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.

October 10, 2023 - 6:00 PM
TWO WAYS TO PARTICIPATE:
In Person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens
OR Join Zoom Meeting: https://us02web.zoom.us/j/81310698508
or call in at (253) 215-8782 Meeting ID 813 1069 8508

1.	**Call to Order**		
2.	**Pledge of Allegiance**		Mayor
3.	**Roll Call**		
4.	**Approval of Agenda**		Council President
5.	**Guest Business**		
	A.	Promotion to Sergeant - Officer Gavin Heinemann	Jeffrey Beazizo
6.	**Citizen Comments**		
7.	**Executive Session: Collective Bargaining-(No Action to Follow)**		
8.	**Reconvene to Regular Session**		
9.	**Council Business**		Council President
10.	**Mayor's Business**		
11.	**City Department Report**		
12.	**Consent Agenda**		
	A.	2023 Vouchers	Barb Stevens
	B.	City Council Retreat Minutes of September 15, 2023	Kelly Chelin
	C.	City Council Meeting Minutes of September 26, 2023	Kelly Chelin
	D.	City Council Meeting Minutes of October 3, 2023	Caitlin Weaver
	E.	Target Zero Fiscal Year 2024 IAA Agreements Staff Report	Jeffrey Beazizo
	F.	Snohomish County ILA for Frontier Heights Park	Jill Meis

G. Award the construction contract for the Mill Spur Restroom/Concessions Building — Erik Mangold

13. Discussion Item

A. 2024 Preliminary Budget Discussion — Barb Stevens

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.

BLANKET VOUCHER APPROVAL

2023

Payroll Direct Deposits	**9/25/2023**	**$356,354.70**
Payroll Checks		
Electronic Funds Transfers	**ACH**	**$279,678.76**
Claims	**59212-59348**	**$1,151,772.16**
Void Checks	**51775, 54639, 55946, 57046, 58932, 59120**	**($1,356.94)**
Total Vouchers Approved:		**$1,786,448.68**

This 10th day of October 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

October 10, 2023

City expenditures by type for this voucher packet			
Personnel Costs	$	356,355	20%
Payroll Federal Taxes	$	136,945	8%
Family Medical Leave	$	23,735	1%
Retirement Benefits - Employer	$	75,593	4%
Medical Benefits - Employer	$	-	0%
Other Employer Paid Benefits	$	24,220	1%
Employee Paid Benefits	$	9,520	1%
Supplies	$	97,274	5%
Professional Services	$	248,626	14%
Refunds	$	3,204	0%
Capital *	$	486,155	27%
Debt Payments	$	326,179	18%
Void Checks	$	(1,357)	0%
Total	**$**	**1,786,449**	**100%**

Large Purchases *

* 2023 Ford Police Interceptor $64,620
* Sunset Beach Dock Replacement $91,237
* Sunset Beach Park Improvements $95762
* ADA Improvements Project $196,418

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 09/15/2023 - 10/05/2023

Total for Period
$1,431,450.92

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-32395	001 008 521 20 31 01	LE-Fixed Minor Equipment	Uniform Gear - D Thomas	59220	$115.90
911 Supply Inc	INV-2-32523	001 008 521 20 31 01	LE-Fixed Minor Equipment	Uniform Gear - D Thomas	59220	$88.33
911 Supply Inc	INV-2-32524	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - E Savchuk	59220	$521.24
911 Supply Inc	INV-2-32525	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - A Charouhas	59220	$1,152.47
911 Supply Inc	INV-2-32551	001 008 521 20 31 01	LE-Fixed Minor Equipment	Uniform Gear - D Thomas	59220	$41.67
911 Supply Inc	INV-2-32552	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - E Savchuk	59220	$571.21
911 Supply Inc	INV-2-32562	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - R Fenton	59220	$378.60
911 Supply Inc	INV-2-32601	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - K Lanto	59220	$18.72
911 Supply Inc	INV-2-32685	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - C Kolomyza	59220	$154.19
					59220 Total	**$3,042.33**
A Worksafe Service Inc	2023-7751	410 016 531 10 41 01	SW - Professional Services	Drug Screening	59221	$275.00
A Worksafe Service Inc	2023-7751	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Drug Screening	59221	$120.00
					59221 Total	**$395.00**
ACCIS	78822260	001 006 518 80 49 01	IT-Staff Development	ACCIS Conf Registration - T Stevens	59222	$450.00
					59222 Total	**$450.00**
Ace Hardware	77421	001 008 521 20 31 00	LE-Office Supplies	Mag Combo Refund/Padlock Purchase	59223	($15.30)
Ace Hardware	77620	001 008 521 50 30 00	LE-Facilities Supplies	Cleaning Supplies for PD	59223	$219.99
Ace Hardware	77650	001 008 521 20 31 01	LE-Fixed Minor Equipment	Bungee Cord/Tarps	59223	$160.61
Ace Hardware	77651	001 008 521 20 31 01	LE-Fixed Minor Equipment	Bungee Cord/Tarps	59223	$160.61
Ace Hardware	77652	001 008 521 20 31 01	LE-Fixed Minor Equipment	Bungee Cord/Tarps Return	59223	($160.61)
Ace Hardware	77657	001 008 521 50 30 02	LE-Fleet Minor Equipment	Ford Key	59223	$3.81
Ace Hardware	77696	302 010 594 76 61 00	PM - Frontier Heights Capital	Twine/Line Level	59223	$17.47
Ace Hardware	77715	101 016 544 90 31 02	ST-Operating Cost	Bypass Loopers/Pruners	59223	$83.05
Ace Hardware	77743	001 010 576 80 31 03	PK- Equipment & Tools	Drop Spreader	59223	$98.36
Ace Hardware	77759	101 016 544 90 31 02	ST-Operating Cost	Paper Towels	59223	$87.43
Ace Hardware	77761	101 016 544 90 31 02	ST-Operating Cost	Weatherstrip for Doors/Rat Traps/Mouse & Rat Bait	59223	$88.46
Ace Hardware	77768	410 016 531 10 31 02	SW - Operating Costs	Wrenches/Tool Bar/Blower	59223	$631.04
Ace Hardware	77784	101 016 544 90 31 02	ST-Operating Cost	Drill Bits/Rubber Mallet/Tire Brush	59223	$39.30
Ace Hardware	77791	001 008 521 50 30 00	LE-Facilities Supplies	Paper Towels/Toilet Paper	59223	$131.14
Ace Hardware	77797	101 016 544 90 31 02	ST-Operating Cost	Steel Wool Pad/Refill Foam/Screws/Wall Repair Patch	59223	$38.53
Ace Hardware	77809	001 013 518 20 31 00	GG-Operating Costs	Paper Towels	59223	$87.43
Ace Hardware	77810	001 008 521 50 30 00	LE-Facilities Supplies	Paper Towels/Soap	59223	$71.02
Ace Hardware	77811	410 016 531 10 31 02	SW - Operating Costs	Flexvolt Battery/Impact Wrench/Toilet Paper	59223	$1,048.73
Ace Hardware	77824	001 008 521 50 30 02	LE-Fleet Minor Equipment	Schlage Key	59223	$2.83
Ace Hardware	77831	101 016 544 90 31 02	ST-Operating Cost	Anchor Kits/Rat Bait/HWH Self Drills	59223	$121.20
Ace Hardware	77845	101 016 544 90 31 02	ST-Operating Cost	Locks	59223	$227.23
Ace Hardware	77855	001 013 518 20 31 00	GG-Operating Costs	Janitorial Supplies for CH	59223	$49.17
Ace Hardware	77875	001 013 518 20 31 00	GG-Operating Costs	Janitorial Supplies for CH	59223	$136.58
					59223 Total	**$3,328.08**
Acfalle	091623 ACFALLE	001 013 582 10 00 00	Refund of Deposit	LS23-Acfalle2_9-16 Mill Deposit Refund	59224	$500.00
					59224 Total	**$500.00**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	13W3-4KDK-4CY1	001 008 521 20 31 00	LE-Office Supplies	Surface Laptop Case/Wireless Door Chime	59225	$68.82
Amazon Capital Services	1HMN-3RRC-1RVP	001 008 521 20 31 00	LE-Office Supplies	Badge Holders	59225	$18.55
Amazon Capital Services	1Y4Q-TYXN-34LT	001 008 521 20 31 00	LE-Office Supplies	Dry Erase Calendar	59225	$30.58
					59225 Total	**$117.95**
Amazon Capital Services	111F-VL1Y-3GCK	001 006 518 80 31 00	IT-Office Supplies	HDMI Adapter	59226	$58.79
Amazon Capital Services	13JD-L914-1R4H	304 010 594 76 60 05	R2 - Sunset Park Improvements	Dinkle DIN Rail Terminal Block Fuse Holder	59226	$99.28
Amazon Capital Services	13TC-4MK9-FLNM	001 010 576 80 31 02	PK-Office Supplies	Colored Paper	59226	$62.91
Amazon Capital Services	146J-GM1D-9LWV	101 016 544 90 31 02	ST-Operating Cost	Putty Pad for FuelMaster	59226	$22.26
Amazon Capital Services	14LH-V3GJ-FPRL	001 006 518 80 31 00	IT-Office Supplies	DisplayPort to USB-C Cables	59226	$62.32
Amazon Capital Services	17JL-3RYQ-3CP7	410 016 531 10 31 02	SW - Operating Costs	Safety Glasses/Audio Cables	59226	$40.12
Amazon Capital Services	19PJ-KN4P-L49V	001 013 518 20 31 00	GG-Operating Costs	Office Supplies/Kitchenware for CH	59226	$92.00
Amazon Capital Services	19V7-HHVL-3TKK	001 010 576 80 31 02	PK-Office Supplies	Laminating Pouches	59226	$56.96
Amazon Capital Services	19V7-HHVL-3TKK	101 016 544 90 31 01	ST-Office Supplies	Orange Colored Paper	59226	$10.92
Amazon Capital Services	19V7-HHVL-3TKK	410 016 531 10 31 01	SW - Office Supplies	Orange Colored Paper	59226	$10.93
Amazon Capital Services	1FT4-63NM-36LJ	001 013 518 20 31 00	GG-Operating Costs	Office Supplies/Blinds/Kitchenware/Sound Machines for CH	59226	$427.30
Amazon Capital Services	1HHF-33LP-7GQF	001 006 518 80 31 00	IT-Office Supplies	Logitech Webcam	59226	$41.52
Amazon Capital Services	1JMX-9QVP-4RH7	101 016 544 90 31 02	ST-Operating Cost	Fabric Markers/Rodent Control Mesh	59226	$33.59
Amazon Capital Services	1KVD-P3NL-FGQR	410 016 531 10 31 02	SW - Operating Costs	iPhone Cases	59226	$390.60
Amazon Capital Services	1KXR-4C7W-Y3QT	001 010 576 80 31 02	PK-Office Supplies	Laminating Sheets	59226	$11.27
Amazon Capital Services	1KXR-4C7W-Y3QT	101 016 544 90 31 01	ST-Office Supplies	Laminating Sheets	59226	$11.28
Amazon Capital Services	1KXR-4C7W-Y3QT	410 016 531 10 31 01	SW - Office Supplies	Laminating Sheets	59226	$11.28
					59226 Total	**$1,443.33**
Amazon Capital Services	1LC9-WCLW-QJ4N	101 016 544 90 31 02	ST-Operating Cost	Blackout Roller Shade	59227	$62.28
Amazon Capital Services	1NH3-LCJ7-M6R7	001 013 518 20 31 00	GG-Operating Costs	Batteries	59227	$13.84
Amazon Capital Services	1Q1D-MGCT-KL4G	001 005 518 10 31 01	HR-Operating Cost	Portable Monitor	59227	$139.37
Amazon Capital Services	1Q1D-MGCT-KL4G	001 013 518 20 31 00	GG-Operating Costs	Tower Fan	59227	$65.57
Amazon Capital Services	1R13-JKK7-4GPP	001 010 576 80 31 03	PK- Equipment & Tools	Heavy Duty Swing Seat	59227	$126.80
Amazon Capital Services	1T4R-C3W6-1CD1	304 010 594 76 60 05	R2 - Sunset Park Improvements	Electrical Wiring/Crimping Tools/Rechargable Acid Batteries	59227	$399.13
Amazon Capital Services	1TCH-W9PG-JCXK	001 010 576 80 31 03	PK- Equipment & Tools	Pruners (3)	59227	$85.77
Amazon Capital Services	1V4P-9HGW-V74V	001 010 576 80 31 02	PK-Office Supplies	Laminating Pouches	59227	$10.57
Amazon Capital Services	1V4P-9HGW-V74V	101 016 544 90 31 01	ST-Office Supplies	Laminating Pouches	59227	$10.56
Amazon Capital Services	1V4P-9HGW-V74V	410 016 531 10 31 01	SW - Office Supplies	Laminating Pouches	59227	$10.56
Amazon Capital Services	1VJW-XKT6-1NWV	001 010 576 80 31 04	PK-Vandalism Supplies	Magic Erasers	59227	$28.14
Amazon Capital Services	1VQK-GLCJ-FPGW	101 016 544 90 31 02	ST-Operating Cost	Sprayer Gun Tip Extension	59227	$32.11
Amazon Capital Services	1WLN-9PHM-HXRM	101 016 544 90 31 02	ST-Operating Cost	Waterproofing Grease/Sealing Tape/Silicone Grease/Silica Gel	59227	$87.00
Amazon Capital Services	1X1R-1FDQ-141N	001 013 518 20 31 00	GG-Operating Costs	Envelopes/Soap	59227	$53.66
Amazon Capital Services	1XV4-RVN9-3NWX	001 013 518 20 31 00	GG-Operating Costs	Desktop Speakers	59227	$31.60
Amazon Capital Services	1YXQ-FVGR-6R76	001 008 521 20 31 00	LE-Office Supplies	USB-C Display Cable/Surface Laptop Case	59227	$33.82
					59227 Total	**$1,190.78**
Anderson	102219ANDERSON2	001 008 521 20 43 00	LE-Travel & Per Diem	Reissue Ck #55946- Meals Leading Without Rank/Burien - Anderson	59228	$23.00
					59228 Total	**$23.00**
Anderson	091223 ANDERSON	001 000 362 00 00 05	The Mill - Rental	LS23-Clement_12-8 Refund Overpayment of Rental Fee	59229	$500.00
					59229 Total	**$500.00**
Axon Enterprise Inc	INUS184594	001 008 521 20 31 01	LE-Fixed Minor Equipment	Magnet Mount	59230	$165.86
					59230 Total	**$165.86**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
B&H Foto & Electronics Corp	216915358	303 013 594 18 60 02	Citywide Security Cameras	AXIS P3727 Network Dome Camera	59231	$1,580.59
B&H Foto & Electronics Corp	216915358	303 013 594 18 60 02	Citywide Security Cameras	AXIS T94N01D Ceiling Mount	59231	$107.99
B&H Foto & Electronics Corp	216915358	303 013 594 18 60 02	Citywide Security Cameras	AXIS TQ6501-E Parapet Mount	59231	$239.36
B&H Foto & Electronics Corp	216915358	303 013 594 18 60 02	Citywide Security Cameras	IP Video Halo Smart Sensors 2C (2)	59231	$2,724.85
					59231 Total	**$4,652.79**
Bassett	100123 BASSETT	001 008 521 20 43 00	LE-Travel & Per Diem	Basic Crime Scene Photography Bremerton WA Meal PerDiem	59232	$323.00
					59232 Total	**$323.00**
Beazizo	101323 BEAZIZO	001 008 521 20 43 00	LE-Travel & Per Diem	IACP Conf San Diego CA Meal PerDiem	59233	$444.00
					59233 Total	**$444.00**
Bio Clean Inc	1359	001 008 521 20 41 00	LE-Professional Services	Decontamination of PD Vehicle #09	59234	$464.53
					59234 Total	**$464.53**
Brazel	093023 BRAZEL	001 002 513 11 43 00	AD-Travel & Meetings	ICMA Conf Austin TX Meal PerDiem	59235	$275.00
					59235 Total	**$275.00**
Brown	091023 BROWN	001 013 582 10 00 00	Refund of Deposit	LS23-Brown2_9-10 Mill Deposit Refund	59236	$500.00
					59236 Total	**$500.00**
Bud Clary Ford Hyundai	3PV099 V099	520 008 594 21 63 00	Vehicles - Capital Equip	2023 Ford Police Interceptor	59218	$64,619.89
					59218 Total	**$64,619.89**
Canon Financial Services Inc	31182584	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Lease CH Admin Month to Month Lease	59237	$286.05
Canon Financial Services Inc	31238799	001 007 591 58 70 01	PL -Lease Agreements	Copier Lease CH	59237	$70.56
Canon Financial Services Inc	31238799	001 007 591 59 70 01	PB - Lease Agreements	Copier Lease CH	59237	$70.56
Canon Financial Services Inc	31238799	001 013 591 18 70 01	Lease Agreements	Copier Lease CH	59237	$70.56
Canon Financial Services Inc	31238799	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Lease CH Tax	59237	$6.56
Canon Financial Services Inc	31238799	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Lease CH Tax	59237	$6.56
Canon Financial Services Inc	31238799	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Lease CH Tax	59237	$6.57
Canon Financial Services Inc	31240860	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Lease PW Upstairs	59237	$11.42
Canon Financial Services Inc	31240860	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Lease PW Upstairs	59237	$11.41
Canon Financial Services Inc	31240860	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Lease PW Upstairs	59237	$11.41
					59237 Total	**$551.66**
CDW Government Inc	LG53152	510 006 518 80 31 00	Purchase Computer Equipment	Intel NUC Pro Slim Kits (4)	59238	$1,831.56
CDW Government Inc	LH03065	510 006 518 80 31 00	Purchase Computer Equipment	Hardware Service Protection Plans	59238	$788.59
CDW Government Inc	LP89378	510 006 518 80 49 35	LR - AutoDesk Civil 3D	AGOV Civil3d Renewal	59238	$8,054.13
CDW Government Inc	LT47893	520 008 594 21 63 00	Vehicles - Capital Equip	Brother Car Adapter Hard Wired	59238	$111.79
CDW Government Inc	LT81928	510 006 518 80 31 00	Purchase Computer Equipment	Hardware Service Protection Plan	59238	$112.66
CDW Government Inc	LV31011	510 006 518 80 49 41	LR - Genetec VMS	Genetec Adv Renewal	59238	$2,375.31
CDW Government Inc	SE2305147	001 006 518 80 41 00	IT-Professional Services	Microsoft Sharepoint Deployment Services Project 04-2023	59238	$2,962.50
CDW Government Inc	SE2305425	001 006 518 80 41 00	IT-Professional Services	Microsoft Sharepoint Deployment Services Project 06-2023	59238	$1,950.00
CDW Government Inc	SE2305849	001 006 518 80 41 00	IT-Professional Services	Microsoft Sharepoint Deployment Services Project 07-2023	59238	$750.00
					59238 Total	**$18,936.54**
Central Welding Supply Co Inc	EV318732	001 010 576 80 31 00	PK-Operating Costs	Welding Tank Refill Supplies	59239	$683.06
Central Welding Supply Co Inc	EV318732	101 016 544 90 31 02	ST-Operating Cost	Welding Tank Refill Supplies	59239	$683.07
Central Welding Supply Co Inc	EV318732	410 016 531 10 31 02	SW - Operating Costs	Welding Tank Refill Supplies	59239	$683.07
					59239 Total	**$2,049.20**
Chelin	091823 CHELIN	001 003 514 20 49 00	CC-Miscellaneous	Cookies/Napkins for Board & Commissions Training	59240	$20.62
Chelin	092023 CHELIN	001 003 514 20 43 00	CC-Travel & Meetings	WMCA Fall Academy Wenatchee WA Meal PerDiem	59240	$84.00
					59240 Total	**$104.62**
CI Technologies Inc	12076	001 008 521 20 41 01	LE-Professional Serv-Fixed	BlueTeam Annual Maint 10/2023 - 09/2024	59241	$936.36
					59241 Total	**$936.36**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Cintas Loc 460	4167826317	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	59242	$161.88
Cintas Loc 460	4167826317	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	59242	$161.88
Cintas Loc 460	4167826317	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	59242	$161.88
Cintas Loc 460	4168564973	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	59242	$161.88
Cintas Loc 460	4168564973	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	59242	$161.88
Cintas Loc 460	4168564973	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	59242	$161.88
					59242 Total	**$971.28**
City of Marysville	LKS23-8	001 013 512 52 40 00	GG-Municipal Court Fees 2022	Marsyville Court Citations 08-2023	59243	$5,351.76
					59243 Total	**$5,351.76**
Coast Construction Group	DOCK PP#2	302 010 594 76 61 10	PM - Sunset Dock&Shoreline	Sunset Beach Dock Replacement	59244	$95,611.15
Coast Construction Group	DOCK PP#2	302 000 382 20 00 00	PW Retainage	Sunset Beach Dock Replacement Retainage	59244	($4,373.79)
Coast Construction Group	PARK PP#2	304 010 594 76 60 05	R2 - Sunset Park Improvements	Sunset Beach Park Improvements Park Mitigation	59244	$82,720.76
Coast Construction Group	PARK PP#2	304 000 382 20 00 00	Retainage	Sunset Beach Park Improvements Retainage	59244	($5,488.11)
Coast Construction Group	PARK PP#2	411 016 594 31 60 03	Capital Drainage	Sunset Beach Park Improvements SW Mitigation	59244	$18,529.35
Coast Construction Group	PARK PP#2	302 010 576 90 31 00	Tree Replacement Expenditures	Sunset Beach Park Improvements Tree Mitigation	59244	$18,720.00
					59244 Total	**$205,719.36**
Comcast	0923 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - 20 S Davies Rd	59245	$401.71
Comcast	0923 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Frontier Park	59245	$401.71
Comcast	0923 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Parks/Rec Office	59245	$138.24
Comcast	0923 COMCAST	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	59245	$326.71
					59245 Total	**$1,268.37**
Cory de Jong and Sons Inc	R330188	001 010 576 80 31 00	PK-Operating Costs	Bark for Flower Beds at Lundeen	59246	$895.17
					59246 Total	**$895.17**
Crim	091923 CRIM	001 004 514 23 43 00	FI-Travel & Meetings	WFOA Conf Meal PerDiem	59247	$112.00
Crim	091923 CRIM	001 004 514 23 43 00	FI-Travel & Meetings	WFOA Conf Mileage PerDiem	59247	$387.76
					59247 Total	**$499.76**
Criminal Justice Training Commission	201138451	001 008 521 40 49 03	LE-Staff Development - BLEA	BLEA Training - K Lanto	59248	$4,947.00
					59248 Total	**$4,947.00**
Critical Insight Inc	2023-13055	510 006 518 80 49 40	LR - CI.Security (MDR)	Quarterly Subscription for Managed Detection & Response	59249	$7,102.58
					59249 Total	**$7,102.58**
Crystal Springs	5249844 100123	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall	59250	$43.53
Crystal Springs	5249844 100123	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall	59250	$43.53
Crystal Springs	5249844 100123	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall	59250	$105.34
					59250 Total	**$192.40**
Datec Inc	80537	001 008 521 20 31 02	LE-Minor Equipment	Panasonic Toughbooks (7) and Warranty Bundles	59251	$27,549.34
					59251 Total	**$27,549.34**
David Evans and Associates Inc	540398	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 22-14 Batcheldor Construction Plans	59252	$1,344.60
David Evans and Associates Inc	540399	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 23-01 Fagerlie PRD Review	59252	$1,071.00
David Evans and Associates Inc	540400	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 23-02 Jon Williams BLA Review	59252	$1,521.20
David Evans and Associates Inc	540401	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 23-03 Lanark Review	59252	$2,729.20
David Evans and Associates Inc	544244	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 22-01 Dunham Heights	59252	$1,527.20
David Evans and Associates Inc	544245	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 23-06 Boggs Review	59252	$207.10
David Evans and Associates Inc	544448	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 23-05 Machias Industrial Review	59252	$201.30
					59252 Total	**$8,601.60**
Davido Consulting Group Inc	49188	302 010 594 76 61 10	PM - Sunset Dock&Shoreline	Sunset Beach Park	59253	$5,601.25
					59253 Total	**$5,601.25**
Dept of Labor and Industries	329182	001 012 575 50 48 00	CS- The Mill - R & M	L&I Annual Cert for The Mill Wheelchair Lift	59254	$86.45
					59254 Total	**$86.45**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Dept of Licensing	091623 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 09/10/23 - 09/16/23	59255	$234.00
Dept of Licensing	092323 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 09/17/23 - 09/23/23	59255	$291.00
Dept of Licensing	093023 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 09/24/23 - 09/30/23	59255	$348.00
					59255 Total	**$873.00**
Dept of Retirement PERS LEOFF	9252023	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	0	$75,288.82
Dept of Retirement PERS LEOFF	9252023	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	0	$304.29
					0 Total	**$75,593.11**
Dept of Revenue EFT	Aug-23	001 013 518 90 49 06	GG-Excise Tax	Excise Tax - August 2023	0	$1,995.57
Dept of Revenue EFT	Aug-23	410 016 531 10 44 00	SW-Excise Taxes	Excise Tax - August 2023	0	$5,718.61
Dept of Revenue EFT	Aug-23	001 010 576 80 31 00	PK-Operating Costs	UseTax - MIll Spur Parking Lot	0	$5,556.06
					0 Total	**$13,270.24**
Dicks Towing Inc	18262427	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2023-16443	59256	$151.66
Dicks Towing Inc	E189680	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2023-16243	59256	$151.66
					59256 Total	**$303.32**
Dreher	100423 DREHER D	001 008 521 20 43 00	LE-Travel & Per Diem	K9 Recert Hillsboro Oregon Meal PerDiem	59257	$96.00
					59257 Total	**$96.00**
EFTPS	9252023	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	0	$136,945.21
					0 Total	**$136,945.21**
Electronic Business Machines	AR258057	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - QNN08471	59258	$8.57
Electronic Business Machines	AR258057	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - QNN08471	59258	$8.57
Electronic Business Machines	AR258057	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - QNN08471	59258	$8.57
Electronic Business Machines	AR258130	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Copy Cost CH - 2YJ04075	59258	$192.28
Electronic Business Machines	AR258130	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Copy Cost CH - 2YJ04075	59258	$192.27
Electronic Business Machines	AR258130	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Copy Cost CH - 2YJ04075	59258	$192.28
Electronic Business Machines	AR258548	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - 2YJ14491	59258	$31.87
Electronic Business Machines	AR258548	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - 2YJ14491	59258	$31.86
Electronic Business Machines	AR258548	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - 2YJ14491	59258	$31.87
Electronic Business Machines	AR258613	001 008 521 50 48 00	LE-Facility Repair & Maint	Copier Copy Cost PD - 2XW05905	59258	$131.67
					59258 Total	**$829.81**
Employment Security Department EFT	Q2 2023	001 000 284 00 00 00	Payroll Liability Other	Q2 2023 Paid Family Medical Leave	0	$23,735.35
Employment Security Department EFT	Q2 2023	001 013 518 30 20 00	GG-Benefits	Q2 2023 Paid Family Medical Leave - rounding adjustment	0	$0.53
Employment Security Department EFT	Q2 2023	001 013 518 30 20 00	GG-Benefits	Q2 2023 PFML - DUPLICATE PAYMENT - TO BE REIMBURSED	0	$23,735.88
					0 Total	**$47,471.76**
Erickson	091923 ERICKSON	101 016 544 90 31 02	ST-Operating Cost	iPhone Cases (17)	59259	$238.93
Erickson	091923 ERICKSON	410 016 531 10 31 02	SW - Operating Costs	iPhone Cases (17)	59259	$238.94
Erickson	092623ERICKSON1	101 016 544 90 31 02	ST-Operating Cost	iPad Case & Screen Protector	59259	$76.25
Erickson	092623ERICKSON2	101 016 544 90 31 02	ST-Operating Cost	iPhone Screen Protectors/Binders & Divider Sets	59259	$81.48
Erickson	092623ERICKSON2	410 016 531 10 31 02	SW - Operating Costs	iPhone Screen Protectors/Binders & Divider Sets	59259	$81.47
Erickson	092623ERICKSON3	101 016 544 90 31 02	ST-Operating Cost	Sheet Protectors	59259	$14.10
Erickson	092623ERICKSON3	410 016 531 10 31 02	SW - Operating Costs	Sheet Protectors	59259	$14.10
Erickson	092623ERICKSON4	101 016 544 90 31 02	ST-Operating Cost	Dry Erase Markers	59259	$17.20
Erickson	092623ERICKSON4	410 016 531 10 31 02	SW - Operating Costs	Dry Erase Markers	59259	$17.21
					59259 Total	**$779.68**
Estrin	092723 ESTRIN	001 013 582 10 00 00	Refund of Deposit	LS23-Estrin_9-25 Mill Depsoit Refund	59260	$250.00
					59260 Total	**$250.00**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Fastenal Company	MN019791952	101 016 542 30 41 02	ST-Professional Service	FAST Program Fees 09-2023	59261	$5.47
Fastenal Company	MN019791952	410 016 531 10 41 01	SW - Professional Services	FAST Program Fees 09-2023	59261	$5.46
Fastenal Company	WAARN168416	101 016 544 90 31 02	ST-Operating Cost	QwikStick Powder Drink/Gloves/Graffiti Remover	59261	$17.57
Fastenal Company	WAARN168416	410 016 531 10 31 02	SW - Operating Costs	QwikStick Powder Drink/Gloves/Graffiti Remover	59261	$17.57
Fastenal Company	WAARN168682	101 016 544 90 31 02	ST-Operating Cost	QwikStick Powder Drink/Gloves/Wipes	59261	$101.71
Fastenal Company	WAARN168682	410 016 531 10 31 02	SW - Operating Costs	QwikStick Powder Drink/Gloves/Wipes	59261	$101.71
Fastenal Company	WAARN168683	101 016 544 90 31 02	ST-Operating Cost	Lithium Battery	59261	$107.99
Fastenal Company	WAARN168683	410 016 531 10 31 02	SW - Operating Costs	Lithium Battery	59261	$107.99
					59261 Total	**$465.47**
Feldman & Lee PS	09-2023 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 09-2023	59262	$10,600.00
Feldman & Lee PS	2023 LKS-SSP-4	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Services OPD Program Sept 2023 Grant Funds	59262	$900.00
Feldman & Lee PS	2023 LKS-SSP-4	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Service Program Aug 2023 Local Funds	59262	$460.00
Feldman & Lee PS	2023 LKS-SSP-4	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services OPD Program Sept 2023 Grant Funds	59262	$600.00
Feldman & Lee PS	LKSAugust2023	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Services OPD Program Aug 2023 Grant Funds	59262	$900.00
Feldman & Lee PS	LKSAugust2023	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Service Program Aug 2023 Local Funds	59262	$460.00
Feldman & Lee PS	LKSAugust2023	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services OPD Program Aug 2023 Grant Funds	59262	$600.00
					59262 Total	**$14,520.00**
Florida State Disbursement Unit	9252023	001 000 284 00 00 00	Payroll Liability Other	200000082DR34 Child Support	59213	$177.57
					59213 Total	**$177.57**
Gailey	093023 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	ICMA Conf Austin TX Meal PerDiem	59263	$275.00
Gailey	100923 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	NRPA Conf Austin TX Meal PerDiem	59263	$256.00
Gailey	101523 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	IACP Conf San Diego Meal PerDiem	59263	$222.00
Gailey	102423 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	IACC Conf Wenatchee WA Meal PerDiem	59263	$177.00
					59263 Total	**$930.00**
Glass By Lund Inc	092023 GLASS	001 010 576 80 31 00	PK-Operating Costs	3/8" Glass with U Channel Hardware 50% Deposit	59219	$253.22
Glass By Lund Inc	092023 GLASS	101 016 544 90 31 02	ST-Operating Cost	3/8" Glass with U Channel Hardware 50% Deposit	59219	$253.21
Glass By Lund Inc	092023 GLASS	410 016 531 10 31 02	SW - Operating Costs	3/8" Glass with U Channel Hardware 50% Deposit	59219	$253.21
					59219 Total	**$759.64**
Glens Welding & Machine Inc	S17590	001 010 576 80 48 00	PK-Repair & Maintenance	Repair BG86 Blower	59264	$233.38
					59264 Total	**$233.38**
Granite Construction Supply	100474	101 016 544 90 31 02	ST-Operating Cost	Signs	59265	$996.79
Granite Construction Supply	100475	101 016 544 90 31 02	ST-Operating Cost	Post Straps/Measuring Wheel	59265	$87.90
Granite Construction Supply	100491	101 016 544 90 31 02	ST-Operating Cost	Paint/Fiberglass Tape Measure	59265	$806.22
					59265 Total	**$1,890.91**
Griffen Law Office Inc	2A0463790	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	59266	$300.00
Griffen Law Office Inc	2A0637599	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	59266	$225.00
					59266 Total	**$525.00**
Heinemann	101023HEINEMANN	001 008 521 20 43 00	LE-Travel & Per Diem	Pepperball Training Spokane WA Meal PerDiem	59267	$204.00
					59267 Total	**$204.00**
Hingtgen	101023 HINGTGEN	001 008 521 20 43 00	LE-Travel & Per Diem	Pepperball Training Spokane WA Meal PerDiem	59268	$204.00
					59268 Total	**$204.00**
Hoglunds Top Shop Inc	85901	001 008 521 21 48 00	LE-Boating Repair & Maint	Recover 3 Boat Seats on PD Marine Unit PT45	59269	$728.08
Hoglunds Top Shop Inc	85949	001 008 521 21 48 00	LE-Boating Repair & Maint	Recover Boat Cushions on PD Marine Unit	59269	$549.50
					59269 Total	**$1,277.58**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Honey Bucket	553699397	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	59270	$352.89
Honey Bucket	553712505	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Cir W	59270	$234.00
Honey Bucket	553724485	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 8629 20th St SE	59270	$180.50
					59270 Total	**$767.39**
Houghtaling	091423 NATASHA	001 010 576 80 43 00	PK-Travel & Meetings	Fall Clean Up Coffee & Donuts	59271	$34.66
Houghtaling	091423 NATASHA	101 016 542 30 49 00	ST-Miscellaneous	Fall Clean Up Coffee & Donuts	59271	$34.65
Houghtaling	091423 NATASHA	410 016 531 10 49 00	SW - Miscellaneous	Fall Clean Up Coffee & Donuts	59271	$34.65
					59271 Total	**$103.96**
Houghton	092423 HOUGHTON	001 013 582 10 00 00	Refund of Deposit	LS23-Houghton2_9-24 Mill Deposit Refund	59272	$150.00
					59272 Total	**$150.00**
HSA Bank	9252023	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	59214	$200.00
					59214 Total	**$200.00**
Industrial Bolt & Supply Inc	826227-1	101 016 544 90 31 02	ST-Operating Cost	Connectors/Shrink Wrap/Ring Terminal/IBS Body Mat	59273	$187.82
Industrial Bolt & Supply Inc	826227-1	410 016 531 10 31 02	SW - Operating Costs	Connectors/Shrink Wrap/Ring Terminal/IBS Body Mat	59273	$187.82
					59273 Total	**$375.64**
Johnson	091523 JOHNSON	001 013 582 10 00 00	Refund of Deposit	LS23-Johnson_9-15 Mill Deposit Refund	59274	$250.00
					59274 Total	**$250.00**
Kehnemund	092423 KEHNEMUN	001 013 582 10 00 00	Refund of Deposit	LS23-Filetto_9-24 Mill Deposit Refund	59275	$300.00
					59275 Total	**$300.00**
Kolomyza	101023 KOLOMYZA	001 008 521 20 43 00	LE-Travel & Per Diem	Traffic Safety Wenatchee WA Meal PerDiem	59276	$163.00
					59276 Total	**$163.00**
KPG Psomas Inc	200744	001 007 558 50 41 00	PL-Professional Servic	91st Ave Streetscape Conceptual Design	59277	$1,088.61
					59277 Total	**$1,088.61**
Kumar	092223 KUMAR	001 013 582 10 00 00	Refund of Deposit	LS23-Kuman_9-22 Mill Deposit Refund	59278	$150.00
					59278 Total	**$150.00**
Lake Industries LLC	299428	410 016 531 10 41 01	SW - Professional Services	Dump Site Fille Material - Yard Export	59279	$480.00
Lake Industries LLC	299478	410 016 531 10 41 01	SW - Professional Services	Dump Site Fille Material - Yard Export	59279	$480.00
					59279 Total	**$960.00**
Lake Stevens Chamber of Commerce	100123 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 10-2023	59280	$1,500.00
					59280 Total	**$1,500.00**
Lake Stevens Police Guild	9252023	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	59215	$1,291.25
					59215 Total	**$1,291.25**
Lake Stevens Youth Football	111621 ATHLETIC	001 013 582 10 00 00	Refund of Deposit	Reissue Check #54639 Deposit Refund-Sawyers Room Rental 11/14/21	59281	$100.00
					59281 Total	**$100.00**
Land Development Consultants Inc	32526	004 010 594 76 60 02	PR - Frontier Heights Park P2	Froniter Heights Park Playfields	59282	$9,725.53
					59282 Total	**$9,725.53**
LeBlanc	100223 LEBLANC	001 008 521 20 43 00	LE-Travel & Per Diem	LEIRA Conf Blaine WA Meal PerDiem	59283	$222.00
					59283 Total	**$222.00**
LN Curtis & Sons	INV743221	001 008 521 20 31 01	LE-Fixed Minor Equipment	Engraved Nameplate - G Heinemann	59284	$16.40
					59284 Total	**$16.40**
Lowes Companies	920800	001 010 576 80 31 05	PK-R&M Supplies	Items for North Cove Restroom Repair	59285	$120.48
					59285 Total	**$120.48**
Marshall	101623 MARSHALL	001 008 521 20 43 00	LE-Travel & Per Diem	Use of Force Moses Lake WA Meal PerDiem	59286	$146.00
					59286 Total	**$146.00**
Michael	071423 MICHAEL	001 008 521 40 49 01	LE-Registration Fees	Unmanned Aircraft Pilot Test Fee Reimbursment	59287	$175.00
					59287 Total	**$175.00**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
MissionSquare - 108991	6401077	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	59216	$483.62
					59216 Total	**$483.62**
MissionSquare - 307428	6696961	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	59217	$1,453.19
					59217 Total	**$1,453.19**
Modern Machinery Co Inc	2936781	101 016 544 90 31 02	ST-Operating Cost	Track Roller/Bolts/Washers PW67 Excavator	59288	$2,013.29
Modern Machinery Co Inc	2936781	410 016 531 10 31 02	SW - Operating Costs	Track Roller/Bolts/Washers PW67 Excavator	59288	$2,013.30
					59288 Total	**$4,026.59**
Nationwide Retirement Solution	9252023	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	0	$5,851.58
					0 Total	**$5,851.58**
Navas	090823 NAVAS	001 013 582 10 00 00	Refund of Deposit	LS23-Hernandez_9-8 Mill Deposit Refund	59289	$150.00
					59289 Total	**$150.00**
Ndiaye	111320 NDIAYE	001 000 341 81 00 02	Duplicating Srv - Laminate	Reissue Check #51775 CPL Laminating Services Refund	59290	$3.50
					59290 Total	**$3.50**
Nelson Petroleum Inc	0845658-IN	001 007 558 50 31 02	PL-Permit Related Op. Costs	Fuel	59291	$32.31
Nelson Petroleum Inc	0845658-IN	001 007 559 30 32 00	PB-Fuel	Fuel	59291	$169.31
Nelson Petroleum Inc	0845658-IN	001 008 521 20 32 00	LE-Fuel	Fuel	59291	$6,596.28
Nelson Petroleum Inc	0845658-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	59291	$1,738.36
Nelson Petroleum Inc	0845658-IN	101 016 542 30 32 00	ST-Fuel	Fuel	59291	$2,619.55
Nelson Petroleum Inc	0845658-IN	410 016 531 10 32 00	SW - Fuel	Fuel	59291	$2,619.54
Nelson Petroleum Inc	0845658-IN	001 006 518 80 43 00	IT-Travel & Meetings	Fuel PW57	59291	$41.36
					59291 Total	**$13,816.71**
Northend Excavating Inc	PROGRESS 2 ADA	309 016 595 61 60 01	ADA Crosswalk Improvements	ADA Improvements Project Payment #2	59292	$196,417.60
					59292 Total	**$196,417.60**
NPR Commercial Construction Inc	6179	304 016 595 30 60 04	Festival St/Mill Spur DT Parkg	Install Rail Split Cedar Fence Mill Spur Parking Lot	59293	$3,344.58
					59293 Total	**$3,344.58**
Office of the State Treasurer	09-2023 STATE	633 000 589 30 00 03	State Building Permit Remit	Building Code Fees 09-2023	59294	$315.50
Office of the State Treasurer	09-2023 STATE	633 000 586 00 00 01	State Court Remit	State Court Fees 09-2023	59294	$5,131.54
					59294 Total	**$5,447.04**
Ogden Murphy Wallace PLLC	881380	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 08-2023	59295	$38,872.34
Ogden Murphy Wallace PLLC	881380	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 08-2023 Costoc Development Agreement	59295	$1,138.50
Ogden Murphy Wallace PLLC	881380	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 08-2023 PRR	59295	$315.00
					59295 Total	**$40,325.84**
Olbrechts	08-2023 HEARING	001 007 558 60 41 02	PL-Prof Serv-Hearing E	Hearing Examiner Services 08-2023	59296	$7,412.75
					59296 Total	**$7,412.75**
Outdoor Lighting Perspectives of North Sound	091923 PROPOSAL	112 012 594 73 63 00	Art - Public Art Acquisition	Replacement Lights for North Cove Water Tower	59297	$1,091.00
					59297 Total	**$1,091.00**
Parnell	100223 PARNELL	001 008 521 20 43 00	LE-Travel & Per Diem	ICAC Conf Redmond WA Meal PerDiem	59298	$88.00
					59298 Total	**$88.00**
PB Parent Holdco LP	PSI1118727	101 016 542 30 41 02	ST-Professional Service	Annual Fire Extinguisher Cert PW Shop	59299	$296.75
PB Parent Holdco LP	PSI1118727	410 016 531 10 41 01	SW - Professional Services	Annual Fire Extinguisher Cert PW Shop	59299	$296.75
					59299 Total	**$593.50**
Performance Marine Inc	WO #314232	001 008 521 21 48 00	LE-Boating Repair & Maint	Service PD Marine Unit PT45	59300	$1,540.63
					59300 Total	**$1,540.63**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Pitney Bowes Global Financial Services	3318098626	001 013 518 20 45 00	GG-Rental & Services	Postage Machine Rental 07/23/23 - 10/22/23	59301	$13.25
Pitney Bowes Global Financial Services	3318098626	001 013 591 18 70 01	Lease Agreements	Postage Machine Rental 07/23/23 - 10/22/23	59301	$202.74
					59301 Total	**$215.99**
Precision Turf Equipment LLC	12088-55861	001 010 576 80 31 05	PK-R&M Supplies	Repair Equipment for Blowers	59302	$45.48
					59302 Total	**$45.48**
Proforce Marketing Inc	529966	520 008 594 21 63 00	Vehicles - Capital Equip	Firearm Accessories PO #1909	59303	$4,425.61
					59303 Total	**$4,425.61**
Public Risk Management Association	156890	001 005 518 10 49 00	HR-Miscellaneous	PRIMA Membership	59304	$385.00
					59304 Total	**$385.00**
Public Safety Testing Inc	2023-923	001 008 521 20 41 00	LE-Professional Services	PST Candidate Agency Test	59305	$396.00
Public Safety Testing Inc	PSTI23-276	001 008 521 20 41 00	LE-Professional Services	Background Investigation - Police Officer Candidates	59305	$2,481.00
					59305 Total	**$2,877.00**
Puget Sound Clean Air Agency	Q4 2023 PSCAA	001 013 553 70 41 00	GG - Air Pollution	Q4 2023 Clean Air Assessment	59306	$6,618.00
					59306 Total	**$6,618.00**
Puget Sound Energy	200003723810 0923	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	59307	$50.67
Puget Sound Energy	200024316495 0923	001 010 576 80 47 00	PK-Utilities	Natural Gas - PW Shop	59307	$13.75
Puget Sound Energy	200024316495 0923	101 016 543 50 47 00	ST-Utilities	Natural Gas - PW Shop	59307	$13.74
Puget Sound Energy	200024316495 0923	410 016 531 10 47 00	SW - Utilities	Natural Gas - PW Shop	59307	$13.74
Puget Sound Energy	220022339471 0923	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	59307	$45.27
Puget Sound Energy	220024770236 0923	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	59307	$49.01
Puget Sound Energy	220028663866 0923	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept	59307	$66.87
Puget Sound Energy	220028663874 0923	001 013 518 20 47 02	GG-Utilities for Rentals	Natural Gas - 1819 S Lake Stevens Rd	59307	$43.93
					59307 Total	**$296.98**
Puget Sound Regional Council	2024043	001 013 518 90 49 00	GG-PSRC	FY24 Membership Dues	59308	$14,169.00
					59308 Total	**$14,169.00**
Purchase Power	09-2023 POSTAGE	001 007 558 50 42 00	PL-Communication	Postage	59309	$36.63
Purchase Power	09-2023 POSTAGE	001 013 518 20 42 00	GG-Communication	Postage	59309	$210.51
					59309 Total	**$247.14**
RP Electronics Inc	7519	001 013 518 20 47 02	GG-Utilities for Rentals	Q4 2023 Fire Alarm Monitoring 1819 S Lake Stevens Rd	59310	$213.14
					59310 Total	**$213.14**
Runyon	60766918	001 000 362 00 00 17	North Cove Park - Rental	North Cove Shelter Rental Refund for Condition of Park/Restrooms	59311	$50.00
					59311 Total	**$50.00**
Sanchez	092723 SANCHEZ	001 013 582 10 00 00	Refund of Deposit	LS23-Sanchez_9-27 Mill Deposit Refund	59312	$150.00
					59312 Total	**$150.00**
Schroeder	091723SCHROEDER	001 013 582 10 00 00	Refund of Deposit	LS23-Schroeder2_9-17 Mill Deposit Refund	59313	$150.00
					59313 Total	**$150.00**
Security Solutions Northwest Inc	345661	001 006 518 80 48 00	IT-Repair & Maintenance	Video Health Standards 09/01/23 - 09/24/23	59314	$186.12
Security Solutions Northwest Inc	346930	001 006 518 80 48 00	IT-Repair & Maintenance	Video Health Standards	59314	$240.41
					59314 Total	**$426.53**
Snohomish Co-Op Inc	314505	302 010 594 76 61 00	PM - Frontier Heights Capital	Split Rail Line Posts for NGPA Area Creation	59315	$996.29
					59315 Total	**$996.29**
Snohomish County Auditor	092223 AUDITOR	302 010 594 76 61 03	PM -20th SE Fields/Poweline TR	Recording Fee for Easement on Bayview Trail	59316	$209.50
					59316 Total	**$209.50**
Snohomish County DCNR Parks	I000623241	001 010 576 80 31 00	PK-Operating Costs	Special Use Permit Parcel 29060900306800	59317	$140.00
					59317 Total	**$140.00**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County Dept of Info Technology	I000623341	510 006 518 80 49 12	LR - Datacenter Rack Spc SnoCo	Enterprise Infrastructure/GIS Services	59318	$5,197.50
					59318 Total	**$5,197.50**
Snohomish County PUD	112673231	101 016 542 63 47 00	ST-Lighting - Utilities	223611120 Traffic Light	59319	$55.40
Snohomish County PUD	122574379	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	59319	$25.44
Snohomish County PUD	122575730	001 010 576 80 47 00	PK-Utilities	222205049 Nourse Park Electric	59319	$28.32
Snohomish County PUD	129178944	101 016 542 63 47 00	ST-Lighting - Utilities	223687294 Street Lights	59319	$29.69
Snohomish County PUD	129180908	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	59319	$26.24
Snohomish County PUD	132477617	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	59319	$56.72
Snohomish County PUD	132481593	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	59319	$8.70
Snohomish County PUD	132482209	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	59319	$290.67
Snohomish County PUD	132482209	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	59319	$290.68
Snohomish County PUD	132482209	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	59319	$290.68
Snohomish County PUD	135778007	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric	59319	$78.05
Snohomish County PUD	138987549	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	59319	$84.18
Snohomish County PUD	142305337	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	59319	$105.75
Snohomish County PUD	142305337	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	59319	$258.80
Snohomish County PUD	142305337	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	59319	$3,323.14
Snohomish County PUD	142305337	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	59319	$23.05
Snohomish County PUD	142305337	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	59319	$39.47
Snohomish County PUD	142305337	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	59319	$69.17
Snohomish County PUD	142305337	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	59319	$30.95
Snohomish County PUD	142305337	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Electric	59319	$492.23
Snohomish County PUD	142305337	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Water	59319	$57.94
Snohomish County PUD	142309243	001 010 576 80 47 00	PK-Utilities	223759374 10110 5th Pl Water	59319	$57.94
					59319 Total	**$5,723.21**
Snohomish County PUD	145651242	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	59320	$47.15
Snohomish County PUD	148938651	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	59320	$70.66
Snohomish County PUD	148939375	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	59320	$59.41
Snohomish County PUD	148942351	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	59320	$9.84
Snohomish County PUD	148942351	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	59320	$1,388.33
Snohomish County PUD	148942351	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	59320	$194.58
Snohomish County PUD	161840282	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	59320	$517.21
Snohomish County PUD	161843696	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Electric/Water	59320	$179.66
Snohomish County PUD	161844344	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	59320	$57.35
Snohomish County PUD	161844344	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	59320	$57.34
Snohomish County PUD	161844344	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	59320	$57.33
Snohomish County PUD	165032186	001 010 576 80 47 00	PK-Utilities	222625881 Froniter Circle Water	59320	$57.94
Snohomish County PUD	165032187	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	59320	$1,867.23
Snohomish County PUD	168199770	001 013 518 20 47 02	GG-Utilities for Rentals	222450314 Commercial Bldg 1819 S Lake Stevens Rd	59320	$816.83
Snohomish County PUD	168200455	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	59320	$76.57
Snohomish County PUD	168202222	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	59320	$111.41
Snohomish County PUD	168204508	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	59320	$56.23
					59320 Total	**$5,625.07**
Snohomish County Sheriffs Office	2023-7913	001 008 523 60 41 00	LE-Jail	Jail Services 08-2023	59321	$15,835.44
Snohomish County Sheriffs Office	2023-7930	001 008 523 60 41 00	LE-Jail	Jail Services Medical 08-2023	59321	$62.24
					59321 Total	**$15,897.68**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County Treasurer	0923 TREASURER	633 000 586 00 00 02	Crime Victims Comp - SnoCo	Crime Victims Compensation 09-2023	59322	$69.20
					59322 Total	**$69.20**
Snohomish County Treasurer	092223TREASURER	302 010 594 76 61 03	PM -20th SE Fields/Poweline TR	Excise Form Processing Fee for Easement on Bayview Trail	59323	$10.00
					59323 Total	**$10.00**
Sound Publishing Inc	EDH983330	101 016 542 30 41 01	ST-Advertising	PW Vehicle PH	59324	$15.54
Sound Publishing Inc	EDH983330	410 016 531 10 41 05	SW - Advertising	PW Vehicle PH	59324	$15.54
Sound Publishing Inc	EDH983417	001 013 518 30 41 01	GG-Advertising	CC Special Meeting	59324	$50.00
Sound Publishing Inc	EDH983927	001 013 518 30 41 01	GG-Advertising	Retreat Notice	59324	$53.44
Sound Publishing Inc	EDH983980	001 013 518 30 41 01	GG-Advertising	CC Potential Quorom	59324	$56.88
Sound Publishing Inc	EDH984090	001 013 518 30 41 01	GG-Advertising	CC Workshop Cancelled	59324	$20.76
Sound Publishing Inc	EDH984143	001 007 558 50 41 03	PL-Advertising	Planning Commission Meeting Cancelled	59324	$19.04
Sound Publishing Inc	EDH984262	101 016 542 30 41 01	ST-Advertising	Mill Spur Restrooms	59324	$172.24
					59324 Total	**$403.44**
Sprague Pest Solutions	5211260	001 013 518 20 41 00	GG-Professional Service	Pest Control - CH	59325	$103.84
Sprague Pest Solutions	5227704	001 012 569 00 48 00	CS- Senior Services R&M	Pest Control - Senior Center	59325	$245.93
Sprague Pest Solutions	5228244	001 013 518 20 41 00	GG-Professional Service	Pest Control - CH	59325	$147.56
					59325 Total	**$497.33**
Springbrook Nursery & Trucking Inc	352457	001 010 576 80 41 00	PK-Professional Services	Dump Fees - Brush/Stumps	59326	$288.00
					59326 Total	**$288.00**
State Auditors Office	L156588	001 004 514 23 41 00	FI-Professional Service	Accountability Audit/Attestation Engagements/Financial Audit	59327	$10,376.10
					59327 Total	**$10,376.10**
Stollwerck Plumbing LLC	63207	001 010 576 80 48 00	PK-Repair & Maintenance	North Cove Water Foundain Repairs NCH2O	59328	$6,169.06
					59328 Total	**$6,169.06**
Summit Law Group PLLC	148010	001 011 515 41 41 03	Ext Consult - Labor Relations	Bargaining Labor Matters 08-2023	59329	$2,482.00
Summit Law Group PLLC	148403	001 005 518 10 31 01	HR-Operating Cost	Public Labor Law Updates	59329	$218.80
					59329 Total	**$2,700.80**
Symbol Arts	473321	001 008 521 20 31 01	LE-Fixed Minor Equipment	PD Badges	59330	$661.27
					59330 Total	**$661.27**
Technological Services Inc	27422	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Service A-18-80	59331	$359.83
Technological Services Inc	27469	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Service PT-21-94	59331	$236.38
					59331 Total	**$596.21**
Thomas	101323 THOMAS	001 008 521 20 43 00	LE-Travel & Per Diem	IACP Conf San Diego CA Meal PerDiem	59332	$444.00
					59332 Total	**$444.00**
Thyssenkrupp Elevator Corporation	3007385534	001 008 521 50 48 00	LE-Facility Repair & Maint	Elevator Service - 1825 S Lake Stevens Rd 08/01-10/31/23	59333	$948.98
					59333 Total	**$948.98**
Transpo Group USA Inc	30992	304 016 595 30 60 05	R2 - Main Street	LS Main Street Design	59334	$7,333.76
					59334 Total	**$7,333.76**
Ubert	100223 J UBERT	001 008 521 20 43 00	LE-Travel & Per Diem	LEIRA Conf Blaine WA Meal PerDiem	59335	$118.00
Ubert	101323 UBERT	001 008 521 20 43 00	LE-Travel & Per Diem	IACP Conf San Diego CA Meal PerDiem	59335	$444.00
					59335 Total	**$562.00**
UPS	0000074Y42363	001 008 521 20 42 00	LE-Communication	Evidence Shipping	59336	$41.00
UPS	0000074Y42383	001 008 521 20 42 00	LE-Communication	Evidence Shipping	59336	$4.78
					59336 Total	**$45.78**
US Bank St Paul	2365656	214 008 592 21 83 01	2019A-2 LTGO Interest Pmt PD	LAKSLTGO19A2 Bond 2019A-2 Interest	59212	$15,339.25
US Bank St Paul	2365656	214 008 591 21 71 01	2019A-2 LTGO Princ Pmt PD	LAKSLTGO19A2 Bond 2019A-2 Principal	59212	$190,000.00
US Bank St Paul	2365660	214 008 592 21 83 00	2019A-1 LTGO Interest Pymt PD	LAKSLTGO19A1 Bond 2019A-1 Interest	59212	$120,425.00
					59212 Total	**$325,764.25**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Verizon Northwest	9943357810	101 016 544 90 31 02	ST-Operating Cost	(1) iPhone - Equipment Charges	59337	$491.84
Verizon Northwest	9943357810	410 016 531 10 31 02	SW - Operating Costs	(5) iPads & (1) iPhone - Equipment Charges	59337	$7,049.79
Verizon Northwest	9943357810	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	59337	$295.33
Verizon Northwest	9943357810	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service	59337	$42.19
Verizon Northwest	9943357810	001 002 513 11 42 00	AD-Communications	Wireless Phone Service	59337	$47.19
Verizon Northwest	9943357810	001 003 514 20 42 00	CC-Communications	Wireless Phone Service	59337	$89.38
Verizon Northwest	9943357810	001 004 514 23 42 00	FI-Communications	Wireless Phone Service	59337	$47.19
Verizon Northwest	9943357810	001 005 518 10 42 00	HR-Communications	Wireless Phone Service	59337	$178.76
Verizon Northwest	9943357810	001 006 518 80 42 00	IT-Communications	Wireless Phone Service	59337	$265.31
Verizon Northwest	9943357810	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	59337	$466.91
Verizon Northwest	9943357810	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	59337	$209.41
Verizon Northwest	9943357810	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	59337	$516.28
Verizon Northwest	9943357810	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	59337	$1,081.57
Verizon Northwest	9943357810	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	59337	$1,081.58
					59337 Total	**$11,862.73**
Washington Assoc of Sheriffs and Police Chiefs	DUES2023-00669	001 008 521 20 49 00	LE-Dues & Memberships	WASPC Assciate Dues - D Thomas	59338	$75.00
					59338 Total	**$75.00**
Washington Audiology Services	62333	001 008 521 20 41 00	LE-Professional Services	Hearing Tests	59339	$44.00
Washington Audiology Services	62333	101 016 542 30 41 02	ST-Professional Service	Hearing Tests	59339	$28.25
Washington Audiology Services	62333	410 016 531 10 41 01	SW - Professional Services	Hearing Tests	59339	$28.25
					59339 Total	**$100.50**
Washington State Support Registry	9252023	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	0	$546.86
					0 Total	**$546.86**
Weaver	092023 WEAVER	001 003 514 20 43 00	CC-Travel & Meetings	WMCA Fall Academy Wenatchee WA Meal PerDiem	59340	$84.00
Weaver	092023 WEAVER	001 003 514 20 43 00	CC-Travel & Meetings	WMCA Fall Academy Wenatchee WA Mileage PerDiem	59340	$161.13
					59340 Total	**$245.13**
West Coast Code Consultants Inc	2023-LKS-AUG	001 007 558 50 41 04	Permit Related Professional Sr	Plan Review Services 08-2023	59341	$8,897.03
					59341 Total	**$8,897.03**
West Marine Pro	5592	001 008 521 21 48 00	LE-Boating Repair & Maint	Cleaner/Dock Line/Gas Storage	59342	$72.54
					59342 Total	**$72.54**
Wheeling Park Commission	091423 WHEELING	001 010 576 80 43 00	PK-Travel & Meetings	Revenue Development School Meals/Hotel - H Meis	59343	$1,052.13
Wheeling Park Commission	091423 WHEELING	001 010 576 80 49 01	PK-Staff Development	Revenue Development School Registration - H Meis	59343	$1,239.62
					59343 Total	**$2,291.75**
Wolbaum	115122 WOLBAUM	302 010 594 76 61 03	PM -20th SE Fields/Poweline TR	Reissue Check #57046 Quail Court Easement Acquisition	59344	$100.00
					59344 Total	**$100.00**
Woldridge	092623WOLDRIDGE	001 010 576 80 43 00	PK-Travel & Meetings	WEFA Conf Issaquah WA Meal PerDiem	59345	$199.00
					59345 Total	**$199.00**
Wright	093023 WRIGHT	001 007 558 50 43 00	PL-Travel & Mtgs	ICMA Conf Austin TX Meal PerDiem	59346	$137.50
Wright	093023 WRIGHT	001 007 559 30 43 00	PB-Travel & Mtgs	ICMA Conf Austin TX Meal PerDiem	59346	$137.50
					59346 Total	**$275.00**
Zachor Stock & Krepps Inc PS	23-LKS-0009	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services 09-2023	59347	$14,294.00
					59347 Total	**$14,294.00**
Ziply Fiber	09-2023 ZIPLY	001 012 575 30 47 00	CS- Museum - Utilities	Telephone Services Museum	59348	$235.87
Ziply Fiber	09-2023 ZIPLY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	59348	$74.90
					59348 Total	**$310.77**

CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL COUNCIL MEETING – LEGISLATIVE RETREAT
Friday, September 15, 2023, at 9:00 a.m.
El Paraiso Restaurant, 14090 Fryelands Blvd, Monroe, WA 98272

CALL TO ORDER: 9:00 a.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Ryan Donoghue, Mary Dickinson and Anji Jorstad

ELECTED OFFICIALS ABSENT: Councilmember Steve Ewing and Marcus Tageant

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Opening Remarks

Discussion Items
Strategic Staffing Plan

Each Department presented a staffing plan for 2024-2028. Moving forward the staffing plan will continue to be updated annually during budget season and presented to City Council.

Council took a break from 10:20 a.m. to 10:40 a.m.

City Hall Space Survey and Facilities Analysis

Staff has re-analyzed potential City Hall options for the Council's review, which includes pros and cons for each location, including cost, location, parking, if it meets programmatic needs and has the capacity for future growth. Basic assumptions for cost are derived from averaged real costs and cost estimations with inflation factors applied. Council and staff discussed the options. The consensus of the Council was option 2 (South Lake Stevens Road) as the best fit for a future city campus.

Council took a break for lunch from 12:15 p.m. to 1:05 p.m.

Discussion Items
Mayor's 2024 Budget

Council reviewed the Mayor's preliminary proposed budget for 2024. The budget will be reviewed over the next several Council meetings.

Council took a break from 2:45 p.m. to 2:55 p.m.

91st Street Revitalization Project
Council and staff discussed the information provided to identify a preferred option or hybrid option to advance a preferred alternative. The consensus of the Council was Option A, on the south side, with some modifications.

Fireworks

Council discussed a ban on fireworks in the City. The consensus of the Council was to bring back an Ordinance, that would ban fireworks, for further discussion.

The meeting was adjourned at 4:08 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES
Tuesday, September 26, 2023, at 6:00 p.m.
By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens.

CALL TO ORDER:	6:00 p.m. by Mayor Brett Gailey
ELECTED OFFICIALS PRESENT:	Councilmembers Kim Daughtry, Gary Petershagen, Ryan Donoghue, Mary Dickinson, Marcus Tageant, Steve Ewing and Anji Jorstad

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Call to Order
Mayor Gailey called the meeting to order at 6:00 p.m.

Pledge of Allegiance
Mayor Gailey led the Pledge of Allegiance.

Roll Call
All Councilmembers were present.

Approval of the Agenda

Councilmember Jorstad stated that the introduction of Tyler Ambrose needs to be rescheduled to the next meeting and the Vision Statement needs to move from discussion to action.

MOTION. Councilmember Dickinson made a motion, seconded by Councilmember Tageant, to approve the agenda as amended. The motion passed 7-0-0-0.

Guest Business
Introduction of Frank Reinart, Senior Civil Engineer, Public Works

Citizen Comments
Tanner Ellen, Lake Stevens. Tanner spoke in favor of bike lanes along 91st Street.
Liz Brown, Teamsters 763. Ms. Brown spoke about the investigations of Public Works Employee, Mike Bredstrand.

Council Business
Councilmember Daughtry stated that he attended the job fair last weekend. He also gave a report from the Snohomish County Transportation meeting.

Councilmember Petershagen attended, along with fellow Councilmembers, the ribbon cutting for the signs in the new roundabouts on Highway 9.

Councilmember Donoghue and Dickinson thanked staff for their work on the Council retreat.

Mayor's Business
Mayor Gailey also attended the ribbon cutting on Highway 9.

City Department Report
Public Works Director Halverson gave an update on two City vehicles that were damaged in the City Hall parking lot.

Consent Agenda
MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Petershagen, to approve the consent agenda. The motion passed 7-0-0-0. The consent agenda included the following:

- 2023 Vouchers
- City Council Meeting Minutes of September 5, 2023
- City Council Meeting Minutes of September 12, 2023

Public Hearing
Resolution 2023-15 - Surplus of Vactor Truck

Public Works Analyst Erickson presented Resolution No. 2023-15 to allow the City to surplus and sell a 2004 Sterling L75000 T/A Hydro/Vac Truck (Vactor Truck) in the amount of $40,000. The truck will go to auction next month.

Mayor Gailey opened the public hearing at 6:23 p.m.

There were no comments.

Mayor Gailey closed the public hearing at 6:23 p.m.

MOTION. Councilmember Tageant made a motion, seconded by Councilmember Jorstad, to approve Resolution 2023-15 to surplus the vactor truck. The motion passed 7-0-0-0.

Ordinances 1169 & 1170 - 2023 Comprehensive Docket & Associated Rezones

Planner Needham explained that this public hearing was the first and final reading of Ordinances Nos. 1169 and 1170 for the 2023 Comprehensive Plan amendments and associated rezones.

The City received one citizen-initiated docket proposal (LUA2023-0016), which was analyzed alongside two city-initiated proposals (LUA2023-0041) in advance of the docket ratification process. The Planning Commission held a public hearing and made a recommendation to ratify the 2023 Docket on March 15, 2023. City Council ratified the 2023 Docket on March 21, 2023, via Resolution 2023-03.

The city is proposing two city-initiated map amendments (M-1 & M-2) and concurrent rezones as well as text amendments (T-1) to the land use element. The docket also includes a citizen-initiated map amendment and concurrent rezone (M-3).

Mayor Gailey opened the public hearing at 6:30 p.m.

Rajah, Snohomish. Rajah spoke in favor of the Ordinances. He plans to open a Montessori preschool.

Mayor Gailey closed the public hearing at 6:34 p.m.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Daughtry, to approve Ordinance 1169 approving the 2023 Comp Plan Amendments. The motion passed 7-0-0-0.

MOTION Councilmember Jorstad made a motion, seconded by Councilmember Dickinson, to approve Ordinance 1170 approving the associated rezones. The motion passed 7-0-0-0.

Action Items

Vision Statement

Public Works Analyst Erickson reviewed the final vision statement with the Council:

Vision Statement: We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

MOTION. Councilmember Dickinson made a motion, seconded by Councilmember Donoghue, to approve the final proposal for the vision statement. The motion passed 7-0-0-0.

Discussion Items

2024 Budget - Capital Project & Transportation Benefit Program Discussion

Finance Director Stevens reviewed & discussed the Capital Improvement Plan and available funding for the 2024 budget consideration. City Engineer Klinkers answered questions of the Council.

Review Council Agenda for October 3, 2023

Executive Session
The meeting recessed at 7:15 p.m. to discuss Property Acquisition per RCW 42.30.110 1 (c) for approximately 15 minutes and will return at 7:30 p.m. There may be potential action.

Reconvene to Regular Session
The meeting reconvened to regular session at 7:30 p.m.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Dickinson, to authorize the Mayor and staff to bring back a purchase and sale agreement on property discussion in executive session with a 90-day feasibility.

AMENDMENT TO THE MOTION. Councilmember Tageant made an amendment to the motion, seconded by Councilmember Donoghue, to amend the motion to a 120-day feasibility. The motion passed 7-0-0-0.

ORIGINAL MOTION VOTE AS AMENDED: The motion passed 7-0-0-0.

Adjourn
MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to adjourn the meeting. The motion passed 7-0-0-0

The meeting was adjourned at 7:35 p.m.

_______________________________ _______________________________
Brett Gailey, Mayor Kelly M. Chelin, City Clerk

CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES

October 3, 2023, at 6:00 p.m.
By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens.

CALL TO ORDER:	6:00 p.m. by Council President Jorstad
ELECTED OFFICIALS PRESENT:	Mayor Brett Gailey, Councilmembers Anji Jorstad, Kim Daughtry, Gary Petershagen, Marcus Tageant, Steve Ewing, Mary Dickinson and Ryan Donoghue
ELECTED OFFICIALS ABSENT:	

Call to Order
Council President Jorstad called the meeting to order at 6:00 p.m.

Discussion Items

Solicitors Licenses Code Update
Planner Needham presented on a purposed code update regarding solicitor licenses. A public hearing will be scheduled at a later date.

Preliminary Proposed 2024 Budget
Director Stevens presented on the Mayor's preliminary proposed 2024 budget and received feedback from council. This item will be brought back at the next council meeting for further discussion.

Public Works Department Report

Draft Agenda for October 10, 2023 Council Meeting

Executive Session
Council adjourned for Executive Session to discuss two topics with no action to follow. Property Acquisition per RCW 42.30.110 1 (b) and Potential Litigation per RCW 42.30.110 1 (i). Executive session started at 7:36pm with a requested duration of 20 minutes, 1 minute to clear the room and a return time of 7:57pm. At 7:57pm council asked for 5 additional minutes making the return time 8:02pm. Council reconvened at 8:02pm.

Adjournment
The meeting adjourned at 8:02 p.m.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

CITY COUNCIL STAFF REPORT

Agenda Date: 10/10/2023

Subject: Target Zero Fiscal Year 2024 IAA Agreements Staff Report

Contact Person/Department: Jeffrey Beazizo, Police Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Authorize the Mayor to sign the ILA agreement for Target Zero Fiscal Year 2024

SUMMARY/BACKGROUND:
The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Assistance Listings Catalog of Federal Domestic Assistance (CFDA) number 20.600 for traffic safety grant project 2024-HVE-5120-Region 10 Target Zero Task Force, specifically to provide funding for the law enforcement agencies in WTSC Region 10 to conduct straight time or overtime enforcement activities (traffic safety emphasis patrols) as outlined in the Statement of Work (SOW), in support of Target Zero priorities. The Target Zero Manager (TZM) and/or the Law Enforcement Liaison (LEL) shall coordinate the SOW with the SUB-RECIPIENT with the goal of reducing traffic crashes.

Grant 2024-HVE-5120-Region 10 Target Zero Task Force was awarded to the Region 10 to support collaborative efforts to conduct HVE activities. By signing this agreement, the SUB- RECIPIENT can seek reimbursement for straight time or overtime for approved law enforcement activity expenses incurred as a participant in the region's HVE grant.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Region 10 HVE IAA Template FFY2024

INTERAGENCY AGREEMENT

BETWEEN THE

Washington Traffic Safety Commission

AND

____

THIS AGREEMENT is made and entered into by and between the Washington Traffic Safety Commission, hereinafter referred to as "WTSC," and ____________________________________, hereinafter referred to as "SUB-RECIPIENT."

NOW THEREFORE, in consideration of the authority provided to WTSC in RCW 43.59 and RCW 39.34, terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties mutually agree as follows:

1. PURPOSE OF THE AGREEMENT:

The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Assistance Listings Catalog of Federal Domestic Assistance (CFDA) number 20.600 for traffic safety grant project **2024-HVE-5120-Region 10 Target Zero Task Force**, specifically to provide funding for the law enforcement agencies in WTSC Region **10** to conduct straight time or overtime enforcement activities (traffic safety emphasis patrols) as outlined in the Statement of Work (SOW), in support of Target Zero priorities. The Target Zero Manager (TZM) and/or the Law Enforcement Liaison (LEL) shall coordinate the SOW with the SUB-RECIPIENT with the goal of reducing traffic crashes.

Grant **2024-HVE-5120-Region 10 Target Zero Task Force** was awarded to the WTSC Region **10** to support collaborative efforts to conduct HVE activities. By signing this agreement, the SUB-RECIPIENT can seek reimbursement for straight time or overtime for approved law enforcement activity expenses incurred as a participant in the region's HVE grant.

2. PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence upon the date of execution by both parties, but not earlier than October 1, 2023, and remain in effect until September 30, 2024 unless terminated sooner, as provided herein.

3. SCOPE OF WORK

3.1.1 Problem ID and/or Opportunity

The main causes of serious injury and fatality collisions on Washington's roadways are driver impairment through drug and/or alcohol use, speeding, occupant restraint mis/nonuse, and distraction. Fatalities have increased almost 40 percent since 2019. Despite a very high seat belt use rate (greater than 90% for many years in a row), the number of unrestrained fatalities and serious injuries have increased to the highest number since before 2010. Since 2019, unrestrained fatalities have increased over 40 percent Motorcyclists also represent a high number of injured and killed because of unsafe and poorly trained riders and the challenges vehicle drivers face in observing motorcycles on the road.

Washington has seen a drastic decrease in proactive enforcement of traffic laws. This decrease is due to a myriad of factors, include the COVID-19 pandemic, political actions to update laws that reduce an officer's ability to stop drivers,

This project will fund locally coordinated enforcement mobilizations to address impaired driving, distracted driving, seat belt safety, speeding, and motorcycle safety. Funding and events will be organized by local Target Zero Managers (TZMs) & the statewide Law Enforcement Liaison networks and their local Target Zero Task Force. These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination.

3.1.2 Project Purpose and Strategies

This project will fund High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols to prevent impaired driving, distracted driving, seat belt use, speeding, and motorcycle safety.

High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols are designed to create deterrence by increasing the expectation of a citation/fine/arrest. Officers may also remove high risk (impaired) drivers when encountered. So together, this countermeasure works by preventing dangerous driving behaviors and stopping those who still decide to engage in those behaviors.

Funding and events will be organized by local TZMs, LELs, and their local Target Zero Task Force. Task forces will use local data and professional judgement to determine enforcement priorities for their jurisdictions and will schedule and plan enforcement and outreach activities. Regional participation in the following National Campaigns is mandatory:

- Impaired driving enforcement during the Holiday DUI campaign (December 2023).
- Distracted driving enforcement during the Distracted Driving campaign (April 2024)
- Seat belt enforcement during the Click It or Ticket campaign (May 2024).
- Impaired driving enforcement during the Summer DUI campaign (August 2024).

These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination with the WSP.

3.1.3 Requirements for National Mobilizations and Traffic Safety Enforcement Program (TSEP)

1. HVE events will be data informed; based on crash data, anecdotal evidence, and the professional judgement of task force members. WTSC strongly believes in the expertise of local officers to understand the highest priority areas in their communities to focus their efforts.
2. The SUB-RECIPIENT will ensure that all officers participating in these patrols are BAC certified and have received and passed the SFST refresher training.
3. SUB-RECIPIENT will ensure all officers participating in Impaired Driving patrols have also received Advanced Roadside Impaired Driving Enforcement (ARIDE) training.
4. SUB-RECIPIENT shall ensure all participating personnel will use the WEMS system provided by the WTSC to record all activities in digital activity logs conducted by their commissioned officers pursuant to the HVE events. Participating officers will fill out all applicable fields of the digital activity log and use the comments field to provide details on irregularities, challenges or other details that would help explain what was encountered during their shift. SUB-RECIPIENT will also ensure all supervisors and fiscal staff have the ability to review and edit those activity logs.

5. Activity conducted outside of the quarterly task force operational plans will not be reimbursed.

3.1.4 Project Intent and Best Practice

1. SUB-RECIPIENT is encouraged to help their Region Task Force fulfill the requirement to participate in the four mandatory National Campaigns. (Holiday DUI campaign in December 2023, Distracted Driving campaign in April 2024, Click It or Ticket campaign in May 2024, and Summer DUI campaign in August 2024).

   NOTE: Agencies must participate in speed or impaired driving enforcement under this agreement to be eligible to receive funding under the WASPC equipment grant.

2. SUB-RECIPIENT is strongly encouraged to participate in their task force to plan and execute enforcement events.
3. Regional task force will be submitting quarterly operational plans and SUB-RECIPIENT is encouraged to participate to the fullest extent possible. Quarterly operational plans are due October 15, December 15, March 15, and June 15.
4. WTSC encourages participating officers to prioritize violations that directly contribute to the injury and death of road users, such as impaired driving, speeding, distracted driving, non-restraint, etc.
5. SUB-RECIPIENT should promote patrol events through all earned, owned and, if funded, paid media that is available so that the public is made aware of the event before, during, and after the enforcement takes place. It is best practice to translate messages as needed and invite local media involvement in the effort to reach communities in which HVE will occur.
6. SUB-RECIPIENT should strive to actively enforce traffic safety laws focused on collision causing behaviors in priority areas throughout the year outside of HVE events.
7. When participating in motorcycle patrols SUB-RECIPIENT should focus on the illegal and unsafe driving actions of all motor vehicles interacting with motorcycles. This includes speeding, failure to yield to a motorcycle, following too closely to a motorcycle, distracted driving, etc.
8. When participating in motorcycle patrols SUB-RECIPIENT should ensure that enforcement will focus on the illegal and unsafe driving actions of motorcycles that are known to cause serious and fatal crashes. This includes impaired driving, speeding, and following too closely.
9. Performance will be monitored by the regional TZM, LEL, and Task Force, as well as WTSC. WTSC reserves the right to designate specific officers as ineligible for cost reimbursement. This will occur if an officer is determined to not have not met the purpose/intent of this grant in multiple emphasis patrols.
10. Funds can be used to support the mentoring of officers in traffic enforcement. This can be focused on impaired driving, or general traffic enforcement.

    For DUI mentorship, WTSC has found it to be best practice to include a mix of instruction and practical experience. The mentor should be a DRE when possible, or a highly effective DUI emphasis patrol officer with a minimum of ARIDE training. Mentor/mentee activities will be pre-approved by the TZM or LEL after the mentee submits their interest.

11. Community outreach/collaboration: Funds can be used to pay for traffic safety focused community outreach and collaboration activities. The operational approach for regional community outreach and collaboration activities should be developed at the Task Force level and be approved by the WTSC. WTSC recommends that these activities include an opportunity for the audience to provide feedback on local traffic safety priorities and activities, which ideally will influence the region's plan for traffic safety programming.

In order to receive funding from this grant, agencies must participate with the regional traffic safety task force/coalition in the planning efforts for these activities.

WTSC also encourages all law enforcement agencies in Washington to utilize WTSC's data analysis resources, such as interactive dashboards and data from a statewide attitudinal survey, as well their regional Target Zero Manager to identify priorities for engaging with the community.

WTSC will provide tools for documenting community collaboration activities, such as the WEMS activity log.

3.1.5 NATIONAL AND STATE-WIDE MOBILIZATIONS

Not all agencies are required to participate in all of these, however the region has committed to participate as a region in all of these. Dates are tentative and may change when NHTSA publishes their FFY2024 mobilization calendar.

Mobilization	**Dates**
Holiday DUI	December 13, 2023 – January 1, 2024
U Drive. U Text. U Pay.	April 1 – 14, 2024
Click It or Ticket	May 13 – June 2, 2024
It’s a Fine Line (optional if funded)	July 5 – 21, 2024
DUI Drive Sober or Get Pulled Over	August 12 – September 4, 2024

3.2 PROJECT GOALS

Prevent traffic crashes to reduce traffic related deaths and serious injuries through active, visible, consistent, and targeted traffic law enforcement, law enforcement training, and community outreach. Law enforcement can have a profound effect on traffic safety and this project aims to increase participation to accomplish that.

3.3 COMPENSATION

3.3.1 The Compensation for the straight time or overtime work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the SOW will not exceed dollar total from amounts listed below. Payment for satisfactory performance shall not exceed this amount unless the WTSC and SUB-RECIPIENT mutually agree to a higher amount in a written Amendment to this Agreement executed by both the WTSC and SUB-RECIPIENT. Comp-time is not considered overtime and will not be approved for payment. All law enforcement agencies who are active members of the Region’s traffic safety task force with a fully executed grant agreement are eligible to participate in this grant.

3.3.2 WTSC will reimburse for personnel straight time or overtime expenses at 150 percent of the officer’s normal salary rate plus SUB-RECIPIENT’s contributions to employee benefits, limited to the following:

- FICA
- Medicare
- Any portion of L&I that is paid by the employer (SUB-RECIPIENT)
- Retirement contributions paid by the employer (SUB-RECIPIENT) can be included if the contribution is based on a percentage of their hours worked.

Health insurance, or any other benefits not listed above, are not eligible for reimbursement.

The SUB-RECIPIENT will provide law enforcement officers with appropriate equipment (e.g., vehicles, radars, portable breath testers, etc.) to participate in the emphasis patrols.

3.3.3 Funding alterations are permitted as follows: Upon agreement by the regional TZM and all other parties impacted by a proposed budget alteration, the budget category amounts may be increased or decreased without amending this agreement, so long as the total grant award amount does not increase. HVE grant funds should be managed collaboratively by the SUB-RECIPIENT and the TZM.

These alterations must be requested through email communication between the regional TZM and assigned WTSC Program Manager. This communication shall include details of the requested budget modifications and a description of why these changes are needed. The TZM will also send an updated quarterly Operations Plan to the WASPC representative monitoring the project if the budget modification will result in changes to the previously submitted plan.

3.3.4 These funds, designated for salaries and benefits, are intended to pay for the hourly straight time or overtime costs and proportional amounts of fringe benefits of commissioned staff pursuing the activities described in the statement of work. These funds may not be used for any other purpose for example any work required to maintain a law enforcement commission including recertification trainings like firearm qualification. This agreement is expressly designated to fund salaries and benefits. By signing this agreement, SUB-RECIPIENT agrees to supply all necessary equipment and vehicles needed to accomplish the work in the scope of work. WTSC is not responsible for any equipment that is lost, stolen, or destroyed in the execution of the scope of work.

3.3.5 Dispatch: WTSC will reimburse communications officers/dispatch personnel for work on this project providing SUB-RECIPIENT has received prior approval from their region's TZM. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

3.3.6 Transport Officers: WTSC will reimburse transport officers for their work on this project providing SUB-RECIPIENT has received approval from their regions TZM. The TZM will work with the regional LEL to determine if need is warranted for the type of HVE activity. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

3.3.7 The law enforcement agency involved will not schedule individual officer overtime shifts for longer than eight hours. WTSC understands there may be instances when more than eight hours are billed due to DUI processing or other reasons and an explanation should be provided on the WEMS Officer Activity Log.

3.3.8 The law enforcement agency involved will ensure that any reserve officer for whom reimbursement is claimed has exceeded his/her normal weekly working hours when participating in an emphasis patrol and is authorized to be paid at the amount requested. Reserve officers may only be paid at the normal hourly rate and not at the 150 percent overtime rate.

3.4 PROJECT COSTS

The WTSC has awarded **$165,000.00** to the WTSC Region **10** Traffic Safety Task Force for the purpose of conducting coordinated HVE enforcement and community outreach/collaboration activities. The funding must be used for traffic safety purposes in the areas of impaired driving, distracted driving, occupant restraint use, speeding, and motorcycle safety. See the project in WEMS for an updated distribution of funding by specific emphasis area.

By signing this agreement, the SUB-RECIPIENT can seek reimbursement for approved straight time or overtime expenses incurred as a participant in this grant. Funds are expressly designated for staffing activities and may not be used for other expenses that may be incurred, such as vehicle damage, supply replacement, etc. All activity must be coordinated by the region's traffic safety task force and TZM to be eligible for reimbursement.

APPLICABLE STATE AND FEDERAL TERMS AND CONDITIONS:

4. ACTIVITY REPORTS

The SUB-RECIPIENT agrees to have all personnel who work HVE patrols submit a WEMS Officer Activity Log within 24 hours of the end of all shifts worked. These same logs will be associated with invoices as detailed in the "BILLING PROCEDURE" section. Use of the Officer Activity Log in the WTSC's online grant management system, WEMS, is required. Supervisor review and accuracy certification will also be done in WEMS.

5. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by the WTSC.

6. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties in the form of a written request to amend this Agreement. Such amendments shall only be binding if they are in writing and signed by personnel authorized to bind each of the Parties. Changes to the budget, SUB-RECIPIENT'S Primary Contact, and WTSC Program Manager can be made through email communication and signatures are not required.

7. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

8. ASSIGNMENT

The SUB-RECIPIENT may not assign the work to be provided under this Agreement, in whole or in part, without the express prior written consent of the WTSC, which consent shall not be unreasonably withheld. The SUB-RECIPIENT shall provide the WTSC a copy of all third-party contracts and agreements entered into for purposes of fulfilling the SOW. Such third-party contracts and agreements must follow applicable federal, state, and local law, including but not limited to procurement law, rules, and procedures. If any of the funds provided under this Agreement include funds from NHTSA, such third-party contracts and agreements must include the federal provisions set forth in this Agreement in sections 32 through 40.

9. ATTORNEYS' FEES

In the event of litigation or other action brought to enforce the Agreement terms, each party agrees to bear its own attorney fees and costs.

10. BILLING PROCEDURE

All invoices for reimbursement of HVE activities will be done using the WTSC's grant management system, WEMS. WEMS Officer Activity logs will be attached to invoices, directly linking the cost of the activity to the invoice. Because the activity, approval, and invoicing are all done within WEMS, no back up documentation is required in most cases.

Once submitted by the SUB-RECIPIENT, invoices are routed to the regional TZM for review and approval. The TZM will submit all approved invoices to the WTSC via WEMS within 10 days of receipt.

Payment to the SUB-RECIPIENT for approved and completed work will be made by warrant or account transfer by WTSC within 30 days of receipt of such properly documented invoices acceptable to WTSC. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, 2024, **must be received by WTSC no later than August 10, 2024**. All invoices for goods received or services performed between July 1, 2024 and September 30, 2024, **must be received by WTSC no later than November 15, 2024.**

11. CONFIDENTIALITY / SAFEGUARDING OF INFORMATION

The SUB-RECIPIENT shall not use or disclose any information concerning the WTSC, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of the WTSC, or as may be required by law.

12. COST PRINCIPLES

Costs incurred under this Agreement shall adhere to provisions of 2 CFR Part 200 Subpart E.

13. COVENANT AGAINST CONTINGENT FEES

The SUB-RECIPIENT warrants that it has not paid, and agrees not to pay, any bonus, commission, brokerage, or contingent fee to solicit or secure this Agreement or to obtain approval of any application for federal financial assistance for this Agreement. The WTSC shall have the right, in the event of breach of this section by the SUB-RECIPIENT, to annul this Agreement without liability.

14. DISPUTES

14.1. Disputes arising in the performance of this Agreement, which are not resolved by agreement of the parties, shall be decided in writing by the WTSC Deputy Director or designee. This decision shall be final and conclusive, unless within 10 days from the date of the SUB-RECIPIENT's receipt of WTSC's written decision, the SUB-RECIPIENT furnishes a written appeal to the WTSC Director. The SUB-RECIPIENT's appeal shall be decided in writing by the Director or designee within 30 days of receipt of the appeal by the Director. The decision shall be binding upon the SUB-RECIPIENT and the SUB-RECIPIENT shall abide by the decision.

14.2. Performance During Dispute. Unless otherwise directed by WTSC, the SUB-RECIPIENT shall continue performance under this Agreement while matters in dispute are being resolved.

14.3 In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties hereto agree that any such action or proceedings shall be brought in the superior court situated in Thurston County, Washington.

15. GOVERNANCE

15.1. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

15.2. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

15.2.1. Applicable federal and state statutes and rules
15.2.2. Terms and Conditions of this Agreement
15.2.3. Any Amendment executed under this Agreement
15.2.4. Any SOW executed under this Agreement
15.2.5. Any other provisions of the Agreement, including materials incorporated by reference

16. INCOME

Any income earned by the SUB-RECIPIENT from the conduct of the SOW (e.g., sale of publications, registration fees, or service charges) must be accounted for, reported to WTSC, and that income must be applied to project purposes or used to reduce project costs.

17. INDEMNIFICATION

17.1. To the fullest extent permitted by law, the SUB-RECIPIENT shall indemnify and hold harmless the WTSC, its officers, employees, and agents, and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind ("claims") brought against WTSC arising out of or in connection with this Agreement and/or the SUB-RECIPIENT's performance or failure to perform any aspect of the Agreement. This indemnity provision applies to all claims against WTSC, its officers, employees, and agents arising out of, in connection with, or incident to the acts or omissions of the SUB-RECIPIENT, its officers, employees, agents, contractors, and subcontractors. Provided, however, that nothing herein shall require the SUB-RECIPIENT to indemnify and hold harmless or defend the WTSC, its agents, employees, or officers to the extent that claims are caused by the negligent acts or omissions of the WTSC, its officers, employees or agents; and provided further that if such claims result from the concurrent negligence of (a) the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors, and (b) the WTSC, its officers, employees, or agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the SUB- RECIPIENT, its officers, employees, agents, contractors, or subcontractors.

17.2. The SUB-RECIPIENT agrees that its obligations under this Section extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents in the performance of this agreement. For this purpose, the SUB-RECIPIENT, **by mutual negotiation**, hereby waives with respect to WTSC only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions chapter 51.12 RCW.

17.3. The indemnification and hold harmless provision shall survive termination of this Agreement.

18. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

19. INSURANCE COVERAGE

19.1. The SUB-RECIPIENT shall comply with the provisions of Title 51 RCW, Industrial Insurance, if required by law.

19.2. If the SUB-RECIPIENT is not required to maintain insurance in accordance with Title 51 RCW, prior to the start of any performance of work under this Agreement, the SUB-RECIPIENT shall provide WTSC with proof of insurance coverage (e.g., vehicle liability insurance, private property liability insurance, or commercial property liability insurance), as determined appropriate by WTSC, which protects the SUB-RECIPIENT and WTSC from risks associated with executing the SOW associated with this Agreement.

20. LICENSING, ACCREDITATION, AND REGISTRATION

The SUB-RECIPIENT shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of this Agreement. The SUB-RECIPIENT shall complete registration with the Washington State Department of Revenue, if required, and be responsible for payment of all taxes due on payments made under this Agreement.

21. RECORDS MAINTENANCE

21.1. During the term of this Agreement and for six years thereafter, the SUB-RECIPIENT shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. These records shall be subject to inspection, review, or audit by authorized personnel of the WTSC, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration. The Office of the State Auditor, federal auditors, the WTSC, and any duly authorized representatives shall have full access and the right to examine any of these materials during this period.

21.2. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving them a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

22. RIGHT OF INSPECTION

The SUB-RECIPIENT shall provide right of access to its facilities to the WTSC or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement. The SUB-RECIPIENT shall make available information necessary for WTSC to comply with the right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The SUB-RECIPIENT shall upon request make available to the WTSC and the United States Secretary of the Department of Health and Human Services all internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Agreement.

23. RIGHTS IN DATA

23.1. WTSC and SUB-RECIPIENT agree that all data and work products (collectively called “Work Product”) pursuant to this Agreement shall be considered works made for hire under the U.S. Copyright Act, 17 USC §101 et seq., and shall be owned by the state of Washington. Work Product includes, but is not limited to, reports, documents, pamphlets, advertisement, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, designs, plans, diagrams, drawings, software, and/or databases to the extent provided by law. Ownership includes the right to copyright, register the copyright, distribute, prepare derivative works, publicly perform, publicly display, and the ability to otherwise use and transfer these rights.

23.2. If for any reason the Work Product would not be considered a work made for hire under applicable law, the SUB-RECIPIENT assigns and transfers to WTSC the entire right, title, and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

23.3. The SUB-RECIPIENT may publish, at its own expense, the results of project activities without prior review by the WTSC, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by NHTSA and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other actions required to protect the public interest.

24. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the SOW under this Agreement, the WTSC may terminate the Agreement under the "TERMINATION FOR CONVENIENCE" clause, without the 30-day notice requirement. The Agreement is subject to renegotiation at the WTSC’s discretion under any new funding limitations or conditions.

25. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

26. SITE SECURITY

While on WTSC premises, the SUB-RECIPIENT, its agents, employees, or sub-contractors shall conform in all respects with all WTSC physical, fire, or other security policies and applicable regulations.

27. TAXES

All payments of payroll taxes, unemployment contributions, any other taxes, insurance, or other such expenses for the SUB-RECIPIENT or its staff shall be the sole responsibility of the SUB-RECIPIENT.

28. TERMINATION FOR CAUSE

If the SUB-RECIPIENT does not fulfill in a timely and proper manner its obligations under this Agreement or violates any of these terms and conditions, the WTSC will give the SUB-RECIPIENT written notice of such failure or violation, and may terminate this Agreement immediately. At the WTSC's discretion, the SUB-RECIPIENT may be given 15 days to correct the violation or failure. In the event that the SUB-RECIPIENT is given the opportunity to correct the violation and the violation is not corrected within the 15- day period, this Agreement may be terminated at the end of that period by written notice of the WTSC.

29. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Agreement, either party may terminate this Agreement, without cause or reason, with 30 days written notice to the other party. If this Agreement is so terminated, the WTSC shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

30. TREATMENT OF ASSETS

30.1. Title to all property furnished by the WTSC shall remain property of the WTSC. Title to all property furnished by the SUB-RECIPIENT for the cost of which the SUB-RECIPIENT is entitled to be reimbursed as a direct item of cost under this Agreement shall pass to and vest in the WTSC upon delivery of such property by the SUB-RECIPIENT. Title to other property, the cost of which is reimbursable to the SUB-RECIPIENT under this Agreement, shall pass to and vest in the WTSC upon (i) issuance for use of such property in the performance of this Agreement, or (ii) commencement of use of such property in the performance of this Agreement, or (iii) reimbursement of the cost thereof by the WTSC in whole or in part, whichever first occurs.

30.2. Any property of the WTSC furnished to the SUB-RECIPIENT shall, unless otherwise provided herein or approved by the WTSC, be used only for the performance of this Agreement.

30.3. The SUB-RECIPIENT shall be responsible for any loss or damage to property of the WTSC which results from the negligence of the SUB-RECIPIENT or which results from the failure on the part of the SUB-RECIPIENT to maintain and administer that property in accordance with sound management practices.

30.4. If any WTSC property is lost, destroyed, or damaged, the SUB-RECIPIENT shall immediately notify the WTSC and shall take all reasonable steps to protect the property from further damage.

30.5. The SUB-RECIPIENT shall surrender to the WTSC all property of the WTSC upon completion, termination, or cancellation of this Agreement.

30.6. All reference to the SUB-RECIPIENT under this clause shall also include SUB-RECIPIENT's employees, agents, or sub- contractors.

31. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement.

APPLICABLE CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS (23 CFR PART 1300 APPENDIX A):

32. BUY AMERICA ACT

The SUB-RECIPIENT will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using federal funds. Buy America requires the SUB-RECIPIENT to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use federal funds to purchase foreign produced items, the WTSC must submit a waiver request that provides an adequate basis and justification, and which is approved by the Secretary of Transportation.

33. DEBARMENT AND SUSPENSION

Instructions for Lower Tier Certification

33.1. By signing this Agreement, the SUB-RECIPIENT (hereinafter in this section referred to as the “lower tier participant”) is providing the certification set out below and agrees to comply with the requirements of 2 CFR part 180 and 23 CFR part 1200.

33.2. The certification in this section is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

33.3. The lower tier participant shall provide immediate written notice to the WTSC if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

33.4. The terms covered transaction, civil judgement, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200.

33.5. The lower tier participant agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by WTSC.

33.6. The lower tier participant further agrees by signing this Agreement that it will include the clause titled “Instructions for Lower Tier Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions, and will require lower tier participants to comply with 2 CFR part 180 and 23 CFR part 1200.

33.7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (https://www.sam.gov/).

33.8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

33.9. Except for transactions authorized under paragraph 33.5. of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

33.10. The lower tier participant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

33.11. Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Agreement.

34. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

34.1. The SUB-RECIPIENT shall:

34.1.1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the SUB-RECIPIENT's workplace, and shall specify the actions that will be taken against employees for violation of such prohibition.

34.1.2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the SUB- RECIPIENT's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations occurring in the workplace.

34.1.3. Make it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 34.1.1. of this section.

34.1.4. Notify the employee in the statement required by paragraph 34.1.1. of this section that, as a condition of employment under the grant, the employee will abide by the terms of the statement, notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction, and notify the WTSC within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

34.1.5. Take one of the following actions within 30 days of receiving notice under paragraph 34.1.3. of this section, with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

34.1.6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

35. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

In accordance with FFATA, the SUB-RECIPIENT shall, upon request, provide WTSC the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received $25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

36. FEDERAL LOBBYING

36.1. The undersigned certifies, to the best of his or her knowledge and belief, that:

36.1.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

36.1.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

36.1.3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements), and that all sub- recipients shall certify and disclose accordingly.

36.2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

37. NONDISCRIMINATION (Title VI, 42 U.S.C. § 2000d et seq.)

37.1. During the performance of this Agreement, the SUB-RECIPIENT agrees:

37.1.1. To comply with all federal statutes and implementing regulations relating to nondiscrimination ("Federal

Nondiscrimination Authorities"). These include but are not limited to:

37.1.1.1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252

37.1.1.2. 49 CFR part 21

37.1.1.3. 28 CFR section 50.3

37.1.1.4. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

37.1.1.5. Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.)

37.1.1.6. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.)

37.1.1.7. The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.)

37.1.1.8. The Civil Rights Restoration Act of 1987

37.1.1.9. Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189)

37.1.1.10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

37.1.1.11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency

37.1.1.12. Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government

37.1.1.13. Executive Order 13988, Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation

37.1.2. Not to participate directly or indirectly in the discrimination prohibited by any federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR Part 21 and herein.

37.1.3. To keep and permit access to its books, records, accounts, other sources of information, and its facilities as required by the WTSC, USDOT, or NHTSA in a timely, complete, and accurate way. Additionally, the SUB-RECIPIENT must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance

37.1.4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding Agreement, the WTSC will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies, and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

37.1.5. In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the SUB-RECIPIENT hereby gives assurance that it will promptly take any measures necessary to ensure that: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA".

37.1.6. To insert this clause, including all paragraphs, in every sub-contract and sub-agreement and in every solicitation for a sub- contract or sub-agreement that receives federal funds under this program.

38. POLITICAL ACTIVITY (HATCH ACT)

The SUB-RECIPIENT will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

39. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

The SUB-RECIPIENT will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists. This Agreement does not include any aspects or elements of helmet usage or checkpoints, and so fully complies with this requirement.

40. STATE LOBBYING

None of the funds under this Agreement will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

41. CERTIFICATION ON CONFLICT OF INTEREST

41.1. No employee, officer or agent of the SUB-RECIPIENT who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward.

41.2. Based on this policy:

41.2.1. The SUB-RECIPIENT shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents. The code or standards shall provide that the SUB-RECIPIENT's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential sub-awardees, including contractors or parties to subcontracts and establish penalties, sanctions or other disciplinary actions for violations, as permitted by State or local law or regulation.

41.2.2. The SUB-RECIPIENT shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

41.3. No SUB-RECIPIENT, including its officers, employees or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities.

41.3.1. The SUB-RECIPIENT shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to WTSC. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.

42. DESIGNATED CONTACTS

The following named individuals will serve as designated contacts for each of the parties for all communications, notices, and reimbursements regarding this Agreement:

The Contact for the SUB-RECIPIENT is:	The Target Zero Manager for Region 10 is:	The Contact for WTSC is:
	Stacey McShane **Snohomish County Sheriff's Office** **stacey.mcshane@snoco.org**	Jerry Noviello WTSC Program Manager jnoviello@wtsc.wa.gov 360-725-9897

AUTHORITY TO SIGN

The undersigned acknowledge that they are authorized to execute this Agreement and bind their respective agencies or entities to the obligations set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement.

SUB-RECIPIENT:

____

Signature

____

Printed Name

____

Title

____

Date

WASHINGTON TRAFFIC SAFETY COMMISSION

____

Signature

____

Printed Name

____

Title

____

Date

CITY COUNCIL STAFF REPORT

Agenda Date: 10/10/2023

Subject: Snohomish County ILA for Frontier Heights Park

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Approve the Interlocal Agreement with Snohomish County to accept $45,000.00 in funding for Frontier Heights Park.

SUMMARY/BACKGROUND:
City staff applied for and received a grant for funding the elements of phase II construction at Frontier Heights Park. Amenities include a multi-purpose synthetic athletic field, four pickleball courts, exercise stations, sensory garden and parking.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. REET 2 2023_ILA_CityLakeStevens_ForSignature

INTERLOCAL AGREEMENT BETWEEN SNOHOMISH COUNTY AND THE CITY OF LAKE STEVENS FOR THE FRONTIER HEIGHTS PARK

This INTERLOCAL AGREEMENT (the "Agreement"), is made by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County"), and the CITY OF LAKE STEVENS, a Washington municipal corporation (the City), collectively the "Parties," pursuant to chapter 39.34 RCW.

RECITALS

A. The 2015 Snohomish County Parks and Recreation Element, a component of the Snohomish County Growth Management Act Comprehensive Plan, has documented a County-wide need for a wide variety of recreational facilities; and

B. The County Executive and the County Council have determined that it is consistent with the Snohomish County Parks and Recreation Element and is in the public interest of County residents to participate in joint undertakings with local municipalities to increase recreational opportunities and facility capacity; and

C. The 2023 Adopted Budget, approved by Ordinance 22-059, included $750,000 of REET II funds, collected pursuant to chapter 82.46 RCW, to be split equally between the five council districts for Council/City Partnership Projects; and

D. The County Council adopted benchmarks for Council/City Partnership Projects through Motion 23-259; and

E. Pursuant to the adopted benchmarks, the Council identified various projects for inclusion in the Council/City Partnership Projects; and

F. One of the identified Council/City Projects is the City's FRONTIER HEIGHTS PARK (the "Project"), which is for Phase 2 which will include a multi-sport athletic field for soccer and baseball, add exercise equipment and pickle ball courts.; and

G. Snohomish County has agreed to provide forty-five thousand ($45,000) of REET II funds (the "Funds") in support of the Project; and

H. The City has provided the following: copy of submission form for County funds (Attachment A, attached hereto and incorporated herein by reference); proof of City ownership of the Project property (Attachment B, attached hereto and incorporated herein by this reference); relevant portions of the City's Capital Facilities Plan ("CFP") identifying the Project (Attachment C, attached hereto and incorporated herein by this reference); and proof of Insurance if not covered by WCIA (Attachment D, attached hereto and incorporated herein by this reference); and

I. Pursuant to this Agreement, the County wishes to provide, and the City wishes to accept, the above-described Funds from the County.

AGREEMENT

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

1. Purpose of Agreement.

This Agreement is authorized by and entered into pursuant to chapter 39.34 RCW. The purpose and intent of this Agreement is to define the responsibilities of the County and the City as they relate to the County's provision of the funds to the City's Project located at 8801 Frontier Circle West, Lake Stevens, WA (the "Property").

2. Effective Date and Duration.

This Agreement shall take effect when it has been duly executed by both parties and either filed with the County Auditor or posted on the County's Interlocal Agreements website. This Agreement shall remain in effect through December 31, 2025, unless earlier terminated pursuant to the provisions of Section 12 below; PROVIDED HOWEVER, that each party's obligations are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with applicable law.

3. Administrators.

Each party to this Agreement shall designate an individual (an "Administrator"), who may be designated by title or position, to oversee and administer such party's participation in this Agreement. The Parties' initial Administrators shall be the following individuals:

County's Initial Administrator:	City's Initial Administrator:
Sharon Swan, Director Snohomish County Division of Parks & Recreation 6705 Puget Park Drive Snohomish, Washington 98296 (425) 388-6616 phone sharon.swan@snoco.org	Jill Meis City of Lake Stevens Parks and Recreation 1812 Main Street PO Box 257 Lake Stevens, WA 98258 425-622-9431 jmeis@lakestevenswa.gov

Either party may change its Administrator at any time by delivering written notice of such party's new Administrator to the other party.

4. Project Performance.

4.1 Certification of Real Property Interest. The City certifies to the County that the City owns the Property, as evidenced by Exhibit B, and additional real property or easements are not needed to complete the Project.

4.2 City's Financial Commitment. The City certifies to the County that the City will have sufficient monies to complete the Project by the Project deadline identified in Section 4.4 below (the City's Financial Commitment") and that the Project was included in the City's CFP as evidenced by Attachment C.

4.3 Project Completion. The City shall complete the Project as detailed in Attachment A.

4.4 Project Deadline. On or before December 31, 2025, the City shall complete the Project. In executing the Project, the City shall obtain and, upon request, provide the County with copies of all permits necessary to complete the Project.

4.5 Recognition of County as Financial Sponsor. The City shall recognize the County as a financial sponsor of the Project as follows:

4.5.1 Upon completion of the Project or dedication of the completed Project, whichever comes first, the City shall install at the Project site a plaque in a form approved by the County that indicates that the County is a financial sponsor of or contributor to the Project;

4.5.2 The City shall invite the County to all events promoting the Project and recognize the County at all such events as a financial sponsor of the Project;

4.5.3 The City shall recognize the County as a financial sponsor in all brochures, banners, posters, and other promotional material related to the Project.

4.6 Project Maintenance. The City shall be responsible for on-going capital improvements to, and maintenance of, the Project and the Property. The County makes no commitment to support the Project or Property beyond what is provided for in this Agreement and assumes no obligation for future support of the Project or Property except as expressly set forth in this Agreement.

4.7 Availability to County Residents. The City shall make the Property available to all County residents on the same terms as it is available to residents of the City.

5. Invoicing and Payment.

5.1 Invoicing. Within thirty days of final completion of the Project or by December 30, 2025, whichever occurs first. The City shall submit to the County one invoice on City letterhead requesting disbursement of the Funds for the Project. The invoice needs to include name and address of City, name and the address of who the invoice is addressed to (the County), the date, the amount being requested for reimbursement, and the name of the project being funded. Invoices shall provide line-item detail for materials, labor and overhead. Backup documentation should include of copies of invoices paid by the City to contractors/consultants for the work performed, which covers the full amount being requested for reimbursement and proof of payment on those invoices. Additionally, providing progress photos of the site is strongly recommended with prior, during and after completion photos.

5.2 Payment. Unless the County delivers to the City written notice disputing the amount of a particular line item, within twenty (20) working days of receipt from the City of an invoice properly submitted to the County pursuant to Section 5.1, the County shall remit to the City an amount not to exceed forty-five thousand dollars ($45,000). In the event the total costs of the Project is less than $45,000, the County shall only remit those Funds necessary to pay the submitted invoice in full unless otherwise disputed as provided in this Section 5.2.

5.3 Accounting. The City shall maintain a system of accounting and internal controls that complies with generally accepted accounting principles and governmental accounting and financial reporting standards and provisions concerning preservation and destruction of public documents in accordance with applicable laws, including chapter 40.14 RCW.

5.4 Recordkeeping. The City shall maintain adequate records to support billings. The records shall be maintained by the City for a period of six (6) years after completion of this Agreement. The County, or any of its duly authorized representatives, shall have access to books, documents, or papers and records of the City relating to this Agreement for purposes of inspection, audit, or the making of excerpts or transcripts.

5.5 Audit and Repayment. The City shall return Funds disbursed to it by the County under this Agreement upon the occurrence of any of the following events:

5.5.1 If overpayments are made; or

5.5.2 If an audit of the Project by the State or the County determines that the Funds have been expended for purposes not permitted by the REET II statute, the State, the County, or this Agreement.

In the case of 5.5.1 or 5.5.2, the County shall make a written demand upon the City for repayment, and the City shall be obligated to repay to the County the Funds demanded within sixty (60) calendar days of the demand. The County's right to demand repayment from the City may be exercised as often as necessary to recoup from the City all funds required to be returned to the County.

The City is solely responsible for seeking repayment from any subcontractor in conformance with its debt collection policy.

6. Independent Contractor.

The City will perform all work associated with the Project as an independent contractor and not as an agent, employee, or servant of the County. The City shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be employees and agents of the City and not the County. The County shall only have the right to ensure performance.

7. Indemnification/Hold Harmless.

The City shall assume the risk of liability for damage, loss, costs and expense arising out of the activities under this Agreement and all use of any improvements it may place on the Property. The City shall hold harmless, indemnify and defend the County, its officers, elected and appointed officials, employees and agents from and against all claims, losses, lawsuits, actions, counsel fees, litigation costs, expenses, damages, judgments, or decrees by reason of damage to any property or business and/or any death, injury or disability to or of any person or party, including but not limited to any employee, arising out of or suffered, directly or indirectly, by reason of or in connection with the acquisition or use of the Property and this Agreement; PROVIDED, that the above indemnification does not apply to those damages solely caused by the negligence or willful misconduct of the County, its elected and appointed officials, officers, employees or agents. This indemnification obligation shall include, but is not limited to, all claims against the County by an employee or former employee of City, and City, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects the County only, under any industrial insurance act, including Title 51 RCW, other Worker's Compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

8. Liability Related to City Ordinances, Policies, Rules and Regulations.

In executing this Agreement, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, rule or regulation is at issue, the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

9. Insurance.

The City shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, exercise of the rights and privileges granted by this Agreement, by the City, its agents, representatives, and employees/subcontractors. The cost of such insurance shall be paid by the City.

9.1 Minimum Scope and Limits of Insurance. General Liability: Insurance Services Office Form No. CG 00 01 Ed. 11-88, covering COMMERCIAL GENERAL LIABILITY with limits no less than $1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.

9.2 Other Insurance Provisions. Coverage shall be written on an "Occurrence" form. The insurance policies required in this Agreement are to contain or be endorsed to contain the

County, its officers, officials, employees, and agents as additional insureds as respects liability arising out of activities performed by or on behalf of the City in connection with this Agreement.

9.3 Verification of Coverage. The City shall furnish the County with certificate(s) of insurance and endorsement(s) required as evidenced by Attachment D.

9.4 If the City is self-insured, in lieu of the insurance required in this Section 9, the City shall, upon request of the County, provide the County a letter certifying the City's self-insurance program.

10. Compliance with Laws.

In the performance of its obligations under this Agreement, each party shall comply with all applicable federal, state, and local laws, rules and regulations.

11. Default and Remedies.

11.1 Default. If either the County or the City fails to perform any act or obligation required to be performed by it hereunder, the other party shall deliver written notice of such failure to the non-performing party. The non-performing party shall have twenty (20) days after its receipt of such notice in which to correct its failure to perform the act or obligation at issue, after which time it shall be in default ("Default") under this Agreement; provided, however, that if the non-performance is of a type that could not reasonably be cured within said twenty (20) day period, then the non-performing party shall not be in Default if it commences cure within said twenty (20) day period and thereafter diligently pursues cure to completion.

11.2 Remedies. In the event of a party's Default under this Agreement, then after giving notice and an opportunity to cure pursuant to Section 11.1 above, the non-Defaulting party shall have the right to exercise any or all rights and remedies available to it in law or equity.

12. Early Termination.

12.1 30 Days' Notice. Except as provided in Section 12.2 below, either party may terminate this Agreement at any time, with or without cause, upon not less than thirty (30) days' advance written notice to the other party. The termination notice shall specify the date on which the Agreement shall terminate.

12.2 Termination for Breach. In the event that the City fails to complete the Project by December 31, 2025, and/or otherwise commits a Default as described in Section 11, the County may terminate this Agreement immediately by delivering written notice to the City. Within thirty (30) days of such early termination, the City shall return to the County all Funds previously disbursed from the County to the City for the Project plus interest at the rate of twelve percent (12%) per annum beginning thirty (30) days from the date of early termination.

13. Dispute Resolution.

In the event differences between the Parties should arise over the terms and conditions or the performance of this Agreement, the Parties shall use their best efforts to resolve those differences on an informal basis. If those differences cannot be resolved informally, the matter may be referred for mediation to a mediator mutually selected by the Parties. If mediation is not successful or if a party waives mediation, either of the Parties may institute legal action for specific performance of this Agreement or for damages.

14. <u>Notices.</u>

All notices required to be given by any party to the other party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 3 of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

15. <u>Miscellaneous.</u>

15.1 <u>Entire Agreement; Amendment</u>. This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the Parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the party against whom such modification is sought to be enforced.

15.2 <u>Conflicts between Attachments and Text</u>. Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

15.3 <u>Governing Law and Venue</u>. This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County. In the event that a lawsuit is instituted to enforce any provision of this Agreement, the prevailing party shall be entitled to recover all costs of such a lawsuit, including reasonable attorney's fees.

15.4 <u>Interpretation</u>. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the Parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

15.5 Severability. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

15.6 No Waiver. A party's forbearance or delay in exercising any right or remedy with respect to a Default by the other party under this Agreement shall not constitute a waiver of the Default at issue. Nor shall a waiver by either party of any particular Default constitute a waiver of any other Default or any similar future Default.

15.7 No Assignment. This Agreement shall not be assigned, either in whole or in part, by either party without the express written consent of the other party, which may be granted or withheld in such party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a Default under this Agreement.

15.8 Warranty of Authority. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign this Agreement.

15.9 No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the Parties.

15.10 No Separate Entity Necessary. The Parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

15.11 Ownership of Property. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in connection with its performance under this Agreement will remain the sole property of such party, and the other party shall have no interest therein.

15.12 No Third Party Beneficiaries. This Agreement and each and every provision hereof is for the sole benefit of the City and the County. No other persons or Parties shall be deemed to have any rights in, under or to this Agreement.

15.13 Execution in Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date set forth under their signatures below, and effective as of the date of the last party to sign. .

"County"
SNOHOMISH COUNTY

By_______________________________
Title: County Executive Date

"City"
CITY OF LAKE STEVENS

By ___________________________
Title: Date

Approved as to Form:

__/s/ George B. Marsh____9/26/2023____
Deputy Prosecuting Attorney Date

Approved as to Form:

____
Office of the City Attorney Date

ATTACHMENT A
SUBMISSION FORM

SNOHOMISH COUNTY PARTNERSHIP PROJECTS

OVERVIEW: Funding is available through Snohomish County's Capital Improvement Program to provide dollars for the completion of qualifying projects in partnership with public entities. Eligible public entities include: school districts, park districts, utility districts, county and cities/towns that have a CIP. Funding is provided through the Real Estate Excise Tax 2 (REET 2) Fund and projects must comply with fund restrictions and ideally, be included in the receiving entity's adopted capital budget. Funding is subject to availability and appropriation by the County Council.

QUALIFYING PROJECTS: REET 2 may only be used for financing "capital projects" specified in the capital facilities plan. RCW 82.46.035(5) defines capital projects as:

(a) Planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems;

(b) Planning, construction, reconstruction, repair, rehabilitation, or improvement of parks; and

(c) Until January 1, 2026, planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of facilities for those experiencing homelessness and affordable housing projects.

SECTION 1: CONTACT INFORMATION

City of Lake Stevens	1812 Main Street		
Public Entity Name	**Public Entity Address**		
Brett Gailey	Russ Wright	425-622-9424	rwright@lakestevenswa.gov
Person Authorized to Approve Agreement for Funding	**Contact Person Name**	**Contact Person Phone**	**Contact Person Email**

SECTION 2: PROJECT INFORMATION

Program Year	2023
Project Title	Frontier Heights Park
Project Location	8801 FRONTIER CIRCLE WEST, LAke Stevens WA 98258
Project Description: *Brief (1-2 sentences) description of what the project will accomplish*	The city of Lake Stevens acquired Frontier Heights Parks several years ago from a private HOA in a lower income neighborhood. The city has completed Phase 1 adding a playground trails and parking. The funding request for Phase 2 will include a multi-sport athletic field for soccer and baseball, add exercise equipment and pickle ball courts to ensure activities for all age groups. Future phases will include a sensory garden and viewing labyrinth.
Please select the appropriate category of REET II eligible uses for your proposed project:	(b) Parks
Is the project identified in the budget? *If your project is selected, please submit appropriate budget pages upon request*	☑ YES ☐ NO
Is this project identified in a CIP? *If your project is selected, please submit appropriate budget pages upon request*	☑ YES ☐ NO
Is the land identified for the project owned by the applying entity?	☑ YES ☐ NO
Is your entity in agreement with the attached template agreement for funding?	☑ YES ☐ NO

SECTION 3: FUNDING REQUEST – The maximum amount allowed per Council District is dependent on available funding and is subject to budget approval and appropriation. Funds may only be awarded to eligible public entities in Snohomish County, Washington.

County Funds Requested	$ $45,000
Public Entity Match Provided	$ 2,845,000

SECTION 4: INSURANCE COVERAGE – please check the appropriate box below to indicate if your entity can obtain each type of coverage. (Waivers may be granted in some instances.) *If your project is selected, please submit your proof of insurance upon request.*

Type	**Agency CAN obtain this coverage**	**Agency CANNOT obtain this coverage**
Public Liability Insurance - $1,000,000 personal injury and property damage	☑	☐
Worker's Compensation Coverage – as required by the State of Washington	☑	☐
Professional Liability – Only required when providing professional services, $1,000,000 error and omissions.	☑	☐
Self-Insured – Public Entities ONLY	☐	☐

SECTION 5: FINAL QUESTIONS – HAVE YOU…

Completed all form questions	☑ YES ☐ NO
Confirmed desired project is in the appropriate budget documents	☑ YES ☐ NO
Confirmed desired project is in your CIP	☑ YES ☐ NO
Reviewed the agreement template	☑ YES ☐ NO
Confirmed Proof of Insurance	☑ YES ☐ NO

SECTION 6: SUBMISSION REQUIREMENTS

Please submit the form and all requested attachments to the following address by July 31st, 5 PM

Council District 5
sam.low@co.snohomish.wa.us
425-388-2577

3000 Rockefeller Avenue, M/S 609
Everett, WA 98201-4046

1148766

ATTACHMENT B
PROOF OF OWNERSHIP

201709280608 4 PGS
09/28/2017 3:34pm $77.00
SNOHOMISH COUNTY, WASHINGTON

No. 9493091 9/28/2017 3:22 PM 10.00
Thank you for your payment.
PHYLLIS

After Recording Return to:

City of Lake Stevens
P.O. Box 257
Lake Stevens, WA 98258

STATUTORY WARRANTY DEED

Grantor:	FRONTIER HEIGHTS HOMES ASSOCIATION
Grantee:	CITY OF LAKE STEVENS
Legal Description:	Tract C-1, Frontier Heights No. 1, V 27, P. 94-96, Sno CO Add'l on P. 1
Tax Parcel No.	004518-000-056-00 FIRST AMERICAN 2928031

THE GRANTOR, FRONTIER HEIGHTS HOMES ASSOCIATION, a Washington nonprofit corporation, formerly known as FRONTIER HEIGHTS HOMES ASSOCIATION, INC., doing business as FRONTIER HEIGHTS NO. 2 HOA, for and in consideration of the mutual benefits to the parties, conveys and warrants to CITY OF LAKE STEVENS, a municipal corporation of the State of Washington, the following described real estate, situated in the County of Snohomish, State of Washington:

Tract C-1, Frontier Heights No. 1, according to the plat thereof recorded in Volume 27 of Plats, Pages 94 through 96, inclusive, records of Snohomish County, Washington.

SUBJECT TO: Any and all offers of dedication, conditions, restrictions, easements, boundary discrepancies or encroachments, notes and/or provisions shown or disclosed by Plat of Frontier Heights No. 1 recorded in Volume 27 of Plats, Page(s) 94-96.

Affidavit of Correction to the Plat was recorded under Recording No. 200303130034.

AND SUBJECT TO: Easement, including terms and provisions contained therein:

In Favor Of: City of Seattle
Purpose: Electric transmission and/or distribution system
Recorded: July 9, 1923
Recording No.: 318530

AND SUBJECT TO: Easement, including terms and provisions contained therein:
In Favor Of: United States of America
Purpose: Electric transmission and/or distribution system
Recorded: December 8, 1950
Recording No.: 975777

AND SUBJECT TO: Easement, including terms and provisions contained therein:

In Favor Of: United State of America
Purpose: Electric transmission and/or distribution system
Recorded: December 20, 1950
Recording No.: 977038

AND SUBJECT TO: Easement, including terms and provisions contained therein:

In Favor Of: United State of America
Purpose: Electric transmission and/or distribution system
Recorded: May 25, 1951
Recording No.: 993207

AND SUBJECT TO: Easement, and the terms and provisions thereof:

Grantee: Public Utility District No. 1 of Snohomish County, a Municipal corporation of the State of Washington
Purpose: Electric transmission and/or communication
Recorded: October 21, 1966
Auditor's File No.: 1906556

AND SUBJECT TO: Covenants, conditions, restrictions and/or easements; but deleting any covenant, condition or restriction indicating a preference, limitation or discrimination based on race, color, religion, sex, handicap, family status, or national origin to the extent such covenants, conditions or restrictions violate Title 42, Section 3604(c), of the United States Codes:

Recording Information: 2032377, May 24, 1968
Modification and/or amendment by instrument:

Recorded: July 17, 1990
Recording Information: 9007170328

Modification and/or amendment by instrument:
Recorded: November 15, 1990
Recording Information: 9011150523

Modification and/or amendment by instrument:

Recorded: July 19, 1991
Recording Information: 9107190607

Modification and/or amendment by instrument:
Recorded: December 31, 1996
Recording Information: 9612310536

AND SUBJECT TO: Provisions of the Articles of Incorporation and By-Laws of the Frontier Heights Home Association, Inc., and any tax, fee, assessments or charges as may be levied by said association.

Recorded: May 31, 1968
Recording No.: 2033391

AND SUBJECT TO: Easement, and the terms and provisions thereof:
Grantee: Public Utility District No. 1 of Snohomish County

Purpose: Underground electric transmission and distribution lines
Recorded: August 19, 1968
Auditor's File No.: 2048791

DATED this 23 day of SEPTEMBER, 2017.

FRONTIER HEIGHTS HOMES ASSOCIATION

By____________________
DAVID ROMANO, President

STATE OF WASHINGTON)
) ss.
COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that DAVID ROMANO is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the President of FRONTIER HEIGHTS HOMES ASSOCIATION to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this 23 day of September, 2017

THOMAS A. GISH SR.
STATE OF WASHINGTON
NOTARY PUBLIC
My Commission Expires 11-05-2017

Thomas A Gish
THOMAS A. GISH SR.
(Legibly print name of notary)
NOTARY PUBLIC in and for the State of Washington, residing at Marysville
My commission expires 11-5-17

ACCEPTED Sept 26, 2017.

CITY OF LAKE STEVENS, Grantee

By John Spencer
JOHN SPENCER, Mayor

Capital Facilities Plan - Parks

Project Number2	Project Name	Description	Total Cost	Average Score
PR-100	Frontier Heights Phase II	Design and construction of a multiuse athletic field, drainage and parking lot improvements and pickleball courts.	$1,905,000	2.75
PR-101	Mill Spur Concession/Restroom	Construct a restroom and concession building on Mill Spur	$228,600	2.75
PR-102	Eagle Ridge Park Phase II	Design and construct an amphitheater, playground, restrooms, parking and frontage improvements.	$984,250	2.63
PR-103	North Cove Dock Boat Slips	Add up to six boat slips to the west side of the pier.	$134,000	2.63
PR-104	Cedarwood Recreation Center	Construct a community center/recreation space by renovating an existing building that previously served this purpose.	$1,651,000	2.50
PR-105	North Cove Pedestrian Bridge	Construct abutments and place previously purchased pedestrian bridge over the Lake Stevens outlet channel between North Cove Park and North Lakeshore Drive.	$67,000	2.25
PR-106	Sunset Park Phase II	Pave parking lot, drainage improvements, ADA path with overlook deck.	$762,000	2.38
PR-107	North Cove Docks @ Boat Launch	Repair/Replace boat launch dock and slips.	$317,500	2.38
PR-108	Frontier Heights Phase III	Construction of a labyrinth exercise equipment and a sensory garden with associated pedestrian connections.	$190,500	2.25
PR-109	20th St. SE Ballfields/Powerline Trail Phase I	Construct paved parking lot adjacent to 20th Street SE and 3,800 linear feet of multi-use path between 20th Street SE and 8th Street SE.	$1,644,500	2.25

ATTACHMENT D
PROOF OF INSURANCE

WA cities
Insurance Authority

P.O. Box 88030
Tukwila, WA 98138
Phone: 206-575-6046
Fax: 206-575-7426
www.wciapool.org

9/15/2023 **Ref#:** 14881

Snohomish County
Attn: Connie Price
3000 Rockefeller Ave, M/S 303
Everett, WA 98201

Re: City of Lake Stevens
Frontier Heights Park Development

Evidence of Coverage

The City of Lake Stevens is a member of the Washington Cities Insurance Authority (WCIA), which is a self-insured pool of over 160 public entities in the State of Washington.

WCIA has at least $4 million per occurrence limit of liability coverage in its self-insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member. Liability coverage includes general liability, automobile liability, stop-gap coverage, errors or omissions liability, employee benefits liability and employment practices liability coverage.

WCIA provides contractual liability coverage to the City of Lake Stevens. The contractual liability coverage provides that WCIA shall pay on behalf of the City of Lake Stevens all sums which the member shall be obligated to pay by reason of liability assumed under contract by the member.

WCIA was created by an interlocal agreement among public entities and liability is self-funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an additional insured.

Sincerely,

Rob Roscoe
Deputy Director

cc: Anya Warrington
Jill Meis

CITY COUNCIL STAFF REPORT

Agenda Date: 10/10/2023

Subject: Award the construction contract for the Mill Spur Restroom/Concessions Building

Contact Person/Department: Erik Mangold, Public Works

Budget Impact: The amended 2023 budget includes $485,000 for the Mill Spur Restroom/Concessions Building, which is funded by REET 2. The requested action will authorize a contract for $435,381.51 for the construction of this project.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Authorize the Mayor to sign the contract with Coast Construction Group for the construction of the Mill Spur Restroom/Concessions Building.

SUMMARY/BACKGROUND:
The Mill Spur Restroom/Concessions Building will be located adjacent to The Mill and will provide two single-occupancy washrooms, a concessions area, and utility storage. The Public Works Department solicited bids for this project on September 19, 2023. A live bid opening was held on October 3, 2023. The city received two bids. Coast Construction Group was the apparent low bidder, with a bid of $435,381.51. Moon Construction Company was the apparent second low bidder, with a bid of $458,079.25. Responsible bidder criteria was confirmed and the Public Works Department now seeks authorization from City Council to award the contract to Coast Construction Group. This project will be completed within 40 working days upon issuance of the Notice to Proceed.

APPLICABLE CITY POLICIES:
Comprehensive Procurement Policy, P-2-2018

ATTACHMENTS:

1. 21010_Bid Tabulation

21010 - Mill Spur Restroom/Concessions Building 10/3/2023 Bid Opening Tabulation *Apparent Low Bidder

SCHEDULE A – Restroom/Concessions Building							Coast Construction Group*	Moon Construction Company
Item #	PEC. SECTIO	ITEM	UNITS	QUANTITY	NIT PRICE	AMOUNT	Bid Amount	Bid Amount
A1		Restroom/Concessions Building	LS	1	$	$	$ 384,612.54	$ 405,379.00
				Sales Tax (9.3%)		$	$ 35,768.97	$ 37,700.25
SCHEDULE B – Minor Change								
B1	4-01	Minor Change	EST	1	$15,000	$15,000	$ 15,000.00	$ 15,000.00
					TOTAL BID		$ 435,381.51	$ 458,079.25

CITY COUNCIL STAFF REPORT

Agenda Date: 10/10/2023

Subject: 2024 Preliminary Budget Discussion

Contact Person/Department: Barb Stevens, Finance

Budget Impact: 2024 Budget

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Review and Discussion 2024 Preliminary Budget

SUMMARY/BACKGROUND:
This will be the 6th presentation of the 2024 Budget to the City Council for review and discussion. This October 10th session is our final budget discussion prior to starting Public Hearings on October 24th. Notice of the public hearing schedule has been sent to the Herald and included on our website.

Previous presentations have included reviews of the current year's financial picture, the initial 2024 base budget, department requests, capital project budgets, and the Mayor's recommendations.

The preliminary budget detail was provided to the Council for discussion during the retreat in September. A summary of the 2024 proposed budget by fund and department is included for review.

Based on questions posed by the Council during previous discussions, additional information is being provided regarding park-related positions for consideration.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 6. 2024 Council Budget Presentation 10.10.23 Finalize Proposed Budget
2. Park Ranger Proposed 2023
3. 2024 Preliminary Proposed Budget Summary

2024 Proposed Budget Discussion

BARB STEVENS, FINANCE DIRECTOR

OCTOBER 10, 2023

2024 Budget Calendar

City of Lake Stevens Schedule	Budget Process Step	Required Deadline Per RCW
October 24, 2023	Public Hearing - Property Taxes *(SnoCo Assessor by Mid-November)*	
October 24, 2023	Public Hearing #1 - Preliminary Budget Hearing	11/25/2023
November 14, 2023	Final Public Hearing and Budget Adoption	12/4/2023
November 28, 2023	Final Public Hearing (continuation) (If needed)	12/7/2023

Position Discussion Points

PARK RANGER

PARK CREW WORKER

SAFETY & TRAINING COORDINATOR

Park Ranger - Proposed Schedule

PEAK SEASON (MAY – SEPT)

60% Community education and light enforcement and security duties (trespass, civil infractions)
15% Responds to emergencies they are qualified to handle
10% Present educational services (water safety, proper life jacket fitting, etc.)
10% Special event support (traffic control, security, etc.)
5% Park grounds inspections and litter control

LOW SEASON (OCT – APRIL)

40% Park custodial work
20% Park maintenance and landscaping
15% Present educational services (school programs, nature walks, etc.)
10% Park grounds inspections and litter control
5% Special event support (traffic control, security, etc.)
5% Community education and light enforcement and security duties (trespass, civil infractions)
5% Responds to emergencies they are qualified to handle

Parks Department – Position Comparison

	CREW WORKER I	PARK RANGER
Salary & Benefits	$77,823	$89,240
Related Costs (includes vehicle)	$12,223	$20,270
Estimated Total	$90,046	$109,510
Position Responsibilities	• Maintenance • Landscaping • Facility Cleaning • Equipment Operation	• Park Ambassador • Education • Light Landscaping/Cleaning

The Ranger would cost approximately $12k more on an annual basis. Parks would prefer a Park Ranger but a Crew Worker I would also fill the operational needs for the department.

Position Discussion

Staffing			$ 675,619	$ 504,928	$ 111,199	$ 59,492	($ 76,598)
Request	Dept	Mayor YES	Total	General	Street	Storm Water	Additional Reductions
Records Management Specialist	CC	$91,160	$ 91,160	$ 69,281	$ 16,409	$ 5,470	
IT Security Analyst (1/2 FTE)	IT	$75,657	$ 75,657	$ 58,256	$ 8,322	$ 9,079	
Administrative Assistant (1/2 Permits)	PCD	$82,607	$ 82,607	$ 82,607			($ 41,303)
Crew Worker I (Parks) – Q2	P&R	$70,590	$ 70,590	$ 70,590			
Temporary PW Crewmember - Streets (x2)	PW	$39,700	$ 39,700		$ 39,700		
Municipal Services Manager/ City Clerk (Reclassification)	CC	$15,211	$ 15,211	$ 11,560	$ 2,738	$ 913	
Building Inspector II (Reclassification)	PCD	$2,811	$ 2,811	$ 2,811			($ 1,827)
Planner (Reclassification)	PCD	$5,334	$ 5,334	$ 5,334			($ 3,467)
Park Ranger – Q1	P&R	$109,510	$ 109,510	$ 109,510			
Safety and Training Coordinator - Q2	HR	$106,039	$ 106,039	$ 48,778	$ 28,630	$ 28,630	($ 30,000)
Vacation Cash-Out	All	$50,000	$ 50,000	$ 30,000	$ 10,000	$ 10,000	
HRA Veba Contribution	All	$27,000	$ 27,000	$ 16,200	$ 5,400	$ 5,400	

Benefit Policy Proposals - Placeholders

Vacation Cash Out

- Proposal to create a policy to allow for cash out of unused vacation hours
  - Will spread out liability over multiple years versus at end of employment
  - 2024 Estimate $50,000
    - $30,000 General Fund

HRA VEBA Contributions

- Proposal to create a contribution program
  - Flat Rate $50/Month Proposed
  - 2024 Estimate $27,000
    - $16,200 General Fund

	Item Requests			General Fund				Street Ops	SWM	SWM Capital	Computer Equip	PW Equip
Dep	Item Description	Requested Amount	Mayor Yes/No	HR	Pl/BL	LE	GG	101	410	411	510	530
HR	Wellness Programming	$30,000	Yes	$30,000								
HR	External Investigator Budget	$15,000	Yes	$15,000								
HR	External Training Budget (city-wide)	$10,000	Yes	$10,000								
HR	ADA Program Supplies	$2,500	Yes	$2,500								
IT	10 - MDT Replacement & Other Computer (15)	$75,000	Yes								$75,000	
IT	New Security-Management Systems - COMPEQ-SMS	$25,000	Yes								$25,000	
IT	Internet - High Speed and Security	$37,000	Yes								$37,000	
IT	High Availability Backup Solution - CJIS Requirements	$16,000	Yes								$16,000	
IT	Development and Testing Server (Hardware & Software)	$8,000	Yes								$8,000	
IT	Endpoint Patch and Package Management Solution	$4,500	Yes								$4,500	
IT	Wireless Network End-of-Life Bridge to Refresh in FY25	$2,000	Yes								$2,000	
IT	Azure Government Tenant - Committed Funds	$6,000	Yes								$6,000	
PCD	Transportation Plan Implementation	$50,000	Yes		$25,000			$25,000				
PCD	Public Art	$25,000	Yes				$25,000					
PCD	Engineering Standards Update	$100,000	Yes		$50,000			$50,000				
Police	Knox Box Electric Keys	$9,776	Yes			$9,776						
Police	Explorer Program	$2,500	Yes			$2,500						
Police	Drug Sensor x2	$16,000	Yes			$16,000						
Police	Portable Fingerprint Scanner x2	$6,160	Yes			$6,160						
Police	rifle rated armor plates x40	$19,050	Yes			$19,050						
PW	CCTV Stormwater Pipes	$300,000	Yes							$300,000		
PW	Truck Mounted PCMS	$17,763	Yes									$17,763
PW	Alum Treatment	$139,254	Yes						$139,254			
PW	Zero Turn Mower	$17,404	Yes									$17,404
PW	Radar Speed Signs (x2)	$12,500	Yes					$12,500				
PW	Mini Excavator	$137,296	Yes									$137,296
PW	Lease Replacement Program (5 trucks)	$124,377	Yes									$124,377
				$57,500	$75,000	$53,486	$25,000	$87,500	$139,254	$300,000	$173,500	$296,840

2024 Budget Priorities

- Maintain Public Health & Safety
  - American Public Works Association (APWA) Accreditation
  - Enhance Transportation Program
  - Enhance Park & Recreation Program
  - Complete Capital Projects in Process
- Streamlining Citywide Process to Increase Levels of Service (LOS)
- Attract & Retain Highly Qualified Staff

2024 Budget Calendar (Next Steps)

City of Lake Stevens Schedule	Budget Process Step	Required Deadline Per RCW
October 20, 2023	Proposed Budget & Budget Message Made Available to the Public	11/21/2023
October 24, 2023	Public Hearing - Property Taxes (SnoCo Assessor by Mid-November)	
October 24, 2023	Public Hearing #1 - Preliminary Budget Hearing	11/25/2023
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November 28, 2023	Final Public Hearing (continuation) (If needed)	12/7/2023

CITY OF LAKE STEVENS
POSITION DESCRIPTION

POSITION TITLE:	Park Ranger
DEPARTMENT:	Parks and Recreation
REPORTS TO:	Parks Field Supervisor
SALARY RANGE:	PR
CLASSIFICATION:	Teamsters Bargaining Unit/Non-Exempt
EFFECTIVE DATE:	TBD
REVISION DATES:	

<u>POSITION PURPOSE:</u>

This position performs a variety of skilled and semi-skilled tasked within the city parks, facilities, and city owned property. This position has a high amount of public interaction. Performs Park enforcement of rules and regulations, frequently initiating contact to inform and come to resolution with rule violators. This position is part of a collaborative work team, including other City Staff, Police, Fire, Legal, Parks, and Public Works departments. This position will be responsive to calls and inquires from members of the public, co-workers, and elected officials. This position may be responsible for developing educational programs in an effort to assist citizens.

Work is performed under limited supervision. This position and its supervisor will work in conjunction to develop projects, deadlines, and work to be completed. They will be responsible for the planning and carrying out the assignment, resolving most conflicts that arise, coordinating work with others, and interpreting policies on own initiative in terms of established objectives. The position will keep the supervisor informed of progress, potentially controversial matters, or far-reaching implications. This position is subjected to working a variety of shifts including evenings, weekends, and holidays.

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

- Provides information to the public regarding parks and recreational usage, including laws, rules and policies.
- Participate in the enforcement of park rules by issuing warnings, infractions, or determining if police assistance is needed.
- Assist other city departments as requested.
- Develop, coordinate, and present educational, interpretive, and informational programs. Examples include specialty classes, outdoor programs, classroom programs, volunteer events, neighborhood and city council meetings.
- Performs light landscaping duties, including pruning vegetation, mowing, trimming and leaf blowing.
- Operate a variety of vehicles and equipment including but not limited to: trucks, watercraft, fork-lift, and riding lawnmowers. As well as operating handheld equipment similar to weed-eaters, backpack blowers, and edgers.
- Perform special event functions such as traffic control, security, set-up and takedown for department special events.

N: Never (not at all)	**S: Seldom (0-10%)**	**O: Occasional (11-33% of the time)**
	F: Frequent (34%-66% of the time)	**C: Constant (67%-100% of the time)**

- Cleans and sanitizes restrooms, replenishes supplies as needed, dispose of garbage and litter, clean picnic shelters, pick up litter from grounds.
- Inspects park grounds, play equipment, ball fields and facilities. Corrects or reports unsafe conditions.
- Maintains records and prepares reports using city issued smart phone and computer.
- Install and maintain signs, picnic tables, benches, garbage receptacles, play structures, and other facilities and amenities.
- Renders First Aid, CPR, or other emergency assistance as necessary.
- Other duties as assigned.

<u>OTHER DUTIES AND RESPONSIBILITIES:</u>

The duties, essential functions and qualifications contained in this job description reflect general details as necessary to describe the principal functions, the level of knowledge, and scope of the responsibility typically required of the job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences, to equalize peak work periods, or to otherwise balance the workload.

<u>PHYSICAL DEMANDS AND WORK ENVIRONMENT:</u>

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 employee is regularly required to use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to reach with hands and arms and to stand and walk; the employee is occasionally required to climb or balance; and to stoop, kneel, crouch or crawl. While in the office environment, the employee frequently is required to sit for extended periods of time and type on a keyboard for extended periods of time. 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 usually performed in both an office and field environment subject to driving to offsite locations to perform inspections or to investigate issues. The field environment may include, but not be limited to, all types of weather conditions and perhaps potential hazards from unconfined animals, dilapidated structures and litter. Walking over rough, uneven terrain and some climbing may be required. While performing the duties of this job, the employee may occasionally be exposed individuals who may possibly be irate or hostile. The noise level in the work environment may vary.

This position may work evenings, weekends, and holidays.

<u>QUALIFICATIONS:</u>

Education, Training and Experience Guidelines:

Education: High school diploma or G.E.D.; and

Experience: One (1) year of park ranger experience with Federal, State or local government is preferred.

N: Never (not at all)	S: Seldom (0-10%)	O: Occasional (11-33% of the time)
	F: Frequent (34%-66% of the time)	C: Constant (67%-100% of the time)

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:

Minimum Qualifications:

- Successful completion of an accredited Park Ranger Law Enforcement Academy; or approved equivalent; or ability to gain within 6-months of employment.
- Four Years full-time parks experience; or A.A. and two years full-time Parks or related experience; or B.A. or higher and one season of Parks or related experience.
- Possession of a valid Washington State Driver's License and Washington State Boaters Education Card within 30 days of hire.
- First Aid and CPR certification within 3-months of hire.
- Ability to lift up to 40lbs.
- Ability to communicate written and verbally in English.

Preferred Knowledge and Abilities:

- Knowledge of laws, regulations, and procedures related to federal, state, and local park code enforcement.
- Knowledge of de-escalation and defensive tactics.
- Knowledge of computers and software programs such as: word processing, databases, and e-mail.
- Ability to recognize conditions that may jeopardize personal safety.
- Able to utilize hand tools, perform minor routine repairs, and operate vehicles and equipment.
- Ability to operate a wide range of vehicles and equipment, ex. pickup truck, forklift, riding lawn mower, etc.
- Knowledge of Lifeguarding or Open Water Rescue.
- Understand and follow oral and written directions.
- Work independently with little direct supervision.

License and Certification Requirements:

- Valid Washington State Driver's License
- Washington State Boater Education Card
- Parks Law Enforcement Academy Certificate or equivalent
- Traffic Flagging Certification
- First Aid and CPR

N: Never (not at all)	**S: Seldom (0-10%)**	**O: Occasional (11-33% of the time)**
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2024 Budget - All Funds

Fund	Description	2023 Budget	2024 Base Budget	Department Requested Budget	Mayor Proposed Budget
001	General Beginning Cash	$ 6,908,583.97	$7,112,644	7,112,644	$ 7,112,644
	Revenues	$ 18,352,806.00	$19,062,344	19,062,346	$ 19,196,075
001	Legislative & Executive	$ 429,109	$447,400	447,699	$ 448,255
001	Administration	$ 288,386	$286,458	305,459	$ 303,039
001	City Clerk	$ 183,360	$192,023	294,184	$ 266,902
001	Finance	$ 891,891	$923,458	923,458	$ 916,459
001	Human Resources	$ 658,324	$678,102	820,591	$ 778,348
001	Information Technology	$ 589,635	$556,235	696,620	$ 614,204
001	Planning & Community Develop	$ 2,961,655	$2,718,635	2,891,192	$ 2,988,620
001	Law Enforcement	$ 9,809,309	$9,747,456	10,863,443	$ 10,137,563
001	Parks	$ 2,376,742	$2,525,651	2,795,492	$ 2,842,239
001	Legal	$ 678,762	$784,972	784,972	$ 784,972
001	Community	$ 150,837	$98,066	98,066	$ 98,080
001	General Government	$ 1,745,001	$1,813,480	1,838,480	$ 2,090,484
	Expeditures	$ 20,763,011.00	$20,771,934	22,759,655	$ 22,269,165
001	General Cash	$ 4,498,378.97	$5,403,054	3,415,335	$ 4,039,555
002	Contingency Beginning Cash	$ 7,024,467.11	$7,989,866	7,989,866	$ 7,989,866
	Revenues	$ 800,000.00	$900,000	900,000	$ 900,000
	Expenses	$ -	$0	0	$ -
002	Contingency Reserve	$ 7,824,467.11	$8,889,866	8,889,866	$ 8,889,866
003	Permitting - Beginning Cash	$ 3,868,664.18	$4,036,676	4,036,676	$ 4,036,676
	Revenues	$ 1,720,989.00	$1,390,000	1,390,000	$ 1,390,000
	Expenses	$ 1,500,200.00	$1,300,200	1,300,200	$ 1,346,200
003	Permitting - Managerial	$ 4,089,453.18	$4,126,476	4,126,476	$ 4,080,476
004	Pandemic Recovery - Managerial	$ 7,149,615.96	$4,450,614	4,450,614	$ 4,450,614
	Revenues	$ -	$0	0	$ -
	Expenses	$ 4,233,562.00	$0	0	$ 1,567,900
004	Pandemic Recovery - Managerial	$ 2,916,053.96	$4,450,614	4,450,614	$ 2,882,714
101	Street - Beginning Cash	$ 2,518,999	$2,346,434	2,346,434	$ 2,346,434
	Revenues	$ 3,310,622	$3,405,326	3,405,326	$ 3,439,443
	Expenditures	$ 3,704,304	$3,567,311	3,947,048	$ 3,999,039
101	Street - Ending Cash	$ 2,125,317.13	$2,184,449	1,804,713	$ 1,786,838
111	Drug Seizure & Forfeiture	$ 53,350	$45,058	45,058	$ 45,058
	Revenues	$ 700	$1,611	1,611	$ 1,611
	Expenditures	$ 25,000	$20,000	36,000	$ 36,000
111	Drug Seizure & Forfeiture	$ 29,049.99	$26,669	10,669	$ 10,669
112	Municipal Arts	$ 9,836	$922	922	$ 922
	Revenues	$ 27,100	$27,150	52,150	$ 52,150
	Expenditures	$ 9,210	$0	25,000	$ 25,000
112	Municipal Arts	$ 27,726.02	$28,072	28,072	$ 28,072

Fund	Description	2023 Budget	2024 Base Budget	Department Requested Budget	Mayor Proposed Budget
120	Transportation Benefit	$ -	$814,196	814,196	$ 814,196
	Revenues	$ 750,000	$1,502,000	1,502,000	$ 1,502,000
	Expenditures	$ 590,769	$649,100	649,100	$ 1,649,100
120	Transportation Benefit	$ 159,231.00	$1,667,096	1,667,096	$ 667,096
210	LTGO 2008A Bond	$ -	$0	0	$ -
	Revenues	$ 210,605	$213,840	213,840	$ 213,890
	Expenditures	$ 210,605	$213,840	213,840	$ 213,890
210	LTGO 2008A Bond	$ -	$0	0	$ -
214	2019A LTGO Bond - PD	$ -	$0	0	$ -
	Revenues	$ 462,129	$463,500	463,500	$ 463,600
	Expenses	$ 462,129	$463,500	463,500	$ 463,600
214	2019A LTGO Bond - PD	$ -	$0	0	$ -
215	2021A LTGO Bond - 17005	$ -	$0	0	$ -
	Revenues	$ 609,850	$609,200	609,200	$ 609,150
	Expenses	$ 609,850	$609,200	609,200	$ 609,150
215	2021A LTGO Bond - 17005	$ -	$0	0	$ -
301	Cap Proj-Dev Contrib-Traffic	$ 4,949,476	$5,533,792	5,533,792	$ 5,533,792
	Revenues	$ 1,265,000	$2,829,767	2,829,767	$ 2,829,767
	Expenditures	$ 1,793,999	$200,000	2,200,000	$ 2,200,000
301	Cap Proj-Dev Contrib-Traffic	$ 4,420,477.37	$8,163,559	6,163,559	$ 6,163,559
302	Park Mitigation Fund	$ 1,910,487	$2,452,834	2,452,834	$ 2,452,834
	Revenues	$ 1,341,245	$876,295	876,295	$ 2,035,647
	Expenditures	$ 2,061,903	$175,000	175,000	$ 3,364,440
302	Park Mitigation Fund	$ 1,189,828.98	$3,154,129	3,154,129	$ 1,124,041
303	Real Estate Excise Tax I	$ 6,916,529	$7,260,286	7,260,286	$ 7,260,286
	Revenues	$ 1,625,000	$1,009,657	1,009,657	$ 1,009,657
	Expenditures	$ 884,672	$687,340	777,340	$ 792,490
303	Real Estate Excise Tax I	$ 7,656,857	$7,582,604	7,492,603	$ 7,477,453
304	Real Estate Excise Tax II	$ 6,542,061	$5,366,093	5,366,093	$ 5,366,093
	Revenues	$ 2,331,604	$1,098,945	1,098,945	$ 1,098,945
	Expenditures	$ 4,225,425	$709,200	709,200	$ 2,706,542
304	Real Estate Excise Tax II	$ 4,648,239.80	$5,755,838	5,755,838	$ 3,758,496
305	Downtown Redevelopment	$ 503,493	$521,469	521,469	$ 521,469
	Revenues	$ 5,000	$16,178	16,178	$ 16,178
	Expenditures	$ -	$0	0	$ 150,000
305	Downtown Redevelopment	$ 508,493	$537,648	537,647	$ 387,647
306	Facility Capital Project Fund	$ -		0	$ -
	Revenues	$ 258,000	$0	0	$ 62,500
	Expenditures	$ 258,000	$0	0	$ 62,500
306	Facility Capital Project Fund	$ -	$0	0	$ -

Fund	Description		2023 Budget	2024 Base Budget	Department Requested Budget		Mayor Proposed Budget
307	Infrastructure Capital Project	$	6,204,561	$0	0	$	-
	Revenues	$	2,289,716	$0	0	$	-
	Expenditures	$	8,494,277	$0	0	$	-
307	Infrastructure Capital Project	$	0.06	$0	0	$	-
309	Sidewalk Capital Project	$	720,865	$757,459	757,459	$	757,459
	Revenues	$	1,072,700	$11,606	11,606	$	11,606
	Expenditures	$	1,568,387	$0	0	$	100,000
309	Sidewalk Capital Project	$	225,177.85	$769,065	769,065	$	669,065
401	Sewer	$	17,876	$23,946	23,946	$	23,946
	Revenues	$	814,894	$810,285	810,285	$	810,285
	Expenditures	$	799,394	$794,785	794,785	$	794,785
401	Sewer	$	33,375.99	$39,446	39,446	$	39,446
410	Storm & Surface Water	$	2,410,180	$2,123,925	2,123,925	$	2,123,925
	Revenues	$	4,885,644	$5,185,760	5,185,760	$	5,260,760
	Expenditures	$	5,732,892	$5,908,939	6,010,517	$	6,587,312
410	Storm & Surface Water	$	1,562,932.21	$1,400,746	1,299,168	$	797,373
411	Storm Water Capital	$	2,474,078	$4,234,136	4,234,136	$	4,234,136
	Revenues	$	2,035,000	$2,082,142	2,082,142	$	2,596,117
	Expenditures	$	632,034	$15,000	382,563	$	1,781,563
411	Storm Water Capital	$	3,877,044.01	$6,301,279	5,933,715	$	5,048,691
412	Storm Water Debt Service	$	-	$0	0	$	-
	Revenues	$	231,264	$167,082	167,082	$	167,082
	Expenditures	$	231,264	$167,082	167,082	$	167,082
412	Storm Water Debt Service	$	-	$0	0	$	-
501	Unemployment	$	29,910	$40,954	40,954	$	40,954
	Revenues	$	25,600	$25,940	25,940	$	940
	Expenditures	$	15,000	$15,000	15,000	$	15,000
501	Unemployment	$	40,509.53	$51,893	51,893	$	26,893
510	Capital Equip - Computer	$	477,491	$198,662	198,662	$	198,662
	Revenues	$	374,411	$382,789	766,841	$	659,842
	Expenditures	$	676,754	$459,754	714,052	$	607,052
510	Capital Equip - Computer	$	175,148.31	$121,697	251,451	$	251,452
515	Capital Equip - Vehicle Replac	$	71,944	$94,728	94,728	$	94,728
	Revenues	$	21,000	$21,606	21,606	$	21,606
	Expenditures	$	-	$0	0	$	-
515	Capital Equip - Vehicle Replac	$	92,944.09	$116,334	116,334	$	116,334
520	Capital Equip - Police	$	786,444	$344,531	344,531	$	344,531
	Revenues	$	452,000	$354,534	577,534	$	354,534
	Expenditures	$	814,262	$341,000	404,215	$	335,500
520	Capital Equip - Police	$	424,181.96	$358,065	517,850	$	363,565

Fund	Description	2023 Budget		2024 Base Budget	Department Requested Budget	Mayor Proposed Budget	
530	Capital Equip - PW	$	559,963	$302,948	302,948	$	302,948
	Revenues	$	210,000	$219,611	219,611	$	399,611
	Expenditures	$	462,833	$120,000	120,000	$	430,545
530	Capital Equip - PW	$	307,130.34	$402,560	402,560	$	272,015
633	Treasurer's Trust	$	741	$11,861	11,861	$	11,861
	Revenues	$	385,900	$395,900	395,900	$	395,900
	Expenditures	$	385,900	$407,761	407,761	$	407,761
633	Treasurer's Trust	$	741.30	$0	0	$	0