



# CITY OF SNOHOMISH

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

## **NOTICE OF REGULAR MEETING**

### **SNOHOMISH CITY COUNCIL**

**TUESDAY**  
**September 1, 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 September 1, 2020 regular 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. Instructions for calling into the live meeting are provided below.

**To access the ONLINE Zoom remote meeting, please use the following link (external/internal speakers required): <https://us02web.zoom.us/j/81706541452>**

**Meeting ID: 817 0654 1452**

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

+1 253 215 8782 or  
+1 669 900 6833 or  
+1 346 248 7799 or  
+1 312 626 6799 or  
+1 929 205 6099 or  
+1 301 715 8592

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

**Meeting ID: 817 0654 1452**

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



# CITY OF SNOHOMISH

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

## NOTICE OF REGULAR MEETING

### SNOHOMISH CITY COUNCIL

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

**TUESDAY**  
**September 1, 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
4. **APPROVE MINUTES** of the August 18, 2020 regular meeting (P.5)
- 6:10 5. **PRESENTATION:** Snohomish Health District Update - Heather Thomas, Public & Government Affairs Manager (P.13)
- 6:25 6. **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.*
7. **ACTION ITEMS:**
- 6:40 a. **CONFIRM** Mayor's Appointments to the Youth Council for 2020/2021, and **RECOGNIZE** Outgoing Class of 2019/2020 (P.23)
- 6:55 b. **SELECT** City Council President (P.29)
- 7:10 c. **AMEND** Snohomish County Sheriff's Office Interlocal Agreement for Law Enforcement Services (P.31)
- 7:25 8. **DISCUSSION ITEM:** Process for Filling City Council Position 3 Vacancy (P.37)

*\*\* Continued Next Page \*\**

- 7:40 9. **CONSENT ITEMS:**
- a. **AMEND** SMC 15.05.040 Voluntary Termination of Utility Services - **ADOPT** Ordinance 2396 (P.41)
  - b. **CONFIRM** Mayor's Reappointments to the Design Review Board (P.45)
  - c. **AUTHORIZE** payment of claim warrants #73348 through #73431 in the amount of \$942,238.60, and payroll warrants #70125 through #73440 in the amount of \$457,643.21, issued since the last regular meeting. (P.47)
- 7:45 10. **OTHER BUSINESS/INFORMATION ITEMS**
- 7:50 11. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**
- 7:55 12. **COUNCIL PRESIDENT'S ITEMS/REPORTS**
- 8:00 13. **CITY ADMINISTRATOR'S COMMENTS**
- 8:05 14. **MAYOR'S COMMENTS**
- 8:10 15. **RECESS to EXECUTIVE SESSION** to discuss potential litigation, pursuant to RCW 42.30.110(1)(i)
- 8:25 16. **RECONVENE and ADJOURN**

**NEXT MEETING:** A special workshop meeting is tentatively scheduled for Tuesday, September 8, 2020 at 5:00 p.m. online via Zoom. The next regular meeting is scheduled for Tuesday, September 15, 2020, at 6:00 p.m., at a location to be determined.

***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.***

THIS PAGE LEFT BLANK INTENTIONALLY



**Snohomish City Council Meeting Minutes  
August 18, 2020**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council regular meeting to order at 6:00 p.m., Tuesday, August 18, 2020.

**COUNCILMEMBERS/MAYOR PRESENT**

Larry Countryman *arr. 6:45 p.m.*

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

Wendy Poischbeg, Economic Development and  
Communications Manager

Captain Robert Palmer, Interim Police Chief

Steve Schuller, City Administrator and Utility  
General Manager

Andrew Sics, Senior Utilities Engineer

Brandi Whitson, Administrative Assistant

***NOTE: Due to the COVID-19 declared federal, state and local emergency, and pursuant to Governor Inslee's Proclamations 20-05 and 20-28, the Snohomish City Council held its meeting via remote participation.***

2. **INTRODUCTORY REMARKS BY MAYOR JOHN T. KARTAK.** Mayor Kartak provided a statement regarding the necessity to conduct the remote meeting due to the COVID-19 pandemic.
3. **APPROVE AGENDA** contents and order.

**MOTION** by Sanders, second by Redmon to add the reading of a Proclamation to follow Agenda Item 5. Citizen Comments. Motion passed unanimously (6-0).

**MOTION** by Ray, second by Redmon to approve the agenda as amended. Motion passed unanimously (6-0).

4. **APPROVE MINUTES** of the following meetings:
  - a. July 21, 2020 regular meeting
  - b. August 11, 2020 special meeting - budget workshop

**MOTION** by Merrill, second by Kuleta to approve the minutes of the July 21, 2020 regular meeting and August 11, 2020 special meeting. Motion passed unanimously (6-0).

5. **CITIZEN COMMENTS.** Mayor Kartak welcomed the citizens to the meeting and discussed the procedures for providing citizen comment.

Citizen Comments:

**Diana McDowell**, in writing, regarding issues concerning their property description.

**Karen Crowley, President-Elect of the local League of Women Voters**, commented on the 100th anniversary of women securing the right to vote.

**Morgan Davis** disagreed with continuing the Midtown Planning District Task Force meetings via remote access.

**AGENDA ITEM 4.**

6. **PRESENTATION** (*Added to the agenda at the beginning of the meeting*): Mayor Kartak read a Proclamation recognizing August 26, 2020 as Women's Suffrage Day in the City of Snohomish, celebrating the 100th anniversary of the 19th Amendment.

7. **PUBLIC HEARING:** Comprehensive Water System Plan - ADOPT Ordinance 2393

- a. Announce purpose and open public hearing. Mayor Kartak opened the public hearing, and introduced Andrew Sics, Senior Utility Engineer.
- b. Staff presentation. Mr. Sics provided a background of the Comprehensive Water System Plan, stating WAC regulations require review every 10 years. The City's previous plan was adopted in 2011, and several changes have occurred since then, including decommissioning the water treatment plant and removal of the Pilchuck River dam. Mr. Sics outlined some evaluations and findings of the City's water system, and reported the City's proposal to reduce water connection charges.
- c. Council's questions of staff. Councilmember Kuleta asked about line replacement and water pressure. Mr. Sics responded replacement varied on the line.

Councilmember Ray inquired if the water line projects were part of the budget presentation. Mr. Schuller replied they were.

Councilmember Merrill asked for additional details on leakage savings. Mr. Sics responded water use efficiency goals aim toward less than 10% loss over a three year average, which is primarily accomplished through outdated pipe replacement.

Councilmember Dana questioned if the development plan for the Walsh property on Terrace Avenue would have any impact on the water service plan, and if there was enough to serve the area. Mr. Sics explained there is a 16" main line from the water storage tank that would be rerouted as part of development.

- d. Citizens' comments. None
- e. Close citizens' comments.
- f. Council deliberation. None
- g. Close public hearing. Mayor Kartak closed the public hearing.
- h. Council motion and action:

**MOTION** by Merrill, second by Ray to ADOPT Ordinance 2393, approving the adoption of the 2020 Water Comprehensive Plan. Motion passed unanimously (6-0).

8. **ACTION ITEMS:**

- a. **AUTHORIZE** Mayor to Sign Agreement with Otak for Parks Planning and Design

Mr. Schuller provided background on using Park Impact Fees to hire a consultant to assist with the master plan designs for Averill Field, Homestead Park and a connector bridge between Cady Park and Pilchuck Julia Landing. Utilizing MRSC's roster, staff selected Otak. Mr. Schuller introduced Curtis LaPierre, Otak's Project Manager.

**AGENDA ITEM 4.**

Councilmember Ray inquired if the entire amount of \$280,000 due to be spent by the end of 2021 would be used on this effort alone. Mr. Schuller explained the expiring amount was a rolling figure and use could vary based on the design process. Staff will monitor and report back to Council as needed.

Councilmember Kuleta questioned assumptions in the proposal, such as flood hazard areas. Mr. Monzaki explained there are federal and state requirements for working in the flood areas, such as for the Cady Connector Bridge. Mr. LaPierre remarked verbiage was included in the proposal to indicate its necessity, but without associated amounts, as those would depend upon project specifics that were not yet known.

Councilmember Ray remarked on the various alternatives presented for Averill Field, and questioned the inclusion of previous ideas presented by staff and the City's Park and Recreation Board. Mr. LaPierre advised the proposals were a starting point and provided something tangible to initiate community involvement, but Otak will work with City staff and Council on the details.

Citizen Comments: None

Citizen Comments: Closed

**MOTION** by Sanders, second by Kuleta that the City Council AUTHORIZE the Mayor to sign a professional services agreement with Otak in an amount not to exceed \$132,608 for park master planning and design. Motion passed unanimously (7-0).

- b. **ESTABLISH** a Utility Support Program for Individuals Experiencing Economic Hardship due to the COVID-19 Pandemic - ADOPT Ordinance 2394

Ms. Burton outlined the background behind Ordinance 2394, which would utilize CARES grant funding to assist City residents experiencing economic hardship due to the COVID-19 pandemic. She reported changes were made to the Ordinance after the agenda was submitted to include a rent relief program, and not just utility payment assistance. She reviewed notification methods and the application process.

Councilmember Ray asked if someone could apply for both utility and rental assistance. Ms. Burton replied they could, if Council approved.

Councilmember Merrill inquired if a process was in place to ensure a landlord would not raise rent if their tenant took advantage of a grant. Ms. Burton indicated there was not, as rent was a civil issue between the tenant and the landlord. She explained if a tenant was awarded rental assistance, the check would be sent to the landlord. Councilmember Redmon explained the intent was to address those that did not have their own utility meter, that is, their utilities were covered in their rent.

Mayor Kartak questioned if there was a way to ensure the landlord was properly crediting their tenant if funds were awarded. Ms. Burton answered staff could look into having a landlord attest to receipt of funds, but it could also be considered a civil situation between the landlord and tenant. Ms. Guildner concurred, rental contracts between landlord and tenant are indeed civil, and not for the City to interfere with.

Councilmember Ray asked if the applicant would need to provide proof of need. Ms. Burton affirmed they would, and noted an applicant would not be eligible for this program if they were already receiving aid from another source.

**AGENDA ITEM 4.**

Citizen Comments:

**Tabitha Baty** commented on the application availability in Spanish.

**Morgan Davis** commented on a variety of ways people were already receiving financial assistance.

Citizen Comments: Closed

Councilmember Redmon clarified with Ms. Burton that customers already receiving discounted utility rates are not eligible for this program.

**MOTION** by Redmon, second by Kuleta to ADOPT Ordinance 2394, establishing a Utility Customer and Rental Relief Grant funded by the CARES grant, subject to final City Attorney review. Motion passed unanimously (7-0).

c. Wheeled All-Terrain Vehicles - **ADOPT** Ordinance 2395

Mr. Monzaki provided background on the Wheeled All-Terrain Vehicles Ordinance, reporting the one-year trial period was almost over, and since no concerns or issues were reported to either the City or the Police Department, staff recommends to permanently allow WATVs on designated City streets with a posted speed limit of 35 mph or less.

Citizen Comments:

**Morgan Davis** commented WATVs should not be allowed on First Street.

Citizen Comments: Closed

**MOTION** by Ray, second by Countryman to **ADOPT** Ordinance 2395 to eliminate the trial period and allow the permanent operation of WATVs on City streets with a 35 mph or less speed limit.

Councilmember Redmon mentioned she received several supportive and appreciative comments from citizens, describing WATV use as a nice family experience.

**VOTE ON MOTION:** Motion passed unanimously (7-0).

9. **DISCUSSION ITEM:** 20 Mile Per Hour Zone - Pine Avenue North of 16th Street

Mayor Kartak explained the history of his Safe Streets Snohomish program, with a goal to reduce speed limits throughout the residential areas of the City.

Mayor Kartak announced three areas in which the speed limit will be reduced from 25 mph to 20 mph, each for a six month pilot program:

- Pine Avenue south of Second Street
- Seventh Street and Mill Avenue
- Seventh Street between Avenues D and J, and Avenue J to Second Street

These streets were specifically identified as frequently used by those trying to bypass the traffic controls on the arterials, often at higher rates of speed.

**AGENDA ITEM 4.**

Councilmember Merrill indicated the difference between arterials and residential streets was not always obvious. Mr. Monzaki indicated a map would be made available identifying the arterial/collector streets, and is also available as part of the Transportation Master Plan on the City's website.

Councilmember Ray questioned the timing of implementation. Mayor Kartak indicated the program begins in September, but could depend on the City Street Department obtaining and posting the proper signage. The Council discussed with staff the availability and use of traffic studies. Mr. Schuller commented state legislation allows changes from 25 mph to 20 mph without engineering studies, and referred Council to the City of Boulder, Colorado's program as a comparable example.

**Citizen Comments:**

**Karen Crowley** questioned if there was sufficient law enforcement capacity to enforce the speed limit changes.

**Morgan Davis** supported 20 mph in residential areas.

**Citizen Comments:** Closed

Mayor Kartak and Captain Palmer remarked there was sufficient patrol staff and the use of radar trailers in those areas, as well as the potential of using the Community Services Officer or the School Resource Officer if necessary.

**10. CONSENT ITEMS:**

- a. **AMEND** 2020 Master Fee Schedule - PASS Resolution 1411
- b. **AUTHORIZE** payment of claim warrants #73237 through #73346 in the amount of \$465,220.40, and payroll warrants #70123 through #73273 in the amount of \$454,423.99, issued since the last regular meeting

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

**11. OTHER BUSINESS/INFORMATION ITEMS:**

Councilmember Dana recapped a conversation he had with Chris Walsh, owner of the Snohomish Chalet, regarding his utility bill. Mr. Walsh had asked for assistance in reducing the bill, as the Chalet is closed and the property is currently for sale, but the water remains on for the fire suppression system. Mr. Schuller and Ms. Burton discussed the possibility of charging for a smaller meter size, but further review was needed.

Councilmember Ray requested an update on CARES funds distribution to businesses. Ms. Poischbeg replied she received 37 applications, of which 31 qualified. Final awards are almost ready, and total about \$125,000.

Council President Sanders announced his resignation from City Council Position 3, effective August 31, 2020. He thanked City staff, the Council and the community for their support. He suggested Council consider a Position 3 replacement and election of a new Council President, as well as filling liaison vacancies for the Youth Council and Snohomish Leader Forum, at the next Council meeting on September 1. Councilmember Kuleta thanked him for his leadership and integrity.

**12. COUNCILMEMBER COMMENTS:**

Councilmember Ray expressed her appreciation of Council Present Sander's guidance and perspective. She related the continuation of her work on the Public Safety Commission's mission statement, and reported Lya Badgley resigned from the Park and Recreation Board.

Councilmember Kuleta suggested Councilmembers meet with the public similar to the "Coffee with the Mayor" format, in relation to the Council goal of improving communication. She invited Councilmembers Redmond and Dana to participate with the first one, via Zoom. She then requested updates on the School Resource Officer's (SRO) role with classes moving online, and the status of the Community Resource Officer (CRO). Mr. Schuller and Captain Palmer explained they are reviewing the CRO position, and they are working with the School District regarding SRO duties. Councilmember Kuleta shared the latest on her personal journey and reflections.

Councilmember Merrill reported Community Transit's Van GO program will again donate 15-passenger vans to non-profits this year, and will accept applications through September 30.

Councilmember Redmon thanked Council President Sanders for his commitment and leadership. She remarked that the Youth Council members will be recognized at the September 1 Council meeting. The youth are struggling just as much as everyone else, and are looking for ways to be helpful to the community. She reported the AWC Legislative Priority Committee is looking at state-wide impacts and issues, and Snohomish is faring fairly well, but they want to ensure the State Legislature remains aware of what cities actually need. She relayed Snohomish Health District's report on effective types of facial coverings.

Councilmember Dana passed along his appreciation of Council President Sanders's hard work and great leadership.

13. **COUNCIL PRESIDENT'S ITEMS/REPORTS:** Council President Sanders thanked staff and Council for all they have done, and remarked on how impressed he continues to be with the Youth Council. He stated his hope that the Council will continue to embrace the Youth Council, providing them with opportunities and welcoming their inclusivity and diversity.

14. **CITY ADMINISTRATOR'S COMMENTS:** Mr. Schuller thanked Council President Sanders for his strong integrity, patience and leadership. He will be deeply missed.

Mr. Schuller presented the agenda planner, and outlined upcoming topics.

Councilmember Ray questioned the topic relating to roles of Boards and Commissions scheduled for October. The Council briefly discussed mission statements for Boards and Commissions, and how the appointment of a new Police Chief and Fire Chief could affect the Public Safety Commission.

Councilmember Merrill reminded Council to submit their goals to Mr. Schuller for inclusion with the tentative September 8 workshop agenda.

15. **MAYOR'S COMMENTS:** Mayor Kartak remarked on the exemplary job Council President Sanders has done, and how a smooth transition in the form of government was due in large part to his efforts.

**AGENDA ITEM 4.**

Mayor Kartak explained personal issues were taking a significant amount of his time currently, but he would soon be at City Hall and around the community more often.

**16. ADJOURN:**

**MOTION** by Merrill, second by Sanders to adjourn the meeting at 8:28 p.m. Motion passed unanimously (7-0).

APPROVED this 1st day of September, 2020.

CITY OF SNOHOMISH

ATTEST:

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

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

THIS PAGE LEFT BLANK INTENTIONALLY





# Supporting & Fostering Healthy, Thriving Communities

City of Snohomish  
Heather Thomas, Public & Government Affairs Manager  
Snohomish Health District

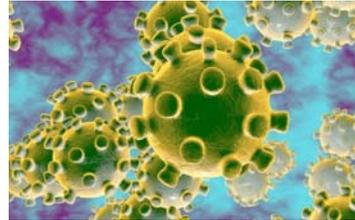


September 1, 2020

# COVID-19 RESPONSE

## Novel Coronavirus (COVID-19)

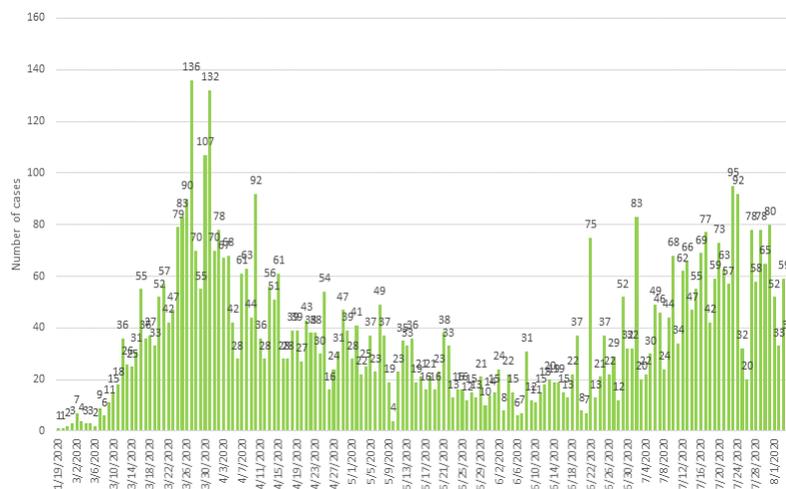
- Situation continues to evolve, with guidance and information shifting accordingly.
- Encourage following [www.snohd.org/ncov2019](http://www.snohd.org/ncov2019) and social medial channels (Facebook, Twitter and Instagram) for latest information.



Snohomish Health District

3

## COVID-19 Cases



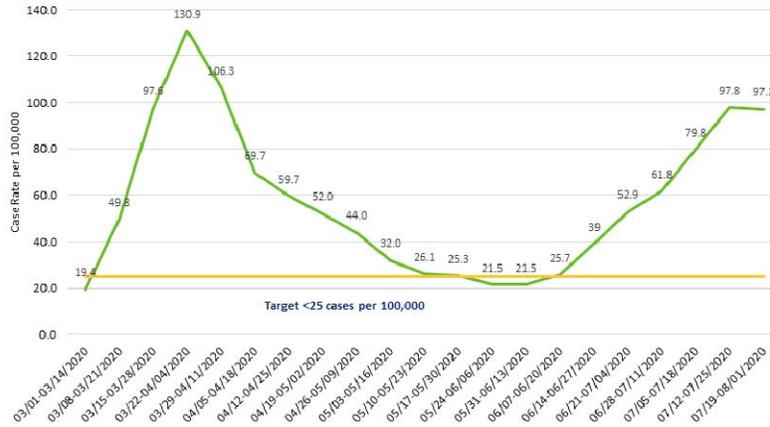
As of August 4, 2020

Snohomish Health District

4

# Rolling 2-week Case Rate

Snohomish County COVID-19 Case Rate per 100,000 for 2-week Rolling Periods



As of August 3, 2020

Snohomish Health District

# Snapshot & Weekly Reports

**SNOHOMISH COUNTY SNAPSHOT** TIME PERIOD: JULY 9 - JULY 23 PUBLISHED: JULY 31, 2020

**COVID-19 ACTIVITY AND CAPACITY IN SNOHOMISH COUNTY**  
Snohomish County moved to Phase 2 on June 8. The Snohomish Health District monitors these metrics and submits a weekly report to the Washington State Department of Health.

**COVID-19 ACTIVITY**

COVID-19 ACTIVITY	TARGET	CURRENT	CHANGE SINCE LAST REPORT
Confirmed cases reported July 9 - July 23, 2020	<25 cases / 100,000 population / 14 days	97.4	↑ from 79.8
Trends in hospitalization for lab-confirmed COVID-19	Flat or decreasing	Remaining	↓

**HEALTH CARE SYSTEM READINESS**

HEALTH CARE SYSTEM READINESS	TARGET	CURRENT	CHANGE SINCE LAST REPORT
% of licensed beds occupied by patients*	<85%	79%	no change
% of licensed beds occupied by unconfirmed and confirmed COVID-19 cases*	<15%	3%	no change

**TESTING ACTIVITY**

TESTING ACTIVITY	TARGET	CURRENT	CHANGE SINCE LAST REPORT
Average number of tests performed per day during the past week compared to possible results	≥3 times the number of cases	15 times the number of cases	no change
Average % tests positive for COVID-19 during the past week	2%	0.4%	↓ from 0.8%
Median time from symptom onset to specimen collection among cases during the past week	median <12 days	7 days	↓ from 7 days

**CASE & CONTACT INVESTIGATIONS**

CASE & CONTACT INVESTIGATIONS	TARGET	CURRENT	CHANGE SINCE LAST REPORT
% of cases reached by phone or in person within 24 hours of receipt of positive lab test report*	90%	92%	↑ from 92%
% of cases reached by phone or in person within 48 hours of receipt of positive lab test report*	90%	86%	↓ from 92%
% of contacts reached by phone or in person within 48 hours of receipt of positive lab test report*	90%	92%	↓ from 92%
% of cases responding to study invitation	90%	94%	no

**PROTECTING HIGH-RISK POPULATIONS**

PROTECTING HIGH-RISK POPULATIONS	TARGET	CURRENT	CHANGE SINCE LAST REPORT
Number of outbreaks reported to avoid	2 or less	0	↓ from 1*

\*See definition of outbreak on the case management page. Other data is data in a separate category (e.g., in-person testing).

For more information go to: [www.sno.wa.gov/covid19](http://www.sno.wa.gov/covid19)



Snohomish Health District

## **Key Priorities**

- ✓ Testing capacity
- ✓ Case investigations & contact tracing
- ✓ Long-term care facilities, first responders, schools, child cares and employer notifications
- ✓ PPE availability and healthcare capacity
- ✓ Mid- and long-range planning
- ✓ Ongoing communications
  - ✓ Translated materials & expanding outreach

**In Our  
COMMUNITIES**

## Day-to-Day Work Continues



**4,500+**  
Inspections on  
restaurants,  
grocery stores,  
espresso stands,  
caterers and  
mobile food  
vehicles



**1,000+**  
Complaints  
addressed (food,  
pools, septic and  
solid waste)



**~500**  
Permits for pools  
and spas that we  
routinely inspect



**200+**  
Public and  
private schools  
with kitchen  
permits and  
required safety  
inspections

## Resources for Local Businesses



## **Outreach While Social Distancing**



Working to develop more curriculum and toolkits that schools, child cares and community groups can use remotely



Exploring ways to engage with the community on important health topics & needs virtually

**Moving  
FORWARD**

## **Continuing Essential Work**

- ✓ Issuing birth and death certificates
- ✓ Tracking and responding to other communicable diseases like tuberculosis, whooping cough & STDs.
- ✓ Supporting children's health needs
- ✓ Inspecting food establishments, pools & spas, etc.
- ✓ Reviewing permit applications
- ✓ Providing refugee health screenings
- ✓ Responding to complaints and violations

## **Implementing Our Strategic Plan**

### **Mission**

Spearhead efforts to protect, promote and advance the collective health of our community.

### **Goals**

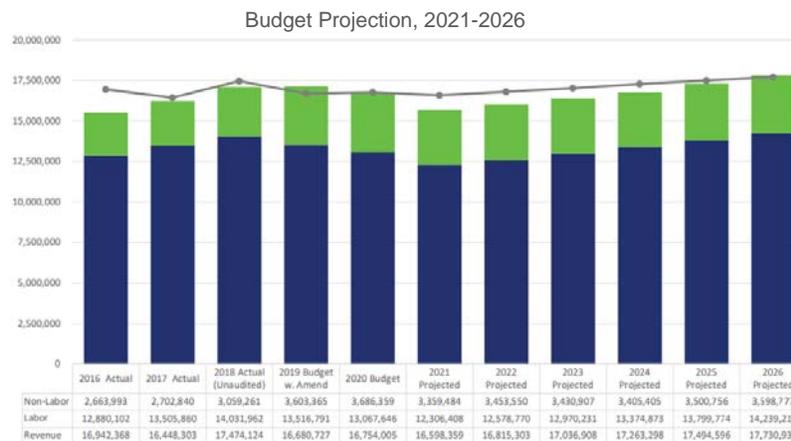
- Reduce the rate of communicable disease and other notifiable conditions
- Prevent or reduce chronic diseases and injuries
- Provide high-quality environmental health services
- Improve maternal, child, and family health outcomes
- Provide legally required vital records
- Address ongoing, critical public health issues
- Support increased access to medical, oral, and mental health care
- Build a more sustainable organization



**2020 Strategic Plan**

## Monitoring Budgets & Projections

- 2020 budget was balanced, with \$16.75 million in revenues/expenditures.
- Current budget includes 113 full-time equivalent positions.



Snohomish Health District

15

## Per Capita Contributions

- Naloxone purchase & coordination for cities
- Support general fund activities not covered by other funding:
  - Data & Reports
    - Community Health Assessment & Improvement Plans
  - Healthy Communities
    - Suicide Prevention
    - Safe Routes to School/Complete Streets
    - Healthy Housing
    - Health Fairs & Community Events
  - Child Care Health Outreach

Snohomish Health District

16

## Public Health Foundation



- Working over the last year to research feasibility & models
- Ad hoc committee met since April to provide recommendations to Board of Health.
- Anticipate forming and recruiting foundation board members this fall.

***Purpose:** To provide support for priorities identified in community health assessments, community health improvement plans, and/or emerging public health issues in Snohomish County.*

## Stay in touch

### Blog & Newsletters



Sign up for our blog, newsletters, alerts and more at [www.snohd.org/NotifyMe](http://www.snohd.org/NotifyMe)

### Social Media



Follow us on Facebook, Twitter, YouTube, and Instagram



# Thank you

**contact information**

For more info, please contact:

**Shawn Frederick, MBA**  
**Administrative Officer**

425.339.8687

SFrederick@snohd.org

**Heather Thomas**

**Public & Government Affairs Manager**

425.339.8688

HThomas@snohd.org

**ACTION ITEM 7a.**

**Date:** September 1, 2020

**To:** City Council

**From:** Councilmember Linda Redmon

**Subject: City of Snohomish Youth Council - Recognizing the Outgoing Class of 2019/2020 and Confirming the Student Members of 2020/2021**

---

The City of Snohomish recognizes the youth of the community are a significant community resource. On April 17, 2018, the City Council of the City of Snohomish established a Youth Council (and pursuant to Resolution 1397 expanded membership from ten to fifteen members on February 6, 2019); whose purpose is:

*To encourage and offer experiences for Snohomish youth to actively engage and participate in local government process within the City of Snohomish. Participation may include, but is not limited to, attendance at Snohomish City Council meetings and as deemed appropriate, students may be encouraged to drive policy changes at the local level by researching, drafting and presenting to Council.*

The City wishes to cultivate and provide opportunities for Snohomish youth to be involved in local government, and the creation of a Youth Council has been an appropriate means to foster that involvement and increase the occurrences for young people to contribute to government policy and key community services.

At Snohomish High School (SHS) and AIM High School (AIM) under the direction of **Kaci Cowan** and **Thom Engel**, students are encouraged to apply for a Youth Council position. There are typically two to five seats per class, with a maximum of fifteen positions on the Council. Appointments will take into account interest, diversity and inclusion across each school and grade. Residence within the City is not a requirement.

The Youth Council typically meets once each month, and also attends a half-dozen special events each year. Councilmember Linda Redmon and former Councilmember Jason Sanders have served as the Council liaisons.

The students who served in 2019/2020 are listed below--those continuing into 2020/2021, as well as graduating seniors. The list of recommended students for the 2020/2021 class are also shown below. The teachers have invited each of the final candidates to tonight's remote Council meeting.

The proposed order of tonight's agenda item will be as follows:

- 1) **Report:** Councilmember Linda Redmon will provide further background on accomplishments and goals of the Youth Council.
- 2) Council Questions.

**ACTION ITEM 7a.**

- 3) **Recognition of 2019/2020 Class:** Mayor John Kartak will read a Proclamation (see attachment) recognizing the class of 2019/2020 for their service to the City:

**2019/2020 Youth Council members per grade level:**

Tenth Grade:

Dravus Royce  
Anjuli Kajla  
Ruthie Hammer

Eleventh Grade:

Simon Bidne  
Kun Kim  
Sarah Plate  
Colby VerHoeven  
Allison Nauman

Twelfth Grade:

***Special thanks to our outgoing Seniors!***

Bianca Bahr  
Celia Forster  
Mikayla Jardine  
Riley Yeoman  
Grace Flitsch

- 4) **Nomination of Students for 2020/2021:** Councilmember Redmon will read the names of the students nominated for appointment to the Snohomish Youth Council by the Youth Council and advisors for the coming year:

**New Youth Council members, with 2020/2021 grade level:**

Anna McPherson	Tenth Grade
Logan Nuttall	Eleventh Grade
Peyton Tennery	Eleventh Grade
Akaysha Williams	Eleventh Grade
Eryn Anderson	Twelfth Grade

- 5) **Teacher and Student Remarks:** Teachers, Outgoing Students, or Students Nominated for the new year are invited to share their stories and aspirations. Limit comments to 3 minutes or less for each speaker.
- 6) **Public Comment:** The Mayor will then ask if other members of the public wish to speak on the subject of the Youth Council (limited to 3 minutes).
- 7) **Request for Confirmation:** Mayor Kartak will request confirmation by the City Council of the student members for 2020/2021.
- 8) Council Deliberation.

**ACTION ITEM 7a.**

- 9) **Motion:** Council motion per the recommendation below or as amended.
- 10) **Outcome:** Mayor Kartak announces either “Motion Carries” or “Motion Fails.”

**BUDGETARY IMPACTS:** Not Applicable.

**RECOMMENDATION:** That the City Council CONFIRM the 2020/2021 Youth Council Student Members as Recommended by the Youth Council and Advisors, and as Appointed by the Mayor.

**ATTACHMENT:** Proclamation Honoring the Members of the 2019/2020 Youth Council



# CITY OF SNOHOMISH

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

## PROCLAMATION

### HONORING \_\_\_\_\_ FOR VALUABLE SERVICE ON THE CITY OF SNOHOMISH YOUTH COUNCIL FROM APRIL 2019 TO MAY 2020

**WHEREAS**, the City of Snohomish recognizes that the youth of the community are a significant community resource; and

**WHEREAS**, the City wishes to encourage and offer experiences for Snohomish youth to actively engage and participate in local government process; and

**WHEREAS**, it is important and beneficial to the community to foster involvement of the City's youth in the process of government and ideals of public service; and

**WHEREAS**, the creation of a Youth Council is an appropriate means to foster that involvement and increase the opportunities for young people to contribute to local government; and

**WHEREAS**, the City Council of the City of Snohomish established a Youth Council on April 17, 2018, and pursuant to Resolution 1397, expanded membership from ten (10) to fifteen (15) members on February 6, 2019; and

**WHEREAS**, in Snohomish High School and AIM High School, students under the direction of advisors Kaci Cowan and Thom Engel are encouraged to apply for a Youth Council position; and

**WHEREAS**, Council President Jason Sanders and Councilmember Linda Redmon are the Council liaisons to the Youth Council and met with the Youth Council regularly; and

**WHEREAS**, the Youth Council provided a briefing of their key issues and events at the City Advisory Boards and Commissions banquet on December 19, 2019; and

**WHEREAS**, the Youth Council is committed to providing positive input related to safety and environmental issues, including tackling issues related to discrimination and drugs; and

**WHEREAS**, the 2019/2020 Youth Council advised the Council on a variety of issues, such as single-use plastics, and organized a very successful "Teen Movie Night" in August 2019 and "Snohomish's Got Talent" event held on January 30, 2020.

**NOW THEREFORE**, I, John T. Kartak, Mayor of the City of Snohomish, on behalf of the City Council, do hereby issue this Proclamation to the **Youth Council of 2019/2020** in recognition of their service to the citizens of Snohomish, not only to our youth, but to the benefit of all generations within the community. We congratulate them on a job well done, and wish each of them continued success and fulfillment as they pursue other opportunities for leadership and public service in the future.

**ACTION ITEM 7a.**

**ADOPTED** by the City Council and **APPROVED** by the Mayor this 1st day of September 2020.

By \_\_\_\_\_  
Jason Sanders, Council President

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

By \_\_\_\_\_  
Linda Redmon, Councilmember

Attest:  
By \_\_\_\_\_  
Pat Adams, City Clerk

THIS PAGE LEFT BLANK INTENTIONALLY



**ACTION ITEM 7b.**

**Date:** September 1, 2020

**To:** City Council

**From:** Steve Schuller, City Administrator and Utility General Manager

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

---

**SUMMARY:** Jason Sanders, Council Position No. 3, was selected to serve as the Council President in January 2018 and again in January 2020; however, Councilmember Sanders' resignation has created a vacancy for Council President. The City Council shall select a Council President, who shall serve as Mayor Pro-tem through December 31, 2021.

**BACKGROUND:** Pursuant to Resolution 1407, Procedures for the Conduct of Business at Council Meetings (Section II B), passed by the City Council and approved by the Mayor on February 4, 2020:

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.

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.

**ANALYSIS:** The procedure for this selection is proposed as follows (since tonight's Council meeting will be online via Zoom, the proposed process has been modified from previous methods):

**ACTION ITEM 7b.**

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 that each Councilmember take a minute to silently consider one of the nominees for which they wish to vote. If a Councilmember was nominated and wishes to serve, it is anticipated they will vote for themselves.
4. Each of the six Councilmembers will verbally vote for those nominated. Since the previous Council President served in Position 3, the voting will start with Position 4, Councilmember Merrill. The City Clerk will tally the votes for the record, and announce the votes.
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."
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 **NOMINATE** and **ELECT** the Council President to serve until the first Council meeting in January 2022.

**ATTACHMENT:** None

**ACTION ITEM 7c.**

**Date:** September 1, 2020

**To:** City Council

**From:** John T. Kartak, Mayor  
Steve Schuller, City Administrator and Utility General Manager

**Subject: Amendment No. 3 to the Interlocal Agreement for Law Enforcement Services to Designate the City Police Chief as a Sheriff's Office Captain**

---

**BACKGROUND:** Since early June 2020, Captain Robert Palmer has been serving the City of Snohomish as the Interim Police Chief. Mayor John T. Kartak has requested, and the County Sheriff is fully ready, to designate Captain Palmer to serve in a permanent capacity as Police Chief.

The current five-year Interlocal Agreement (January 1, 2017 to December 31, 2021) between the City of Snohomish and Snohomish County states the following:

CHIEF OF POLICE. After considering the advice and recommendations of the CITY, the COUNTY, through the elected Sheriff or his/her designee will designate a Sheriff's lieutenant to serve as the Chief of Police.

Therefore, for the remainder of the current agreement, from September 2020 to December 2021, it is proposed that the Interlocal Agreement be revised to designate a Sheriff's Captain (in place of a Lieutenant) as Police Chief. This would allow the City to recommend and the County Sheriff to designate Captain Rob Palmer as the full-time Police Chief.

**ANALYSIS:** Next year, the Mayor, City Council, City Attorney and City staff will work with Snohomish County and the County Sheriff's Office to negotiate a new multi-year agreement, which would likely extend from January 2022 to December 2026, if a duration is approved to a similar five-year approach as the two previous agreements (2012-2016 and 2017-2021). The attached Amendment No. 3 is not expected to set a precedent for the future agreement. For the next multi-year agreement, the City and County may return the designation of Chief of Police to "Lieutenant," may retain "Captain," change the designation to "Lieutenant or Captain," or select a different rank, as deemed appropriate by both parties.

Amendment No. 3 revises section 2.1, which states that the "City Manager" shall maintain the authority to define law enforcement issues and priorities. The City Attorney has recommended that Amendment No. 3 update the sentence to read "Mayor and City Administrator," given our current plan of government. The other sections of the agreement can be updated next year when the new agreement is negotiated. A redline of the proposed changes are shown in the Attachment.

**BUDGETARY IMPACTS:** A Sheriff's Captain's salary and benefits is approximately \$202,000 per year, and a Lieutenant's is \$172,000, a difference of about \$2,500 per month or \$30,000 annually.

**STRATEGIC PLAN REFERENCE:** Not applicable

**ACTION ITEM 7c.**

**RECOMMENDATION:** That the City Council AUTHORIZE the Mayor to sign Amendment No. 3 to the Interlocal Agreement between Snohomish County and the City of Snohomish for the Provision of Law Enforcement Services.

**ATTACHMENT:** Redline of Amendment No. 3 to the Interlocal Agreement for Law Enforcement Services

**ATTACHMENT**

**AMENDMENT NO. 3 TO THE INTERLOCAL AGREEMENT  
BETWEEN SNOHOMISH COUNTY AND THE CITY OF SNOHOMISH  
FOR THE PROVISION OF LAW ENFORCEMENT SERVICES**

This Amendment No. 3 to the Interlocal Agreement between Snohomish County and the City of Snohomish for the Provision of Law Enforcement Services ("Amendment No. 3"), 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, January 9, 2017, the County and the City entered into an Interlocal Agreement for the Provision of Law Enforcement Services ("Interlocal Agreement"). The Interlocal Agreement governs the provision of law enforcement services to the City from January 1, 2017, to December 31, 2021; and

WHEREAS, the City has requested that the County Sheriff designate a Sheriff's Office Captain to service as the City Police Chief.

WHEREAS, the Sheriff is willing to designate a Sheriff's Office Captain to act as the City Chief of Police.

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 2.1 of the Interlocal Agreement is deleted in its entirety and replaced as follows:

**CHIEF OF POLICE.** After considering the advice and recommendations of the CITY, the COUNTY, through the elected Sheriff or his/her designee will designate a Sheriff's lieutenant captain to serve as the Chief of Police. The Chief of Police will coordinate service delivery, attend City Council and other public meetings as required by the CITY, prepare budget requests, schedule employees, maintain integrity of records, and generally manage law enforcement activities on behalf of the CITY. The Sheriff has no interest in defining law enforcement issues and priorities of importance to the CITY to the extent that the CITY's directives to the Chief of Police are lawful. The ~~City Manager Mayor and City Administrator~~ shall maintain the authority to define law enforcement issues and priorities to the Chief of Police or his designee. The Chief of Police and all other personnel assigned to the CITY under this Agreement will respond to the general law enforcement issues and priorities identified by the ~~City Manager Mayor and City Administrator~~.

**ACTION ITEM 7c.**

2. Section 4.1.6.2 of the Interlocal Agreement is deleted in its entirety and replaced as follows:

COUNTY REQUEST. The COUNTY may replace the Chief of Police designated under paragraph 2.1 by providing the CITY with a minimum of sixty (60) days' notice of its intent to replace the captain assigned to the CITY as the Chief of Police. The replacement captain will be selected and designated pursuant to paragraph 2.1.

3. Effective September 1, 2020, Addendum 2 of the Interlocal Agreement, as amended by Amendment Nos. 1 and 2, shall be removed and replaced with a new Addendum 2, attached to this Amendment No. 3 and hereby incorporated by reference.
4. Except as expressly provided in this Amendment No. 3, all the terms and conditions of the Interlocal Agreement as amended are ratified and affirmed and remain in full force and effect.
5. This Amendment No. 3 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. 3 to the Interlocal Agreement.

**CITY OF SNOHOMISH:**

**SNOHOMISH COUNTY:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
County Executive

Approved as to Form:

Approved as to Form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Deputy Prosecuting Attorney

**Addendum 2**

**City Of Snohomish  
Police Services Contract  
January 1, 2017 - December 31, 2021  
Amendment 3**

**Years 2017-2021**

Personnel	FTE Count	Current Per FTE Cost	2017	2018	2019	2020	2021
			2017	2018	2019	2020	2021
Captain Salary							
Captain Benefits							
Lieutenant Salary	1.0	\$ 118,205	\$ 121,751	\$ 125,404	\$ 129,166	\$ 133,041	\$ 137,032
Lieutenant Benefits		\$ 32,536	\$ 33,512	\$ 34,517	\$ 35,553	\$ 36,619	\$ 37,718
Lieutenant Overtime		\$ 2,001	\$ 2,061	\$ 2,123	\$ 2,187	\$ 2,252	\$ 2,320
Sergeant Salary	5.0	\$ 98,201	\$ 505,737	\$ 520,909	\$ 536,536	\$ 552,692	\$ 569,211
Sergeant Benefits		\$ 29,957	\$ 154,279	\$ 158,907	\$ 163,674	\$ 168,584	\$ 173,642
Sergeant Overtime		\$ 7,756	\$ 39,942	\$ 41,140	\$ 42,374	\$ 43,646	\$ 44,955
Sergeant Speciality Pay 3%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deputy Sheriff Salary	9.0	\$ 81,434	\$ 754,892	\$ 777,539	\$ 800,865	\$ 824,891	\$ 849,638
Deputy Sheriff Benefits		\$ 27,796	\$ 257,670	\$ 265,400	\$ 273,362	\$ 281,563	\$ 290,010
Deputy Sheriff Overtime		\$ 8,295	\$ 76,897	\$ 79,204	\$ 81,580	\$ 84,028	\$ 86,549
Deputy Speciality Pay 3%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Detective Salary	2.0	\$ 82,322	\$ 169,584	\$ 174,671	\$ 179,912	\$ 185,209	\$ 190,868
Detective Benefits		\$ 24,623	\$ 50,723	\$ 52,245	\$ 53,812	\$ 55,426	\$ 57,089
Detective Overtime		\$ 8,100	\$ 16,685	\$ 17,186	\$ 17,702	\$ 18,233	\$ 18,780
School Resource Officer Salary	1.0	\$ 79,213	\$ 81,589	\$ 84,037	\$ 86,558	\$ 89,155	\$ 91,830
School Resource Officer Benefits		\$ 27,510	\$ 28,335	\$ 29,185	\$ 30,061	\$ 30,963	\$ 31,891
School Resource Officer Overtime		\$ 2,963	\$ 3,052	\$ 3,143	\$ 3,238	\$ 3,335	\$ 3,435
School Resource Officer 3%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total FTEs</b>	<b>18.0</b>						
<b>Personnel Subtotal</b>			<b>\$ 2,296,710</b>	<b>\$ 2,365,612</b>	<b>\$ 2,436,580</b>	<b>\$ 2,509,677</b>	<b>\$ 2,584,968</b>
<b>Annual Operating Costs</b>	<b>Count</b>	<b>Unit Cost</b>					
Vehicle Operating Cost (Capt. & Det)	3	\$ 9,886	\$ 30,548	\$ 31,464	\$ 32,408	\$ 33,389	\$ 34,382
Vehicle Operating Cost (Sgt., Deputy, SRO)	15	\$ 14,138	\$ 218,432	\$ 224,985	\$ 231,735	\$ 238,687	\$ 245,847
Cellular Phone Service	18	\$ 700	\$ 12,978	\$ 13,367	\$ 13,768	\$ 14,181	\$ 14,607
Contract Administration Services	18	\$ 538	\$ 9,966	\$ 10,265	\$ 10,573	\$ 10,890	\$ 11,217
Phones/PCs/Information Services	18	\$ 6,531	\$ 121,087	\$ 124,719	\$ 128,461	\$ 132,315	\$ 136,284
Evidence Facility Services**	18	\$ 1,104	\$ 20,461	\$ 21,075	\$ 21,707	\$ 22,359	\$ 23,029
Records Management Services**	18	\$ 84	\$ 1,565	\$ 1,612	\$ 1,660	\$ 1,710	\$ 1,761
Misdemeanor Warrant Entry	383	\$ 5,23	\$ 2,063	\$ 2,125	\$ 2,189	\$ 2,254	\$ 2,322
Court Ordered/Protection Entry	51	\$ 16,58	\$ 871	\$ 897	\$ 924	\$ 952	\$ 980
Training Unit / Range	18	\$ 1,380	\$ 25,585	\$ 26,353	\$ 27,143	\$ 27,958	\$ 28,796
Outside training	18	\$ 425	\$ 7,650	\$ 7,880	\$ 8,116	\$ 8,359	\$ 8,610
Operational Supplies/Uniforms	18	\$ 1,750	\$ 32,445	\$ 33,418	\$ 34,421	\$ 35,454	\$ 36,517
<b>Annual Operating Cost Subtotal</b>			<b>\$ 483,651</b>	<b>\$ 498,161</b>	<b>\$ 513,105</b>	<b>\$ 528,499</b>	<b>\$ 544,353</b>
<b>Annual Operating Credits Subtotal</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Annual Operating Credits Subtotal</b>			\$ -	\$ -	\$ -	\$ -	\$ -

**Addendum 2**

**City Of Snohomish  
Police Services Contract  
January 1, 2017 - December 31, 2021  
Amendment 3**

Personnel***	FTE Count	2020				2020 Total	2021
		Mar - Aug	Sept - Dec	Mar - Aug	Sept - Dec		
LET Lead	0.5	\$ 15,496	\$ 10,331	\$ 15,496	\$ 10,331	\$ 31,922	\$ 31,922
LET Lead Benefits		\$ 7,942	\$ 5,295	\$ 7,942	\$ 5,295	\$ 16,361	\$ 16,361
LET Lead Overtime		\$ 1,000	\$ 667	\$ 1,000	\$ 667	\$ 2,060	\$ 2,060
Public Records Specialist	0.5	\$ 15,496	\$ 10,331	\$ 15,496	\$ 10,331	\$ 31,922	\$ 31,922
Public Records Specialist Benefits		\$ 7,942	\$ 5,295	\$ 7,942	\$ 5,295	\$ 16,361	\$ 16,361
Public Records Specialist Overtime		\$ 1,000	\$ 667	\$ 1,000	\$ 667	\$ 2,060	\$ 2,060
LES	1	\$ 27,447	\$ 18,298	\$ 27,447	\$ 18,298	\$ 56,542	\$ 56,542
LES Benefits		\$ 15,022	\$ 10,014	\$ 15,022	\$ 10,014	\$ 30,945	\$ 30,945
LES Overtime		\$ 1,750	\$ 1,167	\$ 1,750	\$ 1,167	\$ 3,605	\$ 3,605
<b>Personnel Subtotal</b>		<b>\$ 93,096</b>	<b>\$ 62,064</b>	<b>\$ 93,096</b>	<b>\$ 62,064</b>	<b>\$ 191,778</b>	<b>\$ 191,778</b>

Annual Operating Costs	Count	2020				2020 Total	2021
		Mar - Aug	Sept - Dec	Mar - Aug	Sept - Dec		
Records Management Services	18	\$ 21,060	\$ 14,040	\$ 21,060	\$ 14,040	\$ 43,384	\$ 43,384
Contract Administration Services	2	\$ 605	\$ 403	\$ 605	\$ 403	\$ 1,246	\$ 1,246
Phones/PCs/Information Services	2	\$ 7,351	\$ 4,901	\$ 7,351	\$ 4,901	\$ 15,143	\$ 15,143
Outside training	2	\$ 464	\$ 310	\$ 464	\$ 310	\$ 957	\$ 957
Operational Supplies/Uniforms	2	\$ 1,970	\$ 1,313	\$ 1,970	\$ 1,313	\$ 4,057	\$ 4,057
<b>Operating Subtotal</b>		<b>\$ 31,450</b>	<b>\$ 20,967</b>	<b>\$ 31,450</b>	<b>\$ 20,967</b>	<b>\$ 64,787</b>	<b>\$ 64,787</b>

Start up (one time) - Equipment	2	\$ 5,000	\$ 4,000	\$ 5,000	\$ 4,000	\$ 10,000	\$ 10,000
Start up (one time) - Personnel Transition	2	\$ 5,000	\$ 4,000	\$ 5,000	\$ 4,000	\$ 10,000	\$ 10,000
<b>Total Start up (one time)</b>		<b>\$ 10,000</b>	<b>\$ 8,000</b>	<b>\$ 10,000</b>	<b>\$ 8,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

<b>Total for LET Lead &amp; LES</b>		<b>\$ 227,577</b>	<b>\$ 150,131</b>	<b>\$ 227,577</b>	<b>\$ 150,131</b>	<b>\$ 456,565</b>	<b>\$ 456,565</b>
-------------------------------------	--	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

Grand Total by Year	2017	2018	2019	2020	2021
	\$ 2,780,361	\$ 2,863,772	\$ 2,949,685	\$ 2,938,176	\$ 3,129,321

**Notes:**  
 All personnel and operating costs reflect a 3% annual increase for CPI/COIA  
 \*\*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, Depts and SRO on salary & OT  
 Amendment 2: 2020 - 2021 include 0.5 FTE Law Enforcement Technician (LET) Lead, 0.5 FTE Public Records Specialist and 1.0 FTE Law Enforcement Secretary (LES)  
 Amendment 3: 2020 - 2021 include Captain, remove Lieutenant

**DISCUSSION ITEM 8.**

**Date:** September 1, 2020

**To:** City Council

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

**Subject: Process for Filling City Council Position 3 Vacancy**

---

**SUMMARY:** The resignation of Councilmember Jason Sanders has created a vacancy for Position 3. The purpose of this discussion item is for the City Council to direct staff regarding the timing and process for filling this vacant City Council position.

**BACKGROUND:** The City Council has authority to determine the timing of the application period, the type of application materials to be required for applicants, and the timing and process for interviewing such applicants. Attached (with recommended edits by the City Attorney) is the application and process the City Council used to fill the last Council vacancy. Staff seeks Council direction regarding any changes that should be made to Attachment A and B prior to advertising the vacancy. Please note that all dates included in the Process for Filling Open Council Position relate to the previous recruitment and can be revised based on Council direction.

**ANALYSIS:** One key to this process is timing. Keep in mind that under state law the City Council has 90 days from the date of the vacancy to fill the position (RCW 42.12.070). The previous recruitment to fill a City Council vacancy provided applicants with 30 days to submit their applications. Does the City Council wish to use the same open application period or a different time period? And, does the Council wish to interview and select a candidate for the vacancy during a regular meeting or a special meeting set aside for this purpose? Another option for Council discussion is whether it wishes to discuss the qualifications of applicants in Executive Session as permitted by state law for the purpose of discussion before making a decision in open session (see Attachment B for previously used process).

**STRATEGIC PLAN REFERENCE:** Not applicable

**RECOMMENDATION:** That the City Council DIRECT staff regarding the timing and process for recruiting applicants to fill the vacant City Council Position 3.

**ATTACHMENTS:**

- A. Application for Council Vacancy
- B. Process for Filling Council Vacancy

**ATTACHMENT A**



# CITY OF SNOHOMISH

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

*APPLICATION FOR OPEN CITY COUNCIL POSITION*

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Work: \_\_\_\_\_  
E-mail: \_\_\_\_\_
4. Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_
5. City Resident? Yes \_\_\_\_\_ No \_\_\_\_\_ How Long? \_\_\_\_\_
6. Have you held a previous City appointment or Public Office? \_\_\_\_\_  
\_\_\_\_\_
7. Employment or Professional Activities? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Other community affiliations or activities you feel would be a benefit to this position:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. City Council business can easily require 20 hours per month.  
Are you available to attend evening meetings? \_\_\_\_\_  
Day meetings? \_\_\_\_\_
10. Why are you interested in serving on the City Council? \_\_\_\_\_

**DISCUSSION ITEM 8.**

---

---

11. What talents or experience will you bring to the position? \_\_\_\_\_

---

---

12. Have you had experience with Public Budgets? \_\_\_\_\_

---

---

13. What are your primary interests in City Government and City services? \_\_\_\_\_

---

---

14. What are your special goals for the City? \_\_\_\_\_

---

---

15. Any other comments or information you wish to provide for Council consideration:

---

---

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Thank you for your interest in serving as a City Councilmember.***

*Applications are due and must be received by \_\_\_\_\_ . Please email, mail or drop-off the completed applications to **City of Snohomish, Attn: City Clerk's Office**, as shown below:*

- Email: [whitson@snohomishwa.gov](mailto:whitson@snohomishwa.gov)
- Mail: P.O. Box 1589, Snohomish, WA 98291-1589, or
- Drop-off: Utility Drop Box located at City Hall, 116 Union Avenue, Snohomish

## **ATTACHMENT B**

### **Process for Filling Open Council Position**

1. Thirty days open recruitment – Applications must be received by the City not later than 5 p.m., Friday, October 2, 2020. Any application received after that time will not be considered.
2. If there are six or fewer applicants, all will be interviewed by the Council
3. If there are more than six applicants, the Council may hold a meeting to narrow the list to 6 or fewer to be interviewed. Each Councilmember could choose to move one applicant forward to the interview stage.
4. There would be a special meeting date set for interviews and selection.

The Special Meeting would be arranged as follows:

1. Interview – each Councilmember would ask one question and the same question would be asked of each candidate. Candidates not being interviewed will be sequestered.
2. Nomination and second.
3. Ballot vote taken with one vote per Councilmember or roll call vote taken if the meeting is to be held remotely.
4. The Mayor or Clerk will count and announce the ballots. The City Clerk will tally the votes.
5. If there is no majority, Council will deliberate and repeat from point of nomination.
6. Once a majority has been reached, the Mayor will say “It appears \_\_\_\_\_ has been selected.”
7. There will be a motion to “move to appoint” and second.

**CONSENT ITEM 9a.**

**Date:** September 1, 2020

**To:** City Council

**From:** Debbie Burton, Finance Director

**Subject: Amendment to SMC 15.05.040 Voluntary Termination of Utility Services - Ordinance 2396**

---

**PURPOSE:** The purpose of this agenda item is to present to City Council proposed Ordinance 2396, which amends SMC 15.05.040 Voluntary Termination of Utility Services to allow for suspension of utility fees for vacant commercial properties that are required to maintain connection to the City's water system for health and safety reasons.

**BACKGROUND:** SMC 15.05.040 allows utility customers to voluntarily disconnect water and sewer service during periods of building vacancy, so long as they continue to pay a monthly maintenance fee. This suspension of billing allows the customer to maintain possession of a water meter, but saves them the minimum monthly base water and sewer rates. In certain situations, it is not possible for a commercial or industrial utility customer to take advantage of the suspension allowed under SMC 15.05.040 because connection must be maintained for fire flow reasons. In situations where the property is in transition and/or vacant, staff believes it appropriate to recommend suspension of non-customer generated costs and fees. The proposed ordinance would allow for such suspension.

**STRATEGIC PLAN REFERENCE:** None

**RECOMMENDATION:** That the City Council **ADOPT Ordinance 2396, amending SMC 15.05.040 "Voluntary Termination of Utility Services" to allow for suspension of base rate billing where water connection to vacant commercial properties must be maintained for fire suppression needs.**

**ATTACHMENT:** Ordinance 2396

**ATTACHMENT**

**CITY OF SNOHOMISH  
Snohomish, Washington**

**ORDINANCE 2396**

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON, AMENDING SMC 15.05.040 “VOLUNTARY TERMINATION OF UTILITY SERVICES” TO ALLOW FOR SUSPENSION OF BILLING WHERE WATER CONNECTION TO VACANT COMMERCIAL PROPERTIES MUST BE MAINTAINED FOR FIRE SUPPRESSION NEEDS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE**

**WHEREAS**, Snohomish Municipal Code 15.05.040 permits utility customers to temporarily turn off water service to vacant properties while still retaining a meter; and

**WHEREAS**, a minimum monthly maintenance charge is assessed during periods of disconnection; and

**WHEREAS**, on rare occasions, situations arise where the utility customer is unable to disconnect water service due to the need to maintain fire flow to commercial or industrial structures; and

**WHEREAS**, the cost to maintain commercial or industrial connection is in excess of \$3000.00 per month; and

**WHEREAS**, in order to encourage redevelopment of commercial or industrial properties, it is appropriate to waive fees where temporary disconnection is not possible due to health and safety requirements;

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** **Adoption of recitals as findings.** The City Council hereby adopts each of the recital paragraphs above as findings and hereby incorporates them by reference as though fully stated herein.

**Section 2.** **SMC 15.05.040 Voluntary Termination of Utility Services amended.** SMC 15.05.040 Voluntary Termination of Utility Services is hereby amended as follows:

A customer may request voluntary disconnection of utility services during periods where the premises are vacant. Three days advance written notice of such discontinuance shall be given to the City and the customer shall pay the City all charges to the date of the turnoff, and a minimum monthly maintenance charge as set forth by resolution of City Council for turned off services. Any customer who elects not to disconnect utility services shall also be charged a minimum monthly maintenance fee for billing periods where no water is used. Should a commercial or industrial utility customer whose

**CONSENT ITEM 9a.**

premises is vacant be required by the City to maintain connection to meet fire flow requirements, the monthly base fee and charges not incurred by customer use shall be waived. Such waiver of fees and charges shall only apply where there is no water use or “de minimis use,” which for purposes of this ordinance shall mean less than 1% of the average use over the prior 12-month period. A minimum monthly maintenance charge as set forth by resolution of City Council for turned off services will be charged.

**Section 3.** **Severability.** If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

**Section 4.** **Authority to make necessary corrections.** The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance and attachments including, but not limited to, the correction of scrivener’s clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 5.** **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 1st day of September, 2020.

CITY OF SNOHOMISH

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

ATTEST:

APPROVED AS TO FORM:

By \_\_\_\_\_  
Pat Adams, City Clerk

By \_\_\_\_\_  
Grant K. Weed, City Attorney

Date of Publication: \_\_\_\_\_

Effective Date (5 days after publication): \_\_\_\_\_

THIS PAGE LEFT BLANK INTENTIONALLY



**CONSENT ITEM 9b.**

**Date:** September 1, 2020

**To:** City Council

**From:** Mayor John T. Kartak

**Subject:** **Re-appointments to the Design Review Board (DRB)**

---

**SUMMARY:** This agenda item seeks City Council confirmation of the re-appointment of Joan Robinett Wilson to Design Review Board Position 4 and Yumi Roth to the Design Review Board (DRB) Position 5.

**BACKGROUND:** Ms. Robinett Wilson was first appointed in August 2012, and her current appointment ended August 15, 2020. Ms. Robinett Wilson is a licensed architect with experience working in the City and brings a background in architectural design to her work on the DRB.

Ms. Roth was first appointed in October 2014, and her current appointment ended May 21, 2020. Ms. Roth brings a background in architectural design to her work on the DRB, where she has served as Chair for the last two years.

As Mayor, I am pleased to appoint Ms. Robinett Wilson and Ms. Roth to another term as DRB members.

Mayoral appointments to citizen advisory boards require confirmation by the City Council. DRB members serve four-year terms.

**STRATEGIC PLAN REFERENCE:** N/A

**RECOMMENDATION:** That the City Council **CONFIRM** the Design Review Board reappointments of Joan Robinett Wilson to Position 4 and Yumi Roth to Position 5.

**ATTACHMENT:** Expressions of interest from Joan Robinett Wilson and Yumi Roth

**ATTACHMENT**

From: Joan Wilson  
Sent: Wednesday, August 12, 2020 5:59 PM  
To: Brooke Eidem  
Subject: RE: DRB membership

Hi Brooke,  
I would like to continue with the board.

Thank you,  
Joan

From: Yumi Roth  
Sent: Thursday, August 13, 2020 8:55 AM  
To: Brooke Eidem  
Subject: RE: DRB membership

Brooke,  
Yes, I would like to continue to serve on the Design Review Board. Please advise if there are any other action required to remain.

Thank you,  
Yumi Roth

**CONSENT ITEM 9c.**

***Schedule of Checks for the Checks Issued Since the August 18, 2020 Meeting***

<b>Name Check #</b>	<b>Invoice#</b>	<b>Check Date</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor Total</b>
<b>Accord Contractors, LLC</b>					<b>\$11,316.41</b>
73348	Pay Est 7 Retainage	08/17/2020	Carnegie Project Pay Estimate 7 Retainage	\$11,316.41	
<b>Accord Contractors, LLC</b>					<b>\$235,834.08</b>
73349	Pay Est 7	08/17/2020	Carnegie Project Pay Estimate 7	\$235,834.08	
<b>All Battery Sales &amp; Service</b>					<b>\$237.95</b>
73350	800-10065208	08/17/2020	Trailer battery	\$98.23	
	800-10065902	08/17/2020	EP57 battery	\$139.72	
<b>Automatic Funds Transfer Services, Inc</b>					<b>\$701.98</b>
73351	117150	08/17/2020	Printing Services	\$701.98	
<b>Beacon Building Products</b>					<b>\$32.76</b>
73352	FS82142	08/17/2020	Line Striping	\$32.76	
<b>BioSafe Systems</b>					<b>\$8,043.75</b>
73353	52951	08/17/2020	PAA Totes	\$8,043.75	
<b>Central Welding Supply Inc.</b>					<b>\$19.49</b>
73354	RN07200972	08/17/2020	Acetylene	\$19.49	
<b>City of Everett Environmental Lab</b>					<b>\$138.60</b>
73355	I20003824	08/17/2020	Laboratory analysis	\$138.60	
<b>Elite Lock &amp; Safe</b>					<b>\$373.67</b>
73356	37909	08/17/2020	Hill Park Repair (Police Report 2020-7375)	\$373.67	
<b>GCR Tires &amp; Service</b>					<b>\$142.87</b>
73357	801-57177	08/17/2020	EP28 tires/service & ser Chg	\$142.87	
<b>Gray &amp; Osborne, Inc.</b>					<b>\$1,145.31</b>
73358	20421.00 3	08/17/2020	On Call SWMP Engineering Services	\$829.08	
	20421.00 4	08/17/2020	On call WQ Engineering Services	\$286.23	
	20421.00 5 1	08/17/2020	On call services balance on 20421.00 5	\$30.00	
<b>H.B. Jaeger</b>					<b>\$151.68</b>
73359	U2012031903 1	08/17/2020	Duplicate Payment Inv # U2016027087	(\$346.44)	
	U2016034006	08/17/2020	Restraint Kit Imp	\$214.51	
	U2016035183	08/17/2020	2SCH40 Plug MIP COVID-19	\$23.33	
	U2016035490	08/17/2020	Supplies for Ludwig septic (rental house)	\$63.47	
	U2016035492	08/17/2020	Supplies for Ludwig septic (rental house)	\$178.66	
	U2016037067	08/17/2020	Supplies for Ludwig septic (rental house)	\$18.15	
<b>J Thayer Company</b>					<b>\$251.83</b>
73360	1468093-0	08/17/2020	Offices supplies	\$251.83	
<b>Krazan &amp; Associates, Inc</b>					<b>\$655.00</b>
73361	INV I617079-11643	08/17/2020	Construction Testing & Inspection Svc-Carnegie	\$655.00	
<b>McClure &amp; Sons</b>					<b>\$176,479.97</b>
73362	PAA Pay Est 5	08/17/2020	PAA Pay Est 5	\$176,479.97	
<b>Method Barricade &amp; Construction Supply LLC</b>					<b>\$548.73</b>
73363	13107	08/17/2020	Signs	\$368.55	
	13147	08/17/2020	Parking Signs - COVID	\$180.18	
<b>North Sound Hose &amp; Fitting Inc</b>					<b>\$16.37</b>
73364	N024035	08/17/2020	Hose fittings	\$16.37	
<b>Owen Equipment Company</b>					<b>\$8,207.90</b>
73365	00098759	08/17/2020	Rigid CCTV reel	\$8,207.90	
<b>Puget Sound Energy</b>					<b>\$445.30</b>
73366	228364 080620	08/17/2020	Hill Park LS PSE	\$38.09	
	228570 080620	08/17/2020	Champagne LS PSE	\$39.09	
	228786 080620	08/17/2020	Engineering	\$43.21	
	229248 080620	08/17/2020	Clarke Pond LS PSE	\$100.84	
	294678 080620	08/17/2020	City Hall	\$40.59	

**CONSENT ITEM 9c.**

***Schedule of Checks for the Checks Issued Since the August 18, 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>
		562024 080620	08/17/2020	Lincoln LS PSE	\$85.05	
		797589 080620	08/17/2020	Commercial LS PSE	\$85.05	
		997032 080620	08/17/2020	Shadowood LS PSE	\$13.38	
<b>Rubatino Refuse Removal Inc</b>						<b>\$139.16</b>
73367		3170856	08/17/2020	Drop Box Rental	\$139.16	
<b>SHKS Architects</b>						<b>\$40,777.50</b>
73368		20857	08/17/2020	City Hall, Eng Annex Roof/Seismic Imp. Design	\$40,777.50	
<b>Snohomish Auto Parts</b>						<b>\$318.94</b>
73369		619444	08/17/2020	EP1 Service Parts	\$58.76	
		619445	08/17/2020	EP1 wiper blades	\$39.66	
		619478	08/17/2020	Lube	\$10.83	
		619573	08/17/2020	EP1 alarm	\$28.17	
		619719	08/17/2020	EP102 service parts	\$29.66	
		619878	08/17/2020	EP57 penetrant	\$15.43	
		620029	08/17/2020	Filter credit	(\$15.32)	
		620291	08/17/2020	EP162 oil pressure switch	\$8.14	
		620302	08/17/2020	EP162 oil pressure switch exchange	\$6.99	
		620333	08/17/2020	EP9 service parts	\$33.93	
		620418	08/17/2020	EP49 service parts	\$84.99	
		620425	08/17/2020	EP9 wiper blade	\$17.70	
<b>Snohomish Chamber of Commerce</b>						<b>\$290.00</b>
73370		2020 Dues	08/17/2020	2020 Chamber Member Dues	\$290.00	
<b>Snohomish County 911</b>						<b>\$180.00</b>
73371		2657 1	08/17/2020	Dispatch Services-Check # 73219 Short 180.00	\$180.00	
<b>Snohomish County Department of Public Works</b>						<b>\$599.87</b>
73372		1000532796	08/17/2020	Signal Maintenance	\$599.87	
<b>Snohomish County Prosecuting Attorney</b>						<b>\$8,693.72</b>
73373		2020-2 SNO	08/17/2020	Prosecution Fees	\$8,693.72	
<b>Snohomish County Public Defender Association</b>						<b>\$10,285.31</b>
73374		3135	08/17/2020	Indigent Defense Srvcs	\$10,285.31	
<b>Snohomish County PUD</b>						<b>\$7,216.27</b>
73375		105396907	08/17/2020	2000-9242-7 Lighting	\$67.04	
		105397255	08/17/2020	2054-7868-8 Signal	\$67.73	
		111999225	08/17/2020	2012-9398-2 Signal	\$33.88	
		111999682	08/17/2020	2203-2270-5 City Hall	\$960.01	
		115296356	08/17/2020	2047-1765-6 Lighting	\$47.76	
		115301448	08/17/2020	2010-7611-4 Police Station	\$462.88	
		121924642	08/17/2020	2020-8142-8 Lighting	\$26.78	
		121924643	08/17/2020	2021-3717-0 Lighting	\$31.92	
		125241073	08/17/2020	2014-4843-8 Ped signal	\$25.28	
		131837647	08/17/2020	2016-8521-1 Lighting	\$18.89	
		135135338	08/17/2020	2025-1183-8 Lighting	\$16.03	
		135136239	08/17/2020	2025-1851-0 Lighting	\$46.72	
		141645323	08/17/2020	2223-1174-8 Lighting	\$19.46	
		141656209	08/17/2020	2026-7068-3 Lighting	\$1,100.01	
		141657768	08/17/2020	2028-9476-2 Lighting	\$47.87	
		141660553	08/17/2020	2200-3863-2 Shadowood LS PUD	\$43.15	
		144990268	08/17/2020	2009-6790-9 Lighting	\$40.02	
		148277856	08/17/2020	2013-7757-9 Lighting	\$30.20	
		148279653	08/17/2020	2020-1133-4 Hill Park lower shelter	\$10.69	
		148283766	08/17/2020	2021-3914-3 Lighting	\$8.30	
		148283767	08/17/2020	2021-3915-0 Lighting	\$8.30	
		154823083	08/17/2020	2035-0512-8 Hill Park large shelter	\$34.92	
		154824077	08/17/2020	2028-8206-4 Lighting	\$3,612.68	
		154824078	08/17/2020	2028-8208-0 Lighting	\$275.52	
		154824532	08/17/2020	2201-7303-3 Lighting	\$51.81	
		158023599	08/17/2020	2031-6858-8 Lighting	\$31.59	
		158026321	08/17/2020	2022-5054-4 Lighting	\$8.30	
		167639707	08/17/2020	2024-0450-5 Lighting	\$44.16	
		167644470	08/17/2020	2037-1090-0 Signal	\$44.37	

**CONSENT ITEM 9c.**

***Schedule of Checks for the Checks Issued Since the August 18, 2020 Meeting***

<b>Name Check #</b>	<b>Invoice#</b>	<b>Check Date</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor Total</b>
<b>Snohomish County Sheriff's Office</b>					<b>\$263,370.00</b>
73376	1000532908	08/17/2020	July 2020 Law Enforcement	\$263,370.00	
<b>Sound Equipment Rental and Sales</b>					<b>\$610.37</b>
73377	18710	08/17/2020	Boom Rental	\$610.37	
<b>Sound Telecom</b>					<b>\$146.68</b>
73378	000017-769-131	08/17/2020	Standby Phone	\$146.68	
<b>The Part Works, Inc.</b>					<b>\$5,761.07</b>
73379	INV58594	08/17/2020	Restroom toilet upgrade COVID-19	\$3,968.75	
	INV58661	08/17/2020	Park Restroom Upgrade	\$1,792.32	
<b>Traffic Safety Supply Co</b>					<b>\$1,407.47</b>
73380	INV029124	08/17/2020	Thermoplastic	\$1,407.47	
<b>Transformative Wave Technologies LLC</b>					<b>\$273.00</b>
73381	618708	08/17/2020	CATALYST System for City Hall-renewal	\$273.00	
<b>United Rentals NW</b>					<b>\$4,576.22</b>
73382	183757 428-001	08/17/2020	Casino Royale/Homestead Park	\$4,576.22	
<b>United Site Services</b>					<b>\$459.29</b>
73383	114-10723841	08/17/2020	South Zone restroom	\$145.56	
	114-10724819	08/17/2020	Ferguson Park	\$313.73	
<b>Usa Bluebook Inc</b>					<b>\$800.04</b>
73384	303955	08/17/2020	Lab Supplies	\$87.76	
	312806		Lab Supplies	\$712.28	
<b>Voyager</b>					<b>\$3,055.74</b>
73385	869344283031	08/17/2020	July Fleet Fuel	\$3,285.56	
	869344283031 1	08/17/2020	Tax adjustment July Fleet Fuel	(\$229.82)	
<b>Washington State Auditor</b>					<b>\$2,951.91</b>
73386	L137943	08/17/2020	2019 Audit	\$2,951.91	
<b>Washington Tractor</b>					<b>\$107.67</b>
73387	2165487	08/17/2020	EP 102 starter assy	\$107.67	
<b>WAVE</b>					<b>\$1,104.11</b>
73388	103950001-0008304	08/17/2020	City Internet & Phone services.	\$1,104.11	
<b>Weed, Graafstra &amp; Associates, Inc. P.S.</b>					<b>\$9,755.00</b>
73389	231 259 29	08/17/2020	City Attorney Fees	\$9,755.00	
<b>Whistle Workwear</b>					<b>\$158.07</b>
73390	TR-523540	08/17/2020	Safety vests	\$158.07	
<b>Xerox Corporation</b>					<b>\$359.59</b>
73391	011029826	08/17/2020	City Hall New Addition Area printer.	\$76.25	
	011029828	08/17/2020	Engineering Printer	\$78.17	
	011029829	08/17/2020	Permit Counter printer	\$123.36	
	011029830	08/17/2020	Public Works Shop printer	\$55.98	
	011029831	08/17/2020	Engineering Copier	\$25.83	
<b>Ziply Fiber</b>					<b>\$404.84</b>
73392	060217-5 080120	08/17/2020	Communication	\$404.84	
<b>All Battery Sales &amp; Service</b>					<b>\$591.45</b>
73393	800-10066486	08/24/2020	Radar trailer battery	\$591.45	
<b>Allstream</b>					<b>\$103.49</b>
73394	17012845	08/24/2020	City Hall analog line	\$103.49	
<b>Associated Glass</b>					<b>\$6,098.83</b>
73395	10008747	08/24/2020	City Hall front counter glass - COVID-19	\$6,098.83	
<b>Bickford Motors</b>					<b>\$34.29</b>
73396	1180466	08/24/2020	Gasket	\$4.58	

**CONSENT ITEM 9c.**

***Schedule of Checks for the Checks Issued Since the August 18, 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>
		1180890	08/24/2020	Wiper blades	\$29.71	
<b>City of Everett Environmental Lab</b>						<b>\$237.60</b>
73397		120004289	08/24/2020	City of Everett Coliform Samples	\$237.60	
<b>City of Everett Utilities</b>						<b>\$56,294.59</b>
73398		010157 081720	08/24/2020	6600 109th Ave SE-utilities	\$47,927.59	
		010164 081720	08/24/2020	6400 118th Dr SE-Utilities	\$461.70	
		016739 081720	08/24/2020	99th St SE/5 Line Utilities	\$1,250.59	
		017410 081720	08/24/2020	6203 107th Ave SE-Utilities	\$1,497.66	
		019546 081720	08/24/2020	3300 Blk Bickford Ave-Utilities	\$5,157.05	
<b>Comcast</b>						<b>\$152.17</b>
73399		0755672 080320	08/24/2020	South Zone Camera	\$152.17	
<b>Consolidated Press LLC</b>						<b>\$2,549.68</b>
73400		26087	08/24/2020	Printing Quarterly Magazine Summer 2020	\$2,549.68	
<b>Cues, Inc</b>						<b>\$146.99</b>
73401		567477	08/24/2020	CCTV parts	\$146.99	
<b>Edge Analytical</b>						<b>\$1,445.00</b>
73402		20-24014	08/24/2020	Stage 2 disinfection by product samples	\$1,445.00	
<b>Elite Lock &amp; Safe</b>						<b>\$169.26</b>
73403		37954	08/24/2020	Lock repair-Ferguson Park mens restroom door	\$169.26	
<b>Eurofins Eaton Analytical</b>						<b>\$850.00</b>
73404		L0525683	08/24/2020	UCMR4 Cyanotoxins Samples	\$850.00	
<b>Grainger Inc.</b>						<b>\$405.78</b>
73405		9620840737	08/24/2020	Gloves	\$405.78	
<b>Granich Engineered Prod Inc</b>						<b>\$2,905.49</b>
73406		GI-0301940	08/24/2020	T10 Pump parts CSO	\$3,085.15	
		GI-0301941	08/24/2020	CSO t10 parts shipping	\$143.50	
		SCM000223	08/24/2020	Credit-generator starter/labor	(\$323.16)	
<b>Honey Bucket</b>						<b>\$233.85</b>
73407		0551676934	08/24/2020	South Zone Bathroom	\$233.85	
<b>MAKERS Architecture and Urban Design LLP</b>						<b>\$4,192.50</b>
73408		2009-1	08/24/2020	Midtown Project	\$4,192.50	
<b>Pape Material Handling</b>						<b>\$260.88</b>
73409		4M 278729 S 1	08/24/2020	Balance owed on 4M 278729 S	\$260.88	
<b>Rh2 Engineering Inc.</b>						<b>\$638.21</b>
73410		77555	08/24/2020	Water Comprehensive Plan	\$638.21	
<b>Security Contractor Services, Inc</b>						<b>\$2,520.35</b>
73411		0281609-IN	08/24/2020	Barricades required for Gov. Order-COVID-19	\$1,313.68	
		0281749-IN	08/24/2020	Barricades required for Gov. Order-COVID-19	\$1,206.67	
<b>Shred-It USA, Inc</b>						<b>\$383.18</b>
73412		8180175588	08/24/2020	Document Mgmt Services	\$383.18	
<b>Snohomish Auto Parts</b>						<b>\$276.12</b>
73413		621144	08/24/2020	EP75 couplings, clamps	\$64.73	
		621146	08/24/2020	Silicone	\$16.18	
		621164	08/24/2020	EP4 filter	\$23.30	
		621168	08/24/2020	EP4 filters	\$23.30	
		621262	08/24/2020	EP53 wiper blades	\$39.66	
		621438	08/24/2020	EP9 brake shoes, hardware	\$108.95	
<b>Snohomish County Public Works Solid Waste</b>						<b>\$208.00</b>
73414		77449	08/24/2020	Vactor grit	\$208.00	
<b>Snohomish County PUD</b>						<b>\$13,683.47</b>
73415		108708365	08/24/2020	2003-4692-2 VIC	\$22.03	

**CONSENT ITEM 9c.**

**Schedule of Checks for the Checks Issued Since the August 18, 2020 Meeting**

<b>Name Check #</b>	<b>Invoice#</b>	<b>Check Date</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor Total</b>
	108708366	08/24/2020	2003-6860-3 Water Pole Bldg	\$51.97	
	115306384	08/24/2020	2005-8838-2 South zone res.	\$49.30	
	118617324	08/24/2020	2015-4323-8 Terrace Inter-tie	\$18.00	
	128525656	08/24/2020	2005-6202-3 Shop portable	\$117.70	
	154830826	08/24/2020	2013-0236-1 PW Shop	\$400.44	
	164418797	08/24/2020	2034-8411-8 Engineering	\$206.59	
	1900072395	08/24/2020	30000534 Emergency Intertie Water Use	\$12,817.44	
<b>Snohomish Health District</b>					<b>\$19,250.00</b>
73416	SHD-01 JAN-DEC 2020	08/24/2020	2020 Commitment	\$19,250.00	
<b>Sound Publishing</b>					<b>\$158.20</b>
73417	EDH904241	08/24/2020	Public Hearing Publication	\$22.40	
	EDH905069	08/24/2020	SP20-0001 NOA	\$51.80	
	EDH905306	08/24/2020	SDP20-0005 SEPA DNS	\$84.00	
<b>Southern Computer Warehouse</b>					<b>\$5,409.85</b>
73418	IN-000652462	08/24/2020	2 tablet docking stations	\$335.38	
	IN-000652567	08/24/2020	2 tablets for field inspections (COVID-19 related)	\$4,526.14	
	IN-000652717	08/24/2020	2 tablets keyboard for field inspections I+ COVID-19	\$467.09	
	IN-000652761	08/24/2020	Tablet pen (COVID-19 related)	\$81.24	
<b>Staples Advantage</b>					<b>\$578.33</b>
73419	3453037775	08/24/2020	Planning/Building Office Supplies	\$215.22	
	3453037777	08/24/2020	COVID-19; Surge protectors for telework computing	\$254.09	
	3453037779	08/24/2020	Replacement calculator ribbons for finance staff.	\$26.14	
	3453037780	08/24/2020	COVID-19 HDMI cables for telework laptops & monitors	\$82.88	
<b>TranspoGroup</b>					<b>\$805.00</b>
73420	25089	08/24/2020	Traffic Analysis Support	\$805.00	
<b>Tyler Enterprises</b>					<b>\$1,100.00</b>
73421	July 2020	08/24/2020	July Bldg Inspection Svcs	\$1,100.00	
<b>Uline</b>					<b>\$168.90</b>
73422	122832519	08/24/2020	Marking Paint	\$168.90	
<b>US Bank CPS</b>					<b>\$5,244.01</b>
73423	AR USBank Safeway 00011370	08/24/2020	Ice for UCMR4 Samples	\$2.99	
	AR USBank Safeway 00028272	08/24/2020	Ice for UCMR4 Samples	\$2.99	
	CS USBank McDaniels A80637	08/24/2020	Averill irrigation repair	\$21.77	
	CS USBank McDaniels A80784	08/24/2020	Downtown restroom stairs	\$34.90	
	DA USBank Comcast 731347 070220	08/24/2020	Camera	\$130.05	
	DB USBank UAS.FAADrone Zone 33TLNKX	08/24/2020	Drone Registration for Snohomish Police	\$5.00	
	DD USBank McDaniels A75866	08/24/2020	Eye Bolt	\$17.46	
	DD USBank Home Depot 2015388	08/24/2020	Concrete	\$6.88	
	DL USBank Comcast 0892709 070220	08/24/2020	Internet Services-2115 2nd St	\$111.22	
	DL USBank Coop 492671	08/24/2020	Propane	\$13.91	
	DL USBank Home Depot 0624362	08/24/2020	Butt Connections	\$2.82	
	DL USBank Home Depot 9612707	08/24/2020	Tape Screen	\$13.67	
	DL USBank Lowes 097906	08/24/2020	Paint Sprayer	\$274.26	
	DLg USBank Agile IT 230166	08/24/2020	City online email service licenses	\$680.00	
	DLg USBank Agile IT 230294	08/24/2020	City online email software licenses.	\$680.00	
	DLg USBank Comcast 047405 071220	08/24/2020	Police cable TV services connections.	\$49.80	
	DLg USBank Comcast 475077 070120	08/24/2020	Skate Park camera Internet service.	\$106.22	
	DLg USBank Comcast 482016 070120	08/24/2020	City Hall Comcast broadband service.	\$151.22	
	DLg USBank Zoom INV36824784	08/24/2020	COVID-19; Online meeting software.	\$316.64	
	FS USbank Home Depot 6623596	08/24/2020	Metal Screen	\$3.36	
	JH USBank Chinook Lumber 8176585	08/24/2020	Downtown restroom landing	\$133.88	
	JH USBank McDaniels A70409	08/24/2020	Graffiti removal/kiosk driver	\$58.01	
	JH USBank McDaniels A77941	08/24/2020	Graffiti removal	\$41.04	
	JH USBank McDaniels A81208	08/24/2020	Centennial Trail sign post	\$15.24	
	JK USBank EASC 3205-5856	08/24/2020	Refund EASC	(\$35.00)	
	JP USBank Home Depot 1524305	08/24/2020	Rope	\$49.10	

**CONSENT ITEM 9c.**

**Schedule of Checks for the Checks Issued Since the August 18, 2020 Meeting**

Name Check #	Invoice#	Check Date	Description	Amount	Vendor Total
	JP USBank McDaniels A74760	08/24/2020	Acetone/Tape/Fasteners	\$35.49	
	JP USBank McDaniels X99093	08/24/2020	Straps	\$39.30	
	KA USBank Fred Meyer 077678	08/24/2020	Lab supplies	\$47.07	
	KP USBank Home Depot 2132524	08/24/2020	Concrete	\$13.76	
	LB USBank Fred Meyer 093148	08/24/2020	Crew water/heat	\$15.24	
	LB USBank Fred Meyer 83398	08/24/2020	Mask dye covid	\$13.07	
	LB USBank Home Depot 2520153	08/24/2020	Towels, face masks-COVID-19	\$67.52	
	LB USBank Safeway 00062232	08/24/2020	Crew water/heat	\$27.22	
	LB USBank Safeway 00088711	08/24/2020	Crew water/heat	\$27.22	
	PA USBank Office Depot 112760870-001	08/24/2020	Clerk Office Supplies	\$46.85	
	RK USBank Action Machine 15673	08/24/2020	EP9 brake drums machined	\$36.37	
	RK USBank Bill Pierre 761085	08/24/2020	EP102 mirror	\$125.49	
	Rk USBank Bill Pierre 761270	08/24/2020	EP21 repair parts	\$768.67	
	RK USBank Bill Pierre 761892	08/24/2020	Lamp assy	\$134.70	
	RK USBank Harbor Freight 059266	08/24/2020	Towing light	\$38.42	
	RK USBank McDaniels A70139	08/24/2020	Cutter	\$27.28	
	RK USBank McDaniels A75687	08/24/2020	Drill bits	\$34.88	
	RK USBank MCDaniels A72203	08/24/2020	Pail for steam cleaner	\$16.37	
	RK USBank McDaniels A72945	08/24/2020	Cable ties	\$16.14	
	RK USBank McDaniels A75665	08/24/2020	Drill bit	\$9.37	
	RK USBank Safeway 56022	08/24/2020	Water-heat-PW	\$18.20	
	RK USBank Snohomish CoOp 980341	08/24/2020	EP44 fuel	\$86.91	
	RK USBank Snohomish CoOp 983514	08/24/2020	EP21 fuel	\$113.50	
	SC USBank Home Depot 3011033	08/24/2020	VIC Supplies	\$94.55	
	SC USBank McDaniels A80462	08/24/2020	Supplies for old VIC	\$15.26	
	TJ USBank ERW 62488909573	08/24/2020	ERW Training Conference	\$260.00	
	TJ USBank Fred Meyer 01225	08/24/2020	Shop BBQ Clean-up Event	\$160.21	
	USBank LB Home Depot 2520153	08/24/2020	Towels, face masks-COVID-19	\$67.52	
<b>VOID</b>					<b>\$0.00</b>
73424	VOID	08/24/2020		\$0.00	
<b>Verizon Wireless</b>					<b>\$3,022.06</b>
73425	9860172632	08/24/2020	Communication/Cell	\$3,197.94	
	9860172632 1	08/24/2020	Communication/Cell equip Bill Incentive Credit	(\$200.00)	
	9860424085	08/24/2020	CSO Auto dialer	\$24.12	
<b>VOID</b>					<b>\$0.00</b>
73426	VOID	08/24/2020		\$0.00	
<b>Snohomish County Treasurer</b>					<b>\$49.90</b>
73427		08/24/2020	July 2020 Crime Victims EDC Pass Through	\$49.90	
<b>The Confident Classroom LLC</b>					<b>\$75.00</b>
73428		08/24/2020	BL Refund	\$75.00	
<b>Tiger Family LLC</b>					<b>\$75.00</b>
73429		08/24/2020	BL Refund	\$75.00	
<b>Timothy Hardin</b>					<b>\$50.00</b>
73430		08/24/2020	BL Refund	\$50.00	
<b>Washington State Treasurer</b>					<b>\$3,370.68</b>
73431		08/24/2020	July 2020 Public Safety & Education Pass Through	\$3,370.68	
			<b>TOTAL:</b>		<b>\$942,238.60</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

**CONSENT ITEM 9c.**

WE, the undersigned Councilmembers of the City of Snohomish, Washington, do hereby certify that the claim warrants #73348 through #73431 in the total amount of \$942,238.60 through August 24, 2020 are approved for payment on September 1, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember