **Amendment to Interlocal Agreement - Police Records Management Services**

BACKGROUND: Since January 2012, the City has contracted with the Snohomish County Sheriff's Office (SCSO) for law enforcement services, including evidence technician(s) and administrative personnel. As the majority of police services transitioned to the SCSO in 2012, the City continued to directly employ two City staff members (1 Senior Police Records Clerk and 1 Police Clerk) responsible for providing police records management services and front desk coverage. The purpose of this agenda item is for City Council action regarding a proposed amendment to the existing Interlocal Agreement (ILA) to complete the transition of police support services, including records management to the SCSO.

On October 1, 2019, the City Council authorized staff to meet with the Snohomish County Sherriff's Office and Teamsters Local 763 to resolve all personnel and other relevant matters surrounding amending the existing Interlocal Agreement and transferring City police records management services to the SCSO. City staff has reached agreement with both the SCSO and Teamsters as directed. Based on the outcome of these negotiations, it is anticipated the net cost salary and benefits savings to the City during the first and second years of this contract amendment will be approximately $27,415.00. As is customary, there will be one-time start-up costs in 2020 related to equipment and personnel transition of approximately $20,000, with continued projected savings into future years.

ANALYSIS: Discussions exploring options to transition records management services have been ongoing for the past several months with Joanie Fadden, Administrative Services Bureau Chief, and Dawn Cicero, Finance Manager, from Snohomish County, as well as Police Chief Keith Rogers, City Administrator Steve Schuller, and Mayor John Kartak for the City. City personnel impacts related to this transition have been bargained with the Local Union 763 Teamsters by the City's Human Resources Manager. The County has accommodated the City's requested amendments to the ILA, and a spreadsheet of expected costs is attached to the agreement as Addendum 2 of the ILA, which is provided in its entirety below.

Under the proposed amendment, the City would continue to have two full-time equivalent employees (0.5 Law Enforcement Technician, 0.5 Public Records Specialist, 1.0 Law Enforcement Specialist) providing records management and police reception services, with an additional cost savings achieved from future utilization of Snohomish County's in-house legal review of complex and potentially litigious records requests, as needed.

The term of the agreement, as drafted, would be until December 31, 2021, where the City will negotiate a renewal agreement with the SCSO for all law enforcement services under the current existing ILA.

Staff's objectives in developing the draft ILA amendment with SCSO staff have been to maintain current police customer service levels and quality, develop sustainable cost savings, and ensure effective controls over the delivery of past and future police records management services on behalf of the City.

RECOMMENDATION: That the City Council AUTHORIZE the Mayor to execute Amendment No. 2 to the Interlocal Agreement with Snohomish County to include police records management services.

ATTACHMENT: Amendment No. 2 to the Interlocal Agreement with Snohomish County for Law Enforcement Services

ATTACHMENT

AMENDMENT NO. 2 TO THE INTERLOCAL AGREEMENT
BETWEEN SNOHOMISH COUNTY AND THE CITY OF SNOHOMISH
FOR THE PROVISION OF LAW ENFORCEMENT SERVICES

This Amendment No. 2 to the Interlocal Agreement between Snohomish County and the City of Snohomish for the Provision of Law Enforcement ("Amendment No. 2"), is entered into by and between Snohomish County, a political subdivision of the State of Washington (the "County"), and the City of Snohomish, a municipal corporation of the State of Washington, (the "City").

WITNESSES THAT:

WHEREAS, on January 9, 2017, the County and the City entered into an Interlocal Agreement for the Provision of Law Enforcement Services ("Interlocal Agreement"), under Snohomish County Motion 17-007. The Interlocal Agreement governs the provision of law enforcement services to the City from January 1, 2017, to December 31, 2021; and

WHEREAS, effective March 1, 2020, the Parties desire to transition the responsibility of the City's police records management functions to the Sheriff's Office.

NOW THEREFORE, in consideration of covenants, conditions, performances, and promises hereinafter contained, the Parties mutually agree to amend the Interlocal Agreement as follows:

1. Section 1.5 shall be amended as follows:

   1.5 RECORDS. The County shall perform all required data entry in the records management system in accordance with this Agreement, and shall maintain records in the police department facility.

2. Section 1.7 shall be amended as follows:

   1.7 POLICE DEPARTMENT SERVICES. The County will maintain County staff to provide citizen services such as: issuing concealed pistol licenses, fingerprinting, responding to citizen inquires, records management and receiving and responding to all public records requests for records generated pursuant to this Agreement, including requests for records created prior to the County's assumption of the City's records management function.

3. A new Section 2.7 is added to read as follows:

   2.7 ASSIGNED CIVILIAN SUPPORT STAFF. The County will assign non-commissioned staff to the Snohomish Police Department facility to meet the customer service demands, records management and retention needs of current and future police records and the police support services function, including but not limited to those detailed in Section 1.7. Central Sheriff's Office records management services will also be provided to the City by personnel as appropriate and as warranted. All costs for full police records management functions are detailed in Addendum 2.

4. Section 7.7 of the Interlocal Agreement is deleted in its entirety.

5. Addendum 2 of the Interlocal Agreement, shall be removed and replaced with a new Addendum 2, attached to this Amendment No. 2, and hereby incorporated by reference.

6. Except as expressly provided in this Amendment No. 2, all of the terms and conditions of the Interlocal Agreement are ratified and affirmed and remain in full force and effect.

7. This Amendment No. 2 may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

In witness whereof, the parties hereby execute this Amendment No. 2 to the Interlocal Agreement.

CITY OF SNOHOMISH:	**SNOHOMISH COUNTY:**
_____	_____
Mayor	County Executive
Date: _____	Date: _____
Approved as to Form:	Approved as to Form:
_____	_____
City Attorney	Deputy Prosecuting Attorney
Date: _____	Date: _____

Addendum 2

City Of Snohomish
Police Services Contract
January 1, 2017 - December 31, 2021
Amendment 2

Years 2017-2021

	FTE	Current	2017	2018	2019	~~2020~~	~~2021~~	2020	2020	2020	2021
Personnel	**Count**	**Per FTE Cost**						**Jan Only**	**Feb - Dec**	**Total**	
Lieutenant Salary	1.0	$ 118,205	$ 121,751	$ 125,404	$ 129,166	~~$ 133,041~~	~~$ 137,032~~	$ 11,087	$ 121,954	**$ 133,041**	$ 137,032
Lieutenant Benefits		$ 32,536	$ 33,512	$ 34,517	$ 35,553	~~$ 36,619~~	~~$ 37,718~~	$ 3,052	$ 33,568	**$ 36,619**	$ 37,718
Lieutenant Overtime		$ 2,001	$ 2,061	$ 2,123	$ 2,187	~~$ 2,252~~	~~$ 2,320~~	$ 188	$ 2,065	**$ 2,252**	$ 2,320
Sergeant Salary	5.0	$ 98,201	$ 505,737	$ 520,909	$ 536,536	~~$ 552,632~~	~~$ 569,211~~	$ 46,053	*$ 506,579*	***$ 552,632***	*$ 569,211*
Sergeant Benefits		$ 29,957	$ 154,279	$ 158,907	$ 163,674	~~$ 168,584~~	~~$ 173,642~~	$ 14,049	$ 154,536	**$ 168,584**	$ 173,642
Sergeant Overtime		$ 7,756	$ 39,942	$ 41,140	$ 42,374	~~$ 43,646~~	~~$ 44,955~~	$ 3,637	*$ 40,009*	***$ 43,646***	*$ 44,955*
Sergeant Speciality Pay 3%		$ -	$ -	$ -	$ -	~~$ -~~	~~$ -~~	$ -	$ 16,398	**$ 16,398**	$ 18,425
Deputy Sheriff Salary	9.0	$ 81,434	$ 754,892	$ 777,539	$ 800,865	~~$ 824,891~~	~~$ 849,638~~	$ 68,741	*$ 756,150*	***$ 824,891***	*$ 849,638*
Deputy Sheriff Benefits		$ 27,796	$ 257,670	$ 265,400	$ 273,362	~~$ 281,563~~	~~$ 290,010~~	$ 23,464	$ 258,100	**$ 281,563**	$ 290,010
Deputy Sheriff Overtime		$ 8,295	$ 76,897	$ 79,204	$ 81,580	~~$ 84,028~~	~~$ 86,549~~	$ 7,002	*$ 77,025*	***$ 84,028***	*$ 86,549*
Deputy Speciality Pay 3%		$ -	$ -	$ -	$ -	~~$ -~~	~~$ -~~	$ -	$ 24,995	**$ 24,995**	$ 28,086
Detective Salary	2.0	$ 82,322	$ 169,584	$ 174,671	$ 179,912	~~$ 185,309~~	~~$ 190,868~~	$ 15,442	$ 169,867	**$ 185,309**	$ 190,868
Detective Benefits		$ 24,623	$ 50,723	$ 52,245	$ 53,812	~~$ 55,426~~	~~$ 57,089~~	$ 4,619	$ 50,808	**$ 55,426**	$ 57,089
Detective Overtime		$ 8,100	$ 16,685	$ 17,186	$ 17,702	~~$ 18,233~~	~~$ 18,780~~	$ 1,519	$ 16,713	**$ 18,233**	$ 18,780
School Resource Officer Salary	1.0	$ 79,213	$ 81,589	$ 84,037	$ 86,558	~~$ 89,155~~	~~$ 91,830~~	$ 7,430	*$ 81,725*	***$ 89,155***	*$ 91,830*
School Resource Officer Benefits		$ 27,510	$ 28,335	$ 29,185	$ 30,061	~~$ 30,963~~	~~$ 31,891~~	$ 2,580	$ 28,382	**$ 30,963**	$ 31,891
School Resource Officer Overtime		$ 2,963	$ 3,052	$ 3,143	$ 3,238	~~$ 3,335~~	~~$ 3,435~~	$ 278	*$ 3,057*	***$ 3,335***	*$ 3,435*
School Resource Officer 3%		$ -	$ -	$ -	$ -	~~$ -~~	~~$ -~~	$ -	$ 2,543	**$ 2,543**	$ 2,858
Total FTEs	**18.0**								$ -	**$ -**	
Personnel Subtotal			***$ 2,296,710***	***$ 2,365,612***	***$ 2,436,580***	~~***$ 2,509,677***~~	~~***$ 2,584,968***~~	***$ 209,140***	***$ 2,344,474***	***$ 2,553,614***	***$ 2,634,336***
									$ -	**$ -**	
Annual Operating Costs	**Count**	**Unit Cost**							$ -	**$ -**	
Vehicle Operating Cost (Lt. & Det)	3	$ 9,886	$ 30,548	$ 31,464	$ 32,408	~~$ 33,380~~	~~$ 34,382~~	$ 2,782	$ 30,599	**$ 33,380**	$ 34,382
Vehicle Operating Cost (Sgt., Deputy, SRO)	15	$ 14,138	$ 218,432	$ 224,985	$ 231,735	~~$ 238,687~~	~~$ 245,847~~	$ 19,891	$ 218,796	**$ 238,687**	$ 245,847
Cellular Phone Service	18	$ 700	$ 12,978	$ 13,367	$ 13,768	~~$ 14,181~~	~~$ 14,607~~	$ 1,182	$ 13,000	**$ 14,181**	$ 14,607
Contract Administration Services	18	$ 538	$ 9,966	$ 10,265	$ 10,573	~~$ 10,890~~	~~$ 11,217~~	$ 908	$ 9,983	**$ 10,890**	$ 11,217
Phones/PCs/Information Services	18	$ 6,531	$ 121,087	$ 124,719	$ 128,461	~~$ 132,315~~	~~$ 136,284~~	$ 11,026	$ 121,288	**$ 132,315**	$ 136,284
Evidence Facility Services**	18	$ 1,104	$ 20,461	$ 21,075	$ 21,707	~~$ 22,359~~	~~$ 23,029~~	$ 1,863	$ 20,495	**$ 22,359**	$ 23,029
Records Management Services**	18	$ 84	$ 1,565	$ 1,612	$ 1,660	~~$ 1,710~~	~~$ 1,761~~	$ 143	$ 1,568	**$ 1,710**	$ 1,761
Misdemeanor Warrant Entry	383	$ 5.23	$ 2,063	$ 2,125	$ 2,189	~~$ 2,254~~	~~$ 2,322~~	$ 188	$ 2,067	**$ 2,254**	$ 2,322
Court Ordered/Protection Entry	51	$ 16.58	$ 871	$ 897	$ 924	~~$ 952~~	~~$ 980~~	$ 79	$ 872	**$ 952**	$ 980
Training Unit / Range	18	$ 1,380	$ 25,585	$ 26,353	$ 27,143	~~$ 27,958~~	~~$ 28,796~~	$ 2,330	$ 25,628	**$ 27,958**	$ 28,796
Outside training	18	$ 425	$ 7,650	$ 7,880	$ 8,116	~~$ 8,359~~	~~$ 8,610~~	$ 697	$ 7,663	**$ 8,359**	$ 8,610
Operational Supplies/Uniforms	18	$ 1,750	$ 32,445	$ 33,418	$ 34,421	~~$ 35,454~~	~~$ 36,517~~	$ 2,954	$ 32,499	**$ 35,454**	$ 36,517
Annual Operating Cost Subtotal			***$ 483,651***	***$ 498,161***	***$ 513,105***	~~***$ 528,499***~~	~~***$ 544,353***~~	***$ 44,042***	***$ 484,457***	***$ 528,499***	***$ 544,353***
									$ -	**$ -**	
Annual Operating Credits									$ -	**$ -**	
Credit for Police Facility			$ (9,500)	$ (9,500)	$ (9,500)	~~$ (9,500)~~	~~$ (9,500)~~	$ (792)	$ (8,708)	**$ (9,500)**	$ (9,500)
Annual Operating Credits Subtotal			***$ (9,500)***	***$ (9,500)***	***$ (9,500)***	~~***$ (9,500)***~~	~~***$ (9,500)***~~	$ (792)	$ (8,708)	**$ (9,500)**	***$ (9,500)***

Addendum 2

City Of Snohomish
Police Services Contract
January 1, 2017 - December 31, 2021
Amendment 2

Personnel***	FTE Count	FTE Cost	2020	2021
LET Lead	0.5	$ 61,985	$ 30,993	$ 31,922
LET Lead Benefits		$ 31,769	$ 15,885	$ 16,361
LET Lead Overtime		$ 4,000	$ 2,000	$ 2,060
Public Records Specialist	0.5	$ 61,985	$ 30,993	$ 31,922
Public Records Specialist Benefits		$ 31,769	$ 15,885	$ 16,361
Public Records Specialist Overtime		$ 4,000	$ 2,000	$ 2,060
				$ -
LES	1	$ 54,895	$ 54,895	$ 56,542
LES Benefits		$ 30,043	$ 30,043	$ 30,945
LES Overtime		$ 3,500	$ 3,500	$ 3,605
Personnel Subtotal			**$ 186,192**	**$ 191,778**

Annual Operating Costs	Count	Unit Cost	2020	2021
Records Management Services	18	$ 2,340	$ 42,120	$ 43,384
Contract Administration Services	2	$ 605	$ 1,210	$ 1,246
Phones/PCs/Information Services	2	$ 7,351	$ 14,702	$ 15,143
Outside training	2	$ 464	$ 929	$ 957
Operational Supplies/Uniforms	2	$ 1,970	$ 3,939	$ 4,057
Opearating Subtotal			**$ 62,900**	**$ 64,787**

Start up (one time) - Equipment	2	$ 5,000	**$ 10,000**	**$ -**
Start up (one time) - Personnel Transition	2	$ 5,000	**$ 10,000**	**$ -**
Total Start up (one time)			**$ 20,000**	
Total for LET Lead & LES			**$ 269,092**	**$ 256,565**

	2017	2018	2019	~~2020~~	~~2021~~	2020	2021
Grand Total by Year	**$ 2,770,861**	**$ 2,854,272**	**$ 2,940,185**	**~~$ 3,028,676~~**	**~~$ 3,119,821~~**	**$ 3,341,704**	**$ 3,425,754**

Notes:
All personnel and operating costs reflect a 3% annual increase for CPI/COLA
**Evidence and Records Service costs are assessed only for commissioned personnel
***Personnel costs may be prorated in 2020 based upon assignment of workload responsibility during the transition of records management services
Non-Commissioned staff employed by the City are not included in this cost proposal
Snohomish County 911 and other County service contracts (PA, Jail, SRDTF, Auditor) are not included in this proposal
Credit for Police Facilities is based off of $19/sq ft
Amendment 1: 2020 - 2021 include 3% Speciality pay for Sgts, Deps and SRO on salary & OT
Amendment 2: 2020 - 2021 include*0.5 FTE Law Enforcment Technician* (LET) Lead, *0.5 FTE Public Records Specialist* and *1.0 FTE Law Enforcement Secretary* (LES)

Date: January 7, 2020

To: City Council

From: Andrew Sics, Senior Utilities Engineer

Subject: Peracetic Acid Disinfection System Project - Bid Award and Authorize Construction Contract with McClure and Sons

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SUMMARY: City Council approval is requested to authorize the Mayor to enter into an agreement with McClure and Sons, Inc., the lowest responsive bidder, for the construction of the Peracetic Acid Disinfection System project.

The purpose of this project is to replace the City's chlorine gas effluent disinfection system with Peracetic Acid (PAA) at the City's wastewater treatment plant (WWTP). The project consists of installation of a packaged PAA building complete with PAA dosing equipment; controls; required safety features; heating, venting and air conditioning (HVAC); electrical; lighting; plumbing; and other associated work. There will also be a pre-engineered metal canopy installed which will serve as the PAA storage and containment of PAA totes.

BACKGROUND: A National Pollutant Discharge Elimination System (NPDES) Permit was issued to the City by the Washington State Department of Ecology (Ecology) for the City's WWTP in May 2018. This Permit is a mechanism that the federal Environmental Protection Agency (EPA) and Ecology uses to achieve the water quality goals of the Clean Water Act. Discharge from the WWTP is regulated by this Permit. Any changes to the treatment process must be reviewed and approved by Ecology.

In 2018, the City proposed to replace the chlorine gas disinfection system with a PAA disinfection system. PAA has been found to be an environmentally-friendly alternative to chlorine gas. It requires a significantly lower amount of chemical and less contact time than chlorine to achieve the same level of disinfection. Because a lesser amount is needed, the PAA will be a more cost-effective disinfection system. The PAA project was presented to Council during the 2019/2020 Budget and Planning Workshop on August 21, 2018 as part of the Capital Projects discussion, as well as the 2019/2020 Recommended Budget Workshop on October 16, 2018.

Ecology has approved the use of PAA for disinfection. According to the Permit, PAA plans and specifications were required to be submitted to Ecology by May 31, 2019, and constructed by August 1, 2020. The City contracted with BHC Consultants, LLC (BHC) to complete the design. The City satisfied the plans and specifications submittal deadline and have incorporated Ecology's review comments.

To keep with the impending deadline to implement the system, staff promptly put the project to bid once the design was completed. Additionally, the building manufacturer informed staff the lead time was up to four months to fabricate and deliver the structure. Staff requested the pre-purchase of the building in order to comply with the August 1, 2020 construction deadline. The City Council authorized the pre-purchase of the PAA building at its October 15, 2019 meeting.

ANALYSIS: The project was advertised for bids on November 13, 2019, through Builder's Exchange, the Everett Herald, and the Daily Journal of Commerce. On December 11, 2019, six (6) bids were received for the PAA project, as follows:

- McClure and Sons, Inc. $890,681.06
- Equity Builders, LLC.....$891,072.00
- Fackler Construction Co. $909,926.47
- Strider Construction Co. $964,782.00
- Award Construction Inc. $982,254.00
- JH Kelly.....$989,453.67

Engineer's Estimate: $900,000.00

It was determined that McClure and Sons, Inc. of Mill Creek, Washington, was the lowest responsive bidder for the project in the amount of $890,681.06. Construction is expected to begin in late January. The duration for the project is anticipated to be one hundred and thirty five (135) working days, with physical completion sometime in late July 2020. Staff will award the project as soon as required submittals are received, which is anticipated within the next few weeks.

BUDGETARY IMPACTS: The Wastewater Fund (#402) within the 2019-2020 adopted budget allocates $2.74 million for capital projects. Staff is requesting a 15% contingency for a total amount not to exceed $1,024,283.00.

STRATEGIC PLAN REFERENCE: Initiative #5: Become more environmentally sustainable. Initiative #8: Invest in Snohomish's civic facilities.

RECOMMENDATION: That the City Council AUTHORIZE the Mayor to sign and execute a contract with McClure and Sons, Inc. in the amount of $1,024,283 including a 15% contingency for the construction of the Peracetic Acid Disinfection System project.

ATTACHMENT: Bid Tabulation

REFERENCE: PAA Prefabricated Building (pages 67-70 of October 15, 2019 Council Packet): https://www.snohomishwa.gov/AgendaCenter/ViewFile/Agenda/_10152019-926

City of Snohomish
Peracetic Acid Disinfection System Project
Bid Tabulation

By: Andrew M Sics
Date: December 11, 2019

APPARENT LOW BID

				McClure & Sons		Equity Builders		Fackler Construction Co		Strider Construction Co		Award Construction		JH Kelly	
Bid Item	Description	Qty	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	LS	$ 40,000.00	$ 40,000.00	$ 65,000.00	$ 65,000.00	$ 93,871.00	$ 93,871.00	$ 78,000.00	$ 78,000.00	$ 40,000.00	$ 40,000.00	$ 43,220.00	$ 43,220.00
2	General Site Work	1	LS	$ 100,000.00	$ 100,000.00	$ 90,000.00	$ 90,000.00	$ 67,535.00	$ 67,535.00	$ 57,000.00	$ 57,000.00	$ 250,000.00	$ 250,000.00	$ 134,503.00	$ 134,503.00
3	PAA Building	1	LS	$ 242,000.00	$ 242,000.00	$ 270,000.00	$ 270,000.00	$ 357,940.00	$ 357,940.00	$ 420,000.00	$ 420,000.00	$ 249,000.00	$ 249,000.00	$ 309,914.00	$ 309,914.00
4	PAA Storage & Containment	1	LS	$ 288,392.00	$ 288,392.00	$ 245,000.00	$ 245,000.00	$ 189,240.00	$ 189,240.00	$ 175,000.00	$ 175,000.00	$ 200,000.00	$ 200,000.00	$ 278,074.00	$ 278,074.00
5	Controls & Systems Integration	1	LS	$ 90,000.00	$ 90,000.00	$ 90,000.00	$ 90,000.00	$ 69,380.00	$ 69,380.00	$ 98,000.00	$ 98,000.00	$ 105,000.00	$ 105,000.00	$ 83,680.00	$ 83,680.00
6	Contact Tank Crack Repair	50	LF	$ 225.00	$ 11,250.00	$ 240.00	$ 12,000.00	$ 186.00	$ 9,300.00	$ 198.00	$ 9,900.00	$ 142.00	$ 7,100.00	$ 205.12	$ 10,256.00
7	Additional Contact Tank Crack Repair	200	LF	$ 120.00	$ 24,000.00	$ 120.00	$ 24,000.00	$ 130.00	$ 26,000.00	$ 128.00	$ 25,600.00	$ 142.00	$ 28,400.00	$ 132.23	$ 26,446.00
8	Force Account	1	F.A.	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00
				Subtotal Taxable Bid Items	$ 815,642.00	Subtotal Taxable Bid Items	$ 816,000.00	Subtotal Taxable Bid Items	$ 833,266.00	Subtotal Taxable Bid Items	$ 883,500.00	Subtotal Taxable Bid Items	$ 899,500.00	Subtotal Taxable Bid Items	$ 906,093.00
				9.2% WSST on Taxable Bid Items	$ 75,039.06	9.2% WSST on Taxable Bid Items	$ 75,072.00	9.2% WSST on Taxable Bid Items	$ 76,660.47	9.2% WSST on Taxable Bid Items	$ 81,282.00	9.2% WSST on Taxable Bid Items	$ 82,754.00	9.2% WSST on Taxable Bid Items	$ 83,360.56
				Total Bid	**$ 890,681.06**	Total Bid	**$ 891,072.00**	Total Bid	**$ 909,926.47**	Total Bid	**$ 964,782.00**	Total Bid	**$ 982,254.00**	Total Bid	**$ 989,453.56**

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Date: January 7, 2020

To: City Council

From: Grant Weed, City Attorney
Steve Schuller, City Administrator and Utility General Manager

Subject: **City Council Procedures – Review of Current Resolution 1371**

SUMMARY: The purpose of this agenda item is for biennial review and further direction to staff regarding the City Council's resolution for its operating rules and procedures.

BACKGROUND: In 1994, the City Council established a policy of procedures for conducting business at Council meetings with Resolution 843. Included with those procedures was a requirement for periodic review, to be completed no less than every two years in January of even-numbered years, which is the same time new Councilmember terms begin.

ANALYSIS: Staff is not recommending any changes or updates at this time.

There had been a question in 2019 about the Order of Business; more specifically, whether to move #5 "Proclamations or Presentations" ahead of #4 "Citizen Comments on items not on the agenda" on a regular basis. The Council has often placed presentations ahead of citizen comments via a motion during #2 "Approve the Agenda Contents and Order," but this has not been the case for every guest speaker, proclamation or presentation.

As a comparison, the City of Monroe regularly places "Announcements and Presentations" and "Public Hearings" ahead of "Public Comments". The City of Lake Stevens at times places "Guest Presentations" and "New employee Introductions" ahead of "Citizen Comments", but "Citizen Comments" is typically after "Approval of Agenda", much like our City's current order.

Below is the current Council meeting order of business:

E. Council Agenda.

1. Order of Business. No Legislative item shall be voted upon which is not on the agenda as approved by the Council at the meeting. The order of business for each Regular Meeting shall be as follows:

   Regular Session (6:00 p.m. - 9:00 p.m.)

   1. Call to Order
   2. Approve the Agenda Contents and Order
   3. Approve the Minutes of the Previous Meeting(s)
   4. Citizen Comments on items not on the agenda
   5. Proclamations or Presentations
   6. Public Hearings
   7. Action Items
   8. Discussion Items
   9. Consent Items
   10. Other Business/Information Items

11. Councilmember Comments/Liaison Reports
12. Council President's Items/Report
13. City Administrator's Comments
14. Mayor's Comments
15. Executive Session
16. Reconvene Regular Session
17. Adjourn

STRATEGIC PLAN REFERENCE: Not applicable

RECOMMENDATION: That the City Council REVIEW current Resolution 1371 regarding Council meeting procedures and DIRECT staff regarding changes to be made, if needed.

ATTACHMENT: Resolution 1371 - Procedures for the Conduct of Business at Council Meetings (Approved January 16, 2018)

ATTACHMENT

CITY OF SNOHOMISH
Snohomish, Washington

RESOLUTION 1371

A RESOLUTION OF THE CITY OF SNOHOMISH ESTABLISHING PROCEDURES FOR THE CONDUCT OF BUSINESS AT COUNCIL MEETINGS AND REPEALING RESOLUTION 1339

WHEREAS, RCW 35A.13.170 grants the City Council authority to establish rules of conduct for their meetings; and

WHEREAS, a comprehensive procedure for Council meetings will provide the most expedient means of conducting Council meetings; and

WHEREAS, pursuant to Resolution 1339 the City Council of the City of Snohomish established procedures for the conduct of business at Council meetings; and

WHEREAS, the City Council has studied and reviewed these procedures and determined that periodic review and updates to these procedures is appropriate; and

WHEREAS, the recent change in form of government has necessitated updates to the these procedures to be consistent with the new form of government; and

WHEREAS, the City Council decided that in order to keep these rules in the form of one consolidated document, Resolution 1339 should be repealed and replaced by this Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOHOMISH AS FOLLOWS:

Resolution 1339 is hereby repealed and shall be replaced with this Resolution 1371 which shall read as follows:

I. **General**: These rules constitute the official rules for the conduct of business by Snohomish City Council. In all other contested decisions arising from points of order, the Council shall be guided by Robert's Rules of Order Newly Revised, a copy of which is maintained in the office of the City Clerk.

II. **Organization**:

A. Swearing in of New Councilmembers. Newly elected Councilmembers shall be sworn in either (1) within the ten days preceding January 1st, or (2) at the last regularly scheduled meeting of the year as per RCW 29A.20.040. In the case of an appointment to fill a vacancy, the Councilmember shall be sworn in at the same meeting as the appointment or the next regular meeting, at the option of the new Councilmember.

B. Election of Council President/Mayor Pro-Tem The Council shall elect a Council President who shall serve as Mayor Pro-tem for a term of two years and organize itself at the first Council Meeting during even-numbered years. In the temporary absence of the Mayor, the Council President/Mayor Pro-tem shall perform the duties and responsibilities of the Mayor. In the absence of both the Mayor and the Council President/Mayor Pro-Tem, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.

In the event the Mayor is unable to serve the remainder of the term, a new Mayor shall be elected as provided by law. Until a new Mayor is elected to fill the vacancy, the Council President/Mayor pro-Tem shall fulfill the duties of Mayor. In the event the Council President/Mayor Pro-tem is unable to serve the remainder of the term, a new Council President/Mayor Pro-tem shall be elected by the City Council at the next Regular Meeting. The Council President which shall fulfill all of the responsibilities of the Mayor Pro-Tem and in addition, shall be authorized to perform additional duties such as acting as liaison between the Council (legislative branch) and the Mayor (executive branch), participate with the Mayor and City Administrator in planning upcoming Council meeting agendas and assisting in the assignment of Councilmembers to subcommittees and as liaison to boards and commissions. The Council may request the Council President to perform other responsibilities that are consistent with the administration of the legislative function of Council.

C. Quorum. At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business, but a lesser number may recess or adjourn.

D. Attendance and Excused Absences.

1. Councilmembers. RCW 35A.13.020 provides that a Councilmember shall forfeit his or her office by failing to attend three consecutive Regular Meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Mayor; or, if the Mayor is not available, the Council President/Mayor Pro-Tem, or City Clerk, who shall convey the message to the Mayor. Following roll call, the Mayor shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes.

2. City Clerk. The Clerk or an authorized Deputy Clerk shall attend all Council Meetings. If the Clerk and the Deputy Clerk are absent from any Council Meeting, then the Mayor shall appoint a member of the staff to act as Clerk for that meeting.

3. Officers or Employees. Any City officer or employee shall have the duty, when requested by the Council, to attend Council Meetings and shall remain for such time as the Council may direct.

E. Decorum.

1. Forms of Address. The Mayor shall be addressed as "Mayor (surname)". Members of the Council shall be addressed as "Councilmember (surname)" or by the name requested by the Councilmember.

2. Councilmember Communications Protocols During Meetings:

a. No Councilmember comments are to be personal in nature or otherwise disruptive. All Councilmember comments are to be addressed to the Presiding Officer. Whenever in these Rules the term "Presiding Officer is used it shall mean the Mayor or in the absence of the Mayor , the Council President/Mayor Pro Tem.

b. All Councilmember comments during meetings shall be germane to the business of the City and tempered to advance the debate.

c. Councilmember comments during meetings shall be concise and respectful of the time available to complete actions on the agenda and the desire to provide ample opportunities for citizens and other Councilmembers to comment.

d. Council members may not take action via electronic device while in an open public meeting of the governing body. "Action," as defined under RCW 42.30.020, means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

e. City Councilmembers are responsible for complying with the communication guidelines contained in this policy. Violations could result in legal exposure to the Councilmember and the City and loss of privileges to access to technology mediums or systems. Sanctions for violation of Councilmember Communications protocols as described in this section may include the following, although the Council may decide, based on the severity of the violation, to begin with steps other than the first step as listed here:

i. On the first violation, the Presiding Officer may issue a warning orally to the Councilmember who has violated these protocols.

ii. On the second violation, the Presiding Officer, upon a motion being adopted by the City Council, may issue a written reprimand to the Councilmember who has violated these protocols.

iii. On the third violation, the Presiding Officer, upon a motion being adopted by the City Council, may issue a formal resolution of censure to the Councilmember who has violated these protocols.

iv. On the fourth violation, the Presiding Officer, upon a motion being adopted by the City Council, may remove the committee and liaison assignments of the Councilmember who has violated these protocols.

3. Right to Eject. While the Council is in session, both the members and the public must preserve order and decorum, and shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Council, nor disrupt any member while speaking or refuse to obey the orders of the Presiding Officer, except as otherwise provided in these Rules. Any person who becomes boisterous, unruly, or who physically or verbally threatens any other person while addressing the Council or while attending a Council meeting shall be asked to leave by the Presiding Officer and the Police Chief shall escort them from the Council Chambers. The Presiding Officer may also call for a recess so that measures may be taken to restore order to the meeting.

4. Hearings. Whenever the Council is conducting a public hearing on a quasi-judicial matter that affect individuals or property rights, such hearings must not only be fair, but must be free from even the appearance of unfairness. Therefore, in their consideration of such matters Councilmembers shall:

a. Try to avoid any ex parte contact with the individual or property owner whose rights are under consideration;

b. Try to avoid any public or private statements in advance of the hearing that would suggest that the Councilmember has decided the issue before the hearing.

5. Ex parte Communication. Consistent with RCW 42.36.060, if any Councilmember has had ex parte communications with opponents or

proponents with respect to a quasi-judicial proposal, that Councilmember must disassociate him/herself from the proceedings, unless:

a. That Councilmember places on the record the substance of any written or oral ex parte communications concerning of the action; and

b. The Presiding Officer makes a public announcement providing for an opportunity for any party to rebut the substance of the ex parte communication.

6. Conflict of Interest. Councilmembers that disassociate themselves from participating in a public hearing due to the violation of the appearance of fairness doctrine or a conflict of interest shall leave the Council Chambers during Council consideration of a matter.

F. Voting.

1. Method. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice; except that at the request of any Councilmember, a roll call vote shall be taken by the Clerk.

2. Tie Vote. The Mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money. In case of a tie vote on any proposal that may not be broken by the mayoral vote, the proposal shall be considered lost.

3. General. Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or an appearance of fairness question under state law is present. Unless a member of the Council states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote.

4. Veto By Mayor. Pursuant to RCW 35A.12.100 the Mayor shall have the power to veto ordinances passed by the Council and submitted to him or her as provided in RCW 35A.12.130 but such veto may be overridden by the vote of a majority of all councilmembers plus one more vote.

G. Adjournment. Council meetings shall adjourn at or before 9:00 p.m.; except the time may be extended in increments until 10:00 p.m. upon approval of a formal motion or motions. At 10:00 p.m. the meeting may be continued to a date and time certain upon approval of a formal motion. The date and time will be announced by the Presiding Officer at the meeting.

III. **Officers**:

A. Presiding Officer's Duties. It shall be the duty of the Presiding Officer to:

1. Call the meeting to order.

2. Keep the meeting to its order of business.

3. Control discussion in an orderly manner by:

a. Giving every Councilmember who wishes an opportunity to speak when recognized by the Presiding Officer;

b. Permitting citizen comments at the appropriate times; and

c. Requiring all speakers to speak to the question and to observe the rules of order.

4. Decide all questions of order, subject to the right of appeal to the Council by any member.

IV. **Committees**. Ad hoc committees of Councilmembers may be appointed by the Mayor, with the concurrence of the Council, from time to time as the need arises. The members of such ad hoc committees will select the committee chairperson.

V. **Council Meetings**.

A. Open to the Public. All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW 42.30). All Meetings of the Council shall be open to the public. The City shall comply with the provisions of RCW 35A.12.160 regarding notice of public meetings. *(See also Section **VII Electronic Media and Technology, Councilmember Communications Outside of Meetings, Open Public Meetings (OPMA) and Public Records Act (PRA).)***

B. Type of Meetings.

1. Regular Meetings. The Council shall hold their Regular Meetings on the first and third Tuesdays of the month between 6:00 p.m. and 9:00 p.m. Should any Tuesday fall on a legal holiday, the meeting shall be held at the same hour and place *if available* on the next working day. Any change in location will be included in the regular publication notice of the meeting agenda.

2. Workshops. The Council may hold a workshop one hour before any regular meeting of the month. Additional workshop sessions may be scheduled as needed. Should any Tuesday fall on a legal holiday, the

meeting shall be held at the same hour and place if available on the next working day. These meetings will be informal meetings for the purpose of more prolonged discussion of issues and topics selected by the Mayor or Council. Workshops may be held jointly with advisory Boards and Commissions to the Council.

3. Special Meetings. Special Meetings may be called by the Mayor by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. Special Meetings shall also be called by the Mayor upon the written request of any three members of the Council. The notice of such Special Meetings shall state the Subjects to be considered, and no subjects other than those specified in the notice shall be considered.

C. Executive Sessions.

1. General. The Council may hold Executive Sessions from which the public may be excluded, for the purposes set forth in RCW 42.30.110 and RCW 42.30.140. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the session, the anticipated time when the session will be concluded and shall state whether action by Council is expected following the Executive Session. Should the session require more time, a public announcement shall be made that the session is being extended.

2. Confidentiality. Councilmembers should shall keep confidential all written materials and verbal information provided to them during Executive Sessions unless otherwise agreed by a majority of Council. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure by State law.

3. Ex parte Contact. If the Council, after Executive Session, has provided direction to City staff on proposed terms and conditions for City business, all contacts with any other party should be done by the designated City staff representative handling the issue. Councilmembers should obtain the permission of the Mayor prior to discussing the information with anyone other than other Councilmembers, the City Attorney, or City staff designated by the Mayor. Any Councilmember having any such contact or discussion needs to make full disclosure to the Mayor and/or Council in a timely manner.

D. Meeting Place. Regular Council Meetings will be held at the George Gilbertson Board Room in the Snohomish School District Resource and Services Building at 1601 Avenue D or another public meeting facility as advertised. Workshops and Special Meetings will usually be held at the same location, but may be held at other appropriate locations, with proper notice.

E. Council Agenda.

1. Order of Business. No Legislative item shall be voted upon which is not on the agenda as approved by the Council at the meeting. The order of business for each Regular Meeting shall be as follows:

   Regular Session (6:00 p.m. - 9:00 p.m.)

   1. Call to Order
   2. Approve the Agenda Contents and Order
   3. Approve the Minutes of the Previous Meeting(s)
   4. Citizen Comments on items not on the agenda
   5. Proclamations or Presentations
   6. Public Hearings
   7. Action Items
   8. Discussion Items
   9. Consent Items
   10. Other Business/Information Items
   11. Councilmember Comments/Liaison Reports
   12. Council President's Items/Report
   13. City Administrator's Comments
   14. Mayor's Comments
   15. Executive Session
   16. Reconvene Regular Session
   17. Adjourn

2. Consent Items. The Mayor or City Administrator in consultation with the Mayor, shall place matters under the Consent Items which: (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely. The motion to adopt Consent Items shall be non-debatable and have the effect of moving to adopt all items. Since adoption of any item under the Consent Items implies unanimous consent, any member of the Council shall have the right to remove any item. Therefore, under the item "Approve the Agenda Contents and Order", the Presiding Officer shall inquire if any Councilmembers wishes an item to be withdrawn from the Consent agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or a future Council Meeting.

VI. **Public Testimony**.

A. Oral and Written Comments.

1. General. Unless determined otherwise by a majority of Council, public comment will be allowed on all Council action and discussion items, and for public hearings. Time allotted shall not exceed three minutes. Any person may also speak under "Citizen Comments on items not on the Agenda" for no more than three minutes. Citizen comments regarding action and discussion items will be allowed following staff presentations and Council questions and prior to Council deliberations. Testimony given at a Public Hearing shall be limited to three minutes per person unless determined otherwise by the Presiding Officer with the concurrence of Council. Where a public hearing is scheduled (whether quasi-judicial or not) all public comment and testimony will be provided during the hearing so an adequate record can be made. Except for matters of procedure, public comment and/or testimony shall not be given during the general citizen comment portion of the agenda and will be reserved for the time of the hearing.

2. Identification of Speakers. Persons testifying or providing public comment should identify themselves for the record as to name, address, and organization.

3. Time Limitations. Individuals will be allowed three (3) uninterrupted minutes to speak. Providing that all individuals are allowed to speak at the hearing, if time permits another three (3) minutes may be allowed for added comment. At the discretion of the Presiding Officer, with the concurrence of Council, additional time for receipt of oral and written testimony may be allowed. The Mayor or his designee shall be the timekeeper.

   At a quasi-judicial hearing, the burden of proof generally lies with the applicant of the action before the Council. During the public testimony portion of the meeting, the applicant and the applicant's advisors will not be limited in presentation time and will have the opportunity for rebuttal to opposing testimony.

4. Quasi-Judicial Items. A quasi-judicial action is an action of the Council which determines the legal rights, duties, or privileges of specific individuals or properties, such as rezones or plat approvals.

   The order of business for a quasi-judicial hearing shall be as follows:

   a. Appearance of Fairness Query
   b. Swearing in of all witnesses who intend to testify by the City Attorney
   c. Staff presentation

d Board or Commission recommendation
e. Applicant's statement
f. Council's questions of Staff, Commission, and Applicant
g. Citizens' testimony
h. Rebuttal by Applicant
i. Public testimony closed
j. Council deliberation
k. Council action

5. Workshops. The Council may take public comments at a Workshop meeting, but only at the discretion of the Presiding Officer and with the concurrence of Council, when appropriate and practical.

6. Written Comments. Written materials may be submitted to the Council at the Regular Meeting at which an issue is to be considered. However the Council may not be able to consider such written comments at that time. In order for written comments to reach the Council for consideration prior to the meeting or hearing, they must be filed with the Clerk no later than 1 p.m. of the Thursday preceding the Regular Meeting for distribution to the Council with the regular agenda packet.

VII. **Electronic Media and Technology, Councilmember Communications Outside of Meetings, Open Public Meetings (OPMA) and Public Records Act (PRA).**

A. It is the policy of the City Council of the City of Snohomish to adhere to the Revised code of Washington (RCW) 42.30 regarding Open Public Meetings and RCW 42.56 regarding Public Records.

1. All records, regardless of format, related to the conduct of City business reviewed, created or altered must be retained per the State of Washington Local Government Common Records Retention Schedule. (the CORE manual), pursuant to 42.56 RCW and 40.14 RCW, Preservation and Destruction of Public Records.

2 Per state law, all documents, files, communications and messages created, reviewed or altered that are related to the conduct of City business, regardless of format, are property of the City. As a result, these documents, files, communications and messages are not private or confidential unless otherwise noted in the Revised Code of Washington. The City reserves the right to request, access, monitor, and disclose the contents of electronic messages and any record, regardless of format, related to the conduct of City business on City-issued or personal devices that Council members use. Council members should have no expectation of privacy in either sending or receiving electronic messages, or other information on the Internet, City network or other electronic media related to City Business whether done on their own personal device or on a City

issued device. The City may review the public records for legal exemption or redaction pursuant to the Public Records Act RCW 42.56 or other applicable state or federal laws and may provide third party notice providing affected parties the opportunity to file for a court order to prevent or limit disclosure.

3. Email Accounts:
   a. For ease of public record retention and for ease of document search, councilmembers are strongly encouraged to utilize the City's assigned email account and information system for all City-related business.

   b. Subject to limited exceptions set forth in state law, e-mail accounts established through the City's information system for individual Councilmembers are considered public and subject to public disclosure laws.

   c. E-mails that are public records will be retained and archived according to City and State retention schedules.

   d. Non-City provided email accounts used by individual Councilmembers for the conduct of communicating City business will be subject to public disclosure laws. Councilmembers are responsible for preserving all City business records on their personal devices, systems and servers.

4. Text Messages:
   Text Messages generated or received by individual Councilmembers for conducting City business on any personal device whether issued by the City or not, are subject to public disclosure laws and records retention schedules. Text messages must be retained and archived according to City and State retention schedules. Councilmembers are responsible for preserving all City business records on their personal devices, systems and servers.

5. Social Media:
   The City of Snohomish utilizes social media sites to enhance and promote the economic development initiatives of the community and to facilitate discussion of City issues, operations and services. City of Snohomish social media sites and all content therein are subject to the State of Washington's public records laws. City and State records retention schedules apply to all social media content. Guidelines for Councilmember use of social media sites is as follows:

   a. All social media site entries should clearly indicate that any content posted is subject to public disclosure laws and records retention schedules.

b. Unless the content is pre-authorized by the City Council, Councilmembers posting to any social media site, whether owned by the City or a private individual or organization social media sites, should be clear that the individual Councilmember is speaking for themselves and not on behalf of the City or the City Council.

c. Information that has the potential to compromise the safety or security of the public or public systems should not be posted to social media sites.

d. Anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs will not be tolerated. This includes, but is not limited to sending threatening messages, slurs, obscenities, sexually explicit images, cartoons or messages.

6. City issued cell phones and other devices:
Cell phones and other devices, issued by the City, to individual Councilmembers will archive all text messages and retain the records according to records retention schedules. All texting of matters relating to City business will be done on City issued devices.

7. Non-City issued Cell phones and other devices.
Non-City issued cell phones and other devices, used by individual Councilmembers, for texting or receiving texts relating to City business, will require archiving of text messages and retention of records according to records retention schedules.

8. Records Requests/Inspection/Monitoring.

a. All Council members are required to work collaboratively with the City Clerk's Office for access to a personal or City-issued electronic device when responding to a public records request.

b. The City needs to be able to respond to proper requests resulting from public records request and legal proceedings that call for electronically-stored evidence. Therefore, the City must, and does, maintain the right and the ability to access City provided electronics and City email accounts and to inspect and review any and all data recorded in those applications and files. Because the City reserves the right to obtain access to all electronic mail messages left on or transmitted over these applications, Councilmembers should not assume that such messages are private and confidential or that the City or its designated representatives will not have a need to access and review this information.

c. The City reserves the right to regularly monitor electronic mail messages, information and all documents. The City will inspect the contents of computers or electronic mail in the course of an investigation.

9. Executive Session.
It is recommended that Councilmembers do not use electronic devices or transmit or receive electronic communications during executive sessions.

B. The following is a list of prohibited uses of City communication applications or devices:

1. Transmitting any material or messages in violation of Federal, State, Local law, Ordinance, Regulation or City policy.

2. Distributing sensitive or confidential information, per RCW 42.23.070, Code of Ethics for Municipal Officers, Prohibited Acts.

3. Distributing unauthorized broadcast messages, soliciting or proselytizing others for commercial ventures, religious or political causes, or other non-job related matters except as provided elsewhere in this policy.

4. Accessing or distributing offensive or pornographic materials.

5. Using City-provided electronic media and devices for personal use, to accomplish personal gain, or to manage a personal business.

6. Downloading or distributing copyrighted materials not owned by the City, including software, photographs, or any other media except when authorized by the Mayor or Information Services Manager as it pertains to work related uses.

7. Developing or distributing programs that are designed to infiltrate computer systems internally or externally (viruses) or intentionally disrupting network traffic or crashing the network and connected systems.

8. Accessing or downloading any resource for which there is a fee without prior appropriate City Council authorization / approval and authorized by the Mayor or Information Services Manager.

9. Representing yourself as another user or employee, forging electronic mail messages, unauthorized access of others' files with no substantial business purpose, or vandalizing the data of another user.

10. Attempting to access any system, which Council member is not authorized to access (hacking).

11. Giving your user name and password to anyone, except the Information Services Manager or designee for any purpose.

12. Inappropriate use, which is deemed by the City Council Policy or City Policies to be a violation of the intended purpose of any electronic media.

C. Councilmember Communications.

1. All written communications, including letters and electronic messages, responding to citizens should be distributed to all other Councilmembers and the City Clerk. However, to prevent a violation of the Open Public Meetings Act and a "serial Council meeting" the Council members should not reply "all" or have communications with more than two other members of the Council body.

2. The use of City letterhead by individual Councilmembers for communications to constituents or to other governmental entities shall not be allowed unless approved by Council majority.

3. Within the text of correspondence from Councilmembers to constituents, governmental entities, and community organizations, the Councilmember should not characterize or attempt to describe the views and actions of other Councilmembers in order to ensure that those Councilmembers have an opportunity to characterize their own views and actions.

4. The substance of phone calls by the Mayor to citizens or to officers of other governmental entities should be shared via email or other communication method whenever these phone discussions involve issues of significance for the Council as a whole. However, to prevent a violation of the Open Public Meetings Act and a "serial Council meeting" the Council members should not reply "all" or have communications with more than two other members of the Council body.

5. Letters to the editor for publication in newspapers, magazines and electronic or Internet-based publications submitted by individual Councilmembers should not represent the Councilmember's personal views as those of the City or the City Council unless specifically directed to do so by the City Council.

VIII. **Periodic Review**. It is the intent of the City Council that Council procedures be periodically reviewed as needed, but no less than every two years. Therefore Council procedures shall be reviewed in the month of January of every even numbered year, and may be amended at any other time that the Council shall choose.

IX. **Effect/Waiver of Rules**. These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These

rules of procedure do not grant right or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by a majority vote, determine to temporarily waive any of the provisions herein. These rules shall be effective upon the date of adoption as set forth below.

PASSED by the City Council and **APPROVED** by the Mayor this 17th day of January, 2018.

CITY OF SNOHOMISH

John T. Kartak

John Kartak, Mayor

ATTEST:

Pat Adams, City Clerk

APPROVED AS TO FORM:

Grant Weed, City Attorney

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Date: January 7, 2020

To: City Council

From: Debbie Burton, Finance Director

Subject: **Ordinance 2388 - Amend SMC 15.05 Billing and Collection of Utility Charges**

SUMMARY: The purpose of this agenda item is for City Council to consider adoption of Ordinance 2388 changing the notification method for termination of utility accounts due to non-payment. This ordinance will also add a written request from landlords to establish an account for a tenant.

BACKGROUND:

Notification Method
Currently, the City mails out bimonthly bills to utility customers. The bill states the due date, the date a late fee will be applied, and, if the bill remains unpaid, the date service will be terminated and the termination fee. In addition to the regular bill, the City mails to delinquent accounts a "reminder to pay" notice following the due date after the late fee has been applied. If a customer still has not paid, a door tag is placed on the home 3-5 business days prior to the service termination date.

Staff is requesting implementation of an automated reminder system for single-family residences, rather than the door tag process. Staff would continue to place door tags on multi-family and business customers. With the implementation of the new Incode 10 software, there is an automated phone, text or email notification that staff can send out to delinquent customers in lieu of placing door tags to remind customers of the delinquent bill and the termination date. This type of notification meets the requirement of State law and is utilized by many neighboring cities and other utility providers.

ANALYSIS: Following is the current process and proposed change, using a January bill as an example:

<u>Current Billing and Notification Process</u>
- Bills mailed last day of the month (January 31)
- Payment Due Date - 20 days following the billing (February 20)
- Late Fee ($20) applied 15 days after the due date (March 5)
- Notice mailed - Reminder to Pay before Termination Fee Applied (March 6)
- Door tags placed on homes informing of termination (March 15)
- Termination and additional fee ($50) added, 30 days after normal due date (March 20)

<u>Proposed Billing and Notification Process</u>
- Bills mailed last day of the month (January 31)
- Payment Due Date - 20 days following the billing (February 20)
- Late Fee ($20) applied 15 days after the due date (March 5)
- Notice mailed - Reminder to Pay before Termination Fee Applied (March 6)
- *Automated phone, text, or email sent to single-family residences informing of termination (March 15)*

- *Door tags placed on multi-family and business customers informing of termination (March 15)*
- Termination and additional fee ($50) added, 30 days after normal due date (March 20)

This process is a more efficient use of City funds and is a good business practice. The number of door tags issued for the past six months are as follows:

July.....102
August.....112
September.....106
October 100
November.....132
December.....127

Staff is anticipating 80% of door tags will be eliminated due to the proposed automated reminder notice.

If approved by Council, a notice will be included in the January and February bills, as well as on the City's website and Facebook page. The modified process will then be implemented with the March billing (due date of April 6, 2020).

STRATEGIC PLAN REFERENCE: None

RECOMMENDATION: That the City Council ADOPT Ordinance 2388, amending SMC 15.05 Billing and Collection of Utility Charges.

ATTACHMENT: Ordinance 2388

ATTACHMENT

CITY OF SNOHOMISH
Snohomish, Washington

ORDINANCE 2388

AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON, RELATING TO UTILITY SERVICE ACCOUNT BILLING AND TERMINATION OF SERVICE NOTIFICATION, AMENDING SNOHOMISH MUNICIPAL CODE SECTION 15.05.060, ENTITLED "NOTICE OF LATE FEE AND TERMINATION – SERVICE"

WHEREAS, the Snohomish Municipal Code requires notification of the imposition of late fees and the termination of service to each utility customer; and

WHEREAS, current code requires physical delivery of a second and final notice of termination of service to customers whose bill remains unpaid three days prior to termination; and

WHEREAS, this Ordinance will amend the code to allow for automated notification via telephone, text or email for the second and final notice of termination for single-family residential customers, and no longer will require physical delivery of the second and final notice of the separate late fee notice which will decrease costs and increase efficiencies;

NOW THEREFORE, the City Council of the City of Snohomish, Washington, do ordain as follows:

Section 1. Section 15.05.060 of the Snohomish Municipal Code, entitled "Notice of Late Fee and Termination – Service," is hereby repealed in its entirety and replaced with the following:

15.05.060 Notice of Late Fee and Termination – Service.
A bimonthly utility bill shall be sent to each utility customer. The bill shall ~~s~~tate that a late fee as adopted in the Master Fee Schedule will be added to each account over thirty-five dollars ($35) that remains unpaid five working days following the due date set forth in the bill. The bill shall state a termination date which shall be thirty days from bill date and a termination fee as adopted in the Master Fee Schedule. A notice of termination of service will be sent to each utility customer, and property owner if a tenant is the customer whose account remains unpaid, ten to fifteen days prior to termination of service date informing the customer and property owner the date of termination of the utility service. The notice of termination shall either be delivered personally, mailed by "First Class" mail, or posted at the service address as shown in the City's records. ~~A second and final notice of termination will be delivered personally and posted on the doors of customers whose bill remains unpaid at least three days prior to termination date as shown on bill.~~ A second and final notice of termination will be delivered through an automated notification system utilizing telephone, texting or email for single-family residential customers or personally posted on the doors of multi-family and business customers whose bill remains unpaid at least three days prior to termination date as shown on bill. If a single-family residential customer does not have a telephone or email on record the notice will be posted on the door. Whenever it appears that the termination of utility service to a given service address will affect

more than one dwelling unit, the City shall cause reasonable effort to be made to give notice to all affected dwelling units. On approval by the City, a utility customer may enter into written payment arrangements. Such payment arrangements shall be on a form and procedure provided by the City and shall not exceed fifteen days past the service disconnection date. A customer shall be limited to two payment arrangements per twelve-month period. It shall be the sole discretion of the City as to the approval or denial of a request for payment arrangements. The City, in its sole discretion, may waive the late charge or shut-off penalty.

Section 2. **Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other person or situation.

Section 3. **Effective Date.** This ordinance shall be effective five days after adoption and publication by summary.

ADOPTED by the City Council and **APPROVED** by the Mayor this 7th day of January, 2020.

CITY OF SNOHOMISH

By _____
John T. Kartak, Mayor

ATTEST:

By _____
Pat Adams, City Clerk

APPROVED AS TO FORM:

By _____
Grant K. Weed, City Attorney

Date of Publication: _____

Effective Date: _____

Date: January 7, 2020

To: City Council

From: Brennan Collins, Project Manager

Subject: **Carnegie Building Project - ARC Architects Supplemental Agreement No. 1**

SUMMARY: The purpose of this agenda item is for City Council to review and authorize the execution of a Supplemental Agreement between the City and ARC Architects, Inc. (ARC) to provide further design services and construction administration for the Carnegie Building Improvement Project.

BACKGROUND: In July 2018, the City Council authorized a Professional Service Agreement with ARC not to exceed $276,692.00, to provide architectural services for the Carnegie Building Project to complete the 100% design drawings and specifications. ARC was selected from the MRSC roster based upon their extensive experience with public agencies' programming, planning, feasibility studies involving multiple stakeholders, public meetings, and consensus-gathering through the public process. ARC also provided architectural services for the Hal Moe Building Remodel Project.

In October 2019, the City Council was presented with, and reviewed the total estimated project cost, including Supplement No. 1 with ARC for $49,800 to complete additional design work and services during construction. The proposed Supplemental Agreement No. 1 and the scope of work is attached.

In December 2019, the City Council authorized the award of the Carnegie Building Project construction contract to Accord Contractors, LLC (Accord). Seven contractors submitted bids to the City. Accord was the lowest bidder at $1,724,268 including sales tax.

BUGETARY IMPACTS:

Original Agreement	$276,692.00
Supplement No. 1	$ 49,800.00
Total	**$326,492.00**

STRATEGIC PLAN REFERENCE: Initiative #1: Establish a sustainable model for strengthening and expanding our parks, trails, and public spaces; Initiative #2: Strengthen our foundations for connecting neighbors and enhancing our neighborhoods; Initiative #6: Cultivate local businesses and promote the City as a great place to do business; Initiative #7: Strengthen the City's attractiveness as a regional destination; Initiative #8: Invest in Snohomish's civic facilities

RECOMMENDATION: That the City Council AUTHORIZE the Mayor to sign and execute a Supplemental Agreement not to exceed $49,800.00 with ARC Architects, Inc. to provide construction management assistance with the Carnegie Building Project.

ATTACHMENT: ARC Architects - Supplemental Agreement No. 1 and Scope of Work

REFERENCES:

1. July 17, 2018 Council Agenda Packet - ARC Architect, Inc. Professional Services Agreement for Carnegie Building 100% Design (Pages 45-142)
   https://www.snohomishwa.gov/AgendaCenter/ViewFile/Agenda/_07172018-818
2. December 7, 2019 Council Agenda Packet - Carnegie Building Project Bid Award (Page 55)
   https://www.snohomishwa.gov/AgendaCenter/ViewFile/Agenda/_12032019-936
3. Carnegie Building Project Plans and Specifications
   https://www.snohomishwa.gov/105/Bids-RFPs-RFQs

ATTACHMENT

CITY OF SNOHOMISH

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

SUPPLEMENTAL AGREEMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT FOR THE CITY OF SNOHOMISH AND ARC ARCHITECTS, INC.

This Supplemental Agreement No. 1 is made and entered into on the ____ day of _____, _____, between the City of Snohomish, hereinafter called the "City" and ARC Architects, Inc., hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for Snohomish Carnegie Building Project Engineering Services and, hereinafter called the "Project," said Agreement being dated July 18, 2018; and

WHEREAS, both parties desire to supplement said Agreement, by expanding the Scope of Services provided for the Snohomish Carnegie Building Project and to amend the total amount payable for this Agreement,

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

Each and every provision of the Original Agreement for Professional Services dated July 18, 2018, shall remain in full force and effect, except as modified in the following sections:

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

2. Article IV of the Original Agreement, "OBLIGATIONS OF THE CITY", Paragraph IV.1 Payments, Section (a), the second sentence is amended to include the additional Consultant fee of $49,800 and shall read as follows: "In no event shall the compensation paid to Consultant under the Agreement exceed $326,492."

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

Original Agreement	$ 276,692

CITY OF SNOHOMISH

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

Supplemental Agreement No.1	$ 49,800.00
Grand Total	**$ 326,492**

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 1 as of the day and year first above written.

CITY OF SNOHOMISH

By_____
John T. Kartak, Mayor

ARC Architects

By _____
Emily Wheeler, Principal

Approved as to form:

Grant K. Weed, City Attorney

Attest:

_____
Pat Adams, City Clerk

119 S MAIN STREET, STE 200, SEATTLE WA 98104-2579 T 206.322.3322 WWW.ARCARCHITECTS.COM

Exhibit A

August 1, 2019

City of Snohomish
116 Union Avenue
Snohomish, WA 98291
Attn: Steve Schuller, City Administrator

RE: Snohomish Carnegie Building Project
Supplemental Design Fees

Dear Steve,

The design team has been working diligently to complete the bid drawings for the Carnegie Building Project. The scope of the project is more complicated than originally anticipated and requires more detail and research. We are requesting supplemental design fees for structural, lighting, and architecture. Fee proposals from structural and lighting are attached.

Structural:
The scope of structural design expanded, including additional existing floor support, bearing wall support, curtain supports, and chandelier support. The existing floor loading was not designed to support assembly loading that meets today's code requirements – new structural beam and columns will be added at the lower level.

Lighting:
The exterior lighting of the building needs to be designed by a professional lighting designer. Their proposal is attached and includes testing several lighting options on-site in the evening and determining an aesthetic appropriate solution for this historic building. Once a design direction has been approved, drawings will be provided to the contractor for pricing.

Architecture:
The scope of architecture design has expanded, including coordination of structural revisions, material research and documentation, additional details for historic restoration of entry, windows, and ceilings. Through internal efficiencies we have been able to cover this work with previously allocated funds and some donated time. The construction administration management will, however, require more time than anticipated due to the detailed scope of this restoration/rehabilitation and scope described above. ARC Architects will work with the City to help manage the contractor and administration of the contract documents.

We anticipate this project will require 16 hours a week at minimum, including meetings, shop drawings, submittals, RFI, pay apps, etc. We respectfully request supplement funds to cover ARC's work per the following tabulation.

12 hrs (Project manager) x $125 = $1,500
+ 4 hrs (Prinicpal) x $150 = $600

Our total projected expenditure per week is $2,100 x 30 weeks = $63,000

$63,000 total projected expenditure
- $31,494 (basic services CA for $1.8M per WSFS)

Works out to an additional $31,506 requested for CA.

FEES

The proposed fees are:

• Structural	($8,000 plus mark-up)	$ 8,800
• Lighting	($6,800 plus mark-up)	$ 7,480
• Architectural CCA		$ 31,506
• Direct Expenses (mileage & printing)		$ 2,000
• TOTAL		$ 49,786

Please let me know if you have questions.

Sincerely,

Emily Wheeler, LEED AP
Principal

Swenson Say Fagét
STRUCTURAL ENGINEERING

2124 Third Ave, Suite 100
Seattle, WA 98121
O 206.443.6212

934 Broadway, Suite 100
Tacoma, WA 98402
O 253.284.9470

ssfengineers.com

June 24, 2019

Paul Curtis
ARC Architects
119 S Main St #200
Seattle, WA 98104

Re: Structural Engineering Services
Snohomish Carnegie Building
Snohomish, WA

Dear Paul:

We are presenting this proposal to you for additional structural engineering services for the Snohomish Carnegie Building project. We understand the following additional scope items, which were not included in our original proposal, need to be addressed:

- The first floor framing will need to be strengthened in order to carry the 100 psf live load associated with the client's request to designate the first floor as a public community center space. A solution consisting of new sistered joists was discussed but was concluded to be too disruptive to the existing seismic framing components and subsequently too costly. Instead, a line of new glulam beams and two steel columns will be added underneath the 23 feet long joist bay. The steel columns will be supported on new concrete footings.

- The existing bearing wall at grid 2 in the basement will be removed as part of the new basement space planning. New glulam beams will be introduced to carry the first floor at this gridline. The beams will be supported by the existing concrete columns.

- The kitchenette and the alcove at the first floor, and the storage area at the basement level require support for 2 rails of curtains hung from new overhead glulam beams.

- The chandelier over the social hall will require additional support, integrated in the existing ceiling framing above.

We will design the required wood and steel framing for these additional scope items and add the information to our CAD drafted plans and details. We propose to bill you for these services on an hourly basis. We estimate our efforts for engineering and drafting to be around $8,000.

Our hourly rates and other billing particulars are included in the attached 2019 Schedule of Conditions. The following personnel will stay involved in this project:

Bart Blans, project management, design, coordination	hourly rate $145
Jason Black, CAD drafter	hourly rate $115
Dan Say, project principal in charge	hourly rate $220

Please review this proposal and schedule of conditions, and upon your agreement, please provide us with a copy of the proposal with your signature.

We look forward to continuing to work with you on this project.

Dan J. Say PE SE	Bart N. Blans PE SE	_____
Principal	Senior Project Manager	For ARC Architects

blanca lighting design

August 6, 2019

Emily Wheeler
ARC Architects
119 S Main St Suite 200
Seattle, WA 98104

Re: Proposal for Lighting Design Services
Snohomish Carnegie Building

Dear Emily:

We are pleased to submit our Proposal to provide Professional Lighting Design Services for the lighting of the exterior of the Snohomish Carnegie Building. This proposal has been prepared based on a meeting on August 2, 2019 and previous email communications. The project work is based on the project description and scope of work below and defined under the scope of services section.

Project Description

The overall architectural project is a rehabilitation of a two level 1910 Carnegie Library and demo-ing of an attached 1969 Annex located on 105 Cedar Ave in Snohomish, WA. The lighting design scope includes exterior façade and building identity lighting only. The intent of the lighting design is to support the vision of the City Manager for the project to be “a statement piece and bookend of the historic street and shops from City of Snohomish past”. The lighting design approach will be determined through lighting mock-up on site. The lighting design will follow the IES recommended light levels and industry best practices, including protecting dark skies, minimizing glare and light trespass as well as respecting the historic nature of the building.

Blanca design team:

- Lucrecia Blanco: Design Lead
- Heli Ojamaa: Lighting Designer
- Aurora Bender: Lighting Designer

blanca lighting design

Proposed Scope of Work

The following project areas are understood to be included within our scope of work.

a. Façade and/or Building Identity Lighting

The following project areas are understood to not be included within our scope of work.

a. Egress Path of Safety Lighting
b. Landscape Lighting
c. Interior Lighting

Pre Mock-Up Logistics

1. Review existing drawings and material
2. Establish preferred schedule or mockup within project timeline
3. Schedule Mock-Up and coordinate any related logistics
4. Select and review samples for mock-up
5. One (1) Meeting in Seattle, WA to look at selected options
6. Site Visit to review logistics of mock-up including access and power requirements

Mock-Up

Note: Minimum of two weeks are required for samples of lighting fixtures to be ordered for mockup.

1. Perform on site mock-up with sample lighting fixtures. Mock-up time will be coordinate with seasonal night time hours and availability of building staff and design team. Contractor will provide power and all necessary equipment to power up, reach, aim, and lock lighting fixtures in place for the mock-up.
2. Select lighting approach
3. Confirm budget of selected approach

blanca lighting design

Documentation

1. Coordinate with manufacturer's representatives to confirm specification details.
2. Produce final documentation for construction including:
    - Fixture Schedule
    - Fixture Cuts
    - Lighting plans including fixture location
3. One (1) lighting design meeting or teleconference to confirm all aspects of design.

Installation Supervision & Aiming

1. Perform one (1) review of submittals.
2. Review and respond to requests for information (RFI's). A maximum of three (3) hours is assumed for this activity. Additional hours may be requested in order to meet project requirements.
3. Provide one (1) site visits to the site for aiming of the lights. Contractor will provide power and all necessary equipment to power up, reach, aim, and lock lighting fixtures in place.

Compensation Hourly to Not Exceed

The fee for work to be performed by the Designer at an hourly rate of $165/hr, not to exceed **$6,800.** The fees shall be billed monthly including timesheets.

blanca lighting design

Design Agreement

We understand that you will provide Blanca with a Design Agreement for this Project. We anticipate that a Design Agreement will be executed within a reasonable amount of time following the acceptance of this proposal and not later than at 35% of project completion.

Please feel free to contact me directly should have any questions.

Very Truly Yours,

Lucrecia Blanco
Principal

Blanca Lighting Consulting

I understand the terms of Blanca Lighting proposal and I agree to the scope of work and fee described within for the Snohomish Carnegie Building Exterior Lighting.

_____ _____

Emily Wheeler Date
ARC Architects

Date: January 7, 2020

To: City Council

From: Debbie Burton, Finance Director

Subject: **Amending the Financial Management Policy - Resolution 1406**

SUMMARY: The purpose of this agenda item is for City Council's consideration of proposed Resolution 1406, which amends the City of Snohomish's Financial Management Policy.

BACKGROUND: A Financial Management Policy sets the policies and guidelines regarding the City's budget and funds, as well as the procurement, purchase and disposition of goods and services, equipment, supplies and property for the City. It also serves as an operational guideline and basis for management and staff to crystallize City Council strategic intents for dealing with fiscal vitality and to support the City Council's goals and objectives. From time to time these policies need to be reviewed and updated based on changes in state law and best practices.

ANALYSIS: Proposed changes are located in Section 4.0 Expenditures. Section 4.5 of the policy updates the purchasing matrix to the limits approved in the most recent Washington State legislative session as related to bidding laws. A new Section 4.12 has been added to address single or sole purchases. While this type of purchase is rare, there may be purchases primarily related to utilities that are single source.

An update has been made to Section 10.3 setting the petty cash and change fund amounts. Previously, the City had $50.00 in the change fund and this amendment would increase the amount to $100.00. These funds are kept at City Hall and utilized in the cashiering function. The petty cash funds will remain at $500.00.

There are other minor administrative changes throughout the policy, including changing any reference to City Manager to Mayor (or designee).

STRATEGIC PLAN REFERENCE: None

RECOMMENDATION: That the City Council PASS Resolution 1406, amending the City of Snohomish Financial Management Policy.

ATTACHMENT: Resolution 1406

ATTACHMENT

CITY OF SNOHOMISH
Snohomish, Washington

RESOLUTION 1406

A RESOLUTION AMENDING THE CITY'S FINANCIAL MANAGEMENT POLICY SETTING FORTH POLICIES AND GUIDELINES REGARDING THE CITY'S BUDGET AND FUNDS AND THE PROCUREMENT AND PURCHASE AND DISPOSITION OF GOODS, SERVICES, EQUIPMENT, SUPPLIES AND PROPERTY FOR THE CITY OF SNOHOMISH.

WHEREAS, on June 21, 2016, the City Council approved Ordinance 2311 adopting a Financial Management Policy, and on October 16, 2016, passed Resolution 1386 amending the Financial Management Policy for the City of Snohomish, which provided for responsible fiscal management of City funds and resources, and to set forth procedures for all departments to procure goods and services in compliance with state law for City operations, and to award contracts for public works projects in compliance with state law applicable to non-charter optional municipal code cities; and

WHEREAS, amendments to Section 4 "Expenditures" are necessary to ensure compliance with changes in state law; and

WHEREAS, amendments to Section 10 "Accounting, Auditing, & Internal Control" are made to define balances for petty cash and change funds; and

WHEREAS, the amendments set forth herein reflect the necessary amendments to Section 4, Section 10, and minor administrative changes, with all other sections and provisions to remain the same and in full force and effect;

NOW THEREFORE, the City Council of the City of Snohomish, Washington, does resolve as follows:

Section 1 – Adopt. The Financial Management Policy as amended and attached as Exhibit A is hereby adopted and incorporated herein by this reference as though fully set forth herein.

Section 2 – Revisions. The Finance Director is hereby authorized to make minor, non-substantive, and/or procedural changes to the Financial Management Policy without further approval of the Council. However, no changes to the Financial Management Policy shall be made, without the City Council's approval, which change or modify contract approval authority as set forth in municipal code, or changes that limit, modify, or amend any other process or procedure which currently requires the City Council's approval.

PASSED by the City Council and **APPROVED** by the Mayor this 7th day of January, 2020.

CITY OF SNOHOMISH

By _____
John T. Kartak, Mayor

ATTEST:

By _____
Pat Adams, City Clerk

APPROVED AS TO FORM:

By _____
Grant K. Weed, City Attorney

CITY OF SNOHOMISH

FINANCIAL MANAGEMENT POLICY

Adopted: June 21, 2016
Ordinance 2311

Amended: October 16, 2018
Resolution 1386

Amended: January 7, 2020
Resolution 1406

CITY OF SNOHOMISH
FINANCIAL MANAGEMENT POLICY

1.0 INTRODUCTION AND OBJECTIVES

The financial management policy of the City of Snohomish is established by the City Council. The policy is designed to provide guidance to all stakeholders whether they be directly involved in financial processes, internal control oversight, or any financial transaction. The financial management policy is intended to serve as a blueprint to achieve fiscal stability required to accomplish the City's Strategic Plan, Comp Plan and all master plans and goals. The Administrative Procedures referred to in this policy are approved by the Mayor. The City Council sets forth the authorities, responsibilities, and accountability requirements of those participating in the operations of Snohomish City government at all levels of the organization and endeavors to:

- Set forth financial principles which minimize the cost of government
- Reduce financial risk
- Maintain appropriate financial capacity for present and future needs
- Ensure the legal use of financial resources through an effective system of internal controls
- Provide financial transparency to the public

2.0 RESERVES AND FUND BALANCE

Fund balance is an approximate measure of liquidity. Reserves are a cornerstone of financial flexibility and provide the City of Snohomish with options to respond to unexpended issues and provide a buffer against minor fiscal challenges. This section defines thresholds and descriptions for fund balances, reserves, and retained earnings of all funds of the City of Snohomish. It is the intent of the City to provide a stable financial environment for which its citizens can depend on a consistent and quality level of service and for planned future expenditures. The Finance Director and Mayor or designee are responsible for monitoring reserve levels and reporting current and projected reserves during each budget development cycle.

2.1 Fund Balance Definitions

As defined by GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, the City will reserve funds according to the following:

2.1.1 Non-spendable Fund Balance

Inherently non-spendable portions of net resources that cannot be spent because of their form or portions of net resources that cannot be spent because they must be maintained intact.

2.1.2 Restricted Fund Balance

Externally enforceable limitations, on the use of funds, that are imposed by creditors, grantors, contributors, or laws and regulations of other governments or limitations imposed by law through constitutional provisions or enabling legislation. Debt Service fund balance will be designated as restricted.

2.1.3 Committed Fund Balance

Self-imposed limitations, on the use of funds, that are set in place prior to the end of a period. Limitations imposed at highest level of local decision making that requires formal action at the same level to remove. Capital Project fund balances typically will consist of funds designated by City Council for future capital improvement projects.

2.1.4 Assigned Fund Balance
Limitations resulting from intended use that is established by the highest level of decision making or intended use established by the City Council for a specific purpose. The resources for these funds may be acquired through the budgeting process or funds that are deposited with the City for specific purposes. Special Revenue fund balances typically consist of funds assigned by other governmental agency for specific use or by the City Council specific use.

2.1.5 Unassigned Fund Balance
Residual net resources that make up the fund balance in the general fund in excess of non-spendable, restricted, committed, and assigned fund balance (i.e., surplus) or excess of non-spendable, restricted, and committed fund balance over total fund balance (i.e., deficit). The General operating fund balance typically will consist of unassigned funds for use by the City Council.

2.2 Reserve Level Target – General Fund
A healthy unassigned fund balance is needed to provide cash flow to pay expenditures when due. The City receives a majority of its tax collections two times per year. A fund balance reserve target allows for cash flow while the City waits to receive its shared revenues and taxes. The unassigned fund balance is also a security against unforeseen changes or needs, i.e. natural disasters, loss of state shared revenues, etc.

The general fund unassigned fund balance should be approximately 15-20% of expenditures of the general fund, less annual transfers-out to the fund. The unassigned fund balance of the general fund should never fall below 15% of operating expenditures.

2.3 Conditions for Using Reserves
The City will avoid the appropriation of fund balance for recurring operating expenditures. If at any time the utilization of a fund balance to pay for operating expenditures is necessary to maintain the quality or level of current services, an explanation of the circumstances of the utilization of fund balance and the strategy to arrest the future use of fund balance will be included in the budget transmittal letter.

Reserves may be used at the discretion of the City Council to:

- Provide resources to make up for temporarily decreased revenues, such as state shared revenues
- Provide temporary resources in the event of an economic downturn while expenditure reductions are implemented
- Provide resources to meet emergency expenditures in case of flood, fire, earthquake, landslides or other catastrophic failures.

2.4 Reserve Level Target - Enterprise Funds
It is the goal of the enterprise funds to cover the cost of operations, debt obligations and capital infrastructure improvements and annual maintenance, so as to maintain a financially healthy enterprise. Enterprise fund balance is a product of revenues over expenditures over time and consists of the net result of assets minus liabilities. The City will establish utility rates and capital connection fees that are structured to meet several financial requirements. The Enterprise fund balance financial indicators are as follows:

2.4.1 Capital Funding Obligations-as defined through the 6-Year Capital Improvement Plan (CIP) - Utility Sections.

2.4.2 Debt Coverage Ratio – a ratio 1.5 of net revenues to total debt service.

2.4.3 Operating Reserves-90 days of operating expenses reserved for water, wastewater and storm water.

2.4.4 Debt Service-the amount needed to pay for current and future debt (125% or as per bond covenants).

2.4.5 System Replacement-amounts required to pay for annual system replacement as defined through the CIP-Utility Sections.

2.4.6 Emergency Capital Repairs-amounts required to pay for cost overruns and unanticipated capital costs.

2.5 Reserve Level Target – Special Revenue, Capital Project and Other Fund Types
The main purpose of special revenue, capital project and debt funds is to account for resources and track spending that is specific to the funds purpose and it is presumed that all fund resources will eventually be spent. Capital Project Funds will reflect items represented in the CIP approved during the capital budget adoption process. It is the intent of the City of Snohomish to set aside funds, when operations allow, for large capital projects to help minimize the debt service needs for these projects. Current commitments for Capital Project fund reserves are transportation, parks, sidewalks and trails, utilities, and civic facilities as defined in the Comprehensive Plan – Capital Facilities Plan element.

Special revenue funds by their nature are funds used for specific purposes, and by definition, the corresponding fund balance will be used to solely support that purpose. Fund balances in special revenue funds will be monitored to stay consistent with the need and use of the specific purpose of that fund.

2.5.1 Seizure Funds
As defined by Ch. 69.50.505 RCW and inter-local agreement, between the City and Snohomish County Drug Task Force, law enforcement asset seizure funds shall be used for payment of all expenses of the investigation that led to the seizure, including the proceedings for forfeiture and sale, expenses of seizure, maintenance of custody, advertising, actual costs of prosecuting, City Attorney and court costs.

2.5.2 REET Funds
As defined by Ch. 84.46.035 RCW, the City of Snohomish is authorized to levy REET funds and use in accordance to State Law. REET sources are allocated towards various Capital Improvement projects as defined in the 5-year adopted CIP and may be leveraged towards debt service obligations – see Section 6.3.1 of this policy. REET Fund reserves will be maintained at a level sufficient to ensure viability of future CIP funded projects with a minimum reserve balance of 15% of the fund annual operating revenues.

2.6 Reserve Level Target – Internal Service Funds
Reserve targets established for internal service funds shall ensure that the fund continues to provide service without interruption including self-insurance and equipment replacement plans. Internal service fund reserves are funded through the City of Snohomish Cost Allocation Plan (CAP). The equipment reserve funds will be maintained at a level sufficient to meet scheduled equipment replacement so as to sustain an acceptable level of municipal services and prevent a physical deterioration of City assets. If CAP charges are sufficient to cover internal service operations, maintenance and equipment replacement expenditures then the minimum reserve balance may be 30% of the funds operating budget expenditures.

2.7 Replenishment of Reserves
Should assigned fund balance targets fall below a 15% threshold, **the City will strive toward regaining the minimum threshold during the next budget cycle** and forecast the timing of the unassigned fund balance improvement within the long-term financial plan.

2.8 Excess Reserves
Reserves above the targeted reserve levels may be used for new expenditures, with emphasis on one-time uses that achieve future operating cost reductions, capital expenditures or prepaying existing debt. **Use of excess reserves will be determined by the City Council through the next available budget cycle.**

3.0 REVENUES

3.1 Revenue Objectives
The City will maintain a diversified and stable revenue system to shelter it from short-term fluctuations. To protect and better develop future tax base, revenue guidelines will emphasize preserving the City's ability to grow and expand. The following are revenue objectives based on type of revenue:

3.1.1 Revenues that Align with Cost Recovery
Fees or tax are based on an objective of recovering a stated percentage of a given program's expenses.

3.1.2 Revenues Related to Economic Development
Fees or tax are based on objectives that foster growth related activity. The City's overall revenue structure should be designed to recapture some of the financial benefits resulting from City economic and community development investments. The City will strive to keep a total revenue mix that encourages growth and keeps Snohomish economically competitive and a city of choice for people to live in and do business.

3.1.3 Revenues with a Relationship to the Value of Money and Market Forces
Fees are based on maintaining a logical relationship with local market forces. Fees that are subject to ongoing inflationary or other indexes may be adjusted.

3.1.4 Revenues that Enforce Compliance
Fines and Infraction are set at a level that assists with enforcing compliance with City rules and regulations.

3.1.5 Revenue that is Self-Supporting
Fees and charges usually associated with a governmental "business" enterprise. Fees are based on a formal rate model for factoring in relevant operational, capital, and debt service cost components.

3.1.5.1 All utility enterprise funds shall be self-supporting; that is, they should generate enough revenue to pay for all costs without a subsidy from the general fund, from each other or from other sources. Utility rates should divide costs equitably among customer classes according to benefit and cost of service. If rates are set that subsidizes one class of customer at the expense of another, this action should be taken in support of explicit City policy. Because of the vital importance of water, sewer and storm water as public services, a minimum level of service should be available at a relatively low cost to all utility customers.

3.2 Fee Schedule

Charges and fees, including utility rates, should be reviewed and updated periodically based on factors such as impact of inflation, other cost increases, adequacy of coverage of costs, and current competitive rates. On a periodic basis, the Fee Schedule, as adopted by City Resolution, may be amended in conjunction with the budget development cycle or as needed.

3.3 Revenue Receipting & Processing

Deposits and cash receipting procedures, as defined in administrative procedures, will be adhered to for revenue collected at all City facilities per Ch. 43.09.240 RCW. Only authorized personnel are allowed to take cash receipts from customers. Administrative procedures provide guidance and enforcement of internal control, deposit of collections and oversight on all changes to revenue items in the financial system.

3.4 Bad Debt and Collections

Revenue collection guidelines, as defined in administrative procedures, will provide processes for the recognition of bad debt and the computation of an allowance of doubtful accounts, define procedures for determining refunds and discounts as allowed in City Code and provide for the administration of escrow accounts used for land use projects.

3.5 Grants

Grant funding can significantly leverage City resources to provide services, equipment and capital projects that would otherwise be unaffordable. The City is committed to pursuing grant funding as an appropriate funding source. Any grant programs must be consistent with the City's mission and Strategic Plan goals. City staff will seek out, apply for, and effectively administer federal, state and other grants that address the City's policy objectives and provide a positive benefit. Before any grant above $50,000 is pursued, staff shall provide a detailed pro-forma to the Mayor(or designee) and Finance Director that addresses the immediate and long-term costs and benefits to the City.

If grants are pursued for an on-going service and/or staff position(s) the City Council must:

- Pre-approve staff identified source of long-term funding to supplant the grant at the end of the grant program.
- Matching fund requirements must have an identified and available funding source prior to the acceptance of the grant award.

Responsibility for the administration of grants is the joint responsibility of the applying department, finance department and Mayor(or designee). Administrative procedures define the requirements for grant administration and compliance.

3.6 Donations & Gifts

All donations, as per Ch. 35.21.100 RCW, provided to the City shall be presented to the City Council for approval. If no terms or conditions are attached to the donation, the City staff will prepare a summary of the funding source and recommended use of proceeds for City Council approval.

3.6.1 Substantial Gifts

The City of Snohomish seeks to recognize donors who, through a distinguished effort or substantial financial gift, wish to support a City facility or structure. For example, structures may include pavilions, shelters, plazas, real estate to be used for parks, trails or open space, interpretive areas, or active recreation; or other large-scale projects as discussed with the Advisory Boards and City Council. The following guideline will be used for recognizing donations for amenities or projects, in addition to defining the period of time in which the donation or gift will be received by the City.

For the purposes of this policy, "Substantial Financial Gift" is defined as at least 50% of the estimated cost of:

1) New construction, remodeling, or renovation
2) Developing a new real property, such as park buildings, structures, or real estate
3) Replacement of an existing, unnamed facility or landmark that requires substantial renovation at the time of the gift

3.6.2 Donation Funded Projects
The City of Snohomish will review projects that are proposed by private individuals or groups, where the project funding source will come from donations collected by the individual or group, (e.g. trees, park benches and other equipment or fixtures) on a case-by-case basis. City staff will review the donation project with the Mayor(or designee) prior to City Council acceptance and oversee the donation funded projects according to administrative procedures.

3.7 Gifts to City Officials
With a few exceptions, no City official or City employee shall accept any gift as per Ch. 42.52.140 RCW.

4.0 EXPENDITURES

4.1 Expenditure Objectives
The City of Snohomish endeavors to connect expenditures to a fundamental level of stewardship by committing to a level of expenditures that are sufficient to ensure the on-going health, safety, and welfare of its' citizens. Operating expenditures, within particular funds, must be supported by the operating revenues generated by that fund. Expenditures will not expand beyond the City's ability to pay for them with current revenues.

The objectives of the expenditure guidelines are:

- To support the local firms and merchants within the community whenever possible subject to meeting other expenditure guideline objectives.
- To obtain supplies, equipment, and services as economically as possible and that are best suited to the specific departmental needs.
- To maintain compensation packages which are competitive with other public sector employers and that are sufficient to attract and retain quality employees.
- To enhance service methods that increase efficiency and effectiveness of the delivery of City services through technology improvements.
- To improve the speed of delivery to departments by predetermining, through contracts or other appropriate means the sources of supply before the actual needs.
- To ensure compliance with all applicable policies and regulations of the City, the State, and Federal Government.

4.2 Local Purchasing Objectives
Purchasing from local business and merchants is a high priority to support the economic vitality of the Snohomish business community. Whenever economically possible, local vendors will be included in the Purchase Contract Process, as per Ch. 39.04.190 RCW.

4.3 Procurement Standards
All employees of the City shall comply with all City, State, and Federal statutory requirements regarding purchase of materials or services. The following practices are specifically forbidden so as not to create a conflict of interest:

- Using information available to an employee solely because of their position for personal profit, gain, or advantage.
- Directly or indirectly furnishing estimating services, or any other services or information not available to all prospective bidders, to any person bidding on, or who may reasonably be expected to bid on, a contract.
- Using their position or status in the City to directly or indirectly solicit business of any kind for private use or to obtain supplies and equipment at special discounts or with special concessions from any vendor who sells or solicits sales to the City.

4.4 Procurement Authorization & Accountability
Department Directors will be accountable for procurement within their departmental budgets. Purchases that exceed a departmental annual budget are not allowed. Failure to follow procedures for procurement may result in disciplinary action, loss of purchasing privileges and a personal liability for purchases.

Pursuant to Ch. 42.24.080 RCW, warrants presented for payment to the City Council must be in writing, itemized and audited by the Auditing Officer. The Finance Director is designated as the City of Snohomish Auditing Officer. Department directors and managers will be responsible for ensuring invoices meet this requirement and provide them to the Finance department for prompt payment and audit review as defined in the administrative procedures. The Mayor, City Administrator or Finance Director has the authority to release warrants prior to approval by City Council for the following: payroll checks, employee benefit insurance premiums, state or county remittances, discount opportunities, avoidance of late fees, debt payments, utility bills, emergency disbursements, or should a scheduled Council meeting be cancelled. The disbursement must be within approved budget limit. Any warrant released early must be included in the warrant list presented at the next scheduled Council meeting.

4.5 Level of Procurement Authority
The Mayor shall have the authority to authorize general purchases, execute Professional Service Agreements (PSA) and minor contracts for a dollar amount up to $100,000 and a term not to exceed five years for recurring on-call contracts. All purchases are subject to compliance with the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC).

All significant purchases should be made according to the Purchasing Matrix and further defined in RCW or WAC and include requirements for acquiring quotes, estimates and competitive bidding. The Mayor has the sole authority to waive purchasing procedures, but only to the extent as authorized by State Law. Should the State of Washington Legislature increase the competitive bidding limits the City will follow State Law and update the limits found in the following purchasing matrix.

Note: All limits include appropriate freight, handling, set-up and sales/use tax costs.

PURCHASING MATRIX			
All authority levels assume there is budget capacity. If no budget capacity available, purchase must have City Council approval (with concurrent budget amendment).			
Contract Type	***Dollar Limit***	***Process***	***Approval Authority***
Materials, Equipment, and Supplies			
Materials, Supplies, & Equipment	Up to $5,000	No competitive process required	<$1,500 Authorized Staff **OR** >$1,500 Manager Approval
	$5,000 - $7,500	Obtain three quotes, or Cooperative Purchasing	Manager

	$7,500 - $15,000	Vendor List, bid, or Cooperative Purchasing	Department Director
	$15,000 - $100,000	Competitive bid or Cooperative Purchasing	Mayor
	Over $100,000	Competitive bid or Cooperative Purchasing	City Council
Capital Equipment Included in Adopted Budget	Under $300,000	Per Materials, Supplies, & Equipment process(es)	Mayor
	Over $300,000	Competitive bid or Cooperative Purchasing	City Council
Professional Services			
Architectural & Engineering (A&E) Services	Up to $15,000	Consultant Services Roster/On-Call Contract	Department Director
	$15,000 - $100,000		Mayor
	Above $100,000	RFQ/Roster	City Council
General or Purchased Services	Up to $10,000	No competitive process required	Department Director
	$10,000 - $15,000	Obtain three quotes, or Cooperative Purchasing	Department Director
	$15,000 - $100,000	Request for Proposal, or Cooperative Purchasing	Mayor
	Above $100,000	Request for Proposal, or Cooperative Purchasing	City Council
Technology			
Technology Systems & Services	Up to $5,000	No competitive process required	Authorized Staff with Manager Approval
	$5,000 - $15,000	Obtain three quotes, Vendor List, bid or Cooperative Purchasing	Department Director
	Over $15,000	Competitive Negotiation (RCW 39.04.270), Competitive bid or Cooperative Purchasing	Mayor
	Over $100,000	Competitive Negotiation (RCW 39.04.270), Competitive bid or Cooperative Purchasing	City Council
Public Works			
In House	$75,500 or less – Single Craft	May construct with City labor without calling for bids or quotes. (Approval Authority limits same as Public Works Below)	
	$116,155 or less – Multi Craft		
Public Works	< $7,500	Minimal Competition Process, Small Works Roster	Manager
	$75,500 or less – Single Craft $115,155 or less – Multi Craft	Minimal Competition Process, Small Works Roster	Department Director
	$75,500 to $300,000 – Single Craft	Small Works Roster or Sealed competitive bid	Mayor if <$100,000 **OR**

			City Council if >$100,000
	$115,155 to $300,000 – Multi Craft		Mayor if <$100,000 **OR** City Council if >$100,000
	Over $300,000	Sealed competitive bid	City Council
	Amendments that do not change the value of the contract		Department Director
Amendments and Change Orders			
Contract Amendments (Services)	Amendments that do not change the value of the contract		Department Director
	Up to $75,000 or 5% of the original contract, whichever is less		Mayor
	Over $75,000 or 5% of the original contract		City Council
Change Orders (Public Works Contracts)	5% of the original contract award, or an accumulated total of $35,000, whichever is less		Department Director
	Up to $75,000 or 5% of the original contract, whichever is less		Mayor
	Over $75,000 or 10% of the original contract		City Council

4.6 Purchasing Controls & Methods
Primary responsibility and authority for the expenditure of monies according to the adopted budget will be vested by the Mayor in the Department Directors. In addition to the primary responsibilities, the Finance Director shall exercise a secondary oversight responsibility for all budget expenditures.

A commercial purchase card program may be used for all purchases as allowed by the purchase card policy. Open accounts shall not be allowed unless approved by the Mayor or Finance Director.

In general, each department shall make purchases for the requirements of the City. Purchases will not be separated into smaller purchasing components in order to eliminate a threshold authorization requirement. To facilitate a sound and cost effective purchasing operation, authorized personnel shall follow procurement methods as set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), in addition to any applicable federal laws and regulations.

4.7 Cooperative Purchasing
Bids and/or contracts by municipalities and cooperative organizations can be used to acquire goods and services. When using a cooperative option we are, in essence, "piggybacking" off of the original entity's competitive process thus eliminating the need to perform our own. Examples include the Washington State Department of General Administration and the Department of Information Services (DIS), which both offer existing contracts for goods and services that the City may use. The City pays an annual fee to the state for the ability to piggyback off of their contracts and encourages the use of these contracts whenever possible.

Other cooperating purchase options include the Sourcewell (formally National Joint Powers Alliance (NJPA)), U.S. Communities, and Interlocal agreements with other governmental agencies.

The Competitive Process

#	Task	Action
1	Confirm the City has a signed Cooperative Purchasing Agreement/Interlocal Agreement with the municipality or agency.	Work with Finance. Execute agreement if necessary.
2	Review cooperative contract/ website for piggyback requirements	Work with cooperative agent.
3	Contact vendor to verify if vendor will honor the cooperative organization's contract pricing	Obtain details regarding all aspects of purchasing including invoicing, availability, delivery, etc.
4	Contact vendor to place order	Place order and process invoice for payment.
5	Compile all bid, award, contract documents and save electronically for future audit	Documentation of compliance with State and City procurement policies

Completing the Purchase

- State contracts include standard terms and conditions. When piggybacking off of a state contract, all of the state contract terms and conditions apply.

- Occasionally, the City may opt to change the state's contract requirements which will require the City to utilize its own Contract identifying those requirements that are unique to the City's purchase.

- The City must maintain copies of the lead entity's bid documents to ensure the City's own bid laws are satisfied. Examples of bid documents include advertisements, bid tabulation (summary of bids received), governing body approval of the contract in meeting minutes, etc.

Approval Process

The use of a cooperative purchase allows the City to utilize another entity's competitive process, it does not change the authorized levels for procurement and approvals. The procurement and approval process will be determined by the purchase type, as defined in this manual.

4.8 Emergency Purchases

Emergency purchases are those made by the Mayor or authorized designee , such as a Department Director or Manager, where an immediate purchase is necessary to correct a situation, which would adversely affect the life, health, or safety of the citizens.

Competitive bidding is not required when an emergency exists; however, in making emergency purchases, the City shall endeavor to include the level of competition that is practical under the circumstances. Every effort shall be made to contact the Mayor, City Administrator or Finance Director whether the emergency occurs during or after normal working hours.

In the event where emergency purchasing is related to natural disaster events, a Declaration of Emergency Resolution shall be considered by the City Council according to State Law at the first opportunity available. The Finance Director shall review and approve of account coding for all emergency purchases and maintain a tracking system according to FEMA requirements, Emergency Management Plan, BARS and GFOA recommended practices for emergency management recordkeeping.

4.9 Personnel Compensation
Because personnel costs are the largest expenditure area of the annual budget, compensation guidelines are defined in the Employee Handbook and Local Union Agreements which establish salary ranges, performance evaluation requirements and total compensation costs as the basis for all compensation planning and bargaining.

4.10 Efficiency
The City will make efficient use of limited resources and will continually look for and implement the most cost effective and reliable methods of delivering services. City Management will develop service level changes that are needed to respond to budget shortfalls using system-wide and productivity measures that have been approved by the City Council. Opportunities may be found to improve efficiencies by pursuing a range of productivity-enhancing techniques such as:

- Analyzing systems and procedures to remove unnecessary requirements
- Evaluating new technologies and capital investments
- Establishing a systematic, ongoing process for periodic formal reviews of operations
- Maintaining the right balance between centralization and decentralization in managing the City support functions

4.11 Outsourcing
Contracting with other public agencies or the private sector for the delivery of services may provide the City with opportunities for cost containment and productivity service enhancement. As such, the City is committed to using outside resources for delivering municipal services as a key element in our continuing effort to provide effective and efficient programs while minimizing costs. In the event the City is contracting out all or part of bargaining unit work which would result in the displacement of bargaining unit employee(s), the City agrees to meet with the Union, upon request, to discuss the decision and effect(s) of outsourcing, if any.

4.12 Single or Sole Source Purchasing
On a case by case basis, the bid or quote requirement may be waived and a sole/single source purchase approved, in accordance with RCW 39.04.280. There should be careful deliberation before going to a sole/single source as this type of purchase eliminates competition and tends to drive prices up. If the purchasing is an ongoing expenditure the single/sole price must be re-evaluated and documented at a minimum of every five years.

A **single** source is where the vendor is "one vendor amongst others", when other competitive sources may be available. A **sole** source is where there is only ONE supplier of the product or service.
A sole/single source purchase may be approved if one or more of the following conditions are met and documented:

- **Standardization** or **compatibility** to existing City standard or to existing equipment, inventory, systems, data, programs or service. Must be evaluated for cost benefit and/or safety.
- **Licensed** or **patented** product with only one dealer (and the license or patent is paramount to your procurement).
- **Only** authorized Service Provider, Repair and/or Warranty Services, e.g. warranty may be negated if you let someone else work on it.
- **Unique design**: Requires unique features that are essential, aesthetic requirements, or not practical to match to existing design or equipment. Document the unique specifications that are needed, which will drive the research in finding a product that fits the specific needs of your department.

- **Special market conditions**: Can be used to purchase items at auction (RCW 39.30.045) or other items that are offered at a very favorable price and will be sold before an entity will have a chance to complete the bidding process (e.g. a flood is coming and you must obtain sandbags immediately) or perhaps funds must be expended immediately, or there is a critical delivery date.

NOTE: Any sole/single source utilizing **Federal Grant money** must also include 1) Written responsibility determination for the successful contractor; and, 2) Basis for contract price (**Cost Price Analysis**). Each Grantee must evaluate and state its justification for the contract cost or price.

5.0 BUDGET

5.1 Budget Objective

The formal operating and capital budget development process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, given the anticipated level of available resources.

5.2 Budget Principles

5.2.1 Link the budget to long-term, strategic financial plans

The City's budget will be developed in accordance with the policies and priorities set forth in the five-year Strategic Plan, Comprehensive Plan, City Council goals, the needs of the community and federal and state laws.

5.2.2 Critically examine past spending patterns

The City seeks to maximize the value the public receives through its spending. Accordingly, management should develop budget tools and methods to measure and maximize value, particularly by critically examining existing spending patterns to make sure they continue to provide value.

5.2.3 Prioritize services

The City will prioritize services based on a hierarchy from essential to discretionary, their relative importance to preserving the community's health, safety, and welfare, mandates, risk assessments, long-term costs, and evidence of their effectiveness in meeting strategic plan initiatives, comprehensive plan elements, annual goals and required mandates. Essential services will receive first priority for funding. The City will attempt to maintain current service levels for all essential services. The City will identify low-priority services for reduction or elimination, if necessary, before essential services. New services shall be evaluated for long-term sustainability.

5.2.4 Maintain existing services over providing new services

The City will ensure that it maintains the quality of existing core services before it adds new services unless there is an explicit decision to lower the quality of existing services in favor or providing a new service based on strategic goals and objectives.

5.2.5 Risk management and mitigation of liabilities

The City intends to fund the current portion of liabilities within the budget so as to maintain trust of creditors and to avoid or mitigate accumulating an unmanageable liability.

5.2.6 Establish preferences for budget balancing strategies

The City's preferred strategy for balancing the budget is to reduce expenditures through improved productivity. Except during dire economic circumstances, service and program

elimination is preferable. At no time, will the annual budget be balanced at the expense of long-term financial health.

5.3 Budget Scope & Basis
The City will adopt budgets for all funds on a biennial basis. A budget calendar will be prepared by City staff and include all required public hearings. Proposed budgets will be viewed and discussed by the City Council and the public at the department and object code levels. The final budget will be adopted by ordinance of the City Council at the fund level. To encourage synchronization between the budget document and financial reporting, the City will establish the budget based on the cash plus encumbrances basis of accounting which is the same as the cash basis of financial reporting.

5.4 Balanced Budget
The objective of the operating budget is to pay for all current expenditures with current revenues. The budgets for all City funds should be structurally balanced throughout the budget development process. Recurring revenue should equal or exceed recurring expenditures in both the proposed and adopted budgets. If a structural imbalance occurs, then a plan will be developed and implemented to bring the budget back into structural balance. The City will endeavor to avoid budgetary allocations that balance current expenditures at the expense of meeting future years' expenses. Beginning fund balance sources may be used to fund capital improvement projects or other one-time, non-recurring expenditures as long as the fund reserve targets are met.

5.5 Performance Measurement
The City will present a budget that furthers the short-term and long-term goals of the Strategic Plan and Comprehensive Plan. Where appropriate and instructive, performance measurements shall be used to offer insight into how efficiently money is being spent and the workload that is driving the need for service. The City will monitor progress by establishing objectives for strategic and policy intents and measures will illustrate trends, targets and other criteria by which the City's efforts on a given program can be evaluated. This evaluation is intended to inform organizational learning, repeating what works, discontinuing what isn't working and fostering continuous improvement.

5.6 Cost Allocation
The Cost Allocation Plan (CAP) is a method used to determine and assign the cost of indirect services to the internal government users of those services or direct operating funds.

5.6.1 References
OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribe Governments."
RCW 43.09.210 states in part, "all service rendered by…from, one department…to another, shall be paid for at its true and full value by the department…receiving the same, and no department…shall benefit in any financial manner whatsoever by an appropriation or fund made for the support of another…"

5.6.2 Definitions
- Indirect Costs are incurred for a common purpose benefitting more than one cost function or organizational unit. They cannot be directly assigned without effort disproportionate to the benefit received.
- Indirect Services are activities that support the departments that provide direct service to the public. Examples include accounting, purchasing, human resources, engineering, and fleet and information technology.
- Direct Services are activities that provide services directly to or for the public and are supported by indirect services. Examples include parks, streets and utilities (water, sewer, storm water).

5.6.3 Costs to be Allocated

Costs shall only be allocated to departments that receive indirect support services. Only costs allowable for allocation in accordance with the requirements of OMB Circular A-87 shall be included in the cost allocation plan. This means that the City's resulting allocation plan will meet federal grant cost allocation requirements. It is the responsibility of staff creating the department's indirect cost allocation plan to review OMB Circular A-87 and ensure that only allocable costs are included.

As part of the annual budget development process, costs will be allocated based on the projected year budget forecast. Annually, a year-end adjustment or true up will be completed for the previous year's difference between budget-to-actual results or allocated based on actual costs. The true up will occur as part of the year-end financial reconciliations in preparation for the annual audit.

5.6.4 Basis of Allocation

Indirect cost allocation methods, as defined in administrative procedures, shall be reasonable, consistent, and equitable to distribute shared costs across funds and departments. Different factors are necessary to equitably allocate the various overhead costs. The Finance Director is responsible for preparing and determining which factor(s) will best accomplish this based on input from Direct Service Department Directors.

5.7 Budget Amendments

All budget amendments, such as shifting budget allocations from a) one fund to another fund; b) personnel and benefits and c) capital outlay or capital project expenditures must be approved by the City Council.

5.7.1 Administrative Budget Amendments

Department managers may, upon approval by the Mayor(or designee), request inter-departmental line item budget amendments for operating purposes only. These administrative budget amendments, authorized as per Ch. 35A.33.120 RCW, may be for contractual, supplies and materials and other miscellaneous line items within the department. No administrative amendments are allowed for personnel and capital outlay items. The process for requesting an administrative budget amendment is defined in administrative procedures.

5.8 Service Levels and Funding

The City will endeavor to maintain its present service levels for priority and essential services subject to available revenues. The objective is to maximize the benefit of available resources. The results or outcomes that matter most to citizens should be defined by the City Council. New services or programs will be considered for funding within available resources.

Department managers will be given the opportunity to request personnel, goods, and capital items needed to carry out the department responsibilities. Department requests must include supporting documentation and justification of needs for operating requests. Requests should integrate strategic plan priorities and departmental objectives into the budget.

5.9 Maintenance and Replacement

Maintenance and replacement funding will be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained to avoid service disruptions. Non-current liabilities have important implications for a local government's fiscal health. The City will maintain its capital assets in a manner adequate to protect the City's capital investment and to minimize future liabilities for maintenance and replacement costs. Administrative procedures will identify the processes to include:

- Complete inventory and periodic measurement of physical condition
- Establish condition/functional standards by asset class
- Evaluate infrastructure and other assets and then set priorities
- Monitor and communicate progress

5.9.1 Capital Asset Management
The City inventories and assesses the condition of its buildings, equipment and vehicles on a periodic basis. The budget process includes a multi-year projection of facilities, equipment and vehicle replacement requirements. The budget will provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment. Future maintenance needs and repairs will be cost out and included as budgetary decision criteria through the Internal Service Fund designated for Fleet and Facility maintenance.

5.10 Enterprise Fund Budgets
Enterprise operations are to be self-supporting, including capital improvements and depreciation. Enterprise operations are to be reviewed annually for self-sufficiency and proper cash-flow needs. Utility Rate studies, which occur every three years, will be included in the budget development process in the year for which new rates are established. Enterprise operating budgets will incorporate year one capital projects as identified within the Capital Improvement Plan (CIP).

5.11 Budget Reporting
The recommended and adopted budget documents will be available on the City website and at City Hall. The City will maintain an internal control system to help adhere to the budget allocations. Regular reports comparing actual revenues and expenditures to budgeted amounts will be provided to department managers on a monthly basis. The City Council will review quarterly budget versus actual reports.

6.0 CAPITAL IMPROVEMENT PLAN (CIP)

6.0 CIP Objective
The City of Snohomish Capital Improvement Plan (CIP) will describe the capital investments the City intends to make over a period of five years. Capital projects shall link to and identify the relationship to the Comprehensive Plan – Capital Facilities Plan (CFP) section that incorporates all master and functional plans where projects are identified with that plan. The CIP will serve as a comprehensive list of all capital project types where the City Council will address capital infrastructure improvements, capital equipment needs, and the effect on the City's resources.

6.1 CIP Criteria and Ranking
As adopted within the City of Snohomish Comprehensive Plan – CFP: Elements Goals and Policies, CIP projects shall be evaluated and prioritized using criteria adopted within the CFP.

6.2 CIP Budget
The City will coordinate development of the CIP with the development of the operating budget. As resources are available, the most current year of the CIP will be recommended for incorporation into the current year operating budget as capital project fund budget line items. Years two through six of the CIP are for planning purposes only. Details regarding the CIP development process will be found in administrative procedures.

6.3 Project Source and Use Identification
Capital project submissions shall include multi-year funding sources, including grants, applicable impact fees, special funding and other outside sources. Multi-year project costs, including acquisitions, right-of-way, design, construction, in-house staff time, permitting, inflationary costs and contingency must be

included in the project identification. Capital projects shall be identified as unfunded, partially funded or fully funded. Each capital improvement project will be reviewed by department managers for its long-term impact on the operating budget in terms of:

- future year revenue generation
- additional personnel requirements
- future operating and maintenance expenditures

6.3.1 Project Sources

Capital funding for general government, transportation and enterprise (utility) projects comes from operating revenues, grants, local improvement districts, impact fees and user fees. Washington State law limits the City of Snohomish ability to raise funds for capital improvements such as tax rate limits and amount of debt capacity. Given the extensive number of capital improvement projects and lack of funding available, the following are capital financing strategies used by the Snohomish City Council when preparing or updating the Capital Improvement Plan:

- Non "brick & mortar" solutions will be utilized wherever possible
- Similar departmental capital projects will be combined for efficiencies and cost savings such as street improvements combined with utility improvements to minimize impact to the community
- Existing resources be fully utilized prior to purchase or construction of new infrastructure
- Stretch REET funding utilizing councilmanic bonds
    - Total debt service financed by REET sources should amount to no more than 75% of total annual REET revenues. See Reserve Section 2.5.2 regarding Fund reserve requirement.
- Enterprise (utility) fund projects shall be paid for by user rates and capital connection charges

6.3.2 Project Costs

For the purpose of the CIP, capital outlay is distinguished from capital projects. Capital outlay includes expenditures for equipment, technology and professional services between $5,000 and $29,999 and having less than an estimated three years of useful life. Capital outlay type expenditures will be included in the operating budget, as well as, master planning or professional services of any size and scope, adopted by the City Council, shall be budgeted for within the operating budget as a separate line item.

All capital projects or capital equipment purchases at least $30,000 or over and having a useful life of three years or more are included in the CIP budget process. These projects include large capital maintenance items that extend the useful life of the capital asset. Projects may not be combined to meet the minimum standard unless they are dependent upon each other. Projects may not be separated to forego the maximum standard. Items that are operating expenditures (such as professional services, master plan updates, maintenance agreements, technology items, etc.) will not be considered within the CIP.

6.5 Capital Improvement Plan Review

Department managers will present the CIP to the City Council for approval prior to the year-one CIP projects being included within the annual operating budget. Any substantive change to the CIP after approval must be approved by the City Council.

7.0 DEBT MANAGEMENT

7.1 Debt Purpose

Debt financing is primarily used for capital project expenditures. Use of long-term debt financing for operations and maintenance costs are forbidden. Debt financing will be considered if the City is able to repay debt without causing financial distress. It is the City's objective to:

- Only obtain financing when necessary
- Identify the timing and amount of debt required as specifically as possible
- Achieve the most favorable interest rates and other related financing costs
- Ensure that future financial flexibility be maintained
- Utilize inter-fund loans from one fund to another as a first source of debt financing

7.2 Debt Practices

The City Council may authorize the following types of debt financing only for those purposes as provided by Ch. 39 RCW:

- Utilization of the Public Works Loan Fund, per WAC 399.30 for allowable purposes, if available
- Utilization of Inter-Fund Loans as per the BARS Manual Part 3, Chapter 4, Interfund Transactions, Section 1
- Issuance of Councilmatic Bonds to fund proprietary capital infrastructure projects such as water, sewer and storm water
- Issuance of Councilmatic Bonds for capital projects that generate adequate revenues from user fees to support operations and debt service requirements.

Utility System replacements, due to age or the need to upgrade to meet minimum standards, should be financed by a combination of:

- Reserving portions of the Enterprise fund balance for capital improvement projects
- Borrowing and repaying on a schedule that matches the useful life of the capital improvement

The City of Snohomish will never issue debt in excess of limitations as prescribed in Ch. 39.36.020 RCW based on percentage of its total market value. Additionally, no more than 10% of the annual operating budget may be spent on debt service annual obligations.

7.3 Bond Rating

Strong financial management is a key credit rating factor. In order for the City of Snohomish to respond quickly to economic and financial demands, the City will seek to maintain or continually improve its bond rating so as to seek the lowest possible interest rate available OR maintain its AA Bond Rating. The City will also maintain a "strong" Financial Management Practice (FMA) score – as defined by Standard & Poor Financial Management rating criteria - to provide transparent and consistent information about financial management practices.

7.4 Financial Guarantees

Should financial guarantees be utilized to defer public improvements required of development projects or to ensure that disturbed public facilities will be restored, the developer or property owner shall provide an irrevocable letter of credit, issued by a banking institution approved by the Finance Director, a bond, an assignment of savings, or a cash deposit. The form of the financial guarantee shall be at the discretion of the Finance Director and City Engineer. The amount of any approved financial guarantee shall be at least 150% of the estimated improvement cost and may be increased to reduce risk to City resources based on the professional judgment of the City Engineer.

8.0 INVESTMENTS

8.1 Policy and Scope

It is the policy of the City of Snohomish to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to State law governing the investment of public funds.

The investment policy applies to all financial assets of the City of Snohomish. These funds are accounted for in the City of Snohomish's Annual Financial Report and include all operating, special revenue, capital project, enterprise, debt service and trust funds.

8.2 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with this policy and with Ch. 35.39 RCW and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

8.3 Objective

The primary objectives, in priority order, of the City of Snohomish investment activities shall be:

8.3.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the City of Snohomish shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City of Snohomish will diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions.

8.3.2 Liquidity: The City of Snohomish investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated.

8.3.3 Return: The City of Snohomish investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. Short-term investment returns should attain a return rate of at least equal to the Washington Local Government Investment Pool (LGIP).

8.4 Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Finance Director and Mayor (or designee) who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate personnel and their procedures in the absence of the Finance Director and Mayor (or designee).

8.5 Investment Procedures

The Finance Director shall establish written administrative procedures for the operation of the investment program consistent with this policy. The procedures should include reference to safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository

agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director.

8.6 Ethics and Conflicts of Interest
Public officials and City employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Council any material financial interest in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Snohomish.

8.7 Authorized Financial Dealers and Institutions
The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Washington. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule). No public deposit shall be made except in a qualified public depository as established by Washington State laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director, upon request, with annual audited financial statements, proof of National Association of Security Dealers (NASD) certification, and proof of State of Washington registration. Annual completion of Notification to Broker and Certification by Broker will be done.

8.8 Authorized and Suitable Investments
From the governing body perspective, special care must be taken to ensure that the list of instruments includes only those allowed by law and those that local investment managers are trained and competent to handle. Interest-bearing deposits in authorized depositories must be fully insured or collateralized.

The following is a list of investments which the City of Snohomish will be authorized to invest in as per Ch. 39.58 and 39.59 RCW:

Government Securities: Instruments such as bonds, notes, bills, mortgages and other securities which are direct obligations of the federal government or its agencies, with the principal fully guaranteed by the U.S. Government or its agencies.

Certificate of Deposit: A negotiable or nonnegotiable instrument issued by commercial banks, located in the State of Washington and insured up to $100,000 by the Federal Deposit Insurance Corporation (FDIC), or, if exceeding $100,000 FDIC coverage, is fully insured or collateralized.

Prime Commercial Paper: An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for a maturity specified by the purchaser. Corporations market their paper through dealers who in turn market the paper to investors.

State of Washington Securities and Pools: Any security which is a general obligation of the State of Washington or any of its municipalities. Statewide investment pools which invest in authorized instruments.

Money Markets: Money market mutual funds which invest in authorized instruments.

8.9 Safekeeping and Custody
When a broker dealer holds investments purchased by the City of Snohomish in safekeeping, the broker-dealer must provide asset protection of $500,000 through the Securities Investor Protector Corporation (SIPC) and at least another $49.5 million supplemental insurance protection.

8.10 Diversification
The City will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements, as per the long-range financial plan. Extended maturities may be utilized to take advantage of higher yields and to match investment maturities with debt obligations; however, no more than 20% of the total investments should extend beyond 5 years. Unless prior City Council approval is received, no investment with a maturity exceeding 10 years will be purchased.

- The City will attempt to diversity its investment portfolio according to broker-dealer or financial institutions. No more than 50% of the entire investment portfolio shall be held with one broker.

8.11 Reporting
Periodic required investment reports to policymakers and elected officials provide necessary written communication regarding investment performance, risk analysis, adherence to policy provisions, as well as other information. The Finance Director shall provide the City Council periodic investment reports, which provide a clear picture of the status of the current investment portfolio. The management report should include a summary of securities held at the end of the reporting period by authorized investment category, percentage of portfolio represented by each investment category, percentage of portfolio represented by each financial institution, and overall portfolio values.

9.0 LONG-TERM FINANCIAL PLANNING

A 5-year Financial Management Plan with an integrated 5- year Capital Improvement Plan (CIP) is utilized to assist the City Council and department managers in strategizing and aligning financial capacity with the City Council Strategic Plan and objectives. The long-term financial plan serves as a foundation for conversations regarding purchases and project planning.

The plan will include an analysis of the current and future year's financial environment, revenue, operating and capital expenditure forecasts, debt positions and affordability analysis. The financial plan will be updated as needed in order to provide direction to the budget process.

The City's budget process involves incorporating the goals and strategies identified by the City Council's five-year Strategic Plan to provide for the community's highest priority needs. Strategic planning begins with determining the City's fiscal capacity based upon long-term financial forecasts of recurring available resources.

10.0 AUDITING, ACCOUNTING & INTERNAL CONTROL

The City of Snohomish will establish and maintain a high standard of accounting practices and procedures. Accounting standards will conform to Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB). Accounting standards will reflect Best Practices recommended by the Government Finance Officers Association (GFOA) and chart of accounts required by the Washington Office of the State Auditor (SAO) BARS manual.

After each fiscal year, the Washington SAO will conduct an audit of the City financial transactions, contract management and internal control. The report will include a financial opinion and a management and compliance report on internal controls. Annually, a comprehensive annual financial report will be prepared by the City. This report shall be made available to elected officials, City management, bond-rating agencies, and the general public.

10.1 Internal Control
The City Council and City Management is responsible for ensuring and maintaining a system of internal control to safeguard its assets against loss, check the accuracy and reliability of its accounting data promote operational efficiency and encourage adherence to prescribed administrative procedures.

The Finance Director shall develop internal control processes or administrative procedures to ensure and maintain a strong internal control function. Periodic updates and new recommended practices set forward by the SAO and GFOA are communicated and addressed with the City Council. Any weakness in internal control and accounting procedures shall be addressed immediately by the Mayor (or designee)or Finance Director so a timeline to remedy improvement can be established.

10.2 Accounting Write-offs
The Finance Director shall make every effort to collect all receivables owed to the City. The following is criteria that must be met before a receivable is allowed for write-off:

- Standardized collection procedures have been exhausted
- A determination has been made that the debt is uncollectible or that further measures to collect the debt are inappropriate and deemed to exceed the cost of collection
- The characteristics of the debt are such that write-off is appropriate - If funds are uncollectible, the Finance Director would make a determination for write offs to a bad debt expenditure up to $5,000. City Council approval is required for balances above this threshold and must accompany the write off to the bad debt expenditure.
- The reason for the write-off is documented adequately and is made available for audit.

10.3 Petty Cash and Bank Account Controls
The Finance Director, using best business and accounting practices, is authorized to establish a petty cash fund of $500.00 and a change fund of $100.00 for each City department or division which the Finance Director finds in need of such fund(s).

The Finance Director shall establish processes for control and handling of petty cash and change funds. The Finance Director will oversee and manage all City of Snohomish Banking Accounts within administrative procedures. Bank accounts will be reconciled on a monthly basis.

10.3 Capital Asset Threshold
Real property, titled vehicles and utility system components shall be considered capital assets. All other property, with a value of $5,000 or more and a useful life of three years or more shall be considered capital. For purposes of asset disposition and equipment replacement planning, the City shall depreciate capital assets under a straight-line method, based on the assets useful life to a book value of $1.00 or salvageable value.

10.4 Inventory of Small and Attractive Items
Operating departments shall be responsible for conducting regular inventory of their small and attractive items (i.e. cell phones, tablet, hand tools and power equipment) and submit a physical inventory to the Finance Director. Asset management and inventory procedures are defined in administrative procedures

10.5 Surplus Assets

The Mayor or designee may administratively surplus non-public utility office equipment, computer equipment, small tools, computer software and minor equipment with a value of less than $5,000. Titled vehicles, real property, and any City property with a value of greater than $5,000 will be surpluses by the City Council by resolution. The process for surplusing assets is defined in administrative procedures. The Finance Director shall be responsible for the accounting of all surplus property transactions.

10.5.1 Surplus or Inter-governmental Disposition of Public Utility Assets

As per Ch 35.94.040 RCW, titled vehicles, real property, and equipment originally acquired for public utility purposes and which no longer required for providing continued public utility service may be surplused after a public hearing and subsequent City Council resolution.

FINANCIAL MANAGEMENT POLICY ADOPTION

The City of Snohomish Financial Management Policy shall be adopted and amended by action of the City Council. The Snohomish City Council shall review the policy periodically and any modifications made thereto must be approved by the City Council.

Policy Approved on: June 21, 2016 – Ordinance 2311

This policy replaces separate, previously adopted policies and procedures regarding revenue management, procurement, fund reserves, purchasing or commercial credit cards, asset management policies or any other policy regarding financial management and administrative procedures.

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	*Check #*	*Invoice #*	*Check Date*	*Description*	*Amount*	*Vendor Total*
Allen Property LLC						**$25.00**
72079		BL Refund	12/2/2019	Customer applied for HOP but should be general BL	$25.00	
Early & Company, Inc.						**$75.00**
72080		BL Refund	12/2/2019	Customer applied for HOP but outside City limits	$75.00	
Home Entertainment Solutions Inc.						**$50.00**
72081		BL Refund	12/2/2019	Customer applied for HOP but outside City limits	$50.00	
Jordan Crowl						**$25.00**
72082		BL Refund	12/2/2019	Customer applied for BL but outside City limits	$25.00	
Kimcuoung H Le						**$25.00**
72083		BL Refund	12/2/2019	Customer applied for BL but outside City limits	$25.00	
Malaika Adult Family Home						**$25.00**
72084		BL Refund	12/2/2019	Customer applied for HOP but should be general BL	$25.00	
McKenzie Miller						**$25.00**
72085		BL Refund	12/2/2019	Customer applied for HOP but outside City limits	$25.00	
Neil Landass						**$14.58**
72086		BL Refund	12/2/2019	Customer applied for BL but outside City limits	$14.58	
Ojala Law Inc PS						**$25.00**
72087		BL Refund	12/2/2019	Customer renewed general BL but not in City limits	$25.00	
Snohomish County Treasurer						**$99.66**
72088		Oct 2019 - 1	12/2/2019	Crime Victims EDC	$87.40	
		Oct 2019 - 2		Crime Victims TVB	$9.59	
		Oct 2019 - 3		Crime Victims Parking	$2.67	
Soulfire Fit						**$25.00**
72089		BL Refund	12/2/2019	Customer applied for HOP but outside City limits	$25.00	
Tyren Toler						**$75.00**
72090		BL Refund	12/2/2019	Customer applied for HOP but outside City limits	$75.00	
Washington State Department of Licensing						**$111.00**
72091		SNP000519	12/2/2019	Late Renewal - Vecera	$21.00	
		SNP000520		Original - Olson	$18.00	
		SNP000521		Renewal - Brooks	$18.00	
		SNP000522		Renewal - Witherow	$18.00	
		SNP000523		Renewal - McAllister	$18.00	
		SNP000524		Renewal - Telford	$18.00	
Washington State Treasurer						**$6,459.54**
72092		Oct 2019 - 1	12/2/2019	EDC ST GEN FUND 40	$2,361.88	
		Oct 2019 - 2		EDC ST GEN FUND 50	$1,376.48	
		Oct 2019 - 3		EDC ST GEN FUND 54	$37.41	
		Oct 2019 - 4		EDC HWY SAFETY ACCT	$18.78	
		Oct 2019 - 5		EDC BREATH LAB	$2.96	
		Oct 2019 - 6		EDC DEATH INV ACCT	$5.61	
		Oct 2019 - 7		EDC JIS ACCT	$704.65	
		Oct 2019 - 8		EDC TRAUMA CARE	$143.34	
		Oct 2019 - 9		EDC SCHOOL ZONE SAFETY	$0.16	
		Oct 2019 - 10		EDC AUTO THEFT PREV	$287.60	

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount	Vendor Total
		Oct 2019 - 11		EDC TRAUMA BRAIN INJ	$84.68	
		Oct 2019 - 12		WSP HIWAY ACCT	$31.96	
		Oct 2019 - 13		TVB ST GEN FUND 50	$306.24	
		Oct 2019 - 14		TVB ST GEN FUND 40	$178.44	
		Oct 2019 - 15		TVB JIS	$138.00	
		Oct 2019 - 16		TVB TRAUMA	$30.00	
		Oct 2019 - 17		TVB AUTO THEFT PREV	$12.00	
		Oct 2019 - 18		TVBTRAUMA BRAIN	$60.00	
		Oct 2019 - 19		PARKING ST GEN FUND 50	$71.65	
		Oct 2019 - 20		PARKING ST GEN FUND 40	$106.20	
		Oct 2019 - 21		PARKING JIS	$345.00	
		Oct 2019 - 22		BUILDING SERVICE CHARGE	$156.50	
Jeffrey Meyer						**$11.34**
	72093	UB Refund	12/4/2019	820 Ludwig Road Snohomish WA 98290	$11.34	
Nazlim Saray						**$29.97**
	72094	UB Refund	12/4/2019	2114 Northlake Avenue Snohomish WA 98290	$29.97	
Darrin Ballenger						**$182.08**
	72095	UB Refund	12/4/2019	612 S Carpenter Road Snohomish WA 98290	$182.08	
Beverly Imsland						**$44.56**
	72096	UB Refund	12/4/2019	1922 Terrace Avenue Snohomish WA 98290	$44.56	
Bob McGowan						**$37.36**
	72097	UB Refund	12/4/2019	120 Long Street Snohomish WA 98290	$37.36	
AAA Everett Fire Extinguisher Company						**$58.74**
	72098	157620	12/09/2019	CO2 Test & Refill	$58.74	
Ace Equipment Rentals						**$289.38**
	72099	86712	12/09/2019	Chipper Rental	$289.38	
Advanced Traffic Products						**$180.67**
	72100	25533	12/09/2019	Cross Walk Buttons	$180.67	
Allstream						**$75.28**
	72101	16512281	12/09/2019	776393 Analog Line for PD Security Alarm System	$75.28	
Alpha Courier Service						**$24.20**
	72102	20505	12/09/2019	Lab Samples Courier	$24.20	
American Water Works Association						**$250.00**
	72103	3750	12/09/2019	2020 WWUC Dues	$250.00	
ARC Architects, Inc						**$500.00**
	72104	2019013.000-7	12/09/2019	Midtown Land Use Study	$500.00	
Automatic Funds Transfer Services, Inc						**$900.24**
	72105	112642	12/09/2019	Monthly Invoices	$900.24	
Cadman, Inc.						**$212.13**
	72106	5653121	12/09/2019	Union Avenue Patch Work	$212.13	
Central Parts Warehouse						**$128.92**
	72107	577468A	12/09/2019	Plow Poly Spinner	$128.92	

CONSENT ITEM 7d.

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount	Vendor Total
Central Welding Supply Inc.						**$18.06**
	72108	RN11191009	12/09/2019	Acetylene	$18.06	
Comcast						**$111.40**
	72109	892709 120219	12/09/2019	Scada	$111.40	
Core & Main LP						**$9,409.33**
	72110	L507217	12/09/2019	Meters	$2,428.17	
		L507228		Meters	$2,184.77	
		L507237		Meters	$2,428.17	
		L507241		Meters	$730.22	
		L577784		Meter Training	$1,638.00	
CWA Consultants, P.S.						**$540.00**
	72111	19-249	12/09/2019	CV19-0001 Vault Review	$540.00	
Daily Journal of Commerce						**$1,751.40**
	72112	3353471	12/09/2019	PAA Bid Ad	$970.20	
		3353517		2019 Reservoir Cleaning & Project Bid Ad	$781.20	
Dell Marketing LP						**$1,641.03**
	72113	10354461086	12/09/2019	Replacement Laptop Battery	$108.18	
		10357164425		Replacement Laptop	$1,532.85	
Dog Waste Depot						**$434.48**
	72114	309748	12/09/2019	Doggie Pots	$434.48	
Ecolube Recovery, LLC						**$290.00**
	72115	2943112119	12/09/2019	Used Oil Pick Up	$290.00	
Edge Analytical						**$1,948.99**
	72116	19-40494	12/09/2019	Labs	$1,643.99	
		19-43583		Labs	$305.00	
Enviro-Clean Equipment, Inc.						**$117.30**
	72117	S19-120305	12/09/2019	Sweeper Spray Nozzles	$117.30	
Everett Stamp Works						**$111.50**
	72118	28305	12/09/2019	Engineering Approval Stamps	$65.80	
		28362		New Councilmember Nameplates	$45.70	
Girard Resources & Recycling, LLC						**$89.93**
	72119	65009	12/09/2019	Top Soil	$89.93	
Grainger Inc.						**$150.06**
	72120	9364374513	12/09/2019	Stock Ear Plugs	$66.72	
		9369174462		Stock Gloves	$83.34	
H.B. Jaeger						**$144.53**
	72121	17913050889	12/09/2019	Meter Lid	$144.53	
Inland Environmental Resources, Inc.						**$1,402.08**
	72122	2019-8147	12/09/2019	Polymer	$1,402.08	
Kelley Imaging Systems Inc						**$441.32**
	72123	IN604851	12/09/2019	City Hall Copier	$441.32	

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount	Vendor Total
Lakeside Industries						**$826.31**
	72124	108483	12/09/2019	Cold Mix	$826.31	
McDaniel Do It Center - Parks						**$245.42**
	72125	521294	12/09/2019	Wreath Repair	$139.69	
		521342		Wreath Repair	$80.93	
		521556		Ferguson Recycle Bin	$8.50	
		K21511		Lights for City Hall Tree	$16.30	
McDaniel Do It Center - Storm						**$40.48**
	72126	521535	12/09/2019	CSO Monitor Parts	$6.93	
		K21490		LS Wet Well Hardware	$33.55	
McDaniel Do It Center - Streets						**$38.11**
	72127	K21512	12/09/2019	Concrete for Sign Posts	$38.11	
McDaniel Do It Center - Water						**$94.61**
	72128	521229	12/09/2019	Tarp and Fasteners	$94.61	
Northshore Paving, Inc.						**$53,379.26**
	72129	PE #2	12/09/2019	Bickford Avenue Overlay	$50,710.30	
	72130	PE #2 Retainage	12/09/2019	Bickford Avenue Overlay Retainage	$2,668.96	
Pacifica Law Group						**$423.50**
	72131	55393	12/09/2019	CSO Reduction Project Phase 2 - Legal Assistance	$423.50	
Philips Publishing Group						**$4,302.37**
	72132	30807	12/09/2019	Fall 2019 Snohomish Quarterly	$4,302.37	
Pitney Bowes						**$434.23**
	72133	3310143987	12/09/2019	City Hall Postage Meter	$434.23	
Ryan deLeuw						**$33.00**
	72134	Expense Report 112619	12/09/2019	Pesticide License Renewal	$33.00	
Six Robblees						**$446.50**
	72135	14-392547	12/09/2019	Chains for Small Plow	$446.50	
Smarsh, Inc						**$516.90**
	72136	INV00561209	12/09/2019	City Text Message & Social Media Archival Solution	$516.90	
Snohomish Auto Parts						**$224.63**
	72137	593995	12/09/2019	Wire, Terminals	$19.85	
		594130		Bulb	$15.46	
		594288		Plow Toggle Boot	$11.32	
		594865		Oil Dry	$37.35	
		596456		Sweeper Oil, Filter	$140.65	
Snohomish Co-Op						**$87.54**
	72138	21793	12/09/2019	Erosion Control Straw	$12.00	
		21870		Diesel Fuel	$75.54	
Snohomish County Human Services						**$711.87**
	72139	I000514370	12/09/2019	Liquor Profits/Taxes 3rd Qtr 2019	$711.87	
Snohomish County Public Defender Association						**$10,285.31**
	72140	2926	12/09/2019	Public Defender Services	$10,285.31	

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount	Vendor Total
Snohomish County Pud #1						**$7,516.69**
	72141	111841381	12/09/2019	200963296 Ferguson LS PUD	$99.52	
		115145120		201365467 WTP	$182.68	
		115147290		200967909 Lighting	$55.42	
		118465719		201448438 Ped Signal	$23.25	
		118467537		202011334 Hill Park Large Shelter	$95.73	
		118467598		200611275 Commercial LS PUD	$41.26	
		118467599		200664712 Pilchuck Park	$141.30	
		121779215		200092427 Lighting	$64.94	
		121779216		200104727 Rainier LS PUD	$459.25	
		121779217		200205045 Lincoln LS PUD	$72.50	
		125097661		201377587 Signal	$19.71	
		125099213		201377579 Signal	$33.89	
		125102900		202670683 Lighting	$1,100.01	
		131685899		201965522 Bonneville LS PUD	$18.89	
		134996784		201016185 Hill Park LS PUD	$92.56	
		134996785		201054848 Champagne LS PUD	$138.75	
		134997383		202511838 Lighting	$15.45	
		138198961		222322620 CSO 1 Monitor PUD	$16.29	
		144857169		205478688 Signal	$84.19	
		151446779		204717656 Lighting	$47.76	
		154685205		220318612 Round-a-bout Lighting	$91.09	
		154689710		202882064 Lighting	$4,197.43	
		154689711		202882080 Lighting	$275.52	
		154689712		203168588 Lighting	$31.59	
		161071893		202404505 10th & Ave D Signal	$47.58	
		164287323		203505128 Hill Park Lower Shelter	$18.32	
		167520660		220173033 Lighting	$51.81	
Sound Publishing						**$1,040.75**
	72142	EDH879693	12/09/2019	City Applications #SL19-0001 NOA	$70.59	
		EDH881013		PAA Bid Ad	$423.54	
		EDH881137		2019 Reservoir Cleaning & Project Bid Ad	$340.28	
		EDH881506		Nonsignificance #22-18-SDP SEPA DNS	$104.98	
		EDH882203		City Ordinances - Ordinance 2386 Publishing	$34.39	
		EDH882204		City Ordinances - Ordinance 2387 Publishing	$34.39	
		EDH882206		City Notices - Resolution 1405 Publishing	$32.58	
Sound Safety Products Co.						**$105.38**
	72143	317861/1	12/09/2019	Bibs - Cavanah	$105.38	
Southern Computer Warehouse						**$607.02**
	72144	IN-000613651	12/09/2019	Replacement Projector	$607.02	
Summit Law Group PLLC						**$2,583.76**
	72145	108563	12/09/2019	Labor Relations Services	$2,583.76	
United Site Services						**$139.04**
	72146	114-9517512	12/09/2019	Ferguson Park Porta Potty Rental	$139.04	
Unum Life Insurance						**$157.00**
	72147	0220603-027 111819	12/09/2019	LEOFF I Retiree Medical	$157.00	
US Bank CPS						**$3,754.14**
	72148	DA Comcast 741668 110719	12/09/2019	Bickford Camera	$128.37	
		DA Leatherman 545263		Multi Tool	$87.85	
		DD Home Depot 5010814		Key Tags	$3.23	

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount	Vendor Total
		DD Home Depot 5133650		CSO Mon Batteries	$45.78	
		DD Home Depot 7014300		CSO Monitor Parts	$12.12	
		DL Antaira 38163		Modbus for Scada	$299.63	
		DL Antaira 4393		Modbus Return	-$189.00	
		DL Fred Meyer 062017		Wall Chargers & Data Cables	$41.46	
		DL Home Depot 2522010		Wreath	$26.15	
		DL Home Depot 6624069		Duct Tape/Garbage Bags	$26.75	
		DL Home Depot 7610369		Hooks	$19.61	
		DL Home Depot 7610402		Thread Tape	$7.21	
		DL Skilagged 2736928		Unauthorized Purchase	$9.27	
		DL Skiplagged 2736928R		Unauthorized Transaction Refund	-$9.27	
		DLg Comcast 475077 110119		Skate Park Cameras at Boys & Girls Club	$106.22	
		DLg Comcast 482016 110119		City Hall Internet Services	$151.22	
		DLg Crucial.com 102419		Upgrade Memory (RAM) for PCs	$327.53	
		FS Home Depot 2623418		Graffiti Remover	$9.80	
		FS Home Depot 7521434		Bleach	$16.07	
		JH Home Depot 4092053		Round-a-bout Light Pkg	$587.33	
		JK Riverwalk Vista 493126216		Hotel for NLC 2019 City Summit	$232.33	
		JK Riverwalk Vista 493126216.2		Hotel for NLC 2019 City Summit	$464.66	
		JP GRCC Special Events 20598		2020 Waterworks Certification Renewal	$42.00	
		JP GRCC Special Events 20984		2020 Waterworks Certification Renewal - deLeuw	$42.00	
		JP Green River CC 197679		Cross Connection Control Exam Review - Cavanah	$475.00	
		KA GRCC Special Events 20365		2020 Waterworks Certification Renewal	$42.00	
		KA Safeway 12116962		Distilled Water	$92.91	
		KS Staples 080888		Daily Planner - Simpson	$25.13	
		LB Amazon 5618602		Overload for Rainier LS	$48.05	
		LB Amazon 5749003		Air Filters	$28.30	
		LB Amazon 7309059 Return		Phone Case Return Credit	-$131.02	
		LB Elite Lock 35180		Locks & Keys	$219.15	
		RK Brown Bear 034880		Car Wash EP-8	$9.00	
		RK Sno Co-op 482014		Fuel Purchase Declined; Vendor to Reimburse	$35.15	
		RK Sno Co-op 482022		Fuel Purchase Declined; Vendor to Reimburse	$35.15	
		SC Home Depot 7012891		Supplies for New Install Door for Mechanic Area	$98.67	
		SS Collectors Choice 1911190055		SCT MAG Meeting Lunch	$21.33	
		WP Fiverr SI1900009251495		Animated GIF for Sno Marketing Campaign	$12.00	
		WP Sno Chamber 111919		Chamber Monthly Meeting	$15.00	
		WP TheTravelSketcher 101618		Historic Walking Tour Map	$240.00	
VOID						**$0.00**
72149			12/09/2019		$0.00	
Usa Bluebook Inc						**$1,354.15**
72150		072451	12/09/2019	Strain Relief Wet Well Hangers	$129.22	
		074473		Lab Supplies	$1,191.74	
		075121		Lab Supplies	$33.19	
Utilities Underground Location						**$73.53**
72151		9110227	12/09/2019	November Locates	$73.53	
Voyager						**$2,415.25**
72152		869344283949	12/09/2019	Fleet Fuel - November 2019	$2,415.25	

CONSENT ITEM 7d.

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	*Check #*	*Invoice #*	*Check Date*	*Description*	*Amount*	*Vendor Total*
Washington State Association of Permit Technicians						**$45.00**
	72153	2020 Membership Hoole	12/09/2019	Hoole 2020 WSAPT Membership	$45.00	
Washington State Department of Ecology						**$1,083.73**
	72154	2020-BA0029548	12/09/2019	Annual Biosolids Permit	$1,083.73	
Washington State Department of Transportation						**$48.84**
	72155	RE-313-ATB91118186	12/09/2019	Bickford Avenue Overlay CE	$48.84	
Weed, Graafstra & Associates, Inc. P.S.						**$13,947.35**
	72156	223.251.21	12/09/2019	Attorney Fees - Litigation, Admin & Public Records	$13,947.35	
Whistle Workwear						**$98.80**
	72157	TR-492162	12/09/2019	Partial Uniform - Bender	$98.80	
Xerox Corporation						**$292.30**
	72158	098868815	12/09/2019	City Hall New Addition Area Printer	$220.85	
		098868816		Public Works Shop Printer	$71.45	
					TOTAL	**$135,938.83**

I hereby certify that the goods and services charged on the vouchers listed below have been furnished to the best of my knowledge. I further certify the claims below to be valid and correct.

_____
Finance Director

WE, the undersigned councilmembers of the City of Snohomish, Washington, do hereby certify that the claim warrants #72079 through #72158 in the total amount of $135,938.83 through December 9, 2019 are approved for payment on January 7, 2020.

_____
Mayor

_____
Councilmember

_____
Councilmember

_____
Councilmember

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount	Vendor Total
Garrett Hamlow						**$75.00**
	72159	BL Refund	12/20/2019	Customer paid for HOP but outside of City limits	$75.00	
Protech						**$75.00**
	72160	BL Refund	12/20/2019	Customer paid for HOP but outside of City limits	$75.00	
Raechel Cole						**$75.00**
	72161	BL Refund	12/20/2019	Customer paid for HOP but outside of City limits	$75.00	
Snohomish County Treasurer						**$51.87**
	72162	Nov 2019 - 1	12/20/2019	Crime Victims EDC	$42.70	
		Nov 2019 - 2		Crime Victims TVB	$7.63	
		Nov 2019 - 3		Crime Victims Parking	$1.54	
SSB Investment Properties						**$25.00**
	72163	BL Refund	12/20/2019	Customer paid for BL when not necessary	$25.00	
Washington State Department of Licensing						**$234.00**
	72164	SNP000525	12/20/2019	Original - Bodin, Caleb	$18.00	
		SNP000526		Original - Bodin, Palmer	$18.00	
		SNP000527		Renewal - McGowan	$18.00	
		SNP000528		Original - Gilmore	$18.00	
		SNP000529		Renewal - Ivarra	$18.00	
		SNP000530		Renewal - O'Hearn	$18.00	
		SNP000531		Renewal - Mascarello	$18.00	
		SNP000532		Original - Helvey	$18.00	
		SNP000533		Original - Tyler	$18.00	
		SNP000534		Original - David	$18.00	
		SNP000535		Renewal - Sutin	$18.00	
		SNP000536		Renewal - Albedyll	$18.00	
		SNP000537		Original - Riddick	$18.00	
Washington State Treasurer						**$3,328.58**
	72165	Nov 2019 - 01	12/20/2019	EDC ST GEN FUND 40	$1,065.61	
		Nov 2019 - 02		EDC ST GEN FUND 50	$631.19	
		Nov 2019 - 03		EDC ST GEN FUND 54	$43.17	
		Nov 2019 - 04		EDC HWY SAFETY ACCT	$7.06	
		Nov 2019 - 05		EDC DEATH INV ACCT	$3.15	
		Nov 2019 - 06		EDC JIS ACCT	$229.21	
		Nov 2019 - 07		EDC TRAUMA CARE	$50.74	
		Nov 2019 - 08		EDC SCHOOL ZONE SAFETY	$0.17	
		Nov 2019 - 09		EDC AUTO THEFT PREV	$98.88	
		Nov 2019 - 10		EDC TRAUMA BRAIN INJ	$32.62	
		Nov 2019 - 11		WSP HIWAY ACCT	$17.98	
		Nov 2019 - 12		TVB ST GEN FUND 50	$246.21	
		Nov 2019 - 13		TVB ST GEN FUND 40	$142.94	
		Nov 2019 - 14		TVB JIS	$115.00	
		Nov 2019 - 15		TVB TRAUMA	$25.00	
		Nov 2019 - 16		TVB AUTO THEFT PREV	$10.00	
		Nov 2019 - 17		TVBTRAUMA BRAIN	$50.00	
		Nov 2019 - 18		PARKING ST GEN FUND 50	$51.54	
		Nov 2019 - 19		PARKING ST GEN FUND 40	$70.61	
		Nov 2019 - 20		PARKING JIS	$230.00	
		Nov 2019 - 21		BUILDING SERVICE CHARGE	$207.50	
AAA Champion LLC						**$1,923.53**
	72166	3517	12/31/2019	Janitorial	$1,923.53	

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	*Check #*	*Invoice #*	*Check Date*	*Description*	*Amount*	*Vendor Total*
Airport Way Service Glass						**$301.84**
	72167	A0025782	12/31/2019	EP8 Windshield Repair	$301.84	
Allstream						**$101.14**
	72168	16552991	12/31/2019	777368 City Hall Analog Line	$101.14	
Benchmark Surveying LLC						**$18,922.50**
	72169	2578	12/31/2019	Ford Avenue Overlay Project Survey	$10,455.00	
		2635		20 Fence Project Construction Survey Staking	$1,580.00	
		2636		Carnegie Boundary Line Adjustment	$2,795.00	
		2637		Averill Field Survey	$1,092.50	
		2691		Kla Ha Ya Lift Station Decommission Project Survey	$3,000.00	
BHC Consultants						**$10,776.25**
	72170	11629	12/31/2019	Engineering Services	$10,776.25	
Bickford Motors						**$157.31**
	72171	881731	12/31/2019	EP123 Oil Change/Recall Work	$63.55	
		881880		EP126 Oil Change	$51.75	
		882088		EP46 Oil Change	$63.55	
		CM1162379		EP123 Filter Return	($21.54)	
Builders Exchange of Washington						**$412.75**
	72172	1064293	12/31/2019	Carnegie Re-Bid Ad, 2019 Res Cleaning, PAA Bid Ad	$412.75	
Chemsearch						**$144.14**
	72173	3794709	12/31/2019	Rainbow LS Bugs	$144.14	
City of Everett Finance						**$243.00**
	72174	I19004650	12/31/2019	Coliform Samples	$243.00	
City of Everett Utilities						**$45,447.56**
	72175	010157 121819	12/31/2019	6600 109th Ave SE	$39,103.59	
		010164 121819		6400 118th Dr SE	$491.77	
		016739 121819		99th St SE/5 Line	$1,088.97	
		017410 121819		6203 107th Ave SE	$1,195.30	
		019546 121819		3300 Blk Bickford Ave	$3,567.93	
Code Publishing Inc						**$483.58**
	72176	65589	12/31/2019	Code Publishing Services	$483.58	
Cole Cavanah						**$48.00**
	72177	Expense Report 121219	12/31/2019	Meals during CCS Exam Review Class	$48.00	
Cues, Inc						**$1,800.00**
	72178	550250	12/31/2019	Cues Granite Support	$1,800.00	
Degenkolb Engineers						**$3,947.50**
	72179	13054	12/31/2019	City Hall/Engineering Building Seismic Analysis	$3,947.50	
Dunlap Industry						**$83.78**
	72180	308649-1	12/31/2019	Pipe Choker	$83.78	
Edge Analytical						**$305.00**
	72181	19-46131	12/31/2019	Labs	$305.00	
Elite Lock And Safe						**$276.75**
	72182	37409	12/31/2019	Shop Locks	$276.75	

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	*Check #*	*Invoice #*	*Check Date*	*Description*	*Amount*	*Vendor Total*
FCS Group						**$6,670.00**
	72183	3048-21912006	12/31/2019	Sewer & Water Comp Plan	$6,670.00	
Federal Express Corp.						**$115.55**
	72184	6-867-65534	12/31/2019	Postage (Contract to DOE)	$63.21	
		6-875-00070		City Hall Furnace Contract Mailed	$52.34	
Frontier						**$472.63**
	72185	107185 121519	12/31/2019	Gate Line	$62.69	
		602175 120119		Multiple Phone Lines	$409.94	
Gray & Osborne, Inc.						**$619.85**
	72186	19440.00-8	12/31/2019	Sewer On-Call	$619.85	
Green Dot Concrete						**$554.54**
	72187	3202	12/31/2019	Ferguson Boat Launch	$554.54	
H. D. Fowler Company						**$3,271.71**
	72188	I5335423	12/31/2019	Misc Brass	$2,761.99	
		I5355475		Repair Clamps	$509.72	
H.B. Jaeger						**$86.47**
	72189	17913054700	12/31/2019	Rock Rake	$86.47	
Historic Downtown Snohomish						**$4,300.00**
	72190	LTAC2019	12/31/2019	LTAC Reimbursement	$4,300.00	
J Thayer Company						**$187.37**
	72191	1414151-0	12/31/2019	Shop Calendars	$187.37	
Jones Chemicals Inc						**$3,980.45**
	72192	808426	12/31/2019	CI2/SO2	$4,780.42	
		808469		Credit for Container Return	($799.97)	
Katie Hoole						**$138.67**
	72193	Expense Report 123019	12/31/2019	Rolling Catalog Case	$138.67	
KBA Inc.						**$2,431.06**
	72194	3004928	12/31/2019	Bickford Ave Overlay CM	$2,431.06	
McDaniel Do It Center - Parks						**$256.29**
	72195	521597	12/31/2019	Graffiti Cover Up - Trail	$5.45	
		521680		Graffiti Removal	$136.75	
		521767		Holiday Tree Stand	$12.00	
		521924		Round-a-bout	$23.98	
		521933		Sealant for City Hall Postmaster Room Work	$21.82	
		521957		Sealant for City Hall Postmaster Room Work	$36.00	
		522003		Caulk for City Hall Postmaster Room Work	$3.81	
		522050		Mower Touch Up Paint	$16.48	
McDaniel Do It Center - Police						**$15.27**
	72196	521732	12/31/2019	Ant Killer	$15.27	
McDaniel Do It Center - Storm						**$5.00**
	72197	522053	12/31/2019	Conduit	$5.00	

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount	Vendor Total
McDaniel Do It Center - Streets						**$51.28**
	72198	521596	12/31/2019	Marking Paint	$15.27	
		521951		Screws	$9.82	
		521997		Gloves	$26.19	
McDaniel Do It Center - Water						**$28.80**
	72199	521725	12/31/2019	Sawzall Blade & Keys	$28.80	
Motor Truck Inc.						**$37.12**
	72200	ME156790	12/31/2019	Truck Repair Part	$37.12	
Philips Publishing Group						**$650.00**
	72201	30925	12/31/2019	2020 Media Kit	$650.00	
Platt Electric Supply						**$351.66**
	72202	X775624	12/31/2019	Batteries for City Hall Emergency Lights	$49.87	
		X856891		New Emergency Lights for City Hall	$301.79	
Process Solutions						**$9,333.18**
	72203	35807	12/31/2019	On-Call Services	$6,030.00	
		35808		On-Call Services Materials & Parts	$3,303.18	
Puget Sound Energy						**$968.25**
	72204	228364 120719	12/31/2019	200011228364 Hill Park LS PSE	$39.41	
		228570 120719		200011228570 Champagne LS PUD	$39.41	
		228786 120719		200011228786 Engineering	$114.87	
		229248 120719		200011229248 Clarkes Pond LS PSE	$100.93	
		294678 120419		City Hall	$277.03	
		294678 120719		200014294678 City Hall	$212.55	
		562024 120719		200007562024 Lincoln LS PSE	$85.27	
		797589 120719		200022797589 Commercial LS PSE	$85.27	
		997032 120719		220003997032 Shadowood LS PSE	$13.51	
Rubatino Refuse Removal Inc						**$980.98**
	72205	3045065	12/31/2019	Drop Box Waste Disposal	$980.98	
Sherwin-Williams						**$46.34**
	72206	6562-8	12/31/2019	Graffiti Abatement Hill Park	$46.34	
Shred-It USA, Inc						**$178.65**
	72207	8128560899	12/31/2019	Shred Docs Oct & Nov 2019	$178.65	
Snohomish Auto Parts						**$58.75**
	72208	596934	12/31/2019	Blaster Penetrant	$58.75	
Snohomish County 911						**$10,658.70**
	72209	2051	12/31/2019	Dispatch Services	$10,658.70	
Snohomish County Cities & Towns						**$100.00**
	72210	01036	12/31/2019	Membership Renewal	$100.00	
Snohomish County Department of Public Works						**$652.23**
	72211	CR00047497	12/31/2019	Signal Maintenance Credit	($215.92)	
		I000517635		Signal Maintenance	$868.15	
Snohomish County Pud #1						**$25,722.69**
	72212	105245450	12/31/2019	200562023 Shop Portable	$194.73	
		105247111		200476950 Carnegie	$198.10	

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount	Vendor Total
		105248256		200588382 South Zone Res	$140.19	
		108552260		200346922 VIC	$141.45	
		108552261		200368603 Shop Pole Bldg	$143.17	
		111858622		201377587 Signal	$20.78	
		111859169		201377579 Signal	$41.58	
		115156531		222311748 Lighting	$19.46	
		115156532		222322620 CSO 1 Monitor PUD	$19.10	
		118471721		201293982 Signal	$50.81	
		118473182		201302361 PW Shop	$1,473.97	
		118476357		201908738 Stone Ridge LS PUD	$38.80	
		118479766		202184024 Casino LS PUD	$195.39	
		121785357		201549318 Lighting	$52.05	
		121787597		201543238 Terrace Inter-tie	$17.74	
		121792251		200963296 Ferguson LS PUD	$127.14	
		125106446		201685211 Lighting	$19.46	
		125107865		200865525 Signal	$54.73	
		125111148		200325173 N Zone Tank	$18.32	
		128386576		201076114 Police Station	$879.98	
		128391645		202073995 South Meter	$3,259.69	
		128394578		202133831 Rainbow LS PUD	$40.35	
		131696159		201940830 Downtown Restrooms	$127.56	
		131700553		204011530 Clarkes Pond LS PUD	$55.58	
		131702014		202059994 Lighting	$8.87	
		138209766		202518510 Signal	$63.15	
		138212440		220322705 City Hall	$737.76	
		141521521		202081428 Lighting	$35.76	
		141521522		202137170 Lighting	$25.30	
		144859434		202894762 Lighting	$85.00	
		144861407		202139143 Lighting	$9.73	
		144861408		202139150 Lighting	$9.73	
		144863422		204907620 Signal	$69.78	
		144865504		202021309 North Meter	$6,042.00	
		148148341		203937321 CSO LS PUD	$427.30	
		148156326		201965522 Bonneville LS PUD	$27.04	
		157896420		202250544 Lighting	$9.73	
		157896937		203710900 Signal	$55.68	
		157897119		203484118 Engineering	$106.19	
		157903914		204635668 Trail House	$27.71	
		161079388		220038632 Shadowood LS PUD	$81.95	
		164301175		220318612 Round-a-bout Lighting	$114.40	
		1900064574		300000534 November 2019 Intertie Water	$10,455.48	
VOID						**$0.00**
	72213		12/31/2019		$0.00	
Snohomish County Sheriff's Office						**$495,454.00**
	72214	I000517243	12/31/2019	Oct 2019 Law Enforcement	$232,013.00	
		I000523311		Law Enforcement Personnel Corrections Mar-May 2019	$31,428.00	
		I000523314		Nov 2019 Law Enforcement	$232,013.00	
Snohomish County Sheriff's Office Corrections						**$14,398.85**
	72215	2019-5819	12/31/2019	Oct 2019 Jail Service Fees	$10,723.82	
		2019-6093		October 2019 Medical	$3,675.03	
Snohomish Senior Center						**$4,011.71**
	72216	19-312	12/31/2019	Senior Center Monthly	$1,000.00	
		19-316		LTAC Reimbursement	$3,011.71	

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount	Vendor Total
Snohomish Stories						**$1,725.00**
	72217	Heritage Trail Project	12/31/2019	Graphic Design for Interpretive Signs	$1,350.00	
		Supplemental Agreement		Graphic Design for Interpretive Signs	$375.00	
Sound Equipment Rental and Sales						**$764.40**
	72218	17703	12/31/2019	Boom Rental for Christmas Light Hanging	$764.40	
Sound Publishing						**$2,083.20**
	72219	7955933	12/31/2019	Agenda Notice Publication & Employment Advertising	$2,047.00	
		EDH883775		Ordinance Publishing	$36.20	
Sound Telecom						**$141.46**
	72220	000015-477-201	12/31/2019	Standby Phone	$141.46	
Staples Advantage						**$749.12**
	72221	3432552503	12/31/2019	Copy Paper & Various Office Supplies	$56.50	
		3432552504		2020 Calendars - City Hall & Clerk's Office	$35.47	
		3432552505		AA Batteries	$24.46	
		3432552506		Toner Cartridge for HR Office Printer	$86.80	
		3432552507		Computer Monitors - Tim C Office	$545.89	
Summit Law Group PLLC						**$377.00**
	72222	109234	12/31/2019	Labor Relation Services	$377.00	
TMG Services, Inc.						**$2,666.15**
	72223	0044543-IN	12/31/2019	Chemicals	$2,666.15	
U.S. Bank N.A - Custody						**$38.00**
	72224	110119 113019	12/31/2019	Safekeeping Investments	$38.00	
Uline						**$149.23**
	72225	114841518	12/31/2019	Mat for City Hall Rear Door	$149.23	
United Recycling & Organics						**$80.85**
	72226	90674	12/31/2019	Mulch for 2nd and Lincoln	$80.85	
United Site Services						**$360.16**
	72227	114-9635760	12/31/2019	Centennial Trail Porta Potty Rental	$124.35	
		114-9635762		S Zone Porta Potty Rental	$96.77	
		114-9652326		Ferguson Park Porta Potty Rental	$139.04	
Unum Life Insurance						**$157.00**
	72228	0220603-027 121819	12/31/2019	LEOFF I Retiree Medical	$157.00	
US Bank CPS						**$10,087.83**
	72229	AR GRCC 21448	12/31/2019	Op Cert Renewal with DOH	$42.00	
		DA Ardor 932		Wrap for Sweeper	$1,239.70	
		DD Home Depot 7010654		20V Drill Kit - Sewer	$273.93	
		DD Home Depot 7010655		20V Drill Kit - Storm	$273.93	
		DL Edmac 1181695		Internal Compressor Filters	$291.68	
		DL Edmac 1181695 Freight		Internal Compressor Filters - Freight	$27.43	
		DL Home Depot 3611565		Sprayer	$22.87	
		DL WSDA b9403251		Pesticide Renewal - Duane	$33.00	
		DL WSDA b9403251 Fee		Pesticide Renewal - Duane	$0.99	
		DLg AgileIT 228446		City Online Email Service Software Licenses	$680.00	
		DLg Comcast 047405 111219		PD Cable Services 11/23/19-12/22/19	$49.80	
		DLg Comcast 475077 120119		Skate Park Cameras at Boys & Girls Club	$106.22	
		FS Home Depot 5012150		Hanger	$18.00	

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount	Vendor Total
		JH Home Depot 9011679		Pilchuck Eagle Scout Kiosk	$148.54	
		JH WSU 46364556		19-20 Western WA Recert - Various Employees	$1,200.00	
		JK AWC 78966		EOE Seminar	$45.00	
		JK EASC 1473-6559		State of Everett	$35.00	
		JK Gashaw Yimam 112019		Taxi at NLC Annual Summit	$26.84	
		JK McDonalds 027054		Meal during NLC Annual Summit	$7.24	
		JK McDonalds 047342		Meal during NLC Annual Summit	$13.83	
		JK Mi Tierra 095514		Meal during NLC Annual Summit	$26.00	
		JK Republic of TX 086746		Meal during NLC Annual Summit	$17.00	
		JK Subway 042254		Meal during NLC Annual Summit	$9.69	
		JP GRCC 199386		Construction Inspection for H20 Util Class -Palmer	$180.00	
		JP GRCC 21647		Certification Renewal 2020 - Galde	$42.00	
		KS Home Depot 6511733		Buckets for Welness Coin Drive	$6.84	
		LB Amazon 1061853		Stock - Heaters	$129.06	
		LB Amazon 1268251		Dry Erase Marker Refill	$4.25	
		LB Amazon 1665026		Erasable Wall Calendar	$22.94	
		LB Amazon 6157859		Dry Erase Marker Refill	$11.60	
		LB Amazon 7066606		Standby Phone Case	$25.11	
		LB Amazon 7721065		Work Gloves	$264.95	
		LB Amazon 7844223		Air Hose Fittings	$21.60	
		LB Home Depot 3521911		Equipment Batteries	$116.06	
		LB Home Depot 5610547		New Door Sign for City Hall Rear Door	$5.98	
		PA AWC 79216		City Action Days - Sanders/Merrill/Kartak/Schuller	$800.00	
		PA AWC 79262		City Action Days - Kuleta	$200.00	
		PA AWC 79272		Parliamentary Procedures Training - Kuleta	$75.00	
		PA Double Barrel 012564		Annual Boards & Commissions Appreciation Reception	$1,831.68	
		PA EASC 1903-1943		State of Everett Meeting - Sanders	$45.00	
		PA Haggen 004375		December Birthdays Cake	$24.99	
		PA Haggen 014229		All City Luncheon	$75.30	
		PA Simply Sweet 091199		City Council Celebration	$75.00	
		SC Home Depot 0011502		City Hall Postmaster Room Heater Install Supplies	$40.95	
		SC Home Depot 2012367		Supplies for Senior Center Door	$142.00	
		SC Home Depot 5522764		City Hall/Shop Holiday Decor Supplies	$31.65	
		SS Collector's Choice 1912170107		SCT MAG Meeting Lunch	$17.92	
		SS EASC 1339-2604		State of Everett 2020	$35.00	
		SS Thai Naan 011866		New PW Manager Meeting	$33.20	
		TJ Home Depot W846828327		Book Case	$129.33	
		TJ Victra WA020IN14914		Phone Chargers	$152.80	
		WP PayPal Fresh Bread 1281		Graphic Design for Downtown Map	$800.00	
		WP Shutterstock 110619		Royalty Free Image for Website (5 Downloads)	$53.51	
		WP Small Bus Summit 1116776549		Economic Alliance Meeting	$17.76	
		WP Starbucks 716444		Supplies EDC Meeting	$33.66	
		WP Starbucks 717322		Supplies - Coffee with Mayor	$40.00	
		WP WSCC Parking 404146		Parking for Meeting	$14.00	
VOID						**$0.00**
72230			12/31/2019		$0.00	
Usa Bluebook Inc						**$1,365.17**
72231		078831	12/31/2019	Lab Supplies - Low Foaming Detergent	$139.78	
		080322		Cable Clamp	$129.22	
		081653		Lab Supplies	$503.41	
		081720		Lab Supplies	$34.78	
		087369		Chemical for Chlorine Analyzer	$557.98	

CONSENT ITEM 7d.

Schedule of Checks for the Checks Issued Since the December 3, 2019 Meeting

Name	*Check #*	*Invoice #*	*Check Date*	*Description*	*Amount*	*Vendor Total*
VanNess Feldmen LLP						**$4,207.50**
	72232	417762	12/31/2019	Water Sys Study	$4,207.50	
Verizon Wireless						**$2,613.31**
	72233	9843639064	12/31/2019	Cell Phones	$2,588.55	
		9843889513		CSO Auto Dialer	$24.76	
Washington Association of Building Officials						**$95.00**
	72234	MEMBER 2020	12/31/2019	Pettit 2020 WABO Membership	$95.00	
Washington State Auditor						**$2,482.48**
	72235	L133987	12/31/2019	Accountability & Financial Audit	$2,482.48	
Washington State Department of Enterprise Services						**$508.22**
	72236	73194289	12/31/2019	Business Cards - Simpson & Cross	$70.99	
		73194581		Envelopes	$200.43	
		73194627		Envelopes	$236.80	
Washington State Patrol						**$79.50**
	72237	I20003577	12/31/2019	Nov 2019 CPL Fingerprints	$79.50	
WAVE						**$1,103.70**
	72238	103950001-0007042	12/31/2019	City Hall Internet & Phone Services	$1,103.70	
Xerox Corporation						**$329.42**
	72239	098901562	12/31/2019	Public Works Shop Printer	$138.36	
		098901563		Engineering Printer	$89.09	
		098901564		Permit Counter Printer	$90.66	
		098901565		Engineering Copier	$11.31	
					TOTAL	**$708,190.83**

I hereby certify that the goods and services charged on the vouchers listed below have been furnished to the best of my knowledge. I further certify the claims below to be valid and correct.

_____
Finance Director

WE, the undersigned councilmembers of the City of Snohomish, Washington, do hereby certify that the claim warrants #72159 through #72239 in the total amount of $708,190.83 through December 31, 2019 are approved for payment on January 7, 2020.

_____
Mayor

_____
Councilmember

_____
Councilmember

_____
Councilmember