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

NOTICE OF REGULAR MEETING

SNOHOMISH CITY COUNCIL

TUESDAY
May 19, 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 May 19, 2020 workshop and 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, 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 emailing it to the City Clerk at: adams@snohomishwa.gov before 8 a.m. on Monday, May 18, 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://us02web.zoom.us/j/86064967094

Meeting ID: 860 6496 7094

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: 860 6496 7094

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
May 19, 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 April 21, 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:** Flood Hazard Area Interim Zoning Regulations - **ADOPT** Ordinance 2390 *(P.9)*

6:15 7. **DISCUSSION ITEM:** First Quarter Financial Report *(P.31)*

6:30 8. **CONSENT ITEMS**:

a. **ACCEPT** $10,000 Grant from the Community Foundation of Snohomish County - **PASS** Resolution 1410 *(P.45)*

b. **ACCEPT** Bid Award and **AUTHORIZE** Mayor to Sign a Contract with SRV Construction, Inc. for the Emerson Street Utility and Pavement Overlay Project *(P.49)*

c. **AUTHORIZE** payment of claim warrants # 72753 through # 72884 in the amount of $781,896.88, and payroll warrants # 70113 through # 72865 in the amount of $450,230.80, issued since the last regular meeting. *(P.53)*

*** Continued Next Page ***

~~9. **OTHER BUSINESS/INFORMATION ITEMS**~~

~~10. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**~~

~~11. **COUNCIL PRESIDENT'S ITEMS/REPORTS**~~

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

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
April 21, 2020

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council regular meeting to order at 6:00 p.m., Tuesday, April 21, 2020.

COUNCILMEMBERS/MAYOR PRESENT	**STAFF PRESENT**
Larry Countryman	Pat Adams, City Clerk and HR Manager
Steve Dana	Debbie Burton, Finance Director
Judith Kuleta	Glen Pickus, Planning Director
Tom Merrill	Steve Schuller, City Administrator and Utility General Manager
Donna Ray	Grant Weed, City Attorney
Linda Redmon	Brandi Whitson, Administrative Assistant
Jason Sanders	
John T. Kartak, Mayor	

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, and reviewed additional emergency restrictions currently in place. He outlined changes to the normal meeting protocols, which included suspending oral public comment and roll call voting on all motions.

   MOTION by Sanders, second by Ray, to suspend regular meeting practices as described. The motion passed unanimously (7-0).

3. **APPROVE AGENDA** contents and order

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

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

4. **APPROVE MINUTES** of the March 17, 2020 regular meeting.

   MOTION by Sanders, second by Countryman to approve the minutes of the March 17, 2020 regular meeting. The motion passed unanimously (7-0).

5. **CITIZEN COMMENTS:** Ms. Adams stated no written citizen comments were received prior to tonight's meeting.

6. **ACTION ITEM: APPOINT** two City Council Liaisons to the Midtown Planning Task Force.

   Mr. Pickus provided details on the Midtown Planning Task Force, and explained the limited role of the liaisons within it. He mentioned the first meeting of the Task Force is anticipated to be Tuesday, June 9, 2020.

   Councilmember Merrill questioned if notes would be taken at the meetings. Mr. Pickus responded staff will take notes and publish them on the City's Midtown Planning District project webpage.

Mayor Kartak asked Council President Sanders to preside over the nomination and appointment process. Council President Sanders outlined the process for nominations and voting.

Pursuant to roll call nominations, Councilmembers Sanders, Merrill, Kuleta, Ray, Countryman and Dana were nominated. Councilmembers Sanders, Countryman and Dana declined the nomination; Councilmembers Merrill, Kuleta and Ray accepted.

Mr. Schuller proposed since three Councilmembers accepted nominations, and the question of selecting an alternate had been raised, would the Council accept the three nominations as the appointments. Council concurred.

MOTION by Sanders, second by Redmon to APPOINT Councilmembers Merrill and Kuleta to serve as the City Council Liaisons to the Midtown Planning District Task Force, with Councilmember Ray as alternate. The motion passed unanimously (7-0).

7. **DISCUSSION ITEM:** Financial Report as of December 31, 2019

Ms. Burton provided a brief synopsis of the 2019 Financial Report, stating operating and non-operating fund balances all met or exceeded financial policy requirements.

Councilmember Merrill questioned an expense for Law Enforcement, which Ms. Burton answered.

Councilmember Kuleta requested clarification of the Gambling Tax. Ms. Burton explained the State Auditor's Office designated the "Utility and Gambling Tax" fund, but she could provide individual dollar amounts in future reports. The City's Gambling Tax is roughly $40,000, and collected from entities providing activities such as pull tabs and bingo.

Mayor Kartak thanked Ms. Burton for the information. Ms. Burton wished to recognize the Finance Department staff for their work.

8. **CONSENT ITEMS:**

   a. **SUSPEND** Water Utility Shut Offs for Nonpayment during COVID-19 Emergency – **PASS** Resolution 1409

   b. **CONFIRM** Mayor's Reappointments to the Economic Development Committee

   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.

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

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

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

11. **COUNCIL PRESIDENT'S ITEMS/REPORTS:** Council President Sanders requested a motion to cancel the regularly scheduled Council meeting on May 5, 2020.

MOTION by Countryman, second by Kuleta to cancel the May 5, 2020 regular meeting. The

motion passed unanimously (7-0).

Council President Sanders reminded Council of an upcoming Budget Workshop, tentatively scheduled for Tuesday, June 23, 2020 at 5 p.m.

Councilmember Merrill questioned the status of the scheduled May 19, 2020 City Council meeting and workshop. Mr. Schuller advised the workshop will be cancelled (originally scheduled as a budget workshop), but Council action is needed on a time-sensitive matter, so the regular meeting should not be cancelled; however, it is unclear at this time if the meeting will be remote or in-person.

Councilmember Merrill suggested the workshop be reinstated for the Council to discuss their goal-setting parameters and strategies. Mr. Schuller stated he will tentatively add it to the agenda planner, and Mr. Weed cautioned restrictions on meeting content may still be in place at that time.

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

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

14. **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 no action to follow.

    Mr. Schuller **EXTENDED** the Executive Session at 6:58 p.m. for an additional five (5) minutes.

    Mr. Schuller **EXTENDED** the Executive Session at 7:04 p.m. for an additional five (5) minutes.

    Mr. Schuller **EXTENDED** the Executive Session at 7:09 p.m. for an additional ten (10) minutes.

    Mr. Schuller **EXTENDED** the Executive Session at 7:21 p.m. for an additional ten (10) minutes.

    Mr. Schuller **EXTENDED** the Executive Session at 7:30 p.m. for an additional five (5) minutes.

15. **RECONVENE** at 7:35 p.m.

16. **ADJOURNMENT**:

    MOTION by Merrill, second by Kuleta, to **ADJOURN** the regular City Council Meeting at 7:36 p.m. The motion passed unanimously (7-0).

APPROVED this 19th day of May 2020.

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

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Date: May 19, 2020

To: City Council

From: Glen Pickus, AICP, Planning Director

Subject: **Flood Hazard Area Interim Zoning Regulations - Ordinance 2390**

SUMMARY: The City Council will consider adoption of Ordinance 2390 to implement interim zoning regulations for development in the City's flood hazard areas. This action is necessary to ensure the City meets the United States Department of Homeland Security, Federal Emergency Management Agency (FEMA) June 19, 2020 deadline to update flood hazard area regulations in order to maintain participation in the National Flood Insurance Program (NFIP).

BACKGROUND: In order to maintain participation in the NFIP and allow property owners within the City to obtain flood insurance and certain types of federal disaster aid, the City must adopt an updated floodplain ordinance by June 19, 2020. The updated ordinance must meet current state and NFIP standards, and include the new Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRMs) as the basis for establishing areas of special flood hazard.

The City's floodplain regulations are codified in Snohomish Municipal Code (SMC), Chapter 14.270. Staff and the Planning Commission were pursuing a work program to repeal SMC 14.270, and replace it with a clearer code that meets all state and NFIP requirements by June 19, 2020; however, because of Governor Inslee's orders related to combatting COVID-19, the Planning Commission was not able to meet in April or May. Even if the Commission is able to meet in June, there would not be enough time to hold a public hearing and for the City Council to adopt an ordinance implementing permanent regulations by the June 19, 2020 deadline.

FEMA, which oversees the NFIP, has notified the City that despite the difficulties created by the efforts to combat COVID-19, the June 19, 2020 deadline remains in place (see Attachment A). If the City does not have an updated ordinance in place, then the City will be immediately suspended from the NFIP, and owners of property in flood hazard areas will no longer have flood insurance.

RCW 36.70A.390 and 35A.63.220 allow municipalities to adopt interim zoning controls without having to go through the normal land use code amendment process. The RCWs allow the ordinances to go directly to the City Council without a public hearing, although a public hearing must be held within 60 days of adoption. The ordinance may be effective for up to one year if a work plan is developed, and may be renewed in six-month increments if subsequent public hearings are held.

ANALYSIS: The proposed amendments are the minimum necessary to meet NFIP requirements and are based on comments from FEMA staff. Staff believes the language used is not necessarily clear or organized in a way to ease administration of the code, but this is only temporary and will be replaced within six months with a completely rewritten chapter. At this time, satisfying NFIP requirements so property owners can maintain their flood insurance is more important than the verbiage used.

BUDGETARY IMPACTS: None

CITY COUNCIL GOALS: Not applicable

STRATEGIC PLAN REFERENCE: Not applicable

RECOMMENDATION: That the City Council ADOPT Ordinance 239, implementing interim zoning regulations for development in flood hazard areas which meet the requirements of the National Flood Insurance Program.

ATTACHMENTS:

A. FEMA April 13, 2020 email
B. Ordinance 2390

REFERENCES:

Chapter 14.270 Snohomish Municipal Code, "Flood Hazard Areas"
RCW 36.70A.390: Interim Zoning Controls
RCW 35A.63.220: Interim Zoning Controls

ATTACHMENT A

From: Pilkenton, Roxanne
To: Glen Pickus
Cc: Graves, John; Harris, Bryr; Radabaugh, David (ECY)
Subject: Snohomish Floodplain Management Ordinance Adoption
Date: Monday, April 13, 2020 2:12:25 PM
Attachments: image003.png

CAUTION : This email originated from outside the City of Snohomish.

Hi Mr. Pickus,

A new Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) are scheduled to become effective for your community on 19 June 2020. This means that your community must revise and adopt compliant regulations prior to this date. Failure to adopt the FIS and FIRM through revision of local regulations will result in immediate suspension from the National Flood Insurance Program (NFIP). A community that adopts compliant regulations after the above effective date can immediately be reinstated into the NFIP provided that no non-compliant development has taken place during the time the community was suspended.

FEMA understands that, in response to the COVID-19 pandemic, communities are working to slow the spread of the virus through the key strategies of social distancing and postponement or cancelation of large public gatherings. We also understand that a community's adoption of new regulations must involve the participation of its citizens through multiple public meetings with the local planning commission and/or the local board of commissioners. We recognize the current difficulty of fulfilling both responsibilities. Please see the PROCLAMATION BY THE GOVERNOR AMENDING PROCLAMATION 20-05 – 20-28 Open Public Meetings Act and Public Records Act, signed by Jay Inslee, Governor of Washington on 24 March 2020, regarding public meetings.

At this time, FEMA does not have the authority to postpone the effective dates of the maps. These dates are set by legislation and federal regulation that require a community to adopt the new FIS and accompanying FIRM within six (6) months of the issuance of the Letter of Final Determination.

FEMA encourages communities to find whatever flexibility is available in their process to ensure that the FIS and FIRM are adopted on time to avoid the difficulties of suspension. Possibilities may include using technology to hold the required meetings online or exercising the authority to either waive or condense the required time between meetings. It may also help expedite the adoption process if the only proposed regulation changes are those that are the minimum required to maintain membership in the NFIP.

The implementation of the NFIP in local communities is of paramount importance to ensuring that the safety and welfare of your citizens and their property are protected. FEMA is committed to providing whatever technical assistance we can to assist you in the timely adoption of the regulatory revisions required to continue providing this essential service to your community.

Please feel free to contact me with any questions.

Kind regards,

Roxanne Reale-Pilkenton, CFM
Floodplain Management Specialist | Mitigation | Region 10
Office: (425) 487-4654 | Mobile: (202) 341-6948
roxanne.reale-pilkenton@fema.dhs.gov
Federal Emergency Management Agency
fema.gov

Federal Emergency Management Agency (FEMA), Region 10 is committed to providing access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request a disability accommodation contact me at least five (5) working days in advance at 425-487-4654 or roxanne.reale-pilkenton@fema.dhs.gov.

ATTACHMENT B

CITY OF SNOHOMISH
Snohomish, Washington

ORDINANCE 2390

AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON, ADOPTING FINDINGS OF FACT, ADOPTING INTERIM ZONING CODE REGULATIONS REGULATING FLOOD HAZARD AREAS, PROVIDING FOR THE DURATION OF THIS ORDINANCE AND PUBLIC HEARING, ESTABLISHING A WORK PROGRAM, AND PROVIDING FOR SEVERABILITY, EXPIRATION AND AN EFFECTIVE DATE.

WHEREAS, in order to maintain participation in the National Flood Insurance Program (NFIP) and allow citizens within the community to obtain flood insurance and certain types of federal disaster aid, the City must adopt an updated floodplain ordinance that meets current state and NFIP standards and includes the new FIS and FIRMs as the basis for establishing areas of special flood hazard within six (6) months of the Letter of Final Determination; and

WHEREAS, the City is authorized to impose moratoria and interim land use controls pursuant to RCW 36.70A.390 and RCW 35A.63.220; and

WHEREAS, interim zoning controls enacted under RCW 36.70A.390 and/or RCW 35.63.200 are methods by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot by intervening development; and

WHEREAS, the City is proposing that interim regulations be adopted pending adoption of final regulations concerning floodplain management to address the adoption of the current preliminary Flood Insurance Study (FIS) and accompanying Flood Insurance Rate Maps (FIRM) by the Federal Emergency Management Agency (FEMA). The Planning Commission and City Council will analyze the need for additional revisions to the interim regulations with the information and data acquired during the interim timeframe; and

WHEREAS, pursuant to WAC 197-11-880, the adoption of this interim zoning ordinance is exempt from the requirements of a threshold determination under the State Environmental Policy Act (SEPA) and future permanent zoning regulations will be reviewed in accordance with SEPA rules; and

WHEREAS, state law allows interim land use controls to be effective for up to one year if a work plan is developed for related studies providing for such longer period pursuant to RCW 36.70A.390 and RCW 35A.63.220; and

WHEREAS, the City Council is directing the Planning Commission to review new flood hazard regulations with the work plan/schedule attached hereto as Exhibit A, which exhibit is incorporated herein by this reference, and provide a recommendation to the City Council for the adoption of permanent amendments to the City flood hazard regulations in Snohomish Municipal Code (SMC) Chapter 14.270; and

WHEREAS, the City finds that health, safety and welfare is addressed in the proposed interim zoning code changes for flood damage prevention;

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

Section 1. **Findings.** The City Council hereby adopts the recitals expressed above as findings in support of this Ordinance.

Section 2. **Purpose.** The purpose of this interim zoning ordinance is to enact interim amendments to SMC Chapter 14.270 Flood Hazard Areas attached hereto and incorporated herein as Exhibit B. The enactment of these interim regulations shall be until final regulations are adopted which shall replace said interim regulations.

Section 3. **Duration of Interim Zoning Regulations/Public Hearing.** The interim zoning code amendments adopted by this Ordinance shall remain in effect for a period of six (6) months from the effective date of this Ordinance and shall automatically expire unless the same are extended as provided in RCW 36.70A.390 and RCW 354.63.220 prior to that date, or unless the same are repealed or superseded by permanent amendments prior to that date. A public hearing on the interim amendments shall be held on or about July 7, 2020 but no later than sixty (60) days following the effective date of this Ordinance. Following the public hearing, the City Council may take action to amend this Ordinance, including the making of additional findings.

Section 4. **Planning Commission Work Plan.** The City of Snohomish Planning Commission is hereby directed to review new draft regulations consistent with Exhibit A attached hereto, and shall make a recommendation on whether said amendments, some modification thereof, or other amendments should be permanently adopted. The Snohomish Planning Commission is directed to complete its review and to conduct such public hearings as may be necessary or desirable, and to forward its recommendation to the Snohomish City Council as scheduled.

Section 5. **Copy to Commerce Department.** Pursuant to RCW 36.70A.106(3), the City Clerk is directed to send a copy of this Ordinance to the State Department of Commerce for its files within ten (10) days after adoption of this Ordinance.

Section 6. **Conflict with Other SMC Provisions.** If the provisions of this Ordinance are found to be inconsistent with other provisions of the Snohomish Municipal Code, this Ordinance shall control.

Section 7. **Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 8. **Effective Date.** This Ordinance shall take effect and be in full force five (5) days after passage and publication of an approved summary consisting of the title.

ADOPTED by the City Council and **APPROVED** by the Mayor this 19th day of May, 2020.

CITY OF SNOHOMISH

By _____
John T. Kartak, Mayor

ATTEST:

By _____
Pat Adams, City Clerk

APPROVED AS TO FORM:

By _____
Grant K. Weed, City Attorney

Date of Publication:_____

Effective Date:_____

EXHIBIT A

City of Snohomish Floodplain Ordinance Work Plan 2020

Work Plan					
Activity	March	April	May	June	July
Planning Commission Review				6/3 PC Review	
Planning Commission Recommend Docket List					
City Council Review					7/7 City Council Review
City Council Approve Docket List					
Prepare SEPA & Issue		4/16			
Commerce Review	3/31 Commerce Review Begins		5/30 End of Commerce Review		
Publish Planning Commission Public Hearing				6/14	
Planning Commission Hearing & Recommendation to Council					7/1 PC public hearing
Draft Ordinance			5/11		
Attorney Review			5/18		
Publish Notice City Council Public Hearing					7/5
City Council Public Hearing					7/21 PH
City Council Adopt Ordinance					7/21
Effective Date					7/28

B=Briefing
PH=Public Hearing

EXHIBIT B

Chapter 14.270
FLOOD HAZARD AREAS

Sections:

14.270.010 Authority
14.270.020 Findings of Fact
14.270.030 Purpose and Methods
14.270.040 Definitions (44 CFR 59.1).
14.270.050 General Provisions (44 CFR 59.22 (a))
14.270.060 Administration
14.270.070 General Standards for Flood Hazard Reduction
14.270.080 Specific Standards for Flood Hazard Reduction (44 CFR 60.3(c)(1))
14.270.090 Determination of Flood Insurance Risk
14.270.100 Floodplains as Critical Areas
14.270.110 Recordation

14.270.010 Authority.

The Constitution and Legislature of the State of Washington have delegated the responsibility to city governments to adopt regulations designed to promote the public health, safety, and general welfare of their citizenry. Therefore, the City of Snohomish, Washington does ordain as follows:

14.270.020 Findings of Fact.

A. The flood hazard areas of the City of Snohomish are subject to periodic inundation, which may result in loss of life and property, health, and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

B. These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazards which increase flood heights and velocities, and when inadequately anchored, damage uses in other areas. Uses that are inadequately flood proofed, elevated, or otherwise protected from flood damage also contribute to the flood loss.

14.270.030 Purpose and Methods.

A. *Statement of Purpose.* It is the purpose of this chapter to promote the public health, safety, and general welfare, reduce the cost of flood insurance, and minimize public and private losses due to flood conditions in specific areas by provisions designed:
   1. To protect human life and health;
   2. To minimize expenditure of public money and costly flood control projects;
   3. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
   4. To minimize prolonged business interruptions;
   5. To minimize damage to public facilities and utilities such as water and gas main, electric, telephone and sewer lines, streets, and bridges located in areas of special flood hazard;
   6. To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard to minimize future flood blight areas;
   7. To help ensure that potential buyers are notified that property is in an area of special flood hazard; ~~and~~

8. To help ensure that those who occupy areas of special flood hazard assume responsibility for their actions; and
9. To participate in and maintain eligibility for flood insurance and disaster relief.

B. *Methods of Reducing Flood Losses.* In order to accomplish its purposes and to be consistent with the criteria set forth in Section 60 of the National Flood Insurance Program Regulations (NFIPR), this chapter includes methods and provisions for:
1. Restricting or prohibiting ~~uses~~ development which ~~are~~ is dangerous to health, safety, and property due to water or erosion hazards or which result in damaging increases in erosion or in flood heights or velocities;
2. Requiring that ~~uses~~ development vulnerable to flood~~s, including facilities which serve such uses,~~ be protected against flood damage at the time of initial construction;
3. Controlling the alteration of natural flood plains, stream channels, and protective barriers that help accommodate or channel floodwaters;
4. Controlling filling, grading, dredging, and other development that may increase flood damage; and
5. Preventing or regulating the construction of flood barriers that unnaturally divert floodwaters or may increase flood hazards in other areas.

14.270.040 Definitions (44 CFR 59.1).

Unless specifically defined below, terms or phrases used in this chapter shall be interpreted to give them the meaning they have in common usage and to give this chapter its most reasonable application.

Appeal: means a request for a review of the interpretation of any provision of this chapter or a request for a variance.

Alteration of Watercourse: means any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

Area of Shallow Flooding: designated as AO~~,~~ or AH Zone on the Flood Insurance Rate Map (FIRM). AO zones have base flood depths that range from one to three feet above the natural ground; a clearly defined channel does exist; the path of flooding is unpredictable and indeterminate; and, velocity flow may be evident. AO is characterized as sheet flow; AH indicates ponding, and is shown with standard base flood elevations.

Area of Special Flood Hazard: is the land in the flood plain within a community subject to a one percent or greater chance of flooding in any given year. Designation on maps always includes the letters A or V.

Base Flood: means the flood having a one percent chance of being equaled or exceeded in any given year (also referred to as the “100-year flood"~~ Designated on Flood Insurance Rate Maps by the letters A or V.~~)

Base Flood Elevation: means the elevation to which floodwater is anticipated to rise during the base flood.

Basement: means any area of the building having its floor sub-grade (below ground level) on all sides.

Breakaway Wall: means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

Critical Facility: means a facility for which even a slight chance of flooding might be too great. Critical facilities include (but are not limited to) schools, nursing homes, hospitals, police, fire and emergency response installations, and installations which produce, use, or store hazardous materials or hazardous waste.

Development: means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

Elevation Certificate: means ~~the~~ an important administrative tool of the NFIP used to determine the proper flood insurance premium rate, to document elevation information, and may be used to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F). ~~official form (FEMA Form 81-31) used to track development and provide elevation information necessary to ensure compliance with state and federal floodplain management ordinances.~~

Elevated Building: means for insurance purposes, a non-basement building that has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

Existing Manufactured Home Park or Subdivision: means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) and is completed before the effective date of the adopted floodplain management regulations.

Expansion to an Existing Manufactured Home Park or Subdivision: means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Flood or Flooding: means

A. ~~a~~ A general and temporary condition of partial or complete inundation of normally dry land areas from:
   1. The overflow on inland or tidal waters and/or
   2. The unusual and rapid accumulation of runoff of surface waters from any source.
   3. Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (B) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

B. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (A)(1) of this definition.

Flood Insurance Rate Map (FIRM): means the official map on which the Federal Insurance Administrator~~ion~~ has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood Insurance Study (FIS): means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards. Also known as the Flood Elevation Study. ~~the official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Insurance Rate Maps, and the water surface elevation of the base flood.~~

Floodplain or Flood-Prone Area: means any land area susceptible to being inundated by water from any source. See "Flood or flooding."

Floodplain Administrator: means the community official designated by title to administer and enforce the floodplain management regulations.

Flood Proofing: means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

Floodway: means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than ~~one foot~~ a designated height.

Functionally Dependent Use: means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long-term storage or related manufacturing facilities.

Highest Adjacent Grade: means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic Structure: means any structure that is:

A. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

B. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

C. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or

D. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
   1. By an approved state program as determined by the Secretary of the Interior; or
   2. Directly by the Secretary of the Interior in states without approved programs.

Lowest Floor: means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this Chapter. (i.e. provided there are adequate flood ventilation openings).

Manufactured Home: means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation

when attached to the required utilities. The term “manufactured home” does not include a "recreational vehicle."

Manufactured Home Park or Subdivision: means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Mean Sea Level: means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

New Construction: means, for the purposes of determining insurance rates, structures for which the “start of construction” commenced on or after the effective date of an initial Flood Insurance Rate Map or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, “new construction” means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

~~**New Construction:** means structures for which the “start of construction” commenced on or after the effective date of this Chapter.~~

New Manufactured Home Park or Subdivision: means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of adopted floodplain management regulations.

Recreational Vehicle: means a vehicle,

1. Built on a single chassis;
2. 400 square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Start of Construction: includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure: means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

Substantial Damage: means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

~~**Substantial Improvement:** means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure;~~

~~1. Before the improvement or repair is started; or~~
~~2. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of the definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.~~

~~The term can exclude:~~

~~1. Any project for improvement of a structure to correct pre-cited existing violations of state or local health, sanitary, or safety code specifications which have been previously identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or~~
~~2. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.~~

Substantial Improvement: means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

A. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or

B. Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Variance: means a grant of relief from the requirements of this ordinance that permits construction in a manner that would otherwise be prohibited by this ordinance.

~~**Water Dependent:** means a structure for commerce or industry that cannot exist in any other location and is dependent on the water because of the intrinsic nature of its operations.~~

14.270.050 General Provisions (44 CFR 59.22 (a)).

A. Lands to which this chapter applies:

This chapter shall apply to all areas of special flood hazards and flood hazards within the jurisdiction of the City of Snohomish.

B. *Basis for Establishing the Areas of Flood Hazard.* The ~~areas of flood hazard and~~ special flood hazard areas identified by the Federal Insurance Administrator~~ion~~ in a scientific and engineering report entitled "The Flood Insurance Study for Snohomish County, Washington and Incorporated Areas" dated ~~September 16, 2005~~June 19, 2020, and any revisions thereto, with ~~an~~ accompanying Flood Insurance Rated Maps (FIRM), and any revisions thereto, are hereby adopted by reference and declared to be a part of this ordinance. The

flood Insurance Study and the FIRM are on file at City Hall, 116 Union Street, Snohomish, WA 98290.

C. *Penalties for Noncompliance.* No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this Chapter and other applicable regulations. Violations of the provisions of this Chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions), shall be subject to Title 14 Snohomish Municipal Code enforcement actions, including applicable penalties, as described in Chapter 14.85 SMC, "Enforcement". Nothing herein contained shall prevent the City of Snohomish from taking such other lawful action as is necessary to prevent or remedy any violation.

D. *Abrogation and Greater Restrictions.* This ordinance is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this ordinance and another ordinance, easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

~~E~~D. *Interpretation.* In the interpretation and application of this chapter, all provisions shall be:
1. Considered as minimum requirements;
2. Liberally construed in favor of the governing body; and
3. Deemed neither to limit nor repeal any other powers granted under State statutes.

~~E~~F. *Warning and Disclaimer of Liability.* The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. However, larger floods can and will occur on rare occasions, and flood heights may be increased by man-made or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the City of Snohomish, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder.

G. *Severability.* This ordinance and the various parts thereof are hereby declared to be severable. Should any Section of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any portion thereof other than the Section so declared to be unconstitutional or invalid.

14.270.060 Administration.

A. *Development Permit Required (44 CFR 60.3 (b) (1)).* A development permit is required before construction or development begins within any area of special flood hazard. The permit shall be for all structures including manufactured homes, as set forth in the "Definitions," and for all development including fill and other activities, also as set forth in the "Definitions."

B. *Application for Development Permit.* Application for a development permit shall be made on forms furnished by the City of Snohomish and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:
1. Proposed ~~E~~elevation in relation to mean sea level, of the lowest floor (including basement) of all structures recorded on a current elevation certificate (FF 81-31) with Section B completed by the local official;

2. Proposed e~~E~~levation in relation to mean sea level to which any non-residential structure ~~has been~~will be flood proofed;
3. Certification by a registered professional engineer or architect that the flood proofing methods for any non-residential structure will meet the ~~FEMA~~ flood proofing criteria in Section 14.270.080(B); and
4. Description of the extent to which a watercourse will be altered or relocated in the proposed development.
5. Where development is proposed in a floodway, an engineering analysis indicating no rise of the Base Flood Elevation; and
6. Any other information that may be reasonably required by the Floodplain Administrator in order to review the application.

C. *Designation of the Local Floodplain Administrator (44 CFR 59.22(b)(1)).* The City Planner is the designated local floodplain administrator to administer and ~~implement~~ enforce this chapter by granting or denying development permit applications in accordance with its provisions.

D. *Permit Review.*
1. The City Planner shall review all development permits to determine that the permit requirements of this chapter have been satisfied.
2. The City Planner shall review all development permits to determine that all necessary permits required in this chapter have been obtained from those Federal, State, or local governmental agencies from which prior approval is required. (44 CFR 60.3(a)(2))
3. The City Planner shall review all development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of this chapter are met.
4. The City Planner shall review all development permits to determine if the site is reasonably safe from flooding.
5. The City Planner shall review all development permits to determine if the proposed development is not located in the floodway. If located in the floodway, assure the encroachment provisions of SMC 14.270.080F are met.
6. The City Planner shall notify FEMA when annexations occur in the Special Flood Hazard Area.

E. *Use of Other Base Flood Data (In A ~~and V~~ Zones) (44 CFR 60.3 (b) (4)).* When base flood elevation data has not been provided (in A ~~or V~~ Zones) in accordance with Section 14.270.050 B, Basis for Establishing the Areas of Flood Hazard, the City Planner shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a Federal, State or other source, in order to administer Sections 14.270.080 A through F of this Chapter.

F. *Information to be Obtained and Maintained.*
1. Where base flood elevation data is provided through the Flood Insurance Study, FIRM, or required as in SMC 14.270.060 E, the City Planner shall obtain and ~~record~~ maintain the actual (as-built) elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement. (44 CFR 60.3(b)(5)(i)) (The information shall be recorded on a current elevation certificate (FF 81-31) with Section B completed by the City Planner.)
2. For all new or substantially improved flood proofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in SMC 14.270.060 E, The City Planner shall:

i. Obtain and ~~record~~ maintain the elevation (in relation to mean sea level) to which the structure was flood proofed (44 CFR 60.3(b)(5)(ii))
ii. Maintain the flood proofing certifications required by FEMA (44 CFR 60.3(b)(5)(iii)).

3. The City Planner shall maintain for public inspection all records pertaining to the provisions of this chapter. (44 CFR 60.3(b)(5)(iii))
4. Improvement and damage calculations.

G. *Alteration of Watercourses* (44 CFR 60.3(b)(6))

1. The City Planner shall notify adjacent communities and the Department of Ecology prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.
2. The ~~City Planner~~project proponent shall assure that the flood carrying capacity of the altered or relocated portion of said watercourse is maintained~~require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.~~
   Base Flood Elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, the project proponent shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Volume 44 Code of Federal Regulations Section 65.3. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.
3. The City Planner shall notify the Federal Insurance Administrator in writing of acquisition by means of annexation, incorporation or otherwise, of additional areas of jurisdiction.

H. *Interpretation of FIRM Boundaries.* The City Planner shall provide interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (e.g. where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation. Such appeals shall be granted consistent with the standards of Section 60.6 of the Rules and Regulations of the National Flood Insurance Program ~~(44 CFR 59-76)~~.

I. *Conditions for Variances.*

1. Generally, the only condition under which a variance from the elevation standard be issued is for new construction and substantial improvements to be erected on a ~~-~~ lot of one-half acre or less in size ~~small or irregularly shaped lot~~ contiguous to and surrounded by lots with existing structures constructed below the base flood level. As the lot size increases the technical justification required for issuing the variance increases.
2. Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.
3. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
4. Variances shall only be issued upon:
   i. A Showing of good and sufficient cause;
   ii. A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
   iii. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

iv. For the repair, rehabilitation or restoration of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

v. Upon a showing that the use cannot perform its intended purpose unless it is located or carried out in close proximity to water. This includes only facilities defined in Definitions of this ordinance in the definition of "Functionally Dependent Use."

5. Variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature, and they do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from flood elevations should be quite rare.
6. Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of flood proofing than watertight or dry-flood proofing, where it can be determined that such action will have low damage potential, complies with all other variance criteria and otherwise complies with recommended FEMA General Standards.
7. Any applicant to whom a variance is granted shall be given written notice over the signature of a community official that the issuance of a variance to construct a structure below the Base Flood Elevation will result in increased premium rates for flood insurance up to amounts as high as $25 for $100 of insurance coverage, and that such construction below the base flood elevation increases risks to life and property. ~~permitted structure will be built with its lowest floor below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk.~~
8. In the case of a conflict between the application of the variance provisions of this section and SMC 14.255.110 and 14.255.120, this section shall control.
9. The Floodplain Administrator shall maintain a record of all variance actions, including justification for their issuance.

14.270.070 General Standards for Flood Hazard Reduction.

In all areas of special flood hazards, the following standards are required:

A. *Anchoring (44 CFR 60.3(a)(b)).*

1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. (44 CFR 60.3(a)(3)(i))
2. All manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors. (44 CFR 60.3(b)(8)). For more detailed information in application of this chapter, reference will be made to guidebook, FEMA-85, "Manufactured Home Installation in Flood Hazard Areas."

B. *Construction Materials and Methods.*

1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
3. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

Locating such equipment below the base flood elevation may cause annual flood insurance premiums to be increased.

C. *Utilities* (44 CFR 60.3(a)(5)(6))
   1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems;
   2. Water wells shall be located on high ground that is not in the floodway*
   3. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters;
   4. Onsite waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding identified WAC 173-160-171.

D. ~~Subdivision~~ *Development Proposals*, including subdivisions and manufactured home parks or subdivisions, shall: (44 CFR 60.3(A)(4)(B)(3))
   1. ~~All subdivision proposals shall~~ B~~b~~e consistent with the need to minimize flood damage;
   2. ~~All subdivision proposals shall~~ H~~h~~ave public utilities and facilities, such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage;
   3. ~~All subdivision proposals shall~~ H~~h~~ave adequate drainage provided to reduce exposure to flood damage;
   4. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for ~~subdivision~~ development proposals ~~and other proposed developments which contain at least~~greater than 50 lots or 5 acres (whichever is the lesser).

E. *Review of Building Permits* (44 CFR 60.3(a)(3))
   Where elevation data is not available either through the Flood Insurance Study, FIRM, or from another authoritative source (SMC 14.270.060(E)), applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above the highest adjacent grade in these zones may result in higher insurance rates.

14.270.080 Specific Standards for Flood Hazard Reduction (44 CFR 60.3(c)(1)).
In all areas of special flood hazards where base flood elevation data has been provided as set forth in this chapter, the following standards are required:

A. *Residential Construction.*
   1. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot or more* above the base flood elevation. (BFE)
      *Minimum FEMA standards require the lowest floor to be elevated “to or above” the BFE; however, adding an additional foot of freeboard increases safety and can reduce insurance premiums by as much as 39 percent.
   2. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or if solely usable for parking, access or storage shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

i. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed areas subject to flooding shall be provided.
ii. The bottom of all openings shall be no higher than one foot above grade.
iii. Openings may be equipped with screens, louvers, or other coverings or devices if they permit the automatic entry and exit of floodwaters. Foundation vent standards required by the IBC/IRC outside the floodplain do not meet this standard and are subject to the City Building Official's review.

B. *Nonresidential Construction* (44 CFR 60.3(c)(3)(4))
All new construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated one foot or more above the base flood elevation; or, together with attendant utility and sanitary facilities, shall:
1. Be flood proofed so that below one foot or more above the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
2. Have structural components capable of resisting hydrostatic and hydrodynamic load and effects of buoyancy;
3. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications, and plans. Such certifications shall be provided as set forth in Section 14.270.060 F(2);
4. Nonresidential structures that are elevated, not flood proofed, must meet the same standards for space below the lowest floor as described in 14.270.080 A(2);
5. Applicants who are flood proofing nonresidential buildings should be notified that flood insurance premiums will be based on rates that are one foot below the flood proofed level (e.g. a building flood proofed to the base flood level will be rated as one foot below). Flood proofing the building an additional foot will reduce insurance premiums significantly.

C. *Manufactured Homes* (44 CFR 60.3(c)(6)(12))
All manufactured homes in the floodplain to be placed or substantially improved on sites shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated one foot or more above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement. Mechanicals must be elevated one foot or more above the Base Flood Elevation. Flood venting must meet the requirements of SMC 14.270.080(A)(2).

D. *Recreational Vehicles* (44 CFR 60.3(c)(14))
All recreational vehicles placed on sites are required to either:
1. Be on the site for fewer than 180 consecutive days; or
2. Be fully licensed and ready for highway use, on wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or
3. Meet the requirements of SMC 14.270.080 C and the elevation and anchoring requirements for manufactured homes.

E. *AE ~~and A1-30~~ Zone~~s~~ with Base Flood Elevations but No Floodways* (44 CFR 60.3(c)(10))
In all areas with base flood elevations (but for which a regulatory floodway has not been designated), no new construction, substantial improvements, or other development (including fill) shall be permitted within Zone~~s A1-30 and~~ AE on the City's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with

all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the City.

F. *Floodways*. Located within areas of special flood hazard established in Section 14.270.050 B are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that can carry debris and increase erosion potential, the following provisions apply:
   1. Encroachments, including fill, new construction, substantial improve-ments, and other development are prohibited, unless certification by a registered professional engineer is provided, demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge, in which case all new construction and substantial improvements shall comply with all applicable standards for flood hazard reductions set forth in Sections 14.270.070 and 14.270.080. (44 CFR 60.3(d)(3))
   2. Construction or reconstruction of residential structures is prohibited within designated floodways, except for (i) repairs, reconstruction, or improvements to a structure which do not increase the ground floor area; and (ii) repairs, reconstruction or improvements to a structure, the cost of which does not exceed 50 percent of the market value of the structure either, (A) before the repair or reconstruction is started, or (B) if the structure has been damaged and is being restored, before the damage occurred. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or to structures identified as historic places, may be excluded from the 50 percent limitation. (WAC 173-158-070)

G. *Critical Facilities Construction.* Construction of new critical facilities shall be, to the extent possible, located outside the limits of the Special Flood Hazard Area (SFHA) (100-year floodplain). Construction of new critical facilities shall be permissible within the SFHA, if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three feet above BFE or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility should also be protected to the height utilized above. Flood proofing and sealing measures are required to ensure that toxic substances not be displaced by or released into floodwaters. Access routes elevated to or above the level of the base flood elevation are required for all critical facilities to the maximum extent possible.

H. *All Other Building Standards Apply in the Floodway.* If SMC 14.270.080(F(1) is satisfied or construction is allowed pursuant to SMC 14.270.080(F)2), all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of SMC 14.270.080, Specific Standards For Flood Hazard Reduction.

I. *General Requirements for Other Developments.* All development, including manmade changes to improved or unimproved real estate for which specific provisions are not specified in this ordinance or the state building codes with adopted amendments and any City of Snohomish amendments, shall:
   1. Be located and constructed to minimize flood damage;
   2. Meet the encroachment limitations of this ordinance if located in a regulatory floodway;
   3. Be anchored to prevent flotation, collapse, or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood;
   4. Be constructed of flood damage-resistant materials;
   5. Meet the flood opening requirements of SMC 14.270.080(A)(2), and

6. Have mechanical, plumbing, and electrical systems above the design flood elevation or meet the requirements of ASCE 24, except that minimum electric service required to address life safety and electric code requirements is permitted below the design flood elevation provided it conforms to the provisions of the electrical part of building code for wet locations.

14.270.090 Determination of Flood Insurance Risk.

For the purpose of the determination of applicable flood insurance risk within Zone A on Snohomish's Flood Hazard Boundary Map, the City Planner shall:

A. Require the applicant to furnish the elevation in relation to mean sea level of the lowest habitable floor including basement of all new or substantially improved structures, and whether or not such structures contain a basement.

B. Require the applicant to furnish if the structure has been flood proofed, the elevation in relation to mean sea level to which the structure was flood proofed through a certified professional engineer or architect.

C. Maintain a record of all such information in the City's address file system.

14.270.100 Floodplains as Critical Areas.

A. For the purpose of the City's Critical Areas regulations, as set forth in SMC 14.255, Floodplains are those areas that provide important flood storage, conveyance and attenuation functions and include all land within such areas that are subject to a one percent or greater chance of flooding in any given year.

B. Floodplains shall be designated by the City Planner in accordance with WAC 365-190-080(3).
   1. The City Planner shall use the "areas of special flood hazard" as identified on the Federal Emergency Management Administration's most current Flood Insurance Rate Map for the City as the indicator of where floodplains exist, useless more detailed, current, and convincing evidence indicates otherwise.
   2. Floodplains shall include, at a minimum, the 100-year floodplain designations of the Federal Emergency Management Agency and the National Flood Insurance Program.

C. The City Planner may waive the critical areas report required by SMC 14.255.060 for developments proposed in the floodplain, if the applicable permit application contains sufficient data to verify compliance with the substantive requirements, except for the following developments:
   1. Developments in the floodway, which is the area shown in the illustration that accompanies the definition of "floodplain" in SMC 14.100.020; and
   2. Developments that result in watercourse alteration.

D. In addition to the requirements of SMC 14.255.040 and this chapter, the following requirements shall apply to floodplains:
   1. To the extent possible consistent with the development objective, all improvements shall be located on the non-floodplain portion of the site, if any, or on the highest ground on the site, as far as possible from the flood source.
   2. Alteration of natural watercourses, including side channels, tributaries, and channel migration zones, is to be avoided when feasible. If unavoidable, the City Planner shall notify adjacent communities, the Department of Ecology, the State Department of Fish and Wildlife, and FEMA prior to alteration. Any stream-bank stabilization shall consider the use soft armoring or best available armoring science.

14.270.110 Recordation.

The City Planner shall record:

A. The as-built elevation above mean sea level of the lowest habitable floor, including basement, of all new or substantially improved structures, and whether the structure contains a basement;

B. Certificates of flood-proofing and flood elevation; and

C. Permits and variances issued in accordance with this chapter.

Date: May 19, 2020

To: City Council

From: Debbie Burton, Finance Director

Subject: **Financial Report as of March 31, 2020**

SUMMARY: The purpose of this agenda item is for the City Council to review and discuss the First Quarter 2020 Financial Report as of March 31, 2020 (See Attachment).

BACKGROUND: The City Council adopted the 2019-2020 Budget 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. It is important to remember that the budget presented is the full two-year budget.

ANALYSIS:

General Fund. Revenues received to date (except property tax revenues received mainly in May and November) are slightly above the overall quarterly target. Sales tax revenue, which is the largest portion of General Fund revenue sources, is meeting the revenue projection.

Building and other permit revenues are above target, which continues the trend from 2019.

Intergovernmental or shared revenues, which include criminal justice and liquor profits, are above target primarily based on 2019 activity. Other revenues include miscellaneous sources from penalties, fines, facility rentals, interest income, sale of fixed assets, and a variety of other sources (which are often hard to predict during the budget setting process), are above target.

For the quarter ending March 31, 2020, General Fund revenue sources received are 64.7% of the amended 2019-20 Budget, which is slightly above the target.

Expenditures continue to be below budget, with the exception of Human Resources, where the annual WCIA and property insurance premiums are paid in full in January of each year.

Overall General Fund expenditures are below budget target, at 55.9% of the amended 2019-2020 Budget.

The General Fund balance is $4,335,071 as of March 31, 2020. This fund balance reserve level is 45% of annual expenditures, or an estimated 163.20 days of cash available based on budgeted expenses. The balance exceeds the reserve balance target as per the adopted Financial Management Policy. The fund balance is available for use due to unforeseen challenges related to COVID-19 revenue reductions expected throughout the rest of 2020 and potentially in subsequent years.

A discussion of forecasts in revenues and expenses for the General Fund covering the remainder of 2020 will be discussed following the quarterly report. Attachment B includes a General Fund Revenue Projection for April through December 2020. The Council will begin

discussing the 2021-2022 budget at a special meeting on Tuesday, June 23, 2020, at which time the City may have additional revenue data to better clarify the impacts on revenue sources.

Street Fund is a special revenue operating fund that collects motor vehicle fuel tax revenues and receives a transfer-in from the General Fund and Real Estate Excise Tax Fund. Revenue sources are on track. Street maintenance expenditures continue to be below budget, as maintenance and operations work typically occurs later in the year.

The Street Fund balance is $526,655 as of March 31, 2020, or 47% of annual expenditures, and is assigned to future daily operational costs.

Utility Enterprise Fund revenue sources are on track for the first quarter of 2020 with rate billings near budgeted revenue targets in all three utilities. Capital and Connection charges typically follow building and development revenue activities, as this revenue source is a combined charge on the building permit. Utility expenditures are below targets, primarily due to debt service obligations not owing until June and December of each year.

Fund balances for the Utility Enterprise Fund as of March 31, 2020, total over $19.5 million. Utility Fund reserves are a combination of unassigned, assigned, committed, and restricted funds for daily operations, operating reserves, debt service obligations, and capital projects.

Internal Service Funds are utilized for Fleet and Facilities, and Information Services activities. These internal service funds are funded with cost allocation charges from other funds. Updated fleet and technology equipment plans were prepared and used to determine cost allocation fees for these internal service funds.

Fund balance for the Fleet and Facilities Fund is $717,602, and Information Services is $514,090. These funds are set aside for future maintenance and technology equipment replacement plans.

Non-Operating Funds budget vs. actual revenues and expenditures as of March 31, 2020 are listed in summary for each special revenue, debt, capital project, other internal service and trust/agency funds. Fund balances for these types of funds are typically assigned, committed or restricted as the fund is established for a designated purpose.

Fund Balance Review. All fund balances as of March 31, 2020 total $34,553,788, compared to $29,162,776 as of March 31, 2019.

Below is a summary of fund balance by fund type. Reminder: fund balance is cash and cash-equivalent balances divided among all funds since the City reports activity on a cash basis method of accounting.

Fund	Fund Name	Beginning Fund Balance 1/1/20	Increase or (Decrease) 1/19-3/20	Fund Balance at 3/31/20
001	General	3,183,348	1,151,724	4,335,071
102	Streets	356,038	170,616	526,655
104	Park Impact Fee	369,271	456,026	825,297
107	Visitor Promotion	23,081	14,643	37,723
108	PBIA	61,543	(129)	61,414
113	Police Seizure	124	3	127
125	Traffic Impact Fee	412,899	27,317	440,215
130	Transportation Benefit District	3,077,813	571,993	3,649,806
205	Debt Service	14,604	15,062	29,667
305	Real Estate Excise Tax	1,003,255	(282,587)	720,668
310	Municipal Capital Projects	375,983	690,482	1,066,465
311	Street Capital Projects	1,587,284	341,524	1,928,808
401	Water Utility	4,152,112	1,073,216	5,225,328
402	Wastewater Utility	9,239,230	1,369,791	10,609,021
403	Solid Waste	171,249	4,558	175,807
404	Stormwater Utility	2,551,375	966,389	3,517,764
501	Fleet & Facilities	680,677	36,925	717,602
502	Information Services	527,506	(13,416)	514,090
503	Self-insurance	4,724	56	4,781
505	Equipment Replacement	289,000	(128,461)	160,539
604	Carnegie Restoration	6,770	169	6,939
	Fund Totals	**$ 28,087,885**	**$ 6,465,903**	**$ 34,553,788**

STRATEGIC PLAN REFERENCE: Not applicable

RECOMMENDATION: That the City Council REVIEW and DISCUSS the Financial Report as of March 31, 2020.

ATTACHMENTS:

A. Financial Report as of March 31, 2020
B. General Fund Revenue Projection April-December 2020

ATTACHMENT A

City of Snohomish
Budget Vs. Actual - Revenues & Expenditures

Description	2019-2020 Budget	Jan-Dec 2019	Jan-Mar 2020	% of Budget	Remaining Balance
GENERAL FUND					
REVENUES					
Property Tax	2,486,775	1,251,876	34,677	51.7%	1,200,221
Sales Tax	8,869,661	4,688,183	1,239,717	66.8%	2,941,761
Utility and Other Taxes	3,130,000	1,508,592	403,471	61.1%	1,217,938
Business Licenses	116,800	65,620	21,315	74.4%	29,865
Building/Other Permits	212,200	189,484	44,366	110.2%	(21,650)
Grants	6,000	22,216		370.3%	(16,216)
State Shared Revenue	451,000	236,987	42,648	62.0%	171,366
Cost Allocation Charges	2,436,318	1,188,867	304,326	61.3%	943,125
Fees, Fines and Penalties	566,400	398,988	74,230	83.5%	93,181
Interest/Miscellaneous	270,080	229,349	56,063	105.7%	(15,332)
Total Revenues	**18,545,234**	**9,780,161**	**2,220,814**	**64.7%**	**6,544,259**
EXPENDITURES					
City Council					
Salaries & Wages	86,184	42,066	10,773	61.3%	33,345
Personnel Tax&Benefits	6,794	3,404	860	62.8%	2,530
Supplies	500	193	111	60.9%	196
Services/Cost Allocation	21,500	7,461	3,353	50.3%	10,686
Sub-Total City Council	**114,978**	**53,124**	**15,097**	**59.3%**	**46,756**
Mayor & Administrator					
Salaries & Wages	536,626	227,492	51,509	52.0%	257,625
Personnel Tax&Benefits	241,182	72,588	16,393	36.9%	152,201
Supplies	800	87	91	22.2%	622
Services/Cost Allocation	230,939	93,226	22,037	49.9%	115,676
Sub-Total Mayor & Administrator	**1,009,547**	**393,392**	**90,030**	**47.9%**	**526,125**
City Clerk					
Salaries & Wages	212,808	118,675	44,331	76.6%	49,802
Personnel Tax&Benefits	92,062	49,135	17,478	72.4%	25,449
Supplies	1,400	2,525	271	199.7%	(1,396)
Services/Cost Allocation	99,766	43,715	11,906	55.8%	44,145
Sub-Total City Clerk	**406,036**	**214,051**	**73,986**	**70.9%**	**117,999**
					-
Human Resources					
Supplies	2,900	6,175	58	214.9%	(3,333)
Services/Cost Allocation	521,200	253,731	258,686	98.3%	8,783
Sub-Total Human Resources	**524,100**	**259,906**	**258,744**	**99.0%**	**5,450**

DISCUSSION ITEM 7.

Description	2019-2020 Budget	Jan-Dec 2019	Jan-Mar 2020	% of Budget	Remaining Balance
Economic Development					
Salaries & Wages	210,612	104,535	27,204	62.6%	78,873
Personnel Tax&Benefits	91,586	44,312	11,332	60.8%	35,942
Supplies	2,500	6,388	133	260.9%	(4,021)
Services/Cost Allocation	70,466	40,798	6,690	67.4%	22,978
Sub-Total Economic Development	**375,164**	**196,032**	**45,359**	**64.3%**	**133,773**
Finance					
Salaries & Wages	976,350	423,000	103,368	53.9%	449,983
Personnel Tax&Benefits	346,323	134,460	35,123	49.0%	176,740
Supplies	7,000	2,299	26	33.2%	4,675
Services/Cost Allocation	302,994	150,632	27,424	58.8%	124,938
Finance Totals	**1,632,667**	**710,391**	**165,940**	**53.7%**	**756,336**
Law Enforcement					
Salaries & Wages	257,886	126,211	56,166	70.7%	75,509
Personnel Tax&Benefits	128,996	61,277	13,562	58.0%	54,157
Supplies	3,000	1,272	55	44.2%	1,674
Services/Cost Allocation	6,725,723	2,982,375	363,788	49.8%	3,379,560
Court Expenses	661,500	287,915	106,641	59.6%	266,944
Sub-Total Law Enforcement	**7,777,105**	**3,459,049**	**540,212**	**51.4%**	**3,777,844**
Plan/Permit/Bldg./Inspection					
Salaries & Wages	728,770	374,948	95,596	64.6%	258,226
Personnel Tax&Benefits	288,089	141,733	36,003	61.7%	110,352
Supplies	10,500	4,903		46.7%	5,597
Services/Cost Allocation	383,717	129,670	21,304	39.3%	232,743
Sub-Total Plan/Permit/Bldg,Inspect.	**1,411,076**	**651,255**	**152,903**	**57.0%**	**606,918**

Description	2019-2020 Budget	Jan-Dec 2019	Jan-Mar 2020	% of Budget	Remaining Balance
Parks					
Salaries & Wages	752,508	387,515	85,360	62.8%	279,633
Personnel Tax&Benefits	260,639	136,648	34,049	65.5%	89,942
Supplies	175,000	56,433	3,888	34.5%	114,679
Services/Cost Allocation	448,479	206,924	42,964	55.7%	198,591
Sub-Total Parks	**1,636,626**	**787,521**	**166,260**	**58.3%**	**682,845**
Engineering					
Salaries & Wages	1,042,411	447,553	119,302	54.4%	475,555
Personnel Tax&Benefits	383,996	176,146	51,373	59.3%	156,478
Supplies	7,500	2,561	296	38.1%	4,644
Services/Cost Allocation	334,572	155,436	38,712	58.0%	140,424
Sub-Total Engineering	**1,768,479**	**781,696**	**209,683**	**56.1%**	**777,100**
Non-Departmental					
Personnel Tax&Benefits	44,000	24,023	9,368	75.9%	10,609
Supplies	4,000	2,414	647	76.5%	939
Services/Cost Allocation	489,102	236,593	72,272	63.1%	180,238
Legal Fees	410,000	144,706	16,989	39.4%	248,305
Debt Service	123,176	61,588		50.0%	61,588
Transfers to Other Funds	1,665,000	832,500	223,522	63.4%	608,978
Sub-Total Non-Departmental	**2,735,278**	**1,301,823**	**322,798**	**59.4%**	**1,110,657**
		-			
Total Expenditures	**19,391,055**	**8,808,239**	**2,041,012**	**55.9%**	**8,541,804**

fessional services, communications, postage, travel, dues, training, etc..)

GENERAL FUND

Budgeted Increase (Decrease) in Balance	***(845,821)***				
Increase (Decrease) in Fund Balance		**971,922**	**179,802**		
2019 Beginning Fund Balance	***3,183,348***		**% of Annual Exp**		**Days of Expense**
Current Ending Fund Balance		**4,335,071**	**45%**		**163.20**

City of Snohomish
Budget Vs. Actual - Revenues & Expenditures

Description	2019-2020 Budget	Jan-Dec 2019	Jan-Mar 2020	% of Budget	Remaining Balance
STREET FUND					
REVENUES					
Taxes	468,100	228,040	53,978	60.2%	186,082
Miscellaneous	20,000	12,824	1,334	70.8%	5,842
Transfer-In Other Funds	1,680,000	840,000	210,000	62.5%	630,000
Total Revenues	**2,168,100**	**1,080,864**	**265,312**	**62.1%**	**821,924**
EXPENDITURES					
Street Maintenance/Traffic-Ped Safety and Admin					
Salaries & Wages	640,776	317,671	53,978	58.0%	269,126
Personnel Tax&Benefits	295,272	133,590	53,978	63.5%	107,704
Supplies	238,600	93,074	53,978	61.6%	91,548
Services/Cost Allocation	1,048,378	415,313	53,978	44.8%	579,087
Total Expenditures	**2,223,025**	**959,648**	**215,912**	**52.9%**	**1,047,465**
STREET FUND					
Increase (Decrease) in Fund Balance	***(54,925)***				
Increase (Decrease) in Fund Balance		**121,216**	**49,400**		
2019 Beginning Fund Balance	***356,038***		**% of Annual Exp**		**Days of Expense**
Current Ending Fund Balance		**526,655**	**47%**		**172.94**

City of Snohomish
Budget Vs. Actual - Revenues & Expenditures

Account Number	Description	2019-2020 Budget	Jan-Dec 2019	Jan-Mar 2020	% of Budget	Remaining Balance
	WATER FUND					
	REVENUES					
320	License & Permits	4,200	1,060	550	38.3%	2,590
340	Fees for Service	5,862,597	2,794,680	667,879	59.1%	2,400,038
360	Grants-Miscellaneous	230,000	179,180	277,116	198.4%	(226,296)
370	Connection/Capital Chg	269,044	156,917	27,907	68.7%	84,221
	Total Revenues	**6,365,841**	**3,131,837**	**973,451**	**64.5%**	**2,260,552**
	EXPENDITURES					
10	Salaries & Wages	757,959	345,223	92,845	57.8%	319,891
20	Personnel Tax&Benefits	332,175	144,900	37,534	54.9%	149,741
30	Supplies	1,700,272	828,049	124,509	56.0%	747,714
40	Services/Cost Allocation	1,616,958	836,469	185,300	63.2%	595,189
	Capital Outlays	794,000	409,118	28,125	55.1%	356,757
	Total Expenditures	**5,201,364**	**2,563,759**	**468,313**	**58.3%**	**1,812,535**
		-				
	WATER FUND					
	Budgeted Increase (Decrease) in Fund Balance	***1,164,477***				
	Increase (Decrease) in Fund Balance		**568,078**	**505,138**		
	2019 Beginning Fund Balance	***4,152,112***		**% of Annual Exp**		**Days of Expense**
	Current Ending Fund Balance		**5,225,328**	**201%**		**733.36**

City of Snohomish
Budget Vs. Actual - Revenues & Expenditures

Description	2019-2020 Budget	Jan-Dec 2019	Jan-Mar 2020	% of Budget	Remaining Balance
SEWER FUND REVENUES					
License & Permits	4,200	1,700	850	60.7%	1,650
Fees for Service	7,973,852	4,083,289	1,010,504	63.9%	2,880,059
Miscellaneous	175,000	225,018	39,413	151.1%	(89,431)
Connection/Capital Chg	782,460	279,900	26,029	39.1%	476,531
Transfer-In Other Funds	200,000	100,000	25,000	62.5%	75,000
Total Revenues	**9,135,512**	**4,689,907**	**1,101,795**	**63.4%**	**3,343,810**
EXPENDITURES					
Admin/Collection/Treatment					
Salaries & Wages	917,549	437,467	106,111	59.2%	373,972
Personnel Tax&Benefits	375,456	177,143	45,093	59.2%	153,220
Supplies	651,600	225,083	88,525	48.1%	337,992
Services/Cost Allocation	2,136,569	1,010,242	213,794	57.3%	912,533
Debt Principal	1,430,808	715,403		50.0%	715,405
Interest	49,444	26,510		53.6%	22,934
Capital Outlay	4,579,000	343,269	103,835	9.8%	4,131,897
Transfers	770,000	385,000	96,250	62.5%	288,750
Total Expenditures	**10,910,426**	**3,320,117**	**653,607**	**36.4%**	**6,936,702**

SEWER FUND					
Increase (Decrease) in Fund Balance	***(1,774,914)***				
Increase (Decrease) in Fund Balance		**1,369,791**	**448,188**		
2019 Beginning Fund Balance	***9,239,230***		**% of Annual Exp**		**Days of Expense**
Current Ending Fund Balance		**11,057,209**	**203%**		**739.82**

City of Snohomish
Budget Vs. Actual - Revenues & Expenditures

Description	2019-2020 Budget	Jan-Dec 2019	Jan-Mar 2020	% of Budget	Remaining Balance
STORMWATER FUND					
REVENUES					
Grants	-	50,000		0.0%	(50,000)
Fees for Service	2,805,519	1,387,144	379,695	63.0%	1,038,680
Miscellaneous	100,000	64,974	10,757	75.7%	24,269
Transfer In	695,000	347,500	21,217	53.1%	326,283
Total Revenues	**3,600,519**	**1,849,618**	**411,669**	**62.8%**	**1,339,232**
EXPENDITURES					
Salaries & Wages	348,752	164,266	42,776	59.4%	141,710
Personnel Tax&Benefits	171,844	80,784	20,992	59.2%	70,068
Supplies	45,350	4,686	4,904	21.1%	35,759
Services/Cost Allocation	867,708	352,930	97,961	52.0%	416,817
Capital Outlay	1,718,000	198,064		11.5%	1,519,936
Transfers	165,000	82,500	20,625	62.5%	61,875
Total Expenditures	**3,316,654**	**883,229**	**187,259**	**32.3%**	**2,246,166**
STORMWATER FUND					
Increase (Decrease) in Fund Balance	***283,865***				
Increase (Decrease) in Fund Balance		**966,389**	**224,410**		
2019 Beginning Fund Balance	***2,551,375***		**% of Annual Exp**		**Days of Expense**
Current Ending Fund Balance		**3,517,764**	**212%**		**774.26**

City of Snohomish
Budget Vs. Actual - Revenues & Expenditures

Description	2019-2020 Budget	Jan-Dec 2019	Jan-Mar 2020	% of Budget	Remaining Balance
FLEET & FACILITIES FUND REVENUES					
Cost Allocation Charges	1,632,470	816,235	204,059	62.5%	612,176
Miscellaneous	14,400	13,754	1,878	108.6%	(1,232)
Total Revenues	**1,646,870**	**829,989**	**205,937**	**62.9%**	**610,944**
Salaries & Wages	555,704	266,198	64,317	59.5%	225,189
Personnel Tax&Benefits	220,358	104,551	25,634	59.1%	90,173
Supplies	306,000	145,064	25,176	55.6%	135,760
Services/Cost Allocation	695,823	275,359	63,328	48.7%	357,136
Transfers Out	47,000	23,500	5,875	62.5%	17,625
Total Expenditures	**1,824,885**	**814,672**	**184,329**	**54.7%**	**825,884**
FLEET & FACILITIES FUND					
Increase (Decrease) in Fund Balance	**(178,015)**				
Increase (Decrease) in Fund Balance		*15,316*	*21,608*		
2019 Beginning Fund Balance	**680,677**		**% of Annual Exp**		**Days of Expense**
Current Ending Fund Balance		**717,602**	**79%**		**287.06**

City of Snohomish
Budget Vs. Actual - Revenues & Expenditures

Description	2019-2020 Budget	Jan-Dec 2019	Jan-Mar 2020	% of Budget	Remaining Balance
INFORMATION SERVICES					
REVENUES					
Cost Allocation Charges	1,126,740	563,370	140,843	62.5%	422,527
Miscellaneous	10,000	9,873	1,302	111.7%	(1,175)
Total Revenues	**1,136,740**	**573,243**	**142,145**	**62.9%**	**421,353**
Salaries & Wages	383,628	191,760	49,035	62.8%	142,833
Personnel Tax&Benefits	172,303	84,272	21,429	61.3%	66,602
Supplies	142,660	60,610	11,658	50.7%	70,392
Services/Cost Allocation	274,098	94,350	20,852	42.0%	158,896
*Capital Project	112,200	155,666	65,563	197.2%	(109,029)
Total Expenditures	**1,084,889**	**586,658**	**168,536**	**69.6%**	**329,694**
Information Services					
Budgeted Increase (Decrease) in Fund Balance	***51,851***				
YTD Increase (Decrease) in Fund Balance		(13,416)	(26,392)		
2019 Beginning Fund Balance	***527,506***		**% of Annual Exp**		**Days of Expense**
Current Ending Fund Balance		**487,698**	**90%**		**328.16**

*- 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	Jan-Dec 2019	Jan-Mar 2020	% of Budget	Remaining Balance
104	Park Impact Fee	436,000	428,465	27,561	104.6%	(20,026)
107	Visitor Promotion	20,400	19,244	3,836	113.1%	(2,679)
108	PBIA	51,400	18,948	4,823	46.2%	27,629
113	Police Seizure		3	0	0.0%	(3)
125	Traffic Impact Fees	294,495	105,085	15,232	40.9%	174,178
130	Transportation Benefit District	2,100,154	1,129,637	287,971	67.5%	682,546
205	Debt Service	123,776	62,333	15,452	62.8%	45,991
305	REET	1,130,000	616,894	128,644	66.0%	384,462
310	Muni Capital Projects	2,418,000	964,463	417,341	57.1%	1,036,196
311	Streets Capital Projects	4,934,000	1,418,644	155,354	31.9%	3,360,002
403	Solid Waste	-	4,058	509	0.0%	(4,566)
503	Unemployment Fund	10,100	104	14	1.2%	9,982
505	Equipment Replacement	83,258	42,386	10,149	63.1%	30,723
604	Carnegie Restoration	120	149	20	141.0%	(49)

Non-Operating Funds Expense	2019-2020 Budget	Jan-Dec 2019	Jan-Mar 2020	% of Budget	Remaining Balance	Fund Increase (Decrease)
Park Impact Fee				0.0%	-	428,465
Visitor Promotion	23,000	8,437		36.7%	14,563	10,807
PBIA	50,000	23,900		47.8%	26,100	(4,952)
Police Seizure				0.0%	-	
Traffic Impact Fees	148,800	74,400	18,600	62.5%	55,800	30,685
Transportation Benefit District	1,251,000	675,655	169,960	67.6%	405,385	453,982
Debt Service	123,175	62,723		50.9%	60,453	(390)
REET	1,645,000	822,500	205,625	62.5%	616,875	(205,606)
Muni Capital Projects	2,616,938	299,824	391,498	26.4%	1,925,617	664,640
Streets Capital Projects	5,115,133	1,198,638	33,836	24.1%	3,882,659	220,006
Solid Waste		5	3	0.0%	(8)	4,053
Unemployment Fund	10,000		61	0.6%	9,939	104
Equipment Replacement	189,000	180,996		95.8%	8,004	(138,610)
Carnegie Restoration				0.0%	-	149

ATTACHMENT B

Summary General Fund Forecast

Account Name	2019 Actual	2020 Activity Jan thru April	Projected May-Dec	2020 Projected	$ Change from 2019	% Change from 2019	Assumptions for May-Dec
Revenues							
Property Taxes	1,251,867	77,344	910,583	987,926	(263,941)	-21%	Assume 20% will be delinquent
City Sales & Use Tax	4,133,890	1,343,631	1,559,177	2,902,808	(1,231,082)	-30%	Assume 50% reduction from May-Sept and 30% reduction from Oct-Dec
Sales Tax Construction	357,235	120,238	147,131	267,369	(89,866)	-25%	Assume 50% reduction from May-Dec
Affordable Housing Sales Tax	30	12,436	14,656	27,093	27,063		Restricted
Sales Tax - Criminal Justice	197,028	63,746	70,163	133,909	(63,119)	-32%	Assume 50% reduction from May-Sept and 30% reduction from Oct-Dec
Utility & Other Taxes	1,508,592	528,915	668,235	1,197,150	(311,441)	-21%	Assume delays in bill payments
Licenses & Permits	255,103	73,284	87,391	160,675	(94,428)	-37%	Planning Projections (May-Dec)
Intergovermental Revenue	259,203	67,023	107,064	174,087	(85,116)	-33%	Reduction in State Shared
Cost Allocation	1,188,867	304,326	885,429	1,189,755	888	0%	
Charges for Service	347,314	65,734	194,417	260,151	(86,954)	-25%	Planning reductions in fees
Fines & Penalties	51,683	19,307	19,600	38,907	(14,286)	-25%	
Interest & Other	228,232	61,996	58,083	120,079	(108,152)	-47%	50% reduction in Interest Income
	9,779,043	2,737,981	4,721,929	7,459,910	(2,319,134)	-24%	
Expenses	8,808,239			9,248,651			Assumes 5% more than 2019 Actual
Increase(Decrease) in Fund Balance	970,804			(1,788,741)			
Ending Fund Balance	4,155,270			2,366,529			
Ending Fund Balance as % of Expenses	42%			25.59%			
Days of Cash Flow	172.19			93.40			

Date: May 19, 2020

To: City Council

From: Wendy Poischbeg, Economic Development and Communications Manager

Subject: **Accept Grant from the Community Foundation of Snohomish County - Resolution 1410**

PURPOSE: The purpose of this agenda item is for City Council consideration of Resolution 1410, accepting a $10,000 grant from the Community Foundation of Snohomish County.

BACKGROUND: In response to the COVID-19 pandemic, the Community Foundation of Snohomish County created the Coronavirus Response Fund to assist communities by providing funding to battle all aspects of the coronavirus. This fund is a flexible grant fund that does not require an application process.

When the Governor issued his "Stay Home, Stay Healthy" order on March 23, 2020, the City had to close some facilities within the parks, including the public restrooms. An unintended consequence of that action is that those experiencing homelessness may now be less able to meet basic hygiene needs. Staff saw this need and took the initiative to contact the Community Foundation and requested funding for temporary toilets and wash stations to serve the City's homeless. The Community Foundation generously agreed to fund the request, and has issued a check to the City in the amount of $10,000.

Mayor John T. Kartak, based on community and staff input, directed staff in early May to place temporary toilets and wash stations on First Street and at Ferguson Park to address the needs of those experiencing homelessness during this difficult time.

RECOMMENDATION: That the City Council PASS Resolution 1410, accepting the grant of $10,000 from the Community Foundation of Snohomish County for temporary toilets and wash stations.

ATTACHMENT: Resolution 1410

ATTACHMENT

CITY OF SNOHOMISH
Snohomish, Washington

RESOLUTION 1410

A RESOLUTION OF THE CITY OF SNOHOMISH, WASHINGTON ACCEPTING A $10,000 GRANT FROM THE COMMUNITY FOUNDATION OF SNOHOMISH COUNTY FOR PURPOSES OF INSTALLING TEMPORARY TOILETS AND WASH STATIONS TO SERVE THE HOMELESS DURING COVID-19 CLOSURES.

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 23, 2020, Governor Inslee issued an Emergency Order which closed down all non-essential business and required individuals to stay home and prohibited the gathering of people in private and public places; and

WHEREAS, some public park facilities including public restrooms are currently closed, due to the Governor's *Stay Home, Stay Healthy* order; and

WHEREAS, the closure of public restrooms may affect the ability of those experiencing homelessness to meet basic hygiene needs; and

WHEREAS, it is unknown at this time how long these facilities will remain closed; and

WHEREAS, the Community Foundation of Snohomish County established "The Coronavirus Response Fund for Snohomish County," which in part was designed to complement the work of public health officials and expand local capacity to address all aspects of the outbreak as efficiently as possible; and

WHEREAS, the Community Foundation of Snohomish County authorized a grant in the amount of $10,000.00 in support of the City of Snohomish's COVID-19 response efforts; and

WHEREAS, the grant is intended to be used to fund temporary toilets and wash stations to serve those experiencing homelessness during the COVID-19 pandemic; and

WHEREAS, the City of Snohomish desires to accept the generous grant from the Community Foundation of Snohomish County;

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

Section 1. The City Council hereby accepts the generous grant of $10,000 from the Community Foundation of Snohomish County for purposes of installing temporary toilets and wash stations to serve the City's homeless population during the COVID-19 closure.

Section 2. The Finance Director is hereby authorized to execute any and all documents necessary to effectuate the intent of this Resolution.

PASSED by the City Council and **APPROVED** by the Mayor this 19th day of May, 2020.

CITY OF SNOHOMISH

By _____
John T. Kartak, Mayor

ATTEST:

By _____
Pat Adams, City Clerk

APPROVED AS TO FORM:

By _____
Grant K. Weed, City Attorney

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Date: May 19, 2020

To: City Council

From: Sukhpreet (Monty) Dhaliwal, Project Engineer

Subject: Emerson Street Roadway and Utility Improvement Project

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SUMMARY: City Council approval is requested to authorize the Mayor to execute an agreement with SRV Construction Inc., the lowest responsive bidder, for the construction of the Emerson Street Roadway and Utility Improvement Project. This project includes construction of new stormwater, sewer, and water utilities as well as road improvements within Emerson Street, west of Pine Avenue.

BACKGROUND: The Emerson Street Roadway and Utility Improvement Project includes separating the stormwater and sewer flows from the currently combined sewer system, replacing the existing sewer main that is in poor condition, connecting side sewers, replacing the water main and associated water services, improving roadway drainage, and paving the roadway.

ANALYSIS: The project was put out to bid on April 16, 2020 through Builders Exchange of Washington, and was advertised in the *Everett Herald* and the *Daily Journal of Commerce*. Bid opening was on May 5, 2020. Eight (8) bids were received for the Emerson Street Roadway and Utility Improvement Project as follows:

1) ***SRV Construction Inc. $482,311.83***
2) Matia Contractors, Inc. $519,105.13
3) Ponderosa Pacific Inc. $535,082.15
4) Rodarte Construction Inc. $543,614.25
5) B&L Utility, Inc. $563,881.66
6) Kamins Construction, Inc. $603,738.41
7) Colacurcio Brothers, Inc. $722,767.50
8) Taylor's Excavactors Inc. $895,737.57

Engineer's Estimate: $500,000 – $600,000

It was determined that SRV Construction, Inc., located in Anacortes, Washington, is the lowest responsive bidder for the project in the amount of $482,311.83. Construction is expected to begin in June, and project duration is anticipated to be approximately sixty (60) days with substantial completion status sometime in late September. Staff will award the project as soon as the required submittals are received, which is anticipated within the next few weeks.

BUDGETARY IMPACTS: Staff is requesting a 20% contingency for this project, for a proposed authorization not to exceed $579,000. A 20% contingency is being requested because of the uncertainty of excavating below ground in Emerson Street.

The 2019-2020 budget set aside a placeholder amount of $300,000 from the City utilities before design was completed. Staff had inspected the existing sewer main in 2018 and identified that it was in poor condition. During the project design in the spring of 2020, it was determined that the best long-term solution was to expand the scope of the work. Instead of only addressing the

worst portions of the existing sewer main, it would be most cost effective to upgrade the entire block at once. Due to the thin pavement condition and number of trenches that will be required for this project, it also was decided the most durable solution would be to overlay the road after all the City utilities were replaced. The Transportation Benefit District Fund would be used to fund the pavement overlay. The following budget adjustments are requested to cover the proposed scope of work including contingency:

Fund	2019-2020 Budget Utility Placeholder	Budget Adjustment	Total
Storm Utility	$50,000	$55,000	$105,000
Sewer Utility	$100,000	$84,000	$184,000
Water Utility	$150,000	$30,000	$180,000
TBD	$0	$110,000	$110,000
		Project Total:	**$579,000**

STRATEGIC PLAN REFERENCE: Initiative #5: Becoming more environmentally sustainable.

RECOMMENDATION: That the City Council AUTHORIZE the Mayor to sign and execute a contract with SRV Construction, Inc., in the amount of $579,000.00, including a 20% contingency, for the construction of the Emerson Street Roadway and Utility Improvement Project.

ATTACHMENT: Bid Tabulation

City of Snohomish
Emerson Street Roadway & Utility Improvement Project

ATTACHMENT

By: Sukhpreet (Monty) Dhaliwal
Date: May 5, 2020

				SRV Construction Inc.		Matia Contractors Inc.		Ponderosa Pacific Inc.		Rodarte Construction Inc.	
Bid Item	**Description**	**Qty**	**Units**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**
1	MOBILIZATION	1	LS	$ 48,000.00	$ 48,000.00	$ 45,000.00	$ 45,000.00	$ 22,500.00	$ 22,500.00	$ 39,500.00	$ 39,500.00
2	CONSTRUCTION SURVEYING	1	LS	$ 3,400.00	$ 3,400.00	$ 10,630.00	$ 10,630.00	$ 6,477.00	$ 6,477.00	$ 6,000.00	$ 6,000.00
3	SPILL PREVENTION, CONTROL, AND COUNTERMEASURES PLAN	1	LS	$ 300.00	$ 300.00	$ 430.00	$ 430.00	$ 2,500.00	$ 2,500.00	$ 100.00	$ 100.00
4	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	LS	$ 4,500.00	$ 4,500.00	$ 26,000.00	$ 26,000.00	$ 9,500.00	$ 9,500.00	$ 3,000.00	$ 3,000.00
5	SAWCUTTING	2,135	LF	$ 0.50	$ 1,067.50	$ 4.50	$ 9,607.50	$ 1.25	$ 2,668.75	$ 2.25	$ 4,803.75
6	UNSUITABLE FOUNDATION EXCAVATION	50	CY	$ 50.00	$ 2,500.00	$ 25.00	$ 1,250.00	$ 36.00	$ 1,800.00	$ 50.00	$ 2,500.00
7	OVER EXCAVATION INCLUDING HAUL	50	CY	$ 72.00	$ 3,600.00	$ 24.50	$ 1,225.00	$ 38.00	$ 1,900.00	$ 50.00	$ 2,500.00
8	TRENCH SAFETY SYSTEM	2,015	LF	$ 1.00	$ 2,015.00	$ 1.30	$ 2,619.50	$ 12.00	$ 24,180.00	$ 0.10	$ 201.50
9	CATCH BASIN TYPE 1–W/FRAME & GRATE	13	EA	$ 1,530.00	$ 19,890.00	$ 1,115.00	$ 14,495.00	$ 2,400.00	$ 31,200.00	$ 1,300.00	$ 16,900.00
10	8-INCH DUCTILE IRON WATER MAIN	600	LF	$ 87.00	$ 52,200.00	$ 79.40	$ 47,640.00	$ 85.00	$ 51,000.00	$ 80.00	$ 48,000.00
11	4-INCH DUCTILE IRON STORM PIPE	50	LF	$ 59.00	$ 2,950.00	$ 37.70	$ 1,885.00	$ 55.00	$ 2,750.00	$ 80.00	$ 4,000.00
12	8-INCH DUCTILE IRON STORM PIPE	35	LF	$ 70.00	$ 2,450.00	$ 51.75	$ 1,811.25	$ 75.00	$ 2,625.00	$ 75.00	$ 2,625.00
13	10-INCH SDR-35 PVC SEWER MAIN	530	LF	$ 100.00	$ 53,000.00	$ 109.00	$ 57,770.00	$ 109.00	$ 57,770.00	$ 135.00	$ 71,550.00
14	10-INCH SDR-35 PVC STORM PIPE	5	LF	$ 200.00	$ 1,000.00	$ 42.65	$ 213.25	$ 65.00	$ 325.00	$ 125.00	$ 625.00
15	12-INCH SDR-35 PVC STORM PIPE	100	LF	$ 85.00	$ 8,500.00	$ 69.10	$ 6,910.00	$ 65.00	$ 6,500.00	$ 100.00	$ 10,000.00
16	REMOVE EXISTING HYDRANT ASSEMBLY	1	EA	$ 650.00	$ 650.00	$ 325.00	$ 325.00	$ 1,280.00	$ 1,280.00	$ 1,200.00	$ 1,200.00
17	HYDRANT ASSEMBLY	2	EA	$ 5,200.00	$ 10,400.00	$ 5,454.00	$ 10,908.00	$ 4,403.47	$ 8,806.94	$ 4,200.00	$ 8,400.00
18	TAPPING TEE, 8-INCH HOT TAP W/ SIZE ON SIZE SADDLE W/ THRUST BLOCK	1	EA	$ 6,700.00	$ 6,700.00	$ 6,371.00	$ 6,371.00	$ 8,056.00	$ 8,056.00	$ 7,000.00	$ 7,000.00
19	6" GATE VALVE FL X MJ	2	EA	$ 1,150.00	$ 2,300.00	$ 1,272.00	$ 2,544.00	$ 1,700.00	$ 3,400.00	$ 1,100.00	$ 2,200.00
20	8" GATE VALVE FL x MJ	1	EA	$ 1,345.00	$ 1,345.00	$ 1,898.00	$ 1,898.00	$ 1,900.00	$ 1,900.00	$ 1,500.00	$ 1,500.00
21	8-INCH DI CAP WITH THRUST BLOCK	1	EA	$ 600.00	$ 600.00	$ 280.00	$ 280.00	$ 550.00	$ 550.00	$ 325.00	$ 325.00
22	8-INCH FLANGED COUPLING ADAPTER	1	EA	$ 650.00	$ 650.00	$ 295.00	$ 295.00	$ 550.00	$ 550.00	$ 400.00	$ 400.00
23	8" x 8" x 6" DI TEE MJ X MJ X FL W/ THRUST BLOCK	1	EA	$ 1,000.00	$ 1,000.00	$ 1,605.00	$ 1,605.00	$ 1,300.00	$ 1,300.00	$ 375.00	$ 375.00
24	8" x 8" x 6" DI TEE FL X FL X FL W/ THRUST BLOCK	1	EA	$ 1,600.00	$ 1,600.00	$ 2,230.00	$ 2,230.00	$ 1,300.00	$ 1,300.00	$ 1,200.00	$ 1,200.00
25	INSTALL 5/8" WATER SERVICE INSTALLATION	18	EA	$ 1,775.00	$ 31,950.00	$ 1,508.00	$ 27,144.00	$ 2,900.00	$ 52,200.00	$ 2,000.00	$ 36,000.00
26	6-INCH SIDE SEWERS	13	EA	$ 2,200.00	$ 28,600.00	$ 1,217.00	$ 15,821.00	$ 3,500.00	$ 45,500.00	$ 5,500.00	$ 71,500.00
27	SIDE SEWER CONNECTION BEYOND RIGHT OF WAY REPAIR	130	LF	$ 78.00	$ 10,140.00	$ 35.25	$ 4,582.50	$ 65.00	$ 8,450.00	$ 70.00	$ 9,100.00
28	TYPE 1 - 48-INCH SEWER MANHOLE	3	EA	$ 6,400.00	$ 19,200.00	$ 5,352.00	$ 16,056.00	$ 7,243.66	$ 21,730.98	$ 4,700.00	$ 14,100.00
29	CONNECT TO EXISTING STRUCTURE	2	EA	$ 1,400.00	$ 2,800.00	$ 8,400.00	$ 16,800.00	$ 1,800.00	$ 3,600.00	$ 4,000.00	$ 8,000.00
30	HMA CL. ½ IN. PG 64-22	510	TN	$ 122.50	$ 62,475.00	$ 128.00	$ 65,280.00	$ 114.48	$ 58,384.80	$ 110.00	$ 56,100.00
31	PLANING BITUMINOUS PAVEMENT (4-INCH DEPTH)	2,100	SY	$ 4.00	$ 8,400.00	$ 6.40	$ 13,440.00	$ 4.00	***$ 8,400.00***	$ 6.00	$ 12,600.00
32	CRUSHED SURFACING TOP COURSE	50	TN	$ 55.50	$ 2,775.00	$ 49.30	$ 2,465.00	$ 37.75	$ 1,887.50	$ 45.00	$ 2,250.00
33	PLASTIC STOP LINE	12	LF	$ 60.00	$ 720.00	$ 31.25	$ 375.00	$ 55.00	$ 660.00	$ 55.00	$ 660.00
34	PLASTIC CROSSWALK LINE	100	SF	$ 14.00	$ 1,400.00	$ 24.15	$ 2,415.00	$ 13.50	$ 1,350.00	$ 14.00	$ 1,400.00
35	PROJECT TEMPORARY TRAFFIC CONTROL	1	LS	$ 17,600.00	$ 17,600.00	$ 32,000.00	$ 32,000.00	$ 25,000.00	$ 25,000.00	$ 35,000.00	$ 35,000.00
36	TESC	1	LS	$ 1,000.00	$ 1,000.00	$ 10,100.00	$ 10,100.00	$ 500.00	$ 500.00	$ 1,200.00	$ 1,200.00
37	TRIMMING & CLEANUP	1	LS	$ 14,000.00	$ 14,000.00	$ 4,950.00	$ 4,950.00	$ 1,500.00	$ 1,500.00	$ 5,000.00	$ 5,000.00
38	MINOR CHANGES	1	F.A.	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
				Subtotal	$ 441,677.50	Subtotal	$ 475,371.00	***Corrected Subtotal***	*$ 490,001.97*	Subtotal	$ 497,815.25
				9.2% WSST	$ 40,634.33	9.2% WSST	$ 43,734.13	9.2% WSST	*$ 45,080.18*	9.2% WSST	$ 45,799.00
				Total Bid	**$ 482,311.83**	Total Bid	**$ 519,105.13**	***Corrected Total Bid***	***$ 535,082.15***	Total Bid	**$ 543,614.25**

				B & L Utility, Inc.		Kamins Construction, Inc.		Colacurcio Brothers, Inc.		Taylor's Excavators Inc.	
Bid Item	**Description**	**Qty**	**Units**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**
1	MOBILIZATION	1	LS	$ 20,000.00	$ 20,000.00	$ 59,214.00	$ 59,214.00	$ 60,000.00	$ 60,000.00	$ 80,000.00	$ 80,000.00
2	CONSTRUCTION SURVEYING	1	LS	$ 15,000.00	$ 15,000.00	$ 4,800.00	$ 4,800.00	$ 4,000.00	$ 4,000.00	$ 10,000.00	$ 10,000.00
3	SPILL PREVENTION, CONTROL, AND COUNTERMEASURES PLAN	1	LS	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 1,500.00	$ 1,500.00	$ 2,000.00	$ 2,000.00
4	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	LS	$ 500.00	$ 500.00	$ 600.00	$ 600.00	$ 34,000.00	$ 34,000.00	$ 35,000.00	$ 35,000.00
5	SAWCUTTING	2,135	LF	$ 3.00	$ 6,405.00	$ 3.00	$ 6,405.00	$ 6.00	$ 12,810.00	$ 2.50	$ 5,337.50
6	UNSUITABLE FOUNDATION EXCAVATION	50	CY	$ 25.00	$ 1,250.00	$ 42.00	$ 2,100.00	$ 75.00	$ 3,750.00	$ 50.00	$ 2,500.00
7	OVER EXCAVATION INCLUDING HAUL	50	CY	$ 50.00	$ 2,500.00	$ 42.00	$ 2,100.00	$ 70.00	$ 3,500.00	$ 50.00	$ 2,500.00
8	TRENCH SAFETY SYSTEM	2,015	LF	$ 0.01	$ 20.15	$ 2.00	$ 4,030.00	$ 2.00	$ 4,030.00	$ 4.00	$ 8,060.00
9	CATCH BASIN TYPE 1–W/FRAME & GRATE	13	EA	$ 2,100.00	$ 27,300.00	$ 1,720.00	$ 22,360.00	$ 2,700.00	$ 35,100.00	$ 2,100.00	$ 27,300.00
10	8-INCH DUCTILE IRON WATER MAIN	600	LF	$ 112.00	$ 67,200.00	$ 76.00	$ 45,600.00	$ 106.00	$ 63,600.00	$ 105.00	$ 63,000.00
11	4-INCH DUCTILE IRON STORM PIPE	50	LF	$ 70.00	$ 3,500.00	$ 63.00	$ 3,150.00	$ 140.00	$ 7,000.00	$ 125.00	$ 6,250.00
12	8-INCH DUCTILE IRON STORM PIPE	35	LF	$ 80.00	$ 2,800.00	$ 75.00	$ 2,625.00	$ 105.00	$ 3,675.00	$ 85.00	$ 2,975.00
13	10-INCH SDR-35 PVC SEWER MAIN	530	LF	$ 120.00	$ 63,600.00	$ 157.00	$ 83,210.00	$ 200.00	$ 106,000.00	$ 215.00	$ 113,950.00
14	10-INCH SDR-35 PVC STORM PIPE	5	LF	$ 100.00	$ 500.00	$ 150.00	$ 750.00	$ 70.00	$ 350.00	$ 100.00	$ 500.00
15	12-INCH SDR-35 PVC STORM PIPE	100	LF	$ 80.00	$ 8,000.00	$ 94.00	$ 9,400.00	$ 100.00	$ 10,000.00	$ 95.00	$ 9,500.00
16	REMOVE EXISTING HYDRANT ASSEMBLY	1	EA	$ 500.00	$ 500.00	$ 1,245.00	$ 1,245.00	$ 500.00	$ 500.00	$ 4,500.00	$ 4,500.00
17	HYDRANT ASSEMBLY	2	EA	$ 5,100.00	$ 10,200.00	$ 5,750.00	$ 11,500.00	$ 5,000.00	$ 10,000.00	$ 7,500.00	$ 15,000.00
18	TAPPING TEE, 8-INCH HOT TAP W/ SIZE ON SIZE SADDLE W/ THRUST BLOCK	1	EA	$ 8,000.00	$ 8,000.00	$ 8,900.00	$ 8,900.00	$ 6,000.00	$ 6,000.00	$ 15,000.00	$ 15,000.00
19	6" GATE VALVE FL X MJ	2	EA	$ 1,000.00	$ 2,000.00	$ 1,380.00	$ 2,760.00	$ 1,500.00	$ 3,000.00	$ 1,500.00	$ 3,000.00
20	8" GATE VALVE FL x MJ	1	EA	$ 1,500.00	$ 1,500.00	$ 415.00	$ 415.00	$ 2,000.00	$ 2,000.00	$ 1,800.00	$ 1,800.00
21	8-INCH DI CAP WITH THRUST BLOCK	1	EA	$ 2,500.00	$ 2,500.00	$ 525.00	$ 525.00	$ 1,000.00	$ 1,000.00	$ 600.00	$ 600.00
22	8-INCH FLANGED COUPLING ADAPTER	1	EA	$ 800.00	$ 800.00	$ 725.00	$ 725.00	$ 1,000.00	$ 1,000.00	$ 500.00	$ 500.00
23	8" x 8" x 6" DI TEE MJ X MJ X FL W/ THRUST BLOCK	1	EA	$ 1,000.00	$ 1,000.00	$ 800.00	$ 800.00	$ 1,200.00	$ 1,200.00	$ 500.00	$ 500.00
24	8" x 8" x 6" DI TEE FL X FL X FL W/ THRUST BLOCK	1	EA	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,000.00	$ 1,000.00	$ 500.00	$ 500.00
25	INSTALL 5/8" WATER SERVICE INSTALLATION	18	EA	$ 1,700.00	$ 30,600.00	$ 2,775.00	$ 49,950.00	$ 2,400.00	$ 43,200.00	$ 3,500.00	$ 63,000.00
26	6-INCH SIDE SEWERS	13	EA	$ 5,000.00	$ 65,000.00	$ 5,120.00	$ 66,560.00	$ 3,000.00	$ 39,000.00	$ 15,000.00	$ 195,000.00
27	SIDE SEWER CONNECTION BEYOND RIGHT OF WAY REPAIR	130	LF	$ 100.00	$ 13,000.00	$ 90.00	$ 11,700.00	$ 75.00	$ 9,750.00	$ 55.00	$ 7,150.00
28	TYPE 1 - 48-INCH SEWER MANHOLE	3	EA	$ 5,200.00	$ 15,600.00	$ 8,100.00	$ 24,300.00	$ 8,000.00	$ 24,000.00	$ 7,000.00	$ 21,000.00
29	CONNECT TO EXISTING STRUCTURE	2	EA	$ 4,000.00	$ 8,000.00	$ 840.00	$ 1,680.00	$ 1,600.00	$ 3,200.00	$ 4,500.00	$ 9,000.00
30	HMA CL. ½ IN. PG 64-22	510	TN	$ 160.00	$ 81,600.00	$ 109.00	$ 55,590.00	$ 130.00	$ 66,300.00	$ 135.00	$ 68,850.00
31	PLANING BITUMINOUS PAVEMENT (4-INCH DEPTH)	2,100	SY	$ 10.00	$ 21,000.00	$ 9.50	$ 19,950.00	$ 8.90	$ 18,690.00	$ 5.00	$ 10,500.00
32	CRUSHED SURFACING TOP COURSE	50	TN	$ 30.00	$ 1,500.00	$ 55.00	$ 2,750.00	$ 50.00	$ 2,500.00	$ 50.00	$ 2,500.00
33	PLASTIC STOP LINE	12	LF	$ 100.00	$ 1,200.00	$ 60.00	$ 720.00	$ 60.00	$ 720.00	$ 75.00	$ 900.00
34	PLASTIC CROSSWALK LINE	100	SF	$ 50.00	$ 5,000.00	$ 14.00	$ 1,400.00	$ 15.00	$ 1,500.00	$ 16.00	$ 1,600.00
35	PROJECT TEMPORARY TRAFFIC CONTROL	1	LS	$ 10,000.00	$ 10,000.00	$ 29,220.00	$ 29,220.00	$ 59,000.00	$ 59,000.00	$ 10,500.00	$ 10,500.00
36	TESC	1	LS	$ 800.00	$ 800.00	$ 1,440.00	$ 1,440.00	$ 3,000.00	$ 3,000.00	$ 5,000.00	$ 5,000.00
37	TRIMMING & CLEANUP	1	LS	$ 6,000.00	$ 6,000.00	$ 2,400.00	$ 2,400.00	$ 6,000.00	$ 6,000.00	$ 5,000.00	$ 5,000.00
38	MINOR CHANGES	1	F.A.	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
				Corrected Subtotal	*$ 516,375.15*	Subtotal	$ 552,874.00	Subtotal	$ 661,875.00	***Corrected Subtotal***	*$ 820,272.50*
				9.2% WSST	*$ 47,506.51*	9.2% WSST	$ 50,864.41	9.2% WSST	$ 60,892.50	9.2% WSST	*$ 75,465.07*
				Corrected Total Bid	***$ 563,881.66***	Total Bid	**$ 603,738.41**	Total Bid	**$ 722,767.50**	***Corrected Total Bid***	***$ 895,737.57***

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Schedule of Checks for the Checks Issued Since the April 21, 2020 Meeting

Name	*Check#*	*Invoice#*	*Check Date*	*Description*	*Amount*	*Vendor Total*
Washington State Department of Retirement Systems						**$25.00**
EFT		1388276	4/13/2020	2019 OASI	$25.00	
Accord Contractors, LLC						**$7,350.70**
72753		PE #3-Retainage	4/13/2020	Carnegie Project Pay Estimate 3-Retainage	$7,350.70	
Accord Contractors, LLC						**$153,188.57**
72754		PE #3	4/13/2020	Carnegie Project Pay Estimate 3	$153,188.57	
Ace Equipment Rentals						**$240.24**
72755		87313	4/13/2020	Storm Clean Up-Chipper Rental	$240.24	
All Battery Sales & Service						**$139.72**
72756		800-10059580	4/13/2020	batwing battery	$139.72	
Allstream						**$75.66**
72757		16743760	4/13/2020	PD analog line for Police Security System	$75.66	
Bay Alarm						**$103.74**
72758		2785602003151	4/13/2020	Support for Police Dept security alarm PC	$103.74	
BHC Consultants						**$2,005.00**
72759		0011931-1	4/13/2020	Engineering Services	$2,005.00	
Bill Trimm, FAICP						**$1,706.25**
72760		Snoh-2020-3	4/13/2020	Mid Town Planning District Project	$1,706.25	
Central Welding Supply Inc.						**$19.49**
72761		RN03200994	4/13/2020	acetylene	$19.49	
City of Everett Environmental Lab						**$495.00**
72762		I20001581	4/13/2020	Routine Coliform Samples	$39.60	
		I20001617	4/13/2020	Routine Coliform Samples	$277.20	
		I20001618	4/13/2020	Storm Water Samples GL	$178.20	
City of Everett Utilities						**$1,078.95**
72763		016739 032520	4/13/2020	99th St SE/5 Line	$1,078.95	
Core & Main LP						**$2,234.44**
72764		M028869	4/13/2020	Meter antennas	$712.53	
		M030337	4/13/2020	Resetter Offset Left w/Check No Lead	$730.22	
		M046825	4/13/2020	510 Gallon Hydrant Oil	$304.87	
		M084116	4/13/2020	Resetter NL Off Set Right Resetter W/Check No Lead	$486.82	
Cross Match Technologies, Inc.						**$245.70**
72765		309389	4/13/2020	Fingerprinting Supplies	$245.70	
Dog Waste Depot						**$289.65**
72766		330168	4/13/2020	Doggie Bags	$289.65	
FCS Group						**$900.00**
72767		3048-22003011	4/13/2020	Financial Chapter-Water Comp Plan	$900.00	

CONSENT ITEM 8c.

Schedule of Checks for the Checks Issued Since the April 21, 2020 Meeting

Name Check#	Invoice#	Check Date	Description	Amount	Vendor Total
Frontier					**$412.64**
72768	060217-5 040120	4/13/2020	Communication	$412.64	
Granich Engineered Prod Inc					**$214.65**
72769	GI-0301783	4/13/2020	T3 pump parts	$214.65	
Gray & Osborne, Inc.					**$1,139.16**
72770	20421.00 2	4/13/2020	On Call- Services	$912.96	
	20422.00 3	4/13/2020	On-Call Water/App	$226.20	
H. D. Fowler Company					**$3,456.25**
72771	I5413223	4/13/2020	Sample Stations	$2,306.17	
	I5419298	4/13/2020	Traffic Repair Kits	$1,150.08	
H.B. Jaeger					**$61.47**
72772	U2016010674	4/13/2020	6 MJ Solid Plug IMP	$61.47	
HP Inc.					**$229.32**
72773	9010103625	4/13/2020	Lap Top Bags	$229.32	
Jones Chemicals Inc					**$3,051.60**
72774	816952	4/13/2020	Cylinders	$3,851.57	
	816999	4/13/2020	Cylinder Return Credit	(799.97)	
Kelley Connect					**$346.58**
72775	IN655699	4/13/2020	City Hall copier	$346.58	
MacLeod Reckord, PLLC					**$9,149.94**
72776	INV-8562	4/13/2020	2nd St Design	$9,149.94	
McClure & Sons					**$3,751.95**
72777	Est #1-Retainage	4/13/2020	PAA PAY Est 1-Retainage	$3,751.95	
McClure & Sons					**$71,287.11**
72778	EST #1	4/13/2020	PAA Pay Est 1	$71,287.11	
Method Barricade & Construction Supply LLC					**$278.46**
72779	12781	4/13/2020	Covid-19 Signs	$278.46	
Motor Truck Inc.					**$544.55**
72780	ES128769	4/13/2020	ECM program for dump truck	$544.55	
Pacific Office Automation					**$696.48**
72781	659996	4/13/2020	Annual maintenance & support renewal	$696.48	
Process Solutions					**$15,597.72**
72782	36363	4/13/2020	Windows 10 Upgrade	$13,415.22	
	36376	4/13/2020	Project No. 640537 On Call Services	$2,182.50	
Rubatino Refuse Removal Inc					**$140.55**
72783	3111120	4/13/2020	Container Rental	$140.55	
Schluter Water System					**$179.12**
72784	47 032520	4/13/2020	Ludwig Water	$179.12	

Schedule of Checks for the Checks Issued Since the April 21, 2020 Meeting

Name	*Check#*	*Invoice#*	*Check Date*	*Description*	*Amount*	*Vendor Total*
SiteOne Landscape Supply, LLC						**$2,574.92**
	72785	98041867-001	4/13/2020	Landscaping/turf supplies	$2,574.92	
Smarsh, Inc						**$519.90**
	72786	INV00583521	4/13/2020	City text msgs & social media archival svc	$519.90	
Snohomish County Department of Public Works						**$847.73**
	72787	I000528158	4/13/2020	Signal Maintenance	$847.73	
Snohomish County Public Defender Association						**$10,285.31**
	72788	3065	4/13/2020	Indigent Defense Services	$10,285.31	
Snohomish County PUD						**$8,542.76**
	72789	105315936	4/13/2020	2000-3242-7 Street Lighting	$67.04	
		105316889	4/13/2020	Rainer LS PUD	$479.85	
		105316890	4/13/2020	2002-0504-5 Lincoln LS PUD	$78.82	
		108619206	4/13/2020	2013-6546-7 WTP	$691.94	
		108620802	4/13/2020	2201-7303-3 Lighting	$103.62	
		115218793	4/13/2020	2009-6329-6 Ferguson LS PUD	$154.80	
		118535719	4/13/2020	2006-1127-5 Commercial LS PUD	$40.87	
		118535720	4/13/2020	2006-6471-2 Pilchuck Park	$179.63	
		121843829	4/13/2020	2013-7757-9 Signal	$74.41	
		121843830	4/13/2020	2013-7758-7 Signal	$43.46	
		12184930	4/13/2020	2010-1618-5 Hill Park LS PUD	$74.80	
		121849431	4/13/2020	2010-5484-8 Champagne LS PUD	$116.96	
		1251666260	4/13/2020	209-6552-2 Bonneville LS PUD	$19.89	
		125172693	4/13/2020	2020-1133-4 Hill Park Upper Shelter	$109.77	
		131760743	4/13/2020	2014-4843-8 Ped Signal	$23.15	
		135062651	4/13/2020	2021-3383-1 Rainbow LS PUD	$34.40	
		135062652	4/13/2020	2021-8402-4 Casino LS PUD	$432.89	
		138275338	4/13/2020	2009-6790-9 Lighting	$46.98	
		141587367	4/13/2020	2025-1183-8 Lighting	$16.03	
		144925782	4/13/2020	2031-6858-8 Lighting	$31.59	
		144928144	4/13/2020	2025-1851-0 Signal	$49.88	
		148209629	4/13/2020	2028-8206-4 Lighting	$3,585.52	
		148209630	4/13/2020	2028-8208-0 Lighting	$275.52	
		154752966	4/13/2020	2020-5999-4 Lighting	$8.87	
		154755907	4/13/2020	2203-1861-2 Lighting	$189.98	
		154757668	4/13/2020	2026-7068-3 Lighting	$1,100.01	
		154758839	4/13/2020	2035-0512-8 Hill Park Lower Shelter	$16.03	
		161138207	4/13/2020	2024-0450-5 Lighting	$44.90	
		161138809	4/13/2020	2054-7868-8 Signal	$77.39	
		167581270	4/13/2020	2047-1765-6 Lighting	$47.76	
		1900068686	4/13/2020	30000534 24022024th St NE Utilities	$326.00	
VOID						**$0.00**
	72790	VOID	4/13/2020		$0.00	
Snohomish County Treasurer Property						**$122.00**
	72791	29070900100600	4/13/2020	Surface Water Utility Charge	$122.00	
Snohomish Garden Club						**$7,500.00**
	72792	033020	4/13/2020	2020 Downtown Snohomish Hanging Baskets	$7,500.00	

CONSENT ITEM 8c.

Schedule of Checks for the Checks Issued Since the April 21, 2020 Meeting

Name	Check#	Invoice#	Check Date	Description	Amount	Vendor Total
Sound Publishing						**$68.78**
	72793	EDH894861	4/13/2020	SDP20-0004 NOA	$68.78	
Tyler Technologies, Inc						**$2,832.50**
	72794	025-291848	4/13/2020	insite transaction fees	$2,832.50	
United Site Services						**$114.90**
	72795	114-10105185	4/13/2020	Centennial Trail Pick Up	$114.90	
US Bank CPS						**$1,825.78**
	72796	AS USBank WA State Licensing WA33DOL000029407	4/13/2020	PE License Renewal	$116.00	
		DA USBank Comcast 0731347 020220	4/13/2020	2nd & D Camera	$130.05	
		DA USBank Comcast 0731347 030220	4/13/2020	2nd & D Camera	$130.05	
		DA USBank Comcast 0731347 030220-	4/13/2020	2nd & D Camera	$130.05	
		DA USBank Comcast 0731347 040220	4/13/2020	2nd & D Camera ($10 Late fee added)	$140.05	
		DL UsBank Amazon 0538642	4/13/2020	Coupling	$7.02	
		DL USBank Amazon 4438604	4/13/2020	Capacitor	$20.73	
		DL USBank Amazon 4709828	4/13/2020	Blower Motor	$202.22	
		DL USBank Fred Meyer 000374	4/13/2020	Poster Frame	$26.74	
		DL USBank Home Depot 9521852	4/13/2020	Wasp Traps	$92.86	
		DL USBank Shutterfly 9000024	4/13/2020	poster	$24.27	
		JH USBank Home Depot 7520965-Credit	4/13/2020	Double Entry for Receipt 7520965-Credit	(51.41)	
		JK USBank Metro 031020	4/13/2020	Metro Subway DC-Kartak	$5.00	
		JK USBank Metro 031220	4/13/2020	Metro Subway DC - Kartak	$2.25	
		JP USBank EGCC 203917-Refund	4/13/2020	Refund WETRC Class Cancelled	(400.00)	
		JP USbank EGCC 203919-Refund	4/13/2020	Refund WETRC Class Cancelled	(400.00)	
		KB USBank Snohomish Auto 10228	4/13/2020	Genset Parts WWCS	$30.19	
		LB USBank Amazon 0076246	4/13/2020	Adapter Plug	$37.75	
		LB USBank Amazon 0201065	4/13/2020	first aid refill-Collections	$14.14	
		LB USBank Amazon 3741812	4/13/2020	First aid restock-Collections	$136.83	
		LB USBank Amazon 4286663	4/13/2020	Phone Case K Peters	$49.11	
		LB USBank Amazon 7697840	4/13/2020	Partial Uniform-K Peters	$25.11	
		LB USBank Amazon 8509030	4/13/2020	First Aid Refill-Collections	$87.16	
		LB USBank Home Depot 5521135	4/13/2020	Cleaning Supplies	$70.17	
		RK Interstate Auto 906667354	4/13/2020	EP 108 strobe	$166.10	
		RK USBank Aramrk 92477184	4/13/2020	5 Coveralls & Jacket- RKarschney	$148.41	
		RK USBank Boat Trailer Parts BTP34995	4/13/2020	Trailer Axle	$176.45	
		RK USBank DOL 047109	4/13/2020	Plates for Generator	$57.00	
		RK USBank StengelBros 73979	4/13/2020	Steam Cleaner Trailer Parts	$201.48	
		SS USBank WCMA 20-87865	4/13/2020	WA City/Co Mgmt Assn Member Fee	$315.00	
		TC USBank MRSC Rosters 52430	4/13/2020	MRSC Renewal	$135.00	
VOID						**$0.00**
	72797	VOID	4/13/2020		$0.00	
Voyager						**$3,108.21**
	72798	869344283014	4/13/2020	March Fleet Fuel	$3,296.95	
		869344283014 Credit	4/13/2020	March Fleet Fuel	(188.74)	
Washington State Department of Revenue						**$1,650.19**
	72799	Q12020	4/13/2020	Q12020 Leasehold Tax	$1,650.19	
Washington State Patrol						**$106.00**
	72800	I20006350	4/13/2020	WSP CPL Background Checks	$106.00	

Schedule of Checks for the Checks Issued Since the April 21, 2020 Meeting

Name Check#	*Invoice#*	*Check Date*	*Description*	*Amount*	*Vendor Total*
WAVE					**$1,104.11**
72801	103950001-008065	4/13/2020	City Hall Broadband and phone service	$1,104.11	
Weed, Graafstra & Associates, Inc. P.S.					**$11,601.00**
72802	227.255.25	4/13/2020	Attorney Fees	$11,601.00	
Xerox Corporation					**$537.24**
72803	099966852	4/13/2020	City Hall Printer	$127.41	
	099966853	4/13/2020	City Hall New Addition Area Printer	$133.97	
	099966854	4/13/2020	Engineering Printer	$81.27	
	099966855	4/13/2020	Permit Counter Printer	$80.31	
	099966856	4/13/2020	Public Works Shop Printer	$101.46	
	099966857	4/13/2020	Engineering Copier	$12.82	
Allstream					**$100.64**
72804	16784779	04/20/2020	City Hall Analog Line	$100.64	
ARC Architects, Inc					**$17,941.25**
72805	2017018 22	04/20/2020	ARC Design	$17,941.25	
Automatic Funds Transfer Services, Inc					**$778.96**
72806	115126	04/20/2020	March Utility Billing Statement Printing	$778.96	
Grainger Inc.					**$18.34**
72807	9440495373	04/20/2020	Fire Nozzles	$18.34	
Inland Environmental Resources, Inc.					**$10,063.87**
72808	2020-1512	04/20/2020	Mag	$10,063.87	
James Mills					**$1,683.60**
72809	030220 LEOFF I	04/20/2020	LEOFF I Reimbursement Mills	$1,268.00	
	032320 JM LEOFF I	04/20/2020	LEOFF I Reimbursement-Mills	$415.60	
Method Barricade & Construction Supply LLC					**$0.10**
72810	12764-1	04/20/2020	Public Health Signs Covid 9 ($.10 from inv 12764)	$0.10	
Michael Lively					**$415.60**
72811	032320 ML LEOFF I	04/20/2020	LEOFF I Reimbursement-Lively	$415.60	
Puget Sound Energy					**$666.78**
72812	228364 040720	04/20/2020	Hill Park PSE	$38.30	
	228570 040720	04/20/2020	Champagne LS PSE	$39.40	
	228786 040720	04/20/2020	Engineering	$65.46	
	229248 040720	04/20/2020	Clarkes Pond LS PSE	$100.93	
	294678 040720	04/20/2020	City Hall	$237.58	
	562024 040720	04/20/2020	Lincoln LS PSE	$83.06	
	797589 040720	04/20/2020	Commercial LS PSE	$88.55	
	997032 040720	04/20/2020	Shadowood LS PSE	$13.50	
Rh2 Engineering Inc.					**$5,474.01**
72813	76326	04/20/2020	On Call Professional Services	$5,474.01	
Six Robblees					**$10.38**
72814	14-396893	04/20/2020	sprg seat-steam cleaner	$10.38	

Schedule of Checks for the Checks Issued Since the April 21, 2020 Meeting

Name	Check#	Invoice#	Check Date	Description	Amount	Vendor Total
Snohomish County Animal Control Services						**$494.00**
	72815	2020-03157	04/20/2020	Animal Impound Fees	$494.00	
Snohomish County PUD						**$2,282.37**
	72816	105319593	04/20/2020	2004-7695-0 Carnegie	$20.04	
		111921577	04/20/2020	2010-7611-4 Police Station	$694.82	
		115227617	04/20/2020	2012-9398-2 Signal	$42.93	
		115228873	04/20/2020	2019-4083-0 Downtown Restrooms	$97.80	
		118540890	04/20/2020	2034-8411-8 Engineering	$117.34	
		118541348	04/20/2020	Shop Portable	$139.59	
		128456297	04/20/2020	2021-3717-0 Lighting	$20.47	
		141591431	04/20/2020	2020-8142-8Signal	$32.67	
		141591432	04/20/2020	2021-3914-3 Lighting	$8.30	
		141591433	04/20/2020	Lighting	$8.30	
		141591434	04/20/2020	2022-5054-4 Lighting	$8.30	
		141593201	04/20/2020	2039-3732-1 PUD CSO LS	$387.40	
		141593751	04/20/2020	2223-2262-0 CSO Mon PUD	$17.54	
		151518212	04/20/2020	2037-1090-0 Signal	$43.17	
		154762210	04/20/2020	2016-8521-1 Lighting	$16.03	
		161144513	04/20/2020	2200-3863-2 Shadowood LS PUD	$60.91	
		164357856	04/20/2020	2203-2270-5 City Hall	$566.76	
Sound Publishing						**$1,810.00**
	72817	7977014	04/20/2020	Agenda Publication	$1,810.00	
Sound Telecom						**$197.69**
	72818	000016-528-931	04/20/2020	Standby Phone	$197.69	
Speer Taps Inc						**$6,661.20**
	72819	20816	04/20/2020	Inserta valve	$6,661.20	
Staples Advantage						**$518.28**
	72820	3444614827	04/20/2020	Office Supplies	$42.63	
		3444614829	04/20/2020	Dust Off	$29.47	
		3444614830	04/20/2020	Hand Sanitizer	$37.26	
		3444614831	04/20/2020	Display port(DP-DP mini)	$26.99	
		3444614832	04/20/2020	Refund-Display port(DP-DPmini) adapter cable	($26.99)	
		3444614833	04/20/2020	Display port(DP-DPmini) adapter cables	$26.99	
		3444614834	04/20/2020	Wireless keyboard & mouse	$119.96	
		3444614835	04/20/2020	Logitech H390 Headset	$261.97	
TranspoGroup						**$32,030.95**
	72821	24446	04/20/2020	Bickford & Weaver Design	$7,167.14	
		24564	04/20/2020	Bickford & Weaver Design	$24,863.81	
Tyler Technologies, Inc						**$74.00**
	72822	025-292403	04/20/2020	Utility billing notifications	$74.00	
U.S. Bank N.A - Custody						**$42.00**
	72823	030120-033120	04/20/2020	Safekeeping Fees	$42.00	
Uline						**$417.30**
	72824	118284015	04/20/2020	Gloves, cold packs	$417.30	

Schedule of Checks for the Checks Issued Since the April 21, 2020 Meeting

Name Check#	*Invoice#*	*Check Date*	*Description*	*Amount*	*Vendor Total*
US Bank CPS					**$2,727.83**
72825	DA USBank Comcast 0741668 020720	04/20/2020	Bickford & 30th Camera	$130.01	
	DA USBank Comcast 07416680 040720	04/20/2020	Bickford & 30th Camera (10,00 Late fee for March)	$140.01	
	DA USBank McDaniels j70922	04/20/2020	Sprayer and bar oil	$45.84	
	DB USBank GFOA 614886	04/20/2020	Financial Scenarios Training	$35.00	
	DL USBank Comcast 0892709 040220	04/20/2020	Internet Service WWTP	$121.22	
	DLg USBank AgileIT 229407	04/20/2020	City online email services software lic April 2020	$680.00	
	DLg USBank AgileIT 229488	04/20/2020	City online email service software lic May 2020	$680.00	
	DLg USBank Comcast 0047405 041220	04/20/2020	PD Comcast cable tv outlet fees	$49.80	
	DLg USBank Comcast 042016 040120	04/20/2020	Comcast Internet Service at City Hall	$151.22	
	DLg USBank Comcast 0475077 040120	04/20/2020	Comcast Internet svc for Skate Park camera	$106.22	
	DLg USBank MyCommerce 649272623	04/20/2020	EML file conversion software	$53.51	
	SS USBank DOL 33243	04/20/2020	PE License-Schuller	$116.00	
	WP USBank Survey Monkey 36029767	04/20/2020	Survey Monkey Subscription	$419.00	
Utilities Underground Location					**$105.78**
72826	0030218	04/20/2020	Locates-March	$105.78	
Verizon Wireless					**$2,754.30**
72827	9851963849	04/20/2020	Cell Phones	$2,754.30	
Washington Association of Building Officials					**$143.71**
72828	39317	04/20/2020	2018 Codes Significant Changes Books	$143.71	
Washington State Department of Enterprise Services					**$24.02**
72829	73197876	04/20/2020	Business Cards for Katie Hoole	$24.02	
Whistle Workwear					**$3,690.08**
72830	TR-513307	04/20/2020	PW Uniforms	$3,690.08	
Alpha Courier Service					**$24.20**
72831	20908	04/27/2020	Courier-	$24.20	
Boulder Northwest Sand & Gravel					**$1,854.00**
72832	2423	04/27/2020	WTP House Demo	$1,854.00	
Canon Financial Services, INC					**$128.64**
72833	201350240	04/27/2020	Printer Contract	$128.64	
Chemsearch					**$144.14**
72834	3928392	04/27/2020	Bugs Rainbow	$144.14	
Edge Analytical					**$111.00**
72835	20-11743	04/27/2020	Lab Testing	$111.00	
Environmental Resource Association					**$847.52**
72836	934302	04/27/2020	Lab Accreditation	$847.52	
Inland Environmental Resources, Inc.					**$10,465.73**
72837	2020-1566	04/27/2020	Mag	$10,465.73	
Snohomish Auto Parts					**$83.00**
72838	602751	04/27/2020	EP189 oil	$18.17	

Schedule of Checks for the Checks Issued Since the April 21, 2020 Meeting

Name	Check#	Invoice#	Check Date	Description	Amount	Vendor Total
		604288	04/27/2020	Sweeper seat repair	$14.36	
		604377	04/27/2020	Sweeper/stock parts	$6.98	
		605286	04/27/2020	EP56 trailer adapter	$12.53	
		606350	04/27/2020	Shop stock wiper fluid	$16.77	
		606352	04/27/2020	EPG1 Plugs	$4.85	
		606368	04/27/2020	Micro usb cable	$9.34	
Snohomish County District Court						**$2,312.72**
	72839	I000528821	04/27/2020	March Case Filings	$2,312.72	
Snohomish County Public Works Solid Waste						**$208.00**
	72840	I000528701	04/27/2020	Water grit	$208.00	
Snohomish County PUD						**$18,162.55**
	72841	105325380	04/27/2020	2013-0236-1 PW Shop	$1,124.76	
		111923596	04/27/2020	2008-6552-5 Signal	$41.66	
		111926778	04/27/2020	2005-8838-2 South Zone Res	$127.67	
		118541346	04/27/2020	2003-4692-2 VIC	$60.43	
		118541347	04/27/2020	2003-6860-3 Shop Pole BLDG	$179.55	
		121858494	04/27/2020	2020-2130-9 North Meter	$7,457.90	
		121858495	04/27/2020	2020-7399-5 South Meter	$3,142.39	
		125180594	04/27/2020	2015-4323-8 Terrace Inter-tie	$16.03	
		128459576	04/27/2020	2019-0873-8 Stone Ridge LS PUD	$30.62	
		131771574	04/27/2020	2040-1153-0 Clarkes Pond LS PUD	$32.06	
		138282424	04/27/2020	2015-4931-8 Lighting	$39.64	
		141593750	04/27/2020	2223-1174-8 Lighting	$16.03	
		151521392	04/27/2020	2046-3566-8 Trail House	$24.60	
		154765110	04/27/2020	2003-2517-3 North Zone Tank	$16.03	
		154765111	04/27/2020	2004-7695-0 Carnegie	$28.34	
		157965054	04/27/2020	2049-0762-0 Signal	$54.40	
		1900068811	04/27/2020	Emergency Intertie Water Use	$5,770.44	
Summit Law Group PLLC						**$517.00**
	72842	112120	04/27/2020	Labor Relations	$517.00	
The Part Works, Inc.						**$405.05**
	72843	INV54879	04/27/2020	Soap Dispenser Park Restrooms	$67.51	
		INV55204	04/27/2020	Soap Dispenser Park Restrooms	$337.54	
United Site Services						**$312.40**
	72844	114-10158338	04/27/2020	South Zone Bathroom	$110.56	
		114-10175654	04/27/2020	WTP House Demo Bathroom	$201.84	
US Bank CPS						**$358.91**
	72845	DB USBank GFOA 2960139	04/27/2020	Cash Flow Class	$35.00	
		DLg USBank Zoom INV16001345	04/27/2020	Pro-rated additional Zoom license costs	$2.11	
		DLg USBank Zoom INV16326200	04/27/2020	Zoom online meeting software licenses	$152.84	
		JH USBank WSDA 20041479157027	04/27/2020	License Renewal	$67.98	
		JK USBank Amazon 3777844	04/27/2020	Phone Screen Protector-Kartak	$6.35	
		JK USBank Amazon 7983428	04/27/2020	Phone Case-Kartak	$20.43	
		JK USBank Teachable, Inc 8113638	04/27/2020	Webinar-Training-Kartak	$9.00	
		KB USBank Haggen 75001389028	04/27/2020	Distilled water for Batt KB	$1.94	
		WP USbank HostGator.com 73565721	04/27/2020	Host Gator Site Protection	$27.28	
		WP USBank HostGator.com 73565722	04/27/2020	Basic Backup for Hosting Subscription	$35.98	

Schedule of Checks for the Checks Issued Since the April 21, 2020 Meeting

Name	*Check#*	*Invoice#*	*Check Date*	*Description*	*Amount*	*Vendor Total*
USPS						**$1,220.04**
	72846	Spring 2020	04/27/2020	Quarterly Magazine Spring 2020	$1,220.04	
Verizon Wireless						**$24.06**
	72847	9852213642	04/27/2020	CSO Auto Dialer	$24.06	
Xerox Corporation						**$32.94**
	72848	010082485	04/27/2020	Public Works Printer	$32.94	
Heike, Kenneth						**$242.87**
	72849		4/29/2020	UB Refund	$242.87	
Ramsey, Maridith						**$213.96**
	72850		4/29/2020	UB Refund	$213.96	
Barci, Tessa And Steve						**$10.64**
	72851		4/29/2020	UB Refund	$10.64	
Boekelman, Tracy						**$79.28**
	72852		4/29/2020	UB Refund	$79.28	
Ibsen, Jeff						**$131.89**
	72853		4/29/2020	UB Refund	$131.89	
Buntin, Linda						**$299.34**
	72854		4/29/2020	UB Refund	$299.34	
AAA Champion LLC						**$1,923.53**
	72866	3606	05/04/2020	Janitorial	$1,923.53	
American Planning Association						**$1,079.00**
	72867	144616-2045	05/04/2020	Glen Pickus' annual APA and AICP dues	$724.00	
		339680-2045	05/04/2020	Brooke Eidem's APA dues	$355.00	
Bay Alarm						**$380.02**
	72868	278560200415M	05/04/2020	Annual monitoring PD security/fire	$380.02	
City of Everett Finance						**$205.00**
	72869	I20002161	05/04/2020	Animal Impound Fees March 2020	$205.00	
City of Everett Utilities						**$49,089.69**
	72870	010157 042220	05/04/2020	6600 109th Ave SE/Utilities-Water	$43,708.24	
		010164 042220	05/04/2020	6400 118th Dr Se/Utilities-Water	$570.52	
		017410 042220	05/04/2020	6203 107th Ave SE/Utilities-Water	$1,233.48	
		019546 042220	05/04/2020	3300 BLK Bickford Ave/ Utilities-Water	$3,577.45	
CPS - Human Resource Services						**$473.00**
	72871	SOP47887	05/04/2020	Employment Testing	$473.00	
H.B. Jaeger						**$169.40**
	72872	U2016016900	05/04/2020	Parts HBJ for WTP	$169.40	
Hach Chemical						**$183.01**
	72873	11934084	05/04/2020	Sensor Cap	$183.01	

CONSENT ITEM 8c.

Schedule of Checks for the Checks Issued Since the April 21, 2020 Meeting

Name Check#	Invoice#	Check Date	Description	Amount	Vendor Total
Krazan & Associates, Inc					**$720.00**
72874	INV 1616552-11643	05/04/2020	Carnegie Project Materials Testing	$720.00	
Six Robblees					**$5.13**
72875	14-397275	05/04/2020	Steam cleaner-cap, plug	$5.13	
Snohomish Auto Parts					**$10.31**
72876	609198	05/04/2020	Ubolt-steam cleaner	$10.31	
Snohomish County Prosecuting Attorney					**$7,776.03**
72877	2020-1 SNO	05/04/2020	Jan-March 2020 Prosecution Fees	$7,776.03	
Snohomish County PUD					**$694.81**
72878	100425365	05/04/2020	222535643 WTP House site Remp Power	$211.50	
	118548826	05/04/2020	2013-7758-7 Signal	$21.24	
	131774522	05/04/2020	2020-5999-4 Lighting	$8.30	
	144937517	05/04/2020	2013-6546-7 2504 Menzel Lake Rd WTP	$348.13	
	144937518	05/04/2020	2013-7757-9 signal	$32.46	
	157972017	05/04/2020	2203-1861-2 1501 Ave D Lighting	$73.18	
Snohomish County Sheriff's Office					**$243,115.00**
72879	I000528321	05/04/2020	Feb 2020 Law Enforcement	$243,115.00	
Snohomish County Sheriff's Office Corrections					**$6,733.44**
72880	2020-6293	05/04/2020	March 2020 Jail Service Fees	$6,733.44	
Snohomish Senior Center					**$1,000.00**
72881	20-025	05/04/2020	Senior Center Monthly Fee	$1,000.00	
TMG Services, Inc.					**$2,340.16**
72882	0045020-IN	05/04/2020	CL2 and SO2 monitors	$2,340.16	
US Bank CPS					**$2,444.22**
72883	BC USBank Fast Signs 471--21981	05/04/2020	Fast Signs Vinyl Tag	$39.72	
	DA USBank Comcast 0731347 030220 1	05/04/2020	Credit for Double Entry	($130.05)	
	DLg USBank Amazon 5101837	05/04/2020	USB Headsets	$63.48	
	DLg UsBank Best Buy BBY01-805834592305	05/04/2020	USB Headsets	$136.45	
	DLg USBank Office Depot # 2608 467154273-001	05/04/2020	Mini-displayport to displayport adaptor	$21.08	
	DLg USBank Office Depot #907 467141351-001	05/04/2020	Mini-displayport to display adaptor	$21.24	
	DLg USBank Office Depot #956 467180125-001	05/04/2020	Mini-displayport to displayport adaptor	$21.24	
	GP USBank WPY PAW E8AGVYQQ4	05/04/2020	Digital Plan Review Webinar-Brooke	$20.00	
	GP USBank WPY PAW E9978W35N	05/04/2020	Digital Plan Review Webinar-Glen Pickus	$20.00	
	JH USBank McDaniel Do-It j83621	05/04/2020	Ferguson Park/EP 45 stock	$82.17	
	JH USBank McDaniel Do-It j83794	05/04/2020	Ferguson Park-Anchor Pack/Fasteners/2HL 3/4MT 3P	$25.81	
	KA USBank Safeway 00054579	05/04/2020	Distilled Water for Lab	$84.17	
	KA USBank Safeway 00093147	05/04/2020	Lab Supplies	$19.60	
	LB USBank Amazon 2151439	05/04/2020	mist bottles-sanitizer-COVID 19	$21.05	
	LB USBank Amazon 2793823	05/04/2020	USB Headsets	$54.58	
	LB USBank Amazon 3481054	05/04/2020	mist bottles-COVID19	$32.75	
	LB USBank Amazon 4118644	05/04/2020	mini bottles-COVID19	$46.93	
	LB USBank Amazon 6461020	05/04/2020	freezer packs-labs	$60.53	
	LB USBank Skip Rock Distillers 180	05/04/2020	sanitizer-COVID19	$337.43	

CONSENT ITEM 8c.

Schedule of Checks for the Checks Issued Since the April 21, 2020 Meeting

Name	*Check#*	*Invoice#*	*Check Date*	*Description*	*Amount*	*Vendor Total*
		RK USBank McDaniel j70916	05/04/2020	steam cleaner fasteners	$8.65	
		RK USBank McDaniel j73972	05/04/2020	steam cleaner trailer fasteners	$25.55	
		RK USBank McDaniel j84165	05/04/2020	steam cleaner fasteners, paint	$46.66	
		RK USBank Metal Shorts 127478	05/04/2020	metal for steam cleaner trailer	$93.50	
		RK USBank Six Robblees 14-397126	05/04/2020	steam cleaner trailer bolt/kit	$50.34	
		SC USBank Home Depot 6524578	05/04/2020	City Hall front counter supplies	$95.01	
		WP USBank Facebook 5CYH7U64E2	05/04/2020	Facebook Ads Virtual Snohomish	$30.00	
		WP USbank Sound Publishing 14146626	05/04/2020	Herald Advertising Ads Virtual Snohomish	$1,000.00	
		WP USBank Survey Monkey 36029767 1	05/04/2020	Survey Monkey Sub(Receipt misread-short .33)	$0.33	
		YM USBank DOL-Pro License 014662	05/04/2020	PE License renewal-Andrew Sics	$116.00	
Usa Bluebook Inc						**$261.22**
72884		199564	05/04/2020	Chlorine monitor chemicals	$261.22	
					TOTAL:	**$781,896.88**

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 #72753 through #72884 in the total amount of $781,896.88 through May 4, 2020 are approved for payment on May 19, 2020.

_____
Mayor

_____
Councilmember

_____
Councilmember

_____
Councilmember