

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.

November 14, 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/88550509031>

or call in at (253) 215-8782 Meeting ID 885 5050 9031

1. **Call to Order**
2. **Pledge of Allegiance** Mayor
3. **Roll Call**
4. **Approval of Agenda** Council President
5. **Guest Business**
6. **Citizen Comments**
7. **Council Business** Council President
8. **Mayor's Business**
9. **City Department Report**
 - A. Police Department Update Jeffrey Beazizo, Julie Ubert
10. **Consent Agenda**
 - A. 2023 Vouchers Barb Stevens
 - B. City Council Meeting Minutes of October 24, 2023
 - C. Resolution 2023-17 Surplus of Vehicle 2017 Dodge Ram Aaron Halverson 1500
 - D. Resolution 2023-18 Surplus of Vehicle 2018 Ford F150 SuperCrew Cab Aaron Halverson
 - E. Washington State Parks Marine Program Interagency Agreement Jeffrey Beazizo
11. **Public Hearing**
 - A. Public Hearing No. 2: 2024 Budget Ordinance 1173 Barb Stevens
12. **Discussion Items**

- A. Process Code Introduction Melissa Place
- B. Review of Upcoming Council Meeting Dates and Agenda Items

13. Adjourn

THE PUBLIC IS INVITED TO ATTEND

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

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

CITY DEPARTMENT REPORT



Agenda Date: 11/14/2023

Contact Person/Department: Jeffrey Beazizo, Julie Ubert, Police Department

The Police Department has issued a conditional offer for a records specialist position to replace a position being vacated in early 2024. The need to hire this position early is critical and essential to maintain operational efficiency.

The position being vacated is currently held by an employee with several years of experience, who is not only a trainer for new hires, but also highly skilled in the release of public records and body worn camera video. During the budget process, we provided significant statistical data which shows a large increase in work. For quick reference, April to August of this year, we averaged 4 requests per month that included BWC video. In September that number increased to 15 requests, and in October that increased to 20 requests. The complexity of these requests and amount of video has increased the total staff time needed from 2160 minutes in August (for all requests with BWC associated) to 6110 minutes in October. Additionally, our team consists of two more recently filled positions in different stages of training.

Once vacated, the position will leave our records team with only one official trainer and three trainees. If this occurs, it will create significant backlogs in PDR requests, management of BWC video, and overall records management and case report distribution, not to mention strain on staff which effects overall wellness and morale. To address these challenges, we are using salary savings to accelerate the hiring timeline for this role to ensure a seamless transition, crossover in training, and the continued success of our team. Due to the salary savings there is no budget impact for hiring this position early.

BLANKET VOUCHER APPROVAL
2023

Payroll Direct Deposits	10/25/2023 & 11/09/2023	\$723,316.11
Payroll Checks		
Electronic Funds Transfers	ACH	\$327,486.82
Claims	59451-59569	\$820,299.54
Void Checks	58146 & 58933	(\$583.00)
Total Vouchers Approved:		\$1,870,519.47

This 14th day of November 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

November 14, 2023



City expenditures by type for this voucher packet			
Personnel Costs	\$	723,316	39%
Payroll Federal Taxes	\$	135,440	7%
Quarterly L&I	\$	60,299	3%
Family Medical Leave	\$	25,007	1%
Retirement Benefits - Employer	\$	75,886	4%
Other Employer Paid Benefits	\$	583	0%
Employee Paid Benefits	\$	26,345	1%
Supplies	\$	77,331	4%
Professional Services	\$	256,717	14%
Refunds	\$	1,625	0%
Capital *	\$	317,862	17%
Debt Payments	\$	170,690	9%
Void Checks	\$	(583)	0%
Total	\$	1,870,519	100%

Large Purchases *

- * Sunset Beach Dock Replacement \$179,679
- * Sunset Beach Park Improvements \$112,108
- * Skid Mounted Sander \$24,891

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 10/19/2023 - 11/08/2023

Total for Period
\$1,147,786.36

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-33142	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - R Fenton	59456	\$30.07
911 Supply Inc	INV-2-33267	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - R Fenton	59456	\$1,816.26
911 Supply Inc	INV-2-33472	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - A Charouhas	59456	\$47.80
911 Supply Inc	INV-2-33537	001 008 521 20 31 01	LE-Fixed Minor Equipment	Hero's Police Shoulder Patches	59456	\$1,374.80
					59456 Total	\$3,268.93
A Worksafe Service Inc	2023-10013	001 010 576 80 41 00	PK-Professional Services	Drug Screening	59457	\$137.50
A Worksafe Service Inc	2023-10013	410 016 531 10 41 01	SW - Professional Services	Drug Screening	59457	\$797.50
					59457 Total	\$935.00
Ace Hardware	77837	001 010 576 80 31 00	PK-Operating Costs	Fruit Fly Solution	59458	\$1.45
Ace Hardware	77837	101 016 544 90 31 02	ST-Operating Cost	Fruit Fly Solution	59458	\$1.45
Ace Hardware	77837	410 016 531 10 31 02	SW - Operating Costs	Fruit Fly Solution	59458	\$1.45
Ace Hardware	77874	101 016 544 90 31 02	ST-Operating Cost	Hand Towel Dispenser/Paper Towels	59458	\$350.83
Ace Hardware	77913	101 016 544 90 31 02	ST-Operating Cost	Hinge/Utility Pull Zinc	59458	\$19.63
Ace Hardware	77915	101 016 544 90 31 02	ST-Operating Cost	Hex Key Set	59458	\$49.17
Ace Hardware	77920	101 016 544 90 31 02	ST-Operating Cost	Wheel Barrows (2)	59458	\$360.67
Ace Hardware	77923	410 016 531 10 31 02	SW - Operating Costs	Water Bottle/Perennials/Rake/Tamper Steel Handles	59458	\$382.46
Ace Hardware	77930	101 016 544 90 31 02	ST-Operating Cost	Wood Reciprocating Saw Blades	59458	\$135.41
Ace Hardware	77931	101 016 544 90 31 02	ST-Operating Cost	Pipe Insulation	59458	\$94.47
Ace Hardware	77959	410 016 531 10 31 02	SW - Operating Costs	Tarp	59458	\$131.15
Ace Hardware	77970	101 016 544 90 31 02	ST-Operating Cost	Pipe Insulation	59458	\$44.49
Ace Hardware	77975	410 016 531 10 31 02	SW - Operating Costs	Storage Boxes	59458	\$37.14
Ace Hardware	77985	101 016 544 90 31 02	ST-Operating Cost	Paper Towels	59458	\$67.74
Ace Hardware	77996	101 016 544 90 31 02	ST-Operating Cost	Tarp	59458	\$96.17
Ace Hardware	78011	101 016 544 90 31 02	ST-Operating Cost	Wood Reciprocating Saw Blade/Chain Loops	59458	\$380.25
Ace Hardware	78018	101 016 544 90 31 02	ST-Operating Cost	Padlocks	59458	\$8.16
Ace Hardware	78020	101 016 544 90 31 02	ST-Operating Cost	Padlocks	59458	\$11.77
Ace Hardware	78042	001 010 576 80 31 00	PK-Operating Costs	Moleworm Poison	59458	\$59.00
Ace Hardware	78059	001 010 576 80 31 00	PK-Operating Costs	Engine Oil for Mix Fuel	59458	\$34.93
Ace Hardware	78078	101 016 544 90 31 02	ST-Operating Cost	Contractor Bags	59458	\$15.57
Ace Hardware	78082	101 016 544 90 31 02	ST-Operating Cost	Trimmer Line	59458	\$17.48
Ace Hardware	78116	303 013 594 18 60 02	Citywide Security Cameras	PVC Conduit for Sunset Cameras	59458	\$15.78
Ace Hardware	78123	303 013 594 18 60 02	Citywide Security Cameras	Fasteners/Straps/Lqd-Tight Conn for Sunset Cameras	59458	\$54.37
Ace Hardware	78127	410 016 531 10 31 02	SW - Operating Costs	Composite Shims/Pledge	59458	\$60.17
Ace Hardware	78141	303 013 594 18 60 02	Citywide Security Cameras	Lqd-Tight Comm for Sunset Cameras	59458	\$6.49
					59458 Total	\$2,437.65
Alexander Printing Co Inc	80172	001 007 558 50 31 00	PL-Office Supplies	Business Cards - D Levitan	59459	\$96.99
					59459 Total	\$96.99
All Battery Sales and Service	300-10125225	101 016 544 90 31 02	ST-Operating Cost	LED Lights/Beacons	59460	\$724.79
All Battery Sales and Service	300-10125225	410 016 531 10 31 02	SW - Operating Costs	LED Lights/Beacons	59460	\$724.79
					59460 Total	\$1,449.58
Allen	101423 ALLEN	001 013 582 10 00 00	Refund of Deposit	LS23-Allen2_10-14 Mill Deposit Refund	59461	\$250.00
					59461 Total	\$250.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	1DVN-G9QC-C73Y	001 008 521 20 31 01	LE-Fixed Minor Equipment	Uniform Belt/Shooting Glasses	59462	\$45.81
Amazon Capital Services	1FQL-JVVH-7WGV	001 008 521 20 31 04	LE-Donation Exp - Other	Tablecloth	59462	\$142.08
Amazon Capital Services	1NDG-3XMD-4T9L	001 008 521 20 31 00	LE-Office Supplies	Wireless Keyboard/Mouse Combo	59462	\$71.03
Amazon Capital Services	1R4X-VJTW-KF33	001 008 521 20 31 00	LE-Office Supplies	External Hard Drive	59462	\$71.03
Amazon Capital Services	1X76-NN16-999L	111 008 521 20 31 01	Drug Seize - Canine Supplies	Water Bottles	59462	\$38.44
Amazon Capital Services	1XWP-CQ9Q-YMV3	001 008 521 20 31 00	LE-Office Supplies	Personal Heater	59462	\$41.82
					59462 Total	\$410.21
Amazon Capital Services	11F7-CWRV-J393	001 006 518 80 31 00	IT-Office Supplies	USB Adapter for The Mill	59463	\$18.52
Amazon Capital Services	11XR-9KXW-3K33	304 010 594 76 60 05	R2 - Sunset Park Improvements	Copper Wiring/Furniture Faceplate/Glass Fuses	59463	\$57.59
Amazon Capital Services	14HP-19RT-3TMT	101 016 544 90 31 02	ST-Operating Cost	Glass Suction Cup for Granite & Glass Lifting	59463	\$258.29
Amazon Capital Services	14TW-XM73-DMTT	001 013 518 20 31 00	GG-Operating Costs	Storage Bins Credit	59463	(\$46.42)
Amazon Capital Services	17J4-JLXW-3Q6M	001 010 576 80 31 00	PK-Operating Costs	Gardening Gloves	59463	\$44.03
Amazon Capital Services	17J4-JLXW-3Q6M	001 010 576 80 31 08	PK-Special Event Supplies	Tool Boxes/Office Supplies/Cleaning Wipes/Rope/Utility Knives	59463	\$233.63
Amazon Capital Services	1G6X-3177-GNRY	410 016 531 10 31 02	SW - Operating Costs	Battery Holders/Magnetic Wrench Organizer	59463	\$75.28
Amazon Capital Services	1HFV-DYKH-13J6	101 016 544 90 31 02	ST-Operating Cost	Heavy Duty Broom	59463	\$16.61
Amazon Capital Services	1JGK-F3QY-QG3C	001 010 576 80 31 08	PK-Special Event Supplies	Duct Tape	59463	\$8.62
Amazon Capital Services	1JPQ-1FJ9-6DFT	001 007 558 50 31 00	PL-Office Supplies	Stapler/Tape Dispenser/Mouse Pad/Pen Holder/Wastebasket	59463	\$80.28
Amazon Capital Services	1KNC-19M1-63M3	001 010 576 80 31 08	PK-Special Event Supplies	Backdrop Holders/Clamps/Garland Backdrops/Brackets	59463	\$88.49
Amazon Capital Services	1KNC-19M1-63M3	001 010 576 80 31 02	PK-Office Supplies	Mouse Pad/Laptop Bag	59463	\$37.84
Amazon Capital Services	1KNC-19M1-63M3	001 010 576 80 31 03	PK- Equipment & Tools	Wireless Mouse	59463	\$36.06
Amazon Capital Services	1NPT-KNKV-CCX3	001 001 513 10 31 00	Executive - Supplies	Ultrawide Monitor For Mayor	59463	\$436.10
Amazon Capital Services	1NXY-46TW-6QT7	001 010 576 80 31 04	PK-Vandalism Supplies	Graffiti Remover	59463	\$105.10
Amazon Capital Services	1NXY-46TW-6QT7	001 010 576 80 31 00	PK-Operating Costs	Paint Roller Covers/Paint Brushes	59463	\$77.78
Amazon Capital Services	1QHF-TFF7-19CN	001 005 518 10 31 00	HR-Office Supplies	Raffle Prizes for Employee Benefits Fair	59463	\$150.31
Amazon Capital Services	1QXJ-GVLJ-3XF6	001 013 518 20 31 00	GG-Operating Costs	Blinds Credit	59463	(\$93.77)
Amazon Capital Services	1RHM-YFFN-JJV7	001 007 559 30 31 00	PB-Office Supplies	Lumber Marking Crayons & Holder	59463	\$66.64
Amazon Capital Services	1RHM-YFFN-JJV7	001 013 518 20 31 00	GG-Operating Costs	Pens/Copy Paper	59463	\$82.25
Amazon Capital Services	1T6V-MWL7-3PH7	101 016 544 90 31 02	ST-Operating Cost	Pliers Set/Ball Bearings	59463	\$49.72
Amazon Capital Services	1VRJ-D7RJ-NPP4	101 016 544 90 31 02	ST-Operating Cost	Power Strips/Backpack Vacuum	59463	\$520.72
Amazon Capital Services	1WKM-G1QD-1YWC	001 012 575 50 31 00	CS- The Mill- Ops	Engraved Plastic Signs	59463	\$74.30
Amazon Capital Services	1WQ4-J4HC-4YJJ	001 010 576 80 31 08	PK-Special Event Supplies	Table Covers/Banner Stand	59463	\$173.68
Amazon Capital Services	1XQK-CRP1-96KX	101 016 544 90 31 02	ST-Operating Cost	Brother Printer for PW Mechanic	59463	\$255.73
Amazon Capital Services	1XQK-CRP1-96KX	410 016 531 10 31 02	SW - Operating Costs	Brother Printer for PW Mechanic	59463	\$255.74
Amazon Capital Services	1Y7P-7X1W-7RLQ	001 003 514 20 31 00	CC-Office Supply	Binder Dividers/Printer Charger	59463	\$51.09
Amazon Capital Services	1YD7-N1JT-R46H	410 016 531 10 31 02	SW - Operating Costs	Floatation Foam Cushion	59463	\$25.51
					59463 Total	\$3,139.72
Barnes	100323 BARNES	001 000 362 00 00 50	Deposit Forfeitures	LS23-Fry_9-30-23 Mill Deposit Forfeiture	59464	(\$250.00)
Barnes	100323 BARNES	001 000 382 10 00 01	The Mill - Deposit	LS23-Fry_9-30-23 Mill Deposit Forfeiture	59464	\$250.00
Barnes	100323 BARNES	001 013 582 10 00 00	Refund of Deposit	LS23-Fry_9-30-23 Partial Mill Deposit Refund	59464	\$250.00
					59464 Total	\$250.00
Beavers Northwest	INV-23082	410 016 531 10 41 01	SW - Professional Services	Beaver Monitoring Project Mgmt	59465	\$2,907.77
					59465 Total	\$2,907.77
Bills Blueprint Inc	656446	001 007 558 50 49 02	PL-Printing and Bindin	PRR 23-1227 Copies	59466	\$617.28
					59466 Total	\$617.28

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Canon Financial Services Inc	31409151	001 008 591 21 70 01	Lease Agreements	Copier Lease PD	59467	\$252.95
Canon Financial Services Inc	31409151	001 008 521 20 31 02	LE-Minor Equipment	Copier Lease PD Tax	59467	\$23.52
					59467 Total	\$276.47
CDW Government Inc	MK16509	304 010 594 76 60 05	R2 - Sunset Park Improvements	Cradlepoint Mobile Renewal	59468	\$216.53
					59468 Total	\$216.53
Central Welding Supply Co Inc	RN09230994	001 010 576 80 31 00	PK-Operating Costs	Argon/Centrashield/Propane	59469	\$34.56
Central Welding Supply Co Inc	RN09230994	101 016 544 90 31 02	ST-Operating Cost	Argon/Centrashield/Propane	59469	\$34.57
Central Welding Supply Co Inc	RN09230994	410 016 531 10 31 02	SW - Operating Costs	Argon/Centrashield/Propane	59469	\$34.56
					59469 Total	\$103.69
Chinook Lumber Inc	1964093	001 010 576 80 31 05	PK-R&M Supplies	Lumber for NC H2O	59470	\$66.49
Chinook Lumber Inc	1969235	001 010 576 80 31 05	PK-R&M Supplies	Siding for NC Restroom Repairs	59470	\$262.81
					59470 Total	\$329.30
Cintas Loc 460	4169912930	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	59471	\$156.84
Cintas Loc 460	4169912930	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	59471	\$156.84
Cintas Loc 460	4169912930	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	59471	\$156.83
					59471 Total	\$470.51
City of Marysville	23-0009	001 008 523 60 41 00	LE-Jail	Prisoner Housing/Medical/Video Court Services 09-2023	59472	\$11,825.14
City of Marysville	23-0009	001 008 523 60 41 00	LE-Jail	SCJ Video Court Services 09-2023	59472	\$464.96
City of Marysville	23-0009	001 008 523 60 41 00	LE-Jail	SCORE Housing Services 09-2023	59472	\$2,682.15
City of Marysville	LKS23-9	001 013 512 52 40 00	GG-Municipal Court Fees 2022	Marysville Court Citations 09-2023	59472	\$9,096.88
					59472 Total	\$24,069.13
Coast Construction Group	DOCK PP#3	302 010 594 76 61 10	PM - Sunset Dock&Shoreline	Sunset Beach Dock Replacement	59473	\$61,533.25
Coast Construction Group	DOCK PP#3	304 010 594 76 60 06	R2 - Sunset Dock Improvements	Sunset Beach Dock Replacement	59473	\$126,759.11
Coast Construction Group	DOCK PP#3	302 000 382 20 00 00	PW Retainage	Sunset Beach Dock Replacement Retainage	59473	(\$8,613.56)
Coast Construction Group	PARK PP#3	304 010 594 76 60 06	R2 - Sunset Dock Improvements	Sunset Beach Park Improvements Park Mitigation	59473	\$104,506.16
Coast Construction Group	PARK PP#3	304 000 382 20 00 00	Retainage	Sunset Beach Park Improvements Retainage	59473	(\$7,378.30)
Coast Construction Group	PARK PP#3	411 016 594 31 60 03	Capital Drainage	Sunset Beach Park Improvements SW Mitigation	59473	\$14,979.82
Coast Construction Group	PARK PP#3	302 010 576 90 31 00	Tree Replacement Expenditures	Sunset Beach Park Improvements Tree Mitigation	59473	\$28,080.01
					59473 Total	\$319,866.49
Cory de Jong and Sons Inc	S334598	001 010 576 80 31 08	PK-Special Event Supplies	Hog Fuel - Volunteer Disc Golf	59474	\$168.87
					59474 Total	\$168.87
Criminal Justice Training Commission	201138576	001 008 521 40 49 01	LE-Registration Fees	Law Enforcement Records Registration - B Ryan	59475	\$100.00
					59475 Total	\$100.00
Critical Insight Inc	2023-13056	510 006 518 80 49 40	LR - CI.Security (MDR)	Quarterly Subscription for Managed Detection & Response	59476	\$7,102.58
					59476 Total	\$7,102.58
Crystal Springs	5249844 110123	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall	59477	\$48.44
Crystal Springs	5249844 110123	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall	59477	\$48.44
Crystal Springs	5249844 110123	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall	59477	\$120.10
					59477 Total	\$216.98
David Evans and Associates Inc	546751	001 007 558 50 41 00	PL-Professional Servic	Engineering Svcs 23-07 City Property Sale Title Review	59478	\$1,626.30
David Evans and Associates Inc	546752	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 23-08 Brookview FP Review	59478	\$2,259.90
					59478 Total	\$3,886.20
Day Wireless Systems	INV798075	001 008 521 20 41 01	LE-Professional Serv-Fixed	SMD Calibration	59479	\$114.77
					59479 Total	\$114.77

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Dept of Labor and Industries	Q3 2023	001 000 281 00 00 00	Payroll Liability Taxes	Q3 2023 Workers Comp Insurance	0	\$60,299.23
Dept of Labor and Industries	Q3 2023	001 008 521 20 24 00	LE-Workers Comp	Q3 2023 Workers Comp Insurance	0	\$1.16
Dept of Labor and Industries	Q3 2023	001 010 576 80 24 00	PK-Workers Comp	Q3 2023 Workers Comp Insurance	0	\$39.42
Dept of Labor and Industries	Q3 2023	001 013 518 30 24 00	GG-Workers Comp	Q3 2023 Workers Comp Insurance	0	\$1.01
Dept of Labor and Industries	Q3 2023	101 016 542 30 24 00	ST-Workers Comp	Q3 2023 Workers Comp Insurance	0	\$40.57
Dept of Labor and Industries	Q3 2023	410 016 531 10 24 00	SW-Workers Comp	Q3 2023 Workers Comp Insurance	0	\$16.64
					0 Total	\$60,398.03
Dept of Licensing	102123 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 10/15/23 - 10/21/23	59480	\$111.00
Dept of Licensing	102823 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 10/22/23 - 10/28/23	59480	\$183.00
					59480 Total	\$294.00
Dept of Retirement (Deferred Comp)	10252023	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	0	\$5,806.41
					0 Total	\$5,806.41
Dept of Retirement PERS LEOFF	10252023	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	0	\$75,624.99
Dept of Retirement PERS LEOFF	10252023	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	0	\$261.39
					0 Total	\$75,886.38
Dept of Revenue EFT	Sep-23	001 013 518 90 49 06	GG-Excise Tax	Sept 2023 Excise Tax	0	\$838.97
Dept of Revenue EFT	Sep-23	410 016 531 10 44 00	SW-Excise Taxes	Sept 2023 Excise Tax	0	\$5,842.63
Dept of Revenue EFT	Sep-23	410 016 531 10 31 02	SW - Operating Costs	Sept 2023 UseTax	0	\$120.90
					0 Total	\$6,802.50
Dept of Revenue Unclaimed Property EFT	2023 UNCLAIMED	001 000 201 00 00 00	AP	2023 Unclaimed Property Turned over to Dept of Revenue	0	\$556.00
					0 Total	\$556.00
Dicks Towing Inc	18260134	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 23-14666	59481	\$150.83
Dicks Towing Inc	18260355	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 23-14819	59481	\$137.84
Dicks Towing Inc	18260393	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 23-14850	59481	\$314.78
Dicks Towing Inc	18260394	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 23-14850	59481	\$314.78
Dicks Towing Inc	18263996	001 008 521 20 41 00	LE-Professional Services	Evidence Towing	59481	\$150.83
					59481 Total	\$1,069.06
Dylan	ADVERTS2023	001 010 576 80 41 04	PK-Special Event Prof Services	Market Advertising	59482	\$1,295.00
					59482 Total	\$1,295.00
EFTPS	10252023	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	0	\$135,439.85
					0 Total	\$135,439.85
Electronic Business Machines	AR259906	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Copy Cost CH Admin XTZ10787	59483	\$456.99
Electronic Business Machines	AR261604	001 008 521 50 48 00	LE-Facility Repair & Maint	Copier Copy Cost PD - 2XW05905	59483	\$131.62
					59483 Total	\$588.61
Employment Security Department EFT	Q3 2023 PFML	001 000 284 00 00 00	Payroll Liability Other	Q3 2023 PFML	0	\$25,007.26
Employment Security Department EFT	Q3 2023 PFML	001 013 518 30 20 00	GG-Benefits	Q3 2023 PFML - Rounding Adjustment	0	\$0.73
					0 Total	\$25,007.99

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Employment Security Department EFT	Q3 2023 WACares	001 000 284 00 00 00	Payroll Liability Other	Q3 2023 WA Cares	0	\$11,188.08
Employment Security Department EFT	Q3 2023 WACares	001 013 518 30 20 00	GG-Benefits	Q3 2023 WA Cares - Rounding Adjustment	0	\$0.09
					0 Total	\$11,188.17
Employment Security Dept	Q3 2023 ESD	501 000 517 60 49 00	Payment to Claimants	Q3 2023 ESD Benefit Payment	59484	\$7,450.00
					59484 Total	\$7,450.00
Engineering Business Systems	142843	001 007 558 50 31 02	PL-Permit Related Op. Costs	Plotter Paper	59485	\$316.39
					59485 Total	\$316.39
Enterprise FM Trust	FBN4868078	530 016 591 48 70 01	PW Lease Agreements	Vehicle Lease Fees	59486	\$8,645.44
Enterprise FM Trust	FBN4868078	530 016 594 48 70 00	Capital Lease Principal	Vehicle Lease Taxes & Fees	59486	\$829.98
					59486 Total	\$9,475.42
Evans	102423 EVANS	101 016 543 30 43 00	ST-Travel & Meetings	NWPWI Leadership Skills Hotel Reimbursement	59487	\$452.85
Evans	102423 EVANS	101 016 543 30 43 00	ST-Travel & Meetings	NWPWI Leadership Skills Meal PerDiem	59487	\$93.00
					59487 Total	\$545.85
Fastenal Company	WAARN168938	101 016 544 90 31 02	ST-Operating Cost	Screw Anchors	59488	\$105.14
Fastenal Company	WAARN168938	410 016 531 10 31 02	SW - Operating Costs	Screw Anchors	59488	\$105.14
Fastenal Company	WAARN169130	101 016 544 90 31 02	ST-Operating Cost	Gloves/Batteries/QwikSticks	59488	\$61.54
Fastenal Company	WAARN169130	410 016 531 10 31 02	SW - Operating Costs	Gloves/Batteries/QwikSticks	59488	\$61.54
Fastenal Company	WAARN169295	101 016 544 90 31 02	ST-Operating Cost	Gloves/Batteries/QwikSticks/Vests/Ear Plugs	59488	\$383.44
Fastenal Company	WAARN169295	410 016 531 10 31 02	SW - Operating Costs	Gloves/Batteries/QwikSticks/Vests/Ear Plugs	59488	\$383.44
					59488 Total	\$1,100.24
Faz	101123 FAZ	001 007 558 50 43 00	PL-Travel & Mtgs	APA Conf Spokane WA Hotel Reimbursement	59489	\$468.18
Faz	101123 FAZ	001 007 558 50 43 00	PL-Travel & Mtgs	APA Conf Spokane WA Meal PerDiem	59489	\$110.00
					59489 Total	\$578.18
Feldman & Lee PS	10-2023 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 10-2023	59490	\$10,600.00
Feldman & Lee PS	2023 LKS-SSP-5	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Services OPD Program Oct 2023	59490	\$900.00
Feldman & Lee PS	2023 LKS-SSP-5	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services OPD Program Oct 2023	59490	\$600.00
Feldman & Lee PS	2023 LKS-SSP-5	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services Program Oct 2023	59490	\$460.00
					59490 Total	\$12,560.00
Flower World Inc	1000099	302 010 576 90 31 00	Tree Replacement Expenditures	Plants for Davies/Festival/Light Tower	59491	\$797.82
					59491 Total	\$797.82
Gailey	082623 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	Reissue Ck #58933 APWA San Diego CA Conf Meal PerDiem	59492	\$291.00
Gailey	101523 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	IACP Conf San Diego Flight Reimbursement	59492	\$357.80
Gailey	101523 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	IACP Conf San Diego Hotel Reimbursement	59492	\$637.86
					59492 Total	\$1,286.66
Garceau	050323 GARCEAU	001 010 576 80 43 00	PK-Travel & Meetings	Reissue Ck #58416 Labor Relations Institute Conf Meal PerDiem	59493	\$90.00
Garceau	051623 GARCEAU	001 010 576 80 43 00	PK-Travel & Meetings	Reissue Ck #58416 WRPA Conf Spokane WA Meal PerDiem	59493	\$202.00
Garceau	100923 GARCEAU	001 010 576 80 43 00	PK-Travel & Meetings	NRPA Conf Dallas TX Meal PerDiem	59493	\$327.00
					59493 Total	\$619.00
Goldman	2023-1202	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	59494	\$250.00
					59494 Total	\$250.00
Grainger	9886196022	001 010 576 80 31 05	PK-R&M Supplies	Thermo Cover for NC Restroom	59495	\$126.44
					59495 Total	\$126.44

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Granite Construction Supply	100755	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs	59496	\$97.26
Granite Construction Supply	100788	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs	59496	\$1,116.31
Granite Construction Supply	100790	101 016 544 90 31 02	ST-Operating Cost	Hard Hat Hangers/Corner Bolts/Flanged Nuts	59496	\$359.55
Granite Construction Supply	100805	101 016 542 64 31 00	ST-Traffic Control - Supply	ADA Pads Surface Mounts & Anchors	59496	\$2,143.05
					59496 Total	\$3,716.17
Griffen Law Office Inc	2A0087930	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	59497	\$300.00
Griffen Law Office Inc	2A0181484	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	59497	\$300.00
					59497 Total	\$600.00
Griffin	100123 GRIFFIN	001 000 362 00 00 50	Deposit Forfeitures	LS23-Willmorth_10-01-23 Mill Deposit Forfeiture	59498	(\$150.00)
Griffin	100123 GRIFFIN	001 000 382 10 00 01	The Mill - Deposit	LS23-Willmorth_10-01-23 Mill Deposit Forfeiture	59498	\$150.00
Griffin	100123 GRIFFIN	001 013 582 10 00 00	Refund of Deposit	LS23-Willmorth_10-01-23 Partial Mill Deposit Refund	59498	\$150.00
					59498 Total	\$150.00
Grossman	101523 GROSSMAN	001 013 582 10 00 00	Refund of Deposit	LS23-Grossman2_10-25 Mill Deposit Refund	59499	\$250.00
					59499 Total	\$250.00
Harriss	4858	001 012 575 51 31 00	CS- Grimm House - Operating	Gutter & Downspout Installation at The Mill	59500	\$3,246.21
					59500 Total	\$3,246.21
Heat Design Equipment Inc	981198	101 016 542 64 48 02	ST-Traffic Control - Striping	OPTAHeat IR Heater	59501	\$12,521.13
					59501 Total	\$12,521.13
Heritage Bank	103023 HERITAGE	213 008 592 21 83 00	2015 LTGO Interest Pymt PD	2015 LTGO Bond Interest	59502	\$408.11
Heritage Bank	103023 HERITAGE	213 008 591 21 71 00	2015 LTGO 2015 Princ Pmt PD	2015 LTGO Bond Principal	59502	\$95,000.00
					59502 Total	\$95,408.11
High Road Promotions LLC	4763	001 008 521 40 49 01	LE-Registration Fees	LSPD Training 10/10/23 & 10/11/23	59503	\$700.00
					59503 Total	\$700.00
HN Lehtinen Engineering Inc	23/138	001 010 576 80 41 00	PK-Professional Services	Art Tower Engineering Services	59504	\$800.00
					59504 Total	\$800.00
Honey Bucket	553754293	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	59505	\$352.89
Honey Bucket	553768900	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Cir W	59505	\$234.00
Honey Bucket	553780347	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 8629 20th St SE	59505	\$180.50
Honey Bucket	553790240	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Park	59505	\$264.50
Honey Bucket	553790241	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	59505	\$167.75
					59505 Total	\$1,199.64
HSA Bank	10252023	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	59451	\$200.00
					59451 Total	\$200.00
Industrial Bolt & Supply Inc	823997-1	101 016 544 90 31 02	ST-Operating Cost	Manual Reset Surf Mnt Circuit Breaker	59506	\$242.31
Industrial Bolt & Supply Inc	823997-1	410 016 531 10 31 02	SW - Operating Costs	Manual Reset Surf Mnt Circuit Breaker	59506	\$242.31
Industrial Bolt & Supply Inc	828868-1	101 016 544 90 31 02	ST-Operating Cost	Phil Pans/Screw Nuts/Tie Wraps/Brake Cleaner/Cleanser	59506	\$239.56
Industrial Bolt & Supply Inc	828868-1	410 016 531 10 31 02	SW - Operating Costs	Phil Pans/Screw Nuts/Tie Wraps/Brake Cleaner/Cleanser	59506	\$239.56
					59506 Total	\$963.74
Ink It Your Way LLC	10167	001 010 576 80 31 01	PK-Ops-Clothing	Parks Crew Worker T-Shirts	59507	\$394.96
Ink It Your Way LLC	10531	001 008 521 20 31 01	LE-Fixed Minor Equipment	Tactical Polos	59507	\$500.48
					59507 Total	\$895.44
Jolly Family Corporation	471--87564	304 010 594 76 60 05	R2 - Sunset Park Improvements	ACM Sign for Sunset Beach Park - Final Payment	59508	\$747.17
					59508 Total	\$747.17
Krusey	2023-LS10	001 008 521 20 41 01	LE-Professional Serv-Fixed	Domestic Violence Coordinators Hours 10-2023	59509	\$4,325.75
					59509 Total	\$4,325.75

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Lake Industries LLC	299452	410 016 531 10 41 01	SW - Professional Services	Dump Site Fill Material - Yard Export	59510	\$480.00
Lake Industries LLC	299984	410 016 531 10 41 01	SW - Professional Services	Dump Site Fill Material - Yard Export	59510	\$288.00
					59510 Total	\$768.00
Lake Stevens Chamber of Commerce	110123 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 11-2023	59511	\$1,500.00
					59511 Total	\$1,500.00
Lake Stevens Police Guild	10252023	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	59452	\$1,296.25
					59452 Total	\$1,296.25
Lemay Mobile Shredding Inc	48158255185	001 013 518 20 41 00	GG-Professional Service	Shredding Services CH	59512	\$12.05
Lemay Mobile Shredding Inc	48171215185	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	59512	\$13.05
					59512 Total	\$25.10
LN Curtis & Sons	INV746848	001 008 521 20 31 01	LE-Fixed Minor Equipment	Armor - J Holland	59513	\$1,570.64
					59513 Total	\$1,570.64
Lynden Incorporated	4228750	101 016 542 66 31 00	ST-Snow & Ice - Sply	Deicer Salt	59514	\$6,612.52
					59514 Total	\$6,612.52
MacDonald	102623MACDONALD	101 016 542 30 49 01	ST-Staff Development	CDL Renewal Reimbursement	59515	\$68.00
MacDonald	102623MACDONALD	410 016 531 10 49 01	SW - Staff Development	CDL Renewal Reimbursement	59515	\$68.00
					59515 Total	\$136.00
Meis	100923 MEIS	001 010 576 80 43 00	PK-Travel & Meetings	NRPA Conf Dallas TX Meal PerDiem	59516	\$327.00
					59516 Total	\$327.00
Menke Jackson Beyer LLP	093023 B&CTRRAIN	001 003 514 20 41 00	CC-Professional Services	Boards & Commission Training	59517	\$2,188.09
					59517 Total	\$2,188.09
MissionSquare - 108991	6448316	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	59453	\$483.62
					59453 Total	\$483.62
MissionSquare - 307428	6572773	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	59454	\$1,453.19
					59454 Total	\$1,453.19
Modern Machinery Co Inc	2941644	101 016 544 90 31 02	ST-Operating Cost	Work Lamp/Mirror/Elements/Fuel Cartridges/O-Rings	59518	\$759.79
Modern Machinery Co Inc	2941644	410 016 531 10 31 02	SW - Operating Costs	Work Lamp/Mirror/Elements/Fuel Cartridges/O-Rings	59518	\$759.79
					59518 Total	\$1,519.58
Monroe Correctional Complex	MCC2308.1554	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew 08-2023	59519	\$271.20
Monroe Correctional Complex	MCC2308.1554	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew 08-2023	59519	\$318.25
Monroe Correctional Complex	MCC2309.1571	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew 09-2023	59519	\$313.72
Monroe Correctional Complex	MCC2309.1571	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew 09-2023	59519	\$270.61
					59519 Total	\$1,173.78
Motor Trucks International & Idealease Inc	1103P20388	410 016 531 10 31 02	SW - Operating Costs	AD-9 Dryer Cartridge PW65	59520	\$83.50
					59520 Total	\$83.50
Murray	102623 MURRAY	001 013 582 10 00 00	Refund of Deposit	LS23-Murray_10-26 Mill Deposit Refund	59521	\$150.00
					59521 Total	\$150.00
Nationwide Retirement Solution	10252023	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	0	\$5,854.63
					0 Total	\$5,854.63
Nelson Petroleum Inc	0847015-IN	101 016 544 90 31 02	ST-Operating Cost	Guardol ECT/DEF Fluid	59522	\$694.54
Nelson Petroleum Inc	0847015-IN	410 016 531 10 31 02	SW - Operating Costs	Guardol ECT/DEF Fluid	59522	\$694.53
					59522 Total	\$1,389.07

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
O Reilly Auto Parts	2960-430506	001 010 576 80 31 05	PK-R&M Supplies	Mower XMark52 Battery	59523	\$59.11
					59523 Total	\$59.11
Office of the State Treasurer	10-2023 STATE	633 000 589 30 00 03	State Building Permit Remit	Building Code Fees 10-2023	59524	\$327.50
Office of the State Treasurer	10-2023 STATE	633 000 586 00 00 01	State Court Remit	State Court Fees 10-2023	59524	\$10,095.33
					59524 Total	\$10,422.83
Ogden Murphy Wallace PLLC	882568	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 09-2023	59525	\$35,525.00
Ogden Murphy Wallace PLLC	882568	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 09-2023	59525	\$378.00
					59525 Total	\$35,903.00
Olbrechts	09-2023 HEARING	001 007 558 50 41 04	Permit Related Professional Sr	Hearing Examiner Services 09-2023	59526	\$4,369.25
Olbrechts	10-2023 HEARING	001 007 558 50 41 04	Permit Related Professional Sr	Hearing Examiner Services 10-2023	59526	\$1,552.50
					59526 Total	\$5,921.75
OSW Equipment & Repair LLC	521146	411 016 594 31 60 08	Capital Equipment	Skid Mounted Sander PO #1876	59527	\$24,890.74
					59527 Total	\$24,890.74
Petersen Brothers Inc	2313001	101 016 542 64 48 01	ST-Traf Control - Guardrail	Guardrail Repairs 11122 Callow Rd	59528	\$8,464.03
					59528 Total	\$8,464.03
PODS Enterprises LLC	PODS006058413	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage 10-2023	59529	\$179.25
PODS Enterprises LLC	PODS006064092	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage 10-2023	59529	\$179.25
					59529 Total	\$358.50
Precision Turf Equipment LLC	12088-56112	001 010 576 80 31 00	PK-Operating Costs	RedMax 2-Stroke Engine Oil	59530	\$264.46
Precision Turf Equipment LLC	12088-56187	001 010 576 80 31 05	PK-R&M Supplies	Regulator for Mower XMark52	59530	\$81.76
					59530 Total	\$346.22
Public Safety Testing Inc	2023-1060	001 008 521 20 41 00	LE-Professional Services	Q3 2023 Recruiting Assistance	59531	\$504.00
Public Safety Testing Inc	2023-1205	001 008 521 20 41 00	LE-Professional Services	PST Candidate Agency Test	59531	\$297.00
					59531 Total	\$801.00
Puget Sound Energy	200003723810 1023	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	59532	\$60.06
Puget Sound Energy	200024316495 1023	001 010 576 80 47 00	PK-Utilities	Natural Gas - PW Shop	59532	\$33.73
Puget Sound Energy	200024316495 1023	101 016 543 50 47 00	ST-Utilities	Natural Gas - PW Shop	59532	\$33.72
Puget Sound Energy	200024316495 1023	410 016 531 10 47 00	SW - Utilities	Natural Gas - PW Shop	59532	\$33.72
Puget Sound Energy	220022339471 1023	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	59532	\$109.67
Puget Sound Energy	220024770236 1023	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	59532	\$63.31
Puget Sound Energy	220028663866 1023	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept	59532	\$106.85
Puget Sound Energy	220028663874 1023	001 013 518 20 47 02	GG-Utilities for Rentals	Natural Gas - 1819 S Lake Stevens Rd	59532	\$35.99
					59532 Total	\$477.05
Purchase Power	10-2023 POSTAGE	001 007 558 50 42 00	PL-Communication	Postage	59533	\$77.71
Purchase Power	10-2023 POSTAGE	001 013 518 20 42 00	GG-Communication	Postage	59533	\$119.19
Purchase Power	10-2023 POSTAGE	101 016 543 30 42 00	ST-Communications	Postage	59533	\$1.55
Purchase Power	10-2023 POSTAGE	410 016 531 10 42 00	SW - Communications	Postage	59533	\$1.55
					59533 Total	\$200.00
Rhomar Industries Inc	104866	101 016 544 90 31 02	ST-Operating Cost	Rhoma-Sol Cleaning Supplies	59534	\$555.35
					59534 Total	\$555.35
SBN Planning LLC	COLS-006	001 007 558 50 41 00	PL-Professional Servic	2023 Comp Plan	59535	\$14,081.25
					59535 Total	\$14,081.25

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Schmidt	101023 SCHMIDT	001 005 517 90 31 00	HR - Wellness Program Supplies	Pumpkins for Wellness Carving Contest Reimbursement	59536	\$13.50
Schmidt	101123 SCHMIDT	001 007 558 50 43 00	PL-Travel & Mtgs	APA Conf Spokane WA Gas Reimbursement	59536	\$35.10
Schmidt	101123 SCHMIDT	001 007 558 50 43 00	PL-Travel & Mtgs	APA Conf Spokane WA Hotel Reimbursement	59536	\$468.18
Schmidt	101123 SCHMIDT	001 007 558 50 43 00	PL-Travel & Mtgs	APA Conf Spokane WA Meal PerDiem	59536	\$110.00
					59536 Total	\$626.78
Security Solutions Northwest	348587	001 006 518 80 48 00	IT-Repair & Maintenance	Video Health Standard Monthly	59537	\$240.41
					59537 Total	\$240.41
Setina Manufacturing Co Inc	273557	001 008 521 50 30 02	LE-Fleet Minor Equipment	15-20 Tahoe Whelen Pre-Punched for PB5-Standard Configuration	59538	\$474.64
					59538 Total	\$474.64
Smith	102223 SMITH	001 013 582 10 00 00	Refund of Deposit	LS23-Smith_10-22 Mill Deposit Refund	59539	\$500.00
					59539 Total	\$500.00
Snohomish Conservation District	7429	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Grant Reimbursement Q3 2023	59540	\$6,500.00
					59540 Total	\$6,500.00
Snohomish County PUD	100757153	001 010 576 80 47 00	PK-Utilities	222947715 Hartford Industrial Electric/Water	59541	\$79.84
Snohomish County PUD	100757153	101 016 543 50 47 00	ST-Utilities	222947715 Hartford Industrial Electric/Water	59541	\$79.84
Snohomish County PUD	100757153	410 016 531 10 47 00	SW - Utilities	222947715 Hartford Industrial Electric/Water	59541	\$79.83
Snohomish County PUD	100757203	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	59541	\$111.59
Snohomish County PUD	100757203	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	59541	\$229.90
Snohomish County PUD	100757203	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	59541	\$1,240.27
Snohomish County PUD	100757203	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	59541	\$24.65
Snohomish County PUD	100757203	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	59541	\$41.65
Snohomish County PUD	100757203	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	59541	\$65.29
Snohomish County PUD	100757203	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	59541	\$36.94
Snohomish County PUD	100757203	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Electric	59541	\$470.87
Snohomish County PUD	100757203	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Water	59541	\$57.94
Snohomish County PUD	109410529	101 016 542 63 47 00	ST-Lighting - Utilities	223611120 Traffic Light	59541	\$59.83
Snohomish County PUD	109410530	101 016 542 63 47 00	ST-Lighting - Utilities	223687294 Street Lights	59541	\$27.80
Snohomish County PUD	112685799	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	59541	\$57.98
Snohomish County PUD	112690093	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	59541	\$73.22
Snohomish County PUD	115992025	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	59541	\$23.05
Snohomish County PUD	119283942	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	59541	\$12,761.98
Snohomish County PUD	119283943	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	59541	\$1,565.47
Snohomish County PUD	119283944	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	59541	\$1,306.76
Snohomish County PUD	125911076	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	59541	\$423.68
Snohomish County PUD	129188202	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	59541	\$157.30
Snohomish County PUD	129197594	001 010 576 80 47 00	PK-Utilities	223759374 10110 5th Pl Water	59541	\$57.94
Snohomish County PUD	132494510	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	59541	\$50.91
Snohomish County PUD	135791297	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	59541	\$29.51
Snohomish County PUD	135796841	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Electric/Water	59541	\$111.28
Snohomish County PUD	135799634	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	59541	\$62.78
Snohomish County PUD	139005674	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	59541	\$256.61
Snohomish County PUD	139005674	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	59541	\$256.61
Snohomish County PUD	139005674	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	59541	\$256.61
Snohomish County PUD	142324089	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric	59541	\$102.55

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	142330636	001 010 576 80 47 00	PK-Utilities	202340527 Decant Yard	59541	\$8.22
Snohomish County PUD	142330636	101 016 543 50 47 00	ST-Utilities	202340527 Decant Yard	59541	\$8.22
Snohomish County PUD	142330636	410 016 531 10 47 00	SW - Utilities	202340527 Decant Yard	59541	\$8.21
					59541 Total	\$20,185.13
Snohomish County PUD	145666100	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	59542	\$131.95
Snohomish County PUD	145670753	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	59542	\$8.91
Snohomish County PUD	145670753	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	59542	\$1,291.06
Snohomish County PUD	145670753	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	59542	\$196.79
Snohomish County PUD	145672952	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	59542	\$54.79
Snohomish County PUD	145672952	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	59542	\$54.78
Snohomish County PUD	145672952	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	59542	\$54.77
Snohomish County PUD	148954085	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	59542	\$172.81
Snohomish County PUD	148958326	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	59542	\$65.87
Snohomish County PUD	148958327	001 010 576 80 47 00	PK-Utilities	222205049 Nourse Park Electric	59542	\$29.50
Snohomish County PUD	152261169	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	59542	\$91.18
Snohomish County PUD	155513440	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	59542	\$22.26
Snohomish County PUD	158698924	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	59542	\$1,065.71
Snohomish County PUD	158699957	001 013 518 20 47 02	GG-Utilities for Rentals	222450314 Commercial Bldg 1819 S Lake Stevens Rd	59542	\$688.86
Snohomish County PUD	158704733	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	59542	\$8.41
Snohomish County PUD	161857115	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th Pl NE	59542	\$85.86
Snohomish County PUD	161857116	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	59542	\$199.04
Snohomish County PUD	161857862	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at 113th	59542	\$60.33
Snohomish County PUD	161860963	001 010 576 80 47 00	PK-Utilities	222625881 Froniter Circle Water	59542	\$57.94
Snohomish County PUD	161862002	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	59542	\$80.20
Snohomish County PUD	165051498	001 010 576 80 47 00	PK-Utilities	223477167 Mill Spur Electric	59542	\$73.37
Snohomish County PUD	165054137	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	59542	\$61.42
Snohomish County PUD	165060297	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	59542	\$57.94
					59542 Total	\$4,613.75
Snohomish County Sheriffs Office	2023-7944	001 008 523 60 41 00	LE-Jail	Jail Services 09-2023	59543	\$12,966.41
					59543 Total	\$12,966.41
Snohomish County SWM	I000625080	410 016 531 20 41 00	SW - SnoCo Lake Monitoring	Q3 2023 Lake Monitoring	59544	\$4,781.11
					59544 Total	\$4,781.11
Snohomish County Treasurer	1023 TREASURER	633 000 586 00 00 02	Crime Victims Comp - SnoCo	Crime Victims Compensation 10-2023	59545	\$164.73
					59545 Total	\$164.73
Sound Publishing Inc	EDH985547	001 013 518 30 41 01	GG-Advertising	2024 Budget PH	59546	\$65.60
Sound Publishing Inc	EDH985698	001 013 518 30 41 01	GG-Advertising	CC Special Meeting	59546	\$24.08
Sound Publishing Inc	EDH985879	001 007 558 50 41 03	PL-Advertising	Planning Commission Meeting Cancelled 10/18/23	59546	\$24.20
					59546 Total	\$113.88
Sound Safety Products Co Inc	77096/6	101 016 542 90 31 01	ST-Clothing	Boots/Jacket/Hoodie/Bib/Sweatshirt - A Villarreal	59547	\$426.76
Sound Safety Products Co Inc	77098/6	101 016 542 90 31 01	ST-Clothing	Boots - A Villarreal	59547	\$173.78
					59547 Total	\$600.54

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sound Security Inc	1104335	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	59548	\$22.54
Sound Security Inc	1104335	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	59548	\$589.34
Sound Security Inc	1104335	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	59548	\$645.79
Sound Security Inc	1104335	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	59548	\$301.25
Sound Security Inc	1104335	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	59548	\$301.24
Sound Security Inc	1104335	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	59548	\$301.25
Sound Security Inc	1107933	001 008 521 20 31 00	LE-Office Supplies	Prox Fobs/Cards	59548	\$172.15
Sound Security Inc	1108184	001 008 521 20 41 01	LE-Professional Serv-Fixed	Access/Instrusion/Fire/Elevator Monitoring PD	59548	\$1,196.25
Sound Security Inc	1108185	001 008 521 20 41 01	LE-Professional Serv-Fixed	Fire Monitoring 10518 18th St SE	59548	\$68.25
					59548 Total	\$3,598.06
Sound Uniform Solutions	202309SU106	001 008 521 20 31 01	LE-Fixed Minor Equipment	Jumpsuit - M Cooper	59549	\$603.34
					59549 Total	\$603.34
Southlake Holdings LLC	103123SOUTHLAKE	004 013 594 18 60 01	RR - Capital Purchases	Earnest Check	59455	\$10.00
					59455 Total	\$10.00
Sprague Pest Solutions	5228246	001 013 518 20 41 00	GG-Professional Service	Pest Control - CH	59550	\$95.64
Sprague Pest Solutions	5238983	001 012 575 51 40 00	CS-Grimm House - Services	Pest Control - Grimm House	59550	\$95.64
Sprague Pest Solutions	5238984	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	59550	\$84.71
Sprague Pest Solutions	5238984	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	59550	\$84.71
Sprague Pest Solutions	5239026	001 013 518 20 41 00	GG-Professional Service	Pest Control - Visitor Info Center	59550	\$95.64
Sprague Pest Solutions	5239027	001 013 518 20 41 00	GG-Professional Service	Pest Control - Senior Center	59550	\$95.64
					59550 Total	\$551.98
Springbrook Nursery & Trucking Inc	354411	410 016 531 10 41 01	SW - Professional Services	Dump Fees - Brush/Stumps	59551	\$192.00
Springbrook Nursery & Trucking Inc	354917	410 016 531 10 41 01	SW - Professional Services	Dump Fees - Brush/Stumps	59551	\$192.00
Springbrook Nursery & Trucking Inc	354949	101 016 542 30 41 02	ST-Professional Service	Dump Fees - Brush/Stumps	59551	\$48.00
					59551 Total	\$432.00
Stanwood Redi Mix Inc	49189	101 016 544 90 31 02	ST-Operating Cost	Large Ecology Blocks	59552	\$1,080.09
Stanwood Redi Mix Inc	49189	410 016 531 10 31 02	SW - Operating Costs	Large Ecology Blocks	59552	\$1,080.09
Stanwood Redi Mix Inc	49198	101 016 544 90 31 02	ST-Operating Cost	Large Ecology Blocks	59552	\$859.16
Stanwood Redi Mix Inc	49198	410 016 531 10 31 02	SW - Operating Costs	Large Ecology Blocks	59552	\$859.16
Stanwood Redi Mix Inc	49307	101 016 544 90 31 02	ST-Operating Cost	Large Ecology Blocks	59552	\$135.00
Stanwood Redi Mix Inc	49307	410 016 531 10 31 02	SW - Operating Costs	Large Ecology Blocks	59552	\$135.00
					59552 Total	\$4,148.50
Stevens	102523 BSTEVEN	001 004 514 23 43 00	FI-Travel & Meetings	Springbrook Conf Las Vegas Flight Reimbursement	59553	\$387.89
Stevens	102523 BSTEVEN	001 004 514 23 43 00	FI-Travel & Meetings	Springbrook Conf Las Vegas Hotel PerDiem Rate	59553	\$304.00
Stevens	102523 BSTEVEN	001 004 514 23 43 00	FI-Travel & Meetings	Springbrook Conf Las Vegas Lyft Reimbursement	59553	\$77.63
Stevens	102523 BSTEVEN	001 004 514 23 43 00	FI-Travel & Meetings	Springbrook Conf Las Vegas Meal PerDiem	59553	\$62.00
Stevens	102523 BSTEVEN	001 004 514 23 43 00	FI-Travel & Meetings	Springbrook Conf Las Vegas Mileage PerDiem	59553	\$1.44
					59553 Total	\$832.96
Summit Law Group PLLC	148975	001 011 515 41 41 03	Ext Consult - Labor Relations	General Labor Matters 09-2023	59554	\$3,504.00
					59554 Total	\$3,504.00
Sunbelt Rentals Inc	144871791-0001	410 016 531 10 45 01	SW - Rentals-Leases	Plate Tamper Rental	59555	\$701.60
					59555 Total	\$701.60

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Symbol Arts	475784	001 008 521 20 31 01	LE-Fixed Minor Equipment	PD Detective/Sergeant Badges	59556	\$284.18
					59556 Total	\$284.18
Technological Services Inc	27687	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-17-72	59557	\$1,025.80
Technological Services Inc	27703	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-23-03	59557	\$134.87
					59557 Total	\$1,160.67
Terraphase Engineering Inc	20683	004 010 594 76 60 03	PR - LS Bayview Connector	Engineering Svcs Task Order #2023-01 Powerline Trail	59558	\$77.00
					59558 Total	\$77.00
Trevor Justin Government Relations LLC	12	001 013 511 70 40 00	Lobbying Services	Lobbying Services 10-2023	59559	\$4,500.00
					59559 Total	\$4,500.00
ULINE	169675388	101 016 544 90 31 02	ST-Operating Cost	Mops/Brooms/Hard Hats/Coveralls	59560	\$1,414.00
					59560 Total	\$1,414.00
United Rentals North America	225650652-002	101 016 542 30 45 00	ST-Rentals-Leases	Boom Rental	59561	\$1,435.11
					59561 Total	\$1,435.11
UPS	0000074Y42423	001 008 521 20 42 00	LE-Communication	Evidence Shipping	59562	\$23.78
					59562 Total	\$23.78
Voss	102223 VOSS	001 000 362 00 00 05	The Mill - Rental	LS23-Voss_1-26-24 Mill Rental Refund	59563	\$75.00
					59563 Total	\$75.00
Washington Elevator	10672	101 016 542 30 41 02	ST-Professional Service	Down Pymt for The Mill Elevator Insepection	59564	\$4,262.70
					59564 Total	\$4,262.70
Washington Recreation & Park Assoc	8957	001 010 576 80 49 01	PK-Staff Development	WRPA Fall Training Registration - D Green	59565	\$249.00
Washington Recreation & Park Assoc	8957	001 010 576 80 49 01	PK-Staff Development	WRPA Fall Training Registration - T Woldridge	59565	\$249.00
Washington Recreation & Park Assoc	9023	001 010 576 80 49 00	PK-Dues & Memberships	WRPA Membership Renewal	59565	\$315.00
					59565 Total	\$813.00
Washington State Support Registry	10252023	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	0	\$546.86
					0 Total	\$546.86
Wetlands Creation Inc	56192	101 016 544 90 31 02	ST-Operating Cost	Dirty Brush	59566	\$109.10
					59566 Total	\$109.10
Willards Pest Control Co	419973	001 008 521 50 48 00	LE-Facility Repair & Maint	All Nuisance Ants - PD	59567	\$149.89
Willards Pest Control Co	419976	001 008 521 50 48 00	LE-Facility Repair & Maint	Monthly Rodent Service - PD	59567	\$79.94
					59567 Total	\$229.83
Zachor Stock & Krepps Inc PS	23-LKS-0010	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services 10-2023	59568	\$14,294.00
					59568 Total	\$14,294.00
Zions Bank	110223 ZIONS	412 016 592 31 80 00	2019 LTGO Bond - Interest	2019 LTGO Bond Interest	59569	\$1,553.50
Zions Bank	110223 ZIONS	412 016 591 31 70 00	2019 LTGO Bond - Principal	2019 LTGO Bond Principal	59569	\$64,000.00
					59569 Total	\$65,553.50

**CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES**

Tuesday, October 24, 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

Call to Order

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

Pledge of Allegiance

Council President Jorstad led the Pledge of Allegiance.

Roll Call

All Councilmembers were present.

Approval of the Agenda

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

Guest Business

Introduce Tyler Ambrose, Crew Worker, Parks and Recreation

Citizen Comments

There were no comments from citizens.

Council Business

Mayor's Business

City Department Report

Planning and Community Development Q3 Report

Consent Agenda

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Daughtry, 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 October 10, 2023
- City Council Special Meeting Minutes of October 17, 2023
- 2023 Budget Amendment No. 3 - Ordinance 1174
- Rescind the prior motion to authorize the Mayor to sign the contract with Coast Construction Group for the construction of the Mill Spur Restroom/Concessions Building and reject all bids

Public Hearing

Ordinance 1172 - 2024 Property Tax Levy

Finance Director Stevens explained that the Ordinance authorizes the collection of property taxes on properties within the City limits up to a certified amount of \$6,500,000. Based on current estimates, Staff anticipates the actual levy will be approximately \$6,450,000. The Ordinance includes an estimated 3% increase over the 2023 highest lawful levy amount, which includes the statutory 1% increase that equates to \$59,348, as well as increases from state assessed values, annexations, new construction, and refunds.

Council President Jorstad opened the hearing for public comment.
There were no comments on the public hearing.
Council President Jorstad closed the hearing.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Petershagen, to approve Ordinance 1172 – 2024 Property Tax Levy. The motion passed 7-0-0-0.

Public Hearing No. 1: 2024 Budget Ordinance 1173

Director Stevens presented the first reading of Ordinance 1173, approving the 2024 Budget. This is the first of two public hearings. Over the past few months, Council has been reviewing current and forecasted revenues and expenditures including property tax, City staffing plans, and related costs which are incorporated into the proposed 2024 budget Ordinance.

Council President Jorstad opened the hearing for public comment.
There were no comments on the public hearing.
Council President Jorstad closed the hearing.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Tageant, to approve the first reading of the 2024 Budget Ordinance, 1173. The motion passed 7-0-0-0.

Discussion Items**Cedarwood Partnership**

Director Garceau gave an update to the Council on the Cedarwood building. Through an RFP process, the City has chosen YMCA of Snohomish County to partner in providing recreation services for the community. The YMCA of Snohomish County demonstrated a robust knowledge of providing community recreation services and partnerships with organizations like Lake Stevens to execute this vision.

Next steps include executing a memorandum of understanding (MOU) between the YMCA of Snohomish County and the City, request for qualifications for design and engineering, and funding strategies.

Next Council Meeting

The consensus of the Council was to cancel the November 7 workshop due to election night. The next Council meeting will be November 14, 2023.

Executive Session

The meeting recessed to executive session at 7:20 p.m. to discuss Collective Bargaining for approximately 7:40 p.m. There will be no action to follow.

At 7:40 p.m., the executive session was extended for an additional 8 minutes, to approximately 7:48 p.m.

Adjourn

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

The meeting was adjourned at 7:48 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 11/14/2023

Subject: Resolution 2023-17 Surplus of Vehicle 2017 Dodge Ram 1500

Contact Person/Department: Aaron Halverson, Public Works

Budget Impact: There is no direct impact to the budget, other than a credit that will be held at Enterprise until a new vehicle is acquired.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Public Works is requesting the approval of Resolution 2023-17 to surplus a 2017 Dodge Ram 1500. This vehicle is no longer needed for operations, and the department would like to surplus it to Enterprise through the Enterprise Contract for credit towards a future vehicle. The estimated value of this vehicle is approximately \$18,000.

SUMMARY/BACKGROUND:

The 2017 Dodge Ram 1500 was a truck being used by the Surface Water Team in Public Works. This vehicle's replacement was received after being on backorder in Summer 2023. Since the replacement was received, this vehicle has been sitting idle without utilization. This vehicle is no longer needed for operations, and the department would like to surplus it to Enterprise through the Enterprise Contract for credit towards a future vehicle. The estimated value of this vehicle is approximately \$18,000.

APPLICABLE CITY POLICIES:

Comprehensive Procurement Policy

ATTACHMENTS:

1. Resolution for sale of 2017 Dodge Ram 1500

RESOLUTION NO. 2023-17

**A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON,
CONCERNING THE SURPLUS AND SALE OF A 2017 Dodge Ram 1500
Truck**

WHEREAS, the City of Lake Stevens (“City”) desires to sell TO ENTERPRISE, the City’s 2017 Dodge Ram 1500 (“Dodge Ram”), which truck is surplus to the City’s needs; and

WHEREAS, the Dodge Ram was recently estimated to be valued in the amount of \$18,094 by Kelly Blue Book; and

WHEREAS, the Lake Stevens City Council after consideration of the provisions of this resolution, the estimated value by Kelly Blue Book, the report from staff, and council discussion believes it in the interest of the City and the public to authorize the proposed sale as discussed in these whereas provisions of this resolution;

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

Section 1. Based upon the above recitals which are findings of fact for the purposes set forth herein, the Mayor or his designee is authorized sell the City’s 2017 Dodge Ram 1500 (“Dodge Ram”), VIN: 1C6RR7ST4HS762185 to Enterprise, per contract with Enterprise.

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 14, 2023.

Mayor Brett Gaily

ATTEST:

Kelly Chelin
City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 11/14/2023

Subject: Resolution 2023-18 Surplus of Vehicle 2018 Ford F150 SuperCrew Cab

Contact Person/Department: Aaron Halverson, Public Works

Budget Impact: There is no direct impact to the budget, other than a credit that will be held at Enterprise until a new vehicle is acquired.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Public Works is requesting the approval of Resolution 2023-18 to surplus a 2018 Ford F150 SuperCrew Cab. This vehicle is no longer needed for operations, and the department would like to surplus it to Enterprise through the Enterprise Contract for credit towards a future vehicle. The estimated value of this vehicle is approximately \$30,000.

SUMMARY/BACKGROUND:

The 2018 Ford F150 SuperCrew Cab was a truck being used by the Admin Team in Public Works. This vehicle's replacement was received after being on backorder in Summer 2023. Since the replacement was received, this vehicle has been sitting idle without utilization. This vehicle is no longer needed for operations, and the department would like to surplus it to Enterprise through the Enterprise Contract for credit towards a future vehicle. The estimated value of this vehicle is approximately \$30,000.

APPLICABLE CITY POLICIES:

Comprehensive Procurement Policy

ATTACHMENTS:

1. Resolution for sale of 2018 Ford F150 SuperCrew

RESOLUTION NO. 2023-18

**A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON,
CONCERNING THE SURPLUS AND SALE OF A 2018 Ford F150
SuperCrew Cab Truck**

WHEREAS, the City of Lake Stevens (“City”) desires to sell TO ENTERPRISE, the City’s 2018 Ford F150 SuperCrew Cab truck (“Ford F150”), which truck is surplus to the City’s needs; and

WHEREAS, the Ford F150 was recently estimated to be valued in the amount of \$30,122 by Kelly Blue Book; and

WHEREAS, the Lake Stevens City Council after consideration of the provisions of this resolution, the estimated value by Kelly Blue Book, the report from staff, and council discussion believes it in the interest of the City and the public to authorize the proposed sale as discussed in these whereas provisions of this resolution;

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

Section 1. Based upon the above recitals which are findings of fact for the purposes set forth herein, the Mayor or his designee is authorized sell the City’s 2018 Ford F150 SuperCrew Cab Truck (“Ford F150”), VIN: 1FTEW1E55JKE96160 to Enterprise, per contract with Enterprise.

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 14, 2023.

Mayor Brett Gaily

ATTEST:

Kelly Chelin
City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 11/14/2023

Subject: Washington State Parks Marine Program Interagency Agreement

Contact Person/Department: Jeffrey Beazizo, Police Department

Budget Impact: None

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to sign the Interagency Agreement.

SUMMARY/BACKGROUND:

In exchange for vessel registration fees, transmitted to the Lake Stevens Police Department (LSPD) by the Washington State Treasurer, LSPD shall furnish the necessary personnel, equipment, material, and services and otherwise do all things necessary for, or incidental to, the performance of marine law enforcement and other duties as defined in Chapter 79A.60 RCW - REGULATION OF RECREATIONAL VESSELS.

The term of this agreement, once signed by STATE PARKS, shall end on September 30, 2024.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. LAKE STEVENS PD A-299 2024



INTERGOVERNMENTAL AGREEMENT

Between

WASHINGTON STATE PARKS AND RECREATION COMMISSION

And

Lake Stevens Police Department

Agency Size Category: Medium

Marine Lead: James Barnes, 425-876-0566

AGREEMENT# LE: MLE1324

THIS AGREEMENT is between the Washington State Parks and Recreation Commission, "STATE PARKS," and Lake Stevens Police Department the "AGENCY".

THE PURPOSE OF THIS AGREEMENT is to establish a cooperative framework between STATE PARKS and the AGENCY to enhance the performance of boating safety and education services in the state per RCW 88.02650 and WAC 352-65.010. The goal is to reduce the number and severity of recreational boating casualties of all types associated with recreational boating and ensure a safe and enjoyable boating environment for all users.

THEREFORE, IT IS MUTUALLY AGREED THAT:

SUMMARY STATEMENT

In exchange for vessel registration fees, transmitted to the AGENCY by the Washington State Treasurer, AGENCY shall furnish the necessary personnel, equipment, material, and services and otherwise do all things necessary for, or incidental to, the performance of marine law enforcement and other duties as defined in Chapter 79A.60 RCW - REGULATION OF RECREATIONAL VESSELS.

PERIOD OF PERFORMANCE

The term of this agreement, once signed by STATE PARKS, shall end on September 30, 2024.

RECORDS MAINTENANCE

The parties to this agreement shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records are subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this agreement must be retained for six years after expiration, and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties must have full access and the right to examine any of these materials during this period.

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. Each party shall utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

INDEPENDENT CAPACITY

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

AGREEMENT ALTERATIONS AND AMENDMENTS

This agreement may be amended by mutual agreement of the parties. Such amendments are not binding unless they are in writing.

INDEMNIFICATION

Each party is responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.

TERMINATION FOR CAUSE

If STATE PARKS determines that AGENCY is not in compliance with the minimum requirements of this agreement, the State Parks Marine Law Enforcement Coordinator will notify AGENCY in writing of the deficiency. AGENCY will have forty-five days following receipt of the notice of deficiency to submit a plan satisfactory to STATE PARKS to remedy the deficiency. If, after forty-five days, AGENCY has not submitted a plan to STATE PARKS for remedying the deficiency or is unable to demonstrate its ability to meet minimum requirements, STATE PARKS will have the option to terminate this agreement. If AGENCY disagrees with STATE PARKS' decision to cancel this agreement, AGENCY may seek a hearing per chapter 34.05 RCW, the Administrative Procedure Act to contest this decision.

DISPUTES

In the event that a dispute arises under this agreement, it will be determined by a Dispute Board in the following manner: Each party to this agreement appoints one member to the Dispute Board. The members so appointed jointly appoint an additional member to the Dispute Board. The Dispute Board reviews the facts, contract terms, and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board is final and binding on the parties hereto.

GOVERNANCE

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 must be construed to conform to those laws.

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

- a. Applicable state and federal statutes and rules;
- b. Summary Statement; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent may not be unreasonably withheld.

WAIVER

A failure by either party to exercise its rights under this agreement does not preclude that party from subsequent exercise of such rights and does not constitute a waiver of any other rights under this agreement unless stated to be such, in writing, signed by an authorized representative of the party, and attached to the original agreement.

SEVERABILITY

If any provision of this agreement or any provision of any document incorporated by reference is held invalid, such invalidity does 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.

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 exist or bind the parties.

CONTRACT MANAGEMENT

The contract representative for each of the parties are responsible for and are the contact person for all communications and billings regarding the performance of this agreement.

The Contact Representative for AGENCY is:

James Barnes, Sergeant

Lake Stevens Police Department

425-876-0566

jbarnes@lakestevenswa.gov

The Contract Representative for STATE PARKS is:

Bryan Alexander, Marine Law Enforcement Coordinator

(360) 902-8835

Bryan.Alexander@parks.wa.gov

IN WITNESS WHEREOF, the parties have executed this agreement.

**Washington State Parks and
Recreation Commission**

Lake Stevens Police Department

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved As to Form:

Michael Young

Asst. Attorney General

12/21/17

Exhibit A

AGENCY REQUIREMENTS

Signed Agreement:

AGENCY shall sign an Approved Program Agreement with STATE PARKS that contains all qualifications and requirements necessary to establish or maintain eligibility to receive vessel registration fees as established by RCW 88.02.650. AGENCY agrees to use the A-299 Web Forms to provide information necessary to complete the annual Approved Program Agreement. AGENCY agrees to utilize the web-enabled process designated by STATE PARKS to generate the Approved Program Agreement. AGENCY agrees to complete the submission process by October 15, 2023.

Designated Marine Lead / Conference Attendance / Surveys:

AGENCY must designate a "Marine Lead" - the Deputy/Officer/or Supervisor (LT, SGT, Undersheriff) that is responsible for interacting with STATE PARKS on all issues and matters related to AGENCY's Marine Law Enforcement unit. Duties include but are not limited to:

- Ensuring all required reports are completed and submitted to STATE PARKS within document due date guidelines.
- Submitting personnel names to attend training courses and conferences.
- Attending the annual Fall Conference or designating another to attend.
- Ensuring that all commissioned officers/deputies identified in the A-299 Web Form have received Marine Law Enforcement Training.
- Ensuring that all tasks identified on the BOAT Currency Web Form are current and up to date.
- Taking proactive steps to ensure that his/her agency will have all necessary equipment and other necessary infrastructure in place so to utilize the SECTOR system for all boating related safety inspections and warnings. Inspections can be entered into SECTOR at the time of the inspections or at a later time.
- Communicating with STATE PARKS on all matters and issues that may arise around recreational boating safety and marine law enforcement and disseminating information within their agency as appropriate.
- Responding to any and all recreational boating safety surveys sent by STATE PARKS within the requested timeline.
- Ensuring that all data on their agency held by STATE PARKS is up to date and accurate.

Reporting Recreational Boating Activities and Financial Data:

Training Currency Forms: AGENCY agrees to complete a BOAT Currency Web Form for each officer/deputy identified in their A-299 Web Form by October 15 of each year. Only officers/deputies whose training qualifications are current will be considered trained.

Summary of Activity Report Web Forms: AGENCY agrees to use the Summary of Activity Report (SOAR) web form to report all required recreational boating safety (RBS) activities. AGENCY may report the activities daily, monthly, or quarterly using the SOAR Web Forms.

Utilize SOAR Web Forms: AGENCY will use the Summary of Activity Report (SOAR) web form designated by STATE PARKS to report all required RBS Activities.

Reporting Frequency: AGENCY must submit a Summary of Activity Report (SOAR) at least quarterly to STATE PARKS. However, it may report RBS Activities daily or monthly using the SOAR Web Forms.

Review and Approval of SOAR: STATE PARKS will provide AGENCY with a summary of all reported RBS Activities at the end of the quarter and provide AGENCY with the opportunity to correct, update, and/or amend their report to address any inaccuracies or omissions. If all information is correct, AGENCY will print, sign, and submit a copy of the SOAR quarterly summary to STATE PARKS by the designated deadline.

Due Dates: The SOAR is due to STATE PARKS by the 15th of the month following the end of the quarter as follows:

Quarter	Beginning Date	End Date	SOAR Due Date
First Quarter	January 1	March 31	April 15
Second Quarter	April 1	June 30	July 15
Third Quarter	July 1	September 30	October 15
Fourth Quarter	November 1	December 31	January 15

Vessel Registration Fee Expenditure Report: AGENCY will use the Vessel Registration Fee Expenditure Report Web Form to provide STATE PARKS with accounting information as directed. AGENCY agrees to submit this form by October 15 of each year.

EXHIBIT B

FUNDING REQUIREMENTS

AGENCY Financial System Report: AGENCY agrees to provide STATE PARKS with a report from the AGENCY'S financial system that demonstrates that vessel registration fees (VRFs) are deposited in a dedicated account and showing the deposit of state vessel registration funds received from the Office of State Treasurer. See Exhibit E for an example. This report may not be an Excel spreadsheet, and it must be submitted with the Vessel Registration Fee Expenditure Report.

VRF Fund Balance Report: AGENCY agrees to provide STATE PARKS a report from the AGENCY financial system showing the fund balance of the dedicated VRF account. See Exhibit E for an example. VRF fund balance on this system-generated report should match the bottom line on the VRF report ("Total Remaining Balance of State VRF funds for Fiscal Year").

Provide Local Spending: AGENCY agrees to contribute local funds to provide financial support to its marine law enforcement program to augment the funding provided through VRFs.

Limitation on Use of Funds: AGENCY agrees to use VRFs solely for recreational boating safety purposes, which include all activities or expenditures identified in the document "Allowable Costs and Expenditures for State Vessel Registration Fees and Federal Assistance Grants," as now existing or as may be updated in the future. This document can be found on the MLE Forms Website at: <http://mle.parks.wa.gov/>. AGENCY may charge actual, direct administrative costs to the VRF account. An example would be actual staff hours spent to fill out forms, or to maintain the dedicated account. AGENCY agrees not to charge administrative fees based on an estimated percentage of a staff person's time.

Local Ordinances, STATE PARKS notification: AGENCY agrees that if it adopts a local ordinance governing recreational boating, the ordinances will be at least as restrictive as, but may be more restrictive than, Washington State boating laws and regulations.

EXHIBIT C
OPERATIONAL REQUIREMENTS

Officer/Deputy Qualifications: AGENCY agrees to utilize officers/deputies with law enforcement certificates from the Criminal Justice Training Commission that authorize them to enforce all boating laws and regulations. Officers/deputies who have completed equivalent training may be approved by the STATE PARKS Director or designee.

Officer/Deputy Training Required: AGENCY agrees to ensure that all officers/ deputies involved in the recreational boating safety program attend the Washington State Basic Marine Law Enforcement Training course. STATE PARKS agrees to provide this training at no charge to AGENCY. Only officers/deputies that have attended this training will be considered trained. The AGENCY recognizes the National Association of Boating Law Administrators' Boating Crewmember Course or the Federal Law Enforcement Training Centers' Marine Law Enforcement Training Program as an equivalent course. Officers/deputies may attend an alternative and equivalent course with prior written STATE PARKS approval.

New Programs, Officers/Deputies, Must Acquire Training Within One Year: AGENCY agrees to acquire required training for officers/deputies within one year of becoming an approved program, and within one year for each newly assigned boating safety officer/deputy.

Training Currency: AGENCY must submit a BOAT Currency Requirements Report Web Form for all active personnel listed on the roster submitted with the A-299 Web Form by October 15 each year. These reports must be submitted at least annually but may be updated throughout the year. If AGENCY feels that they will be unable to complete all training tasks required, it shall submit a statement of explanation to the Marine Law Enforcement Coordinator.

Document Additional Training: AGENCY agrees to list on the A-299 form any additional training courses its personnel have completed.

Vessels and Equipment: AGENCY agrees to acquire and make available the necessary boating safety patrol equipment, including vessels capable of serving the minimum requirements outlined in this agreement. Patrol vessels must be properly marked and properly equipped as provided in chapter 88.02 RCW and chapter 352-60 WAC.

Vessel, Aircraft, Vehicle and Equipment Inventory Required: AGENCY agrees to supply STATE PARKS with an inventory of all vessels, aircraft, vehicles, and equipment utilized in the

recreational boating safety missions along with details of how they are equipped each year in the A-299 web form.

Information required on the A-299 includes:

- **Vessels:** STATE PARKS requires the following data on each vessel:
 - Name
 - Manufacturer
 - Radio equipped (Y/N): Radio equipped means the vessel has an agency radio installed or “hardwired”. Non-radio equipped boats are vessels that do not have radios installed. Portable radios may be carried on these boats, but they would be considered non-radio equipped. Examples include personal watercraft, drift boats, jon boats, kayaks, and inflatable rafts (motorized or non-motorized).
 - SECTOR equipped (Y/N): SECTOR equipped boats are the patrol vessels that are SECTOR equipped with a computer or tablet plus printer and scanner, including those that are permanently installed or “hardwired” OR portable cased units that are taken on an off the vessel. Non-SECTOR equipped boats are vessels that do not have a computer, tablet, printer installed or a cased kit.
 - Model
 - Length
 - Type of propulsion
 - Horsepower
 - Year purchased
 - Funds used to purchase the vessel (local, state, or federal)
 - Percent of time employed for the RBS mission
- **Aircraft:** The number of aircraft in your agency and the percentage they used for RBS activities.
 - Aircraft type
 - Manufacturer
 - SECTOR/Radio equipped
 - Model
 - Year
 - Funds Used for Purchase
 - Percent of time employed for the RBS mission
- **Vehicles:** Other Patrol Vehicles (Trucks, Cars, SUVs, ATVs) The number of other patrol vehicles assigned to the marine services unit and the percentage they are used for RBS activities
 - Vehicle Type
 - Manufacturer
 - SECTOR/Radio equipped
 - Model
 - Year
 - Funds Used for Purchase
 - Percent of time employed for the RBS mission

- **Equipment Valued at \$5000.00 Dollars** (i.e., Engines, Electronics, etc.): Agencies are required to update their inventory of durable items defined as having a cost or value of \$5000.00 dollars or more. Only items listed under “allowable expenses” defined in the document “Allowable Costs and Expenditures for State Vessel Registration Fees and Federal Assistance Grants “(found on the MLE Forms Website at <http://mle.parks.wa.gov/>) should be purchased with vessel registration fees.
 - Equipment Type
 - Manufacturer
 - Model
 - Year purchased
 - Funds used for Purchase (local, state, federal)

Sale of Vessels Purchased with Vessel Registration Fees or STATE PARKS Provided

Federal Funding: AGENCY agrees to notify STATE PARKS 60 days in advance of the sale date of any vessel purchased with federal funds provided by STATE PARKS. The sale of vessels purchased with state dollars, when sold at the end of their useful life, must be consistent with the AGENCY’s policies and procedures. AGENCY agrees to remove the vessel from the Patrol Vessel Inventory once it is sold.

Boating Accident Reports Required, Timeline to Submission: AGENCY agrees to submit accident reports to STATE PARKS (in compliance with RCW 79A.60.200, RCW 79A.60.220 and WAC 352-70) as follows:

- For any boating accident resulting in a death, or in an injury requiring hospitalization, AGENCY agrees to:
 - Notify STATE PARKS within 48 hours of becoming aware of the incident.
 - Fill out and submit a complete Boating Accident Investigation Report (BAIR – form number A-425) within ten days of the occurrence.
 - Include the results of any other investigation conducted by the agency, including but not limited to statements from witnesses or any party involved, photos, maps, or additional information.
 - Submit, within one week of completion, any coroner’s reports concerning the death of any person resulting from the boating accident.
- In addition to the requirements above, for any boating accident resulting in a death, or in an injury requiring hospitalization, OR damage to any vessel or property of two thousand dollars or more, OR a vessel is a complete loss, OR a person disappears from the vessel under circumstances that indicate death, AGENCY agrees to submit a Boating Accident Report (BAR – Form number A-440) within 10 days of the occurrence to STATE PARKS.

Boater Assistance: AGENCY agrees to create and maintain the ability to respond, or coordinate response to, boating emergencies that occur within AGENCY’s jurisdiction and document each occurrence and report it to STATE PARKS through the Summary of Activity Report (SOAR) Web Form as prescribed in this agreement. AGENCY agrees to report each incident utilizing the following definitions:

- **Search & Rescue/Recovery:** Search and rescue (SAR) is defined as a water-borne response (including aircraft) involving a person or vessel **in peril**. AGENCY agrees to only report SAR cases on the Summary of Activity Report (SOAR) Web Form that were assigned a case number by their agency or a USCG MISLE Case ID Number and an Urgent Marine Information Broadcast (UMIB) initiated by the USCG. Agencies should not report assists (defined below) as SAR cases.
- **Assist:** An "Assist" is defined as aid where there is no immediate danger to the vessel or its occupants. This includes vessels involved in boating accidents, disabled, aground, out of fuel, or otherwise unable to reach a safe mooring under its own power. Assistance may include providing a tow, jump start, re-floating, re-righting, fuel, repair, repair parts, assisting persons in the water, etc. This does NOT include the salvage of a vessel once abandoned, or commercial vessels. AGENCY agrees to report responses of this nature as assists and will report the number of vessels assisted and the number of persons assisted on the SOAR web form.

Boating Safety Patrols Required, Minimum Hours: AGENCY agrees to patrol on the waters of its jurisdiction with the intent of enforcing Washington State Boating Safety Laws and Regulations and to promote boating safety some minimum hours based on their agency size (Small – 133, Medium – 255, Large - 436) per year during peak boating hours within AGENCY's jurisdiction. Patrol hours can be a combination of hours patrolling on the water in a vessel as well as hours spent at boat launch ramps or other appropriate shore-side enforcement activities.

Enforcement of Boating Laws Required: AGENCY agrees to enforce all Washington State boating safety laws and regulations including vessel registration laws as specified in Title 88 RCW, and as specified in local codes or ordinances. In addition, AGENCY shall document and report the numbers of inspections and warnings for each type of boating violation through SECTOR either at the time of the inspection or at a later time. STATE PARKS recommends that AGENCY adopt a zero-tolerance policy in the enforcement of mandatory boater education card carriage, life jacket wear/carriage, boating under the influence, and rules of the road violations, and strongly consider issuing citations for violations of these laws, in all circumstances.

Boating Safety Inspections Required: AGENCY shall complete a minimum number of written boating safety inspections based on their agency size (Small – 92, Medium – 283, Large – 372) using the SECTOR system or Form #A-274 during enforcement and informational contacts when considered safe and appropriate to document boater compliance with state boating laws. STATE PARKS will provide boating safety inspection forms. AGENCY shall enter all inspections through SECTOR either at the time of the inspections or at a later time.

Boating Safety Education Program Required, Designated Officer or Deputy: AGENCY shall create, adopt, and/or maintain a boating safety education and information program. At a minimum AGENCY shall designate an officer/deputy to coordinate the activities of the boating safety education program. AGENCY shall ensure that the designated boating safety education officer/deputy receives training from STATE PARKS. AGENCY agrees that the designated officer or deputy will oversee AGENCY's boating safety education and outreach program including, but not limited to, coordinating activities listed in Exhibit F. AGENCY is not obligated to engage in all outreach and education activities listed in Exhibit F but it must ensure that its program is appropriate for the types of boating and primary boating accidents within AGENCY's jurisdiction.

Waterway Marking: AGENCY agrees to place and maintain Aids to Navigation (ATONs) as appropriate, within the waters of AGENCY's jurisdiction. AGENCY agrees to report to STATE PARKS the number and hours spent placing or maintaining only the ATONs that they are responsible for within its jurisdiction on the SOAR web form. AGENCY agrees to use only those waterway markers that conform to the United States Aids to Navigation System.

EXHIBIT D
NOTES AND DEFINITIONS

Washington STATE PARKS' Marine Law Enforcement Training Program is accredited through the National Association of State Boating Law Administrators Boat Operation and Training (BOAT) Program. As a term of accreditation, STATE PARKS must ensure that all active marine officers and deputies maintain proficiency in basic recreational boating safety skills. This is important because these skills are perishable but critical to operate in a marine environment. STATE PARKS recognizes that there are many different circumstances that could prevent training from being completed (wildfires, maintenance issues, staffing shortfalls, etc.). Each circumstance will be evaluated on its own merits.

Approved Program: A marine law enforcement program that has signed an Approved Program Agreement with Washington State Parks and is in good standing.

Boating Safety Patrol: The total number of hours that all agency vessels patrolled on the water. These are the actual hours as documented on the patrol vessel hour meter or logbook. Note that this is different than officer on-water patrol hours. If two officers are patrolling on a single vessel for eight hours, you would report eight boating safety patrol hours and 16 officer on-water patrol hours. The patrol hours do not include transit time to the body of water to be patrolled.

Instructor Qualified Certified Boating Education Instructors: Any officer/deputy designated as Certified Boating Education Instructors must be listed as Instructor Qualified for the Adventures in Boating course by the State Parks Education and Outreach Program Manager. STATE PARKS considers education and outreach activities a key component of preventing boating injuries and fatalities. Classroom instruction, school presentations, and participation in Community Events, along with Dealer and Rental site visits, and effective use of media are crucial to preventing boating accidents and fatalities.

Local Spending: These are funds appropriated by the city or county government used for boating safety programs. Local funds cannot include state or federal grant dollars.

Peak Boating Hours: STATE PARKS defines peak boating hours as four hours on Friday afternoon/evening and 8 hours Saturday and Sunday for weekends from Memorial Day to Labor Day, which equals approximately 332 hours per boating season. STATE PARKS also recognizes that AGENCY may be impacted by non-traditional Peak Boating seasons due to hunting and fishing activities. STATE PARKS maintains this patrol hour goal to ensure local agencies are focused on injury prevention activities. While many agencies patrol many more

hours than 332 and many agencies patrol less than 332 hours, the goal to achieve these patrol hours remains the same. While the patrol hour goal is 332 hours, STATE PARKS has collected data for patrol hours performed by all participating agencies over a period of years and has established the average boat log hours for agencies based on jurisdiction population size according to the U.S. Census. Patrol hours are considered a critical metric. It is used by STATE PARKS to determine if an agency is complying with the minimum requirements. Failing to achieve the minimum number of hours of patrol (based on size) could be a factor in determining ineligibility for vessel registration fees.

RBS Activities: AGENCY is required to report all RBS activities to STATE PARKS on the Summary of Activity Report (SOAR) web form. RBS Activities include, but are not limited to, enforcement activities, outreach and education, and administrative support.

Trained: Commissioned officer/deputy trained by the CJTC or equivalent who has attended the Basic Marine Law Enforcement Course or STATE PARKS approved equivalent and has maintained currency requirements documented on the BOAT Currency Web Form. AGENCY must have a trained officer/deputy aboard a vessel in order to use vessel registration fees to pay either the trained officer or untrained officers/deputies.

Web-enabled Forms: These are forms located on the website <http://mle.parks.wa.gov/> that are the official documents used by STATE PARKS in the administration of state vessel registration fees and federal financial assistance grants. These forms replace paper versions used prior to CY 2022 and must be used as a condition of ongoing eligibility to receive state vessel registration fees.

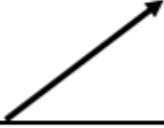
NOTE: Paper inspection forms (Form # A-274) will not be accepted for 2024. SECTOR use is mandatory for all Approved Programs during normal operations.

EXHIBIT E
FINANCIAL REPORT EXAMPLES

Example of a VRF Fund Balance Report

XXXXXX County
Fund Master – All Funds
Balances as of 06/06/2017

Key	Cash in Funds	Pooled Cash	Pooled Investment	Investment Funds	Cash & Investments	Total Payables	Available Funds
130-Boating Safety	57,294.64	0.00	0.00	0.00	57,294.64	7,300.64	64,595.28
	57,294.64	0.00	0.00	0.00	57,294.64	7,300.64	64,595.28



Balance as of 06/06/2017 matches
Bottom Line (Total Remaining
Balance on VRF Report

Example of a Financial System Report

XXXXXXX County
Treasurer Cash Receipt
Receipt #
EFWA12345678

Date of
Transfer /
Deposit

Date: 060602017

Received From: StateOfWAMonthlyEFT

Customer ID # 8910

Clerk: David Smith

Fund/Key	Revenue	Description	Amount
130	33600840	State Boating Safety	\$20,744.72
Total Receipt Amount			\$20,744.72

Deposited into
Dedicated Account
For Boating Safety

Correct Amount
Received

EXHIBIT F

EDUCATION AND OUTREACH TACTICS AND SUGGESTED GOALS

- **Education Classes:** This is classroom instruction of the Adventures in Boating course sanctioned by Washington State Parks that qualifies passing students to obtain a Mandatory Boater Education Card.
 - Small Agency, 15 students, 1 Class
 - Medium Agency, 20 students, 1 Class
 - Large Agency, 50 students, 1 Class
- **Boating Safety Presentations to Groups:** These are boating safety presentations to various groups, yacht clubs, kayak clubs, anglers, and any groups that use boats on the water.
 - Small Agency, 10 hours
 - Medium Agency, 15 hours
 - Large Agency, 25 hours
- **Boating Safety Presentations to Schools:** These are presentations to local public and private schools, K-12, colleges, or universities.
 - Small Agency, 10 hours
 - Medium Agency, 15 hours
 - Large Agency, 25 hours
- **Vessel Rental Site Visits:** These are site visits to local vessel rental sites if they exist. The intent is to ensure the employees and renters are following the guidance on the Motor Vessel Rental Safety Checklist (Form number P&R A-446 - Rev 04/2017). These can also be site visits to businesses that rent out kayaks, canoes, stand-up paddleboards, or other small non-motorized craft. The intent of visits in this case is to emphasize basic safety behaviours such as encouraging renters to always wear a life jacket and encouraging boating in low hazard areas.
 - Small Agency, 2 visits
 - Medium Agency, 4 visits
 - Large Agency, 6 visits
- **Participation in Community Events:** These are events like county fairs, parades, and night outs that have the ability to reach large numbers of community members. A qualified event requires face-to-face interaction with community members. Participation on the water in regattas, races, opening days where there is little to no face-to-face interaction between officers/deputies and community members does not count as a "Community Event". Also, maintaining a screen line or security area at an on-water event does not count for reporting event hours on the SOAR.
 - Small Agency, 40 hours
 - Medium Agency, 150 hours
 - Large Agency, 275 hours
- **Vessel Dealer Site Visits:** These are visits to vessel dealerships and brokers, where applicable, to ensure they are following dealer registration laws, educate them on any safety issues with type of vessels they sell, and checks that required safety equipment is on board during test rides and sea trials. Dealers should also be encouraged to remind their customers of the mandatory boater education requirement.

- Small Agency, 5 visits
 - Medium Agency, 10 visits
 - Large Agency, 15 visits
- **Professional Prevention Partners (Safe Kids, Power Squadron, USCG Auxiliary, etc.):** Engaging partners can multiply the effectiveness of a marine law enforcement program's effectiveness by increasing its area of influence and leveraging the resources of partners. Partnering activities include meetings, conference calls, event participation, and actual on-water time. Agencies should report the hours spent working with Prevention Partners conducting RBS activities in their jurisdictions as well as meetings, conference calls etc.
 - Small Agency, 1 hour
 - Medium Agency, 3 hours
 - Large Agency, 5 hours

Media Contacts: Agencies should distribute recreational boating safety content through their own social media channels, social media channels of their partners, or the news media.

- **Owned Media:** This is the number of hours spent on this activity and the number of posts or articles distributed through communication channels that are owned and managed by the agency, like the agency website, social media channels (Facebook, Twitter), newsletters, etc.
 - Small Agency, 4 hours
 - Medium Agency, 8 hours
 - Large Agency, 16 hours
- **Earned Media:** This is the number of hours spent on this activity and the number of articles broadcast through media channels that are not managed by the agency. Examples include stories in the newspaper, radio, television. Agencies should also count the number of recreational boating safety posts on the social media channels of partner organizations when the agency can show that the posts are the result of its interaction with that partner.
 - Small Agency, 4 hours
 - Medium Agency, 8 hours
 - Large Agency, 16 hours
- **Campaigns; Operation Dry Water, Spring Aboard, National Safe Boating Week, and Safe Paddling Week:** See the SOAR web form for reporting requirements, and goals for all agencies regardless of size is participation in these campaigns. The State Parks Recreational Boating Safety Communication staff will distribute content to all agencies for each of the campaigns, making participation quick and simple. These campaigns can have a powerful impact if all agencies participate.
 - The Operation Dry Water campaign is a national campaign focused on the deterrence of boating under the influence. Participation in this campaign is mandatory for all agencies that receive a federal assistance grant. It is a combination of emphasis patrols and media the weekend before the Fourth of July.
 - The Spring Aboard campaign is a national campaign designed to encourage all boaters to take a recreational boating safety class. It occurs in late March.
 - National Safe Boating Week is a nationally observed week focused on encouraging all boaters to wear their lifejackets. In addition to media posts, agencies are encouraged to

participate in “Wear IT” events. More information will be distributed in the late winter about this campaign to help agencies effectively participate. This campaign is sponsored by the National Safe Boating Council.

- Safe Paddling Week is a new campaign being sponsored by the Washington State Parks Recreational Boating Safety Program. The purpose of the week is to elevate awareness around basic paddling safety behaviours such as always wearing a PFD, obtaining training etc.

EXHIBIT G

DATA ENTERED ON THE A-299 FORM

Washington State Parks & Recreation Commission – Recreational Boating Program

Request for Boating Safety Program Approval

Application Year:

2024

AGENCY INFO	
Agency Name	Agency Size
Lake Stevens Police Department	Medium
Agency Signing Officer Title	Signing Officer First Name
Chief	Jeff
Signing Officer Last Name	Dedicated Account Number
Beazizo	001-000-336-00-84-00

STAFFING

Roles	SAW ID	Rank	First Name	Last Name	Commission	FT/PT	Email Address	Date of Marine L.E. Training	Training Current?	Non-WA Parks Courses
Lead Accident Investigator, Boating Safety Officer, Certified		Sergeant	James	Barnes	Regular	Part time/Seasonal	jbarnes@lakestevenswa.gov	4/01/2007	Yes	NASBLA Boating Accident Investigation Comprehensive

Boating Ed Instructor,C oordinator of Boating Education, Marine Lead										
Other RBS Personnel,S upervisor	JBeazizo	Chief	Jeff	Beazizo	Regular	Part time/Sea sonal	jbeazizo@lakest evenswa.gov		N/A for this position	
Fiscal Lead	jubert01		Julie	Ubert	N/A	Other	jubert@lakestev enswa.gov		N/A for this position	
Boating Safety Officer	KBernhard	Detective	Kerry	Bernhard	Regular	Part time/Sea sonal	kbernhard@lake stevenswa.gov	4/01/2012	Yes	NASBLA Boating Accident Investigation Comprehensive
Boating Safety Officer	DIrwin	Officer	Dennis	Irwin	Regular	Part time/Sea sonal	dirwin@lakeste venswa.gov	4/01/2009	Yes	NASBLA Boating Accident Investigation Comprehensive
Boating Safety Officer	DThomas	Sergeant	Dean	Thomas	Regular	Part time/Sea sonal	dthomas@lakest evenswa.gov	4/01/2007	Yes	
Boating Safety Officer	GHeinemann	Officer	Gavin	Heinemann	Regular	Part time/Sea sonal	gheinemann@la kestevenswa.go v	4/01/2016	Yes	
Boating Safety Officer	CValvick	Sergeant	Craig	Valvick	Regular	Part time/Sea sonal	cvalvick@lakest evenswa.gov	5/01/2001	Yes	
Boating Safety Officer	KParnell	Detective	Kristen	Parnell	Regular	Part time/Sea sonal	kparnell@lakest evenswa.gov	5/01/2017	Yes	
Boating Safety Officer	BFiske	Officer	Brandon	Fiske	Regular	Part time/Sea sonal	bfiske@lakestev enswa.gov	5/01/2017	Yes	
Marine Lead, Lead Accident Investigator, Boating	DWCarter	Officer	David	Carter	Regular	Part time/Sea sonal	dcarter@lakeste venswa.gov	5/01/2015	Yes	

Safety Officer, Certified Boating Ed Instructor										
Boating Safety Officer	PBassett	Officer	Phillip	Bassett	Regular	Part time/Seasonal	pbassett@lakestevenswa.gov	6/01/2018	Yes	
Boating Safety Officer	Jkilroy	Officer	Joshua	Kilroy	Regular	Part time/Seasonal	jkilroy@lakestevenswa.gov	4/28/2022	Yes	
Boating Safety Officer	Cwells	Sergeant	Chad	Wells	Regular	Part time/Seasonal	cwells@lakestevenswa.gov	4/28/2023	Yes	

Number of Full Time RBS Officer	Number of Part Time/Seasonal RBS Officers
0.00	13.00
Number of Other RBS Officers	Marine Lead Mobile Phone
1.00	425-876-0566

BOAT PATROL SCHEDULE

Patrol Season Begins	Patrol Season Ends
6/15/2024	9/2/2024

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Patrol Hours	10.00	0.00	0.00	0.00	10.00	10.00	10.00
Number of Officers	2.00	0.00	0.00	0.00	2.00	2.00	2.00
Number of Vessels	1.00	0.00	0.00	0.00	1.00	1.00	1.00

Total Planned Patrol Hours
400.00

Total Planned Inspections
400.00

RBS EQUIPMENT, VESSELS, AIRCRAFT AND VEHICLES

Type	Vessel Name	Vehicle/ Aircraft/ Equipment Type	Manufacturer	Sector/ Radio	Model	Length	Propulsion Type	Horsepower	Year	Funds Used for Purchase	% Time Used for RBS
Vessels	Lake Hawk 2		North River	SECTOR equipped,Radi o equipped,	Seahawk	20.00	Outboard	150.00	2,016		50.00
Vehicles		SUV	Ford	SECTOR equipped,Radi o equipped,	Explorer				2,016		25.00
Vessels	Lake Hawk 1		North River	SECTOR equipped,Radi o equipped,	RAIV	22.00	Outboard	225.00	2,009	Federal Financial Assistance provided by WA Parks,	50.00
Vehicles		SUV	Chevrolet	SECTOR equipped,Radi o equipped,	Tahoe				2,016		25.00

Number of Radio Equipped Boats	Number of Non-Radio Equipped Boats
2.00	0.00
Number of Aircraft	Number of Other Patrol Vehicles
0.00	1.00
Number of Vessels SECTOR Equipped	Number of Vessels Non-SECTOR Equipped
2.00	0.00

LOCAL ORDINANCES

<https://www.codepublishing.com/WA/LakeStevens/>

CITY COUNCIL STAFF REPORT



Agenda Date: 11/14/2023

Subject: Public Hearing No. 2: 2024 Budget Ordinance 1173

Contact Person/Department: Barb Stevens, Finance

Budget Impact: 2024 Budget

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

APPROVE: Second and Final Reading of 2024 Budget and adopt Ordinance No. 1173

SUMMARY/BACKGROUND:

Budgeting is an essential element of the financial planning, control, and evaluation processes of governments. The planning process involves determining the types and levels of services to be provided and allocating available resources among various departments, programs, or functions. Financial control and evaluation processes typically focus upon assuring that fixed expenditure limitations (appropriations) are not exceeded and on comparing estimated and actual revenues.

Upon adoption, the expenditure estimates are enacted into law through the passage of an appropriations ordinance. The appropriations constitute maximum expenditure authorizations during the fiscal year, and cannot legally be exceeded unless subsequently amended by the legislative body. Expenditures should be monitored through the accounting system to assure budgetary compliance. Unexpended appropriations lapse at the year's end and may be brought forward as an amendment to the budget.

The City Council has been reviewing current and forecasted revenues and expenditures including property tax, City staffing plans, and related costs which are incorporated into the proposed 2024 budget ordinance.

The 2024 Proposed Budget document is available at: www.lakestevenswa.gov

The following is a link to the online version of the budget book: [City of Lake Stevens Digital Budget Book](#)

No changes have been made to the 2024 annual proposed budget since being presented at Public Hearing No. 1 on October 24th.

APPLICABLE CITY POLICIES:

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, the legislative body shall adopt the budget by ordinance. Per RCW 84.55.120 the legislative body will hold public hearings on the proposed budget for the coming year.

ATTACHMENTS:

1. Ordinance 1173 - 2024 Budget
2. 2024 Proposed Organizational Chart
3. 2024 Salary Range Tables
4. 2024 Summary Position & Item Proposal
5. Presentation: 2024 Budget Public Hearing 2

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1173

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF LAKE STEVENS,
WASHINGTON, FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2024

WHEREAS, the Mayor of the City of Lake Stevens, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses including salaries and benefits of City employees, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2024, and a notice was published that the Council of said City would meet for the purpose of making a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget, and

WHEREAS, the said City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, notices were published in the official newspaper of the City, that the Council of said City would meet on the 24th day of October and the 14th day of November, 2023, at the hour of 6:00 P.M., in the Sawyers Room, at the Mill building, 1808 Main Street, and via Zoom for the purpose of receiving public testimony in a public hearing as to the matter of said proposed budget; and

WHEREAS, the said City Council did meet at said dates, times, and place and did receive public testimony during a public hearing as to the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Lake Stevens for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, the City Council of the City of Lake Stevens do ordain as follows:

Section 1. The budget for the City of Lake Stevens, Washington, for the year 2024 is hereby adopted, the content which will be set forth in the document entitled City of Lake Stevens 2024 Annual Budget, 1 copy of which will be on file in the Office of the Clerk.

Section 2. Totals for all such funds combined, for the year 2024 are set forth in summary form below, and are hereby appropriated for expenditure during the year 2024 as set forth below:

Fund #	Fund Name	Estimated Beg. Bal.	Resources	Expenditures	End. Bal.
001	General	\$22,736,409	\$21,874,218	\$28,226,295	\$16,384,332
101	Street	\$2,275,591	\$3,418,448	\$3,959,629	\$1,734,410
111	Drug Seizure & Forfeiture	\$45,660	\$1,611	\$36,000	\$11,271
112	Municipal Arts Fund	\$0	\$52,150	\$25,000	\$27,150
120	Transportation Benefit Fund	\$876,872	\$1,703,000	\$1,649,100	\$930,772
210	2008 Bonds	\$0	\$213,890	\$213,890	\$0
214	2019A LTGO Bond	\$0	\$463,600	\$463,600	\$0
215	2021A LTGO Bond - 17005	\$0	\$609,150	\$609,150	\$0
301	Cap. Proj.-Dev. Contrib.	\$5,694,055	\$2,829,770	\$2,200,000	\$6,323,825
302	Park Mitigation	\$2,330,527	\$2,059,352	\$3,364,440	\$1,025,439
303	Cap. Imp.-REET	\$7,540,389	\$1,025,000	\$792,490	\$7,772,899
304	Cap. Improvements	\$5,303,394	\$1,115,000	\$2,706,542	\$3,711,852
305	Downtown Redevelopment	\$525,350	\$5,000	\$530,350	\$0
309	Sidewalk Capital Project	\$754,530	\$20,000	\$100,000	\$674,530
401	Sewer	\$38,555	\$810,285	\$794,785	\$54,055
410	Storm and Surface Water	\$1,952,663	\$5,270,760	\$6,028,250	\$1,195,173
411	Storm Water Capital	\$4,250,650	\$1,813,975	\$1,478,975	\$4,585,650
412	Storm Water Debt	\$0	\$167,082	\$167,082	\$0
501	Unemployment	\$41,297	\$1,000	\$15,000	\$27,297
510	Equipment Fund - Computers	\$188,251	\$502,779	\$607,052	\$83,978
515	Equipment Fund - Vehicles	\$95,436	\$23,000	\$0	\$118,436
520	Equipment Fund-Police	\$426,117	\$354,534	\$335,500	\$445,151
530	Equipment Fund-PW	\$424,467	\$330,000	\$642,045	\$112,422
633	Treasurer's Trust	\$0	\$395,900	\$395,900	\$0
	Total	\$55,500,213	\$45,059,504	\$55,341,075	\$45,218,642

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. A summary of this ordinance consisting of the title shall be published in the official City newspaper. This ordinance shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS this ____ day of _____, 2023.

Brett Gailey, Mayor

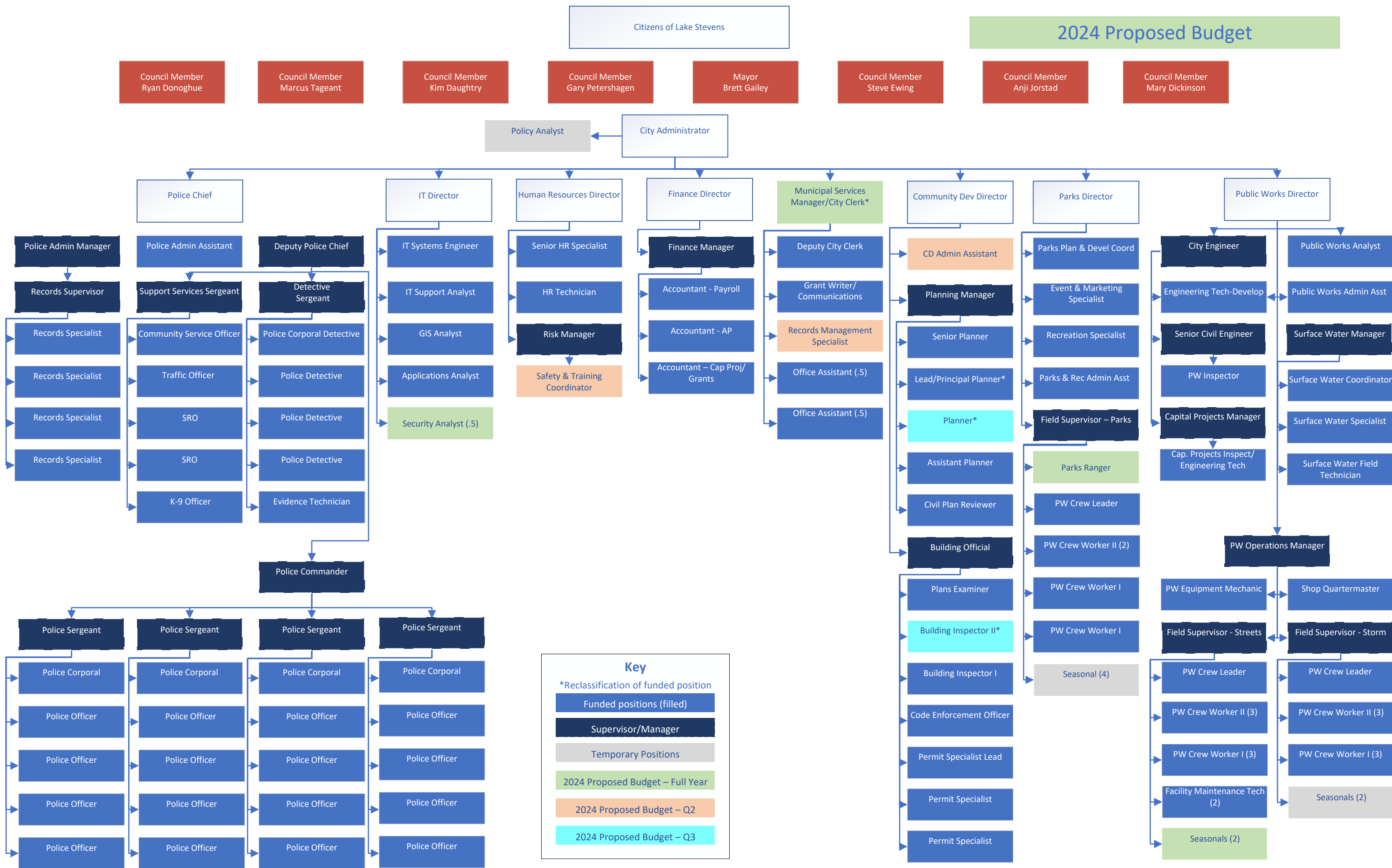
ATTEST:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First Reading: October 24, 2023
Second Reading: November 14, 2023
Final Reading:
Effective:

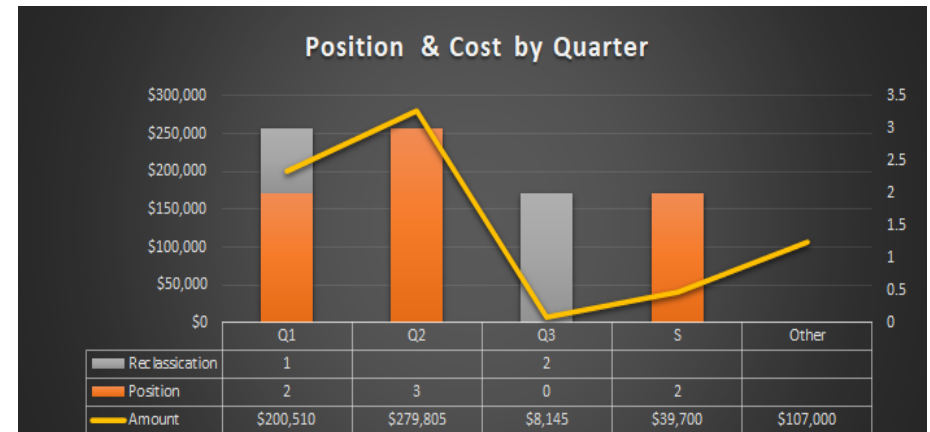


Proposed 2024 Salary Table - Non-Represented Non-Exempt							
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
NR13.5	\$29,370	\$30,545	\$31,767	\$33,038	\$34,359	\$35,733	\$37,163
NRE51 .6	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NR5	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NR6	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NR7	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NR8	\$49,919	\$51,916	\$53,993	\$56,152	\$58,399	\$60,735	\$63,164
NR9	\$51,167	\$53,214	\$55,343	\$57,556	\$59,859	\$62,253	\$64,743
NR10	\$52,446	\$54,544	\$56,725	\$58,994	\$61,354	\$63,808	\$66,361
NR11	\$53,759	\$55,909	\$58,145	\$60,471	\$62,890	\$65,406	\$68,022
NR12	\$55,101	\$57,305	\$59,597	\$61,981	\$64,460	\$67,039	\$69,720
NR13	\$56,481	\$58,741	\$61,090	\$63,534	\$66,075	\$68,718	\$71,467
NR14	\$57,892	\$60,208	\$62,616	\$65,121	\$67,726	\$70,435	\$73,252
NR15	\$59,340	\$61,714	\$64,182	\$66,750	\$69,420	\$72,196	\$75,084
NR16	\$60,822	\$63,255	\$65,785	\$68,417	\$71,153	\$74,000	\$76,959
NR17	\$62,345	\$64,838	\$67,432	\$70,129	\$72,934	\$75,852	\$78,886
NR18	\$63,901	\$66,457	\$69,116	\$71,880	\$74,755	\$77,746	\$80,855
NR19	\$65,499	\$68,119	\$70,844	\$73,678	\$76,625	\$79,690	\$82,877
NR20	\$67,136	\$69,822	\$72,615	\$75,519	\$78,540	\$81,682	\$84,949
NR21	\$68,815	\$71,568	\$74,430	\$77,408	\$80,504	\$83,724	\$87,073
NR22	\$70,536	\$73,358	\$76,292	\$79,344	\$82,517	\$85,818	\$89,251
NR23	\$72,299	\$75,191	\$78,198	\$81,326	\$84,579	\$87,963	\$91,481
NR24	\$74,105	\$77,070	\$80,152	\$83,358	\$86,693	\$90,160	\$93,767
NR25	\$75,958	\$78,996	\$82,156	\$85,442	\$88,860	\$92,414	\$96,111
NR26	\$77,857	\$80,971	\$84,210	\$87,578	\$91,081	\$94,725	\$98,514
NR27	\$79,803	\$82,995	\$86,315	\$89,767	\$93,358	\$97,092	\$100,976
NR28	\$81,797	\$85,069	\$88,472	\$92,011	\$95,691	\$99,519	\$103,500
NR29	\$83,843	\$87,197	\$90,685	\$94,312	\$98,084	\$102,008	\$106,088
NR30	\$85,939	\$89,377	\$92,952	\$96,670	\$100,537	\$104,558	\$108,741
NR31	\$88,087	\$91,610	\$95,275	\$99,086	\$103,049	\$107,171	\$111,458
NR32	\$90,290	\$93,901	\$97,657	\$101,564	\$105,626	\$109,851	\$114,245
NR33	\$92,546	\$96,248	\$100,098	\$104,102	\$108,266	\$112,596	\$117,100
NR34	\$94,862	\$98,656	\$102,602	\$106,706	\$110,975	\$115,414	\$120,030
NR35	\$97,233	\$101,122	\$105,167	\$109,373	\$113,748	\$118,298	\$123,030
NR36	\$99,664	\$103,651	\$107,797	\$112,109	\$116,593	\$121,257	\$126,107
NR37	\$102,155	\$106,241	\$110,491	\$114,910	\$119,507	\$124,287	\$129,258
NR38	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NR39	\$0	\$0	\$0	\$0	\$0	\$0	\$0

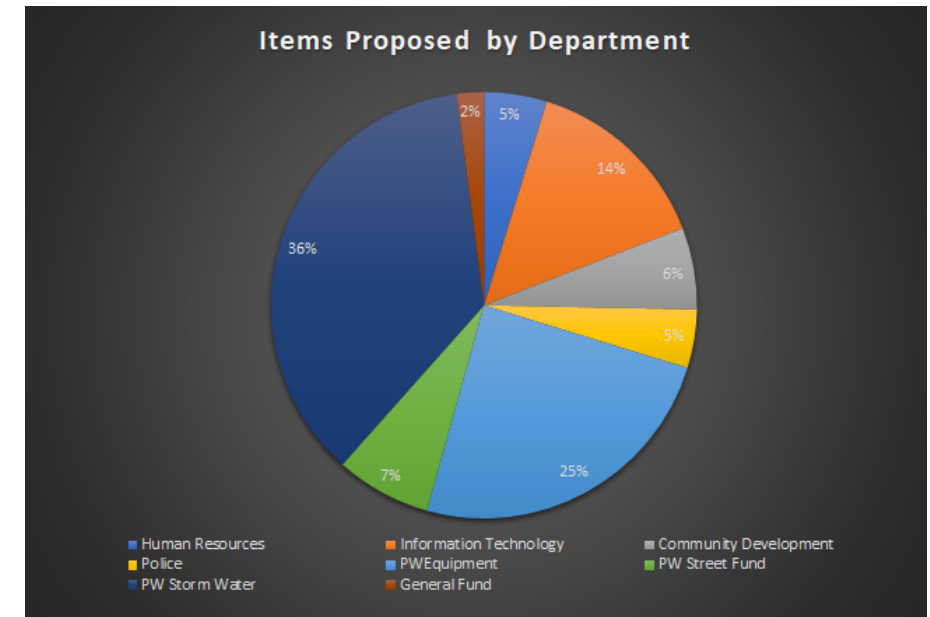
Proposed 2024 Salary Table - Non-Represented Exempt							
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
NRE40	\$80,624	\$83,849	\$87,203	\$90,691	\$94,319	\$98,091	\$102,015
NRE41	\$82,640	\$85,945	\$89,383	\$92,958	\$96,677	\$100,544	\$104,565
NRE42	\$84,706	\$88,094	\$91,617	\$95,282	\$99,093	\$103,057	\$107,180
NRE43	\$86,823	\$90,296	\$93,908	\$97,664	\$101,571	\$105,634	\$109,859
NRE44	\$88,994	\$92,553	\$96,256	\$100,106	\$104,110	\$108,274	\$112,605
NRE45	\$91,219	\$94,867	\$98,662	\$102,609	\$106,713	\$110,981	\$115,421
NRE46	\$93,499	\$97,239	\$101,129	\$105,174	\$109,381	\$113,756	\$118,306
NRE46.7	\$65,449	\$68,067	\$70,790	\$73,622	\$76,566	\$79,629	\$82,814
NRE47	\$95,837	\$99,670	\$103,657	\$107,803	\$112,115	\$116,600	\$121,264
NRE48	\$98,232	\$102,162	\$106,248	\$110,498	\$114,918	\$119,515	\$124,295
NRE49	\$100,688	\$104,716	\$108,904	\$113,261	\$117,791	\$122,503	\$127,403
NRE50	\$103,271	\$107,402	\$111,698	\$116,166	\$120,813	\$125,645	\$130,671
NRE51	\$105,851	\$110,085	\$114,489	\$119,068	\$123,831	\$128,784	\$133,936
NRE52	\$108,498	\$112,837	\$117,351	\$122,045	\$126,927	\$132,004	\$137,284
NRE53	\$111,210	\$115,658	\$120,284	\$125,096	\$130,100	\$135,304	\$140,716
NRE54	\$113,989	\$118,549	\$123,291	\$128,222	\$133,351	\$138,685	\$144,232
NRE55	\$116,839	\$121,513	\$126,373	\$131,428	\$136,685	\$142,153	\$147,839
NRE56	\$119,762	\$124,552	\$129,534	\$134,716	\$140,104	\$145,709	\$151,537
NRE57	\$122,754	\$127,664	\$132,771	\$138,082	\$143,605	\$149,349	\$155,323
NRE58	\$125,825	\$130,858	\$136,092	\$141,536	\$147,197	\$153,085	\$159,208
NRE59	\$128,970	\$134,129	\$139,494	\$145,074	\$150,877	\$156,912	\$163,189
NRE60	\$132,196	\$137,484	\$142,983	\$148,702	\$154,650	\$160,836	\$167,270
NRE61	\$135,500	\$140,920	\$146,556	\$152,419	\$158,515	\$164,856	\$171,450
NRE62	\$138,887	\$144,443	\$150,221	\$156,229	\$162,479	\$168,978	\$175,737
NRE63	\$142,359	\$148,053	\$153,975	\$160,134	\$166,539	\$173,201	\$180,129
NRE64	\$145,919	\$151,755	\$157,825	\$164,139	\$170,704	\$177,532	\$184,634
NRE65	\$149,569	\$155,551	\$161,773	\$168,244	\$174,974	\$181,973	\$189,252
NRE66	\$153,308	\$159,441	\$165,818	\$172,451	\$179,349	\$186,523	\$193,984
NRE67	\$157,138	\$163,424	\$169,961	\$176,759	\$183,830	\$191,183	\$198,830
NRE68	\$161,067	\$167,510	\$174,210	\$181,179	\$188,426	\$195,963	\$203,801
NRE69	\$165,095	\$171,699	\$178,567	\$185,709	\$193,138	\$200,863	\$208,898
NRE70	\$169,223	\$175,991	\$183,031	\$190,352	\$197,966	\$205,885	\$214,120
NRE71	\$173,454	\$180,392	\$187,608	\$195,112	\$202,917	\$211,034	\$219,475
NRE72	\$177,791	\$184,903	\$192,299	\$199,991	\$207,990	\$216,310	\$224,962
NRE73	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NRE74	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NRE75	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NRE80	\$0	\$0	\$0	\$0	\$0	\$0	\$241,422

2024 Proposed Positions & Items

Staffing		\$635,161
Request	Timing	Mayor YES
Records Management Specialist	Q2	\$91,160
IT Security Analyst (1/2 FTE)	Q1	\$75,790
Administrative Assistant (1/2 Permits)	Q2	\$82,607
Temporary PW Crewmember - Streets (x2)	S	\$39,700
Municipal Services Manager/ City Clerk (Reclassification)	Q1	\$15,211
Building Inspector II (Reclassification)	Q3	\$2,811
Planner (Reclassification)	Q3	\$5,334
Park Ranger	Q1	\$109,510
Safety and Training Coordinator	Q2	\$106,039
Vacation Cash-Out	Q1	\$50,000
HRA Veba Contribution	Q1	\$27,000
Longevity Update	Q1	\$30,000



Item Requests		\$1,208,080
Request	Dept	Mayor YES
Public Art	GG	\$25,000
Wellness Programming	HR	\$30,000
External Investigator Budget	HR	\$15,000
External Training Budget (city-wide)	HR	\$10,000
ADA Program Supplies	HR	\$2,500
10 - MDT Replacement & Other Computer (15)	IT	\$75,000
New Security-Management Systems - COMPEQ-SMS	IT	\$25,000
Internet - High Speed and Security	IT	\$37,000
High Availability Backup Solution - CJIS Requirements	IT	\$16,000
Development and Testing Server (Hardware & Software)	IT	\$8,000
Endpoint Patch and Package Management Solution	IT	\$4,500
Wireless Network End-of-Life Bridge to Refresh in FY25	IT	\$2,000
Azure Government Tenant - Committed Funds	IT	\$6,000
Transportation Plan Implementation	PCD	\$50,000
Engineering Standards Update	PCD	\$100,000
Knox Box Electric Keys	Police	\$9,776
Explorer Program	Police	\$2,500
Drug Sensor x2	Police	\$16,000
Portable Fingerprint Scanner x2	Police	\$6,160
rifle rated armor plates x40	Police	\$19,050
CCTV Stormwater Pipes	PW	\$300,000
Truck Mounted PCMS	PW	\$17,763
Alum Treatment	PW	\$139,254
Zero Turn Mower	PW	\$17,404
Radar Speed Signs (x2)	PW	\$12,500
Mini Excavator	PW	\$137,296
Lease Replacement Vehicles	PW	\$124,377





One Community Around The Lake

2024 Budget Public Hearing No. 2

BARB STEVENS, FINANCE DIRECTOR

NOVEMBER 14, 2023

Budget Process Timeline





2024 Budget Priorities

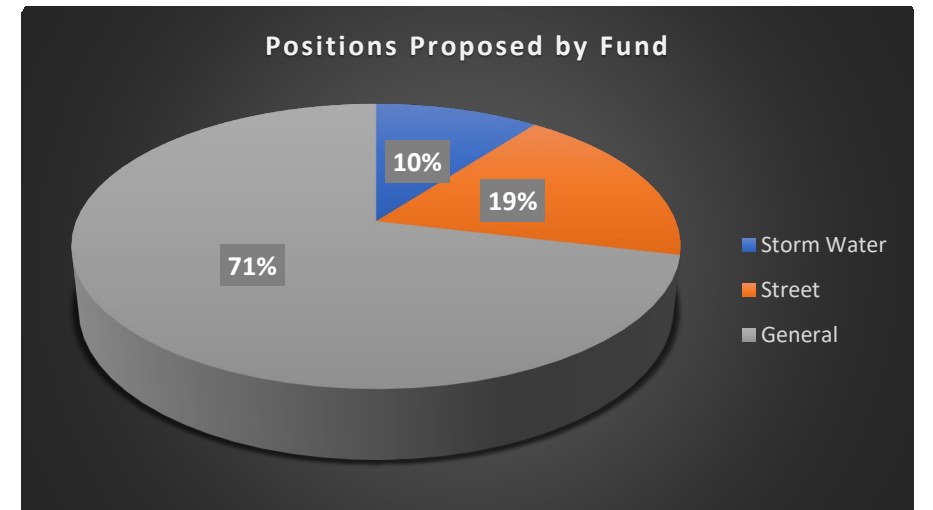
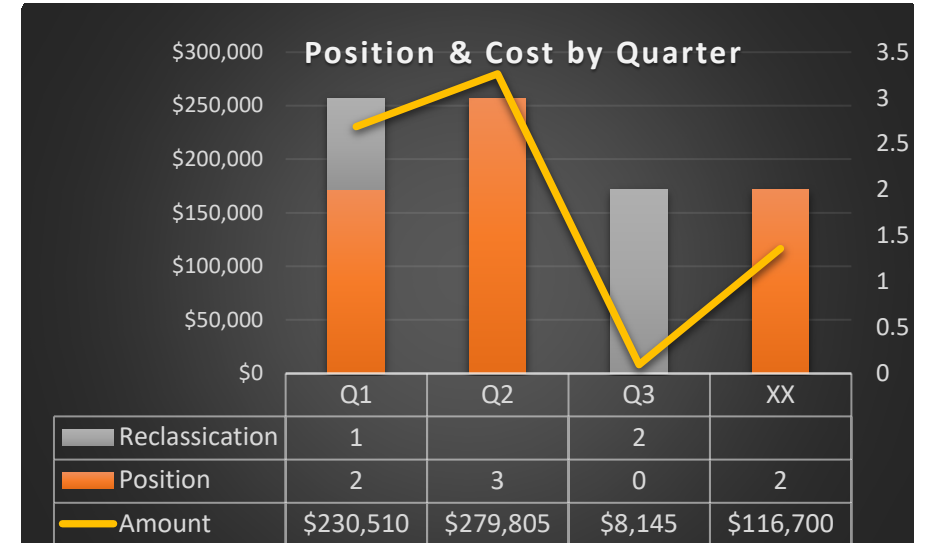
- Maintain Public Health & Safety
 - American Public Works Association (APWA) Accreditation
 - Enhance Transportation Program
 - Enhance Park & Recreation Program
 - Complete Capital Projects in Process
- Streamlining Citywide Process to Increase Levels of Service (LOS)
- Attract & Retain Highly Qualified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

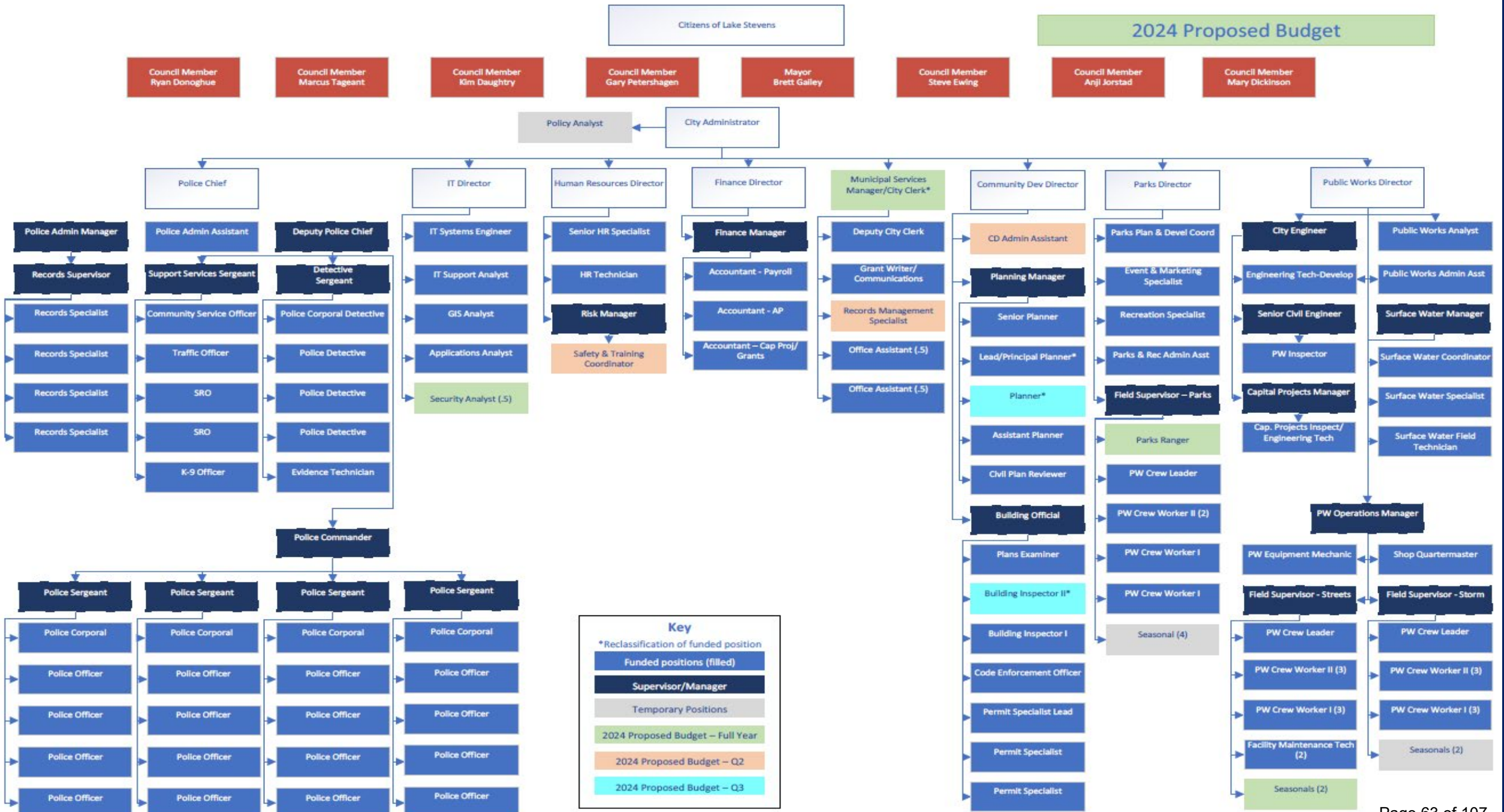
2024 Proposed Budget – By Fund

Fund #	Fund Name	Estimated Beg. Bal.	Resources	Expenditures	End. Bal.
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530	Equipment Fund-PW	\$424,467	\$330,000	\$642,045	\$112,422
633	Treasurer's Trust	\$0	\$395,900	\$395,900	\$0
	Total	\$55,500,213	\$45,059,504	\$55,341,075	\$45,218,642

2024 Staff Recommendations

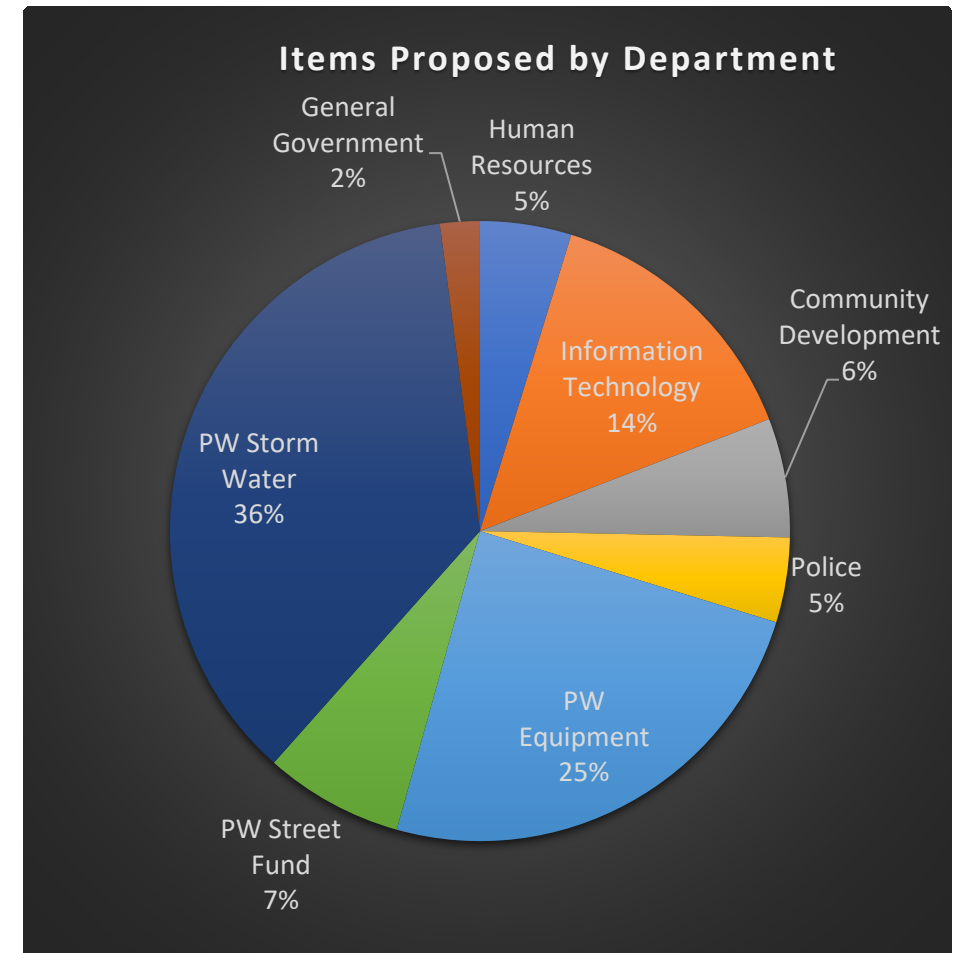
Staffing		\$635,161
Request	Timing	Mayor YES
Records Management Specialist	Q2	\$91,160
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Administrative Assistant (1/2 Permits)	Q2	\$82,607
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Building Inspector II (Reclassification)	Q3	\$2,811
Planner (Reclassification)	Q3	\$5,334
Park Ranger	Q1	\$109,510
Safety and Training Coordinator	Q2	\$106,039
Vacation Cash-Out	XX	\$50,000
HRA Veba Contribution	XX	\$27,000
Longevity Update	Q1	\$30,000





2024 Proposed Budget Summary – Citywide

Item Requests		\$1,208,080
Request	Dept	Mayor YES
Public Art	GG	\$25,000
Wellness Programming	HR	\$30,000
External Investigator Budget	HR	\$15,000
External Training Budget (city-wide)	HR	\$10,000
ADA Program Supplies	HR	\$2,500
10 - MDT Replacement & Other Computer (15)	IT	\$75,000
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Transportation Plan Implementation	PCD	\$50,000
Engineering Standards Update	PCD	\$100,000
Knox Box Electric Keys	Police	\$9,776
Explorer Program	Police	\$2,500
Drug Sensor x2	Police	\$16,000
Portable Fingerprint Scanner x2	Police	\$6,160
rifle rated armor plates x40	Police	\$19,050
CCTV Stormwater Pipes	PW	\$300,000
Truck Mounted PCMS	PW	\$17,763
Alum Treatment	PW	\$139,254
Zero Turn Mower	PW	\$17,404
Radar Speed Signs (x2)	PW	\$12,500
Mini Excavator	PW	\$137,296
Lease Replacement Vehicles	PW	\$124,377



2024 Capital Project Budget Summary

Type	Project Name	Total Project Cost	Required in 2024	2024	Forecasted 2025
STREETS	Main Street Improvements (16th St NE to 20th St NE)	\$4,500,000	Y	\$4,500,000	
	20th St NE and Main Street Improvements	\$3,200,000	Y	\$200,000	\$3,000,000
	91st Ave SE Sidewalk (4th to Market)	\$900,000	Y	\$900,000	
	91st Ave SE Sidewalk (8th to 4th St SE)	\$425,000	Y	\$425,000	
	117th Ave NE Sidewalk (20th to 26th St NE)	\$1,655,000	Y	\$175,000	\$80,000
	79th Ave SE & 8th St SE Intersection Improvements	\$650,000	Y	\$650,000	
	Wayfinding Signage	\$100,000	Y	\$100,000	
	ADA & Sidewalk Improvements	\$600,000	Y	\$100,000	\$100,000
	Pavement Preservation Program	\$5,400,000	Y	\$900,000	\$900,000
	91st Ave NE Commercial Revitalization Phase I	\$3,850,000	M	\$350,000	\$3,500,000
	Local Road Safety Plan	\$350,000	M	\$50,000	\$50,000
	Traffic Calming Program	\$400,000	M	\$50,000	\$50,000
PARKS	Frontier Heights Phase II	\$1,800,000	Y	\$1,800,000	
	N Cove Marina Feasibility & Marine Unit Relocation	\$3,200,000	Y	\$200,000	
	Lake Stevens Bayview Connector Phase 0 (Powerline Trail)	\$1,900,000	Y	\$1,900,000	
	Cedarwood Community Center	\$4,200,000	Y	\$500,000	\$3,700,000
	Eagle Ridge Park Phase II	\$1,050,000	Y	\$200,000	\$850,000
	Eagle Ridge Property Acquisition	\$935,000	M	\$10,000	

2024 Capital Project Budget Summary

Type	Project Name	Total Project Cost	Required in 2024	2024 Proposed	Forecasted 2025
FACILITIES & UTILITY	PW Shop Building Feasibility/Preliminary Design	\$30,000	Y	\$30,000	
	Security Cameras	\$150,000	Y	\$100,000	\$10,000
	131st Street Infrastructure Improvements	\$2,000,000	Y	\$2,000,000	
	Machias Sewer Infrastructure Improvements	\$5,000,000	Y	\$200,000	\$4,800,000
	Museum	\$3,150,000	Y	\$150,000	\$3,000,000
	Police Station HVAC	\$65,000	M	\$0	\$65,000
	City Hall Purchase and Tenant Improvement	\$10,000,000	M	\$7,000,000	\$3,000,000
	Eagle Ridge Storage Building	\$130,000	M	\$10,000	\$120,000
	Lundeen Park Recreation Building Remodel	\$130,000	M	\$10,000	\$120,000
	1819 Commercial Building Paint and Remodel	\$60,000	M	\$60,000	
STORM	36th St Culvert Replacement	\$760,000	Y	\$60,000	\$700,000
	Hartford Property Acquisition and Restoration	\$523,975	Y	\$523,975	
	Weir Replacement, Channel and Road Improvements	\$3,050,000	Y	\$650,000	\$2,400,000
	36th Street Bridge Replacement (Bridge 06)	\$3,250,000	Y	\$250,000	\$3,000,000

Total Planned
Capital
Projects

\$24,054,000

2024 Proposed Budget includes \$14,118,000 requested, the remaining will be added via amendments

- Roll Forwards from 2023 capital budget remaining
- Debt Funds (City Hall & Transportation Benefit)
- Grants

Transportation Benefit Program

Sidewalk/Walkway/Trail	Start	End	Cost Estimate
16th Street NE	Main Street	Machias Cutoff	1,060,544
91st Ave SE	4th St. SE	Market Street	606,528
91st Ave SE	8th Street SE	4th Street SE	808,704
117th Ave NE	20th Street NE	26th Street NE	1,224,288
91st Ave SE	20th Street SE	12th Street SE	1,179,360
North Lakeshore Drive	Main Street	123rd Ave NE	131,976
Soper Hill	Lake Drive	RAB at SR9	1,714,284
113 th Ave NE	32nd Street NE	36th Street NE	68,796
20th Street NE	Main Street	131st Ave SE	29,484
Grade Road	Hartford Drive	Library	383,292
Hartford Drive	20th St NE	21st Street NE	303,264
123rd Ave NE	22nd Street NE	North Lakeshore Drive	421,200
83rd Ave NE	20th Street SE	17th Street SE	477,360
99th Ave NE	1st Street NE	Chapel Hill Road	101,088
North Lakeshore Drive	123rd Ave NE	North Lakeshore Swim Beach	692,172
99 th Ave NE	Sunnycrest Elem.	30th Street NE	741,312
99th Ave SE	20th St. SE	8th St. SE	1,718,496
South Lake Stevens Road	East Lakeshore Drive	123rd Street SE	2,729,376
20th Street SE	S. Lake Stevens Road	113th Drive SE	1,151,280
4th Street NE	97th Drive NE	98th Drive NE	263,952

* Sidewalk/Walkway/Trail Improvements – Sidewalk and walkway replacement/maintenance, connection of missing links and ADA improvement upgrades, construction of new walkways and trail links

Transportation Benefit Program

Roadway	Start	End	Cost <i>Estimate</i>
Pavement Preservation (Annual Allocation)			500,000
79th Ave SE Access Road	20th St. NE	83rd Ave SE	3,163,500
Main Street	16th Street NE	20th Street NE	7,198,720
91st Street NE	Market Place	SR 204	6,748,800
Traffic and Pedestrian Safety Programs - Striping, pavement marker/delineators, and traffic control devices, sight improvements, traffic configuration, walkway and trail safety			



2024 Budget Finalization

- Public Comment
- Approve the Second & Final Reading of Ordinance No. 1173
&
- Adopt Ordinance No. 1173 Adopting the 2024 Budget

CITY COUNCIL STAFF REPORT



Agenda Date: 11/14/2023

Subject: Process Code Introduction

Contact Person/Department: Melissa Place, Community Development

Budget Impact: None

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No action is required. This is an introductory briefing by staff on possible updates to the city's process code under the LSMC Sections 14.16A and 14.16B.

SUMMARY/BACKGROUND:

A potential code amendment to the city's review process code was part of the Planning and Community Development Department's 2023 Long Range Work Program that the Council reviewed in January of 2023 as part of the Joint Workshop with the Planning Commission. City staff identified this work as a needed amendment to improve and streamline the permit review process set forth in the city's municipal code and clean up several inconsistencies identified between chapters LSMC 14.16A - *Administration and Procedures* and 14.16B - *Types of Land Use Review*.

Subsequent to the Council reviewing the work program, the Washington State Legislature in April of 2023, amended state law with major and sweeping changes to the Growth Management Act (GMA) including updates to local project review with the adoption of Senate Bill (SB) 5290 (**Attachment 1**). Municipal Research Services Center (MRSC) has prepared a summary of the new regulatory permit review processes and how it will impact local jurisdictions and developers as summarized in **Attachment 2**.

Below is a summary of the proposed staff changes to the municipal code that were identified prior to the statewide GMA amendments and a summary of the GMA amendments that specifically affect local project review followed by the 2023 Legislative

Updates required from the adoption of SB 5290.

LSMC 14.16A and 14.16B Summary

[Chapter 14.16A](#) of the LSMC (*Administration and Procedures*) establishes procedures for processing project permit applications and for adopting and amending Comprehensive Plans and development regulations. [Chapter 14.16B](#) of the LSMC (*Types of Land Use Review*) classifies land use actions, permits and decisions according to which procedures apply.

Through the review of permit applications over recent years, staff has previously identified several sections of the above two chapters that could be improved and/or streamlined. Below is a summary of the proposed changes of this portion of the code amendment:

- 14.16A.250 – revise approved permit expiration and extension policies.
- 14.16A.220(g) - revise our consolidated permit process.
- 14.16A.2109(e) – associated land use determinations. Need to determine appeal path for these determinations.
- 14.16A.180 – security mechanisms. Update to be in accordance with city finance department policies and updated Public Works and Planning Community Development accepted bond types.
- Review both chapters for consistency with state law, including timelines for review.
- Remove redundancies between the two chapters.

2023 Legislative Updates Summary

Washington State's Local Project Review Act ([Chapter 36.70B RCW](#)) requires counties and cities planning under the act to adopt procedures for fair and timely review of project permits, such as building permits, subdivisions, binding site plans, planned unit developments, conditional uses, and other permits or other land use actions. The project permitting procedures ensure that applications for both state and local government permits should be processed in a timely and fair manner.

SB 5290 (SB 5290 – **Attachment 1**) amended the Local Project Review Act in April of 2023, and the major amendments include:

- Updated local permit review timelines,
- Clarifications regarding the determination of completeness process,
- A new exemption from site plan review for certain interior projects that contain no exterior alterations,
- Updated annual reporting requirements related to permit issuance, and
- Provisions requiring partial permit fee refunds (up to 20%) for failure to timely process permit applications. If cities and counties have implemented at least

three optional measures intended to streamline project review set forth in RCW 36.70B.160(1), then these permit fee refund provisions do not apply.

- Commerce grant opportunities if local jurisdictions will commit to certain building permit review consolidation requirements.

All sections became effective as of July 23, 2023, except for the provisions in Section 7, which include the new permit review timelines and annual reporting requirements. That section is effective as of January 1, 2025. The state will be offering funding for those cities that opt to provide electronic permit applications and virtual inspections and allow for development of at least two units per residentially zoned lot. The state will also offer grants to local governments who commit to certain building permit requirements including shortening the timeline for issuance of residential building permits (within 45 business days), establishing a fee structure for timely review, and submitting a quarterly report to the state on average time for permit review.

Existing vs. Updated Land Use Permit Review Timelines

<u>Permit Status/Type</u>	<u>Existing</u>	<u>New</u>
Completeness	28 days	-
Complete Applications (no public notice)	120 days	65 days
Complete Applications (public notice)	120 days	100 days
Complete Applications (public notice + public hearing)	120 days	170 days
Comment Period	14 days from Notice of Completeness	-
Final Plat	90 days	-

Must include every calendar day (not just business days).

In addition, House Bill (HB) 1293 (**Attachment 3**) that was also passed by the WA State Legislature in 2023, titled *Objective Standards*, amends RCW 36.70B.160 and adds a new section to RCW 36.70A (Growth Management Act) to establish that the design review process can only apply clear and objective development regulations to exterior design of new development and that expedited review shall occur for projects that are consistent with adopted development regulations or that include dwelling units that are affordable to low-income or moderate-income households and within the capacity of systemwide infrastructure improvements. This bill is effective six months after a jurisdiction's next periodic comprehensive plan update is required; for Lake

Stevens that equates to June of 2025. Some elements will be addressed in the separate code clean up process under review related to accessory dwelling units.

Planning Commission's Input

The city staff presented the process review changes to the Planning Commission and discussed the potential code amendments and legislative intent on October 4, 2023. The Planning Commission provided feedback on staff's proposed changes to LSMC 14.16A and 14.16B and the state's changes to the Local Project Review Act. The Planning Commission generally supported staff's suggested code amendments to LSMC 14.16A and 14.16B. Commissioner J. Davis stated a preference for separating the two projects and moving the smaller amendments to 14.16A and 14.16B forward in early 2024, ahead of the state changes. The majority of the Planning Commission expressed the desire to wait on the state mandated amendments until 2025 in order to take a systematic approach, determine and provide the staffing necessary for implementation of the amendments, and see what the next state legislative session brings (**Attachment 4**).

Questions/Next Steps

Staff is seeking the Council's input on whether the city should take action on the legislative changes to implement the new permit review timelines and annual reporting requirements in SB 5290 and the provision of HB 1293 to address the design review process and inclusion of affordable to low-income or moderate-income households now, or only focus efforts on the changes to LSMC 14.16A and 14.16B as summarized above and wait until 2025 to tackle to large GMA changes.

- What is your preference for timing of this project? Tackle it all at once or only amend the smaller code changes now?
- Depending upon the Council's direction, staff will bring this amendment back to the Planning Commission and Council with applicable analysis and evaluation of the proposed scope of work.

APPLICABLE CITY POLICIES:

N/A

ATTACHMENTS:

1. Attachment 1 – Permit Processing 5290-S2.SL
2. Attachment 2 – MRSC - 2023 Legislative Updates to Modernize and Streamline Local Project Review, dated September 5, 2023
3. Attachment 3 - Objective Standards 1293-S.SL
4. Attachment 4 – Planning Commission Minutes from October 4, 2023

CERTIFICATION OF ENROLLMENT
SECOND SUBSTITUTE SENATE BILL 5290

Chapter 338, Laws of 2023

68th Legislature
2023 Regular Session

PROJECT PERMITS—LOCAL PROJECT REVIEW—VARIOUS PROVISIONS

EFFECTIVE DATE: July 23, 2023—Except for section 7, which takes
effect January 1, 2025.

Passed by the Senate April 17, 2023
Yeas 47 Nays 0

DENNY HECK
President of the Senate

Passed by the House April 10, 2023
Yeas 98 Nays 0

LAURIE JINKINS
**Speaker of the House of
Representatives**

Approved May 8, 2023 1:17 PM

JAY INSLEE
Governor of the State of Washington

CERTIFICATE

I, Sarah Bannister, Secretary of
the Senate of the State of
Washington, do hereby certify that
the attached is **SECOND SUBSTITUTE
SENATE BILL 5290** as passed by the
Senate and the House of
Representatives on the dates hereon
set forth.

SARAH BANNISTER

Secretary

FILED

May 10, 2023

**Secretary of State
State of Washington**

SECOND SUBSTITUTE SENATE BILL 5290

AS AMENDED BY THE HOUSE

Passed Legislature - 2023 Regular Session

State of Washington

68th Legislature

2023 Regular Session

By Senate Ways & Means (originally sponsored by Senators Mullet, Kuderer, Fortunato, Llias, Nobles, Saldaña, and C. Wilson; by request of Office of the Governor)

READ FIRST TIME 02/24/23.

1 AN ACT Relating to consolidating local permit review processes;
2 amending RCW 36.70B.140, 36.70B.020, 36.70B.070, 36.70B.080, and
3 36.70B.160; reenacting and amending RCW 36.70B.110; adding new
4 sections to chapter 36.70B RCW; creating new sections; and providing
5 an effective date.

6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

7 **Sec. 1.** RCW 36.70B.140 and 1995 c 347 s 418 are each amended to
8 read as follows:

9 (1) A local government by ordinance or resolution may exclude the
10 following project permits from the provisions of RCW 36.70B.060
11 through 36.70B.090 and 36.70B.110 through 36.70B.130: Landmark
12 designations, street vacations, or other approvals relating to the
13 use of public areas or facilities, or other project permits, whether
14 administrative or quasi-judicial, that the local government by
15 ordinance or resolution has determined present special circumstances
16 that warrant a review process or time periods for approval which are
17 different from that provided in RCW 36.70B.060 through 36.70B.090 and
18 36.70B.110 through 36.70B.130.

19 (2) A local government by ordinance or resolution also may
20 exclude the following project permits from the provisions of RCW
21 36.70B.060 and 36.70B.110 through 36.70B.130: Lot line or boundary

adjustments and building and other construction permits, or similar administrative approvals, categorically exempt from environmental review under chapter 43.21C RCW, or for which environmental review has been completed in connection with other project permits.

(3) A local government must exclude project permits for interior alterations from site plan review, provided that the interior alterations do not result in the following:

(a) Additional sleeping quarters or bedrooms;

(b) Nonconformity with federal emergency management agency substantial improvement thresholds; or

(c) Increase the total square footage or valuation of the structure thereby requiring upgraded fire access or fire suppression systems.

(4) Nothing in this section exempts interior alterations from otherwise applicable building, plumbing, mechanical, or electrical codes.

(5) For purposes of this section, "interior alterations" include construction activities that do not modify the existing site layout or its current use and involve no exterior work adding to the building footprint.

NEW SECTION. **Sec. 2.** A new section is added to chapter 36.70B RCW to read as follows:

(1) Subject to the availability of funds appropriated for this specific purpose, the department of commerce must establish a consolidated permit review grant program. The department may award grants to any local government that provides, by ordinance, resolution, or other action, a commitment to the following building permit review consolidation requirements:

(a) Issuing final decisions on residential permit applications within 45 business days or 90 calendar days.

(i) To achieve permit review within the stated time periods, a local government must provide consolidated review for building permit applications. This may include an initial technical peer review of the application for conformity with the requirements of RCW 36.70B.070 by all departments, divisions, and sections of the local government with jurisdiction over the project.

(ii) A local government may contract with a third-party business to conduct the consolidated permit review or as additional inspection

1 staff. Any funds expended for such a contract may be eligible for
2 reimbursement under this act.

3 (iii) Local governments are authorized to use grant funds to
4 contract outside assistance to audit their development regulations to
5 identify and correct barriers to housing development.

6 (b) Establishing an application fee structure that would allow
7 the jurisdiction to continue providing consolidated permit review
8 within 45 business days or 90 calendar days.

9 (i) A local government may consult with local building
10 associations to develop a reasonable fee system.

11 (ii) A local government must determine, no later than July 1,
12 2024, the specific fee structure needed to provide permit review
13 within the time periods specified in this subsection (1)(b).

14 (2) A jurisdiction that is awarded a grant under this section
15 must provide a quarterly report to the department of commerce. The
16 report must include the average and maximum time for permit review
17 during the jurisdiction's participation in the grant program.

18 (3) If a jurisdiction is unable to successfully meet the terms
19 and conditions of the grant, the jurisdiction must enter a 90-day
20 probationary period. If the jurisdiction is not able to meet the
21 requirements of this section by the end of the probationary period,
22 the jurisdiction is no longer eligible to receive grants under this
23 section.

24 (4) For the purposes of this section, "residential permit" means
25 a permit issued by a city or county that satisfies the conditions of
26 RCW 19.27.015(5) and is within the scope of the international
27 residential code, as adopted in accordance with chapter 19.27 RCW.

28 NEW SECTION. **Sec. 3.** A new section is added to chapter 36.70B
29 RCW to read as follows:

30 (1) Subject to the availability of funds appropriated for this
31 specific purpose, the department of commerce must establish a grant
32 program for local governments to update their permit review process
33 from paper filing systems to software systems capable of processing
34 digital permit applications, virtual inspections, electronic review,
35 and with capacity for video storage.

36 (2) The department of commerce may only provide a grant under
37 this section to a city if the city allows for the development of at
38 least two units per lot on all lots zoned predominantly for
39 residential use within its jurisdiction.

1 NEW SECTION. **Sec. 4.** A new section is added to chapter 36.70B
2 RCW to read as follows:

3 (1) Subject to the availability of amounts appropriated for this
4 specific purpose, the department of commerce must convene a digital
5 permitting process work group to examine potential license and
6 permitting software for local governments to encourage streamlined
7 and efficient permit review.

8 (2) The department of commerce, in consultation with the
9 association of Washington cities and Washington state association of
10 counties, shall appoint members to the work group representing groups
11 including but not limited to:

12 (a) Cities and counties;

13 (b) Building industries; and

14 (c) Building officials.

15 (3) The department of commerce must convene the first meeting of
16 the work group by August 1, 2023. The department must submit a final
17 report to the governor and the appropriate committees of the
18 legislature by August 1, 2024. The final report must:

19 (a) Evaluate the existing need for digital permitting systems,
20 including impacts on existing digital permitting systems that are
21 already in place;

22 (b) Review barriers preventing local jurisdictions from accessing
23 or adopting digital permitting systems;

24 (c) Evaluate the benefits and costs associated with a statewide
25 permitting software system; and

26 (d) Provide budgetary, administrative policy, and legislative
27 recommendations to increase the adoption of or establish a statewide
28 system of digital permit review.

29 **Sec. 5.** RCW 36.70B.020 and 1995 c 347 s 402 are each amended to
30 read as follows:

31 Unless the context clearly requires otherwise, the definitions in
32 this section apply throughout this chapter.

33 (1) "Closed record appeal" means an administrative appeal on the
34 record to a local government body or officer, including the
35 legislative body, following an open record hearing on a project
36 permit application when the appeal is on the record with no or
37 limited new evidence or information allowed to be submitted and only
38 appeal argument allowed.

39 (2) "Local government" means a county, city, or town.

1 (3) "Open record hearing" means a hearing, conducted by a single
2 hearing body or officer authorized by the local government to conduct
3 such hearings, that creates the local government's record through
4 testimony and submission of evidence and information, under
5 procedures prescribed by the local government by ordinance or
6 resolution. An open record hearing may be held prior to a local
7 government's decision on a project permit to be known as an "open
8 record predecision hearing." An open record hearing may be held on an
9 appeal, to be known as an "open record appeal hearing," if no open
10 record predecision hearing has been held on the project permit.

11 (4) "Project permit" or "project permit application" means any
12 land use or environmental permit or license required from a local
13 government for a project action, including but not limited to
14 ~~((building permits,))~~ subdivisions, binding site plans, planned unit
15 developments, conditional uses, shoreline substantial development
16 permits, site plan review, permits or approvals required by critical
17 area ordinances, site-specific rezones ~~((authorized by a
18 comprehensive plan or subarea plan))~~ which do not require a
19 comprehensive plan amendment, but excluding the adoption or amendment
20 of a comprehensive plan, subarea plan, or development regulations
21 except as otherwise specifically included in this subsection.

22 (5) "Public meeting" means an informal meeting, hearing,
23 workshop, or other public gathering of people to obtain comments from
24 the public or other agencies on a proposed project permit prior to
25 the local government's decision. A public meeting may include, but is
26 not limited to, a design review or architectural control board
27 meeting, a special review district or community council meeting, or a
28 scoping meeting on a draft environmental impact statement. A public
29 meeting does not include an open record hearing. The proceedings at a
30 public meeting may be recorded and a report or recommendation may be
31 included in the local government's project permit application file.

32 **Sec. 6.** RCW 36.70B.070 and 1995 c 347 s 408 are each amended to
33 read as follows:

34 (1) (a) Within ~~((twenty-eight))~~ 28 days after receiving a project
35 permit application, a local government planning pursuant to RCW
36 36.70A.040 shall ~~((mail or))~~ provide ~~((in person))~~ a written
37 determination to the applicant ~~((, stating))~~.

38 (b) The written determination must state either:

39 ~~((a))~~ (i) That the application is complete; or

1 ~~((b))~~ (ii) That the application is incomplete and that the
2 procedural submission requirements of the local government have not
3 been met. The determination shall outline what is necessary to make
4 the application procedurally complete.

5 (c) The number of days shall be calculated by counting every
6 calendar day.

7 (d) To the extent known by the local government, the local
8 government shall identify other agencies of local, state, or federal
9 governments that may have jurisdiction over some aspect of the
10 application.

11 (2) A project permit application is complete for purposes of this
12 section when it meets the procedural submission requirements of the
13 local government ~~((and is sufficient for continued processing even~~
14 ~~though additional information may be required or project~~
15 ~~modifications may be undertaken subsequently))~~, as outlined on the
16 project permit application. Additional information or studies may be
17 required or project modifications may be undertaken subsequent to the
18 procedural review of the application by the local government. The
19 determination of completeness shall not preclude the local government
20 from requesting additional information or studies either at the time
21 of the notice of completeness or subsequently if new information is
22 required or substantial changes in the proposed action occur.
23 However, if the procedural submission requirements, as outlined on
24 the project permit application have been provided, the need for
25 additional information or studies may not preclude a completeness
26 determination.

27 (3) The determination of completeness may include or be combined
28 with the following ~~((as optional information))~~:

29 (a) A preliminary determination of those development regulations
30 that will be used for project mitigation;

31 (b) A preliminary determination of consistency, as provided under
32 RCW 36.70B.040; ~~((or))~~

33 (c) Other information the local government chooses to include; or

34 (d) The notice of application pursuant to the requirements in RCW
35 36.70B.110.

36 (4)(a) An application shall be deemed procedurally complete on
37 the 29th day after receiving a project permit application under this
38 section if the local government does not provide a written
39 determination to the applicant that the application is procedurally
40 incomplete as provided in subsection (1)(b) (ii) of this section. When

1 the local government does not provide a written determination, they
2 may still seek additional information or studies as provided for in
3 subsection (2) of this section.

4 (b) Within ~~((fourteen))~~ 14 days after an applicant has submitted
5 to a local government additional information identified by the local
6 government as being necessary for a complete application, the local
7 government shall notify the applicant whether the application is
8 complete or what additional information is necessary.

9 (c) The notice of application shall be provided within 14 days
10 after the determination of completeness pursuant to RCW 36.70B.110.

11 **Sec. 7.** RCW 36.70B.080 and 2004 c 191 s 2 are each amended to
12 read as follows:

13 (1)(a) Development regulations adopted pursuant to RCW 36.70A.040
14 must establish and implement time periods for local government
15 actions for each type of project permit application and provide
16 timely and predictable procedures to determine whether a completed
17 project permit application meets the requirements of those
18 development regulations. The time periods for local government
19 actions for each type of complete project permit application or
20 project type should not exceed ~~((one hundred twenty days, unless the~~
21 ~~local government makes written findings that a specified amount of~~
22 ~~additional time is needed to process specific complete project permit~~
23 ~~applications or project types))~~ those specified in this section.

24 ~~((The))~~ (b) For project permits submitted after January 1, 2025,
25 the development regulations must, for each type of permit
26 application, specify the contents of a completed project permit
27 application necessary for the complete compliance with the time
28 periods and procedures.

29 ~~((+2))~~ (c) A jurisdiction may exclude certain permit types and
30 timelines for processing project permit applications as provided for
31 in RCW 36.70B.140.

32 (d) The time periods for local government action to issue a final
33 decision for each type of complete project permit application or
34 project type subject to this chapter should not exceed the following
35 time periods unless modified by the local government pursuant to this
36 section or RCW 36.70B.140:

37 (i) For project permits which do not require public notice under
38 RCW 36.70B.110, a local government must issue a final decision within
39 65 days of the determination of completeness under RCW 36.70B.070;

1 (ii) For project permits which require public notice under RCW
2 36.70B.110, a local government must issue a final decision within 100
3 days of the determination of completeness under RCW 36.70B.070; and

4 (iii) For project permits which require public notice under RCW
5 36.70B.110 and a public hearing, a local government must issue a
6 final decision within 170 days of the determination of completeness
7 under RCW 36.70B.070.

8 (e) A jurisdiction may modify the provisions in (d) of this
9 subsection to add permit types not identified, change the permit
10 names or types in each category, address how consolidated review time
11 periods may be different than permits submitted individually, and
12 provide for how projects of a certain size or type may be
13 differentiated, including by differentiating between residential and
14 nonresidential permits. Unless otherwise provided for the
15 consolidated review of more than one permit, the time period for a
16 final decision shall be the longest of the permit time periods
17 identified in (d) of this subsection or as amended by a local
18 government.

19 (f) If a local government does not adopt an ordinance or
20 resolution modifying the provisions in (d) of this subsection, the
21 time periods in (d) of this subsection apply.

22 (g) The number of days an application is in review with the
23 county or city shall be calculated from the day completeness is
24 determined under RCW 36.70B.070 to the date a final decision is
25 issued on the project permit application. The number of days shall be
26 calculated by counting every calendar day and excluding the following
27 time periods:

28 (i) Any period between the day that the county or city has
29 notified the applicant, in writing, that additional information is
30 required to further process the application and the day when
31 responsive information is resubmitted by the applicant;

32 (ii) Any period after an applicant informs the local government,
33 in writing, that they would like to temporarily suspend review of the
34 project permit application until the time that the applicant notifies
35 the local government, in writing, that they would like to resume the
36 application. A local government may set conditions for the temporary
37 suspension of a permit application; and

38 (iii) Any period after an administrative appeal is filed until
39 the administrative appeal is resolved and any additional time period
40 provided by the administrative appeal has expired.

1 (h) The time periods for a local government to process a permit
2 shall start over if an applicant proposes a change in use that adds
3 or removes commercial or residential elements from the original
4 application that would make the application fail to meet the
5 determination of procedural completeness for the new use, as required
6 by the local government under RCW 36.70B.070.

7 (i) If, at any time, an applicant informs the local government,
8 in writing, that the applicant would like to temporarily suspend the
9 review of the project for more than 60 days, or if an applicant is
10 not responsive for more than 60 consecutive days after the county or
11 city has notified the applicant, in writing, that additional
12 information is required to further process the application, an
13 additional 30 days may be added to the time periods for local
14 government action to issue a final decision for each type of project
15 permit that is subject to this chapter. Any written notice from the
16 local government to the applicant that additional information is
17 required to further process the application must include a notice
18 that nonresponsiveness for 60 consecutive days may result in 30 days
19 being added to the time for review. For the purposes of this
20 subsection, "nonresponsiveness" means that an applicant is not making
21 demonstrable progress on providing additional requested information
22 to the local government, or that there is no ongoing communication
23 from the applicant to the local government on the applicant's ability
24 or willingness to provide the additional information.

25 (j) Annual amendments to the comprehensive plan are not subject
26 to the requirements of this section.

27 (k) A county's or city's adoption of a resolution or ordinance to
28 implement this subsection shall not be subject to appeal under
29 chapter 36.70A RCW unless the resolution or ordinance modifies the
30 time periods provided in (d) of this subsection by providing for a
31 review period of more than 170 days for any project permit.

32 (l)(i) When permit time periods provided for in (d) of this
33 subsection, as may be amended by a local government, and as may be
34 extended as provided for in (i) of this subsection, are not met, a
35 portion of the permit fee must be refunded to the applicant as
36 provided in this subsection. A local government may provide for the
37 collection of only 80 percent of a permit fee initially, and for the
38 collection of the remaining balance if the permitting time periods
39 are met. The portion of the fee refunded for missing time periods
40 shall be:

1 (A) 10 percent if the final decision of the project permit
2 application was made after the applicable deadline but the period
3 from the passage of the deadline to the time of issuance of the final
4 decision did not exceed 20 percent of the original time period; or

5 (B) 20 percent if the period from the passage of the deadline to
6 the time of the issuance of the final decision exceeded 20 percent of
7 the original time period.

8 (ii) Except as provided in RCW 36.70B.160, the provisions in
9 subsection (1)(i) of this section are not applicable to cities and
10 counties which have implemented at least three of the options in RCW
11 36.70B.160(1) (a) through (j) at the time an application is deemed
12 procedurally complete.

13 (2)(a) Counties subject to the requirements of RCW 36.70A.215 and
14 the cities within those counties that have populations of at least
15 ((twenty thousand)) 20,000 must, for each type of permit application,
16 identify the total number of project permit applications for which
17 decisions are issued according to the provisions of this chapter. For
18 each type of project permit application identified, these counties
19 and cities must establish and implement a deadline for issuing a
20 notice of final decision as required by subsection (1) of this
21 section and minimum requirements for applications to be deemed
22 complete under RCW 36.70B.070 as required by subsection (1) of this
23 section.

24 (b) Counties and cities subject to the requirements of this
25 subsection also must prepare an annual performance report((s)) that
26 ((include, at a minimum, the following information for each type of
27 project permit application identified in accordance with the
28 requirements of (a) of this subsection:

29 (i) Total number of complete applications received during the
30 year;

31 (ii) Number of complete applications received during the year for
32 which a notice of final decision was issued before the deadline
33 established under this subsection;

34 (iii) Number of applications received during the year for which a
35 notice of final decision was issued after the deadline established
36 under this subsection;

37 (iv) Number of applications received during the year for which an
38 extension of time was mutually agreed upon by the applicant and the
39 county or city;

1 ~~(v) Variance of actual performance, excluding applications for~~
2 ~~which mutually agreed time extensions have occurred, to the deadline~~
3 ~~established under this subsection during the year; and~~

4 ~~(vi) The mean processing time and the number standard deviation~~
5 ~~from the mean.~~

6 ~~(c) Counties and cities subject to the requirements of this~~
7 ~~subsection must:~~

8 ~~(i) Provide notice of and access to the annual performance~~
9 ~~reports through the county's or city's website; and~~

10 ~~(ii) Post electronic facsimiles of the annual performance reports~~
11 ~~through the county's or city's website. Postings on a county's or~~
12 ~~city's website indicating that the reports are available by~~
13 ~~contacting the appropriate county or city department or official do~~
14 ~~not comply with the requirements of this subsection.~~

15 ~~If a county or city subject to the requirements of this~~
16 ~~subsection does not maintain a website, notice of the reports must be~~
17 ~~given by reasonable methods, including but not limited to those~~
18 ~~methods specified in RCW 36.70B.110(4).~~

19 ~~(3))~~ includes information outlining time periods for certain
20 permit types associated with housing. The report must provide:

21 (i) Permit time periods for certain permit processes in the
22 county or city in relation to those established under this section,
23 including whether the county or city has established shorter time
24 periods than those provided in this section;

25 (ii) The total number of decisions issued during the year for the
26 following permit types: Preliminary subdivisions, final subdivisions,
27 binding site plans, permit processes associated with the approval of
28 multifamily housing, and construction plan review for each of these
29 permit types when submitted separately;

30 (iii) The total number of decisions for each permit type which
31 included consolidated project permit review, such as concurrent
32 review of a rezone or construction plans;

33 (iv) The average number of days from a submittal to a decision
34 being issued for the project permit types listed in subsection
35 (2)(a)(ii) of this section. This shall be calculated from the day
36 completeness is determined under RCW 36.70B.070 to the date a
37 decision is issued on the application. The number of days shall be
38 calculated by counting every calendar day;

39 (v) The total number of days each project permit application of a
40 type listed in subsection (2)(a)(ii) of this section was in review

1 with the county or city. This shall be calculated from the day
2 completeness is determined under RCW 36.70B.070 to the date a final
3 decision is issued on the application. The number of days shall be
4 calculated by counting every calendar day. The days the application
5 is in review with the county or city does not include the time
6 periods in subsection (1)(g)(i)-(iii) of this section;

7 (vi) The total number of days that were excluded from the time
8 period calculation under subsection (1)(g)(i)-(iii) of this section
9 for each project permit application of a type listed in subsection
10 (2)(a)(ii) of this section.

11 (c) Counties and cities subject to the requirements of this
12 subsection must:

13 (i) Post the annual performance report through the county's or
14 city's website; and

15 (ii) Submit the annual performance report to the department of
16 commerce by March 1st each year.

17 (d) No later than July 1st each year, the department of commerce
18 shall publish a report which includes the annual performance report
19 data for each county and city subject to the requirements of this
20 subsection and a list of those counties and cities whose time periods
21 are shorter than those provided for in this section.

22 The annual report must also include key metrics and findings from
23 the information collected.

24 (e) The initial annual report required under this subsection must
25 be submitted to the department of commerce by March 1, 2025, and must
26 include information from permitting in 2024.

27 (3) Nothing in this section prohibits a county or city from
28 extending a deadline for issuing a decision for a specific project
29 permit application for any reasonable period of time mutually agreed
30 upon by the applicant and the local government.

31 ~~((4) The department of community, trade, and economic~~
32 ~~development shall work with the counties and cities to review the~~
33 ~~potential implementation costs of the requirements of subsection (2)~~
34 ~~of this section. The department, in cooperation with the local~~
35 ~~governments, shall prepare a report summarizing the projected costs,~~
36 ~~together with recommendations for state funding assistance for~~
37 ~~implementation costs, and provide the report to the governor and~~
38 ~~appropriate committees of the senate and house of representatives by~~
39 ~~January 1, 2005.))~~

1 **Sec. 8.** RCW 36.70B.160 and 1995 c 347 s 420 are each amended to
2 read as follows:

3 (1) Each local government is encouraged to adopt further project
4 review and code provisions to provide prompt, coordinated review and
5 ensure accountability to applicants and the public(~~(, including~~
6 ~~expedited review for project permit applications for projects that~~
7 ~~are consistent with adopted development regulations and within the~~
8 ~~capacity of systemwide infrastructure improvements)) by:~~

9 (a) Expediting review for project permit applications for
10 projects that are consistent with adopted development regulations;

11 (b) Imposing reasonable fees, consistent with RCW 82.02.020, on
12 applicants for permits or other governmental approvals to cover the
13 cost to the city, town, county, or other municipal corporation of
14 processing applications, inspecting and reviewing plans, or preparing
15 detailed statements required by chapter 43.21C RCW. The fees imposed
16 may not include a fee for the cost of processing administrative
17 appeals. Nothing in this subsection limits the ability of a county or
18 city to impose a fee for the processing of administrative appeals as
19 otherwise authorized by law;

20 (c) Entering into an interlocal agreement with another
21 jurisdiction to share permitting staff and resources;

22 (d) Maintaining and budgeting for on-call permitting assistance
23 for when permit volumes or staffing levels change rapidly;

24 (e) Having new positions budgeted that are contingent on
25 increased permit revenue;

26 (f) Adopting development regulations which only require public
27 hearings for permit applications that are required to have a public
28 hearing by statute;

29 (g) Adopting development regulations which make preapplication
30 meetings optional rather than a requirement of permit application
31 submittal;

32 (h) Adopting development regulations which make housing types an
33 outright permitted use in all zones where the housing type is
34 permitted;

35 (i) Adopting a program to allow for outside professionals with
36 appropriate professional licenses to certify components of
37 applications consistent with their license; or

38 (j) Meeting with the applicant to attempt to resolve outstanding
39 issues during the review process. The meeting must be scheduled
40 within 14 days of a second request for corrections during permit

1 review. If the meeting cannot resolve the issues and a local
2 government proceeds with a third request for additional information
3 or corrections, the local government must approve or deny the
4 application upon receiving the additional information or corrections.

5 (2) (a) After January 1, 2026, a county or city must adopt
6 additional measures under subsection (1) of this section at the time
7 of its next comprehensive plan update under RCW 36.70A.130 if it
8 meets the following conditions:

9 (i) The county or city has adopted at least three project review
10 and code provisions under subsection (1) of this section more than
11 five years prior; and

12 (ii) The county or city is not meeting the permitting deadlines
13 established in RCW 36.70B.080 at least half of the time over the
14 period since its most recent comprehensive plan update under RCW
15 36.70A.130.

16 (b) A city or county that is required to adopt new measures under
17 (a) of this subsection but fails to do so becomes subject to the
18 provisions of RCW 36.70B.080(1)(1), notwithstanding RCW
19 36.70B.080(1)(1)(ii).

20 ~~((+2))~~ (3) Nothing in this chapter is intended or shall be
21 construed to prevent a local government from requiring a
22 preapplication conference or a public meeting by rule, ordinance, or
23 resolution.

24 ~~((+3))~~ (4) Each local government shall adopt procedures to
25 monitor and enforce permit decisions and conditions.

26 ~~((+4))~~ (5) Nothing in this chapter modifies any independent
27 statutory authority for a government agency to appeal a project
28 permit issued by a local government.

29 NEW SECTION. Sec. 9. A new section is added to chapter 36.70B
30 RCW to read as follows:

31 (1) The department of commerce shall develop and provide
32 technical assistance and guidance to counties and cities in setting
33 fee structures under RCW 36.70B.160(1) to ensure that the fees are
34 reasonable and sufficient to recover true costs. The guidance must
35 include information on how to utilize growth factors or other
36 measures to reflect cost increases over time.

37 (2) When providing technical assistance under subsection (1) of
38 this section, the department of commerce must prioritize local

governments that have implemented at least three of the options in RCW 36.70B.160(1).

Sec. 10. RCW 36.70B.110 and 1997 c 429 s 48 and 1997 c 396 s 1 are each reenacted and amended to read as follows:

(1) Not later than April 1, 1996, a local government planning under RCW 36.70A.040 shall provide a notice of application to the public and the departments and agencies with jurisdiction as provided in this section. If a local government has made a threshold determination under chapter 43.21C RCW concurrently with the notice of application, the notice of application may be combined with the threshold determination and the scoping notice for a determination of significance. Nothing in this section prevents a determination of significance and scoping notice from being issued prior to the notice of application. Nothing in this section or this chapter prevents a lead agency, when it is a project proponent or is funding a project, from conducting its review under chapter 43.21C RCW or from allowing appeals of procedural determinations prior to submitting a project permit ((application)).

(2) The notice of application shall be provided within ((fourteen)) 14 days after the determination of completeness as provided in RCW 36.70B.070 and, except as limited by the provisions of subsection (4)(b) of this section, ((shall)) must include the following in whatever sequence or format the local government deems appropriate:

(a) The date of application, the date of the notice of completion for the application, and the date of the notice of application;

(b) A description of the proposed project action and a list of the project permits included in the application and, if applicable, a list of any studies requested under RCW 36.70B.070 ((or 36.70B.090));

(c) The identification of other permits not included in the application to the extent known by the local government;

(d) The identification of existing environmental documents that evaluate the proposed project, and, if not otherwise stated on the document providing the notice of application, such as a city land use bulletin, the location where the application and any studies can be reviewed;

(e) A statement of the public comment period, which shall be not less than fourteen nor more than thirty days following the date of notice of application, and statements of the right of any person to

comment on the application, receive notice of and participate in any hearings, request a copy of the decision once made, and any appeal rights. A local government may accept public comments at any time prior to the closing of the record of an open record predecision hearing, if any, or, if no open record predecision hearing is provided, prior to the decision on the project permit;

(f) The date, time, place, and type of hearing, if applicable and scheduled at the date of notice of the application;

(g) A statement of the preliminary determination, if one has been made at the time of notice, of those development regulations that will be used for project mitigation and of consistency as provided in RCW 36.70B.030(2) and 36.70B.040; and

(h) Any other information determined appropriate by the local government.

(3) If an open record predecision hearing is required for the requested project permits, the notice of application shall be provided at least fifteen days prior to the open record hearing.

(4) A local government shall use reasonable methods to give the notice of application to the public and agencies with jurisdiction and may use its existing notice procedures. A local government may use different types of notice for different categories of project permits or types of project actions. If a local government by resolution or ordinance does not specify its method of public notice, the local government shall use the methods provided for in (a) and (b) of this subsection. Examples of reasonable methods to inform the public are:

(a) Posting the property for site-specific proposals;

(b) Publishing notice, including at least the project location, description, type of permit(s) required, comment period dates, and location where the notice of application required by subsection (2) of this section and the complete application may be reviewed, in the newspaper of general circulation in the general area where the proposal is located or in a local land use newsletter published by the local government;

(c) Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered;

(d) Notifying the news media;

(e) Placing notices in appropriate regional or neighborhood newspapers or trade journals;

1 (f) Publishing notice in agency newsletters or sending notice to
2 agency mailing lists, either general lists or lists for specific
3 proposals or subject areas; and

4 (g) Mailing to neighboring property owners.

5 (5) A notice of application shall not be required for project
6 permits that are categorically exempt under chapter 43.21C RCW,
7 unless an open record predecision hearing is required or an open
8 record appeal hearing is allowed on the project permit decision.

9 (6) A local government shall integrate the permit procedures in
10 this section with ~~((its))~~ environmental review under chapter 43.21C
11 RCW as follows:

12 (a) Except for a threshold determination and except as otherwise
13 expressly allowed in this section, the local government may not issue
14 a decision or a recommendation on a project permit until the
15 expiration of the public comment period on the notice of application.

16 (b) If an open record predecision hearing is required, the local
17 government shall issue its threshold determination at least fifteen
18 days prior to the open record predecision hearing.

19 (c) Comments shall be as specific as possible.

20 (d) A local government is not required to provide for
21 administrative appeals of its threshold determination. If provided,
22 an administrative appeal ~~((shall))~~ must be filed within fourteen days
23 after notice that the determination has been made and is appealable.
24 Except as otherwise expressly provided in this section, the appeal
25 hearing on a threshold determination ~~((of nonsignificance shall))~~
26 must be consolidated with any open record hearing on the project
27 permit.

28 (7) At the request of the applicant, a local government may
29 combine any hearing on a project permit with any hearing that may be
30 held by another local, state, regional, federal, or other agency, if:

31 (a) The hearing is held within the geographic boundary of the
32 local government; and

33 (b) ~~((The joint hearing can be held within the time periods
34 specified in RCW 36.70B.090 or the))~~ The applicant agrees to the
35 schedule in the event that additional time is needed in order to
36 combine the hearings. All agencies of the state of Washington,
37 including municipal corporations and counties participating in a
38 combined hearing, are hereby authorized to issue joint hearing
39 notices and develop a joint format, select a mutually acceptable
40 hearing body or officer, and take such other actions as may be

1 necessary to hold joint hearings consistent with each of their
2 respective statutory obligations.

3 (8) All state and local agencies shall cooperate to the fullest
4 extent possible with the local government in holding a joint hearing
5 if requested to do so, as long as:

6 (a) The agency is not expressly prohibited by statute from doing
7 so;

8 (b) Sufficient notice of the hearing is given to meet each of the
9 agencies' adopted notice requirements as set forth in statute,
10 ordinance, or rule; and

11 (c) The agency has received the necessary information about the
12 proposed project from the applicant to hold its hearing at the same
13 time as the local government hearing.

14 (9) A local government is not required to provide for
15 administrative appeals. If provided, an administrative appeal of the
16 project decision and of any environmental determination issued at the
17 same time as the project decision, shall be filed within fourteen
18 days after the notice of the decision or after other notice that the
19 decision has been made and is appealable. The local government shall
20 extend the appeal period for an additional seven days, if state or
21 local rules adopted pursuant to chapter 43.21C RCW allow public
22 comment on a determination of nonsignificance issued as part of the
23 appealable project permit decision.

24 (10) The applicant for a project permit is deemed to be a
25 participant in any comment period, open record hearing, or closed
26 record appeal.

27 (11) Each local government planning under RCW 36.70A.040 shall
28 adopt procedures for administrative interpretation of its development
29 regulations.

30 NEW SECTION. **Sec. 11.** The department of commerce shall develop
31 a template for counties and cities subject to the requirements in RCW
32 36.70B.080, which will be utilized for reporting data.

33 NEW SECTION. **Sec. 12.** The department of commerce shall develop
34 a plan to provide local governments with appropriately trained staff
35 to provide temporary support or hard to find expertise for timely
36 processing of residential housing permit applications. The plan shall
37 include consideration of how local governments can be provided with
38 staff that have experience with providing substitute staff support or

1 that possess expertise in permitting policies and regulations in the
2 local government's geographic area or with jurisdictions of the local
3 government's size or population. The plan and a proposal for
4 implementation shall be presented to the legislature by December 1,
5 2023.

6 NEW SECTION. **Sec. 13.** Section 7 of this act takes effect
7 January 1, 2025.

Passed by the Senate April 17, 2023.

Passed by the House April 10, 2023.

Approved by the Governor May 8, 2023.

Filed in Office of Secretary of State May 10, 2023.

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2023 Legislative Updates to Modernize and Streamline Local Project Review

September 5, 2023 by [Jill Dvorkin](#)

Category: [Land Use Administration](#), [New Legislation and Regulations](#)



SB 5290 amends the Local Project Review Act, [Chapter 36.70B RCW](#), with the intent to increase the timeliness and predictability of local project review. The bill also establishes grant and technical assistance programs, which will be administered by the Washington State Department of Commerce

[Back to top](#)

(Commerce), to assist local governments in obtaining the capacity needed for timely permit processing.

The project review provisions in the Local Project Review Act apply to local governments planning under the Growth Management Act (GMA) pursuant to [RCW 36.70A.040](#); However, non-GMA planning jurisdictions may choose to incorporate these provisions into their local procedures (see [RCW 36.70B.150](#)).

Amendments to [Chapter 36.70B](#) are several and include updated local permit review timelines, clarifications regarding the determination of completeness process, a new exemption from site plan review for certain interior projects that contain no exterior alterations, updated annual reporting requirements related to permit issuance, and provisions requiring partial permit fee refunds for failure to timely process permit applications, among other things. (A reminder that MRSC blogs on new legislation are summaries and we highly recommend consulting with your agency's attorney for a full review and agency-specific interpretation.)

All sections became effective as of July 23, 2023, except for the provisions in Section 7, which include the new permit review timelines and annual reporting requirements. That section is effective as of January 1, 2025.

Below is a summary of some of the major changes included in the amended law.

New Permit Review Timelines

There are new permit review timelines for project permit applications submitted to GMA-planning jurisdictions after January 1, 2025 (see [RCW 36.70B.080](#)):

- For projects that do not require public notice under [RCW 36.70B.110](#), the final decision must be issued within 65 days of the determination of completeness under [RCW 36.70B.070](#).
- For projects that do require public notice under [RCW 36.70B.110](#), the final decision must be issued within 100 days of the determination of completeness under [RCW 36.70B.070](#).
- For project permits which require both notice under [RCW 36.70B.110](#) and a public hearing, the final decision must be issued within 170 days of the determination of completeness under [RCW 36.70B.070](#).

The above timelines can be altered by local ordinance to address consolidated review time periods or to accommodate larger projects and other differentiating factors. The “shot clock” — or time limit on application review — starts with the determination of complete application and must include every calendar day (not just business days). Certain actions will stop the clock, such as a request by the applicant to temporarily suspend project review as well as the time during which a jurisdiction is waiting for additional information from the applicant. If an applicant does not provide requested information within a specified time, additional time can be added to the shot clock.

Failure to adhere to the established permit review timelines results in a requirement for a local government to refund an applicant’s permit fees on a pro-rated basis — up to a 20% refund depending on the length of the delay. If cities and counties have implemented at least three optional measures intended to streamline project review set forth in [RCW 36.70B.160\(1\)](#), then these permit fee refund provisions do not apply. There are 10 optional measures that local governments are encouraged to adopt (e.g., entering into an interlocal agreement with another jurisdiction to share permitting staff and resources, and only requiring public hearings for projects when state law requires a public hearing).

Adoption of an ordinance amending timelines consistent with the new provisions will not be subject to appeal to the Growth Management Hearings Board, unless a jurisdiction chooses to adopt time periods for review that are different than those listed in the statute and exceed 170 days.

Revised Annual Reporting Requirements for Certain Jurisdictions

Counties subject to [RCW 36.70A.215](#) (i.e., the buildable lands program) and cities within those counties with a population of at least 20,000 must post annual reports to their websites and submit these reports annually to Commerce by March 1. These reports must include the number of permits issued by type, length of processing decisions, and several other metrics as set forth in amended [RCW 36.70B.080](#). This reporting requirement begins March 1, 2025.

Exemptions from Site Plan Review

Projects with only interior alterations must be exempt from site plan review provided no new sleeping quarters or bedrooms are added and certain other thresholds are not exceeded. See [RCW 35.70B.140\(3\)](#). This section was effective January 1, 2023.

[Back to top](#)

Commerce Grant Programs and Technical Assistance

[SB 5290](#) also places new responsibilities on Commerce to assist and support local governments in their efforts to speed up local permit review, including offering specialized grant programs.

Consolidated permit review grant program

Commerce will offer grants to local governments that commit to certain building permit review consolidation requirements. These include:

- A commitment to issue residential permit applications within 45 business days or 90 calendar days;
- Establishment of an application fee structure that allows for timely consolidated permit review; and
- Completion of a quarterly report to Commerce that includes the maximum and average time for permit review during participation in the program, among other requirements.

Digital permitting grant program

Commerce will offer grants to local governments to update software systems that enable an agency to process electronic permit applications and conduct virtual inspections. Grants will only be provided to a city if the city allows for development of at least two units per lot on all lots zoned predominantly for residential use.

Here are additional items, unrelated to funding, that [SB 5290](#) directs Commerce to do:

- Convene a digital permitting process workgroup consisting of stakeholders, including Association of Washington Cities, Washington State Association of Counties, cities, counties, building groups, and building inspectors. This group must provide a final report to the state legislature by August 1, 2024, that makes recommendations intended to encourage streamlined and efficient permit review, including consideration of the costs and benefits of implementing a statewide permitting software system.
- Provide technical assistance and guidance to counties and cities in setting fee structures that are reasonable and sufficient to recover true costs.
- Develop a template for annual report submissions required under [RCW 36.70B.080](#)

[Back to top](#)

- Develop a plan to help local governments find appropriately trained staff for temporary support to enable timely processing of residential housing permit applications. This plan is to be submitted to the state legislature by December 1, 2023.

Conclusion

The amendments in [SB 5290](#) are intended to modernize and streamline local project review — one of several bills addressing land use and planning passed last legislative session. For summaries of other planning, housing, environment, and climate-related legislation from 2023, see MRSC's blogs: [Major Changes to Washington's Housing Laws](#) and [New Legislation Related to Climate and the Natural Environment](#).

Stay tuned for upcoming blogs covering additional 2023 planning legislation or visit our webpage on [Streamlining Local Permit Review Procedures](#) for more information on local project review.

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.



About Jill Dvorkin

Jill joined MRSC as a legal consultant in June 2016 after working for nine years as a civil deputy prosecuting attorney for Skagit County. At Skagit County, Jill advised the planning department on a wide variety of issues including permit processing and appeals, Growth Management Act (GMA) compliance, code enforcement, SEPA, legislative process, and public records. Jill was born and raised in Fargo, ND, then moved to Bellingham to attend college and experience a new part of the country (and mountains!). She earned a B.A. in Environmental Policy and Planning from Western Washington University and graduated with a J.D. from the University of Washington School of Law in 2003.

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CERTIFICATION OF ENROLLMENT

ENGROSSED SUBSTITUTE HOUSE BILL 1293

Chapter 333, Laws of 2023

68th Legislature
2023 Regular Session

GROWTH MANAGEMENT ACT—DESIGN REVIEW

EFFECTIVE DATE: July 23, 2023

Passed by the House April 14, 2023
Yeas 95 Nays 1

LAURIE JINKINS

**Speaker of the House of
Representatives**

Passed by the Senate April 11, 2023
Yeas 49 Nays 0

DENNY HECK

President of the Senate

Approved May 8, 2023 1:12 PM

JAY INSLEE

Governor of the State of Washington

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **ENGROSSED SUBSTITUTE HOUSE BILL 1293** as passed by the House of Representatives and the Senate on the dates hereon set forth.

BERNARD DEAN

Chief Clerk

FILED

May 10, 2023

**Secretary of State
State of Washington**

ENGROSSED SUBSTITUTE HOUSE BILL 1293

AS AMENDED BY THE SENATE

Passed Legislature - 2023 Regular Session

State of Washington

68th Legislature

2023 Regular Session

By House Housing (originally sponsored by Representatives Klicker, Leavitt, Barkis, Jacobsen, Waters, Chapman, Reed, and Graham)

READ FIRST TIME 02/09/23.

1 AN ACT Relating to streamlining development regulations; amending
2 RCW 36.70B.160; and adding a new section to chapter 36.70A RCW.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 NEW SECTION. **Sec. 1.** A new section is added to chapter 36.70A
5 RCW to read as follows:

6 (1) For purposes of this section, "design review" means a
7 formally adopted local government process by which projects are
8 reviewed for compliance with design standards for the type of use
9 adopted through local ordinance.

10 (2) Except as provided in subsection (3) of this section,
11 counties and cities planning under RCW 36.70A.040 may apply in any
12 design review process only clear and objective development
13 regulations governing the exterior design of new development. For
14 purposes of this section, a clear and objective development
15 regulation:

16 (a) Must include one or more ascertainable guideline, standard,
17 or criterion by which an applicant can determine whether a given
18 building design is permissible under that development regulation; and

19 (b) May not result in a reduction in density, height, bulk, or
20 scale below the generally applicable development regulations for a
21 development proposal in the applicable zone.

1 (3) The provisions of subsection (2) of this section do not apply
2 to development regulations that apply only to designated landmarks or
3 historic districts established under a local preservation ordinance.

4 (4) Any design review process must be conducted concurrently, or
5 otherwise logically integrated, with the consolidated review and
6 decision process for project permits set forth in RCW 36.70B.120(3),
7 and no design review process may include more than one public
8 meeting.

9 (5) A county or city must comply with the requirements of this
10 section beginning six months after its next periodic comprehensive
11 plan update required under RCW 36.70A.130.

12 **Sec. 2.** RCW 36.70B.160 and 1995 c 347 s 420 are each amended to
13 read as follows:

14 (1) Each local government is encouraged to adopt further project
15 review provisions to provide prompt, coordinated, and objective
16 review and ensure accountability to applicants and the public,
17 including expedited review for project permit applications for
18 projects that are consistent with adopted development regulations or
19 that include dwelling units that are affordable to low-income or
20 moderate-income households and within the capacity of systemwide
21 infrastructure improvements.

22 (2) Nothing in this chapter is intended or shall be construed to
23 prevent a local government from requiring a preapplication conference
24 or a public meeting by rule, ordinance, or resolution, where
25 otherwise required by applicable state law.

26 (3) Each local government shall adopt procedures to monitor and
27 enforce permit decisions and conditions.

28 (4) Nothing in this chapter modifies any independent statutory
29 authority for a government agency to appeal a project permit issued
30 by a local government.

31 (5) For the purposes of this section:

32 (a) A dwelling unit is affordable if it requires payment of
33 monthly housing costs, including utilities other than telephone, of
34 no more than 30 percent of the family's income.

35 (b) "Dwelling unit" means a residential living unit that provides
36 complete independent living facilities for one or more persons and
37 that includes permanent provisions for living, sleeping, eating,
38 cooking, and sanitation, and that is sold or rented separately from
39 other dwelling units.

1 (c) "Low-income household" means a single person, family, or
2 unrelated persons living together whose adjusted income is less than
3 80 percent of the median family income, adjusted for household size,
4 for the county where the household is located, as reported by the
5 United States department of housing and urban development, or less
6 than 80 percent of the city's median income if the project is located
7 in the city, the city has median income of more than 20 percent above
8 the county median income, and the city has adopted an alternative
9 local median income.

10 (d) "Moderate-income household" means a single person, family, or
11 unrelated persons living together whose adjusted income is at or
12 below 120 percent of the median household income, adjusted for
13 household size, for the county where the household is located, as
14 reported by the United States department of housing and urban
15 development, or less than 120 percent of the city's median income if
16 the project is located in the city, the city has median income of
17 more than 20 percent above the county median income, and the city has
18 adopted an alternative local median income.

Passed by the House April 14, 2023.
Passed by the Senate April 11, 2023.
Approved by the Governor May 8, 2023.
Filed in Office of Secretary of State May 10, 2023.

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PLANNING COMMISSION MEETING MINUTES



Hybrid-via Zoom or in the Mill's Sawyers Room

10-4-2023

CALL TO ORDER: 6:00 pm by Chair Mike Duerr

MEMBERS PRESENT: Chair Mike Duerr, Vice-Chair Jennifer Davis, Commissioner Janice Huxford, Commissioner Bruce Morton, Commissioner Linda Hoult, Commissioner Nathan Packard and Commissioner Conner Davis

MEMBERS ABSENT: None

STAFF PRESENT: Planning Manager Christi Schmidt, Principal Planner Melissa Place and Clerk Jennie Fenrich

OTHERS PRESENT: Councilmember Ryan Donaghue

Chair Mike Duerr called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Roll Call: All members present.

Guest business: None

Action Items: Minutes for September 6th, 2023 were approved as written (7-0-0-0).

Discussion Item: Principal Planner Place introduced the "Process Code". A portion of this is mandated by the State of Washington. The review timelines are being shortened to make sure the permitting process is timely and fair to developers. The new permit review timelines and annual reporting requirements are due to be effective January 2025. Planner Place gathered feedback from the Commission on timeline implementation. Waiting for the mandate to come into effect was the preference of the Commission.

Commissioner Report: Commissioner Janice Huxford invited the Commissioners to attend the candidate forum, at the Mill, 10/5/2023. She is the moderator.

Director Report: Planning Manager Schmidt reported the Solicitor's license process went before the City Council.

Adjourn: Commissioner C Davis motioned to close the meeting, seconded by Commissioner Huxford to adjourn at 6:42 p.m. The motion carried (7-0-0-0).

Jennie Fenrich, Planning Commission Clerk

