

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.

January 9, 2024 - 6:00 PM

WAYS TO PARTICIPATE:

In Person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens

or Join Zoom Meeting: <https://lakestevenswa.zoom.us/j/83823181630>

or call in at (253) 215-8782 Meeting ID 83823181630

1. **Call to Order**
2. **Pledge of Allegiance** Mayor
3. **Roll Call**
4. **Approval of Agenda** Council President
5. **Guest Business**
 - A. Oath of Office for Officer Kevin Lanto Jeffrey Beazizo
6. **Citizen Comments**
7. **Council Business** Council President
 - A. Oath of Office for Returning Councilmember Ryan Donoghue Brett Gailey
8. **Mayor's Business**
9. **City Department Report**
10. **Consent Agenda**
 - A. 2023 Vouchers Barb Stevens
 - B. 2024 Vouchers Barb Stevens
 - C. City Council Meeting Minutes of December 12, 2023 Kelly Chelin
 - D. City Council Meeting Minutes of December 19, 2023 Kelly Chelin
 - E. City Council Meeting Minutes of December 27, 2023 Kelly Chelin
 - F. PACE Professional Services Agreement - Supplemental 2 Erik Mangold, Kim Klinkers
 - G. Reappoint Tina Decker to Parks and Recreation Planning Board Kelly Chelin

11. Action Items

- A. Ordinance No. 1176 - Authorizing the Issuance and Sale of LTGO Bonds 2024A and Delegating Authority Barb Stevens

12. Discussion Items

- A. Code Clean Up Work Session (LUA2022-0082) David Levitan

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.

BLANKET VOUCHER APPROVAL
2023

Payroll Direct Deposits	12/25/2023	\$368,248.28
Payroll Checks		
Electronic Funds Transfers	ACH	\$916,658.71
Claims	59759-59929	\$846,229.25
Void Checks	58466, 59739	(\$678.34)
Total Vouchers Approved:		\$2,130,457.90

This 9th day of January 2024

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

January 9, 2024



City expenditures by type for this voucher packet		
Personnel Costs	\$ 368,248	17%
Payroll Federal Taxes	\$ 263,810	12%
Excise Tax	\$ 32,415	2%
Retirement Benefits - Employer	\$ 156,090	7%
Medical Benefits - Employer	\$ 433,693	20%
Other Employer Paid Benefits	\$ 7,581	0%
Employee Paid Benefits	\$ 41,178	2%
Supplies	\$ 79,791	4%
Professional Services	\$ 305,666	14%
Refunds	\$ 61,195	3%
Capital *	\$ 371,454	17%
Debt Payments	\$ 10,015	0%
Void Checks	\$ (678)	0%
Total	\$ 2,130,458	100%

Large Purchases *

- * SR9/Lake Stevens Rd Roundabout \$111,719
- * Sunset Beach Park Pre Fab Shelter \$109,855
- * Powerline Trail Bid Package \$14,727
- * ADA Improvements Project Final Payment \$14,144
- * 8th St & 79th Ave SE Safety Improvements \$11,271
- * Ductless Mini-Split Heat Pump System PW Server Room \$14,054
- * LS Main Street Design \$61,329
- * Speed Check Signs \$12,336

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 12/08/2023 - 12/30/2023

Total for Period
\$1,762,887.96

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-34396	001 008 521 20 31 05	LE-Equipment - New Officers	Armor - E Savchuk	59768	\$1,833.18
					59768 Total	\$1,833.18
911 Supply Inc	INV-2-34533	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - D Burns	59864	\$642.85
911 Supply Inc	INV-2-34655	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - D Burns	59864	\$26.24
911 Supply Inc	INV-2-34668	001 008 521 20 31 05	LE-Equipment - New Officers	Academy Uniform Gear - D Burns	59864	\$506.86
911 Supply Inc	INV-2-34669	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - D Burns	59864	\$635.88
911 Supply Inc	INV-2-34762	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - D Burns	59864	\$133.30
					59864 Total	\$1,945.13
A Worksafe Service Inc	2023-13157	001 008 521 20 41 00	LE-Professional Services	Drug Screening	59865	\$57.00
					59865 Total	\$57.00
Ace Hardware	78115	304 010 594 76 60 05	R2 - Sunset Park Improvements	Supplies for Sunset Park Camera	59769	\$104.27
Ace Hardware	78321	001 010 576 80 31 00	PK-Operating Costs	Chain Oil	59769	\$25.13
Ace Hardware	78322	001 010 576 80 31 08	PK-Special Event Supplies	Extension Cord for Mill Holiday Lights	59769	\$72.41
Ace Hardware	78328	001 010 576 80 31 08	PK-Special Event Supplies	Extension Cord for Mill Holiday Lights	59769	\$399.44
Ace Hardware	78351	001 010 576 80 31 00	PK-Operating Costs	NC Shelter Plug Cover	59769	\$2.78
Ace Hardware	78381	001 010 576 80 31 08	PK-Special Event Supplies	Spraypaint/Painters Tape	59769	\$116.82
Ace Hardware	78404	001 010 576 80 31 08	PK-Special Event Supplies	Extension Cord for Holiday Lights	59769	\$148.63
Ace Hardware	78436	001 010 576 80 31 05	PK-R&M Supplies	Pipethread for Davies Beach Pipe	59769	\$4.36
Ace Hardware	78436	001 010 576 80 31 05	PK-R&M Supplies	Plant Tray for NC RR Attic	59769	\$11.14
Ace Hardware	78437	410 016 531 10 31 02	SW - Operating Costs	Insulating Foam Sealant	59769	\$52.42
Ace Hardware	78442	001 008 521 50 30 00	LE-Facilities Supplies	Compression Brass Shut-Off Valve/SS Supply Line	59769	\$46.41
Ace Hardware	78467	101 016 544 90 31 02	ST-Operating Cost	Pruning & Clean Wood Reciprocating Saw Blade	59769	\$73.18
Ace Hardware	78470	410 016 531 10 35 00	SW - Small Tools	Ice Gel Pack/Brushless Cordless Drill & Driver Kit	59769	\$122.32
Ace Hardware	78479	101 016 544 90 31 02	ST-Operating Cost	Wallplates	59769	\$2.21
Ace Hardware	78484	101 016 544 90 31 02	ST-Operating Cost	File Guides/Chains/Hookaroon	59769	\$138.76
Ace Hardware	78500	001 010 576 80 31 05	PK-R&M Supplies	Sunset Hardware for Large Park Sign	59769	\$18.02
					59769 Total	\$1,338.30
Ace Hardware	78469	410 016 594 31 60 01	SW - Capital Expenditure	Composite Shims	59866	\$84.93
Ace Hardware	78512	001 013 518 20 31 00	GG-Operating Costs	Contractor Bags/Cleanser/Toilet Paper	59866	\$126.74
Ace Hardware	78513	001 013 518 20 31 00	GG-Operating Costs	Cleanser Return Credit	59866	(\$30.58)
Ace Hardware	78518	101 016 544 90 31 02	ST-Operating Cost	Fasteners/Coil Chain/Hitching Ring	59866	\$78.35
Ace Hardware	78529	001 010 576 80 31 00	PK-Operating Costs	Fasteners for Signs	59866	\$19.06
Ace Hardware	78532	101 016 544 90 31 02	ST-Operating Cost	Paint Trays/Brush	59866	\$24.23
Ace Hardware	78535	101 016 544 90 31 02	ST-Operating Cost	Tissues/Paper Towels/Toilet Paper	59866	\$390.11
Ace Hardware	78536	001 008 521 50 30 00	LE-Facilities Supplies	Paper Towels/Toilet Paper	59866	\$131.14
Ace Hardware	78561	001 007 558 50 31 02	PL-Permit Related Op. Costs	Stakes for Land Use Signs	59866	\$43.71
					59866 Total	\$867.69
AFLAC	910036	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Insurance Prem	0	\$773.86
					0 Total	\$773.86
Amazon Capital Services	1FNG-CDVN-MWT7	001 008 521 20 31 00	LE-Office Supplies	Camera Supplies	59770	\$146.70
Amazon Capital Services	1YPF-Y31N-4PG6	001 008 521 20 31 00	LE-Office Supplies	Laptop Monitor Screen Extenders (2)	59770	\$722.20
					59770 Total	\$868.90
Amazon Capital Services	11DT-4DFQ-K6Q7	001 010 576 80 31 03	PK- Equipment & Tools	Hand Truck	59771	\$221.34
Amazon Capital Services	13RL-P19H-39FQ	001 010 576 80 31 00	PK-Operating Costs	Running Boards PW3	59771	\$196.70
Amazon Capital Services	16PK-FTJJ-7DQ4	001 005 518 10 31 00	HR-Office Supplies	Step Ladder	59771	\$65.46
Amazon Capital Services	17TH-P1XC-R7JP	001 010 576 80 31 00	PK-Operating Costs	iPhone Charging Cords	59771	\$8.00
Amazon Capital Services	17TH-P1XC-R7JP	101 016 544 90 31 02	ST-Operating Cost	iPhone Charging Cords	59771	\$8.01
Amazon Capital Services	17TH-P1XC-R7JP	410 016 531 10 31 02	SW - Operating Costs	iPhone Charging Cords	59771	\$8.01

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	17TH-P1XC-R7JP	410 016 531 10 31 02	SW - Operating Costs	SanDisk Memory Card	59771	\$16.38
Amazon Capital Services	1D39-TN6P-KNND	101 016 544 90 31 02	ST-Operating Cost	Dewalt Leaf Blower	59771	\$240.85
Amazon Capital Services	1D39-TN6P-KNND	410 016 531 10 31 02	SW - Operating Costs	iPhone Case	59771	\$22.39
Amazon Capital Services	1G61-C1FF-3YH1	001 013 518 20 31 00	GG-Operating Costs	Nutone Blower	59771	\$207.67
Amazon Capital Services	1KXG-1MTC-6X7D	101 016 544 90 31 02	ST-Operating Cost	Fly Stips	59771	\$10.92
Amazon Capital Services	1KXG-1MTC-6X7D	101 016 544 90 31 02	ST-Operating Cost	Meewellvetry Scanreco Battery Chargers (2 Pack)	59771	\$257.35
Amazon Capital Services	1KXG-1MTC-6X7D	410 016 531 10 31 02	SW - Operating Costs	Bluetooth Headset/Keyboard/Mouse	59771	\$101.08
Amazon Capital Services	1KXG-1MTC-6X7D	410 016 531 10 31 02	SW - Operating Costs	Meewellvetry Scanreco Battery Chargers (2 Pack)	59771	\$257.35
Amazon Capital Services	1L9T-L1DD-D14K	410 016 531 10 31 02	SW - Operating Costs	Dewalt Tool Bag/Machete for Gardening/Flashlight	59771	\$129.43
Amazon Capital Services	1M4V-PVXX-9HC4	410 016 531 10 35 00	SW - Small Tools	TerraWest Core Avalance Probe	59771	\$214.24
Amazon Capital Services	1RPG-H7HM-RNQJ	001 010 576 80 31 00	PK-Operating Costs	Painters Tape/Spray Bottle/Gloves	59771	\$149.57
Amazon Capital Services	1RPG-H7HM-RNQJ	001 010 576 80 31 01	PK-Ops-Clothing	Traction Cleats for Snow/Ice	59771	\$71.06
Amazon Capital Services	1RPG-H7HM-RNQJ	001 010 576 80 31 03	PK- Equipment & Tools	Wet/Dry Vac/Storage Drawers/Tool Bag	59771	\$394.98
Amazon Capital Services	1RPG-H7HM-RNQJ	001 010 576 80 31 06	PK-Lake Safety	SS Cable Wire Rope	59771	\$653.57
Amazon Capital Services	1TQN-14QV-PXN7	001 007 558 50 31 00	PL-Office Supplies	International Building Code Tabs/Calendar	59771	\$29.45
Amazon Capital Services	1TQN-14QV-PXN7	001 013 518 20 31 00	GG-Operating Costs	Batteries/Paper for CH	59771	\$85.18
Amazon Capital Services	1V4M-1TCP-CJLG	001 010 576 80 31 00	PK-Operating Costs	Trash Can Liners/iPhone Screen Propector & Cases	59771	\$511.95
Amazon Capital Services	1V4M-1TCP-CJLG	001 010 576 80 31 01	PK-Ops-Clothing	Traction Cleats	59771	\$104.44
Amazon Capital Services	1V4M-1TCP-CJLG	001 010 576 80 31 03	PK- Equipment & Tools	Sewer Jetter Kit for Pressure Washer	59771	\$62.29
Amazon Capital Services	1V4M-1TCP-CJLG	001 010 576 80 31 04	PK-Vandalism Supplies	ADA Complaint Braille Restroom Signs	59771	\$21.30
Amazon Capital Services	1V4M-1TCP-CJLG	001 010 576 80 31 05	PK-R&M Supplies	ADA Complaint Braille Restroom Signs	59771	\$106.50
Amazon Capital Services	1XNV-TF7K-CN4W	001 010 576 80 31 00	PK-Operating Costs	Trash Can Liners	59771	\$116.30
					59771 Total	\$4,271.77
Amazon Capital Services	17JG-K1V3-9J9J	001 008 521 50 30 01	LE-Facilities Minor Equipment	Pegboard Wall Organizer & Hooks/Tactical Belt	59867	\$198.67
					59867 Total	\$198.67
Amazon Capital Services	13CW-MRK6-1PW1	101 016 544 90 31 02	ST-Operating Cost	ADA Signs	59868	\$77.49
Amazon Capital Services	13CW-MRK6-1PW1	410 016 531 10 31 02	SW - Operating Costs	iPad Case	59868	\$41.99
Amazon Capital Services	17RL-PMFF-JRK4	410 016 531 10 35 00	SW - Small Tools	Hedge Trimmer/Dewalt Batteries/Impact Wrench Kits	59868	\$1,495.23
Amazon Capital Services	1963-4NTD-XCQ9	410 016 531 10 31 00	SW - Clothing	Chest Waders	59868	\$156.32
Amazon Capital Services	1963-4NTD-XCQ9	410 016 531 10 31 02	SW - Operating Costs	Drone Quick Release Propeller	59868	\$80.92
Amazon Capital Services	1F9P-M1WX-TXHD	001 008 521 20 31 00	LE-Office Supplies	iPhone Case	59868	\$50.16
Amazon Capital Services	1NC1-FNGJ-4NLJ	001 010 576 80 31 03	PK- Equipment & Tools	Kayak & Paddles/String Trimmer Handle	59868	\$278.05
Amazon Capital Services	1NC1-FNGJ-4NLJ	410 016 531 10 35 00	SW - Small Tools	Kayak & Paddles	59868	\$245.27
Amazon Capital Services	1VNT-MWMY-6L13	001 010 576 80 31 03	PK- Equipment & Tools	Portable Water Pump	59868	\$120.22
					59868 Total	\$2,545.65
Anderson	121423 ANDERSON	001 000 362 00 00 50	Deposit Forfeitures	LS23-Clement_12-8 Mill Deposit Forfeiture	59869	(\$127.67)
Anderson	121423 ANDERSON	001 000 382 10 00 01	The Mill - Deposit	LS23-Clement_12-8 Mill Deposit Forfeiture	59869	\$127.67
Anderson	121423 ANDERSON	001 013 582 10 00 00	Refund of Deposit	LS23-Clement_12-8 Mill Deposit Partial Refund	59869	\$372.33
					59869 Total	\$372.33
Aquatechnex LLC	16970	410 016 531 10 41 02	SW - Milfoil Treatment	Fall Aquatic Weed Treatment	59870	\$2,500.00
					59870 Total	\$2,500.00
ARCpoint Labs	1783	001 005 518 10 49 01	HR-Staff Development	Training Reasonable Suspicion Registration - J Good	59871	\$50.00
					59871 Total	\$50.00
ASCAP	2024 ASCAP	001 013 518 20 49 00	GG-Miscellaneous	2024 Annual ASCAP License Fee	59872	\$434.00
					59872 Total	\$434.00
Assoc of Washington Cities EFT	48541	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	0	\$212,215.75
Assoc of Washington Cities EFT	48541	001 013 518 30 20 00	GG-Benefits	Medical Insurance Premium - Rounding Adjustment	0	(\$0.01)
					0 Total	\$212,215.74
Assoc of Washington Cities EFT	50617	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	0	\$218,312.63
Assoc of Washington Cities EFT	50617	001 013 518 30 20 00	GG-Benefits	Rounding Adjustment	0	(\$0.01)
					0 Total	\$218,312.62

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Babcock	121723 BABCOCK	001 013 582 10 00 00	Refund of Deposit	LS23-Babcock2_12-17 Mill Deposit Refund	59873	\$300.00
					59873 Total	\$300.00
Bendiksen	LSPD9	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	59874	\$300.00
					59874 Total	\$300.00
Business Card	BEAZIZO 1223	001 008 521 20 43 00	LE-Travel & Per Diem	WASPC Conf Hotel - Beazizo	59767	\$400.89
Business Card	BEAZIZO 1223	001 008 521 20 43 00	LE-Travel & Per Diem	WASPC Conf Hotel - Thomas	59767	\$400.89
Business Card	BRAZEL 1223	001 001 513 10 43 00	Executive - Travel & Mtgs	Lunch Meeting Between Brazel/Gailey/VOA	59767	\$31.43
Business Card	BRAZEL 1223	001 002 513 11 43 00	AD-Travel & Meetings	Lunch Meeting Between Brazel/Gailey/VOA	59767	\$31.44
Business Card	BRAZEL 1223	001 002 513 11 43 00	AD-Travel & Meetings	Monthly MAG Meeting 11/21/23	59767	\$21.11
Business Card	BRAZEL 1223	001 002 513 11 49 01	AD-Miscellaneous	Wastewater Collection Certification Renewal - Brazel	59767	\$50.00
Business Card	BRAZEL 1223	001 002 513 11 49 01	AD-Miscellaneous	Water Manager Certification Renewal - Brazel	59767	\$42.00
Business Card	CHELIN 1223	001 001 511 60 49 01	Legislative - Prof. Developmen	Elected Officials Essentials Registration - Shipmann	59767	\$95.00
Business Card	CHELIN 1223	001 013 518 20 41 00	GG-Professional Service	Zoom - Standard Monthly/Webinar 11-2023	59767	\$262.21
Business Card	CHELIN 1223	001 013 518 20 41 00	GG-Professional Service	Zoom - Standard Monthly/Webinar 12-2023	59767	\$262.21
Business Card	DREHER 1223	001 008 521 20 31 00	LE-Office Supplies	Apex Printer Ribbon	59767	\$385.02
Business Card	DREHER 1223	001 008 521 20 31 01	LE-Fixed Minor Equipment	Focus Cuff Mag Combo/Clip on Badge Holder for Investigations	59767	\$390.11
Business Card	DREHER 1223	001 008 521 20 31 01	LE-Fixed Minor Equipment	Luminol Field Kits/Bluestar Forensic Mini Kits/Blood Test Kits	59767	\$297.87
Business Card	DREHER 1223	001 008 521 20 31 01	LE-Fixed Minor Equipment	Rapid Force Level 2 Slim Holster for Investigations	59767	\$92.14
Business Card	DREHER 1223	001 008 521 50 48 00	LE-Facility Repair & Maint	PD Alarm Trouble Service Call	59767	\$497.32
Business Card	GARCEAU 1223	001 005 517 90 31 00	HR - Wellness Program Supplies	Turkey Bowl Supplies	59767	\$826.56
Business Card	GARCEAU 1223	001 010 576 80 31 00	PK-Operating Costs	Mill Vacuum Filters	59767	\$26.54
Business Card	GARCEAU 1223	001 010 576 80 31 02	PK-Office Supplies	Binders for Parks	59767	\$5.54
Business Card	GARCEAU 1223	001 010 576 80 31 02	PK-Office Supplies	Copy Paper for PW Shop	59767	\$17.12
Business Card	GARCEAU 1223	001 010 576 80 31 03	PK- Equipment & Tools	Hard Hats w/Shield (5)	59767	\$377.94
Business Card	GARCEAU 1223	001 010 576 80 31 08	PK-Special Event Supplies	Candy for Winterfest	59767	\$146.84
Business Card	GARCEAU 1223	001 010 576 80 31 08	PK-Special Event Supplies	Event Badge Holders	59767	\$33.57
Business Card	GARCEAU 1223	001 010 576 80 31 08	PK-Special Event Supplies	Event Supplies	59767	\$42.85
Business Card	GARCEAU 1223	001 010 576 80 31 08	PK-Special Event Supplies	Trash Cans	59767	\$149.60
Business Card	GARCEAU 1223	001 010 576 80 31 08	PK-Special Event Supplies	Winterfest Supplies	59767	\$84.26
Business Card	GARCEAU 1223	001 010 576 80 42 01	PK-Advertising Services	Hartford Hall Cart Banner	59767	\$92.84
Business Card	GARCEAU 1223	001 010 576 80 43 00	PK-Travel & Meetings	NRPA Supervisor School Flight Baggage Fee - D Green	59767	\$30.00
Business Card	GARCEAU 1223	101 016 544 90 31 01	ST-Office Supplies	Copy Paper for PW Shop	59767	\$17.12
Business Card	GARCEAU 1223	304 010 594 76 60 05	R2 - Sunset Park Improvements	Life Ring Theft Stopper Alarm Horn	59767	\$65.42
Business Card	GARCEAU 1223	410 016 531 10 31 01	SW - Office Supplies	Copy Paper for PW Shop	59767	\$17.12
Business Card	GOOD 1223	001 005 518 10 41 00	HR-Professional Services	CDL Queries	59767	\$25.00
Business Card	GOOD 1223	001 005 518 10 41 01	HR - Advertising/Marketing	AWC 10-Pack Job Postings	59767	\$350.00
Business Card	HEIST 1223	001 005 518 10 31 03	HR-Emp Recognition Supplies	Cocoa Bombs for End of Year Celebration	59767	\$70.76
Business Card	LEBLANC 1223	001 008 521 20 49 00	LE-Dues & Memberships	WAPRO Membership	59767	\$25.00
Business Card	LEBLANC 1223	001 008 521 20 49 00	LE-Dues & Memberships	WAPRO Membership - B Ryan	59767	\$25.00
Business Card	STEVENS B 1223	001 000 369 91 00 00	Miscellaneous Revenue - Other	Credit Cards More Rewards Day Bonus	59767	(\$0.80)
Business Card	STEVENS B 1223	001 004 514 23 49 01	FI-Staff Development	Understanding Generative AI Registration - B Stevens	59767	\$40.00
Business Card	STEVENS T 1223	001 006 518 80 41 00	IT-Professional Services	Bitbucket Monthly Subscription	59767	\$32.79
Business Card	STEVENS T 1223	510 006 518 80 49 13	LR - Firewall Security Subscri	Firewall Security Software Package	59767	\$399.00
Business Card	STEVENS T 1223	510 006 518 80 49 16	LR - GoDaddy SSL - 3 yr	Standard Wildcard SSL Renewal	59767	\$449.99
Business Card	STEVENS T 1223	510 006 518 80 49 44	LR - Bitwarden Password Keeper	Bitwarden Password Renewal	59767	\$252.60
Business Card	WARRINGTON 1223	001 005 518 10 31 03	HR-Emp Recognition Supplies	Yeti Mugs for End of the Year Awards	59767	\$146.74
Business Card	WARRINGTON 1223	001 005 518 10 43 00	HR-Travel & Meetings	Snacks for Pop Meeting 1/2 Day	59767	\$35.97
Business Card	WEAVER 1223	001 001 513 10 30 00	Executive - Retreat	Executive Staff Retreat Meal Final Total	59767	\$280.54
Business Card	WEAVER 1223	001 001 513 10 43 00	Executive - Travel & Mtgs	Executive Staff Retreat Food Service/Hotel Room - B Gailey	59767	\$243.40
Business Card	WEAVER 1223	001 002 513 11 31 00	AD-Office Supply	Coffee for All City Meeting	59767	\$65.40
Business Card	WEAVER 1223	001 002 513 11 31 00	AD-Office Supply	Cookies for All City Meeting	59767	\$49.95

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	WEAVER 1223	001 002 513 11 43 00	AD-Travel & Meetings	Executive Staff Retreat Food Service/Hotel Room - G Brazel	59767	\$243.40
Business Card	WEAVER 1223	001 003 514 20 43 00	CC-Travel & Meetings	Executive Staff Retreat Food Service/Hotel Room - C Weaver	59767	\$221.61
Business Card	WEAVER 1223	001 003 514 20 43 00	CC-Travel & Meetings	Executive Staff Retreat Food Service/Hotel Room - K Chelin	59767	\$243.40
Business Card	WEAVER 1223	001 004 514 23 43 00	FI-Travel & Meetings	Executive Staff Retreat Food Service - M Heist	59767	\$134.95
Business Card	WEAVER 1223	001 004 514 23 43 00	FI-Travel & Meetings	Executive Staff Retreat Food Service/Hotel Room - B Stevens	59767	\$243.40
Business Card	WEAVER 1223	001 005 518 10 31 03	HR-Emp Recognition Supplies	ACE Winter Event Basket Supplies	59767	\$344.30
Business Card	WEAVER 1223	001 005 518 10 31 03	HR-Emp Recognition Supplies	ACE Winter Event Supplies	59767	\$46.45
Business Card	WEAVER 1223	001 005 518 10 43 00	HR-Travel & Meetings	Executive Staff Retreat Food Service/Hotel Room - A Warrington	59767	\$243.40
Business Card	WEAVER 1223	001 006 518 80 43 00	IT-Travel & Meetings	Executive Staff Retreat Food Service/Hotel Room - T Stevens	59767	\$243.40
Business Card	WEAVER 1223	001 007 558 50 43 00	PL-Travel & Mtgs	Executive Staff Retreat Food Service/Hotel Room - R Wright	59767	\$121.70
Business Card	WEAVER 1223	001 007 559 30 43 00	PB-Travel & Mtgs	Executive Staff Retreat Food Service/Hotel Room - R Wright	59767	\$121.70
Business Card	WEAVER 1223	001 008 521 20 43 00	LE-Travel & Per Diem	Executive Staff Retreat Food Service/Hotel Room - Beazizo	59767	\$243.40
Business Card	WEAVER 1223	001 010 576 80 43 00	PK-Travel & Meetings	Executive Staff Retreat Food Service/Hotel Room - S Garceau	59767	\$243.40
Business Card	WEAVER 1223	101 016 543 30 43 00	ST-Travel & Meetings	Executive Staff Retreat Food Service/Hotel Room - A Halverson	59767	\$121.69
Business Card	WEAVER 1223	101 016 543 30 43 00	ST-Travel & Meetings	Executive Staff Retreat Food Service/Hotel Room - L Erickson	59767	\$121.69
Business Card	WEAVER 1223	410 016 531 10 43 00	SW - Travel & Meetings	Executive Staff Retreat Food Service/Hotel Room - A Halverson	59767	\$121.69
Business Card	WEAVER 1223	410 016 531 10 43 00	SW - Travel & Meetings	Executive Staff Retreat Food Service/Hotel Room - L Erickson	59767	\$121.69
Business Card	WRIGHT 1223	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Dawson Townhomes Legal Notice	59767	\$24.10
Business Card	WRIGHT 1223	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Hartford Crest Legal Notice	59767	\$57.50
Business Card	WRIGHT 1223	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2023-0161 NOPH Legal Notice	59767	\$34.31
Business Card	WRIGHT 1223	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2023-0212/0205 NOA Legal Notice	59767	\$29.90
Business Card	WRIGHT 1223	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Mulvaney Rezone Legal Notice	59767	\$34.31
Business Card	WRIGHT 1223	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Village Concepts Legal Notice	59767	\$2.97
Business Card	YOUNG 1223	111 008 521 20 31 01	Drug Seize - Canine Supplies	Dog Food	59767	\$64.37
					59767 Total	\$11,113.03
Business Card	CLIFTON 1223	101 016 542 30 49 01	ST-Staff Development	Flagger Certification - A Villarreal	59772	\$139.00
Business Card	CLIFTON 1223	101 016 542 30 49 01	ST-Staff Development	PMP Membership & Exam Fees	59772	\$283.93
Business Card	CLIFTON 1223	101 016 544 90 31 02	ST-Operating Cost	Locks/Keys for PW Mechanics Door	59772	\$60.17
Business Card	CLIFTON 1223	410 016 531 10 31 02	SW - Operating Costs	Locks/Keys for PW Mechanics Door	59772	\$60.17
Business Card	CLIFTON 1223	410 016 531 10 49 01	SW - Staff Development	PMP Membership & Exam Fees	59772	\$283.93
Business Card	HALVERSON 1223	101 016 544 90 31 02	ST-Operating Cost	reMarkable Connect Annual	59772	\$15.85
Business Card	HALVERSON 1223	101 016 544 90 31 02	ST-Operating Cost	Square Base Covers	59772	\$127.90
Business Card	HALVERSON 1223	410 016 531 10 31 02	SW - Operating Costs	reMarkable Connect Annual	59772	\$15.85
Business Card	MACDONALD 1223	101 016 544 90 31 02	ST-Operating Cost	Air and Road Temperature Sensor Display	59772	\$121.07
Business Card	MACDONALD 1223	101 016 544 90 31 02	ST-Operating Cost	Air and Road Temperature Sensor Wired	59772	\$401.57
Business Card	MACDONALD 1223	101 016 544 90 31 02	ST-Operating Cost	ARC Wireless Sensor PW91	59772	\$481.44
Business Card	MACDONALD 1223	101 016 544 90 31 02	ST-Operating Cost	Laptop Mount PW01	59772	\$208.44
Business Card	MACDONALD 1223	410 016 531 10 31 02	SW - Operating Costs	Air and Road Temperature Sensor Display	59772	\$121.07
Business Card	MACDONALD 1223	410 016 531 10 31 02	SW - Operating Costs	Air and Road Temperature Sensor Wired	59772	\$401.57
Business Card	MACDONALD 1223	410 016 531 10 31 02	SW - Operating Costs	ARC Wireless Sensor PW91	59772	\$481.44
Business Card	MACDONALD 1223	410 016 531 10 31 02	SW - Operating Costs	Laptop Mount PW01	59772	\$208.45
Business Card	UBERT 1223	001 000 369 91 00 00	Miscellaneous Revenue - Other	Credit Cards More Rewards Day Bonus	59772	(\$1.88)
Business Card	UBERT 1223	001 008 521 20 41 01	LE-Professional Serv-Fixed	Canva Pro	59772	\$119.99
Business Card	UBERT 1223	001 008 521 20 41 01	LE-Professional Serv-Fixed	FUBO TV Monthly Subscription for PD	59772	\$93.98
Business Card	UBERT 1223	001 008 521 20 49 00	LE-Dues & Memberships	ARMA Membership - A Fox	59772	\$175.00
Business Card	UBERT 1223	001 008 521 20 49 00	LE-Dues & Memberships	ARMA Membership - M LeBlanc	59772	\$175.00
					59772 Total	\$3,973.94

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Canon Financial Services Inc	31695104	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Lease CH Admin Month to Month Lease	59773	\$286.05
Canon Financial Services Inc	31749818	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Lease CH Tax	59773	\$6.56
Canon Financial Services Inc	31749818	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Lease CH Tax	59773	\$6.56
Canon Financial Services Inc	31749818	001 007 591 58 70 01	PL -Lease Agreements	Copier Lease CH	59773	\$70.56
Canon Financial Services Inc	31749818	001 007 591 59 70 01	PB - Lease Agreements	Copier Lease CH	59773	\$70.56
Canon Financial Services Inc	31749818	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Lease CH Tax	59773	\$6.57
Canon Financial Services Inc	31749818	001 013 591 18 70 01	Lease Agreements	Copier Lease CH	59773	\$70.56
					59773 Total	\$517.42
Canon Financial Services Inc	31749819	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Copier Lease PD Tax	59875	\$23.52
Canon Financial Services Inc	31749819	001 008 591 21 70 01	Lease Agreements	Copier Lease PD	59875	\$252.95
Canon Financial Services Inc	31751870	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Lease PW Upstairs	59875	\$11.42
Canon Financial Services Inc	31751870	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Lease PW Upstairs	59875	\$11.41
Canon Financial Services Inc	31751870	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Lease PW Upstairs	59875	\$11.41
					59875 Total	\$310.71
Cascade Collision Center Inc	5114	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Repair Services PT-23-03	59876	\$10,486.81
Cascade Collision Center Inc	5115	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Repair Services PT-20-89	59876	\$12,435.48
					59876 Total	\$22,922.29
Central Welding Supply Co Inc	RN11230996	001 010 576 80 31 00	PK-Operating Costs	Acetylene/Argon/Centrashield/Oxygen/Propane	59774	\$34.56
Central Welding Supply Co Inc	RN11230996	101 016 544 90 31 02	ST-Operating Cost	Acetylene/Argon/Centrashield/Oxygen/Propane	59774	\$34.57
Central Welding Supply Co Inc	RN11230996	410 016 531 10 31 02	SW - Operating Costs	Acetylene/Argon/Centrashield/Oxygen/Propane	59774	\$34.56
					59774 Total	\$103.69
Central Welding Supply Co Inc	EV321376	001 010 576 80 31 00	PK-Operating Costs	Oxygen/Propane/Gloves	59877	\$96.26
Central Welding Supply Co Inc	EV321376	101 016 544 90 31 02	ST-Operating Cost	Oxygen/Propane/Gloves	59877	\$96.27
Central Welding Supply Co Inc	EV321376	410 016 531 10 31 02	SW - Operating Costs	Oxygen/Propane/Gloves	59877	\$96.27
					59877 Total	\$288.80
Champion Bolt & Supply Inc	771838	410 016 531 10 31 02	SW - Operating Costs	Rubber Hammers/Tek Screws for Salt Sheds	59775	\$154.65
					59775 Total	\$154.65
Cintas Loc 460	4165040945	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	59776	\$581.93
Cintas Loc 460	4165040945	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	59776	\$581.93
Cintas Loc 460	4165040945	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	59776	\$581.92
Cintas Loc 460	4167027548	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	59776	\$262.05
Cintas Loc 460	4167027548	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	59776	\$262.05
Cintas Loc 460	4167027548	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	59776	\$262.06
Cintas Loc 460	4174987746	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	59776	\$393.09
Cintas Loc 460	4174987746	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	59776	\$393.09
Cintas Loc 460	4174987746	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	59776	\$393.10
Cintas Loc 460	4175674987	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	59776	\$156.97
Cintas Loc 460	4175674987	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	59776	\$156.97
Cintas Loc 460	4175674987	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	59776	\$156.98
Cintas Loc 460	9248492127	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	59776	(\$418.91)
Cintas Loc 460	9248492127	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	59776	(\$418.91)
Cintas Loc 460	9248492127	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	59776	(\$418.91)
Cintas Loc 460	9248492329	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	59776	\$173.00
Cintas Loc 460	9248492329	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	59776	\$173.00
Cintas Loc 460	9248492329	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	59776	\$173.00
					59776 Total	\$3,444.41
Cintas Loc 460	4176351617	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	59878	\$155.44
Cintas Loc 460	4176351617	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	59878	\$155.44
Cintas Loc 460	4176351617	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	59878	\$155.44
					59878 Total	\$466.32

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
City of Everett	I23011064 (2)	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 06-2023 Balance Due	59777	\$1,350.00
City of Everett	I23014611	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 10-2023	59777	\$1,750.00
					59777 Total	\$3,100.00
City of Everett	I23015267	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Laboratory Analysis	59879	\$178.20
					59879 Total	\$178.20
City of Marysville	23-0010	001 008 523 60 41 00	LE-Jail	Prisoner Housing/Medical/Video Court Services 10-2023	59778	\$14,822.88
City of Marysville	23-0010	001 008 523 60 41 00	LE-Jail	SCORE Housing Services 10-2023	59778	\$830.58
City of Marysville	23-0010	001 008 523 60 41 00	LE-Jail	SJC Video Court Services 10-2023	59778	\$796.67
					59778 Total	\$16,450.13
City of Marysville	LKS23-11	001 013 512 52 40 00	GG-Municipal Court Fees 2022	Marysville Court Citations 11-2023	59880	\$9,381.98
					59880 Total	\$9,381.98
Comcast	1123 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - 20 S Davies Rd	59779	\$401.71
Comcast	1123 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Frontier Park	59779	\$401.71
Comcast	1123 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Parks/Rec Office	59779	\$138.24
Comcast	1123 COMCAST	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	59779	\$326.71
					59779 Total	\$1,268.37
CompassCom	6247	101 016 544 90 31 02	ST-Operating Cost	Sensor Hardware for PW Vehicles	59881	\$2,347.70
CompassCom	6247	410 016 531 10 31 02	SW - Operating Costs	Sensor Hardware for PW Vehicles	59881	\$2,347.70
					59881 Total	\$4,695.40
Criminal Justice Training Commission	CJTC 2023	001 000 389 90 00 00	Refunds or Overpayments	Refund of Officer Wellness Grant Overpayment	59882	\$58,800.00
					59882 Total	\$58,800.00
Daily Journal of Commerce Inc	3394752	101 016 542 30 41 01	ST-Advertising	RFQ 20th St & Main Improvements Advertisement	59883	\$379.20
					59883 Total	\$379.20
Data Transfer Solutions LLC	1454268	510 006 518 80 49 33	LR - Vue Works	VUEWorks Revitalization Project 10/27/23 - 11/30/23	59884	\$1,352.58
					59884 Total	\$1,352.58
DataQuest LLC	22261	001 003 514 20 41 00	CC-Professional Services	Background Checks	59780	\$33.50
DataQuest LLC	22261	410 016 531 10 41 01	SW - Professional Services	Background Checks	59780	\$163.00
					59780 Total	\$196.50
David Evans and Associates Inc	551399	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Services 23-06 Boggs Review	59885	\$1,820.86
					59885 Total	\$1,820.86
Dell Marketing LP	10717729919	101 016 544 90 31 02	ST-Operating Cost	Dell Latitude 5430 Rugged Laptop - VanOstrand	59781	\$3,183.89
					59781 Total	\$3,183.89
Dept of Labor and Industries	328233	101 016 544 90 31 02	ST-Operating Cost	L&I Violation Penalties - Mill Elevator	59886	\$500.00
					59886 Total	\$500.00
Dept of Licensing	120923 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 11/26/23 - 12/09/23	59782	\$306.00
					59782 Total	\$306.00
Dept of Licensing	122323 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 12/10/23 - 12/23/23	59887	\$327.00
					59887 Total	\$327.00
Dept of Retirement (Deferred Comp)	12082023	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	0	\$6,333.88
					0 Total	\$6,333.88
Dept of Retirement (Deferred Comp)	12222023	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	0	\$6,576.61
					0 Total	\$6,576.61
Dept of Retirement PERS LEOFF	12082023	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	0	\$76,881.07
Dept of Retirement PERS LEOFF	12082023	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	0	\$284.23
					0 Total	\$77,165.30
Dept of Retirement PERS LEOFF	12222023	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	0	\$78,579.52
Dept of Retirement PERS LEOFF	12222023	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	0	\$344.83
					0 Total	\$78,924.35

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Dept of Revenue EFT	11-2023 EXCISE	001 012 575 50 31 00	CS- The Mill- Ops	Use Taxes 11-2023	0	\$62.31
Dept of Revenue EFT	11-2023 EXCISE	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes 11-2023	0	\$238.94
Dept of Revenue EFT	11-2023 EXCISE	304 010 594 76 60 05	R2 - Sunset Park Improvements	Use Taxes 11-2023	0	\$92.73
Dept of Revenue EFT	11-2023 EXCISE	410 016 531 10 44 00	SW-Excise Taxes	Excise Taxes 11-2023	0	\$32,175.94
					0 Total	\$32,569.92
Dept of Transportation	RE-313-ATB31114020	307 000 595 30 60 00	Project Construction Account	SR9/Lake Stevens Rd Roundabout	59783	\$111,719.42
Dept of Transportation	RE-313-ATB31114031	101 016 594 42 64 00	ST-Capital Expenditures	Foundation/Wall City Gateway	59783	\$87.33
					59783 Total	\$111,806.75
EFTPS	12082023	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	0	\$132,860.32
					0 Total	\$132,860.32
EFTPS	12222023	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	0	\$130,845.33
					0 Total	\$130,845.33
EFTPS	10252023Retro	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes - Retro Adjustment	0	\$104.56
					0 Total	\$104.56
Electronic Business Machines	AR260708	001 008 521 50 48 00	LE-Facility Repair & Maint	Copier Copy Cost PD - 2WU09725	59784	\$54.63
Electronic Business Machines	AR265167	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - QNN08471	59784	\$8.54
Electronic Business Machines	AR265167	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - QNN08471	59784	\$8.54
Electronic Business Machines	AR265167	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - QNN08471	59784	\$8.54
Electronic Business Machines	AR265227	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Copy Cost CH - 2YJ04075	59784	\$210.00
Electronic Business Machines	AR265227	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Copy Cost CH - 2YJ04075	59784	\$210.01
Electronic Business Machines	AR265227	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Copy Cost CH - 2YJ04075	59784	\$210.00
Electronic Business Machines	AR265605	001 008 521 50 48 00	LE-Facility Repair & Maint	Copier Copy Cost PD - 2WU09725	59784	\$48.44
					59784 Total	\$758.70
Electronic Business Machines	AR265817	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - 2YJ14491	59888	\$41.22
Electronic Business Machines	AR265817	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - 2YJ14491	59888	\$41.22
Electronic Business Machines	AR265817	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - 2YJ14491	59888	\$41.22
Electronic Business Machines	AR265818	001 008 521 50 48 00	LE-Facility Repair & Maint	Copier Copy Cost PD - 2XW05905	59888	\$96.87
Electronic Business Machines	AR267058	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Copy Cost CH Admin XTZ10787	59888	\$524.23
					59888 Total	\$744.76
Enterprise FM Trust	604558-120623	530 016 591 48 70 01	PW Lease Agreements	Vehicle Lease Fees	59785	\$8,528.41
Enterprise FM Trust	604558-120623	530 016 594 48 70 00	Capital Lease Principal	Vehicle Lease Taxes & Fees	59785	\$818.74
					59785 Total	\$9,347.15
Erickson	120623 ERICKSON	001 013 518 10 30 00	LEAN Training - Supplies	Reimbursement for Coffee/Donuts/Fruit/Decorations for LEAN Class	59786	\$511.93
					59786 Total	\$511.93
Farmers Equipment Co	BUR-2008302	101 016 542 30 48 00	ST-Repair & Maintenance	Tractor AC Repair Services	59889	\$1,611.33
Farmers Equipment Co	BUR-2008302	410 016 531 10 48 00	SW - Repairs & Maintenance	Tractor AC Repair Services	59889	\$1,611.34
					59889 Total	\$3,222.67
Fastenal Company	WAARN168101	101 016 544 90 31 02	ST-Operating Cost	Glasses Return	59787	(\$10.37)
Fastenal Company	WAARN168101	410 016 531 10 31 02	SW - Operating Costs	Glasses Return	59787	(\$10.36)
Fastenal Company	WAARN170142	101 016 544 90 31 02	ST-Operating Cost	Glasses/Graffiti Remover/QwikStiks/Gloves	59787	\$56.05
Fastenal Company	WAARN170142	410 016 531 10 31 02	SW - Operating Costs	Glasses/Graffiti Remover/QwikStiks/Gloves	59787	\$56.04
Fastenal Company	WAARN170409	101 016 544 90 31 02	ST-Operating Cost	Safety Glasses/Gloves/QwikStiks	59787	\$25.08
Fastenal Company	WAARN170409	410 016 531 10 31 02	SW - Operating Costs	Safety Glasses/Gloves/QwikStiks	59787	\$25.08
					59787 Total	\$141.52
Fastenal Company	WAARN170554	101 016 544 90 31 02	ST-Operating Cost	Safety Glasses/Knock'erLoose/Gloves	59890	\$192.75
Fastenal Company	WAARN170554	410 016 531 10 31 02	SW - Operating Costs	Safety Glasses/Knock'erLoose/Gloves	59890	\$192.75
Fastenal Company	WAARN170684	101 016 544 90 31 02	ST-Operating Cost	Deicer/Batteries/Gloves/Wipers/QwikStiks	59890	\$26.68
Fastenal Company	WAARN170684	410 016 531 10 31 02	SW - Operating Costs	Deicer/Batteries/Gloves/Wipers/QwikStiks	59890	\$26.67
					59890 Total	\$438.85

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Feldman & Lee PS	2023 LKS-SSP-6	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services OPD Program Nov 2023	59788	\$600.00
Feldman & Lee PS	2023 LKS-SSP-6	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services Program Nov 2023	59788	\$460.00
Feldman & Lee PS	2023 LKS-SSP-6	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Services OPD Program Nov 2023	59788	\$900.00
Feldman & Lee PS	2023LKS-SSP-TRAINING-1	001 011 515 91 41 01	Social Worker Program (Grant)	De-Escalation & Trauma-Informed Training	59788	\$79.20
Feldman & Lee PS	2023LKS-SSP-TRAINING-1	633 000 589 30 00 12	OPD Grant Exp - Arlington	De-Escalation & Trauma-Informed Training	59788	\$118.80
Feldman & Lee PS	2023LKS-SSP-TRAINING-2	001 011 515 91 41 01	Social Worker Program (Grant)	De-Escalation & Trauma-Informed Training	59788	\$287.02
Feldman & Lee PS	2023LKS-SSP-TRAINING-2	633 000 589 30 00 12	OPD Grant Exp - Arlington	De-Escalation & Trauma-Informed Training	59788	\$430.53
Feldman & Lee PS	2023LKS-SSP-TRAINING-4	001 011 515 91 41 01	Social Worker Program (Grant)	De-Escalation & Trauma-Informed Training	59788	\$1,659.86
Feldman & Lee PS	2023LKS-SSP-TRAINING-4	633 000 589 30 00 12	OPD Grant Exp - Arlington	De-Escalation & Trauma-Informed Training	59788	\$2,489.80
Feldman & Lee PS	2023LKS-SSP-TRAINING-5	001 011 515 91 41 01	Social Worker Program (Grant)	De-Escalation & Trauma-Informed Training	59788	\$215.20
Feldman & Lee PS	2023LKS-SSP-TRAINING-5	633 000 589 30 00 12	OPD Grant Exp - Arlington	De-Escalation & Trauma-Informed Training	59788	\$322.80
					59788 Total	\$7,563.21
Feldman & Lee PS	12-2023 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 12-2023	59891	\$10,600.00
Feldman & Lee PS	2023 LKS-SSP-7	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services OPD Program Dec 2023	59891	\$600.00
Feldman & Lee PS	2023 LKS-SSP-7	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services Program Dec 2023	59891	\$460.00
Feldman & Lee PS	2023 LKS-SSP-7	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Services OPD Program Dec 2023	59891	\$900.00
Feldman & Lee PS	2023LKS-SSP-TRAINING-5 UPDATED	001 011 515 91 41 01	Social Worker Program (Grant)	De-Escalation & Trauma-Informed Training	59891	\$996.12
Feldman & Lee PS	2023LKS-SSP-TRAINING-5 UPDATED	633 000 589 30 00 12	OPD Grant Exp - Arlington	De-Escalation & Trauma-Informed Training	59891	\$1,494.18
					59891 Total	\$15,050.30
GCP WW Holdco LLC	INV2010010523	410 016 531 10 31 00	SW - Clothing	Safety Vest/Bib/Ji-Vis Jacket/Work Boots - S Waltz & T Pesce	59789	\$613.19
GCP WW Holdco LLC	INV2010010524	410 016 531 10 31 00	SW - Clothing	Boots - S Waltz	59789	\$163.19
					59789 Total	\$776.38
Glasdon Inc	SI1013862	304 010 594 76 60 05	R2 - Sunset Park Improvements	Guardian Life Ring Supplies	59790	\$997.15
					59790 Total	\$997.15
Goldman	2023-1210	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	59791	\$250.00
					59791 Total	\$250.00
Goldman	2023-1213	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	59892	\$250.00
					59892 Total	\$250.00
Grainger	9939368065	101 016 544 90 31 02	ST-Operating Cost	Air Compressor Cover	59893	\$85.09
Grainger	9939368065	410 016 531 10 31 02	SW - Operating Costs	Air Compressor Cover	59893	\$85.10
Grainger	9939368073	101 016 544 90 31 02	ST-Operating Cost	Box Level Aluminum	59893	\$53.02
Grainger	9939368073	410 016 531 10 31 02	SW - Operating Costs	Box Level Aluminum	59893	\$53.02
Grainger	9946450732	101 016 544 90 31 02	ST-Operating Cost	I-Beam Level	59893	\$37.27
Grainger	9946450732	410 016 531 10 31 02	SW - Operating Costs	I-Beam Level	59893	\$37.28
					59893 Total	\$350.78
Granite Construction Supply	101118	101 016 542 64 31 00	ST-Traffic Control - Supply	Sign Anchors/Posts	59792	\$7,143.50
					59792 Total	\$7,143.50
Granite Construction Supply	101380	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs	59894	\$90.39
Granite Construction Supply	101381	101 016 544 90 31 02	ST-Operating Cost	Galv Pipe	59894	\$122.27
Granite Construction Supply	101411	101 016 542 64 31 00	ST-Traffic Control - Supply	No Parking Fire Lane Signs	59894	\$741.83
Granite Construction Supply	101412	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Sign	59894	\$21.98
					59894 Total	\$976.47
Graphic Tickets & Systems	7928	001 008 521 20 31 00	LE-Office Supplies	Zebra Labels	59793	\$876.08
					59793 Total	\$876.08
Green Dot Concrete LLC	51002	101 016 544 90 31 02	ST-Operating Cost	Concrete Redi-Mix	59794	\$199.11
					59794 Total	\$199.11
Green Dot Concrete LLC	51018	101 016 544 90 31 02	ST-Operating Cost	Concrete Trailer Rental/Concrete Bags	59895	\$210.02
					59895 Total	\$210.02

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Greenshields Industrial Supply Inc	137008	410 016 531 10 31 02	SW - Operating Costs	Harness/Lanyard Retraining/SDS Plus	59795	\$615.46
					59795 Total	\$615.46
Hathaway	35914	001 005 518 10 31 01	HR-Operating Cost	Nameplate - M Roth	59896	\$30.28
Hathaway	35943	001 001 511 60 31 00	Legislative - Operating Costs	Nameplate - K Shipman	59896	\$30.28
					59896 Total	\$60.56
Highland Inspections Services	92083	004 013 594 18 60 01	RR - Capital Purchases	Inspection Services for Municipal Campus	59796	\$2,100.00
					59796 Total	\$2,100.00
Honey Bucket	553868396	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Sunset Beach	59797	\$264.50
Honey Bucket	553876432	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Cir W	59797	\$234.00
Honey Bucket	553887121	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 8629 20th St SE	59797	\$180.50
Honey Bucket	553896507	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	59797	\$167.75
Honey Bucket	553896508	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Park	59797	\$264.50
					59797 Total	\$1,111.25
Honey Bucket	553904359	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Eagle Ridge	59897	\$142.00
					59897 Total	\$142.00
HRA VEBA Trust YA20192	12082023	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	59759	\$3,418.48
					59759 Total	\$3,418.48
HSA Bank	12082023	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	59760	\$280.00
					59760 Total	\$280.00
HSA Bank	12222023	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	59860	\$280.00
					59860 Total	\$280.00
Hyatt	120623 MILLER	001 013 582 10 00 00	Refund of Deposit	LS23-Miller_12-6 Mill Deposit Refund	59798	\$300.00
					59798 Total	\$300.00
ICONIX Waterworks US Inc	U2316054780	410 016 531 10 31 02	SW - Operating Costs	Bricks/Trash Rack	59898	\$607.30
					59898 Total	\$607.30
Industrial Bolt & Supply Inc	831457-2	101 016 544 90 31 02	ST-Operating Cost	Angle Grinder Lock on Switch	59799	\$71.02
Industrial Bolt & Supply Inc	831457-2	410 016 531 10 31 02	SW - Operating Costs	Angle Grinder Lock on Switch	59799	\$71.02
Industrial Bolt & Supply Inc	833820-1	101 016 544 90 31 02	ST-Operating Cost	Fuse Holder & Covers/Shrink Wrap/Nut Driver/Backing Pad	59799	\$61.43
Industrial Bolt & Supply Inc	833820-1	410 016 531 10 31 02	SW - Operating Costs	Fuse Holder & Covers/Shrink Wrap/Nut Driver/Backing Pad	59799	\$61.42
					59799 Total	\$264.89
Ink It Your Way LLC	10797	001 008 521 20 31 01	LE-Fixed Minor Equipment	PD Volunteer Polo Embroidery	59899	\$58.21
					59899 Total	\$58.21
Iron Mountain Quarry LLC	117645	101 016 544 90 31 02	ST-Operating Cost	Rock	59800	\$218.05
					59800 Total	\$218.05
Iron Mountain Quarry LLC	118214	101 016 544 90 31 02	ST-Operating Cost	Rock	59900	\$466.36
Iron Mountain Quarry LLC	118600	101 016 544 90 31 02	ST-Operating Cost	Rock	59900	\$379.67
					59900 Total	\$846.03
Jones	120923 JONES	001 013 582 10 00 00	Refund of Deposit	LS23-Jones_12-9 Mill Depoist Refund	59801	\$500.00
					59801 Total	\$500.00
Kellogg	121023 KELLOGG	001 013 582 10 00 00	Refund of Deposit	LS23-Jones_12-10 Mill Deposit Refund	59802	\$150.00
					59802 Total	\$150.00
King County Directors Association Purchasing Dept	300758104	304 010 594 76 60 05	R2 - Sunset Park Improvements	Sunset Beach Park Pre Fab Shelter	59803	\$109,855.13
					59803 Total	\$109,855.13
KPG Psomas Inc	197441	304 010 594 76 60 05	R2 - Sunset Park Improvements	Sunset Landscape Architect	59804	\$3,093.50
					59804 Total	\$3,093.50
KPG Psomas Inc	203804	001 007 558 50 41 00	PL-Professional Serv	91st Ave NE Streetscape Conceptual Design	59901	\$1,402.90
					59901 Total	\$1,402.90
Krusey	2023-LS11	001 008 521 20 41 01	LE-Professional Serv-Fixed	Domestic Violence Coordinator Hours 11-2023	59805	\$3,176.25
					59805 Total	\$3,176.25

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Kustom Signals Inc	608113	520 008 594 21 63 00	Vehicles - Capital Equip	Eagle 3 Dual Ka-band Radar	59806	\$2,810.45
					59806 Total	\$2,810.45
Lake Stevens Police Guild	12082023	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	59761	\$1,296.25
					59761 Total	\$1,296.25
Lake Stevens Police Guild	12222023	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	59861	\$1,298.75
					59861 Total	\$1,298.75
Lake Stevens Sewer District	1195 1223	001 010 576 80 47 00	PK-Utilities	Sewer - Cedarwood Park Acct 1195-01	59807	\$99.00
Lake Stevens Sewer District	12326 1223	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	59807	\$100.00
Lake Stevens Sewer District	13135 1223	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	59807	\$49.50
Lake Stevens Sewer District	13135 1223	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	59807	\$49.50
Lake Stevens Sewer District	2538 1223	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	59807	\$198.00
Lake Stevens Sewer District	3628 1223	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-02	59807	\$99.00
Lake Stevens Sewer District	6294 1223	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	59807	\$99.00
Lake Stevens Sewer District	6296 1223	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	59807	\$198.00
Lake Stevens Sewer District	6390 1223	001 013 518 20 47 02	GG-Utilities for Rentals	Sewer - Leased Comm Building Acct 6390-03	59807	\$191.40
Lake Stevens Sewer District	6666 1223	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	59807	\$99.00
Lake Stevens Sewer District	6671 1223	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	59807	\$99.00
Lake Stevens Sewer District	6810 1223	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	59807	\$198.00
Lake Stevens Sewer District	7002 1223	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	59807	\$99.00
Lake Stevens Sewer District	8710 1223	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	59807	\$99.00
Lake Stevens Sewer District	9902 1223	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Grade Rd Acct 9902-01	59807	\$99.00
					59807 Total	\$1,776.40
Land Development Consultants Inc	33101	004 010 594 76 60 03	PR - LS Bayview Connector	Powerline Trail Bid Package	59808	\$14,726.51
					59808 Total	\$14,726.51
Lemay Mobile Shredding Inc	4820961S185	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	59809	\$26.10
Lemay Mobile Shredding Inc	4821189S185	001 010 576 80 41 00	PK-Professional Services	Shredding Services PW	59809	\$5.68
Lemay Mobile Shredding Inc	4821189S185	101 016 542 30 41 02	ST-Professional Service	Shredding Services PW	59809	\$5.69
Lemay Mobile Shredding Inc	4821189S185	410 016 531 10 41 01	SW - Professional Services	Shredding Services PW	59809	\$5.69
					59809 Total	\$43.16
Lewandowski	101223 JACLYN	001 010 576 80 31 08	PK-Special Event Supplies	Reimbursement for Harvestfest Supplies	59810	\$25.01
Lewandowski	111423 JACLYN	001 010 576 80 31 00	PK-Operating Costs	Reimbursement for Eagle Ridge Spare Key	59810	\$2.83
Lewandowski	112823 JACLYN	001 010 576 80 31 08	PK-Special Event Supplies	Reimbursement for Winterfest Supplies	59810	\$66.07
Lewandowski	113023 JACLYN	001 010 576 80 31 08	PK-Special Event Supplies	Reimbursement for Badge Inserts	59810	\$23.51
					59810 Total	\$117.42
Lowes Companies	958804	101 016 544 90 31 02	ST-Operating Cost	Technician Tool Pouch/Bags/Flip Socket/Magnetic Accessory	59811	\$81.37
Lowes Companies	958804	410 016 531 10 31 02	SW - Operating Costs	Technician Tool Pouch/Bags/Flip Socket/Magnetic Accessory	59811	\$81.38
Lowes Companies	991815	101 016 544 90 31 02	ST-Operating Cost	Cordless Impact Wrench/Lenox Bi-Metal All Blades	59811	\$233.85
					59811 Total	\$396.60
McLoughlin & Eardley Group Inc	269937	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Equipment Return	59812	(\$935.18)
McLoughlin & Eardley Group Inc	270074	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Equipment	59812	\$347.45
McLoughlin & Eardley Group Inc	272157	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Equipment PO #1931	59812	\$762.20
McLoughlin & Eardley Group Inc	272260	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Equipment PO #1931	59812	\$299.48
					59812 Total	\$473.95
McLoughlin & Eardley Group Inc	272545	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Lightbar for PD Vehcile K9 85	59902	\$441.74
McLoughlin & Eardley Group Inc	272579	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Amplifier Control Modules for PD Vehciles PO #1931	59902	\$3,491.00
McLoughlin & Eardley Group Inc	272641	520 008 594 21 63 00	Vehicles - Capital Equip	Upper Rear Housing for Eight Lamps PO #1931	59902	\$3,636.19
					59902 Total	\$7,568.93
Mechanical Inspection & Analysis Inc	23-0701	001 008 521 20 41 01	LE-Professional Serv-Fixed	Vehcile Inspection 2020 Hyundai	59903	\$1,417.50
Mechanical Inspection & Analysis Inc	23-0701-1	001 008 521 20 41 01	LE-Professional Serv-Fixed	Vehcile Inspection 2014 GMC	59903	\$450.00
					59903 Total	\$1,867.50

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
MissionSquare - 108991	6714684	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	59762	\$483.62
					59762 Total	\$483.62
MissionSquare - 108991	6943596	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	59862	\$483.62
					59862 Total	\$483.62
MissionSquare - 307428	6677888	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	59763	\$2,135.90
					59763 Total	\$2,135.90
MissionSquare - 307428	6098565	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	59863	\$2,135.90
					59863 Total	\$2,135.90
Monroe Correctional Complex	MCC2310.1588	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew 10-2023	59813	\$312.56
Monroe Correctional Complex	MCC2310.1588	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew 10-2023	59813	\$396.58
					59813 Total	\$709.14
Monroe Correctional Complex	MCC2311-1603	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew 11-2023	59904	\$340.36
Monroe Correctional Complex	MCC2311-1603	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew 11-2023	59904	\$296.48
					59904 Total	\$636.84
Muhlestein	112723 MUHLEST	001 013 582 10 00 00	Refund of Deposit	LS23-Muhleste2_11-22 Mill Deposit Refund	59814	\$100.00
Muhlestein	112723 MUHLEST	001 013 582 10 00 00	Refund of Deposit	LS23-Muhlestein_2-14 Mill Deposit Refund	59814	\$150.00
					59814 Total	\$250.00
Nationwide Retirement Solution	12082023	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	0	\$4,424.86
					0 Total	\$4,424.86
Nationwide Retirement Solution	12222023	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	0	\$4,284.86
					0 Total	\$4,284.86
Nelson Petroleum Inc	0851186-IN	001 007 559 30 32 00	PB-Fuel	Fuel	59815	\$64.64
Nelson Petroleum Inc	0851186-IN	001 008 521 20 32 00	LE-Fuel	Fuel	59815	\$5,125.43
Nelson Petroleum Inc	0851186-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	59815	\$762.90
Nelson Petroleum Inc	0851186-IN	101 016 542 30 32 00	ST-Fuel	Fuel	59815	\$1,331.04
Nelson Petroleum Inc	0851186-IN	410 016 531 10 32 00	SW - Fuel	Fuel	59815	\$1,331.04
					59815 Total	\$8,615.05
New York Life	12082023	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	59764	\$199.00
					59764 Total	\$199.00
New York Life EFT	Nov-23	001 001 513 10 20 00	Executive - Benefits	Life/Disability Ins Premiums	0	\$10.74
New York Life EFT	Nov-23	001 002 513 11 20 00	AD-Benefits	Life/Disability Ins Premiums	0	\$89.95
New York Life EFT	Nov-23	001 003 514 20 20 00	CC-Benefits	Life/Disability Ins Premiums	0	\$72.64
New York Life EFT	Nov-23	001 004 514 23 20 00	FI-Benefits	Life/Disability Ins Premiums	0	\$300.05
New York Life EFT	Nov-23	001 005 518 10 20 00	HR-Benefits	Life/Disability Ins Premiums	0	\$231.55
New York Life EFT	Nov-23	001 006 518 80 20 00	IT-Benefits	Life/Disability Ins Premiums	0	\$189.32
New York Life EFT	Nov-23	001 007 558 50 20 00	PL-Benefits	Life/Disability Ins Premiums	0	\$576.78
New York Life EFT	Nov-23	001 007 559 30 20 00	PB-Benefits	Life/Disability Ins Premiums	0	\$348.55
New York Life EFT	Nov-23	001 008 521 20 20 00	LE-Benefits	Life/Disability Ins Premiums	0	\$2,064.12
New York Life EFT	Nov-23	001 010 576 80 20 00	PK-Benefits	Life/Disability Ins Premiums	0	\$660.42
New York Life EFT	Nov-23	001 013 518 30 20 00	GG-Benefits	Life/Disability Ins Premiums	0	\$246.07
New York Life EFT	Nov-23	101 016 542 30 20 00	ST-Benefits	Life/Disability Ins Premiums	0	\$681.86
New York Life EFT	Nov-23	410 016 531 10 20 00	SW-Benefits	Life/Disability Ins Premiums	0	\$942.75
					0 Total	\$6,414.80
Northend Excavating Inc	PROGRESS 3 ADA	309 016 595 61 60 01	ADA Crosswalk Improvements	ADA Improvements Project Final Payment	59905	\$14,143.72
					59905 Total	\$14,143.72
Northwest Crane Inspection Inc	2716A	101 016 542 30 41 02	ST-Professional Service	Annual Crane Inspection PW66	59816	\$287.50
Northwest Crane Inspection Inc	2716A	410 016 531 10 41 01	SW - Professional Services	Annual Crane Inspection PW66	59816	\$287.50
					59816 Total	\$575.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ogden Murphy Wallace PLLC	884965	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 11-2023	59817	\$22,397.34
Ogden Murphy Wallace PLLC	884965	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 11-2023 PRR	59817	\$1,596.00
Ogden Murphy Wallace PLLC	884965	001 011 515 41 41 04	Ext Attorney - Sewer	Legal Services 11-2023 Sewer	59817	\$1,207.50
					59817 Total	\$25,200.84
Pace Engineers Inc	89978	411 016 594 31 60 11	131st Ave NE Sewer Ext	131st Ave NE Sewer Main Ext	59906	\$3,065.25
					59906 Total	\$3,065.25
Pacific Power Batteries	11433600	530 016 594 48 60 00	Purchase Of Capital Equipment	Rechargable Battery/Battery Charge	59818	\$330.85
					59818 Total	\$330.85
PH Consulting LLC	1806	301 016 595 61 64 04	TZ3 - 79th/8th Project	8th St & 79th Ave SE Safety Improvements	59907	\$11,271.33
					59907 Total	\$11,271.33
Pitney Bowes Global Financial Services	3318406706	001 013 518 20 45 00	GG-Rental & Services	Postage Machine Rental 10/23/23 - 01/22/24	59819	\$13.25
Pitney Bowes Global Financial Services	3318406706	001 013 591 18 70 01	Lease Agreements	Postage Machine Rental 10/23/23 - 01/22/24	59819	\$202.74
					59819 Total	\$215.99
PODS Enterprises LLC	PODS006445377	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage 12-2023	59820	\$179.25
PODS Enterprises LLC	PODS006450426	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage 12-2023	59820	\$179.25
					59820 Total	\$358.50
Powerplan	14963141	101 016 544 90 31 02	ST-Operating Cost	FloodLamp	59908	\$50.73
Powerplan	14963141	410 016 531 10 31 02	SW - Operating Costs	FloodLamp	59908	\$50.73
					59908 Total	\$101.46
Proforce Marketing Inc	673547	001 008 521 20 31 09	LE - Supply- Opioid Settlement	Drug Detect F1 (2)	59909	\$16,395.00
					59909 Total	\$16,395.00
Puget Sound Energy	200003723810 1223	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	59821	\$208.43
Puget Sound Energy	200024316495 1223	001 010 576 80 47 00	PK-Utilities	Natural Gas - PW Shop	59821	\$435.93
Puget Sound Energy	200024316495 1223	101 016 543 50 47 00	ST-Utilities	Natural Gas - PW Shop	59821	\$435.92
Puget Sound Energy	200024316495 1223	410 016 531 10 47 00	SW - Utilities	Natural Gas - PW Shop	59821	\$435.92
Puget Sound Energy	220022339471 1223	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	59821	\$894.14
Puget Sound Energy	220024770236 1223	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	59821	\$139.16
Puget Sound Energy	220028663866 1223	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept	59821	\$368.84
Puget Sound Energy	220028663874 1223	001 013 518 20 47 02	GG-Utilities for Rentals	Natural Gas - 1819 S Lake Stevens Rd	59821	\$0.82
					59821 Total	\$2,919.16
Pulopot	121723 PULOPO	001 013 582 10 00 00	Refund of Deposit	LS23-Pulopot2_12-17 Mill Deposit Refund	59910	\$300.00
					59910 Total	\$300.00
Rain Deck LLC	30363	001 010 576 80 31 00	PK-Operating Costs	NC Water Feature LED Lights	59822	\$388.79
					59822 Total	\$388.79
Retallick	060723RETALLICK	001 000 362 00 00 03	Davies Beach - Launch/Parking	Reissue CK #58466 Annual Boat Launch Pass Refund	59823	\$75.00
					59823 Total	\$75.00
Rexel USA Inc	4R88735	001 013 518 20 31 00	GG-Operating Costs	Red/Green Emergency Sign with Round Lights & Batteries	59911	\$160.16
					59911 Total	\$160.16
Riebli	121023 RIEBLI	001 000 362 00 00 05	The Mill - Rental	LS23-Riebli_6-8-24 Event Cancellation Partial Refund	59824	\$75.00
					59824 Total	\$75.00
Right On Heating and Sheet Metal Inc	31132	530 016 594 48 60 00	Purchase Of Capital Equipment	Ductless Mini-Split Heat Pump System PW Server Room	59825	\$14,053.79
					59825 Total	\$14,053.79
Rubicon Communications LLC	SO23-108627	510 006 518 80 49 13	LR - Firewall Security Subscri	TAC Enterprise Annual Support & Renewal	59826	\$2,148.30
					59826 Total	\$2,148.30
Ryan	091723 RYAN	001 008 521 20 43 00	LE-Travel & Per Diem	Records Academy Training Richland WA Meal PerDiem	59912	\$378.00
					59912 Total	\$378.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Safety-Kleen Systems Inc	93012039	001 010 576 80 31 00	PK-Operating Costs	30G Parts Washer - Solvent	59827	\$89.60
Safety-Kleen Systems Inc	93012039	101 016 544 90 31 02	ST-Operating Cost	30G Parts Washer - Solvent	59827	\$89.60
Safety-Kleen Systems Inc	93012039	410 016 531 10 31 02	SW - Operating Costs	30G Parts Washer - Solvent	59827	\$89.59
					59827 Total	\$268.79
Sandall	112723 SANDALL	001 000 362 00 00 05	The Mill - Rental	LS23-Sandall2_ 4-6-24 Event Cancellation Refund	59828	\$75.00
					59828 Total	\$75.00
SavATree LLC	13237669	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Risk Assesment Catherine Creek - Parks	59829	\$2,180.20
SavATree LLC	13283805	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services The Reserve	59829	\$4,578.42
					59829 Total	\$6,758.62
SBN Planning LLC	COLS-008	001 007 558 50 41 00	PL-Professional Servic	2024 Comp Plan	59830	\$8,688.75
					59830 Total	\$8,688.75
Security Solutions Northwest Inc	352149	001 006 518 80 48 00	IT-Repair & Maintenance	Video Health Standard Monthly	59913	\$240.41
					59913 Total	\$240.41
Sherwin-Williams Co	3080-4	001 008 521 50 30 00	LE-Facilities Supplies	Paint Supplies	59831	\$39.65
Sherwin-Williams Co	3236-2	001 008 521 50 30 00	LE-Facilities Supplies	Paint	59831	\$332.44
					59831 Total	\$372.09
Six Robblees Inc	14P29469	101 016 544 90 31 02	ST-Operating Cost	Curved J-Hooks/Rope Tie Offs/Diesel Fuel Cond	59914	\$44.94
Six Robblees Inc	14P29469	410 016 531 10 31 02	SW - Operating Costs	Curved J-Hooks/Rope Tie Offs/Diesel Fuel Cond	59914	\$44.94
					59914 Total	\$89.88
Smarsh Inc	INV-138862	510 006 518 80 49 05	LR - Smarsh	Verizon MG Cloud MT	59832	\$740.15
					59832 Total	\$740.15
Snohomish County 911	6662	001 008 528 00 41 00	LE-SNO911	Dispatch Services	59833	\$33,858.75
					59833 Total	\$33,858.75
Snohomish County Human Services Dept	1000626160	001 013 566 00 41 00	GG - Liquor Tax to SnoCo	Q3 2023 Liquor Excise Taxes	59834	\$2,899.59
					59834 Total	\$2,899.59
Snohomish County PUD	100122148	001 013 518 20 41 00	GG-Professional Service	PD Generator Repairs	59835	\$2,673.07
					59835 Total	\$2,673.07
Snohomish County PUD	100761629	001 010 576 80 47 00	PK-Utilities	223973587 Sunset Park Electric	59836	\$16.59
Snohomish County PUD	100761794	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Electric	59836	\$200.70
Snohomish County PUD	100761794	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Water	59836	\$427.63
Snohomish County PUD	100761794	001 012 557 30 40 01	CS- VIC Utilities	203582010 Visitor Information Center Electric	59836	\$196.18
Snohomish County PUD	100761794	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	59836	\$35.45
Snohomish County PUD	106151560	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	59836	\$65.12
Snohomish County PUD	109429355	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	59836	\$337.81
Snohomish County PUD	109429355	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	59836	\$337.82
Snohomish County PUD	109429355	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	59836	\$337.82
Snohomish County PUD	109442789	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric	59836	\$226.96
Snohomish County PUD	116019667	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	59836	\$174.43
Snohomish County PUD	119313746	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	59836	\$161.60
Snohomish County PUD	119315514	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	59836	\$34.01
Snohomish County PUD	122622406	001 012 575 30 47 00	CS- Museum - Utilities	200558690 Museum Electric/Water	59836	\$81.21
Snohomish County PUD	125941228	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	59836	\$70.17
Snohomish County PUD	129215253	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	59836	\$133.73
Snohomish County PUD	129215253	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	59836	\$70.02
Snohomish County PUD	129219661	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	59836	\$133.14
Snohomish County PUD	129223608	001 010 576 80 47 00	PK-Utilities	222205049 Nourse Park Electric	59836	\$39.80
Snohomish County PUD	132518689	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	59836	\$58.01

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	132523044	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	59836	\$116.02
Snohomish County PUD	132523629	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	59836	\$12,882.56
Snohomish County PUD	132523630	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	59836	\$1,580.16
					59836 Total	\$17,716.94
Snohomish County PUD	132523631	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	59837	\$1,318.31
Snohomish County PUD	139021268	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	59837	\$65.73
Snohomish County PUD	139021268	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	59837	\$65.71
Snohomish County PUD	139021268	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	59837	\$65.71
Snohomish County PUD	139030949	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	59837	\$23.85
Snohomish County PUD	139030949	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	59837	\$90.18
Snohomish County PUD	139030949	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	59837	\$63.14
Snohomish County PUD	139030949	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Electric	59837	\$499.26
Snohomish County PUD	139030949	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Water	59837	\$57.94
Snohomish County PUD	139030949	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	59837	\$260.86
Snohomish County PUD	139030949	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	59837	\$461.10
Snohomish County PUD	139030949	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	59837	\$189.51
Snohomish County PUD	139030949	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	59837	\$39.96
Snohomish County PUD	148987521	001 010 576 80 47 00	PK-Utilities	222947715 Hartford Industrial Electric/Water	59837	\$85.64
Snohomish County PUD	148987521	101 016 543 50 47 00	ST-Utilities	222947715 Hartford Industrial Electric/Water	59837	\$85.64
Snohomish County PUD	148987521	410 016 531 10 47 00	SW - Utilities	222947715 Hartford Industrial Electric/Water	59837	\$85.63
Snohomish County PUD	148991767	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	59837	\$29.76
Snohomish County PUD	148997137	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	59837	\$88.18
Snohomish County PUD	155540262	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	59837	\$9.28
Snohomish County PUD	155552581	001 010 576 80 47 00	PK-Utilities	223477167 Mill Spur Electric	59837	\$90.47
Snohomish County PUD	155556338	001 010 576 80 47 00	PK-Utilities	222625881 Froniter Circle Water	59837	\$57.94
Snohomish County PUD	155557589	101 016 542 63 47 00	ST-Lighting - Utilities	223687294 Street Lights	59837	\$35.85
Snohomish County PUD	161890506	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	59837	\$57.94
Snohomish County PUD	161891189	001 010 576 80 47 00	PK-Utilities	202340527 Decant Yard	59837	\$7.68
Snohomish County PUD	161891189	101 016 543 50 47 00	ST-Utilities	202340527 Decant Yard	59837	\$7.68
Snohomish County PUD	161891189	410 016 531 10 47 00	SW - Utilities	202340527 Decant Yard	59837	\$7.69
Snohomish County PUD	161898685	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	59837	\$64.29
Snohomish County PUD	165094531	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	59837	\$83.76
Snohomish County PUD	168250788	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th Pl NE	59837	\$125.15
Snohomish County PUD	168250789	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	59837	\$248.74
Snohomish County PUD	168251468	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	59837	\$24.65
					59837 Total	\$4,397.23
Snohomish County PUD	100766012	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	59915	\$465.29
Snohomish County PUD	100766012	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	59915	\$465.30
Snohomish County PUD	100766012	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	59915	\$465.30
Snohomish County PUD	135831645	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	59915	\$64.56
Snohomish County PUD	135833436	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Row Club Electric/Water	59915	\$195.48
Snohomish County PUD	135833437	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	59915	\$85.77
Snohomish County PUD	135834234	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	59915	\$27.03
Snohomish County PUD	145707295	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	59915	\$10.45
Snohomish County PUD	145707295	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	59915	\$1,339.39
Snohomish County PUD	145707295	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	59915	\$195.56
Snohomish County PUD	145708925	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	59915	\$730.62
Snohomish County PUD	145709450	001 010 576 80 47 00	PK-Utilities	223973587 Sunset Park Electric	59915	\$26.24
Snohomish County PUD	149001244	001 010 576 80 47 00	PK-Utilities	223759374 Cedarwood Water	59915	\$57.94
Snohomish County PUD	149001792	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	59915	\$119.76
Snohomish County PUD	158748395	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	59915	\$8.99

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	161903622	001 013 518 20 47 02	GG-Utilities for Rentals	222450314 Commercial Bldg 1819 S Lake Stevens Rd	59915	\$701.20
Snohomish County PUD	165097144	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	59915	\$25.36
Snohomish County PUD	165099901	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	59915	\$87.78
Snohomish County PUD	165099901	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	59915	\$87.76
Snohomish County PUD	165099901	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	59915	\$87.75
					59915 Total	\$5,247.53
Snohomish County Sheriffs Office	2023-7994	001 008 523 60 41 00	LE-Jail	Jail Services Medical 10-2023	59838	\$16.67
					59838 Total	\$16.67
SOLV Business Solutions Safeguard-233439	434969	001 004 514 23 31 00	FI-Office Supplies	2023 Tax Forms	59839	\$72.94
					59839 Total	\$72.94
Sound Publishing Inc	EDH988274	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0212/0205 SNo Isle Library Legal Notice	59840	\$142.88
Sound Publishing Inc	EDH988399	001 013 518 30 41 01	GG-Advertising	LTGO Bonds 2024 TEFRA	59840	\$74.08
					59840 Total	\$216.96
Sound Publishing Inc	EDH988123	101 016 542 30 41 01	ST-Advertising	RFQ 20th St & Main Improvements Advertisement	59916	\$141.28
Sound Publishing Inc	EDH988400	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0161 Mulvaney Rezone Legal Notice	59916	\$172.24
Sound Publishing Inc	EDH988607	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0213 Rung Grading Legal Notice	59916	\$60.32
Sound Publishing Inc	EDH988610	001 007 558 50 41 04	Permit Related Professional Sr	Admin Variance for Rear Setback of Lift Station C2 Legal Notice	59916	\$77.52
Sound Publishing Inc	EDH988817	001 013 518 30 41 01	GG-Advertising	CC Special Meeting 12/19/23	59916	\$41.40
					59916 Total	\$492.76
Sound Safety Products Co Inc	582880/1	001 010 576 80 31 01	PK-Ops-Clothing	Hoodies - R Anderson	59841	\$110.98
Sound Safety Products Co Inc	79372/6	410 016 531 10 31 00	SW - Clothing	Boots - K Womack	59841	\$229.43
					59841 Total	\$340.41
Sound Security Inc	1113675	001 008 521 50 48 00	LE-Facility Repair & Maint	Service for PD Downed Panel	59842	\$2,881.43
Sound Security Inc	1113687	001 013 518 20 41 00	GG-Professional Service	Add on Arm/Disarm Readers at CH	59842	\$3,204.68
Sound Security Inc	1113688	001 013 518 20 41 00	GG-Professional Service	Access Monitoring CH	59842	\$122.93
Sound Security Inc	1114706	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	59842	\$22.54
Sound Security Inc	1114706	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	59842	\$301.25
Sound Security Inc	1114706	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	59842	\$645.79
Sound Security Inc	1114706	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	59842	\$589.34
Sound Security Inc	1114706	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	59842	\$301.24
Sound Security Inc	1114706	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	59842	\$301.25
Sound Security Inc	1114707	001 008 521 20 41 01	LE-Professional Serv-Fixed	Access/Intrusion/Fire/Elevator Monitoring PD	59842	\$1,196.25
Sound Security Inc	1114708	001 008 521 20 41 01	LE-Professional Serv-Fixed	Fire Monitoring 10518 18th St SE	59842	\$68.25
					59842 Total	\$9,634.95
Sprague Pest Solutions	5291496	001 012 575 51 40 00	CS-Grimm House - Services	Pest Control - Grimm House	59917	\$95.64
Sprague Pest Solutions	5291497	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	59917	\$84.71
Sprague Pest Solutions	5291497	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	59917	\$84.71
Sprague Pest Solutions	5291498	001 013 518 20 41 00	GG-Professional Service	Pest Control - CH	59917	\$125.70
Sprague Pest Solutions	5291538	001 013 518 20 41 00	GG-Professional Service	Pest Control - VIC	59917	\$95.64
					59917 Total	\$486.40
Springbrook Nursery & Trucking Inc	355693	101 016 542 30 41 02	ST-Professional Service	Dump Fees - Brush/Stumps	59843	\$48.00
					59843 Total	\$48.00
Stanwood Redi Mix Inc	49216	101 016 594 42 64 00	ST-Capital Expenditures	Large Ecology Blocks for Salt Bays	59844	\$810.07
Stanwood Redi Mix Inc	49216	410 016 594 31 60 01	SW - Capital Expenditure	Large Ecology Blocks for Salt Bays	59844	\$810.06
					59844 Total	\$1,620.13
Storm Lake Growers Inc	23-933	302 010 576 90 31 00	Tree Replacement Expenditures	Trees for Frontier/LT/Davies	59845	\$2,290.99
					59845 Total	\$2,290.99
Summit Law Group PLLC	150566	001 011 515 41 41 03	Ext Consult - Labor Relations	bargaining Labor Matters 11-2023	59918	\$4,006.02
					59918 Total	\$4,006.02

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sunbelt Rentals Inc	146842762-0001	410 016 531 10 45 01	SW - Rentals-Leases	Manlift Rental for Salt Sheds	59846	\$2,736.82
Sunbelt Rentals Inc	146842824-0001	410 016 531 10 45 01	SW - Rentals-Leases	Manlift Rental for Salt Sheds	59846	\$2,736.82
					59846 Total	\$5,473.64
Sunbelt Rentals Inc	147141187-0001	001 010 576 80 31 08	PK-Special Event Supplies	Manlift Rental	59919	\$806.61
Sunbelt Rentals Inc	147141187-0001	101 016 542 30 45 00	ST-Rentals-Leases	Manlift Rental	59919	\$1,209.92
Sunbelt Rentals Inc	147141187-0001	410 016 531 10 45 01	SW - Rentals-Leases	Manlift Rental	59919	\$1,209.92
					59919 Total	\$3,226.45
Symbol Arts	480056	001 008 521 20 31 01	LE-Fixed Minor Equipment	PD Badges	59847	\$65.58
					59847 Total	\$65.58
Teamsters Local No 763	Nov-23	001 000 284 00 00 00	Payroll Liability Other	Union Dues	59765	\$1,800.50
					59765 Total	\$1,800.50
Teamsters Welfare Trust Dental EFT	Jan-24	001 000 283 00 00 00	Payroll Liability Medical	Teamsters Dental Premium	0	\$3,164.80
					0 Total	\$3,164.80
Technological Services Inc	28061	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-21-95	59848	\$1,232.84
Technological Services Inc	28089	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services S-18-78	59848	\$1,133.72
Technological Services Inc	28103	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services S-15-59	59848	\$201.47
Technological Services Inc	28104	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services I-17-76	59848	\$286.74
Technological Services Inc	28110	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-23-00	59848	\$184.38
Technological Services Inc	28123	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-23-98	59848	\$184.38
					59848 Total	\$3,223.53
Technological Services Inc	28175	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-17-72	59920	\$239.53
Technological Services Inc	28263	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-23-04	59920	\$173.00
					59920 Total	\$412.53
Thomco Aggregate LLC	25750	101 016 542 30 41 02	ST-Professional Service	Concrete Dump Fees	59921	\$28.69
					59921 Total	\$28.69
Thyssenkrupp Elevator Corporation	3007544595	001 008 521 50 48 00	LE-Facility Repair & Maint	Elevator Service - 1825 S Lake Stevens Rd	59849	\$948.98
Thyssenkrupp Elevator Corporation	3007564610	001 013 518 20 47 02	GG-Utilities for Rentals	Elevator Service - 1819 S Lake Stevens Rd	59849	\$948.96
					59849 Total	\$1,897.94
Transpo Group USA Inc	31210	304 016 595 30 60 05	R2 - Main Street	LS Main Street Design	59850	\$18,949.79
Transpo Group USA Inc	31368	304 016 595 30 60 05	R2 - Main Street	LS Main Street Design	59850	\$16,079.97
					59850 Total	\$35,029.76
Transpo Group USA Inc	31533	001 007 558 50 41 04	Permit Related Professional Sr	On-Call Engineering Svcs NC Peer Review Services	59922	\$673.75
Transpo Group USA Inc	31624	304 016 595 30 60 05	R2 - Main Street	LS Main Street Design	59922	\$26,298.79
Transpo Group USA Inc	31715	309 016 595 61 60 01	ADA Crosswalk Improvements	LS ADA Transition Plan	59922	\$3,457.50
Transpo Group USA Inc	31769	101 016 542 30 41 03	ST - Prof Services - Comp Plan	LS Comprehensive Plan Update	59922	\$3,310.00
					59922 Total	\$33,740.04
TranTech Engineering LLC	2022034-04	410 016 531 10 41 01	SW - Professional Services	36th St NE/Catherine Creek Bridge Monitoring	59923	\$1,403.07
					59923 Total	\$1,403.07
Trevor Justin Government Relations	13	001 013 511 70 40 00	Lobbying Services	Lobbying Services 11-2023	59851	\$5,000.00
					59851 Total	\$5,000.00
Trevor Justin Government Relations	14	001 013 511 70 40 00	Lobbying Services	Lobbying Services 12-2023	59924	\$5,000.00
					59924 Total	\$5,000.00
Ultimate Training Munitions Inc	217465	001 008 521 20 31 01	LE-Fixed Minor Equipment	Ammunition	59925	\$4,314.29
					59925 Total	\$4,314.29
UPS	0000074Y42483	001 008 521 20 42 00	LE-Communication	Evidence Shipping	59852	\$29.63
					59852 Total	\$29.63
UPS	0000074Y42493	001 008 521 20 42 00	LE-Communication	Evidence Shipping	59926	\$21.37
UPS	0000074Y42503	001 008 521 20 42 00	LE-Communication	Evidence Shipping	59926	\$54.28
					59926 Total	\$75.65

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Verizon Northwest	9950006539	001 008 521 20 42 00	LE-Communication	Wireless Phone Service	59853	\$3,186.03
Verizon Northwest	9950653107	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	59853	\$295.61
Verizon Northwest	9950653107	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service	59853	\$42.23
Verizon Northwest	9950653107	001 002 513 11 42 00	AD-Communications	Wireless Phone Service	59853	\$47.23
Verizon Northwest	9950653107	001 003 514 20 42 00	CC-Communications	Wireless Phone Service	59853	\$89.46
Verizon Northwest	9950653107	001 004 514 23 42 00	FI-Communications	Wireless Phone Service	59853	\$47.23
Verizon Northwest	9950653107	001 005 518 10 42 00	HR-Communications	Wireless Phone Service	59853	\$178.92
Verizon Northwest	9950653107	001 006 518 80 42 00	IT-Communications	Wireless Phone Service	59853	\$266.16
Verizon Northwest	9950653107	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	59853	\$425.08
Verizon Northwest	9950653107	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	59853	\$209.49
Verizon Northwest	9950653107	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	59853	\$515.62
Verizon Northwest	9950653107	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	59853	\$945.80
Verizon Northwest	9950653107	101 016 544 90 31 02	ST-Operating Cost	Verizon Equipment Charges	59853	\$245.91
Verizon Northwest	9950653107	101 016 544 90 31 02	ST-Operating Cost	Verizon Equipment Charges Credit	59853	(\$655.79)
Verizon Northwest	9950653107	410 016 531 10 31 02	SW - Operating Costs	Verizon Equipment Charges	59853	\$1,557.50
Verizon Northwest	9950653107	410 016 531 10 31 02	SW - Operating Costs	Verizon Equipment Charges Credit	59853	(\$655.80)
Verizon Northwest	9950653107	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	59853	\$1,028.42
					59853 Total	\$7,769.10
Washington Audiology Services	62709	001 008 521 20 41 00	LE-Professional Services	Hearing Test	59927	\$44.00
					59927 Total	\$44.00
Washington State Dept of Enterprise Svcs	731129501	001 008 521 20 31 00	LE-Office Supplies	Business Cards for PD	59854	\$133.23
					59854 Total	\$133.23
Washington State Support Registry	12082023	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	0	\$843.45
					0 Total	\$843.45
Washington State Support Registry	12222023	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	0	\$843.45
					0 Total	\$843.45
Wave Broadband	103946401-0010518	001 002 513 11 42 00	AD-Communications	Telephone Service	59855	\$73.17
Wave Broadband	103946401-0010518	001 003 514 20 42 00	CC-Communications	Telephone Service	59855	\$146.34
Wave Broadband	103946401-0010518	001 004 514 23 42 00	FI-Communications	Telephone Service	59855	\$146.35
Wave Broadband	103946401-0010518	001 005 518 10 42 00	HR-Communications	Telephone Service	59855	\$73.17
Wave Broadband	103946401-0010518	001 006 518 80 42 00	IT-Communications	Telephone Service	59855	\$219.51
Wave Broadband	103946401-0010518	001 007 558 50 42 00	PL-Communication	Telephone Service	59855	\$475.86
Wave Broadband	103946401-0010518	001 007 559 30 42 00	PB-Communication	Telephone Service	59855	\$73.17
Wave Broadband	103946401-0010518	001 008 521 20 42 00	LE-Communication	Telephone Service	59855	\$2,488.81
Wave Broadband	103946401-0010518	001 012 575 30 42 00	CS- Museum - Communications	Telephone Service	59855	\$73.17
Wave Broadband	103946401-0010518	001 012 575 50 42 00	CS- The Mill- Communication	Telephone Service	59855	\$73.17
Wave Broadband	103946401-0010518	001 013 518 20 42 00	GG-Communication	Telephone Service	59855	\$292.69
Wave Broadband	103946401-0010518	101 016 543 30 42 00	ST-Communications	Telephone Service	59855	\$421.11
Wave Broadband	103946401-0010518	410 016 531 10 42 00	SW - Communications	Telephone Service	59855	\$421.11
Wave Broadband	103946401-0010518	510 006 518 80 49 04	LR - WaveBroadband Fiber Lease	Fiber Leases	59855	\$634.41
					59855 Total	\$5,612.04
West Coast Code Consultants Inc	2023-LKS-NOV	001 007 558 50 41 04	Permit Related Professional Sr	Building Inspection Services 11-2023	59928	\$3,281.59
					59928 Total	\$3,281.59
Western Conference of Teamsters Pension Trust	12082023	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	59766	\$4,451.55
					59766 Total	\$4,451.55
Western Systems Inc	59006	101 016 595 64 63 00	ST-Traffic Control-Capital	Speed Check Signs	59856	\$12,336.06
					59856 Total	\$12,336.06
Wicks	112923 SNOW	001 010 576 80 31 08	PK-Special Event Supplies	25ft Noble Fir Tree	59857	\$544.50
					59857 Total	\$544.50

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Willards Pest Control Co	423516	001 008 521 50 48 00	LE-Facility Repair & Maint	Monthly Rodent Service - PD	59858	\$79.94
					59858 Total	\$79.94
Zachor Stock & Krepps Inc PS	23-LKS-0012	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services	59929	\$14,294.00
					59929 Total	\$14,294.00
Ziply Fiber	12-2023 ZIPLY	001 012 575 30 47 00	CS- Museum - Utilities	Telephone Services Museum	59859	\$238.52
Ziply Fiber	12-2023 ZIPLY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	59859	\$75.93
					59859 Total	\$314.45

BLANKET VOUCHER APPROVAL
2024

Payroll Direct Deposits		
Payroll Checks		
Electronic Funds Transfers	ACH	
Claims	59930-59939	\$1,144,789.22
Void Checks		
Total Vouchers Approved:		\$1,144,789.22

This 9th day of January 2024

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

January 9, 2024



City expenditures by type for this voucher packet			
Personnel Costs	\$	-	0%
Other Employer Paid Benefits	\$	-	0%
Employee Paid Benefits	\$	-	0%
Supplies	\$	-	0%
Professional Services	\$	1,144,879	100%
Refunds	\$	-	0%
Capital *	\$	-	0%
Debt Payments	\$	-	0%
Void Checks	\$	-	0%
Total	\$	1,144,879	100%

Large Purchases *

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 01/04/2024 - 01/04/2024

Total for Period
\$1,144,789.22

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
ArchiveSocial LLC	285536	510 006 518 80 49 09	LR - Social Media Archive	Social Media Archiving Subscription	59930	\$5,892.37
					59930 Total	\$5,892.37
Crime Stoppers of Puget Sound	CSOPS241025	001 008 521 20 41 01	LE-Professional Serv-Fixed	2024 Crime Stoppers Allocation	59931	\$1,084.07
					59931 Total	\$1,084.07
KnowBe4 Inc	INV287973	510 006 518 80 49 26	LR - KnowBe4 Cyber Security Tr	KnowBe4 Security Awareness Training Subscription	59932	\$2,273.53
					59932 Total	\$2,273.53
Lake Stevens Chamber of Commerce	01-2024 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 01-2024	59933	\$1,500.00
					59933 Total	\$1,500.00
Law Enforcement Information and Records Assoc	3193	001 008 521 20 49 00	LE-Dues & Memberships	LEIRA Membership Renewal - D Smith	59934	\$50.00
					59934 Total	\$50.00
Lexipol LLC	INVLEX122130	001 008 521 20 41 01	LE-Professional Serv-Fixed	Law Enforcement Policy Manual & Daily Training Bulletins	59935	\$8,804.19
					59935 Total	\$8,804.19
National PELRA	7133	001 005 518 10 49 00	HR-Miscellaneous	NPLERA Membership Renewal - J Good	59936	\$225.00
National PELRA	7862	001 005 518 10 49 00	HR-Miscellaneous	NPLERA Membership Renewal - A Warrington	59936	\$225.00
					59936 Total	\$450.00
National Society of Black Engineers	7777	001 005 518 10 41 01	HR - Advertising/Marketing	Diversity Career Fair Booth	59937	\$795.00
					59937 Total	\$795.00
PowerDMS Inc	INV-44941	510 006 518 80 49 46	LR - PowerDMS	PowerDMS Subscription	59938	\$13,354.06
					59938 Total	\$13,354.06
Washington Cities Insurance Authority	200182	001 004 514 23 46 00	FI-Insurance	2024 WCIA Insurance	59939	\$97.67
Washington Cities Insurance Authority	200182	001 008 521 20 46 00	LE-Insurance	2024 WCIA Insurance	59939	\$264,619.10
Washington Cities Insurance Authority	200182	001 010 576 80 46 00	PK-Insurance	2024 WCIA Insurance	59939	\$153,972.30
Washington Cities Insurance Authority	200182	001 013 518 20 46 00	GG-Insurance	2024 WCIA Insurance	59939	\$243,744.30
Washington Cities Insurance Authority	200182	101 016 543 30 46 00	ST-Insurance	2024 WCIA Insurance	59939	\$205,829.21
Washington Cities Insurance Authority	200182	410 016 531 10 46 00	SW-Insurance	2024 WCIA Insurance	59939	\$242,323.42
					59939 Total	\$1,110,586.00

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

Tuesday, December 12, 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,
and Anji Jorstad

ELECTED OFFICIALS ABSENT: Councilmember Steve Ewing

Call to Order

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

Pledge of Allegiance

Mayor Gailey led the Pledge of Allegiance.

Roll Call

All Councilmembers were present except Councilmember Ewing.

Approval of the Agenda

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Donoghue, to approve the agenda. The motion passed 6-0-0-1.

Guest Business

New Employee Introduction of Taylor Pesce, Surface Water Field Technician

Citizen Comments

Liz Brown, Teamsters Representative. Liz voiced frustrations on the union negotiations with Teamsters.

Kymm Shipman, Kathy Benson, Sally Jo Sebring, Shaelynn Bates, Abe Martinez and Representative Sam Low, Lake Stevens. Each of them acknowledged and thanked outgoing Councilmember Mary Dickinson for her work on the Council.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Donoghue, to excuse Councilmember Ewing. The motion passed 6-0-0-1.

Council Business

Recognition of Outgoing Councilmember Mary Dickinson

Mayor's Business**City Department Report****Update on the Transportation Benefit Program and Draft Implementation Plan****Consent Agenda**

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Daughtry, to approve the consent agenda. The motion passed 6-0-0-1. The consent agenda included the following:

- 2023 Vouchers
- Professional Services Agreement to KPG Psomas for the 91st Ave SE Sidewalk Phase I Project
- Professional Services Agreement to BCRA for the Eagle Ridge Park Improvements Phase II Project
- Interlocal Agreement Amendment for Lake Management with Snohomish County
- Interlocal Agreement Amendment for 2024 Stormwater Education and Outreach with Snohomish Conservation District
- Ogden Murphy Wallace Contract - Amendment 1
- Feldman & Lee Contract - Amendment 4

Public Hearing**TEFRA Public Hearing on City's Issuance of Tax-Exempt General Obligation Bonds to Finance a Historical Museum**

Director Stevens explained that the City Council authorized the purchase of property for a city hall complex and directed staff to bring back a bond ordinance in the amount of \$10 million for the purchase and improvement of certain public buildings to include a museum to be operated by the Lake Stevens Historical Society.

Because the City intends to finance the museum buildout with bond proceeds, and the user of the facility will be a nonprofit (rather than the City), the federal tax code requires extra steps to treat these bonds similarly to the "governmental" bonds that will finance the City Hall project. One of these extra steps is to hold a public hearing, known as a TEFRA Hearing.

The TEFRA Hearing is a public inquiry required by the federal Tax Equity and Fiscal Responsibility Act of "TEFRA", Section 147(f) of the IRS Code, for non-profit borrowers that intend to issue tax-exempt debt. The hearing is held to allow members of the public to comment, contest, oppose, or support the use of tax-exempt bonds for a non-profit borrower that is providing a public benefit.

No action is needed following the public hearing as City Council will consider a bond ordinance in January 2024 to authorize the issuance of the museum portion of the bonds at the same time as the City Hall bonds.

Mayor Gailey opened the public hearing at 7:10 p.m.

City Clerk Chelin read the names into the record of comments submitted. Each of these emails received were in favor of the bonds for the museum:

Gail Chism
Alfred Jubie
Loren Nordby
Diana Norris
Kathie Edney
Diane Lundberg
Tonia King
Robert Murphy
Mac Fraser
Cheree Mattson
Sharon Pratt
Debbie Taylor
Cindy Rose
Karin Palagyi
Robert Kroeze
Robin Lindsay
Cyndi Fraser
Louise Neys Johnson

Mayor Gailey closed the public hearing at 7:13 p.m.

Council received a bond presentation from David Trageser, Managing Director, Local Government Finance, D.A. Davidson & Co.

Council took a break from 7:24 p.m. to 7:27 p.m.

Executive Session

At 7:27 p.m., the Council recessed to Executive Session to discuss Property Acquisition per RCW 42.30.110. Action is expected to follow. The session will be 15 minutes and Council is expected to return by 7:55 p.m.

At 7:55 p.m., the session was extended to 8:01 p.m.

The meeting reconvened to regular session at 8:01 p.m.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Daughtry, to authorize the Mayor to sign the purchase and sale agreement for the appraised value with available grant funds for 2210 Hartford Drive. The motion passed 6-0-0-1.

Review of draft agenda for December 19, 2023

Adjourn

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Petershagen, to adjourn the meeting. The motion passed 6-0-0-1.

The meeting was adjourned at 8:03 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

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

Tuesday, December 19, 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: 6:04 p.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Steve Ewing and Anji Jorstad

ELECTED OFFICIALS ABSENT: Councilmembers Donoghue, Dickinson and Tageant

Call to Order

Mayor Gailey called the meeting to order at 6:04 p.m. It was announced that there was not a quorum yet so the meeting would continue with non-action agenda items.

Pledge of Allegiance

Mayor Gailey led the Pledge of Allegiance.

Roll Call

All Councilmembers were present except Councilmember Ewing, Councilmember Donoghue, Councilmember Dickinson and Councilmember Tageant. A motion to excuse was put on hold due to not having a quorum and Councilmember Ewing was on his way to the meeting.

Council Business

Councilmember Daughtry provided updates on the PRSC Board's new equity procedures and Community Transit's board selection process.

Mayor's Business

Mayor Gailey updated the Council on a recent meeting he attended with staff outlining the work being done at the City and retreat follow-up items.

Citizen Comments

Kymm Shipman, Lake Stevens. Kymm spoke about the food bank.

Mayor Gailey requested a 5-minute break to allow Councilmember Ewing to arrive. The time of the request was 6:15 p.m. and the meeting reconvened at 6:20 p.m.

Councilmember Ewing arrived at 6:22 p.m. and a quorum was present.

Approval of the Agenda

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to approve the agenda with the addition of property acquisition to the already scheduled executive session. The motion passed 4-0-0-3.

Consent Agenda

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Ewing, to approve the consent agenda. The motion passed 4-0-0-3. The consent agenda included the following:

- City Council Meeting Minutes of November 28, 2023
- City Council Meeting Minutes of December 5, 2023
- Lake Stevens Food Bank Licensee Agreement
- Cancel the Council Meeting of December 26, 2023
- Interlocal Agreement with the Everett Animal Shelter
- Board and Commission Reappointments

Closed Record Hearing**Mulvaney Rezone Ordinance 1175**

City Attorney Rubstello opened the hearing by explaining the rules of a closed record hearing and to determine if there were any conflicts of interest among the Councilmembers. There were no conflicts.

Planner Needham presented on the purposed Mulvaney Rezone and the findings of the Hearing Examiner. Planner Needham stated that there was an error in one of the attachments and she requested that the motion reflect the corrected attachment.

Mayor Gailey opened the closed record hearing for public comment by the involved parties.

David Toyer, representing the applicant, made public comment.

Council discussed the information presented.

Mayor Gailey closed the hearing.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Petershagen, to approve Ordinance 1175 (with an updated attachment correcting the previously identified error) to approve the Mulvaney Rezone. The motion passed 4-0-0-3.

Action Items**2024 Legislative Agenda**

Director Wright presented the proposed 2024 legislative agenda which included transportation, infrastructure, capital budget requests, criminal justice, public safety, and affordable housing.

Executive Session-Confidential Session of the Council

At 6:53 p.m., the Council recessed into Executive Session under RCW 42.30.110 to discuss the following three topics: Potential Litigation, Collective Bargaining and Property Acquisition with no action to follow.

Council requested 2 minutes to clear the room and 40 minutes for the session with a return time of 7:40 p.m.

At 7:40 p.m. staff returned, and Council requested a 20-minute extension with a return time of 8:00 p.m.

At 8:00 p.m. staff returned, and Council requested a 10-minute extension with a return time of 8:10 p.m.

At 8:08 p.m. Council informed staff that the session concluded, staff announced the return and confirmed no action would follow.

Adjourn

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to adjourn the meeting. The motion passed 4-0-0-3.

The meeting was adjourned at 8:08 p.m.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

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

Wednesday, December 27, 2023, at 5:00 p.m.

By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens.

CALL TO ORDER: 5:00 p.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Steve Ewing, Mary Dickinson and Anji Jorstad

ELECTED OFFICIALS ABSENT: Councilmembers Ryan Donoghue and Marcus Tageant

Call to Order

Mayor Gailey called the meeting to order at 5:00 p.m.

Pledge of Allegiance

Mayor Gailey led the Pledge of Allegiance.

Roll Call

All Councilmembers were present except Councilmember Donoghue and Councilmember Tageant.

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Daughtry, to excuse Councilmember Donoghue and Councilmember Tageant. The motion passed 5-0-0-2.

Citizen Comments

Bradley Ouellette, Lake Stevens. Bradley commented on no parking signs installed in the Soundview Estates community.

Approval of the Agenda

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Dickinson, to approve the agenda with the addition of Property Acquisition to the already scheduled executive session. The motion passed 5-0-0-2.

Executive Session-Confidential Session of the Council

At 5:08 p.m., Council recessed to Executive Session for 5 minutes under RCW 42.30.110 to discuss Collective Bargaining with action to follow. A return time of 5:13 p.m. was announced to the public.

At 5:13 p.m., Council reconvened to regular session.

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Daughtry, to authorize the Mayor to sign the 2023-2025 Collective Bargaining

Agreement between the City of Lake Stevens and Teamsters Local Union No. 763. (Councilmember Jorstad's remote audio went out. She called Deputy City Clerk Weaver and confirmed her vote to pass the motion). The motion passed 5-0-0-2.

Adjourn

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Petershagen, to adjourn the meeting. The motion passed 5-0-0-2.

The meeting was adjourned at 5:16 p.m.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 1/9/2024

Subject: PACE Professional Services Agreement - Supplemental 2

Contact Person/Department: Erik Mangold, Kim Klinkers, Public Works

Budget Impact: Under the current Professional Services Agreement, the total amount payable to the design consultant is \$209,806. The requested Supplemental Agreement will add \$76,216, for a new total of \$286,022. The 2024 Budget includes \$2,000,000 to complete the design and construction of the 131st Street Infrastructure Improvements Project. This project is funded from REET2, stormwater capital fund, a CERB grant, and Lake Stevens Sewer District contributions.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to sign Supplemental Agreement No. 2 to the Professional Services Agreement with PACE for the 131st Avenue NE Sewer Main Extension Project.

SUMMARY/BACKGROUND:

This Supplemental Agreement will add additional survey and design services to complete the final roadway and stormwater design associated with the 131st Avenue NE Sewer Main Extension Project. The City contracted with PACE in May 2023 to design a sanitary sewer main along 131st Avenue NE, between 20th Street NE and Hartford Drive. The City also intends to construct stormwater and multi-modal (sidewalk or trail) improvements along the west side of this 131st Avenue NE corridor. This Supplemental Agreement will allow the design consultant to prepare final plans, specifications, and cost estimates so the City can advertise and contract for the construction of this infrastructure improvement project in the summer of 2024. Public Works will share anticipated construction scheduling and impacts during the final design phase.

APPLICABLE CITY POLICIES:

City of Lake Stevens Comprehensive Procurement Policy, P-2-2018.

ATTACHMENTS:

1. PACE Supplemental Agreement 2

**SUPPLEMENTAL AGREEMENT NO. 2
TO PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON
AND PACE FOR CONSULTANT SERVICES**

This Supplemental Agreement No. 2 is made and entered into on the ____ day of January, 2024, between the City of Lake Stevens, hereinafter called the "City" and PACE, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into a Contract for the design and preparation of construction plans for the 131st Avenue NE Sewer Main Extension Project, hereinafter called the "Project," said Agreement being dated the 18th day of May, 2023; and Supplemental Agreement No. 1 dated the 13th day of June, 2023 amended the total amount payable of said Agreement; and Supplemental Agreement No. 1A dated the 20th day of December, 2023 amended the term of said Agreement; and

WHEREAS, both parties desire to supplement said Agreement and amend the scope of services and total amount payable for this Agreement;

NOW THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Professional Services Agreement dated the 18th day of May 2023, shall remain in full force and effect, except as previously amended and as modified in the following sections:

1. Article II of the Original Agreement, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in Exhibit A, attached hereto and by this reference made part of this Supplemental Agreement No. 2.
2. Article IV of the Original Agreement, "OBLIGATIONS OF THE CITY", IV.1 Payments, Paragraph a, the second sentence is amended to include the additional fee of \$76,216.00, and shall read as follows: "In no event shall the compensation paid to Consultant under this Agreement exceed \$286,022.00..."

The Total Amount payable to the Consultant is summarized as follows:

Original Agreement	\$ 125,822.00
Supplemental Agreement No. 1	\$ 83,984.00
Supplemental Agreement No. 1A	\$ 0.00
Supplemental Agreement No. 2	\$ 76,216.00
Grand Total	<u>\$ 286,022.00</u>

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF LAKE STEVENS

PACE

By: _____
Brett Gailey, Mayor

By: _____

ATTEST/AUTHENTICATED

APPROVED AS TO FORM

By: _____
Kelly M. Chelin, City Clerk

By: _____
Greg Rubstello, City Attorney

Exhibit A

Additional Services Agreement #2 Scope of Services and Fee

ADDITIONAL SERVICES AGREEMENT #2

TO: Aaron Halverson
Public Works Director
City of Lake Stevens
PO Box 257
Lake Stevens, WA 98258

PROJECT NAME: 131st Avenue NE Sewer Main Extension

PROJECT NO.: 23463

FROM: Tyler Christofferson, PE

DATE: December 21, 2023

SUBJECT: 131st Avenue NE Roadway and Stormwater Design

This Service Agreement is intended to advise that a request for services has been made which is not in our Scope of Services or Fee. The subject contract is herein amended to incorporate the following scope of services:

I. SCOPE OF SERVICES

The City of Lake Stevens (City) has requested PACE Engineers (PACE) to prepare a scope and fee for the advancement of the 60% Design Plans of the 131st Avenue NE Improvements to Final Contract Documents. See detailed scope tasks below:

Task 1 – Project Management

Additional services for roadway, storm, and survey support.

Task 2 – Engineering (Sewer)

No change.

Task 3 – Permitting

No change.

Task 4 – QA/QC

Additional services for roadway, storm, and survey support.

Task 5 – Road & Storm

90% Plans, Specifications, and Estimates

PACE will provide 90% roadway, stormwater, and landscape design plans based on the City's review comments from the 60% plan review and other information gathered in the design process. PACE will develop a complete set of project specifications using contract documents and general provisions from past City projects and will create specific technical specifications as needed. We anticipate the project will bid as one schedule and that the bid documents will be based on the most recent Washington State Department of Transportation "Standard Specifications for Road, Bridge, and Municipal Construction".

The following items are included in this task:

1. Development and submittal of 90% roadway and stormwater plans.
2. Development and submittal of 90% landscape plans related to the addition of the 8-foot bioswale in the preferred street section.
3. Development and submittal of draft specifications.
4. Prepare final Stormwater Technical Information Report based on City comments to the 60% design plans and the final plans.
5. Development and submittal of Quantity Take-Offs and Cost Estimates of the 90% design.

100% Contract Documents

Based upon City and Washington Department of Ecology (Ecology) comments of the 90% Plans and Specifications, PACE will finalize the 100% ready-to-bid Plans and Specification. The following items are included in this task:

1. Development and submittal of 100% plans, Stormwater Technical Information Report, and specifications.
2. Development and submittal of final Quantity Take-Offs and Cost Estimates.

Task 10 – Survey

PACE will use our in-house survey staff to perform all field survey work to supplement and extend the current topographic plan for use by our engineering design staff. Supplemental survey information will include additional grade information along the west side of 131st Avenue NE. It is assumed that the City will obtain and coordinate access permission to private properties along 131st Avenue NE.

II. FEE

Client agrees to pay PACE for the above services on the basis of an hourly rate plus reimbursable expenses per PACE 2024 Standard Hourly Rates or Charge Rate Schedule.

CURRENT CONTRACT (ORIGINAL AND ASA #1)

Task 1 – Project Management (T&E) estimate	\$19,196
Task 2 – Engineering (Sewer) (T&E) estimate.....	\$64,594
Task 3 – Permitting (T&E) estimate	\$12,978
Task 4 – QA/QC (T&E) estimate.	\$ 5,320
Task 5 – Road & Storm (T&E) estimate.....	\$83,984
Task 10 - Survey (T&E) estimate.	\$22,484
Task 99 – Reimbursable Expenses (CP) estimate.....	\$ 1,250
Project Total:	\$209,806

PROPOSED CONTRACT (ASA#2)

Task 1 – Project Management (T&E) estimate	\$ 39,500
Task 2 – Engineering (Sewer) (T&E) estimate.....	\$ 64,594
Task 3 – Permitting (T&E) estimate	\$ 12,978
Task 4 – QA/QC (T&E) estimate.	\$ 13,000
Task 5 – Road & Storm (T&E) estimate.....	\$124,000
Task 10 - Survey (T&E) estimate.	\$ 30,700
Task 99 – Reimbursable Expenses (CP) estimate.....	\$ 1,250

New Project Total: \$ 286,022

Additional Contract Total:..... \$ 76,216

All services provided within the scope of this ASA will be performed as per the terms and conditions approved under the above-mentioned base contract for the project, unless stated in the scope within this document. If you have any questions, require any additional information, or would like to discuss this project further, please do not hesitate to contact us at your earliest convenience.

I accept the above-described Scope of Services and Fee Structure.



Authorized PACE Representative Signature

Rosanna Brown, PE

Printed Name

Land Development Manager

Title

December 21, 2023

Date

Authorized Client Representative Signature

Printed Name

Title

Date

PACE Engineers

Project Budget Worksheet - 2024 Standard Rates

Project Name:131st Ave NE Sewer Extension

Project #:

Billing Group #:

Location:City of Lake Stevens

Task #:

Prepared By:Tyler Christofferson

Date:12/21/2023

Labor Hours by Classification																	
Staff Type # (See Labor Rates Table)	Staff Type Hourly Rate	Labor Code	1	10	12	14	15	16	20	70	75	93	118	58	113	40	
			\$288	\$272	\$238	\$209	\$194	\$166	\$222	\$194	\$151	\$100	\$151	\$252	\$166	\$252	
Drawing/Task Title		Job Title	Sr. Principal Engineer	Principal Engineer	Project Manager	Project Engineer	Engineer IV	Engineering Staff II (Engineer II)	Sr. Project Designer	CAD Manager	CAD Tech II	Office Tech III	Sr. Project Administrator	Two-Person Crew	Survey Tech V	Sr. Principal Surveyor	
01 - Project Management			14	24	24	8	6		4								80.0
02 - Engineering					20	40		40		3	24	16					143.0
03 - Permitting			2	2	4	24	8	12			12	4					68.0
04 - QA/QC			8	16	8				2								34.0
05 - Road & Storm			4	40	4		76	140	60	10		24	24				382.0
10 - Survey														24	16	4	44.0
99 - Reimbursables																	\$1,250.00
Hours Total			28.0	82.0	60.0	72.0	90.0	192.0	66.0	13.0	36.0	44.0	24.0	24.0	16.0	4.0	751.0
Labor Total			\$8,064	\$22,304	\$14,280	\$15,048	\$17,460	\$31,872	\$14,652	\$2,522	\$5,436	\$4,400	\$3,624	\$6,048	\$2,656	\$1,008	\$150,624.00

Expenses		Reimbursable	
	rate/unit	Quantity	Cost
Postage/Courier			
Printing Costs			
Photo/Video			
Mileage/Travel/Per Diem			
Miscellaneous			
Total			

Subconsultants	
Utility Locate	
Mechanical Engineer	
Electrical Engineer	
Geotechnical Engineer	
I & C Engineer	
Subconsultant Subtotal	
Markup	15%
Total	

Contract Amount (Original + ASA1)	\$209,806.00
Estimated Cost to Complete	\$151,678.32
Amount Spent	\$134,343.68
Remaining Budget	\$75,462.32
Additional Budget Required	\$76,216.00

CITY COUNCIL STAFF REPORT



Agenda Date: 1/9/2024

Subject: Reappoint Tina Decker to Parks and Recreation Planning Board

Contact Person/Department: Kelly Chelin, Administration

Budget Impact: n/a

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Reappointment Tina Decker to the Parks and Recreation Planning Board with a Term Expiring December 31, 2027

SUMMARY/BACKGROUND:

Tina Decker has expressed an interest in staying on the Parks and Recreation Planning Board. The staff is requesting the Council to reappoint Tina Decker to a term expiring December 31, 2027.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



Agenda Date: 1/9/2024

Subject: Ordinance No. 1176 - Authorizing the Issuance and Sale of LTGO Bonds 2024A and Delegating Authority

Contact Person/Department: Barb Stevens, Finance

Budget Impact: Estimated debt payments are included in the adopted budget. An amendment will come back to the Council once the bonds are sold. Under the proposed terms, the bonds will mature in 2053.

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Approve Ordinance 1176, authorizing the issuance and sale of LTGO bonds not to exceed \$10,200,000 to finance the City Hall Complex, Historical Museum, and related capital projects; and to designate the Mayor, City Administrator, and Finance Director as representatives to negotiate the sale of the bonds.

SUMMARY/BACKGROUND:

The 2024A Limited Tax General Obligation (LTGO) bonds will be used to finance the City Hall Complex, the Historical Museum, and related capital projects to include the North Cove park area. Any remaining bond proceeds will be used for similar city capital project purposes.

This ordinance authorizes the issuance and sale of the bonds and also delegates authority to the Mayor, City Administrator, and Finance Director to negotiate the sale of the bonds, within stated parameters, based on the results of the public offering process. This will allow for efficient and timely completion of the project.

The notable parameters of the public offering include:

- Anticipated Aa2 bond rating (current)
- Bonds may not exceed \$10,200,000

- The maximum term of the bond may not exceed 30 years
- The true interest cost (TIC) for the bonds does not exceed 6.00% (Current estimate 4.4%)

These bonds may be refunded (refinanced) after 10 years if market conditions and cost of refunding are determined to be beneficial.

A new debt service fund will be established for making the required payments on the bonds. When debt service payments are due, funds from commercial lease payments and the Real Estate Excise Tax I Fund will be transferred to the newly established debt service fund, so the payments can be made.

Updated bond estimates and a schedule of events have been included for your information. Staff will continue working with the bond team to complete the required steps through the end of February. At that time, we will do a final review of the market conditions, price the bonds, and approve the purchase contract. The anticipated closing date and deposit of funds is March 13th.

APPLICABLE CITY POLICIES:

The City Council is required to approve the issuance of bonds and delegation of authorized representatives.

ATTACHMENTS:

1. 1176 - Bond Ordinance - 2024A LTGO Bonds
2. Schedule of Events & Bond Estimates

CITY OF LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1176

AN ORDINANCE of the City of Lake Stevens, Washington, relating to contracting indebtedness; authorizing the issuance and sale of not to exceed \$10.2 million aggregate principal amount of limited tax general obligation bonds to provide funds to pay (a) the costs of the development of a City Hall complex and other administrative office space, including the acquisition of certain real property (including existing buildings and parking facilities located thereon) and undertaking certain improvements, construction, renovation, and rehabilitation of a City Hall complex and improvements; (b) the costs of designing, constructing, renovating, or improving facilities for use as a historical museum; (c) other capital improvements; and (d) the costs of issuance and sale of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

PASSED: JANUARY 9, 2024

This document prepared by

Stradling Yocca Carlson & Rauth LLP
Seattle, Washington
www.sycr.com | 206.829.3000

TABLE OF CONTENTS*

	Page
Section 1. Definitions.....	1
Section 2. Findings and Determinations	5
Section 3. Authorization of the Bonds	6
Section 4. Appointment of Designated Representative; Bond Sale Terms.	6
Section 5. Bond Registrar; Registration, Exchange and Transfer.	6
Section 6. Form and Execution of Bonds.	8
Section 7. Payment of Bonds	8
Section 8. Funds and Accounts; Deposit of Proceeds.....	9
Section 9. Redemption Provisions and Purchase of Bonds.	9
Section 10. Failure To Pay Bonds.....	10
Section 11. Pledge of Taxes.....	10
Section 12. Tax Covenants.	11
Section 13. Refunding or Defeasance of the Bonds	11
Section 14. Sale and Delivery of the Bonds.	12
Section 15. Section 15. Official Statement; Continuing Disclosure.	12
Section 16. Supplemental and Amendatory Ordinances.....	13
Section 17. General Authorization and Ratification	13
Section 18. Severability	13
Section 19. Effective Date of Ordinance	14

* This table of contents is not a part of this ordinance; it is included for convenience of the reader only.

ORDINANCE NO. 1176

AN ORDINANCE of the City of Lake Stevens, Washington, relating to contracting indebtedness; authorizing the issuance and sale of not to exceed \$10.2 million aggregate principal amount of limited tax general obligation bonds to provide funds to pay (a) the costs of the development of a City Hall complex and other administrative office space, including the acquisition of certain real property (including existing buildings and parking facilities located thereon) and undertaking certain improvements, construction, renovation, and rehabilitation of a City Hall complex and improvements; (b) the costs of designing, constructing, renovating, or improving facilities for use as a historical museum; (c) other capital improvements; and (d) the costs of issuance and sale of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

WHEREAS, the City Council (the "Council") of the City of Lake Stevens, Washington (the "City") has approved the acquisition, development and redevelopment of a City Hall complex and historical museum, and wishes to finance the cost of acquisition and improvements associated with such developments (as further described herein, the "Project"); and

WHEREAS, the Council finds it is in the best interest of the City and its residents to finance the cost of the Project by the issuance of limited tax general obligation bonds of the City, in a principal amount not to exceed \$10,200,000 (the "Bonds"); and

WHEREAS, as authorized by RCW 39.46.040, the Council wishes to delegate to the Mayor, City Administrator, and Finance Director, as the City's designated representatives, the authority to negotiate the sale of the Bonds, in one or more series, and to approved Bond Sale Terms of the Bonds on the terms and with the parameters set forth in this ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, DO ORDAIN, as follows:

Section 1. Definitions. The following words and terms as used in this ordinance have the following meanings for all purposes of this ordinance, unless some other meaning is plainly intended.

(a) ***Authorized Denomination*** means \$5,000 or any integral multiple thereof within a maturity of a Series.

(b) ***Beneficial Owner*** means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(c) ***Bond*** means each bond issued pursuant to and for the purposes provided in this ordinance.

(d) **Bond Counsel** means the firm of Stradling Yocca Carlson & Rauth LLP, its successor, or any other attorney or firm of attorneys selected by the City with a nationally recognized standing as bond counsel in the field of municipal finance.

(e) **Bond Fund** means the Limited Tax General Obligation Bond Redemption Fund, 2024A, authorized to be established pursuant to Section 8 herein for the payment of the principal of and interest on the Bonds.

(f) **Bond Purchase Agreement** means an offer to purchase a Series of the Bonds, setting forth certain terms and conditions of the issuance, sale and delivery of those Bonds, which offer is authorized to be accepted by the Designated Representative on behalf of the City, if consistent with this ordinance.

(g) **Bond Register** means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.

(h) **Bond Registrar** means the Fiscal Agent, or any successor bond registrar selected by the City.

(i) **Bond Sale Terms** means the terms and conditions for the sale of a Series of the Bonds including the amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights, price, and other terms or covenants.

(j) **Book-Entry Form** means a fully registered form in which physical bond certificates are registered only in the name of the Securities Depository (or its nominee), as Registered Owner, with the physical bond certificates held by and immobilized in the custody of the Securities Depository (or its designee), where the system for recording and identifying the transfer of the ownership interests of the Beneficial Owners in those Bonds is neither maintained by nor the responsibility of the City or the Bond Registrar.

(k) **City** means the City of Lake Stevens, Washington, a municipal corporation duly organized and existing under the laws of the State of Washington.

(l) **City Council** means the legislative authority of the City, as duly and regularly constituted from time to time.

(m) **Code** means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

(n) **DTC** means The Depository Trust Company, New York, New York, a limited purpose trust company organized under the laws of the State of New York, or any successor substitute depository, as provided in this ordinance.

(o) **Designated Representative** means the officer or officers of the City appointed in Section 4 of this ordinance to serve as the City's designated representative in accordance with RCW 39.46.040(2).

(p) **Finance Director** means the City official who is responsible for the duties of Treasurer, or such other City official who succeeds to substantially all of the responsibilities of that office.

(q) **Fiscal Agent** means the fiscal agent of the State, as the same may be designated by the State from time to time.

(r) **Government Obligations** has the meaning given in RCW 39.53.010, as now in effect or as may hereafter be amended.

(s) **Issue Date** means, with respect to a Bond, the date of initial issuance and delivery of that Bond to the Purchaser in exchange for the purchase price of that Bond.

(t) **Letter of Representations** means the Blanket Issuer Letter of Representations between the City and DTC, dated October 22, 2019, and any successor or substitute letter relating to the operational procedures of the Securities Depository.

(u) **MSRB** means the Municipal Securities Rulemaking Board or any successor to its functions.

(v) **Official Statement** means an offering document, disclosure document, private placement memorandum or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of a Series of the Bonds in conformance with Rule 15c2-12 or other applicable regulations of the SEC.

(w) **Owner** means, without distinction, the Registered Owner and the Beneficial Owner.

(x) **Projects** means the development of a City Hall complex and other administrative office space, including the acquisition of certain real property (including existing buildings and parking facilities located thereon) and undertaking certain improvements, construction, renovation, and rehabilitation of a City Hall complex and improvements; the costs of designing, constructing, renovating, or improving facilities for use as a historical museum and other capital improvements; all as deemed necessary and advisable by the City. The cost of all necessary architectural, engineering, legal and other consulting services; site acquisition or improvement (e.g., clearing and demolition); on and off-site utilities and related improvements; payments for fiscal and legal expenses; printing, advertising, establishing and funding accounts; necessary and related planning, consulting, inspection and testing costs; administrative expenses; and other similar activities or purposes incurred in connection with the Projects shall be deemed a part of the costs of such capital improvements, as deemed necessary and advisable by the City. Incidental costs incurred in connection with carrying out and accomplishing the Projects, consistent with RCW 39.46.070, may be included as costs of the Projects.

(y) **Project Fund** means the funds or accounts designated or created by the Finance Director for the purpose of carrying out the Projects.

(z) **Purchaser** means D.A. Davidson & Co., Seattle, Washington, or the corporation, firm, bank, financial institution, or other legal entity or group of entities selected by a Designated

Representative to purchase a series of the Bonds in a negotiated underwriting, private placement or competitive sale.

(aa) **Rating Agency** means any nationally recognized rating agency then maintaining a rating on the Bonds at the request of the City.

(bb) **Record Date** means the Bond Registrar's close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar's close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 9.

(cc) **Registered Owner** means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the City utilizes the book-entry only system for the Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(dd) **Rule 15c2-12** means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(ee) **SEC** means the United States Securities and Exchange Commission.

(ff) **Securities Depository** means DTC, any successor thereto, any substitute securities depository selected by the City, or the nominee of any of the foregoing. Any successor or substitute Securities Depository must be qualified under applicable laws and regulations to provide the services proposed to be provided by it.

(gg) **Series of the Bonds** or **Series** means a series of the Bonds issued pursuant to this ordinance.

(hh) **State** means the State of Washington.

(ii) **System of Registration** means the system of registration for the City's bonds and other obligations set forth in Section 5 of this ordinance.

(jj) **Tax Certificate** means the certificate with respect to federal tax matters relating to the Tax-Exempt Bonds authorized to be executed by the Finance Director in accordance with Section 10.

(kk) **Taxable Bonds** means a series of the Bonds to be issued with interest that is not intended to be excludable from gross income for federal income tax purposes.

(ll) **Tax-Exempt Bonds** means a series of the Bonds to be issued with interest that is intended to be excludable from gross income for federal income tax purposes. For purposes of this ordinance, the term also includes any bonds issued as tax-advantaged bonds (including, for example, taxable tax-credit bonds).

(mm) **Term Bond** means each Bond designated as a Term Bond and subject to mandatory redemption in the years and amounts set forth in the Bond Purchase Agreement.

(nn) ***Undertaking*** means the undertaking to provide continuing disclosure entered into pursuant to Section 15 of this ordinance.

Section 2. Findings and Determinations. The City takes note of the following facts and makes the following findings and determinations:

(a) ***Authority and Description of Projects.*** The City Council has previously authorized the purchase of certain real property (including existing buildings and parking facilities located thereon) to be developed as a City Hall complex, and the purchase and improvement of certain public buildings to be developed for use as a historical museum to be operated by the nonprofit Lake Stevens Historical Society. These Projects include the acquisition and the undertaking of certain improvements, construction, renovation, and rehabilitation of such property and improvements. In accordance with RCW 35A.11 and 35A.27 and other applicable law, the City is authorized to undertake the Projects. The City is in need of funds to carry out the Projects and the City Council finds that it is in the best interests of the City to issue the bonds authorized herein in order to finance the Projects.

(b) ***TEFRA Hearing.*** In connection with the portion of the Bonds expected to be used to finance the purchase and improvement of buildings to be operated by the nonprofit Lake Stevens Historical Society, the City Council, acting as the City's elected representatives, on December 12, 2023 held a public hearing pursuant to the federal Tax Equity and Fiscal Responsibility Act ("TEFRA") provisions of Section 147(f) of the IRS Code relating to the issuance of tax-exempt debt, the proceeds of which will finance facilities used by nonprofit entities. Notice of the public hearing was published at least 7 days prior to the public hearing, at which written comments were received and the public was provided the opportunity to provide comment. Approval of this ordinance constitutes approval of the Project for TEFRA purposes.

(c) ***Plan of Financing.*** Pursuant to applicable law, including without limitation chapters 35A.40, 39.36, 39.44, and 39.46 RCW, the City is authorized to issue general obligation bonds for municipal purposes, such as the Projects. The total expected cost of the Projects is estimated to be approximately \$13.9 million, which is expected to be paid from approximately \$5,25,000 of available funds of the City, proceeds of the Bonds, and other available funds, which may include state or federal loans and/or grants, if available.

(d) ***Debt Capacity.*** The maximum amount of indebtedness authorized by this ordinance is \$10,200,000. Based on the following facts, as of the date of this ordinance, this amount is to be issued within the amount permitted to be issued by the City for general municipal purposes without a vote:

- (1) The assessed valuation of the taxable property within the City as ascertained by the last preceding assessment for City purposes (i.e., the assessed valuation for property taxes collected in the calendar year 2023) is \$8,680,217,564.
- (2) The City has limited tax general obligation indebtedness (including bonds, state loans, and capital financing leases) outstanding in the aggregate principal amount of \$22,561,709.72, which is incurred within the limit of up to 1½% of the value of

the taxable property within the City permitted for general municipal purposes without a vote.

- (3) The City has no voter-approved unlimited tax general obligation indebtedness outstanding for general municipal purposes; no outstanding indebtedness for City-owned water, artificial light, and sewers; and none for acquiring or developing open space, park facilities, and capital facilities associated with economic development.

(e) ***The Bonds.*** For the purpose of providing the funds necessary to carry out the Projects and to pay the costs of issuance and sale of the Bonds, the City Council finds that it is in the best interests of the City and its taxpayers to issue and sell the Bonds to the Purchaser, pursuant to the terms set forth in the Bond Purchase Agreement as approved by the City's Designated Representative consistent with this ordinance.

Section 3. Authorization of the Bonds. The City is authorized to borrow money on the credit of the City and issue negotiable limited tax general obligation bonds evidencing indebtedness in one or more Series in aggregate principal amount not to exceed \$10,200,000 to provide funds necessary to carry out the Projects and to pay the costs of issuance and sale of the Bonds (including, without limitation, the costs of a bond insurance premium or other credit enhancement, if any).

The proceeds of the Bonds allocated to paying the costs of the Projects shall be deposited as set forth in Section 8 of this ordinance and shall be used to carry out the Projects, or a portion of the Projects, in such order of time as the City determines is advisable and practicable. If proceeds of the Bonds are insufficient to accomplish all of the Projects, the City will use Bond proceeds for those portions of the Projects deemed by the City most necessary and in the best interest of the City. If all of the Projects have been completed or duly provided for, or if all or a portion of the Projects are found to be impracticable, the City may apply the Bond proceeds or any portion thereof to other capital improvements as the City Council in its discretion may determine.

Section 4. Appointment of Designated Representative; Bond Sale Terms. The Mayor, City Administrator, and Finance Director are each, acting independently, appointed and authorized to act as the Designated Representative of the City in connection with the issuance and sale of the Bonds in accordance with RCW 39.46.040 and this ordinance. The Designated Representative is authorized to approve, on behalf of the City, Bond Sale Terms for the sale of one or more Series of the Bonds, and in connection with each such sale, to execute a Bond Purchase Agreement (or, in the case of a competitive sale, a Pricing Certificate) confirming the Bond Sale Terms and such additional terms or related agreements as may be necessary or desirable, consistent with the parameters set forth in Exhibit A, which is attached and incorporated by this reference.

Section 5. Bond Registrar; Registration, Exchange and Transfer.

(a) ***Registration of Bonds; System of Registration.*** Each Bond shall be issued only in registered form as to both principal and interest, and the ownership of each Bond shall be recorded on the Bond Register. The City hereby adopts the system of registration approved by the Washington State Finance Committee in connection with the appointment of a state fiscal agent to serve as registrar, authenticating agent, paying agent and transfer agent for bonds.

(b) ***Bond Registrar; Duties.*** Unless otherwise determined by the Finance Director, the Fiscal Agent is appointed as initial Bond Registrar. The Bond Registrar shall keep, or cause to be kept, sufficient books for the registration and transfer of the Bonds, which shall be open to inspection by the City at all times. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this ordinance, to serve as the City's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this ordinance and the System of Registration. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

(c) ***Bond Register; Transfer and Exchange.*** The Bond Register shall contain the name and mailing address of each Registered Owner and the principal amount and number of each Bond held by each Registered Owner. A Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds in any Authorized Denomination of an equal aggregate principal amount and of the same Series, interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) ***Securities Depository; Book-Entry Only Form.*** Unless otherwise determined by the City's Designated Representative, the Bonds initially shall be issued and held fully immobilized in Book-Entry Form by the Securities Depository in accordance with the provisions of the Letter of Representations. Neither the City nor the Bond Registrar shall have any responsibility or obligation to participants of the Securities Depository or the persons for whom they act as nominees with respect to the Bonds regarding the accuracy of any records maintained by the Securities Depository or its participants of any amount in respect of principal of or interest on the Bonds, or any notice which is permitted or required to be given to Registered Owners hereunder (except such notice as is required to be given by the Bond Registrar to the Securities Depository). Registered ownership of a Bond initially held in Book-Entry Form, or any portion thereof, may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the City or such substitute Securities Depository's successor; or (iii) to any person if the Bond is no longer held in Book-Entry Form.

If the Securities Depository resigns from its functions as depository, or upon a determination by the Finance Director to discontinue utilizing the then-current Securities Depository, the Finance Director may appoint a substitute Securities Depository. If the Securities Depository resigns from its functions as depository and no substitute Securities Depository can be obtained, or if the Finance Director determines not to utilize a Securities Depository, then the Bonds shall no longer be held in Book-Entry Form and ownership may be transferred only as provided herein.

Nothing in this ordinance shall prevent the Bond Sale Terms from providing that a Series of the Bonds shall be issued in certificated form without utilizing a Securities Depository, and that the Bonds of such Series shall be registered as of their Issue Date in the names of the Owners thereof, in which case ownership may be transferred only as provided in subsection (c), above.

(e) ***Lost or Stolen Bonds.*** In case any Bond shall be lost, stolen or destroyed, the Bond Registrar may authenticate and deliver a new bond or bonds of like amount, date, tenor, and effect to the Registered Owner(s) thereof upon the Registered Owner(s)' paying the expenses and charges of the City in connection therewith and upon filing with the Bond Registrar evidence satisfactory to the Bond Registrar that such bond or bonds were actually lost, stolen or destroyed and of Registered Ownership thereof, and upon furnishing the City with indemnity satisfactory to both.

Section 6. Form and Execution of Bonds.

(a) ***Form of Bonds; Signatures and Seal.*** Each Bond shall be prepared in a form consistent with the provisions of this ordinance and State law. Each Bond shall be signed by the Mayor and the City Clerk, either or both of whose signatures may be manual or in facsimile, and the seal of the City or a facsimile reproduction thereof shall be impressed or printed thereon. If any officer whose manual or facsimile signature appears on a Bond ceases to be an officer of the City authorized to sign bonds before the Bond bearing his or her manual or facsimile signature is authenticated by the Bond Registrar, or issued or delivered by the City, that Bond nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the City as though that person had continued to be an officer of the City authorized to sign bonds. Any Bond also may be signed on behalf of the City by any person who, on the actual date of signing of the Bond, is an officer of the City authorized to sign bonds, although he or she did not hold the required office on its Issue Date.

(b) ***Authentication.*** Only a Bond bearing a Certificate of Authentication in substantially the following form, manually signed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance: "Certificate Of Authentication. This Bond is one of the fully registered City of Lake Stevens, Washington, Limited Tax General Obligation Bonds, 2024 [Series designation, if any], described in the Bond Ordinance." The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this ordinance.

Section 7. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond held in Book-Entry Form shall be payable in the manner set forth in the Letter of Representations. Interest on each Bond not held in Book-Entry Form shall be payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. However, the City is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner, unless otherwise specified in the Bond Sale Terms. Principal of each Bond not held in Book-Entry Form is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 8. Funds and Accounts; Deposit of Proceeds.

(a) ***Bond Fund.*** There is hereby authorized and directed to be created in the office of the Finance Director a special fund to be drawn upon for the sole purpose of paying the principal of and interest on the Bonds, known as the “Limited Tax General Obligation Bond Redemption Fund, 2024A (the “Bond Fund”). The principal of and interest on the Bonds shall be paid out of the Bond Fund. All amounts allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Bond Fund as necessary for the timely payment of amounts due with respect to the Bonds. Until needed to pay principal of and interest on the Bonds, the City may invest money in the Bond Fund temporarily in any legal investment. Any investment earnings shall be retained in the Bond Fund and used for the purposes of that fund. Bond proceeds in excess of the amounts needed to pay the costs of the Project and the costs of issuance, if any, shall be deposited into the Bond Fund.

(b) ***Project Fund.*** The Finance Officer shall designate one or more Project Funds to be used for the purposes of paying the costs of the Projects. Proceeds received from the sale and delivery of the Bonds shall be deposited into the Project Fund and used to pay the costs of the Project and costs of issuance of the Bonds. Until needed to pay such costs, the City may invest those proceeds temporarily in any legal investment, and the investment earnings shall be retained in the Project Fund and used for the purposes of that fund, except that earnings subject to a federal tax or rebate requirement (if applicable) may be withdrawn from the Project Fund and used for those tax or rebate purposes.

Section 9. Redemption Provisions and Purchase of Bonds.

(a) ***Optional Redemption.*** The Bonds shall be subject to redemption at the option of the City on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Agreement, consistent with the parameters set forth in Exhibit A.

(b) ***Mandatory Redemption.*** Each Bond that is designated as a Term Bond in the Bond Purchase Agreement shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts as set forth in the Bond Purchase Agreement. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the City and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The City shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) ***Selection of Bonds for Redemption; Partial Redemption.*** If fewer than all of the outstanding Bonds are to be redeemed at the option of the City, the City shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds of a maturity of a Series are to be redeemed, the Securities Depository shall select Bonds registered in Book-Entry Form to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall

determine. All or a portion of the principal amount of any Bond that is to be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) ***Notice of Redemption.*** Notice of redemption of each Bond held in Book-Entry Form shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required), to each Rating Agency, and to such other persons and with such additional information as the Finance Officer shall determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) ***Rescission of Optional Redemption Notice.*** In the case of an optional redemption, the notice of redemption may state that the City retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time prior to the scheduled optional redemption date. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of optional redemption has been rescinded shall remain outstanding.

(f) ***Effect of Redemption.*** Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Bond Fund or in a trust account established to refund or defease the Bond.

(g) ***Purchase of Bonds.*** The City reserves the right to purchase any or all of the Bonds offered to the City at any time at any price acceptable to the City plus accrued interest to the date of purchase.

Section 10. Failure To Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 11. Pledge of Taxes. The Bonds constitute a general indebtedness of the City and are payable from tax revenues of the City and such other money as is lawfully available and pledged by the City for the payment of principal of and interest on the Bonds. For as long as any of the Bonds are outstanding, the City irrevocably pledges that it shall, in the manner provided

by law within the constitutional and statutory limitations provided by law without the assent of the voters, include in its annual property tax levy amounts sufficient, together with other money that is lawfully available, to pay principal of and interest on the Bonds as the same become due. The full faith, credit and resources of the City are pledged irrevocably for the prompt payment of the principal of and interest on the Bonds and such pledge shall be enforceable in mandamus against the City.

Section 12. Tax Covenants.

(a) ***Preservation of Tax Exemption for Interest on Bonds.*** The City covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the City treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The City also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) ***Post-Issuance Compliance.*** The Finance Director is authorized to approve and implement the City's written procedures to facilitate compliance by the City with the covenants in this ordinance, the continuing disclosure undertaking (if any), and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal tax purposes.

(c) ***Designation of a Series of the Bonds as "Qualified Tax-Exempt Obligations."*** The Designated Representative may designate any Series of the Bonds as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code, only if the following conditions are met:

- (1) the Series does not constitute "private activity bonds" within the meaning of Section 141 of the Code;
- (2) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) that the City and any entity subordinate to the City (including any entity that the City controls, that derives its authority to issue tax-exempt obligations from the City, or that issues tax-exempt obligations on behalf of the City) will issue during the calendar year in which the Series is issued will not exceed \$10,000,000; and
- (3) the amount of tax-exempt obligations, including the Series, designated by the City as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Series is issued does not exceed \$10,000,000.

Section 13. Refunding or Defeasance of the Bonds. The City may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and

interest on any or all of the Bonds (the “defeased Bonds”); (b) redeeming the defeased Bonds prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the City sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the “trust account”), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this ordinance and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the City may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the City in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or defeasance shall be conducted, in the manner prescribed in this ordinance for the redemption of Bonds.

Section 14. Sale and Delivery of the Bonds.

(a) ***Manner of Sale of Bonds; Delivery of Bonds.*** The Designated Representative is authorized to sell each Series of the Bonds by negotiated sale or private placement, based on the assessment of the Designated Representative of market conditions, in consultation with appropriate City officials and staff, Bond Counsel and other advisors. In determining the method of sale of a Series and accepting the Sale Terms for that Series, the Designated Representative shall take into account, among other considerations, those factors that, in the judgment of the Designated Representative, may be expected to result in the lowest true interest cost to the City.

(b) ***Procedure for Negotiated Sale or Private Placement.*** If the Designated Representative determines that a Series of the Bonds is to be sold by negotiated sale or private placement, the Designated Representative shall select one or more Purchasers with which to negotiate such sale. The Bond Purchase Agreement for each Series of the Bonds shall set forth the Sale Terms for that Series. The Designated Representative is authorized to execute a Bond Purchase Agreement for each Series of the Bonds on behalf of the City, so long as the terms provided therein are consistent with the terms of this ordinance.

(c) ***Preparation, Execution and Delivery of the Bonds.*** Each Series of the Bonds will be prepared at City expense and will be delivered to the Purchaser of such Series in accordance with the applicable Bond Purchase Agreement, together with the approving legal opinion of Bond Counsel regarding that Series of the Bonds.

Section 15. Section 15. Official Statement; Continuing Disclosure.

(a) ***Preliminary Official Statement Deemed Final.*** The Designated Representative shall review and, if acceptable to such official, shall approve the preliminary Official Statement prepared in connection with each sale of a Series of the Bonds to the public or through a Purchaser as a placement agent. For the sole purpose of the Purchaser’s compliance with

paragraph (b)(1) of Rule 15c2-12, if applicable, the Designated Representative is authorized to deem that preliminary Official Statement final as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12. The City approves the distribution to potential purchasers of the Bonds of a preliminary Official Statement that has approved by the Designated Representative and been deemed final, if applicable, in accordance with this subsection.

(b) ***Approval of Final Official Statement.*** The City approves the preparation of a final Official Statement for each Series of the Bonds to be sold to the public in the form of the preliminary Official Statement that has been approved and deemed final in accordance with subsection (a), with such modifications and amendments as the Designated Representative deems necessary or desirable, and further authorizes the Designated Representative to execute and deliver such final Official Statement to the Purchaser if required under Rule 15c2-12. The City authorizes and approves the distribution by the Purchaser of the final Official Statement so executed and delivered to purchasers and potential purchasers of a Series of the Bonds.

(c) ***Undertaking to Provide Continuing Disclosure.*** If necessary to meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to the Purchaser acting as a participating underwriter for a Series of the Bonds, the Designated Representative is authorized to execute a written undertaking to provide continuing disclosure for the benefit of holders of a Series of the Bonds in substantially the form attached as Exhibit B.

Section 16. Supplemental and Amendatory Ordinances. The City may supplement or amend this ordinance for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the City.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this ordinance in a manner that does not materially adversely affect the interest of the Beneficial Owners of the Bonds.

Section 17. General Authorization and Ratification. The Mayor, the Designated Representative and other appropriate officers of the City are severally authorized to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the transactions contemplated in connection with this ordinance, and to do everything necessary for the prompt delivery of each Series of the Bonds to the Purchaser thereof and for the proper application, use and investment of the proceeds of the Bonds. All actions taken prior to the effective date of this ordinance in furtherance of the purposes described in this ordinance and not inconsistent with the terms of this ordinance are ratified and confirmed in all respects.

Section 18. Severability. The provisions of this ordinance are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this ordinance to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to be within the limits of enforceability or validity. However, if the offending provision

cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this ordinance in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 19. Effective Date of Ordinance. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law.

PASSED by the City Council of the City of Lake Stevens, Washington, at a regular meeting thereof, held on January 9, 2024.

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Bond Counsel

PARAMETERS FOR BOND SALE TERMS

- | | |
|----------------------------------|---|
| (a) Principal Amount | The Bonds may be issued in one or more series. The aggregate principal amount of the Bonds shall not exceed \$10,200,000. |
| (b) Date or Dates | Each Bond shall be dated its Issue Date, as determined by the Designated Representative, which date may not be later than December 31, 2024. |
| (c) Denominations, Name, etc. | The Bonds shall be issued in Authorized Denominations, shall be numbered separately in the manner and shall bear any name (including any additional series or other designation) as deemed necessary or appropriate by the Designated Representative. |
| (d) Interest Rate(s) | Each Bond shall bear interest from its Issue Date or from the most recent date to which interest has been paid or duly provided for, whichever is later, unless otherwise provided in the Bond Purchase Agreement. One or more rates of interest shall be established for each maturity of each series of the Bonds, which rate or rates may be fixed or variable. No rate of interest for any Bond may exceed 6.00%, and the true interest cost to the City for any Series of the Bonds may not exceed 6.00%. |
| (e) Payment Dates | <p>Interest shall be payable on dates acceptable to the Designated Representative, which shall include payment at the maturity of each Bond, on any mandatory redemption date for Term Bonds, and on any other redemption date.</p> <p>Principal payments shall commence on a date acceptable to the Designated Representative and shall be payable at maturity and in mandatory redemption installments for Term Bonds on dates acceptable to the Designated Representative.</p> |
| (f) Maturities; Final Maturity | The final maturity of the Bonds shall mature no later than 30 years after the Issue Date. |
| (g) Redemption Prior to Maturity | <p>The Designated Representative may approve in the Bond Purchase Agreement redemption provisions consistent with this ordinance and subject to the following:</p> <ol style="list-style-type: none"> (1) <u>Optional Redemption</u>. Any Bond may be subject to optional redemption prior to its maturity. Any Bond that is subject to optional redemption prior to maturity must be callable on at least one or more date(s) occurring not more than 10½ years after the Issue Date. (2) <u>Mandatory Redemption</u>. Any Bond may be designated as a Term Bond, subject to mandatory redemption prior to its maturity in mandatory redemption installment payments of principal. |

- Ordinance 1176

**Form of
UNDERTAKING TO PROVIDE CONTINUING DISCLOSURE**

**City of Lake Stevens, Washington
Limited Tax General Obligation Bonds, 2024**

The City of Lake Stevens, Washington (the “City”), makes the following written Undertaking for the benefit of holders of the above-referenced bonds (the “Bonds”), for the sole purpose of assisting the Purchaser in meeting the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds. Capitalized terms used but not defined below shall have the meanings given in Ordinance No. 1176 of the City (the “Bond Ordinance”).

(a) Undertaking to Provide Annual Financial Information and Notice of Listed Events. The City undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

- (i) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b) (“annual financial information”). The timely filing of unaudited financial statements shall satisfy the requirements and filing deadlines pertaining to the filing of annual financial statements under subsection (b), provided that audited financial statements are to be filed if and when they are otherwise prepared and available to the City;
- (ii) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (1) principal and interest payment delinquencies; (2) non-payment related defaults, if material; (3) unscheduled draws on debt service reserves reflecting financial difficulties; (4) unscheduled draws on credit enhancements reflecting financial difficulties; (5) substitution of credit or liquidity providers, or their failure to perform; (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds; (7) modifications to rights of holders of the Bonds, if material; (8) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (9) defeasances; (10) release, substitution, or sale of property securing repayment of the Bonds, if material; (11) rating changes; (12) bankruptcy, insolvency, receivership or similar event of the City, as such “Bankruptcy Events” are defined in Rule 15c2-12; (13) the consummation of a merger, consolidation, or acquisition involving the City or the sale of all or substantially all of the assets of the City other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; (14) appointment of a successor or additional trustee or the change of name of a trustee, if material; (15) default, event of

acceleration, termination event, modification of terms or other similar events under the terms of a Financial Obligation (as such term is defined below) of the City, any of which reflect financial difficulties; and (16) incurrence of a Financial Obligation of the City or agreement to covenants, events of default, remedies, priority rights or other similar terms of a Financial Obligation of the City, any of which affect security holders.

“Financial Obligation” means: (a) a debt obligation; (b) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (c) guarantee of (a) or (b). The term “Financial Obligation” does not include municipal securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12 and the issuer thereof has entered into a continuing disclosure undertaking for such municipal securities.

- (iii) Timely notice of a failure by the City to provide required annual financial information on or before the date specified in paragraph (b). The City shall not be required to file a notice of failure to file its annual financial statements if it timely files unaudited financial statements and commits to the prompt filing of the audit if and when such audit becomes available.

(b) Type of Annual Financial Information Undertaken to be Provided. The annual financial information that the City undertakes to provide in paragraph (a):

- (i) Shall consist of (1) annual financial statements of the City prepared in accordance with applicable generally accepted accounting principles applicable to governmental units such as the City (and with the exceptions noted therein, including the applicability of cash-basis accounting procedures set forth in the State’s Budgeting, Accounting and Reporting System guidelines), as such principles may be changed from time to time and as permitted by State law; (2) principal amount of general obligation bonds outstanding at the end of the applicable fiscal year; (3) assessed valuation for that fiscal year; and (4) property tax levy amounts and rates for that fiscal year;
- (ii) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the City (currently, a fiscal year ending December 31), as such fiscal year may be changed as required or permitted by State law, commencing with the City’s fiscal year ending December 31, 2024; and
- (iii) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

(c) Amendment of Undertaking. This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any Owner or holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, rating agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12, including:

- (i) The amendment may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of the City, or type of business conducted;
 - (ii) The undertaking, as amended, would have complied with the requirements of the rule at the time of the primary offering, after taking into account any amendments or interpretations of the rule, as well as any change in circumstances; and
 - (iii) The amendment does not materially impair the interests of holders, as determined either by parties unaffiliated with the City (e.g., bond counsel or other counsel familiar with federal securities laws), or by approving vote of bondholders pursuant to the terms of the Bond Ordinance at the time of the amendment.
- (d) Beneficiaries. This Undertaking shall inure to the benefit of the City and the holder of each Bond and shall not inure to the benefit of or create any rights in any other person.
- (e) Termination of Undertaking. The City's obligations under this Undertaking shall terminate upon the legal defeasance of all of the Bonds. In addition, the City's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the City to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel delivered to the City, and the City provides timely notice of such termination to the MSRB.
- (f) Remedy for Failure to Comply with Undertaking. As soon as practicable after the City learns of any failure to comply with this Undertaking, the City will proceed with due diligence to cause such noncompliance to be corrected. No failure by the City or other obligated person to comply with this Undertaking shall constitute a default in respect of the Bonds. The sole remedy of any holder of a Bond shall be to take action to compel the City or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.
- (g) Designation of Official Responsible to Administer Undertaking. The Finance Officer or his or her designee is the person designated, in accordance with the Bond Ordinance, to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:
- (i) Preparing and filing the annual financial information undertaken to be provided;
 - (ii) Determining whether any event specified in paragraph (a) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any required notice of its occurrence;
 - (iii) Determining whether any person other than the City is an "obligated person" within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;

- (iv) Selecting, engaging and compensating designated agents and consultants, including financial advisors and legal counsel, to assist and advise the City in carrying out this Undertaking; and
- (v) Effecting any necessary amendment of this Undertaking.

CERTIFICATE

I, the undersigned, City Clerk of the City of Lake Stevens, Washington, (the “City”) and keeper of the records of the City Council (the “Council”), hereby certify:

1. The attached copy of Ordinance No. 1176 (the “Ordinance”) is a full, true and correct copy of an ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on January 9, 2024, as that ordinance appears on the minute book of the City.

2. The Ordinance will be in full force and effect five days after publication in the City’s official newspaper, which publication date is _____, 2024.

3. A quorum of the members of the City Council was present throughout the meeting and a majority of the members voted in the proper manner for the passage of the Ordinance.

Dated: _____, 2024.

CITY OF LAKE STEVENS, WASHINGTON

Kelly Chelin, City Clerk

**City of Lake Stevens, Washington
Limited Tax General Obligation Bonds, 2024
Tentative Schedule of Events
(As of January 2, 2024)**

Financing Team			
City:	City Staff	BC:	Bond/Disclosure Counsel (Stradling)
Council:	City Council	DAD:	D.A. Davidson & Co. (Underwriter)

January							February							March						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24/31	25	26	27	28	29	30

Date	Event	Participants
Complete	City finalizes Project Fund Deposit \$. Distribution list and financing schedule to finance team	City, DAD
Complete	City TEFRA hearing and LTGO Council update	All
Complete	First draft of Delegation Bond Ordinance	BC
Complete	Bond Counsel forwards data request for POS	BC
January 9	Delegation Bond Ordinance Approved	City, Council
January 11	City provides POS update	City
January 23	Distribute first draft POS	BC
January 30	Comments due on first draft POS	All
February 5	Distribute second draft POS	BC
February 6	Due Diligence/Continuing Disclosure Call	City, BC, DAD
February 7	Moody's rating agency conference call	City, DAD
February 13	Distribute draft legal opinion and draft purchase agreement	BC, DAD
February 14	Final comments due on all documents	All
February 21	Distribute POS to potential investors	DAD
February 27	Review market conditions; pre-pricing call	DAD, City
February 28	Pricing of the Bonds and approve purchase contract	All
March 6	Distribute final Official Statement and draft closing memorandum	DAD
March 13	Bond Closing with \$ wire transfer to City's Project Fund	City, BC, DAD

* Subject to change.

SOURCES AND USES OF FUNDS

**CITY OF LAKE STEVENS (G.O.)
LTGO Bonds, 2024
Aa2, NBQ, 30 yr Term**

Dated Date 03/13/2024
Delivery Date 03/13/2024

Sources:

Bond Proceeds:	
Par Amount	9,190,000.00
Premium	955,476.75
	10,145,476.75

Uses:

Project Fund Deposits:	
Project Fund	10,000,000.00
Cost of Issuance:	
Other Cost of Issuance	80,000.00
Delivery Date Expenses:	
Underwriter's Discount	64,330.00
Other Uses of Funds:	
Additional Proceeds	1,146.75
	10,145,476.75

BOND DEBT SERVICE

CITY OF LAKE STEVENS (G.O.) LTGO Bonds, 2024 Aa2, NBQ, 30 yr Term

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>
12/01/2024	100,000	5.000%	340,533.13	440,533.13
12/01/2025	145,000	5.000%	470,162.50	615,162.50
12/01/2026	150,000	5.000%	462,912.50	612,912.50
12/01/2027	160,000	5.000%	455,412.50	615,412.50
12/01/2028	165,000	5.000%	447,412.50	612,412.50
12/01/2029	175,000	5.000%	439,162.50	614,162.50
12/01/2030	185,000	5.000%	430,412.50	615,412.50
12/01/2031	195,000	5.000%	421,162.50	616,162.50
12/01/2032	200,000	5.000%	411,412.50	611,412.50
12/01/2033	215,000	5.000%	401,412.50	616,412.50
12/01/2034	225,000	5.000%	390,662.50	615,662.50
12/01/2035	235,000	5.000%	379,412.50	614,412.50
12/01/2036	245,000	5.000%	367,662.50	612,662.50
12/01/2037	260,000	5.000%	355,412.50	615,412.50
12/01/2038	270,000	5.000%	342,412.50	612,412.50
12/01/2039	285,000	5.250%	328,912.50	613,912.50
12/01/2040	300,000	5.250%	313,950.00	613,950.00
12/01/2041	315,000	5.250%	298,200.00	613,200.00
12/01/2042	330,000	5.250%	281,662.50	611,662.50
12/01/2043	350,000	5.250%	264,337.50	614,337.50
12/01/2044	370,000	5.250%	245,962.50	615,962.50
12/01/2045	385,000	5.250%	226,537.50	611,537.50
12/01/2046	410,000	5.250%	206,325.00	616,325.00
12/01/2047	430,000	5.250%	184,800.00	614,800.00
12/01/2048	450,000	5.250%	162,225.00	612,225.00
12/01/2049	475,000	5.250%	138,600.00	613,600.00
12/01/2050	500,000	5.250%	113,662.50	613,662.50
12/01/2051	525,000	5.250%	87,412.50	612,412.50
12/01/2052	555,000	5.250%	59,850.00	614,850.00
12/01/2053	585,000	5.250%	30,712.50	615,712.50
	9,190,000		9,058,708.13	18,248,708.13

CITY COUNCIL STAFF REPORT



Agenda Date: 1/9/2024

Subject: Code Clean Up Work Session (LUA2022-0082)

Contact Person/Department: David Levitan, Community Development

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Hold a work session to review and provide feedback on proposed amendments to the Lake Stevens Municipal Code (LSMC) included in the Code Cleanup project. The Planning Commission has held several work sessions and is tentatively scheduled to hold a public hearing and make a recommendation to City Council at their January 17, 2024 meeting. The City Council is tentatively scheduled to hold its public hearing on February 13, 2024.

SUMMARY/BACKGROUND:

At their [August 21, 2023 meeting](#), the Planning Commission held a work session to review early draft code language for the Code Cleanup project (LUA2022-0082), which was included on the 2023 Long-Range Planning Work Program. When it was initiated in 2022, the project was focused on amending various sections of the Lake Stevens Municipal Code (LSMC) to clarify intent, improve language consistency, and maximize administration efficiency. Following the passage of a series of bills during the 2023 state legislative session, the scope of the project was expanded to also address recent and upcoming statutory changes, including topics such as duplexes within single family zones (HB 1110) and accessory dwelling units, or ADUs (HB 1337).

On August 21, staff walked through the proposed changes with commissioners ([video available here](#)), utilizing a matrix summarizing and categorizing the changes and list of the amended code sections in ~~striketrough~~/underline format. Commissioners provided feedback and direction on several of the amendments, which staff incorporated into updated code language that was shared at the Commission's [December 6, 2023](#)

[meeting](#). Based on additional feedback provided by the Commission on December 6 ([video available here](#)), staff has prepared updated versions of the matrix (Attachment 1) and draft code language (Attachment 2), which the Council is asked to weigh in on before the scheduled January 17 Planning Commission public hearing.

Attachments 1 and 2 are organized into four different categories. Category 1 (Housekeeping Updates), Category 2 (Minor Updates), and Category 3 (Substantial Updates) were used in the August 21 Planning Commission materials. Based on feedback from commissioners at their [October 4 work session](#) and from the City Council at their [November 14 meeting](#) on proposed revisions to the city's Process Code, staff has also incorporated minor process code refinements as Category 4 of the Code Cleanup project. Staff will continue to undertake more substantial amendments to the Process Code as a standalone code amendment in 2024, including a larger reorganization of Chapters 14.16A and 14.16B that are likely to replace several of these short-term fixes. It should be noted that there is some overlap and redundancy between some of the Category 4 amendments and other categories, which staff will clean up and consolidate when preparing the ordinance.

Councilmembers are requested to review all the proposed code amendments included in Attachments 1 and 2. Staff is especially interested in their feedback on those amendments where the Commission did not come to a consensus recommendation during their August 21 and December 6 work sessions, as well as recent additions that have not been reviewed by the Commission or the sign issues brought forward by the City Council. These include:

- Amendment 17 (Temporary Signs): At their [May 2, 2023 meeting](#), the City Council held a work session on potential revisions to [LSMC 14.68.015](#) (Temporary Sign Regulations), which were last amended in 2020 by Ordinance 1089. LSMC 14.68.015 includes several provisions, including a requirement that temporary signs within the right-of-way be at least 10 feet from another temporary sign. The work session was largely driven by questions about compliance with the regulations, especially during election seasons, which resulted in the city's code enforcement officer removing 237 non-compliant signs from the public right-of-way between August 2022 and April 2023.

In response to increased enforcement of LSMC 14.68.015, the city undertook a proactive public education campaign on temporary signage regulations, including reaching out to individual political campaigns in advance of the 2023 primary and general elections. The code enforcement officer has confirmed that compliance with LSMC 14.68.015 has significantly improved in the last eight months of 2023, with dramatically fewer instances of oversized signs or signs too close to another sign within the right-of-way.

Staff considered amendments to LSMC 14.68.015 as part of this Code Clean Up project, including potentially reducing the required distance between temporary

signs. However, based on improved compliance with the existing regulations and a lack of well-defined objective standards to further improve compliance with sign separation, staff has not drafted specific revisions as part of Amendment 17.

- Amendment 22 (Accessory Dwelling Units): [HB 1337](#) requires the city to permit up to two detached or attached accessory dwelling units (ADUs) on any lot that allows for single-family homes and which meets the minimum lot size for the principal unit. HB 1337 has several provisions, including requiring cities to allow a maximum ADU size of at least 1,000 sf and a maximum height of at least 24 feet; not assess impact fees greater than 50% of those for the principal unit; and not require owner occupancy of either the principal unit or ADU.

HB 1337 does provide the city with some flexibility regarding required off-street parking. For lots that are 6,000 sf or larger, the city is permitted to require two off-street parking spaces per ADU (regardless of unit size), which would exceed the current requirement of one parking space per ADU in Chapter 14.72. Several commissioners were concerned that owners/tenants of larger ADUs (especially those approaching 1,000 sf) were likely to have more than one vehicle and felt that two off-street parking spaces per ADU would be warranted for larger units. Others felt that the code should be as simple as possible and that additional code complexity and parking requirements based on unit size/bedroom count may discourage development of ADUs, which will help contribute to the city's ability to meet its GMA-mandated growth targets.

Code Amendment 22 currently proposes to maintain the required one off-street parking space per ADU, regardless of lot size, unit size or number of bedrooms. One option would be to require a second off-street parking space on lots that are 1) 6,000 sf or larger and 2) have at least two bedrooms, which would require some revisions to Table 14.72-I. *Councilmembers are encouraged to provide feedback on how best to balance the desire to encourage ADU production while ensuring that adequate parking is available in residential neighborhoods.*

- Amendment 27 (Storage Facilities in Subareas): Personal storage facilities (otherwise known as self-storage or mini-storage) are regulated by LSMC 14.44.044, which was most recently updated in 2022 via Ordinance 1147. Ordinance 1147 established new development and design standards for storage facilities, including a preference (and in certain zoning districts, a requirement) for vertical or horizontal mixed-use storage facilities. Ordinance 1147 also amended Table 14.40-II to prohibit personal storage facilities within subareas.

In the time since Ordinance 1147 was adopted, the city has continued to receive inquiries about allowing storage facilities within subareas, which contain the majority of the city's commercially zoned land. LSMC 14.38.030(a) provides the Community Development Director the authority to "determine if uses comply with the intent of the zoning district and support the principal uses and objectives of the district". For

example, the director could determine that a small storage facility contained within the same building as a new multifamily residential development would support that primary permitted use. However, that code section does not include any specific development standards (like those that exist in Section 14.44.044), making the director's discretion relatively subjective in nature.

During their December 6 work session, several commissioners expressed concerns with allowing storage facilities within subareas, as they are land-intensive and produce relatively few jobs. In response, staff discussed including clear and objective development standards for storage facilities in the Commercial District within subareas which would be lower than those outside of adopted subareas and would require the storage facility to help support a primary permitted use on the project site or immediate vicinity, the analysis for which would occur as part of the required administrative conditional use permit.

Amendment 27 shows several proposed amendments to Chapter 14.38 and Table 14.40-II that aim to balance the ability to provide small personal storage facilities within subareas that support a primary permitted use with the need for the city to meet its employment growth targets. Consistent with the permissible uses listed in Table 14.40-II, the amendment would only apply to the Commercial District (CD) zone (storage facilities would continue to be prohibited in the BD, CBD, and MUN zones) and allow personal storage facilities as special uses, subject to additional development standards and approval of an administrative conditional use permit. This includes prohibiting standalone storage facilities (when no other use is present on the same site) and imposing a floor area cap of 15% of the site's gross commercial floor area. The Council may also consider the establishment of a cap/ceiling on square footage either in addition to or in place of the percentage maximum. *Councilmembers are asked to provide their feedback on whether the city should consider amending the code to allow personal storage facilities in subareas with a CD zoning designation subject to certain conditions, as opposed to relying on the director's authority to determine accessory uses.*

APPLICABLE CITY POLICIES:

The proposed amendments are to the Lake Stevens Municipal Code (LSMC), which is an implementing ordinance of the Comprehensive Plan.

ATTACHMENTS:

1. Attachment 1 - Matrix of Proposed Changes
2. Attachment 2 - Draft Code Language

2023 Code Clean Up				
Number	Topic(s)	Summary/Notes	Level	Changes between August 21 and December 6 PC Meetings
Category 1: Housekeeping - Revise codes for clarity, fixing references, deleting/relocating text				
1	Definitions	14.08.010: Revise and add definitions as needed. Notable additions/revisions include the definitions of ADUs, attached ADUs, detached ADUs, and primary residence to coincide with HB 1337, as well as kitchens and security mechanisms.	Housekeeping	Updated with new and revised definitions.
2	Design Review	14.16C.050(c) update submittal requirements and references	Housekeeping	No new changes proposed.
3	Home Occupations	14.16C.070: Delete duplicate code section for home occupations (established via Ordinance 811) while retaining 14.44.015 (established via Ordinance 1124), which was intended to replace 14.16C.070.	Housekeeping	Minor revisions to Section 14.44.015 covered in Amendment 21 (Adult Family Home and In-Home Daycares)
4	Subdivisions	14.18.015: edit for gender neutrality 14.18.030(b): change to draft copies 14.18.035: update language for digital requirements 14.18.040: (d) gender neutrality and (s) add "plat or preliminary" 14.18.060 (a,d,e and f): updated to align with state law and more clearly define a review process for alteration consistent with other code sections and code interpretation.	Housekeeping	No new changes proposed.
5	Subareas	14.38.040: In footnote 10, replace "SE" with "NE"	Housekeeping	No new changes proposed.
6	Boundary Line Adjustments	14.38.200: correct section title to 14.18.200	Housekeeping	No new changes proposed.
7	Temporary Public Structures and Temporary Emergency, Construction, or Repair Residences	14.44.048: remove duplicate code section for temporary public structures (Ordinance 468) while retaining 14.16C.110(g) (Ordinance 2018) 14.44.040: Remove/relocate language to 14.16C.110(c), which already addresses the topics. 14.16C.110(c)(1): require temporary dwelling units to adhere to the IBC, as required by building code. 14.16C.110(c)(3): allow temporary real estate offices to continue use until all units are sold.	Housekeeping	Section 14.44.040 has been deleted and incorporated into Section 14.16C.110.
8	Outdated Zoning Districts	Table 14.44-I: remove references to SRC zone. 14.68.070(b) and 14.68.084(b): remove reference to SRC zone. 14.76.124(b): remove references to SR, UR, and HUR zones and exception. Table 14.76-I: remove references to SRC zone.	Housekeeping	Removed additional outdated zoning district references beyond landscaping section.
9	Gender Neutrality	Update Titles 4 and 14 to ensure gender neutrality.	Housekeeping	Updated several additional sections to ensure gender neutrality.
10	Landscaping in Right-of-Way	14.56.270(c): clarify requests for other enhancements in the ROW are landscape improvements per Ordinance 483.	Housekeeping	First reviewed by PC on December 6.
11	Mobile Food Vendors	14.44.085(e)(3): update reference to correct table (Table 14.40-II)	Housekeeping	First reviewed by PC on December 6.

2023 Code Clean Up				
Number	Topic(s)	Summary/Notes	Level	Changes between August 21 and December 6 PC Meetings
12	Townhomes within Single Family Zones	Update footnotes in Table 14.40-I to clarify when townhomes are permitted; townhomes in R4 and R6 require a Planned Residential Development (PRD) while they do not require a PRD in R8-12 zone.	Housekeeping	First reviewed by PC on December 6.
13	Level II Healthcare Facilities within Residential and Nonresidential Zones	Clarify that Level II health and social service facilities that are conditionally permitted within the R8-12 and MFR zones are intended to be of a design and scale compatible with surrounding residential development. Clarify that Level II facilities are permitted within nonresidential zones.	Housekeeping	New amendment; not yet reviewed by PC.
14	Update References to Snohomish Health District	The Snohomish Health District no longer exists and is now known as the Snohomish County Health Department.	Housekeeping	New amendment; not yet reviewed by PC.
Category 2: Minor Updates - Changes to existing internal regulations for increased clarity or to fix internal inconsistencies				
15	Land Disturbance	14.50.125: update exceptions for environmental review to match city's SEPA categorical exemptions in 16.04.050(b)(6).	Update	First reviewed by PC on December 6.
16	Dimensional Standards	1) 14.48.045: reinstate exception for accessory structures within side and rear setbacks removed by Ordinance 1080 2) Table 14.48-I: a) Footnote 3: update to clarify that 2,800 square feet is a proxy for determining density b) Footnote 6: update to clarify application of maximum impervious surfaces in previously developed projects and new projects. c) New Footnote 9: Add footnote to side setbacks column clarifying that side setbacks are 10 feet along side streets of corner lots (alternative to adding new definition for street side setbacks).	Update	New language clarifies that street side setbacks are 10 feet.
17	Signs	14.68.030(5): change timeframe from 10 days to 30 days 14.68.060(b): clarify applicability and exception for subdivision signs which can go up to 16 sf.	Update	Revised 14.68.030(5) to allow 30 days to remove temporary signs.
18	Subarea Signs	14.38.100(3) Provide definitions for main and secondary façade as well as applicability of section (vii) to project area.	Update	First reviewed by PC on December 6.
19	Off-Street Parking Requirements within Downtown Subarea	Table 14.38-III: Clarify that specific off-street parking requirements listed in Section 5 (Public Parking) of the Downtown Lake Stevens Subarea Plan supersede the requirements in Table 14.38-III for uses within the CBD and MUN zones (if and when there are conflicts between the two).	Update	First reviewed by PC on December 6.
20	Tree Removal within Critical Areas	Section 14.88.295: Remove reference to 14.76.120, as tree removal in critical areas applies to all trees as opposed to the size restrictions in 14.76.120.	Update	New amendment; not yet reviewed by PC.

2023 Code Clean Up				
Number	Topic(s)	Summary/Notes	Level	Changes between August 21 and December 6 PC Meetings
Category 3: Substantial Updates - Changes to provide clarification through new administrative determinations or changes in law				
21	Duplexes in Single Family Zones	Update Sections 14.46.230 and 14.48.020 to comply with changes in state law (HB 1110) - the city must allow duplexes on any lot that allows a detached single family residence and cannot require a larger lot size or more stringent design review.	Substantial	Includes additional revisions to 14.46.230 to clarify that larger lot size not required for duplexes.
22	Accessory Dwelling Units	14.44.045: Revised to comply with HB 1337. Based on PC feedback in August 2023, limited parking space requirement to one per ADU, regardless of lot size. Reduced off-street parking to one per ADU regardless of lot size, per PC direction. Table 14.72-I: Update to clarify that one space required per ADU unit.	Substantial	Reduced required off-street parking to one space per ADU, regardless of lot size (previously required 2 spaces for ADUs on lots over 6,000 sf).
23	Lot Status	14.16C.078: Include new language from City Attorney to address situations where a non-conforming lot was previously combined with an adjacent lot and the property owner is now seeking lot status for the non-conforming lot.	Substantial	Minor revisions to the structure of 14.16C.078(c)(3).
24	Adult Family Homes and In-Home Daycares	14.44.015(k): Update to comply with changes in state law. 14.44.015(l): Add new section for Adult Family Homes: Reference in section and include citation to RCW 70.128 – Definition, Operation without a license, Fees, Inspection, Suspension of license.	Substantial	First reviewed by PC on December 6.
25	Model Homes	14.44.025: updated to require connections to water/sewer/storm prior to occupancy and to clarify the building permit and inspection process for temporary conversions to sales office or other non-residential uses.	Substantial	First reviewed by PC on December 6.
26	Multifamily Apartments Annexed into the City	Section 14.44, Part V: Delete entire section detailing multifamily apartment developments that were annexed into the city and now have single family zoning, as it has never been used and is adequately covered by other chapters.	Substantial	First reviewed by PC on December 6.
27	Personal Storage Facilities within Subareas	Update Sections 14.38.020 to allow storage facilities on sites within subareas with a CD zoning designation through an ACUP, subject to special use regulations including a maximum 15% of gross commercial floor area on the site.	Substantial	First discussed with PC during December 6 meeting.
Category 4: Process Code Updates - Minor updates to Chapter 14.16A absorbed from larger Process Code Update project				
28	Security Mechanisms	14.16A.180: updated language regarding bonds and other security mechanisms. Reviewed and approved by Public Works Director.	Process Code	First reviewed by PC on December 6.
29	Types of Review	14.16A.210: Update to reflect all types of Type I and II land use applications and clarify Associated Land Use Determinations.	Process Code	First reviewed by PC on December 6.

2023 Code Cleanup - ~~Strikethrough~~/Underline Language

Category 1: Housekeeping Amendments

1. Definitions (New and Revised)

Section 14.08.010: Definitions of Basic Terms

Accessory Dwelling Unit. ~~A residential use having the external appearance of a residence and located on the same parcel as the single-family dwelling that it accompanies. The dwelling unit is an independent self-sustaining unit that provides the basic requirements of shelter, heating, cooking and sanitation. A dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit.~~

Attached Accessory Dwelling Unit. ~~An accessory dwelling unit located within or attached to a single-family housing unit, duplex, triplex, townhome, or other housing unit.~~

Adult Family Home. ~~A residential home in which a person or persons provide personal care, special care, room, and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services, pursuant to Chapter 70.128 RCW. An adult family home may provide services to up to eight adults upon approval from the Department of Social and Health Services. See RCW 70.128 for further information on exemptions, licensing, operations, fee schedules, and inspections.~~

Bond. ~~A written certificate guaranteeing to pay up to a specified amount of money if specified work is not performed; or any similar mechanism whereby the City has recourse to an identified fund from which to secure performance of specified work.~~

Detached Accessory Dwelling Unit. ~~An accessory dwelling unit that consists partly or entirely of a building that is separate and detached from a principal unit or other housing unit on the same property.~~

Fire Department. ~~Lake Stevens Fire District~~Snohomish Regional Fire and Rescue.

Fire Marshal. The City of Lake Stevens Fire Marshal or ~~his~~ designee.

Geologically Hazardous Areas. Areas susceptible to erosion, sliding, seismic activity, or other geological events, ~~as defined in WAC 365-190-120.~~ They may pose a threat to the health and safety of citizens when used as sites for incompatible commercial, residential or industrial development.

Kitchen. ~~An area used, or designed to be used, for the preparation and consumption of food and which contributes to an independent living facility.~~

Maintenance Security. ~~A bond or other security mechanism that guarantees the repair or replacement of installed public improvements.~~

Performance Security. ~~A bond or other security mechanism that guarantees the completion of required public improvements.~~

Planned Residential Development. A development constructed on at least ~~five acres~~ one acre under a single application, planned and developed as an integral unit, and consisting of single-family detached residences and may be combined with two-family residences, multifamily residences, public/semi-public amenities (e.g., usable open space, a community center, recreational facilities, etc.), or a combination thereof, all developed in accordance with Section ~~14.44.020~~ 14.18.300, Planned Residential Developments.

Primary Residence. A person's usual place of return for housing where one makes their home and conducts their daily affairs, including, without limitations, paying bills and receiving mail. A primary residence is generally the dwelling unit with the residential address used on documentation related to identification, taxation and insurance purposes, including, without limitation, income tax returns, medical service plans, voter registration, paycheck stubs, lease or rental agreement, mortgage agreements, bank statements, driver's licenses, valid state identifications, and/or vehicle registrations. See also principal unit per RCW 36.70A.696.

Security Mechanism. A bond, assignment of funds, or other mechanism approved by the city that guarantees the performance or maintenance of work, as further detailed in Section 14.16A.180.

Note: All other subsections remain unchanged.

2. Design Review

Section 14.16C.050: Design Review

(c)(2) Design Review Submittal Requirements. ~~Two color, hard copies and~~ One electronic copy ~~are is~~ required for each submittal for review.

(d)(2) Structures are subject to the design guidelines or standards adopted per subsection (b) of this section when developed under specified regulations listed below, except when the project meets the limitations in Section 14.16C.020(d):

- (i) Planned neighborhood developments (Section 14.16C.080);
- (ii) Planned residential developments (Section ~~14.44.020~~ 14.18.300); and
- (iii) Innovative Housing Options Program (Chapter 14.46).

Note: All other subsections remain unchanged.

3. Home Occupations (Delete Duplicate Section, which was replaced by 14.44.015)

Section 14.16C.070: Home Occupations (Delete entire section, which contains duplicate language)

~~(a) — The purpose of this section is to allow small-scale commercial occupations incidental to residential uses to be located in residences while guaranteeing all residents freedom from excessive noise, traffic, nuisance, fire hazard, and other possible effects of commercial uses being conducted in residential neighborhoods.~~

~~(b) — Procedure. A home occupation permit is approved by the Planning Director for each home occupation. Home occupations shall be reviewed in the manner and following the procedures established in Chapters 14.16A and 14.16B for a Type I review.~~

~~(c) — Standards. Home occupations are permitted as an accessory use to the residential use of a property only when all of the following conditions are met:~~

- ~~(1) — The total area devoted to all home occupation(s) shall not exceed 25 percent of the floor area of the dwelling unit or 500 square feet, whichever is less. Areas within attached garages and storage buildings shall not be considered part of the dwelling unit for purposes of calculating allowable home occupation area but may be used for storage of goods associated with the home occupation;~~
- ~~(2) — The home occupation may be located in the principal dwelling, except that those related to growing or storing of plants used by the home occupation(s) may be in an accessory structure. If located in an accessory structure, the area devoted to the occupation, as described in subsection (c)(1) of this section, shall be based upon the floor area of the dwelling only;~~
- ~~(3) — No business activity may occur outside of any buildings on site, including displays of goods, stock in trade or other commodities;~~
- ~~(4) — Not more than one person outside of the family shall be employed on the premises;~~

- ~~(5) The home occupation shall in no way alter the normal residential character of the premises;~~
- ~~(6) No objectionable noise, fumes, odor, or dust shall be allowed;~~
- ~~(7) The home occupation(s) shall not use electrical or mechanical equipment that results in:
 - ~~(i) A change to the fire rating of the structure(s) used for the home occupation(s);~~
 - ~~(ii) Visual or audible interference in radio or television receivers, or electronic equipment located off-premises; or~~
 - ~~(iii) Fluctuations in line voltage off-premises;~~~~
- ~~(8) No equipment or material may be stored, altered or repaired on any exterior portion of the premises;~~
- ~~(9) Sales shall be limited to:
 - ~~(i) Products accessory to the home occupation (e.g., shampoo for beauty shop, etc.);~~
 - ~~(ii) Merchandise which is produced on the premises; and/or~~
 - ~~(iii) Mail order, internet and telephone sales; and~~
 - ~~(iv) With appointment for pick up or off-site delivery;~~~~
- ~~(10) Services to patrons shall be arranged by appointment or provided off site;~~
- ~~(11) In addition to required parking for the dwelling unit, one on-site parking stall shall be provided when services are rendered on-site;~~
- ~~(12) The home occupation(s) may use or store a vehicle for pickup of materials used by the home occupation(s) or the distribution of products from the site, provided:
 - ~~(i) No more than two such vehicles shall be allowed;~~
 - ~~(ii) Such vehicles shall not be parked within any required setback areas of the lot or on adjacent streets; and~~
 - ~~(iii) Such vehicles shall not exceed the weight capacity of one ton;~~~~
- ~~(13) Signs in connection with the home occupation shall comply with the restrictions of Chapter 14.68, Signs; and~~
- ~~(14) No sales or services will be conducted on the premises which will generate more than 10 average daily round trips per day by customers except for day care.~~
- ~~(d) The following is a nonexhaustive list of examples of enterprises that may be granted a home occupation permit if they meet the foregoing standards:
 - ~~(1) Office or studio of a physician, dentist, artist, musician, lawyer, architect, engineer, teacher, or similar professional;~~
 - ~~(2) Workshops, greenhouses, or kilns;~~
 - ~~(3) Dressmaking or hairdressing studios; and~~
 - ~~(4) Day care.~~~~
- ~~(e) Prohibited home occupations are enterprises which may create objectionable noise, fumes, odor, dust or electrical interference and may involve hazardous materials or on-site storage of petroleum products, and which are not compatible with residential development. The following is a nonexhaustive list of examples of such prohibited enterprises:
 - ~~(1) Automobile, truck and heavy equipment repair;~~
 - ~~(2) Autobody work or painting;~~
 - ~~(3) Parking and storage of heavy equipment;~~
 - ~~(4) Storage of building materials for use on other properties;~~
 - ~~(5) Marijuana production, processing or retail facility; or~~
 - ~~(6) Similar types of enterprises.~~~~
- ~~(f) Transferability. A home occupation permit issued to one person shall not be transferable to any other person; nor shall a home occupation permit be valid at any other address than the one listed on the permit.~~

~~(g) — Additional Conditions. In granting approval for a home occupation, the Planning Director may attach additional conditions to ensure the home occupation will be in harmony with, and not detrimental to, the character of the residential neighborhood.~~

~~(h) — Inspections. Any home occupation authorized under the provisions of this chapter shall be open to inspection and review at all reasonable times by enforcement officials for purposes of verifying compliance with the conditions of approval and other provisions of this title.~~

~~(i) — Modification. The Planning Director shall have authority to grant an administrative modification to the standards listed in subsection (c) of this section, provided the use is consistent with the purposes of this chapter and will be operated in harmony with the character of and create no significant impact to the residential neighborhood. The Planning Director is authorized to approve administrative modifications only in cases of unique circumstances, such as large property acreage, remote site access or site location, or small scale of use, when these circumstances ensure the commercial operation remains incidental to the dwelling and in no way alters the normal residential character of the premises. No modification shall be granted which would be detrimental to the public health, or welfare or the environment.~~

~~(j) — In Home Day Care Standards:~~

~~(1) Home day care and adult family care facilities shall meet State licensing requirements, including those pertaining to building, fire safety, and health codes. A copy of the required State license, if applicable, shall be furnished by the applicant with the City business license application.~~

~~(2) There shall be minimal, if any, change in the outside appearance of the residence.~~

~~(3) Where outdoor recreation facilities are provided for children in day care facilities, they shall be screened by a fence at least four feet high, where abutting residentially zoned property.~~

~~(4) The facility shall provide a safe passenger loading area.~~

~~(5) The day care provider shall provide written notification to immediately adjoining property owners of the intent to locate and maintain a facility and provide a copy of the notification to the Planning Department. (Ord. 908, Sec. 5, 2014; Ord. 811, Sec. 4 (Exh. 3), 2010)~~

Note: Section 14.44.015 Home Occupations will remain as written.

4. Subdivisions

Section 14.18.015: Review of Subdivisions

No person may subdivide ~~his land property~~ except in accordance with the provisions of this title. ~~Long Subdivisions~~ and short subdivisions are subject to a three-step approval process. The first step is approval of the preliminary plat, the second is approval and construction of the infrastructure necessary to serve the ~~plat subdivision~~, and the third step is for approval of the final plat. Each step requires a separate application and fee as set by Council resolution.

Section 14.18.030: Application for Final Plat Approval

(b) ~~Two draft~~ Draft copies of the following information:

Section 14.18.035: Approval of Final Plats

(d) The applicant shall also provide all final plat maps and engineered as-builts in digital form. ~~Files shall be submitted,~~ in a format approved by the city ~~“*.dwg” or other AutoCad-compatible format approved by Public Works.~~

Section 14.18.040: Content of the Final Plat

(d) The name, registration number, and seal of the professional land surveyor responsible for preparation of the plat, and a certification on the plat by said surveyor to the effect that (1) it is a true and correct representation of the land actually surveyed by ~~him~~ under his or under the surveyor’s supervision;

(2) that the exterior plat boundary, and all interior lot corners have been set on the applicant's property by ~~him/under his or under the surveyor's~~ supervision using appropriate permanent materials, with a field traverse with a linear closure of one to 10,000 and corresponding angular closure as specified in WAC 173-303-610; and (3) that all street centerline monuments (points of intersection, points of curve, points of tangency, etc.) within the plat and all intersections with existing street centerlines have been monumented with concrete monuments in case or other permanent material approved by the City.

(s) The following declaration: "All conditions of the preliminary plat or preliminary short plat, embodied within the Form of Decision [recorded in Book ____, Page ____ of the Snohomish County Registry/which is attached hereto as Exhibit ____], shall remain conditions of construction of the public improvements."

Section 14.18.060: Alterations of Subdivisions

(a) If an applicant wishes to alter a subdivision or short subdivision or any portion thereof, except as provided in Section 14.18.065, that person shall submit an application to the Department of Planning and Community ~~Services-Development~~ requesting the alteration. The application shall contain the signatures of ~~all the majority of~~ persons having an ownership interest in lots, tracts, parcels, sites or divisions within the subdivision or short subdivision or in that portion to be altered.

(1) Upon receiving an application for an alteration of a short subdivision or subdivision, the Planning Director or designee shall provide a notice of application to all owners of property within the subdivision, per Chapter 14.16B-Part II for short subdivisions and Chapter 14.16B-Part III for subdivisions.

(2) The notice shall establish a date for a public hearing or provide a person receiving notice to request a public hearing within 14 days of issuance of the notice of application. The Hearing Examiner shall conduct the hearing.

(b) The Planning Director shall have the authority to determine whether the proposed alteration constitutes ~~a minor an administrative modification, per LSMC 14.16C.025,~~ or a major alteration. Major alterations are those which substantially change the basic design, density, open space, or other similar requirements or provisions.

(1) When the alteration meets the requirements of this section and LSMC 14.16C.025, the alteration will be reviewed as a Type II Administrative Modification.

(2) When the alteration exceeds the requirements of this section and LSMC 14.16C.025, the alteration shall be reviewed by the same body that reviewed the original application. The criteria for approval of such a modification shall be those criteria governing the permit which is the subject of the proposed alteration.

(c) If the subdivision or short subdivision is subject to restrictive covenants, which were filed at the time of the approval, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or short subdivision or any portion thereof.

~~(d) If the alteration is requested prior to final plat or final short plat review and signature, a minor alteration may be approved with consent of the Planning Director. A long plat or short plat major alteration shall require consent of the Planning Director as a Type II review for short subdivisions after public notice or the Hearing Examiner as a Type III review for subdivisions after public notice and a public hearing is held. Notice shall be provided of the application for a long plat or short plat alteration to all owners of property within the subdivision or short subdivision, all parties of record, and as was required by the original subdivision or short subdivision application. The Planning Director shall have~~

~~the authority to determine whether the proposed alteration constitutes a minor or major alteration pursuant to subsection (b) of this section.~~

- ~~(e) If the alteration is requested after final plat or final short plat review and signature, but prior to filing the final plat or final short plat with Snohomish County, a plat or short plat alteration may be approved with consent of the Planning Director for short subdivisions as a Type II review or the City Council for subdivisions as a Type V review. Upon receipt of an application for alteration, notice shall be provided of the application to all owners of property within the subdivision or short subdivision, all parties of record, and as was required by the original application. The notice shall establish a date for a public hearing.~~
- ~~(f) If the alteration is requested after filing the final plat or final short plat with Snohomish County, a minor plat alteration may be approved with consent of the Planning Director as a Type II review. If the Planning Director determines that the proposed alteration is a major alteration, pursuant to subsection (b) of this section, then the Planning Director may require replatting pursuant to this chapter. Upon receipt of an application for alteration, notice shall be provided of the application to all owners of property within the subdivision or short subdivision, all parties of record, and as was required by the subdivision or short subdivision plat application. The notice shall establish a date for a public hearing.~~
- ~~(g) (d)~~ The City shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration. If any land within the alteration is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels, or tracts, or be levied equitably on the lots resulting from the alteration. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between adjacent properties.
- ~~(h) (e)~~ After approval of the alteration, the City shall order the applicant to produce a revised drawing of the approved alteration of the subdivision or short subdivision, and after signature the final plat or final short plat shall be filed with Snohomish County to become the lawful plat or short plat of the property.
- ~~(i) (f)~~ This section shall not be construed as applying to the alteration or replatting of any plat or short plat of State-granted shore lands.

Note: All other subsections remain unchanged.

5. Subareas (Incorrect Street Name Directional Listed)

Section 14.38.040, Table 14.38-I: Dimensional Regulations

Table Footnote 10. Building heights in the CBD and P/SP zoning districts west of Main Street between North Lakeshore and 16th Street ~~SE NE~~ may not exceed 45 feet.

Note: All other subsections remain unchanged.

6. Boundary Line Adjustments (Wrong section listed)

Section ~~14.38.200~~ 14.18.200: Boundary Line Adjustments

Note: All other sections remain unchanged.

7. Temporary Public Structures *(Delete duplicate sections and consolidate with 14.16C.110)*

~~Section 14.44.048: Temporary Public Structures.~~

~~Public agencies may erect and use temporary structures (e.g., portable school classrooms, civic uses, emergency command centers, health and social services centers, etc.) upon demonstrating that such a use is in the public benefit and that the use is temporary in nature. Permits for temporary public structures shall expire one year after issuance, but may be renewed annually by the Planning Director upon demonstration of demonstrated public benefit. (Ord. 468, 1995)~~

~~Section 14.44.040: Temporary Emergency, Construction, or Repair Residences~~

~~(a) Temporary residences used on construction sites of nonresidential premises shall be removed immediately upon the completion of the project.~~

~~(b) Permits for temporary residences to be occupied pending the construction, repair, or renovation of the permanent residential building on a site shall expire within six months after the date of issuance, except that the Planning Director may renew such permit for one additional period not to exceed three months if he determines that such renewal is reasonably necessary to allow the proposed occupants of the permanent residential building to complete the construction, repair, renovation, or restoration work necessary to make such building habitable.~~

~~(c) When sudden, unforeseen damage occurs to a residence making it uninhabitable, thus necessitating occupancy in a temporary residence, occupancy may occur immediately provided an application for the temporary use permit is made within seven days from the first day of occupancy in the temporary residence. (Ord. 676, Sec. 31, 2003; Ord. 468, 1995)~~

Section 14.16C.110(c): Permitted Temporary Uses. The following temporary uses and structures shall be allowed:

(1) A temporary dwelling for use as a residence by the owners of a lot during construction, repair or renovation of a permanent residential structure on the lot. The temporary building need not comply with the requirements of the International Building Code but shall meet minimum health and safety standards prescribed by the Building Official.

(i) Permits for temporary dwellings shall expire within 12 months of the date of issuance, except that the Planning Director may renew such permit for one additional period not to exceed six months to allow for the completion of the permanent structure.

(ii) When sudden, unforeseen damage occurs to a residence making it uninhabitable, occupancy may occur immediately provided an application for a temporary use permit is submitted with 30 days from the first day of occupancy in the temporary dwelling. ~~†The temporary dwelling shall be removed from the lot upon completion of the permanent residential structure.~~

(2) A temporary structure for use by a contractor as a construction shed or office while building or remodeling a permanent structure on the same lot. The temporary structure shall not be open to the public. The temporary building need not comply with the requirements of the International Building Code but shall meet minimum health and safety standards prescribed by the Building Official. It shall be removed from the lot upon completion of the permanent structure.

(3) A temporary real estate sales office located in a model or display home as part of an approved plat, subject to the following conditions and the provisions of Section 14.44.025:

(i) If situated in a residential zone, the office may only be used for sale activities related to the plat in which it is located.

(ii) If situated in a commercial zone, the office may only be used for sales related to the model or display home itself.

(iii) Within ~~a period of one year~~one month ~~30 days of the last residential building permit within the plat~~subdivision being issued within a subdivision property within the subdivision being sold, the use of the building for a temporary real estate sales office shall terminate, and the building shall be used exclusively thereafter for uses permitted within that zone and shall meet all building and fire codes applicable thereto, or shall be immediately removed.

(54) Temporary encampments are to be reviewed as a Type II application pursuant to supplemental regulations contained in Section [14.44.038](#).

Note: Section 14.16C.110(g) Temporary Public Structures will remain as written.

8. Update/Remove References to Outdated Zoning Districts

Table 14.44-I: Maximum Permitted Sound Levels, dB(A)

Zoning of Lot Where 4.000 Use Located	(re: 0.0002 Microbar) Zoning of Adjacent Land				
	Residential and PND		NC, LB, CBD, MU, PBD ₇	LI	GI
	7:00 a.m. - 9:00 p.m.	9:00 p.m. - 7:00 a.m.	SRC		
LI & GI	60	50	65	70	70

Note: All other subsections remain unchanged.

Section 14.68.070: Freestanding Sign Surface Area

(a) The area of a freestanding sign may not exceed 0.3 square feet in surface area for every linear foot of street frontage along the street toward which the sign is oriented, provided the following maximums are not exceeded:

- (1) Sites with 200 or less feet of frontage: 50 square feet;
- (2) Sites with 200 to 400 feet of frontage: 75 square feet; and
- (3) Sites with more than 400 feet of frontage: 100 square feet.

(b) In all nonresidential zoning districts ~~except Sub-Regional Commercial~~, freestanding sign area may not exceed 0.75 square feet in surface area for every linear foot of street frontage along the street toward which such sign is primarily oriented to a maximum of 250 square feet.

(c) Freestanding signs that have no discernible sides, such as spheres or other shapes not composed of flat planes, may not exceed the maximum total surface area allowed under subsection (a) or (b) of this section for a single side of a freestanding sign. (Ord. 799, Sec. 2, 2009)

Section 14.68.084: Changeable Text Signs

(a) Changeable text signs are permanent sign fixtures with non-changing sign faces on non-moving text consisting of opaque individual letters mounted on plexiglass or similar materials may manually be periodically changed (e.g., for short term sales or specials). While the fixture must be permitted, the text may change without a permit as long as it fits within the dimensional parameters of the fixture.

(b) Changeable text signs are permissible in the Local Business, Central Business District, ~~Sub-Regional Commercial~~, and Public/Semi-Public districts, except that churches, synagogues, and temples (use class 5.200) may have a changeable text sign in any zone district in which they may be located, provided such

sign is not internally illuminated. Each occupant may have changeable text signs, though the total aggregate surface area of such sign(s) may not exceed 10 percent of the occupants' total allowable permitted signage. (Ord. 799, Sec. 2, 2009; Ord. 676, Sec. 58, 2003; Ord. 661, 2002; Ord. 468, 1995)

Table 14.76-I: Screening Requirements

Zone in Which Development Occurs	R4, WR, R6, R8-12	MFR	PRD	CBD, MU, LB	SRC , PBD	LI	GI	P/SP
Zone of Adjacent Property								
R4, WR, R6, R8-12		B	B	B	A	A	A	B
MFR	-		-	B	A	A	A	B
PRD	-	-		-	A	A	A	B
CBD, MU, LB	B	-	B		-	A	A	-
SRC , PBD	C	B	B	-		A	A	-
LI	C	C	C	-	-		B	-
GI	A	A	A	A	A	B		A
P/SP	B	B	C	-	-	A	A	

Section 14.76.124: Shade Trees on Residential Lots

(b) The minimum number of required trees depends on the zoning district in which the site falls, as follows:

~~Suburban Residential R4, Waterfront Residential WR~~ - three trees/lot

~~Urban Residential R6, High Urban Residential R8-12~~ - two trees/lot

~~Except: lots developed through a Planned Residential Development (Section 14.44.020) or a Cluster Subdivision (Section 14.48.070) – three trees/lot for lots greater than or equal to 9,600 square feet, two trees/lot for lots less than 9,600 square feet~~

Note: All other subsections remain unchanged.

9. Gender Neutrality

Section 4.04.060: Procedure for Obtaining License

(c) No person shall engage in any business for which a license is required under this section without being registered and licensed in compliance with the provisions of this chapter; nor shall any person holding such a business license suffer or allow any other person for whom separate license is required to operate under or display ~~his~~their license.

Section 4.04.150: Suspension or Revocation of License – Grounds

(c) It is unlawful for any person whose license has been revoked, denied or suspended to keep the license issued to him/her in his/her possession or under ~~his~~their control, and the same shall immediately be surrendered to the Planning and Community Development Department. When revoked or denied, the

license shall be cancelled, and when suspended the Planning and Community Development Department shall retain the same during the period of suspension.

Section 4.04.220: Penalties

(b) Any taxpayer who engages in or carries on any business subject to a tax hereunder without having ~~his-a~~ business license, shall be guilty of a separate violation of this chapter for each day during which the business is so operated.

Section 14.04.070: No Use or Sale of Land or Buildings Except in Conformity with Title Provisions.

(a) Subject to Chapter 14.32 (Nonconformities), no person may use, occupy, or sell any land or buildings or authorize or permit the use, occupancy, or sale of land or buildings under ~~his-their~~ control except in accordance with all of the applicable provisions of this title.

Section 14.16A.180: Performance Securities *(Note: Additional changes proposed under Amendment 24)*

(b)(2) Site Performance Security. In addition, an ~~siteaugmented~~ performance security may be required by the Public Works Director to cover the cost of installing any system-wide public improvements that an applicant has agreed to install as part of ~~his-an approved~~ project where the lack of installation would cause the system to fail or not be completed in a timely manner.

(j)(1) If during the period of time covered by a maintenance security, or after the date by which the required work or improvements are to be completed under a performance security, the Public Works Director and/or Community Development Director determines that the security agreement has not been complied with, ~~he- they~~ shall notify the applicant of this. The notice must state:

- (i) The work that must be done or the improvements that must be made to comply with the security agreement; and
- (ii) The amount of time, not to exceed 30 days, that the applicant has to commence and complete the required work or improvements; and
- (iii) That, if the work or improvements are not commenced and completed within the time specified, the City will use the proceeds of the security to have the required work or improvements completed.

Section 14.16A.265: Appeals

(c) Effect of Appeal. Decisions on Type I, Type II, Type III, and Type IV permits are assumed valid unless overturned by an appeal decision. An appeal stays all actions by the Planning Director seeking enforcement of or compliance with the order or decision appealed from, unless the Planning Director finds that a stay would, ~~in his opinion,~~ cause imminent peril to life or property, in which case proceedings shall not be stayed except by order of the Hearing Examiner or a court.

Section 14.16A.350: Hearing Examiner

(b)(1)(i) The Hearing Examiner shall have no regularly scheduled meetings but shall meet on an as-needed basis so that ~~he-or-she- they~~ can take action in conformity with this title.

Section 14.16C.115: Variances

(c) Decision Criteria. A variance may be approved if findings are made that the strict enforcement of this title would result in practical difficulties or unnecessary hardships for the applicant and that, by granting the variance, the spirit of this title will be observed, public safety and welfare secured, and substantial justice done. The Hearing Examiner may reach these conclusions if ~~he-or-she- they~~ find that:

- (1) The requested use is permitted in the zone in which the property is located;

(2) If the applicant complies strictly with the provisions of this title, the applicant can make no reasonable use of ~~his~~the owned property;

Section 14.18.015: Review of Subdivisions.

No person may subdivide ~~his~~ their land except in accordance with the provisions of this title. Long and short subdivisions are subject to a three-step approval process. The first step is approval of the preliminary plat, the second is approval and construction of the infrastructure necessary to serve the plat, and the third step is for approval of the final plat. Each step requires a separate application and fee as set by Council resolution.

Section 14.44.040: Temporary Emergency, Construction, or Repair Residences

(b) Permits for temporary residences to be occupied pending the construction, repair, or renovation of the permanent residential building on a site shall expire within six months after the date of issuance, except that the Planning Director may renew such permit for one additional period not to exceed three months if ~~he~~ they determines that such renewal is reasonably necessary to allow the proposed occupants of the permanent residential building to complete the construction, repair, renovation, or restoration work necessary to make such building habitable.

Section 14.56.150: Inspection of Public Improvements Required Prior to Issuance of Final Permits.

All public improvement work shall be inspected by the Public Works Director or ~~his~~representative designee prior to issuance of any final land use or building permit.

Section 14.60.200: Building Sewer Permits Required

(c) A permit which includes building sewer work on private property only may be issued to the owner of the property or to a registered building sewer contractor, or qualified City employee, but such permit shall not allow the owner to connect the building sewer to a public sewer except through the normal opening of a wye, tee, or stub under the supervision of the Public Works Director or ~~his~~representative designee.

Section 14.60.230: Building Sewer Contractor Registration Required

(a) For the purpose of assuring safe and quality construction of building sewers, safe and quality connection of building sewers to the public sewers of the City, no person, other than the owner of the property involved, may construct, install, repair, reconstruct, excavate, or connect to the public sewers of the City any building sewer, unless ~~he is~~ they are a building sewer contractor holding a valid, un-suspended current certificate of registration issued by the Department of Licenses of the State of Washington pursuant to Chapter 18.27 RCW, or is a qualified employee of the City.

Section 14.60.250: Reuse of Building Sewers

Old building sewers, including septic tank lines, may be used only when they are found, on examination and test by the Public Works Director, to meet all requirements of this chapter. The owner or ~~his~~the owner's agent shall demonstrate to the Public Works Director that no connection to such building sewer or septic tank line exists which conveys any material prohibited by LSMC Section 6.04.210 (Unlawful Discharge into Public Sewers).

Section 14.60.270: Building Sewer Construction Requirements

(e)(8) With respect to building sewer connections to public sewers in or adjacent to Lake Stevens, the excavation for the connection into the public sewer or stub serving the public sewer and the connection thereto shall be made only under the visual inspection of the Public Works Director or ~~his~~representative designee.

Section 14.62.070: Application Submittal Requirements

(b)(12)(i) ~~He or she~~ They understands that if the use is abandoned the tower must be removed within one year; and

Section 14.68.150: Nonconforming Signs

(j) As soon as reasonably possible after the effective date of the ordinance codified in this title, the Planning Director shall make every reasonable effort to identify all the nonconforming signs within the City's planning jurisdiction. ~~He~~ The director shall then contact the person responsible for each such sign (as well as the owner of the property where the nonconforming sign is located, if different from the former) and inform such person (1) that the sign is nonconforming, (2) how it is nonconforming, (3) what must be done to correct it and by what date, and (4) the consequences of failure to make the necessary corrections.

Section 14.72.080: Satellite Parking

(c) The developer wishing to take advantage of the provisions of this section must present satisfactory written evidence that ~~he~~ the developer has the permission of the owner or other person in charge of the satellite parking spaces to use such spaces. The developer must also sign an acknowledgement that the continuing validity of his permit depends upon his continuing ability to provide the requisite number of parking spaces.

Note: All other sections of Title 4 and 14 remain unchanged.

10. Landscaping in Public Right-of-Way

Section 14.56.270: Private Landscape Usage of Public Right-of-Way

(c) Requests for an approval for the placement of a ~~vegetative landscaper~~ enhancement within the public right-of-way not included in subsection (b) of this section shall be submitted in writing to the Public Works Director or designee. The request must include a detailed description of the proposed enhancement and a sketch showing the location of the proposed enhancement. The Public Works Director or designee shall provide a written response to all requests either approving or denying approval. If a request is denied, an explanation will be provided. The decision of the Public Works Director or designee shall be final and conclusive and there shall be no right of appeal.

Note: All other subsections remain unchanged.

11. Mobile Food Vendors

Section 14.44.085: Mobile Food Vendors

(e) Permitted Locations.

(1) Mobile food vending units shall be prohibited in any residential zones and abutting rights-of-way.

(2) Mobile food vending units shall not be located within 150 feet of any restaurant without written permission from the restaurant owner. Distance shall be measured using the shortest possible straight line from the closest edge of the mobile vending unit to the closest edge of the restaurant building on the same side of the street.

(3) Mobile food vending units are allowed on private properties in commercial and industrial areas pursuant to Table 14.40-~~II~~, and subject to written approval from the owner and the following requirements and restrictions:

Note: All other sections remain unchanged.

12. Townhomes within Single Family Zones

Table 14.40-I: Table of Residential Uses by Zone

NAICS Code	Use	R4	WR	R6	R8-12	MFR	LB	MU ¹	PBD ²
N/A	Single-family detached, site built or modular	P	P	P	P	P			
N/A	Class A or B mobile home	P	P	P	P	P			
N/A	Mobile/manufactured home park	A	A	A	A	P			
N/A	Apartment(s) above permitted nonresidential use					A	P	P	P
N/A	Cottage housing development ³	P	P	P	P	P			P
N/A	Duplexes	p ⁴	p ⁴	p ⁴	p ⁴	P			P
N/A	Apartments (five or more attached units)					P			P
N/A	Townhomes/rowhouse ¹²	<u>p¹²</u>		<u>p¹²</u>	P	P			P

12. Townhomes are permitted per Chapter 14.46, Part III or as part of a planned residential development (PRD) ~~in single family zones,~~ subject to Section 14.18.300 (Planned Residential Developments).

Note: Only affected rows/columns and footnotes shown. All other sections remain unchanged.

13. Level II Health and Social Service Facilities in Residential and Nonresidential Zones

Table 14.40-I: Table of Residential Uses by Zones

NAICS Code	Use	R4	WR	R6	R8-12	MFR	LB	MU ¹	PBD ²
MISCELLANEOUS AND ACCESSORY USES									
N/A	Level II healthcare facility				<u>C¹⁴</u>	<u>C¹⁴</u>			P

14. Consistent with the conditional use permit decision criteria in Section 14.16C.045(d), facilities must demonstrate that they are compatible with surrounding residential uses, which generally excludes facilities such as hospitals, nursing homes, and assisted living facilities in residential zones.

Table 14.40-II: Table of Nonresidential Uses by Zones

NAICS Code	Use	LB	MU ¹	PBD ²	BD	CBD	CD	LI	GI	P/SP
HEALTHCARE AND SOCIAL SERVICES										
N/A	Level <u>II/III</u> healthcare facility	P	A	P	P	P	P	P		A

Note: Only affected rows/columns and footnotes shown. All other sections remain unchanged.

14. Update Current References to Snohomish Health District (New Since 12/6 PC Meeting)

Section 4.04.050: Procedure for Obtaining License

(a) Application for a business license shall be made by filing an application through the Washington State Business Licensing Services, in coordination with the Planning and Community Development Department, giving such information as is deemed reasonably necessary to enable the enforcement of this chapter. Persons applying for a license must pay fees as established by the City Council by periodic resolution, and the Washington State Business Licensing Services handling fee. A business license must be approved by the City before a business commences operation within the City. The application may include the following information:

(5) Copy of the Snohomish County Health ~~District~~Department permit (if applicable);

Note: Only subsection (a)(5) affected. All other subsections remain unchanged.

Section 5.16.020: Humane Care Required

Humane care of all animals shall be provided including but not limited to proper nourishment, proper care and treatment of ill, diseased, injured or lame animals, compliances with all requirements imposed by the County Health ~~District~~Department, and maintenance of clean and odor-free premises.

Section 8.16.020: Snohomish County System Designated

B. Snohomish County is authorized to designate disposal sites for the disposal of all Solid Waste which is generated within the City/Town of Lake Stevens subject to the applicable laws and regulations of the Snohomish County Health ~~District~~Department and the City/Town if located within the City/Town.

Section 14.44.015: Home Occupations

(d) Standards. Home occupations are permitted as an accessory use to the residential use of a property only when all the following conditions are met:

(15) Food-related businesses shall be required to possess and maintain a food handler's card from the Snohomish County Health ~~Department~~District;

Note: Only subsection (d)(15) affected. All other subsections remain unchanged.

Section 14.44.038: Temporary Encampments

(g) Additional Approval Criteria for Temporary Encampment.

(4) Health and Welfare Requirements. The sponsor and/or managing agency shall meet all applicable public health regulations, including but not limited to the following:

(v) Public health guidelines on food donations and food handling and storage, including proper temperature control, shall be followed and temporary encampment residences involved in food donations and storages shall be made aware of these guidelines consistent with the Snohomish County Health ~~District~~Department requirements;

(vi) Smoking in designated areas only; these areas must be a minimum of 200 square feet and a minimum of 25 feet from any neighboring residential property. Provide ashtrays in areas approved for smoking;

(vii) The sponsor and/or managing agency shall provide a plan for the social welfare of those residing within the camp. The plan should include provisions for substance addiction and mental health counseling services, unemployment assistance and low-income housing assistance;

(viii) The encampment shall permit inspections by City, Snohomish County Health ~~District~~Department, and Fire Department, and any other local, State, or Federal agency having jurisdiction to determine compliance with the permit conditions inspectors at reasonable times during the permit period without prior notice to ensure compliance with the conditions of the permit. The sponsor shall implement all directives resulting from such inspections within 48 hours, unless otherwise noted;

Note: Only subsection (g)(4) affected. All other subsections remain unchanged.

Section 14.44.085: Mobile Food Vendors

(c) Application. The submittal requirements for mobile food vending license review shall include the following:

(4) Copy of Snohomish County Health ~~District~~Department permit.

(f) Special Events.

(1) Mobile food vendors may operate on private and public properties as part of an approved event permit, subject to the following:

(iii) The event sponsor shall be responsible to ensure that all food vendors have the necessary permits per the current Snohomish County Health ~~District~~Department requirements or other applicable State or County regulatory agency.

Note: Only subsections (c)(4) and (f)(1)(iii) affected. All other subsections remain unchanged.

Section 14.60.110: Determining Compliance with Section 14.60.100.

(b) In the following *if-then* list, the *if* statement describes the type of development and the *then* statement indicates the purveyor that must certify to the city whether the proposed sewage disposal system complies with the standard set forth in Section 14.60.100.

(3) If: The use (other than a subdivision) is not served by the city system but is to be served by a privately operated sewage treatment system (that has not previously been approved) with 3,000 gallons or less design capacity, the effluent from which does not discharge to surface waters:

Then: The Snohomish County Health ~~District~~Department (SCHD) must certify to the city that the proposed system complies with all applicable state and local health regulations. If the proposed use is a single dwelling other than a mobile home, the developer must obtain an improvement permit from the SCHD. If the proposed use is a single-family mobile home, the developer must present to the City a certificate of completion from the SCHD.

(4) If: The use (other than a subdivision) is to be served by a privately operated sewage treatment system (not previously approved) that has a design capacity of more than 3,000 gallons or that discharges effluent into surface waters:

Then: The Washington State Department of Ecology (DOE) must certify to the city that the proposed system complies with all applicable state regulations. (A "Permit to Construct" and a "Permit to Discharge" must be obtained from DOE.)

(5) If: The proposed use is a subdivision; and

a. Lots within the subdivision are to be served by simple connection to existing city lines or lines of a previously approved private system:

Then: No further certification is necessary.

b. Lots within the subdivision are to be served by the city system but the developer will be responsible for installing the necessary additions to the city system:

Then: The public works director must certify to the city that the proposed system meets the city's specifications and will be accepted by the city; and the plans must be reviewed and approved by DOE.

c. Lots within the subdivision are to be served by a sewage treatment system that has not been approved, that has a design capacity of 3,000 gallons or less, and that does not discharge into surface waters:

Then: The Snohomish County Health ~~District Department~~ must certify that the proposed system complies with all applicable state and local health regulations. If each lot within the subdivision is to be served by a separate on-site disposal system, the SCHD must certify that each lot shown on a major subdivision preliminary plat can probably be served, and each lot on a major or short subdivision final plat can be served by an on-site disposal system.

Note: Only subsections (b)(3) and (b)(5) affected. All other subsections remain unchanged.

Section 14.60.120: Private Sewage Disposal

(a) Where a public sanitary sewer is not available for use as provided by Section [14.60.020](#) (Lots Served by Government Owned Water or Sewer Lines), and the City so certifies and approves, and if approved by the Snohomish ~~County~~ Health ~~District Department~~, the building sewer may be connected to a private sewage disposal system or replacement, any of which must comply with all applicable laws and regulations.

(b) Pursuant to RCW [70.64](#) and WAC 248.96, the City recognizes the Snohomish County Health ~~District Department~~ as the legitimate agency to supervise and direct the on-site sewer system permit process. All permitting and inspection of private sewage disposal systems shall be done by the Snohomish ~~County~~ Health ~~District Department~~, PROVIDED that any application to the Health ~~District Department~~ for installation of a new on-site sewage system must be accompanied by a letter from the City stating that no sanitary systems are available and that the proposed on-site sewage system conforms to applicable City Code requirements. All related Health ~~District Department~~ fees shall be paid by the property owner. A copy of the

Snohomish ~~County~~ Health ~~District-Department~~ permit shall be furnished to the City by the property owner prior to any construction work.

(c) An appropriate fee may be established by Resolution for the above service provided by the City. (Ord. 468, 1995)

Section 14.60.310: Determining Compliance with Section 14.60.300

(3) If: The use (other than a subdivision) is located on a lot not served by the PUD system or a previously approved, privately owned public water supply system; and

a. The use is to be served by a privately owned public water supply system that has not previously been approved:

Then: The Washington State Department of Ecology (DOE) must certify that the proposed system complies with all applicable state and federal regulations. (A "Permit to Construct" must be obtained from (DOE.) The DOE must also approve the plans if the water source is a well and the system has a design capacity of 100,000 gallons per day or is located in certain areas designated by DOE. The PUD must also approve the distribution lines for possible future addition to the city system.

b. The use is to be served by some other source (such as an individual well):

Then: The Snohomish County Health ~~District-Department~~ must certify that the proposed system meets all applicable state and local regulations.

(4) If: The proposed use is a subdivision; and

a. Lots within the subdivision are to be served by simple connection to existing city lines or lines of a previously approved public water supply system:

Then: No further certification is necessary.

b. Lots within the subdivision are to be served by the PUD system but the developer will be responsible for installing the necessary additions to such system:

Then: The PUD must certify to the city that the proposed system meets PUD specifications and will be accepted by the PUD.

c. Lots within the subdivision are to be served by a privately owned public water supply system that has not previously been approved:

Then: The Snohomish County Health ~~District-Department~~ (SCHD) must certify that the proposed system complies with all applicable state and federal regulations. (A "Permit to Construct" must be obtained from DHS.) The Washington State Department of Ecology (DOE) must also approve the plans if the water source is a well and the system has a design capacity of 100,000 gallons per day or is located within certain areas designated by DOE. The PUD must also approve the distribution lines for possible future addition to the PUD system.

d. Lots within the subdivision are to be served by individual wells:

Then: The Snohomish County Health ~~District~~Department must certify to the city that each lot intended to be served by a well can be served in accordance with applicable health regulations.

Note: Only subsections (b)(3) and (b)(4) affected. All other subsections remain unchanged.

Category 2: Minor Updates

15. Land Disturbance

Section 14.50.125: Application Requirements

A land disturbance application shall include the following items:

- (a) Completed Type I/II permit application form;
- (b) A narrative of the project that describes the existing site conditions and development goals of the proposed work by including (1) specific work to be accomplished, (2) a time schedule for land clearing activities, (3) type of equipment to be used, (4) measures proposed to protect the site and adjacent properties from potential adverse impacts, and (5) the estimated quantities/area of work involved;
- (c) Public noticing documents per Chapter 14.16B;
- (d) An environmental checklist if the land disturbance will exceed ~~100 cubic yards~~, the thresholds established in Section 16.04.050(b) for fills or excavations;

Note: All other sections remain unchanged.

16. Dimensional Standards

Section 14.48.045: Accessory Structures

- (a) In single-family residential zones, accessory structures must meet the following conditions:
 - (1) The gross floor area of all accessory structures shall not exceed 200 square feet without a building permit;
 - (2) The height of the accessory structure shall not exceed 12 feet without a building permit; and
 - (3) The accessory structure may be set back five feet from rear and side property lines but shall be no closer to the front property line than the principal dwelling unit front setback of the underlying zoning district. Accessory dwelling units shall adhere to the setbacks of the underlying zoning district unless otherwise noted in Section 14.44.045.

Table 14.48-I: Residential Density and Dimensional Standards¹

Zoning District	Lot Size		Lot Width	Front Setback ²	Side Setback ⁹	Rear Setback	Maximum Impervious Area ⁶	Maximum Height
R4	8,000 sq ft		60 feet internal 65 feet corner	25 feet	15 total (no less than 5 feet one side)	20 feet	50%	35 feet
WR	9,600 sq ft		variable - not less than 50 feet	25 feet	15 total (no less than 5 feet one side)	20 feet ⁷	40% ⁵	35 feet
R6	6,000 sq ft		50 feet internal 55 feet corner	20 feet	10 total (no less than 5 feet one side)	15 feet	55%	35 feet
R8-12 ³	Detached	4,000 sq ft	45 feet internal	15 feet (25 feet max.) ⁸	10 total (no less than 5 feet one side)	10 feet	65%	35 feet

			50 feet corner					
	Attached	2,800 sq ft	16 feet internal 26 feet corner	15 feet (25 feet max.) ⁸	10 feet between other districts or buildings on site	10 feet	75%	45 feet
MFR	None		20 feet ⁴	Variable	10 feet between other districts or buildings on site	10 feet between other districts	80%	55 feet

Notes:

1. Unless otherwise stated, the dimensional standards refer to minimum requirements.
2. The minimum required setback for garages is 20 feet from the front lot line to ensure sufficient space for cars to park in driveways without blocking sidewalks.
3. The R8-12 zoning district applies two sets of development standards depending on if the project is a detached single-family or attached townhouse development. Developments may apply a mix of standards if both types of housing are represented in the project up to the maximum adjusted gross density. For attached units, the 2,800 square foot lot size is not a minimum lot size and is instead used to determine adjusted gross density per Section 14.48.085.
4. Twenty-foot minimum street frontage.
5. Per Lake Stevens Shoreline Master Program.
- ~~6. The allowance for impervious surfaces shall only apply to parcels with adequate stormwater facilities developed following the 2012 Washington State Department of Ecology Storm Water Management Manual for Western Washington, as amended in 2014, as now or hereafter revised; otherwise the lot coverage remains 40 percent for single family zones (R4, R6 and WR) and 65 percent for the R8-12 zoning district on existing developed parcels.~~
6. The allowance for maximum impervious surfaces shall apply to new subdivisions, short subdivisions, infill development and multifamily developments on parcels with adequate stormwater facilities developed under the current Washington State Department of Ecology Stormwater Management Manual for Western Washington or hereafter revised. The lot coverage for lots or developments created prior to 2020 shall be 40 percent for single-family zones (R4, R6 and WR), 65 percent for the R8-12 zoning district and 80 percent for multifamily developments. Any applicant requesting an increase in impervious surfaces to current standards, on existing developed parcels, shall demonstrate that the cumulative increase of impervious surfaces will not impact the overall capacity of the existing stormwater system or the increase in impervious surface cannot be mitigated including the cumulative impervious surface for the entire subdivision or development project as developed.
7. The Lake Stevens Shoreline Master Program requires a 50-foot buffer from the lake and 10-foot setback. On Waterfront Residential parcels separated from the lake by roads the rear (upland) setback is 20 feet; otherwise, rear setbacks from the water will be per the Lake Stevens Shoreline Master Program.
8. The maximum driveway length is mandatory for standard platted lots. Exceptions to this standard may be considered on a case basis for infill lots and lots with unique site conditions including but not limited to critical areas, topography and location of easements and utility corridors.
9. Per LSMC 14.48.035(a), side setbacks are 10 feet along side streets of corner lots.

Note: All other sections of Section 14.48.045 and Table 14.48-I remain unchanged.

17. Signs

Section 14.68.030: Certain Temporary Signs: Permit Exceptions

(a)(5) Temporary displays, including lighting, flags, or pennants, erected in connection with the observance of holidays ~~or seasons~~ when not displayed in connection with a commercial promotion or as an advertising device. These shall be removed within ~~10~~ 30 days following the holidays ~~or seasons~~.

Section 14.68.060: Total Allowable Sign Area

(a) The total area devoted to all signs on any lot shall not exceed the limitations set forth in this section. All signs except temporary signs and subdivision signs shall be included in this calculation.

Note: All other sections of 14.68 remain unchanged.

18. Subarea Signs

Section 14.38.100: Signs

(d)(3)(vii). The wall sign area calculation is defined in Table 14.38-IV and the maximum sign area per façade will be based on the size of the associated gross business area, as follows:

Table 14.38-IV Sign Standards

Sign Type ¹		BD	CD ²	NB	MS ²	CBD	MUN ²
Projecting/Suspended	Sign Area	NA	10 sq. ft. max. and no more than 5 ft. in width		6 sq. ft. max. and no more than 3 ft. in width		
	Maximum Number	NA	1 projecting or suspended sign per main facade or leasable frontage				
Wall ³	Sign Area	Main: 10% of building facade Secondary: 5% of building façade ⁶	Main: 15% of building facade Secondary: 10% of building façade ⁶		Main: 10% of building facade Secondary: 5% of building façade ⁶		
	Maximum Number	1 per facade 2 facades may have signs	1 per facade ⁴ 3 facades may have signs		1 per facade 2 facades may have signs		
Window ⁵	Sign Area	10% percent of window area	20% percent of window area		10% percent of window area		

Notes:

1. Each leased space or building frontage may have one projecting sign or one suspended sign, but not both.
2. Residential signage shall conform to Section 14.68.090.
3. Wall sign calculation: the facade area (first 12 feet of the building height) multiplied by the total facade length or leasable frontage for multi-tenant buildings (example: $[12 \times 30 = 360]$ $[360 \times 15\% = 54 \text{ sq. ft.}]$). The sign calculation for second story signage would be the leasable frontage multiplied by the height of the story (example: $[12 \times 20 = 240]$ $[240 \times 15\% = 36 \text{ sq. ft.}]$).
4. Building over 15,000 gross square feet, with a primary facade length over 100 linear feet, may have two signs along the primary facade for the primary businesses and one sign per enclosed secondary business. Sign area for all signs will be included in the maximum sign area.
5. Commercial signage for businesses on third stories and above would be limited to window signs.
6. Main facade is defined as a façade with a primary pedestrian entrance; there may be more than one main facade. All other facades are secondary. The maximum number of facades (main or secondary) shall follow Table 14.38-IV.

19. Off-Street Parking Requirements within Downtown Subarea

Section 14.38.060: Parking Regulations

- (a) Purpose and Application. Ensure that parking requirements are adequate to different land uses and that the parking lot configurations contribute to an inviting and safe development. Developments within the subareas are subject to the parking regulations found in Chapter [14.72](#), except when this chapter modifies the standard municipal code requirements.
- (b) Parking Ratio. Table 14.38-III establishes the specific parking requirements for the subareas.

Table 14.38-III
Parking Standards^{1, 2, 3}

Land Use	Minimum	Maximum
Commerce and Industry (per gross floor area)		
Health Care	2.5 stalls per 1,000 gfa	5 stalls per 1,000 gfa
Office and Business Services	2 stalls per 1,000 gfa	4 stalls per 1,000 gfa
Food Services	10 stalls per 1,000 gfa	20 stalls per 1,000 gfa

Table 14.38-III
Parking Standards^{1, 2, 3}

Land Use	Minimum	Maximum
Retail Trade and Personal Services	2 stalls per 1,000 gfa	4 stalls per 1,000 gfa
Wholesale Trade	1 stall per 1,000 gfa	2 stalls per 1,000 gfa
Hotel	0.75 stalls per room	1 stall per room
Conference Center	1 stall per 50 gfa	1.5 stalls per 50 gfa
Residential (per residential unit or room)		
Group, Convalescent and Nursing Homes	1 per room	1.5 per room
Multi-Family Residential ^{3, 4}	1.25 stalls per unit ^{5, 4}	2.5 stalls per unit ^{6, 5}
Senior Housing	0.5 stalls per unit	1 stall per unit
Single-Family Residential	2 per unit	NA

Notes:

1. Where an adopted subarea plan establishes parking standards for a use or zoning district that differs from this table, the standards in the subarea plan shall prevail.

24. Parking requirements for uses not listed shall be per Table 14.72-I: Table of Parking Requirements in Section 14.72.010.

32. Off-street parking shall include the sum of the requirements for the various uses as listed in the required parking table or consistent with subsection (c) of this section. For example, if a site has office and residential uses, the parking area would need to include the required number of parking spaces for both uses.

~~43.~~ Includes mixed use developments.

~~54.~~ One and one-quarter spaces minimum to a maximum of two spaces for units with one or less bedrooms.

~~65.~~ Two and one-quarter spaces minimum to two and one-half maximum for units with two or more bedrooms.

20. Remove reference to 14.76.120 in 14.88.295 regarding tree removal in critical areas

Section 14.88.295: Permanent Protection for Streams, Wetland and Buffers.

(b) Removal of hazardous trees by the property owner, when based on a recommendation by a qualified arborist and an assessment of hazardous tree risk study and when approved by the City.

(1) Any trees removed in an NGPA shall be replaced ~~per Section 14.76.120~~ at a 3:1 ratio or at a 1.5:1 ratio when four-to-six-foot-tall native evergreen trees are planted with the total count being rounded up to the next whole number.

Note: Only subsection (b)(1) affected. All other subsections remain unchanged.

Category 3: Substantial Updates

21. Duplexes

Section 14.46.230(c): Infill Residential Standards

(5) Attached dwelling units of up to four units shall be allowed in single-family zones as infill development subject to the following lot size standards:

- (i) Duplex lots shall be ~~100~~125 percent of equal to the minimum lot size of the underlying zone.
- (ii) Triplex lots shall be 150 percent of the minimum lot size of the underlying zone.
- (iii) Fourplex lots shall be 175 percent of the minimum lot size of the underlying zone.
- (iv) Up to four units may be provided in a garden/courtyard apartment with a minimum of two units per structure on a single lot.

Note: All other sections of 14.46.230 remain unchanged.

Section 14.48.020: Duplexes in Single-Family Zones

Duplexes and two-family conversions in single-family zones shall be allowed on ~~lots having at least 125 percent of the minimum square footage required for one dwelling unit on a lot in such district. all residential lots having at least the minimum square footage required for a detached single-family residence.~~

- (a) ~~A zero lot line short subdivision may be utilized to create separate lots for each duplex unit, so long as each lot is at least 50% of the minimum lot size for the underlying zoning district, per Chapter 14.18 – Part I.~~
- (b) ~~Condominium units may be created if the duplex is in a “stacked configuration” through a binding site plan process, per Chapter 14.18 – Part II.~~
- (c) ~~Duplexes proposed on lots with designated critical areas or their buffers are regulated by Chapter 14.88 and may be subject to the reasonable use provisions in Sections 14.88.310 and 14.88.320.~~

Note: All other sections of 14.48.020 remain unchanged.

22. Accessory Dwelling Units

Section 14.44.045: Accessory Dwelling Units (ADU)

The installation of ~~an~~two accessory dwelling units (ADU) ~~in any configuration (attached or detached) in new and existing single-family dwellings~~ shall be allowed in residential ~~zones-zoning districts with a principal unit~~ subject to specific development ~~and design~~ standards.

- (a) Purpose. The purpose of allowing ADUs is to:
 - (1) Offer a means for residents to remain in their homes and neighborhoods, despite rising costs of living, while obtaining rental income, companionship, security and services.
 - (2) Expand housing options for residential property owners, particularly family caregivers, adult children, aging parents, and families seeking smaller households.
 - (3) Provide another means for homeowners to reinvest in and improve their residential property.

- (4) Develop housing units in single-family neighborhoods that are appropriate for people at a variety of stages in the life cycle.
 - (5) Promote a broader range of affordable housing options in Lake Stevens.
 - ~~(6) Comply with RCW 43.63A.215, which requires cities with populations greater than 20,000 to include provisions for ADUs in their development regulations.~~
 - ~~(7)~~(6) Comply with the goals and policies of the Housing Element in the Comprehensive Plan.
 - ~~(8) Protect neighborhood stability, property values, and the single-family residential appearance of the neighborhood by ensuring that ADUs are installed under the conditions of this section~~
- (b) Development Standards.
- (1) The ADUs may be within, attached to, or detached from the principal dwelling unit or as part of a legal accessory structure detached garage.
 - ~~(2) Only one ADU may be constructed per residence. Residential lots with a duplex are not eligible to construct an ADU.~~
 - ~~(23)~~ An ADU can be constructed to a maximum size of up to 50 percent of the principal dwelling unit's total gross floor area, or to a maximum size of 800-1,000 square feet of total gross floor area; whichever is less.
 - ~~(i) Buildings and garages detached from the principal dwelling shall be excluded from the total gross floor area calculation.~~
 - (ii) If the ADU is completely located on a single floor within the footprint of the primary residential unit or an existing legal accessory structure of the principal dwelling unit, the Director or designee may allow an increased in ADU size to efficiently use the floor area, so long as all other standards set forth in this section are met. This flexibility is not intended to allow the division of larger residences into separate duplex units or two-family conversions, which are subject to Section 14.48.020.
 - ~~(34)~~ An ADUs shall not be smaller than 250 square feet of gross floor area.
 - ~~(5) In High Urban Residential and Multi-Family Residential zoning districts, ADUs may only be constructed on lots larger than 125 percent of the minimum lot size for that zone.~~
 - ~~(46)~~ Individual ADUs can be conveyed separately as condominium units per Chapter 64.34 RCW, subject to an approved binding site plan per Chapter 14.18. An ADU shall not be segregated from the ownership of the principal dwelling unit through any process that would subvert state and local statutes and ordinances.
 - ~~(57)~~ The construction of an ADU shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire and any other applicable codes, laws, rules, and regulations as adopted by the City and/or State, including but not limited to the development standards applicable to the underlying zone where the ADU is being proposed.
 - ~~(68)~~ An ADU shall be on a foundation as regulated by the current International Residential Code.
 - ~~(79)~~ Applicants shall obtain all necessary approvals from agencies with jurisdiction over utility infrastructure.
 - ~~(810)~~ The construction of ADUs shall not require the construction of frontage improvements in the public right-of-way pursuant to Section 14.56.170.
 - ~~(911)~~ For the purposes of calculating impact fees, an ADU shall be considered an apartment in the The impact fee for accessory dwelling units shall be no more than 50 percent of the impact fee imposed on the principal unit per the currently adopted fees resolution.
- (c) Design Standards.
- ~~(1) ADUs shall include architectural and design features that are visually compatible with single-family homes. Examples of these features may include using matching materials, colors, window style, or roof design. An ADU may be exempt from this design requirement if the structure is substantially screened from view of surrounding properties.~~

~~(2) The privacy of dwelling units on adjacent lots and ADUs shall be protected to a reasonable extent by including a landscape screen, fencing, strategic window and door placement, or orienting the ADU to maximize privacy.~~

~~(3) If the ADU's primary entrance is not the same as that for the principal dwelling unit, it shall be less visible from the street than the main entrance of the principal dwelling unit, and the ADU's stairways may not be constructed on the front of the principal dwelling unit.~~

(c) Parking.

(a) Per Table 14.72-I, one off-street parking space per ADU unit is required in addition to the parking required for the primary dwelling unit.

2. No parking spaces are required for ADU's within one-half mile of a walking distance of a major transit stop as defined in RCW 36.70A.696 unless the city demonstrates implementation of this subsection will be significantly less safe for vehicle drivers or passengers, pedestrians, or bicyclists than if the jurisdiction's parking requirements were applied to the same location for the same number of detached houses.

(d) Other regulations.

1. Lots that contain designated critical areas or their buffers are regulated by Chapter 14.88 and may be subject to the reasonable use provisions in Sections 14.88.310 and 14.88.320, which may limit the number of ADUs permitted on a lot.

Note: All other sections of 14.44.045 remain unchanged.

Table 14.72-I: Table of Parking Requirements

Use	Parking Requirement
Single-family detached residences.	2 spaces per dwelling unit plus one space per room rented out (see Accessory Uses, Section 14.40.040)
Duplex residences.	2 spaces for each dwelling unit, except that one-bedroom units require only one space.
Accessory dwelling units.	Single-family detached residences with accessory dwelling units require 1 space <u>per accessory dwelling unit</u> in addition to the 2 spaces required for the principal dwelling.
Multifamily residences.	2 spaces per unit plus 1 additional space for every four units in the development, except multifamily units limited to senior citizens require only 1 space per unit.

Note: All other sections of Table 14.72-I remain unchanged.

23. Legal Lot Status Determination

Section 14.16C.078: Legal Lot Status Determination

(c) Determination Process.

(1) Lot Status Determinations as Part of a Building Permit or Other Land Use and Development Request.

(i) Lot status determinations involving building permit or other land use and development applications shall submit all materials set forth in subsection (d) of this section, along with the underlying applications, and required application fees.

(ii) Concurrent review with an underlying application shall follow the process for the underlying building permit or land use permit.

(iii) A separate written approval of a lot status determination will not be issued unless requested by the applicant.

(2) Lot Status Determinations Without a Building Permit or Other Land Use and Development Request.

(i) Lot status determinations not involving any other concurrent City reviews shall submit all materials set forth in subsection (d) of this section, a complete Type I application and current fee.

(ii) The lot status determination shall be reviewed for compliance with the criteria in this section.

(iii) The City will issue a written determination of lot status.

(3) If any nonconforming lot is held in common ownership with an adjacent lot or lots and the combined lots have previously functioned as a single lot to support or allow a use or development, then the nonconforming lot is deemed to have been combined with the adjacent lot or lots and may only be used in accordance with this title as a single lot.

(f) Alternate Decision Criteria for Determining Lot Status. The Planning Director or designee may determine that a parcel is a legal lot of record when the parcel meets one or more of the following criteria:

(1) The parcel was created through territorial platting prior to 1937, was not subsequently developed, altered or improved, and the applicant can demonstrate that the parcel meets the requirement of subsection (f)(3) of this section.

(2) The parcel is a tax parcel created for tax segregation purposes by the County Assessor and the applicant can demonstrate that the parcel meets the requirement of subsection (f)(3) of this section and the following:

(i) The parcel was created by a tax segregation process prior to March 4, 1972; and

(ii) The parcel was defined by metes and bounds legal description or fractional section description and conveyed by notarized deed prior to December 31, 1968; or

(iii) The parcel was conveyed as an individually described parcel to separate, noncontiguous ownerships through a fee simple transfer or purchase.

(3) For consideration for an alternative determination of lot status, the applicant shall demonstrate that:

~~(i) The parcel meets the zoning regulations in effect at the time the lot was created; or~~

~~(ii)~~ The parcel substantially meets or can meet current zoning standards per Title 14 including but not limited to access to public utilities, site access, road, sidewalk, stormwater, lot size, setbacks, etc.; and

~~(iii)~~ The parcel does not adversely impact public health or safety; and

~~(iviii)~~ The parcel does not adversely affect or interfere with the implementation of the Comprehensive Plan.

- (iv) For purposes of reviewing the status of preexisting parcels, parcels within 10 percent of lot size standards shall be considered to substantially meet the current standards unless the Planning Director or designee determines that public health or safety impacts are present.

Note: All other sections of 14.16C.078 remain unchanged.

24. Adult Family Homes and In-Home Daycares

Section 14.44.015: Home Occupations

(k) In-Home Day Care Standards.

- (1) Home day care ~~and adult family care~~ facilities shall meet State licensing requirements, including those pertaining to building, fire safety, and health codes found in 110-300 WAC. A copy of the required State license, if applicable, shall be furnished by the applicant with the City business license application.
- (2) There shall be minimal, if any, change in the outside appearance of the residence.
- (3) Where outdoor recreation facilities are provided for children in day care facilities, they shall be screened by a fence at least four feet high, where abutting residentially zoned property.
- (4) The facility shall provide a safe passenger loading area outside the public right-of-way.
- (5) The day care provider shall provide written notification to immediately adjoining property owners of the intent to locate and maintain a facility and provide a copy of the notification to the Planning Department. (Ord. 1124, Sec. 2 (Exh. A), 2021)

(l) Adult Family Home Standards.

- (1) Adult family homes shall meet State licensing requirements, including those pertaining to building, fire safety, and health codes found in Chapter 70.128 RCW. A copy of the required State license, if applicable, shall be furnished by the applicant with the City business license application.
- (2) There shall be minimal, if any, change in the outside appearance of the residence.

Note: All other sections of 14.44.015 remain unchanged.

25. Model Homes

Section 14.44.025: Model Homes

(c) Occupancy of model homes is limited as follows:

- (1) No model home shall be occupied for residential use prior to the recording of the final plat and until water, sewer, and storm sewer service is installed and provided to the home.

(2) Model homes used as temporary real estate offices shall obtain a temporary use permit in accordance with Section 14.16C.110 subject to the conditions of Section 14.16C.110(c)(3).

(3) One additional preliminarily approved lot may be used to furnish off-street parking provided a hard surface consistent with Section 14.72.060 is provided, approved by the Public Works Director or designee is installed. This provision is not intended to increase the total number of model homes permitted under subsection (a)(1) of this section. (Ord. 1019, Sec. 2 (Exh. A), 2018)

Note: All other sections of 14.44.025 remain unchanged.

26. Multifamily Apartments Annexed into the City (Delete Entire Section)

~~Section 14.44, Part V: Multifamily Apartments Annexed into the City~~

~~14.44.500 Authority.~~

~~This chapter contains the City's procedures and policies related to the expansion or replacement of existing multifamily structures located in WR, R4, R6, or R8-12 zoning districts, annexed into the City on or after January 1, 2006. (Ord. 1124, Sec. 2 (Exh. A), 2021; Ord. 871, Sec. 3, 2012)~~

~~14.44.510 Conditional Use Permit Required.~~

~~Any requests to expand and/or replace existing multifamily structures (regardless of reason), located in WR, R4, R6, or R8-12 zoning districts, annexed into the City on or after January 1, 2006, shall require a conditional use permit per Section 14.16C.045 prior to approval of the expansion and/or replacement. (Ord. 1124, Sec. 2 (Exh. A), 2021; Ord. 871, Sec. 3, 2012)~~

~~14.44.520 Additional Requirements.~~

~~(a) The proposed expansion and/or replacement cannot increase the number of units.~~

~~(b) The proposed expansion and/or replacement must comply with current regulations and obtain all applicable permits and approvals, including but not limited to a building permit per the current International Construction Codes.~~

~~(c) The density and dimensional standards of the MFR (Multifamily) zone shall apply per Table 14.48-I, Density and Dimensional Standards, to Chapter 14.48; however, if a building is destroyed by fire, accident, or natural disaster the structure can be reconstructed within the existing footprint.~~

~~(d) All other provisions of the LSMC associated with multifamily development, including but not limited to critical areas, landscaping, design guidelines, and parking, shall apply.~~

~~(e) The project proponent shall submit the original County approved official site plan and supporting County decision documents to the City with the conditional use permit application or equivalent documentation that identifies the approved number of units and lot configuration prior to expansion or replacement. (Ord. 871, Sec. 3, 2012)~~

27. Personal Storage Facilities in Subareas

Section 14.38.020: Zoning Districts

The following zoning districts implement the goals, policies and distribution of land uses set forth in the subarea plans:

(b) Commercial District (CD). The purpose of this district is to accommodate the high-intensity retail needs of the community and regional market by attracting a mix of large to small format retail stores and restaurants to create a vibrant and unified regional shopping center. Transportation accessibility, exposure to highways and arterials with adequate public services and traffic capacity characterize this district.

(1) Principal Uses.

- (i) Accommodation services;
- (ii) Arts and entertainment;
- (iii) Food services;
- (iv) Retail trade; and
- (v) Transit-oriented development (including transit facilities/stops).

(2) Secondary Uses.

- (i) Amusement and recreation industries;
- (ii) Commercial parking structures/lots;
- (iii) Educational services (colleges and/or technical schools);
- (iv) Finance and insurance;
- (v) Health care services;
- (vi) Information services;
- (vii) Personal services;
- (viii) Professional, scientific, and technical services;
- (ix) Public administration;
- (x) Warehousing, storage and distribution;
- (xi) Small wireless facilities/towers and antennas 50 feet tall or less; and
- (xii) Eligible facility modifications.

(3) Residential Uses.

- (i) Mixed use multifamily residential units including apartments, condominiums, and live/work units, where the majority of residential units are located above commercial uses.

(4) Special Regulations.

- (i) Health care, professional, scientific, and technical services require a conditional use permit per Section [14.16C.045](#) when the structure's footprint exceeds 10,000 gross square feet;
- (ii) Places of worship over 10,000 gross square feet require a conditional use permit per Section [14.16C.045](#);
- (iii) Macro facilities collocation on existing buildings/structures requires an administrative conditional use permit per Section [14.16C.015](#);
- (iv) Macro facilities (e.g., new tower, pole or structure)/towers and antennas more than 50 feet tall require a conditional use permit per Section [14.16C.045](#);
- (v) Warehousing, storage and distribution accessory to the principal use shall not exceed 25 percent of the gross floor area of individual structures, unless a conditional use permit is granted per Section [14.16C.045](#);
- (vi) Outdoor retail sales of building materials, garden equipment and supplies, and vehicles are permitted;~~and~~
- (vii) Marijuana retail facilities are not allowed;~~and~~

(viii) Personal storage facilities may be permitted subject to the following regulations:

- An administrative conditional use permit is required;
- Standalone storage facilities with no other uses on the same site are prohibited;
- Storage facilities shall not exceed 15% of the gross commercial floor area on the site;
- Outdoor storage is prohibited;
- The storage facility shall support at least one primary use on the project site or within the immediate vicinity; and
- All other provisions of LSMC 14.44.044 that do not conflict with this section apply.

Table 14.40-II: Table of Nonresidential Uses by Zones

A blank box indicates a use is not allowed in a specific zone. Note: Reference numbers within matrix indicate special conditions apply.										
P – Permitted Use; A – Administrative Conditional Use; C – Conditional Use (See Section 14.40.070 for explanation of combinations)										
NAICS Code	Use	LB	MU ¹	PBD ²	BD	CBD	CD	LI	GI	P/SP
PERSONAL AND GENERAL SERVICES										
531130	Personal storage facilities^{5,6,11}	A⁶					A^{6,11}	A	A	

5. Subject to Section [14.44.044](#) (Storage Facilities) and Chapter 14.38 (Subarea Plans).

6. Standalone storage facilities are not permitted in the LB and CD zones, including within subareas.

11 ~~Prohibited in subareas per Chapter 14.38. Storage facilities are D~~distinct from warehousing, storage and distribution uses associated with or secondary to a principal use in subareas. They may be permitted within subareas with a CD zoning designation subject to compliance with Section 14.38.020.

Note: Only affected rows/columns and footnotes shown. All other sections remain unchanged.

Category 4: Minor Process Code Updates

28. Security Mechanisms

Section 14.16A.180: Security Mechanisms

(a) General Requirements.

(1) As security, the City may accept ~~any of the following: bonds, letters of credit from an insured bank, a secured account with an insured bank, or a cash deposit or assignment of funds.~~ Other forms of security may be accepted if approved by the City Finance Director in consultation with the City Attorney.

(2) In each case where the City requires or allows an applicant to post a security, the Public Works Director ~~and/or Community Development Director (based on type of improvement),~~ shall determine the type of security to be used.

~~(3) There are four standard types of financial securities: site improvements (public and/or private), landscaping, temporary erosion and sediment control (TESC), and critical areas improvements.~~

~~(4) The Public Works Director is responsible for review and approval of site improvements and TESC. The Community Development Director is responsible for review and approval of landscaping and critical areas improvements.~~

~~(5) Performance securities may be presented to the City after preliminary approval of a project but in all circumstances shall be presented prior to any site work, including clearing, grading, or construction.~~

~~(6) Submission of a performance security may be waived by the Public Works and/or Community Development Director if, in the director's opinion, said guarantee of installation is not necessary.~~

(b) Performance Securities.

(1) TESC Security. Except as provided in subsection (d) of this section, a performance security shall be required for any project on a site greater than one acre in size to guarantee that a site can be closed and/or winterized if necessary, or that measures can be taken by the City to respond to weather-related emergencies. This may include removal of TESC measures and site restoration measures, including implementation of permanent erosion control including soil amendment and replanting with native plants and trees.

(2) Site Performance Security. In addition, ~~an augmented site~~ performance security may be required by the Public Works Director to cover the cost of installing any system-wide public improvements that an applicant has agreed to install as part of ~~his~~ an approved project where the lack of installation would cause the system to fail or not be completed in a timely manner. An engineer's estimate (or other qualified professional) is required for location-specific issues or critical areas.

i. In lieu of installing public improvements per this title or a condition of a permit, a developer may propose to post a security to ensure completion of the improvements within one year of permit approval.

ii. An extension not to exceed one year may be approved by the Public Works Director upon extension of the security or submission of a new one.

~~(3) Performance securities may be presented to the City after preliminary approval of a project but in all circumstances shall be presented prior to any site work, including clearing, grading, or construction.~~

~~(4) Submission of a performance security may be waived by the Public Works Director if, in his opinion, said guarantee of installation is not necessary.~~

~~(c) Completion Securities. In lieu of installing public improvements per this title or a condition of a permit, a developer may propose to post a security to ensure completion of the improvements within one year of permit approval. An extension not to exceed one year may be approved by the Public Works Director upon extension of the security or submission of a new one.~~

~~(c)~~ Maintenance Securities. Any developer shall provide to the City a maintenance security to cover the cost of replacing or repairing any of the public improvements installed per this title or a condition of a permit.

~~(d)~~ Amount of the Security.

(1) The amount of a security shall be a percentage, as specified in this subsection, of the estimated cost or engineer's estimate (or other qualified professional) of design, materials, and labor, based on the estimated costs ~~on the last day covered by the device,~~ of installing, replacing, or repairing (whichever is appropriate) the improvements covered by the security.

(i) Performance. One hundred fifty percent of the costs specified in subsection (e)(1) of this section.

~~(ii) Completion. One hundred fifty percent of the costs specified in subsection (e)(1) of this section.~~

(iii) Maintenance. Twenty percent of the costs specified in subsection (e)(1) of this section. An updated engineer's estimate is required for dedicated rights-of-way securities and the security must be provided to the city prior to rights-of-way dedication. The engineer's estimate is to be multiplied by twenty percent.

(2) The Public Works Director and/or Community Development Director shall approve the amount of a security under subsection (a) of this section. The applicant shall prepare for the Public Works Director's and/or Community Development Director's review and approval a cost estimate of the items to be covered by the security.

~~(e)~~ Reduction of Securities. In those cases where improvement securities have been made, the amount of the guarantee may be reduced upon acceptance of the dedication of a portion of the required improvements. The amount of the reduction shall not exceed the percentage which the improvements just accepted for dedication made up of all originally required improvements. In no case, however, shall the guarantee be reduced to less than 15 percent of the original amount, unless replaced with a new security per subsection (i)(6) of this section.

~~(f)~~ Duration of Securities. All securities shall be held until released by the Public Works Director; however, the standard duration of the various securities should be as follows:

(1) Performance. One year or until all improvements are installed and accepted by the City, whichever is greater.

~~(2) Completion. One year or until all improvements are installed and accepted by the City, whichever is greater.~~

(23) Maintenance. Two years (for frontage improvements, landscaping, and other infrastructure improvements); extendable by the City if repairs are made at the end of the bonding period which, in the opinion of the Public Works and/or Community Development Director, require additional guarantee of workmanship. Five years for wetland maintenance securities in accordance with 14.88.278. TESC work does not require a maintenance security.

(gh) Supplemental Administrative Costs. In addition to the security, the applicant shall pay a fee to the City covering the City's actual expenses of administering, and if necessary, using the proceeds of the security. The amount of this fee will be set by resolution.

(hi) Security Agreement. In each case where a security is posted, the applicant and the Public Works Director shall sign a notarized security agreement, approved in form by the City Attorney. ~~This agreement shall be recorded with the Snohomish County Auditor.~~ The agreement shall provide the following information:

(1) A description of the work or improvements covered by the security and the approved permit numbers.

(2) Either the period of time covered by the maintenance security or the date after which the City will use the proceeds of the performance security to complete the required work or improvements.

(3) The amount and nature of the security. ~~and the amount of the cash deposit.~~

(4) The rights and duties of the City and the applicant.

(5) ~~An irrevocable license to run with the property to allow the employees, agents, or contractors of the City to go on the subject property for the purpose of inspecting and, if necessary, doing the work or making the improvements covered by the security~~ Responsibility to maintain securities runs with the land and is transferred to the new owner upon sale of the property.

(6) The mechanism by and circumstances under which the security shall be released. At a minimum, after the work or improvements covered by a performance security have been completed, or at the end of the time covered by a maintenance security, the applicant may request the City to release the security. If the applicant has complied with the security agreement and this Code, the Public Works Director shall release the security remaining. If the work has not been completed or repairs not made, then the City shall not release the security until such work is completed per subsection (j) of this section. Partial release of the security may be allowed; provided, that the developer provides a new security in the amount specified in subsections (de) & (e) of this section for the remaining work.

~~(7) Upon release of any recorded security mechanism, a copy of the letter of release shall be filed with the Snohomish County Auditor.~~

(ij) Use of Security Funds by the City.

(1) If during the period of time covered by a maintenance security, or after the date by which the required work or improvements are to be completed under a performance security, the Public Works Director and/or Community Development Director determines that the security agreement has not been complied with, ~~he~~ they shall notify the applicant of this. The notice must state:

(i) The work that must be done or the improvements that must be made to comply with the security agreement; and

(ii) The amount of time, not to exceed 30 days, that the applicant ~~has to~~ must commence and complete the required work or improvements; and

(iii) That, if the work or improvements are not commenced and completed within the time specified, the City will use the proceeds of the security to have the required work or improvements completed.

(2) If the work or improvements covered by the security are not completed within the time specified in the notice, the City shall obtain the proceeds of the security and shall cause such work to be completed.

(3) The applicant is responsible for all costs incurred by the City in administering, maintaining, or making the improvements covered by the security(ies). The City shall release or refund any proceeds of a performance or maintenance security remaining after subtracting all costs for doing the work or making the improvements covered by the security. The applicant shall reimburse the City for any amount expended by the City that exceeds the proceeds of the security. The City may file a lien against the subject property for the amount of any excess.

(4) In each case where the City uses any of the funds of a security, it shall give the applicant an itemized statement of all funds used. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

Note: All other sections of 14.16A.180 remain unchanged.

29. Types of Review

Section 14.16A.210: Types of Review

(b) Classification of Permits and Decisions.

(6) Type VI Review - Legislative Decisions - City Council with Planning Commission Recommendation. A Type VI review is for legislative and/or non-project decisions by the City Council under its authority to establish policies and regulations regarding future private and public development and management of public lands. The Planning Commission makes a recommendation to the City Council. The Planning Commission will conduct a public hearing to obtain public testimony on the proposed legislation. The City Council may elect to conduct an additional public hearing. The actions reviewed and decided as Type VI are listed in the table in subsection (d) of this section.

(c) Permits and Actions Not Listed. If a permit or land use action is not listed in Table 14.16A-I, the Planning Director shall make the determination as to the appropriate review procedure.

(d) Permit-Issuing Authority and Appeal Authority. The permit-issuing authority and appeal authority for permit applications and legislative actions are established in Table 14.16A-I. A detailed explanation for each review procedure is in Chapter 14.16B under each part for each review type.

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	• Design Review • Administrative Deviation • Administrative Modifications • <u>Associated Land Use Determinations</u> • Boundary Line Adjustments • Change of Use • Code Interpretations • <u>Design Review</u> • Events • Floodplain Development Permits • Home Occupations • <u>Legal Lot Status Determination</u> • Master Sign Program • Minor Land Disturbance • <u>Mobile Food Vendors</u> • <u>Multi-Family Tax Exemption</u> • <u>Pasture Plan</u> • Reasonable Use Exceptions • Shoreline Exemptions • Short-Term Rentals • Signs • Temporary Uses	None	None	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
	• <u>Zoning Verification Letter</u>				
TYPE II Administrative with Public Notice	• Administrative Conditional Use (formerly Special Use) • Administrative Variance • Binding Site Plans • Final Plats (short subdivisions and subdivisions) • Major Land Disturbance • Planned Action Certification • SEPA Review (early or when not combined with another permit or required for a Type I permit) • Shoreline Substantial Developments • Short Plats - Preliminary • Short Plat Alterations • Short Plat Vacations • Site Plan Reviews • <u>Temporary Encampments (as modified by LSMC 14.44.038)</u>	None	None	Planning Director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record
TYPE III Quasi-Judicial, Hearing Examiner	• Conditional Uses • Preliminary Plats • Shoreline Conditional Uses • Shoreline Variances • Variances	Planning Director or designee	Open Record	Hearing Examiner	Superior Court, except shoreline permits to State Shoreline Hearings

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
					Board, and Closed Record
TYPE IV Quasi-Judicial, City Council with Hearing Examiner Recommendation	• Essential Public Facilities • Planned Neighborhood Developments • Rezone - Site-Specific Zoning Map Amendments • Secure Community Transition Facilities	Hearing Examiner with Open Record Hearing	Closed Record	City Council	None, appeal to Superior Court
TYPE V Quasi-Judicial, City Council	• Plat Alterations • Plat Vacations • Right-of-Way Vacations	Planning Director or designee	Open Record	City Council	None, appeal to Superior Court
TYPE VI Legislative, City Council with Planning Commission Recommendation	• Comprehensive Plan Amendments, Map and Text • Development Agreements • Land Use Code Amendments • Rezones - Area-Wide Zoning Map Amendments	Planning Commission with Open Record Hearing	Open Record	City Council	Growth Management Hearings Board and Closed Record

(e) Associated Land Use Determinations. Associated land use determinations are decisions that need to be made as part of another land use action or permit review, as set forth in Table 14.16A-II. Each type of determination has a separate review process determined by the Planning Director or Public Works Director, except design review, which is reviewed pursuant to Section 14.16C.050. Associated land use determinations shall follow the appeal path for Type I reviews pursuant to LSMC 14.16B.710.

Table 14.16A-II: Associated Land Use Determinations

Associated Land Use Determinations	
•	EDDS Street Deviations
•	Design Review <u>Construction Plan</u> <u>Approval</u>
•	Miscellaneous Administrative Determinations (e.g., application requirements, waiver allowed by code in parking or landscaping, etc.)
•	Right of Way <u>Frontage</u> Improvement Exception <u>Waiver</u>
•	Underground Utility Deviations

(Ord. 1139, Sec. 3, 2023; Ord. 1068, Sec. 2 (Exh. B), 2019; Ord. 1023, Sec. 2 (Exh. A), 2018; Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 969, Sec. 3, 2016; Ord. 903, Sec. 8, 2013; Ord. 876, Sec. 9, 2012; Ord. 860, Sec. 3, 2011; Ord. 855, Sec. 5, 2011; Ord. 811, Sec. 2 (Exh. 1), 2010)

Note: All other sections of 14.16A.210 remain unchanged.