CITY COUNCIL MEETING AGENDA

City of Lake Stevens Vision Statement

By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.

February 22, 2022 - 6:00 PM
TWO WAYS TO PARTICIPATE:
Join Zoom Meeting: https://us02web.zoom.us/j/83325494197
or call in at (253) 215-8782 Meeting ID 833 2549 4197
Or In Person: The Sawyers Room, at the Mill Building, 1808 Main Street, Lake Stevens WA 98258

1.	**Call to Order**		Mayor
2.	**Pledge of Allegiance**		Mayor
3.	**Roll Call**		
4.	**Approval of Agenda**		Council President
5.	**Citizen Comments**		
6.	**Council Business**		Council President
7.	**Mayor's Business**		
8.	**City Department Report**		
9.	**Guest Business**		
	A.	Youth Advisory Council Presentation	
10.	**Consent Agenda**		
	A.	Vouchers	Barb Stevens
	B.	Resolution 2022-1: Authorizing the Purchase of a Roll-Off Truck	Aaron Halverson
11.	**Joint Meeting**		
	A.	Veterans Commission Program Overview	Kevin McLarnon, Chair
12.	**Discussion Items**		
	A.	2022 Comprehensive Plan Docket Introduction	David Levitan, Russ Wright

B. Planning & Community Development Staffing — Russ Wright

C. Mill Policy Update — Russ Wright

13. Adjourn

THE PUBLIC IS INVITED TO ATTEND

Special Needs: *The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.*

NOTICE: All proceedings of this meeting are audio recorded, except Executive Sessions.

BLANKET VOUCHER APPROVAL

2022

Payroll Direct Deposits	**2/10/2022**	**$268,592.50**
Payroll Checks	**55098-55099**	**$4,558.65**
Electronic Funds Transfers	**ACH**	**$367,496.19**
Claims	**55100-55198**	**$327,459.04**
Void Checks		
Total Vouchers Approved:		**$968,106.38**

This 22nd day of February 2022

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

Finance Director/Auditing Officer, Barb Stevens

Mayor, Brett Gailey

February 22, 2022

City expenditures by type for this voucher packet			
Personnel Costs	$	273,151	28%
Payroll Federal Taxes	$	114,497	12%
Retirement Benefits - Employer	$	58,648	6%
Medical Benefits - Employer	$	179,351	19%
Other Employer Paid Benefits	$	4,735	0%
Employee Paid Benefits	$	21,321	2%
Supplies	$	32,366	3%
Professional Services	$	267,578	28%
Refunds	$	1,603	0%
Capital *	$	14,858	2%
Total	**$**	**968,106**	**100%**

Large Purchases

* Tax/License/Registration Fee for 2020 Hino Swaploader - $12,337.25

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 02/03/2022 - 02/22/2022

Total for Period
$694,955.23

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ace Hardware	72353	001 010 576 80 31 00	PK-Operating Costs	Gloves	55109	$13.06
Ace Hardware	72384	001 013 518 20 31 00	GG-Operating Costs	Air Pot Dehumidifier/Moisture Absorbent-Grimm House	55109	$43.73
Ace Hardware	72389	001 010 576 80 31 00	PK-Operating Costs	Stakes	55109	$67.75
Ace Hardware	72406	001 010 576 80 31 00	PK-Operating Costs	Mole Killer/Infrared Heater	55109	$80.64
Ace Hardware	72435	001 008 521 20 31 00	LE-Office Supplies	Galvanized Steel Angle	55109	$6.06
Ace Hardware	72484	001 010 576 80 31 00	PK-Operating Costs	Molding Tape/Storage Boxes	55109	$13.79
Ace Hardware	72484	101 016 544 90 31 02	ST-Operating Cost	Molding Tape/Storage Boxes	55109	$13.80
Ace Hardware	72484	410 016 531 10 31 02	SW - Operating Costs	Molding Tape/Storage Boxes	55109	$13.80
Ace Hardware	72492	101 016 544 90 31 02	ST-Operating Cost	Right Angle Flex Shaft	55109	$46.86
Ace Hardware	72545	001 008 521 50 30 02	LE-Fleet Minor Equipment	Ford Keys	55109	$11.41
Ace Hardware	72637	001 008 521 20 31 00	LE-Office Supplies	Chicago Keys	55109	$5.43
Ace Hardware	72639	001 008 521 20 31 00	LE-Office Supplies	Chicago Keys Return	55109	($5.43)
					55109 Total	**$310.90**
AFLAC	855870	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Insurance Prem	0	$1,094.62
					0 Total	**$1,094.62**
Alexander Printing Co Inc	71454	001 005 518 10 31 00	HR-Office Supplies	Business Cards - Roth	55110	$87.26
					55110 Total	**$87.26**
Amazon Capital Services	136H-K4L1-636K	001 008 521 20 31 00	LE-Office Supplies	USB C Cables	55111	$93.81
Amazon Capital Services	1HD6-W1FW-PMVW	001 008 521 20 31 02	LE-Minor Equipment	ViewSonic Monitors (4)/USB C Hubs/Monitor Stand	55111	$925.33
Amazon Capital Services	1RVF-RN3R-1FTC	001 008 521 20 31 00	LE-Office Supplies	Performance Appraisal Guide Books	55111	$60.84
Amazon Capital Services	1VMF-LH19-RYM7	001 008 521 20 31 06	LE-Emergency Mgmt Supplies	Flight Battery for PD Drone/Memory Card	55111	$243.92
					55111 Total	**$1,323.90**
Amazon Capital Services	16VF-JVXQ-N3RN	101 016 544 90 31 02	ST-Operating Cost	Cart Accessory Hooks	55112	$10.90
Amazon Capital Services	191P-FXHK-7CNF	001 010 576 80 31 00	PK-Operating Costs	USB Wall Charger Credit - PW Wellness Room	55112	($3.26)
Amazon Capital Services	191P-FXHK-7CNF	101 016 544 90 31 02	ST-Operating Cost	USB Wall Charger Credit - PW Wellness Room	55112	($3.27)
Amazon Capital Services	191P-FXHK-7CNF	410 016 531 10 31 02	SW - Operating Costs	USB Wall Charger Credit - PW Wellness Room	55112	($3.27)
Amazon Capital Services	19LF-9FTW-LLVQ	001 013 518 20 31 00	GG-Operating Costs	Keurig Cleaning Kit	55112	$21.76
Amazon Capital Services	1D3D-CC9M-1W4L	001 012 575 50 31 00	CS- The Mill- Ops	Organizers/Chair/Cable Ties/Serving Tray/Bins - The Mill	55112	$383.36
Amazon Capital Services	1L4R-CGWH-GJJF	001 006 518 80 31 00	IT-Office Supplies	Wireless Earbud Headphones	55112	$54.45
Amazon Capital Services	1RNC-L1G4-NCK7	001 005 518 10 31 00	HR-Office Supplies	Protective Decal for ThinkPad Credit	55112	($23.46)
Amazon Capital Services	1RVQ-P3QR-471W	001 010 576 80 31 00	PK-Operating Costs	Flanged Tee Fitting Credit	55112	($19.00)
Amazon Capital Services	1TH4-CMFN-4YD9	001 005 518 10 31 00	HR-Office Supplies	Clipboard/Address Labels/File Folders/Wireless Mouse	55112	$69.39
Amazon Capital Services	1YJR-YN4F-P6NK	001 007 571 00 30 00	PL-Park & Recreation	High Visibility Vests/Reacher Tools for Volunteers	55112	$179.31
					55112 Total	**$666.91**
Assoc of Washington Cities EFT	27558	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	0	$174,606.57
Assoc of Washington Cities EFT	27558	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium- Gailey	0	$2,404.86
Assoc of Washington Cities EFT	27558	001 007 559 30 20 00	PB-Benefits	Medical Insurance Premium- Held	0	($885.82)
Assoc of Washington Cities EFT	27558	001 010 576 80 20 00	PK-Benefits	Medical Insurance Premium- Fields	0	$236.68
Assoc of Washington Cities EFT	27558	001 013 518 30 20 00	GG-Benefits	Medical Insurance Premium	0	($0.07)
Assoc of Washington Cities EFT	27558	101 016 542 30 20 00	ST-Benefits	Medical Insurance Premium- Fields	0	$473.37
Assoc of Washington Cities EFT	27558	410 016 531 10 20 00	SW-Benefits	Medical Insurance Premium- Fields	0	$473.37
					0 Total	**$177,308.96**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Bickford Motors Inc	915218	001 010 576 80 48 00	PK-Repair & Maintenance	Repair Services PW49	55113	$320.14
Bickford Motors Inc	915218	101 016 542 30 48 00	ST-Repair & Maintenance	Repair Services PW49	55113	$320.13
Bickford Motors Inc	915218	410 016 531 10 48 00	SW - Repairs & Maintenance	Repair Services PW49	55113	$320.13
					55113 Total	**$960.40**
Business Card	BARNES 0222	001 008 521 40 49 01	LE-Registration Fees	Adv Leadership for Police Reform Era-Registration Bryant	55114	$219.00
Business Card	BARNES 0222	001 008 521 20 43 00	LE-Travel & Per Diem	Crimes Againt Children Conf Dallas TX - Flight Parnell	55114	$617.20
Business Card	BARNES 0222	001 008 521 40 49 01	LE-Registration Fees	Finding the Leader in You - Registration Bryant	55114	$219.00
Business Card	BARNES 0222	001 008 521 20 31 01	LE-Fixed Minor Equipment	Good To Go Passes	55114	$300.00
Business Card	BARNES 0222	001 008 521 20 31 01	LE-Fixed Minor Equipment	High Pressure Air Bottle	55114	$92.00
Business Card	BARNES 0222	111 008 521 20 31 01	Drug Seize - Canine Supplies	Mold Remover/Basic Interior Cleaning K9-85	55114	$136.62
Business Card	BARNES 0222	111 008 521 20 31 01	Drug Seize - Canine Supplies	PD Vehicle Tactical Seat Covers	55114	$237.64
Business Card	BARNES 0222	001 008 521 20 31 02	LE-Minor Equipment	PD Vehicle Tactical Seat Covers - 2021 Final Payment (4)	55114	$482.56
Business Card	BARNES 0222	001 008 521 20 43 00	LE-Travel & Per Diem	Records Assesment - Hotel K Jones	55114	$151.92
Business Card	BARNES 0222	001 008 521 20 31 01	LE-Fixed Minor Equipment	Repair Services - Less Lethal Pepperball Weapon	55114	$10.98
Business Card	BARNES 0222	001 008 521 40 49 01	LE-Registration Fees	Women In Law Enforcement Conf Registration - Dreher J	55114	$1,145.00
Business Card	BEAZIZO 0222	001 008 521 20 31 02	LE-Minor Equipment	PD Vehicle Tactical Seat Covers - 2021 Final Payment (3)	55114	$1,000.00
Business Card	BRAZEL 0222	001 002 513 11 43 00	AD-Travel & Meetings	AWWA Conf San Antonio TX - Flight Brazel	55114	$794.75
Business Card	BRAZEL 0222	001 002 513 11 49 00	AD-Staff Development	AWWA Conf San Antonio TX - Registration Brazel	55114	$1,095.00
Business Card	BRAZEL 0222	001 002 513 11 49 01	AD-Miscellaneous	Sewer Collections Certificate Renewal - Brazel	55114	$45.00
Business Card	BRAZEL 0222	001 002 513 11 49 01	AD-Miscellaneous	Sewer Collections Certificate Renewal Credit - Brazel	55114	($20.00)
Business Card	BROOKS 0222	001 008 521 20 31 01	LE-Fixed Minor Equipment	Boots for PSO	55114	$181.21
Business Card	BROOKS 0222	111 008 521 20 31 01	Drug Seize - Canine Supplies	Dog Food	55114	$57.19
Business Card	CHELIN 0222	001 001 511 60 31 00	Legislative - Operating Costs	Water for Council Meetings	55114	$10.90
Business Card	CHELIN 0222	001 003 514 20 49 00	CC-Miscellaneous	WMCA Membership - Chelin	55114	$75.00
Business Card	CHELIN 0222	001 013 518 20 41 00	GG-Professional Service	Zoom - Standard Monthly/Webinar 02-2022	55114	$261.49
Business Card	DREHER 0222	001 008 521 20 31 01	LE-Fixed Minor Equipment	Magazine Loader/Wipes for Glasses/Safety Trainer Credit	55114	($160.75)
Business Card	DREHER 0222	001 008 521 20 43 00	LE-Travel & Per Diem	Use of Force Core Principals Conf - Hotel Bernhard	55114	$105.60
Business Card	DREHER 0222	001 008 521 20 43 00	LE-Travel & Per Diem	Use of Force Core Principals Conf - Hotel Wachtveitl	55114	$105.60
Business Card	HALVERSON 0222	001 010 576 80 31 00	PK-Operating Costs	275 Gal Non Pot Tote	55114	$262.31
Business Card	KNOEPFLE 0222	001 010 576 80 49 00	PK-Miscellaneous	APWA Annual Dues	55114	$335.33
Business Card	KNOEPFLE 0222	101 016 542 30 49 00	ST-Miscellaneous	APWA Annual Dues	55114	$335.33
Business Card	KNOEPFLE 0222	410 016 531 10 49 00	SW - Miscellaneous	APWA Annual Dues	55114	$335.34
Business Card	KNOEPFLE 0222	001 010 576 80 31 00	PK-Operating Costs	Blackout Shade for PW Wellness Room	55114	$25.44
Business Card	KNOEPFLE 0222	101 016 544 90 31 02	ST-Operating Cost	Blackout Shade for PW Wellness Room	55114	$25.43
Business Card	KNOEPFLE 0222	410 016 531 10 31 02	SW - Operating Costs	Blackout Shade for PW Wellness Room	55114	$25.43
Business Card	KNOEPFLE 0222	101 016 544 90 31 02	ST-Operating Cost	Cordless Light Filtering Top Down Bottom Up Shades PW	55114	$263.45
Business Card	KNOEPFLE 0222	410 016 531 10 31 02	SW - Operating Costs	Cordless Light Filtering Top Down Bottom Up Shades PW	55114	$263.45
Business Card	KNOEPFLE 0222	001 010 576 80 31 00	PK-Operating Costs	Cordless Light Filtering Top Down Bottom Up Shades PW	55114	$263.45
Business Card	KNOEPFLE 0222	001 010 576 80 49 01	PK-Staff Development	Playground Maint Technician Training - Registration	55114	$385.00
Business Card	KNOEPFLE 0222	001 013 518 20 31 00	GG-Operating Costs	PODS Rental for Museum Storage	55114	$257.62
Business Card	KNOEPFLE 0222	001 010 576 80 31 00	PK-Operating Costs	Samsung Monitors (2) for PW Shop	55114	$231.40
Business Card	KNOEPFLE 0222	101 016 544 90 31 01	ST-Office Supplies	Samsung Monitors (2) for PW Shop	55114	$231.40
Business Card	KNOEPFLE 0222	410 016 531 10 31 01	SW - Office Supplies	Samsung Monitors (2) for PW Shop	55114	$231.40
Business Card	KNOEPFLE 0222	001 010 576 80 31 00	PK-Operating Costs	Surveillance Camera Mounting Kits/Corner Brackets/ Pendant Kits	55114	$429.64
Business Card	KNOEPFLE 0222	101 016 544 90 31 02	ST-Operating Cost	Surveillance Camera Mounting Kits/Corner Brackets/ Pendant Kits	55114	$429.65

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	KNOEPFLE 0222	410 016 531 10 31 02	SW - Operating Costs	Surveillance Camera Mounting Kits/Corner Brackets/ Pendant Kits	55114	$429.64
Business Card	KNOEPFLE 0222	001 010 576 80 31 00	PK-Operating Costs	Towing Services for Tractor from US Mower to PW Shop	55114	$163.20
Business Card	KNOEPFLE 0222	101 016 544 90 31 02	ST-Operating Cost	Towing Services for Tractor from US Mower to PW Shop	55114	$163.20
Business Card	KNOEPFLE 0222	410 016 531 10 31 02	SW - Operating Costs	Towing Services for Tractor from US Mower to PW Shop	55114	$163.20
Business Card	STEVENS B 0222	001 013 518 20 49 00	GG-Miscellaneous	Costco Membership Renewal Including Rebate	55114	$110.16
Business Card	STEVENS B 0222	001 004 514 23 49 00	FI-Miscellaneous	GFOA Membership - Stevens B	55114	$250.00
Business Card	STEVENS B 0222	001 004 514 23 49 00	FI-Miscellaneous	WFOA Membership - Crim	55114	$75.00
Business Card	STEVENS B 0222	001 004 514 23 49 00	FI-Miscellaneous	WFOA Membership - Stevens B	55114	$75.00
Business Card	STEVENS T 0222	004 013 518 20 30 00	ARPA - Supplies	Apple Crestron Go Tablet	55114	$108.99
Business Card	STEVENS T 0222	510 006 518 80 49 02	LR - Lansweeper	Lansweeper Annual	55114	$1,874.80
Business Card	UBERT 0222	001 008 521 40 49 01	LE-Registration Fees	Basic Supervisor Liability Registration - LeBlanc	55114	$350.00
Business Card	UBERT 0222	001 008 521 40 49 01	LE-Registration Fees	CPRO Recert - Fox	55114	$100.00
Business Card	UBERT 0222	001 008 521 40 49 01	LE-Registration Fees	CPRO Recert - LeBlanc	55114	$50.00
Business Card	UBERT 0222	001 008 521 40 49 01	LE-Registration Fees	Essential Excel Skills for Data Analysts Registraion	55114	$298.00
Business Card	UBERT 0222	001 008 521 40 49 01	LE-Registration Fees	Essential Excel Skills for Data Analysts Registraion Credit	55114	($298.00)
Business Card	UBERT 0222	001 008 521 50 48 00	LE-Facility Repair & Maint	LED Dislay Case Lights/Lock	55114	$355.34
Business Card	UBERT 0222	001 008 521 20 43 00	LE-Travel & Per Diem	NASRO WSSO Conf Flight - Carter	55114	$377.20
Business Card	UBERT 0222	001 008 521 20 43 00	LE-Travel & Per Diem	NASRO WSSO Conf Flight - Irwin	55114	$377.20
Business Card	UBERT 0222	001 008 521 20 43 01	LE-Business Meetings	Records Supervisor Assessment Meal	55114	$245.22
Business Card	UBERT 0222	001 008 521 20 43 01	LE-Business Meetings	Records Supervisor Assessor Hotel	55114	$263.38
Business Card	UBERT 0222	001 008 521 40 49 01	LE-Registration Fees	Transitioning to Supervisor Training Registration-LeBlanc	55114	$199.00
Business Card	VALVICK 0222	001 008 521 40 49 01	LE-Registration Fees	Drone Registration Mini 2	55114	$5.00
Business Card	VALVICK 0222	001 008 521 20 43 01	LE-Business Meetings	Snacks - Police Records Supervisors Assessment Center	55114	$61.76
Business Card	WARRINGTON 0222	001 005 518 10 31 01	HR-Operating Cost	Keys for HR Director Office	55114	$5.65
Business Card	WEAVER 0222	001 001 513 10 49 01	Executive - Prof. Development	City Action Days Registration - Gailey	55114	$25.00
Business Card	WEAVER 0222	001 001 511 60 49 01	Legislative - Prof. Developmen	City Action Days Registration - Jorstad	55114	$25.00
Business Card	WEAVER 0222	001 002 513 11 43 00	AD-Travel & Meetings	Coffee for Landfill Park Meeting	55114	$40.00
Business Card	WEAVER 0222	001 001 513 10 49 01	Executive - Prof. Development	Mayors Exchange Registration - Gailey	55114	$50.00
Business Card	WEAVER 0222	001 002 513 11 43 00	AD-Travel & Meetings	Napkins/Plates/Snacks for Landfill Park Meeting	55114	$35.21
Business Card	WEAVER 0222	001 003 514 20 43 00	CC-Travel & Meetings	Parking Fees for Recording Office	55114	$3.00
Business Card	WEAVER 0222	301 016 595 30 60 03	17005- 24th St & 91st Ext	Recording Fees-Erickson Easement/Costco Right of Way	55114	$210.50
Business Card	WEAVER 0222	302 010 594 76 61 12	PM - North Cove Phase 3	Recording Fees - Public Right of Way Festival Street	55114	$207.50
Business Card	WEAVER 0222	302 010 594 76 61 12	PM - North Cove Phase 3	Recording Fees - PUD Easement Festival Street	55114	$205.50
Business Card	WEAVER 0222	001 003 514 20 49 00	CC-Miscellaneous	WMCA Membership - Weaver	55114	$75.00
Business Card	WRIGHT 0222	001 007 558 50 49 01	PL-Staff Development	AICP Membership Dues - Levitan	55114	$618.00
Business Card	WRIGHT 0222	001 007 571 00 30 00	PL-Park & Recreation	Framing for City Water Color	55114	$136.20
Business Card	WRIGHT 0222	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers Dunham NOA	55114	$51.92
Business Card	WRIGHT 0222	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers Hisey 0212 NOA	55114	$33.84
Business Card	WRIGHT 0222	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers LUA2022-0004 Final Short Plat NOA	55114	$22.68
Business Card	WRIGHT 0222	001 007 558 50 49 01	PL-Staff Development	Procurement Series Part 1 Registration - Meis	55114	$35.00
Business Card	WRIGHT 0222	001 007 558 50 31 00	PL-Office Supplies	SketchUp Trimble Software	55114	$330.10
Business Card	WRIGHT 0222	001 007 559 30 49 01	PB-Staff Development	WABO Education Institute-Farmer/Held/Fenrich/Manus	55114	$1,250.00
Business Card	WRIGHT 0222	001 007 559 30 49 00	PB-Miscellaneous	WABO Membership Dues - Farmer	55114	$45.00
Business Card	WRIGHT 0222	001 007 558 50 49 01	PL-Staff Development	WABO Membership Dues - Manus	55114	$95.00
Business Card	WRIGHT 0222	001 007 558 50 49 01	PL-Staff Development	WACE Membership Dues - Yarkut	55114	$55.00
					55114 Total	**$20,846.37**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Cadman Materials Inc	5814442	410 016 531 10 41 03	SW - Street Cleaning	Street Sweeping Disposal	55115	$2,345.24
					55115 Total	**$2,345.24**
Calliope Consulting LLC	186	001 013 518 20 41 00	GG-Professional Service	Lean Training Contract Services 01-2022	55116	$637.50
					55116 Total	**$637.50**
Canine Development Group Inc	27763	111 008 521 20 40 00	Drug Seize - Canine Prof Serv	Yearly Handler Subscription	55117	$140.00
					55117 Total	**$140.00**
CDW Government Inc	Q945674	520 008 594 21 63 00	Vehicles - Capital Equip	Honeywell Scanners (3) for PD Vehicles	55118	$1,108.69
CDW Government Inc	R348111	001 008 521 20 31 00	LE-Office Supplies	USB Cables	55118	$34.86
CDW Government Inc	R510961	510 006 518 80 49 08	LR - TrendMicro Antivirus	Trend Sec Svc Mnt	55118	$2,427.98
					55118 Total	**$3,571.53**
Central Welding Supply Co Inc	EV299721	001 010 576 80 31 00	PK-Operating Costs	Protection Plate for Welding Helmet/Arigas Tips	55119	$65.64
Central Welding Supply Co Inc	EV299721	101 016 544 90 31 02	ST-Operating Cost	Protection Plate for Welding Helmet/Arigas Tips	55119	$65.65
Central Welding Supply Co Inc	EV299721	410 016 531 10 31 02	SW - Operating Costs	Protection Plate for Welding Helmet/Arigas Tips	55119	$65.65
Central Welding Supply Co Inc	RN01221001	001 010 576 80 31 00	PK-Operating Costs	Argon Gas/Centrashield/Propane	55119	$21.68
Central Welding Supply Co Inc	RN01221001	101 016 544 90 31 02	ST-Operating Cost	Argon Gas/Centrashield/Propane	55119	$21.69
Central Welding Supply Co Inc	RN01221001	410 016 531 10 31 02	SW - Operating Costs	Argon Gas/Centrashield/Propane	55119	$21.69
					55119 Total	**$262.00**
Cintas Loc 460	4109645649	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	55120	$111.21
Cintas Loc 460	4109645649	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	55120	$111.21
Cintas Loc 460	4109645649	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	55120	$111.20
Cintas Loc 460	4110316182	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	55120	$111.21
Cintas Loc 460	4110316182	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	55120	$111.21
Cintas Loc 460	4110316182	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	55120	$111.20
					55120 Total	**$667.24**
City of Everett	I22000802	001 008 554 30 41 00	LE - Animal Control	Animal Boarding Fees	55121	$620.00
City of Everett	I22000809	001 008 554 30 41 00	LE - Animal Control	Animal Control Services 12-2021	55121	$1,100.00
					55121 Total	**$1,720.00**
City of Marysville	POLIN 21-0043	001 008 523 60 41 00	LE-Jail	Prisoner Housing SCSO 12-2021	55122	$975.64
					55122 Total	**$975.64**
Code Publishing LLC	GC0006261	001 003 514 20 41 00	CC-Professional Services	Muni Code Update Ord 1131/1132/1133	55123	$777.57
					55123 Total	**$777.57**
Comcast	0122 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - 20 S Davies Rd	55124	$401.65
Comcast	0122 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Frontier Park	55124	$401.65
Comcast	0122 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Parks/Rec Office	55124	$138.19
Comcast	0122 COMCAST	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	55124	$321.65
					55124 Total	**$1,263.14**
Comdata Inc	20369912	001 008 521 20 32 00	LE-Fuel	PD Fuel	55125	$243.59
					55125 Total	**$243.59**
Crystal Springs	5249844 020122	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall	55126	$24.17
Crystal Springs	5249844 020122	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall	55126	$24.17
Crystal Springs	5249844 020122	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall	55126	$81.43
Crystal Springs	5249844 020122	101 016 544 90 31 02	ST-Operating Cost	Bottled Water - PW Shop	55126	$19.22
Crystal Springs	5249844 020122	410 016 531 10 31 02	SW - Operating Costs	Bottled Water - PW Shop	55126	$19.22
					55126 Total	**$168.21**
Custom Decks	020822 CUSTOM	003 000 322 10 00 00	Building Permits	BLD2021-0882 Building Permit Overpayment Refund	55127	$788.86
Custom Decks	020822 CUSTOM	510 000 341 81 00 00	Technology Fee	BLD2021-0882 Technology Fee Overpayment Refund	55127	$14.34
					55127 Total	**$803.20**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
DataQuest LLC	17320	001 004 514 23 41 00	FI-Professional Service	Background Checks	55128	$99.50
DataQuest LLC	17320	001 005 518 10 41 00	HR-Professional Services	Background Checks	55128	$129.50
DataQuest LLC	17320	101 016 542 30 41 02	ST-Professional Service	Background Checks	55128	$39.75
DataQuest LLC	17320	410 016 531 10 41 01	SW - Professional Services	Background Checks	55128	$39.75
					55128 Total	**$308.50**
Dept of Licensing	020522 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 01/30/22 thru 02/05/22	55129	$294.00
Dept of Licensing	021222 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 02/06/22 thru 02/12/22	55129	$144.00
					55129 Total	**$438.00**
Dept of Licensing	021522 DOL	530 016 594 48 60 00	Purchase Of Capital Equipment	Tax/License/Registration Fee for 2020 Hino Swaploader	55130	$12,337.25
					55130 Total	**$12,337.25**
Dept of Retirement (Deferred Comp)	21022	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	0	$3,642.29
					0 Total	**$3,642.29**
Dept of Retirement PERS LEOFF	21022	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Constributions	1	$58,398.02
Dept of Retirement PERS LEOFF	21022	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Constributions-State	1	$250.02
					1 Total	**$58,648.04**
Dibble Engineers Inc	31964	001 010 576 80 41 00	PK-Professional Services	Engineering Services - Davies Beach Dock	55131	$950.00
Dibble Engineers Inc	32523	001 010 576 80 41 00	PK-Professional Services	Engineering Services - Davies Beach Dock	55131	$1,455.00
					55131 Total	**$2,405.00**
Diversification Inc	31229	001 007 571 00 30 00	PL-Park & Recreation	Folding Tables/Table Dolly - The Mill	55132	$2,491.86
					55132 Total	**$2,491.86**
EFTPS	20122	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes - Jewell	0	$17,784.34
EFTPS	21022	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	0	$96,712.21
					0 Total	**$114,496.55**
Electronic Business Machines	AR212056	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - QNN08471	55133	$10.94
Electronic Business Machines	AR212056	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - QNN08471	55133	$10.95
Electronic Business Machines	AR212056	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - QNN08471	55133	$10.94
Electronic Business Machines	AR212057	001 008 521 50 48 00	LE-Facility Repair & Maint	Copier Copy Cost PD - 2WU09725	55133	$13.63
					55133 Total	**$46.46**
Everett Steel Inc	351553	101 016 544 90 31 02	ST-Operating Cost	Flat Bar/Steel Angle	55134	$295.25
					55134 Total	**$295.25**
Evergreen Safety Council	INV11655	001 010 576 80 31 00	PK-Operating Costs	WA State Flagger Student Handbooks and Student Card	55135	$91.93
Evergreen Safety Council	INV11655	101 016 544 90 31 02	ST-Operating Cost	WA State Flagger Student Handbooks and Student Card	55135	$91.92
Evergreen Safety Council	INV11655	410 016 531 10 31 02	SW - Operating Costs	WA State Flagger Student Handbooks and Student Card	55135	$91.92
					55135 Total	**$275.77**
Ewing	021122 EWING	001 001 511 60 43 00	Legislative - Travel & Mtgs	Council Retreat Mileage Reimbursement - Ewing	55136	$46.22
					55136 Total	**$46.22**
FBI - LEEDA	46181960-22	001 008 521 20 49 00	LE-Dues & Memberships	FBI-LEEDA Membership Dues - Barnes	55137	$50.00
FBI - LEEDA	51026372-22	001 008 521 20 49 00	LE-Dues & Memberships	FBI-LEEDA Membership Dues - Miner	55137	$50.00
FBI - LEEDA	52549718-22	001 008 521 20 49 00	LE-Dues & Memberships	FBI-LEEDA Membership Dues - Brooks	55137	$50.00
FBI - LEEDA	53436406-22	001 008 521 20 49 00	LE-Dues & Memberships	FBI-LEEDA Membership Dues - Summers	55137	$50.00
					55137 Total	**$200.00**
Feldman & Lee PS	200	001 011 515 91 41 01	Social Worker Program (Grant)	2022 Social Services Program Lake Stevens	55138	$12,720.00
Feldman & Lee PS	200	633 000 589 30 00 12	OPD Grant Exp - Arlington	2022 Social Services Program Arlington	55138	$10,800.00
Feldman & Lee PS	01-2022 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 01-2022	55138	$10,000.00
					55138 Total	**$33,520.00**
Florida State Disbursement Unit	200000082DR34	001 000 284 00 00 00	Payroll Liability Other	200000082DR34 Child Support	55100	$177.57
					55100 Total	**$177.57**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Garrison Cote	021322 GARRISON	001 000 382 10 00 01	The Mill - Deposit	LS22 Garrison - Sawyers Rental 02/13/22 Damage Deposit Refund	55139	$100.00
					55139 Total	**$100.00**
Grainger	9209307165	001 010 576 80 31 00	PK-Operating Costs	Sanding Belt	55140	$24.66
Grainger	9209307165	101 016 544 90 31 02	ST-Operating Cost	Sanding Belt	55140	$24.67
Grainger	9209307165	410 016 531 10 31 02	SW - Operating Costs	Sanding Belt	55140	$24.67
Grainger	9209307173	001 010 576 80 31 00	PK-Operating Costs	Sanding Belt/Cutting Oil	55140	$104.84
Grainger	9209307173	101 016 544 90 31 02	ST-Operating Cost	Sanding Belt/Cutting Oil	55140	$104.84
Grainger	9209307173	410 016 531 10 31 02	SW - Operating Costs	Sanding Belt/Cutting Oil	55140	$104.84
					55140 Total	**$388.52**
Granite Construction Supply	94096	101 016 544 90 31 02	ST-Operating Cost	Signs - No Parking	55141	$256.40
Granite Construction Supply	94115	101 016 544 90 31 02	ST-Operating Cost	Signs - No Parking	55141	$1,025.60
					55141 Total	**$1,282.00**
Hathaway	32610	001 005 518 10 31 00	HR-Office Supplies	Nameplate - Roth	55142	$19.57
					55142 Total	**$19.57**
Honey Bucket	552570509	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 1804 Main St	55143	$165.55
Honey Bucket	552570510	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Callow Rd	55143	$142.50
Honey Bucket	552570511	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Cir W	55143	$218.50
Honey Bucket	552578800	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Davies Beach	55143	$249.50
Honey Bucket	552580813	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 8629 20th St SE	55143	$170.50
Honey Bucket	552588240	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 1806 Main St North Cove	55143	$249.50
					55143 Total	**$1,196.05**
HRA VEBA Trust YA20192	21022	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	55101	$2,862.37
					55101 Total	**$2,862.37**
HSA Bank	21022	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	55102	$125.00
					55102 Total	**$125.00**
Hundred Public Safety Inc	1008	001 008 521 20 41 01	LE-Professional Serv-Fixed	(8) Coaching Sessions 01-2022	55144	$1,200.00
					55144 Total	**$1,200.00**
Industrial Bolt & Supply Inc	775685-2	001 010 576 80 31 00	PK-Operating Costs	Hex/Connectors	55145	$15.94
Industrial Bolt & Supply Inc	775685-2	101 016 544 90 31 02	ST-Operating Cost	Hex/Connectors	55145	$15.94
Industrial Bolt & Supply Inc	775685-2	410 016 531 10 31 02	SW - Operating Costs	Hex/Connectors	55145	$15.95
Industrial Bolt & Supply Inc	776320-2	001 010 576 80 31 00	PK-Operating Costs	Connectors/Industrial Enamel Yellow	55145	$45.59
Industrial Bolt & Supply Inc	776320-2	101 016 544 90 31 02	ST-Operating Cost	Connectors/Industrial Enamel Yellow	55145	$45.60
Industrial Bolt & Supply Inc	776320-2	410 016 531 10 31 02	SW - Operating Costs	Connectors/Industrial Enamel Yellow	55145	$45.59
Industrial Bolt & Supply Inc	777561-1	001 010 576 80 31 00	PK-Operating Costs	Drills/Fuse Holders/Copper Studs/Washers	55145	$62.55
Industrial Bolt & Supply Inc	777561-1	101 016 544 90 31 02	ST-Operating Cost	Drills/Fuse Holders/Copper Studs/Washers	55145	$62.54
Industrial Bolt & Supply Inc	777561-1	410 016 531 10 31 02	SW - Operating Costs	Drills/Fuse Holders/Copper Studs/Washers	55145	$62.54
					55145 Total	**$372.24**
Jamie S Kim PS Inc	XZ0320959	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	55146	$225.00
					55146 Total	**$225.00**
Kaiser Permanente	71439486	001 008 521 20 41 00	LE-Professional Services	New Employee Screening - Young	55147	$34.00
					55147 Total	**$34.00**
Kosnik Engineering	1 SR9	101 016 544 20 41 00	ST-Prof Srv - Engineering	SR9/SR204 Intersection Gateway Signage Plan	55148	$620.00
					55148 Total	**$620.00**
Lake Industries LLC	291556	101 016 544 90 31 02	ST-Operating Cost	Hauling Services - PW Yard Export	55149	$84.00
					55149 Total	**$84.00**
Lake Stevens Police Guild	21022	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	55103	$1,122.00
					55103 Total	**$1,122.00**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Lake Stevens Sewer District	25121	301 016 595 30 60 03	17005- 24th St & 91st Ext	Engineering Fees 91st Ave SE & 24th St SE	55150	$246.88
					55150 Total	**$246.88**
Lake Stevens Sewer District	12326.01 0222	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	55151	$87.00
Lake Stevens Sewer District	13135.01 0222	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	55151	$43.00
Lake Stevens Sewer District	13135.01 0222	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	55151	$43.00
Lake Stevens Sewer District	2538.02 0222	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	55151	$172.00
Lake Stevens Sewer District	3628.02 0222	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-01	55151	$86.00
Lake Stevens Sewer District	6294.04 0222	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	55151	$86.00
Lake Stevens Sewer District	6296.03 0222	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	55151	$172.00
Lake Stevens Sewer District	6390.03 0222	001 013 518 20 47 02	GG-Utilities for Rentals	Sewer - Leased Comm Building Acct 6390-03	55151	$142.19
Lake Stevens Sewer District	6666.01 0222	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	55151	$86.00
Lake Stevens Sewer District	6671.01 0222	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	55151	$86.00
Lake Stevens Sewer District	6810.01 0222	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	55151	$172.00
Lake Stevens Sewer District	7002.01 0222	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	55151	$86.00
Lake Stevens Sewer District	8710.03 0222	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	55151	$86.00
Lake Stevens Sewer District	9902.01 0222	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Grade Rd Acct 9902-01	55151	$86.00
					55151 Total	**$1,433.19**
Language Line Services Inc	10443324	001 008 521 20 41 01	LE-Professional Serv-Fixed	Over the Phone Interpretation Services PD	55152	$8.88
					55152 Total	**$8.88**
Law Office of Richard H Kaiser PLLC	4105	001 010 576 80 41 00	PK-Professional Services	Investigation Services	55153	$1,972.00
Law Office of Richard H Kaiser PLLC	4105	101 016 542 30 41 02	ST-Professional Service	Investigation Services	55153	$986.00
Law Office of Richard H Kaiser PLLC	4105	410 016 531 10 41 01	SW - Professional Services	Investigation Services	55153	$986.00
					55153 Total	**$3,944.00**
Les Schwab Tire Center	40200592316	001 010 576 80 31 00	PK-Operating Costs	Trailer Tire/Tubless Metal Stem	55154	$104.42
Les Schwab Tire Center	40200592316	101 016 544 90 31 02	ST-Operating Cost	Trailer Tire/Tubless Metal Stem	55154	$104.43
Les Schwab Tire Center	40200592316	410 016 531 10 31 02	SW - Operating Costs	Trailer Tire/Tubless Metal Stem	55154	$104.43
					55154 Total	**$313.28**
LN Curtis & Sons	INV562000	001 008 521 20 31 05	LE-Equipment - New Officers	Engraved Nameplate - Young	55155	$32.70
LN Curtis & Sons	INV564504	001 008 521 20 31 05	LE-Equipment - New Officers	New Deputy Chief Uniform - Young	55155	$1,577.60
					55155 Total	**$1,610.30**
Lowes Companies	961210	001 013 518 20 31 00	GG-Operating Costs	Gable Vent Screen	55156	$25.02
					55156 Total	**$25.02**
National Construction Rentals Inc	6427325	302 010 594 76 61 12	PM - North Cove Phase 3	Temporary Fence Panels - 1804 Main St	55157	$541.51
					55157 Total	**$541.51**
Nationwide Retirement Solution	21022	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	0	$5,819.40
					0 Total	**$5,819.40**
Nelson Petroleum Inc	0786972-IN	001 007 559 30 32 00	PB-Fuel	Fuel	55158	$190.98
Nelson Petroleum Inc	0786972-IN	001 008 521 20 32 00	LE-Fuel	Fuel	55158	$4,231.75
Nelson Petroleum Inc	0786972-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	55158	$690.93
Nelson Petroleum Inc	0786972-IN	101 016 542 30 32 00	ST-Fuel	Fuel	55158	$1,381.85
Nelson Petroleum Inc	0786972-IN	410 016 531 10 32 00	SW - Fuel	Fuel	55158	$1,381.85
					55158 Total	**$7,877.36**
New York Life	Feb-22	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	55104	$199.00
					55104 Total	**$199.00**
New York Life EFT	Jan-22	001 002 513 11 20 00	AD-Benefits	Life/Disability Ins Premiums	0	$57.47
New York Life EFT	Jan-22	001 003 514 20 20 00	CC-Benefits	Life/Disability Ins Premiums	0	$50.17
New York Life EFT	Jan-22	001 004 514 23 20 00	FI-Benefits	Life/Disability Ins Premiums	0	$175.88
New York Life EFT	Jan-22	001 005 518 10 20 00	HR-Benefits	Life/Disability Ins Premiums	0	$84.98

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
New York Life EFT	Jan-22	001 006 518 80 20 00	IT-Benefits	Life/Disability Ins Premiums	0	$90.17
New York Life EFT	Jan-22	001 007 558 50 20 00	PL-Benefits	Life/Disability Ins Premiums	0	$396.21
New York Life EFT	Jan-22	001 007 559 30 20 00	PB-Benefits	Life/Disability Ins Premiums	0	$133.32
New York Life EFT	Jan-22	001 008 521 20 20 00	LE-Benefits	Life/Disability Ins Premiums	0	$1,421.37
New York Life EFT	Jan-22	001 010 576 80 20 00	PK-Benefits	Life/Disability Ins Premiums	0	$196.15
New York Life EFT	Jan-22	001 013 518 30 20 00	GG-Benefits	Life/Disability Ins Premiums	0	$124.34
New York Life EFT	Jan-22	101 016 542 30 20 00	ST-Benefits	Life/Disability Ins Premiums	0	$438.52
New York Life EFT	Jan-22	410 016 531 10 20 00	SW-Benefits	Life/Disability Ins Premiums	0	$634.05
					0 Total	**$3,802.63**
O Connell	020522 OCONNELL	001 000 382 10 00 01	The Mill - Deposit	LS22-OConnell Sawyers Room Rental 02/05/22 Damage Deposit Refund	55159	$100.00
					55159 Total	**$100.00**
O Reilly Auto Parts	2960-306957	001 010 576 80 31 00	PK-Operating Costs	Copper Plugs	55160	$14.78
O Reilly Auto Parts	2960-306957	101 016 544 90 31 02	ST-Operating Cost	Copper Plugs	55160	$14.78
O Reilly Auto Parts	2960-306957	410 016 531 10 31 02	SW - Operating Costs	Copper Plugs	55160	$14.78
O Reilly Auto Parts	2960-308024	001 010 576 80 31 00	PK-Operating Costs	Spring Comp	55160	$15.62
O Reilly Auto Parts	2960-308024	101 016 544 90 31 02	ST-Operating Cost	Spring Comp	55160	$15.62
O Reilly Auto Parts	2960-308024	410 016 531 10 31 02	SW - Operating Costs	Spring Comp	55160	$15.62
					55160 Total	**$91.20**
Office of the State Treasurer	0122 STATE	633 000 586 00 00 01	State Court Remit	State Court Fees 01-2022	55161	$7,162.68
Office of the State Treasurer	0122 STATE	633 000 589 30 00 03	State Building Permit Remit	Building Code Fees 01-2022	55161	$292.00
					55161 Total	**$7,454.68**
Outcomes by Levy LLC	2022-01-LS	001 013 511 70 40 00	Lobbying Services	Legislative/Regulatory Consulting 01-2022	55162	$5,025.00
					55162 Total	**$5,025.00**
Owen Equipment Company	104916	410 016 531 10 31 02	SW - Operating Costs	Hose Reel Assembly/High Pressure Guage PW77	55163	$1,652.37
					55163 Total	**$1,652.37**
Pace Engineers Inc	82133	004 013 518 20 40 00	ARPA - Professional Services	Septage Receiving Treatment Facility Study ARPA	55164	$6,967.87
					55164 Total	**$6,967.87**
Pacific Power Batteries	11413673	001 010 576 80 31 00	PK-Operating Costs	Amp Connector	55165	$9.63
Pacific Power Batteries	11413673	101 016 544 90 31 02	ST-Operating Cost	Amp Connector	55165	$9.63
Pacific Power Batteries	11413673	410 016 531 10 31 02	SW - Operating Costs	Amp Connector	55165	$9.64
Pacific Power Batteries	11413735	001 010 576 80 31 00	PK-Operating Costs	Wagan Inverter Mod	55165	$94.02
Pacific Power Batteries	11413735	101 016 544 90 31 02	ST-Operating Cost	Wagan Inverter Mod	55165	$94.03
Pacific Power Batteries	11413735	410 016 531 10 31 02	SW - Operating Costs	Wagan Inverter Mod	55165	$94.03
Pacific Power Batteries	11414118	001 010 576 80 31 00	PK-Operating Costs	Amp Connector	55165	$19.27
Pacific Power Batteries	11414118	101 016 544 90 31 02	ST-Operating Cost	Amp Connector	55165	$19.27
Pacific Power Batteries	11414118	410 016 531 10 31 02	SW - Operating Costs	Amp Connector	55165	$19.26
Pacific Power Batteries	11414272	001 010 576 80 31 00	PK-Operating Costs	Amp Power Fuse	55165	$3.23
Pacific Power Batteries	11414272	101 016 544 90 31 02	ST-Operating Cost	Amp Power Fuse	55165	$3.24
Pacific Power Batteries	11414272	410 016 531 10 31 02	SW - Operating Costs	Amp Power Fuse	55165	$3.24
					55165 Total	**$378.49**
Redefined Corp	382203	001 006 518 80 41 00	IT-Professional Services	Contract IT Services 01-2022	55166	$5,880.00
					55166 Total	**$5,880.00**
Retail Strategies LLC	862-1B	004 013 518 20 40 00	ARPA - Professional Services	Consulting Services re Retail Market/Recruitment	55167	$11,250.00
					55167 Total	**$11,250.00**
Robinson and Noble Inc	22-0073	001 010 576 80 41 00	PK-Professional Services	Engineering Services - NC Park Groundwater Eval	55168	$3,023.34
					55168 Total	**$3,023.34**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Rodda Paint	35237913	001 012 575 50 31 00	CS- The Mill- Ops	Paint for the Mill	55169	$117.42
Rodda Paint	35238051	001 012 575 50 31 00	CS- The Mill- Ops	Sanding Songe/Gloves/Paint - The Mill	55169	$217.00
					55169 Total	**$334.42**
Sherwin-Williams Co	7072-7	001 010 576 80 31 00	PK-Operating Costs	Painters Tape/Tray/Drop Mat/Paint	55170	$20.15
Sherwin-Williams Co	7072-7	101 016 544 90 31 02	ST-Operating Cost	Painters Tape/Tray/Drop Mat/Paint	55170	$20.16
Sherwin-Williams Co	7072-7	410 016 531 10 31 02	SW - Operating Costs	Painters Tape/Tray/Drop Mat/Paint	55170	$20.16
					55170 Total	**$60.47**
Smarsh Inc	INV00694485	510 006 518 80 49 05	LR - Smarsh	Archiving Platform	55171	$736.32
					55171 Total	**$736.32**
Snohomish County 911	4334	001 008 528 00 41 00	LE - SNO911	Dispatch Services	55172	$31,601.23
					55172 Total	**$31,601.23**
Snohomish County Auditor	I-VR-8-2021	001 001 514 90 40 00	Legislative - Voter Reg Fees	LS Portion of 2021 Voter Registration	55173	$40,134.29
					55173 Total	**$40,134.29**
Snohomish County Dept of Emergency Mgmt	I000580102	001 013 525 10 41 00	GG-Emergency	Q1 2022 Emergency Mgmt Svcs	55174	$12,676.25
					55174 Total	**$12,676.25**
Snohomish County Planning & Development Svcs	I000579894	001 013 518 90 49 05	GG-SnoCo Tomorrow	2022 Snohomish County Tomorrow Dues	55175	$7,524.00
					55175 Total	**$7,524.00**
Snohomish County PUD	109028212	001 012 575 30 47 00	CS- Museum - Utilities	200558690 Museum Electric/Water	55176	$67.29
Snohomish County PUD	118920569	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	55176	$1,254.76
Snohomish County PUD	122230509	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	55176	$152.21
Snohomish County PUD	122230509	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	55176	$91.74
Snohomish County PUD	125555907	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	55176	$28.37
Snohomish County PUD	125556351	001 010 576 80 47 00	PK-Utilities	222947715 Hartford Industrial Electric/Water	55176	$177.23
Snohomish County PUD	125556351	101 016 543 50 47 00	ST-Utilities	222947715 Hartford Industrial Electric/Water	55176	$177.23
Snohomish County PUD	125556351	410 016 531 10 47 00	SW - Utilities	222947715 Hartford Industrial Electric/Water	55176	$177.23
Snohomish County PUD	128826833	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	55176	$147.40
Snohomish County PUD	128830996	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	55176	$70.51
Snohomish County PUD	132136972	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Electric	55176	$536.23
Snohomish County PUD	132136972	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Water	55176	($61.52)
Snohomish County PUD	132136972	001 012 557 30 40 01	CS- VIC Utilities	203582010 Visitor Information Center Electric	55176	$287.87
Snohomish County PUD	132136972	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	55176	$22.86
Snohomish County PUD	132140778	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	55176	$55.59
Snohomish County PUD	138644183	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	55176	$204.90
Snohomish County PUD	138649535	001 013 518 20 47 02	GG-Utilities for Rentals	222450314 Commercial Bldg 1819 S Lake Stevens Rd	55176	$548.73
Snohomish County PUD	141970008	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	55176	$11,336.55
Snohomish County PUD	141970009	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	55176	$1,503.44
Snohomish County PUD	141974319	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Electric 12308 17th Pl NE	55176	$167.65
Snohomish County PUD	141974319	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Water 12308 17th Pl NE	55176	$26.30
Snohomish County PUD	148596030	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	55176	$126.69
Snohomish County PUD	155138804	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	55176	$107.51
Snohomish County PUD	155141482	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	55176	$100.65
					55176 Total	**$17,307.42**
Snohomish County Sheriffs Office	2021-7183	001 008 523 60 41 00	LE-Jail	Jail Services Med 12-2021	55177	$280.73
					55177 Total	**$280.73**
Snohomish County Treasurer	0122 TREASURER	633 000 586 00 00 02	Crime Victims Comp - SnoCo	Crime Victims Compensation 01-2022	55178	$110.41
					55178 Total	**$110.41**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sound Law Center LLC	2702	001 007 558 50 41 04	Permit Related Professional Sr	Hearing Examiner Services 01-2022	55179	$4,000.00
					55179 Total	**$4,000.00**
Sound Security Inc	1039497	001 008 521 20 41 01	LE-Professional Serv-Fixed	Access/Instrusion/Fire/Elevator Monitoring PD	55180	$1,125.00
Sound Security Inc	1039498	001 008 521 20 41 01	LE-Professional Serv-Fixed	Fire Monitoring 10518 18th St SE	55180	$65.00
					55180 Total	**$1,190.00**
StreetScan Inc	10670	101 016 542 30 41 02	ST-Professional Service	Data Collection Services for Pavement/Striping/ Sidewalks/Signage	55181	$11,925.00
StreetScan Inc	10710	101 016 542 30 41 02	ST-Professional Service	Pavement Markings	55181	$2,286.00
StreetScan Inc	10733	101 016 542 30 41 02	ST-Professional Service	Data Processing for Pavement/Striping/Sidewalk	55181	$12,115.80
					55181 Total	**$26,326.80**
Tacoma Screw Products Inc	180029829-00	001 010 576 80 31 00	PK-Operating Costs	Hex Tap Bolts/Cold Shut for Join Chains	55182	$29.66
Tacoma Screw Products Inc	180029829-00	101 016 544 90 31 02	ST-Operating Cost	Hex Tap Bolts/Cold Shut for Join Chains	55182	$29.65
Tacoma Screw Products Inc	180029829-00	410 016 531 10 31 02	SW - Operating Costs	Hex Tap Bolts/Cold Shut for Join Chains	55182	$29.65
					55182 Total	**$88.96**
Teamsters Local No 763	Jan-22	001 000 284 00 00 00	Payroll Liability Other	Union Dues	55105	$1,300.50
					55105 Total	**$1,300.50**
Teamsters Welfare Trust Dental EFT	Mar-22	001 000 282 00 00 00	Payroll Liability Retirement	Teamsters Dental Premium	0	$2,339.20
					0 Total	**$2,339.20**
Technological Services Inc	22385	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Oil/Fluids/Tire Rot/Brake Inspect A-20-91	55183	$94.98
Technological Services Inc	22465	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Oil/Fluids/Tire Rot/Brake Inspect S-15-59	55183	$189.84
					55183 Total	**$284.82**
The Way International	021322 THE WAY	001 000 382 10 00 01	The Mill - Deposit	LS22-Ginn The Stack Rental 02/13/22 Damage Deposit Refund	55184	$100.00
					55184 Total	**$100.00**
Triboulet	021222TRIBOULET	001 000 382 10 00 01	The Mill - Deposit	LS21-Triboulet Hartford Hall Rental 02/12/22 Damage Deposit Ref	55185	$500.00
					55185 Total	**$500.00**
ULINE	143942446	101 016 544 90 31 01	ST-Office Supplies	Aluminum Clipboards	55186	$41.28
ULINE	143942446	410 016 531 10 31 01	SW - Office Supplies	Aluminum Clipboards	55186	$41.28
ULINE	143959698	001 010 576 80 31 00	PK-Operating Costs	Office Trash Cans/Utility Cart	55186	$171.07
ULINE	143959698	101 016 544 90 31 02	ST-Operating Cost	Office Trash Cans/Utility Cart	55186	$171.06
ULINE	144020245	001 008 521 20 31 01	LE-Fixed Minor Equipment	Tape/Manila Tags/Sharps Containers	55186	$2,068.58
ULINE	144293631	001 010 576 80 31 00	PK-Operating Costs	Mesh Stackable Chairs w/Armrests	55186	$291.73
ULINE	144293631	101 016 544 90 31 01	ST-Office Supplies	Mesh Stackable Chairs w/Armrests	55186	$291.73
ULINE	144293631	410 016 531 10 31 01	SW - Office Supplies	Mesh Stackable Chairs w/Armrests	55186	$291.73
ULINE	144310286	101 016 544 90 31 01	ST-Office Supplies	Dry Erase/Cork Board Combo/Mesh Paper Tray	55186	$196.13
ULINE	144400473	001 004 514 23 31 00	FI-Office Supplies	Wire Shelving for Storage Room at PW	55186	$582.77
ULINE	144400473	001 005 518 10 31 01	HR-Operating Cost	Wire Shelving for Storage Room at PW	55186	$582.78
					55186 Total	**$4,730.14**
UPS	0000074Y42052	001 008 521 20 42 00	LE-Communication	Evidence Shipping	55187	$37.66
					55187 Total	**$37.66**
Vantagepoint Transfer Agents - 108991	694132	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	55106	$435.73
					55106 Total	**$435.73**
Vantagepoint Transfer Agents - 307428	694135	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	55107	$1,739.69
					55107 Total	**$1,739.69**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Verizon Northwest	9897975895	001 008 521 20 42 00	LE-Communication	Wireless Phone Service	55188	$2,830.32
Verizon Northwest	9898556753	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	55188	$362.80
Verizon Northwest	9898556753	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service	55188	$42.10
Verizon Northwest	9898556753	001 002 513 11 42 00	AD-Communications	Wireless Phone Service	55188	$47.10
Verizon Northwest	9898556753	001 003 514 20 42 00	CC-Communications	Wireless Phone Service	55188	$79.20
Verizon Northwest	9898556753	001 004 514 23 42 00	FI-Communications	Wireless Phone Service	55188	$84.20
Verizon Northwest	9898556753	001 005 518 10 42 00	HR-Communications	Wireless Phone Service	55188	$198.35
Verizon Northwest	9898556753	001 006 518 80 42 00	IT-Communications	Wireless Phone Service	55188	$419.99
Verizon Northwest	9898556753	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	55188	$488.11
Verizon Northwest	9898556753	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	55188	$244.24
Verizon Northwest	9898556753	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	55188	$539.31
Verizon Northwest	9898556753	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	55188	$539.31
Verizon Northwest	9898556753	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	55188	$539.31
					55188 Total	**$6,414.34**
WAPRO	3876	001 004 514 23 49 00	FI-Miscellaneous	2022 WAPRO Membership - Crim	55189	$25.00
					55189 Total	**$25.00**
Washington Assoc of Sheriffs and Police Chiefs	DUES 2022-00198	001 008 521 20 49 00	LE-Dues & Memberships	2022 WASPC Dues - Beazizo	55190	$305.00
					55190 Total	**$305.00**
Washington Public Treasurers Assocation	21-77856	001 004 514 23 49 00	FI-Miscellaneous	WPTA Membership - Stevens B	55191	$50.00
					55191 Total	**$50.00**
Washington State Criminal Justice	201136057	001 008 521 40 49 01	LE-Registration Fees	Registration-Defensive Tactics Master Instructor Recert-Holland	55192	$350.00
Washington State Criminal Justice	201136087	001 008 521 40 49 01	LE-Registration Fees	Registration - Collision Investigation Basics - Marshall	55192	$100.00
					55192 Total	**$450.00**
Washington State Support Registry	21022	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	0	$344.50
					0 Total	**$344.50**
Wave Broadband	103946401-0009298	001 002 513 11 42 00	AD-Communications	Telephone Service	55193	$70.21
Wave Broadband	103946401-0009298	001 003 514 20 42 00	CC-Communications	Telephone Service	55193	$140.42
Wave Broadband	103946401-0009298	001 004 514 23 42 00	FI-Communications	Telephone Service	55193	$140.43
Wave Broadband	103946401-0009298	001 005 518 10 42 00	HR-Communications	Telephone Service	55193	$70.21
Wave Broadband	103946401-0009298	001 006 518 80 42 00	IT-Communications	Telephone Service	55193	$210.63
Wave Broadband	103946401-0009298	001 007 558 50 42 00	PL-Communication	Telephone Service	55193	$456.61
Wave Broadband	103946401-0009298	001 007 559 30 42 00	PB-Communication	Telephone Service	55193	$70.21
Wave Broadband	103946401-0009298	001 008 521 20 42 00	LE-Communication	Telephone Service	55193	$2,388.13
Wave Broadband	103946401-0009298	001 012 575 30 42 00	CS- Museum - Communications	Telephone Service	55193	$70.21
Wave Broadband	103946401-0009298	001 012 575 50 42 00	CS- The Mill- Communication	Telephone Service	55193	$70.21
Wave Broadband	103946401-0009298	001 013 518 20 42 00	GG-Communication	Telephone Service	55193	$280.85
Wave Broadband	103946401-0009298	101 016 543 30 42 00	ST-Communications	Telephone Service	55193	$404.07
Wave Broadband	103946401-0009298	410 016 531 10 42 00	SW - Communications	Telephone Service	55193	$404.07
Wave Broadband	103946401-0009298	510 006 518 80 49 04	LR - WaveBroadband Fiber Lease	Fiber Leases	55193	$632.70
					55193 Total	**$5,408.96**
Weed Graafstra & Associates Inc PS	661	001 011 515 45 41 00	Ext Litigation - City Atty	Legal Services - Litigation 79th St	55194	$1,738.00
					55194 Total	**$1,738.00**
Western Conference of Teamsters Pension Trust	21022	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	55108	$3,092.60
					55108 Total	**$3,092.60**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Willards Pest Control Co	376581	001 008 521 50 48 00	LE-Facility Repair & Maint	Monthly Rodent Service - PD	55195	$69.76
					55195 Total	**$69.76**
WM Corporate Services Inc	0900333-4968-0	410 016 531 10 45 00	SW - Dumpster Service	Dumpster Service - 12699 36th St NE	55196	$124.00
					55196 Total	**$124.00**
Yarkut	013122 YARKUT	001 005 518 10 49 02	HR-Employee Recognition	Reimburse K-Cup Coffee Pods for ACE Appreciation PW	55197	$27.97
					55197 Total	**$27.97**
Ziply Fiber	02-2022 ZIPLY	001 012 575 30 47 00	CS- Museum - Utilities	Telephone Services Museum	55198	$222.71
Ziply Fiber	02-2022 ZIPLY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	55198	$65.26
					55198 Total	**$287.97**

STAFF REPORT

Council Agenda Date: February 22, 2022

Subject: Resolution 2022-1: Authorizing the Purchase of a Roll-Off Truck

Contact Person/Department: Aaron Halverson, Public Works Director

Budget Impact: $156,176

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Motion to pass Resolution 2022-1 to allow for an exception from the standard bidding procedures based on special market conditions to procure one roll off truck.

SUMMARY/BACKGROUND: Recent supply chain issues have created a supply shortage for vehicles and equipment. The 2022 budget includes funding for a new roll-off truck to replace an aging and unreliable sander/plow. A roll-off truck is incredibly versatile, it can be used as a sander and plow during the winter, but it also provides year-round functionality as a flatbed, container hailer, deicer truck and equipment hauler. The City has solicited for bids from several local truck suppliers and been informed they will not have a supply of roll-off trucks until 2024. In addition, state bid does not have any available roll-off trucks.

After a thorough search, the City's Fleet Mechanic located a new Hino IXL7 (Toyota) in North Carolina. The cost of the vehicle is $156,176 after delivery fees and taxes. This price is consistent with other quotes received for a comparable truck should they be available.

Given the City's acute need to replace an aging piece of equipment along with unique market conditions the Administration requests an exception via Resolution 2022-1 from the standard bidding procedures to procure the Hino IXL7.

APPLICABLE CITY POLICIES: Lake Stevens Procurement Policy

BUDGET IMPACT: $156,176

ATTACHMENTS:

► Exhibit A: Resolution 2022-1

CITY OF LAKE STEVENS
Lake Stevens, Washington

RESOLUTION NO. 2022-1

A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON AUTHORIZING THE PURCHASE OF ONE ROLL OFF TRUCK IN SPECIAL MARKET CONDITIONS

WHEREAS, RCW 39.04.280, allows for exceptions from standard bidding procedures based on special market conditions and sole source findings for qualifying purchases; and

WHEREAS, the City has adequate funding for the purchase of the vehicles in the 2022 equipment budget; and

WHEREAS, the City has researched the suitability of the used vehicles for the Public Works Department's specific intended purpose; and

WHEREAS, the used equipment has been identified that fits the specific needs of the City at a very favorable price and may be sold before the City could complete a formal bidding process;

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

Section 1. RCW 39.04.280 authorizes the City Council to waive standard competitive bidding requirements for the purchase of equipment where "special market conditions" exist for procurement of the equipment. To the extent any bidding requirements apply to the purchase of the equipment, in light of findings of fact set forth herein, the City Council finds that special market conditions under RCW 39.04.280(b) exist and that all bidding requirements (if any) are hereby waived for the purchase of the specified equipment in Section 1.

Section 2. The City Council hereby finds the following facts relating to the special market conditions of the specified equipment:

a) 2020 Hino IXL7 Roll Off Truck

b) The equipment may be sold by the provider before the city could complete a formal bid process
c) As part of the City's effort to obtain information about a formal bid process the City was notified that a roll off truck will not be available locally until 2024

Section 3. The purchase of one (1) 2020 Hino IXL7 Roll Off Truck is hereby approved.

PASSED by the City Council and APPROVED by the Mayor this 22nd day of February, 2022.

CITY OF LAKE STEVENS

____
Brett Gailey, Mayor

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

ATTEST:

Kelly Chelin, City Clerk

CITY COUNCIL STAFF REPORT

Council Agenda Date: 2/22/2022

Subject: Veterans Commission Program Overview

Contact Person/Department: Kevin McLarnon, Chair, Administration

Budget Impact: n/a

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:
Review and Comment on a 2022 Work Plan

SUMMARY/BACKGROUND:
The Veterans Commission, like other groups, continues to adapt its initiatives and methods in light of COVID-19 and looks forward to a return to conditions supportive of in-person group interactions. The Commission's current work program includes:

1. **Adopt a Highway**
2. **Emergency Response Planning**
3. **Newsletter**
4. **Coffee Klatch**
5. **Lake Stevens Veterans Foundation**
6. **Veterans Service Office (VSO) Support**
7. **Job Fair**
8. **Partner Network**
9. **Purple Heart City**
10. **Business Recognition**
11. **War Memorial**
12. **Community Events**

The Veterans Commission will continue the mission of advising the City Council concerning the wellbeing of military veterans in the Lake Stevens area. The

Commission will evaluate and recommend programs, policies, and practices designed to alleviate veterans' difficulties in meeting basic needs, obtaining housing, employment, and comprehensive mental health assistance.

APPLICABLE CITY POLICIES:

LSMC 2.70

ATTACHMENTS:

1. LSVC 2022 City Council Report - Final

Initiative	Objective	Status	Completion Target
Facilitate Veteran Engagement. Promote opportunities for resident veterans to pursue civic and community service.			
Adopt-a-Highway (Route 204 west of Marketplace) – Demonstrate veteran community spirit and civic pride in action.			
	Engage veterans through participation in anti-litter and highway enhancement campaign intended to promote pride in and ownership in keeping our community and state beautiful.	New item. Roadway cleanup events to be held throughout the year. Initial event - Q3 2021.	Ongoing
Emergency Response Planning - Promote community emergency preparedness utilizing veterans' experiences, knowledge, skills, & abilities.			
	Participate in effort to establish Lake Stevens Emergency Response programs (e.g. CERT); leverage expertise of the veteran community.	On-hold due to Covid-19.	Future
Connect Veterans Needs with Available Resources, Opportunities, and Services. Understand the needs of the resident veteran community and help strengthen the range of available resources and services.			
Newsletter – Maintain a direct communication channel to ensure veterans and interested community members are aware of current events.			
	Provide timely updates regarding Commission efforts, available services, and opportunities to engage the community.	Newsletters available on City's website with distribution via website 'Notify Me' service.	Ongoing
Coffee Klatch – Establish an informal networking channel to understand what we are doing well and where we need to improve.			
	Increase direct engagement with veteran community to better understand current needs and priorities.	Small but successful gatherings. Continue to promote in order to increase reach.	Monthly
Lake Stevens Veterans Foundation - Establish nonprofit to raise/obtain funds to be used in support of programs that are recommended by the Veterans Commission.			
	Foster growth of independent organization to accelerate the realization the Commission goals.	Launch of independent organization complete.	Complete
Veterans Service Office (VSO) Support – Help veterans navigate the sometimes-complex process of receiving the benefits they are entitled to.			
	Partner with VSO organizations and facilitate space for a local Veterans Service Office to be established in Lake Stevens.	Investigate opportunities to restart services suspended due to Covid-19	Ongoing

Initiative	Objective	Status	Completion Target
Job Fair – Connect local and regional businesses with highly qualified veterans leading to meaningful civilian employment.			
	Explore opportunities with local employers and organizations to participate in a Job Fair for Veterans.	Date TBD. Plan for event to be held at The Mill.	TBD
Partner Network – Develop a network of partner organizations to increase the range of resources and services available to veterans.			
	Establish and maintain partnerships with local civic organizations and providers of services for Veterans.	Re-initiate outreach to local organizations and service providers.	Ongoing
Increase Community Awareness. Promote public awareness veteran culture and support for veterans' needs.			
Purple Heart City - Create a visual reminder to those who use the road system that others have paid a high price for our freedom to travel and live in a free society.			
	Establish Lake Stevens as a Purple Heart City and deploy signs at major ingress points.	Work with Staff to establish a deployment schedule for signs.	TBD
Business Recognition – Highlight the contribution of Veteran-owned and Veteran-friendly businesses serving Lake Stevens residents.			
	Identify and recognize all Veteran-owned / Veteran-friendly businesses in our community.	Continue to promote via newsletter.	Ongoing
War Memorial – Work with responsible groups to identify solutions that address community concerns related to the Lake Stevens War Memorial.			
	Increase community awareness of the war memorial as a sacred place and ensure alignment of operational maintenance and future planning needs and responsibilities.	New focus area for a commission.	Ongoing
Community Events - Leverage local events in order to increase community awareness, engagement, and support for the range of issues impacting Veterans and the services offered by the Veterans Commission.			
	Increase awareness of Veterans Commission efforts through participation in community events.	Participation continues to be restricted due to Covid-19.	Ongoing

CITY COUNCIL STAFF REPORT

Council Agenda Date: 2/22/2022

Subject: 2022 Comprehensive Plan Docket Introduction

Contact Person/Department: David Levitan, Russ Wright, Community Development

Budget Impact: None

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Discuss the 2022 Comprehensive Plan docket, including three citizen-initiated zoning map amendments within the 20th St SE Corridor subarea. No action is requested; a separate public hearing will be held in March to consider the Planning Commission's recommendation on ratification of the docket.

SUMMARY/BACKGROUND:

Under the Growth Management Act (GMA), the city can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. Similar to recent years, the city is proposing minor text amendments to the Comprehensive Plan in 2022, as it prepares to complete a more thorough state-mandated periodic update by June 30, 2024 that will incorporate updated information from the upcoming Housing Action Plan, transportation analysis, and infrastructure analysis as well as any new state legislation. The 2022 city-initiated amendments will primarily reflect updated demographic information resulting from recent annexations and growth; information from recent regional and state planning efforts such as adoption of Vision 2050, updated Countywide Planning Policies, the 2021 Buildable Lands Report and 2044 housing and employment growth targets; and updated lists of capital projects related to transportation, stormwater, parks and capital facilities.

Per RCW 36.70A.470(2), citizens have the opportunity to propose citizen-initiated amendments to the Comprehensive Plan as well as to the zoning map and implementing ordinances such as the Land Use Code (LSMC Title 14) as part of the annual docketing process. As noted by staff during your 2022 retreat, the city received three docket applications from citizens by the January 31 deadline, all of which propose minor zoning map amendments within the 20th St SE Corridor, as described below.

1. Change one undeveloped parcel on 97th Dr SE between S Lake Stevens Dr and 20th St SE from Commercial District (CD) to R8-12. This portion of 97th Dr SE includes 19 parcels on a cul-de-sac located just east of SR 9 and south of 20th St SE and which is accessed from S Lake Stevens Rd. Surrounding properties are developed with detached single family homes, and the applicant would like the property to be eligible for single family residential development (which is prohibited under current zoning). This area was zoned Urban Residential (now R6) until 2019, when it was changed to CD via a city-initiated map amendment. The 2021 BLR shows an employment capacity of approximately 30 jobs across the 19 parcels.
2. Change several parcels on the north side of 20th St SE just east of 99th Ave SE from R8-12 to Multifamily Residential (MFR) to allow for higher density multifamily residential development. Staff believes that the parcels' frontage along 20th St SE also makes them a potential candidate for commercial or mixed use zoning to help meet the city's employment needs.
3. Change two parcels on the south side of 20th St SE from R8-12 to Commercial District (CD) to allow for a brewery. Commercial development along this stretch of 20th would help the city meet its employment targets.

Staff has been evaluating the citizen-initiated docket proposals and considering other potential changes to the now ten-year old 20th St SE Corridor Subarea Plan to reflect changing development trends and help the city meet its 2044 growth targets. The updated growth targets are scheduled to be adopted by the County Council on February 24 and show an estimated 1,156 job deficit when compared to zoned capacity in the 2021 Buildable Lands Report. The County Council is also considering a proposed amendment to the 2044 population target that would increase the city's growth target by approximately 2,500 residents when compared to the growth targets recommended by SCT (an increase of 12,114 residents), which could result in a deficit of available residential land supply and require changes to zoning or reasonable measures. These estimates and projections will be further analyzed as part of the city's upcoming Housing Action Plan and 2024 periodic update but may warrant analysis in this year's docket.

The primary questions for the Council are:

1. Do you want staff to take on a broader review of the 20th Street SE Corridor, based on the citizen-initiated requests and changes to the city's growth targets?
2. Or should staff just evaluate each citizen-initiated application on its merit?

If Council desires a more comprehensive review of the 20th Street SE Corridor, staff recommends consideration of additional land use and zoning changes near 99th Ave SE and 20th Street SE to increase commercial or mixed-use and multifamily zoning north of 20th Street SE.

Based on recent discussions with the City Council at its February retreat, the Chapel Hill properties' land use designation could also be changed from Public/Semi-Public to Commercial with a zoning designation of either Commercial District or Business District to allow the most flexibility for future development. As discussed at your recent retreat, minor text amendments to the subarea plan may also be warranted to clarify the desire for a wider mix of office and service uses in the Commercial District zone.

Staff is requesting guidance from Council as it considers the potential inclusion of zoning map amendments within the 20th St SE Corridor as part of the 2022 docket. Staff provided an overview of the citizen docket requests to the Planning Commission at their February 16 meeting. The consensus among the commissioners was that the docket requests should be evaluated individually, but that a cumulative assessment of development trends and potential area wide zoning changes should also be considered. The Planning Commission will hold its public hearing on March 2nd and make a recommendation on the 2022 docket.

APPLICABLE CITY POLICIES:

Comprehensive Plan Goal 1.1 and Revisions and Amendments Section of the Comprehensive Plan Introduction.

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT

Council Agenda Date: 2/22/2022

Subject: Planning & Community Development Staffing

Contact Person/Department: Russ Wright, Community Development

Budget Impact: Annual salary allocation for 2022

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:
Approve organization changes as requested.

SUMMARY/BACKGROUND:
Planning and Community Development has five open positions: Building Inspector 1, Building Inspector 2, Associate Planner, Permit Supervisor and Civil Plan Reviewer (scheduled for mid-year 2022). As we have been having difficulty filling some positions, I am proposing some slight modifications to the organizational chart and classifications to allow more flexibility in hiring, as follows.

1. Advertise the vacant Associate Planner as either Associate or Assistant Planner based on candidate qualifications. This would allow us to find either a candidate with more experience and skills (Associate Planner) or someone who has less experience but will be a great fit for the team and can be trained (Assistant). This change would be budget neutral or a decrease.
2. Advertise the vacant Permit Supervisor as either Permit Supervisor or Permit Lead. We were unable to retain a candidate for Permit Supervisor after two recruitment cycles in mid-2021. This change would be budget neutral or a decrease. If the position is filled as a Permit Lead, the incumbent would be supervised by the Building Official. If the position is filled as a Permit Supervisor, the incumbent would be supervised by the Director.
3. Advertise the vacant Inspector II as either Inspector I or Inspector II based on candidate qualifications. This will allow us to find the best candidate with existing skills or someone who is a great fit for the team and can be trained. We were

unable to retain a candidate after two recruitment cycles in mid-2021 and 2022 for an Inspector II. This change would be budget neutral or a decrease.

4. Move the Civil Plans Reviewer under the supervision of the Planning Manager rather than the Building Official, as the position's work is more closely tied to that of the planners than the building team. This move would provide operational efficiencies and maintain an appropriate span of control across divisions. There is no budget impact.
5. Add a Recreational Specialist mid-year 2022, as opposed to 2023 as proposed in the current staffing plan. Based on the workload of the Parks Division, an additional staff member would absorb duties from the Event and Marketing Specialist, who is spending extensive time coordinating events with the marked increase in rentals at The Mill, and from the Park Planning Development Coordinator, who has taken on more responsibilities for parks capital planning and consultant coordination as we have several active park projects in design and heading toward construction. The Recreation Specialist would provide depth in covering Mill events, help with coordination of city-sponsored recreation events and classes and help with volunteer coordination. From a salary survey conducted by Human Resources (HR), we would request a salary range of NR20.
    - The cost of this position with benefits would be around \$67,348 (mid-range), plus \$26,939 in benefits, which equals \$94,287 annually. We would expect to have a candidate hired by June 1st, bringing the total budget cost for 2022 to be around \$55,001.
    - Alternatively, we could try to hire this position as a part-time job for 2022 with plans to increase it to full-time in 2023. The part-time cost with salary and benefits would total \$47,144 annually and \$27,500 for the remainder of 2022. However, with the unpredictable recruitment climate currently, there could be difficulty hiring a part-time candidate.

These reclassifications of the planning and building positions would not add salary and benefit costs. These positions are paid through permit revenues primarily. Based on aptitude and training, if these positions are filled at a lower level, the incumbent could be re-classified to a higher level in the future.

If the Recreation Specialist is added, this position would increase the overall salary budget for the department from the General Fund, but it would help increase division productivity and address levels of service desired by the City Council. Start-up costs may include a cell phone and computer.
The HR Director has provided draft organization chart options. Staff will bring the revised organization chart back to council for action at a later meeting. Any budget impacts would be addressed through a future budget amendment.

Staff may present other modifications to the organizational structure from mid-to-late 2022 looking towards staff retention, career advancement and succession planning.

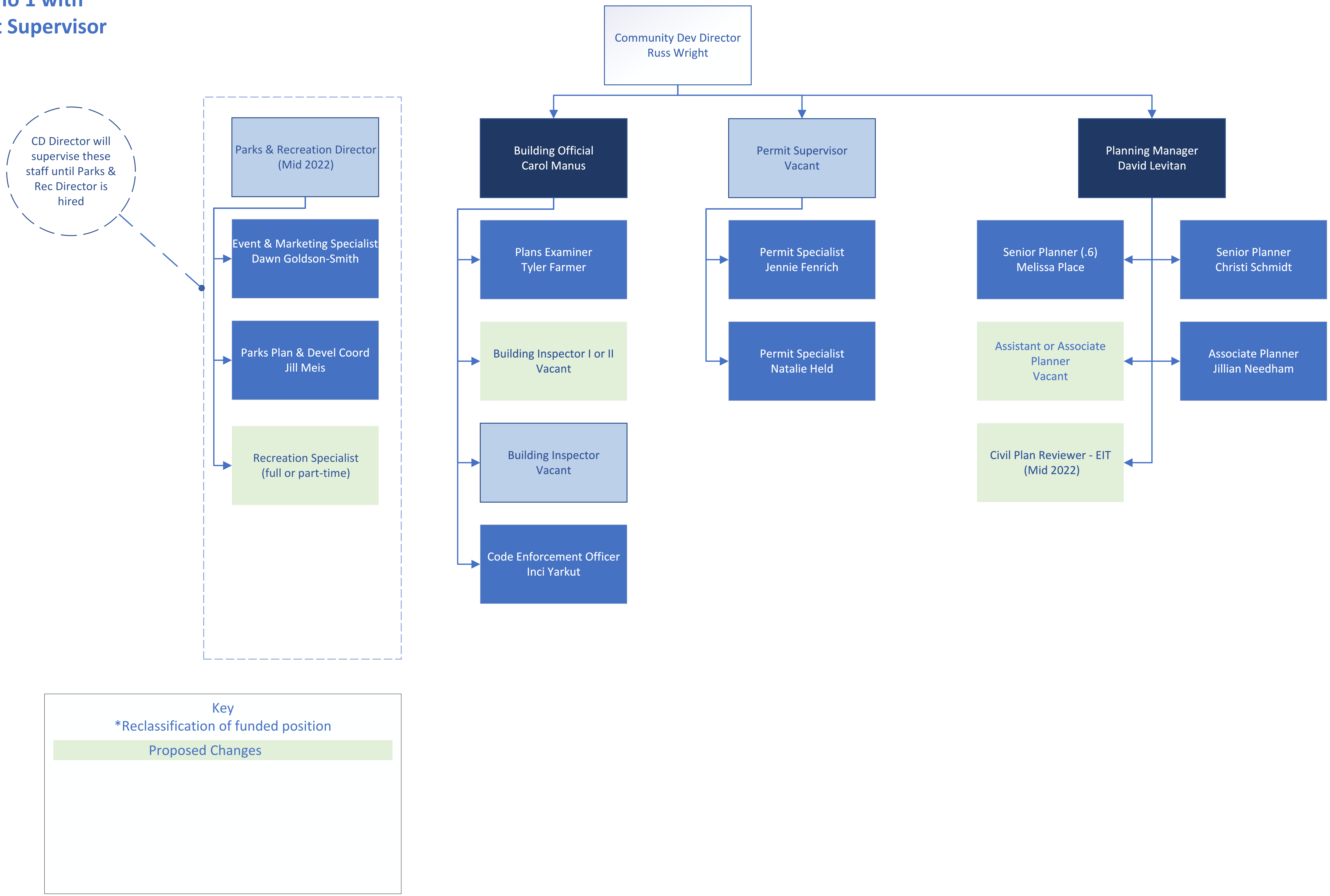
APPLICABLE CITY POLICIES:

Staffing Plan

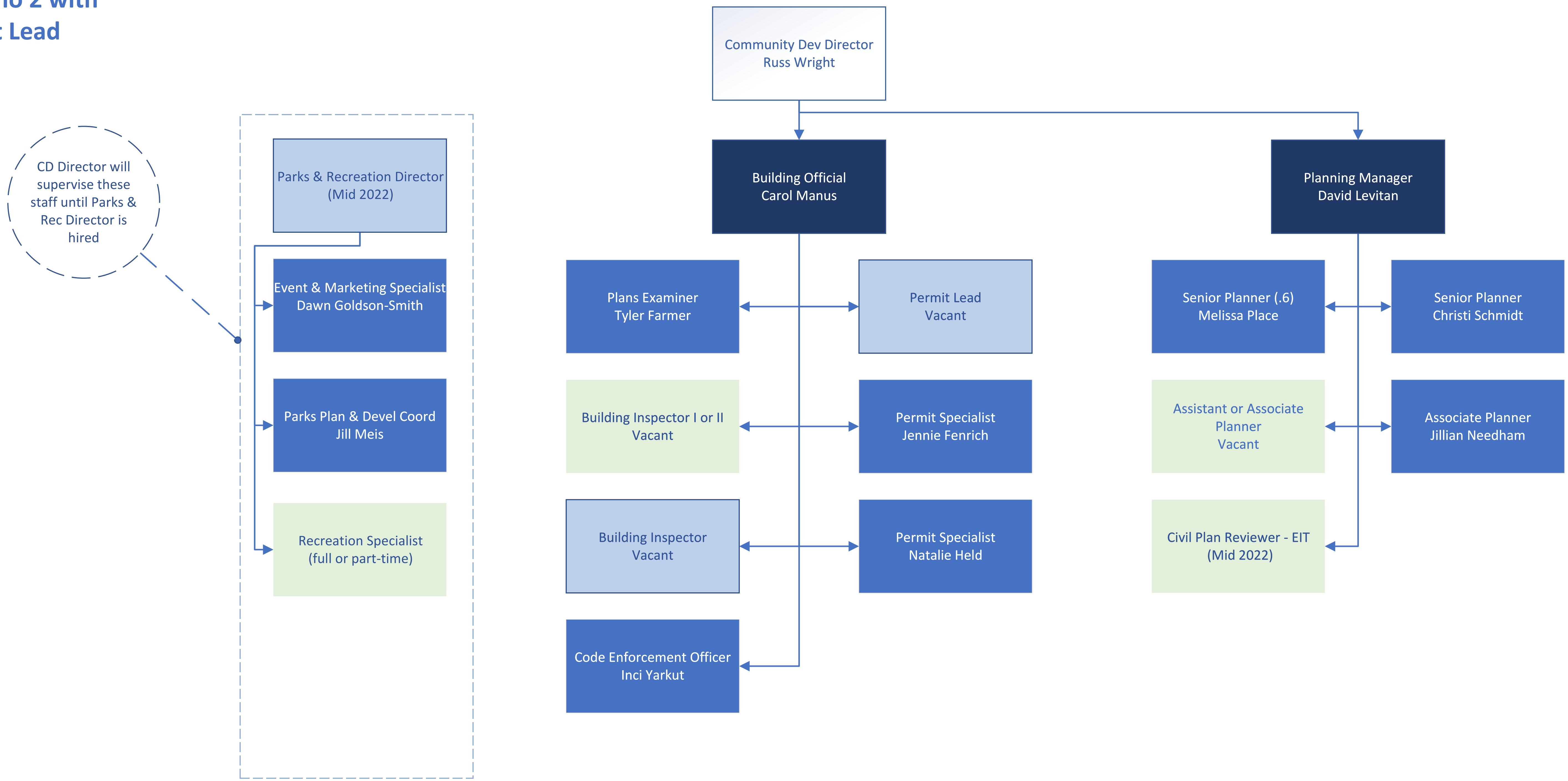
ATTACHMENTS:

1. CD 2022 Org Chart Proposed

Scenario 1 with Permit Supervisor



Scenario 2 with Permit Lead



Key
*Reclassification of funded position
Proposed Changes

CITY COUNCIL STAFF REPORT

Council Agenda Date: 2/22/2022

Subject: Mill Policy Update

Contact Person/Department: Russ Wright, Community Development

Budget Impact: NA

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:
Discussion - item will be brought for action at a separate meeting

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SUMMARY/BACKGROUND:
At its January 18, 2022 workshop, staff briefed the City Council on how The Mill policy was established through a six-month review process with the Council. During this time, the Council reviewed different policy and pricing models from comparable facilities, specifically the Opera House in Marysville and Rosehill Community Center in Mukilteo. Extensive conversations occurred about pricing, recurring rentals and appropriate rates for non-profits. Staff discussed the role of the Marketing and Event Specialist and Public Works staff related to the operation and maintenance of the facility. Staff also provided rental information that shows how the use of The Mill has increased annually despite Covid-19 restrictions.
During the meeting, council members indicated that they would like the following items reviewed at a future workshop:

- A recent cost comparison that compares The Mill to Rosehill in Mukilteo and the Opera House in Marysville (Exhibit A);
- Updated policy language to allow morning events and more flexibility for rentals outside of the prescriptive limits when space and staff are available (Exhibit B);
- More information on marketing; and
- Revisit the recurring use of the facility by non-profit organizations.

Other discussion points from the last meeting, including staff levels. Staff availability remains the largest factor when scheduling and supporting events. During the week, the Marketing and Event Specialist must shift her schedule to support weekend events. Mill events require a pre-event walk-through, technical assistance and a post-event walkthrough either immediately after or the next day.

As discussed at the last meeting, the city will bring on new custodians. They will help with furniture set up and may be able to unlock the doors for morning events. The custodians' primary function will be maintenance of all city facilities, not just The Mill. It was also discussed that there may be a need to bring in specialized staff to help maximize the use of the space. This appears warranted with a review of Rosehill and the Opera House. Each venue employs several staff to cover events and maintenance duties. For Lake Stevens, an easy solution would be to add a Recreation Specialist at mid-year rather than wait for 2023. This request is addressed in a separate report. At this point, the Marketing and Event Specialist is on-call during all events, which does not allow for a predictable schedule. This additional staff would add greater depth to the current Parks Division and allow the city to provide a greater level of service across multiple arenas, including increased Mill operations as desired, volunteer coordination and management of community events.

In review of The Mill's operation policy, the following changes are proposed:
1. We can offer earlier rental times and book events accordingly. This may create some overlap issues with pre-scheduled all-day rentals. Solutions would be to limit breakfast meetings from Monday through Thursday or pro-rate all-day events. Page 3 – hours of operation revised to allow breakfast meetings.
2. Twenty-one days for reservations is standard from what we have seen from the comparable facilities. As a basic policy, it is important to maintain enough advance notice to allow proper cleaning, preparation and facility maintenance for staff to adjust their schedules to cover events or provide adequate room and furniture setup. As such, staff is not proposing any changes to the current 21-day reservation standard. Staff has added a new section on Page 3 with language that promotes scheduling flexibility recognizing limitations to accommodate reservations outside of the 21-day window based on room and staff availability.
3. The Mill Policy already provides discounted rates for non-profits between 30 and 50 percent, per the adopted fee schedule. In addition, the policy currently provides an avenue for non-profits to schedule recurring events with prior approval. Based on conversations with the City Attorney, the city cannot grant a non-profit special use rights without direct compensation or an in-kind service reasonably compensating the city for such an arrangement and justifying use rights not available to other users of the Mill. Based on the Council's desire and guidance from the City Attorney, revised language has been added to Page 4 that clearly addresses extended or repeated uses by non-profit agencies. Staff will work with the City Attorney to develop a uniform use

template.

Finally, there was a discussion about the marketing of The Mill. The following list provides a detailed list of current marketing platforms in use or potential marketing platforms to consider.

- Our primary marketing platforms are on the website, with a Community Events page, banner images at the top of the website and posting on social media platforms.
- Larger events like the Farmer's Market and Winterfest involved creating flyers and distributing it to local vendors.
- The Mill has ad space in the Chamber's recent community map with an online link through the Chamber website. The Chamber distributed 3,500 copies of the print version to community members and new residents and distributed to high-traffic locations throughout the community.
- The Mill is listed as an event venue. The Mill is listed on several free rental publication sites: Eventective.com, Yelp, Google Maps, ReceptionHalls.com, Skagit Directory, Seattle North Country, NW Wedding Directory, Biz Bash
- Eventective receives the most traffic. Our courtesy profile is limited in terms of exposure. When we reach the allowable traffic per month, the profile is for a 30-day period. Since we joined in 2020, we have reached the limit 9 times. This service has led to six bookings since joining. Staff recommends moving to the Eventective premium advertising platform with an introductory rate of $600 for six months to see if it increases in referrals and venue rentals.
- There are paid advertising plans through larger venue websites like The Knot and Wedding Spot; however, they don't offer courtesy accounts because of national market success. These types of sites are the first stop when it comes to finding a reception venue. They come with a high price tag. In 2020, Wedding Wire/The Knot listing was $800/month.

APPLICABLE CITY POLICIES:
Mill Policy

ATTACHMENTS:
1. Revised Facility Use Com Simple_2-22-2022
2. North Cove Pavilion Facility Policy_revisions_2-22-2022

Exhibit A

Facility	Mon - Thurs	Fri & Sun	Sat*	Alcohol	Security
Mukilteo - Rosehill Community Center					
Point Elliot (banquet space)	$109 - 230/hr (M - F)	$2300/ day	$2,820	$180	$300 - 500
Community Center (classrooms)	$58 - 76/hr			$75	$100
Marysville Opera House					
	$760/day	$1550/day	$2,050	$250	$250
	$95/hr				
The Mill on Lake Stevens					
Entire Building	not available	$1,300	$1,800	$250	$250
Sawyers Room	not available	$77/hr	$77/hr		$100
Hartford Hall	$75/hr or $600/day	$900/day	$1300/day	$250	$250
The Stack	$47/hr	$47/hr	$67/hr		$100
Outdoor plaza	$75/day	$75/day	$75/day		

* Rates increase during peak season May - September

Event Staffing Information	
Rosehill Community Center	For safety reasons, 2 staff are always on hand, with/without events; 1 full time person and a part-time customer service clerk for events
	Full time maintance person (Mon - Friday), part time custodian for weekend events
	Event set up is the responsibility of the renter; for Point Elliot rentals, they can give you the name of companies that can be hired for set up and/or clean up
Opera House	Rentals - 1 part time staff member on site, 3 shifts, includes set up and clean up Full time staff may assist if part time are not available. Part time staff includes high school students
	Public event - 2 - 3 part time staff members, 3 shifts
	Custodial staff preps before and routinely monitors event

Optional Services	
Rosehill Community Center	Does not offer additonal services
Opera House	Offers linen service, separate projector and screen, theatre lightingk, etc.
The Mill	AV in every room, Screen in Hartford Hall and the Stack, outisde patio

Exhibit B

The Mill on Lake Stevens Facility Use Policy

The Mill on Lake Stevens (The Mill) is a multi-use building located at 1808 Main Street in the heart of Old Town Lake Stevens. It houses the City Council chambers, recreational programming and rental space. The facility is administered through the Lake Stevens Planning and Community Development Department – Parks Division.

> **The Mill is available for weddings, birthdays, community events, meetings and classes. The spaces are also available for corporate retreats and small conferences. All rooms include a PA system, tables and chairs. Presentation materials upon request.**

Rental Policy Statement: Rental facilities within the City of Lake Stevens Parks system are provided for public use. The terms and conditions of the Facility Use Application, Facility Use Policy and the rental fees have been set in order to protect and maintain the facility. The City of Lake Stevens does not discriminate against any participant, client, or user of any services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or disability and fully complies with the Americans with Disabilities Act (ADA).

The Mill

The Mill contains three distinct meeting spaces: The Sawyers Room (City Council Chambers), Hartford Hall and The Stack (Mezzanine). The Mill also includes a casual overlook of the Hartford Hall from The Stack as well as an outdoor picnic patio. The Sawyers Room is reserved for City Council, public meetings and City business (Monday through Thursday). There are shared restroom facilities available to all rentals accessible from the interior and exterior of the building. Electrical outlets are available in all rooms with a maximum of 20 amps. Audio-visual equipment is available for use as part of the rental. The entire building is reserved when the City hosts community events or festivals.

Reservations for the entire Mill: (Occupancy 461) Rentals are offered on a first come, first serve basis with a maximum of two-year advanced reservation. A nonrefundable reservation fee is due at the time of booking. Full Payment is due 90 days before the date of use. Rentals must be reserved a minimum of 21 days before the date needed. More lead-time is needed if alcohol will be served based on state licensing requirements. For rentals made less than 90 days before the date of use, full payment of all reservation fees is due immediately and will be non-refundable.

Sales tax is charged on rental fees for any rental at The Mill, including the outdoor plaza.

Cost: Friday and Sunday $1300 all day 9:00am to 10:00pm

Saturday $1800 all day 9:00am to 10:00pm

Damage Deposit (refundable): $250 without alcohol/$500 with alcohol

Reservation Deposit (non-refundable): $200

Cancellations for When the Entire Mill Has Been Reserved: The person or entity executing the user agreement may cancel the rental by providing written notice to the City. If the User cancels a rental more than 90 days before the date of use, the City will return all payments made, less the non-refundable reservation fee. If the User cancels a rental 90 days or fewer before the date of use or fails to obtain any required permit or insurance by the date required, the City will retain all payments made, but will refund the damage deposit. In no circumstance may a reservation or rental be assigned or sublet.

Reservations for the Hartford Hall: (Occupancy 213) Rentals are offered on a first come, first serve basis with a maximum of two-year advanced reservation. Reservations are only accepted with a non-refundable reservation fee due at the time of booking. Full Payment is due 45 days before the date of use. Rentals must be reserved a minimum of 21 days before the date needed; more lead-time is needed if alcohol will be served. For rentals made less than 45 days before the date of use, full payment of all reservation fees is due immediately and will be non-refundable.

The Hartford Hall Rental: The Hartford Hall is 3,868 square feet and is open to the second floor. The Hartford Hall is ideal for festivals, weddings or trade shows.**Cost: Monday -Thursday $75/hr. or $600 all day 9:00am to 10:00pm**

Friday and Sunday $900 all day 9:00am to 10:00pm

Saturday $1300 all day 9:00am to 10:00pm

Damage Deposit (refundable): $250 without alcohol/$500 with alcohol

Reservation Deposit (non-refundable): $200

Cancellations for the Hartford Hall: The person or entity executing the user agreement may cancel the rental by providing written notice to the City. If the User cancels a rental more than 45 days before the date of use, the City will return all payments made, minus the non-refundable reservation fee. If the User cancels a rental 45 days or less before the date of use or fails to obtain any required permit or insurance by the date required, the City will retain all payments made. Only the damage deposit will be refunded.

The Stack Rental: (Occupancy 50) The Stack can be rented on an hourly basis when not in use for public meetings. The Stack is a 1,750 square feet., semi-private room located on the second floor of the Mill. The Stack has an open railing to the Hartford Hall, capacity is a maximum of 50 occupants and has ADA accessibility by use of a lift. The Stack is a casual space with comfortable seating as well as tables and chairs for a classroom style setting. The space is ideal for casual meetings and informal gatherings.

Cost: Sunday-Friday $47/hr.

Saturday $67/hr.

Damage Deposit (refundable): $100

Reservation Deposit: $50

Cancellations for The Stack: Cancellations must be made 14 days in advance for a full refund of reservation fees.

Sawyers Room Rental: (Occupancy 200) The Sawyers Room can be rented on an hourly basis when not being used by the City for public meetings. This room faces the park and is approximately 1,500 square feet. The space is ideal for classroom type activities and conference space.

Cost: $77/hr.

Damage Deposit (refundable): $100

Reservation Deposit: $50

Cancellations for Sawyers Room: Cancellations must be made 14 days in advance for full refund of reservation fees.

Plaza Rental: The covered plaza shelter on the outside of the building can be rented for events and is approximately 700 square feet. Payment is due in full at the time of reservation.

Cost: $75/daily

Cancellations for Plaza: Cancellations must be made 10 days in advance for full refund of payment.

Exceptions:

1. *Reservations less than 21 days before the requested rental date* – The city will consider "last-minute" reservations for The Mill and individual rooms, based on size of the event, room requested and staff availability for scheduling, coordination and setup with approval by the Director or designee, at the applicable daily or hourly rate. Payment is due in full at the time of reservation and no refunds are available.
2. *Breakfast meetings* – The city will consider early morning (before 8:30 am) reservations for breakfast meetings based on room and staff availability provided the event does not conflict with prior scheduled events and with approval by the Director or designee, at the applicable hourly rate.

Hourly Rates – The Stack and Hartford Hall are available for hourly rentals Monday through Thursday, within 2 weeks of the event, with approval by the Director or designee.

Rental Times: The time frame of the rental includes the time of the event and the additional time needed for set-up and clean-up and must be confirmed at the time of payment – any changes to start and stop times must be requested no later than 15 days before the event based on facility and staff availability to accommodate the change.

Check in/Check-out: The User must check in with City staff before use and must perform a walkthrough to become familiar with the facility. The User accepts the condition of the facility upon taking possession. The User must check out with City staff at the conclusion of the use and must perform a walkthrough once cleaning is substantially completed to identify any necessary additional cleaning or damage to the facility. If staff is not available, the User is responsible to follow the cleaning and closing checklist, which will be verified by city staff. The User is responsible for returning the facility to its pre-event condition (excepting normal wear and tear) including removing all items.

Assigning or Subletting: In no circumstance will the reservation or rental be reassigned or sublet.

Partnerships: On occasion, the City may partner with non-profit agencies or service clubs to provide recreation services or events that enrich the lives of the community. Non-profit agencies receive a 30 to 50 percent reduction in rental fees based on the applicable weekday or weekend rate per the adopted fees schedule.

Recurring Rentals: Rental of the facility is limited to once a month up to three months in advance unless approved under a written agreement and approved by the Director or designee. If city business arises and use of the space is required, the rental may be cancelled on short notice. Storage of supplies or any group items is prohibited based on insurance requirements.

Agencies wishing to request recurring rentals or reduced fees, beyond what is identified in the fee schedule, must enter into a written agreement with the city and be approved by the Director or designee that clearly demonstrates the in-kind service and community benefit to reasonably compensate the city for use of The Mill.

Insurance: Insurance requirements will be evaluated on a case-by-case basis and the City may waive this requirement. Additional event insurance may be required when renting the facility if your event is including but not limited to:

- Serving alcohol
- Has 200 or more people
- Deemed to be high risk
- Open to the public

Audio Visual Needs: Use of City owned audio-visual equipment may require a ~~experienced~~ staff person to be present at the start of your event to resolve technical issues. ~~Charges will be on an hourly basis and due before your event.~~

Smoking/Vaping: This is a non-smoking/vaping facility.

Cleaning: Spaces rented shall be cleaned by the conclusion of the rental. Garbage must be collected and dumped in the dumpster located at City Hall. All recyclables must be deposited in marked dumpster located at City Hall. All floors must be cleaned of any marks or debris at the conclusion of the rental. A checklist will be provided to you that must be filled out at the conclusion of your rental.

Patio Heater: Use of patio heaters must be arranged in advance. No pop-up tents are allowed under the covered areas.

Motorized or Non-Motorized Vehicles: No motorized or non-motorized vehicles, bicycles and skateboards, roller-skates/blades, hover boards allowed.

Stage: Use of a stage for your event must be approved by the director or designee. Depending on the size and configuration of the stage, L&I or Building Official approval may be necessary.

Firearms and Explosives Prohibited: Pursuant to LSMC 10.03.100 Firearms and explosives including fireworks are prohibited unless permitted under LSMC 9.64.030 in a public display.

Furniture Provided: The furniture provided does not include City Council tables or chairs.

BBQ's: Charcoal and gas grills are not allowed without approval by the Director or designee.

Decorations: Decorations, pictures, signs, notices, posters, displays, or exhibits of any type may not be attached to the walls in a manner that would damage the surface in any way such as staples, tacks, nails or tape. Only approved painters' tape or putty may be used. The use of any form of confetti, rice, glitter, bird seed, silly string, sparklers, fireworks of any kind, Chinese lanterns or party favors that leave debris behind is not allowed in or around the facility including marking on windows. The rental is for the interior space of the specified room rental, decorations on the exterior of the building are not allowed. Any evidence of prohibited decorations or prohibited methods of attachment forfeit all damage deposit and the City may immediately terminate use. No decorations attached to the fans or any part of the fire suppression systems. The area may be decorated for the holidays by the City from Thanksgiving to New Years.

Elevator for The Stack: The lift provided is for ADA accessibility.

Third Party Vendors: If utilizing third party vendors, please fill out and return the Third-Party Vendor Form at least 45 days before your event or immediately if the date of use is within 45 days. The City reserves the right to reject third party vendors based on experience.

If serving alcohol

- **Applicant must have a Washington State Banquet Permit or Special Occasion License, and have it prominently displayed in the rental facility.**
- **Applicant will be required to obtain special event insurance if serving alcohol at the rental event.**
- **Applicant is aware alcohol is strictly limited to beer, wine and/or champagne, and that service of hard alcohol (over 15%) will result in immediate termination of the event with no refund.**

Failure to fully disclose all information or providing false information will result in the forfeiture of all fees and cancellation of event.

Appropriate License: The event must secure a Banquet Permit or Special Occasion License (as appropriate for the event) from the Washington State Liquor and Cannabis Board at least 15 business days before the date of use if alcohol will be served or distributed. The User is solely responsible for strictly complying with all requirements of such permits and all federal, state, and local laws, rules, regulations, health codes, and ordinances applicable to the service of alcohol at the facility. The User is solely responsible for ensuring that only persons who are of legal age are permitted to consume alcohol at the facility. The City of Lake Stevens is not responsible for the supervision or monitoring of the activity taking place at the facility and any City employee on site is solely present as a facility monitor. However, if a City employee observes any of the conditions of this Facility Use Agreement or state liquor laws or regulations being violated, the City may immediately terminate the event and may request that local law enforcement respond.

AT PRIVATE EVENTS BEER, WINE, CIDER AND CHAMPAGNE ONLY. USE OR POSESSION OF HARD LIQUOR (i.e., ANY LIQUOR EXCEEDING 15% ALCOHOL BY VOLUME) WILL RESULT IN IMMEDIATE TERMINATION OF THE EVENT. ON THE DAY OF THE EVENT THE LICENSE MUST BE PRESENT AND DISPLAYED WHERE ALCOHOL IS BEING SERVED.

Insurance Requirements: The User shall procure and maintain, for the duration of the use or rental period, insurance against any and all claims for injuries to persons or damage to property which may arise from or in connection with the use of the facility and the activities of the User and his or her or its guests, representatives, employees, and volunteers. For athletic events, the General Liability insurance shall include coverage for "participant liability" with limits of not less than \$1,000,000 per occurrence, \$1,000,000 aggregate. The insurance policy shall contain or be endorsed to reflect that the Applicant's insurance coverage shall be primary insurance in respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the applicant's insurance and shall not contribute with it. The Certificates of Insurance and additional insured endorsements shall be furnished to the City before use of the facility. If the User maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of whether such limits maintained by the User are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the User.

A. The User's maintenance of insurance as required by the Facility Use Agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

B. The User is required to procure, at its own expense, General Liability insurance at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations, and contractual liability. The City of Lake Stevens shall be named as an additional insured on the User's General Liability Insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The endorsement shall add "The City of Lake Stevens, its officials, officers, employees, agents, and volunteers" as additional insureds. The General Liability insurance shall be written with limits not less than $1,000,000 each occurrence, $2,000,000 general aggregate.

C. The User shall additionally procure and maintain, for the duration of the use or rental period, Liquor Liability insurance in the amount of $1,000,000 each occurrence. The City is to be named as an additional insured on the Liquor Liability insurance policy using the same additional insured language identified above. Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the facility with the prior written approval of the Director.

The City of Lake Stevens shall not discriminate in the use of facilities or programs on the basis of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age, handicap, honorably discharged veteran or military status, status as a mother breastfeeding her child, or the use of a trained dog guide or service animal by a person with a disability. In addition, neither the City nor a third party receiving a lease or permit from the City shall discriminate based on sex in the operation, conduct, or administration of community athletic programs. Persons having questions or wishing to file a complaint regarding this policy may contact the City's Human Resource Director. Persons requiring a reasonable accommodation for a disability may contact the City's Human Resources Director. For more information, please contact 425.622.9400.