



# CITY OF SNOHOMISH

P.O. BOX 1589 | SNOHOMISH, WASHINGTON 98291 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

## NOTICE OF REGULAR MEETING

### SNOHOMISH CITY COUNCIL

**TUESDAY**  
**April 21, 2020**  
**6:00 p.m.**

### AGENDA ON NEXT PAGE

### Remote On-Line/Phone Access ONLY Via “Zoom”:

Pursuant to City of Snohomish’s **Resolution 1408** adopting procedures for holding public meetings consistent with State law, and in accordance with the Governor’s Proclamation 20-25, “Stay Home Stay Healthy” order to reduce the risk of exposure and the spread of contagious viruses through social interactions, the April 21, 2020 meeting of the City Council will be held utilizing remote access. The public is invited and encouraged to participate by calling in, and listening to the live meeting, or by accessing the audio recording that will be made available afterward. Instructions for calling into the live meeting are provided below.

The Council may propose to forgo taking oral citizen comments during the meeting; therefore, the public is strongly encouraged to submit their comments in writing prior to the meeting.

We want to hear from you. The public is encouraged to submit written comments prior to the meeting by sending it to the City Clerk at: [adams@snohomishwa.gov](mailto:adams@snohomishwa.gov) before 5 p.m. on Tuesday, April 21, 2020 to be included as part of the public record for that meeting.

**To access the ONLINE Zoom remote meeting, please use the following link (external/internal speakers required):**

<https://zoom.us/j/715391271>

**Meeting ID: 715 391 271**

**To PHONE-IN without a computer, or if your computer does not have an audio feature, dial:**

+1 669 900 6833 or  
+1 346 248 7799

**YOU WILL BE PROMPTED TO ENTER THE MEETING ID# --**

**Meeting ID: 715 391 271**

**THEN, YOU WILL BE PROMPTED TO ENTER A PARTICIPANT NUMBER --  
ENTER THE # SYMBOL**



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## NOTICE OF REGULAR MEETING

### SNOHOMISH CITY COUNCIL

Remote On-Line/Phone Access ONLY Via "Zoom"

**TUESDAY**  
**April 21, 2020**  
**6:00 p.m.**

### AGENDA

*Estimated  
time*

- 6:00 1. **CALL TO ORDER:**
- a. Roll Call
  - b. Pledge of Allegiance
2. **INTRODUCTORY REMARKS BY MAYOR JOHN T. KARTAK**
3. **APPROVE AGENDA** contents and order\*
- \* Proposal to amend standard order of business and cancel those items marked with a strikethrough*
4. **APPROVE MINUTES** of the March 17, 2020 Regular Meeting (P.5)
5. **CITIZEN COMMENTS** - *Consider motion to forgo oral citizen comments on subjects not on the agenda, action and discussion agenda items.*
- 6:05 6. **ACTION ITEM: APPROVE** two City Council Liaisons to the Midtown Planning Task Force (P.9)
- 6:15 7. **DISCUSSION ITEM:** Year-End 2019 Financial Report (P.11)
- 6:30 8. **CONSENT ITEMS:**
- a. **SUSPEND** Water Utility Shut Offs for Nonpayment during COVID-19 Emergency – PASS Resolution 1409 (P.25)
  - b. **CONFIRM** Mayor's Reappointments to the Economic Development Committee (P.29)
  - c. **AUTHORIZE** payment of claim warrants # 72590 through # 72752 in the amount of \$594,700.24, and payroll warrants # 70112 through # 72629 in the amount of \$460,660.54, issued since the last regular meeting. (P.33)

\*\* Continued Next Page \*\*

9. ~~OTHER BUSINESS/INFORMATION ITEMS~~

10. ~~COUNCIL MEMBER COMMENTS/LIAISON REPORTS~~

11. **COUNCIL PRESIDENT'S ITEMS/REPORTS** - *Consider motion to tentatively cancel the May 5, 2020 regular meeting, and the City Council workshop and regular meeting scheduled for May 19, 2020.*

12. ~~CITY ADMINISTRATOR'S COMMENTS~~

13. ~~MAYOR'S COMMENTS~~

6:35 14. **EXECUTIVE SESSION:** Potential Litigation, pursuant to RCW 42.30.110(1)(i)

6:45 15. **RECONVENE and ADJOURN**

**NEXT MEETING:** Tuesday, June 2, 2020 workshop at 5:00 p.m. and 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.***

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**Snohomish City Council Meeting Minutes  
March 17, 2020**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council regular meeting to order at 6:00 p.m., Tuesday, March 17, 2020, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

**COUNCILMEMBERS/MAYOR PRESENT**

Larry Countryman  
Steve Dana  
Judith Kuleta  
Tom Merrill  
Donna Ray  
Linda Redmon  
Jason Sanders  
John T. Kartak, Mayor

**STAFF PRESENT**

Debbie Burton, Finance Director  
Emily Guildner, City Attorney's Office  
Yoshihiro Monzaki, City Engineer  
Glen Pickus, Planning Director  
Keith Rogers, Police Chief  
Steve Schuller, City Administrator and  
Utility General Manager  
Andrew Sics, Senior Utilities Engineer  
Brandi Whitson, Administrative Assistant

2. **APPROVE AGENDA** contents and order

The Mayor called for a motion to amend the standard order of business to remove Citizen Comments, Other Business/Information Items, Councilmember Comments/Liaison Reports, City Administrator's Comments, and Mayor's Comments from tonight's meeting agenda.

**MOTION** by Redmon, second by Countryman to amend the standard order of business and accept the agenda as revised. The motion passed unanimously (7-0).

3. **APPROVE MINUTES** of the March 3, 2020 workshop and regular meeting.

**MOTION** by Sanders, second by Merrill to approve the minutes of the March 3, 2020 workshop and regular meeting. The motion passed unanimously (7-0).

4. **CITIZEN COMMENTS** on items not on the Agenda (*Item removed from agenda at beginning of meeting*)

5. **ACTION ITEMS:**

- a. **CONFIRM** Mayor's Appointments to the Ad Hoc Midtown Planning District Task Force

Planning Director Glen Pickus provided a brief introduction of the Task Force, and Mayor Kartak explained the process he used in making his selections. He enlisted the assistance of City staff and Council President Sanders, and utilized a column method to score applicants. He hoped to choose a diverse group of experienced and fresh voices, as well as a variety of strengths appointees could bring to the group.

Council President Sanders voiced his appreciation for the method used and the input provided by staff and the Mayor. Councilmember Merrill concurred, indicating he was able to answer several questions from constituents about the process.

Citizen Comments:

**Morgan Davis**, via email, requested Council delay the appointments until after the COVID-19 crisis is over.

**Sam King, 327 Lincoln**, expressed his interest for consideration.

Citizen Comments: Closed.

Councilmember Kuleta questioned what would happen if any of the applicants had to decline their appointment due to an inability to meet attendance requirements, in light of changes to the meeting schedule. Mayor Kartak answered he had a list of four alternates to consider should that happen. Mr. Pickus advised if that were the case, the selected alternate(s) would need to be confirmed by the Council at a future meeting.

**MOTION** by Sanders, second by Countryman to CONFIRM the Mayor's appointments to the Ad Hoc Midtown Planning District Task Force. The motion passed unanimously (7-0).

b. **DECLARATION** of Emergency - **PASS** Resolution 1408

Mr. Schuller provided background on the Resolution, indicating the Mayor had signed a Proclamation of Emergency on March 16, 2020, in light of the coronavirus (COVID-19) pandemic and ensuing action by Governor Inslee and Snohomish County. He explained the Resolution would allow the City to enact emergency procurement as well as allow for remote attendance at meetings, both consistent with State law and the Open Public Meetings Act (OPMA).

Councilmember Kuleta queried if anything would change if the Governor made other proclamations or directed additional action. Mr. Schuller responded those actions would not impact the capabilities allowed by the Resolution. He explained City staff will keep the Council up-to-date on any changes or any purchases that become necessary.

Councilmember Dana inquired if elected officials were held to a different standard in regards to quarantines. Ms. Guildner replied they were not, and the resolution allows the Council to conduct meetings remotely; however, City officials may be called on to perform specific duties as prescribed by emergency procedures. Mr. Schuller commented the Discussion Item next on the agenda will address remote meeting procedures.

Councilmember Ray questioned what type of access was provided in the event of an emergency, such as if electricity was not available. Ms. Burton and Mr. Schuller advised the City has a Comprehensive Emergency Management Plan (CEMP) in conjunction with Snohomish County, and Emergency Operations Center (EOC) protocol in place with the Fire District.

Councilmember Redmon mentioned some jurisdictions allow a single member to act on behalf of the entire body, and wondered if that was a consideration for the City. Ms. Guildner advised she will research and respond back to Council. Ms. Burton remarked much of the action needed in an emergency related to procurement, which the Resolution accommodates, meaning Council would not have to meet to approve those purchases.

Councilmember Dana asked if agendas for remotely-attended meetings should be kept at a minimum, similar to how tonight's meeting was amended. Ms. Guildner advised agenda format was not a factor for the Resolution under consideration, but could be reviewed during the Discussion Item.

Citizen Comments:

**Sam King, 327 Lincoln**, introduced himself and described an online forum he developed to help unite the community through information and resource sharing.

Citizen Comments: Closed.

**MOTION** by Merrill, second by Ray to PASS Resolution 1408, allowing emergency procurement and remote meeting procedures in efforts to reduce the risk of exposure and spread of the coronavirus (COVID-19). The motion passed unanimously (7-0).

6. **DISCUSSION ITEM**: Remote Meeting Attendance - Procedures for the Conduct of Business at Council Meetings

Ms. Burton provided a draft revision to the Council's rules regarding remote attendance at meetings. She explained actions that must be taken to meet State and OPMA laws, as well as requests staff has made in order to facilitate remote meeting set-up:

- A physical location must be provided for citizens, even if all Councilmembers attend remotely.
- Remote Councilmembers are still considered present at the meeting for full participation.
- Councilmembers must be able to hear the meeting, as well as be heard by other attendees.
- Remote Councilmembers cannot participate if the equipment malfunctions.
- Councilmembers are allowed three (3) remote attendances per calendar year, which could be waived by Council President approval.
- Staff requests 48 hour notice if possible, to allow time to set-up and test the necessary equipment.

Ms. Burton explained staff selected Zoom as the method to use for remote meetings, and will run multiple tests to ensure proper operation prior to implementation. She requested Council direction and feedback.

Councilmember Dana clarified that the discussion is essentially two separate issues: conducting City business during an emergency, and general meeting procedures. Ms. Burton confirmed that was the case and this discussion item refers to procedures in general. Ms. Guildner remarked emergency resolutions provide for suspended rules outside of regular procedures, but regular procedures can augment emergency alternatives.

Councilmember Dana commented favorably on a recent Zoom meeting participation.

Councilmember Merrill inquired if some form of visual content was required, and if not, how would a remote participant's identity be verified. Ms. Burton advised video was not required, and she can develop a validation protocol.

Councilmember Merrill mentioned his positive experiences with remote meetings, and suggested technological improvements be made at the Carnegie Building to accommodate the process.

Citizen Comments: None

Citizen Comments: Closed

Council President Sanders inquired if the 48-hour notice was a requirement or a request. Ms. Burton answered it was a request, and cautioned that staff could not guarantee access with less notice.

Council concurred staff proceed with drafting procedures for action at a future meeting.

7. **CONSENT ITEMS:**

- a. **CONFIRM** Mayor's Reappointment to the Planning Commission
- b. **AUTHORIZE** payment of claim warrants # 72519 through # 72589 in the amount of \$412,174.36 issued since the last regular meeting.

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

8. **OTHER BUSINESS/INFORMATION ITEMS** (*Item removed from agenda at beginning of meeting*)

9. **COUNCILMEMBER COMMENTS/LIAISON REPORTS** (*Item removed from agenda at beginning of meeting*)

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

**MOTION** by Sanders, second by Merrill to cancel the workshop and regular meetings scheduled for April 7, 2020. The motion passed unanimously (7-0).

11. **CITY ADMINISTRATOR'S COMMENTS** (*Item removed from agenda at beginning of meeting*)

12. **MAYOR COMMENTS** (*Item removed from agenda at beginning of meeting*)

13. **RECESS** to **EXECUTIVE SESSION** at 6:47 p.m. to discuss potential litigation, pursuant to RCW 42.30.110(1)(i), for ten (10) minutes, with possible action to follow.

Mr. Schuller **EXTENDED** the Executive Session at 6:57 p.m. for an additional three (3) minutes.

14. **RECONVENE** at 7:00 p.m.

**MOTION** by Sanders, second by Countryman to **AUTHORIZE** the Mayor to execute the settlement agreement with Thomco Construction Inc., to **AUTHORIZE** additional expenditure in the sum of \$9,101.16 to close out the project and **APPROVE** final acceptance of the CSO Reduction Project Phase 2A subject to receipt of all project documentation required by the contract and state law. The motion passed unanimously (7-0).

14. **ADJOURNMENT:**

**MOTION** by Sanders, second by Merrill, to **ADJOURN** the regular City Council Meeting at 7:03 p.m. The motion passed unanimously (7-0).

APPROVED this 21st day of April, 2020.

CITY OF SNOHOMISH

ATTEST:

\_\_\_\_\_  
John T. Kartak, Mayor

\_\_\_\_\_  
Brandi Whitson, Administrative Assistant



**Date:** April 21, 2020

**To:** City Council

**From:** Glen Pickus, AICP, Planning Director

**Subject: Selection of City Council Liaisons to the Midtown Planning District Task Force**

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**SUMMARY:** City Council President Jason Sanders will lead the process for the City Council to select two of its members to serve as liaisons to the Midtown Planning District Task Force.

**BACKGROUND:** Ordinance 2403 created and established the composition of the Midtown Planning District Task Force. The Ordinance calls for two members of the City Council to be liaisons to the Task Force.

The goal of the Midtown Planning District project is to investigate how regulations for the Commercial Land Use Designation Area on Avenue D from Sixth Street north to SR9 can be amended to best facilitate development and redevelopment.

The Task Force will review data and City regulations relevant to the study area, with a special focus on the former Snohomish County Public Works Yard, to determine amendments that can be made to City code and policies to ensure redevelopment is completed in a manner consistent with the community's vision to:

- Generate economic development;
- Increase housing options in the City;
- Create new and preserve existing affordable housing units; and
- Promote job growth.

**ANALYSIS:** The role of liaisons is limited. The City Council liaisons' primary task will be to communicate back to the City Council on Task Force activities. This will ensure the City Council is fully aware of the issues the Task Force has addressed. This in turn, should result in a productive and efficient process when the City Council is presented with ordinances to implement the goals of the Midtown Planning District project.

As liaisons, the selected Councilmembers should attend all four Task Force meetings. They should observe, but not participate, in Task Force activities and discussions; however, as members of the public, they may address the Task Force during the citizen comments portion of the meeting.

Originally, the Task Force was scheduled to meet as follows:

- Meeting #1 - March 31: orientation; review data; visioning
- Meeting #2 - April 28: determine urban design preferences; visual preference survey
- Meeting #3 - June 9: review drafts of proposed regulations, design standards and policies
- Meeting #4 - August 25: review and revise final proposed recommendations and make formal recommendation to the Planning Commission

However, because of the coronavirus/COVID-19 situation, the March 31 meeting was cancelled, and in all likelihood the April 28 meeting will also be cancelled. Therefore, Task Force Meeting #1 will likely be June 9, provided public meetings will be allowed by then. If that happens, the

August 25 meeting will be retained for Meeting #3, and July and September meeting dates will be added for Meetings #2 and #4. All meetings will be 6 to 8 p.m. on a Tuesday when a regular City Council meeting is not scheduled.

Task Force meetings will be open to the public, and Councilmembers not selected to serve as liaisons are encouraged to attend as many Task Force meetings as they can, as well as the public open house (date to be determined).

**CITY COUNCIL GOALS:** Not applicable

**RECOMMENDATION:** That the City Council **SELECT** two councilmembers to serve as liaisons to the Midtown Planning District Task Force.

**ATTACHMENTS:** None

**Date:** April 21, 2020  
**To:** City Council  
**From:** Debbie Burton, Finance Director  
**Subject:** **Financial Report as of December 31, 2019**

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**Summary:** The purpose of this agenda item is for the City Council's review and acceptance of the Financial Report as of December 31, 2019 (see Attachment).

**Background:** The 2019-2020 Budget was adopted by the City Council on November 20, 2018 in Ordinance 2359. A budget amendment was adopted on November 19, 2019 in Ordinance 2387, which revised revenues, expenditures, and the budgeted impact on fund balance. On a quarterly basis, staff presents a financial report to inform the City Council of actual versus budgeted revenues, expenditures, and fund balances. The fourth quarter marks the end of the 2019 fiscal year. Staff is currently preparing the final year-end financial statements to be audited by the Washington State Auditor's Office. At the time of this report writing, the audit fieldwork has not been scheduled. The December 31, 2019 ending fund balance for all funds was \$33,550,518, an increase of \$5,462,632 compared to 2018.

**Analysis:** The ending **General Fund** balance increased by \$971,922 to \$4,155,270, which is 47% of our overall annual expenses. **General Fund revenues** received in 2019 were \$9,780,161. Sales tax revenue, which is the largest portion of General Fund revenue sources, continued to see positive financial performance in 2019. Sales tax revenues were \$4,491,124, an increase from the prior year of \$221,995., primarily due to construction related sales tax. Overall sales tax is at 53% of budget target.

Utility and gambling tax receipts were \$1,508,592, which is 48% of budget target.

Building permit and miscellaneous revenues were \$189,484, which is 89% of budget attributed to construction activity.

After the 2019 cost allocation plan true-up, the General Fund was reimbursed \$1,188,867, which was 49% of budget target. Intergovernmental or shared revenues, which include criminal justice and liquor profits, came in at \$259,203.

Other revenues include charges for development plan check fees and other development-related fees, plus miscellaneous revenues for penalties, fines, facility rentals, interest income, sales of fixed assets, and a variety of other sources which are often hard to predict during the budget-setting process. For 2019, miscellaneous revenues were \$800,738, primarily due to law enforcement reimbursements for school resource officer, plan check fees, and increased interest income.

**General Fund expenditures** for 2019 came in at \$8,808,239, which is 45.4% of budget. Factors contributing to the General Fund expenditures coming in under budget include reduced jail fees, reduced professional services in various departments, and personnel and benefit expenses related to unfilled positions.

The General Fund balance level is 47% of 2019 expenditures. General Fund reserves are designated as unassigned; however, these sources are used to provide cash flow to pay expenditures when due, while the City waits to receive shared revenues and taxes. The unassigned fund balance is also a security against unforeseen changes in needs, for example, economic downturns, natural disasters, or loss of shared revenues.

**Utility Enterprise Funds** performed as expected in 2019, with rate billings at 49% of budgeted revenue forecasts for water and storm, and slightly above budget for sewer at 51%.

Utility expenditures, as a whole, came in under budgeted expenditure targets mainly due to initiation of some capital infrastructure projects. These projects are projected to move forward in 2020.

Fund balances for the Utility Enterprise Funds as of December 31, 2019 total \$19,022,276. Utility Fund reserves are a combination of committed and restricted funds for daily operations, operating reserves, debt service reserves, and future capital projects.

**Street Fund** is a special fund that collects motor vehicle fuel tax revenues, and receives a transfer-in from the General Fund. Revenue sources came in as expected overall for 2019. Street maintenance expenditures came in under budget primarily due to a reduction in operating supplies and reduced repairs and maintenance expenses.

The Street Fund balance is \$477,254 as of December 31, 2019, or 49.7% of expenditures, and is assigned to future daily operational streets maintenance costs.

**Internal Service Funds** utilized for Fleet and Facilities and Information Services activities are funded with cost allocation sources. These funds work to cover the maintenance and operations of the City's fleet of vehicles and equipment, City facilities, information systems and technology improvement activities. Updated equipment replacement plans are in place and used to determine cost allocation fees that these internal service funds charge to all other operating funds.

Ending Fund Balance for the Fleet and Facilities Fund is \$695,993, and Information Services is \$514,090. These funds are set aside for future maintenance and operations, reserves for facilities, vehicles, equipment and technology equipment replacement plans.

Fund Name	Ending Fund Balance 12/31/2018	Revenues 2019	Expenses 2019	Increase (Decrease)	Ending Fund Balance 12/31/2019	Ending Fund Balance as % of Exp
General	3,183,348	9,780,161	8,808,239	971,922	4,155,270	47%
Streets	356,038	1,080,864	959,648	121,216	477,254	50%
Water Utility	4,152,112	3,131,837	2,563,759	568,078	4,720,190	184%
Wastewater Utility	9,239,230	4,689,907	3,320,117	1,369,791	10,609,021	320%
Stormwater Utility	2,551,375	1,849,618	883,229	966,389	3,517,764	398%
Fleet & Facilities	680,677	829,989	814,672	15,316	695,993	85%
Information Services	527,506	573,243	586,658	(13,416)	514,090	88%

**Non-Operating Funds** budget-vs-actual revenues and expenditures, as of December 31, 2019, are listed in summary for each special revenue, debt, capital projects, other internal services, and trust/agency funds. Fund balances for these types of funds are typically restricted as the fund is established for a designated purpose.

Fund Name	Ending Fund Balance 12/31/2018	Revenues 2019	Expenses 2019	Increase (Decrease)	Ending Fund Balance 12/31/2019
Park Impact Fee	369,271	428,465		428,465	797,736
Visitor Promotion	23,081	19,244	8,437	10,807	33,888
Parking Business Imprv Area	61,543	18,948	23,900	(4,952)	56,591
Police Seizure	124	3		3	127
Traffic Impact Fee	412,899	105,085	74,400	30,685	443,584
Transportation Benefit District	3,077,813	1,129,637	675,655	453,982	3,531,795
Debt Service	14,604	62,333	62,723	(390)	14,214
Real Estate Excise Tax	1,003,255	616,894	822,500	(205,606)	797,649
Municipal Capital Projects	375,983	964,463	299,824	664,640	1,040,623
Street Capital Projects	1,587,284	1,418,644	1,198,638	220,006	1,807,290
Solid Waste	171,249	4,058	5	4,053	175,302
Unemployment Fund	4,724	104		104	4,828
Equipment Replacement	289,000	42,386	180,996	(138,610)	150,390
Carnegie Restoration	6,770	149		149	6,919

**Fund Balance Review.** Total fund balances as of December 31, 2019 are \$33,550,518. Utility Enterprise Fund reserves make up the largest portion of the overall City of Snohomish fund balance amount. Because the City is on the cash basis method of financial reporting, fund balances include cash and cash equivalent balances divided among all funds.

Fund balances are designated according to Governmental Accounting Standards Board (GASB) Statement 54, a Fund Balance Reporting, and Governmental Fund type definition guideline on how a City may reserve funds. All of our ending fund balances meet or exceed our adopted [Financial Policies](#).

In closing, I want to recognize the finance staff of Diana Bruland, Charleen Benzin, Angela Evans and Julie Kostelecky for their continued commitment in assuring that we are good stewards of the citizen's finances.

**STRATEGIC PLAN REFERENCE:** Not applicable

**RECOMMENDATION:** That the City Council REVIEW and DISCUSS the Year-End December 31, 2019 Financial Report.

**ATTACHMENT:** Financial Report as of December 31, 2019

City of Snohomish  
 Budget Vs. Actual - Revenues & Expenditures  
 Period: January-December 2019

Account Description	2019-2020 Budget	Collected or Spent	% of Budget	Remaining Balance
<b>GENERAL FUND</b>				
<b>REVENUES</b>				
Property Tax	2,486,775	1,251,876	50.3%	1,234,899
313 Sales Tax	8,869,661	4,688,183	52.9%	4,181,478
316 Utility and Gambling Taxes	3,130,000	1,508,592	48.2%	1,621,408
321 Business Licenses	116,800	65,620	56.2%	51,180
322 Building/Other Permits	212,200	189,484	89.3%	22,716
334 Grants	6,000	22,216	370.3%	(16,216)
335/336 State Shared Revenue	451,000	236,987	52.5%	214,013
341 Cost Allocation Charges	2,436,318	1,188,867	48.8%	1,247,451
342-357 Fees, Fines and Penalties	566,400	398,988	70.4%	167,412
360 Interest/Miscellaneous	270,080	229,349	84.9%	40,731
<b>Total Revenues</b>	<b>18,545,234</b>	<b>9,780,161</b>	<b>52.7%</b>	<b>8,765,073</b>
<b>EXPENDITURES</b>				
<b>City Council</b>				
10 Salaries & Wages	86,184	42,066	48.8%	44,118
20 Personnel Tax&Benefits	6,794	3,404	50.1%	3,390
30 Supplies	500	193	38.6%	307
40 Services/Cost Allocation	21,500	7,461	34.7%	14,039
<b>Sub-Total City Council</b>	<b>114,978</b>	<b>53,124</b>	<b>46.2%</b>	<b>61,854</b>
<b>Mayor &amp; Administrator</b>				
10 Salaries & Wages	536,626	227,492	42.4%	309,134
20 Personnel Tax&Benefits	241,182	72,588	30.1%	168,594
30 Supplies	800	87	10.8%	713
40 Services/Cost Allocation	230,939	93,226	40.4%	137,713
<b>Sub-Total Mayor &amp; Administrator</b>	<b>1,009,547</b>	<b>393,392</b>	<b>39.0%</b>	<b>616,155</b>
<b>City Clerk</b>				
10 Salaries & Wages	212,808	118,675	55.8%	94,133
20 Personnel Tax&Benefits	92,062	49,135	53.4%	42,927
30 Supplies	1,400	2,525	180.4%	(1,125)
40 Services/Cost Allocation	99,766	43,715	43.8%	56,051
<b>Sub-Total City Clerk</b>	<b>406,036</b>	<b>214,051</b>	<b>52.7%</b>	<b>191,985</b>
<b>Human Resources</b>				
30 Supplies	2,900	6,175	212.9%	(3,275)
40 Services/Cost Allocation	521,200	253,731	48.7%	267,469
<b>Sub-Total Human Resources</b>	<b>524,100</b>	<b>259,906</b>	<b>49.6%</b>	<b>264,194</b>

<b>Account Description</b>	<b>2019-2020 Budget</b>	<b>Collected or Spent</b>	<b>% of Budget</b>	<b>Remaining Balance</b>
<b>Economic Development</b>				
10 Salaries & Wages	210,612	104,535	49.6%	106,077
20 Personnel Tax&Benefits	91,586	44,312	48.4%	47,274
30 Supplies	2,500	6,388	255.5%	(3,888)
40 Services/Cost Allocation	70,466	40,798	57.9%	29,668
<b>Sub-Total Economic Development</b>	<b>375,164</b>	<b>196,032</b>	<b>52.3%</b>	<b>179,132</b>
<b>Finance</b>				
10 Salaries & Wages	976,350	423,000	43.3%	553,350
20 Personnel Tax&Benefits	346,323	134,460	38.8%	211,863
30 Supplies	7,000	2,299	32.8%	4,701
40 Services/Cost Allocation	302,994	150,632	49.7%	152,362
<b>Finance Totals</b>	<b>1,632,667</b>	<b>710,391</b>	<b>43.5%</b>	<b>922,276</b>
<b>Law Enforcement</b>				
10 Salaries & Wages	257,886	126,211	48.9%	131,675
20 Personnel Tax&Benefits	128,996	61,277	47.5%	67,719
30 Supplies	3,000	1,272	42.4%	1,728
40 Services/Cost Allocation	6,725,723	2,982,375	44.3%	3,743,348
50 Court Expenses	661,500	287,915	43.5%	373,585
<b>Sub-Total Law Enforcement</b>	<b>7,777,105</b>	<b>3,459,049</b>	<b>44.5%</b>	<b>4,318,056</b>
<b>Plan/Permit/Bldg./Inspection</b>				
10 Salaries & Wages	728,770	374,948	51.4%	353,822
20 Personnel Tax&Benefits	288,089	141,733	49.2%	146,355
30 Supplies	10,500	4,903	46.7%	5,597
40 Services/Cost Allocation	383,717	129,670	33.8%	254,047
<b>Sub-Total Plan/Permit/Bldg,Inspect.</b>	<b>1,411,076</b>	<b>651,255</b>	<b>46.2%</b>	<b>759,821</b>

Account Description	2019-2020 Budget	Collected or Spent	% of Budget	Remaining Balance
<b>Parks</b>				
10 Salaries & Wages	752,508	387,515	51.5%	364,993
20 Personnel Tax&Benefits	260,639	136,648	52.4%	123,991
30 Supplies	175,000	56,433	32.2%	118,567
40 Services/Cost Allocation	448,479	206,924	46.1%	241,555
<b>Sub-Total Parks</b>	<b>1,636,626</b>	<b>787,521</b>	<b>48.1%</b>	<b>849,105</b>
<b>Engineering</b>				
10 Salaries & Wages	1,042,411	447,553	42.9%	594,858
20 Personnel Tax&Benefits	383,996	176,146	45.9%	207,850
30 Supplies	7,500	2,561	34.1%	4,939
40 Services/Cost Allocation	334,572	155,436	46.5%	179,136
<b>Sub-Total Engineering</b>	<b>1,768,479</b>	<b>781,696</b>	<b>44.2%</b>	<b>986,784</b>
<b>Non-Departmental</b>				
20 Personnel Tax&Benefits	44,000	24,023	54.6%	19,978
30 Supplies	4,000	2,414	60.3%	1,586
40 Services/Cost Allocation	489,102	236,593	48.4%	252,509
41 Legal Fees	410,000	144,706	35.3%	265,294
60 Debt Service	123,176	61,588	50.0%	61,588
90 Transfers to Other Funds	1,665,000	832,500	50.0%	832,500
<b>Sub-Total Non-Departmental</b>	<b>2,735,278</b>	<b>1,301,823</b>	<b>47.6%</b>	<b>1,433,455</b>
<b>Total Expenditures</b>	<b>19,391,055</b>	<b>8,808,239</b>	<b>45.4%</b>	<b>10,582,816</b>

\*Includes professional services, communications, postage, travel, dues, training, etc..)

#### GENERAL FUND

Budgeted Increase (Decrease) in Fund Balance	(845,821)	
YTD Increase (Decrease) in Fund Balance		971,922
<b>2019 Beginning Fund Balance</b>	<b>3,183,348</b>	
<b>YTD 2019 Ending Fund Balance</b>	<b>4,155,270</b>	



City of Snohomish

Budget Vs. Actual - Revenues & Expenditures

Period: January-December 2019

Account	Description	2019-2020 Budget	Collected or Spent	% of Budget	Remaining Balance
<b>STREET FUND REVENUES</b>					
336	Taxes	468,100	228,040	48.7%	240,060
360	Miscellaneous	20,000	12,824	64.1%	7,176
390	Transfer-In Other Funds	1,680,000	840,000	50.0%	840,000
<b>Total Revenues</b>		<b>2,168,100</b>	<b>1,080,864</b>	<b>49.9%</b>	<b>1,087,236</b>

<b>EXPENDITURES</b>					
<b>Street Maintenance/Traffic-Ped Safety and Admin</b>					
10	Salaries & Wages	640,776	317,671	49.6%	323,105
20	Personnel Tax&Benefits	295,272	133,590	45.2%	161,682
30	Supplies	238,600	93,074	39.0%	145,526
40	Services/Cost Allocation	1,048,378	415,313	39.6%	633,065
<b>Total Expenditures</b>		<b>2,223,025</b>	<b>959,648</b>	<b>43.2%</b>	<b>1,263,377</b>

<b>STREET FUND</b>		
Budgeted Increase (Decrease) in Fund Balance	<b>(54,925)</b>	
YTD Increase (Decrease) in Fund Balance		<b>121,216</b>
<b>2019 Beginning Fund Balance</b>	<b>356,038</b>	
<b>YTD 2019 Ending Fund Balance</b>		<b>477,255</b>

City of Snohomish

Budget Vs. Actual - Revenues & Expenditures

Period: January-December 2019

Account Number	Description	2019-2020 Budget	Collected or Spent	% of Budget	Remaining Balance
<b>WATER</b>					
<b>FUND REVENUES</b>					
320	License & Permits	4,200	1,060	25.2%	3,140
340	Fees for Service	5,862,597	2,794,680	47.7%	3,067,917
360	Miscellaneous	230,000	179,180	77.9%	50,820
370	Connection/Capital Chg	269,044	156,917	58.3%	112,127
<b>Total Revenues</b>		<b>6,365,841</b>	<b>3,131,837</b>	<b>49.2%</b>	<b>3,234,004</b>

<b>EXPENDITURES</b>					
<b>Water Administration-Distribution</b>					
10	Salaries & Wages	757,959	345,223	45.5%	412,736
20	Personnel Tax&Benefits	332,175	144,900	43.6%	187,275
30	Supplies	1,700,272	828,049	48.7%	872,223
40	Services/Cost Allocation	1,616,958	836,469	51.7%	780,489
	Capital Outlays	794,000	409,118	51.5%	384,882
<b>Total Expenditures</b>		<b>5,201,364</b>	<b>2,563,759</b>	<b>49.3%</b>	<b>2,252,723</b>

-

**WATER FUND**

Budgeted Increase (Decrease) in Fund Balance	<b>1,164,477</b>	
YTD Increase (Decrease) in Fund Balance		<b>568,078</b>
<b>2019 Beginning Fund Balance</b>	<b>4,152,112</b>	
<b>YTD 2019 Ending Fund Balance</b>	<b>4,720,190</b>	

City of Snohomish  
 Budget Vs. Actual - Revenues & Expenditures  
 Period: January-December 2019

Account Number	Description	2019-2020 Budget	Collected or Spent	% of Budget	Remaining Balance
<b>SEWER FUND REVENUES</b>					
320	License & Permits	4,200	1,700	40.5%	2,500
340	Fees for Service	7,973,852	4,083,289	51.2%	3,890,563
360	Miscellaneous	175,000	225,018	128.6%	(50,018)
370	Connection/Capital Chg	782,460	279,900	35.8%	502,560
390	Transfer-In Other Funds	200,000	100,000	50.0%	100,000
<b>Total Revenues</b>		<b>9,135,512</b>	<b>4,689,907</b>	<b>51.3%</b>	<b>4,445,605</b>

<b>EXPENDITURES</b>					
<b>Admin/Collection/Treatment</b>					
10	Salaries & Wages	917,549	437,467	47.7%	480,082
20	Personnel Tax&Benefits	375,456	177,143	47.2%	198,313
30	Supplies	651,600	225,083	34.5%	426,517
40	Services/Cost Allocation	2,136,569	1,010,242	47.3%	1,126,327
70	Debt Principal	1,430,808	715,403	50.0%	715,405
80	Interest	49,444	26,510	53.6%	22,934
60	Capital Outlay	4,579,000	343,269	7.5%	4,235,731
50	Tranfers	770,000	385,000	50.0%	385,000
<b>Total Expenditures</b>		<b>10,910,426</b>	<b>3,320,117</b>	<b>30.4%</b>	<b>7,590,309</b>

**SEWER FUND**

Budgeted Increase (Decrease) in Fund Balance **(1,774,914)**  
 YTD Increase (Decrease) in Fund Balance **1,369,791**

<u>2019 Beginning Fund Balance</u>	<u>9,239,230</u>
<u>YTD 2019 Ending Fund Balance</u>	<u>10,609,021</u>

City of Snohomish  
 Budget Vs. Actual - Revenues & Expenditures  
 Period: January-December 2019

Account Number	Description	2019-2020 Budget	Collected or Spent	% of Budget	Remaining Balance
<b>STORMWATER FUND REVENUES</b>					
330	Grants	-	50,000	0.0%	(50,000)
340	Fees for Service	2,805,519	1,387,144	49.4%	1,418,375
360	Miscellaneous	100,000	64,974	65.0%	35,026
390	Transfer In	695,000	347,500	50.0%	347,500
<b>Total Revenues</b>		<b>3,600,519</b>	<b>1,849,618</b>	<b>51.4%</b>	<b>1,750,901</b>

<b>EXPENDITURES</b>					
<b>Stormwater Administration</b>					
10	Salaries & Wages	70,932	35,452	50.0%	35,480
20	Personnel Tax&Benefits	33,327	15,512	46.5%	17,815
30	Supplies	4,000	142	3.6%	3,858
40	Services/Cost Allocation	49,000	22,602	46.1%	26,398
<b>Sub-Total Storm Admin</b>		<b>157,259</b>	<b>73,709</b>	<b>46.9%</b>	<b>83,550</b>

<b>Stormwater Maintenance</b>					
10	Salaries & Wages	277,820	128,813	46.4%	149,007
20	Personnel Tax&Benefits	138,517	65,272	47.1%	73,246
30	Supplies	41,350	4,544	11.0%	36,806
40	Services/Cost Allocation	818,708	330,328	40.3%	488,380
<b>Sub-Total Storm Maint</b>		<b>1,276,395</b>	<b>528,957</b>	<b>41.4%</b>	<b>747,439</b>

60	Capital Outlay	1,718,000	198,064	11.5%	1,519,936
50	Transfers	165,000	82,500	50.0%	82,500
<b>Sub-Total Cap. Proj. &amp; Trf.</b>		<b>1,883,000</b>	<b>280,564</b>	<b>14.9%</b>	<b>1,602,436</b>

<b>Total Expenditures</b>		<b>3,316,654</b>	<b>883,229</b>	<b>26.6%</b>	<b>2,433,425</b>
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**STORMWATER FUND**

Budgeted Increase (Decrease) in Fund Balance	<b>283,865</b>	
YTD Increase (Decrease) in Fund Balance		<b>966,389</b>

2019 Beginning Fund Balance	<b>2,551,375</b>
<b>YTD 2019 Ending Fund Balance</b>	<b>3,517,764</b>

City of Snohomish  
 Budget Vs. Actual - Revenues & Expenditures  
 Period: January-December 2019

Account Number	Description	2019-2020 Budget	Collected or Spent	% of Budget	Remaining Balance
<b>FLEET &amp; FACILITIES FUND REVENUES</b>					
340	Cost Allocation Charges	1,632,470	816,235	50.0%	816,235
360	Miscellaneous	14,400	13,754	95.5%	646
<b>Total Revenues</b>		<b>1,646,870</b>	<b>829,989</b>	<b>50.4%</b>	<b>816,881</b>

10	Salaries & Wages	555,704	266,198	47.9%	289,506
20	Personnel Tax&Benefits	220,358	104,551	47.4%	115,807
30	Supplies	306,000	145,064	47.4%	160,936
40	Services/Cost Allocation	695,823	275,359	39.6%	420,464
50	Transfers Out	47,000	23,500	50.0%	23,500
<b>Total Expenditures</b>		<b>1,824,885</b>	<b>814,672</b>	<b>44.6%</b>	<b>1,010,213</b>

**FLEET & FACILITIES FUND**

Budgeted Increase (Decrease) in Fund Balance	<b>(178,015)</b>	
YTD Increase (Decrease) in Fund Balance		15,316
2019 Beginning Fund Balance	<u>680,677</u>	
YTD 2019 Ending Fund Balance		<u><u>695,994</u></u>

City of Snohomish  
 Budget Vs. Actual - Revenues & Expenditures  
 Period: January-December 2019

Account Number	Description	2019-2020 Budget	Collected or Spent	% of Budget	Remaining Balance
<b>INFORMATION SERVICES</b>					
<b>REVENUES</b>					
340	Cost Allocation Charges	1,126,740	563,370	50.0%	563,370
360	Miscellaneous	10,000	9,873	98.7%	127
<b>Total Revenues</b>		<b>1,136,740</b>	<b>573,243</b>	<b>50.4%</b>	<b>563,497</b>
10	Salaries & Wages	383,628	191,760	50.0%	191,868
20	Personnel Tax&Benefits	172,303	84,272	48.9%	88,031
30	Supplies	142,660	60,610	42.5%	82,050
40	Services/Cost Allocation	274,098	94,350	34.4%	179,748
*60	Capital Project	112,200	155,666	138.7%	(43,466)
<b>Total Expenditures</b>		<b>1,084,889</b>	<b>586,658</b>	<b>54.1%</b>	<b>498,231</b>

**Information Services**

Budgeted Increase (Decrease) in Fund Balance	<b>51,851</b>	
YTD Increase (Decrease) in Fund Balance		<b>(13,416)</b>
2019 Beginning Fund Balance	<u>527,506</u>	
YTD 2019 Ending Fund Balance		<u><u>514,090</u></u>

\*- Incode 10 Project carryover from 2018

City of Snohomish  
 Budget Vs. Actual - Revenues & Expenditures  
 Period: January-December 2019

Fund	Non-Operating Funds Revenue	2019-2020 Budget	Collected	% of Budget	Remaining Balance	Non-Operating Funds Expense	2019-2020 Budget	Spent	% of Budget	Remaining Balance	Fund Increase (Decrease)
104	Park Impact Fee	436,000	428,465	98.3%	7,535	Park Impact Fee			0.0%	-	428,465
107	Visitor Promotion	20,400	19,244	94.3%	1,156	Visitor Promotion	23,000	8,437	36.7%	14,563	10,807
108	PBIA	51,400	18,948	36.9%	32,452	PBIA	50,000	23,900	47.8%	26,100	(4,952)
113	Police Seizure		3	0.0%	(3)	Police Seizure			0.0%	-	3
125	Traffic Impact Fees	294,495	105,085	35.7%	189,410	Traffic Impact Fees	148,800	74,400	50.0%	74,400	30,685
130	Transportation Benefit District	2,100,154	1,129,637	53.8%	970,517	Transportation Benefit District	1,251,000	675,655	54.0%	575,345	453,982
205	Debt Service	123,776	62,333	50.4%	61,443	Debt Service	123,175	62,723	50.9%	60,453	(390)
305	REET	1,130,000	616,894	54.6%	513,106	REET	1,645,000	822,500	50.0%	822,500	(205,606)
310	Muni Capital Projects	2,418,000	964,463	39.9%	1,453,537	Muni Capital Projects	2,616,938	299,824	11.5%	2,317,114	664,640
311	Streets Capital Projects	4,934,000	1,418,644	28.8%	3,515,356	Streets Capital Projects	5,115,133	1,198,638	23.4%	3,916,495	220,006
403	Solid Waste	-	4,058	0.0%	(4,058)	Solid Waste		5	0.0%	(5)	4,053
503	Self Insurance	10,100	104	1.0%	9,996	Self Insurance	10,000		0.0%	10,000	104
505	Equipment Replacement	83,258	42,386	50.9%	40,872	Equipment Replacement	189,000	180,996	95.8%	8,004	(138,610)
604	Carnegie Restoration	120	149	124.2%	(29)	Carnegie Restoration			0.0%	-	149

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**Date:** April 21,2020

**To:** City Council

**From:** Debbie Burton, Finance Director

**Subject: Resolution 1409 - Waiver of Utility Late Fees, Payment Plan Options and Suspending Shut-offs due to Covid-19 pandemic**

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**SUMMARY:** The purpose of this agenda item is for City Council to consider proposed Resolution 1409, which will waive utility late fees, provide payment plan options, and suspend utility shut-offs due to the COVID-19 pandemic.

**BACKGROUND:** In response to the continuing threat to public health from the spread of COVID-19, the Governor has implemented a “Stay Home, Stay Healthy” order. Many businesses are closed, and employees are being laid off in unprecedented numbers. Social distancing has created many challenges, including financial hardships for our local businesses and residents. In order to provide economic relief for those being impacted by COVID-19, staff is requesting the authority to waive late fees, suspend shut-offs and to extend payment arrangements.

**ANALYSIS:** These measures are consistent with the directions given by the Governor.

**BUDGET IMPACT:** The City typically collects approximately \$4,000 a month in late penalty fees, so this will not have a significant impact to the budget.

**STRATEGIC PLAN REFERENCE:** None

**RECOMMENDATION:** That the City Council **PASS** Resolution 1409 - Waiver of Utility Late Fees, Payment Plan Options and Suspending Shut-offs due to the COVID-19 Pandemic

**ATTACHMENT:** Resolution 1409

**CITY OF SNOHOMISH  
Snohomish, Washington**

**RESOLUTION 1409**

**A RESOLUTION OF THE CITY OF SNOHOMISH, WASHINGTON  
PROVIDING FOR THE WAIVER OF UTILITY LATE FEES, PAYMENT  
PLAN OPTIONS, AND THE ELIMINATION OF SHUT-OFFS DUE TO  
THE COVID-19 PANDEMIC.**

**WHEREAS**, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

**WHEREAS**, on February 29, 2020, Governor Jay Inslee declared a state of emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the State; and

**WHEREAS**, on March 16, 2020, Mayor Kartak issued a Proclamation declaring an emergency, due to the COVID-19 pandemic; and

**WHEREAS**, on March 17, 2020, the City Council passed Resolution 1408, ratifying the Proclamation by Mayor Kartak; and

**WHEREAS**, on March 18, 2020, Governor Jay Inslee asked public utilities to suspend shut-offs and waive late fees for customers who are without work; and

**WHEREAS**, many cities and utilities have taken action to assist utility customers adversely affected by COVID-19 by offering payment plans, waiving late fees, and suspending shut-offs during the emergency; and

**WHEREAS**, the Snohomish Municipal Code Chapter 15.05 contains language that mandates certain actions with regard to payments, late fees, and shut-offs; and

**WHEREAS**, promoting public health and welfare is a fundamental government purpose; and

**WHEREAS**, during this pandemic, the City of Snohomish discourages people from unnecessarily leaving home; and

**WHEREAS**, providing flexibility for those utility customers financially affected by COVID-19 serves a public purpose by promoting public health and welfare;

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

**Section 1.** The City Council hereby directs that utility shut-offs be suspended during the COVID-19 emergency.

**Section 2.** The Finance Director is hereby authorized to work with utility customers who are financially affected by the COVID-19 emergency to create flexible payment plans.

**Section 3.** The Finance Director is hereby authorized to waive late fees during the COVID-19 emergency.

**PASSED** by the City Council and **APPROVED** by the Mayor this 21st day of April, 2020.

CITY OF SNOHOMISH

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John T. Kartak, Mayor

ATTEST:

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Pat Adams, City Clerk

APPROVED AS TO FORM:

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Grant Weed, City Attorney

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**Date:** April 21, 2020  
**To:** City Council  
**From:** John T. Kartak, Mayor  
**Subject:** **Reappointment of Sherry Jennings, Keith Stocker, Melissa Rossi and Ray Cook to the Economic Development Committee**

---

**SUMMARY:** This agenda item seeks City Council confirmation of four (4) reappointments to the Economic Development Committee.

**BACKGROUND:** Members of the Economic Development Committee are appointed to serve a two-year term. Sherry Jennings, Keith Stocker, Melissa Rossi, and Ray Cook's terms will expire on April 1, 2020. Each member has requested a reappointment to the committee. The requests were made at the Economic Development Committee Meeting on February 25, 2020.

**ANALYSIS:** All members seeking reappointment have met the attendance requirement of 75% of meetings, and have contributed their expert knowledge to the committee. The reappointment terms will expire on March 31, 2022.

Mayoral appointments to citizen advisory boards require confirmation by the City Council.

**BUDGETARY IMPACTS:** None

**STRATEGIC PLAN REFERENCE:** Not applicable

**RECOMMENDATION:** That the City Council **CONFIRM** Mayor Kartak's reappointment of Sherry Jennings, Keith Stocker, Melissa Rossi and Ray Cook to the Economic Development Committee.

**ATTACHMENT:** Economic Development Committee Minutes – February 25, 2020



# CITY OF SNOHOMISH

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## Economic Development Committee Meeting Minutes February 25, 2020

DRAFT

### Members Present

Sherry Jennings  
Andy Papadatos  
Ray Cook  
John Schilaty  
Gordy Cole  
Keith Stocker  
Melissa Rossi (*Arr. 7:37*)

### City Staff

Wendy Poischbeg  
Angela Evans  
Mayor John Kartak  
Glen Pickus

### Council Members

Tom Merrill

### Members Absent

Christine Neal  
Josh Seek  
Allison Raduziner

### Guests

Terry Schuler  
Fred Gibbs

#### 1. **CALL TO ORDER**

Chair Jennings called the meeting to order at 7:31 a.m. at City Hall, 116 Union Street, Snohomish, WA, 98290.

#### 2. **APPROVE THE AGENDA** - Approved (6-0)

#### 3. **INTRODUCTIONS**

Terry Schuler was introduced as the new Executive Director of the Historic Downtown Snohomish Association.

#### 4. **APPROVE MINUTES** - Minutes of the December 3, 2019 meeting were approved (6-0).

#### 5. **MEMBER UPDATES**

Mr. Cole stated the Delta Rehabilitation property on Terrace Avenue has sold. Planning Director Glen Pickus advised the property is proposed to have 15 homes and 115 townhouses.

Mr. Stocker provided an update on the WSDOT Marsh Road to Second Street widening project. The project is currently in the design phase. Ms. Poischbeg said the City is working closely with DOT on this project.

Mr. Cole updated the Committee on the 100-unit project on Weaver Way. Work is scheduled to be completed by May 15, 2020. There is currently a waiting list of approximately 30 people.

Mr. Gibbs is looking for vendors, volunteers, and sponsors for Kla Ha Ya Days.

Ms. Poischbeg presented the following updates:

- There are four Committee positions expiring in April and one open seat, vacated by Christine Neal. Committee members Sherry Jennings, Keith Stocker, Melissa Rossi and Ray Cook all expressed their desire to be reappointed. Ms. Poischbeg will bring the four reappointments to Council before the next EDC meeting in April.
- March 19, 2020 is the Mayor's "State of the City" address at the Senior Center. Doors open at 9:00 a.m., and the event starts at 9:30 a.m.
- There have been two very well attended *Engage Snohomish* events. The next one will be from 4:30 p.m. to 7:00 p.m. on March 18, 2020 at the Snotown Brewery.
- The Carnegie Building annex has been removed.
- Thank you to Andy Papadatos for running the winter birding event. Approximately 60 people participated.
- The Chamber of Commerce is looking for a new Director, as Pam Schilaty is retiring at the end of the year. The position opens on August 1, 2020 with a start date of October 1, 2020.

Mayor Kartak provided the following updates:

- The next "Coffee with the Mayor" event is from 9:00 a.m. to 10:00 a.m. on March 13, 2020 at Looking Glass Coffee.
- He will be in Washington D.C. next week representing the Highway 2 Safety Coalition.

## 6. **PRESENTATION** – Midtown Planning Area

Ms. Poischbeg stated that after the last EDC meeting with the County, Otak, and Leland Consulting regarding the Snohomish County Public Works site on Avenue D, the City decided to form a Midtown Planning Task Force to re-evaluate the current zoning for the portion of Avenue D from Sixth Street north to State Route 9, which includes the at-issue Public Works site. The Task Force will consist of 10-13 members, including two members from the Economic Development Committee (EDC), Planning Commission, Design Review Board, City Council, and 5-7 at-large members with knowledge in:

- Land Use
- Design
- Business operations
- Land development/construction
- Real estate market
- Banks/financing
- Neighborhood residents' perspectives
- Housing affordability; and/or
- Environmental sustainability

Mr. Pickus said that at least two members of the EDC are needed. He encouraged all Committee members to apply and spread the word to the community. Mr. Pickus will be bringing two professional contracts in front of Council at the next meeting: one for a facilitator and one for an architectural/urban development design firm to guide the Task Force with development rules and design standards.

The County is wanting to move forward with the Public Works site, so the Task Force will also operate in a timely fashion. All of the Task Force meetings are open to the public, and the July 8, 2020 meeting will be an "open house" where the public can provide feedback.

Mr. Stocker asked if Task Force members who may not be familiar with planning be guided. Mr. Pickus stated the facilitator will provide a basic understanding of the process at the first Task Force meeting, and he is also available to answer questions.

The deadline to apply is March 4, 2020. Mayor Kartak will appoint members of the Task Force from the submitted applications.

7. **REPORTS**

- a. Sales Tax Report - Sales tax figures through the end of December 2019 showed year-to-date total sales tax revenues up 9.8% from 2018, and up 10.7% through the end of January from 2019.
- b. Available Properties – Mr. Cook provided information on available properties.
- c. The Commercial Permit Activity report was provided.
- d. New Business Licenses – a list of new business licenses issued since the last meeting was provided.
- e. Closed Business Licenses – a list of closed business licenses since last meeting was provided.

8. **NEXT MEETING** – April 28, 2020 at 7:30 a.m.

Discussion was had regarding the current meeting schedule and it was decided to keep it as is (every other month).

9. **ADJOURN**

The meeting was ADJOURNED at 8:36 a.m.

Approved this 28<sup>th</sup> day of April, 2020.

By: \_\_\_\_\_  
Sherry Jennings, Chair



**Schedule of Checks for the Checks Issued Since the March 17, 2020 Meeting**

<b>Name</b>	<b>Check #</b>	<b>Invoice #</b>	<b>Check Date</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor Total</b>
<b>Crisann Brooks</b>						<b>\$871.00</b>
	72590	EGD C19-1168	3/16/2020	Refund Towing & Impound	\$871.00	
<b>AAA Champion LLC</b>						<b>\$1,923.53</b>
	72591	2556	3/17/202	Janitorial	\$1,923.53	
<b>VOID</b>						<b>\$0.00</b>
	72592	VOID	3/18/2020		\$0.00	
	72593	VOID	3/18/2020		\$0.00	
	72594	VOID	3/18/2020		\$0.00	
	72595	VOID	3/18/2020		\$0.00	
	72596	VOID	3/18/2020		\$0.00	
	72597	VOID	3/18/2020		\$0.00	
	72598	VOID	3/18/2020		\$0.00	
	72599	VOID	3/18/2020		\$0.00	
	72600	VOID	3/18/2020		\$0.00	
	72601	VOID	3/18/2020		\$0.00	
	72602	VOID	3/18/2020		\$0.00	
	72603	VOID	3/18/2020		\$0.00	
	72604	VOID	3/18/2020		\$0.00	
	72604	VOID	3/18/2020		\$0.00	
	72605	VOID	3/18/2020		\$0.00	
	72606	VOID	3/18/2020		\$0.00	
	72607	VOID	3/18/2020		\$0.00	
	72608	VOID	3/18/2020		\$0.00	
	72609	VOID	3/18/2020		\$0.00	
<b>Amanda Figler</b>						<b>\$75.00</b>
	72610	AFiglar BL Refund	03/18/2020	BL Refund	\$75.00	
<b>Build, Design &amp; Develop, LLC</b>						<b>\$1,000.00</b>
	72611	Permit #ROW19-009	03/18/2020	Refund of cash bond for permit #ROW 19-009	\$1,000.00	
<b>Freedom Systems, Inc</b>						<b>\$25.00</b>
	72612	Freedom Systems BL Refund	03/18/2020	BL Refund	\$25.00	
<b>Janelle Duke</b>						<b>\$50.00</b>
	72613	JDuke BL Refund	03/18/2020	BL Refund	\$50.00	
<b>Marian K Darr</b>						<b>\$1,000.00</b>
	72614	Permit #ROW 18-089 Refund	03/18/2020	Refund of cash bond for permit #ROW 18-089	\$1,000.00	
<b>Michael O'Bannon</b>						<b>\$75.00</b>
	72615	O'Bannon BL Refund	03/18/2020	BL Refund	\$75.00	
<b>Strahm Snohomish, LLC</b>						<b>\$25.00</b>
	72616	Strahm BL Refund	03/18/2020	BL Refund	\$25.00	

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<b>The Pursuit NW</b>						<b>\$135.00</b>
	72617	Pursuit NW Refund	03/18/2020	BL Refund	\$135.00	
<b>Washington Department of Licensing</b>						<b>\$252.00</b>
	72618	SNP000574	03/18/2020	SNP000574 Original- Imsland	\$18.00	
		SNP000576	03/18/2020	SNP000576 Original-Pidgeon	\$18.00	
		SNP000577	03/18/2020	SNP000577 Original -Sommer	\$18.00	
		SNP000578	03/18/2020	SNP000578 Original-McDonald	\$18.00	
		SNP000579	03/18/2020	SNP000579 Original-Campbell	\$18.00	
		SNP000580	03/18/2020	SNP000580 Original-McMorrow, Misty	\$18.00	
		SNP000581	03/18/2020	SNP000581 McMorrow, Russell	\$18.00	
		SNP000582	03/18/2020	SNP000582 Original-Taylor	\$18.00	
		SNP000583	03/18/2020	SNP000583 Renewal-Sibley	\$18.00	
		SNP000584	03/18/2020	SNP000584 Original-Stipkovich	\$18.00	
		SNP000585	03/18/2020	SNP000585 Original-Tsosie	\$18.00	
		SNP000586	03/18/2020	SNP000586 Original Demiglio	\$18.00	
		SNP000587	03/18/2020	SNP000587 Renewal-Goode	\$18.00	
		SNP000588	03/18/2020	SNP000588 Original-Nilsson	\$18.00	
<b>VOID</b>						<b>\$0.00</b>
	72630	VOID	03/31/2020		\$0.00	
	72631	VOID	03/31/2020		\$0.00	
	72632	VOID	03/31/2020		\$0.00	
	72633	VOID	03/31/2020		\$0.00	
	72634	VOID	03/31/2020		\$0.00	
	72635	VOID	03/31/2020		\$0.00	
	72636	VOID	03/31/2020		\$0.00	
	72637	VOID	03/31/2020		\$0.00	
<b>Canon Financial Services, INC</b>						<b>\$117.93</b>
	72638	21236046	03/31/2020	Printer Contract	\$117.93	
<b>CDW G</b>						<b>\$565.07</b>
	72639	XFX1513	03/31/2020	Backup software maintenance & renewal	\$565.07	
<b>Central Welding Supply Inc.</b>						<b>\$19.49</b>
	72640	RN02201001	03/31/2020	Acetylene	\$19.49	
<b>City of Everett Environmental Lab</b>						<b>\$545.00</b>
	72641	I20001111	03/31/2020	Routine of Coliform Samples	\$194.00	
		I20001112	03/31/2020	Stormwater Samples GL	\$351.00	
<b>Code Publishing Inc</b>						<b>\$1,291.29</b>
	72642	66313	03/31/2020	SMC Publishing	\$1,291.29	
<b>Curtis Galde</b>						<b>\$32.00</b>
	72643	Galde Expense Report 030320	03/31/2020	CGalde Pesticide Training	\$32.00	

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<b>Dannie Allen</b>						<b>\$32.00</b>
	72644	Allen Expense Report 030620	03/31/2020	DAllen Lunch-Pesticide Class	\$32.00	
<b>Edge Analytical</b>						<b>\$110.94</b>
	72645	20-07870	03/31/2020	Labs	\$110.94	
<b>Enviro-Clean Equipment, Inc.</b>						<b>\$576.58</b>
	72646	20-50472R	03/31/2020	Sweeper Maintenance	\$576.58	
<b>Frontier</b>						<b>\$405.96</b>
	72647	602175 030120	03/31/2020	Communication	\$405.96	
<b>GCR Tires &amp; Service</b>						<b>\$873.59</b>
	72648	801-53880	03/31/2020	Batwing, Sweeper tires	\$873.59	
<b>Girard Resources &amp; Recycling, LLC</b>						<b>\$270.00</b>
	72649	67225	03/31/2020	Tipping Charges	\$270.00	
<b>Grainger Inc.</b>						<b>\$702.04</b>
	72650	9462441792	3/31/2020	Storm/Collections Gloves	\$364.94	
		9463953258	3/31/2020	Shop Gloves	\$74.93	
		9466804953	3/31/2020	Spray Bottles	\$59.31	
		9466804961	3/31/2020	Sanitizer & Spray Bottles	\$81.37	
		9472592014	3/31/2020	Spray Bottles	\$75.65	
		9477866496	3/31/2020	Batteries	\$45.84	
<b>Gray &amp; Osborne, Inc.</b>						<b>\$316.68</b>
	72651	20422.00	03/31/2020	G&O On-call services	\$316.68	
<b>H. D. Fowler Company</b>						<b>\$401.23</b>
	72652	I5407889	03/31/2020	Misc brass	\$84.89	
		I5407910	03/31/2020	Blind Flange for WTP meter	\$316.34	
<b>H.B. Jaeger</b>						<b>\$713.04</b>
	72653	U2016009985	03/31/2020	Pipe, CB 1409 2nd	\$348.74	
		U2016010673	03/31/2020	Tracer Wire	\$125.59	
		U2016011958	03/31/2020	Storm Frame and grate 23	\$238.71	
<b>Hach Chemical</b>						<b>\$452.78</b>
	72654	11872214	03/31/2020	ph Probe	\$452.78	
<b>IER Environmental Services, Inc.</b>						<b>\$1,401.60</b>
	72655	2020-8021	03/31/2020	Polymer	\$1,401.60	
<b>Inland Environmental Resources, Inc.</b>						<b>\$28,758.91</b>
	72656	2020-1332	03/31/2020	Mag	\$8,884.51	
		2020-1368	03/31/2020	Mag	\$8,967.50	
		2020-1400	03/31/2020	Mag	\$10,906.90	

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<b>John Rongerude, PS</b>						<b>\$312.50</b>
	72657	9205	03/31/2020	Indigent Defense-Conflict Atty	\$312.50	
<b>John T. Kartak</b>						<b>\$898.71</b>
	72658	Kartak Expense Report 031320	03/31/2020	Kartak lodging-Congressional City Conference	\$898.71	
<b>Lakeside Industries</b>						<b>\$866.71</b>
	72659	116791	03/31/2020	Cold Mix	\$866.71	
<b>Method Barricade &amp; Construction Supply LLC</b>						<b>\$1,393.79</b>
	72660	12576	03/31/2020	Wayfinding Kiosk Signs	\$354.35	
		12732	03/31/2020	Signs	\$165.44	
		12764	03/31/2020	Public Health Signs covid-9	\$428.46	
		12768	03/31/2020	Curbside Pick Up Signs	\$445.54	
<b>Partner Construction Products</b>						<b>\$1,979.25</b>
	72661	10216	03/31/2020	Crack Seal	\$1,979.25	
<b>Pitney Bowes</b>						<b>\$681.11</b>
	72662	1015292882	03/31/2020	City Hall Postage Meter ink	\$246.88	
		3310748461	03/31/2020	City Hall Postage Meter	\$434.23	
<b>Platt Electric Supply</b>						<b>\$394.93</b>
	72663	Y240372	03/31/2020	Temp Power Pole for the Water House	\$394.93	
<b>Puget Sound Energy</b>						<b>\$727.61</b>
	72664	200007562024 030920	03/31/2020	PSE Lincoln	\$84.15	
		200011228364 030920	03/31/2020	PSE Hill Park LS	\$38.32	
		200011228570 030920	03/31/2020	Champagne LS PSE	\$39.41	
		200011228786 030920	03/31/2020	Engineering	\$109.83	
		200011229248 030920	03/31/2020	Clarkes Pond LS PSE	\$100.93	
		200014294678 030920	03/31/2020	City Hall	\$256.19	
		2000227997589 030920	03/31/2020	Commercial LS PSE	\$85.27	
		220003997032 030920	03/31/2020	Shadowood LS PSE	\$13.51	
<b>Rubatino Refuse Removal Inc</b>						<b>\$139.16</b>
	72665	3098109	03/31/2020	Container Rental	\$139.16	
<b>Ryan deLeuw</b>						<b>\$32.00</b>
	72666	deLeuw Expense Report 030920	03/31/2020	Pesticide Training	\$32.00	
<b>Shaun Murphy</b>						<b>\$32.00</b>
	72667	Murphy Expense Report 030620	03/31/2020	SMurphy Lunch-Pesticide training	\$32.00	
<b>Snohomish Auto Parts</b>						<b>\$339.18</b>
	72668	603296	03/31/2020	Oil Filters	\$34.95	
		603314	03/31/2020	EP56 Gear Oil	\$11.99	
		603880	03/31/2020	Radar trailer part	\$4.23	
		604310	03/31/2020	Sweeper filter	\$42.73	

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	604728		03/31/2020	Mini grease fittings	\$4.67	
	604894		03/31/2020	EP127 Buzzer	\$27.75	
	604922		03/31/2020	Ramp	\$68.41	
	605016		03/31/2020	Blow gun	\$20.75	
	605364		03/31/2020	Adapter	\$6.20	
	605741		03/31/2020	Gauge	\$11.91	
	605760		03/31/2020	Battery-core deposit	\$60.60	
	605997		03/31/2020	EP24 hose	\$12.01	
	606022		03/31/2020	EP24 mower parts	\$10.59	
	606343		03/31/2020	Windshield fluid, starting fluid	\$22.39	
<b>Snohomish Co-Op</b>						<b>\$21.57</b>
	72669	00026300	03/31/2020	Generator Fuel	\$21.57	
<b>Snohomish County</b>						<b>\$465.39</b>
	72670	1000526782	03/31/2020	Warning Lights for EP-4	\$465.39	
<b>Snohomish County Department of Public Works</b>						<b>\$1,040.30</b>
	72671	1000526528	03/31/2020	Signal Maintenance	\$1,040.30	
<b>Snohomish County Human Services</b>						<b>\$684.28</b>
	72672	1000526849	03/31/2020	Liquor Profits/Taxes 4th Qtr 2019	\$684.28	
<b>Snohomish County PUD</b>						<b>\$17,203.98</b>
	72673	105294575	03/31/2020	2000-9242-7 Lighting	\$62.73	
		105303243	03/31/2020	2005-6202-3 Shop Portable	\$171.40	
		108600817	03/31/2020	2001-0472-7 Rainer LS PUD	\$1,032.41	
		108600818	03/31/2020	2002-0504-5 Lincoln LS PUD	\$170.95	
		108608150	03/31/2020	2003-6860-3 Shop Pole Bldg	\$175.72	
		111895462	03/31/2020	2006-1127-5 Commercial LS PUD	\$52.02	
		111903580	03/31/2020	2223-2262-0 CSO Mon PUD	\$18.08	
		115200381	03/31/2020	2006-6471-2 Pilchuck Park	\$177.37	
		115207030	03/31/2020	2012-9398-2 Signal	\$39.63	
		115207478	03/31/2020	2203-2270-5 City Hall	\$817.86	
		118515611	03/31/2020	2009-6790-9 Lighting	\$50.70	
		118516161	03/31/2020	2010-1618-5 Hill Park LS PUD	\$111.63	
		118516162	03/31/2020	2010-5484-8 Champagne LS PUD	\$190.87	
		118521026	03/31/2020	2010-7611-4 Police Station	\$769.91	
		125151638	03/31/2020	2020-1133-4 Hill Park Upper Shelter	\$105.22	
		128431854	03/31/2020	2014-4843-8 PED SIGNAL	\$24.79	
		128437586	03/31/2020	2019-4083-0 Downtown Restrooms	\$124.87	
		131745004	03/31/2020	2025-1851-0 Signal	\$32.09	
		131747993	03/31/2020	2016-8521-1 Lighting	\$18.89	
		135050664	03/31/2020	2028-9476-2 Lighting	\$77.98	
		135053771	03/31/2020	2020-8142-8 Signal	\$28.61	
		135053772	03/31/2020	2021-3717-0 Lighting	\$44.56	
		138255987	03/31/2020	2013-6546-7 WTP	\$260.21	
		138262079	03/31/2020	2021-3914-3 LIGHTING	\$9.16	
		138262080	03/31/2020	2021-3915-0 Lighting	\$9.16	

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		138262081	03/31/2020	2022-5054-4 Lighting	\$9.16	
		144909471	03/31/2020	2026-7068-3 LIGHTING	\$1,100.01	
		144910291	03/31/2020	2025-1183-8 LIGHTING	\$18.32	
		144919291	03/31/2020	2005-8838-2 S Zone Res	\$200.85	
		151487940	03/31/2020	2046-3566-8 Trail House	\$25.44	
		154742982	03/31/2020	2035-0512-8 Hill Park Lower Shelter	\$18.32	
		154748410	03/31/2020	2200-3863-2 Shadowood LS PUD	\$90.93	
		157943905	03/31/2020	2028-8206-4 LIGHTING	\$3,558.82	
		157943906	03/31/2020	2028-8208-0 LIGHTING	\$275.52	
		161123313	03/31/2020	2054-7868-8 Signal	\$96.01	
		161128044	03/31/2020	2037-1090-0 Signal	\$65.66	
		16344297	03/31/2020	2039-3732-1 CSO LS PUD	\$433.00	
		167568410	03/31/2020	2047-1765-6 LIGHTING	\$47.76	
		1900067873	03/31/2020	30000534 Emergency Intertie Water Use	\$6,687.36	
<b>VOID</b>						<b>\$0.00</b>
72674	VOID		03/31/2020		\$0.00	
<b>Snohomish County Sheriff's Office Corrections</b>						<b>\$24,012.78</b>
72675	2020-6252		03/31/2020	Jail Fees 02/2020	\$24,012.78	
<b>Sound Publishing</b>						<b>\$1,639.75</b>
72676	7972105		03/31/2020	CC Agenda Publication	\$1,323.00	
	EDH892493		03/31/2020	CV20-0005 MDNS	\$142.99	
	EDH893146		03/31/2020	SL20-0002 NOA	\$66.97	
	EDH893924		03/31/2020	SEPA20-0009 DNS	\$106.79	
<b>Sound Telecom</b>						<b>\$136.68</b>
72677	000016-192-301		03/31/2020	Standby Phone	\$136.68	
<b>Staples Advantage</b>						<b>\$639.56</b>
72678	3440800958		03/31/2020	Office Supplies	\$231.37	
	3440800960		03/31/2020	Office Supplies	\$12.14	
	3440800962		03/31/2020	Office Supplies	\$86.80	
	3440800964		03/31/2020	Office Supplies	\$309.25	
<b>U.S. Bank N.A - Custody</b>						<b>\$84.00</b>
72679	xxxxxxx170 020120-022920		03/31/2020	Safekeeping Investments	\$84.00	
<b>United Site Services</b>						<b>\$110.56</b>
72680	114-10012554		03/31/2020	South Zone Res Bathroom	\$110.56	
<b>US Bank CPS</b>						<b>\$6,180.44</b>
72681	TJ USBank Grant Writing USA EVWAW-032020		03/31/2020	Grant Writing Class	\$455.00	
	DA USBank Comcast 0741668		03/31/2020	Bickford Camera 031220-041120	\$130.01	
	DA USBank McDaniels j55204		03/31/2020	Covid-19 supplies	\$34.90	
	DB USBank MRSC refund DDNS94Z4GRS		03/31/2020	Class Refund	(\$110.00)	
	DB USBank USP03-11-20		03/31/2020	PO Box 4/2020-3/2021	\$452.00	

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		DD USBank EGCC 203977	03/31/2020	WOW Conf D DeBardi	\$350.00	
		DD USBank EGCC 203977-Credit	03/31/2020	Credit-Canceled WOW Conf D DeBardi	(\$350.00)	
		DD USBank EGCC 203980	03/31/2020	WOW Conf K Blaine	\$350.00	
		DD USBank EGCC 203980-credit	03/31/2020	Credit -Canceled WOW K Blaine	(\$350.00)	
		DD USBank Home Depot 6011128	03/31/2020	Sanitize Supplies	\$206.03	
		DD USBank Napa 606021	03/31/2020	Genset parts	\$5.22	
		DD USBank Napa 606137	03/31/2020	Genset Parts	\$61.35	
		DD USBank Napa 606262	03/31/2020	Genset Parts	\$21.82	
		DD USBank Napa 606389	03/31/2020	Genset Parts	\$73.22	
		DD USBank Napa 606488	03/31/2020	Genset parts	\$72.64	
		DDUsbank Napa 606174	03/31/2020	genset parts	\$30.19	
		DL Fred Meyer 018357	03/31/2020	Phone cover	\$54.59	
		DL Home Depot 2610966	03/31/2020	Bleach	\$16.07	
		DL Home Depot 2621623	03/31/2020	Signs	\$26.67	
		DL UsBank Amazon 1610611	03/31/2020	Frame	\$31.50	
		DL USBank Amazon 2453012	03/31/2020	Gloves	\$50.41	
		DL USBank Amazon 8361010	03/31/2020	PVC Pipe Fitting	\$12.59	
		DL USBank Comcast 2892709 030920-040820	03/31/2020	Internet Service WWTP	\$111.22	
		DL USBank Home Depot 1521592	03/31/2020	Stakes	\$6.08	
		DLg USBank Comcast 032320- 042220	03/31/2020	Police cable TV service	\$49.80	
		Dlg USBank Comcast 04750770 031020-040920	03/31/2020	Internet-Skate Park Camera @ Boys & Girls Club	\$106.22	
		DLg USBank Comcast 0482016 031120-041020	03/31/2020	Internet-City Hall	\$151.22	
		DLg USBank Zoom 12075276	03/31/2020	City Zoom online engagement software	\$120.10	
		FS USBank Home Depot 0611198	03/31/2020	Water	\$7.60	
		FS USBank Home Depot 7513775	03/31/2020	Batteries	\$23.96	
		JH McDaniels 024489	03/31/2020	Ferguson Park	\$13.85	
		JP USBank EGCC 203917-Credit	03/31/2020	Training Canceled -Galde	(\$400.00)	
		JP USBank EGCC 203919-Credit	03/31/2020	Training Canceled-Cavanah	(\$400.00)	
		JP USBank McDaniels J49346	03/31/2020	Misc Brass	\$159.08	
		JP UsBank McDaniel's j49631	03/31/2020	PVC Glue and Parts	\$22.24	
		JP USBank McDaniel's j49644	03/31/2020	PVC Cement	\$9.85	
		KA USBank Safeway 13148804	03/31/2020	DI Water for lab	\$103.34	
		KB USBank Home Depot 4016303	03/31/2020	Mortar	\$38.15	
		KB USBank Napa 606389	03/31/2020	Genset parts-Credit for a double charge	(\$73.22)	
		KB USBank Napa 606404	03/31/2020	genset parts	\$9.26	
		KP USBank Home Depot 5011273	03/31/2020	Shovels, Broom	\$101.49	
		LB USBank Amazon 25809	03/31/2020	Sample Cells	\$51.21	
		LB USBank Amazon 31410	03/31/2020	Portable Rurbidimeter	\$1,321.32	
		LB USBank Amazon 91427	03/31/2020	Calibration Kit	\$259.32	
		RK AllBattery 58925	03/31/2020	Mower Battery-Kabota	\$102.59	
		RK BrakeClutchSupply 88015	03/31/2020	Air Hose	\$26.81	
		RK McDaniels j26740	03/31/2020	Key	\$3.59	
		RK McDaniels j27787	03/31/2020	Gas Can	\$38.21	
		RK NationalParts 2117862	03/31/2020	EP224 Module	\$259.99	
		RK NorthSound PN09579	03/31/2020	EP127 Plastic Hose	\$6.32	
		RK NorthSound PN09730	03/31/2020	Grease Whip	\$10.29	
		RK USBank EventSmart VMMC 2020	03/31/2020	VMMC 2020	\$585.00	

**Schedule of Checks for the Checks Issued Since the March 17, 2020 Meeting**

<b>Name</b>	<b>Check #</b>	<b>Invoice #</b>	<b>Check Date</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor Total</b>
		RK USBank EventSmart VMMC 2020 Refund	03/31/2020	Refund VMMC 2020	(\$585.00)	
		RK USBank National Parts	03/31/2020	ECU EP-224	\$1,759.99	
		RK USBank Snohomish Coop 31781	03/31/2020	EP10 Fuel	\$53.95	
		SC Chinook 7941455	03/31/2020	Temp Power Pole	\$51.40	
		SC USBank Home Depot 4016398	03/31/2020	Supplies for temp pole (water House)	\$37.73	
		SC USBank Home Depot 9010640	03/31/2020	Microwave for City Hall	\$260.99	
		SC USBank L&I Permit	03/31/2020	L & I Permit-Temp Power Pole Water House	\$62.00	
		TC USBank PSCleanair 202001372	03/31/2020	WWTP House Asbsetos Survey	\$65.00	
		TJ USBank Mustard Seed Grill 2003050016	03/31/2020	Lunch Meeting-Granich Eng	\$25.28	
<b>VOID</b>						<b>\$0.00</b>
	72682	VOID	03/31/2020		\$0.00	
	72683	VOID	03/31/2020		\$0.00	
<b>Usa Bluebook Inc</b>						<b>\$1,539.27</b>
	72684	149838	03/31/2020	Lab Supplies	\$174.09	
		153467	03/31/2020	Lab Supplies	\$458.48	
		160880	03/31/2020	Return	(\$142.23)	
		171622	03/31/2020	Lab supplies	\$1,048.93	
<b>Verizon Wireless</b>						<b>\$2,635.38</b>
	72685	9749870410	03/31/2020	Cell Phones	\$2,611.32	
		9850124491	03/31/2020	CSo Mon. Verizon	\$24.06	
<b>Voyager</b>						<b>\$3,334.87</b>
	72686	869344283010	03/31/2020	Fleet fuel	\$3,528.96	
		869344283010 Refund	03/31/2020	Refund-Fleet Fuel	(\$194.09)	
<b>Washington Crane &amp; Hoist</b>						<b>\$1,119.30</b>
	72687	0041971-IN	03/31/2020	Crane Inspections	\$1,119.30	
<b>Washington State Auditor</b>						<b>\$339.30</b>
	72688	L135448	03/31/2020	2018 Audit	\$339.30	
<b>Washington State Dept of Ecology</b>						<b>\$3,826.44</b>
	72689	2020-WA0029548	03/31/2020	NPDES Permit	\$3,826.44	
<b>Washington Tractor</b>						<b>\$1,290.79</b>
	72690	2018121	03/31/2020	EP24 tune up/repair	\$676.58	
		2018124	03/31/2020	Mini excavator keys	\$49.21	
		2024778	03/31/2020	EP24 Wheel	\$143.07	
		2026429	03/31/2020	EP24 repair parts	\$362.29	
		2028263	03/31/2020	EP24 repair parts	\$37.33	
		2030451	03/31/2020	EP24 knob	\$22.31	
<b>Whistle Workwear</b>						<b>\$1,678.66</b>
	72691	TR-508837	03/31/2020	Pants-Shaun	\$247.00	



**Schedule of Checks for the Checks Issued Since the March 17, 2020 Meeting**

<b>Name</b>	<b>Check #</b>	<b>Invoice #</b>	<b>Check Date</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor Total</b>
		TR-508839	03/31/2020	Boots-Shaun	\$187.75	
		TR-511545	03/31/2020	KP Safety rain gear and boots	\$326.08	
		TR-511547	03/31/2020	KP safety boots	\$177.87	
		TR-511551	03/31/2020	KP Uniform	\$231.11	
		TR-512009	03/31/2020	Pants-JPullen	\$400.16	
		TR-513342	03/31/2020	Winter Coat-James	\$108.69	
<b>WSU Professional Education</b>						<b>\$1,200.00</b>
72692		NWCI20-0078-0160-0179	03/31/2020	NW Clerk's Inst PDI-Whitson	\$1,200.00	
<b>AAA Champion LLC</b>						<b>\$1,923.53</b>
72693	3582		03/31/2020	Janitorial	\$1,923.53	
<b>Ace Equipment Rentals</b>						<b>\$458.37</b>
72694	87627		03/31/2020	Storm Debris Chipping	\$458.37	
<b>Advanced Power LLC</b>						<b>\$6,487.54</b>
72695	25741		03/31/2020	Vactor Bay Heater	\$6,487.54	
<b>All Battery Sales &amp; Service</b>						<b>\$962.82</b>
72696	800-10058432		03/31/2020	EP224 Batteries	\$261.97	
	800-10059304		03/31/2020	EP100 Batteries	\$392.96	
	800-10059410		03/31/2020	Radar trailer battery	\$307.89	
<b>Allstream</b>						<b>\$99.72</b>
72697	16729420		03/31/2020	City Hall analog line	\$99.72	
<b>Alpha Courier Service</b>						<b>\$24.20</b>
72698	20807		03/31/2020	Courier	\$24.20	
<b>Automatic Funds Transfer Services, Inc</b>						<b>\$1,200.79</b>
72699	114559		03/31/2020	Printing Feb 2020	\$1,200.79	
<b>Bickford Motors</b>						<b>\$21.11</b>
72700	1172289		03/31/2020	Check ASY	\$21.11	
<b>Steven B Cannon</b>						<b>\$1,588.80</b>
72701	02-07301-00		04/06/2020	UB Refund	\$1,588.80	
<b>Alternative Environmental Technologies</b>						<b>\$1,114.58</b>
72702	3214		04/06/2020	WTP House Asbestos Survey	\$1,114.58	
<b>ARC Architects, Inc</b>						<b>\$18,344.45</b>
72703	SCB 2017018 21/3		04/06/2020	Carnegie Project Construction Mgmt Assistance	\$18,344.45	
<b>Benchmark Surveying LLC</b>						<b>\$14,145.00</b>
72704	2744		04/06/2020	Park Ave and Bickford Ave Surveying	\$14,145.00	

**Schedule of Checks for the Checks Issued Since the March 17, 2020 Meeting**

<b>Name</b>	<b>Check #</b>	<b>Invoice #</b>	<b>Check Date</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor Total</b>
<b>BHC Consultants</b>						<b>\$22,750.68</b>
72705	0011825		04/06/2020	Engineering Services	\$4,995.00	
	0011835		04/06/2020	PAA Consultant Services Project 201-10676.00	\$1,810.00	
	0011931		04/06/2020	Engineering Services	\$1,508.75	
	0011937		04/06/2020	PAA Consultant Services	\$14,436.93	
<b>Chemsearch</b>						<b>\$144.14</b>
72706	3896235		04/06/2020	Bugs Rainbow LS	\$144.14	
<b>City of Everett Finance</b>						<b>\$410.00</b>
72707	I20001592		04/06/2020	Animal Impound Fees-Feb 2020	\$410.00	
<b>City of Everett Utilities</b>						<b>\$44,586.32</b>
72708	010157 032520		04/06/2020	6600 109th Ave SE	\$39,268.67	
	010164 032520		04/06/2020	6400 118th Dr SE	\$524.95	
	017410 032520		04/06/2020	6203 107th Ave SE	\$1,197.03	
	019546 032520		04/06/2020	3300 BLK Bickford Ave	\$3,595.67	
<b>Databar Inc.</b>						<b>\$379.19</b>
72709	245567		04/06/2020	Check Printing	\$379.19	
<b>DLT Solutions, LLC</b>						<b>\$16,104.82</b>
72710	SI471292		04/06/2020	ACAD Subscription (2 users-3 years)	\$16,104.82	
<b>Everett Stamp Works</b>						<b>\$194.32</b>
72711	29124		04/06/2020	Service Plaque	\$194.32	
<b>FCS Group</b>						<b>\$3,375.00</b>
72712	3048-22001086		04/06/2020	Financial Chapter-Water Comp Plan	\$1,775.00	
	3048-22002028		04/06/2020	Financial Chapter-Water Comp Plan	\$1,600.00	
<b>H. D. Fowler Company</b>						<b>\$350.92</b>
72713	I5413163		04/06/2020	Watts 1" Reduce Pressure Backflow Assembly	\$350.92	
<b>James Pullen</b>						<b>\$32.00</b>
72714	James Pullen Expense Report 030620		04/06/2020	JPullen Lunches-Pesticide Training	\$32.00	
<b>Krazan &amp; Associates, Inc</b>						<b>\$2,451.00</b>
72715	1616430-11643		04/06/2020	Krazan Materials Testing	\$2,451.00	
<b>Larry Countryman</b>						<b>\$93.03</b>
72716	Larry Countryman Expense Report 0320		04/06/2020	Transportation to/from airport-Kartak	\$93.03	
<b>MacLeod Reckord, PLLC</b>						<b>\$1,327.17</b>
72717	INV-8550		04/06/2020	2nd Street Design & Planning	\$1,327.17	
<b>North Sound Hose &amp; Fitting Inc</b>						<b>\$113.04</b>
72718	N020313		04/06/2020	Hoses for mini excavator	\$113.04	

**Schedule of Checks for the Checks Issued Since the March 17, 2020 Meeting**

<b>Name</b>	<b>Check #</b>	<b>Invoice #</b>	<b>Check Date</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor Total</b>
<b>Northshore Paving, Inc.</b>						<b>\$751.64</b>
	72719	PE#3	04/06/2020	Bickford Ave Overlay_PE3	\$751.64	
<b>Northshore Paving, Inc.</b>						<b>\$39.56</b>
	72720	PE#3 Retainage	04/06/2020	Bickford Ave Overlay_PE Retainage	\$39.56	
<b>Pacifica Law Group</b>						<b>\$539.00</b>
	72721	57084	04/06/2020	CSO Reduction Project Phase 2-Legal Assist.	\$539.00	
<b>Pape Machinery</b>						<b>\$2,778.40</b>
	72722	11870144	04/06/2020	Backhoe Engine Contr Credit	(\$217.40)	
		2424019	04/06/2020	JD Backhoe ECU	\$2,995.80	
<b>Platt Electric Supply</b>						<b>\$3,993.46</b>
	72723	Y234232	04/06/2020	PW Shop Heater	\$3,013.35	
		Y238577	04/06/2020	1st Street Globes	\$980.11	
<b>Rh2 Engineering Inc.</b>						<b>\$716.99</b>
	72724	76060	04/06/2020	On-Call Professional Services	\$716.99	
<b>Shred-It USA, Inc</b>						<b>\$89.13</b>
	72725	8129407566	04/06/2020	Records Management Services	\$89.13	
<b>Snohomish County 911</b>						<b>\$12,532.93</b>
	72726	2401	04/06/2020	911 Dispatch Services	\$12,532.93	
<b>Snohomish County District Court</b>						<b>\$2,939.84</b>
	72727	1000526771	04/06/2020	Feb 2020 Case Filings	\$2,939.84	
<b>Snohomish County PUD</b>						<b>\$13,839.96</b>
	72728	108608149	04/06/2020	2003-4692-2 VIC	\$117.84	
		108611200	04/06/2020	2003-2517-3 North Zone Tank	\$18.32	
		111903016	04/06/2020	2008-6552-5 Signal	\$45.78	
		111903579	04/06/2020	2223-1174-8 Lighting	\$17.74	
		118526271	04/06/2020	2015-4323-8 Terrace Inter-tie	\$16.95	
		121561993	04/06/2020	2020-7399-5 North Meter	\$3,387.46	
		128437724	04/06/2020	2034-8411-8 Engineering	\$125.92	
		128439718	04/06/2020	2013-0236-1 PW Shop	\$1,435.38	
		148199952	04/06/2020	2015-4931-8 Lighting	\$43.39	
		148202262	04/06/2020	2040-1153-0 Clarkes Pond LS	\$132.32	
		151504697	04/06/2020	2019-0873-8 Stone Ridge LS	\$103.39	
		151504698	04/06/2020	2020-2130-9 North Meter	\$8,310.20	
		161129125	04/06/2020	2049-0762-0 Signal	\$58.14	
		161131793	04/06/2020	2046-3566-8 Trail House	\$27.13	
<b>Snohomish County Sheriff's Office</b>						<b>\$238,868.00</b>
	72729	1000526157	04/06/2020	Jan 2020 Law Enforcement Srvs	\$238,868.00	

**Schedule of Checks for the Checks Issued Since the March 17, 2020 Meeting**

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<b>Snohomish County Sheriff's Office Corrections</b>						<b>\$35.97</b>
72730	2020-6272		04/06/2020	Jail Service Fees-Med Feb 2020	\$35.97	
<b>Snohomish Senior Center</b>						<b>\$1,000.00</b>
72731	20-019		04/06/2020	Senior Center Monthly Fee	\$1,000.00	
<b>Summit Law Group PLLC</b>						<b>\$66.00</b>
72732	111703		04/06/2020	Labor Relations	\$66.00	
<b>Thomco Construction Inc.</b>						<b>\$18,738.00</b>
72733	PE #10		04/06/2020	CSO Reduction Project Phase 2A (Construction) PE10	\$18,738.00	
<b>Thomco Construction Inc.</b>						<b>\$900.00</b>
72734	PE #10 Retainage		04/06/2020	CSO Reduction Project Phase 2A (Construction) PE10	\$900.00	
<b>TranspoGroup</b>						<b>\$1,522.61</b>
72735	24324		04/06/2020	Bickford & Weaver Design	\$1,522.61	
<b>United Rentals NW</b>						<b>\$145.32</b>
72736	114-10004693		04/06/2020	Centennial Trail	\$145.32	
<b>Unum Life Insurance</b>						<b>\$314.00</b>
72737	0220603-027 0 040120		04/06/2020	LEOFF I Medical	\$314.00	
<b>US Bank CPS</b>						<b>\$1,848.91</b>
72738	BC USBank Grant Writing USA EVWAW-032020-0903		04/06/2020	Grant Writing Class-BCollins	\$455.00	
	JH USBank Home Depot 7520965		04/06/2020	Downtown kiosks	\$51.41	
	JH USBank Home Depot 7520965		04/06/2020	DownTown Kiosks	\$51.41	
	JH USBank McDaniels j49687		04/06/2020	Downtown Kiosks	\$21.00	
	JH USBank McDaniels j49847		04/06/2020	Downtown Kiosks	\$107.69	
	JH USBank McDaniels j50905		04/06/2020	Stock	\$62.65	
	JK USBank Dirksen North 502578132		04/06/2020	Lunch ESC DC-Kartak	\$11.35	
	JK USBank Economic Alliance 7806-1786		04/06/2020	EASC Mtg Kartak	\$35.00	
	JK USBank Jump, John T 030520 39577 CR		04/06/2020	Jump Refund	(\$2.12)	
	JK USBank Marriot Wardman PK 093329		04/06/2020	Lunch Marriott DC Kartak	\$19.80	
	JK USBank McDonalds 008269		04/06/2020	McDonald's DC Kartak	\$1.10	
	JK USBank McDonalds 021218		04/06/2020	Lunch McDonalds DC Kartak	\$12.26	
	JK USBank McDonalds 031294		04/06/2020	McDonalds DC Kartak	\$2.30	
	JK USBank McDonalds 099038		04/06/2020	McDonalds DC Kartak	\$1.10	
	JK USBank Metro 000862		04/06/2020	Travel-DC Metro Kartak	\$2.25	
	JK USBank Metro 045761		04/06/2020	DC Metro Kartak	\$12.00	
	JK USBank Metro 078534		04/06/2020	DC Metro Kartak	\$10.00	
	JK USBank Safeway 00066788		04/06/2020	Cleaning Supplies -DC Kartak	\$9.00	
	JK USBank Senate Chef 502578068		04/06/2020	American Grill DC Kartak	\$9.75	
	JK USbank Subway 020387		04/06/2020	Lunch Subway DC Kartak	\$7.00	
	JK USBank Subway 044640		04/06/2020	Subway DC Kartak	\$6.64	

**Schedule of Checks for the Checks Issued Since the March 17, 2020 Meeting**

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		LB USBank Home Depot 2521499	04/06/2020	Stock batteries	\$41.40	
		LB USBank McDaniels j55499	04/06/2020	Cleaners	\$17.43	
		RK USBank Dept Graphics 10416	04/06/2020	Fleet Decals	\$43.92	
		RK USBank Home Depot 2010161	04/06/2020	Shop Furnace Filter	\$59.34	
		RK USBank Home Depot 3254566	04/06/2020	Simple Green	\$70.38	
		RK USBank McDaniels J42541	04/06/2020	Fasteners for sweeper	\$8.71	
		RK USBank McDaniels j49189	04/06/2020	EP24 fasteners	\$2.95	
		RK USBank McDaniels j52966	04/06/2020	EP24 Hardware	\$15.17	
		RK USBank McDaniels X86636	04/06/2020	EP127 hardware	\$0.59	
		TC USBank Snohomish County 978509	04/06/2020	WTP House Demo	\$140.40	
		WP USBank Go Daddy Multiple Domain 1652912257	04/06/2020	Go Daddy Hosting Plan	\$119.88	
		WP USBank Go Daddy Snohomish Carnegie 1644389067	04/06/2020	Snohomish Carnegie Domain	\$142.61	
		WP USBank Constant Contact Billing 032120	04/06/2020	Email Newsletter Platform	\$473.56	
		WP USBank Facebook JEDNPRJ3E2	04/06/2020	Facebook Ads: Engage Snohomish, Midtown Planning	\$70.91	
		WP USBank GoDaddy 161271186	04/06/2020	Virtual Snohomish Domain	\$23.07	
		WP USBank Terrybogard392 FO614C2878C06	04/06/2020	Graphic Design for Spring Tree Tour Edits	\$7.00	
		WP USBank WA Trust for Hist 1267441429-Refund	04/06/2020	Graphic Design for Spring Tree Tour	(\$275.00)	
<b>VOID</b>						<b>\$0.00</b>
72739		VOID	04/06/2020		\$0.00	
<b>VanNess Feldmen LLP</b>						<b>\$382.50</b>
72740		419910	04/06/2020	Consultation Fee-Water Trust	\$382.50	
<b>Washington State Department of Transportation</b>						<b>\$31.64</b>
72741		RE-313-ATB00218149	04/06/2020	Bickford Ave Overlay_WSDOT	\$31.64	
<b>Washington Tractor</b>						<b>\$26,580.75</b>
72742		06890214	04/06/2020	JD Mower 1570	\$26,555.66	
		2010649	04/06/2020	Pole saw tune up	\$25.09	
<b>VOID</b>						<b>\$0.00</b>
72743		VOID	04/06/2020		\$0.00	
72744			04/06/2020		\$0.00	
72745			04/06/2020		\$0.00	
72746			04/06/2020		\$0.00	
72747			04/06/2020		\$0.00	
<b>James H Miller</b>						<b>\$1,000.00</b>
72748		Permit #ROW20-0088 Bond Refund	04/06/2020	Permit #ROW20-0088 Bond Refund	\$1,000.00	
<b>Snohomish County Treasurer</b>						<b>\$190.77</b>
72749		0000615	04/06/2020	JAN 20 PASS THRU	\$111.48	
		0000616	04/06/2020	FEB 20 PASS THRU	\$79.29	

**Schedule of Checks for the Checks Issued Since the March 17, 2020 Meeting**

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<b>Snohomish Garden Club</b>						<b>\$25.00</b>
72750		Snohomish Garden Club permit refund	04/06/2020	Event Cancelled-refund fees for banner permit	\$25.00	
<b>Three Lakes Duck Farm LLC</b>						<b>\$50.00</b>
72751		Three Lakes Duck Farm BL Refund	04/06/2020	Business License Refund	\$50.00	
<b>Washington State Treasurer</b>						<b>\$6,099.41</b>
72752		0000613	04/06/2020	State pass thru Feb 20	\$5,510.26	
		0000614	04/06/2020	JAN 2020 STATE PASS THRU TVB	\$589.15	
					<b>TOTAL</b>	<b>\$594,700.24</b>

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 # 72590 through # 72752 in the total amount of \$594,700.24 through April 6, 2020 are approved for payment on April 21, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember