

**Snohomish City Council Special Meeting Minutes
August 11, 2020
Budget Workshop**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council Special Meeting to order at 5:00 p.m., Tuesday, August 11, 2020.

COUNCILMEMBERS/MAYOR PRESENT

Larry Countryman
Steve Dana
Judith Kuleta
Tom Merrill
Donna Ray
Linda Redmon
Jason Sanders (*arr. 5:24 p.m.*)
John Kartak, Mayor

STAFF PRESENT

Debbie Burton, Finance Director
Yoshihiro Monzaki, City Engineer
Capt. Robert Palmer, Interim Police Chief
Wendy Poischbeg, Economic Development
and Communications Manager
Steve Schuller, City Administrator and
Utility General Manager
Brandi Whitson, Administrative Assistant

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

2. **Selection of City Council Goals for 2021/2022**

Councilmember Merrill presented the list of goals Councilmembers identified and defined as topics on which they would like to focus. The Council discussed each item, reviewed the intent behind it, and determined which Councilmember(s) should continue the assessment, or whether the topic should be dropped from the list. Councilmembers expressed their intentions behind proposing certain subjects to help others understand and ascertain how the topic fits in the greater scheme of what the Council was hoping to accomplish. Some points garnered attention, but not as a primary goal, while other topics were consolidated and further explored. Topics were also considered for assignment to certain Boards and Commissions, or identified in need of City staff assistance.

In recap, Councilmember Merrill explained he would revise the list and send it to all Councilmembers, at which point each Councilmember would work on further characterizing or establishing definitions for review at another to-be-scheduled workshop. The objective was to have the list of goals completed and submitted for consideration before the Mayor's recommended budget is due September 30.

4. **Break** at 7:31 p.m., until 7:45 p.m.

3. **Proposed Capital Projects for 2021/2022**

City Engineer Yosh Monzaki

Mr. Monzaki presented the list of capital improvement projects identified and budgeted through 2025. He indicated from which funds the various projects would be sourced. He also explained that several projects identified will be dependent upon grant awards, which are difficult to identify as of yet. Many of those grants are gas tax-based, and the State is focusing on completing projects this year and have not yet reviewed for ensuing years.

Mr. Monzaki remarked that the Transportation Benefit District (TBD) will end in 2021, so staff will discuss the renewal process at an upcoming Council meeting. TBD funds, provided by 0.002% sales tax, have been used to match grant dollars, and provided funding for projects such as the 15th Street and Avenue D roundabout, intersection improvements, and pavement preservation. He also presented details on the upcoming bid opening for roof replacement and seismic upgrades for City Hall and the Engineering Annex, and advised Council will have their final approval of that project at an upcoming Council meeting.

Mr. Monzaki explained upcoming utility projects, including lift station and Wastewater Treatment Plant upgrades. The Council discussed the proposed utility improvements in conjunction with the Second Street Corridor project, and flooding issues related to Swifty Creek.

5. Review Current and Projected Financials **Finance Director Debbie Burton**

Ms. Burton provided a slide show of major points of the current budget, as well as the preliminary budget for 2021/2022. She explained that while the numbers for the 2021/2022 budget were conservative and likely to change before the final budget is presented to Council, overall, the City is in good financial shape. She identified variations in revenues and estimated expenditures, including changes of salaries and staffing, as well as perceived adjustments in utility, permit and licensing fees.

Ms. Burton requested Council identify any significant budget impacts their goals may entail as soon as possible, so she can incorporate them into the preliminary budget for the Mayor's review.

6. Wrap-Up / Adjournment **Mayor John Kartak**

The meeting adjourned at 9:19 p.m.

APPROVED this 18th day of August, 2020.

CITY OF SNOHOMISH

ATTEST:

John Kartak, Mayor

Brandi Whitson, Administrative Assistant