

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.

June 13, 2023 - 6:00 PM

HYBRID CITY COUNCIL MEETING

In person at The Mill, Sawyers Room, 1808 Main Street, Lake Stevens

or join Zoom Meeting: <https://us02web.zoom.us/j/82752624000>

or call in at (253) 215-8782 Meeting ID 82752624000

- 1. Call to Order**
- 2. Pledge of Allegiance** Mayor
- 3. Roll Call**
- 4. Approval of Agenda** Council President
- 5. Guest Business**
 - A. Staff Introductions- Mary Wells (Accountant Payroll), Barb Stevens,
Crystal Kolomyza (Police Officer), Olivia Baumgardner Jeff Young,
(Media and Communications Specialist) Russ Wright
- 6. Citizen Comments**
- 7. Council Business** Council President
- 8. Mayor's Business**
- 9. City Department Report**
 - A. Public Works Monthly Update Aaron Halverson
- 10. Consent Agenda**
 - A. 2023 Vouchers Barb Stevens
 - B. Teamsters Juneteenth and Seasonal Pay Memorandum of Understanding Anya Warrington
 - C. Ordinance 1165 Blake Fix Jeffrey Beazizo,
Greg Rubstello
- 11. Closed Record Hearing**
 - A. Ordinance No. 1166 - Stillwater Rezone Melissa Place
- 12. Action Items**
 - A. Parks Position Reclassification - Administrative Assistant Sarah Garceau

- B. Climate Sustainability Plan Adoption Melissa Place
- 13. **Executive Session (Confidential Session per RCW 42.30)**
 - A. Potential Litigation or Litigation per RCW 42.30.110 1
 - (i). There is no action expected.
- 14. **Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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.

CITY DEPARTMENT REPORT



Agenda Date: 6/13/2023

Contact Person/Department: Aaron Halverson, Public Works

This monthly report to City Council is intended to share information regarding Public Works projects and initiatives. This report is broken into four sections: Administration, Operations, Engineering, and Capital Projects. A stormwater update will be provided in July.

MEMORANDUM



Public Works Department

DATE: June 13, 2023

TO: Mayor and City Council

FROM: Aaron Halverson, Public Works Director

SUBJECT: Public Works Monthly Report

This monthly report to City Council is intended to share information regarding Public Works projects and initiatives. This report is broken into four sections: Administration, Operations, Engineering, and Capital Projects. A stormwater update will be provided in July.

1. Administration

APWA Accreditation – Management System

Public Works is currently developing a visual “management system” to help track progress in meeting APWA documentation requirements in the APWA software. While the software has dashboards and reports, it does not offer a one-stop-shop experience to track the process and assignments at a more granular level. This system will help staff to track what items are ready to be worked on next, current compliance levels for each practice, who is assigned to which practices, and what steps are needed need to move it along in the process. Once this system is refined, similar systems can be implemented for other teams in the City.

VUEWorks Redeployment – System is Live, CitizenVUE for Service Requests

VUEWorks allows the city to track the maintenance of its infrastructure and assets. Public Works is pleased to announce that the VUEWorks system went live on May 15th. This system is improving public work services in the following ways:

- We will have a better understanding of the condition of our infrastructure, enabling us to develop a proactive maintenance plan and budget accordingly.
- Attach documents and plans to assets, reducing time/effort tracking records to perform maintenance.
- Track costs associated with projects and maintenance.
- Prepare accurate year-end reports.
- The public is able to report issues using the CitizenVUE mobile app and web portal. Their report will be tied to the geospatial location and enter a workflow of evaluation, prioritization, and work order development.
- A CitizenVUE how-to guide will be available on the Public Works webpage in early June.

Getting Started with CitizenVUE

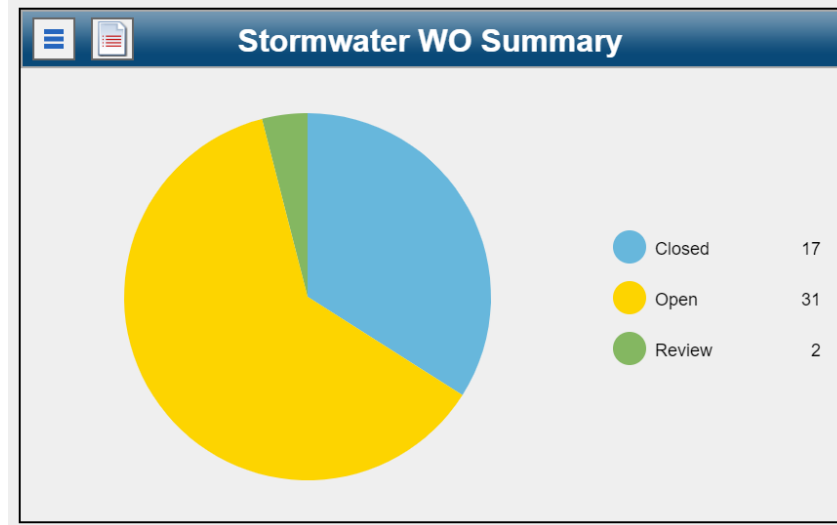
- From Comp Portal on your cell phone, search: **CitizenVUE** (the logo looks like this). 
- Download the app.**
- When you open the app for the first time, you will see this screen. **Tap Lake Stevens.** (or enter the code lakestevens)
- Then click **"START"**.
- The app will guide you through the rest of the process:
 - Take a photo (if you want).
 - Confirm the address is correct, select the Issue Category and Issue, then type in a short Description. Click "Next".
 - Enter your contact info, then press "Next".
 - Review and submit.
- You will get an **email confirmation** of your request.
- Public Works will **receive and review** the request.

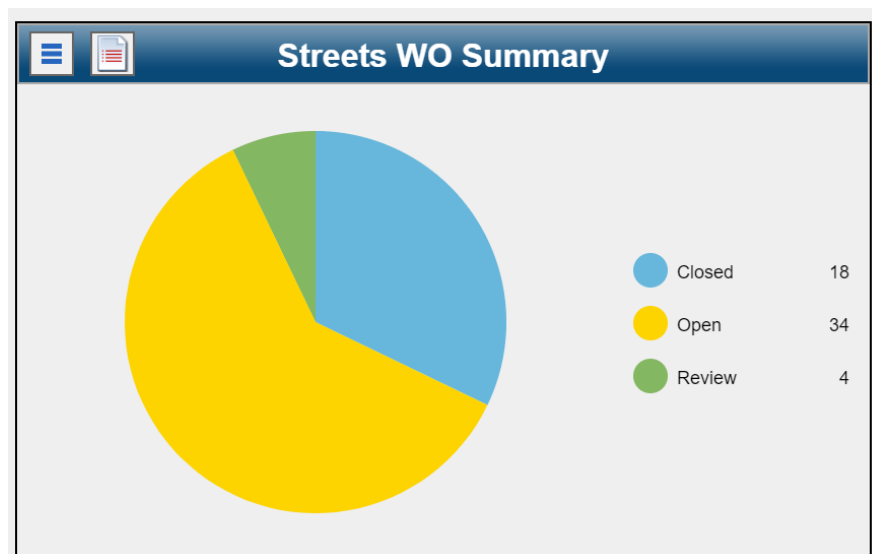
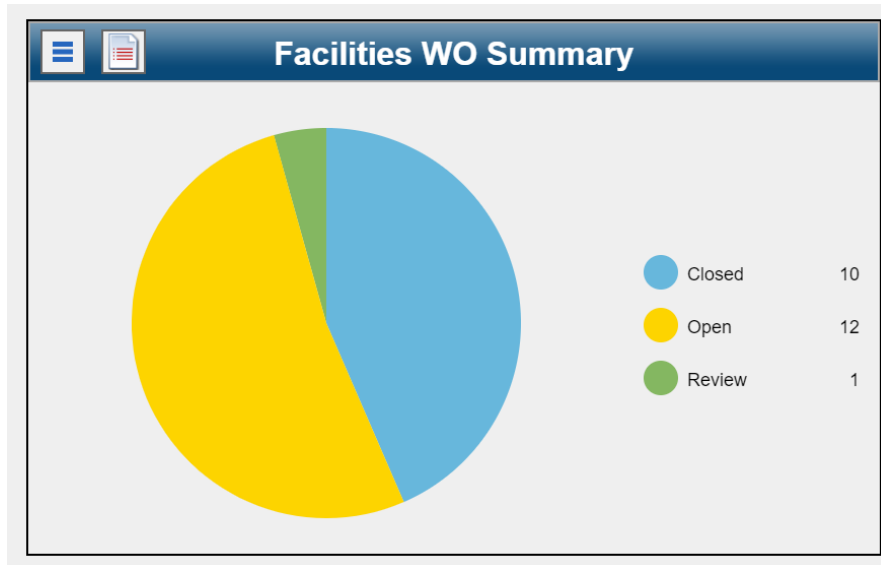
Don't have a phone? Go to <https://vueworks.lakestevenswa.gov/CitizenRequestPortal/> ~ Bookmark this page for quick reference

Picture above: Getting Started with CitizenVUE How-To Guide

2. Operations

VueWorks Open Work Orders By Division – Two Weeks Since Implementation of VueWorks





Fleet

We have received four of the seven light-duty half-ton pickups from Enterprise. The last three have just come off the assembly line and are in shipment. The surplus of the older heavy equipment and light duty fleet are scheduled for auction in August.

Stormwater

The storm crew has cleaned 100% of the basins in the City's infrastructure. Their focus now is the cleaning of the stormwater facility vegetation, primarily in ponds and access roads.

Streets/Facilities

Streets and facilities crew have focused on the right-of-way vegetation and sidewalk repairs. They also have been assisting the Parks Department in the installation of the "Water Tower" art piece at City Hall. To provide improved service, a landscape contract to maintain city-owned facilities on South Lake Stevens will be executed in the coming weeks.

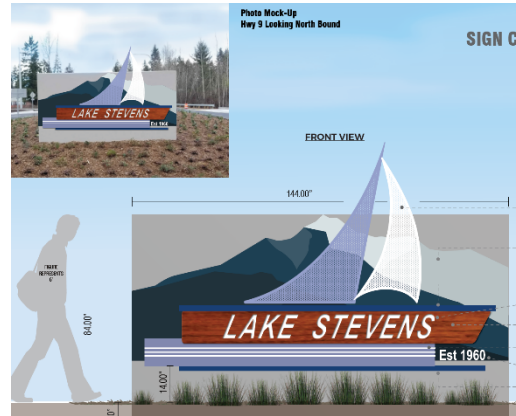
3. Engineering Division

Recruitment

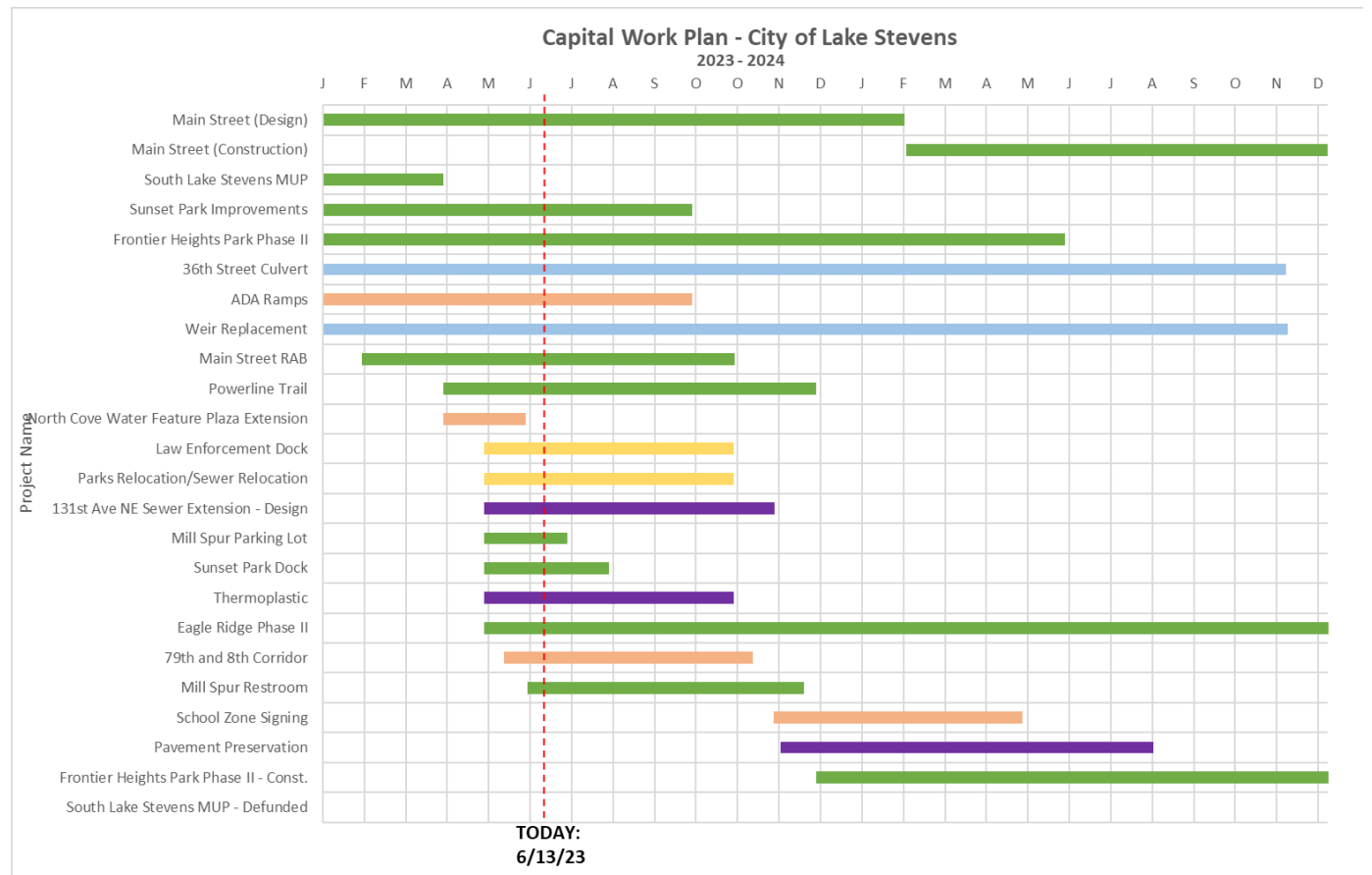
The **Senior Civil Engineer** position was advertised on May 11th and the first review of applicants occurred three weeks later. Five qualified candidates were interviewed last week and we will be moving forward to fill this position in July.

Gateway Signs

One gateway sign has been ordered from FastSigns. 6-7 weeks are needed for fabrication and installation. FastSigns reports that they have been delayed due to production issues. This is a revised schedule from the previous report due to supplier issues.



4. Capital Project Updates



Sunset Beach Park Improvements

Staff Contact: Erik Mangold, Capital Projects Manager: emangold@lakestevenswa.gov

Update: This project was advertised for contractor bids on May 26th and the bid open is scheduled for June 15th. The engineer's construction cost estimate is \$450,000. Public Works is planning to request the award of this construction contract at the June 27th City Council meeting.

Project Description: The project consists of constructing improvements to Sunset Beach Park, including cement concrete pathways, foundations for shade structures, site furnishings, picnicking/seating pad, portable restroom enclosure, landscaping, bioretention planter, and asphalt parking area.

Anticipated Schedule: Construction is expected to begin in early July. The contractor will have 70 working days, or a little over 3 months, to complete this project.

The City is also working with a design consultant to prepare plans and specifications to replace the swim dock this summer.



Mill Spur Parking Lot

Staff Contact: Erik Mangold, Capital Projects Manager: emangold@lakestevenswa.gov

Update: This project was advertised for contractor bids on May 12th and the bid open occurred on May 23rd. The engineer's construction cost estimate was \$71,500. Four bids were received. Northend Excavating, Inc. was awarded the construction contract with a low bid of \$64,616.

Project Description: The project will construct 7 public parking stalls south of Mill Spur and include grading, asphalt paving, striping, landscaping, concrete curbing, installation of conduit, bollards, and minor stormwater improvements.



Anticipated Schedule: Construction is expected to begin this week. The contractor will have 15 working days to construct this project and should be complete by the end of June.

ADA Improvements Project

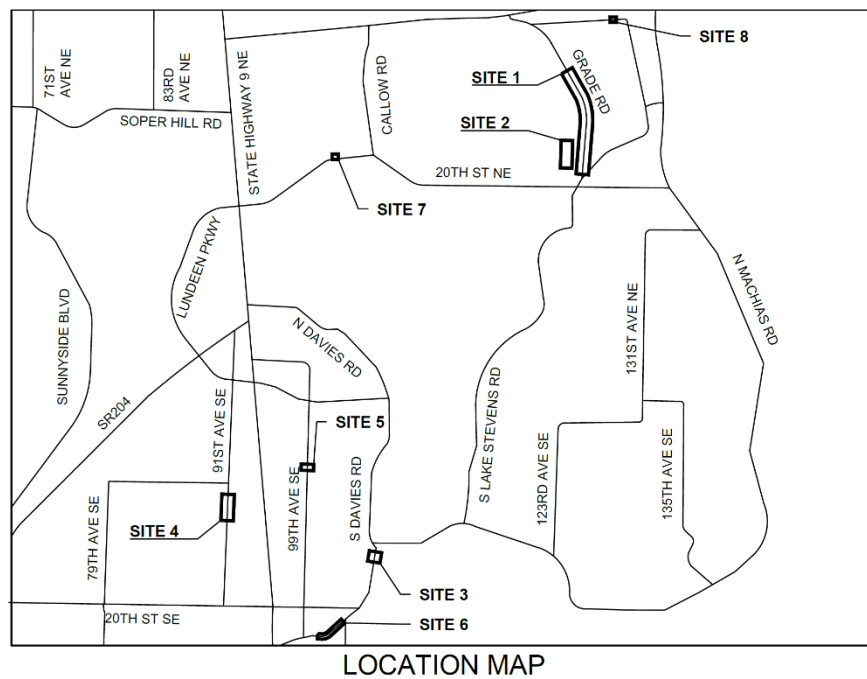
Staff Contact: Whitney Ojalehto, Engineering Technician: wojalehto@lakestevenswa.gov

Update: This project was advertised for contractor bids on June 6th and the bid open is scheduled for June 21st. The engineer's construction cost estimate is \$730,000. Public Works is planning to request the award of this construction contract at the June 27th City Council meeting.

Project Description: The project consists of improving ADA facilities along eight road segments within the City, including demolition and construction of ADA ramps, pavement markings, permanent signing, and utility adjustments. Refer to the location map below.



Anticipated Schedule: Construction is expected to begin in early July. The contractor will have 40 working days, or 2 months, to complete this project.



North Cove Water Feature / Plaza Extension

Staff Contact: Whitney Ojalehto, Engineering Technician: wojalehto@lakestevenswa.gov

Update: Northend Excavating, Inc. was awarded the construction contract on May 5th with a low bid of \$18,500. Construction is complete and Final Acceptance was issued on June 1st. The final construction cost was \$11,753.

Project Description: The project extended the concrete pad at the North Cove Park Water Feature and included grading, forming, placing and finishing of concrete and utility adjustments. Site preparations and restoration were completed by Parks staff.



Transportation Benefit District (TBD) Projects

Staff Contact: Kim Klinkers, City Engineer: kklinkers@lakestevenswa.gov

Update: Once hired and onboarded, the Senior Civil Engineer will begin working on the planning and design phases for the following projects:

- 91st Ave SE sidewalk, 4th Street SE to Market Street
- 91st Ave SE sidewalk, 8th Street SE to 4th Street SE
- 91st Ave SE sidewalk, 20th Street SE to 12th Street SE
- 117th Ave NE sidewalk, 20th Street NE to 26th Street NE

WSDOT SR 9 & SR 204 Roundabout Construction

Best resource for up-to-date construction information:

<https://wsdot.wa.gov/construction-planning/search-projects/sr-9-sr-204-intersection-improvements>



BLANKET VOUCHER APPROVAL
2023

Payroll Direct Deposits	05/25/23, 06/09/23	\$673,923.08
Payroll Checks	58352 & 58358	\$4,036.98
Electronic Funds Transfers	ACH	\$213,619.77
Claims	58353-58357, 58359-58519	\$665,927.48
Void Checks	56958 & 58179	(\$418.60)
Total Vouchers Approved:		\$1,557,088.71

This 13th day of June 2023

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

June 13, 2023



City expenditures by type for this voucher packet			
Personnel Costs	\$	677,960	44%
Payroll Federal Taxes	\$	127,155	8%
Retirement Benefits - Employer	\$	74,329	5%
Other Employer Paid Benefits	\$	967	0%
Employee Paid Benefits	\$	28,304	2%
Supplies	\$	47,632	3%
Professional Services	\$	398,397	26%
Refunds	\$	4,195	0%
Capital *	\$	197,841	13%
Debt Payments	\$	726	0%
Void Checks	\$	(419)	0%
Total	\$	1,557,089	100%

Large Purchases *

- * 2023 Ford F150 Police Responder - \$61,387
- * SLR Multi-Use Trail Phase II & III - \$32,039
- * North Cove Water Feature/Plaza Extension - \$11,754
- * 2022 Overlay Project Retainage Release - \$23,415
- * Davies Beach Dock Materials - \$30,040
- * Engineering Svcs ADA Improvements Preliminary Plan - \$18,935
- * LS ADA Transition Plan - \$11,627

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 05/19/2023 - 06/08/2023

Total for Period
\$879,547.25

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-29484	001 008 521 21 31 00	LE-Boating Minor Equipment	Safety Vests	58359	\$480.03
911 Supply Inc	INV-2-29489	001 008 521 20 31 01	LE-Fixed Minor Equipment	Service Bar Holders	58359	\$706.08
					58359 Total	\$1,186.11
AAA of Everett	EV166373	001 008 521 50 48 00	LE-Facility Repair & Maint	PD Fire Extinguisher Service	58360	\$341.51
					58360 Total	\$341.51
Ace Hardware	76675	101 016 544 90 31 02	ST-Operating Cost	Screw Extractor Sets/Drill Bits	58361	\$84.08
Ace Hardware	76689	001 012 575 51 31 00	CS- Grimm House - Operating	Paint Supplies	58361	\$425.02
Ace Hardware	76690	101 016 544 90 31 02	ST-Operating Cost	Spraypaint/KeyKrafter	58361	\$12.65
Ace Hardware	76723	101 016 544 90 31 02	ST-Operating Cost	Red Hoe Scuffles (4)	58361	\$118.00
Ace Hardware	76734	101 016 544 90 31 02	ST-Operating Cost	Pull Plates/Caulk	58361	\$123.21
Ace Hardware	76759	101 016 544 90 31 02	ST-Operating Cost	Padlock/Chain Coil	58361	\$61.14
Ace Hardware	76775	101 016 544 90 31 02	ST-Operating Cost	Glass Cleaner	58361	\$94.17
Ace Hardware	76798	101 016 544 90 31 02	ST-Operating Cost	Gloves/Cleaning Supplies/Paper Towels	58361	\$346.49
Ace Hardware	76799	001 008 521 50 30 00	LE-Facilities Supplies	Cleaning Supplies for PD	58361	\$142.05
Ace Hardware	76805	410 016 531 10 31 02	SW - Operating Costs	Through the Roof	58361	\$21.84
Ace Hardware	76806	101 016 544 90 31 02	ST-Operating Cost	Duct Tape	58361	\$13.11
Ace Hardware	76815	001 010 576 80 31 00	PK-Operating Costs	Couplers/Hex Bushings	58361	\$15.77
Ace Hardware	76816	410 016 531 10 31 02	SW - Operating Costs	Gloves/Leader Hose	58361	\$36.77
Ace Hardware	76820	101 016 544 90 31 02	ST-Operating Cost	Lever Blow Gun/Retractable Air Hose Reel	58361	\$243.70
Ace Hardware	76827	001 012 575 51 31 00	CS- Grimm House - Operating	Primer/Paintcare	58361	\$133.28
Ace Hardware	76828	101 016 544 90 31 02	ST-Operating Cost	Ant Bait	58361	\$26.20
Ace Hardware	76850	302 010 594 76 61 17	PM - Davies Low Profile Dock	Threadlocker/Fasteners	58361	\$99.86
Ace Hardware	76852	001 008 521 50 30 00	LE-Facilities Supplies	Cleaning Supplies for PD	58361	\$136.57
Ace Hardware	76856	302 010 594 76 61 17	PM - Davies Low Profile Dock	Fasteners	58361	\$63.80
Ace Hardware	76870	302 010 594 76 61 17	PM - Davies Low Profile Dock	Fasteners	58361	\$25.13
					58361 Total	\$2,222.84
Alexander Printing Co Inc	77577	001 007 558 50 31 00	PL-Office Supplies	Business Cards - C Fauth	58362	\$106.80
Alexander Printing Co Inc	77772	001 004 514 23 31 00	FI-Office Supplies	Business Cards - M Wells	58362	\$63.82
Alexander Printing Co Inc	77772	001 007 558 50 31 00	PL-Office Supplies	Business Cards - O Baumgardner	58362	\$63.82
					58362 Total	\$234.44
All Battery Sales and Service	300-10109949	101 016 544 90 31 02	ST-Operating Cost	Rocker Switch/LED Warning Lights/LED Mini Lights	58363	\$1,602.16
All Battery Sales and Service	300-10109949	410 016 531 10 31 02	SW - Operating Costs	Rocker Switch/LED Warning Lights/LED Mini Lights	58363	\$1,602.15
					58363 Total	\$3,204.31
Amazon Capital Services	1C3C-9GNX-1KJ1	001 008 521 21 31 00	LE-Boating Minor Equipment	Mustang Survival Re-Arm Kit for Auto/Manual 33G Bayonet	58364	\$121.41
Amazon Capital Services	1G3H-9XTX-GPXY	001 008 521 30 31 00	LE-Community Outreach Supplies	Shovel/Nursery Pots/Popsicle Sticks	58364	\$105.90
					58364 Total	\$227.31
Amazon Capital Services	1M7N-C1JD-FM6C	001 008 521 20 31 01	LE-Fixed Minor Equipment	Womens Boots	58365	\$85.78
Amazon Capital Services	1QGH-1YK4-F9QQ	001 008 521 20 31 00	LE-Office Supplies	Photo Album	58365	\$32.43
Amazon Capital Services	1QTR-XV49-1FTW	001 008 521 20 31 04	LE-Donation Exp - Other	Outdoor Games/Bubble Machine - Summer BBQ	58365	\$191.20
					58365 Total	\$309.41
Amazon Capital Services	11KD-79NJ-17XF	001 006 518 80 31 00	IT-Office Supplies	iPhone Case	58366	\$29.46
Amazon Capital Services	13DY-WQ3D-17YH	001 013 518 20 31 00	GG-Operating Costs	Copy Paper for CH	58366	\$54.64
Amazon Capital Services	13LN-WXR7-H3FC	001 006 518 80 31 00	IT-Office Supplies	LG Monitor	58366	\$215.31
Amazon Capital Services	14N6-XQ7Y-QQHN	101 016 544 90 31 02	ST-Operating Cost	Steering Wheel Spinner	58366	\$17.47

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	1693-NCFC-1HC3	001 005 518 10 31 00	HR-Office Supplies	OtterBox iPhone Case	58366	\$27.32
Amazon Capital Services	1C7V-LJL4-D6Y6	001 010 576 80 31 00	PK-Operating Costs	Sqwincher Pops	58366	\$38.86
Amazon Capital Services	1C7V-LJL4-D6Y6	101 016 544 90 31 02	ST-Operating Cost	Sqwincher Pops	58366	\$38.86
Amazon Capital Services	1C7V-LJL4-D6Y6	410 016 531 10 31 02	SW - Operating Costs	Sqwincher Pops	58366	\$38.86
Amazon Capital Services	1C9T-N7R6-Q9XW	101 016 544 90 31 02	ST-Operating Cost	Cleaning Wipes/Notepad Planners	58366	\$35.40
Amazon Capital Services	1C9T-N7R6-Q9XW	410 016 531 10 31 02	SW - Operating Costs	Cleaning Wipes/Notepad Planners	58366	\$35.39
Amazon Capital Services	1CKX-HLYX-9VVM	001 004 514 23 31 00	FI-Office Supplies	iPhone Case	58366	\$15.29
Amazon Capital Services	1CKX-HLYX-9VVM	001 006 518 80 31 00	IT-Office Supplies	iPhone Case	58366	\$15.30
Amazon Capital Services	1CKX-HLYX-9VVM	001 008 521 20 31 00	LE-Office Supplies	iPhone Case	58366	\$15.30
Amazon Capital Services	1CL1-JW96-CCVV	101 016 544 90 31 02	ST-Operating Cost	Fungicide	58366	\$41.52
Amazon Capital Services	1CTL-91XJ-3DN7	001 006 518 80 31 00	IT-Office Supplies	USB Docking Station/Hard Drive Adapter	58366	\$60.23
Amazon Capital Services	1D6X-HCY9-3X46	001 006 518 80 31 00	IT-Office Supplies	HDMI Cable	58366	\$49.17
Amazon Capital Services	1FQY-JW7Q-G6FW	001 008 521 20 31 02	LE-Minor Equipment	Power Adapter Cables/Hard Drive Mounting Bracket Adapter	58366	\$29.37
Amazon Capital Services	1GQQ-7LCM-361X	001 010 576 80 31 00	PK-Operating Costs	Acrylic Sign Holder	58366	\$15.28
Amazon Capital Services	1GQQ-7LCM-361X	001 013 518 20 31 00	GG-Operating Costs	Pens	58366	\$79.89
Amazon Capital Services	1GQQ-7LCM-361X	001 005 518 10 31 00	HR-Office Supplies	White Cardstock	58366	\$7.64
Amazon Capital Services	1HL6-PV1Q-937N	101 016 544 90 31 02	ST-Operating Cost	Drive Sockets	58366	\$23.61
Amazon Capital Services	1HL6-PV1Q-937N	410 016 531 10 31 02	SW - Operating Costs	Drive Sockets	58366	\$23.61
					58366 Total	\$907.78
Amazon Capital Services	1JXX-PWQ4-3D4H	001 010 576 80 31 00	PK-Operating Costs	Sqwincher Qwik Stiks	58367	\$28.31
Amazon Capital Services	1JXX-PWQ4-3D4H	101 016 544 90 31 02	ST-Operating Cost	Sqwincher Qwik Stiks	58367	\$28.32
Amazon Capital Services	1JXX-PWQ4-3D4H	410 016 531 10 31 02	SW - Operating Costs	Sqwincher Qwik Stiks	58367	\$28.32
Amazon Capital Services	1KPT-YQLM-CJRJ	101 016 544 90 31 02	ST-Operating Cost	iPhone Cases	58367	\$35.47
Amazon Capital Services	1KPT-YQLM-CJRJ	410 016 531 10 31 02	SW - Operating Costs	iPhone Cases	58367	\$35.47
Amazon Capital Services	1M4M-3NR6-FKVH	101 016 544 90 31 02	ST-Operating Cost	Rope	58367	\$35.62
Amazon Capital Services	1PCL-1TM3-194W	001 010 576 80 31 00	PK-Operating Costs	Ping Pong Balls/Spray Paint	58367	\$61.17
Amazon Capital Services	1PLN-WVMV-7GM1	101 016 544 90 31 02	ST-Operating Cost	5 Point Sockets	58367	\$23.61
Amazon Capital Services	1PLN-WVMV-7GM1	410 016 531 10 31 02	SW - Operating Costs	5 Point Sockets	58367	\$23.61
Amazon Capital Services	1R4W-3QDP-9Q3Y	001 010 576 80 31 06	PK-Lake Safety	Rangefinder/Wire Rope Clamp	58367	\$115.34
Amazon Capital Services	1R7X-3NFN-1TDN	001 004 514 23 31 00	FI-Office Supplies	iPhone Case Refund	58367	(\$13.11)
Amazon Capital Services	1R7X-3NFN-1TDN	001 006 518 80 31 00	IT-Office Supplies	iPhone Case Refund	58367	(\$13.11)
Amazon Capital Services	1R7X-3NFN-1TDN	001 008 521 20 31 00	LE-Office Supplies	iPhone Case Refund	58367	(\$13.11)
Amazon Capital Services	1RJH-RXKT-11LK	001 010 576 80 31 00	PK-Operating Costs	Watering Wands for Eagle Ridge Gardens	58367	\$49.58
Amazon Capital Services	1TJR-GQ39-4RNM	001 005 517 90 31 00	HR - Wellness Program Supplies	Foot Massager - Wellness Prize	58367	\$26.17
Amazon Capital Services	1V4Q-RYLQ-6QDH	001 013 518 20 31 00	GG-Operating Costs	Badge Reels	58367	\$35.88
Amazon Capital Services	1V4Q-RYLQ-6QDH	001 005 518 10 31 00	HR-Office Supplies	Flash Drive Memory Sticks	58367	\$14.85
Amazon Capital Services	1W9K-DFFV-HNWL	001 006 518 80 31 00	IT-Office Supplies	Wired Headset	58367	\$46.98
Amazon Capital Services	1XWG-JTFV-CNWT	001 003 514 20 31 00	CC-Office Supply	Card Stock	58367	\$19.06
Amazon Capital Services	1XWG-JTFV-CNWT	001 013 518 20 31 00	GG-Operating Costs	Cleaner	58367	\$17.64
Amazon Capital Services	1XWG-JTFV-CNWT	001 007 558 50 31 00	PL-Office Supplies	Wired Earbuds	58367	\$14.15
Amazon Capital Services	1XWG-JTFV-CNWT	001 010 576 80 31 00	PK-Operating Costs	Wrist Coil Key Ring	58367	\$3.27
Amazon Capital Services	1YR9-MCG1-CY4J	001 010 576 80 31 03	PK- Equipment & Tools	Socket Adapter Set	58367	\$28.36
					58367 Total	\$631.85
Bark King Blower Truck Service	16397	001 010 576 80 31 05	PK-R&M Supplies	ADA Playground Chips Delivered & Installed Lundeen Park	58368	\$6,715.11
					58368 Total	\$6,715.11
Baumgardner	052323 BAUMGARD	001 007 558 50 43 00	PL-Travel & Mtgs	CERB Presentation Meal Reimbursement	58369	\$11.60
					58369 Total	\$11.60

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Bendiksen	LSPD4	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	58370	\$300.00
					58370 Total	\$300.00
Berk Consulting Inc	10725-04-23	001 007 558 50 41 00	PL-Professional Serv	LS Housing Action Plan 04-2023	58371	\$1,400.00
					58371 Total	\$1,400.00
Bickford Motors Inc	1245130	001 010 576 80 31 00	PK-Operating Costs	Step Assembly PW47	58372	\$615.74
					58372 Total	\$615.74
Blue Skies Drone Rental LLC	INV-003880	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	DJU Mavic 3 Thermal Drone & Battery Kit	58373	\$6,990.04
					58373 Total	\$6,990.04
Brazel	061123 BRAZEL	001 002 513 11 43 00	AD-Travel & Meetings	AWWA Conf Meal PerDiem	58374	\$376.00
					58374 Total	\$376.00
Brendemuhl	052023 BRENDEMU	001 013 582 10 00 00	Refund of Deposit	LS23-Brendemuhl_5-20 Mill Deposit Refund	58375	\$300.00
					58375 Total	\$300.00
Bryant	061923 BRYANT	001 008 521 20 43 00	LE-Travel & Per Diem	Sergeants Academy Training Mt Vernon Meal PerDiem	58376	\$85.00
					58376 Total	\$85.00
Bud Clary Ford Hyundai	3PV632 V632	520 008 594 21 63 00	Vehicles - Capital Equip	2023 Ford F150 Police Responder PO #1879	58377	\$61,387.13
					58377 Total	\$61,387.13
Business Card	BARNES 0623	520 008 594 21 63 00	Vehicles - Capital Equip	2023 Ford F150 Police Responder License Fees	58378	\$68.00
Business Card	BARNES 0623	001 008 521 20 31 01	LE-Fixed Minor Equipment	Pepperball Tank Air Refill	58378	\$38.39
Business Card	BARNES 0623	001 008 521 20 43 00	LE-Travel & Per Diem	PLECET Training Hotel - M Cooper	58378	\$977.75
Business Card	BEAZIZO 0623	001 008 521 20 31 02	LE-Minor Equipment	F150 Armrest/Drivers Bucket Seat	58378	\$368.34
Business Card	BEAZIZO 0623	520 008 594 21 63 00	Vehicles - Capital Equip	F150 Armrest/Drivers Bucket Seat	58378	\$476.55
Business Card	BEAZIZO 0623	001 008 521 20 43 00	LE-Travel & Per Diem	WA Assoc of Sheriffs & Police Chiefs Conf Hotel - Beazizo	58378	\$451.55
Business Card	BEAZIZO 0623	001 008 521 20 43 00	LE-Travel & Per Diem	WA Assoc of Sheriffs & Police Chiefs Conf Hotel Refund - Beazizo	58378	(\$42.51)
Business Card	BRAZEL 0623	001 002 513 11 43 00	AD-Travel & Meetings	DC Fly In Airport Parking Fees - Brazel	58378	\$160.00
Business Card	BRAZEL 0623	001 002 513 11 43 00	AD-Travel & Meetings	DC Fly In Hotel Fees - Brazel	58378	\$323.50
Business Card	BRAZEL 0623	001 002 513 11 43 00	AD-Travel & Meetings	DC Fly In Taxi Fees - Brazel	58378	\$71.42
Business Card	BRAZEL 0623	001 002 513 11 43 00	AD-Travel & Meetings	DC Fly In UBER Fees - Brazel	58378	\$629.94
Business Card	BRYANT 0623	001 008 521 20 31 00	LE-Office Supplies	Amazon Kids - To be Reimbursed by Bryant	58378	\$5.45
Business Card	CHELIN 0623	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Conf Spokane Flight - Daughtry	58378	\$252.80
Business Card	CHELIN 0623	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Conf Spokane Flight - Dickinson	58378	\$252.80
Business Card	CHELIN 0623	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Conf Spokane Hotel - Dickinson	58378	\$674.51
Business Card	CHELIN 0623	302 010 594 76 61 03	PM -20th SE Fields/Poweline TR	Powerline Trail Recording Fees	58378	\$2,514.00
Business Card	CLIFTON 0623	101 016 542 30 49 00	ST-Miscellaneous	Muffins/Strudels PW Meeting	58378	\$27.03
Business Card	CLIFTON 0623	410 016 531 10 49 00	SW - Miscellaneous	Muffins/Strudels PW Meeting	58378	\$27.02
Business Card	DREHER 0623	001 008 521 20 43 00	LE-Travel & Per Diem	Assoc of Sheriffs & Police Chiefs Conf Hotel Deposit - Beazizo	58378	\$162.55
Business Card	DREHER 0623	001 008 521 20 43 00	LE-Travel & Per Diem	Assoc of Sheriffs & Police Chiefs Conf Hotel Deposit - Thomas	58378	\$162.55
Business Card	DREHER 0623	001 008 521 20 49 00	LE-Dues & Memberships	Blazepod Monthly Membership	58378	\$16.38
Business Card	DREHER 0623	001 008 521 20 49 00	LE-Dues & Memberships	Blazepod Monthly Membership Refund	58378	(\$16.38)
Business Card	DREHER 0623	001 008 521 20 31 05	LE-Equipment - New Officers	Boots - B Ryan	58378	\$139.36
Business Card	DREHER 0623	001 008 521 20 49 00	LE-Dues & Memberships	CPST Recertification Fee - M Cooper	58378	\$55.00
Business Card	DREHER 0623	001 008 521 20 31 00	LE-Office Supplies	Friskies Turkey & Chicken Pate	58378	\$3.03
Business Card	DREHER 0623	001 008 521 20 31 01	LE-Fixed Minor Equipment	Laptop Computer Bag/Handheld Magnifier/Swabs & Boxes	58378	\$256.88
Business Card	DREHER 0623	001 008 521 20 49 00	LE-Dues & Memberships	LEIRA Membership - B Ryan	58378	\$50.00
Business Card	DREHER 0623	001 008 521 40 49 01	LE-Registration Fees	Understanding Trama Registration - B Ryan	58378	\$50.00
Business Card	DREHER 0623	001 008 521 40 49 01	LE-Registration Fees	Vehicle Dynamics Registration - Holland	58378	\$995.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	DREHER 0623	001 008 521 20 49 00	LE-Dues & Memberships	WAPRO Membership - B Ryan	58378	\$25.00
Business Card	DREHER 0623	001 008 521 20 43 00	LE-Travel & Per Diem	WHIA Conf Hotel - Bassett	58378	\$623.70
Business Card	GAILEY 0623	001 001 513 10 43 00	Executive - Travel & Mtgs	DC Fly In Lyft - Gailey	58378	\$385.42
Business Card	GOOD 0623	001 005 518 10 43 00	HR-Travel & Meetings	AWC Labor Relations Hotel - Good	58378	\$326.04
Business Card	GOOD 0623	001 005 518 10 49 00	HR-Miscellaneous	SHRM Membership - Good	58378	\$244.00
Business Card	LEBLANC 0623	001 008 521 20 49 00	LE-Dues & Memberships	LEIRA Membership - K Putnam	58378	\$50.00
Business Card	LEBLANC 0623	001 008 521 40 49 01	LE-Registration Fees	Understanding Trama Registration - A Fox	58378	\$50.00
Business Card	LEBLANC 0623	001 008 521 40 49 01	LE-Registration Fees	Understanding Trama Registration - J Dreher	58378	\$100.00
Business Card	LEBLANC 0623	001 008 521 40 49 01	LE-Registration Fees	Understanding Trama Registration - K Putnam	58378	\$50.00
Business Card	LEBLANC 0623	001 008 521 40 49 01	LE-Registration Fees	Understanding Trama Registration - K Starkenburg	58378	\$50.00
Business Card	LEBLANC 0623	001 008 521 40 49 01	LE-Registration Fees	Understanding Trama Registration - M LeBlanc	58378	\$50.00
Business Card	STEVENS T 0623	001 006 518 80 49 01	IT-Staff Development	ACCIS Membership	58378	\$75.00
Business Card	STEVENS T 0623	001 008 521 20 41 01	LE-Professional Serv-Fixed	Airtame Digital Signage Licensing	58378	\$240.00
Business Card	STEVENS T 0623	101 016 544 90 31 02	ST-Operating Cost	Airtame Digital Signage Licensing	58378	\$60.00
Business Card	STEVENS T 0623	410 016 531 10 31 02	SW - Operating Costs	Airtame Digital Signage Licensing	58378	\$60.00
Business Card	STEVENS T 0623	001 006 518 80 41 00	IT-Professional Services	BitBucket Monthly Subscription	58378	\$32.79
Business Card	STEVENS T 0623	001 008 521 20 31 02	LE-Minor Equipment	Hard Drives & Controller for BWC Download	58378	\$1,812.99
Business Card	THOMAS 0623	001 008 521 20 43 00	LE-Travel & Per Diem	Assoc of Sheriffs & Police Chiefs Conf Hotel - Thomas	58378	\$409.04
Business Card	UBERT 0623	001 008 521 20 41 01	LE-Professional Serv-Fixed	FUBO TV Monthly Subscription for PD	58378	\$93.98
Business Card	UBERT 0623	001 008 521 20 31 00	LE-Office Supplies	Hiring Business Cards	58378	\$50.00
Business Card	UBERT 0623	001 008 521 20 49 00	LE-Dues & Memberships	ICPM CM Program Renewal	58378	\$75.00
Business Card	UBERT 0623	001 008 521 20 43 00	LE-Travel & Per Diem	Tyler Connect Airport Parking Fees	58378	\$136.00
Business Card	UBERT 0623	001 008 521 20 43 00	LE-Travel & Per Diem	Tyler Connect Conf Uber to/from Airport & Hotel	58378	\$54.64
Business Card	UBERT 0623	001 008 521 20 43 00	LE-Travel & Per Diem	Tyler Connect Hotel - Ubert/LeBlanc	58378	\$1,812.36
Business Card	WARRINGTON 0623	001 005 518 10 43 00	HR-Travel & Meetings	AWC Labor Relations Hotel - Warrington	58378	\$326.04
Business Card	WARRINGTON 0623	001 005 518 10 41 01	HR - Advertising/Marketing	Job Fair Giveaway Supplies	58378	\$2,307.27
Business Card	WEAVER 0623	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Conf Spokane Hotel - Daughtry	58378	\$720.48
Business Card	WEAVER 0623	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC Conf Spokane Registration - Daughtry	58378	\$475.00
Business Card	WEAVER 0623	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC Conf Spokane Registration - Dickinson	58378	\$475.00
Business Card	WEAVER 0623	001 001 513 10 49 01	Executive - Prof. Development	LSC Signature Program Graducation Registration - Gailey	58378	\$44.52
Business Card	WEAVER 0623	001 001 513 10 49 01	Executive - Prof. Development	NRPA Annual Conf Dallas TX Registration - Gailey	58378	\$452.50
Business Card	WRIGHT 0623	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Grade Rd MDNS	58378	\$55.86
Business Card	WRIGHT 0623	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Industrial Area	58378	\$93.47
Business Card	WRIGHT 0623	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2022-0094 Batcheldor MDNS	58378	\$32.30
Business Card	WRIGHT 0623	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Mattson SEPA/Iverson SEPA	58378	\$8.75
Business Card	WRIGHT 0623	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Mill Spur	58378	\$23.37
Business Card	WRIGHT 0623	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Mill Spur Revised	58378	\$23.37
Business Card	WRIGHT 0623	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Sparman	58378	\$71.31
Business Card	WRIGHT 0623	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Stillwater Hearing	58378	\$63.13
Business Card	WRIGHT 0623	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Tilson	58378	\$25.23
Business Card	WRIGHT 0623	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Westlake Townhomes	58378	\$70.20
Business Card	YOUNG 0623	111 008 521 20 31 01	Drug Seize - Canine Supplies	Dog Food	58378	\$64.37
Business Card	YOUNG 0623	001 008 521 20 41 00	LE-Professional Services	Transcription Services Case #2019-21296	58378	\$184.25
					58378 Total	\$21,533.29
Business Ladies of Society	051023 BLS	001 013 582 10 00 00	Refund of Deposit	LS23-Jensen_5-10 Mill Deposit Refund	58379	\$150.00
					58379 Total	\$150.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Canon Financial Services Inc	30472461	001 013 591 18 70 01	Lease Agreements	Copier Lease CH Admin	58380	\$261.71
Canon Financial Services Inc	30472461	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Lease CH Admin Tax	58380	\$24.34
Canon Financial Services Inc	30472462	001 007 591 58 70 01	PL -Lease Agreements	Copier Lease CH	58380	\$70.56
Canon Financial Services Inc	30472462	001 007 591 59 70 01	PB - Lease Agreements	Copier Lease CH	58380	\$70.56
Canon Financial Services Inc	30472462	001 013 591 18 70 01	Lease Agreements	Copier Lease CH	58380	\$70.56
Canon Financial Services Inc	30472462	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Lease CH Tax	58380	\$6.56
Canon Financial Services Inc	30472462	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Lease CH Tax	58380	\$6.56
Canon Financial Services Inc	30472462	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Lease CH Tax	58380	\$6.57
Canon Financial Services Inc	30472464	001 008 591 21 70 01	Lease Agreements	Copier Lease PD	58380	\$252.95
Canon Financial Services Inc	30472464	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Copier Lease PD Tax	58380	\$23.52
					58380 Total	\$793.89
Cardio Partners Inc	INV3190370	001 008 521 20 31 01	LE-Fixed Minor Equipment	HeartStart Replacement Pads Cartridges/Batteries	58381	\$2,213.69
Cardio Partners Inc	INV3194010	001 008 521 20 31 01	LE-Fixed Minor Equipment	HeartStart Electrode Pads	58381	\$186.57
					58381 Total	\$2,400.26
CDW Government Inc	JL77430	510 006 518 80 49 18	LR - Microsoft Enterprise Agmt	Annual Microsoft Suite	58382	\$76,872.78
					58382 Total	\$76,872.78
Cedarwood 2 HOA	0623 CEDARWOOD	001 013 518 61 49 00	GG-Judgments & Settlements	Settlement Agreement for Utilities/Landscaping/Maint	58383	\$3,861.47
					58383 Total	\$3,861.47
Central Welding Supply Co Inc	EV314825	001 010 576 80 31 00	PK-Operating Costs	Gloves/Welders Pliers	58384	\$41.50
Central Welding Supply Co Inc	EV314825	101 016 544 90 31 02	ST-Operating Cost	Gloves/Welders Pliers	58384	\$41.49
Central Welding Supply Co Inc	EV314825	410 016 531 10 31 02	SW - Operating Costs	Gloves/Welders Pliers	58384	\$41.49
					58384 Total	\$124.48
Chrisman	102322 CHRISMAN	001 013 582 10 00 00	Refund of Deposit	Reisue Ck #56958 LS22-Chrisman The Stack Rental 10/23/22	58385	\$100.00
					58385 Total	\$100.00
Cintas Loc 460	4154565955	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	58386	\$168.40
Cintas Loc 460	4154565955	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	58386	\$168.40
Cintas Loc 460	4154565955	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	58386	\$168.41
Cintas Loc 460	4155245208	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	58386	\$168.40
Cintas Loc 460	4155245208	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	58386	\$168.40
Cintas Loc 460	4155245208	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	58386	\$168.41
					58386 Total	\$1,010.42
City of Everett	I23009695	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Laboratory Analysis	58387	\$755.10
City of Everett	I23010077	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 04-2023	58387	\$1,000.00
					58387 Total	\$1,755.10
City of Marysville	LKS23-004	001 013 512 52 40 00	GG-Municipal Court Fees 2022	Marysville Court Citations 04-2023	58388	\$5,090.44
					58388 Total	\$5,090.44
Comcast	0523 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - 20 S Davies Rd	58389	\$401.71
Comcast	0523 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Frontier Park	58389	\$401.71
Comcast	0523 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Parks/Rec Office	58389	\$138.24
Comcast	0523 COMCAST	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	58389	\$326.71
					58389 Total	\$1,268.37
Comdata Inc	04-2023 COMDATA	001 008 521 20 32 00	LE-Fuel	PD Fuel 04-2023	58390	\$643.53
Comdata Inc	05-2023 COMDATA	001 008 521 20 32 00	LE-Fuel	PD Fuel 05-2023	58390	\$230.57
					58390 Total	\$874.10
Cory De Jong and Sons Inc	N315320	101 016 544 90 31 02	ST-Operating Cost	All Purpose Soil	58391	\$70.50
Cory De Jong and Sons Inc	N315324	101 016 544 90 31 02	ST-Operating Cost	Bark	58391	\$46.45
					58391 Total	\$116.95

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
CPH Consultants	060623 CPH	003 000 345 81 00 00	Zoning-Subdivision Fees	LUA2023-0118 Overpayment Refund	58392	\$669.50
					58392 Total	\$669.50
Crystal Springs	5249844 060123	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall	58393	\$70.11
Crystal Springs	5249844 060123	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall	58393	\$70.11
Crystal Springs	5249844 060123	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall	58393	\$158.20
					58393 Total	\$298.42
Data Transfer Solutions LLC	1453809	510 006 518 80 49 33	LR - Vue Works	VUEWorks Revitalization Services	58394	\$7,364.25
					58394 Total	\$7,364.25
DataQuest LLC	21133	001 008 521 20 41 00	LE-Professional Services	Background Checks	58395	\$244.50
DataQuest LLC	21133	001 010 576 80 41 00	PK-Professional Services	Background Checks	58395	\$407.50
DataQuest LLC	21133	410 016 531 10 41 01	SW - Professional Services	Background Checks	58395	\$81.50
					58395 Total	\$733.50
David Evans and Associates Inc	535699	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 22-02 MSR LS Development	58396	\$1,309.00
David Evans and Associates Inc	535700	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 22-07 Vinje Construction Plans	58396	\$2,500.00
					58396 Total	\$3,809.00
Davido Consulting Group Inc	47214	411 016 594 31 40 00	SWC - Cap Proj Engineering	Downtown Stormwater Projects 1-4	58397	\$649.50
					58397 Total	\$649.50
DeJong	052023 DEJONG	001 013 582 10 00 00	Refund of Deposit	LS23-Dejong_5-20 Mill Deposit Refund	58398	\$100.00
					58398 Total	\$100.00
Dept Graphics	12126	520 008 594 21 63 00	Vehicles - Capital Equip	Graphics Installed on PD Ford F150	58399	\$2,115.58
Dept Graphics	12139	520 008 594 21 63 00	Vehicles - Capital Equip	Graphics Installed PD Ford F150	58399	\$2,033.15
					58399 Total	\$4,148.73
Dept of Licensing	052723 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 05/14/23 - 05/27/23	58400	\$546.00
Dept of Licensing	060323 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 05/28/23 - 06/03/23	58400	\$162.00
					58400 Total	\$708.00
Dept of Retirement (Deferred Comp)	52523	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	1	\$5,391.73
					1 Total	\$5,391.73
Dept of Retirement PERS LEOFF	52523	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	0	\$74,255.79
Dept of Retirement PERS LEOFF	52523	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions-State contributions	0	\$73.58
					0 Total	\$74,329.37
Dept of Revenue EFT	Apr-23	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes - April 2023	1	\$158.26
					1 Total	\$158.26
Dicks Towing Inc	18252600	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2023-08192	58401	\$150.83
Dicks Towing Inc	18252919	001 008 521 20 41 00	LE-Professional Services	Towing Services PD Ford Explorer	58401	\$138.47
Dicks Towing Inc	18253096	001 008 521 20 41 00	LE-Professional Services	Evidence Towing BMW	58401	\$150.97
Dicks Towing Inc	18253347	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2023-08937	58401	\$151.66
					58401 Total	\$591.93
Drug Free Business	441488	101 016 542 30 41 02	ST-Professional Service	Drug Free Business Annual Membership	58402	\$75.00
Drug Free Business	441488	410 016 531 10 41 01	SW - Professional Services	Drug Free Business Annual Membership	58402	\$75.00
					58402 Total	\$150.00
EASL Inc	LS-0623	001 013 518 20 41 00	GG-Professional Service	Strategic Communication Services 05-2023	58403	\$6,000.00
					58403 Total	\$6,000.00
EFTPS	52523	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	0	\$127,155.34
					0 Total	\$127,155.34

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Electronic Business Machines	AR249232	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - 2YJ14491	58404	\$59.38
Electronic Business Machines	AR249232	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - 2YJ14491	58404	\$59.39
Electronic Business Machines	AR249232	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - 2YJ14491	58404	\$59.38
Electronic Business Machines	AR249302	001 008 521 50 48 00	LE-Facility Repair & Maint	Copier Copy Cost PD - 2XW05905	58404	\$122.77
					58404 Total	\$300.92
Elite Securities Inc	40111	101 016 544 90 31 02	ST-Operating Cost	Key Cores/Padlocks/Keys	58405	\$239.59
					58405 Total	\$239.59
Enterprise UAS LLC	5000096761	001 008 521 20 31 04	LE-Donation Exp - Other	PD Drone Battery/Fleet Mgmt/Charger/Thermal Care Basic	58406	\$6,792.56
Enterprise UAS LLC	5000096764	001 008 521 20 31 04	LE-Donation Exp - Other	PD Drone Mini 3 Pro & Fly More Kit	58406	\$1,263.38
					58406 Total	\$8,055.94
Erickson	051123 ERICKSON	101 016 544 90 31 02	ST-Operating Cost	Binders for VUEWorks Documents Reimbursement	58407	\$119.95
Erickson	051123 ERICKSON	410 016 531 10 31 02	SW - Operating Costs	Binders for VUEWorks Documents Reimbursement	58407	\$119.95
					58407 Total	\$239.90
Everett Steel Inc	389164	302 010 594 76 61 17	PM - Davies Low Profile Dock	Alum Plates	58408	\$252.05
					58408 Total	\$252.05
Ewing	051523 EWING	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly In Mileage Reimbursement	58409	\$64.45
Ewing	051523 EWING	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly In Uber Reimbursement	58409	\$228.71
					58409 Total	\$293.16
Farrant	082723 FARRANT1	410 016 531 10 49 01	SW - Staff Development	APWA PWX San Diego Registration Reimbursement	58410	\$550.00
Farrant	082723 FARRANT2	410 016 531 10 43 00	SW - Travel & Meetings	APWA PWX San Diego Meal PerDiem	58410	\$34.00
Farrant	082723 FARRANT3	410 016 531 10 49 01	SW - Staff Development	NWPWI Classes Registration Reimbursement	58410	\$1,000.00
					58410 Total	\$1,584.00
Fastenal Company	WAARN165795	101 016 544 90 31 02	ST-Operating Cost	12V REDLITHIUM Ah Li-Ion Extended Capacity Battery	58411	\$69.03
Fastenal Company	WAARN165795	410 016 531 10 31 02	SW - Operating Costs	12V REDLITHIUM Ah Li-Ion Extended Capacity Battery	58411	\$69.03
					58411 Total	\$138.06
Feldman & Lee PS	05-2023 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 05-2023	58412	\$10,600.00
					58412 Total	\$10,600.00
Fireshield Inc	11494	001 008 521 50 48 00	LE-Facility Repair & Maint	Fire Alarm Confidence Testing PD Training Center	58413	\$547.50
					58413 Total	\$547.50
Florida State Disbursement Unit	200000082DR34	001 000 284 00 00 00	Payroll Liability Other	200000082DR34 Child Support	58353	\$177.57
					58353 Total	\$177.57
Florida State Disbursement Unit	200000082DR34	001 000 284 00 00 00	Payroll Liability Other	200000082DR34 Child Support	58414	\$177.57
					58414 Total	\$177.57
Gailey	051223 GAILEY	001 002 513 11 43 00	AD-Travel & Meetings	DC Fly In Flight Reimbursement	58415	\$587.80
					58415 Total	\$587.80
Garceau	050323 GARCEAU	001 010 576 80 43 00	PK-Travel & Meetings	Labor Relations Institute Conf Yakima WA Meal PerDiem	58416	\$90.00
Garceau	051623 GARCEAU	001 010 576 80 43 00	PK-Travel & Meetings	WRPA Conf Spokane WA Meal PerDiem	58416	\$202.00
					58416 Total	\$292.00
Glens Welding & Machine Inc	S17364	001 010 576 80 31 00	PK-Operating Costs	Pull Cord for Fleet Division	58417	\$7.27
Glens Welding & Machine Inc	S17364	101 016 544 90 31 02	ST-Operating Cost	Pull Cord for Fleet Division	58417	\$7.27
Glens Welding & Machine Inc	S17364	410 016 531 10 31 02	SW - Operating Costs	Pull Cord for Fleet Division	58417	\$7.27
					58417 Total	\$21.81
Goldman	2023-1177	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	58418	\$250.00
					58418 Total	\$250.00
Goldson Smith	051623 GOLDSO	001 010 576 80 43 00	PK-Travel & Meetings	WRPA Conf Spokane WA Meal PerDiem	58419	\$202.00
					58419 Total	\$202.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Granite Construction Supply	98909	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs/Road Flares	58420	\$300.03
Granite Construction Supply	98925	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs/Hard Hat/Post Brackets	58420	\$456.95
					58420 Total	\$756.98
Green	051623 GREEN	001 010 576 80 43 00	PK-Travel & Meetings	WRPA Conf Spokane WA Meal PerDiem	58421	\$202.00
					58421 Total	\$202.00
Hallowell	051323 HALLOWEL	001 013 582 10 00 00	Refund of Deposit	LS23-Hallowell_ 5-13 Mill Deposit Refund	58422	\$500.00
					58422 Total	\$500.00
Hathaway	34836	001 008 521 20 31 00	LE-Office Supplies	Custom Stamps	58423	\$63.63
Hathaway	35015	001 007 558 50 31 00	PL-Office Supplies	Nameplate - Baumgardner	58423	\$20.95
Hathaway	35015	001 006 518 80 31 00	IT-Office Supplies	Nameplate - Ross	58423	\$20.95
Hathaway	35015	001 004 514 23 31 00	FI-Office Supplies	Nameplate - Wells	58423	\$20.94
Hathaway	35051	101 016 544 90 31 01	ST-Office Supplies	Name Plate - L Erickson	58423	\$18.10
Hathaway	35051	410 016 531 10 31 01	SW - Office Supplies	Name Plate - L Erickson	58423	\$18.10
Hathaway	35051	001 007 558 50 31 00	PL-Office Supplies	Name Plate - M Place	58423	\$36.19
					58423 Total	\$198.86
Hebert	052123 HEBERT	001 013 582 10 00 00	Refund of Deposit	LS23-Hebert2_ 5-21 Mill Deposit Refund	58424	\$150.00
					58424 Total	\$150.00
Hingtgen	061923 HINGTGEN	001 008 521 20 43 00	LE-Travel & Per Diem	Sergeants Academy Training Mt Vernon Meal PerDiem	58425	\$85.00
					58425 Total	\$85.00
HM Pacific Northwest Inc	5906792	410 016 531 10 41 03	SW - Street Cleaning	Street Sweepings Disposal	58426	\$1,725.38
					58426 Total	\$1,725.38
Honey Bucket	553475111	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	58427	\$330.89
Honey Bucket	553488947	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Cir W	58427	\$224.00
					58427 Total	\$554.89
Housing Authority of Snohomish County	677687	001 007 558 50 41 00	PL-Professional Servic	AHA Assessment FY24	58428	\$5,312.00
					58428 Total	\$5,312.00
HRA VEBA Trust YA20192	60923	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	58429	\$3,418.48
					58429 Total	\$3,418.48
HSA Bank	52523	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	58354	\$200.00
					58354 Total	\$200.00
HSA Bank	60923	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	58430	\$200.00
					58430 Total	\$200.00
Industrial Bolt & Supply Inc	815738-1	101 016 544 90 31 02	ST-Operating Cost	Cut off Wheels/Fuses/Drill Bits/Wire	58431	\$193.14
Industrial Bolt & Supply Inc	815738-1	410 016 531 10 31 02	SW - Operating Costs	Cut off Wheels/Fuses/Drill Bits/Wire	58431	\$193.15
					58431 Total	\$386.29
Ink It Your Way LLC	9384	101 016 544 90 31 02	ST-Operating Cost	PW Vehicle Graphics	58432	\$34.91
Ink It Your Way LLC	9384	410 016 531 10 31 02	SW - Operating Costs	PW Vehicle Graphics	58432	\$34.91
					58432 Total	\$69.82
Klinkers	051523 KLINKERS	101 016 543 30 43 00	ST-Travel & Meetings	NWPWI Leadership Forum Mileage/Meals/Hotel Reimbursement	58433	\$379.31
Klinkers	051523 KLINKERS	410 016 531 10 43 00	SW - Travel & Meetings	NWPWI Leadership Forum Mileage/Meals/Hotel Reimbursement	58433	\$379.31
Klinkers	052523 KLINKERS	101 016 542 30 49 01	ST-Staff Development	DOL Engineering License Renewal Reimbursement	58433	\$58.00
Klinkers	052523 KLINKERS	410 016 531 10 49 01	SW - Staff Development	DOL Engineering License Renewal Reimbursement	58433	\$58.00
					58433 Total	\$874.62
Kool Change Printing	53498	001 010 576 80 31 10	PK-Boat Launch Expenses	Boat Lauch Annual Parking Passes	58434	\$281.14
					58434 Total	\$281.14

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
KPG Psomas Inc	196074	001 007 558 50 41 00	PL-Professional Servic	91st Ave NE Streetscape	58435	\$734.43
					58435 Total	\$734.43
Lake Industries LLC	297664	410 016 531 10 41 01	SW - Professional Services	Dump Site Fill Material	58436	\$96.00
Lake Industries LLC	297664	112 012 594 73 63 00	Art - Public Art Acquisition	Dump Site Fill Material - Art Tower Dirt Removal	58436	\$96.00
					58436 Total	\$192.00
Lake Stevens Chamber of Commerce	06-2023 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 06-2023	58437	\$1,500.00
					58437 Total	\$1,500.00
Lake Stevens Police Guild	52523	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	58355	\$1,190.75
					58355 Total	\$1,190.75
Lake Stevens Police Guild	60923	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	58438	\$1,213.25
					58438 Total	\$1,213.25
Land Development Consultants Inc	30786	309 016 595 61 60 03	S. Lake Stevens Path Design	SLSR Multi-Use Trail Phase II & III	58439	\$21,048.84
Land Development Consultants Inc	31144	309 016 595 61 60 03	S. Lake Stevens Path Design	SLSR Multi-Use Trail Phase II & III	58439	\$10,989.89
					58439 Total	\$32,038.73
Language Line Services Inc	10998233	001 008 521 20 41 01	LE-Professional Serv-Fixed	Over the Phone Interpretation Services PD	58440	\$28.31
					58440 Total	\$28.31
Lemay Mobile Shredding Inc	4797540S185	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	58441	\$25.16
					58441 Total	\$25.16
LEPS-PSS PLLC	3396	001 008 521 20 41 00	LE-Professional Services	Post-COE Psychological Evaluation	58442	\$450.00
LEPS-PSS PLLC	3396	001 008 521 20 41 00	LE-Professional Services	Special Incident Debrief	58442	\$250.00
					58442 Total	\$700.00
Mackenzie Engineering Inc	1083494	004 013 518 20 40 00	RR - Professional Services	Lake Stevens Industrial Analysis	58443	\$6,378.58
					58443 Total	\$6,378.58
MissionSquare - 108991	6041406	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	58356	\$483.62
					58356 Total	\$483.62
MissionSquare - 108991	6915362	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	58444	\$483.62
					58444 Total	\$483.62
MissionSquare - 307428	6705916	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	58357	\$1,399.87
					58357 Total	\$1,399.87
MissionSquare - 307428	6808139	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	58445	\$1,399.87
					58445 Total	\$1,399.87
Monroe Correctional Complex	MCC2304.1498	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew 04-2023	58446	\$226.92
Monroe Correctional Complex	MCC2304.1498	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew 04-2023	58446	\$152.69
Monroe Correctional Complex	MCC2304.1498	410 016 531 10 48 00	SW - Repairs & Maintenance	DOC Work Crew 04-2023	58446	\$151.15
					58446 Total	\$530.76
Nationwide	C-2361352 2023	111 008 521 20 40 00	Drug Seize - Canine Prof Serv	Annual Nationwide Pet Incusance for Cia	58447	\$2,373.39
					58447 Total	\$2,373.39
Nationwide Retirement Solution	52523	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	0	\$6,038.21
					0 Total	\$6,038.21
New York Life	May-23	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	58448	\$199.00
					58448 Total	\$199.00
Northend Excavating Inc	PROGRESS 1 NC	302 010 594 76 61 12	PM - North Cove Water Feature	North Cove Water Feature/Plaza Extension	58449	\$11,753.79
					58449 Total	\$11,753.79
NRPA	20182097	001 010 576 80 43 00	PK-Travel & Meetings	NRPA Directors School Lodging	58450	\$850.00
NRPA	20182097	001 010 576 80 49 01	PK-Staff Development	NRPA Directors School Registration	58450	\$2,195.00
					58450 Total	\$3,045.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
O Reilly Auto Parts	2960-391626	101 016 544 90 31 02	ST-Operating Cost	Mini Lamps	58451	\$3.71
O Reilly Auto Parts	2960-391626	410 016 531 10 31 02	SW - Operating Costs	Mini Lamps	58451	\$3.71
O Reilly Auto Parts	2960-391946	101 016 544 90 31 02	ST-Operating Cost	Air Filters PW94 Remote Mower	58451	\$46.46
O Reilly Auto Parts	2960-391946	410 016 531 10 31 02	SW - Operating Costs	Air Filters PW94 Remote Mower	58451	\$46.46
O Reilly Auto Parts	2960-392314	101 016 544 90 31 02	ST-Operating Cost	Oil/Air Filters	58451	\$18.06
O Reilly Auto Parts	2960-392314	410 016 531 10 31 02	SW - Operating Costs	Oil/Air Filters	58451	\$18.06
O Reilly Auto Parts	2960-392990	101 016 544 90 31 02	ST-Operating Cost	Light Socket PW58	58451	\$2.92
O Reilly Auto Parts	2960-392990	410 016 531 10 31 02	SW - Operating Costs	Light Socket PW58	58451	\$2.92
O Reilly Auto Parts	2960-393030	101 016 544 90 31 02	ST-Operating Cost	Brake Shoes/Drum/Kit/Wheel Cylinder PW22	58451	\$105.88
O Reilly Auto Parts	2960-393030	410 016 531 10 31 02	SW - Operating Costs	Brake Shoes/Drum/Kit/Wheel Cylinder PW22	58451	\$105.88
O Reilly Auto Parts	2960-395541	101 016 544 90 31 02	ST-Operating Cost	Hyd Filter	58451	\$4.35
O Reilly Auto Parts	2960-395541	410 016 531 10 31 02	SW - Operating Costs	Hyd Filter	58451	\$4.36
O Reilly Auto Parts	2960-395746	101 016 544 90 31 02	ST-Operating Cost	Fuel Filter PW25 Mower	58451	\$8.05
O Reilly Auto Parts	2960-395746	410 016 531 10 31 02	SW - Operating Costs	Fuel Filter PW25 Mower	58451	\$8.06
O Reilly Auto Parts	2960-395777	101 016 544 90 31 02	ST-Operating Cost	Grease	58451	\$18.56
O Reilly Auto Parts	2960-395777	410 016 531 10 31 02	SW - Operating Costs	Grease	58451	\$18.56
O Reilly Auto Parts	2960-395778	101 016 544 90 31 02	ST-Operating Cost	Grease	58451	\$92.80
O Reilly Auto Parts	2960-395778	410 016 531 10 31 02	SW - Operating Costs	Grease	58451	\$92.79
					58451 Total	\$601.59
O Reilly Media Inc	INV01844250	001 006 518 80 49 01	IT-Staff Development	New Safari Library	58452	\$2,175.02
					58452 Total	\$2,175.02
Office of the State Treasurer	05-2023 STATE	633 000 589 30 00 03	State Building Permit Remit	Building Code Fees 05-2023	58453	\$335.50
Office of the State Treasurer	05-2023 STATE	633 000 586 00 00 01	State Court Remit	State Court Fees 05-2023	58453	\$9,747.64
					58453 Total	\$10,083.14
Ogden Murphy Wallace PLLC	876020	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 04-2023	58454	\$14,576.08
Ogden Murphy Wallace PLLC	876020	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 04-2023 Power Line Trail	58454	\$4,036.50
Ogden Murphy Wallace PLLC	876020	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 04-2023 PRR	58454	\$735.00
Ogden Murphy Wallace PLLC	876020	001 011 515 41 41 04	Ext Attorney - Sewer	Legal Services 04-2023 Sewer	58454	\$6,820.00
					58454 Total	\$26,167.58
Pape Machinery Inc	14376096	101 016 544 90 31 02	ST-Operating Cost	Mower Blades/Filters	58455	\$208.61
Pape Machinery Inc	14376162	101 016 544 90 31 02	ST-Operating Cost	Mower Blades	58455	\$119.35
Pape Machinery Inc	14396810	101 016 544 90 31 02	ST-Operating Cost	Turf-Gar	58455	\$25.08
					58455 Total	\$353.04
PB Parent Holdco LP	PSI1027683	001 013 518 20 31 00	GG-Operating Costs	First Aid Supplies for CH	58456	\$157.72
					58456 Total	\$157.72
Petersen Brothers Inc	2303501	101 016 542 64 48 01	ST-Traf Control - Guardrail	Guardrail Repairs Callow Rd	58457	\$4,716.73
					58457 Total	\$4,716.73
PODS Enterprises LLC	PODS004985015	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage 05-2023	58458	\$130.07
					58458 Total	\$130.07
Precision Concrete Cutting	WA95181BC	101 016 542 61 48 00	ST-Sidewalk R&M	Sidewalk Repairs	58459	\$33,735.63
					58459 Total	\$33,735.63
Public Agency Training Council	267766	001 008 521 40 49 01	LE-Registration Fees	Interrogation for Investigators/Officers Dreher/Walters	58460	\$850.00
					58460 Total	\$850.00
Public Safety Testing Inc	PSTI23-137	001 008 521 20 41 00	LE-Professional Services	Background Investigation - Police Officer Candidate	58461	\$2,015.00
					58461 Total	\$2,015.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Puget Sound Energy	200003723810 0523	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	58462	\$243.88
Puget Sound Energy	200024316495 0523	001 010 576 80 47 00	PK-Utilities	Natural Gas - PW Shop	58462	\$252.07
Puget Sound Energy	200024316495 0523	101 016 543 50 47 00	ST-Utilities	Natural Gas - PW Shop	58462	\$252.07
Puget Sound Energy	200024316495 0523	410 016 531 10 47 00	SW - Utilities	Natural Gas - PW Shop	58462	\$252.07
Puget Sound Energy	220022339471 0523	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	58462	\$476.49
Puget Sound Energy	220024770236 0523	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	58462	\$183.29
Puget Sound Energy	220028663866 0523	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept	58462	\$329.51
Puget Sound Energy	220028663874 0523	001 013 518 20 47 02	GG-Utilities for Rentals	Natural Gas - 1819 S Lake Stevens Rd	58462	\$84.05
					58462 Total	\$2,073.43
Purchase Power	05-2023 POSTAGE	001 007 558 50 42 00	PL-Communication	Postage	58463	\$36.45
Purchase Power	05-2023 POSTAGE	001 013 518 20 42 00	GG-Communication	Postage	58463	\$141.83
Purchase Power	05-2023 POSTAGE	101 016 543 30 42 00	ST-Communications	Postage	58463	\$10.86
Purchase Power	05-2023 POSTAGE	410 016 531 10 42 00	SW - Communications	Postage	58463	\$10.86
					58463 Total	\$200.00
Quadient Finance USA Inc	INV60144904	001 008 521 20 42 00	LE-Communication	PD Postage Machine Rental	58464	\$222.03
					58464 Total	\$222.03
Reece Construction Company	060523 REECE	101 016 582 20 00 00	PW Retainage Release	2022 Overlay Project Retainage Release	58465	\$23,415.04
					58465 Total	\$23,415.04
Retallick	060723RETALLICK	001 000 362 00 00 03	Davies Beach - Launch/Parking	Annual Boat Launch Pass Refund - Retallick	58466	\$75.00
					58466 Total	\$75.00
Rexel USA Inc	4A33589	303 013 594 18 60 02	Citywide Security Cameras	Wallplates & Screws/Wire Cutters/Modular Plug/Crimp Tool	58467	\$409.88
Rexel USA Inc	4A90873	001 008 594 21 63 01	LE-Capital Outlay - Facilities	Tube Lights	58467	\$490.92
					58467 Total	\$900.80
Rodda Paint Co	18800576	101 016 544 90 31 02	ST-Operating Cost	Seal Stain Paint	58468	\$312.83
					58468 Total	\$312.83
SAFEbuilt Washington LLC	0099026-IN	001 007 558 50 41 04	Permit Related Professional Sr	Inspection Services 05-2023	58469	\$5,932.50
					58469 Total	\$5,932.50
SavATree LLC	12777165	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services 12614 35th Pl NE - Parks	58470	\$16,351.50
					58470 Total	\$16,351.50
SBN Planning LLC	COLS-001	001 007 558 50 41 00	PL-Professional Servic	2024 Comp Plan	58471	\$1,123.75
SBN Planning LLC	COLS-002	001 007 558 50 41 00	PL-Professional Servic	2024 Comp Plan	58471	\$3,732.50
					58471 Total	\$4,856.25
Schroedl	051923 SCHROEDL	001 013 582 10 00 00	Refund of Deposit	LS23-Schroedl_5-19 Mill Deposit Refund	58472	\$500.00
					58472 Total	\$500.00
Schwehm	052223 SCHWEHM	001 013 582 10 00 00	Refund of Deposit	LS23-Schwehm_8-5 Mill Deposit Refund	58473	\$500.00
					58473 Total	\$500.00
Scottco Distributors Inc	64089	302 010 594 76 61 17	PM - Davies Low Profile Dock	Davies Beach Dock Materials	58474	\$30,039.92
					58474 Total	\$30,039.92
Short	052123 SHORT	001 013 582 10 00 00	Refund of Deposit	LS23-Short2_5-21 Mill Deposit Refund	58475	\$150.00
					58475 Total	\$150.00
Six Robblees Inc	14P19766	101 016 544 90 31 02	ST-Operating Cost	Mount Pin & Clip Replacement Kit	58476	\$12.92
Six Robblees Inc	14P19766	410 016 531 10 31 02	SW - Operating Costs	Mount Pin & Clip Replacement Kit	58476	\$12.91
					58476 Total	\$25.83
Smarsh Inc	INV-103106	510 006 518 80 49 05	LR - Smarsh	Verizon MG Cloud MT	58477	\$586.56
					58477 Total	\$586.56
Snohomish County 911	6033	001 008 528 00 41 00	LE-SNO911	Dispatch Services	58478	\$33,858.75
					58478 Total	\$33,858.75

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County Human Services Dept	I000611283	001 013 566 00 41 00	GG - Liquor Tax to SnoCo	Q1 2023 Liquor Excise Taxes	58479	\$3,060.14
					58479 Total	\$3,060.14
Snohomish County PUD	100729448	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	58480	\$8.91
Snohomish County PUD	100729448	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	58480	\$1,063.92
Snohomish County PUD	100729448	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	58480	\$269.08
Snohomish County PUD	109327335	001 010 576 80 47 00	PK-Utilities	223759374 10110 5th PI Water	58480	\$72.94
Snohomish County PUD	119204784	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	58480	\$48.46
Snohomish County PUD	132415000	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	58480	\$84.60
Snohomish County PUD	132416411	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	58480	\$23.05
Snohomish County PUD	138920618	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	58480	\$394.19
Snohomish County PUD	138922341	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	58480	\$305.63
Snohomish County PUD	138922341	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	58480	\$305.63
Snohomish County PUD	138922341	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	58480	\$305.63
Snohomish County PUD	155414756	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Electric/Water	58480	\$175.42
Snohomish County PUD	164953480	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	58480	\$80.20
Snohomish County PUD	164956158	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	58480	\$58.26
Snohomish County PUD	164956158	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	58480	\$58.24
Snohomish County PUD	164956158	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	58480	\$58.24
Snohomish County PUD	168130297	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	58480	\$44.70
Snohomish County PUD	168130767	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	58480	\$25.36
					58480 Total	\$3,382.46
Snohomish County Sheriffs Office	2023-7779	001 008 523 60 41 00	LE-Jail	Jail Services 04-2023	58481	\$24,946.05
					58481 Total	\$24,946.05
Snohomish County SWM	I000609791	410 016 531 20 41 00	SW - SnoCo Lake Monitoring	Q1 2023 Lake Monitoring	58482	\$4,440.36
					58482 Total	\$4,440.36
Snohomish County Treasurer	0523 TREASURER	633 000 586 00 00 02	Crime Victims Comp - SnoCo	Crime Victims Compensation 05-2023	58483	\$159.08
					58483 Total	\$159.08
Sound Publishing Inc	EDH976499	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0073 Sparman Prop Rezone	58484	\$91.28
Sound Publishing Inc	EDH976570	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0002 Tilson Prelim SP	58484	\$75.80
Sound Publishing Inc	EDH976837	001 013 518 30 41 01	GG-Advertising	CC Meeting Cancelled	58484	\$20.76
Sound Publishing Inc	EDH976875	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0006 Mattson Dock	58484	\$91.28
Sound Publishing Inc	EDH976927	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0061 Iverson Dock	58484	\$91.28
Sound Publishing Inc	EDH977341	001 007 558 50 41 04	Permit Related Professional Sr	Jr Meier Pac Coast	58484	\$79.24
Sound Publishing Inc	EDH977346	001 007 558 50 41 04	Permit Related Professional Sr	LUA2021-0202 MSR Lake Stevens	58484	\$261.56
Sound Publishing Inc	EDH977349	001 007 558 50 41 04	Permit Related Professional Sr	LUA2022-0094 Batcheldor Phase I & II	58484	\$246.08
					58484 Total	\$957.28
Sound Publishing Inc	8099649	001 005 518 10 41 01	HR - Advertising/Marketing	Career Fair Employer Registration Balance Due	58485	\$50.00
					58485 Total	\$50.00
Sound Safety Products Co Inc	541021/1	101 016 542 90 31 01	ST-Clothing	Gloves/Hoodie/Safety Glasses/Gasket - VanOstrand	58486	\$115.86
Sound Safety Products Co Inc	543257/1	101 016 542 90 31 01	ST-Clothing	Surveyor Vest - VanOstrand	58486	\$69.23
					58486 Total	\$185.09
Sound Security Inc	1092574	001 008 521 50 30 02	LE-Fleet Minor Equipment	Add Access Fobs for PD	58487	\$1,599.73
Sound Security Inc	1092574	101 016 542 30 41 02	ST-Professional Service	Add Access Reader for PW	58487	\$724.87
Sound Security Inc	1092574	410 016 531 10 41 01	SW - Professional Services	Add Access Reader for PW	58487	\$724.87
Sound Security Inc	1092861	101 016 542 30 41 02	ST-Professional Service	Electrical Permit/Access Monitoring PW Shop	58487	\$50.00
Sound Security Inc	1092861	410 016 531 10 41 01	SW - Professional Services	Electrical Permit/Access Monitoring PW Shop	58487	\$50.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sound Security Inc	1094136	001 008 521 20 41 01	LE-Professional Serv-Fixed	Access/Instrusion/Fire/Elevator Monitoring PD	58487	\$1,140.00
Sound Security Inc	1094137	001 008 521 20 41 01	LE-Professional Serv-Fixed	Fire Monitoring 10518 18th St SE	58487	\$65.00
					58487 Total	\$4,354.47
Sprague Pest Solutions	5093657	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	58488	\$245.92
Sprague Pest Solutions	5093657	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	58488	\$245.93
					58488 Total	\$491.85
Springbrook Nursery & Trucking Inc	345206	101 016 542 30 41 02	ST-Professional Service	Dump Fees - Brush/Stumps	58489	\$24.00
					58489 Total	\$24.00
Stericycle Inc	3006458630	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Water Disposal PD	58490	\$10.36
Stericycle Inc	3006460065	001 010 576 80 41 00	PK-Professional Services	Hazardous Water Disposal PW	58490	\$3.46
Stericycle Inc	3006460065	101 016 542 30 41 02	ST-Professional Service	Hazardous Water Disposal PW	58490	\$3.45
Stericycle Inc	3006460065	410 016 531 10 41 01	SW - Professional Services	Hazardous Water Disposal PW	58490	\$3.45
					58490 Total	\$20.72
Summit Law Group PLLC	145187	001 011 515 41 41 03	Ext Consult - Labor Relations	General Labor Matters 04-2023	58491	\$11,108.90
					58491 Total	\$11,108.90
SWARCO McCain Inc	INV0272713	101 016 542 70 31 00	ST-Roadside - Supply	Universal Telescoping Brackets	58492	\$1,259.15
					58492 Total	\$1,259.15
Symbol Arts	464412	001 008 521 20 31 01	LE-Fixed Minor Equipment	LSPD Chief Coins	58493	\$1,079.88
					58493 Total	\$1,079.88
Teamsters Local No 763	May-23	001 000 284 00 00 00	Payroll Liability Other	Union Dues	58494	\$1,759.00
					58494 Total	\$1,759.00
Technological Services Inc	25908	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-21-93	58495	\$275.19
Technological Services Inc	26096	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-21-95	58495	\$191.28
Technological Services Inc	26469	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services S-18-78	58495	\$1,232.24
Technological Services Inc	26499	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-21-97	58495	\$614.45
Technological Services Inc	26526	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-19-82	58495	\$638.69
Technological Services Inc	26551	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-20-89	58495	\$1,498.65
Technological Services Inc	26555	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-19-82	58495	\$120.89
Technological Services Inc	26560	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-21-93	58495	\$327.50
					58495 Total	\$4,898.89
The Language Exchange Inc	429750	001 008 521 20 41 01	LE-Professional Serv-Fixed	Interpretation Services	58496	\$750.00
					58496 Total	\$750.00
The Part Works	INV93997	001 010 576 80 31 05	PK-R&M Supplies	Valve Body - Lundeen Park	58497	\$195.46
					58497 Total	\$195.46
Thorne	051223 THORNE	001 013 582 10 00 00	Refund of Deposit	LS23-Thorne_5-12 Mill Deposit Refund	58498	\$100.00
					58498 Total	\$100.00
Transpo Group USA Inc	30321	304 016 595 61 60 01	ADA Ramp Upgrades	Engineering Svcs ADA Improvements Preliminary Plan	58499	\$18,935.00
Transpo Group USA Inc	30364	304 016 595 61 60 01	ADA Ramp Upgrades	LS ADA Transition Plan	58499	\$11,626.50
					58499 Total	\$30,561.50
TransUnion Risk & Alternative Data Solutions Inc	4016011-202305-1	001 008 521 20 41 01	LE-Professional Serv-Fixed	TILO - Information Gathering Services	58500	\$81.98
					58500 Total	\$81.98
ULINE	163346428	410 016 531 10 31 02	SW - Operating Costs	Folding Table/Leather Drivers	58501	\$531.90
ULINE	163849086	111 008 521 20 31 01	Drug Seize - Canine Supplies	Bill Counter	58501	\$457.50
					58501 Total	\$989.40
United Rentals North America Inc	219434372-001	410 016 531 10 45 01	SW - Rentals-Leases	Boom Rental	58502	\$3,346.76
					58502 Total	\$3,346.76

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
UPS	0000074Y42193	001 008 521 20 42 00	LE-Communication	Evidence Shipping	58503	\$1.92
UPS	0000074Y42213	001 008 521 20 42 00	LE-Communication	Evidence Shipping	58503	\$77.96
UPS	000074Y42203	001 008 521 20 42 00	LE-Communication	Evidence Shipping	58503	\$59.65
					58503 Total	\$139.53
Verizon Northwest	9935594927	001 008 521 20 42 00	LE-Communication	Wireless Phone Service	58504	\$3,069.87
					58504 Total	\$3,069.87
Volunteers of America	INV043023-4195	004 013 518 63 40 02	PR - VOA Service Org	VOA Housing Assistance 04-2023 & 05-2023	58505	\$2,884.85
					58505 Total	\$2,884.85
Walker	052123 WALKER	001 013 582 10 00 00	Refund of Deposit	LS23-Walker_5-21 Mill Deposit Refund	58506	\$300.00
					58506 Total	\$300.00
Washington Audiology Services	61806	001 008 521 20 41 00	LE-Professional Services	Hearing Test - Kolomaya	58507	\$22.00
					58507 Total	\$22.00
Washington Cities Insurance Authority	15864	101 016 542 30 49 01	ST-Staff Development	Supervisors Guide to Conflict Resolution - No Show Invoice	58508	\$15.00
Washington Cities Insurance Authority	15864	410 016 531 10 49 01	SW - Staff Development	Supervisors Guide to Conflict Resolution - No Show Invoice	58508	\$15.00
					58508 Total	\$30.00
Washington Finance Officers Assoc	22-82045	001 004 514 23 49 00	FI-Miscellaneous	WFOA Membership - A Crim	58509	\$75.00
					58509 Total	\$75.00
Washington State Chapter of NIGP	1576	001 004 514 23 49 00	FI-Miscellaneous	NIGP Membership - J Rowe	58510	\$40.00
					58510 Total	\$40.00
Washington State Patrol	I23006497	633 000 589 30 00 10	Gun Permit - WSP Remittance	Weapons Permit Background Checks	58511	\$238.50
					58511 Total	\$238.50
Washington State Support Registry	52523	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	0	\$546.86
					0 Total	\$546.86
Wave Broadband	103946401-0010191	510 006 518 80 49 04	LR - WaveBroadband Fiber Lease	Fiber Leases	58512	\$634.41
Wave Broadband	103946401-0010191	001 002 513 11 42 00	AD-Communications	Telephone Service	58512	\$75.47
Wave Broadband	103946401-0010191	001 003 514 20 42 00	CC-Communications	Telephone Service	58512	\$150.95
Wave Broadband	103946401-0010191	001 004 514 23 42 00	FI-Communications	Telephone Service	58512	\$150.95
Wave Broadband	103946401-0010191	001 005 518 10 42 00	HR-Communications	Telephone Service	58512	\$75.47
Wave Broadband	103946401-0010191	001 006 518 80 42 00	IT-Communications	Telephone Service	58512	\$226.42
Wave Broadband	103946401-0010191	001 007 558 50 42 00	PL-Communication	Telephone Service	58512	\$490.84
Wave Broadband	103946401-0010191	001 007 559 30 42 00	PB-Communication	Telephone Service	58512	\$75.47
Wave Broadband	103946401-0010191	001 008 521 20 42 00	LE-Communication	Telephone Service	58512	\$2,567.16
Wave Broadband	103946401-0010191	001 012 575 30 42 00	CS- Museum - Communications	Telephone Service	58512	\$75.48
Wave Broadband	103946401-0010191	001 012 575 50 42 00	CS- The Mill- Communication	Telephone Service	58512	\$75.47
Wave Broadband	103946401-0010191	001 013 518 20 42 00	GG-Communication	Telephone Service	58512	\$301.90
Wave Broadband	103946401-0010191	101 016 543 30 42 00	ST-Communications	Telephone Service	58512	\$434.36
Wave Broadband	103946401-0010191	410 016 531 10 42 00	SW - Communications	Telephone Service	58512	\$434.37
					58512 Total	\$5,768.72
Weaver	061123 WEAVER	001 003 514 20 43 00	CC-Travel & Meetings	NW Clerks PD II Mileage/Meal PerDiem	58513	\$153.24
					58513 Total	\$153.24
Western Conference of Teamsters Pension Trust	May-23	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	58514	\$4,991.54
					58514 Total	\$4,991.54
Willards Pest Control Co	408010	001 008 521 50 48 00	LE-Facility Repair & Maint	Monthly Rodent Service - PD	58515	\$79.94
Willards Pest Control Co	408014	001 008 521 50 48 00	LE-Facility Repair & Maint	All Nuisance Ants - PD	58515	\$149.89
					58515 Total	\$229.83
Willey	060623 WILLEY	003 000 345 81 00 00	Zoning-Subdivision Fees	LUA2022-0132 SEPA Review Refund	58516	\$600.00
					58516 Total	\$600.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Womack	CDL 2023 WOMACK	410 016 531 10 49 01	SW - Staff Development	CDL Renewal Reimbursement	58517	\$136.00
					58517 Total	\$136.00
WR Lake Stevens LLC	05-2023 WR	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Car Washes for PD Vehicles 05-2023	58518	\$600.00
					58518 Total	\$600.00
Zachor Stock & Krepps Inc PS	23-LKS-0005	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services	58519	\$14,294.00
					58519 Total	\$14,294.00

CITY COUNCIL STAFF REPORT



Agenda Date: 6/13/2023

Subject: Teamsters Juneteenth and Seasonal Pay Memorandum of Understanding

Contact Person/Department: Anya Warrington, Human Resources

Budget Impact: In 2023, the two new seasonal positions were budgeted using a \$25 per hour maximum. Due to there only being 3 months of the season left, we do not anticipate this will need a budget amendment.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to sign the Teamsters Juneteenth and Seasonal Pay Memorandum of Understanding

SUMMARY/BACKGROUND:

Juneteenth was declared a federal holiday in June 2021 and a state holiday in July 2021 (with its first observance to occur on June 19, 2022). The City Council recently recognized Juneteenth as an important cultural and historical event and adopted Juneteenth as an official observed holiday for non-represented and Guild represented employees. The city wishes to adopt the holiday for all employees and must negotiate benefits with union representatives.

Additionally, due to the competitive market for temporary employees and the city's need to hire temporary employees for Parks and Storm, the city and Teamsters have agreed on raising the wages now while a successor contract is still being negotiated.

The Memorandums of Understanding (MOU) attached is between the Teamsters and the City. The Teamsters have already voted to approve the attached MOU. The MOU will adopt the Juneteenth as a paid holiday and seasonal employee wages will be increased and advertised at the new pay range.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Teamsters MOU_Juneteenth-Seasonal Pay

MEMORANDUM OF UNDERSTANDING
to the
AGREEMENT
by and between
CITY OF LAKE STEVENS, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763
(Representing the Public Works Department Employees)

January 01, 2020 through December 31, 2022

IT IS UNDERSTOOD AND AGREED by the parties, City of Lake Stevens, Washington (hereafter “the Employer”), and Teamsters Local Union No. 763 (hereafter “the Union”), to enter into this Memorandum of Understanding (MOU) as follows:

I. RECITALS

- A. The Employer wishes to commemorate the emancipation of enslaved African Americans. Juneteenth is recognized on June 19th of each year. Thus, the City Council recently approved Juneteenth as an Employer-observed holiday for non-represented employees and directed management to bargain the same for represented employees.
- B. The parties have entered into the 2020-2022 Collective Bargaining Agreement (“Agreement”). The parties continue to bargain toward their successor Agreement. The parties do not anticipate completing bargaining before Juneteenth is observed in 2023. Therefore, the parties wish to enter into this MOU to address Juneteenth in 2023 only.
- C. Additionally, the Employer seeks to maintain competitive compensation to recruit Seasonal/Temporary Workers to support its regular workforce and maintain services to the community. Thus, it wishes to increase wages Seasonal/Temporary Workers.

II. AGREEMENT

IN CONSIDERATION OF the mutual covenants and promises contained herein, the parties agree to the following:

- 1. The Employer will recognize Juneteenth on June 19, 2023.
- 2. For 2023 only, full-time employees will receive a paid holiday in observance of Juneteenth. Negotiations for the observance of Juneteenth after 2023 are on-going and will be determined in a successor labor contract.

3. For Juneteenth, full-time employees shall receive holiday pay for the number of hours they are scheduled to work on that day (i.e., an employee working a 5/8 schedule will be paid eight [8] hours for the holiday, an employee on a 9/80 schedule will be paid nine [9] hours and an employee working a 4/10 schedule will be paid ten [10] hours).
4. Part-time employees will receive a pro-rated number of hours of paid holiday based on their actual number of hours worked per week.
5. Effective upon the next full pay period after this MOU is fully signed, Appendix A, Section A.1 will be modified as follows:

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Seasonal/Temporary Worker	\$19.57	\$20.38	\$21.23	\$22.12	\$23.04	\$24.00	\$25.00

6. This MOU is entered into on a non-precedent setting basis and does not change the parties' status quo.
7. This MOU is effective upon full execution and expires when the successor Agreement is fully executed.

IN WITNESS WHEREOF, the parties have executed this Agreement as their free and voluntary act on the dates set forth below.

PUBLIC, PROFESSIONAL & OFFICE- CITY OF LAKE STEVENS, WASHINGTON
 CLERICAL EMPLOYEES AND DRIVERS
 LOCAL UNION NO. 763, affiliated with the
 International Brotherhood of Teamsters

By _____ By _____
 Chad Baker, Secretary-Treasurer Brett Gailey, Mayor

Date: _____ Date: _____

CITY COUNCIL STAFF REPORT



Agenda Date: 6/13/2023

Subject: Ordinance 1165 Blake Fix

Contact Person/Department: Jeffrey Beazizo, Greg Rubstello, Police Department

Budget Impact:

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Ordinance 1156 incorporates by reference the provisions from the “Blake Fix” bill, passed by the legislature at its special session on May 16, 2023, making the knowing use of a controlled substance and the knowing public use of a controlled substance gross misdemeanor crimes. Ordinance 1156 also repeals the prior two ordinances passed by the City Council addressing this subject matter in the absence of state legislation. The Lake Stevens prosecutor and police chief have reviewed the ordinance drafted by the City Attorney and given their respective approvals. The effective date of the Ordinance will be July 1, 2023, the expiration date of the current temporary state legislation addressing the possession of a controlled substance.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 1165 Blake Fix

CITY OF LAKE STEVENS
Lake Stevens, Washington
ORDINANCE NO. 1165

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON AMENDING CHAPTER 9.40 OF THE MUNICIPAL CODE IN REGARD TO THE USE AND POSSESSION IN PUBLIC PLACES OF DANGEROUS DRUGS (CONTROLLED SUBSTANCES); REPEALING ORDINANCES 1116 AND 1159 (LSMC 9.40.020); REPEALING REFERENCE TO REPEALED AND FELONY STATUTORY PROVISIONS, AND ADDING NEW GROSS MISDEMEANOR PROVISIONS OF RCW 69.50.4011 AND 69.50.4013 TO LSMC SECTION 9.40.010; PROVIDING FOR SEVERABILITY, AUTHORIZING NECESASARY CORRECTIONS, SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY, AND FOR AN EFFECTIVE DATE.

WHEREAS, the Washington State Legislature on May 16, 2023 passed Engrossed Senate Bill 5476 on the so-called “Blake Fix” to more permanently address the criminality of drug possession and use in Washington in the wake of the state Supreme Court’s 2021 State v. Blake decision; and

WHEREAS, the legislation, signed by Governor Inslee, includes a section providing for a July 1, 2023 effective date for provisions of the legislation prohibiting knowing possession and knowing use in a public place of a controlled substance and counterfeit substance ; and

WHEREAS, the City Council of the City of Lake Stevens, Washington believes it in the interest of the public heath, safety and welfare to provide the Lake Stevens Police Department and the Lake Stevens Municipal Court with the ability, to the fullest extent of the law, to enforce the prohibitions against knowing possession and knowing public use of controlled and counterfeit substances contained in ESB 5476,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Lake Stevens Municipal Code (“LSMC”)Section 9.40.020 and Ordinance No. 1116 and Ordinance No. 1159 are hereby repealed.

Section 2. LSMC Section 9.40.010 is hereby amended to read as follows:

9.40.010 Statutes Adopted.

The following state statutes, including all future amendments, additions or deletions, are adopted by reference (deletions shown by ~~striketrough~~ and additions by underline):

- (a) RCW 69.50.101, Definitions.
- (b) RCW 69.50.102, Definitions.
- (c) RCW 69.50.204, Schedule I--Marijuana.
- (d) RCW 69.50.309, Containers.

~~(e)~~ RCW 69.50.401~~(e)~~, Prohibited acts: A--Penalties.

~~(f)~~~~(e)~~ RCW 69.50.412, Prohibited acts: E--Penalties.

~~(f)~~ RCW 69.50.4011(1) including (b) and (c) and (3) including (a), (b), and (c), and (4) and (5), Counterfeit Substance--Penalties.

~~(g)~~ RCW 69.50.4013(1) including (a) and (b), (2) including (a), (b), and (c), and (3) including (a) and (b), and (4) including (a) and (b), and (5), (6), (7), and (8), Controlled Substances--Penalties.

~~(g)~~~~(h)~~ RCW 69.50.4121, Drug paraphernalia--Selling or giving--Penalty.

~~(h)~~~~(i)~~ RCW 69.50.4014, Possession of forty grams or less of marijuana--Penalty.

~~(i)~~ RCW 69.50.425, Misdemeanor violations--Minimum penalties.

~~(j)~~ RCW 69.50.505, Seizure and forfeiture.

~~(k)~~ RCW 69.50.506, Burden of proof--Liabilities.

~~(l)~~ RCW 69.50.509, Search and seizure of controlled substances.

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

Section 4. Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing or ordinances or their sections and subsections.

Section 5. Effective Date. This ordinance may be published by Summary Publication of the Ordinance Rule and shall become effective on July 1, 2023.

PASSED by the City Council and APPROVED by the Mayor this 13th day of June, 2023.

CITY OF LAKE STEVENS

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

Date of publication: _____

Effective Date (5 days after publication): _____

CITY COUNCIL STAFF REPORT



Agenda Date: 6/13/2023

Subject: Ordinance No. 1166 - Stillwater Rezone

Contact Person/Department: Melissa Place, Community Development

Budget Impact: None.

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

1. **Motion to approve Ordinance No. 1166:** An ordinance of the city of Lake Stevens, amending the zoning for two parcels totaling 3.67 acres as part of the Stillwater Rezone (City File No. LUA2022-0029) located at 524 S. Davies Rd, Lake Stevens, WA 98258 and changing the zoning on the subject parcel from R4 to R8-12.

SUMMARY/BACKGROUND:

Closed Record Public Hearing and First and Final Reading of Ordinance No. 1166 (**Attachment 1**) related to the Stillwater Rezone (LUA2022-0029).

Land Pro Group, Inc. on behalf of the applicant, JM1 Holdings, LLC and the owner, Stillwater 2 LLC, has applied for a site-specific rezone for two parcels totaling approximately 3.67-acres located at 524 S. Davies Rd, Lake Stevens, WA, pursuant to Lake Stevens Municipal Code (LSMC) 14.16C.090(b)(1). The site is currently undeveloped with one existing home adjacent to S. Davies Rd.

The applicant requests that the subject parcel's zoning designation change from the R4 zoning district to the R8-12 zoning district. No change is proposed to the underlying Medium Density Residential (MDR) land use designation. The applicant has submitted a Type III preliminary plat application concurrently with the rezone application for a 24-lot residential cluster subdivision with associated improvements on the same property

which is contingent on approval of the rezone application. Future access to the site would be via a new public road connected to S. Davies Rd and a road connection to the existing 103rd Dr. SE.

The subject property's land use designation is Medium Density Residential (MDR). The properties directly north, south, and east are zoned R4 and are identified by the Medium Density Residential comprehensive land use designation. The R8-12 zoning district is allowed in the Medium-Density Residential designation. The property directly west is zoned R8-12 and is also identified by the Medium Density Residential comprehensive land use designation.

The application is proposing access to the new subdivision via a new public road connected to S. Davies Rd with a road connection to 103rd Dr. SE. The applicant has submitted a traffic impact analysis (TIA), which has been reviewed by the City Engineer. The Stillwater subdivision would result in an increase of nine (9) PM Peak Hour trips, which has a negligible effect on levels of service (LOS) at key intersections and will continue to operate at an LOS B during the PM peak-hours.

There are no wetlands or streams located on the site, but the site contains steep slopes ranging between 45-50%, which qualify as geologically hazardous areas per LSMC 14.88.600-670. The applicant provided a geotechnical report with the preliminary plat application and the city reviewed the steep slopes as part of the preliminary plat application and agreed with the findings and proposed mitigation included in the project's geotechnical report.

Site-specific rezones are Type IV applications subject to a recommendation from the Hearing Examiner to City Council, per LSMC Chapter 14.16A – Table 14.16A-I and Part IV – Chapter 14.16B. The applicant has submitted a project narrative in support of the rezone.

The city received the application on March 7, 2022 and issued a Determination of Completeness the same day. A public meeting was held on April 7, 2022. An open record public hearing was held on May 9, 2023 and the Hearing Examiner issued a recommendation of approval on June 8, 2023 (**Attachment 2**). City staff provided public notice for all actions by a combination of publication in the Everett Herald, direct mailings, emailing parties or record, and posting notices on the site, city website, and city bulletin boards.

The city has adopted reasonable measures in its Comprehensive Plan to increase residential capacity to allow residential growth to meet the adopted population target, including both cluster subdivisions and increased residential densities. The proposed rezone is consistent with a need to plan for additional residential property based on growth targets. The rezone would allow an additional 14 lots on the site. Based on census data, the average household size in Lake Stevens (2.9 persons per household)

would increase the city's population capacity by approximately 41 people, or 6% of its project's population deficit. The rezone is consistent with the Growth Management Act as the city has established its local zoning and the rezone application has met public notice requirements. The proposed rezone advances the goals and policies of the Comprehensive Plan Land Use and Housing Elements. The Lake Stevens Hearing Examiner has determined that this rezone request is consistent with the goals and policies of the Comprehensive Plan, is in compliance with the Growth Management Act, and is in general conformance with the Lake Stevens Municipal Code (LSMC).

Any future land use action resulting from the rezone will be subject to the rules and standards in effect at the time of application, including but not limited to public notice, subdivision, construction, environmental review, critical areas, streets and stormwater.

FINDINGS AND CONCLUSIONS:

The Hearing Examiner has found the Stillwater Rezone proposal (LUA2022-0029) to be consistent with LSMC 14.16C.090 and has submitted a recommendation (**Attachment 2**) to the City Council to approve the proposal with conditions based on the findings and conclusions contained in the recommendation and has approved the subdivision pending the Council approval of the rezone.

APPLICABLE CITY POLICIES:

Chapters 14.16C.090, 14.16B–Part IV, and 16.04, of the Lake Stevens Municipal Code

ATTACHMENTS:

1. Attachment 1 – Ordinance No. 1166
2. Attachment 2 - Hearing Examiner Recommendation

ATTACHMENT 1

CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1166

AN ORDINANCE OF THE CITY OF LAKE STEVENS AMENDING THE OFFICIAL ZONING MAP ENACTED BY ORDINANCE 1153; APPROVING THE STILLWATER REZONE (CITY FILE NO. LUA2022-0029) LOCATED AT 524 SOUTH DAVIES ROAD BY REZONING TWO PARCELS TOTALING 3.67 ACRES FROM R4 TO R8-12; ADOPTING FINDINGS AND CONCLUSIONS RECOMMENDED BY THE HEARING EXAMINER; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, on November 22, 2022, the Lake Stevens City Council approved Ordinance No. 1153, adopting an updated Official Zoning Map; and

WHEREAS, on March 7, 2022, the city received an application for a site-specific rezone (City File No. LUA2022-0029) referred to as the Stillwater Rezone; and

WHEREAS, the Stillwater Rezone includes approximately 3.67 acres adjacent to S. Davies Road (**Exhibit A**) and would change the zoning designation on parcels 00493301400203 and 00493301400204 from R4 to R8-12. Pursuant to the requirements for a site-specific zoning map amendment in Lake Stevens Municipal Code (LSMC) 14.16C.090, no change is proposed to the underlying Medium Density Residential (MDR) comprehensive plan land use designation; and

WHEREAS, Section 14.16C.090 of the Lake Stevens Municipal Code (LSMC) sets forth the process for rezone applications; and

WHEREAS, pursuant to LSMC 14.16C.090(b) the rezone is a minor amendment, as there are less than five tracts and less than 50 acres involved.

WHEREAS, the Comprehensive Plan land use designation for the subject parcel is Medium Density Residential (MDR) which supports the R8-12 zoning designation per LSMC Table 14.36-I; and

WHEREAS, the city and its partner agencies did review the application materials pursuant to the requirements of LSMC 14.16C.090; and

WHEREAS, the city determined the proposal to be exempt from a State Environmental Policy Act (SEPA) checklist pursuant to Chapter 16.04 LSMC and the WAC 197-11-800(6)(c); and

WHEREAS, site-specific zoning map amendments are Type IV quasi-judicial decisions, per Table 14.16A-I as found in Chapter 14.16A LSMC, which requires a recommendation from the Hearing Examiner to City Council based on written findings and conclusions and supported by evidence from an open-record hearing; and

WHEREAS, the Hearing Examiner conducted a duly noticed open-record public hearing on May 9, 2023 and all written and public testimony has been given full consideration; and

WHEREAS, on May 30, 2023, the city duly posted, published and mailed the notice of closed-record hearing before the City Council on June 13, 2023; and

WHEREAS, on June 8, 2023, the Hearing Examiner issued a recommendation to the City Council to approve the rezone request, subject to conditions, as the proposed rezone meets the legal criteria for approving a rezone as set forth in LSMC 14.16C.090 and applicable state requirements; and

WHEREAS, the City Council considered the Hearing Examiner's recommendation at a closed record public hearing on June 13, 2023.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. The City Council adopts and incorporates the findings and conclusions for approving a rezone as set forth in the Hearing Examiner's recommendation, pursuant to LSMC 14.16C.090, and adopts the Hearing Examiner's recommendation, including the conditions of approval attached hereto as **Exhibit B**.

Section 2. The City Council makes the following conclusions based on the entire record of this proceeding, including all testimony and exhibits:

- A. The open record public hearing of the Hearing Examiner and the closed record public hearing of the City Council satisfy the public participation requirements of Chapter 14.16A LSMC.
- B. The SEPA process conducted for this ordinance satisfies the requirements of the State Environmental Policy Act codified in Chapter 43.21C RCW as implemented by Chapter 197-11 WAC and Title 16 LSMC.
- C. The zoning map amendment adopted by this ordinance complies with the Growth Management Act (Chapter 36.70A RCW).
- D. The zoning map amendment adopted by this ordinance is consistent with the adopted Lake Stevens Comprehensive Plan per Ordinance No. 1133.

Section 3. The Official Zoning Map is hereby amended, as depicted in **Exhibit A**, by changing the zoning on parcels 00493301400203 and 00493301400204 from R4 to R8-12.

Section 4. The city will review future development applications for the property under the applicable use and development regulations of the Lake Stevens Municipal Code in effect at the time of application.

Section 5. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 6. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 13th day of June, 2023.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

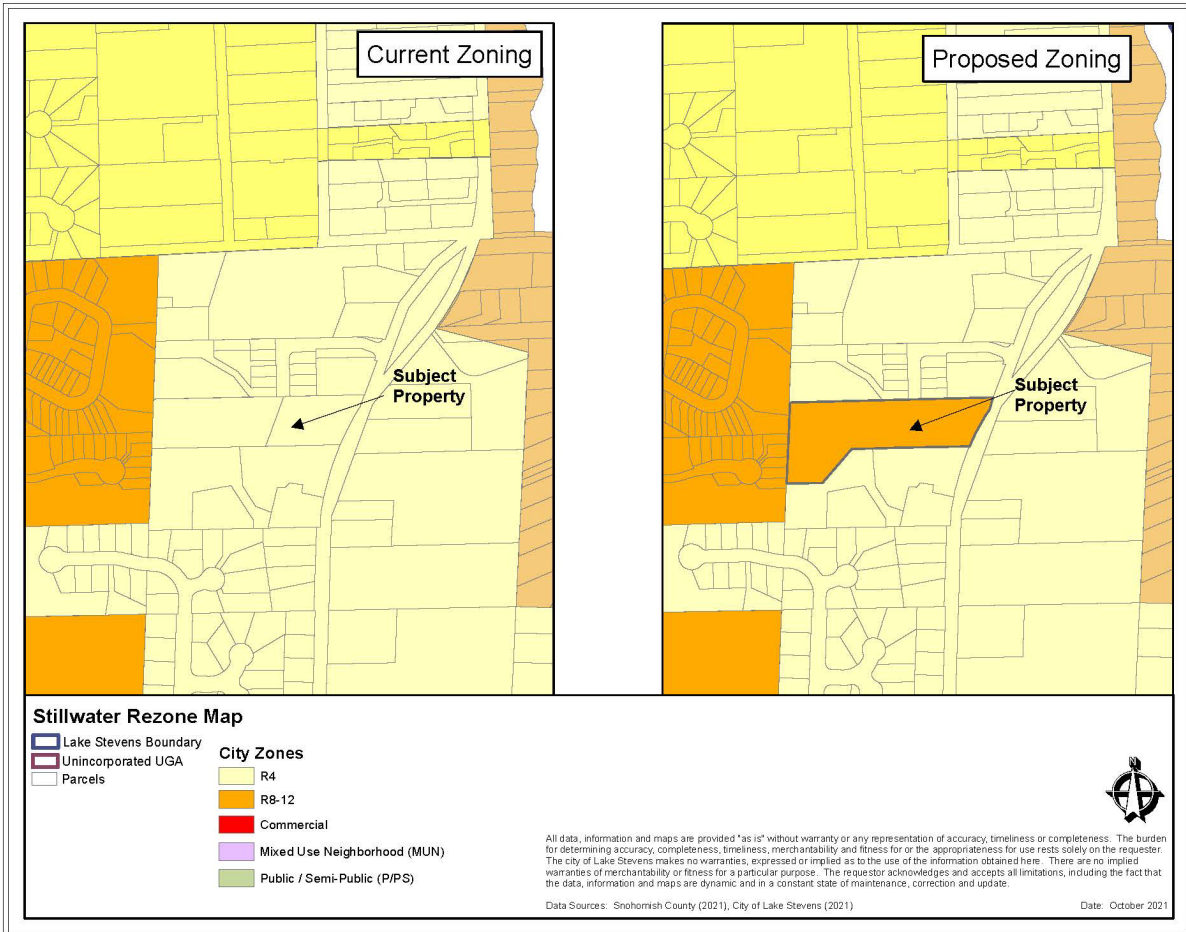
Greg Rubstello, City Attorney

First and Final Reading: June 13, 2023

Published:

Effective Date:

Exhibit A



Project #: LUA2022-0029

Current Zoning: R4

Proposed Zoning: R8-12

ATTACHMENT 2

BEFORE THE HEARING EXAMINER FOR THE CITY OF LAKE STEVENS

In the Matter of the Application of	)	No. LUA2022-0029
	)	
Patrick McCourt, Land Pro Group, Inc.,	)	Stillwater Site-Specific Rezone
on behalf of JM1 Holdings, LLC	)	
	)	
	)	FINDINGS, CONCLUSIONS,
<u>For a Site-Specific Rezone</u>	)	AND RECOMMENDATION

SUMMARY OF RECOMMENDATION

The Hearing Examiner recommends that the City Council **APPROVE**, with conditions, the request to rezone two tax parcels totaling approximately 3.67-acres, located at 524 S. Davies Road, from the R4 zoning designation to the R8-12 zoning designation.

SUMMARY OF RECORD

Hearing Date:

The City of Lake Stevens Hearing Examiner held an open record hearing on the request on May 9, 2023.

Testimony:

The following individuals presented testimony under oath at the open record hearing:

Melissa Place, City Senior Planner
Jennie Fenrich, City Clerk to the Hearing Examiner
Ryan C. Larsen, Applicant Representative

Exhibits:

The following exhibits were admitted into the record:

1. Land Use Development Application, dated March 2, 2022
2. Application Materials:
 - a. Rezone Narrative, dated July 11, 2022
 - b. Preliminary Plat Map (2 Sheets), dated April 13, 2023
 - c. Critical Areas Determination, Acre Environmental Consulting, LLC, dated January 10, 2022
 - d. Applicant Response to Comments re: Critical Areas, Acre Environmental Consulting, LLC, dated May 5, 2022
 - e. Traffic Impact Analysis, Gibson Traffic Consultants, Inc., dated February 2022
 - f. Traffic Analysis Memorandum, Gibson Traffic Consultants, Inc., dated September 13, 2022

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3. Notice of Complete Application Letter, dated March 14, 2022
4. Notice Materials:
 - a. Affidavit of Notice (Notice of Application), dated March 19 and 21, 2022, and Affidavit of Notice (Notice of Public Hearing), dated April 20 and 21, 2023; Photograph of Posted Notice On-site, undated
 - b. Notice of Application and Public Meeting, issued March 21, 2022
 - c. Notice of Public Hearing, issued April 20, 2023
5. SEPA Categorical Exemption Determination, dated August 29, 2022
6. Rezone Map
7. Staff PowerPoint Presentation
8. Revised Staff Report, dated May 2, 2023

The Hearing Examiner enters the following findings and conclusions based upon the admitted testimony and exhibits:

FINDINGS

Application and Notice

1. Patrick McCourt, of Land Pro Group, Inc., on behalf of JM1 Holdings, LLC (Applicant), requests a site-specific rezone of two tax parcels totaling approximately 3.67-acres from the R4 zoning designation to the R8-12 zoning designation. There is one existing single-family residence currently on the site. The parcels are located at 524 S. Davies Road.¹ If the rezone request were to be approved, the Applicant intends to proceed with plans to create a 24-unit subdivision for single-family residential development on the properties.² *Exhibit 1; Exhibit 2; Exhibit 6; Exhibit 8, Staff Report, page 1.*
2. The City of Lake Stevens (City) determined the application was complete on March 7, 2022. On March 19, 2022, the City provided notice of the application by mailing or emailing notice to property owners within 300 feet of the site and to reviewing departments and agencies and posting notice at designated City locations, with a comment deadline of April 11, 2022. On March 21, 2022, the City published notice in the *Everett Herald* and posted notice on the subject property and on the City website. On April 20, 2023, the City provided notice of the open record hearing associated with the application by mailing notice to property owners within 300 feet of the site, publishing notice in the *Everett Herald*, and posting notice on the City website and at designated

¹ The properties subject to the rezone request are identified by Tax Assessor Parcel Nos. 00493301400203 and 0493301400204. *Exhibit 8, Staff Report, page 1.*

² The Hearing Examiner reviewed the Applicant's request for a preliminary plat (and for a variance to exceed the maximum height for retaining walls), concurrently with the rezone request and issued a decision approving the request contingent on the City Council ultimately approving this rezone. *Hearing Examiner's Findings, Conclusions, and Decision for Approval of a Preliminary Plat and Variance (Nos. LUA2022-0030; LUA2022-0035), dated June 8, 2023.*

City locations. The next day, the City posted notice of the associated public hearing and mailed notice to the parties of record. The City's notice materials stated that written comments on the proposal could be submitted up until the May 9, 2023, open record hearing. The City did not receive any comments on the rezone request from members of the public in response to its notice materials. *Exhibit 3; Exhibit 4; Exhibit 8, Staff Report, pages 2 and 3.*

State Environmental Policy Act

3. City staff determined that the requested rezone is categorically exempt from review under the State Environmental Protection Act (SEPA), Chapter 43.21C Revised Code of Washington (RCW) and issued a categorical exemption determination for the proposal on August 29, 2022. Under Washington Administrative Code (WAC) 197-11-800(6)(c), the rezone proposal is exempt from environmental review because the project site is in an urban growth area, the rezone does not require an amendment to the City's Comprehensive Plan, and the Comprehensive Plan was previously subject to environmental review and analysis through an Environmental Impact Statement. The environmental impacts of the planned development of the site as a residential subdivision are addressed separately with the preliminary plat and variance decision that was reviewed concurrently with the rezone request. *Exhibit 5; Exhibit 8, Staff Report, page 8.*

Comprehensive Plan and Zoning

4. The subject property and all surrounding properties are designated "Medium-Density Residential" under the City Comprehensive Plan. The Medium-Density Residential designation allows for single-family, two-family, and some multi-family residential development with densities between 4 to 12 units per acre based on zoning regulations, with the potential for bonus density. *Comprehensive Plan, page LU-13.* Properties designated Medium-Density Residential are "generally located in transitional areas between high density designations and rural areas where infrastructure is readily available." *Comprehensive Plan, page LU-13.* The Comprehensive Plan's Medium-Density Residential designation is implemented by both the R4 and R8-12 zoning districts. *Lake Stevens Municipal Code (LSMC) Table 14.36-I.* Accordingly, the proposed rezone of the parcel from R4 to R8-12 would not require a Comprehensive Plan amendment. *Exhibit 2.a; Exhibit 8, Staff Report, pages 3 and 4.*
5. City staff identified the following Comprehensive Plan policies as relevant to the proposed rezone:
 - "Accommodate a variety of land uses to support population and employment growth, consistent with the city's responsibilities under the Growth Management Act, Regional Growth Strategy and the Countywide Planning Policies." (Land Use Policy 2.1.1).
 - "Review land uses in conjunction with updates to the Buildable Lands Report and Growth Monitoring Report to ensure employment and

population capacity estimates are being met. The strategy will be used to amend the Plan as necessary to remain consistent with actual development trends.” (Land Use Policy 2.1.3)

- “Direct new growth to areas where infrastructure and services are available or planned to ensure growth occurs in a fiscally responsible manner to support a variety of land uses.” (Land Use Policy 2.1.4)
- “Encourage infill development on suitable vacant parcels and redevelopment of underutilized parcels. Ensure that the height, bulk and design of infill and redevelopment projects are compatible with their surroundings.” (Land Use Policy 2.3.3).
- “Ensure that adequate connections are made to link growth centers, subareas and adjacent residential areas.” (Land Use Policy 2.4.4).
- “Encourage mixed land use and greater land density to shorten distances between homes, workplaces, schools and recreation so people can walk or bike more easily to them.” (Land Use Policy 2.14.1)
- “Zone sufficient buildable lands to accommodate various types and densities of housing including single-family, manufactured housing, multifamily, mixed-use and accessory dwellings equitably and rationally distributed throughout the city.” (Housing Policy 3.1.1)
- “Consider the cumulative impact of rezones and land use policy decisions that may affect housing supply, affordability and changes to employment or residential capacity.” (Housing Policy 3.1.2).
- “Allow diverse subdivision methods including short subdivisions, formal subdivisions, cluster subdivisions, planned residential developments and unit lot subdivisions to create buildable lots throughout the city.” (Housing Policy 3.1.3).
- “Support land uses and development regulations designed to increase housing opportunities for current and future residents, seniors, disabled, or other special-needs populations in proximity to shopping, health care, services, recreation facilities and public transportation.” (Housing Policy 3.2.2).

Exhibit 8, Staff Report, pages 6 and 7.

6. The property is currently zoned R4, which is intended “primarily to accommodate single-family detached residential uses at medium densities of four to five dwelling units per net buildable acre with the potential of some density bonuses.” *LSMC 14.36.010.a.1*. The Applicant requests that the property be rezoned to the R8-12 zoning district, which is “intended to achieve development densities of eight to 12 dwelling units per net buildable acre with the potential of some density bonuses.” *LSMC 14.36.010.a.4*. Approval of the requested rezone of the property from the R4 zoning district to the R8-12 zoning district would allow the Applicant to proceed with the proposal to develop the two parcels totaling approximately 3.67-acre with 24 single-family dwelling units, which would not

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be allowed under the density regulations applicable to the R4 zoning district. Properties to the west are zoned R8-12 and are developed with single-family residences. Properties to the north, south, and east are zoned R4 and are also developed with single-family residences. *Exhibit 2.a; Exhibit 6; Exhibit 8, Staff Report, pages 2, 4, and 5.*

Critical Areas

7. The Applicant submitted a critical areas determination prepared by Acre Environmental Consulting, LLC, dated January 10, 2022. The study identified a pond in the eastern portion of the property. The study determined that the pond was manmade and is not a regulated critical area. The study concluded that there are no wetlands or streams located on or adjacent to the site and no critical area buffers extend onto the property. The property contains slopes in the range of 45 to 50 percent, which qualify as geologically hazardous areas under LSMC 14.88.600.670. Impacts to steep slopes from the proposed residential development are being addressed through the preliminary plat application process. *Exhibit 2.c; Exhibit 2.d; Exhibit 8, Staff Report, page 8.*

Traffic Impacts

8. The Applicant submitted a Traffic Impact Analysis (TIA), prepared by Gibson Traffic Consultants, dated February 2022. The TIA determined that the planned development would generate 217 new average daily trips, with 23 new AM peak-hour trips and 36 new PM peak-hour trips. The TIA further determined that all studied intersections would continue to operate at acceptable levels of service following a full buildout of the proposed development. Gibson Traffic Consultants also provided an additional memorandum, dated September 13, 2022, which determined that approval of the rezone would result in an increase of only seven AM peak-hour trips and nine PM peak-hour trips over what would occur under the current zoning designation. Accordingly, City staff determined that there would be no adverse impacts to existing service levels in light of traffic impact fees that would be required under Chapter 14.112 LSMC. *Exhibit 2.e; Exhibit 2.f; Exhibit 1, Staff Report, pages 8 and 9.*

Site-Specific Rezone

9. The Applicant submitted a project narrative addressing the specific rezone criteria of LSMC 14.16C.090(g). Specifically, the project narrative asserts that the rezone would be appropriate because:
 - The proposed rezone would comply with the Medium Density Residential Comprehensive Plan land use designation for the property and would be consistent with several goals and policies of the Comprehensive Plan, including goals and policies providing for sufficient land area to meet projected housing, employment, and public facilities needs for the city; accommodating a variety of land uses to support population and employment growth; reviewing land uses in conjunction with updates to the Buildable Land Report and Growth Monitoring Report to ensure employment and population capacity estimates are met; directing

new growth to areas with available or planned infrastructure and services; coordinating land use decisions with capital improvement needs for public facilities; encouraging infill development in suitable vacant and underutilized parcels; ensuring that subdivisions provide adequate pedestrian facilities; ensuring that adequate connections are made to link growth centers, subareas, and adjacent residential areas; encouraging mixed land use and greater land density to shorten distances between homes, workplaces, schools, and recreation; considering the cumulative impact of rezones and land use policy decisions that may affect housing supply; allowing diverse subdivision methods; and supporting land uses and development regulations designed to increase housing opportunities for current and future residents.

- The Growth Management Act (GMA) requires certain cities and counties to engage in a planning process. *Revised Code of Washington (RCW) 36.70A.040*. Thirteen exclusive goals guide that process. *RCW 36.70A.020*. These goals concern urban growth sprawl reduction, transportation, housing, economic development, property rights, permitting, natural resource industries, open space and recreation, the environment, citizen participation and coordination, public facilities and services, and historic preservation. *RCW 36.70A.020*. The City has adopted its Comprehensive Plan using the 13 exclusive goals as a guide. These exclusive goals provide the City the ability to meet the goals using its local zoning code and amendments thereto. The proposed rezone would advance GMA planning goals related to urban growth, reducing sprawl, housing, and public facilities and services.
- The proposed rezone would advance the public health, safety, and welfare because the proposed development that would be allowed with the rezone would add roads and sidewalks, utility connections, and housing consistent with the housing element goals and policies of the Comprehensive Plan. At the time of development, any application would be required to meet state and local regulations in effect and to ensure concurrency standards are met.
- There are several changed circumstances warranting a rezone of the property. First, the draft Buildable Lands Report under consideration by Snohomish County Tomorrow is a snapshot of buildable land capacity on April 1, 2019. However, it includes supplemental analysis showing that Lake Stevens has accommodated a substantial portion of its 2035 population targets and exhausted a substantial portion of its buildable lands inventory. The proposed rezone would assist the City in reducing the 2044 population capacity shortfall. Second, a major announcement of industrial projects in Arlington and Marysville (projects currently under construction) will add thousands of jobs to the area within the next couple of years. These industrial projects could be expected to increase pressure on the housing market in Lake Stevens as new employees at those businesses seek housing near the Cascade Industrial Center. Outside of the

communities of Marysville and Arlington, Lake Stevens is the next logical choice for those workers to seek housing.

- Development within the R8-12 zone in the immediate area of the subject property reflects densities less than that allowed. The reduced densities are the result of critical areas and their buffers. The proposed rezone would help regain the residential units lost due to these critical areas.
- The property is suitable for development under the zoning standards of the R8-12 zone. If the rezone were to be approved, the Applicant would proceed with the proposal to subdivide the property into 24 residential lots with associated improvements, which would be required to comply with all applicable state and local plat requirements, including requirements related to stormwater, safe walking routes, tree retention, and critical areas.
- The proposed rezone would not be materially detrimental to uses or property in the immediate vicinity. The concurrent application for a 24-lot single-family residential development would be consistent with the densities of several other developments in the immediate vicinity of the site.
- All public utilities and services are available to the subject property.
- Any and all adverse environmental impacts would be mitigated consistent with all applicable code requirements. The proposed development would be designed and constructed to protect any identified critical areas affecting the site, consistent with Chapter 14.88 LSMC. The Applicant would be responsible for the payment of impact mitigation fees for schools, traffic, and parks.
- The requested site-specific rezone would be consistent with the rezone criteria, permit processing procedures, the existing Comprehensive Land Use designation, and all other applicable municipal code requirements.

Exhibit 2.a.

10. City staff reviewed the rezone proposal and determined that it would satisfy the specific rezone criteria of LSMC 14.16C.090(g), noting:
 - The proposed rezone would be consistent with Comprehensive Plan land use map designation of Medium Density Residential and with several Comprehensive Plan policies.
 - The proposed rezone would be consistent with the Growth Management Act. The City has established its local zoning, and the rezone application has met public notice requirements. The proposed rezone would advance goals and policies of the Comprehensive Plan Housing Element. The preliminary plat application would be required to meet state and local regulations in effect and to ensure concurrency standards are met.
 - On February 23, 2022, the Snohomish County Council adopted Ordinance No. 22-003 establishing the 2044 Initial Population and Employment Growth Targets in Appendix B in the Countywide Planning Policies, which increased the population target for the City of Lake Stevens UGA to 50,952. This target is

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higher than the capacity of 50,241 identified for the UGA in the 2021 Buildable Lands Report. The result is a projected population shortfall of 711 for the urban growth boundary (UGA) under current zoning. The city is allocated for 3.2 percent of the total growth in the county. The City has adopted reasonable measures in its Comprehensive Plan to increase residential capacity to allow residential growth to meet the adopted population target, including both cluster subdivisions and increased residential densities. The proposed rezone is consistent with a need to plan for additional residential property based on growth targets. The rezone would allow for an additional 14 units on the site, which, based on Census data for average household size in Lake Stevens (2.9 persons per household), would increase the city's population capacity by approximately 41 people, or 6 percent of its projected population deficit.

- The site contains adequate area to develop and would be accessed via connections to S. Davies Road and 103rd Drive SE. The property's conformance with zoning standards has been reviewed as part of the preliminary plat application, and it has been determined that the property outside of the critical area is suitable for development.
- The proposed rezone would not be materially detrimental to adjacent land uses because development of the property would be required to meet all state and local regulations in conjunction with the preliminary plat review process.
- Adequate infrastructure exists to develop the site under the proposed zoning in accordance with municipal standards.
- The Comprehensive Plan includes an adopted Environmental Impact Statement (EIS) and subsequent addenda for which environmental impacts related to commercial and residential growth under the current land use designations (and their implementing zoning districts) were evaluated. As development in the city was planned for, the EIS's mitigation measures mitigate impacts from the anticipated development. The proposal does not include a land use map amendment, and, as such, the rezone qualifies for a SEPA exemption under WAC 197-11-800(6)(c). Therefore, the environmental impacts have been and/or can be mitigated by current regulations.
- The proposal complies with municipal standards for a rezone application. All other applicable criteria and standards would be met through the preliminary plat application process.

Exhibit 8, Staff Report, pages 6 through 8.

Testimony

11. Senior City Planner Melissa Place testified generally about the application and how it would meet the site-specific rezone requirements of LSMC 14.16C.090(g). She noted that the Applicant is seeking the rezone to increase the permitted density that would be allowed, so that the Applicant may proceed with plans to create a 24-unit subdivision for single-family residential development on the property. She explained that the maximum

net density of the site under the current R4 zoning designation would be 13 dwelling units and the maximum net density under the R8-12 rezone would be 27 dwelling units. Ms. Place provided a description of the property and of the surrounding development, consistent with the findings above. She noted that the property is currently developed with one single-family residence and the Applicant proposes to construct 23 additional homes under the concurrent preliminary plat application. She stressed that a rezone of the property from R4 to R8-12 would be consistent with the property's Medium Density Residential land use designation under the Comprehensive Plan and would not require a Comprehensive Plan amendment.

Ms. Place also explained that the City and Applicant held a public meeting for the proposal, as required by the municipal code. She noted that the traffic impacts of the proposed rezone would be minimal, stressing that development at a density allowed in the R8-12 zone would result in an increase of only nine PM peak-hour trips over what could occur under the current R4 zoning designation. She clarified that the properties had previously been subject to a boundary line adjustment. Ms. Place explained that all procedural requirements for a site-specific rezone of the property have been met and that the proposed rezone would be consistent with the Comprehensive Plan, zoning ordinances, and, with conditions, the specific criteria for a site-specific rezone.
Testimony of Ms. Place.

12. City Clerk to the Hearing Examiner Jennie Fenrich explained that the open record hearing link date was accidentally set to 2024 instead of 2023, but that the link directed anyone who used it to the correct Zoom meeting room to access the hearing. *Testimony of Ms. Fenrich.*
13. Applicant Representative Ryan C. Larsen provided a brief overview of the proposal. He explained that both the R4 and R8-12 zoning districts implement the Medium Density Residential land use designation of the Comprehensive Plan. He noted that the properties are not part of any subarea. He clarified that the neighborhood west of the site does not provide access to the site and that access to the subject properties is provided by 103rd Drive SE and S. Davies Road. He stated that the Applicant does not have concerns about the notice provided for the hearing. *Testimony of Mr. Larsen.*

Staff Recommendation

14. Ms. Place testified that City staff recommends the Hearing Examiner forward a recommendation of approval, with conditions, to the City Council. Applicant Representative Ryan C. Larsen testified that the Applicant understands and would comply with City staff's proposed conditions. *Exhibit 8, Staff Report, pages 9 and 10; Testimony of Ms. Place; Testimony of Mr. Larsen.*

CONCLUSIONS

Jurisdiction

The Hearing Examiner is authorized to hear and make recommendations to the City Council for approval of a site-specific rezone. *LSMC 14.16B.450; LSMC 14.16C.090(c)*.

Criteria

The Hearing Examiner may recommend approval of a site-specific rezone request if the following criteria are satisfied:

- (1) The amendment complies with the Comprehensive Plan Land Use Map, policies, and provisions and adopted subarea plans;
- (2) The amendment is in compliance with the Growth Management Act;
- (3) The amendment serves to advance the public health, safety and welfare;
- (4) The amendment is warranted because of changed circumstances, a mistake, or because of a need for additional property in the proposed zoning district;
- (5) The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district;
- (6) The amendment will not be materially detrimental to uses or property in the immediate vicinity of the subject property;
- (7) Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;
- (8) The probable adverse environmental impacts of the types of development allowed by the proposed zone can be mitigated, taking into account all applicable regulations, or the unmitigated impacts are acceptable;
- (9) The amendment complies with all other applicable criteria and standards in this title; and
- (10) If the proposal is located with an adopted subarea plan:
 - (i) The rezone is to a zoning designation allowed within the applicable subarea; and
 - (ii) The rezone does not increase the established intensities adopted as part of the planned action ordinance or mitigates increased or

additional impacts by supplementing, amending or adding the applicable planned action draft and final environmental impact statement.

LSMC 14.16C.090(g).

Conclusions Based on Findings

With conditions, the proposed rezone request would satisfy the criteria for approval found in LSMC 14.16C.090(g) and, accordingly, the Hearing Examiner recommends that the City Council approve the request. The two parcels, totaling approximately 3.67 acres, are designated Medium Density Residential by the City Comprehensive Plan. The Medium Density Residential designation is implemented by both the R4 and R8-12 zoning designations and, therefore, the proposed rezone of the parcel from R4 zone to R8-12 would not require amendment of the Comprehensive Plan. The proposed rezone of the property to the R8-12 zoning district would be consistent with several Comprehensive Plan policies, including policies accommodating a variety of land uses to support population and employment growth; reviewing land uses in conjunction with updates to the Buildable Lands Report and Growth Monitoring Report to ensure employment and population capacity estimates are being met; directing new growth to areas where infrastructure and services are available or planned; encouraging infill development on underutilized parcels; ensuring adequate connections are made to link growth centers, subareas, and adjacent residential uses; encouraging mixed land use and greater land density to shorten distances between homes, workplaces, schools and recreation; promoting appropriate zoning of sufficient buildable lands to accommodate various types and densities of housing; considering the cumulative impact of rezones and land use policy decisions that may affect housing supply and affordability; allowing diverse subdivision methods; and supporting land uses and development regulations designed to increase housing opportunities for diverse populations. Conditions placed on any future land development permits would ensure that the proposal would comply with the development regulations required by the Growth Management Act and Title 14 of the Lake Stevens Municipal Code.

The proposed rezone would, as conditioned, serve the public health, safety, and welfare by permitting higher-density development and increased housing opportunities on underutilized land that could be adequately served by public utilities and services; this higher-density development would include infrastructure improvements to serve the area, including the addition of roads, sidewalks, and utility connections.

The City provided reasonable notice and opportunity to comment on the proposed rezone. The City did not receive any comments on the rezone proposal from members of the public in response to its notice materials. The proposed rezone is warranted by changed circumstances and the need for additional density in the area resulting from projected population growth and employment opportunities in the city and surrounding region, and the property is suitable for single-family residential development that would comply with the development standards of the R8-12 zone. The proposed rezone is categorically exempt from SEPA review. The proposed

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rezone would not add a significantly greater number of vehicle trips than development that would be allowed on the property under its existing zoning R4 designation, and further traffic analysis has occurred in association with the Applicant's development proposal for the parcel, which determined that the proposed development would not cause affected intersections to operate at deficient levels of service.

Adequate public facilities and services are available to the property. Future development of the site under the new zoning designation would be required to mitigate for impacts to schools, traffic, and parks through the payment of impact fees. Conditions, as detailed below, are necessary to ensure that the proposal meets all applicable requirements for a site-specific rezone and to ensure that any future development of the site complies with all applicable federal, state, and local regulations. *Findings 1 – 14.*

RECOMMENDATION

Based on the preceding findings and conclusions, the Hearing Examiner recommends that the City Council **APPROVE** the request to rezone two parcels totaling approximately 3.67-acres, at 524 S. Davies Road, from the R4 zoning designation to the R8-12 zoning designation, with the following conditions:

1. Exhibit 6 depicts the area to be rezoned from the R4 zoning district to the R8-12 zoning district. This rezone is contingent upon final approval by the City Council. Upon any such approval, the proposed zoning designation change shall be incorporated into an official revised Lake Stevens zoning map.
2. Rezone approval by the City Council must first be obtained prior to the approval of any development of the site relying on the development standards for the R8-12 zoning district.
3. All future development must comply with federal, state, and local regulations in effect at the time of application.

RECOMMENDED this 8th day of June 2023.



ANDREW M. REEVES
Hearing Examiner
Sound Law Center

CITY COUNCIL STAFF REPORT



Agenda Date: 6/13/2023

Subject: Parks Position Reclassification - Administrative Assistant

Contact Person/Department: Sarah Garceau, Administration

Budget Impact: \$16,000

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

The Parks and Recreation and Public Works Departments are requesting to reclassify the existing Office Assistant for Public Works to a full-time Parks and Recreation Administrative Assistant.

Many administrative functions are currently provided by other departments, including Public Works, Finance and Community Development. These tasks include answering phone calls, processing reservations, creating reservation calendars, issuing annual boat launch parking passes, running daily financial reports, ordering supplies, coding invoices, assisting with the bid process and creating contracts, assisting with permitting, processing special event applications, and many other tasks.

A dedicated administrative employee is necessary to allow for the continued development of a successful department. This employee will be able to gain specific departmental knowledge, ensure the public receives information in a timely and efficient manner, and assist with the growing needs of the department.

Currently, the Public Works Office Assistant and Administrative Assistant (currently vacant) provides support equivalent to 0.33 FTE and 0.10 FTE, respectively, to the Parks and Recreation Department. Public Works will retain their position of Administrative Assistant and will no longer have an Office Assistant.

To fund this position, an additional \$16,000 will be required from the general fund for the current budget year. This amount will include full family benefits and anticipates a hire date of August 1st.

SUMMARY/BACKGROUND:

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Job Description Parks Administrative Assistant

CITY OF LAKE STEVENS POSITION DESCRIPTION

POSITION TITLE:	Parks & Recreation Administrative Assistant
DEPARTMENT:	Parks and Recreation Department
REPORTS TO:	Parks and Recreation Director
CLASSIFICATION:	Administrative Assistant
SALARY RANGE:	NR22
EFFECTIVE DATE:	8/11/14
REVISION DATES:	9/1/18; 1/1/23; 6/13/23

POSITION PURPOSE:

The incumbent is part of a collaborative work team and provides general administrative support and program coordination for Parks and Recreation staff. Work is characterized by technical and specialized administrative support of various activities within the department. Duties will include confidential administrative support to the department director, assisting with departmental budget preparation and monitoring, providing project management support, primary department contact for inquiries from the general public and city personnel, assisting with scheduling of resources, data research, work order processing, departmental purchasing process, compiling information for staff reports, maintaining records, and assisting with special projects as assigned.

Work is performed with general supervision. The Director defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Provides confidential assistance to the and Parks and Recreation Director.
- Serves as the primary departmental contact to the public to receive, route, process and follow citizen inquiries, assisting to ensure the department provides complaint resolution and information in a timely manner; relieves director and other staff from handling routine questions and requests for service and elevating only the unusual or complex issues.
- Assists the public with reservations for facilities and registration for programs.
- Performs technical and clerical functions such as maintaining the department's database programs, spreadsheets, and producing correspondence; provides administrative support for meetings as assigned, including scheduling meetings and preparing minutes.
- Performs financial and budgeting tasks including but not limited to coding invoices, running financial reports, cost accounting, and assisting the Director in preparing and monitoring the department's annual operating budget.
- Creates, tracks and maintains work orders.
- Assists in preparing grant applications and reviewing progress toward grant requirements.
- Assist with capital project coordination including bidding, contracting, documentation, project inspection scheduling, submittal review tracking, meeting schedules, meeting notes and document collection.
- Assists project team members in department planning, schedules and resources, including advertising and recording bidding procedures associated with department and capital projects.
- Prepares, reviews and issues permits and contracts.
- Manages and maintains department records, including organizing paper and electronic records, oversee retention schedules and working with the City Clerk's Office in response to requests for public record.
- Assists with planning and execution of community events, including project grand openings and other public events.
- Reports to City Hall in the event of emergencies or EOC activation to assist public works with response and coordination.
- Maintains regular and reliable attendance.

PERIPHERAL DUTIES:

- Purchases and maintains an inventory of supplies and materials for the Parks and Recreation Department.
- Performs related duties as assigned.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel; talk; and hear. The incumbent frequently is required to sit for extended periods of time and type on a keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work is performed in a typical office environment subject to working outside of normal working hours to meet critical timelines or to provide support in department emergency response events. While performing the duties of this position, the incumbent is subject to multiple interruptions by telephones and walk-ins by employees and citizens; may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

Typical business office machinery and equipment include, but not limited to, personal computer including database program, spreadsheet and word processing software, printer, telephone, scanning equipment, fax machine, copy machine, calculator and projector.

QUALIFICATIONS:**Education, Training and Experience Guidelines**

- Education:** Two (2) years of college level course work or training in public or business administration, recreation, office management, administrative assistance/secretarial training, or a related field. Bachelor's degree in business administration, public administration, recreation, or related field is preferred.
- Experience:** Two (2) years of increasingly responsible administrative experience including some financial record-keeping experience, public contact and/or records management and at least one (1) year of administrative support to a department director/manager.
- Or:** Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications.

Knowledge of:

- Municipal government policies, procedures, and structure; applicable local, state and federal laws, codes, regulations and ordinances.
- Basic principles, practices, and procedures of municipal and governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting.
- Basic Parks and Recreation functions.
- Basic research methods.
- Municipal organization, operations, policies and objectives.
- Detailed record-keeping techniques.
- Applicable federal, state and local laws, codes, regulations, policies and procedures related to areas of assignments.
- Effective oral and written communication principles and practices.
- Project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- Lean Management System or Six Sigma principles.

Skilled in:

- Modern office practices, procedures and equipment including personal computers and related software such as word processing, spreadsheet programs and web-based management systems.
- Proper use of telephone etiquette and techniques and ability to assist in answering diverse inquiries.
- Demonstrating effective interpersonal skills using tact, patience and courtesy.
- Understanding and following oral and written directions.
- Compiling, organizing, and summarizing complex, detailed material independently or from tape or oral instructions, letters, notices, bulletins or other material.
- Maintaining a variety of complex filing systems, records, and reports.
- Communicating effectively orally and in writing.

Ability to:

- Maintain confidentiality and communicate with tact and diplomacy.
- Participate as a contributing member of a service-oriented team.
- Establish and maintain effective working relationships with staff, management, vendors, outside agencies, community groups and the general public; present a positive image of the City in a variety of circumstances.
- Demonstrate positive and effective interaction and communication with individuals of diverse social and economic backgrounds.
- Analyze situations accurately and adopting an effective course of action.
- Organize work for maximum efficiency.
- Apply lean or six sigma principles to continuously improve processes, procedures and implement change management.
- Learn the policies, procedures, activities and programs of an assigned area or office quickly and accurately.
- Perform basic accounting tasks accurately.
- Perform technical and administrative duties with speed and accuracy.
- Organize and prioritize work assignments to meet schedules and timelines.
- Write correspondence and routine reports; proofread and edit as needed.
- Add, subtract, multiply, and divide with accuracy; compute rate, ratio, and percent; and create graphs and charts.
- Utilize social media, personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues, policies, and procedures to internal and external customers.

License, Certifications, and Other Requirements:

- Valid State of Washington Driver's License and a driving record which meets the city's requirements. Must be able to obtain State of Washington driver's license within 30 days of hire.
- Minimum typing speed of 45 WPM.
- Notary license is desirable.
- Multilingual is desirable.
- Completion of position-relevant background check.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE NAME (printed)

EMPLOYEE ACKNOWLEDGEMENT

____/____/____
DATE

CITY COUNCIL STAFF REPORT



Agenda Date: 6/13/2023

Subject: Climate Sustainability Plan Adoption

Contact Person/Department: Melissa Place, Community Development

Budget Impact: None.

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

1. **Motion to approve Resolution No. 2023-08:** A resolution of the city of Lake Stevens, adopting the Climate Sustainability Plan per Resolution 2023-08 (**Attachment 1**).

SUMMARY/BACKGROUND:

The city of Lake Stevens applied for and received a grant from the State Department of Commerce in September of 2022, to prepare a climate mitigation plan in preparation for a state requirement to incorporate climate change issues within cities' comprehensive plans. The Growth Management Act (GMA - Chapter 36.70A RCW) was amended in 2023 under Washington House Bill 1181, requiring cities and counties to integrate climate mitigation and resilience policies into comprehensive plan updates.

The city is required to complete the project by June 30, 2023, to comply with the grant contract. A consultant team led by Cascadia Consulting Group (CCG) has assisted the City of Lake Stevens in this effort.

The project held a kick-off meeting in January of 2023 with city staff, outside agencies, and the consultant attending. From March through June, the city also held a community survey, a virtual community workshop, six City Council meetings, three Planning Commission meetings, two focus group meetings to solicit feedback from

outside agencies and committees, and one virtual public comment platform for the draft plan.

Plan Components

The city's Climate Sustainability Plan (CSP – **Attachment 2**) will serve as a framework and roadmap to manage current and future carbon emissions and climate change impacts in Lake Stevens. This plan provides strategies to reduce Lake Stevens' greenhouse gas (GHG) emissions and prepare residents for future climate impacts. The plan has been framed around the vision statement and identifies actions the city can take or support through interagency coordination and education. The plan provides a suite of policies to consider for integration into the 2024 Comprehensive Plan update and later updates following Department of Commerce model rules being developed.

The CSP includes a Public Engagement Plan, an Equity Assessment, a Cost-Benefit Assessment (for ten selected actions), Community Engagement Results, support for integration of the actions into the city's Comprehensive Plan and an Implementation Plan.

Updates to the Plan

The draft plan was revised by the city's consultant after the June 5th Planning Commission meeting, the June 6th City Council meeting, and the close of the public comment period on the draft plan (ending on June 2nd). Based on the input received at those meetings, emails from outside agencies, and the comments provided by the public, the revisions to the plan include the following:

- Added language on page 22 to provide opportunities to allow and incorporate other alternative clean energy technologies in the future based on input from PSE.
- Changed wording on action ID BE 2.6 based on input from Snohomish PUD Electric.
- Removed references to CMP and changed to CSP.
- Changed the short name of BE 2.3, from solar to renewable energy support and incentives.

This CSP is an initial rollout and framework plan that provides the structure for future policy direction on climate change for the city. In the future, the city will have to complete additional work to meet HB 1181 requirements. The city will wait and see what Commerce's final approach is to integrate the requirements of the bill. It is anticipated that additional funding for such efforts may be available in 2027 and that full rollout of a plan that meets the requirements of the GMA would be required for Lake Stevens in 2029.

Staff asks that the Council review the draft plan and make a motion to approve

Resolution No. 2023-08, adopting the Climate Sustainability Plan for the City of Lake Stevens.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Attachment 1 - Resolution No. 2023-08
2. Attachment 2 - Climate Sustainability Plan

ATTACHMENT 1

RESOLUTION NO. 2023-08

A RESOLUTION OF THE CITY OF LAKE STEVENS ADOPTING THE CLIMATE SUSTAINABILITY PLAN.

WHEREAS, the Washington State Legislature tasked the Department of Commerce to initiate a multiyear project that would develop guidance for counties and cities to address climate change issues within their comprehensive plans; and

WHEREAS, the Growth Management Act (GMA - Chapter 36.70A RCW) was amended in 2023 under Washington House Bill 1181, requiring cities and counties to integrate climate mitigation and resilience policies into comprehensive plan updates; and

WHEREAS, the city of Lake Stevens applied for and received a grant from the State Department of Commerce in September of 2022, for preparing a climate mitigation plan for the city to incorporate climate change policies into the city's comprehensive plan; and

WHEREAS, in September of 2022, city staff pursued a consultant to complete the city's first climate change planning effort; and

WHEREAS, in November of 2022, the city approved the selection of Cascadia Consulting Group to assist with preparing the Climate Plan; and

WHEREAS, the city's Climate Sustainability Plan is a framework plan for the integration of climate change policies into the city's next Comprehensive Plan update (2024); and

WHEREAS, the city held one community workshop, two focus group workshops, a community survey and a virtual public comment platform to solicit public input on the draft plan; and

WHEREAS, the Planning Commission held three public work sessions in March, April and June of 2023 to provide the opportunity for public input and for the Commission to review components of the plan; and

WHEREAS, the City Council held seven public work sessions February through June of 2023 to provide the opportunity for public input and to review components of the plan; and

WHEREAS, input was received by city staff, the City Council and Planning Commission, outside agencies, focus groups, and members of the community; and

WHEREAS, that input was evaluated and incorporated in the Climate Sustainability Plan; and

WHEREAS, in taking the actions set forth in this resolution, the City is building the framework for the new GMA requirements as per House Bill 1181, passed by the State Legislature in April 2023, effective July 23, 2023;

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

Section 1. Adoption. Consistent with the Growth Management Act of Washington, the

Lake Stevens City Council hereby adopts the Climate Sustainability Plan for the City of Lake Stevens in its entirety.

Section 2. Adoption. The Climate Sustainability Plan for the City of Lake Stevens is attached hereto as Exhibit "A" and is incorporated herein by this reference.

Section 23 Severability. If any section, sentence, clause or phrase of this resolution should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. Effective Date. This resolution shall take effect immediately upon passage by the Lake Stevens City Council.

PASSED by the City Council of the City of Lake Stevens this 13th day of June 2023.

Brett Gailey, Mayor

ATTEST:

By: _____
Kelly Chelin, City Clerk



City of Lake Stevens

Climate Sustainability Plan

DRAFT | June 2023





RESOLUTION OF THE CITY OF LAKE STEVENS CITY COUNCIL

Resolution under development

ACKNOWLEDGMENTS

Mayor

Brett Gailey

City Council

Kim Daughtry	Council Position #1
Gary Petershagen	Council Position #2
Ryan Donoghue	Council Position #3
Mary Dickinson	Council Position #4
Anji Jorstad	Council Position #5
Steve Ewing	Council Position #6
Marcus Tageant	Council Position #7

Planning Commission

Mike Duerr	Commissioner, Chair
Jennifer Davis	Commissioner, Vice Chair
Todd Welch	Commissioner
Janice Huxford	Commissioner
Connor Davis	Commissioner
Linda Hoult	Commissioner

City Staff

Russell Wright	Planning Department
Melissa Place	Planning Department
Aaron Halverson	Public Works Department
Kim Klinkers	Public Works Department
Shannon Farrant	Public Works Department
Maximilian Roth	Human Resources Department
Jeffrey Beazizo	Police Department
Carol Manus	Building Department
Sarah Garceau	Parks Department

Outside Agencies

Brenda White	Snohomish County PUD Electric
Allison Grinczel	Snohomish County PUD Electric
Jacquelyn Styrna	Puget Sound Energy
Robert Knoll	Puget Sound Energy
Robb Stanton	Lake Stevens School District
Mike Messer	Snohomish Regional Fire and Rescue
Marcella Manibusan	Waste Management
Misty Stevens	Snohomish County PUD Water
Kevin Futhey	Community Transit
Sophie Luthin	Community Transit
Mariah Low	Lake Stevens Sewer District
Johnathan Dix	Lake Stevens Sewer District

Cascadia Consulting Group

Gretchen Muller
Laura Baetscher
Celine Fujikawa
Andrea Martin
Alicia Fennell

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GLOSSARY

Climate Sustainability Plan (CSP)	A comprehensive roadmap that outlines specific strategies and actions to reduce greenhouse gas emissions and adapt to climate change impacts.
Decarbonize/decarbonization	Targeted reduction of carbon dioxide and other greenhouse gases emitted into the atmosphere from fossil fuel intensive systems and infrastructure.
Electric vehicles (EVs)	Vehicles that derive all or part of their power from electricity, including: - Battery Electric Vehicles (BEVs): Vehicles that run completely on electricity using a battery that can be recharged by being plugged into the electric grid. - Plug-In Hybrid Electric Vehicles (PHEVs): Vehicles that run by using a combination of electricity and use of an internal combustion engine
Electrification	The transition away from using natural gas and other fossil fuels to electricity (often generated from renewable energy sources like solar and wind), typically to power, heat, and cool homes and vehicles.
Greenhouse gases (GHGs)	Heat-trapping gases that warm the atmosphere such as carbon dioxide (CO ₂), methane (CH ₄), and nitrous oxide (N ₂ O).
Heat pump	An energy-efficient alternative to traditional furnaces and air conditioners that uses electricity to heat and cool indoor spaces and can heat water.
Intergovernmental Panel on Climate Change (IPCC)	The group of United Nations scientists who evaluate and track all global scientific developments on climate change.
Low-impact development (LID)	Systems and practices that use or mimic natural processes to manage stormwater runoff. Water is infiltrated into the ground or stored onsite to protect water quality and minimize flooding.
Multi-modal transportation	Accessible transportation through a variety of travel modes, such as pedestrian, bicycle, public transit, and automobile.
Public Utility District (PUD)	The agency in charge of providing electricity and water to Snohomish County and Camano Island.
Transit-oriented development	Walkable, pedestrian-oriented, and densely compacted mixed-use (commercial, residential, entertainment) development centered around or located near public transit.
Vehicle miles traveled (VMT)	A metric used in transportation planning to measure the cumulative miles traveled by all vehicles in a geographic region over a period of time.

PLAN SUMMARY

This **Climate Sustainability Plan** draws from the latest available science, regional best practices, and City and community input to align with Lake Stevens' vision for a healthy, clean, walkable, and vibrant city for all residents. This plan intends to foster a community that unites to reduce our carbon footprint, use energy efficiently, and create a sustainable environment for the future. The plan aims to achieve emissions reductions and community resiliency through a collaborative process, by focusing on actions the City can take or support through interagency coordination and education in concert with state and regional efforts, to enhance the quality of life of Lake Stevens' residents.

Climate change is already impacting Puget Sound communities in the form of extreme heat, wildfires, changing precipitation patterns, and reduced snowpack. By 2050, climate models project hotter summers with longer, more frequent heat waves that will increase heat stress to people and ecosystems; larger, more frequent wildfires will threaten homes near forests and reduce air quality; more intense rainstorms will increase the risk of flooding and landslides, and lower snowpack will result in less water in streams, lakes, and reservoirs.

Input from the community and elected officials informed the priorities of this plan and helped align proposed strategies and actions to build climate resiliency with the community's vision for Lake Stevens (see page 13 for the vision statement for the plan). The project team sought feedback on the strategies and actions through an online community survey, virtual public meeting, six City Council meetings, and three Planning Commission meetings. This engagement revealed that City of Lake Stevens staff and community members support actions in the plan that raise awareness of and prepare for the impacts of climate change that provide co-benefits, such as cleaner, more resilient energy sources and infrastructure; multimodal transportation infrastructure and connectivity; and preservation of tree canopy, green spaces, and water conservation.

The plan includes **five focus areas**, each with its own accompanying vision for greenhouse gas reduction and climate preparedness. Table 1, below, describes each focus area and its corresponding vision, while the actions identified later in the plan (Strategies and Actions by Focus Area, page 23) form the roadmap for achieving these visions.

Focus Areas and Visions



Buildings & Energy

The community of Lake Stevens works to reduce building emissions and strengthen energy systems through energy efficiency, building electrification, renewable energy, and utility infrastructure resilience.



Transportation

Local transportation systems comprise electric vehicles and accessible multimodal options, including safe cycling and pedestrian infrastructure to enhance community connectivity.



Water & Natural Systems

The city fosters a climate resilient natural landscape by conserving water resources and preserving and expanding tree canopy, green spaces, and natural resources.



Waste Management

The community of Lake Stevens reduces waste and greenhouse gas emissions generated from consumption and disposal of goods and materials.



Community Resilience

All Lake Stevens residents—and especially those disproportionately affected and with the least capacity to adapt—are prepared for current and future climate-driven impacts and hazards.

Strategies and Actions at a Glance



Buildings and Energy

Reduce building emissions and strengthen energy systems through increased efficiency, building electrification, renewable energy adoption, and utility infrastructure resilience.

STRATEGIES AND KEY ACTIONS

Strategy	Key Actions
• Use less energy • Use cleaner energy sources • Strengthen energy systems	• Efficiency retrofits • Heat pump program • Electrification of commercial and multifamily buildings • Utility infrastructure resilience



Transportation

Reduce emissions from transportation by supporting increased electric vehicle use and access to multimodal transportation, including safe cycling and pedestrian infrastructure to enhance community connectivity.

STRATEGIES AND KEY ACTIONS

Strategies	Key Actions
• Drive less • Drive cleaner vehicles	• Pedestrian and Bicycle Plan • Walkability/street connectivity • Public and EV Infrastructure Plan • EV education and outreach



Water and Natural Systems

Cultivate and promote a climate-resilient natural landscape by preserving and expanding tree canopy, green spaces, and natural resources; promoting low impact development; and conserving water resources.

STRATEGIES AND KEY ACTIONS

Strategy	Key Actions
• Use less water and improve water management • Expand, protect, and improve green spaces and natural ecosystems	• Low-impact development • Sustainable water management • Flood prevention • Tree preservation



Waste Management

Reduce community and municipal waste to decrease greenhouse gas emissions generated from consumption and disposal of goods and materials.

STRATEGIES AND KEY ACTIONS

Strategy	Key Actions
• Reduce community-wide waste • Reduce municipal waste	• Recycling requirements and education • Landfill waste reduction target • Community reuse and waste reduction • Waste management training for City staff



Community Resilience

All Lake Stevens residents—and especially those disproportionately affected and with the least capacity to adapt—are prepared for current and future climate-driven impacts and hazards.

STRATEGIES AND KEY ACTIONS

Strategy	Key Actions
• Improve community resilience by increasing capacity to respond to future climate impacts • Encourage climate and environmental education and awareness • Implement the CSP	• Emergency Management Plan • Vulnerability assessment • Adaptation incentives • Youth climate education program

INTRODUCTION

Introduction to Lake Stevens

The City of Lake Stevens is a rapidly growing community located around the entirety of Lake Stevens in central Snohomish County, situated on a gently sloping terrace rising east from the floodplain of the Snohomish River to the foothills of the Cascade Mountains.

The population of the Lake Stevens area has been steadily increasing through development and annexation since the city incorporated in 1960. Lake Stevens' popularity and natural beauty, combined with changing commuter habits, attracted more and more residents, changing its character to that of a suburban community. Starting with a population of just 900 at its incorporation in 1960, the city has grown to a population of over 40,000 in 2022 and is the anchor to the surrounding Urban Growth Area (UGA).

The 2020 Snohomish County Growth Monitoring Report indicates the population of the city grew by nearly 22 percent between 2010 and 2020 (from 28,069 to 34,150), making it the second fastest growing city (at 2 percent annually) in Snohomish County during that period. The city previously grew by over 341 percent between 2000 and 2010 following a series of annexations and steady residential development. Based on the latest 2022 data from the Office of Financial Management, the current population of Lake Stevens is 40,077. To meet projected growth targets, the Lake Stevens UGA must accommodate a population of 50,952 and 9,017 jobs by 2044.

The lake remains the focal point of the greater Lake Stevens community for its identity, recreation, and as a symbol to protect the natural environment through sustainable practices. The City of Lake Stevens is committed to complying with state initiatives and directives regarding climate change and the reduction of greenhouse gases in Washington State. The City of Lake Stevens will provide effective and ongoing investment to ensure water quality and continued environmental stewardship for current and future generations by protecting fish and wildlife habitat, critical areas, and open space corridors; conserving land, air, water, and energy resources; and integrating the shoreline management of Lake Stevens into land use decisions. The creation of the city's first Climate Sustainability Plan is testament to the City's pledge to consider climate change at the local level.

Local Climate Action has Global Impacts

Our climate is changing, and those changes are already impacting our quality of life. Globally, floods, droughts, and extreme weather disrupt supply chains, leading to higher costs for basic necessities like food and gas. Locally, Lake Stevens and the wider Puget Sound region are experiencing hotter, drier summers with more frequent, record-breaking heat waves; increased exposure to poor air quality from wildfire smoke; and flooding from changing precipitation patterns.¹

On March 20, 2023, the Intergovernmental Panel on Climate Change (IPCC) – the group of United Nations scientists that evaluates and tracks all global scientific developments on climate change – issued [The Synthesis Report: Climate Change 2023](#). The latest assessment states that global average temperatures are already an average of 1.1°C above pre-industrial levels, and there is increased concern about our ability to limit global warming to 1.5°C, the goal of the [Paris Agreement](#),

¹ *State of Knowledge: Climate Change in Puget Sound* report: <https://cig.uw.edu/projects/climate-change-in-puget-sound-state-of-knowledge/>

which calls for countries to reduce GHG emissions by taking concerted climate action. The IPCC's report suggests that local governments like ours must join regional, state, and national governments to protect our quality of life, and take decisive and coordinated action that facilitates a rapid transition to a low-carbon, climate-resilient, and sustainable global community.

Why a Climate Sustainability Plan?

The 2023 Washington House Bill (HB) 1181 (previously HB 1099), signed into law on May 3, 2023, requires the integration of climate mitigation and adaptation policies into county and city comprehensive plans. These required policy changes—which go into effect on July 23, 2023—set a framework to reduce GHG emissions that cause climate change (referred to as “mitigation”) and support changes to help us live with unavoidable climate impacts (“adaptation”), while supporting co-benefits and integration with other planning documents such as those for housing, transportation, and land use. In response to HB 1181, the Washington Department of Commerce (Commerce) developed a model climate element, in addition to guiding policies and actions for addressing climate issues in city and county comprehensive plans. The Commerce guidance provides steps and pathways to integrate both climate resilience and mitigation into a comprehensive plan, either as a set of integrated policies or as a standalone element.

Lake Stevens is one of many local jurisdictions that have begun the process of integrating climate policies into their comprehensive plans. This Climate Sustainability Plan (CSP) includes strategies and actions that lay the foundation for the explicit integration of climate mitigation and resilience into the Lake Stevens Comprehensive Plan.

Vision:

With a shared love of the lake, the city and the residents of Lake Stevens are committed to creating a healthy, clean, walkable, and vibrant city for all residents where the community unites to reduce its carbon footprint, become energy efficient and create a sustainable environment for the future.

Lake Stevens Envisions to...



Create a healthy, clean, walkable, and vibrant city for all residents where the community unites to reduce its carbon footprint.

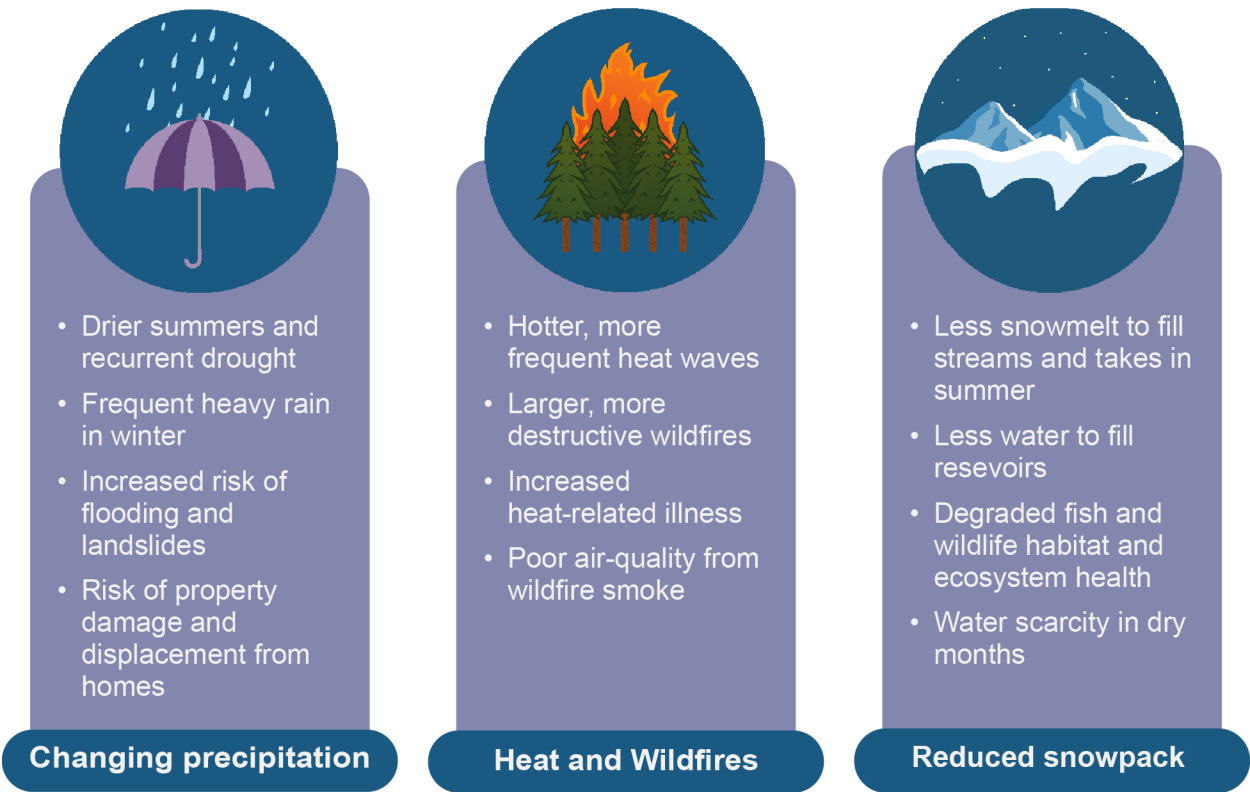
Focus on actions the city can take or support through interagency coordination and education

Continue to enhance the quality of life that Lake Stevens residents enjoy through achieving emission reductions and community resiliency

Become energy efficient and create a sustainable environment for the future

CLIMATE IMPACTS

Climate change is already impacting Puget Sound communities, including Snohomish County and Lake Stevens, most noticeably through hotter temperatures, increased rain, and lower snowpack. These trends are projected to become more extreme by midcentury, as the average global temperature continues to rise. The infographic below shows the most noticeable climate impacts currently affecting Lake Stevens and the Puget Sound region, and its impacts on the people who live here.



GREENHOUSE GAS EMISSIONS

In Washington State, human-led activities such as solid waste disposal and burning fossil fuels are the primary sources of local greenhouse gas emissions into the atmosphere. These gases trap heat and warm the planet, which directly contributes to climate change and increases related risks.

While Lake Stevens has not conducted a city-specific GHG emissions inventory, Snohomish County's inventory shows transportation and tree loss as the County's largest emissions sources. Snohomish County's report also provides a deeper glimpse into local emissions trends:

Transportation: Transportation accounts for approximately one third of Snohomish County's communitywide GHG emissions. While the majority of these emissions are from passenger vehicles, other transportation-related sources include commercial vehicles, off-road vehicles/equipment, and air travel.

Land Use: Emissions associated with land use change and management, including tree loss (21 percent) and agriculture (3 percent), represented over a fifth of total emissions for Snohomish County. However, the proportion of emissions from this source in Lake Stevens is likely lower than for countywide emissions, due to more urban land uses within city boundaries.

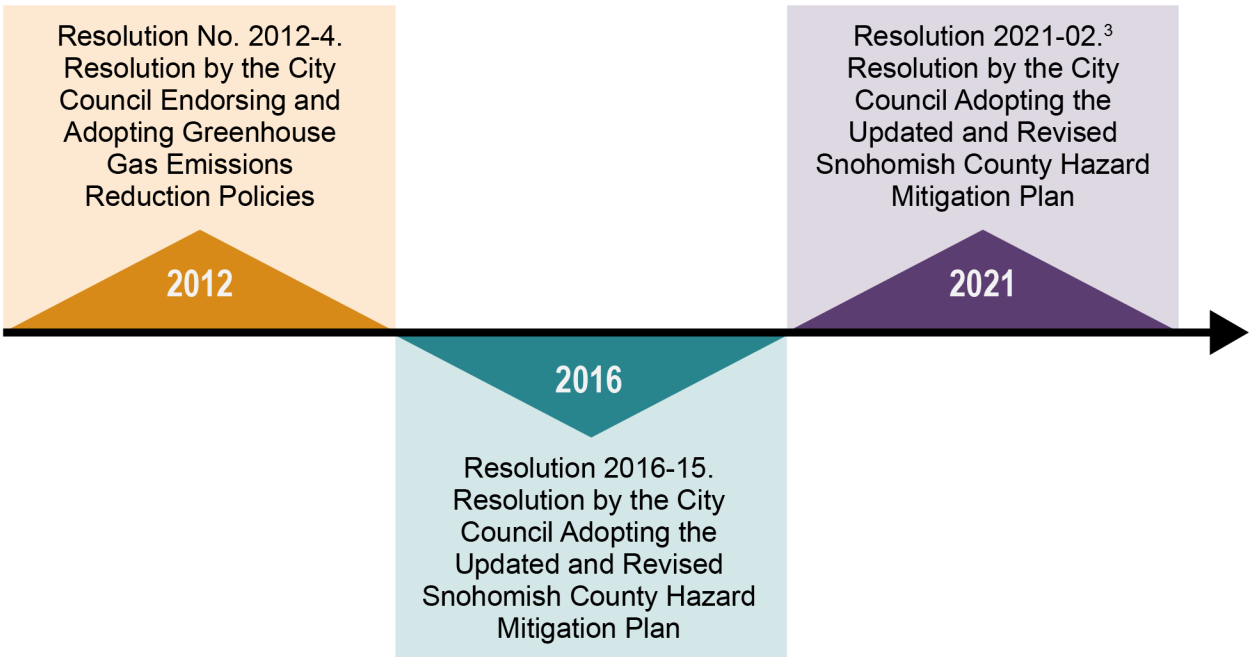
Built Environment: Using electricity and natural gas to power, heat, and cool our homes and buildings accounts for 22 percent of Snohomish County's communitywide GHG emissions. However, these emissions should decline in the future as Washington State policy requires electric utilities to become carbon neutral by 2030.

Solid Waste and Wastewater: Although solid waste disposal contributes a relatively small amount of Snohomish County's communitywide GHG emissions (5 percent), waste prevention and responsible disposal can help reduce impacts from the production and distribution of goods and services.²

². *Snohomish County Communitywide Geographic Greenhouse Gas Emissions Report*. Puget Sound Regional Emissions Analysis, Cascadia Consulting Group, August 2022.
https://www.snohomishcountywa.gov/DocumentCenter/View/106055/GHG-Emiss-Inventory-SC19-00-03_GeoEmissionsReport?bidId=

EXISTING POLICIES THAT ALIGN WITH CLIMATE ACTION

Timeline of Climate Action History³



Current Lake Stevens Comprehensive Plan Goals and Policies

The Lake Stevens Comprehensive Plan articulates a 2035 Vision of Lake Stevens as “a vibrant sustainable community that provides a positive development atmosphere and maintains a strong community image with excellent schools and neighborhoods. Sustainability will be manifest through environmental protection, conscientious community development and sound economic policy” (Lake Stevens Comprehensive Plan, 2015).

The Comprehensive Plan expresses a principal theme of the city embracing its changing identity and working towards an environmentally sustainable community with quality jobs and housing that meet the community’s diverse needs. This Climate Sustainability Plan aligns with and directly supports multiple elements of Lake Stevens’ Comprehensive Plan, which are detailed in Appendix F. Additionally, there are a range of opportunities to integrate climate mitigation into the Comprehensive Plan elements, as described in the table below.

³ Pursuant to resolution 2021-02, the City of Lake Stevens is under an ILA with Snohomish County Department of Emergency Management regarding an [All-Hazard Mitigation Plan](#) to address response and mitigation for these hazards.

Climate Considerations in the Comprehensive Plan

Comprehensive Plan Element	Climate Considerations	Relevant Focus Areas in Climate Sustainability Plan
Land Use	Embedding climate mitigation strategies into Lake Stevens' land use decisions will ensure that land use changes over time consider the potential impacts of climate change, such as heavier rain and flooding that can damage roads, businesses, and homes.	- Buildings & Energy - Transportation
Housing	Integrating climate mitigation and adaptation considerations will facilitate environmentally friendly and resilient housing that protects residents from climate impacts.	- Buildings & Energy - Community Resilience
Environment and Natural Resources	Considering climate mitigation strategies will enable Lake Stevens to adapt to climate change and ensure alignment with the Growth Management Act regulations.	Water and Natural Systems
Parks, Recreation and Open Space	Embedding climate mitigation and adaptation strategies will preserve the landscape that unifies the community and enhance resilience, while supporting the environment and ecosystems in those spaces.	- Water and Natural Systems - Community Resilience
Economic Development	Incorporating climate change considerations will support Lake Stevens' sustainable local economy objectives.	Community Resilience
Public Services and Utilities	Considering climate change impacts will support Lake Stevens public utilities' ability to adapt, with potential impacts to infrastructure and public health resulting from rising temperatures, changes in precipitation, and lower snowpack.	- Buildings and Energy - Waste Management - Transportation
Transportation	Climate mitigation strategies will provide options for adapting multimodal transportation methods that achieve the multiple benefits of efficient and safe transportation, while considering opportunities to reduce greenhouse gas emissions.	Transportation
Capital Facilities	The City of Lake Stevens can take a lead on climate mitigation and sustainability efforts by implementing actions that reduce GHG emissions and strengthen resilience to climate impacts starting with city buildings and services.	Buildings and Energy

CENTERING EQUITY

Equity Implications

With increasing temperatures and lengthening fire and smoke seasons, residents of Lake Stevens will be affected by the impacts of climate change. However, these impacts will not be felt equally among all communities within the city. Lake Stevens' low-income residents, communities of color, and sensitive populations – such as older adults, infants, small children, differently abled people, individuals with pre-existing conditions, those with language and literacy barriers, and outdoor workers – will likely be disproportionately burdened by the impacts of climate change. Understanding the social and racial impacts of proposed climate actions and incorporating equity principles into those actions promotes the just distribution of climate action benefits with the aim of reducing these existing disparities.

To help address these disparities, we commissioned an equity assessment to evaluate the list of mitigation strategies and actions through the lens of climate equity to ensure alignment with the city's core values of protecting the lake and ensuring continued environmental stewardship for current and future generations. The following section describes the approach to the equity assessment and the outcomes.

Equity Analysis

To center equity in the planning process, the project team conducted an equity assessment (Appendix C). This assessment examined the impacts of proposed strategies and actions—both intended and not—on overburdened communities. The following questions were used as criteria for rating how equitable an action was, on a scale of 1-5 (one being most inequitable, five most equitable).

- Do the benefits of the action reduce historical or current disparities among communities of color, low-income populations, and/or front-line populations?
- Does the strategy address the needs of overburdened populations?
- Does the strategy reduce vulnerability for all populations? Is it fair?
- Are benefits distributed equitably across the community? Do they redress historic inequities?

The evaluated actions overall score well (3 and above). The project team worked with the city on the actions that scored lower, to determine how the equity recommendations could be meaningfully incorporated into the final list of strategies and actions for the Climate Sustainability Plan (See Appendix C: Equity Assessment).

Equitable Engagement Practices

Our tailored engagement approach encouraged a broad representation of Lake Stevens' community to shape this plan. Specific equity-focused considerations included:

- Offering a community survey in print and online in English and Spanish.
- Holding a public workshop on a weekday evening to accommodate working schedules.
- Broadly sharing the survey so that it reached the following under-represented communities:
 - Hispanic, Latino, Latina, or Latinx

- Black or African American
- Asian or Asian American
- Native American, American Indian, or Alaska Native
- Youth (18 and under)

All touchpoints and outreach with the community were fully virtual, which may have limited the ability for some community members to fully participate in the public workshop and community survey. Additionally, the project team engaged the Citizen Advisory Committee as another engagement touchpoint. The outcomes from all the touchpoints and outreach provided the City with strong community input that helped inform and guide every stage of the Plan's development.



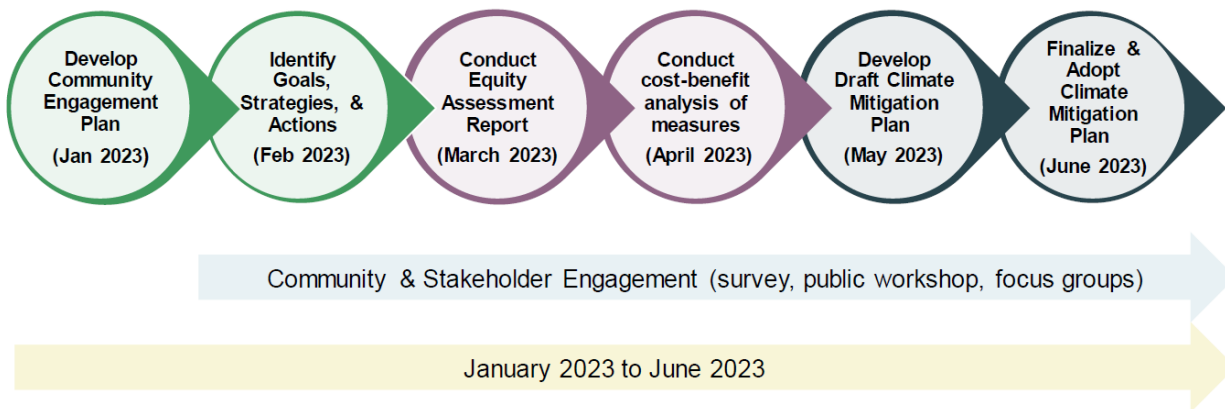
PLAN DEVELOPMENT PROCESS AND COMMUNITY ENGAGEMENT

The Climate Sustainability Plan draws from other regional climate and sustainability plans, the Puget Sound Regional Council’s *Vision 2050: Climate Change and Resilience Guidance*; the Washington State Department of Commerce draft *Climate Guidance and Menu of Measures*; and the Lake Stevens Comprehensive Plan. Using these guidance documents, the project team developed 48 draft actions divided into 13 draft strategies and sent them to city of Lake Stevens staff for review. Through an iterative feedback process—including feedback from city staff, an equity assessment, and input from coordinating agencies (e.g., Snohomish County PUD, Puget Sound Energy, Waste Management, and Community Transit)—the project team refined the list to 39 priority actions. The project team presented the refined list of strategies and actions to the Planning Commission, City Council, coordinating agencies, and the public for feedback.

At the onset of the planning process, the project team developed a public engagement plan (Appendix B). The team sought to equitably engage stakeholders and community members to gather insights and feedback on proposed climate actions, strategies, and priorities—ensuring that the resulting Climate Sustainability Plan is widely supported and reflects the broader community’s goals and vision. As detailed below, the City provided a variety of engagement opportunities to reach both internal and external audiences and gather input at each step of the planning process.

Engagement Opportunities:

- One (1) community survey offered in English and Spanish
- One (1) virtual community workshop
- Seven (7) City Council meetings
- Three (3) Planning Commission meetings
- Two (2) focus groups to solicit feedback from outside agencies and Youth Advisory Committee /Citizens Advisory Council
- One (1) virtual public comment platform for the draft CSP.



Community Priorities

Several themes emerged as priorities during the community engagement process, allowing the City to align its actions with resident feedback.

				
Buildings & Energy Transition to cleaner energy sources (e.g., solar, electric heat pumps) Increase the reliability of infrastructure vulnerable to climate change	Transportation Increase neighborhood connectivity and walkability Expand bike and pedestrian infrastructure Promote walking, biking, and other alternatives to driving	Water & Natural Systems Expand, protect, and improve tree canopy and green spaces and sequestration opportunities Promote water conservation Increase native growth and plants	Waste Management Increase recycling, composting, and sustainable consumption practices Expand waste reduction education and awareness	Community Resilience Increase youth education for environmental stewardship Educate and prepare the community for future climate impacts

STRATEGIES AND ACTIONS BY FOCUS AREA

The following strategies and actions were developed and refined iteratively over the course of the planning process. The project team initially drew from regional climate and sustainability plans, the Puget Sound Regional Council’s *Vision 2050: Climate Change and Resilience Guidance*; the Washington State Department of Commerce draft *Climate Guidance and Menu of Measures*; and the Lake Stevens Comprehensive Plan. Reviewing these resources helped ensure the City’s strategies and actions align with regional best practices in climate mitigation and adaptation and support regional GHG emissions reduction goals. The project team tailored the strategies and actions to address Lake Stevens’ emissions trajectory and projected climate risks. Public input directly informed and guided the goals, targets, metrics, strategies, and actions in this plan.

Note that the strategies and actions within this plan are not presented in priority or sequential order; sequencing considerations are outlined in the *Implementation Timeline* section of *Appendix A: Implementation Matrix*.

Buildings & Energy

Goal: Reduce greenhouse gas emissions from heating, cooling, and powering buildings by improving energy efficiency and using cleaner, renewable power sources.

Buildings & Energy strategies and actions facilitate an equitable transition from natural gas and other fossil fuels to clean electricity in buildings while using energy more efficiently and promoting the use of renewable energy sources. As the plan continues to develop in the future, the City will look for opportunities to allow and incorporate other alternative clean energy technologies in order to provide other energy options to residents.

Community priorities	What community members can do
- Transition to cleaner energy sources (e.g., solar, electric heat pumps) - Increase the reliability of infrastructure vulnerable to climate change	✓ Replace conventional products with energy efficient products ✓ Replace natural-gas powered appliances with electric and/or heat pumps

BE Strategy #1: Use less energy

Co-benefits: Lower energy bills

Action ID	Action Short Name	Action Description
BE 1.1	Energy-efficient lighting & appliances	In city-owned facilities, purchase and install the following energy efficient products: - Indoor and outdoor lighting and lighting-control devices (i.e., light timers and motion sensors) including light emitting diodes (LED) and dimming technologies when appropriate. Convert all streetlights to LEDs. - EnergyStar rated (or equivalent) appliances.

Action ID	Action Short Name	Action Description
BE1.2	Existing City building retrofits	Partner with Snohomish County PUD to retrofit existing city buildings for energy efficiency, which may involve some or all of the following specific actions: • Conduct an aging facility assessment to prioritize investments. • Develop a prioritized 5- or 10-year capital replacement plan and determine the funding level necessary for implementation. • Identify funding for equipment replacement and building retrofits at all existing and new facilities. • Make energy efficiency improvements in existing buildings. For example, as light and plumbing fixtures are being replaced, upgrade to LEDs and low-flow fixtures. Purchase ENERGY STAR rated (or equivalent) appliances. • Consider project location and contracting practices where the benefits are shared by low-income populations and communities of color.
BE 1.3	Encourage Energy Retrofits	Partner and coordinate with Snohomish County PUD and other local organizations to encourage and promote new energy efficiency programs.

BE Strategy #2: Use cleaner energy sources

Co-benefits: Lower energy bills, better air quality

Action ID	Action Short Name	Action Description
BE 2.1	Construction standards	Adopt building code amendments in accordance with changes as mandated by the Washington State Building Code Council and Washington State Energy Code (to stay compliant with state environmental and energy strategies).
BE 2.2	Heat pump program	Partner with local utilities and other regional partners to expand regional electric heat pump campaigns to replace natural gas-powered furnaces and oil heating systems with heat pumps and increase energy efficiency in city and residential buildings. Focus on serving low-income residents and providing rebates, financial incentives, and educational materials and resources.
BE 2.3	Renewable energy support & incentives	Partner and coordinate with local organizations and utilities to encourage and promote incentives for installation of renewable and/or energy efficient systems (e.g., such as biomass, geothermal resources, sun, water, and wind) on a case-by-case basis in public spaces. This could include streamlined permitting, development benefits, rebates, or a

		bulk purchasing program. Focus on increasing access to renewable energy by low-income households.
BE 2.4	City facility electrification	Replace natural gas heating systems with electric systems at city facilities at time of major renovation or replacement, with a goal of electrifying heating systems at all facilities by 2030. New city buildings should install electric heating systems. Install more energy-efficient generator block heaters at city facilities, where applicable. The city should consider keeping generators, as well as battery systems, as backups to solar in the event of outages.
BE 2.5	Commercial & multifamily building electrification	Promote existing financing mechanisms and incentives, and develop new incentives, to convert gas and oil heating systems at commercial and multifamily buildings to electric space and water heating. Explore incentives to reduce upfront costs, with a focus on low- and middle-income residential buildings. Partner with regional utilities and jurisdictions to provide technical assistance and outreach to building owners to encourage electrification. Pair electrification measures with efficiency retrofits and renewable energy installation.
BE 2.6	Home electrification program	Partner with the Snohomish County PUD and utilities to support the development of a residential home energy program to provide education, technical assistance, and where possible, financial assistance to replace gas and oil heating systems with electric heat pumps, improve home efficiency, and install renewable energy systems. Options include a rebate program, bulk-purchase retrofit campaign, or other financing mechanism. Explore, identify, and develop funding sources to support building electrification programs and discourage fossil-fuel use. Explore grant funding to fund electrification and weatherization assistance for low- and middle-income households.

BE Strategy #3: Strengthen energy systems

Co-benefits: More reliable energy

Action ID	Action Short Name	Action Description
BE 3.1	Utility infrastructure resilience	Support and coordinate with energy utilities in their efforts to upgrade the safety and reliability of infrastructure vulnerable to climate change.



Transportation

Goal: Improve infrastructure for safe, multimodal transportation while reduce greenhouse gas emissions.

Transportation strategies and actions will help Lake Stevens address the GHG emissions contributed through the fuel combustion and usage by on-road, off-road, and aviation vehicles and equipment.

Community priorities	What community members can do
• Increase neighborhood connectivity and walkability • Expand bike and pedestrian infrastructure • Promote walking, biking, and other alternatives to driving	✓ Use transportation methods other than driving as much as possible ✓ Consider upgrading to a more fuel-efficient vehicle, or an electric or hybrid model

TR Strategy #1: Drive less

Co-benefits: Healthier, more active population

Action ID	Action Short Name	Action Description
TR 1.1	Sustainable City employee commutes & telework	Continue to support sustainable commuting for city staff; encourage work from home (telework) and flexible schedules, and work with the local transportation agency to promote transportation alternatives where possible. This could include free or reduced transit passes for staff (opt-in program); incentives to use alternative transportation (walking, biking, using transit, or carpooling) such as bike lockers, showers, and cycling infrastructure at City workplaces; resources and programs to increase the awareness around reducing commute emissions; and a guaranteed ride home safeguard to reimburse an employee's taxi or rideshare ride home in case of personal emergency or illness.
TR 1.2	Pedestrian and Bicycle Plan update	Develop a Pedestrian and Bicycle Plan, that evaluates the use of urban street design guidelines such as NACTO. Ensure the plan identifies and evaluates projects, provides a preliminary scope of work and timeline, and establishes priorities of work. Plan will be coordinated with existing Master Trail Plan.
TR 1.3	Transportation Demand Management	Support and coordinate with Community Transit to implement Travel Demand Management (TDM) strategies, such as incentive programs to reduce car trips by residents of new developments.

Action ID	Action Short Name	Action Description
TR 1.4	Walkability & street connectivity	Increase street and multimodal connectivity through land use and transportation policies to increase density, increase walkability and bicycle paths, and encourage business development so that basic and desirable amenities and schools are available by active transportation (walking and biking) from more residences.
TR 1.5	Public Transportation	Coordinate with Community Transit to plan for transit-supportive growth patterns and improvement of transit infrastructure, and to develop innovative solutions for areas of the city that lack regular, fixed-route transit.
TR 1.6	Transit-Oriented Development	Execute policy 2.8.3 in Lake Stevens Comp Plan: Promote cooperation and coordination among transportation providers, local governments, and developers to ensure that developments are designed to promote and improve physical, mental, and social health and reduce the impacts of climate change on the natural and built environments. Work with local planning and land use agencies to develop more transit-accessible jobs and housing.

Strategy #2: Drive cleaner vehicles

Co-benefits: Improved air quality

Action ID	Action Short Name	Action Description
TR 2.1	Public & City EV Infrastructure Plan	Develop and implement an EV Infrastructure Plan. The plan should: • Guide EV charging expansion throughout the city, in collaboration with local utilities. • Include analysis and recommendations of 2030 and 2050 fleet electrification goals and increased use of hybrid vehicles or other alternate fuels, and the infrastructure required for the city and School District to meet those goals. • Include a readiness and capacity study to evaluate increasing EV charging at commercial and residential properties, and an implementation strategy including partnerships, funding, and future policy recommendations. • Plan for charging installations at the most visited city-owned or -leased facilities.
TR 2.2	Electric equipment	Establish goal dates to phase out gas-powered maintenance equipment (lawnmowers, leaf blowers, etc.) and transition to using electric equipment for maintenance

		and operations. Allocate funding for additional batteries to avoid breaks due to charging needs.
TR 2.3	EV education & outreach	Support and coordinate with Snohomish County PUD to educate residents on the benefits of EVs, EV incentives and rebates, charger locations, and other information.
TR 2.4	City fleet electrification	Electrify the City vehicle fleet by defining and implementing a green vehicle selection process and identifying resources for new or replacement vehicles, including updating charging infrastructure. Replace city vehicles with electric or hybrid whenever possible when they are at the end of their lives; purchase one hybrid or long-range electric vehicle for each major site for highway/town travel and on-road maintenance projects; and track technology development for hybrid, electric, or alternative fuel trucks. When a viable option comes on the market, acquire and test one truck as a pilot project.

Water & Natural Systems

Goal: Conserve and protect water resources and natural landscapes to both reduce greenhouse gas emissions and prepare for climate impacts.

Water & Natural Systems strategies and actions prioritize local green spaces and natural ecosystems—central assets for carbon sequestration, recreation, and preservation of vital habitats. They also focus on addressing climate risks by conserving valuable water resources and protecting water quality. Lake Stevens’ community identified protection and expansion of the city’s natural resources and green space as a top priority.

Community Priorities	What community members can do
- Expand, protect, and improve tree canopy and green spaces - Promote water conservation - Increase native growth and plants	✓ Reduce water usage at home, e.g., with more efficient faucets, toilets, and showerheads. ✓ Installing native and low-water landscaping ✓ Plant trees

WNS Strategy #1: Use less water and improve water management

Co-benefits: Fewer insects, mosquitos, and vector-borne diseases

Action ID	Action Short Name	Action Description
WNS 1.1	Low-impact development (LID)	Using Department of Ecology guidelines where practical, create LID policies and guidelines specific to Lake Stevens. Guidelines and policies may include requiring LID for all city-owned construction and remodels and replacing old stormwater infrastructure with permeable pavement, bioswales, rain gardens, and vegetated roofs as appropriate.
WNS 1.2	Water-efficient plumbing fixtures	Install water-efficient plumbing fixtures in city facilities (such as "push button" showers and low flushometers). When possible, use grey water and reclaimed water.
WNS 1.3	Water storage	Support Snohomish County PUD in planning to provide back-up water supplies during droughts. Support climate resilience by constructing new water storage systems such as large cisterns, water towers, and reservoirs.
WNS 1.4	Exceed project design standards	Develop project design standards that exceed the minimum for energy efficiency and stormwater management, using LEED and SITES standards as examples.

Action ID	Action Short Name	Action Description
WNS 1.5	Sustainable water management	Support sustainable water management at city facilities and citywide: • Provide education and financial incentives to private landowners for practicing sustainable water management (e.g., green stormwater retrofits, habitat restoration, and water reuse). • Manage city water resources sustainably through smart irrigation, smart metering, green stormwater management, preventative maintenance, water conservation and reuse, strategic plant selection, and landscape management. Isolate irrigation to allow brown-outs in particular areas during summer.
WNS 1.6	Flood prevention projects	Design and install flood prevention projects such as upgraded culverts, roadside swales, water diversion designs or barriers along key roads, sidewalks, and bike trails.

WNS Strategy #2: Expand, protect, and improve green spaces and natural ecosystems

Co-benefits: Heat island reduction

Action ID	Action Short Name	Action Description
WNS 2.1	Water-efficient landscape standards	Plant trees and plants that are suitable for a warmer, drier future, prioritizing use of drought-tolerant native plants (and controlling invasive plant, animal, and aquatic species). Use educational campaigns to encourage drought-resistant and native landscaping and design. Work with landscape companies and homeowner associations to educate and incentivize drip irrigation and low fertilizer/pesticide management techniques.
WNS 2.2	Tree preservation guidelines	Protect tree canopy and prevent tree loss by developing urban forestry and tree preservation guidelines. Offer tree-awareness campaigns and classes to educate the community and develop tree planting demonstration programs. Support and encourage property owners to plant the right tree in the right place.
WNS 2.3	Natural habitat resilience	Conduct education and outreach on water conservation and protection practices for aquatic habitats. Include information on how to increase water residence time, store water on landscape, conserve water, and protect water quality to increase aquatic habitat resilience to low summer water levels.
WNS 2.4	Ecosystem services benefits	Explore opportunities (likely on a small-scale basis) to quantify the benefits of natural systems and include these natural capital assets in community and development planning and cost-benefit assessments.



Waste & Materials Management

Goal: Reduce waste, and the greenhouse gas emissions produced by it, in the community and by the city.

Waste & Materials Management strategies and actions work toward managing solid waste effectively, using fewer materials, reusing materials, and salvaging more—thus improving waste diversion and avoid the emissions associated with extracting raw materials to generate consumed goods and services. For example, food waste prevention not only helps reduce methane emissions from organic decomposition in landfills, but can also help get food to those who need it.

Community priorities	What community members can do:
• Increase recycling, composting, and sustainable consumption practices • Discourage single-use bottles and containers • Promote less packaging • Expand waste education and awareness	✓ Compost food and organic waste: ✓ Reduce the amount of new products bought ✓ Reuse, and recycle items that could become waste

WMM Strategy #1: Reduce communitywide waste

Co-benefits: Cleaner, healthier built environment; improved food and essential good security

Action ID	Action Short Name	Action Description
WMM 1.1	Recycling requirements & education	Coordinate with Waste Management to develop requirements and educational programs to support recycling and composting: • Update requirements to ensure that new buildings include sufficient space for recycling and compost bins. • Develop and implement an educational campaign to support the phase-in of requirements for residential and commercial recycling and composting from WA's 2022 Organics Management Law. Work with building owners, renters, businesses, and all community members to educate about the requirements and how they can act.
WMM 1.2	C&D waste diversion & recycling	Coordinate with Waste Management to adopt local Construction & Demolition (C&D) waste diversion guidance or requirements to reduce emissions related to construction; develop and implement a policy and program for recycling C&D waste by a designated date.
WMM 1.3	Landfill waste reduction target	Coordinate with Waste Management to set a target percentage reduction in waste disposed of in landfills, and a date to achieve that target.
WMM 1.4	Use Food Well Washington Plan review	Coordinate with Waste Management to conduct a thorough review of the Use Food Well Washington Plan to determine which recommendations make sense to implement in Lake Stevens.

Action ID	Action Short Name	Action Description
WMM 1.5	Community reuse & waste reduction	Coordinate with Waste Management to support community reuse and waste reduction programs through grant funding and promotional communications. Examples include "Buy Nothing" groups, tool libraries, food banks, food rescue programs and composting at the community garden.

WMM Strategy #2: Reduce municipal waste

Co-benefits: Cleaner, healthier built environment; improved food and essential good security

Action ID	Action Short Name	Action Description
WMM 2.1	Recycled plastics	Set standards for recycling and purchasing of materials. Improve City consumption of recycled or post-recycling materials.
WMM 2.2	Waste management training for City staff	Train and educate City staff on waste management. Improve signage throughout city offices and facilities related to trash, recycling, and compost and hold annual trainings with all staff on responsible waste management.



Community Resilience

GOAL: All Lake Stevens residents—and especially those disproportionately affected and with the least capacity to adapt—are prepared for current and future climate-driven impacts and hazards.

Community Resiliency & Adaptation strategies and actions increase the community’s ability to adapt to the unavoidable impacts of climate change while supporting overall wellbeing. Climate resilience emerged as a top priority among Lake Stevens’ residents and businesses, with an emphasis on protecting the most vulnerable community members.

Community priorities	What community members can do:
• Increase youth education for environmental stewardship • Educate and prepare the community for future climate impacts	✓ Prepare your residence for heat and wildfire smoke with fans and air filters ✓ Develop an emergency plan for your household, including compiling an emergency kit for your home and car, and identifying your nearest emergency centers

CRA Strategy #1: Improve community resilience by increasing capacity to respond to future climate impacts

Co-benefits: Preparedness to respond to all emergencies; improved city services and infrastructure

Action ID	Action Short Name	Action Description
CRA 1.1	Emergency management planning	Review and update Lake Stevens’ emergency management plans to ensure readiness to respond to climate emergencies. Emergency management plans might include developing additional air shelters, cooling centers, or resilience hubs in case of extreme weather events; developing emergency communication materials; and partnering with community members, other agencies, and community-based organizations to ensure equitable access to education and resources related to emergency preparedness and response. Coordinate with Police Department, Risk Management, and the Fire District.
CRA 1.2	Climate lens for city standards, codes, and guidelines	Conduct a review of city standards, guidelines, and codes with a climate change lens and update them as needed to plan for climate impacts and improve citywide resilience (e.g., encourage green stormwater infrastructure and retrofits, tree planting and retention, and other adaptation strategies).
CRA 1.3	Vulnerability Assessment	Conduct a community vulnerability assessment to better understand the specific climate risks Lake Stevens is facing, identify vulnerable infrastructure and community groups, and better prioritize resilience and adaptation actions.

Action ID	Action Short Name	Action Description
CRA 1.4	Adaptation incentives	Advocate for, support, and utilize state and federal adaptation incentive and rebate programs that help fund adaptation upgrades or retrofits (e.g., installation of green roofs, cool pavement, ceiling fans, air filters).
CRA 1.5	Resilience hubs	Support the development of "resilience hubs," which provide public access to cooling, warming, and clean air, especially in the face of climate emergency events. Consider using City facilities as resilience hub locations and/or partner with other agencies and community-based organizations to host hubs.
CRA 1.6	Filter fan education	Implement education programs in collaboration with Puget Sound Clean Air Agency and other local or regional organizations to train community members on making DIY filter fans in times of poor air quality.

CRA Strategy #2: Encourage climate and environmental education and awareness

Co-benefits: Informed, engaged community members

Action ID	Action Short Name	Action Description
CRA 2.1	Community gardens	Provide technical support to community-based organizations to expand and add community gardens throughout Lake Stevens. Support increased community gardening access and education for underserved communities, including building and maintaining gardens near low-income apartments and providing classes or opportunities to learn more about sustainability and gardening. Support the development of community gardens at community buildings, churches, and multi-family properties. Partner with the Conservation District.
CRA 2.2	Youth climate education program	Collaborate with Lake Stevens School District to launch a climate and environmental education program. Initiatives could include curriculum development, climate challenges or pledges, school garden planning and development, and educational campaigns.

CRA Strategy #3: Implement the CSP

Co-benefits:

Action ID	Action Short Name	Action Description
CRA 3.1	Working groups	Establish two working groups/task forces to implement the CSP: - Establish a working group or "Green Team" with city staff members from all key implementation departments and divisions to implement the CSP, make decisions on action prioritization and implementation, and draft policies and other guidance documents. - Establish a working group or task force with community members from different city demographics (age, race/ethnicity, income, line of work). The working group can coordinate with city staff and the "Green Team" to support action implementation and take ownership over community-centric CSP actions. The community working group can also connect city staff with local community-based organizations and businesses.

IMPLEMENTATION PLAN

The Lake Stevens Climate Sustainability Plan acts as a strategic guide to support Lake Stevens in reducing its GHG emissions and strengthening its organizations and infrastructure to prepare for and adapt to climate impacts. Coordinated efforts from the City, outside agencies, community partners, and the public will be critical to ensuring progress towards the sustainable living, operations, and management goals set forth in the CSP. The following section presents a structure for the implementation of this plan.

Oversight & Accountability

The Lake Stevens Department of Community Development will oversee the CSP's implementation, and will be tasked with the following key activities and responsibilities:

- Planning for CSP action implementation, including developing timelines and recommendations on programs, services, and practices related to the CSP.
- Integrating CSP actions into the Lake Comprehensive Plan
- Tracking performance measures for actions in the CSP and associated outcomes.
- Engineering and Operations: coordinating with implementing departments to manage capital projects, budgets, fundraising for capital projects, maintaining/retrofitting street lighting, pedestrian projects, etc., integration with public works standards, GIS data management
- Fundraising for capital projects, updating regulations, providing updates to City Council, City Administrator, and Mayor
- Partnering with Snohomish County Public Utility District on energy efficiency and electrification actions.
- Partnering with Waste Management on solid waste, recycling & composting

Monitoring, Evaluation, & Reporting

Monitoring and evaluation involves tracking and reporting on a set of measurements that indicate progress on implementing CSP actions, and whether those actions are having the desired effect. The Department of Community Development will monitor progress and prepare annual CSP progress reports.

The CSP is an active plan that will continue to change over time, and may need to be updated to reflect evolving City, State, and Federal requirements. The suggested timeline for tracking and updating the plan is every 5 years, alongside the Comprehensive Plan progress report.

The City departments involved in implementing the plan should also consider how community members can track progress (e.g., biennial public status reports + regular updates to City website).

Equity

The success of the city's CSP for a climate-resilient future cannot be achieved without advancing equitable outcomes and addressing existing disparities. The project team will work with the city to ensure the strategies and actions align with the community feedback and the city's long-term goal of providing effective and ongoing investments to ensure water quality for the lake and environmental stewardship for its community and future generations.

Examples of equity considerations include:

- **Disproportionate impacts.** Does the action generate burdens (including costs), either directly or indirectly, to communities of color or low-income populations? If yes, how can we mitigate these impacts?
- **Shared benefits.** Can we target the action's benefits in progressive ways to reduce historical or current disparities? Are the benefits dispersed equitably?
- **Accessibility.** Are the action's benefits broadly accessible to households and businesses throughout the community—particularly communities of color, low-income populations, and minority-owned, women-owned, and emerging small businesses?
- **Alignment and partnership.** Does the action align with and support existing priorities of communities of color and low-income populations? Are there opportunities to leverage resources and build collaborative partnerships?
- **Accountability.** Does the action have appropriate accountability mechanisms to ensure that communities of color, low-income populations, or vulnerable communities will equitably benefit and not be disproportionately harmed?

Funding

The CSP will be funded through a combination of sources including the city general fund, state and federal grants, utility revenues, and a variety of newly identified sources. Funding for some CSP actions will be an expansion of existing programs with a secured funding source but may require increased or incremental investment to fully execute. Implementation and ongoing efforts of the CSP will require significant additional resources. The CSP project team will prioritize identifying and securing funding sources as an early action in the implementation process. Other funding considerations may include eliminating or reducing other city programs to make room for CSP actions. Many climate expenditures will not only reduce greenhouse gas emissions, but will also bring valuable environmental, social, and economic benefits that can provide a positive net return on investment.

Community Involvement

- How the city will continue to engage the community
- How community members can support implementation
- Potential for sustainability commission
- Earth Day events with local environmental orgs
- Parks Appreciation Day – Parks Dept. cleanup day

Implementing the CSP and achieving the city's climate goals will depend in part on the continued active engagement with the community. Putting on activities like Earth Day events with local environmental organizations, parks appreciation days, and tree plantings, and promoting the CSP at those events can maintain community awareness and enthusiasm for the plan. The city will continue to prioritize community input by partnering with residents and businesses in our community to ensure CSP actions are implemented equitably and reflect our unique community needs and priorities. Community engagement is the primary focus and a critical element of the following actions:

- Community reuse and waste reduction
- Community Gardens
- Youth Climate Education Program
- Filter Fan Education

APPENDIX A: IMPLEMENTATION DETAILS

Introduction

Cascadia Consulting Group (Cascadia) prepared this Action Implementation Guide (Guide) to support the City of Lake Stevens (City) in prioritizing actions for implementation in its Climate Sustainability Plan (CSP). This appendix's matrix identifies key considerations and details for the ten CSP actions for which Cascadia did a cost assessment.

Interpreting the Matrix

The table below describes the information conveyed in each column of the implementation matrix. In the implementation matrix, some columns are pre-filled, such as the action ID, action short name, and action description. The City should determine how to fill in the blank columns, including the timeline under which to implement the action, the lead department, and outside partners that will support action implementation. The column farthest to the right identifies implementation considerations. Cascadia has listed, in this column, the impact rating when available (emissions mitigation potential), and the equity rating (potential to reduce or exacerbate existing disparities and historical inequities). The City should add additional considerations to inform decisions about implementation details for each action, such as how the city will track and report progress and CSP action synergy with the Lake Stevens Comprehensive Plan update.

Action ID	Action Short Name	Action Description	Timeline	Lead Department	Outside Partners	Cost	Implementation Considerations
Action ID	Short description of action	Describes what the action entails	Timeframe for when the City will start implementation. See "Implementation Timeline" below for details.	City department responsible for overseeing implementation. Existing staff capacity and departmental budgets may need to be re-evaluated regularly to ensure sufficient resources for implementation.	Known regional partners to support implementation. See "Potential Partnership Opportunities" below for examples.	Results of Cost Assessment	General factors the City will consider when implementing the action and/or notes Impact Rating (on GHG reduction) Equity rating

Notes on Timeline

Knowing that **we can't do everything at once**, the Implementation Matrix provides guidance for the City to **strategically phase and sequence implementation** to prioritize: (1) early wins; (2) actions that will take longer to implement or have dependent actions that need to be sequenced; or (3) actions that address imminent and/or severe climate impacts. Overarching target commitments (2030, 2040, 2050) and focus area targets were also key factors in determining action implementation timelines. Based on this prioritization, actions are categorized into four general timeframes:

Ongoing	Short-term (1-2 years):	Mid-term (2-3 years):	Long term (4-5 years):
Actions that are part of existing City or regional initiatives.	- Easy, early wins and foundational steps. - Actions that may require substantial time or resources, so it is important to start as soon as possible. - Actions that align with or could support other City plans, projects, or updates and should be implemented concurrently.	Actions that might require additional resources to implement or cannot occur until foundational actions are implemented.	- Actions that are not as time sensitive as shorter-term actions. - Actions that require substantial infrastructure and resources or build upon foundational short and mid-term actions.

Matrix

Transportation

ID	Action Short Name	Action Description	Timeline	Lead Department	Outside Partners	Cost	Implementation Considerations
ID	Name	Description	Near-term Mid-term Long-term	Department	Acronym for org	Cost to City	Impact, Funding sources, equity, alignment with other efforts, etc.

ID	Action Short Name	Action Description	Timeline	Lead Department	Outside Partners	Cost	Implementation Considerations
TR 1.4	Walkability/ street connectivity	Increase street and multimodal connectivity by studying and implementing land use and transportation policies to increase density, increase walkability and bicycle paths, and encourage business development so that basic and desirable amenities and schools are available by active transportation (walking and biking) from more residences.	Long-Term	Community Development & Public Works		Total estimated cost: \$1,058,055	Impact Rating=5 Equity Rating=3
TR 2.2	Electric equipment	Establish goal dates to phase out gas-powered maintenance equipment, and transition to using electric equipment (lawnmowers, leaf blowers, etc.) for City maintenance and operations and allocate funding for additional batteries to avoid breaks due to charging needs.	Short-term	Parks & Public Works		Net Savings: \$913,522 One time cost: \$79,152 Annual Savings \$126,723	Impact Rating=2 Equity Rating=4

Water and natural systems

ID	Action Short Name	Action Description	Timeline	Lead Department	Outside Partners	Cost	Implementation Considerations
ID	Name	Description	Near-term	Department	Acronym for org	Cost to City	Impact Funding, sources, equity, alignment with other efforts, etc.

ID	Action Short Name	Action Description	Timeline	Lead Department	Outside Partners	Cost	Implementation Considerations
			Mid-term Long-term				
WS 1.6	Flood prevention projects	Design and install flood prevention projects (such as water diversion designs or barriers) along key roads, sidewalks, and bike trails.	Long-term	Public Works		Total estimated cost: \$2,260,231	Equity Rating=4
WS 2.2	Tree preservation guidelines	Protect tree canopy and prevent tree loss by developing urban forestry and tree preservation guidelines. Offer tree-awareness campaigns and classes to educate the community, and develop tree planting demonstration programs. Support and encourage residents and property owners to plant the right tree in the right place.	Mid-term	Community Development		Total estimated cost: \$3,158,391	Equity Rating=4

Waste and materials management

ID	Action Short Name	Action Description	Timeline	Lead Department	Outside Partners	Cost	Implementation Considerations
ID	Name	Description	Near-term Mid-term Long-term	Department	Acronym for org	Cost to City	Impact Funding sources, equity, alignment with other efforts, etc.
WM 1.1	Recycling requirements & education	Coordinate with Waste Management to develop requirements and educational	Long-term	Public Works		Total estimated	

ID	Action Short Name	Action Description	Timeline	Lead Department	Outside Partners	Cost	Implementation Considerations
		programs to support recycling and composting. - Update requirements to ensure that new buildings include sufficient space for recycling and compost bins. - Develop and implement an educational campaign to support the phase-in of requirements for residential and commercial recycling and composting from WA's 2022 Organics Management Law. Work with building owners, renters, businesses, and all community members to educate about the requirements and how they can take action.				cost: \$1,741,558	
WM 2.1	Recycled plastics	Set standards for recycling and purchasing of materials. Improve city consumption of recycled or post-recycling materials.	Long-term	Public Works		Total estimated cost: \$381,752	Equity Rating=3

Community resiliency and adaptation

ID	Action Short Name	Action Description	Timeline	Lead Department	Outside Partners	Cost	Implementation Considerations
ID	Name	Description	Near-term Mid-term Long-term	Department	Acronym for org	Cost to City	Impact, Funding sources, equity, alignment with other efforts, etc.

ID	Action Short Name	Action Description	Timeline	Lead Department	Outside Partners	Cost	Implementation Considerations
CRA 1.1	Emergency management planning	Review and update Lake Stevens' emergency management plans to ensure readiness to respond to climate emergencies. Emergency management plans might include developing additional air shelters, cooling centers, or resilience hubs in case of extreme weather events; developing emergency communication materials; and partnering with community members, other agencies, and community-based organizations to ensure equitable access to education and resources related to emergency preparedness and response.	Ongoing and short-term	Police and Human Resources		Total estimated cost: \$65,077	Equity Rating=5
CRA 2.2	Youth Climate Education Program	Collaborate with Lake Stevens School District to disseminate information for a climate and environmental education program. Initiatives could include curriculum development, climate challenges or pledges, school garden planning and development, and educational campaigns.	Mid-term	Parks and Community Development		Total estimated cost: \$468,294	Equity Rating=3

APPENDIX B: PUBLIC ENGAGEMENT PLAN

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Overview of Public Engagement Plan

Background

The City of Lake Stevens is developing its first Climate Sustainability Plan (CSP) that will serve as a foundational framework and roadmap to manage current and future carbon emissions and climate change impacts in Lake Stevens. This plan will establish a suite of feasible strategies to reduce Lake Stevens's greenhouse gas (GHG) emissions and meet ambitious emissions targets and prepare residents for future climate impacts. The CSP will also provide the technical climate change foundation for the city's upcoming Comprehensive Plan Update, which must be adopted by June 30, 2024.

Developing an equitable public engagement plan that seeks to engage stakeholders and community members equitably and inclusively, is an integral part of the climate planning process. A robust and inclusive process will ensure that the Climate Sustainability Plan is widely supported and reflects the broader community's goals and vision. **This Public Engagement Plan (Plan) has been developed to provide a strategic framework for communicating with and engaging partners and the public in the Climate Sustainability Planning process.** The Plan outlines community outreach goals, key messages, milestones, priority audiences, and strategies. A consultant team led by Cascadia Consulting Group (CCG) will work with the City of Lake Stevens to implement this Plan.

Public Engagement Approach Overview

The City is committed to providing an open and inclusive public engagement process that provides many opportunities to welcome residents, businesses, and other community partners into the planning process and inspire them to be a part of the City's climate-resilient future. The outreach team led by Cascadia will be engaging the public at key project milestones to identify key community priorities and preferences and gather feedback on proposed climate strategies to ensure that community input shapes the final plan.

The City will also invite its internal stakeholders – including staff, the City Council and Commissions, and working groups— to engage at strategic points in the planning process to generate ideas and gather information to refine strategies and provide feedback. Internal stakeholders at the City will play a significant role in the implementation of actions developed through the CSP process. Their input and involvement from the project outset will be critical to ensuring an implementable, and broadly supported CSP.

Project Team

Project Managers

Melissa Place, City, Senior Planner
Gretchen Muller, CCG
Laura Baetscher, CCG

City Staff

Russ Wright, Community Development Director
Aaron Halverson, PW Director
Kim Klinkers, City Engineer
Christi Schmidt, Senior Planner
Shannon Farrant, Surface Water Manager
Curtis Clifton, PW Operations Manager
Nico Faz, Assistant Planner

Partnering Agencies

Mariah Low, General Manager at Lake Stevens Sewer District
 Jonathon Dix, Assistant General Manager at Lake Stevens Sewer District
 Robb Stanton, Executive Director of Operations at Lake Stevens School District

Outreach Support

Celine Fujikawa, CCG
 Shirley Ng, CCG
 Additional staff as needed, CCG

Goals, Objectives, & Guiding Principles

Goal A	Cultivate a shared understanding of the purpose, motivation, and value of the Climate Sustainability Plan to the City and individuals as well as the development process.	
	Objective:	Clearly communicate about the CSP focus, boundaries, and intended use, as well as the role of community input in informing the final CSP.
	Objective:	Convey how the CSP relates to and supports the interests and values of all audiences within the community.
Goal B	Gather perspectives and feedback on the CSP that is representative of the makeup of our internal and external stakeholders to inform CSP development and guide decision-making.	
	Objective:	Solicit meaningful input from internal partners and the public about their priorities for climate action and opportunities for building resilience collaboratively with the City and their communities.
	Objective:	Ensure opportunities to provide input are accessible and equitable to community members across demographic indicators such as gender, age, race, ethnicity, income, and geographic location.
Goal C	Build internal city staff and community wide support for advancing CSP priorities and implementing mitigation actions.	
	Objective:	Provide opportunities for internal city staff and community members to voice their priorities, concerns, and expectations—and be responsive to them—throughout the CSP process.
	Objective:	Build-in measures of accountability in the CSP itself to ensure ongoing community input during implementation.

These goals and objectives are aligned with the following **public engagement guiding principles**:

- **Education & Awareness** – ensure the community has access to information and resources to participate and provide input
- **Access & Transparency** – the community knows when and how they can participate in the CSP process
- **Equity** – intentional efforts are taken to engage historically underrepresented communities in a meaningful way

- **Support** – the community feels respected and heard
- **Trust** – the community understands how their input and participation shapes the final product

Engagement Phases

The CSP engagement process will consist of the following key phases:

- **Phase 1 Engagement:** City staff, project team and community will vet proposed targets/goals; brainstorm and begin vetting/prioritizing actions; identify high-level barriers/challenges/opportunities.
- **Phase 2 Engagement:** City staff, project team and community will review draft CSP; finalize actions & implementation details.
- **Phase 3 Engagement:** City staff and project team will complete a final review of CSP; adoption; transition to implementation.

Key Audiences and Partners

Lake Stevens Community Context

In 2020, the City of Lake Stevens had a population of 33,500 people⁴. Snohomish County predicts Lake Stevens and surrounding areas will grow to a population of 46,380 and provide approximately 8,000 jobs by 2035. Between 2010 and 2022, the city's population grew from approximately 28,000 to over 40,000, a 45% increase that has made Lake Stevens the fourth largest city in Snohomish County. Amidst the population increase, the lake remains the focal point of the greater Lake Stevens community for recreation and is a symbol of the community's need to provide for a more sustainable existence that will protect their natural environment.

The City of Lake Stevens is committed to addressing the central Puget Sound region's contribution to climate change by, at a minimum, complying with state initiative and directives regarding climate change and the reduction of greenhouse gases. The city of Lake Stevens will provide effective and ongoing investment to ensure water quality and continued environmental stewardship for current and future generations by protecting fish and wildlife habitat, critical areas, and open space corridors; conserving land, air, water, and energy resources; and integrating the shoreline management of Lake Stevens into land use decisions. The creation of the city's first Climate Sustainability Plan is testament to the city's pledge to address climate change at the local level.

DEMOGRAPHIC INFORMATION

The City seeks to engage a cross-section of City residents representing diverse socio-economic, geographic, occupational, racial, and ethnic backgrounds during the community outreach process.

According to the U.S. Census Bureau, Lake Stevens has an estimated population of approximately 33,500 persons in 2020. Other recent demographics are summarized as follows, based on 2020 5-year estimates:

⁴ Data from the [Census Bureau ACS 5-year Estimate](#)

Age		Race	
Under 5 years	8%	White alone	81%
5-19 years	29%	Asian alone	6%
18-64 years	54%	Black or African American alone	3%
65 and over	9%	Other race alone	2%
		Two or more races	8%
		Hispanic or Latino of any race	10%

Languages Spoken		Residents' Place of Birth	
English only	88%	U.S.	92%
Asian and Pacific Island languages	4%	Born outside the U.S.*	8%
Other Indo-European languages	3%	• Asia*	~40%
Spanish	5%	• Europe*	~16%
Other	11%	• Latin America*	~29%

**Regardless of citizenship status*

TRANSLATION ACCOMMODATIONS

Spanish is the second most spoken language in the City of Lake Stevens. The City will work with CCG and staff to translate outreach materials where possible.

Key Audiences & Levels of Engagement

KEY AUDIENCES

We will engage key individuals and organizations across the city to ensure the CSP captures the perspectives of those who will be affected by the Plan’s implementation and mitigation strategies and those likely to be most affected by climate change.

Individuals and organizations within these groups will vary in their understanding of climate change and climate impacts and their level of support for climate action. Our approach is designed to invite a representation of the public across these spectra to participate in engagement by reaching out to the following groups who are critical to implementing CSP strategies, will be most affected by CSP actions, and/or are typically harder-to-reach populations.

LEVELS OF ENGAGEMENT

Proposed engagement activities will span levels of engagement indicated in the table below⁵. Activities included in this Engagement Plan are **bolded**.

1 Inform	2 Consult	3 Involve	4 Collaborate
Educate members of the group about the rationale for the project or decision; how it fits with City goals and policies; issues being considered, areas of choice or where input is needed.	Gather information and ask for feedback from the group to better inform the City's work on the project.	Work directly and consistently with group to ensure their concerns are understood and considered in the City's planning process	Create a partnership to work along with the City in developing and implementing the planning process or project.
Example Activities			
• Social media • Emails/newsletters • Open houses • Presentations • Factsheets	• Online surveys/polls • Public comment • Focus groups	• Interactive workshops • Community forums	• Citizen advisory committees • MOUs with community-based organizations • Open planning forums

Goals and engagement approaches will be tailored to the role of each audience throughout the engagement process.

Audience & Description	Groups	Engagement Goal
Internal City stakeholders		
Decision-makers <i>City leaders who make decisions that drive investment and policy</i>	• City Council • City Manager	Inform and update for decision-making
Implementation Leads <i>City staff who are responsible for directing CSP implementation in departments</i>	• Department heads and staff	Consult to ensure support, align with priorities and processes, and gather feedback on actions
Guides and Analysts	• Community Advisory Committee*	Inform, consult to gather feedback, and collaborate

⁵ Adapted from the Movement's Strategy [The Spectrum of Community Engagement to Ownership](#)

City commission/committee members whose support and direction are important for CSP development and implementation	Planning Commission	with to research information and guide CSP development
External Stakeholders		
Advocates <i>Supportive of climate action and willing to put in effort to support CSP process</i>	- Youth Ambassadors - Youth Advisory Committee*	Collaborate with to conduct outreach to schools or committee
	Environmental community-based organizations - Snohomish Conservation District - North Snohomish Watershed Council - Sound Salmon Solutions - Lake Stevens Economic Development - Lake Stevens Rowing Club	Collaborate with to spread the word about the CSP
Critical Perspectives <i>Groups frequently not reached during public processes but critical to equitable outcomes from CSP implementation</i>	- Communities of color - Limited/Non-English-speaking communities - Faith-based communities - Senior Adult Organizations	Involve through tailored outreach to create accessible opportunities to participate in CSP process
Implementation Partners <i>Conduct operations that affect the success of CSP implementation</i>	Utilities* - Lake Stevens Sewer District - Snohomish County PUD - Snohomish Regional Fire & Rescue	Inform, consult with to gather feedback, and involve in developing strategies in respective area of expertise
	Transit Agencies Community Transit	
	Other public entities - WSDOT - Snohomish Regional Fire & Rescue	
	Schools Lake Stevens School District	
	Business Community Chamber of Commerce	
General Public	- Families - Local businesses	Inform throughout the process and consult on strategies and the draft CSP

CSP strategies and implementation affect day-to-day lives

- Senior residents
- Volunteers
- Youth/student residents

*Note: Stakeholders with * will be engaged in the focus groups.*

Key Engagement Strategies

Effective engagement requires tailored approaches that meet the diverse needs, interests, priorities and values of key audiences and partners. We acknowledge that individuals and organizations will vary in their understanding of climate change and its impacts, and their level of support for climate action. To that end, we will use several core engagement strategies to connect with the key audiences listed above around areas of interest, potential impact, geography, and key project milestones to meaningfully inform the CSP development. These approaches build on previous successful strategies used in previous public engagement processes in the city.

The following table provides a high-level overview of the strategies that will be used for each audience.

Audience	Strategy		
	Presentation at meeting	Briefing/Working Meeting/Focus Group	Digital/print engagement (newsletter, social media, online survey)
Decision-makers (City Council and Manager)	✓		
Implementation Leads (Department heads and staff)	✓	✓	
Guides and Analysts (Committees/commissions)	✓	✓	
Advocates			✓
Critical Perspectives		✓	✓
Implementation Partners		✓	✓
General Public			✓

Internal Engagement

City Council Meetings and Commission/Committee Meetings

CCG and the City will optimize decision-makers and implementation leads’ time by attending standing meetings, as needed, to solicit feedback and provide clear and concise updates on CSP development.

This approach will increase awareness of the CSP development process and create shared ownership over the strategies and actions within the plan.

CCG will prepare meeting agendas and slide decks for City staff use.

Strategy	CCG	Lake Stevens
City Council, Commission, and/or Committee Meetings	Support preparation & attend/present at up to (3) following meetings: • Present emissions reduction goals, strategies, and actions • Present community engagement results (workshop and survey results) • Present cost assessment • Present draft CSP Present final plan (tentative, depending on timing)	Lead preparation & attend/present at up to (3) meetings attended by Cascadia.

City Staff Engagement

CCG will work with City staff to identify opportunities to advertise engagement events using existing resources and connections— such as using social media accounts and sharing with local media outlets such as the Everett Herald. We will report metrics that include which stakeholder groups were engaged across all outreach activities and will synthesize the comments received into clear summaries and recommendations for incorporation into the CSP plan, including a final engagement summary report.

External Engagement

Public Workshop, Survey and Focus Groups

Public workshops, surveys, and online open houses provide convenient and accessible opportunities for the public to learn about the CSP progress and to share feedback, questions, and concerns. CCG will lead one (1) public meeting, one (1) community wide survey, (2) focus groups or interviews.

PUBLIC WORKSHOP

CCG will recruit community members and residents for **one (1)** virtual public workshop from specified key audiences as instructed by the City. CCG will design, prepare for, implement, and facilitate a 2-hr workshop focused on CSP vision and gather feedback on draft measures and actions.

ONLINE SURVEY

CCG will lead the development of **one (1)** online survey and the City will lead survey administration to the public. The purpose of the online survey is to gather input on the community's vision for the CSP and solicit feedback on the drafts proposed measures and actions. The survey provides an additional opportunity for the community to provide feedback on the CSP, especially among those who are unable or unwilling to attend a longer workshop or focus group sessions.

FOCUS GROUPS

CCG will work with the City to identify and engage with community groups with perspectives critical to developing the CSP's draft measures and actions. CCG will lead **two (2)** virtual focus groups/interviews with identified groups to present the CSP draft measures and actions and gather ideas and feedback on the CSP strategies.

Strategy	CCG	Lake Stevens
Public workshops (Virtual)	Lead preparation & attend/present at up to (1) meeting: - Present CSP goals, draft measures, strategies, and actions - Solicit community feedback	Support preparation, lead promotion of workshop & attend/present
Online Survey	Lead the development of the survey and compile summaries of responses. - Present CSP goals, draft measures, strategies, and actions - Solicit community feedback	Support development of survey and lead promotion and implementation of survey
Focus Groups (Virtual)	Lead preparation & attend/present at up to (2) meetings: - Present CSP goals, draft measures, strategies, and actions - Solicit community feedback - Groups to engage will include:	Support preparation, lead recruitment/promotion & attend/present

	1. Community Advisory Committee 2. Youth Advisory Committee 3. Utilities
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MEASURING SUCCESS

Tracking engagement will demonstrate our progress towards reaching key priority audiences and provide insight into possible opportunities to pivot strategies as needed. We will track engagement activities to identify who was reached, the outcome of engagement, and re-direct as needed and prioritize activities moving forward. These findings will be presented in the final engagement summary report.

Outreach Collateral

To ensure messaging and graphics are consistent across engagement activities, Cascadia will develop a branded Microsoft Word/PowerPoint (PPT) template. We will also create content for the City’s website that outlines the CSP planning process and provides updates and opportunities for public involvement.

CCG	Lake Stevens
Develop a branded Microsoft Word and PPT template and project page content for the City’s website.	Review and provide comments (assume up to (1) around of review on all materials).

Timeline & Roles

The table below outlines the engagement approach for each community group identified above. Roles have been categorized as follows:

Engagement Approach	Touch Point	Date	City Role	CCG Role	Goal
City Council Meetings and Committee Meetings	Planning Commission Meeting <i>(In-person, Attended by City staff only)</i>	2/15/2023	Lead	N/A	Provide City staff briefing on CSP
	Planning Commission Meeting <i>(In-person, Attended by City staff only)</i>	4/19/2023	Lead	N/A	Review public engagement summary and present results

	Planning Commission Meeting <i>(In-person, Attended by City staff only)</i>	5/3/2023	Lead	N/A	Review draft CSP, summarize public comment
	City Council Meeting <i>(In-person, Attended by City staff only)</i>	2/28/2023	Lead	N/A	Provide City staff briefing on CSP
	Planning Commission Meeting #1 <i>(In-person, Attended by CCG staff, up to 2, 6pm on Wednesdays)</i>	3/1/2023	Co-lead	Lead	Review GHG emissions goals and strategies Gather feedback on goals, strategies, and actions
	City Council Meeting #1 <i>(In-person, Attended by CCG staff, up to 2, 6pm on Tuesdays)</i>	3/14/2023	Co-lead	Lead	Review GHG emissions goals and strategies Gather feedback on goals, strategies, and actions
	City Council Meeting #2 <i>(In-person, Attended by CCG staff, up to 2)</i>	5/23/2023	Co-lead	Lead	Review draft CSP, summarize public comment, conduct Public Hearing
Public Workshop & Online Survey	Public Workshop #1 <i>(Online, up to 2hrs long, up to (2) CCG staff at meeting, late afternoon)</i>	3/21/2023	Co-lead	Lead	Present CSP and list of measures Gather feedback on goals, strategies, and actions
	Online Survey	Opens: 3/10/2023 Closes: 4/6/2023	Co-lead	Co-lead	Present CSP and list of measures Gather feedback on goals,

	(Online, Survey Monkey)				strategies, and actions
	Focus Group Meeting/Interview #1 and #2	3/20/2023-3/24/2023	Co-lead	Lead	Present CSP and list of measures Gather feedback on goals, strategies, and actions
	(Online, up to 2hrs long, up to (2) CCG staff at meeting, late afternoon)				
	Project page on City website (City to develop website content)	As needed	Lead	N/A	Draft project page on City's website
	Online feedback form for draft plan	5/22/23-6/9/23	Support	Lead	Gather feedback on draft plan

Appendix B-1. Stakeholder List

Internal Audiences

Audiences	Stakeholder Groups
Internal City Staff	- City Council - Parks and Recreation Board - Planning Commission - Community Advisory Committee

External Audiences

Audiences	Critical Perspectives
General Community Groups	- Families - Local businesses - Senior residents - Volunteers - Youth/student residents
Community Partners, Organizations & Businesses	Environmental community-based organizations - Snohomish Conservation District - North Snohomish Watershed Council - Sound Salmon Solutions - Lake Stevens Economic Development - Lake Stevens Rowing Club

Community groups, clubs, HOAs, etc.	- Community groups identified by City - Lion's Club - Rotary - Kiwanis - Boys & Girls Club of Snohomish County
Utilities	- Lake Stevens Sewer District - Snohomish County PUD (Public Utility District) - Community Transit - Chamber of Commerce - Snohomish Regional Fire & Rescue - WSDOT
Leagues/Sports Affiliates	Sports leagues identified by City
Faith Based Organizations/Groups	Faith-based groups identified by City
Schools	Lake Stevens School District
Senior Adult Organizations	- Hawkins House - Elderberry Hill Care Home - Lake Stevens Senior Center

APPENDIX C: EQUITY ASSESSMENT

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Introduction

The effects of climate change are universal—though not equally felt—across the country and world. The continued rise of global temperatures and sea levels will further exacerbate negative impacts to public health and well-being among vulnerable communities at a disproportionate level, disrupting access to essential services and displacing populations. Climate change continues to be a structural driver of inequity and those who are considered part of socially vulnerable groups (e.g., low-income, racially disadvantaged, non-English-speaking, 65 years and older, and/or disabled) will be the least able to anticipate, cope with, and recover from adverse climate impacts⁶. Centering equity in climate analysis and planning ensures a just distribution of the benefits of climate protection efforts and alleviates unequal burdens created by climate change for vulnerable populations.

Cascadia conducted an equity assessment to examine the impacts—intended or otherwise—that a suite of climate mitigation actions could have on overburdened communities in the City of Lake Stevens. We assessed options and prepared equity considerations from a draft list of 39 measures provided to us by the City. The assessment assigns qualitative numerical scores to each evaluated action based on a criteria matrix to ensure consistency in scoring throughout the evaluation. This assessment dedicates explicit time and resources to considering the following:

- **Equity in content.** The way an equity lens is applied varies depending on the type of measure. Whether the measure is regulatory, programmatic, a policy, or an investment shifts the questions staff should ask in applying an equity analysis to their climate work. We will ensure that equity and justice are considered and included in the measures, with consideration of the community history and characteristics.
- **Equity in action/strategies.** Some measures may have unintended equity consequences such as widening the gap in access to mitigation or adaptation strategies or adding financial burdens on low-income communities. This assessment will examine strategies and actions holistically to identify opportunities for enhanced equity co-benefits while flagging instances where strategies may lead to inequitable outcomes.
- **Equity in implementation.** This assessment provides guidance on how equitable and inclusive engagement can be integrated into implementation strategies. Successful implementation of climate mitigation strategies will include strong community buy-in, especially from those historically underrepresented. If poorly implemented, these measures can increase burden or costs particularly for those most vulnerable within the community. Equitable implementation of climate mitigation measures can improve the resilience of those most vulnerable amongst us, for example, by supporting the electrification of commercial and multifamily buildings with a focus on low-income and middle-income households.

This report provides an overview of the proposed equity assessment approach. It includes:

- The **evaluation steps** that Cascadia used for the equity analysis.
- A detailed description of the **evaluation criteria and definitions**.
- A **shortlist of actions** that need further **equity considerations**.

⁶ [Climate Change and Social Vulnerability in the United States](#)

The Cascadia team and the City developed the draft actions list using the following key sources (see Appendix A for full list of sources):

- PSRC's VISION 2050: Climate Change & Resilience Guidance
- WA Dept. Of Commerce Draft Climate Guidance and Menu of Measures
- Kenmore Climate Action Plan (CAP)
- Mercer Island CAP
- Shoreline CAP
- Issaquah CAP
- Washington HB 1799, 2022 Organics Management Law
- Seattle Parks and Recreation Strategic Plan
- Tacoma Climate Adaptation Strategy
- King County Climate Action Toolkit

The initial draft actions list contained approximately 48 actions and, after consultation with City staff, Cascadia narrowed the list to 39 actions. The outcomes and recommended revisions to the measures presented in the following sections have been reviewed and approved by the City for inclusion in the final Climate Sustainability Plan.

Methodology

Evaluation Steps

1. Cascadia develops **qualitative score matrices** to allow for a consistent, objective ranking process. We assign scores for each action based on the criteria definitions and professional judgement drawing from available literature, peer city case studies, our knowledge of city context, engagement results, and consultant experience. Our team also provides a **brief rationale** for each action to substantiate the score and rank. Each action is evaluated on a 1 (low, increases vulnerability) to 5 (high, decreases vulnerability) scale.
 - i. Defining questions asked throughout the evaluation included:
 - i. Do the benefits of the action reduce historical or current disparities among communities of color, low-income populations, and/or frontline communities?
 - ii. Does the strategy address the needs of overburdened populations?
 - iii. Does the measure/strategy reduce vulnerability proportionately for all populations/groups of people?
 - iv. Is the distribution of benefits across the community equitable, especially for vulnerable and overburdened populations?
2. Cascadia uses the scores to identify **actions that can be revised to include stronger equity considerations** in the Climate Sustainability Plan (CSP). The results from the equity assessment will likely inform the final selection of actions for inclusion in the cost assessment for the CSP.

Evaluation Criteria

Cascadia proposed the following criteria to evaluate the draft measures supporting the Lake Stevens Climate Sustainability Plan. Each criterion is evaluated on a 1 (low, increases vulnerability) to 5 (high, decreases vulnerability) scale.

Table 1-1: Equity Assessment Criteria

Score	Reduces Vulnerability?	Distribution of Benefits
1	Very low - action DEFINITELY INCREASES existing inequities/injustices and social/economic vulnerability for ALL	Very low - ALL benefits and costs are accruing to different sectors of the community and are perpetuating historic inequities
2	Low - action DEFINITELY INCREASES existing inequities/injustices and social/economic vulnerability for communities facing historic inequities	Low - SOME benefits and costs are accruing to different sectors of the community and are perpetuating historic inequities
3	Moderate/Neutral - action DOES NOT AFFECT social/economic vulnerability or perpetuate historic inequities	Moderate/neutral - action DOES NOT distribute benefits and costs in the community in a way that perpetuates historic inequities
4	High - action DEFINITELY DECREASES social/economic vulnerability and DECREASES existing inequities/injustices	High - MOST benefits are accruing to the sectors of the community that face historic inequities; other sectors of the community may accrue benefits as well
5	Very high - action will DEFINITELY DECREASE existing inequities/injustices and social/economic vulnerability to ALL	Very high – MOST or ALL benefits are accruing to the sectors of the community that face historic inequities; other sectors of the community accrue benefits as well

Equity Assessment Results

After assigning a score to each action, we grouped them into three tiers:

- 1 Actions that scored the highest included strong emphasis and language that includes incentives that prioritize low- and middle-income households and/or increasing capacity for climate preparedness for communities most vulnerable to climate impacts (See Tier 1).
- 2 Evaluated actions that scored well overall (no less than 3) but making improvements would strengthen the Climate Sustainability Plan (See Tier 2).
- 3 Actions that scored the lowest have potential unintended consequences that could increase vulnerability and/or burdens for historically marginalized communities (See Tier 3).

Tier 1: Actions that scored the highest included strong emphasis and language that includes incentives that prioritize low- and middle-income households and/or increases capacity for climate preparedness for communities most vulnerable to climate impacts.

Action	Description	Score	Rationale
Heat pump program	Partner with local utilities and other regional partners to expand regional electric heat pump campaigns to replace natural gas-powered furnaces and oil heating systems with heat pumps and increase energy efficiency in City and residential buildings. Focus on serving low-income residents and providing rebates, financial incentives, and educational materials/resources.	4	Action benefits communities that face historic inequities. Prioritizes reducing vulnerability for those who have not switched from natural gas heat systems to heat pumps.
Support and incentivize solar	Partner and coordinate with local organizations and utilities to encourage and promote incentives for installation of renewable and/or energy efficient systems (such as biomass, geothermal resources, sunlight, water, and wind) on a case-by-case basis in public spaces. This could include streamlined permitting, development benefits, rebates, or bulk-purchasing program. Focus on increasing access to renewable energy by low-income households.	4	Action benefits/prioritizes communities that face historic inequities. Prioritizes reducing vulnerability for energy burdened/low-income households.
Support electrification of commercial and multifamily buildings	Promote existing financing mechanisms and incentives and develop new incentives to convert gas and oil heating systems at commercial and multifamily buildings to electric space and water heating at low upfront cost, with a focus on low- and middle-income residential buildings. Partner with regional utilities and authorities to provide technical assistance and outreach to building owners to encourage electrification. Pair electrification measures with efficiency retrofits and renewable energy installation.	4	Action benefits/prioritizes communities that face historic inequities. Prioritizes reducing vulnerability for low-income and middle-income households through financial incentives for electrification.
Utility infrastructure resilience	Support and coordinate with energy utilities in their efforts to upgrade the safety and reliability of infrastructure vulnerable to climate change.	4	Action has the potential to benefit/prioritize increasing resilience for vulnerable communities.
Public & City EV Infrastructure Plan	Develop and implement an EV Infrastructure Plan. The Plan should: • Guide EV charging expansion throughout the city, in collaboration with local utilities. • Include analysis and recommendations in 2030 and 2050 fleet electrification goals	4	Action benefits communities that face historic inequities - broader public access to EV charging can benefit people who

	and on the facilities and infrastructure required for the City and School District to meet those goals. • Include a readiness and capacity study to evaluate increasing EV charging at commercial and residential properties, and an implementation strategy including partnerships, funding, and future policy recommendations. • Plan for charging installations at the most visited City-owned or leased facilities."		have been historically unable to transition to EVs due to lack of charging access.
Electric equipment	Establish goal dates to phase out gas-powered maintenance equipment, and transition to using electric equipment (lawnmowers, leaf blowers, etc.) for City maintenance and operations and allocate funding for additional batteries to avoid breaks due to charging needs.	4	Action benefits communities that face historic inequities - particularly helps improve occupational exposures to professional landscapers who tend to be lower income and people of color and reduces air pollution in communities they work in.
Flood prevention projects	Design and install flood prevention projects (such as water diversion designs or barriers) along key roads, sidewalks, and bike trails.	4	Action has the potential to benefit/prioritize flood mitigation for vulnerable communities.
Filter fan education	Implement education programs in collaboration with Puget Sound Clean Air Agency and other local or regional organizations to train community members on making DIY filter fans.	4	Benefits communities that face historic inequities - likely to increase climate resiliency for vulnerable communities
Community gardens	Provide financial and technical support to community-based organizations to expand and add community gardens throughout Lake Stevens. Support increased community gardening access and education to underserved communities, including building, and maintaining gardens near low-income apartments and providing classes or opportunities to learn more about sustainability and gardening. Support the development of community gardens at community buildings, churches, and multi-family properties.	4	Action will likely increase community resiliency and benefit communities that face historic inequities.

Equity considerations for actions:

- No additional considerations and/or revisions are needed.

Tier 2: Evaluated actions scored well overall (no less than 3) but making improvements would strengthen the Climate Sustainability Plan.

Action	Description	Score	Rationale
Walkability/connectivity	Increase street and multimodal connectivity by studying and implementing land use and transportation policies to increase density, increase walkability and bicycle paths, and encourage business development so that basic and desirable amenities and schools are available by active transportation (walking and biking) from more residences.	3	Action does not have direct equity considerations so it neither benefits nor harms vulnerable populations. If this plan were explicitly focused on overburdened communities, the score would likely change to 4.
Tree preservation guidelines	Protect tree canopy and prevent tree loss by developing urban forestry and tree preservation guidelines. Offer tree-awareness campaigns and classes to educate the community and develop tree planting demonstration programs. Support and encourage residents and property owners to plant the right tree in the right place.	4	Action has the potential to benefit lower income neighborhoods by improving tree canopy coverage and increasing climate resiliency to future climate impacts such as extreme heat.
Adaptation incentives	Advocate for, support, and utilize state and federal adaptation incentive and rebate programs that help and fund adaptation upgrades or retrofits (e.g., installation of green roofs, cool pavement, ceiling fans, and air filters).	4	Action has the potential to benefit/prioritize increasing resilience for vulnerable communities.
Working groups	Establish 2 working groups/task forces to implement the CSP. • Establish a working group or “Green Team” with City staff members from all key implementation departments and divisions to implement the CSP, make decisions on action prioritization and implementation, and draft policies and other guidance documents. • Establish a working group or task force with community members from different	4	Action has the potential to provide increased participation and access for community members to lead and own community centric CSP actions.

	city demographics (age, race/ethnicity, income, line of work). • The working group can coordinate with City staff and the city “Green Team” to support action implementation and take ownership over community centric CSP actions. • The working group can also connect city staff with local community-based organizations and businesses. "
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Equity considerations for actions:

- **Walkability/connectivity:** Consider including language that explicitly prioritizes improving connectivity for overburdened communities that already experience decreased walkability.
- **Tree preservation guidelines:** Consider including language that targets increasing tree planting in communities with lower tree canopy density.
- **Working groups:** Consider offering incentives if the City decides to include community member participation in the working group/task force.

The City has reviewed the above equity recommendations and has decided to incorporate these considerations into the final language of the actions.

Tier 3: Actions that scored the lowest had potential unintended consequences that would increase vulnerability and/or burdens for historically marginalized communities

Action	Description	Score	Rationale
Encourage efficiency retrofits	Partner and coordinate with Snohomish PUD Electric and other local organizations to encourage and promote new energy efficient programs.	2	Action does not necessarily prioritize low to middle income and/or energy burdened households, instead has the potential to exacerbate existing disparities (as high socioeconomic status individuals typically retrofit and others don't).
Transit-oriented development	1. Execute policy 2.8.3 in Lake Stevens Comp Plan: Promote cooperation and coordination among transportation providers, local governments, and developers to ensure that developments are designed to promote and improve physical, mental, and social health, and reduce the impacts of climate	2	Action does not consider the unintended outcome of increasing transit-oriented development, which may result in increased housing costs in the area,

	change on the natural and built environments. 2. Work with local planning and land use agencies to develop more transit-accessible jobs and housing.		likely to impact renters and low to middle income individuals.
EV education & outreach	Support and coordinate with Snohomish PUD Electric on educating residents on the benefits of EVs, EV incentives and rebates, charger locations, and other information by providing education and outreach programs and materials.	2	Action does not prioritize targeting and providing incentives/rebates to low/middle income drivers.

Recommended revisions for actions:

- **Encourage efficiency retrofits:** Partner and coordinate with PUD Electric and other local organizations to encourage and promote new energy efficient programs. Explore opportunities to promote new and existing energy program incentives for low-middle income households.
- **Transit-oriented development:** Pursue two concurrent strategies to encourage transit-oriented development.
 - Execute policy 2.8.3 in the Lake Stevens Comprehensive Plan: Promote cooperation and coordination among transportation providers, local governments, and developers to ensure that developments are designed to promote and improve physical, mental, and social health, and reduce the impacts of climate change on the natural and built environments.
 - Work with local planning and land use agencies to develop more transit-accessible jobs and consider affordable housing, in accordance with the City's Comprehensive Plan Housing Element.
- **EV education & outreach:** Support and coordinate with Snohomish PUD Electric on educating residents on the benefits of EVs, EV incentives and rebates, charger locations, and other information by providing education and outreach programs and materials. Consider providing EV outreach materials in other formats and/or languages.

The City reviewed the recommended revisions above and confirmed integration into the final action language.

Conclusion

The evaluated actions that will be incorporated into the Climate Sustainability Plan score well overall (3 and above), but three actions needed further revisions to integrate stronger equity considerations. Cascadia worked with the City to determine how the equity recommendations can be meaningfully incorporated into the final list of strategies and actions for the Climate Sustainability Plan.

Appendix C-1

The Cascadia team and the City developed the draft actions list using the following sources:

- [PSRC's VISION 2050: Climate Change & Resilience Guidance](#)
- [WA Dept. Of Commerce Draft Climate Guidance and Menu of Measures](#)
- Kenmore Climate Action Plan (CAP)
- City of Portland and Multnomah County CAP
- Santa Clara CAP
- Mercer Island CAP
- Shoreline CAP
- Issaquah CAP
- Beaverton CAP
- Bellevue CAP
- Bellevue Environmental Stewardship Plan
- City Of Flagstaff Parks and Recreation Organizational Master Plan
- Portland Community College Climate Action Plan
- Golden Gate National Recreation Area Climate Change
- Midpeninsula Regional Open Space District Climate Action Plan
- Gig Harbor Climate Change Comprehensive Plan Advisory Committee
- Washington HB 1799, 2022 Organics Management Law
- Seattle Parks and Recreation Strategic Plan
- Tacoma Climate Adaptation Strategy

APPENDIX D: COMMUNITY SURVEY RESULTS

Introduction

Cascadia Consulting Group (Cascadia) created this survey on behalf of the City of Lake Stevens as part of the 2023 Climate Sustainability Plan (CSP). The purpose of the survey was to gather input on the community’s vision for the CSP and solicit feedback on the draft proposed measures. The survey provided an additional opportunity for the community to provide feedback on the CSP, especially among those who are unable to attend a longer workshop. The results from the survey will help Cascadia and the City ensure the CSP captures the perspectives of those who will be affected by the Plan’s implementation.

The survey was conducted from March 10, 2023, through April 6, 2023, and received 87 responses. The City of Lake Stevens promoted the survey through the City’s web page and listservs, Facebook, and Twitter pages and in-person outreach.

Survey Respondents

Below is background and demographic information about the respondents that completed the survey.

Applicant Pool

A majority (68%) of respondents live in Lake Stevens, while a quarter (24%) both live and work in the City, and a smaller portion (7%) only work in Lake Stevens.

1. Do you live and/or work in Lake Stevens? / ¿Vave y/o trabaja en Lake Stevens?

85 respondents answered; 2 respondents skipped the question

Do you live and/or work in Lake Stevens?	Responses
Live/Vivo	68%
Work/Trabajo	7%
Both/Ambos	24%
Other (please specify)/Otro (favor de especificar)	1%

**One respondent who selected other mentioned being retired.*

The same share of participants lives in both West Lake Stevens and Old Town (39%). Another smaller portion live in South Lake Stevens (17%) and East Lake Stevens (6%).

2. Which neighborhood best describes where you live? / ¿Qué vecindario describe mejor dónde vives?

83 respondents answered; 4 respondents skipped the question

Neighborhood	Responses
West Lake Stevens (west side of the Lake north of 4th Street SE) West Lake Stevens (lado oeste del lago al norte de 4th Street SE)	39%
Old Town (northeast side of the Lake and east of 99th Ave NE to city limits) Old Town (lado noreste del lago y al este de 99th Ave NE hasta los límites de la ciudad)	39%
East Lake Stevens (east side of the Lake from Purple Pennant Road south) East Lake Stevens (lado este del lago desde Purple Pennant Road hacia el sur)	6%
South Lake Stevens (west side of the Lake south of 4th Street SE) South Lake Stevens (lado oeste del lago al sur de 4th Street SE)	17%

Demographics

3. What is your gender? / ¿Cuál es su género?

20 respondents answered; 67 respondents skipped the question

Gender	Responses
Female/Femenina	50%
Male/Masculino	35%
Non-binary or non-conforming/No binario o no conforme	0%
Genderqueer	0%
I prefer not to say/Prefiero no decir	13%
Other (please specify)/Otro (especifíquese)	2%

4. Which of the following best represents your race/ethnicity? (Check all that apply) / ¿Cuál de las siguientes opciones representa mejor su raza /etnia? Marque todo lo que corresponda.

62 respondents answered; 25 respondents skipped the question

Ethnicity	Responses
White or Caucasian/Blanco o caucásico	76%
Black or African American/Negro o afroamericano	2%
Latino, Latina, or Latinx/Latino, latina o latinx	5%
Asian or Asian American/Asiático o asiático-americano	5%
Native American, American Indian, or Alaska Native/Nativo americano, indio americano o nativo de Alaska	5%

Middle Eastern, North African, or Arab American/De Oriente Medio, África del Norte o Árabe Americana	3%
Native Hawaiian or other Pacific Islander/Nativo de Hawái u otro isleño del Pacífico	2%
I prefer not to say/Prefiero no decir	15%
Other (please specify)/Otro (especifíquese)	2%

5. In what decade were you born? / ¿En qué década naciste?

62 respondents answered; 25 respondents skipped the question

Decade	Responses
After 2000/Después de 2000	13%
1990-2000	13%
1980-1989	26%
1970-1979	19%
1960-1969	10%
1950-1959	6%
Before 1950/Antes de 1950	2%
I prefer not to say/Prefiero no decir	11%

6. Do you rent or own the place where you live? / ¿Alquilas o eres dueño del lugar donde vives?

61 respondents answered; 26 respondents skipped the question

Housing	Responses
Own/Poseer	79%
Rent/Alquilar	10%
Neither (please specify)/Ninguno (especifíquese) I am under 18 I'm 18 and live with my parents Live with parents Family Owned I'm a dependent. Still a teen and live with my mom and dad Live with parents	11%

7. What is your approximate average household income? / ¿Cuál es su ingreso familiar promedio aproximado?

57 respondents answered; 30 respondents skipped the question

Income bracket	Responses
Under \$15,000/Menos de \$15,000	2%
Between \$15,000 and \$24,999	0%
Between \$25,000 and \$34,999	2%
Between \$35,000 and \$49,999	5%
Between \$50,000 and \$74,999	9%
Between \$75,000 and \$99,999	14%
Between \$100,000 and \$149,999	23%
Between \$150,000 and \$199,999	25%
Over \$200,000/\$200,000 y más	21%

8. What is the highest level of education you have completed? / ¿Cuál es el nivel más alto de educación que ha completado?

60 respondents answered; 27 respondents skipped the question

Level of education	Responses
I prefer not to say/Prefiero no decir	2%
Some high school/Algo de escuela secundaria	8%
High school graduate/Graduado de la escuela secundaria	5%
Technical or Vocational Certification/Certificación técnica o vocacional	5%
Some college/Associates (Two-year) degree/Algunos títulos universitarios / asociados (dos años)	23%
Bachelors (Four-year) degree/Licenciatura (cuatro años)	28%
Advanced degree/Grado avanzado	27%
Other (please specify)/Otro (especifíquese) Teaching credential K-8 Continuing education	2%

Key Findings

The key findings section lists major takeaways and initial recommendations from the survey results by topic area.

Concern and Preparedness for Extreme Weather

Most respondents know about climate change, but many are unsure if they are prepared for climate change:

- A total of 72% of respondents say they are generally informed about climate change.
- Many respondents do not know if they are prepared for climate change, saying they are unsure if they are prepared for climate change (40%). Another third (31%) feel somewhat prepared, while more than a quarter (28%) feel not at all prepared.

Support of Different Climate Mitigation Priorities

- Respondents were asked to rank climate mitigation measures on a scale of 1-5 with 1 as the most important and 5 as the least important. Of the climate mitigation measures, respondents said that the most important sectors to focus on are water and natural systems, buildings and efficiency, and transportation.
- Respondents responded the most positively to strategies concerning walkability and transit (2.50). Strategies concerning walkability and transit were most popular among respondents.
- Respondents liked the strategy of switching energy sources for buildings to cleaner energies (2.24). Switching energy sources for buildings to cleaner energy sources was a popular strategy among respondents.
- Respondents largely supported expanding and protecting green spaces (1.92).

Summary Results

The following sections summarize the results from the survey. These sections include:

- Concerns and preparedness for climate change
- Responsibility to act on climate change
- Level of support for CSP mitigation strategies related to:
 - Buildings and Energy
 - Transportation
 - Waste and Materials Management
 - Community Resilience and Adaptation
 - Water and Natural Systems
 - Barriers and challenges for climate action

Concern and Preparedness for Extreme Weather

A large portion of respondents feel they are generally informed about climate change (72%), while a smaller number keep up with issues but not all climate issues (24%).

1. Which of the following best describes your awareness and understanding of climate change issues, such as anticipated climate change impacts, sources of greenhouse emissions, and strategies for addressing them? / ¿Cuál de las siguientes opciones describe mejor su conocimiento y comprensión de los problemas del cambio climático, como los impactos anticipados del cambio climático, las fuentes de emisiones de efecto invernadero y las estrategias para abordarlos?

78 respondents answered; 9 respondents skipped the question

Knowledge and understanding	Responses
I've heard of some climate change issues, but I don't know much about them. He oído hablar de algunos problemas de cambio climático, pero no sé mucho sobre ellos.	4%
I keep up on some climate change issues, but I am only familiar with some of them. Me mantengo al día con algunos temas de cambio climático, pero solo estoy familiarizado con algunos de ellos.	24%
I am generally informed about climate change issues. En general, estoy informado sobre asuntos relacionados con el cambio climático.	72%

Respondents agreed the most with the statement, “climate mitigation can help me save money and resources,” with a score of 2.96. Respondents also generally agreed with the statement, “Climate Mitigation is good for business in Lake Stevens,” with a weighted average of 2.49, followed by the statement, “Climate Mitigation is good for the health and livability of my community,” with a score of 2.21.

2. Please rate your level of agreement with the following statements. / Por favor, evalúe su nivel de acuerdo con las siguientes declaraciones.

78 respondents answered; 9 respondents skipped the question

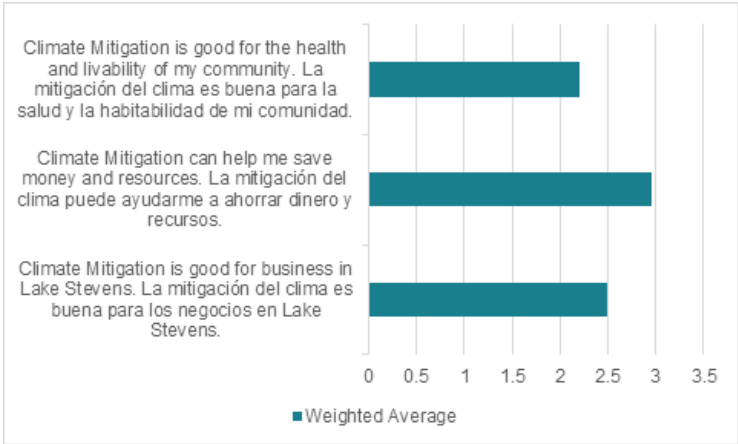


Figure 1. Popularity of mitigation measure among respondents.

Less than half of respondents feel unsure about how prepared the City is (40%), while almost a third believe that the City is somewhat prepared (31%), and a smaller portion believe that the City is not at all prepared (28%).

3. How prepared do you think the City is for future climate impacts? / ¿Qué tan preparada cree que está la ciudad para los impactos climáticos del futuro?

65 respondents answered; 22 respondents skipped the question

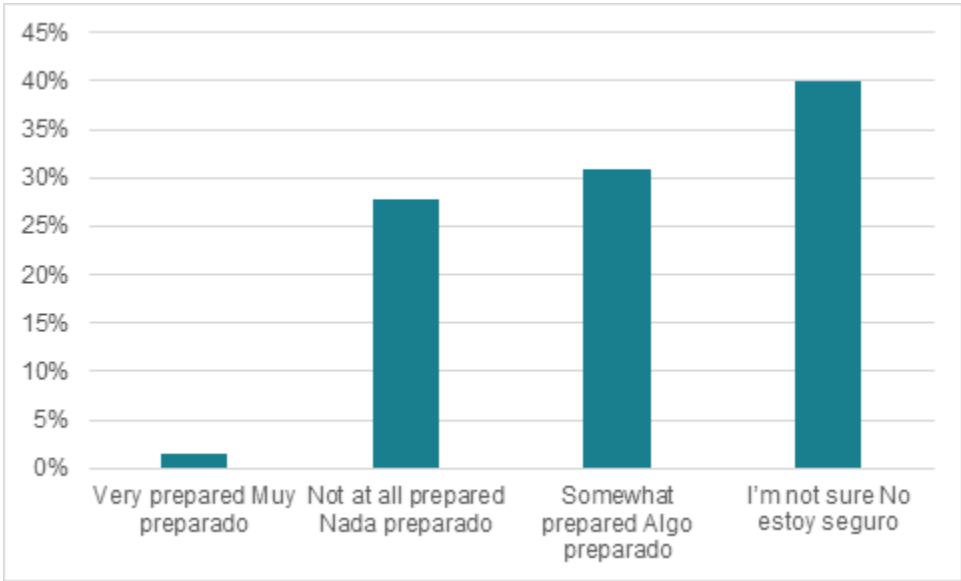


Figure 2. City Climate Preparedness

A little more than half of respondents feel they are somewhat prepared for climate change.

4. How prepared do you think you or your household are for future climate impacts? / ¿Qué tan preparado cree que usted o su hogar está para los impactos climáticos del futuro?

64 respondents answered; 23 respondents skipped the question

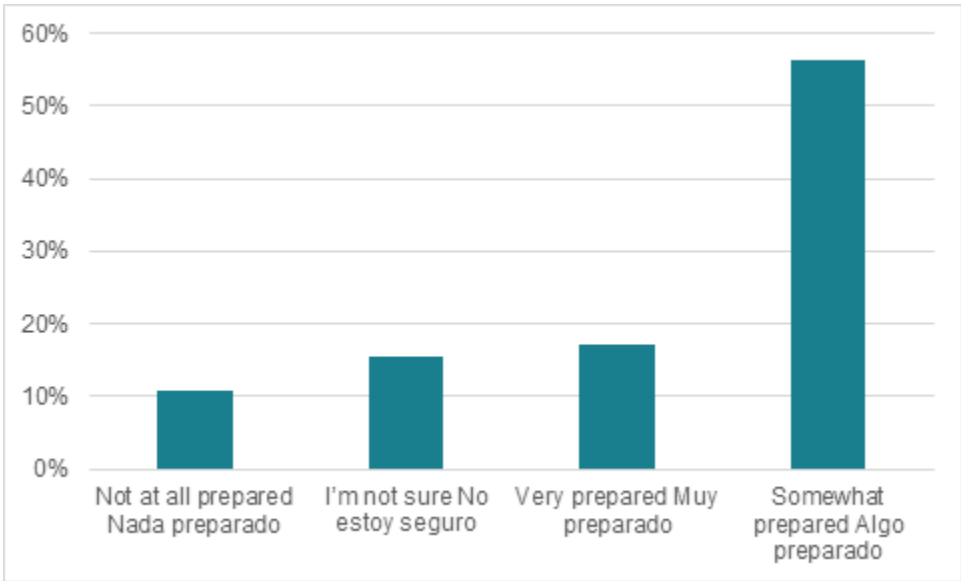


Figure 3. Household Climate Preparedness

5. Is there anything else you would like us to consider in developing Lake Steven's Climate Sustainability Plan? / ¿Hay algo más que le gustaría que consideráramos al desarrollar el Plan de Mitigación Climática de la ciudad de Lake Stevens?

19 respondents answered; 68 respondents skipped the question

Below are public comments that have been summarized for clarity and length.

Comments on new strategies

- More trees and plants to consume CO2. More roofs and roads are collecting heat from sun, making it warmer.
- Things might seem greener on a small city scale but what impacts such as lithium mines does a high demand for battery's effect the earth.
- Thank you for having the foresight to put such a plan together!
- Better walkability (sidewalks)
- More emphasis on biking and walking.
- Affordable, efficient, dense, walkable, multiple use housing and development.
- Protection of natural resources and conservation/education/buy-in by building trails through them and connecting people with nature.
- Education of youth for climate change, engagement, activation, do not abandon them when you make decisions because this is all for their futures.
- How can youth be involved in efforts?
- Focus on keeping our lake clean and building safe alternatives to driving.
- Think of impacts on nature before the almighty dollar before approving permits and pouring cement.
- Incentive program for alternative energy resources
- To replace the trees that have been lost to recent city developments, consider replanting drought-resistant trees native to Washington State.
- Maintain the forests to keep wildfires to a minimum
- Is there not also a risk of periods of abnormally cold weather in winter?
- We need to take steps to help each family plan for natural disasters, food shortages, etc.

Opposition comments

- This is mostly conjecture and most of the predictions that were supposed to have come to pass by now have been false
- Again, the city should NOT spend time or resources on this. Climate change is historical, and we aren't going to stop it.
- Forget it and move on to real issues.
- Discover the truth. Humans do not cause climate change. CO2 is not a greenhouse gas and does not affect the climate.

- It is very frustrating when people keep bringing up forest fires as an example of climate change when often they are caused by human carelessness
- I don't think we really know if reducing greenhouse gases will have a dramatic effect. God created this earth and is in control.

Support of different climate mitigation priorities

6. Buildings & Energy Measures / Edificios y medidas energéticas

68 respondents answered; 19 respondents skipped the question

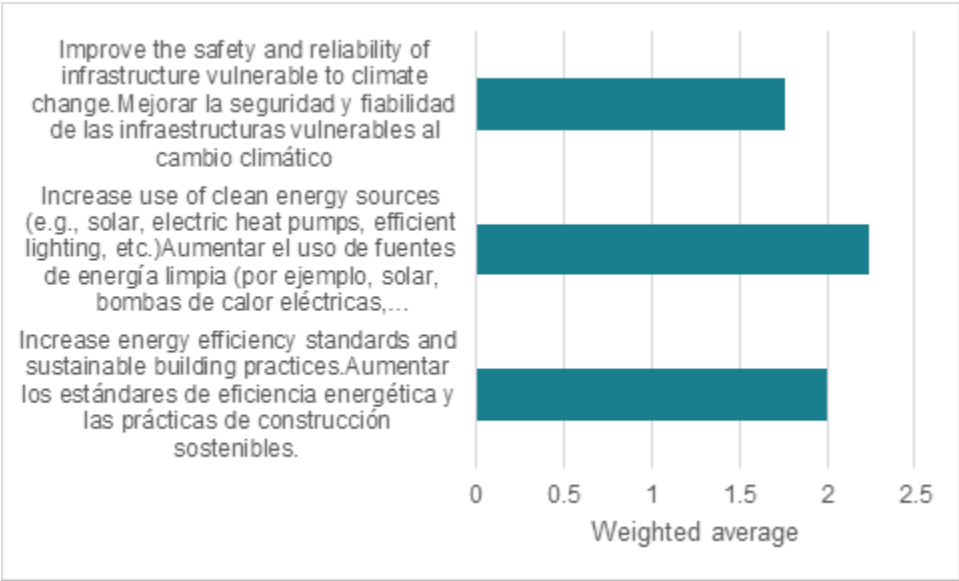


Figure 4. Support for Building & Energy Measures

Increasing clean energy use was the most popular building and energy mitigation strategy among respondents, with a weighted average of 2.24, followed by increasing energy efficiency standards (2) and finally, improving the safety and reliability of infrastructure vulnerable to climate change (1.76).

7. Transportation Measures / Medidas de transporte

63 respondents answered; 24 respondents skipped the question

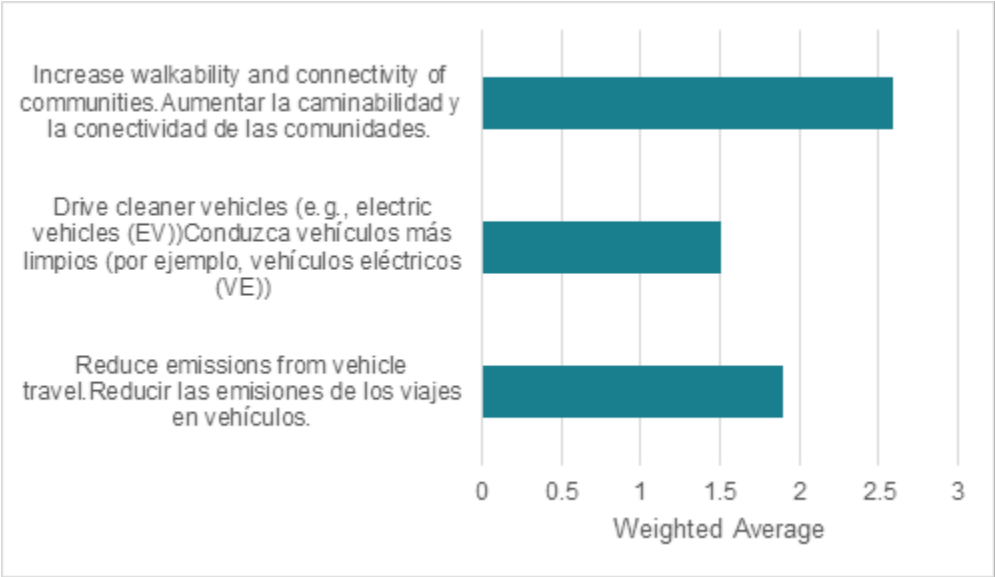


Figure 5. Support for Transportation Measures

Increasing walkability was the most popular Transportation strategy among respondents with a weighted average of 2.59, followed by reducing emissions from vehicle travel (1.9) and driving cleaner vehicles (1.51).

8. Water & Natural Systems Measures / Medidas de agua y sistemas naturales

48 respondents answered; 39 respondents skipped the question

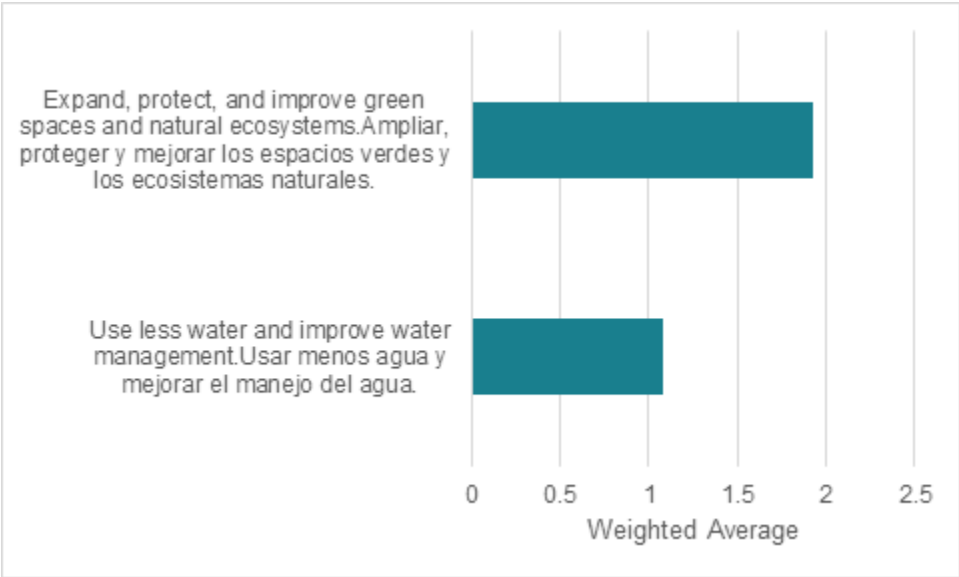


Figure 6. Support for Water & Natural Systems Measures

Expanding, protecting, and improving green spaces was the most popular water & natural systems strategy among respondents (1.92), followed by using less water and improving water management (1.08).

9. Waste & Materials Measures / Medidas de residuos y materiales

54 respondents answered; 33 respondents skipped the question

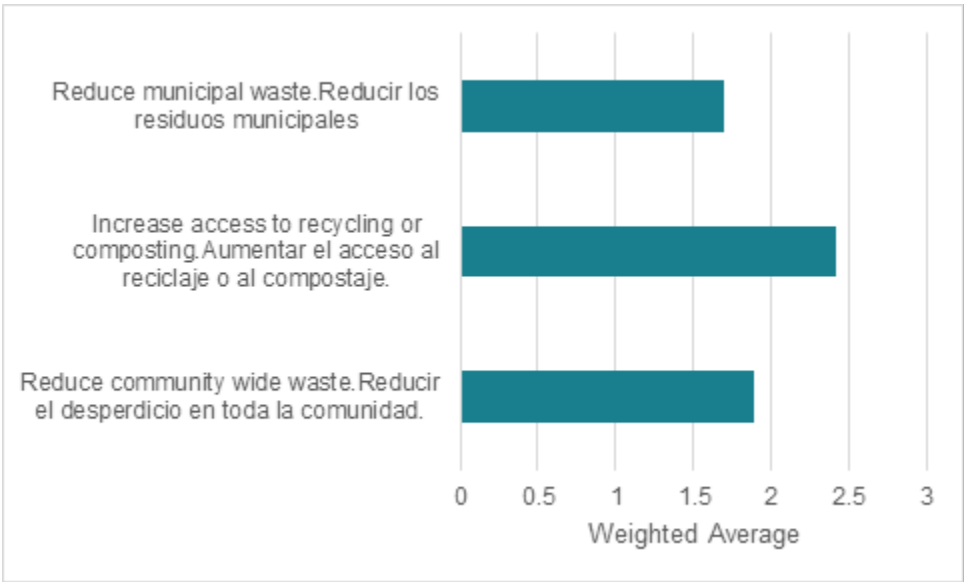


Figure 7. Support for Waste & Materials Measures

Increasing recycling or composting was the most popular waste and materials measure, with a weighted average of 2.41, followed by reducing community wide waste (1.89), and reducing municipal waste (1.7).

10. Community Resilience & Adaptation Measures / Medidas de resiliencia comunitaria y adaptación

54 respondents answered; 33 respondents skipped the question

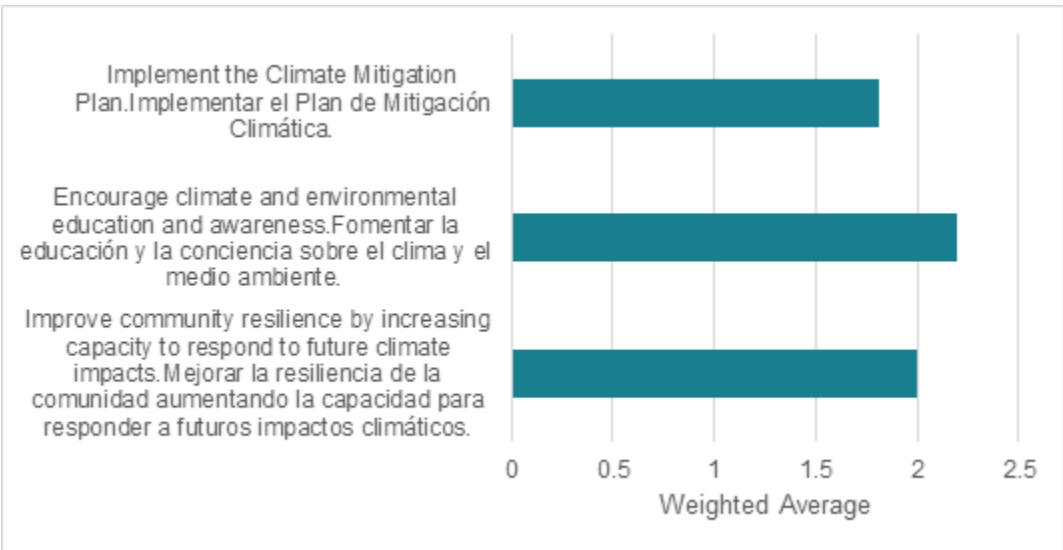


Figure 8. Support for Community Resilience & Adaptation Measures

Encouraging climate and environmental education awareness was the most popular Community Resilience & Adaptation measure among respondents, with a weighted average of 2.19, followed by improving community resilience by increasing capacity to respond to future climate impacts (2). The weighted average of support for implementing the Climate Sustainability Plan was 1.81.

11. Please rank the following criteria for selecting climate measures from most important / Clasifique los siguientes criterios para seleccionar las medidas climáticas de más importantes

62 respondents answered; 25 respondents skipped the question

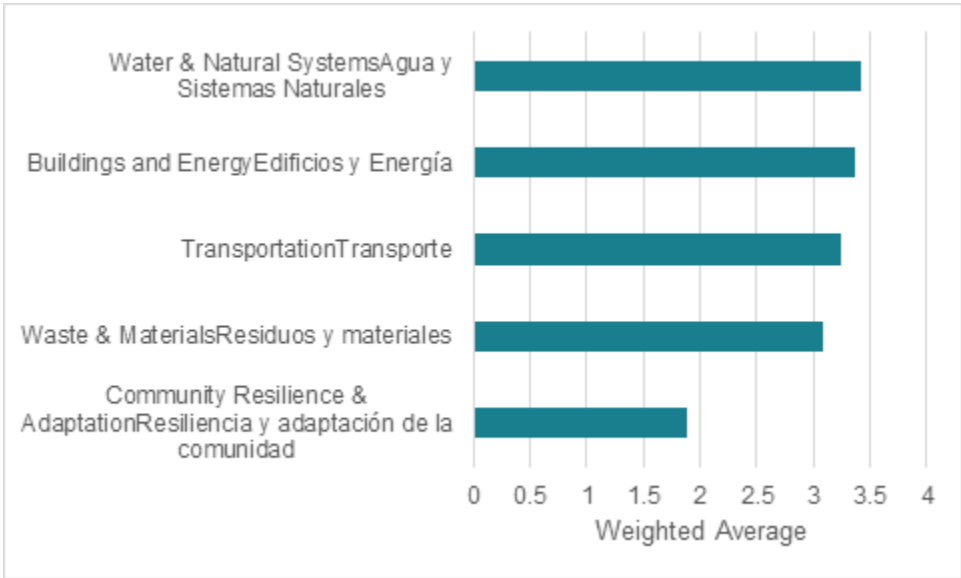


Figure 9. Ranked Climate Mitigation Measures

Water and natural systems were the most popular criteria with a weighted score of 3.42, followed by buildings and energy (3.37), and transportation (3.24).

12. Compared to the state reduction targets, Lake Stevens' targets should be.../En comparación con los objetivos de reducción del estado, los objetivos de Lake Stevens deberían ser...

65 respondents answered; 22 respondents skipped the question

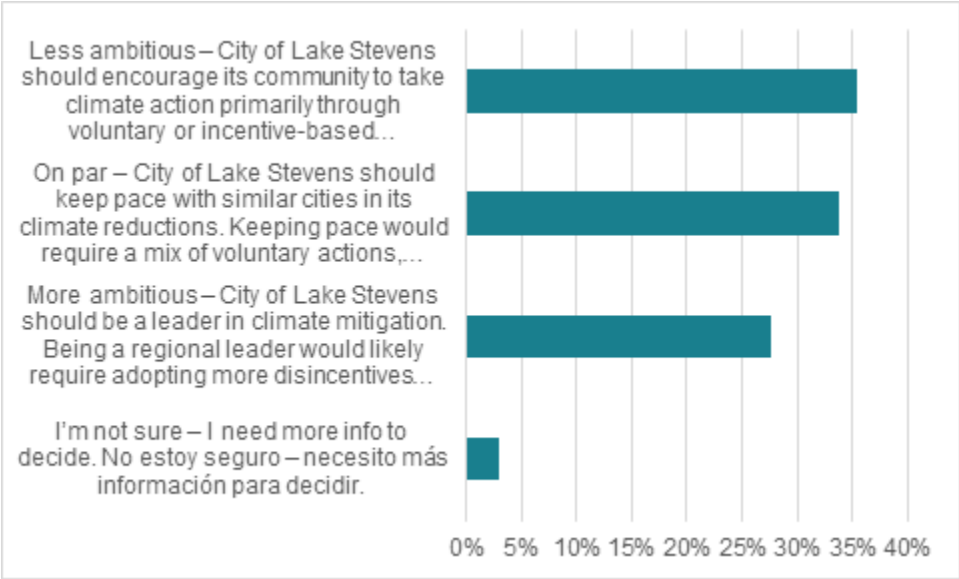


Figure 10. Lake Stevens' Reduction Targets

A third of respondents felt that Lake Stevens should have less ambitious reduction targets than the State (35%), while another third (34%) thought that the City should be on par, and a slightly smaller amount felt that the City should be more ambitious (28%).

13. Who has the responsibility to act on climate? / ¿Quién tiene la responsabilidad de actuar sobre el clima?

65 respondents answered; 22 respondents skipped the question

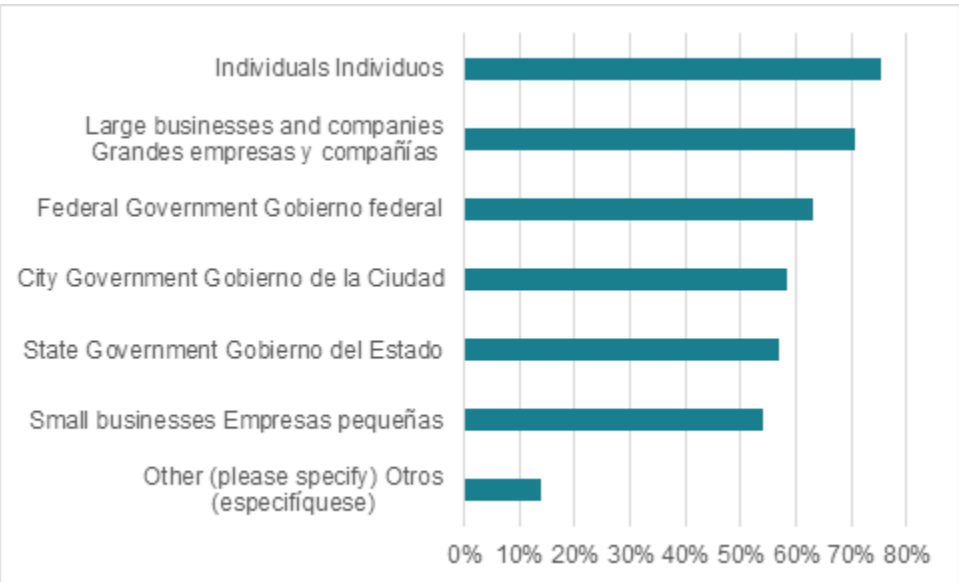


Figure 11. Climate Responsibility

A majority of respondents feel that the responsibility for taking action on climate change is on the individual (75%), and large corporations, (71%), two-thirds of respondents said the responsibility falls on the federal government as well (63%).

Open responses: Respondents feel that the following groups are responsible for fighting climate change:

- School districts
- Non-profits
- Housing associations
- Everyone

What actions do you believe would be the most beneficial to help reduce emissions and climate change? / ¿Qué acciones cree que serían las más beneficiosas para ayudar a reducir las emisiones y el cambio climático?

42 respondents answered; 45 respondents skipped the question.

These comments have been summarized.

New strategies

- Ban cutting down trees.
- As part of Buildings and Energy, making it easier to build affordable and efficient housing on small lots is essential to having families of all backgrounds and a climate resilient future.
- Encourage native growth and plants.
- Start with businesses and government reductions in emissions and waste.
- Subsidize programs that have a lesser greenhouse gas effect during the LIFE of the product.
- Higher tax on diesel fuel and vehicles.
- Accessibility to outdoor activities, such as adding a boardwalk north of the lake.
- Nuclear energy increased reliance on hybrid technology while making advances to synthetic fuels.
- Education about mitigation practices and how to implement them.
- Provide education for all ages through schools and public engagement events.
- Provide education to youth and support of climate change coursework to have more informed and engaged citizens.
- Using alternate energy sources in government buildings.
- Increase clean energy sources and reduce fossil fuel energy sources.
- More bike and pedestrian infrastructure like new sidewalks, trails which connect communities to each other and people to nature, and protected bike lanes.
- Infrastructure to reduce transportation congestion.
- Make walking and biking safer through road design.
- Provide more renewable energy transportation options (eg: EV)

- More EV charging stations in Lake Stevens and more accessibility and reliable public transportation, more sidewalks, and proper drainage so rainwater doesn't puddle in the roads.
- Ban single-use plastic foodware, ban plastic bags, increase electric vehicles and solar or renewable energy, electric lawn tools, energy efficient appliances, and improve insulation in old homes.
- Protection of green space and water resources; switch to renewable energy sources.
- Protect wildlife areas.
- A government subsidy for retrofitting old houses with more insulation.
- Stop expanding neighborhoods / less construction.
- Encourage homeowners to use the Inflation Reduction Act to make homes more energy efficient.

Opposition comments

- Humans do not cause climate change
- There are bigger issues than worrying about reducing greenhouse gases, Infrastructure is needed more.
- More snowpack on west coast than in decades. Climate change prevention is a scam. Global warming is a scam. Stop wasting time and resources on this.
- Forcing change by stripping people's right to choose the best option for their family is not okay.
- More than a third of respondents are very concerned about climate change (38%), while another third is not concerned (32%).

14. How concerned are you about these impacts? / ¿Qué tan preocupado está usted por estos impactos?

65 respondents answered; 22 respondents skipped the question

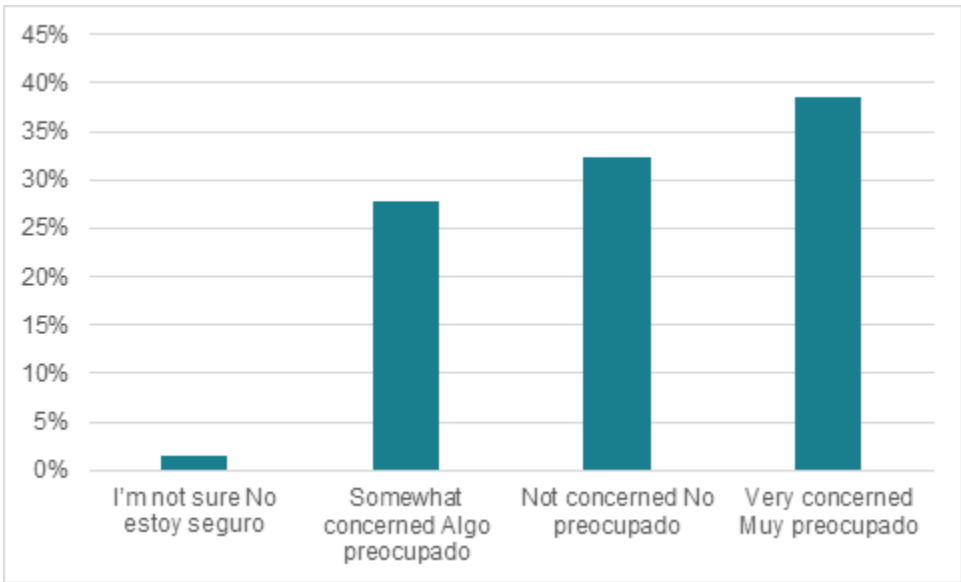


Figure 12. Concern for Climate Impacts

Wildfires or smoky air affected the largest percentage of respondents (83%), followed by extreme heat (50%) and biodiversity loss (18%).

15. Which of the following impacts of climate change have affected you personally or people in your community? / ¿Cuál de los siguientes impactos del cambio climático le ha afectado personalmente o a las personas de su comunidad?

60 respondents answered; 27 respondents skipped the question

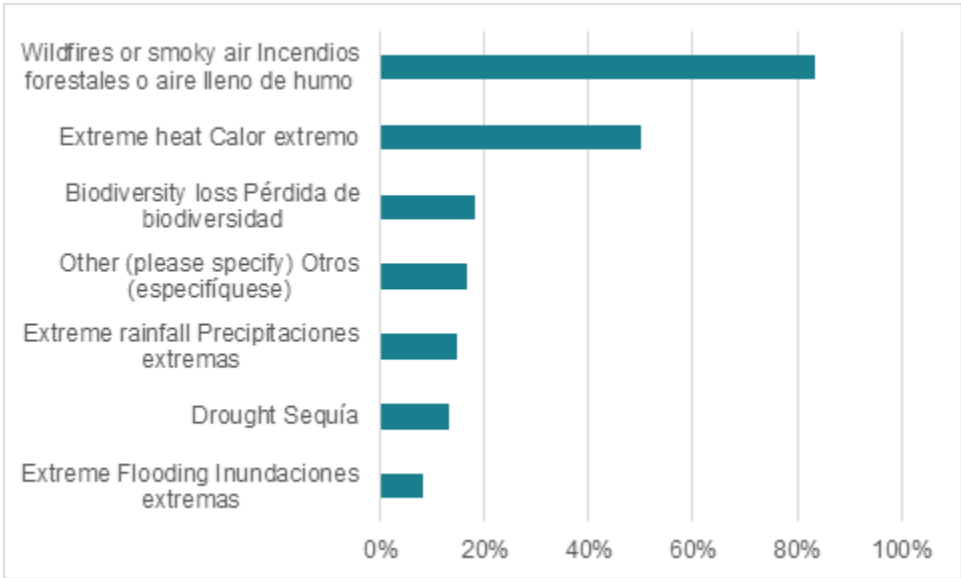


Figure 13. Climate Change Community Impacts

Other responses:

- I have not been impacted
- The lack of forest management causes wildfires and smoke.
- All the taxes we are paying for it already
- Climate change does not have an impact
- Climate change is not real
- Potential warming to prevent skiing in northwest
- The climate has been warming since the ice age
- Extreme snowfall, as evidenced in Portland, OR and parts of California. Also, the freezing rain ice storm we had back in December.

16. Would you like to receive updates for the Lake Stevens Climate Sustainability Plan? / ¿Le gustaría recibir actualizaciones para el Plan de Mitigación Climática de la ciudad de Lake Stevens?

64 respondents answered; 23 respondents skipped the question

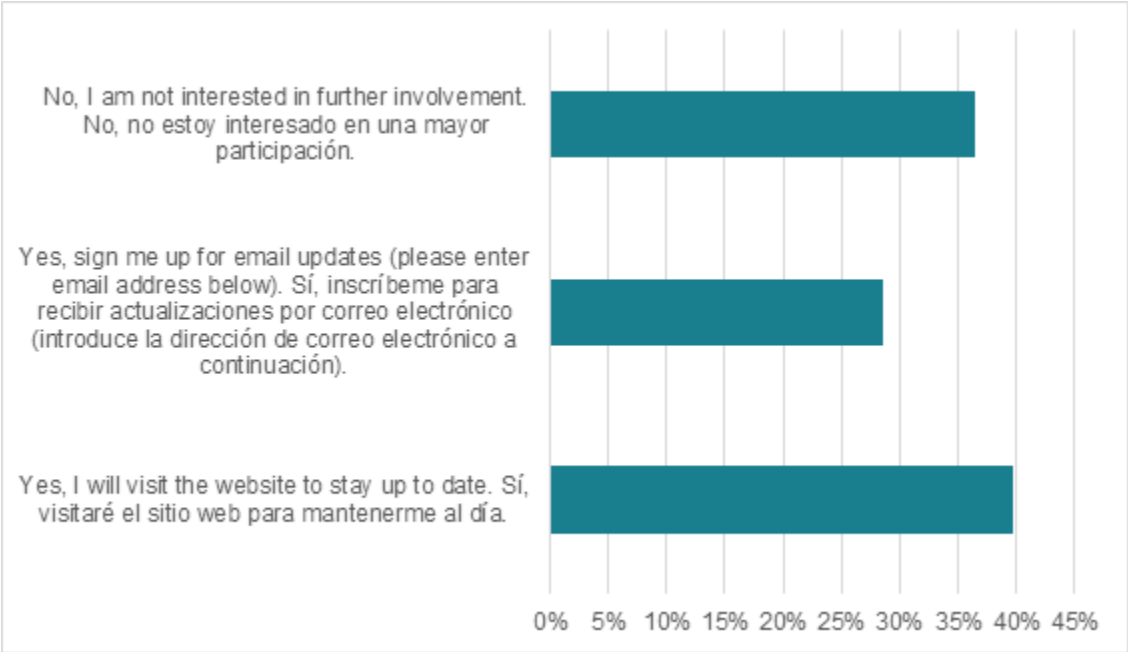


Figure 14. Interest for Lake Stevens Plan Updates

Most respondents opted to receive updates for the Lake Stevens Climate Sustainability Plan.

APPENDIX E: COMMUNITY WORKSHOP SUMMARY

Agenda & Discussion Topics

Purpose

The purpose of the community workshop is to solicit public feedback on proposed strategies and actions to include in the Lake Steven's Climate Sustainability Plan (CSP). Public feedback is an integral and key part of the CSP process, as feedback will be used to influence the list of strategies and actions included in the final CSP. During this session, we will:

- Introduce Climate Sustainability Plan (CSP) planning process
- Present CSP goals, draft strategies, and actions
- Gather community feedback on CSP draft strategies and actions

Agenda

Time	Topic	Agenda Item
5:30-5:40pm (10min)	Welcome & introductions	• City welcome & introductions • Meeting purpose & agenda
5:40-5:55pm (15min)	Polling Activity	Goal: Familiarize participants with CSP content • Launch polling questions
5:55-6:10pm (15min)	Climate Sustainability Plan (CSP) Overview	Goal: Introduce Climate Sustainability Plan planning process. • What is a Climate Sustainability Plan? • What is a CSP? • General overview of key elements • Lake Steven's objectives/updates • Share overview of purpose, process, and timeline for the Lake Stevens Climate Sustainability Plan
6:10-6:20pm (10min)	Strategies & Actions Development and Process	Goal: Present CSP draft measures, strategies, and actions and gather community input. • Share roadmap of draft measures • Provide an overview of the CSP draft strategies & actions • CSP Focus Areas • Buildings & Energy • Transportation • Water & Natural Systems • Waste & Materials Management • Community Resiliency & Adaptation
6:20-6:55pm (45min)	Breakout Room Activity	Goal: Gather community feedback on CSP draft measures, strategies, and actions • Review draft actions, grouped by strategy within focus area.

6:55-
7:00pm
(5 min)

Next Steps

Goal: Recap next steps for the CSP

- Provide overview of what's coming up for the CSP and additional ways to engage.

Workshop Overview

The City of Lake Stevens is preparing their first Climate Sustainability Plan to which will identify key strategies & actions to reduce greenhouse gas emissions, align with state greenhouse gas reduction goals, address Lake Stevens commitment to equity, and incorporate climate policy into 2024 Comprehensive Plan update. Lake Steven's Climate Sustainability Plan (CSP) will include strategies and actions to work towards reducing emissions and increasing community resilience. Four Lake Stevens residents discussed the draft strategies and actions in a community workshop on March 21, 2023. City staff and the consultant team will use input from the March 21 workshop, a detailed costs and impact analysis, and other engagement with City commissions and stakeholders this spring to develop a refined list of strategies and actions for consideration by the Planning Commission and City Council.

Participation Summary

Four community members participated in the workshop in the following activities:

- **45-minute CSP Overview Presentation and Q&A** that covered the CSP process to date, provided an overview of the proposed strategies and actions, and asked participants several polling questions about the City's climate action, participants' sustainability actions, and feedback on the CSP. Key findings from polling questions are provided below.
- **40-minute-long group session** where participants provided feedback on the proposed strategies and actions in more detail. Workshop facilitators documented participant feedback through Mural Board digital whiteboards. Key findings from this feedback are documented below.

Outcome Summary

Participants answered 5 polling questions during the workshop. These questions focused on the City's current climate action, and their own sustainability actions. Participants indicated:

- All **live** in Lake Stevens
- All were **generally informed about climate change** issues
- They were affected by **wildfires or smokey air, and extreme heat**

Participants discussed draft strategies and actions primarily focused on two of the six focus areas in the CSP —Transportation, and Community Resilience and Wellbeing. Across sectors participants expressed consistent themes.

- Participants supported the **drive cleaner vehicles** included in the draft strategies and recommended expanding these programs.
- Participants supported **encouraging climate and environmental education and awareness** for both the public and the youth.

Detailed workshop feedback is outlined in the next section. We have described feedback as follows:

- The applicable **sector**
- The **strategy** and **action** identified
- A **description** of workshop feedback related to the theme, including (when applicable) strong support or opposition expressed and (when applicable) ideas expressed for the city to consider in developing the CSP.
- The **number of ideas** related to the theme that were expressed during the workshop.

Workshop Findings, by Focus Area

Workshop findings are presented as follows:

- Buildings & Energy
- Materials & Consumption
- Natural Systems
- Water Resources
- Transportation
- Community Resilience & Wellbeing

Note: We were only able to get through the Transportation and Community Resiliency & Wellbeing sectors with participants.

Transportation

Strategy	Description	Number of Comments
Drive Less	Workshop participants were concerned about the action Transportation Demand Management in that lower income families may not be buying new development homes so they would not have access to the incentive programs. Participants were in support of the action Update the Pedestrian and Bicycle Plan to get more people to support biking.	2
Drive cleaner vehicles	Workshop participants supported electrification and solar related actions. Participants were particularly interested in learning how the City Council and Planning Commission would incorporate electrification initiatives into future budgets. Participants were also curious if local utilities are expanding campaigns to transition out natural gas. Participants are concerned the infrastructure in the City would not be sufficient to sustain electrification, noting in California there have been increased outages as they moved towards electrification.	4

What's Missing & New Actions	To further Transportation actions, workshop participants recommended adding the following actions: • Infrastructure to improve congestion to reduce greenhouse gas emissions. • Exploring ways to use hydro power to power the city. • More actions an average Lake Stevens person could do.
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Community Resilience & Wellbeing

Strategy	Description	Number of Comments
Improve community resilience by increasing capacity to respond to future climate impacts	There was no discussion for improving community resilience.	0
Encourage climate and environmental education and awareness	Workshop participants supported actions in Encourage climate and environmental education and awareness. To further environmental education and awareness actions, workshop participants recommended these methods to improve environmental education: • Particularly for youth education, to emphasize being a good steward of the environment. • Invest in education through multiple media channels to push more sustainability news. • More in depth recycling education, particularly for youth.	3
Implement the Climate Sustainability Plan	There was no discussion about implementing the CSP.	0
What's Missing & New Actions	No additions here.	

Q&A

Participant Questions

- How can we find out if we have the capacity for full electrification?
 - Snohomish County PUD Electric Transportation Plan 2020
- How will droughts affect our future hydro capacity?

- During a drought, with less rain and snowfall, less water flows into reservoirs. With low reservoir levels and less water to release, hydroelectric power production declines.
- Are local utilities expanding their campaigns to transition out natural gas?
 - The PUD does not have coal or natural gas resources in its power supply portfolio. It does make market purchases to balance or match its loads and resources.
 - PSE plans a pilot program to move WA homes away from gas heat & appliances to efficient electric appliances.
- Where did this list of strategies and actions come from?
 - *Align with local and state plans and guidance, where possible (e.g., Comprehensive Plan, PSRC's Vision 2050 guidance, WA state guidance)*
- How much are we relying on strategies and actions from regional cities?
 - Strategies and actions were drawn from regional plans and best practices, along with cross walking with the City's Comprehensive Plan policies to ensure there is alignment.
- What could the average person do?
 - Stay involved and informed of the CSP by attending upcoming City Council meetings

APPENDIX F: SUPPORT FOR COMPREHENSIVE PLAN AMENDMENTS

Memorandum

To: Melissa Place, City of Lake Stevens
Russell Wright, City of Lake Stevens

From: Laura Baetscher and Gretchen Muller, Cascadia Consulting Group, Inc.

Date: May 26, 2023

Subj: Support for Comprehensive Plan Amendments (Task 5)

State Climate Change Policy Review and Crosswalk

This memorandum identifies strategies and actions from Lake Stevens' Climate Sustainability Plan (CSP) that align with goals and policies in the Lake Stevens Comprehensive Plan and identifies Comprehensive Plan elements for all CSP measures. It is a Task 5 interim deliverable and includes the following:

- **Evaluation of the policy requirements of the Growth Management Act Amendment (Chapter 36.70A RCW) and priority sectors of the Department of Commerce's Model Climate Element Guidance**
- **Alignment between Comprehensive Plan Goals and Policies and Draft Climate Sustainability Plan Measures**
- **Linkage of Climate Sustainability Plan Measures and Comprehensive Plan Elements to support climate integration into the Lake Stevens Comprehensive Plan**

Methodology

Cascadia used the following three-step process to complete the regional and state climate change policy review and gap assessment:

1. Evaluate **State Guidance** to identify required policy changes.
2. **Identify Comprehensive Plan goals and policies** that align with the Draft Lake Stevens Climate Sustainability Plan
3. **Establish linkages to Comprehensive Plan elements** for each Climate Sustainability Plan measure

1. Evaluate state guidance to identify required policy changes

Cascadia first reviewed Washington [HB 1181](#) (formerly HB 1099), which became an amendment of the Growth Management Act (Chapter 36.70A RCW) in 2023, and requires the **integration of climate mitigation and resilience policies into county and city comprehensive plans**. These required policy changes will reduce greenhouse gas emissions that drive climate change (mitigation) and facilitate adaptation to climate impacts (resilience), while considering co-benefits and integration

with other planning documents that focus on issues such as housing, transportation, and land use. To meet the new requirements, the Washington State Department of Commerce recommends jurisdictions develop a climate element for their comprehensive plan, that may be consolidated into a single climate chapter or integrated across multiple chapters.

Next, Cascadia reviewed the Washington State Department of Commerce's (Commerce) Model Climate Resilience Guidance and Menu of Measures (Commerce Resilience Guidance) to identify priority sectors for integration of climate mitigation and resilience policies into comprehensive plans, as shown below in Table 1. The priority sectors aim to guide the integration of climate goals, actions, and policies into comprehensive plans by highlighting the sectors to prioritize, in alignment with the Commerce Resilience Guidance, for linkage of Climate Sustainability Plan measures to Lake Stevens' Comprehensive Plan elements (see Table 3).

Table 2. Priority Sectors identified in Commerce's Model Climate Element Guidance

Priority Sector	Includes...
Zoning & Development	Site use, design, and other development facets
Buildings & Energy	Generation, transmission, and consumption
Cultural Resources & Practices	Historic sites and cultural resources and practices
Water Resources	Water quality and quantity
Transportation	Safe, multimodal travel and infrastructure
Economic Development	Business continuity, opportunities
Ecosystems	Land and water species and habitat
Emergency Management	Preparedness, response, and recovery
Human Health	Community well-being and engagement
Waste Management	Materials recycling and disposal
Agriculture	Production and distribution

After reviewing the policy requirements as stated in HB 1181 (and now The Growth Management Act Chapter 36.70A RCW) and priority sectors from the Commerce Model Climate Resilience Guidance, Cascadia identified goals and policies in Lake Stevens' Comprehensive Plan that align with climate mitigation and resilience as described in step two below.

2. Identify Comprehensive Plan goals and policies that align with the Draft Lake Stevens Climate Sustainability Plan

In step 2, Cascadia identified current alignment between the draft CSP measures and the Lake Stevens Comprehensive Plan. We drafted and revised a list of CSP measures with City of Lake Stevens staff, then searched for key words from the CSP in the Comprehensive Plan to identify areas of alignment. Our findings are presented in Table 2 on the following page.

We began by creating a draft list of measures to include in the Draft CSP, using other plans, regional guidelines, and industry best practices. This list was shared with City of Lake Stevens staff and supporting agencies for feedback, resulting in 46 actions in the final plan.

Next, we searched for the key words “Climate” and “Climate Change” in the city’s Comprehensive Plan. The results of the key word search for “Climate” and “Climate Change” consisted of Comprehensive Plan goals or policies corresponding to five of the 46 CSP actions. Cascadia then searched the Comprehensive Plan by key words in the CSP “Action Short Name” column, which yielded existing Comprehensive Plan goals or policies for 27 additional actions.

For actions with no corresponding Comp Plan policy, Cascadia identified key words in the CSP’s “Action Description” and searched those key words (if possible) in the Comprehensive Plan. The results of the key word search for action descriptions yielded alignment with one additional Comprehensive Plan policy.

Summary of Comprehensive Plan Alignment with Draft Climate Sustainability Plan Measures

The exercise described above indicated that 33 out of 46 actions in the Lake Stevens Climate Sustainability Plan (CSP) have corresponding or related goals or policies in the City’s existing Comprehensive Plan.

- 9 out of 10 actions in the Building and Energy focus area have corresponding Comprehensive Plan goals or policies
- 7 of 10 actions in the Transportation focus area have corresponding Comprehensive Plan goals or policies
- 10 of 11 actions in the Water and Natural Systems focus area have corresponding Comprehensive Plan goals or policies
- 5 of 8 actions in the Waste Management focus area have corresponding Comprehensive Plan goals or policies
- 2 of 9 actions in the Community Resilience focus area have corresponding Comprehensive Plan goals or policies

Table 2 shows the draft CSP actions with corresponding comprehensive plan policies and/or existing support for that action.

Table 2: Alignment between the Lake Stevens CSP Measures and Existing Comprehensive Plan Goals and Policies

Key: BE = Buildings and Energy; TR = Transportation; WNS = Water and Natural Systems; WM = Waste Management; CRA = Community Resilience and Adaptation

CSP Action # / Focus Area	Action Short Description	Corresponding Comp Plan Policy
BE 1.1	Energy-efficient lighting and appliances	7.9.1: Encourage conservation of resources and reduction of energy consumption to extend the life of existing electrical energy and infrastructure.

CSP Action # / Focus Area	Action Short Description	Corresponding Comp Plan Policy
BE 1.2	Existing City building retrofits	4.9.2: Make energy efficiency a priority through retrofitting city facilities.
BE 1.3	Encourage energy retrofits	7.9.1 Encourage conservation of resources and reduction of energy consumption to extend the life of existing electrical energy and infrastructure.
BE 2.1	Construction standards	4.9.4 Monitor and evaluate opportunities to utilize state tools and resources to stay compliant with state environmental and energy strategies.
BE 2.2	Heat pump program	7.9.6 Reduce the rate of energy use per capita, both in building use and in transportation activities. 7.9.7 Reduce greenhouse gases by expanding the use of conservation and alternative energy sources and by reducing vehicle miles traveled by increasing alternatives to driving alone.
BE 2.3	Renewable energy support and incentives	7.9.5 Support renewable energy resources, energy management technology and the conversion to cost-effective and environmentally sensitive alternative technologies to meet the region's energy needs. 4.8.1 Develop adaptive mitigation strategies that can be used by both the public and private sectors to help mitigate the potential impacts of new and ongoing development and operations
BE 2.4	City facility electrification	4.9.2 Make energy efficiency a priority through retrofitting city facilities
BE 2.5	Commercial and multifamily building electrification	7.9.6 Reduce the rate of energy use per capita, both in building use and in transportation activities.
BE 2.6	Home electrification program	4.8.1 Develop adaptive mitigation strategies that can be used by both the public and private sectors to help mitigate the potential impacts of new and ongoing development and operations.
BE 3.1	Utility infrastructure resilience	4.8.1 Develop adaptive mitigation strategies that can be used by both the public and private sectors to help mitigate the potential impacts of new and ongoing development and operations

CSP Action # / Focus Area	Action Short Description	Corresponding Comp Plan Policy
TR 1.1	Sustainable City employee commutes & telework	7.9.7 Reduce greenhouse gases by expanding the use of conservation and alternative energy sources and by reducing vehicle miles traveled by increasing alternatives to driving alone. 8.9.4 Work with Community Transit to implement employer outreach programs to promote the use of alternative transportation modes and other worksite-based strategies such as alternative work schedules.
TR 1.2	Pedestrian and Bicycle Plan update	GOAL 8.6 strive for continuous and long-term expansions to the trail and pedestrian systems. GOAL 8.7 promote pedestrian and bicycle access to public facilities and centers. 8.7.8 A comprehensive sidewalk/walkway/trail plan should be developed to provide alternative routes to employment centers, shopping areas, transit stops, schools and public and recreational facilities.
TR 1.3	Transportation Demand Management	GOAL 8.5 Ensure that the transportation system is adequate to serve all existing and future land uses. In addition, the city will develop a concurrency management system, explore alternatives for demand management, and secure adequate financing for transportation. GOAL 8.8 Establish mechanisms to reduce the demand for transportation facilities such as car/van pools, and staggered work hours 8.9.1 Pursue the use of Traffic Demand Management (TDM) strategies as a means to reducing traffic congestion.
TR 1.4	Walkability & street connectivity	8.9.2 Support land use patterns that reduce the quantity and length of trips by single occupant vehicles.
TR 1.5	Public Transportation	8.2.2 Provide a safe, convenient, and efficient transportation system. 8.8.3 Work with Community Transit to identify the best routes, stops and scheduling to best serve the community, encourage use and maximize the efficiency of public transportation. 8.8.5 Coordinate public transportation corridors with Community Transit and neighboring communities.

CSP Action # / Focus Area	Action Short Description	Corresponding Comp Plan Policy
TR 1.6	Transit-Oriented Development	8.8.2 Land use and density of development will be coordinated with transportation centers within the city to support and encourage the use of transit. Clustering and other development techniques will be encouraged near transit access area. 8.8.4 Encourage developers to consider public transportation in transportation plans submitted as part of preliminary plat consideration. 8.9.5 In the activity and regional employment centers, encourage compact and mixed use development to reduce vehicle trips and to encourage transit use.
TR 2.1	Public & City EV Infrastructure Plan	
TR 2.2	Electric equipment	
TR 2.3	EV education & outreach	
TR 2.4	City fleet electrification	7.9.5 The city should support development of a biofuel technology to provide more options to reduce vehicular pollution (city fleet to cleaner fuels). The city will move toward biofuel technology as fleet replacement occurs and as the technology is developed and proven.
WNS 1.1	Low-impact Development (LID)	7.9.4 Promote low impact development projects and techniques on non-LID projects to conserve and use existing natural site features 4.1.6 Promote and encourage sustainable development through efficient land use, green building design, flexibility of design (Low Impact Development, cluster development) and water conservation.
WNS 1.2	Water-efficient plumbing fixtures	7.9.2 Promote the reduction of water consumption through conservation, efficiency, reclamation and reuse to reduce wastewater generation and ensure continued water availability.
WNS 1.3	Water storage	
WNS 1.4	Exceed project design standards	Goal 7.9 Promote conservation and energy efficiency and allow for alternative design standards and/or materials. 4.1.9 Use best management practices to ensure protection of water resources during and after construction, including bank stabilization techniques, site design, construction timing and practices, use of bio-engineering and current erosion and drainage control methods.

CSP Action # / Focus Area	Action Short Description	Corresponding Comp Plan Policy
WNS 1.5	Sustainable water management	Goal 7.5: Provide adequate stormwater facilities and services 7.9.4 Consider the needs for both human consumption and for environmental balance, including potential impacts of climate change on regional water sources.
WNS 1.6	Flood prevention projects	4.1.15 Encourage and support the retention of natural open spaces or land uses which maintain hydrologic function and are at low risk to property damage from floodwaters within frequently flooded areas.
WNS 2.1	Water-efficient landscape standards	4.1.10 Protect native plant communities by encouraging management and control of nonnative invasive plants, including aquatic plants. Environmentally sound methods of vegetation control should be used to control noxious weeds.
WNS 2.2	Tree preservation guidelines	4.1.2 Promote the retention of significant trees during development.
WNS 2.3	Natural habitat resilience	4.1.3 Preserve existing vegetation as much as possible due to its vital role in maintaining wildlife habitat and preventing additional storm water runoff or soil erosion from new developments. 4.1.4 Protect salmonid streams and natural drainage ways from adverse impacts of land development in order to maintain the stream flow regime necessary for continued life cycle activities, avoid unnatural bank or bed erosion and increased turbidity.
WNS 2.4	Ecosystem services benefits	4.1.1 The city will continue to prioritize the protection of wetlands, streams and creeks, lakes and ponds, aquifer recharge areas, geologically hazardous areas (e.g., steep slopes and erosion areas), significant trees, fish and wildlife habitat areas and corridors, cultural resources, and frequently flooded areas through land use policies, regulations and decisions based on best available information and in coordination with state and regional priorities.
WMM 1.1	Recycling requirements & education	Goal 7.10 support less resource consumption through programs aimed toward reducing, reusing, and recycling of resources.
WMM 1.2	C&D waste diversion and recycling	
WMM 1.3	Landfill waste reduction target	7.10.2 Maintain and expand reduction, re-use, and recycling programs in the city

CSP Action # / Focus Area	Action Short Description	Corresponding Comp Plan Policy
WMM 1.4	Use Food Well Washington Plan review	7.10.3 Support local, regional, state, federal, and private programs aimed at reduction, reuse, and recycling of natural resources.
WMM 1.5	Support community reuse and waste reduction	7.10.2 Maintain and expand reduction, re-use, and recycling programs in the city.
WMM 2.1	Recycled plastics	
WMM 2.2	Waste management training for City staff	Goal 7.10 support less resource consumption through programs aimed toward reducing, reusing, and recycling of resources.
CRA 1.1	Emergency management planning	7.3.7 Consider the disaster response implications in prioritizing Fire District capital improvement and public service planning.
CRA 1.2	Climate lens for city standards, codes, and guidelines	7.1.1 Coordinate with city departments including Administration, Finance, Planning and Community Development, Police Department and Public Works to ensure public facilities are adequately maintained and distributed to support the community's needs and that each department's planning documents are consistent. 7.1.2 Coordinate with special purpose districts including the Lake Stevens Sewer District and Snohomish County PUD and other utility providers (e.g., gas, electrical, phone, etc.) to ensure public facilities are adequately maintained and distributed to support the community's needs and that each agency's planning documents are consistent.
CRA 1.3	Vulnerability Assessment	
CRA 1.4	Adaptation incentives	
CRA 1.5	Resilience hubs	
CRA 1.6	Filter fan education	
CRA 2.1	Community gardens	
CRA 2.2	Youth climate education program	
CRA 3.1	Working groups	

3. Linkages to Comprehensive Plan Elements for Each Measure

After establishing existing alignment between the draft measures for the CSP and the Lake Stevens Comprehensive Plan, Cascadia **identified linkages among each draft CSP measure and Comprehensive Plan Elements, and the Commerce Model Climate Element Priority Sectors**, to facilitate the City of Lake Stevens integration of the CSP measures into their Comprehensive Plan, and alignment with the Commerce Resilience Guidance.

First, for CSP actions with a corresponding Comprehensive Plan policy, Cascadia identified the current Comprehensive Plan element (e.g., Public Services and Utilities, Transportation). Next, Cascadia identified additional Comprehensive Plan elements into which those CSP actions could be incorporated. For CSP actions without a current corresponding Comprehensive Plan policy, Cascadia identified the Comprehensive Plan element into which CSP, those actions could be added. Finally, Cascadia identified the priority sectors from the Commerce's Resilience Guidance to which each CSP measure pertains. Table 3, below, shows these linkages for each CSP action.

Table 3: Support for Comprehensive Plan Integration

CSP Action and Focus Area	Action Short Description	Current Comp Plan Element	Proposed Additional Comp Plan Element(s)	Corresponding Priority Sector (Per Commerce Model Element)
BE 1.1	Energy Efficient lighting and appliances	Public Services and Utilities	Capital Facilities	Buildings and Energy
BE 1.2	Retrofit existing City buildings	Environment and Natural Resources	Capital Facilities Public Services and Utilities	Buildings and Energy
BE 1.3	Encourage efficiency retrofits	Public Services and Utilities	Housing	Buildings and Energy
BE 2.1	Construction standards	Environment and Natural Resources	Housing	Buildings and Energy
BE 2.2	Heat Pump program	Public Services and Utilities	Capital Facilities Housing	Buildings and Energy
BE 2.3	Renewable energy support and incentives	Public Services and Utilities Environment and Natural Resources	Housing Land Use	Buildings and Energy
BE 2.4	Electrify City facilities	Environment and Natural Resources	Capital Facilities	Buildings and Energy
BE 2.5	Support electrification of commercial and	Public Services and Utilities	Housing	Buildings and Energy

CSP Action and Focus Area	Action Short Description	Current Comp Plan Element	Proposed Additional Comp Plan Element(s)	Corresponding Priority Sector (Per Commerce Model Element)
	multifamily buildings			
BE 2.6	Home Electrification Program	Environment and Natural Resources	Housing	Buildings and Energy
BE 3.1	Utility Infrastructure Resilience	Environment and Natural Resources	Public Services and Utilities	Buildings and Energy
TR 1.1	Sustainable City Employee commutes & telework	Transportation	Capital Facilities	Transportation
TR 1.2	Update the Pedestrian and Bicycle Plan	Transportation		Transportation
TR 1.3	Transportation Demand Management	Transportation		Transportation
TR 1.4	Walkability/ street connectivity	Transportation		Transportation
TR 1.5	Public Transportation	Transportation		Transportation
TR 1.6	Transit-Oriented Development	Transportation	Land Use	Transportation Zoning and Development
TR 2.1	Public & City EV Infrastructure Plan	N/A	Transportation	Transportation Economic Development
TR 2.2	Electric Equipment	N/A	Transportation Capital Facilities	Transportation
TR 2.3	EV education & outreach	N/A	Transportation	Transportation Economic Development
TR 2.4	City fleet electrification	Public Services and Utilities	Capital Facilities	Transportation

CSP Action and Focus Area	Action Short Description	Current Comp Plan Element	Proposed Additional Comp Plan Element(s)	Corresponding Priority Sector (Per Commerce Model Element)
				Economic Development
WNS 1.1	Low-impact development	Public Services and Utilities Environment and Natural Systems	Land Use Capital Facilities	Zoning & Development Water Resources
WNS 1.2	Water-efficient plumbing fixtures	Public Services and Utilities	Capital Facilities	Water Resources
WNS 1.3	Water Storage	N/A	Environment and Natural Systems Public Services and Utilities	Water Resources Human Health
WNS 1.4	Exceed project design standards	Public Services and Utilities Environment and Natural Systems	Land Use	Zoning & Development Buildings & Energy Water Resources
WNS 1.5	Sustainable water management	Public Services and Utilities	Capital Facilities	Water Resources
WNS 1.6	Flood prevention projects	Environment and Natural Systems	Public Services and Utilities	Water Resources Ecosystems
WNS 2.1	Water-efficient landscape standards	Environment and Natural Systems	Parks, Recreation, and Open Space Public Services and Utilities	Water Resources Ecosystems
WNS 2.2	Tree preservation guidelines	Environment and Natural Systems	Public Services and Utilities Parks, Recreation, and Open Space	Water Resources Ecosystems Human Health
WNS 2.3	Natural habitat resilience	Environment and Natural Systems	Parks, Recreation, and Open Space	Water Resources Ecosystems

CSP Action and Focus Area	Action Short Description	Current Comp Plan Element	Proposed Additional Comp Plan Element(s)	Corresponding Priority Sector (Per Commerce Model Element)
WNS 2.4	Ecosystem services benefits	Environment and Natural Systems	Parks, Recreation, and Open Space	Water Resources Ecosystems
WMM 1.1	Recycling requirements & education	Public Services and Utilities		Waste Management
WMM1.2	C&D waste diversion and recycling	N/A	Public Services and Utilities	Waste Management
WMM 1.3	Landfill waste reduction target	Public Services and Utilities	N/A	Waste Management
WMM 1.4	Use Food Well Washington Plan review	Public Services and Utilities	N/A	Waste Management Human Health
WMM 1.5	Support community reuse and waste reduction	Public Services and Utilities	N/A	Waste Management
WMM 2.1	Recycled	N/A	Public Services and Utilities	Waste Management
WMM 2.2	Waste management training for City staff	Public Services and Utilities		Waste Management
CRA 1.1	Emergency management planning	Public Services and Utilities		Waste Management Human Health Emergency Management
CRA 1.2	Review City standards, codes, and guidelines with climate lens	Public Services and Utilities		Emergency Management Human Health
CRA 1.3	Vulnerability Assessment	N/A	Public Services and Utilities	Emergency Management Human Health

CSP Action and Focus Area	Action Short Description	Current Comp Plan Element	Proposed Additional Comp Plan Element(s)	Corresponding Priority Sector (Per Commerce Model Element)
CRA 1.4	Adaptation incentives	N/A	Public Services and Utilities	Emergency Management Human Health
CRA 1.5	Resilience hubs	N/A	Public Services and Utilities	Emergency Management Human Health
CRA 1.6	Filter fan education	N/A	Public Services and Utilities	Emergency Management Human Health
CRA 2.1	Community gardens	N/A	Parks, Recreation and Open Space Public Services and Utilities	Agriculture Ecosystems Human Health
CRA 2.2	Youth climate education program	N/A	Public Services and Utilities Environment and Natural Resources	Human Health
CRA 3.1	Working groups	N/A	Public Services and Utilities	Human Health Emergency Management

Summary and Next Steps

Recognizing that the unadopted Climate Sustainability Plan will serve as a roadmap for Lake Stevens' next Comprehensive Plan Update, this memorandum serves to support the integration of climate change mitigation and resilience into the Comprehensive Plan. This document first establishes The Growth Management Act's (formerly HB 1181) policy requirements and Commerce's Resilience Guidance's priority sectors (Table 1). Second, this document identifies current alignment between the Lake Stevens Comprehensive Plan and the draft CSP (Table 2). Finally, it details the current, and additional, Comprehensive Plan Elements to which CSP actions correspond, and priority sectors to which they relate (Table 3).

The City of Lake Stevens can use this guidance to inform where and how to explicitly integrate climate mitigation and resilience into its Comprehensive Plan, and can strengthen the integration by referencing the Resilience Guidance's priority sectors in the Comprehensive Plan amendments.

APPENDIX G: COST ASSESSMENT



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