

CITY COUNCIL MEETING AGENDA



City of Lake Stevens Vision Statement

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

February 9, 2024 - 7:30 AM

**The Bellwether Hotel, 1 Bellwether Way, Bellingham, WA 98225,
<https://hotelbellwether.com>**

The public is invited to attend and observe; public input will not be taken.

- 1. 7:30 a.m. Breakfast**
- 2. 8:30 a.m. Welcome and Opening Remarks**
- 3. 8:40 a.m. Ice Breaker**
- 4. 9:00 a.m. Discussion Items**
 - A. Strategic Planning Overview
Gene Brazel,
Lori Erickson
 - B. Mission Statement Review
Lori Erickson
- 5. 10:15 a.m. Break**
- 6. 10:30 a.m. Discussion Items**
 - A. Lean Review
Anya
Warrington, Lori
Erickson
 - B. Project of Projects
Anya
Warrington,
Shannon
Farrant, Lori
Erickson
 - C. Public Comment at Council Meetings
Gene Brazel
- 7. 12:00 p.m. Lunch**
- 8. 1:00 p.m. Discussion Items**
 - A. Explore Untapped Revenue Sources & Utility Taxes
Barb Stevens
 - B. Council Code of Conduct
Gene Brazel
 - C. Council Attendance
Anji Jorstad

- D. Fireworks Ban and Review Statistics Gene Brazel
- 9. 3:00 p.m. Break**
- 10. 3:10 p.m. Discussion Items**
 - A. Main Street Project Aaron Halverson
 - B. Chapel Hill Update Russ Wright
 - C. City Hall Update Russ Wright
 - D. Museum Update Russ Wright
- 11. Next Steps**
- 12. Closing Remarks/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.

CITY COUNCIL STAFF REPORT



Agenda Date: 2/9/2024

Subject: Explore Untapped Revenue Sources & Utility Taxes

Contact Person/Department: Barb Stevens, Finance

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Select options for staff to bring back to the Council at a future workshop for further discussion.

SUMMARY/BACKGROUND:

It is the fiscal responsibility of the City Council to periodically review all possible revenue sources made available by the State Legislature.

As many of these sources have been discussed previously, we will briefly reintroduce them for the Council's consideration. The Council may then select options they are particularly interested in pursuing for staff to bring back to a future workshop for further discussion.

City Business & Occupation Tax

- A type of tax levied on a business based on one of several taxable events and measures of tax.
- Any city or town may levy a business and occupation (B&O) tax on local businesses, in addition to any state B&O taxes.
- Revenues are unrestricted

Considerations:

- Requires routine audits to ensure compliance and proper collection (Additional staff and software)
- Possible deterrent to new business
- NOT a credit against State B&O Tax

Utility Business & Occupation Tax "Utility Taxes"

- A type of tax levied upon the gross income of public and private utilities providing service within the boundaries of the city.
- A city may also levy taxes on revenues generated by the city's own utility services provided inside and outside the city boundaries.
- Rates exceeding statutory limits may be imposed for general or specific purposes (parks, pavement, projects) *with voter approval*.

Utility Taxes	Current Rate	Statutory Limit	At 6%	Notes
Electric	6%	6%	\$1,309,200	2023 GF
Gas	6%	6%	\$725,500	2023 GF
Telephone	6%	6%	\$242,700	2023 GF
Water	6%	No Limit	\$515,400	2023 GF
Garbage	6%	No Limit	\$494,300	2023 ST
Storm Water	None	No Limit	Est: \$300,000	*See notes
Sewer	None	No Limit	Est: >\$1,000,000	UA Fee (0.01%)
Cable Franchise Fee 5% in lieu of Utility Tax				

*Storm Water Utility Tax

- Rates must be adopted prior to August to be imposed for the next year on the tax rolls. (Snohomish County is contracted to bill for City SWM fees on property tax statements)
- Tax will be embedded into the utility rates
- Current rates set through 2024 - Rate Study Needed

Storm Water Private Systems - Although not part of the utility tax discussion, Surface Water Manager Shannon Farrant, will briefly reintroduce the possibility of assuming private storm ponds citywide and/or billing for their private maintenance.

Sales Taxes - Restricted

Cities (and other Districts) can impose a number of “restricted” local sales taxes on top of the 6.5% state sales tax and the local “first half” and “second half” taxes. These restricted revenues may only be used for the specific purposes listed in state statute. For any sales taxes requiring voter approval, the revenues must be spent in accordance with the purposes stated in the ballot measure.

Restricted Tax	Imposed	Allowable Rate	Notes
Cultural Access Program (CAP)	No	0.1% (Councilmatic)	*See Notes
Public Safety	No	0.3% County or 0.1% City	*See Notes
Transportation Benefit	0.2%	0.3% (0.1% Councilmatic)	*See Notes
Affordable Housing	0.1%	0.1%	City: \$35,300 (2023)
Criminal Justice	0.1%	0.1%	City: \$992,400 (2023)
<i>Emergency Communication</i>	0.1%	0.2%	No city share
<i>Mental Health & Chemical Dependency</i>	0.1%	0.1%	No city share

- Cultural Access Program (CAP)

Any city, town, or county may impose a sales tax up to 0.1% and up to 7 years to benefit or expand access to nonprofit cultural organizations (Arts, Science, Cultural, Heritage).

- A county and a city located within the same county may not impose this sales tax at the same time.
- May be imposed by Council (previously required voter approval)
- Cities are temporarily prohibited from imposing until after December 31, 2024.
- An alternative is a property tax option (roughly equivalent) – may not impose both.

- Public Safety

Any city or county may impose a public safety sales tax, with at least one-third of the revenues used solely for criminal justice purposes, fire protection purposes, or both.

- Maximum Rate 0.3% for Counties and 0.1% for Cities (Combined maximum 0.3%)
- Voter Approval Required (Primary or General Election only)

- Transportation Benefit Program (previously TBD)

Revenue generated for specific transportation projects

- Sales Tax
 - Current 0.2% voter approved - \$938,600 (2023), Estimated \$1,600,000 (2024)

- Sales Tax - 0.1% Councilmatic available - Estimated \$750,000 - 800,000 (2024)
- Not to exceed 10 years - May renew with vote of Council
- DOR tax effective dates: January, April, or July (+2 month delay of receipts)
- Registration Fees
 - \$20 - Councilmatic
 - 6 month delay from DOL

Excess Property Taxes

- Beyond the basic 1% allowable with Voter Approval
- Excess property can be imposed for general or specific purposes (Common with School and Fire Districts)
- Approved for 1 year at a time

Property Tax Levy Lid Lift – To “Lift the Levy Lid”

A "levy lid lift", with a vote of the people would allow the City to "lift" or raise the Levy rate capped by the 101% limit (Lid), to the maximum statutory rate. As the assessed value (AV) goes up, levy rates go down. when this happens, a district may ask its voters to authorize it to levy an amount that exceeds the levy limitation or "lift the levy lid. (Most common in Fire Districts)

- Temporary or Permanent
- City statutory rate \$1.60
- Current City Levy \$0.75 (capped due to 101% limit) \$6.5M
- Excess Capacity \$0.85

Excess "lifted" amount levied from example above: \$7.2M (\$0.01 = \$85,000)

Street Parking Fee

- Policy & Enforcement
- Infrastructure/Set up/Maintenance Cost (Meters)
- Limited Parking Available Downtown
- Possible deterrent to visitors (local & tourism)

Parking & Business Improvement District

Special assessment on businesses, multifamily residential developments and mixed-use developments within a designated area.

- Created by petition submitted by business, or by resolution adopted by the Council
- Fund use: parking facilities, decorating area, promotion of public events, furnishing of music, maintenance and security of the area

Lodging Tax (Hotel/Motel Tax)

This tax is collected as a sales tax and paid by the customer at the time of the transaction, and the revenues must be used for eligible tourism promotion activities or tourism-related facilities.

- A “basic” or “state-shared” – up to 2% taken as a credit against the 6.5% state sales tax (minimum 0.1% increments, & does not increase the tax rate for patrons)
- Does not require voter approval
- Applies to short-term rentals (VRBO/AirBnB).
- Revenues are restricted and must generally be used for tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities.
- Must establish a lodging tax advisory committee (LTAC) to review funding applications and recommend awards.

Technology Fees (In process)

- PermitTrax 3%
- CivicRec - None currently

Credit Card Processing Fees (In Process)

- Pass along the fees charged by the credit card companies to the City for customer usage
- Need new hardware (receipt printers)

Electric Vehicle Charging Station (In Process)

- ChargePoint w/2 hookups at North Cove parking lot
 - No charge for usage
 - Researching Fees
 - Per Kilowatt
 - Per Hour
 - Policy & Signage for Parking
-

- Enforcement

Below are some additional areas for consideration that will be introduced by Directors Wright, Halverson, and Garceau.

- Park Impact Fees - review current fee structure
- Traffic Impact Fees - review current fee structure
- Sidewalk Impact Fees
- Local Improvement Districts & Utility Local Improvement Districts (LID/ULID)
- Park Funding & Recreation Districts or Service Areas

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



Agenda Date: 2/9/2024

Subject: Council Code of Conduct

Contact Person/Department: Gene Brazel, Administration

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Discuss Implementation of a Code of Conduct for the Council.

SUMMARY/BACKGROUND:

At the Council's training last June, with Ogden Murphy Wallace, it was strongly suggested that the Council consider a Council Code of Conduct. Please see samples from the City of Kenmore attached (incorporated within their Council Procedures) and City of Vancouver.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Kenmore Code of Conduct
2. City of Vancouver Code of Conduct

City of Kenmore – example of Code of Conduct section included in their Council Rules and Procedures:

5.2 Code of Ethics and Conflicts of Interest

5.2.1 Upon election or appointment, Councilmembers should review Chapter 42.20 RCW, Misconduct of public officers; Chapter 42.23 RCW, Code of Ethics for Municipal Officers ò Contract Interests; Chapter 42.30 RCW, Open Public Meetings Act; and Chapter 42.36 RCW, Appearance of Fairness Doctrine.

5.2.2 No Councilmember may use his or her position to secure special privileges or exemptions for himself, herself, or others. See RCW 42.23.070. In addition, except for incidental electronic and telephone communication, Councilmembers shall not use public resources that are not available to the public in general, such as City staff time, equipment, supplies, or facilities, for other than a City purpose.

5.2.3 No Councilmember may accept employment or engage in business or professional activity that the Councilmember might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position. See RCW 42.23.070(3)

5.2.4 Councilmembers owe a fiduciary duty to the public and are required by law to maintain confidentiality with regard to certain information gained through their official positions. Therefore, no Councilmember may disclose confidential information gained by reason of the Councilmember's position, nor may a Councilmember otherwise use such information for his or her personal gain or benefit. See RCW 42.23.070(4).

5.2.5 If a Councilmember participates in litigation contrary to an official City position or action as adopted or ratified by a majority of the City Council, the Councilmember shall recuse himself or herself and not participate in any vote, deliberation or executive session, or receive confidential information regarding further consideration or action in that matter, once litigation regarding the matter has been served or filed. The fact that a Councilmember voted in opposition or expressed in his or her official duties an opinion in opposition to the official action or position prior to the filing or service of litigation shall not, by itself, be sufficient to trigger the need for recusal or nonparticipation.

Once litigation has been served or filed, communication regarding the case with anyone other than City staff, the City Attorney or outside legal counsel involved in the litigation of the case is discouraged during the pendency of the litigation. Councilmembers shall not in their official capacity make any comment, provide any information or otherwise involve themselves in the matter without the assistance and advice of the City attorney or outside legal counsel.

5.2.6 It shall be an appearance of conflict, which must be disclosed, (1) for any Councilmember to acquire or seek to acquire an interest in property that the City is actively seeking to acquire or has stated its intent to acquire, (2) for any Councilmember to acquire or seek to acquire an interest in property that is immediately adjacent to such property, or (3) for any Councilmember to benefit personally by the City's acquisition or non-acquisition of such property.

5.2.7 No Councilmember shall be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of the Councilmember, in whole or in part, or which

may be made for the benefit of his or her office or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein. See RCW 42.23.030. This section shall not apply in the following cases (See RCW 42.23.030):

5.2.7.1 The furnishing of utility services by the City at the same rates and on the same terms as are available to the public generally;

5.2.7.2 The designation of public depositaries for City funds;

5.2.7.3 The publication of legal notices required by law to be published by the City, upon competitive bidding or at rates not higher than prescribed by law for members of the general public; or

5.2.7.4 Any other exception provided for by law.

5.2.8 A Councilmember may not vote in the authorization, approval, or ratification of a contract in which they are beneficially interested even though one of the exemptions allowing the awarding of such a contract applies. See RCW 42.23.030. The interest of the Councilmember must be disclosed to the Council and noted in the official meeting minutes before the formation of the contract. See RCW 42.23.030.

5.2.9 A Councilmember is not interested in a contract, within the meaning of Sections 5.2.7 and 5.2.8 above, if the Councilmember has only a remote interest in the contract. A “remote interest” means:

5.2.9.1 That of a non-salaried officer of a nonprofit corporation.

5.2.9.2 That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;

5.2.9.3 That of a landlord or tenant of a contracting party; or

5.2.9.4 That of the holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.

5.2.10 If a Councilmember has a remote interest in a contract, the City Council may authorize, approve or ratify the contract, despite such remote interest, provided that the following conditions are satisfied:

5.2.10.1 The Councilmember with the remote interest fully discloses the nature and extent of the interest, and the disclosure is noted in the official meeting minutes before the contract is made.

5.2.10.2 The City Council authorizes, approves, or ratifies the contract after that disclosure and notation.

5.2.10.3 The City Council’s authorization, approval, or ratification is in good faith.

5.2.10.4 Where the votes of a certain number of Councilmembers are required to authorize, approve, or ratify the contract, the vote requirement is met without counting the vote of the Councilmember who has the remote interest.

5.2.10.5 The Councilmember having the remote interest does not influence or attempt to influence any other Councilmember to enter into the contract.

5.2.11 Any contract made in violation of the restrictions and requirements of Sections 5.2.7 through 5.2.10 above is void and the performance thereof, in full or in part, by a contracting party shall not be the basis of any claim against the City. See RCW 42.23.050.

5.2.12 Any Councilmember violating the provisions of Sections 5.2.7 through 5.2.10 above, Section 5.2.13 below, or RCW 42.23.070 shall be liable to the City for a penalty in the amount of five hundred dollars, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the Councilmember by law. See RCW 42.23.050. In addition, a violation by a Councilmember of Sections 5.2.7 through 5.2.10 above or RCW 42.23.070 may be grounds for forfeiture of his or her office. See RCW 42.23.050.

5.2.13 Councilmembers shall not receive from or give to any person or entity anything of monetary value (hereafter referred to as “gifts”) where the gifts have been received or given, or to a reasonable person would appear to have been received or given, with intent to give or obtain special consideration or influence as to any action by the Councilmember in his or her official capacity (“prohibited gifts”); provided, that nothing shall prohibit campaign contributions which are solicited or received and reported in accordance with applicable law.

5.2.14 The gifts listed below are presumed not to be prohibited gifts. However, this presumption is rebuttable and may be overcome based on the circumstances surrounding the receipt or giving of the gift.

5.2.14.1 Unsolicited flowers, plants and floral arrangements;

5.2.14.2 Unsolicited advertising or promotional items of nominal value, such as pens and note pads;

5.2.14.3 Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;

5.2.14.4 Unsolicited items received by a Councilmember for the purpose of evaluation or review, if the Councilmember has no personal beneficial interest in the eventual use or acquisition of the item;

5.2.14.5 Informational materials and publications related to the Councilmember’s performance of official duties;

5.2.14.6 Food and beverages consumed at hosted receptions where attendance is related to the Councilmember’s duties for the City;

5.2.14.7 Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental or community organization, where attendance by the Councilmember is related to the Councilmember’s duties for the City;

5.2.14.8 Unsolicited gifts from dignitaries from another city, state, or foreign country, as long as the Councilmember give the gift to the City;

5.2.14.9 Food and beverages on infrequent occasions in the ordinary course of meals where attendance by the Councilmember is related to the Councilmember’s duties for the City;

5.2.14.10 Any gift which would have been offered or given to the Councilmember if they were not a Councilmember; and

5.2.14.11 Payments by a governmental or non-governmental entity of reasonable expenses incurred by the Councilmember in connection with a speech, presentation, appearance, or trade mission made in an official capacity.

5.3 General Courtesy Expectations

5.3.1 Be courteous, respectful, kind, and professional at all times with everyone.

5.3.2 Be honest and truthful.

5.3.3 Act with integrity and in good faith.

5.3.4 Foster an environment of mutual respect. Discourteous behavior, such as sidebar discussions, inflammatory language, innuendo, or negative body language, is not permitted.

5.3.5 At meetings, raise your hand to indicate a desire to speak, and then wait to be recognized by the Presiding Officer before speaking.

5.3.6 Stay on the topic being discussed for the efficiency of dealing with the items on the agenda. Remarks must be germane to the topic.

5.3.7 Refrain from speaking more than twice on the same motion as stated in Robert's Rules of Order.

5.3.8 Comments will be limited to three minutes at a time.

5.3.9 Refrain from asking staff to advertise individual achievements (e.g., classes, awards, being the first of a class of people) through City events or communications (newsletters, press releases).

5.3.10 Refrain from using social media to discuss Council deliberations or other Council business, as this 'dialogue' creates an un-trackable set of public records. Social media may be used to provide unidirectional information about upcoming agenda items and to encourage public engagement.

5.3.11 Refrain from emailing the Council as a body (e.g., ci_council@...) with anything that might prompt a group response or requests new action as this may create a dialogue subject to the Open Public Meetings Act. Councilmembers may email the Council as a body if the email simply provides information.

5.3.12 Refrain from interrupting or arguing with another Councilmember while such Councilmember has the floor except as stated in Robert's Rules of Order, such as a "point of order."

5.3.13 Refrain from criticizing in public other Councilmembers and personally attacking (verbally or in writing) other Councilmembers, the City Manager, City staff, and City consultants.

5.3.14 If any Councilmember has a complaint against a fellow Councilmember, the City Manager, or a staff member, they will follow city procedures to resolve the issue. They will not broadcast the issue on social media or to the public news media before an evaluation has been done and a conclusion has been reached.

5.3.15 Treat City staff in a polite and professional manner.

5.3.16 Having courtesy expectations is compatible with open and vigorous debate, with a variety of opposing opinions expressed on public issues.

5.4 Respect in Regard to Voting

5.4.1 Disagreement and differences of opinion are honored and respected features of government in the City.

5.4.2 When there is disagreement, discuss and clarify the issues before voting.

5.4.3 Councilmembers must not seek out members of the media to express thoughts about a vote. As a matter of courtesy, letters to the editor or other communication should be presented to the full City Council at a meeting prior to publication so that Councilmembers will be aware of the proposed publication.

5.4.4 Councilmembers must not engage in personal attacks against other Councilmembers who voted against the councilmember on issues.

5.4.5 After a vote on an issue, a Councilmember may state an opposing viewpoint, but must clearly state the adopted City Council position and must clarify that the Councilmember's viewpoint or opinion is the Councilmember's personal viewpoint or opinion.

5.4.6 When Councilmembers represent the City or attend meetings in an official capacity, they must support and advocate the official City position on an issue, not a personal position on the issue.

5.5 Prohibited Conduct

5.5.1 The City Council recognizes the right of every Councilmember to free speech, as stated in the U.S. Constitution and as interpreted by the courts and encourages the dissemination of a variety of opinions and ideas for discussion in a lawful manner. Laws concerning free speech are balanced by slander and libel laws.

5.5.2 The adoption of a Code of Conduct is necessary to discourage prohibited conduct as illustrated below.

5.5.3 Prohibited conduct includes, but is not limited to, the following:

5.5.3.1 Making a personal attack against a fellow Councilmember, the City Manager, or City staff as stated in Robert's Rules. "Personal attack" means an accusation against a person's character.

5.5.3.2 Acting maliciously toward a City staff member or a fellow Councilmember. "Maliciously" means acting with hostility or anger toward, or by bullying or harassing.

5.5.3.3 Modifying, revising, altering, or editing any document, report, record, or memorandum written by the City Manager, a City staff person, or other Councilmember without the author's consent or knowledge, and without clearly stating or showing the change, the date of the change, and the person making the change.

5.5.3.4 Engaging in unreasonable interruption and interference with the day-to-day business of the City. "Unreasonable interruption and interference with the day-to-day business of the City" means:

5.5.3.4.1 Contacting City staff, other than as authorized by these rules or by final action of the City Council or by the City Manager, which contact materially limits a City staff member's ability to complete work assigned by the City Manager or by final action of the City Council; or

5.5.3.4.2 Causing the City Manager or a City staff member to correct or explain the Councilmember's materially inaccurate statements or conduct, where the correction or explanation substantially interrupts the efficient operations of the City.

5.5.3.5 Making verbal or written contact with City staff, other than a Councilmember's contact with City staff as authorized by these rules or by final action of the City Council or by the City Manager.

5.5.3.6 Representing to members of the public, other public agencies, or other persons or organizations, that the City Council will vote or act in a specific manner concerning pending litigation or legislation or concerning any other matter that has not yet come before the City Council for final action but that will be acted upon by the City Council.

5.5.3.7 Discussing or disseminating information from an executive session to anyone outside of the proper lines of authority. "Proper lines of authority" means Councilmembers, the City Manager, City staff assigned to the topic or matter, designated legal counsel, and others attending the executive session at the invitation of the City Council.

5.5.3.8 Making contact, either verbally or in writing, with legal counsel representing a person or entity with whom the City has ongoing litigation or negotiations, other than as authorized by the City Manager or by majority vote of the City Council.

5.5.3.9 Making verbal or written contact with State, county, regional, or city elected or appointed officials, when a Councilmember represents a position contrary to the adopted or declared position of the City or the City Council and when the Councilmember does not disclose such adopted or declared position of the City or the City Council.

5.5.3.10 Taking actions and voting when there is a conflict of interest as defined in this policy and in Chapter 42.23 RCW. Recusal must be used when there is a conflict of interest. (See Section 5.2, Code of Ethics and Conflicts of Interest)

5.5.3.11 Engaging in acts of intimidation, discrimination, bullying, bias, or hate acts toward other Councilmembers.

5.6 Sanctions

5.6.1 The Council has the power under State law to impose punishment on its members, short of removal from office, for violation of State law or Council rules.

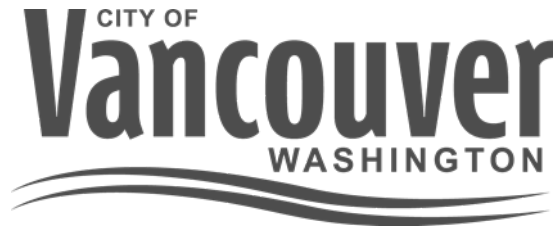
5.6.2 The Council may punish a member for violation of these rules by: a verbal admonition, written reprimand, letter of no confidence, censure, expulsion from the meeting at which the conduct occurs, removal from committee memberships, and/or removal of intergovernmental duties.

5.6.3 The Presiding Officer may give a verbal admonition.

5.6.4 Other punishments not mentioned in Section 5.6.2 require the affirmative vote of five members of the City Council.

5.6.5 A censure is a statement by five members of the City Council that a prohibited action has occurred.

5.6.6 A censure will be in the same form as any other Council motion or resolution. The motion must state the prohibited conduct or action.



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX Administrative/Council/City Manager			
Subject	Number 100-36	Rev. C	Effective Date 12/13/21	Page 1 of 9
City Council Code of Ethics and Conduct	Supersedes 7/18/11	Prepared by: [City Manager]	Approved by: [Mayor]	

1.0 Purpose

The purpose of this policy is to establish a formal code of ethics by which Councilmembers will conduct themselves while serving on the Vancouver City Council.

2.0 Organizations Affected

City Council/City Manager

3.0 References

City Council Resolution M-3268, December 20, 1999
 City Council Resolution M-3741, July 18, 2011
 City Council Resolution M-4157, December 13, 2021

4.0 Declaration of Policy

It is essential to the proper administration and operation of the City of Vancouver that the City Council be and give the appearance of being independent and impartial; that elective office with the City of Vancouver not be used for personal benefit; and that the public have confidence in the integrity of the City. In recognition of these goals, the City has adopted this Code of Ethics, which is applicable to all members of the City Council.

The purpose of this Code is to establish standards of ethical conduct applicable to the City Councilmembers, including the Mayor, in the discharge of their duties by prescribing essential restrictions against conflict of interest and other conduct not consistent with good ethical practices while not creating unnecessary barriers to public service. To that end, Councilmembers should not be denied the opportunity available to

all other community members to acquire and maintain private economic interests, except in circumstances in which a conflict of interest would reasonably result.

It is required that all Councilmembers comply with the law and all other applicable rules and regulations governing the conduct of public officials. The standards in this Code shall not preclude other standards required by law including but not limited to, Ch.42.23 RCW- Code of Ethics for Municipal Officers-Contract Interests, Ch. 42.20 RCW- Misconduct of Public Officers and Ch. 42.36- Appearance of Fairness. Nothing in this Code of Ethics shall be construed to limit full compliance with applicable federal and state laws and applicable rules and regulations governing the conduct of public officials now existing or hereinafter enacted.

5.0 Avoidance of the Appearance of Impropriety

All members of the City Council should conduct their official duties with integrity and impartiality and in a manner that avoids even the appearance of impropriety or a conflict of interest between public duties and private interests.

No Councilmember shall, by their conduct or participation in activities, give reasonable basis for the impression that any person can improperly influence the Councilmember or unduly enjoy the Councilmember's favor in the performance of official City actions, or that the Councilmembers is affected in the performance of the official act or actions by the kinship, rank, or association with any person.

Example:

A Councilmember actively pursues the award of a city contract to a company owned by a close friend. Such activity gives the appearance of impropriety and should be avoided.

6.0 Standards of Ethical Conduct

A. Personal Interests in Contracts Prohibited

No Councilmember shall participate in their capacity as a councilmember in the making of a contract in which the Councilmember has a personal interest, direct or indirect, or performs in regard to such a contract some function requiring the exercise of discretion on behalf of the City. Except, that this prohibition shall not apply where the councilmember has only a remote interest in the contract as defined in RCW 42.23.040 and summarized below and where the fact and the extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract and thereafter the City Council authorizes, approves, or ratifies the contract in good faith by a vote of its membership without counting the vote or votes of the Councilmember(s) having the remote interest

For purposes of this section, a "remote interest" means:

1. that of a non-salaried officer of a non-profit corporation;

2. that of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
3. that of a landlord or tenant of a contracting party;
4. that of a holder of less than one percent of the shares of a corporation, limited liability company or other entity which is a contracting party.

B. Personal Influence in Contract Selection Prohibited.

No Councilmember shall influence the City's selection of, or its conduct of business with, a corporation, person, or firm having or proposing to do business with the City if the Councilmember has a personal financial interest, direct or indirect in or with the corporation, person, or firm, unless such interest is a remote interest as defined in RCW 42.23.040 and summarized herein and where the fact and extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract and thereafter the City Council authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the Councilmember(s) having the remote interest.

Example:

A Councilmember is requested to vote to award a contract to a company that employs the Councilmember. If the Councilmember has a beneficial interest in the contract either direct or indirect such as through a business profit sharing plan, the contract cannot be approved. If the Councilmember has no such interest and/or is subject to the remote interest rule, the Councilmember must disclose their interest and abstain from voting. Further, the Councilmember may not attempt to influence the votes of other Councilmembers. Questions regarding these kinds of situations should be directed to the City Attorney for review.

C. Disclosure of Confidential Information

A Councilmember shall not disclose or use any confidential, privileged, or proprietary information gained by reason of their position for a purpose other than a City purpose; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request. Information obtained during Executive Sessions is deemed confidential.

Examples:

A Councilmember purchases land with advanced, undisclosed knowledge of the route of a new transit line that, when completed, will substantially increase the value of the land. The Councilmember's purchase of the land based on "inside" information violates this section off the Code of Ethics.

While having a conversation with Union leadership, a Councilmember discloses information discussed during Executive Session about labor negotiation strategy. The Councilmember's conduct violates this section's prohibition against disclosing information discussed in Executive Session.

D. Acceptance of Compensation, Gifts, Favors, Rewards, or Gratuity Prohibited.

1. City Councilmembers may not, directly or indirectly, give or receive, or agree to give or receive, any compensation, gift, favor, reward, or gratuity for a matter connected with or related to the officer's performance of official duties for the city. Prohibited conduct includes, but is not limited to, the following:

- a. Accepting cash or other cash equivalents such as gift cards or gift certificates regardless of value except as part of an internal, recognized, and sanctioned city incentive program.
- b. Accepting gifts, gratuities, loans, entertainment or other items of value from anyone with whom the city regularly transacts business, who has or seeks a contract with the city, or who desires other official action from the city.
- c. Giving, offering or promising anything of value to a customer, a potential customer, or a financial institution in connection with any transaction or business that the city may have with that customer, potential customer, or financial institution.
- d. Misusing confidential city information or disclosing such information to any individual who does not have a need to know the information.
- e. Using the city's name, account or credit to purchase merchandise for personal use

2. Exceptions. The prohibition regarding accepting compensation, gifts, or rewards shall not apply to:

- a. Receiving items from family members or friends where it is clear beyond a reasonable doubt that the gift was not made to gain or maintain influence;
- b. Receiving items exchanged equally among Councilmembers at a social event hosted or sponsored by an officer of the city for other officers or employees of the city.
- c. Receiving items of nominal value provided for advertising purposes such as pens, calendars, or items received at a conference;
- d. Payment by a governmental or non-governmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance or trade mission made in an official capacity. Reasonable expenses are limited to travel, lodging and subsistence expenses incurred the day before through the day after the event;
- e. Payment of fees and reasonable travel expenses for attending seminars or educational programs sponsored by a government or *bona fide* non-profit professional, educational, trade or charitable association or institution. Reasonable expenses are limited to travel, lodging and subsistence expenses incurred the day before through the day after the event;
- f. Discounts available to the individual as a member of a group, occupation or similar broad-based group;

- g. Awards, prizes, scholarships or other items provided in recognition of academic, sport, or scientific achievement;
- h. Attendance of the Councilmember at a hosted meal where official attendance by the Councilmember as a city representative is appropriate;
- i. Campaign contributions that are in compliance with Chapter 42.17 RCW.

Example:

The Anyname Company has submitted a bid on a City project. The President of Anyname approaches a City Councilmember and promises that if their firm is the successful contract bidder, they will buy supplies from a firm owned by the Councilmember. The Councilmember promises to use their position to secure the contract for Anyname. Such actions are a violation of this section of the Ethics Code.

E. Certain Employment Prohibited.

No City Councilmember shall engage in or accept employment or render services for any employer when such employment or service creates a conflict of interest with a duty owed to the city or conflicts with the proper discharge of official city duties.

Example:

A Councilmember, who is also a real estate agent, represents a client who is in competition with the City for a parcel of land. The Councilmember is in violation of this section of the Code of Ethics.

F. Personal Interest in Legislation Prohibited.

No City Councilmember shall benefit either directly or indirectly from any legislation or have a financial interest in any legislation coming before the City Council nor participate in discussion with or give an opinion on such legislation, unless such interest is a remote interest as defined in this section and where the fact and extent of such interest is disclosed and noted on the record of the Council, or similar records of the City prior to consideration of the legislation by the City Council. City Councilmembers' participation in the enactment of legislation shall be governed by Ch. 42.23 RCW- the Code of Ethics for Municipal Officers and Ch. 42.36 RCW- The Appearance of Fairness Doctrine. City Councilmembers shall not be prohibited from participating in the adoption of legislation when the Councilmember has only a remote interest in the legislation as defined in this section, which has been disclosed, and the legislation is applicable to the general public and not of specific or unique benefit to the Councilmember. Questions regarding these kinds of situations should be directed to the City Attorney for review.

G. Improper Use of Position Prohibited.

A Councilmember shall not knowingly use their office or position to secure personal benefit, gain or profit, or use their position to secure special privileges or exceptions for themselves, or for the benefit, gain, or profits of any other persons.

H. Improper Use of City Personnel Prohibited.

A Councilmember shall not employ or use any person under their official control or direction for personal benefit, gain, or profit.

I. Improper Use of City Property Prohibited.

A City Councilmember shall not use city-owned vehicles, equipment, materials, money, or property for personal or private convenience or profit. Such use is restricted to those city services that are available to the public generally, for the authorized conduct of official business or for such purposes and under such conditions as are approved by the city council, city manager or designee.

A Councilmember shall not utilize the City's name, letterhead or logo for the purpose of endorsing any political candidate, business, commercial product, or service.

7.0 Harassment Prevention

A. Policy: harassment prohibited.

The City of Vancouver is committed to providing a diverse work environment free from discrimination and harassment where all people are treated, and are expected to treat others, with dignity and respect. The City does not condone or tolerate discriminatory, harassing, retaliatory, intimidating, offensive, or disrespectful conduct. Councilmembers have a responsibility to assist in this commitment by modeling appropriate conduct, and refraining from engaging in harassing conduct directed at an individual because of their race, religion, color, national origin, pregnancy, military status, age, gender, sexual orientation, marital status and/or the presence of any physical or mental disability and/or any other status protected by law. Such harassing conduct is strictly prohibited. Any conduct which may be construed as retaliation against an individual because they made a complaint of harassment is also strictly prohibited.

B. Definitions and Guidelines.

1. "Harassing Conduct." As a general rule, harassing conduct includes behavior that is demeaning, insulting, offensive or intimidating. It can include verbal conduct such as unwanted sexual or racist comments; non-verbal behavior such as suggestive looks; and physical behavior such as pats, squeezes or brushing against someone's body. The conduct will be considered harassing and a violation of this policy if it is offensive or unwelcome, even if the conduct was not intended to be harassing.

Harassing conduct can take many forms. It can include:

- Demeaning, insulting, intimidating, or sexually suggestive written, recorded or electronically transmitted messages;
- Using demeaning or inappropriate names or labels that others find offensive;
- Making vulgar comments, using profane language, using indecent gestures or discussing sexual activities;
- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- Verbal abuse of any kind;
- The display of demeaning, insulting or sexually suggestive objects or pictures, including nude photographs;
- Blaming victims of harassment for causing the problem; or
- Continuing offensive behaviors after one has objected to that behavior.

2. “Retaliation.” Retaliation is any action taken to punish an individual for making a complaint of harassment or to obtain revenge for making the complaint is retaliation, even if the complaint is unfounded.

Examples of retaliatory conduct include any of the following when made for making a complaint of harassing conduct:

- Harassing or intimidating an individual in any way;
- Making or encouraging unjustified disciplinary action;
- Directly or indirectly encouraging others to retaliate against an individual who has made a complaint of harassment; or
- Making or encouraging any action which is detrimental to the employee’s job such as a demotion, a poor performance evaluation, or making it difficult for the employee to perform job duties.

This Policy applies equally to all Council members regardless of whether they are working inside City Hall or within the community.

8.0 Impermissible Conduct After Leaving City Office

A. Disclosure of Privileged, Confidential, or Proprietary Information Prohibited.

No former City Councilmember shall disclose or use for their personal gain or that of any other person any privileged, confidential, or proprietary information gained because of their City office .

B. Participation in City Matters Prohibited.

No former City Councilmember shall, during the period of one year after leaving office:

1. Assist any person in matters involving the city if, while in the course of duty with the city, the former Councilmember was officially involved in the matter, or personally and substantially participated in the matter, or acted on the matter; or.
2. Represent any person as an advocate in any matter in which the former Councilmember was involved while a Councilmember; or
3. Participate as or with a bidder, vendor, or consultant in any competitive selection process for a city contract in which he or she assisted the city in determining the project, or work to be done or the process to be used.

9.0 Violation of the Code of Ethics

Any person who has information that a Councilmember may have violated the Code of Ethics shall provide that information in writing to the City Council and the City Manager. The written complaint must be based substantially upon the personal knowledge of the complainant and signed by the person filing the complaint. No action will be taken on any complaint which is filed later than three (3) years after a violation of the Code of Ethics is alleged to have occurred.

Upon receipt of the complaint, the City Council, and/or the City Manager shall provide it to the City Attorney who shall promptly review the information and determine whether the complaint, on its face, alleges facts that, if true, would substantiate a violation of the Code of Ethics and shall report back to the Council in writing. The City Council at its next regular meeting, shall review the City Attorney's report and make a determination as to whether or not the Council shall refer the allegation(s) to a Hearings Examiner designated by the Council to conduct an investigation.

If so referred, the Hearings Examiner shall conduct an investigation of the complaint and prepare written findings and conclusions within sixty 60 days of the date the complaint was received by the City unless an extension is granted by the Council. The Councilmember accused of the ethics violation shall have the right to review any and all information obtained as a result of the investigation and shall have the right to respond in writing to the complaint which information shall be reviewed and taken into consideration by the Hearings Examiner.

Upon completion of the investigation, the Hearings Examiner shall issue an advisory report to the Council for its consideration as well as to the City Manager and City Attorney. The report shall set forth findings and conclusions demonstrating whether or not, based on a preponderance of the evidence, the councilmember has violated the Code of Ethics.

Within 5 (five) business days of the receipt of the report, the City Manager shall provide copies of the report via certified mail to the complaining party and to the Councilmember against whom the complaint was filed at their last known addresses.

Within fifteen (15) business days of the receipt of the report, the Council (excluding the accused Councilmember) shall convene to review the alleged violation and the report and take action. Action may include the following: 1.) dismissal of the complaint on the basis that no violation of the Code of Ethics has occurred; or 2.) remand to the Hearings Examiner to obtain additional information in order for the Council to decide whether a violation has occurred; or 3.) a determination that by a preponderance of the evidence, a violation of the Code of Ethics has occurred in which case the Council shall adopt written findings, conclusions and appropriate sanctions as forth herein.

Adoption of the findings, conclusions and sanction(s) by the City Council shall be by majority vote; provided that the Councilmember accused of the violation shall not vote on any matter involving that member; and provided further that in the event the Mayor is accused of the violation, the Mayor Pro Tempore shall act in the Mayor's stead.

Within 5 (five) business days thereafter, the City Manager shall provide copies of the Council's findings, conclusions and sanction(s) via certified mail to the complaining party and to the Councilmember against whom the complaint was filed at their last known addresses. No final disposition of the matter will be implemented for a period of 10 (ten) days to allow the Councilmember against whom the complaint was filed to request a review of the Council's decision. Such a request shall be submitted to the City Manager in writing and shall state the reasons for their objections and request a review of the action taken. The Council shall review the action taken in light of the findings and conclusions and request for review and may take whatever further action, if any, appears appropriate under the circumstances. The action of the Council shall be final and not subject to further review or appeal except as may otherwise be provided by law.

Action by Council may take any of the following sanctions:

1. Admonition. An admonition shall be verbal non-public statement made by the Mayor to the member.
2. Reprimand. A reprimand shall be administered to the Councilmember by letter. The letter shall be prepared by the City Council and shall be signed by the Mayor.
3. Censure. A censure shall be a written statement administered personally to the member. The individual shall appear at a time and place directed by the City Council to receive the censure. It shall be given publicly, and the member shall not make any statement in support of or in opposition thereto or in mitigation thereof. A censure shall be deemed administered at the time it is scheduled whether or not the member appears as required.
4. Other sanctions. Any sanction imposed under this Code of Ethics is in addition to and not in lieu of any other penalty, sanction or remedy which may be imposed or sought according to law or equity, including, but not limited to:

- (a) Declaration of vacancy by City Council pursuant to Charter Sections 2.02 or 2.06.
- (b) Voiding of a contract entered into in violation of Charter Section 11.07 (Personal Interest)
- (c) Forfeiture of office for violation of Charter Section 11.07 (Personal Interest)
- (d) Civil penalties of \$500 and possible forfeiture of office pursuant to RCW 42.23.050.
- (e) Removal or recall from office pursuant to state law.
- (f) Removal from leadership positions, boards and commissions and other official positions or duties that do not conflict with Washington statutes.
- (g) Initiation of appropriate civil actions against any person member who violates this Code.
- (h) Injunctive relief to ensure that violation of this Code or of other provisions of law cease and desist.

C:\C\Procedure 100-36 Ethics Policy

CITY COUNCIL STAFF REPORT



Agenda Date: 2/9/2024

Subject: Fireworks Ban and Review Statistics

Contact Person/Department: Gene Brazel, Administration

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Discuss timeline for a fireworks ban and review answers to questions related to statistics.

SUMMARY/BACKGROUND:

Councilmember Donoghue asked staff to compile answers related to fireworks. Please see answers to the questions below that staff was able to gather for the retreat discussion.

1. Do we have annual population figures for Lake Stevens from 2019 – 2023? Specifically, I'm interested in 2019 (last full year before COVID lockdown), 2021 (year of the Proposition 1 advisory vote), and 2023 (most recent full year).

Answer: Please find attached the Office of Financial Management estimates for Lake Stevens. OFM provides updated population projects every year tied to permit data. The first document provides a summary of population change by year between 2020 and 2023 (page 6). The second is the worksheet for 2019.

2. Below are the results I found for the Proposition 1 advisory vote, and I just wanted to confirm they are correct:

Lake Stevens

Proposition 1: Fireworks ban (advisory)

Yes	4,159	47.7%
No	4,565	52.3%

Answer: Yes, please see the certified election results attached.

3. Firework-related citations and incidents for 2019, 2021, and 2023

a. How many citations were issued by LSPD under LSMC 9.64.020 for each of the above years?

Answer: zero

b. How many citations were issued by LSPD under RCW 70.77.488 for each of the above years?

Answer: zero

c. Did LSPD or Code Enforcement issue a meaningful number of firework-related citations under any other code sections for each of the above years? If so, which sections and how many citations for each of those sections?

Answer: no

d. How many firework-related calls did LSPD respond to for each of the above years?

Answer:

2019 - 135

2020 - 204

2021 - 143

2022 - 127

2023 - 107

e. How many firework-related calls did Snohomish Regional Fire & Rescue respond to for each of the above years?

f. How many firework-related calls did Code Enforcement respond to for each of the above years?

Answer: Please see data attached from SNO911 regarding fireworks for 2022/2023 comparison.

4. Do we have any of the following firework-related cost figures for 2019, 2021, and 2023 ("firework-related" meaning costs that would no longer be incurred – or would at least be significantly reduced - if fireworks were banned):

a. Total cost to city for dealing with fireworks

b. FTE cost (e.g., extra officers or overtime on the 4th, extra Public Works crews or overtime for cleanup after the 4th, etc.)

c. Estimated property damage in the city from fireworks

d. Non-FTE costs associated with cleanup (e.g., waste disposal)

e. Any other cost figures staff feel are relevant in weighing a firework ban

Answer: Please see pictures and response from Parks Director Garceau on staff costs related to fireworks.

5. If needed, could we increase penalty for violating LSMC 9.64.020 to more than a misdemeanor, or would there be legal issues, e.g., preemption by the state?

6. To the extent people have been cited under RCW 70.77.488, would it help

prosecution or cost recoupment efforts if we added a version of RCW 70.77.488 to the LSMC?

Answer: We are awaiting responses from the prosecutor on these questions.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. OFM_Preliminary Population WA_6.2023
2. 2019 Population Estimate
3. Election Results
4. Police stats
5. Staffing costs from Parks
6. Parks picture 1
7. Parks picture 2
8. Parks picture 3

Preliminary April 1, 2023 Population of Cities, Towns, and Counties
For internal review only. Not for public release. Figures subject to change.
Direct any questions to 360-902-0599. Response deadline is June 20, 2023.

<i>County</i>				
<i>Municipality</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
Adams	20,613	20,900	21,100	21,200
Unincorporated	9,472	9,575	9,575	9,585
Incorporated	11,141	11,325	11,525	11,615
Hatton	79	80	80	80
Lind	535	535	535	535
Othello	8,549	8,725	8,920	9,005
Ritzville	1,767	1,775	1,780	1,785
Wash Tucna	211	210	210	210
Asotin	22,285	22,500	22,600	22,650
Unincorporated	13,920	14,070	14,165	14,205
Incorporated	8,365	8,430	8,435	8,445
Asotin	1,204	1,215	1,220	1,225
Clarkston	7,161	7,215	7,215	7,220
Benton	206,873	209,400	212,300	215,500
Unincorporated	36,556	36,760	37,445	37,615
Incorporated	170,317	172,640	174,855	177,885
Benton City	3,479	3,500	3,710	3,810
Kennewick	83,921	84,620	85,320	86,470
Prosser	6,062	6,130	6,195	6,445
Richland	60,560	61,320	62,220	63,320
West Richland	16,295	17,070	17,410	17,840
Chelan	79,141 \$	80,000	80,650	81,500
Unincorporated	32,507	33,140	33,460	33,875
Incorporated	46,634	46,860	47,190	47,625
Cashmere	3,248	3,260	3,280	3,355
Chelan	4,222	4,320	4,390	4,470
Entiat	1,326	1,340	1,355	1,360
Leavenworth	2,263	2,390	2,515	2,590
Wenatchee	35,575 \$	35,550	35,650	35,850
Clallam	77,155	77,750	77,625	78,075
Unincorporated	45,836	46,170	45,850	46,090
Incorporated	31,319	31,580	31,775	31,985
Forks	3,335	3,335	3,360	3,395
Port Angeles	19,960	20,120	20,200	20,240
Sequim	8,024	8,125	8,215	8,350
Clark	503,311	513,100	520,900	527,400
Unincorporated	233,048 \$	236,200	237,650	240,155
Incorporated	270,263	276,900	283,250	287,245
Battle Ground	20,743	21,160	21,780	21,910
Camas	26,065	26,870	27,250	27,420
La Center	3,424	3,605	3,835	3,890
Ridgefield	10,325 \$	11,910	13,640	15,180
Vancouver	190,915	194,400	197,600	199,600
Washougal	17,039	17,200	17,390	17,490
Woodland (part)	84	85	85	85
Yacolt	1,668	1,670	1,670	1,670
Columbia	3,952	3,950	3,950	3,950
Unincorporated	1,385	1,380	1,385	1,385
Incorporated	2,567	2,570	2,565	2,565
Dayton	2,448	2,450	2,445	2,445
Starbuck	119	120	120	120

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<i>Municipality</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
Cowlitz	110,730	111,500	112,350	113,000
Unincorporated	48,339\$	49,115	49,850	50,105
Incorporated	62,391	62,385	62,500	62,895
Castle Rock	2,446	2,445	2,445	2,460
Kalama	2,960\$	3,010	3,065	3,070
Kelso	12,720	12,720	12,720	12,750
Longview	37,818	37,750	37,780	38,130
Woodland (part)	6,447	6,460	6,490	6,485
Douglas	42,938	43,550	44,000	44,500
Unincorporated	23,700	24,290	24,590	24,890
Incorporated	19,238	19,260	19,410	19,610
Bridgeport	2,141	2,110	2,135	2,155
Coulee Dam (part)	200	200	200	200
East Wenatchee	14,158	14,180	14,180	14,210
Mansfield	326	330	330	330
Rock Island	1,279	1,300	1,425	1,570
Waterville	1,134	1,140	1,140	1,145
Ferry	7,178	7,250	7,300	7,300
Unincorporated	6,186	6,250	6,300	6,300
Incorporated	992	1,000	1,000	1,000
Republic	992	1,000	1,000	1,000
Franklin	96,749	98,350	99,750	101,100
Unincorporated	13,668	13,990	14,195	14,325
Incorporated	83,081	84,360	85,555	86,775
Connell	5,441	5,125	4,840	4,960
Kahlotus	147	145	145	145
Mesa	385	390	390	390
Pasco	77,108	78,700	80,180	81,280
Garfield	2,286	2,300	2,300	2,300
Unincorporated	897	905	905	905
Incorporated	1,389	1,395	1,395	1,395
Pomeroy	1,389	1,395	1,395	1,395
Grant	99,123	100,800	101,800	103,300
Unincorporated	44,987	45,635	45,860	46,660
Incorporated	54,136	55,165	55,940	56,640
Coulee City	549	560	560	560
Coulee Dam (part)	0	0	0	0
Electric City	956	955	960	965
Ephrata	8,477	8,575	8,620	8,690
George	809	815	820	885
Grand Coulee	972	970	965	960
Hartline	180	180	180	180
Krupp	49	50	50	45
Mattawa	3,335	3,340	3,535	3,575
Moses Lake	25,146	25,760	26,040	26,210
Quincy	7,543	7,720	7,830	8,065
Royal City	1,776	1,855	1,910	1,910
Soap Lake	1,691	1,695	1,740	1,765
Warden	2,449	2,485	2,525	2,625
Wilson Creek	204	205	205	205
Grays Harbor	75,636	76,050	76,400	77,000
Unincorporated	28,993	29,020	29,125	29,370

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<i>County</i>				
<i>Municipality</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
Incorporated	46,643	47,030	47,275	47,630
Aberdeen	17,013	17,050	17,040	17,080
Cosmopolis	1,638	1,655	1,665	1,670
Elma	3,438	3,450	3,460	3,480
Hoquiam	8,776	8,785	8,785	8,795
McCleary	1,997	2,040	2,040	2,120
Montesano	4,138	4,145	4,150	4,090
Oakville	715	710	720	720
Ocean Shores	6,715	6,965	7,160	7,380
Westport	2,213	2,230	2,255	2,295
Island	86,857	87,100	87,700	88,150
Unincorporated	59,146	59,310	59,820	60,210
Incorporated	27,711	27,790	27,880	27,940
Coupeville	1,942	1,950	1,965	1,995
Langley	1,147	1,150	1,155	1,165
Oak Harbor	24,622	24,690	24,760	24,780
Jefferson	32,977	33,100	33,350	33,425
Unincorporated	22,829	22,880	23,060	23,095
Incorporated	10,148	10,220	10,290	10,330
Port Townsend	10,148	10,220	10,290	10,330
King	2,269,675	2,287,050	2,317,700	2,347,800
Unincorporated	246,266	247,385	248,160	249,060
Incorporated	2,023,409	2,039,665	2,069,540	2,098,740
Algona	3,290	3,290	3,300	3,315
Auburn (part)	77,243	78,040	78,690	78,760
Beaux Arts Village	317	315	315	315
Bellevue	151,854	152,600	153,900	154,600
Black Diamond	4,697	5,320	6,145	6,880
Bothell (part)	28,956	28,930	29,210	29,280
Burien	52,066	52,430	52,490	52,560
Carnation	2,158	2,150	2,160	2,225
Clyde Hill	3,126	3,110	3,110	3,115
Covington	20,777	20,890	21,200	21,600
Des Moines	32,888	33,100	33,160	33,260
Duvall	8,034	8,125	8,320	8,530
Enumclaw (part)	12,543	12,830	12,910	13,090
Federal Way	101,030	101,700	101,800	102,000
Hunts Point	457	455	460	460
Issaquah	40,051	40,640	40,950	41,290
Kenmore	23,914	24,050	24,090	24,230
Kent	136,588	137,700	137,900	139,100
Kirkland	92,175	92,900	93,570	96,920
Lake Forest Park	13,630	13,630	13,620	13,660
Maple Valley	28,013	28,640	28,920	29,250
Medina	2,915	2,920	2,915	2,925
Mercer Island	25,748	25,790	25,780	25,800
Milton (part)	1,640	1,630	1,630	1,635
Newcastle	13,017	13,310	13,560	13,610
Normandy Park	6,771	6,785	6,790	6,840
North Bend	7,461	7,685	7,915	8,120
Pacific (part)	7,194	7,215	7,230	7,230
Redmond	73,256	73,910	75,270	77,490
Renton	106,785	107,100	107,500	107,900
Sammamish	67,455	67,940	68,150	68,280

Preliminary April 1, 2023 Population of Cities, Towns, and Counties
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<i>County</i>				
<i>Municipality</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
SeaTac	31,454	32,000	31,910	31,740
Seattle	737,015	742,400	762,500	779,200
Shoreline	58,608	59,260	60,320	61,120
Skykomish	161	160	165	165
Snoqualmie	14,121	14,490	14,490	14,500
Tukwila	21,798	22,000	22,620	22,780
Woodinville	13,069	13,100	13,450	13,830
Yarrow Point	1,134	1,125	1,125	1,135
Kitsap	275,611	277,700	280,900	283,200
Unincorporated	179,719	180,840	182,040	183,500
Incorporated	95,892	96,860	98,860	99,700
Bainbridge Island	24,825	24,930	25,060	25,180
Bremerton	43,505	43,970	45,220	44,640
Port Orchard	15,587	15,960	16,400	17,480
Poulsbo	11,975	12,000	12,180	12,400
Kittitas	46,468\$	45,225	47,200	47,300
Unincorporated	20,567	20,530	21,045	21,180
Incorporated	25,901	24,695	26,155	26,120
Cle Elum	2,157	2,210	2,250	2,255
Ellensburg	20,797\$	19,530	20,940	20,900
Kittitas	1,438	1,440	1,440	1,440
Roslyn	950	955	960	960
South Cle Elum	559	560	565	565
Klickitat	22,735	23,000	23,150	23,250
Unincorporated	16,019	16,255	16,405	16,485
Incorporated	6,716	6,745	6,745	6,765
Bingen	778	780	780	780
Goldendale	3,453	3,475	3,475	3,485
White Salmon	2,485	2,490	2,490	2,500
Lewis	82,149	82,700	83,400	84,075
Unincorporated	49,461	49,840	50,185	50,580
Incorporated	32,688	32,860	33,215	33,495
Centralia	18,183	18,280	18,360	18,400
Chehalis	7,439	7,350	7,365	7,400
Morton	1,036	1,055	1,070	1,080
Mossyrock	768	775	780	785
Napavine	1,888	1,895	1,955	1,995
Pe Ell	642	640	650	655
Toledo	631	635	685*	695
Vader	629	645	655	650
Winlock	1,472	1,585	1,695	1,835
Lincoln	10,876	10,900	11,050	11,125
Unincorporated	5,290	5,320	5,440	5,490
Incorporated	5,586	5,580	5,610	5,635
Almira	318	315	320	320
Creston	213	215	215	220
Davenport	1,703	1,705	1,710	1,725
Harrington	429	425	430	435
Odessa	896	890	890	890
Reardan	637	640	650	650
Sprague	495	495	500	500
Wilbur	895	895	895	895

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<i>County</i>				
<i>Municipality</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
Mason	65,726	65,750	66,200	67,000
Unincorporated	55,355	55,340	55,770	56,580
Incorporated	10,371	10,410	10,430	10,420
Shelton	10,371	10,410	10,430	10,420
Okanogan	42,104	42,350	42,700	43,000
Unincorporated	25,943	26,105	26,325	26,500
Incorporated	16,161	16,245	16,375	16,500
Brewster	1,983	1,995	1,990	1,995
Conconully	193	190	190	195
Coulee Dam (part)	1,011	1,010	1,010	1,010
Elmer City	239	245	245	245
Nespelem	180	180	180	185
Okanogan	2,379	2,395	2,415	2,420
Omak	4,860	4,870	4,950	4,980
Oroville	1,795	1,800	1,805	1,810
Pateros	593	590	590	595
Riverside	329	325	325	325
Tonasket	1,103	1,095	1,085	1,085
Twisp	992	1,015	1,035	1,075
Winthrop	504	535	555	580
Pacific	23,365	23,425	23,600	23,775
Unincorporated	15,763	15,815	15,960	16,070
Incorporated	7,602	7,610	7,640	7,705
Ilwaco	1,087	1,085	1,100	1,110
Long Beach	1,688	1,700	1,715	1,730
Raymond	3,081	3,075	3,090	3,110
South Bend	1,746	1,750	1,735	1,755
Pend Oreille	13,401	13,475	13,625	13,725
Unincorporated	10,272	10,345	10,480	10,575
Incorporated	3,129	3,130	3,145	3,150
Cusick	153	150	155	155
Ione	428	425	425	425
Metaline	162	160	160	160
Metaline Falls	272	275	275	275
Newport	2,114	2,120	2,130	2,135
Pierce	920,393\$	928,200	937,400	946,300
Unincorporated	430,248	435,135	440,800	446,150
Incorporated	490,145	493,065	496,600	500,150
Auburn (part)	10,013	10,040	10,060	10,060
Bonney Lake	21,750\$	23,510	22,990	23,250
Buckley	5,114	5,300	5,315	5,555
Carbonado	734	740	740	745
DuPont	10,151	10,180	10,180	10,180
Eatonville	2,845	2,875	2,890	2,900
Edgewood	12,327	13,110	13,520	13,590
Enumclaw (part)	0	0	0	0
Fife	10,999	11,150	11,130	11,150
Fircrest	7,156	7,195	7,215	7,235
Gig Harbor	12,029	12,200	12,540	13,060
Lakewood	63,612	63,600	63,800	64,150
Milton (part)	7,057	7,065	7,065	7,080
Orting	9,041	9,010	9,055	9,110
Pacific (part)	41	40	40	40
Puyallup	42,973	43,060	43,260	43,420

Preliminary April 1, 2023 Population of Cities, Towns, and Counties
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<i>County</i>				
<i>Municipality</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
Roy	816	815	815	815
Ruston	1,055	1,060	1,060	1,065
South Prairie	373	375	620	645
Steilacoom	6,727	6,745	6,790	6,825
Sumner	10,621	10,700	10,800	10,800
Tacoma	219,346	218,700	220,800	222,400
University Place	34,866	35,100	35,420	35,580
Wilkeson	499	495	495	495
San Juan	17,788	17,850	18,150	18,350
Unincorporated	15,175 \$	15,220	15,470	15,635
Incorporated	2,613	2,630	2,680	2,715
Friday Harbor	2,613 \$	2,630	2,680	2,715
Skagit	129,523	130,000	131,250	132,000
Unincorporated	52,606	52,750	52,970	53,065
Incorporated	76,917	77,250	78,280	78,935
Anacortes	17,637	17,750	17,880	18,020
Burlington	9,152	9,290	9,800	9,905
Concrete	801	805	810	810
Hamilton	299	295	295	295
La Conner	965	970	980	990
Lyman	423	420	425	425
Mount Vernon	35,219	35,390	35,500	35,590
Sedro-Woolley	12,421	12,330	12,590	12,900
Skamania	11,604 \$	11,750	11,900	12,000
Unincorporated	9,148	9,255	9,375	9,460
Incorporated	2,456	2,495	2,525	2,540
North Bonneville	965 \$	970	975	975
Stevenson	1,491	1,525	1,550	1,565
Snohomish	827,957	837,800	847,300	858,400
Unincorporated	367,716	371,300	371,915	374,435
Incorporated	460,241	466,500	475,385	483,965
Arlington	19,868	20,690	21,260	21,740
Bothell (part)	19,205	19,400	19,730	20,270
Brier	6,560	6,570	6,590	6,610
Darrington	1,462	1,470	1,490	1,505
Edmonds	42,853	42,900	42,980	43,370
Everett	110,629	112,300	113,300	114,200
Gold Bar	2,403	2,420	2,290	2,305
Granite Falls	4,450	4,490	4,705	4,775
Index	155	155	155	155
Lake Stevens	35,630	37,000	40,700	41,260
Lynnwood	38,568	38,650	38,740	39,390
Marysville	70,714	71,250	72,380	73,780
Mill Creek	20,926	20,930	21,510	21,630
Monroe	19,699	19,900	19,700	20,590
Mountlake Terrace	21,286	21,980	22,070	23,810
Mukilteo	21,538	21,560	21,590	21,590
Snohomish	10,126	10,160	10,200	10,330
Stanwood	7,705	7,980	8,405	8,585
Sultan	5,146	5,370	6,260	6,730
Woodway	1,318	1,325	1,330	1,340
Spokane	539,339	542,100	550,700	554,600
Unincorporated	158,524	159,560	162,715	163,390

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<i>County</i>				
<i>Municipality</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
Incorporated	380,815	382,540	387,985	391,210
Airway Heights	10,757	10,760	11,040	11,280
Cheney	13,255	12,390	12,920	13,160
Deer Park	4,383	4,520	4,670	4,925
Fairfield	589	600	600	600
Latah	185	185	185	185
Liberty Lake	12,003	12,480	12,870	13,150
Medical Lake	4,874	4,870	4,840	4,915
Millwood	1,881	1,915	1,915	1,925
Rockford	522	520	545	570
Spangle	280	280	280	280
Spokane	228,989	229,400	230,900	232,700
Spokane Valley	102,976	104,500	107,100	107,400
Waverly	121	120	120	120
Stevens	46,445	46,725	47,050	47,350
Unincorporated	36,675	36,925	37,172	37,405
Incorporated	9,770	9,800	9,878	9,945
Chewelah	2,470	2,485	2,535	2,580
Colville	4,917	4,910	4,900	4,925
Kettle Falls	1,636	1,655	1,650	1,640
Marcus	216	215	215	215
Northport	297	295	295	295
Springdale	234	240	283*	290
Thurston	294,793	297,800	300,500	303,400
Unincorporated	144,856	145,255	143,760	143,980
Incorporated	149,937	152,545	156,740	159,420
Bucoda	600	595	610	620
Lacey	53,526	54,850	58,180	59,430
Olympia	55,382\$	55,960	56,370	56,900
Rainier	2,369	2,440	2,510	2,555
Tenino	1,870	2,010	2,030	2,045
Tumwater	25,573\$	26,050	26,360	27,100
Yelm	10,617	10,640	10,680	10,770
Wahkiakum	4,422	4,475	4,525	4,550
Unincorporated	3,862	3,915	3,965	3,975
Incorporated	560	560	560	575
Cathlamet	560	560	560	575
Walla Walla	62,584	62,100	62,625	63,100
Unincorporated	17,084	17,110	17,200	17,340
Incorporated	45,500	44,990	45,425	45,760
College Place	9,902	9,775	9,855	9,890
Prescott	372	370	370	375
Waitsburg	1,166	1,165	1,180	1,185
Walla Walla	34,060	33,680	34,020	34,310
Whatcom	226,847	226,300	231,650	235,800
Unincorporated	92,660\$	92,730	93,130	94,175
Incorporated	134,187	133,570	138,520	141,625
Bellingham	91,482	89,860	93,910	95,960
Blaine	5,884	6,020	6,130	6,310
Everson	2,888	2,935	3,060	3,135
Ferndale	15,048	15,570	15,970	16,330
Lynden	15,749	15,930	16,150	16,520
Nooksack	1,471	1,515	1,560	1,560

Preliminary April 1, 2023 Population of Cities, Towns, and Counties
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<i>County</i>				
<i>Municipality</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
Sumas	1,665 *	1,740	1,740	1,810
Whitman	47,973	44,600	47,800	48,100
Unincorporated	5,929	5,880	5,920	5,930
Incorporated	42,044	38,720	41,880	42,170
Albion	550	545	545	540
Colfax	2,782	2,765	2,785	2,785
Colton	401	400	405	410
Endicott	312	310	310	310
Farmington	131	135	140	140
Garfield	562	565	565	565
LaCrosse	297	300	300	295
Lamont	79	80	80	85
Malden	216	110	135	135
Oakesdale	395	400	400	400
Palouse	1,015	1,020	1,035	1,050
Pullman	32,901	29,690	32,790	33,060
Rosalia	598	600	590	585
St. John	599	600	600	605
Tekoa	817	810	810	805
Uniontown	389	390	390	400
Yakima	256,728	258,100	259,950	261,200
Unincorporated	88,147\$	88,240	88,955	89,155
Incorporated	168,581	169,860	170,995	172,045
Grandview	10,910\$	10,960	11,020	11,250
Granger	3,624	3,690	3,740	3,775
Harrah	585	580	580	580
Mabton	1,959	1,975	1,975	1,965
Moxee	4,326	4,405	4,665	4,785
Naches	1,084	1,110	1,125	1,120
Selah	8,153	8,235	8,365	8,450
Sunnyside	16,375	16,400	16,500	16,530
Tieton	1,389	1,430	1,505	1,545
Toppenish	8,854	8,870	8,870	8,900
Union Gap	6,568	6,595	6,640	6,660
Wapato	4,607	4,610	4,615	4,620
Yakima	96,968	97,810	98,200	98,650
Zillah	3,179	3,190	3,195	3,215
State Total	7,706,310	7,766,975	7,864,400	7,949,750
Unincorporated	2,668,754	2,689,740	2,708,392	2,728,885
Incorporated	5,037,556	5,077,235	5,156,008	5,220,865

Preliminary April 1, 2023 Population of Cities, Towns, and Counties
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Notes: (*) State certified special census: A population and housing count that meets all special census certification requirements.

(#) Informal census: A population and housing count that is considered accurate but does not meet all special census certification requirements.

(+) Informal count: A population count that is considered accurate but does not meet all special census certification requirements.

(\$) Correction/revision: Indicates a federal correction/OFM revision to a federal census count.

((@) Incorporation base: The first April 1 population estimate after incorporation.

The decade county and municipal populations shown are, with a few exceptions, the federal census Public Law 94-171 counts. See Table 5 in Population Trends for Washington State for more information: <http://www.ofm.wa.gov/pop/april1/poptrends.pdf>.

With the exception of corrections/revisions to federal census counts, annual estimates in this series are not revised in cases where more accurate data become available after the estimate date.

2019 Estimate Review Worksheet: City: Lake Stevens County: Snohomish
For internal review only. Not for public release. Figures subject to change.
Direct any questions to 360-902-0599. Response deadline is June 21, 2019.

Section 1. Update of Housing and Population

	A. Total Units	B. 1-Unit	C. 2-Unit	D. 3 & 4- Unit	E. 5 or More Unit	F. Manufactured Homes	G. Special Housing
1. 2010 Base Census Housing *	10,414	8,223	874	281	646	390	0
2. Housing Unit Change 2010 to 2019 (Excludes Annexations 4/2/2018 through 4/1/2019)	1,395	1,353	38	0	2	2	0
3. Housing Estimate = (1)+(2)*	11,809	9,576	912	281	648	392	0
4. Occupancy Rate	0.970108	0.971028	0.962810	0.966898	0.964925	0.975159	0.000000
5. Occupied Units = (3) * (4)	11,456	9,299	878	272	625	382	0
6. Household Size	2.882769	3.047531	2.417488	2.050388	1.745329	2.391421	0.000000
7. Household Population = (5) * (6)	33,025	28,339	2,123	558	1,091	914	0
8. Selected Other Housing	0	0	0	0	0	0	0
9. Occupied Units	0	0	0	0	0	0	0
10. Population	0	0	0	0	0	0	0
11. Annexed Housing 4/2/2018 thru 4/1/2019	14	14	0	0	0	0	0
12. Occupied Units	10	10	0	0	0	0	0
13. Population	23	23	0	0	0	0	0

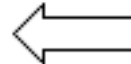
Section 2. Summary of All Housing and Population

14. All Housing Units	11,823	9,590	912	281	648	392	0
15. Occupied	11,466	9,309	878	272	625	382	0
16. Occupancy Rate	0.969805	0.970699	0.962810	0.966898	0.964925	0.975159	0.000000
17. Persons Per Household	2.882261	3.046729	2.417488	2.050388	1.745329	2.391421	0.000000
18. Household Population	33,048	28,362	2,123	558	1,091	914	0

19. Group Quarters Population	29
20. All Population = (18) + (19)	33,077

*Less Selected Other Housing if applicable.

2019 Population for Review and Comment: 33,080



Section 3. Development of Manufactured Homes, Special Units, and Group Quarters

	Count of Manufactured Homes	Count of Special Housing Units	Count of Population in Special Housing Units	Count of Group Quarter Population
1. Base Census Count	390	0	0	29
2. City Count at Base Census.....	390	0	0	0
3. City Count at Estimate date 2019.....	392	0	0	0
4. Difference = (3) - (2)	2	0	0	0
5. Annexations 4/2/2018 through 4/1/2019	0	0	0	0
6. Estimate 2019 =(1) + (4) + (5)	392	0	0	29

COMMENTS:

Snohomish County Canvassing Board
November 2, 2021 General and Special Election

Oath of Authenticity

STATE OF WASHINGTON)
) ss.
COUNTY OF SNOHOMISH)

I solemnly swear that the unofficial returns and supporting documentation of the General and Special Election held on November 2, 2021, in Snohomish County, State of Washington, are true and correct.

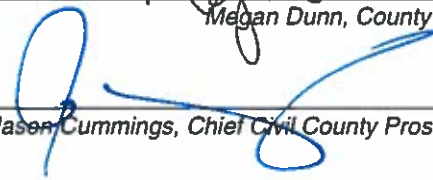


Garth Fell, County Auditor

Subscribed and sworn before me this 23rd day of November, 2021



Megan Dunn, County Councilmember



Jason Cummings, Chief Civil County Prosecuting Attorney

Certification of the Canvassing Board

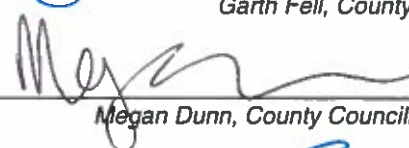
STATE OF WASHINGTON)
) ss.
COUNTY OF SNOHOMISH)

The undersigned officers designated by law as constituting the Canvassing Board for the County of Snohomish, State of Washington, hereby certify that this is a full, true, and correct copy of the Abstract of Votes including the number of registered eligible voters, cumulative results, precinct results, and report of votes cast at the General and Special Election held on November 2, 2021, in Snohomish County, State of Washington.

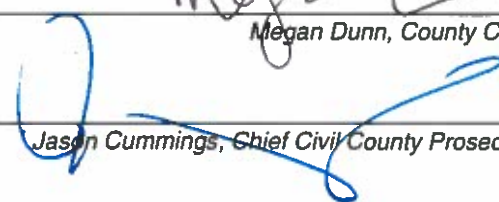
Witness our hands and official seal this 23rd day of November, 2021



Garth Fell, County Auditor



Megan Dunn, County Councilmember



Jason Cummings, Chief Civil County Prosecuting Attorney



Official Canvass of a Special Election
for City of Lake Stevens
Snohomish County, Washington
Held Tuesday, November 2, 2021

State of Washington) ss
County of Snohomish)

The undersigned, being the officers designated by law as constituting the Snohomish County Canvassing Board, hereby certify that the foregoing is a true and correct canvass of the official returns of the Special Election for City of Lake Stevens, Snohomish County, State of Washington, held November 2, 2021.

The proposition submitted to the voters in said district was as follows:

**City of Lake Stevens
Proposition No. 1**

Fireworks Ban Advisory Ballot Measure

Should the possession, sale and discharge of consumer fireworks be made illegal within the city limits of the city of Lake Stevens?

The vote count for Proposition 1 was:

Yes:	4,191	47.68%
No:	4,598	52.32%
Total:	8,789	100.00%

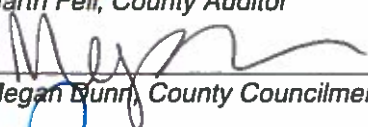
The Canvassing Board is responsible for certifying the final official vote totals only. The sponsoring District is responsible for making the final legal determination of whether the measure passed or failed based on the certified vote totals and applicable law.

WITNESS our hand and seal this 23rd day of November, 2021.

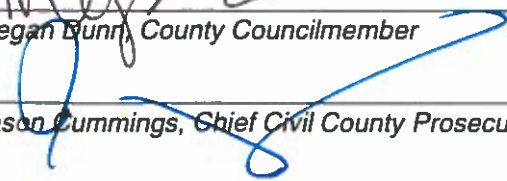
SNOHOMISH COUNTY CANVASSING BOARD



Garth Fell, County Auditor



Megan Dunn, County Councilmember



Jason Cummings, Chief Civil County Prosecuting Attorney



Official Results

Page: 7 of 26

Snohomish County, General Election, Nov 02, 2021

All Precincts, All Districts, All ScanStations, All Contests, All Boxes

Total Ballots Cast: 182331, Registered Voters: 507627, Overall Turnout: 35.92%

Choice	Votes	Vote %
Total	8455	100.00%
Overvotes	1	
Undervotes	465	

City of Lake Stevens Council Position 6 (Vote for 1)

8921 ballots (1 over voted ballots, 1 overvotes, 416 undervotes), 24816 registered voters, turnout 35.95%

Jessica Wadhams	3529	41.50%
Steve Ewing	4950	58.21%
Write-in	25	0.29%
Total	8504	100.00%
Overvotes	1	
Undervotes	416	

City of Lake Stevens Council Position 7 (Vote for 1)

8919 ballots (0 over voted ballots, 0 overvotes, 500 undervotes), 24816 registered voters, turnout 35.94%

Marcus A. Tageant	4396	52.22%
Joseph Jensen	3994	47.44%
Write-in	29	0.34%
Total	8419	100.00%
Overvotes	0	
Undervotes	500	

City of Lake Stevens Proposition No. 1 (Vote for 1)

8919 ballots (1 over voted ballots, 1 overvotes, 129 undervotes), 24816 registered voters, turnout 35.94%

Yes	4191	47.68%
No	4598	52.32%
Total	8789	100.00%
Overvotes	1	
Undervotes	129	

City of Lynnwood Mayor (Vote for 1)

7405 ballots (0 over voted ballots, 0 overvotes, 179 undervotes), 21454 registered voters, turnout 34.52%

Christine Frizzell	3870	53.56%
Jim Smith	3326	46.03%
Write-in	30	0.42%
Total	7226	100.00%
Overvotes	0	
Undervotes	179	

City of Lynnwood Council Position 1 (Vote for 1)

7405 ballots (0 over voted ballots, 0 overvotes, 339 undervotes), 21454 registered voters, turnout 34.52%

Shirley Sutton	3562	50.41%
Nick Coelho	3461	48.98%
Write-in	43	0.61%
Total	7066	100.00%
Overvotes	0	
Undervotes	339	

City of Lynnwood Council Position 2 (Vote for 1)

7405 ballots (0 over voted ballots, 0 overvotes, 402 undervotes), 21454 registered voters, turnout 34.52%

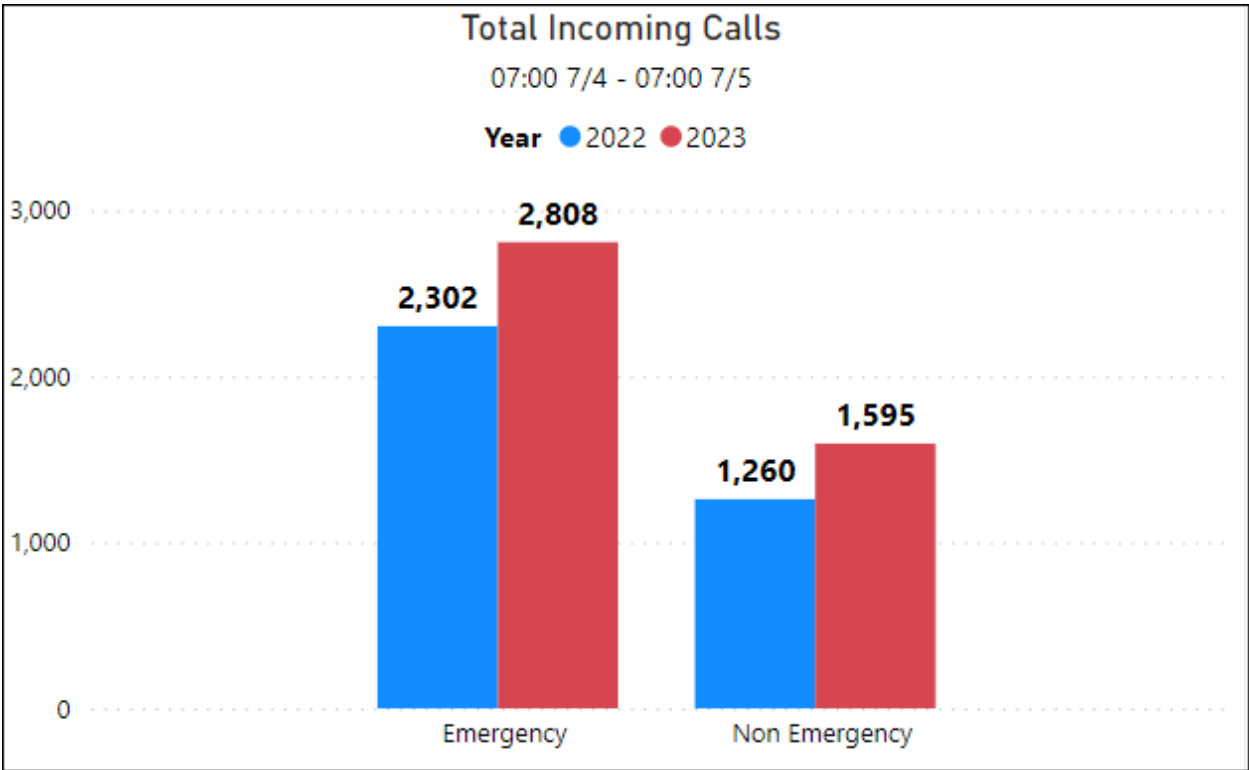
Naz Lashgari	3156	45.07%
Patrick Decker	3819	54.53%
Write-in	28	0.40%
Total	7003	100.00%
Overvotes	0	
Undervotes	402	

City of Lynnwood Council Position 3 (Vote for 1)

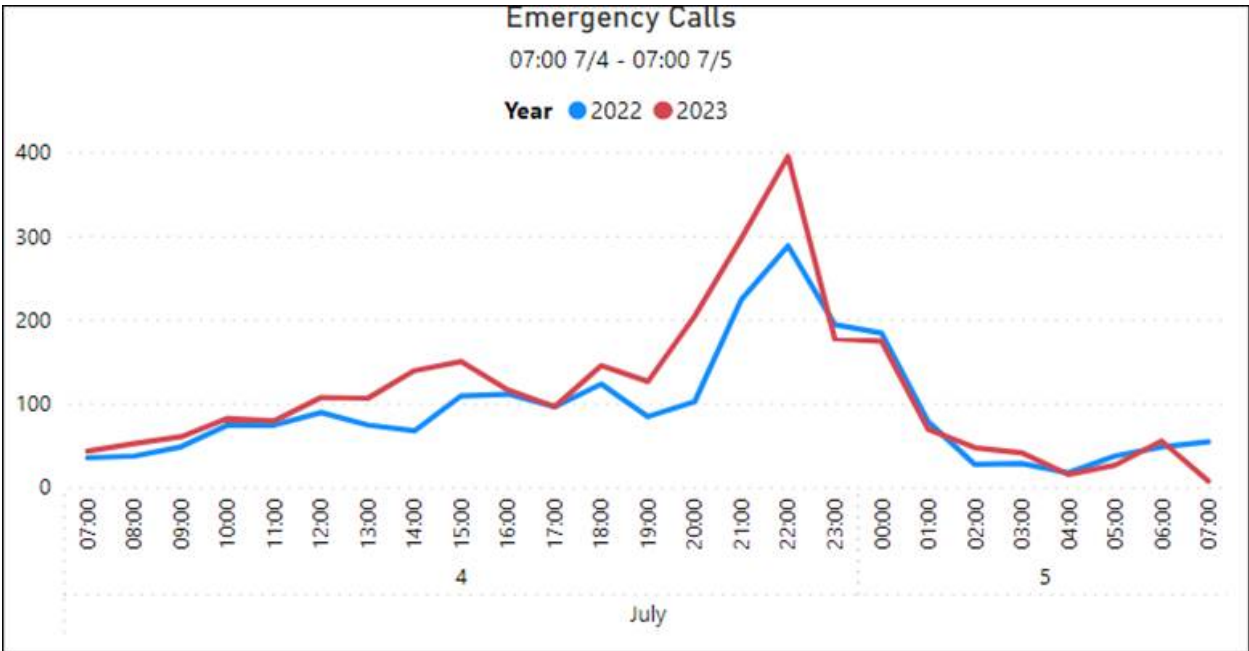
7405 ballots (2 over voted ballots, 2 overvotes, 502 undervotes), 21454 registered voters, turnout 34.52%

Joshua Binda	3656	52.98%
Lisa Utter	3144	45.56%
Write-in	101	1.46%

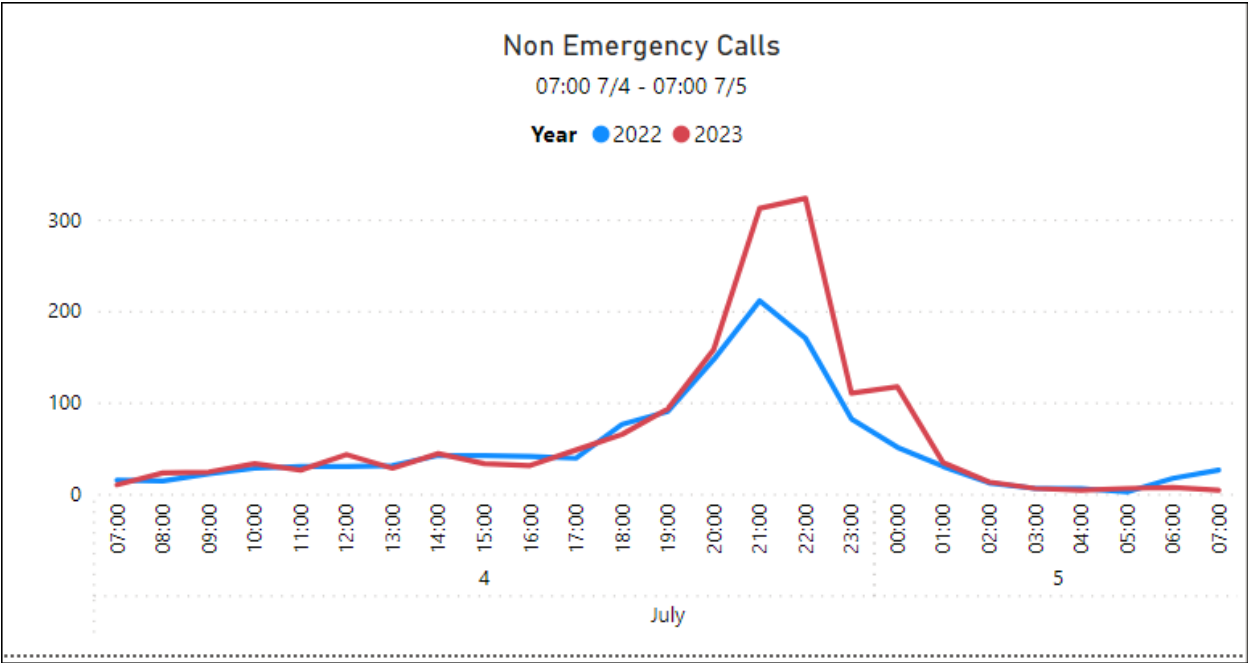
Incoming 911 & NEQ Volume 2023 & 2022:



Emergency Call Volume by Hour

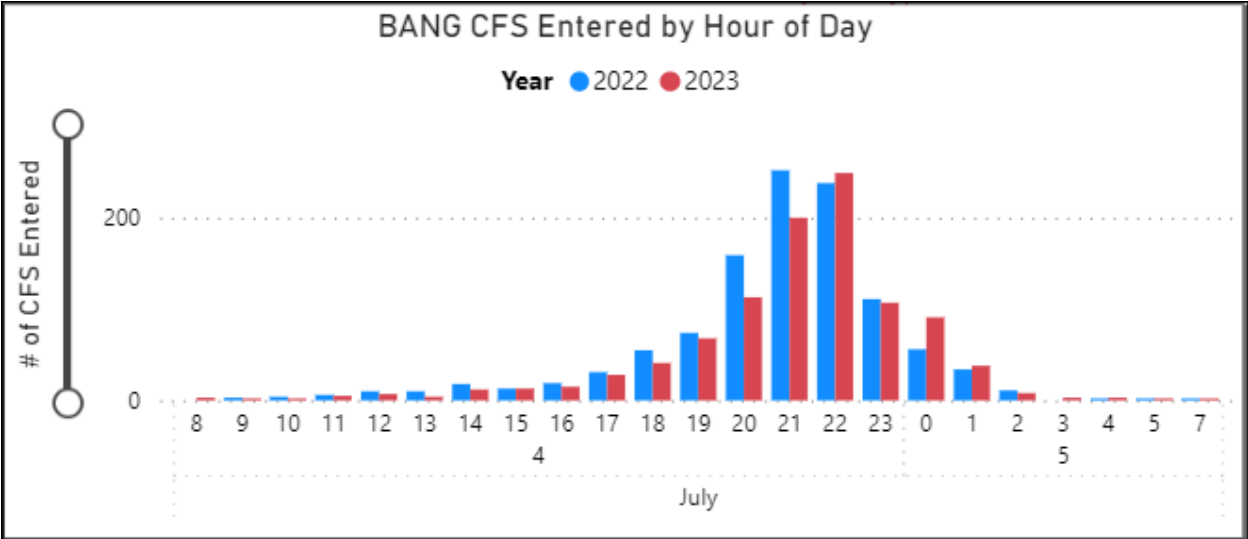


Non-Emergency Call Volume by Hour

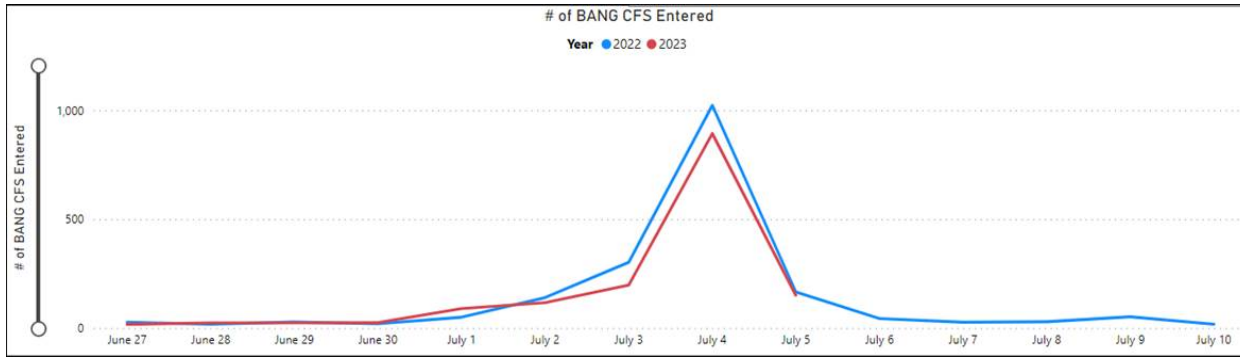


BANG CFS Entered by Hour:

07:00 7/4 – 07:00 7/5, 2022 vs 2023



BANG CFS Entered by Date:



2022 & 2023 Police Calls by Agency (Jurisdiction):

Police Calls – Excluding BANG Call Type, not cancelled

Police (Other than BANG) CFS By Police Jurisdiction		
PoliceJurisdiction	2022	2023
Arlington Police Department	78	102
Brier Police Department	17	14
Darrington Police Department	12	7
Edmonds Police Department	65	84
Everett Police Department	390	402
Gold Bar Police Department	7	5
Granite Falls Police Department	11	19
Index Police Department	1	4
Lake Stevens Police Department	95	106
Lynnwood Police Department	114	127
Marysville Police Department	137	188
Mill Creek Police Department	39	30
Monroe Police Department	73	69
Mountlake Terrace Police Department	62	55
Mukilteo Police Department	105	46
Snohomish County Sheriff's Office	466	592
Snohomish Police Department	35	39
Stanwood Police Department	23	23
Stillaguamish Tribal Police	40	32
Sultan Police Department	15	15
Woodway Police Department	1	2
Total	1,786	1,961

07:00 7/4 – 07:00 7/5

Police Calls – **BANG Call Type**, not cancelled

07:00 7/4 – 07:00 7/5

Police CFS By Police Jurisdiction		
PoliceJurisdiction	2022	2023
Arlington Police Department	45	39
Brier Police Department	9	9
Darrington Police Department	6	1
Edmonds Police Department	56	49
Everett Police Department	219	162
Gold Bar Police Department	4	2
Granite Falls Police Department		4
Lake Stevens Police Department	17	43
Lynnwood Police Department	63	51
Marysville Police Department	105	95
Mill Creek Police Department	13	11
Monroe Police Department	9	12
Mountlake Terrace Police Department	25	35
Mukilteo Police Department	22	9
Snohomish County Sheriff's Office	481	433
Snohomish Police Department	8	8
Stanwood Police Department	2	9
Sultan Police Department	2	5
Total	1,086	977

2022 & 2023 Fire Calls by Agency (Jurisdiction):

07:00 7/4 – 07:00 7/5

Fire CFS By Fire Jurisdiction (Holiday)						
General Call Type	Confirmed Fires		Other Fires		Unconfirmed Structure Fires	
FireJurisdiction	2022	2023	2022	2023	2022	2023
Everett Fire Department	1	6	4	14		
Marysville Fire District		4	3	7	1	
North County Regional Fire Authority	1	4	4	3		1
Sky Valley Fire				1		
Snohomish County Fire District #15		1		2		
Snohomish County Fire District #16				2		
Snohomish County Fire District #17	2			5	1	
Snohomish County Fire District #21		1				
Snohomish County Fire District #22				3		
Snohomish County Fire District #4	1	1	2	4		
Snohomish County Fire District #5			2	5		
Snohomish Regional Fire and Rescue	3	12	6	30	4	3
South Snohomish County Fire and Rescue	4	12	9	24		3
Total	12	41	30	100	6	7

Comparison of “Normal Summer Tuesday” to 4th of July (used 6/20/23):

Fire CFS By Fire Jurisdiction (Normal Summer Day)					
General Call Type	Confirmed Fires	Other Fires		Unconfirmed Structure Fires	
FireJurisdiction	2022	2022	2023	2022	2023
Everett Fire Department		3	1		
North County Regional Fire Authority	1				
Sky Valley Fire		1			
Snohomish County Fire District #15		1			
Snohomish County Fire District #19		1	1		
Snohomish County Fire District #4					2
Snohomish Regional Fire and Rescue	1	1	2		
South Snohomish County Fire and Rescue	1	1	2	2	
Total	3	8	6	2	2

Key – Type Codes and Labels on Tables (Note: FC was searched for, no results)

General Call Type	CallType
Confirmed Fires	FB
Confirmed Fires	FCC
Confirmed Fires	FRC
Other Fires	FS
Other Fires	FS NONCODE
Other Fires	FTU
Unconfirmed Structure Fires	FR

2022July 4th Staffing:

6 FTE's 6-Hours OT each for Festival	total 48 Hours OT
1 Seasonal 8-hour regular	total 8 Hours
	54 total hours

Cleanup July 5:

10 FTE's (PW and Parks) at 4-hours each for park cleanup	total 40 Hours
1 FTE (PW) and sweeper for 8-hours	total 8 Hours
	48 total hours

2023July 4th Staffing:

6 FTE's 6-Hours OT each for Festival	total 36 Hours OT
1 Seasonal 8-hour regular	total 8 Hours
1 Seasonal 10-hour Regular	total 10 hours
	54 total hours

Cleanup July 5:

8 FTE's (Storm and Parks) at 3-hours each for park cleanup	total 24 Hours
1 FTE (Storm) and sweeper for 4-hours	total 4 Hours
	28 total hours

Damage:

Burn marks on boat dock, non-motorized boat dock, and swimmer dock at Davies.

Turf damage and burns at Frontier and Lundeen.

Multiple garbage cans had fireworks lit in them resulting in burning trash and plastic liners. Metal cans were fine.

Burn marks on North Cove Swim Dock.

Photos are from July 5 2023. Fireworks collected at City swim beach, remnants on basketball court at Frontier Heights, burn marks of Davies docks (Upper left corner by cleat)







CITY COUNCIL STAFF REPORT



Agenda Date: 2/9/2024

Subject: Chapel Hill Update

Contact Person/Department: Russ Wright, Community Development

Budget Impact: Sale of property

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Discussion

SUMMARY/BACKGROUND:

The city has considered developing the Chapel Hill site for a city campus three times between 2017 and 2021. After the City Council determined it was not feasible to construct a new campus at the Chapel Hill site, they approved a resolution to surplus the property in August 2022 (Resolution 2022-12). The Council rezoned the property to Commercial District to help address the city's commercial deficit by creating an additional revenue-generating property in the Lake Stevens Center. The city had a formal appraisal completed to identify the baseline value of the property. Following the appraisal, staff created marketing materials and requested letters of interest to purchase and develop the property. The city received three letters of interest (LOI) in October 2022, which were presented to the City Council for review. The staff entered into a purchase and sale agreement with Cascadia Group LLC.

Cascadia applied for a development agreement on September 1, 2023. As proposed, the project would be a six-story mixed-use building with a maximum of 160 residential units and approximately 33,025 square feet of commercial space with a parking garage. This application is consistent with the Lake Stevens Center Subarea Planned Action Ordinance and was issued a Planned Action Certification on January 03, 2024. A conceptual site plan, draft critical areas map and draft building rendering are attached as **Attachments 1 through 3**.

Under state law [Chapters 36.70B.170 through 36.70B.210 of the Revised Code of Washington (RCW)], development agreements are designed to provide certainty for all parties considering major projects. Staff has been negotiating with the purchaser on the terms of the development agreement. Significant topics reviewed have included establishing development and design standards, permitted uses, impact fees, potential mitigation measures, phasing and vesting. Approval of the DA is a prerequisite to approval of the PSA. There are a few outstanding items to be negotiated.

Next steps

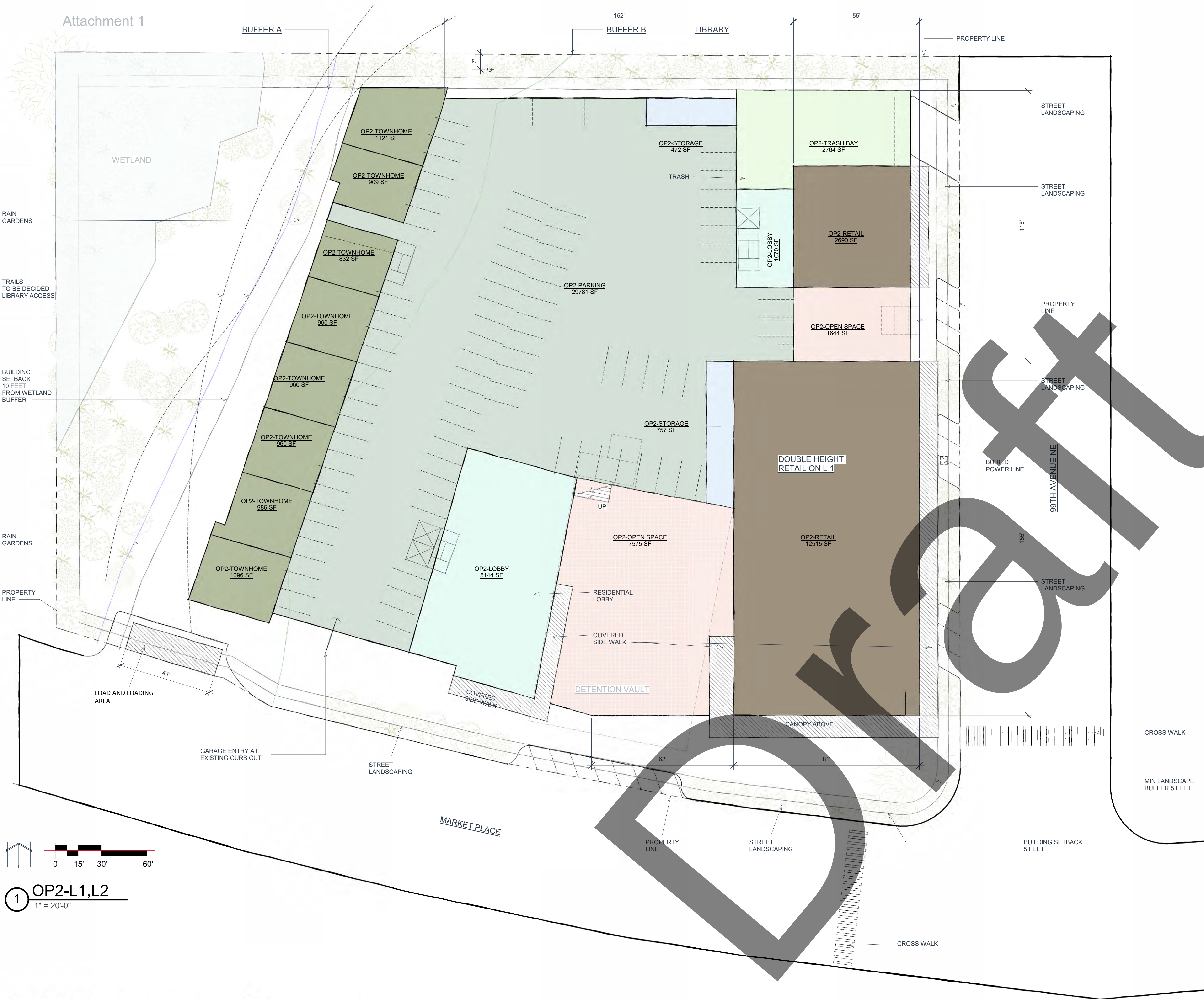
Staff will bring the final development agreement to a future Council workshop for discussion. Any applicable revisions will be made, and the development agreement will be brought back to the City Council for a public hearing. The Council will act as the decision maker on the Development Agreement, following a public hearing.

APPLICABLE CITY POLICIES:

NA

ATTACHMENTS:

1. Attachment 1 - Conceptual Site Plan
2. Attachment 2 - Critical Areas Map
3. Attachment 3 - Concept Elevations
4. Presentation



ADDRESS:	26 99TH AVE NE, LAKE STEVENS 98258
PARCEL ID:	00493400500403 00493400500302
ZONE:	COMMERCIAL DISTRICT (CD)
LOT AREA:	122446.21 SF
WETLAND AREA:	8,341 SF
GROSS SF:	327353 SF
FAR:	RESIDENTIAL EXEMPT
PARKING REQUIREMENT	
COMMERCIAL/RETAIL:	2 STALLS PER 1,000 GFA 2 X 32025 / 1000 = 64 STALLS
RESIDENTIAL:	1.25 STALLS / UNIT 1.25 / 136 = 170 STALLS
PARKING PROVIDED:	220 + INDOOR & 20+ STREET
OPEN AREA CALCULATION:	
OPEN SPACE + AMEN. / SITE AREA	[40095 + 12927] / 122446.21 = 43.30%
LANDSCAPE BUFFER:	5'
ALLOWABLE HEIGHT:	55' BASE, + 10' ADDITIONAL PER LSMC 14.38.050
SETBACK REQUIREMENT	
MARKET PLACE:	5'
99TH AVENUE NE:	5'
SIDE:	10'
REAR:	10'

- 14.38.050 Development Bonuses.**
- (a) To encourage quality commercial and mixed use development that incorporates enhanced elements that provide either a public, social or environmental benefit, the city will allow a 10-foot height increase above the maximum height for projects including any two of the following elements. These bonus provisions do not apply in the downtown Lake Stevens Subarea.
- (1) Public Plaza. This is an outdoor space not less than 500 square feet in size, or less than 20 feet in dimension, provided at the ratio of 1.5 square foot of plaza per 100 square feet of building area beyond any other required plaza area.
- (i) The public plaza must contain substantial design features, defined in the applicable design guidelines.
- (ii) For larger development sites, the total percentage of area used as a public plaza may be allocated among multiple spaces, so long as each public plaza area complies with the criteria in subsection (a)(1)(i) of this section.
- (iii) Outdoor seating for restaurants adjacent to the plaza may occupy up to 20 percent of the total area.
- (iv) The public plaza shall be open to the public during business hours.

OPTION 2 AREA STATEMENT

Level	Residential Unit Type								Open Space [SF]	Lobby/Circulation [SF]	Retail [SF]	Parking [SF]	Services [SF]	Amenities [SF]	Total Area [SF]
	1B		2B		2/3B		TOWNHOME								
	Area [SF]	Count	Area [SF]	Count	Area [SF]	Count	Area [SF]	Count							
L1	0	0	0	0	0	0	7824	8	9219	6214	15197	29781	3970	0	72205
L2	0	0	0	0	0	0	8080	0	2112	2464	4192	32186	988	0	50022
L3	18314	20	10495	7	5348	2	0	0	11469	3576	12636	0	0	1426	63264
L4	14032	18	9167	7	3283	2	0	0	12799	4958	0	0	437	9227	53903
L5	17634	23	10034	8	8471	5	0	0	2248	4458	0	0	0	1137	43982
L6	17634	23	10034	8	8471	5	0	0	2248	4458	0	0	0	1137	43982
Total	67614	84	39730	30	25573	14	15904	8	40095	26128	32025	61967	5395	12927	327358

DRIFT
INTERIOR ARCHITECTURE

103 91st Ave SE, Lake Stevens, WA 98258

4254780327

www.drift-ia.com

Registered Architect in WA State

CASCADIA CHAPEL HILL

CLIENT NAME

26 99TH AVE NE, LAKE STEVENS 98258

CLIENT NAME

PROJECT ADDRESS

STATUS

SD

DPS PERMIT NUMBER:

BNIA Project number: XXXXXX

DRAWN BY: Author

SHEET NAME

SITE PLAN

A101

Scale

1" = 20'-0"

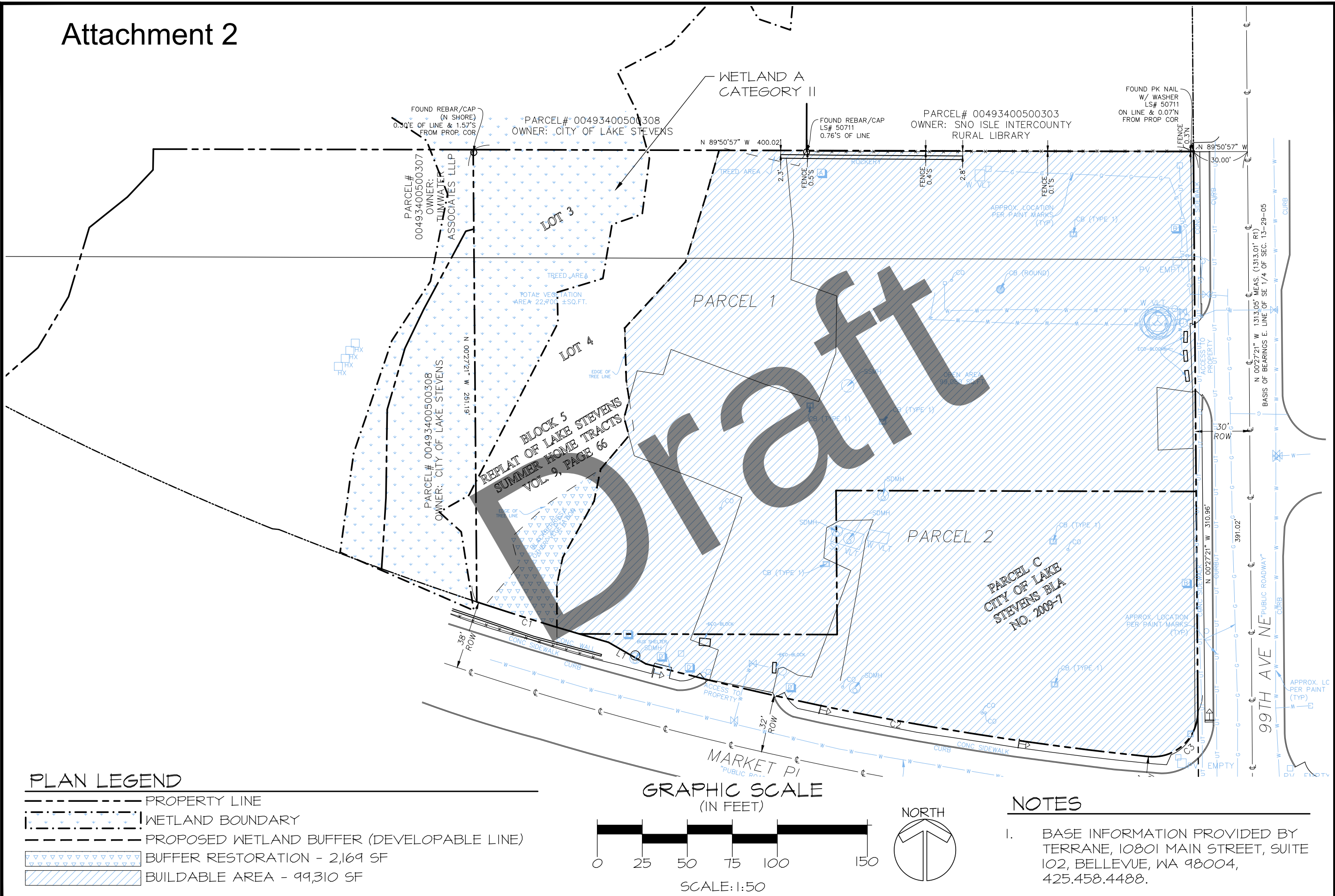
FILE PATH:

C:\Users\jennieramban\OneDrive - drift-ia.com\Projects\01 RESIDENTIAL\Cascadia Group\03 Revit\01 Work\D-IACA-Cascadia Group-SU-Massing & Calculations\A101.rvt

FLAT DATE: 1/5/2024 6:34:18 PM

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Attachment 2



Almann Oliver Associates, LLC Environmental Planning & Landscape Architecture PO Box 578 Corvallis, WA 97331 Office (425) 333-4433 Fax (425) 333-4599	PROJECT 7143
	SCALE AS NOTED
FIGURE 1: CRITICAL AREAS MAP VINE STREET 26 99TH AVE. NE, LAKE STEVENS, WA 98258 PARCELS 00493400500302 & 00493400500403	DATE 1-05-24
	REVISED 1/1





Concept Only











Concept Only



One Community Around The Lake

Chapel Hill Discussion

City Council Retreat

February 09, 2024

Russ Wright, Community Development
Director

LAKE STEVENS CENTER

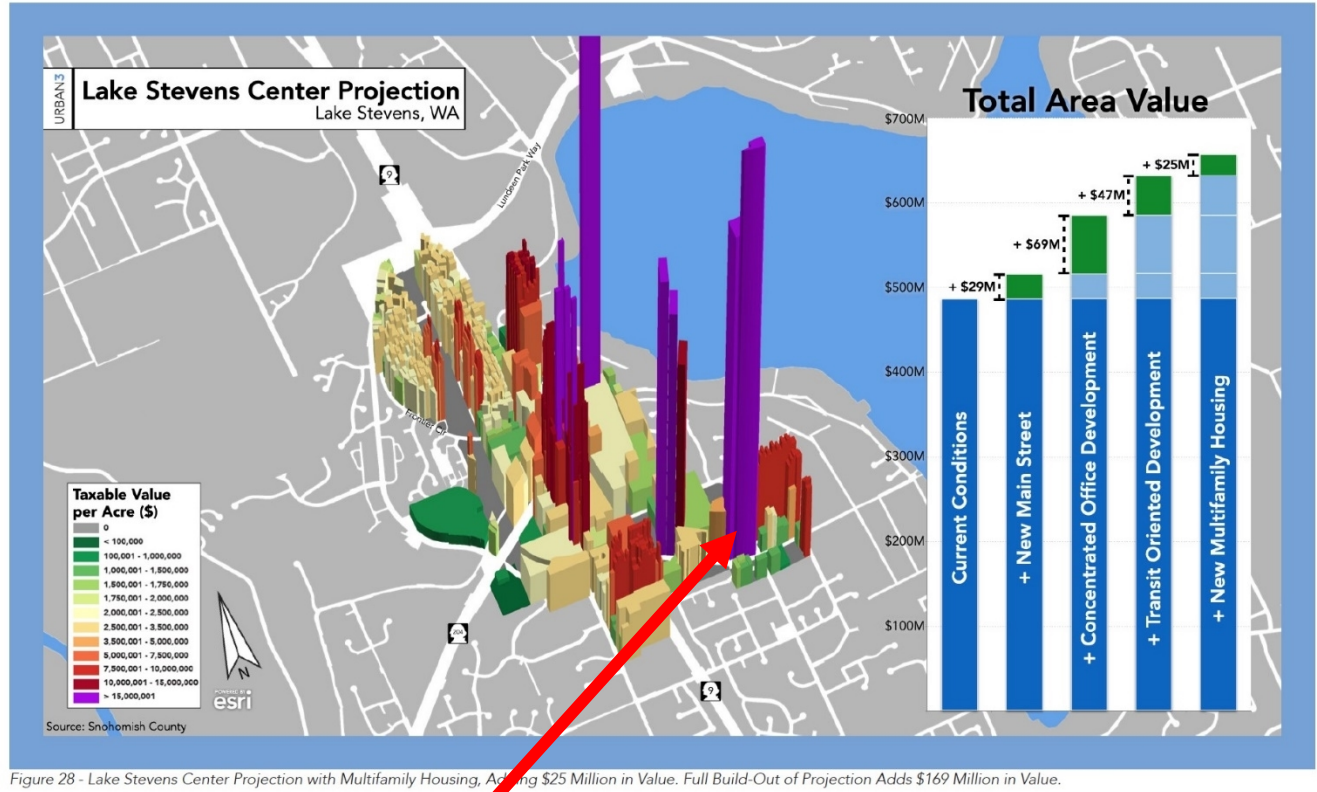


Figure 28 - Lake Stevens Center Projection with Multifamily Housing, Adding \$25 Million in Value. Full Build-Out of Projection Adds \$169 Million in Value.

Chapel Site Economic Impact from Urban 3 Analysis

- City evaluated Chapel Hill site for a city uses three times between 2017 and 2021.
- The City Council determined it was not feasible to construct here and approved a resolution to surplus in 2022
- The Council rezoned the property to Commercial District to help address the city's commercial deficit
- Formal appraisal completed
- Property marketed for sale - three letters of interest (LOI) received
- City entered into a purchase and sale agreement with Cascadia Group LLC.



Project Description: Six-story mixed-use building, with a maximum of 160 residential and nearly 33,025 square feet of commercial space and parking garage.

Development Agreement

- Development agreement application received on September 1, 2023
- Development agreements provide certainty for parties when considering major projects
- This application is consistent with the Lake Stevens Center Subarea Plan
- Planned Action Certificate issued January 03, 2024
- DA is a prerequisite to approve the PSA

Included topics:

- Development and design standards
- Permitted uses
- Impact fees
- Mitigation measures
- Phasing and vesting



Site Renderings



Next Steps

- Staff will bring the final development agreement to a future Council workshop for discussion.
- Applicable revisions will be made, and the development agreement will be brought back to the City Council for a public hearing.
- The Council acts as the decision maker on the Development Agreement.

CITY COUNCIL STAFF REPORT



Agenda Date: 2/9/2024

Subject: City Hall Update

Contact Person/Department: Russ Wright, Community Development

Budget Impact: Budgeted expense

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Discussion

SUMMARY/BACKGROUND:

Over the last few years, staff have discussed the need for a new City Hall with the City Council.

- The current City Hall was completed in 2017 as a temporary location. The combined City Hall and Annex total 5,700 square feet of office space.
 - In 2018, Makers Architects prepared a Needs Assessment for future City Hall and Police Department needs.
 - The City Council rejected previous City Hall and Police Station options for new construction based on projected costs.
 - In 2019, the city bought an office and retail complex from the Fire District. This complex included two buildings and a training center.
 - In 2021, the City Hall Needs Assessment was updated for the Chapel Hill site. This report concluded a new City Hall and Council Chambers would require approximately 18,765 square feet.
 - Staff presented an updated Needs Assessment for City Hall and Public Works to identify overall space requirements at the September 13, 2023, Council retreat including anticipated employment growth.
 - Staff also presented a comparison of other recent City Hall projects, a pros and cons analysis of different City Hall options, a detailed cost estimate and funding
-

strategy for a new City Hall, a satisfaction survey and a summary of efficiencies made at the current campus.

- The city has also reviewed the needs of other facility improvements with estimated costs. Specifically, we looked at renovations to North Cove Park, Public Works and a new museum.

At its October 17, 2023 meeting, the City Council authorized the purchase of the buildings adjacent to the Police Station for a municipal services campus. Council also approved using councilmanic bonds to fund the project and other civic improvements. A public hearing was held on December 12, 2023 and the bond ordinance was adopted on January 9, 2024.

- The mayor signed the purchase and sale agreement on October 20, 2023, which included a 180-day contingency period.
- City staff and the attorney's office reviewed the title report and worked with the seller to have unnecessary requirements removed.
- City staff hired a professional commercial inspector to conduct a formal inspection of the premises. The report identified a few maintenance issues but did not identify any significant issues with the buildings.
- Based on a successful completion of the title review and building inspection, the buyer and seller have agreed to a closing date of March 15, 2024.

Next steps

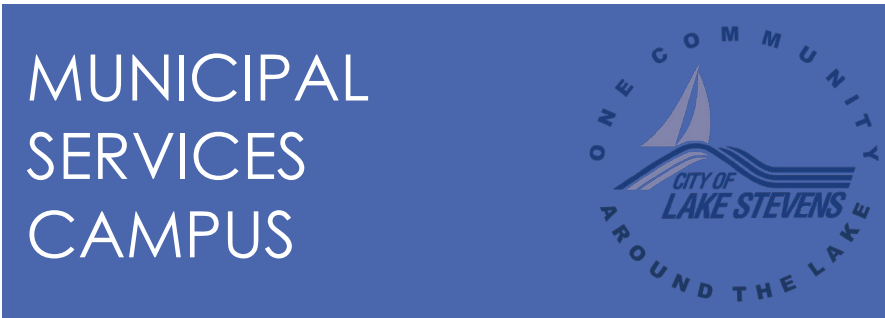
- Phase 1 – As part of its legislative agenda, the city has requested \$100,000 to develop design options and architectural drawings for a versatile City Council Chambers along with an infrastructure analysis for the city's proposed Municipal Services Campus. We will also evaluate if the Council Chambers and overall site can support other regional needs for eastern Snohomish County (**Attachment 1**).
- Phase 2 will be the construction of the Council Chambers – work could begin Fall 2024.
- Phase 3 will include design of parking and infrastructure improvements – this work could begin mid-2024, with possible construction later in the year.
- Phase 4 will include the City Hall design – this work will begin in Winter 2024.
- Phase 5 will be the City Hall renovation – this work will start mid-2025. The move-in would be late-2025 or early 2026.

APPLICABLE CITY POLICIES:

NA

ATTACHMENTS:

1. Attachment 1_Municipal Services Campus_2-9-2024
2. Presentation



Background

The city of Lake Stevens' population has grown by 45% since 2010 – as of 2023 the current population exceeds 41,000 and will increase to 50,000 over the next decade.

To meet the needs of this rapid growth, the city has increased its staff. The city has outgrown its current city hall and City Council meeting room in downtown Lake Stevens. The city has evaluated options for a municipal campus since 2016. Due to financial constraints, the city has not been able to construct a new building but has continued to look for appropriate opportunities to develop a campus.

- In 2019, the city purchased and then renovated commercial buildings in south Lake Stevens for a Police Station.
- One of the buildings purchased in 2019 houses commercial uses and has been identified for future government growth as tenants move out.
- In 2023, the City Council authorized the purchase of a property adjacent to the existing Police Station, which includes two commercial buildings.
- The city will renovate portions of these buildings over the next two years, along with an existing building the city owns to create a functional Municipal Campus.

Request

Lake Stevens requests \$100,000 dollars from the legislature to develop design options and architectural drawings for a versatile City Council Chambers along with an infrastructure analysis for the city's proposed Municipal Services Campus.

Project Benefits

- Locate most government services on a single site, in proximity to the city's population center.
- Generate revenue through use agreements with complementary public services or through private rentals.
- Create short term engineering, architectural and construction jobs through the design and construction phase.
- Accommodate a staff of 65 people over the next 10 years.
- Contribute to the vitality of the site by establishing a larger daytime workforce to frequent restaurants and businesses.
- Allows the city to complete its downtown plan and expand public use in North Cove Park and increase use of the Mill.

Lake Stevens will use funds immediately if received. The city will identify matching funds and use local dollars to complete remaining phases.

MUNICIPAL SERVICES CAMPUS



LAKE STEVENS GOVERNMENT FACILITIES

Phases

The first phase of this project will relocate the temporary City Council Chambers into a permanent location.

- A functional Council Chambers will act as the hub for local government.
- Infrastructure for access, power and communications must be resilient and reliable to accommodate police and city services, especially during emergencies or inclement weather events.
- In Phase 1, the city will use legislative funds to produce design options for a flexible, multipurpose Council Chambers and develop recommendations to improve existing infrastructure for an efficient and sustainable Municipal Service Campus through a public engagement process.
- We will also evaluate if the Council Chambers and overall site can support other regional needs such as an Emergency Operation Center for eastern Snohomish County or another County District and Therapeutic Court.



Future phases will include the full design and build out of the Council Chambers and renovations to other commercial buildings for use as a Municipal Campus with an integrated City Hall, Permit Center and Police Department over the next two years.

Project Schedule and Budget

Phase 1 – Council Chambers Design / Infrastructure Analysis (\$100,000) - Summer 2024

Phase 2 – Council Chambers Construction (\$500,000) - Fall 2024

Phase 3a – Parking / Stormwater Design (\$50,000) - Summer 2024

Phase 3b – Parking and Infrastructure Improvements (\$375,000) - Fall 2024

Phase 4 – City Hall Design (\$300,000) - Winter 2024

Phase 5 – City Hall Renovations (\$2.37 million) - Summer 2025

The city has taken on bond debt to purchase and renovate the Municipal Campus buildings. The requested funds will help the city complete early actions to relocate portions of city operations.

FOR INFORMATION, CONTACT RUSS WRIGHT,
COMMUNITY DEVELOPMENT DIRECTOR:
425.622.9424 / RWRIGHT@LAKESTEVENS.WA.GOV



One Community Around The Lake

City Hall Discussion

City Council Retreat

February 09, 2024

Russ Wright, Community Development
Director

- The current City Hall was completed in 2017 as a temporary location.
- Previous City Hall and Police Station options rejected based on projected construction costs.
- In 2019, the city bought an office and retail complex for a Police Station.
- Council received an updated Needs Assessment for City Hall and Public Works space requirements at its September 13, 2023 Council retreat.
- Staff presented a detailed cost estimate and funding strategy for a new City Hall and other facilities.
- At its October 17, 2023 meeting, the City Council authorized the purchase of the buildings adjacent to the Police Station for a municipal services campus





Purchase and Sale

- Council approved councilmanic bonds to fund the project and other civic improvements.
 - A public hearing was held on December 12, 2023 and the bond ordinance was adopted on January 9, 2024.
 - The mayor signed the purchase and sale agreement on October 20, 2023, which included a 180-day contingency period.
-
- Unnecessary title report requirements removed.
 - Formal inspection of the premises conducted.
 - The report identified a few maintenance issues – no significant issues identified.
 - Closing date of March 15, 2024 set.

Subway Bldg

View a description for this map



Google Earth

Legend

South Lake Stevens Bldgs

View a description for this map



Google Earth

Site Photos

Next Steps / Project Schedule

- Phase 1 – the city has requested \$100,000 to develop design options and architectural drawings for the Council Chambers and an infrastructure analysis.
- We will evaluate if the Council Chambers and overall site can support other regional needs.
- Phase 2 will be the construction of the Council Chambers – work could begin Fall 2024.
- Phase 3 will include design of parking and infrastructure improvements –mid-2024, with possible construction later in the year.
- Phase 4 will include the City Hall design – this work will begin in Winter 2024.
- Phase 5 will be the City Hall renovation – this work will start mid-2025. Move-in late-2025 or early 2026.



CITY COUNCIL STAFF REPORT



Agenda Date: 2/9/2024

Subject: Museum Update

Contact Person/Department: Russ Wright, Community Development

Budget Impact: Budgeted Item

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Discussion

SUMMARY/BACKGROUND:

Downtown Background

The city hosted several community workshops in 2016 and 2017 during the development of the Downtown Lake Stevens Subarea Plan. The plan adopted a series of implementation projects to rejuvenate the downtown. These projects included:

- 1) Construct community facilities and expand public parking, (completed);
- 2) Expand and improve nearby North Cove Park (completed);
- 3) Construct a regional attractor, which is Mill Spur (completed);
- 4) Main Street Improvements
 - Phase 1 – North Lakeshore to 18th Street NE completed,
 - Phase 2 – Future improvements scheduled for construction in 2024/2025; and
- 5) Neighborhood Connectors – Conceptual alignment for Hartford, 20th Street NE and 16th Street NE complete. Funding was approved for 16th Street NE and is available in 2029.
- 6) Additional Retail (underway – two pending mixed-use projects).

Along with these core projects, related projects were discussed during the public process. With the construction of Mill Spur, the library moved to the old Police Station off Grade Road and is working toward a permanent home at Chapel Hill. The Rowing Club moved to a property adjacent to the boat launch. The Grimm House has been relocated, and the historical museum moved temporarily to the old evidence building off

123rd Ave NE. During the discussion of the Downtown Plan, a new, larger museum off Mill Spur was envisioned. The old museum was approximately 2,200 square feet. The new building to house the museum is estimated to be between 6,500 to 7,000 square feet.

Museum Planning and Funding:

Staff worked with the Historical Society on design elements for the museum in early 2021, resulting in a preliminary design for a two-story museum. The city had a cost estimate prepared by ProDims. They projected the cost of new construction to be \$1.9 million in 2024. The city secured partial funding, in the amount of \$764,000, from Washington State Historical Society to build a museum during the 2023 – 2025 biennium. Using the ProDims valuations, with a price escalator, staff projects a three-story museum will cost between \$2.17 and \$2.3 million in 2025. As part of its recent facilities' discussion, the Council authorized using bond funds to help pay for the remaining costs of the museum.

In the last several months, staff has revised the conceptual plan for the museum (**Attachment 1**) to include three stories as shared with the Council at its Fall retreat. Three stories provide adequate space for a retail component to generate revenue for maintenance and operations of this new building. The staff estimate operations and maintenance will be approximately \$20,000 per year. Commercial leases would cover these costs. Adding a retail space would also help activate Mill Spur and bring patrons to the museum.

As the city is considering an additional investment downtown with the construction of the museum, staff wanted to check in with the City Council and discuss lease options for the museum and Grimm House. Staff compiled a list of museums and identified approximately 21 museums and seven historical societies, excluding Lake Stevens, roughly located along the I-5 corridor. Of these, 12 operate out of public municipal buildings. We reached out to these agencies for copies of their lease agreements and received a few. We have used the Mukilteo agreement as our template as we share legal counsel. We have also brought in applicable elements from other agreements.

When we looked at the comparable agreements (**Attachment 2**), we noted those museums did not pay rent or lease to the agency in exchange for providing the public educational benefit of a museum. Common features included non-discrimination policies, insurance requirements, restrictions on tenants undertaking major revisions, the tenant would be responsible for cleaning and interior maintenance. The agreements varied on how utility and services charges were paid by the lessee from all to none. We would recommend that, at a minimum, the lessee is responsible for their own communications and internet needs and the city would be responsible for garbage services. Other decision points for the lease would be length of the lease, hours of operation, entry fees and donations, subletting the premises for events and associated fees.

Next steps

The State Historical Society will finalize our funding contract over the next few weeks. The city will solicit an architect to develop a final design over the next couple of months. With the state funding, the building will need to meet LEED standards. The Historical Society will be consulted to go over its functional needs and final design elements.

At the earliest, construction could begin in late 2024. It is more likely to begin in early 2025.

Negotiate lease agreement for the museum space and Grimm House.

Solicit tenant(s) to occupy commercial space(s).

APPLICABLE CITY POLICIES:

NA

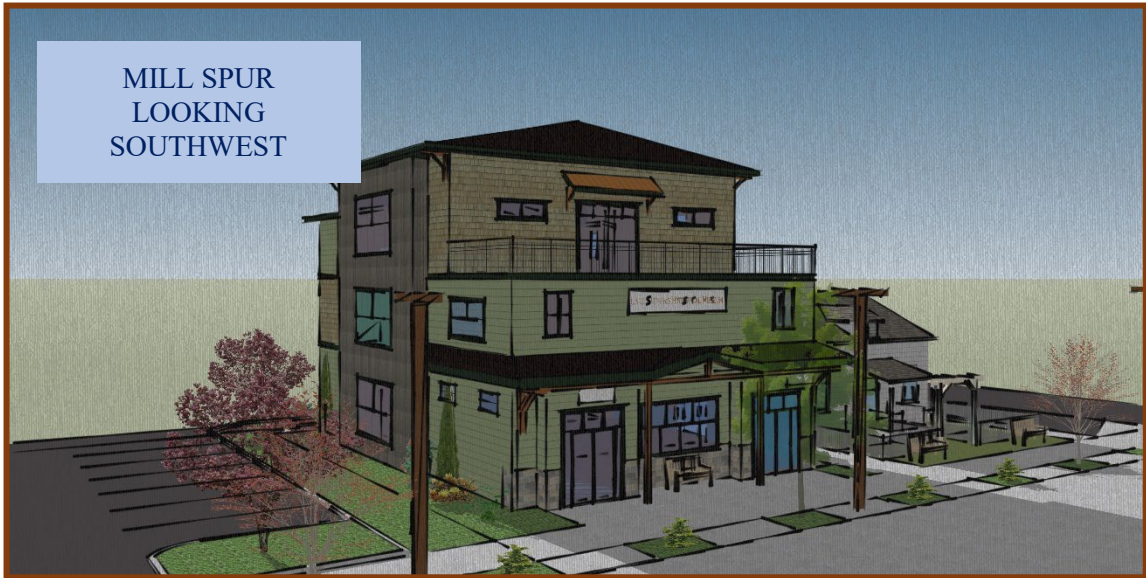
ATTACHMENTS:

1. Attachment 1 Revised Museum Design Board_11-30-2023
2. Attachment 2 Lease Comparison_12-20-2023
3. Presentation

Museum Design Board



MILL SPUR
LOOKING
SOUTHWEST



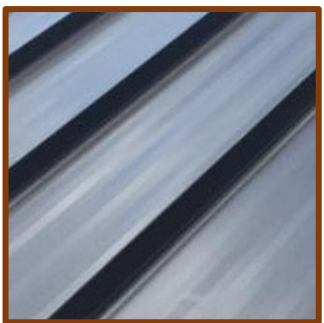
RENDERING FROM
MILL SPUR
LOOKING SOUTH



INSPIRATION

Desired Characteristics

- Complements Downtown Vision
- Contemporary Northwest Style w/ Craftsman Elements
- Distinctive Rooflines
- Large Mullioned Windows
- Includes Commercial Element to Activate Spaces



MIX OF MATERIALS – HORIZONTAL & SHAKE SIDING, STONE BASE AND METAL ROOFING



CONNECTED
OUTDOOR
SPACE



EAST FAÇADE
OF MUSEUM



MUSEUM FROM
NORTH COVE PARK

Lease Examples							
Agency	Term	Hours	Utilities	Damage / Alterations	Insurance / Indemnification	Compensation	Conditions
Mukilteo (2023)	18 months with three year extensions	9 am to 8 pm	Licensee - wi-fi and telephone City - electricity, natural gas, water and alarm	1. Licensee agrees not to damage / alter the Premises 2. Licensee responsible for cleaning and routine interior maintenance 3. The Licensee may make necessary tenant improvements, such as signage, interior paint, flooring and furnishings, with the prior written approval 4. The City responsible for routine maintenance and repair of the structure and exterior portions of the property 5. The City responsible for critical repairs to the structure and systems of the building, such as plumbing, heating and electrical wiring 6. The City shall provide street sweeping, furnishing a dumpster (located in the park) and collection services	The Licensee, at its' own cost, shall procure and maintain insurance General liability - \$2 million Aggregate - \$3 million The Licensee liable for all damages, losses, costs, and expenses of any party, including any of its employees and/or volunteers arising out of the performance of this Agreement	No license fee City may establish a fee schedule for rental Licensee shall use all monies generated from its use of the site in support of maintenance, restoration, or promotion Licensee cannot charge admission fees, but can collect voluntary donations	Licensee to provide adequate staffing Keep clean, no alterations w/out approval The City shall not be liable for any loss or damage to the Licensee's property or any other property from theft, fire, or any other cause The City and employees shall have and maintain access at all times to the Premises Garbage Receptacles. The Licensee shall be responsible for refuse created during their normal schedule operations. Licensee shall maintain records of account reflecting the business operations of the Licensee. Licensee shall provide City on an annual basis. License agreement on duties for use Non-discrimination

Ferndale (2015)	5 years w/ extensions 60-day request for extension or termination		The City shall be responsible for payment of utilities and garbage collection	Accept the Facilities in their present condition and maintain the premises in good repair and appearance; No structural changes to the Facilities of a permanent nature without the prior written consent of the City	The City shall provide property damage insurance and general liability insurance coverage on the Facilities as part of its general City coverage The Society, as Facility User, shall procure and maintain general liability insurance of \$1 million / aggregate \$2 million. The Society shall indemnify the City from and against any and all claims, demands, causes of action, suits or judgments	\$1.00 The Society is not authorized to sublet the Pavilion office space, but may, without notice to the City, rent or sublet Facilities The Society shall utilize leased space for furtherance of its mission The City reserves the right to use the facilities based on availability.	The Society agrees to cover the costs incurred from normal wear and tear, ordinary usage of the facilities, when related to the Society's operation and use. The Society will be responsible for the maintenance of both the exterior and interior portions of the Facilities, including, without limitation, electrical fixtures, plumbing fixtures, interior and exterior walls and ceilings Litter control and/or damage in park areas within fifty (50) feet The Society agrees to perform its activities in a careful, safe and prudent manner City reserves the right to inspect buildings. Non-discrimination
Sedro Wooley (2017)	15-years through 2032 10-year extension		Tenant shall pay all charges for electricity, heat, telephone, water, sewer, garbage, cable, security system and other utilities	Tenant shall, at its sole expense and as additional rent, maintain and repair the interior of the Premises, including glass, electrical, heating and plumbing systems, floor and supports, etc. Tenant shall keep the foundation, roof and exterior walls of the building in good order and repair Tenant shall be liable for the removal of ice and snow from the sidewalks and parking areas in front of and about the Premises Tenant shall make no alterations to the Premises without the prior written consent of Landlord Tenant responsible for cost of alterations / improvements	Tenant, at is sole expense, maintain general liability insurance of \$1 million / aggregate \$2 million. Other insurances as required Tenant shall indemnify, defend, protect, and hold harmless the Landlord, its officers, officials, employees and volunteers, from and against any and all claims, suits, demands, causes of action, liabilities or judgments (including costs and expenses incurred in connection therewith) for deaths or injuries to persons or for loss of or damage to property arising out of or in connection with the use and occupancy	None Tenant shall pay no rent, but shall instead be responsible to maintain the premises, inside and out, including all systems and structures in reasonably good working order Tenant agrees to operate an historical museum, open to the public, a minimum of one day (six hours) per week	Tenant will use and occupy the Premises throughout the entire term hereof for the purpose of operating an historical museum, open to the public Tenant may not assign or sublet this Lease or the Premises Landlord may enter the Premises at all times to inspect Non-discrimination / ADA



One Community Around The Lake

Museum Discussion

City Council Retreat

February 09, 2024

Russ Wright, Community Development
Director

Downtown Projects

- Economic Development
- Improve Main Street
- Renovate North Cove Park
- Provide a Regional Attraction
- Provide Public Parking





Original Design

Estimated Construction Cost: \$1.9 million

Potential Funding: State Grant, Property Sales and Pandemic Recovery

Description: 5,800 gross square feet, two-story museum, with gallery space, restrooms, storage and flex space.

- Original Museum – 2,200 square feet
- Preliminary design completed in 2022
- **\$764,000 grant** from the Washington State Historical Society received



Completed?

What's Happened?

- Grimm House moved
- Museum moved to old evidence building temporarily
- Mill Spur completed
- Fence installed around Grimm House
- Parking lots completed

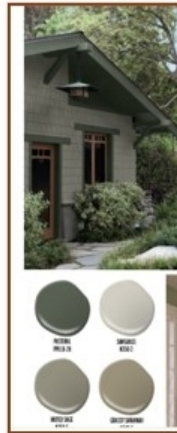


Design Board

Museum Design Board



MILL SPUR
LOOKING
SOUTHWEST



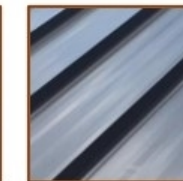
RENDERING FROM
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INSPIRATION

Desired Characteristics

- Complements Downtown Vision
- Contemporary Northwest Style w/ Craftsman Elements
- Distinctive Rooflines
- Large Mullioned Windows
- Includes Commercial Element to Activate Spaces

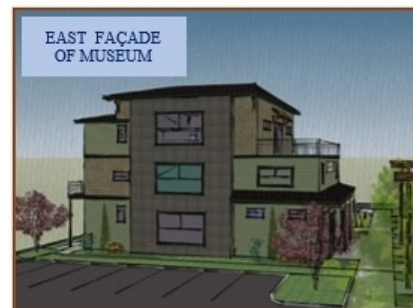


MIX OF MATERIALS – HORIZONTAL & SHAKE SIDING, STONE BASE AND METAL ROOFING

CONNECTED
OUTDOOR
SPACE

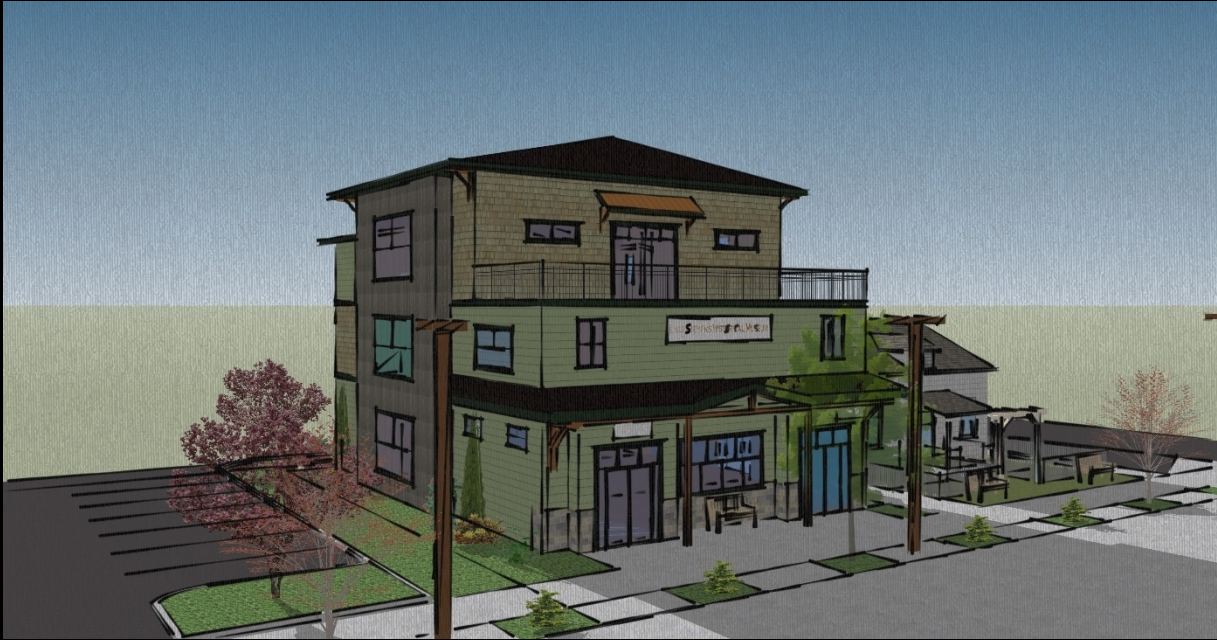


EAST FAÇADE
OF MUSEUM



MUSEUM FROM
NORTH COVE PARK





Revised Design

Estimated Construction Cost: \$2.17 to \$2.3 million

Estimated Design Cost: \$217,000 to \$230,000

Potential Funding: State Grant, Property Sales, Councilmanic Bond and Pandemic Recovery

Description: 6,500 to 7,000 gross square foot, three-story museum, with gallery space, restrooms, storage, flex space and private retail space.



Preliminary design completed in 2022

Estimated Operations / Maintenance: \$20,000

Potential revenue from commercial: \$25,000 to \$37,500 to be used for O&M and bond debt.

Commercial space will activate Mill Spur.

Lease Information

- 21 museums and 7 historical societies along I-5 corridor Snohomish County north
- 12 operate out of public municipal buildings
- Reviewed example leases

Common Features: no or limited rent / leases in return for public benefit and standard contract language.

Differences: hours of operation, subletting, fund raising, utility responsibilities and length of leases



Next Steps

- Finalize funding contract with State Historical Society
- Solicit an architect to develop a final design
- The Historical Society will be consulted on final design elements
- Building will need to meet LEED standards
- Construction could begin between late-2024 and early-2025
- Negotiate lease agreement for the museum space and Grimm House
- Solicit tenant(s) to occupy commercial space(s)

