

**Snohomish City Council Minutes
October 3, 2023**

1. **CALL TO ORDER:** Mayor Redmon called the Snohomish City Council Meeting to order at 6:00 p.m., Tuesday, October 3, 2023. The meeting was held in hybrid format with in-person attendance at the Snohomish Carnegie, 105 Cedar Avenue, Snohomish, and remote online access via Zoom.

- a. Roll Call

Present: Councilmembers Lea Anne Burke, David Flynn, Karen Guzak, Judith Kuleta, Felix Neals, and Tom Merrill; Mayor Linda Redmon

Absent: Councilmember Donna Ray

MOTION by Guzak, second by Merrill to excuse Councilmember Ray. Motion passed unanimously (6-0).

- b. Pledge of Allegiance

2. **PUBLIC COMMENT**

Morgan Davis commented on Averill Field signage and supported a bid for solid waste services.

Bonny Headley commented on the arts event and trees, and suggested a City proclamation for Arbor Day in October.

Terry Lippincott, Lions Club and Snohomish Carnegie Foundation, commented on the benches for the Carnegie lawn.

3. **APPROVE AGENDA** contents and order

MOTION by Neals, second by Burke to approve the agenda as presented. Motion passed unanimously (6-0).

4. **CONSENT ITEMS**

- a. AMEND SMC 2.16 Planning Commission to fix omissions from Ordinance 2469 - ADOPT Ordinance 2471

- b. ACCEPT Donation from and AUTHORIZE Mayor to Execute Memorandum of Agreement with the Snohomish Carnegie Foundation for Carnegie Lawn Benches

- c. CONFIRM Mayor's Appointment to the Design Review Board

- d. APPROVE minutes of the September 19, 2023 regular meeting.

- e. AUTHORIZE payment of claim warrants #79470 through #79535 in the amount of \$512,485.31, issued since the last regular meeting; and payroll in the amount of \$454,502.74 issued September 5 and September 20, 2023.

MOTION by Guzak, second by Merrill to PASS the Consent Items. Motion passed unanimously (6-0).

5. DISCUSSION ITEMS

a. Preliminary 2023-2024 Budget Amendment

Finance Director Alisha Hendren provided a slideshow sharing preliminary details of anticipated adjustments to the 2023-2024 budget. City staff continued to assess additional costs, and were evaluating and reconciling the ending fund balances for 2021-2022 to establish a clean baseline. Potential discrepancies with the 2021-2022 budget have been identified that may impact the 2023-2024 balance, however there were no concerns over the City's financial stability. Director Hendren requested Council input on what information would be helpful when providing additional updates prior to final action in late November.

Director Hendren provided a recap of the 2023-24 adopted budget, noting reconciliation of beginning fund balances was still in process. Staff continued to delve into individual funds to understand transfers and balances and how they aligned with actual revenue and expenditures. Additionally, staff were developing processes to ensure accurate reporting and reconciliation of each fund.

Budget adjustments were identified for various reasons, including projects budgeted in 2021-2022 that were not carried over, higher costs experienced when projects were initiated, and additional asks that surfaced since the budget was adopted, many of which should not be unknown to Council. Specific budget adjustments include:

- Civic campus property purchase
- Law enforcement agreement cost increases
- Increased insurance, supply and fuel costs
- Senior Center exhaust hood improvements
- Lower-than-expected grant amount for the North Sewer Trunk project
- Grant received for Blackmans Lake cyanobacteria management plan
- Significant road improvements needed near Ferguson Park boat launch

Council asked questions and discussed the following with staff:

- Incorporating use of a budget tool to help provide financial visibility in real time; would also help with project management and tracking project budgets.
- Boat launch road improvements are meant to be long term, will be done over its existing footprint, and will be done by City staff which reduces costs. Council could direct other or further treatment, but additional funds would be needed.
- Differences in some fund amounts were discovered in the table of the adopted budget Ordinance 2458, but as the overall final budget amount did not change.
- Increases in the law enforcement contract were estimated when drafting the budget and actuals ended up being higher than expected.
- Impacts of unexpected delays or cost increases in projects budgeted but not completed in 2021-2022.
- Expenditures are higher than revenue largely due to several significant infrastructure improvement projects scheduled to be completed during the 2023-2024 budget.
- Not all projects can be budgeted prior to implementation for various reasons, such as timelines for design and permitting, project phasing, cost and availability of product, bids higher/lower than estimated, and grant funding amounts and availability can vary.
- Next month, staff hopes to present project updates (launch or delays learned since budget was adopted), identified areas of savings, and a truer overview of revenues and expenses to present a more robust and complete understanding and assessment of financial impacts and the City's overall financial health.

- Current estimated adjustments of about 10% increase of the budget was difficult to accept; Council would appreciate seeing efficiencies and savings.

b. Interlocal Agreement with Snohomish County Sheriff's Office for Law Enforcement Services 2024-2026

City Administrator Heather Thomas referred to the proposed interlocal agreement with Snohomish County Sheriff's Office (SCSO) for law enforcement services for 2024-2026. SCSO Bureau Chief Norm Link and Capt. Mike Martin were also in attendance to help answer questions. Changes were directed by the County to get all contract cities on the same structures, to account for risk management costs, and address other cost adjustments in services provided by SCSO (for example: vehicle operating costs, jail fees, animal services, and outside training).

Council and staff discussed:

- Impacts the changes in contract costs would have on the budget adjustments discussed in the previous agenda item.
- Intent to fill the Community Resource Officer vacancy; staffing issues experienced by SCSO but have had good recruitment lately.
- Risk management costs being forwarded to contract cities in the same amount on a per person basis.
- The City's budget could be more accurately calculated based on the ILA contracted rates, now that numbers have been provided by the County.
- Identifying and sharing potential offsets, which could be included in budget forecasts.
- The City was required to provide a building for its own law enforcement staff; the credit received was based on allowing outside officers to utilize the facility.
- Factors that determined risk management calculations and whether each agency should be charged the same if they experienced lower risk than other areas of the County.

6. OTHER BUSINESS/INFORMATION ITEMS

Councilmember Guzak suggested recognition of Elizabeth Durand, Snohomish Community Food Bank Executive Director, who was stepping down in November.

Councilmember Flynn inquired about signs to direct people to parking areas west of Avenue D. Public Works Director Nova Heaton replied they would be part of the First Street Master Plan process, but would look at temporary measures.

Councilmember Neals observed longer traffic backups on First Street and inquired if the signals could be changed to help alleviate backups and improve traffic flow.

Councilmember Guzak requested that, as a member, the City provide approval of adding Darrington to the Alliance for Housing Affordability, and also inquired on updates regarding sale of the County's property on Avenue D. Administrator Thomas stated a Consent Item would be added to next month's agenda for AHA, and noted Planning Director Brooke Eidem had reached out to the County for information but had not yet received a response.

7. COUNCILMEMBER COMMENTS/LIAISON REPORTS

Councilmember Kuleta joined City staff to draft the request for proposals (RFP) for solid waste services, and commented on positive local business support of events.

Councilmember Neals reported October 1-7 was Mental Illness Awareness Week, and wanted to share resources and awareness, especially with younger individuals and students.

Councilmember Flynn commented on Elizabeth Durand's work at the Food Bank and thanked all involved with last weekend's art studio tour.

Councilmember Burke shared September 30 was Orange Shirt Day, a national day of remembrance of atrocities experienced by those at North American boarding schools, and the lasting impacts they have had on indigenous neighborhoods.

Councilmember Guzak remarked on the studio tour, and would share the latest Snohomish County Tomorrow agenda, which included several informational links.

8. **COUNCIL PRESIDENT'S ITEMS/REPORTS** - Council President Merrill attended the groundbreaking at Averill Field, participated with the Lions Club doing eye checks at grade schools, was pleased to see City vehicles and staff at last month's car show, and remarked on the impressive art studio tour.
9. **STAFF BRIEFINGS** - Included with the agenda packet, Public Works Director Nova Heaton shared details regarding the upcoming request for proposal (RFP) process to search for the most suitable waste management provider in anticipation of the City's contract with Republic Services expiring April 1, 2024. Council had no questions or comments.
10. **CITY ADMINISTRATOR'S COMMENTS** - Administrator Thomas was in attendance at the International City/County Management Association (ICMA) Annual Conference in Austin, Texas and would have a lot of information to share from the variety of sessions held. She reminded Council to submit ideas for the 2024 Legislative Agenda, and introduced the City's new one-time grant program, Snohomish Thrives, for small businesses.
11. **MAYOR'S COMMENTS** - Mayor Redmon thanked Councilmembers who attended the All City BBQ to interact with staff and first responders, as well as for their approval to fund Phase I of the Averill Field project. At her request, City Attorney Emily Guildner explained the City's need and rules for appointing a Hearing Examiner, and asked that Council allow the Mayor temporary authority to appoint a Hearing Examiner until a request for qualification (RFQ) process could be completed.

MOTION by Merrill, second by Burke to authorize the Mayor to contract with a qualified Hearing Examiner, consistent with the Mayor's contracting authority, and waive Council confirmation in SMC 2.33.030, until the RFQ process is completed and a Hearing Examiner contract may be approved in accordance with SMC chapter 2.33. Motion passed unanimously (6-0).

12. **ADJOURN** - There being no objection, the meeting adjourned at 7:40 p.m.

APPROVED this 17th day of October, 2023.

CITY OF SNOHOMISH

ATTEST:

Linda Redmon, Mayor

Brandi Whitson, City Clerk