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.

April 23, 2024 - 6:00 PM
In Person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens
or Join Zoom Meeting: https://lakestevenswa.zoom.us/j/88002535270
or call in at (253) 215-8782 Meeting ID 88002535270

1.	**Call to Order**		
2.	**Pledge of Allegiance**		Mayor
3.	**Roll Call**		
4.	**Approval of Agenda**		Council President
5.	**Guest Business**		
	A.	Oath of Office for Breezie Morgan, Police Records Specialist	Dean Thomas
	B.	Zipley Fiber Presentation	Ryan Luckin, Zipley Fiber
6.	**Citizen Comments**		
7.	**Council Business**		Council President
8.	**Mayor's Business**		
9.	**Consent Agenda**		
	A.	2024 Vouchers	Barb Stevens
	B.	City Council Meeting Minutes of March 26, 2024	Kelly Chelin
	C.	City Council Meeting Minutes of April 2, 2024	Caitlin Weaver
	D.	City Council Meeting Minutes of April 9, 2024	Kelly Chelin
10.	**Action Items**		
	A.	Resolution 2024-01 Accepting Donation From Arts & Parks Foundation	Jill Meis
	B.	Resolution 2024-02 Approval to Apply for RCO Grant	Jill Meis
	C.	Public Comment - Public Meeting Guidelines	Kelly Chelin

D. Records Management Policy Kelly Chelin

11. Executive Session - Confidential Session of the Council

A. Discuss Property Acquisition and Collective Bargaining-Action to Follow

12. 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.

BLANKET VOUCHER APPROVAL

2024

Payroll Direct Deposits	**4/10/2024**	**$370,983.73**
Payroll Checks	**60632**	**$2,756.28**
Electronic Funds Transfers	**ACH**	**$477,850.40**
Claims	**60633-60728**	**$339,524.00**
Void Checks	**60481, 60485**	**($15,657.89)**
Total Vouchers Approved:		**$1,175,456.52**

This 23rd day of April 2024

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

Finance Director/Auditing Officer, Barb Stevens

Mayor, Brett Gailey

April 23, 2024

City expenditures by type for this voucher packet			
Personnel Costs	$	373,740	32%
Payroll Federal Taxes	$	140,014	12%
Excise Tax	$	465	0%
Retirement Benefits - Employer	$	81,842	7%
Medical Benefits - Employer	$	233,371	20%
Other Employer Paid Benefits	$	7,476	1%
Employee Paid Benefits	$	30,892	3%
Supplies	$	41,193	4%
Professional Services	$	220,133	19%
Refunds	$	16,014	1%
Capital *	$	34,673	3%
Debt Payments	$	11,302	1%
Void Checks	$	(15,658)	-1%
Total	**$**	**1,175,457**	**100%**

Large Purchases *

* PW Electric Vehicle Facility Supplies/Parts $11,256
* SR9/Lake Stevens Rd Roundabout $16,985

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 04/05/2024 - 04/18/2024

Total for Period
$817,374.40

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-37305	001 008 521 20 31 05	LE-Equipment - New Officers	Academy Uniform - D Burns	60640	$96.14
911 Supply Inc	INV-2-37390	001 008 521 20 31 01	LE-Fixed Minor Equipment	Uniform Polos - A Fox	60640	$95.14
					60640 Total	**$191.28**
Ace Hardware	79142	101 016 544 90 31 02	ST-Operating Cost	Paper Towels/Toilet Paper	60641	$175.92
Ace Hardware	79156	001 010 576 80 31 05	PK-R&M Supplies	NC Water Fountain Leak Supplies Parts	60641	$110.16
Ace Hardware	79157	101 016 544 90 31 02	ST-Operating Cost	Deluxe Torch Kit/Blaze Torch/Air Filters	60641	$209.82
Ace Hardware	79185	101 016 544 90 31 02	ST-Operating Cost	Gloves/Paper Towels	60641	$189.77
Ace Hardware	79186	001 013 518 20 31 00	GG-Operating Costs	Janitorial Supplies for CH	60641	$112.55
Ace Hardware	79191	101 016 544 90 31 02	ST-Operating Cost	Tape/Griddle/Gas Hose/Griddle Kit	60641	$162.78
Ace Hardware	79192	001 013 518 20 31 00	GG-Operating Costs	Janitorial Supplies for CH	60641	$277.00
Ace Hardware	79193	101 016 544 90 31 02	ST-Operating Cost	Disinfectant/Toilet Paper	60641	$148.60
Ace Hardware	79194	001 013 518 20 31 00	GG-Operating Costs	Janitorial Supplies for CH Return Credit	60641	($21.84)
Ace Hardware	79199	101 016 544 90 31 02	ST-Operating Cost	Tarp	60641	$43.71
Ace Hardware	79205	001 010 576 80 31 00	PK-Operating Costs	Primer/Sandpaper/Tray Liners - Art Benches Design Club	60641	$97.12
Ace Hardware	79231	001 010 576 80 31 03	PK- Equipment & Tools	Screw Extractor Sets	60641	$48.07
Ace Hardware	79259	101 016 544 90 31 02	ST-Operating Cost	GFCI Outlet	60641	$26.00
					60641 Total	**$1,579.66**
AFLAC	304561	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Insurance Prem	EFT	$886.56
					EFT Total	**$886.56**
Alexander Printing Co Inc	82839	001 010 576 80 42 01	PK-Advertising Services	Printing Services for Park Event Save the Date Flyers	60642	$110.00
					60642 Total	**$110.00**
Amazon Capital Services	1999-LYVH-RQYR	001 008 521 20 31 05	LE-Equipment - New Officers	Handcuffs/Magazine Pouch/Duty Belt/Holsters	60643	$555.36
Amazon Capital Services	1KJJ-3KFH-1T7F	001 008 521 20 31 01	LE-Fixed Minor Equipment	Boots	60643	$91.05
Amazon Capital Services	1YGL-4LDF-X9MV	001 008 521 20 31 00	LE-Office Supplies	iPad Case/Binder Clips	60643	$62.06
					60643 Total	**$708.47**
Amazon Capital Services	11NW-RPVK-RYFC	001 013 518 20 31 00	GG-Operating Costs	Office Supplies for CH	60644	$136.58
Amazon Capital Services	1317-X4YM-34J9	001 006 518 80 31 00	IT-Office Supplies	HDMI Cables	60644	$41.04
Amazon Capital Services	146L-J943-4NH7	001 013 518 20 31 00	GG-Operating Costs	Pen Refills	60644	$12.59
Amazon Capital Services	1C1P-V7L3-49VY	101 016 544 90 31 02	ST-Operating Cost	USB-C Charging Cords	60644	$70.95
Amazon Capital Services	1C1P-V7L3-49VY	410 016 531 10 31 02	SW - Operating Costs	USB-C Charging Cords	60644	$70.95
Amazon Capital Services	1DX1-LTPR-KW9J	001 013 518 20 31 00	GG-Operating Costs	Hand Soap for CH	60644	$16.26
Amazon Capital Services	1FJF-19D4-JM13	101 016 544 90 31 02	ST-Operating Cost	Notebooks	60644	$30.55
Amazon Capital Services	1FJF-19D4-JM13	410 016 531 10 31 02	SW - Operating Costs	Notebooks	60644	$30.55
Amazon Capital Services	1GMP-PVPC-DFVD	001 013 518 20 31 00	GG-Operating Costs	Office Supplies for CH	60644	$147.00
Amazon Capital Services	1HWN-7PLQ-GN7N	001 010 576 80 31 00	PK-Operating Costs	Plastic Numbers for Garden	60644	$14.33
Amazon Capital Services	1HWN-7PLQ-GN7N	001 010 576 80 31 00	PK-Operating Costs	Stackable Desk Tray Organizer/Smart Tags	60644	$30.38
Amazon Capital Services	1HWN-7PLQ-GN7N	001 010 576 80 31 03	PK- Equipment & Tools	Storage Hooks fpr Eagle Ridge	60644	$48.07
Amazon Capital Services	1PLQ-364Q-FGHL	001 006 518 80 31 00	IT-Office Supplies	Carbon Steel Cable Lock for Laptop	60644	$17.96
Amazon Capital Services	1PLQ-364Q-FGHL	101 016 544 90 31 02	ST-Operating Cost	Combination Cable Lock	60644	$12.44
Amazon Capital Services	1PLQ-364Q-FGHL	410 016 531 10 31 02	SW - Operating Costs	Combination Cable Lock	60644	$12.43
Amazon Capital Services	1X9G-HDMD-1RQJ	001 010 576 80 31 00	PK-Operating Costs	Dell Ultra Thin Monitors (4)	60644	$1,005.52
Amazon Capital Services	1XG1-FF7J-DMGN	101 016 544 90 31 02	ST-Operating Cost	Card File/Projector Screen	60644	$50.00
Amazon Capital Services	1XG1-FF7J-DMGN	410 016 531 10 31 02	SW - Operating Costs	Card File/Projector Screen	60644	$49.99

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	1XGV-F694-Q17H	001 013 518 20 31 00	GG-Operating Costs	Name Badge Holders/Retractable Badge Holder Reels	60644	$39.24
Amazon Capital Services	1XGV-F694-Q17H	101 016 544 90 31 02	ST-Operating Cost	Phone Stand/Power Strip Surge Protector	60644	$34.84
Amazon Capital Services	1XGV-F694-Q17H	101 016 544 90 31 02	ST-Operating Cost	USB-C Charger Cables	60644	$10.90
Amazon Capital Services	1XGV-F694-Q17H	410 016 531 10 31 02	SW - Operating Costs	USB-C Charger Cables	60644	$10.91
Amazon Capital Services	1YW7-C6JT-1QK1	101 016 544 90 31 02	ST-Operating Cost	Acrylic Sign Holder	60644	$98.36
Amazon Capital Services	1YW7-C6JT-1QK1	101 016 544 90 31 02	ST-Operating Cost	Poster Frame	60644	$29.78
Amazon Capital Services	1YW7-C6JT-1QK1	410 016 531 10 31 02	SW - Operating Costs	Poster Frame	60644	$29.78
Amazon Capital Services	1YW7-C6JT-1QK1	410 016 531 10 31 02	SW - Operating Costs	Power Strip Surge Protector	60644	$18.57
					60644 Total	**$2,069.97**
Anderson	040924 ANDERSON	101 016 543 30 43 00	ST-Travel & Meetings	AWPA Conf Meal PerDiem	60645	$34.00
Anderson	040924 ANDERSON	410 016 531 10 43 00	SW - Travel & Meetings	AWPA Conf Meal PerDiem	60645	$34.00
					60645 Total	**$68.00**
Assoc of Washington Cities EFT	54748	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	EFT	$229,931.20
					EFT Total	**$229,931.20**
Bassett	050724 BASSETT	001 008 521 20 43 00	LE-Travel & Per Diem	WHIA Conf Suquamish Meal PerDiem	60646	$143.00
					60646 Total	**$143.00**
BeyondTrust Corporation	Q-842913-1	510 006 518 80 49 25	LR - Bomgar Cloud Remote Admin	Remote Support Concurrent User Cloud	60647	$3,097.18
					60647 Total	**$3,097.18**
Bills Blueprint Inc	662061	001 003 514 20 41 00	CC-Professional Services	PRR 24-518 Copies Printed	60648	$40.11
					60648 Total	**$40.11**
Bitwarden Inc	0DB9BA9D-0005	510 006 518 80 49 44	LR - Bitwarden Password Keeper	Bitwarden Additional User Licenses	60649	$151.14
					60649 Total	**$151.14**
Brazel	050124 BRAZEL	001 002 513 11 43 00	AD-Travel & Meetings	AWWA Conf Meal PerDiem	60650	$146.00
Brazel	050724 BRAZEL	001 002 513 11 43 00	AD-Travel & Meetings	DC Fly-In Meal PerDiem	60650	$216.00
					60650 Total	**$362.00**
Business Card	BARNES 04-2024	001 008 521 20 43 00	LE-Travel & Per Diem	Animal Control Expo Flight - M Cooper	60651	$447.96
Business Card	BARNES 04-2024	001 008 521 40 49 01	LE-Registration Fees	IALEFI Annual Training Conf Registration - M Hingtgen	60651	$555.00
Business Card	BARNES 04-2024	001 008 521 40 49 01	LE-Registration Fees	Instructor/Armorer Certification - A Michael	60651	$549.00
Business Card	BRAZEL 04-2024	001 001 513 10 43 00	Executive - Travel & Mtgs	2025 Workplan Meeting Meal - Gailey/Brazel/Spencer	60651	$40.29
Business Card	BRAZEL 04-2024	001 002 513 11 43 00	AD-Travel & Meetings	2025 Workplan Meeting Meal - Gailey/Brazel/Spencer	60651	$40.28
Business Card	BRAZEL 04-2024	001 002 513 11 43 00	AD-Travel & Meetings	AWWA Conf Flight - G Brazel	60651	$196.20
Business Card	BRAZEL 04-2024	001 002 513 11 49 00	AD-Staff Development	AWWA Conf Registration - G Brazel	60651	$500.00
Business Card	BRAZEL 04-2024	001 002 513 11 43 00	AD-Travel & Meetings	DC Fly-In Flight - G Brazel	60651	$551.20
Business Card	BRAZEL 04-2024	001 002 513 11 43 00	AD-Travel & Meetings	TLG Conf Flight - G Brazel	60651	$582.58
Business Card	BRAZEL 04-2024	001 002 513 11 43 00	AD-Travel & Meetings	WOW Conf Ocean Shores Hotel - G Brazel	60651	$373.29
Business Card	CLIFTON 04-2024	101 016 542 30 49 01	ST-Staff Development	NWPWI PW Essentials Registration - S VanOstrand	60651	$550.00
Business Card	FOX 04-2024	001 008 521 20 31 00	LE-Office Supplies	Stationary for PD	60651	$19.64
Business Card	GAILEY 04-2024	001 001 513 10 43 00	Executive - Travel & Mtgs	NLC Conf Lyft Parking - Reimbursed by B Gailey	60651	$26.50
Business Card	GAILEY 04-2024	001 001 513 10 43 00	Executive - Travel & Mtgs	NLC Conf Lyft Ride Share - B Gailey	60651	$430.80
Business Card	GARCEAU 04-2024	001 010 576 80 31 00	PK-Operating Costs	Bayview Open House Snacks	60651	$29.92
Business Card	GARCEAU 04-2024	001 010 576 80 31 08	PK-Special Event Supplies	Easter Hunt Supplies	60651	$626.91
Business Card	GARCEAU 04-2024	001 010 576 80 49 01	PK-Staff Development	Electrical Journeyman Class Registration - R Anderson	60651	$119.00
Business Card	GARCEAU 04-2024	001 010 576 80 31 00	PK-Operating Costs	Low Profile Dock	60651	$170.37
Business Card	GARCEAU 04-2024	001 010 576 80 31 05	PK-R&M Supplies	Lundeen Plumbing Supplies	60651	$135.56
Business Card	GARCEAU 04-2024	001 010 576 80 49 01	PK-Staff Development	Pesticide Pre-License - R Anderson	60651	$75.00
Business Card	GARCEAU 04-2024	001 010 576 80 31 00	PK-Operating Costs	Prezi Annual Software Fees	60651	$180.00
Business Card	GARCEAU 04-2024	001 010 576 80 31 03	PK- Equipment & Tools	Rec Lundeen Storage/Gorilla Cart	60651	$432.74
Business Card	GARCEAU 04-2024	001 010 576 80 31 03	PK- Equipment & Tools	Trash Pick Sticks	60651	$131.94
Business Card	GARCEAU 04-2024	001 010 576 80 31 01	PK-Ops-Clothing	Uniform Gear - Schwartz/Ambrose/Barquest	60651	$370.45

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	GOOD 04-2024	001 005 518 10 49 01	HR-Staff Development	PRA Basics & More Registration - J Good	60651	$140.00
Business Card	GOOD 04-2024	001 005 518 10 49 01	HR-Staff Development	PRA Deep Dive Registration - J Good	60651	$40.00
Business Card	HALVERSON 04-2024	001 005 517 90 41 01	HR-City Training Program	APWA North American Snow Conf Registration - B Connolly	60651	$915.00
Business Card	HALVERSON 04-2024	001 005 517 90 41 01	HR-City Training Program	APWA North American Snow Conf Registration - J Evans	60651	$605.00
Business Card	HALVERSON 04-2024	101 016 542 30 49 01	ST-Staff Development	Grammarly Annual Subscription	60651	$810.00
Business Card	HALVERSON 04-2024	410 016 531 10 49 01	SW - Staff Development	Grammarly Annual Subscription	60651	$810.00
Business Card	HALVERSON 04-2024	101 016 542 30 41 02	ST-Professional Service	Raken Annual Fees	60651	$1,893.62
Business Card	HALVERSON 04-2024	410 016 531 10 41 01	SW - Professional Services	Raken Annual Fees	60651	$1,893.63
Business Card	HESIT 04-2024	001 004 514 23 49 01	FI-Staff Development	Harnessing Efficiency Utilizing Robots Registration	60651	$35.00
Business Card	HESIT 04-2024	001 004 514 23 49 01	FI-Staff Development	Springbrook Conf Registration - M Wells	60651	$895.00
Business Card	MACDONALD 04-2024	101 016 544 90 31 02	ST-Operating Cost	Filters PW77	60651	$187.45
Business Card	MACDONALD 04-2024	410 016 531 10 31 02	SW - Operating Costs	Filters PW77	60651	$187.46
Business Card	MACDONALD 04-2024	530 016 594 48 60 00	Purchase Of Capital Equipment	Laptop Mount for Park Ranger Vehicle	60651	$385.27
Business Card	MACDONALD 04-2024	530 016 594 48 60 00	Purchase Of Capital Equipment	PW Electric Vehicle Facility Supplies/Parts	60651	$11,256.26
Business Card	MACDONALD 04-2024	530 016 594 48 60 00	Purchase Of Capital Equipment	Siren Slim Speaker/Mini LED Lightbar - Park Ranger Vehicle	60651	$531.92
Business Card	MACDONALD 04-2024	101 016 543 30 43 00	ST-Travel & Meetings	Work Truck Show Conf Hotel - MacDonald	60651	$368.00
Business Card	MACDONALD 04-2024	410 016 531 10 43 00	SW - Travel & Meetings	Work Truck Show Conf Hotel - MacDonald	60651	$368.00
Business Card	MACDONALD 04-2024	101 016 543 30 43 00	ST-Travel & Meetings	Work Truck Show Conf Parking Fees - MacDonald	60651	$10.00
Business Card	MACDONALD 04-2024	410 016 531 10 43 00	SW - Travel & Meetings	Work Truck Show Conf Parking Fees - MacDonald	60651	$10.00
Business Card	MACDONALD 04-2024	101 016 543 30 43 00	ST-Travel & Meetings	Work Truck Show Conf Rental Car - MacDonald	60651	$669.61
Business Card	MACDONALD 04-2024	410 016 531 10 43 00	SW - Travel & Meetings	Work Truck Show Conf Rental Car - MacDonald	60651	$669.61
Business Card	MACDONALD 04-2024	410 016 531 10 43 00	SW - Travel & Meetings	Work Truck Show Conf Rental Car Fuel - MacDonald	60651	$9.68
Business Card	MACDONALD 04-2024	101 016 543 30 43 00	ST-Travel & Meetings	Work Truck Show Conf Rental Car Fuel - MacDonald	60651	$9.68
Business Card	STEVENS B 04-2024	001 004 514 23 31 00	FI-Office Supplies	Quickbooks Annual Fee	60651	$704.99
Business Card	STEVENS B 04-2024	001 004 514 23 49 01	FI-Staff Development	Springbrook Conf Registration - B Stevens	60651	$895.00
Business Card	STEVENS T 04-2024	001 006 518 80 31 00	IT-Office Supplies	Accidental iPad Damage Insurance Claim - T Pesce	60651	$99.00
Business Card	STEVENS T 04-2024	001 006 518 80 41 00	IT-Professional Services	ARIN Fee for Organization Create	60651	$50.00
Business Card	STEVENS T 04-2024	510 006 518 80 49 16	LR - GoDaddy SSL - 3 yr	GoDaddy Domain Renewal	60651	$25.32
Business Card	STEVENS T 04-2024	001 006 518 80 31 00	IT-Office Supplies	iPad Case for new Zoom Room Controller for the Mill	60651	$150.00
Business Card	STEVENS T 04-2024	001 006 518 80 31 00	IT-Office Supplies	PDF Editor for iPad - R Donoghue	60651	$6.55
Business Card	STEVENS T 04-2024	001 006 518 80 31 00	IT-Office Supplies	Thunderbolt Docking Station - N Poolos	60651	$240.44
Business Card	THOMAS 04-2024	001 008 521 20 41 01	LE-Professional Serv-Fixed	Transcription Services #2022-16170	60651	$523.00
Business Card	UBERT 04-2024	001 008 521 20 31 00	LE-Office Supplies	Business Cards for PD	60651	$50.00
Business Card	UBERT 04-2024	001 008 521 20 41 01	LE-Professional Serv-Fixed	FUBO TV Monthly Subscription	60651	$100.53
Business Card	WARRINGTON 04-2024	001 002 513 11 49 01	AD-Miscellaneous	Fuel for PW61 Conf in Tacoma	60651	$37.50
Business Card	WARRINGTON 04-2024	001 005 518 10 43 00	HR-Travel & Meetings	Fuel for PW61 Conf in Tacoma	60651	$37.50
Business Card	WARRINGTON 04-2024	001 005 518 10 43 00	HR-Travel & Meetings	TLI Conf Flight - A Warrington	60651	$417.95
Business Card	WARRINGTON 04-2024	101 016 542 30 49 00	ST-Miscellaneous	WCMA Membership Renewal - A Halverson	60651	$42.50
Business Card	WARRINGTON 04-2024	001 005 518 10 49 00	HR-Miscellaneous	WCMA Membership Renewal - A Warrington	60651	$75.00
Business Card	WARRINGTON 04-2024	001 007 558 50 49 00	PL-Miscellaneous	WCMA Membership Renewal - R Wright	60651	$42.50
Business Card	WEAVER 04-2024	001 001 513 10 43 00	Executive - Travel & Mtgs	AWC Mayors Exchange Hotel - B Gailey Refund	60651	($230.37)
Business Card	WEAVER 04-2024	001 003 514 20 43 00	CC-Travel & Meetings	DC Fly-In Flight - C Weaver	60651	$649.57
Business Card	WEAVER 04-2024	304 016 595 30 60 05	R2 - Main Street	Main Street Improvements Recording Fees	60651	$1,228.00
Business Card	WEAVER 04-2024	001 001 513 10 49 01	Executive - Prof. Development	SCC Monthly Dinner Registration - B Gailey	60651	$60.54
Business Card	WEAVER 04-2024	001 001 511 60 49 01	Legislative - Prof. Developmen	SCC Monthly Dinner Registration - K Daughtry	60651	$60.54
Business Card	WEAVER 04-2024	001 002 513 11 49 00	AD-Staff Development	State of the City Registration - G Brazel	60651	$33.85
Business Card	WEAVER 04-2024	001 003 514 20 49 02	CC-Staff Development	WAPRO Spring Conf Registration - C Weaver	60651	$65.00
Business Card	WEAVER 04-2024	001 003 514 20 49 02	CC-Staff Development	WAPRO Spring Conf Registration - K Chelin	60651	$65.00
Business Card	WEAVER 04-2024	001 001 511 60 31 00	Legislative - Operating Costs	Water for Council Meetings	60651	$4.36
Business Card	WEAVER 04-2024	001 003 514 20 49 02	CC-Staff Development	WMCA Membership Renewal - C Weaver	60651	$100.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	WRIGHT 04-2024	001 007 558 50 43 00	PL-Travel & Mtgs	DC Fly-In Flight - R Wright	60651	$649.57
Business Card	WRIGHT 04-2024	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2024-0002/Panda Express Legal Notice	60651	$32.87
Business Card	WRIGHT 04-2024	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA204-0001 Legal Notice	60651	$16.79
Business Card	WRIGHT 04-2024	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA204-0014 Legal Notice	60651	$29.61
Business Card	WRIGHT 04-2024	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Meyer Building Public Notice	60651	$8.71
Business Card	WRIGHT 04-2024	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Sparman Rezone Legal Notice	60651	$72.33
					60651 Total	**$36,178.97**
Canon Financial Services Inc	32420573	001 008 591 21 70 01	Lease Agreements	2XW05905 Copier Lease PD	60652	$252.95
Canon Financial Services Inc	32420573	001 008 521 20 48 00	LE-Repair & Maintenance Equip	2XW05905 Copier Lease PD Tax	60652	$23.52
					60652 Total	**$276.47**
Cascade Collision Center Inc	5142	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Repair Services PT-20-88	60653	$2,776.10
					60653 Total	**$2,776.10**
CDW Government Inc	QJ96687	001 006 518 80 31 00	IT-Office Supplies	Surface Dock	60654	$258.24
CDW Government Inc	QK08855	001 006 518 80 31 00	IT-Office Supplies	iPad Tablet	60654	$474.83
CDW Government Inc	QK86185	510 006 518 80 31 00	Purchase Computer Equipment	Surface Laptop/ASUS NUC Pro Slim Kits (4)	60654	$5,076.50
CDW Government Inc	QL37707	510 006 518 80 31 00	Purchase Computer Equipment	Surface Laptop (1) /Surface Keyboard Attachments (8)	60654	$4,920.51
					60654 Total	**$10,730.08**
City of Marysville	24-0002	001 008 523 60 41 00	LE-Jail	Prisoner Housing/Medical/Video Court Services 02-2024	60655	$21,918.68
City of Marysville	LKS24-003	001 013 512 52 40 00	GG-Municipal Court Fees 2022	Marysville Court Citations 03-2024	60655	$14,664.36
					60655 Total	**$36,583.04**
City of Marysville	LKS24-002 REISS	001 013 512 52 40 00	GG-Municipal Court Fees 2022	Reissue CK #60481 Marysville Court Citations 02-2024	60656	$14,563.89
					60656 Total	**$14,563.89**
Coast Construction Group	041624 COAST	302 000 582 20 00 00	Retainage Release	Retainage Release for Sunset Park Dock Project	60657	$16,013.57
					60657 Total	**$16,013.57**
Code Publishing LLC	GCI0013649	001 003 514 20 41 00	CC-Professional Services	Muni Code Update	60658	$5,703.83
					60658 Total	**$5,703.83**
Comcast	03-2024 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - 20 S Davies Rd	60659	$401.71
Comcast	03-2024 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Frontier Park	60659	$401.71
Comcast	03-2024 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Parks/Rec Office	60659	$138.24
Comcast	03-2024 COMCAST	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	60659	$329.98
					60659 Total	**$1,271.64**
Cory de Jong and Sons Inc	Y336228	001 010 576 80 31 00	PK-Operating Costs	Play Chips for Ealge Ridge Gardens	60660	$959.11
Cory de Jong and Sons Inc	Y336228	001 010 576 80 31 00	PK-Operating Costs	Play Chips for Ealge Ridge Gardens Credit	60660	($16.40)
Cory de Jong and Sons Inc	Y336230	001 010 576 80 31 00	PK-Operating Costs	Play Chips for Ealge Ridge Gardens	60660	$188.54
					60660 Total	**$1,131.25**
Criminal Justice Training Commission	201139455	001 008 521 40 49 01	LE-Registration Fees	Special Investigations Registration - P Bassett	60661	$150.00
Criminal Justice Training Commission	201139496	001 008 521 40 49 03	LE-Staff Development - BLEA	BLEA Registration - D Burns	60661	$4,044.00
					60661 Total	**$4,194.00**
Crystal Springs	5249844 040124	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall	60662	$45.72
Crystal Springs	5249844 040124	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall	60662	$45.71
Crystal Springs	5249844 040124	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall	60662	$117.36
					60662 Total	**$208.79**
DataQuest LLC	22936	001 005 518 10 41 00	HR-Professional Services	Background Checks	60663	$77.65
DataQuest LLC	22936	001 007 558 50 41 00	PL-Professional Servic	Background Checks	60663	$81.50
DataQuest LLC	22936	001 010 576 80 41 00	PK-Professional Services	Background Checks	60663	$81.50
DataQuest LLC	22936	101 016 542 30 41 02	ST-Professional Service	Background Checks	60663	$159.15
					60663 Total	**$399.80**
Dept of Labor and Industries	341753	001 012 575 50 48 00	CS- The Mill - R & M	L&I Violation Penalties - Mill Elevator	60664	$500.00
					60664 Total	**$500.00**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Dept of Licensing	041324 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 03/17/24 - 04/13/24	60665	$1,131.00
					60665 Total	**$1,131.00**
Dept of Licensing	031624 REISSUE	633 000 589 30 00 05	Gun Permit - State DOL	Reissue Ck #60485 Weapons Permits 02/18/24 - 03/16/24	60666	$1,056.00
					60666 Total	**$1,056.00**
Dept of Retirement (Deferred Comp)	4102024	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT 1	$7,665.54
					EFT 1 Total	**$7,665.54**
Dept of Retirement PERS LEOFF	2152024	001 013 518 20 49 00	GG-Miscellaneous	Interest- Retro Contributions for Dec 2023	EFT	$2.23
Dept of Retirement PERS LEOFF	2152024	001 000 282 00 00 00	Payroll Liability Retirement	LEOFF-D.Burns Retro Cont for Dec 2023	EFT	$131.17
Dept of Retirement PERS LEOFF	2152024	001 000 282 00 00 00	Payroll Liability Retirement	PERS-T.Pesce Retro Cont for Dec 2023	EFT	$214.57
Dept of Retirement PERS LEOFF	4102024	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	$81,278.40
Dept of Retirement PERS LEOFF	4102024	001 013 518 20 49 00	GG-Miscellaneous	PERS LEOFF Contributions - Rounding Adj	EFT	$0.01
Dept of Retirement PERS LEOFF	4102024	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	$218.08
					EFT Total	**$81,844.46**
Dept of Revenue EFT	03-2024 EXCISE	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes 03-2024	EFT 1	$340.61
Dept of Revenue EFT	03-2024 EXCISE	633 000 589 30 00 11	DOR - Sales Tax Remittance	Lean Class Sales Tax 03-2024	EFT 1	$123.92
Dept of Revenue EFT	03-2024 EXCISE	001 010 576 80 31 08	PK-Special Event Supplies	Use Tax 03-2024 Holiday Goo Inv #20681	EFT 1	$252.87
Dept of Revenue EFT	03-2024 EXCISE	001 013 518 20 31 00	GG-Operating Costs	Use Tax 03-2024 JP Cooke Inv #824059	EFT 1	$11.30
					EFT 1 Total	**$728.70**
Dept of Transportation	RE-313-ATB40318023	307 000 595 30 60 00	Project Construction Account	SR9/Lake Stevens Rd Roundabout	60667	$15,985.11
					60667 Total	**$15,985.11**
Dicks Towing Inc	18277471	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2024-05395	60668	$151.66
					60668 Total	**$151.66**
EASL Inc	LS-0424	001 013 518 20 41 00	GG-Professional Service	Strategic Communication Services 03-2024	60669	$1,375.00
					60669 Total	**$1,375.00**
EFTPS	4102024	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	$140,014.02
					EFT Total	**$140,014.02**
Electronic Business Machines	AR274786	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2WU09725	60670	$63.57
Electronic Business Machines	AR275399	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2XW05905	60670	$98.22
					60670 Total	**$161.79**
Enterprise FM Trust	633992-040324	001 008 521 50 48 00	LE-Facility Repair & Maint	PD Vehicle Lease/Mgmt/Tax Fees	60671	$4,792.64
Enterprise FM Trust	633992-040324	001 008 521 20 48 00	LE-Repair & Maintenance Equip	PD Vehicle Maint Fees	60671	$558.97
					60671 Total	**$5,351.61**
Enterprise FM Trust	604558-040324	530 016 594 48 70 00	Capital Lease Principal	City Vehicle Lease/Mgmt/Tax Fees	60672	$11,048.97
					60672 Total	**$11,048.97**
Ewing	050724 EWING	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly-In Flight Reimbursement	60673	$665.57
Ewing	050724 EWING	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly-In Meal PerDiem	60673	$295.00
					60673 Total	**$960.57**
Gailey	040724 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	AFI TLG Conf Flight Reimbursement	60674	$417.95
					60674 Total	**$417.95**
Galls LLC	27507291	001 008 521 20 31 05	LE-Equipment - New Officers	Bauer Super Shirt - A Hogan	60675	$126.91
Galls LLC	27507307	001 008 521 20 31 05	LE-Equipment - New Officers	Bauer Super Shirt - A Hogan	60675	$141.66
Galls LLC	27537568	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - A Hogan	60675	$106.84
Galls LLC	27558954	001 008 521 20 31 01	LE-Fixed Minor Equipment	Uniform Gear - J Beazizo	60675	$176.42
Galls LLC	27575283	001 008 521 20 31 01	LE-Fixed Minor Equipment	NIK Test Kits	60675	$156.02
					60675 Total	**$707.85**
Gardner	928	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Equipment Removal PT-19-82	60676	$217.20
Gardner	929	520 008 594 21 63 00	Vehicles - Capital Equip	Equipment Installed PT-24-05	60676	$2,497.80
Gardner	931	520 008 594 21 63 00	Vehicles - Capital Equip	Equipment Installed PT-24-06	60676	$2,497.80
					60676 Total	**$5,212.80**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Glens Saw Shop	S19010	001 010 576 80 48 00	PK-Repair & Maintenance	Edger Repair Services	60677	$198.51
					60677 Total	**$198.51**
Goldman	2024-1233	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	60678	$275.00
					60678 Total	**$275.00**
Granite Construction Supply	102049	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs	60679	$261.56
Granite Construction Supply	102150	101 016 542 64 31 00	ST-Traffic Control - Supply	Signs	60679	$1,327.59
Granite Construction Supply	102151	101 016 544 90 31 02	ST-Operating Cost	Safelector Sleeve	60679	$318.71
Granite Construction Supply	102152	101 016 544 90 31 02	ST-Operating Cost	Steel Jumbo Head Drive Rivet	60679	$203.32
					60679 Total	**$2,111.18**
Hathaway	36431	001 007 558 50 31 00	PL-Office Supplies	Nameplates - D Erickson	60680	$44.65
Hathaway	36458	001 006 518 80 31 00	IT-Office Supplies	Nameplates - A Griffing	60680	$30.49
					60680 Total	**$75.14**
Hingtgen	050724 HINGTGEN	001 008 521 20 43 00	LE-Travel & Per Diem	WHIA Conf Suquamish Meal PerDiem	60681	$143.00
					60681 Total	**$143.00**
Honey Bucket	554065970	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Sunset Beach	60682	$264.50
Honey Bucket	554072311	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Heights	60682	$234.00
					60682 Total	**$498.50**
Houghtaling	040924 NATASHA	101 016 544 90 31 02	ST-Operating Cost	Donuts/Coffee for Spring Clean Up Event	60683	$66.98
Houghtaling	040924 NATASHA	410 016 531 10 31 02	SW - Operating Costs	Donuts/Coffee for Spring Clean Up Event	60683	$66.98
					60683 Total	**$133.96**
HRA VEBA Trust YA20192	4102024	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	60633	$4,893.24
					60633 Total	**$4,893.24**
HSA Bank	4102024	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	60634	$395.00
HSA Bank	4102024	001 000 284 00 00 00	Payroll Liability Other	HSA Employee Contriubutions- F.Schwarzhans-retro 2023	60634	$160.00
					60634 Total	**$555.00**
Jorstad	050724 JORSTAD	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly-In Flight Reimbursement	60684	$649.57
Jorstad	050724 JORSTAD	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly-In Meal PerDiem	60684	$295.00
					60684 Total	**$944.57**
Klinkers	040924 KLINKERS	101 016 543 30 43 00	ST-Travel & Meetings	APWA Conf Hotel/Parking Reimbursement - Klinkers	60685	$283.51
Klinkers	040924 KLINKERS	410 016 531 10 43 00	SW - Travel & Meetings	APWA Conf Hotel/Parking Reimbursement - Klinkers	60685	$283.51
Klinkers	040924 KLINKERS	101 016 543 30 43 00	ST-Travel & Meetings	APWA Conf Hotel/Parking Reimbursement - Mangold	60685	$268.73
Klinkers	040924 KLINKERS	410 016 531 10 43 00	SW - Travel & Meetings	APWA Conf Hotel/Parking Reimbursement - Mangold	60685	$268.72
Klinkers	040924 KLINKERS	101 016 543 30 43 00	ST-Travel & Meetings	APWA Conf Hotel/Parking Reimbursement - P Stevens	60685	$216.25
Klinkers	040924 KLINKERS	410 016 531 10 43 00	SW - Travel & Meetings	APWA Conf Hotel/Parking Reimbursement - P Stevens	60685	$216.25
					60685 Total	**$1,536.97**
Lake Stevens Police Guild	4102024	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	60635	$1,298.75
					60635 Total	**$1,298.75**
Lake Stevens Sewer District	1195 04-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Cedarwood Park Acct 1195-01	60686	$99.00
Lake Stevens Sewer District	12326 04-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	60686	$100.00
Lake Stevens Sewer District	13135 04-2024	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	60686	$24.75
Lake Stevens Sewer District	13135 04-2024	401 070 535 10 47 01	Sewer Dist Utilities	Sewer - Decant Facility Acct 13135-01	60686	$49.50
Lake Stevens Sewer District	13135 04-2024	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	60686	$24.75
Lake Stevens Sewer District	2538 04-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	60686	$198.00
Lake Stevens Sewer District	3628 04-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-02	60686	$99.00
Lake Stevens Sewer District	5189 04-2024	005 000 518 20 40 01	Rental Property Utilities	Sewer - 10519 20th St SE 5189-04	60686	$116.16
Lake Stevens Sewer District	6294 04-2024	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	60686	$99.00
Lake Stevens Sewer District	6296 04-2024	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	60686	$198.00
Lake Stevens Sewer District	6390 04-2024	005 000 518 20 40 01	Rental Property Utilities	Sewer - Leased Comm Building Acct 6390-03	60686	$194.70
Lake Stevens Sewer District	6666 04-2024	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	60686	$99.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Lake Stevens Sewer District	6671 04-2024	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	60686	$99.00
Lake Stevens Sewer District	6810 04-2024	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	60686	$198.00
Lake Stevens Sewer District	7002 04-2024	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	60686	$99.00
Lake Stevens Sewer District	8710 04-2024	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	60686	$99.00
Lake Stevens Sewer District	9902 04-2024	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Grade Rd Acct 9902-01	60686	$99.00
					60686 Total	**$1,895.86**
Language Line Services Inc	11259156	001 008 521 20 41 01	LE-Professional Serv-Fixed	Over the Phone Interpretation Services PD	60687	$33.50
					60687 Total	**$33.50**
Les Schwab Group Holdings LLC	40200711620	101 016 542 30 48 00	ST-Repair & Maintenance	Tire Removal/Replace Tires PW88	60688	$2,117.80
Les Schwab Group Holdings LLC	40200711620	410 016 531 10 48 00	SW - Repairs & Maintenance	Tire Removal/Replace Tires PW88	60688	$2,117.79
					60688 Total	**$4,235.59**
Mangold	040924 MANGOLD	101 016 543 30 43 00	ST-Travel & Meetings	APWA Conf Meal PerDiem	60689	$59.50
Mangold	040924 MANGOLD	410 016 531 10 43 00	SW - Travel & Meetings	APWA Conf Meal PerDiem	60689	$59.50
Mangold	041524 MANGOLD	101 016 543 30 43 00	ST-Travel & Meetings	WSDOT DBE Training Mileage PerDiem	60689	$28.76
Mangold	041524 MANGOLD	410 016 531 10 43 00	SW - Travel & Meetings	WSDOT DBE Training Mileage/Meal PerDiem	60689	$28.76
					60689 Total	**$176.52**
Mechanical Inspection & Analysis Inc	24-0721	001 008 521 20 41 01	LE-Professional Serv-Fixed	Vehicle Inspection 2017 Toyota Corolla	60690	$1,767.50
Mechanical Inspection & Analysis Inc	24-0721-1	001 008 521 20 41 01	LE-Professional Serv-Fixed	Vehicle Inspection 2020 Jeep Gladiator	60690	$665.00
					60690 Total	**$2,432.50**
MissionSquare - 108991	6671397	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	60636	$502.96
					60636 Total	**$502.96**
MissionSquare - 307428	6990806	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	60637	$2,442.34
					60637 Total	**$2,442.34**
MPH Industries Inc	6023164	520 008 594 21 63 00	Vehicles - Capital Equip	Bracket Assy for PD Vehicle	60691	$290.61
					60691 Total	**$290.61**
Nationwide	C-2361352 2024	111 008 521 20 40 00	Drug Seize - Canine Prof Serv	Annual Nationwide Pet Insurance for CIA	60692	$4,023.44
					60692 Total	**$4,023.44**
Nationwide Retirement Solution	4102024	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	$5,523.45
					EFT Total	**$5,523.45**
New York Life	Y6W_20240403	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	EFT 1	$147.00
					EFT 1 Total	**$147.00**
New York Life EFT	Mar-24	001 001 513 10 20 00	Executive - Benefits	GTL Insurance Premiums	EFT	$79.38
New York Life EFT	Mar-24	001 002 513 11 20 00	AD-Benefits	GTL Insurance Premiums	EFT	$86.87
New York Life EFT	Mar-24	001 003 514 20 20 00	CC-Benefits	GTL Insurance Premiums	EFT	$76.81
New York Life EFT	Mar-24	001 004 514 23 20 00	FI-Benefits	GTL Insurance Premiums	EFT	$310.13
New York Life EFT	Mar-24	001 005 518 10 20 00	HR-Benefits	GTL Insurance Premiums	EFT	$251.09
New York Life EFT	Mar-24	001 006 518 80 20 00	IT-Benefits	GTL Insurance Premiums	EFT	$194.81
New York Life EFT	Mar-24	001 007 558 50 20 00	PL-Benefits	GTL Insurance Premiums	EFT	$652.31
New York Life EFT	Mar-24	001 007 559 30 20 00	PB-Benefits	GTL Insurance Premiums	EFT	$371.08
New York Life EFT	Mar-24	001 008 521 20 20 00	LE-Benefits	GTL Insurance Premiums	EFT	$1,916.75
New York Life EFT	Mar-24	001 010 576 80 20 00	PK-Benefits	GTL Insurance Premiums	EFT	$712.21
New York Life EFT	Mar-24	001 013 518 30 20 00	GG-Benefits	GTL Insurance Premiums	EFT	$269.89
New York Life EFT	Mar-24	101 016 542 30 20 00	ST-Benefits	GTL Insurance Premiums	EFT	$743.33
New York Life EFT	Mar-24	410 016 531 10 20 00	SW-Benefits	GTL Insurance Premiums	EFT	$1,161.36
					EFT Total	**$6,826.02**
Owen Equipment Company	114269	410 016 531 10 41 01	SW - Professional Services	Headset Repair Services	60693	$229.53
					60693 Total	**$229.53**
Parnell	050724 PARNELL	001 008 521 20 43 00	LE-Travel & Per Diem	WHIA Conf Suquamish Meal PerDiem	60694	$143.00
					60694 Total	**$143.00**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Petershagen	050724 PETERSHAGEN	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly-In Flight Reimbursement	60695	$674.12
Petershagen	050724 PETERSHAGEN	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly-In Meal PerDiem	60695	$216.00
					60695 Total	**$890.12**
PODS Enterprises LLC	PODS007110197	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	60696	$179.25
					60696 Total	**$179.25**
Public Safety Testing Inc	2024-296	001 008 521 20 41 00	LE-Professional Services	Q1 Subscription Fees - Police Officer Recruiting	60697	$524.00
Public Safety Testing Inc	2024-447	001 008 521 20 41 00	LE-Professional Services	PST Candidate Agency Testing 03-2024	60697	$330.00
					60697 Total	**$854.00**
RP Electronics Inc	7753	005 000 518 20 40 01	Rental Property Utilities	Fire Alarm Monitoring 1819 S Lake Stevens Rd	60698	$213.14
					60698 Total	**$213.14**
Secure A Site Inc	JB815-24M03	001 010 576 80 45 00	PK-Equipment Rental	Fence Rental for Oak Hill Park	60699	$93.78
					60699 Total	**$93.78**
Shipman	050724 SHIPMAN	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly-In Flight Reimbursement	60700	$696.08
Shipman	050724 SHIPMAN	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly-In Meal PerDiem	60700	$295.00
					60700 Total	**$991.08**
Skyline Vinyl and Sign	1663	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Graphics Removal on PD Vehicle	60701	$382.55
					60701 Total	**$382.55**
Smarsh Inc	INV-162725	510 006 518 80 49 05	LR - Smarsh	Verizon MG Cloud MT	60702	$759.80
					60702 Total	**$759.80**
Snohomish County 911	7061	001 008 528 00 41 00	LE-SNO911	Dispatch Services	60703	$35,373.30
					60703 Total	**$35,373.30**
Snohomish County Public Works	I000637716	101 016 542 30 48 00	ST-Repair & Maintenance	Pavement Patching - Aid Agreement	60704	$11,962.29
Snohomish County Public Works	I000637716	101 016 542 64 48 00	ST-Traffic Control - R&M	Traffic Signal Maint 02-2024	60704	$2,077.06
					60704 Total	**$14,039.35**
Snohomish County PUD	135886161	001 010 576 80 47 00	PK-Utilities	223759374 Cedarwood Water	60705	$59.40
Snohomish County PUD	139093247	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Electric	60705	$208.43
Snohomish County PUD	139093247	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Water	60705	$610.91
Snohomish County PUD	139093247	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	60705	$31.24
Snohomish County PUD	139093247	001 012 557 30 40 01	CS- VIC Utilities	203582010 Visitor Information Center Electric	60705	$194.87
Snohomish County PUD	161971862	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	60705	$23.05
					60705 Total	**$1,127.90**
Snohomish Regional Fire & Rescue	Q1 2024 FIRE	633 000 589 30 00 02	Fire District Fee Remit	Q1 2024 Fire Fees	60706	$14,780.00
					60706 Total	**$14,780.00**
Society for Human Resource Mgmt	SO2951374	001 005 518 10 49 00	HR-Miscellaneous	SHRM Membership - J Good	60707	$264.00
					60707 Total	**$264.00**
Sound Publishing Inc	EDH993623	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0001 Hill Dock Legal Notice	60708	$94.72
Sound Publishing Inc	EDH993817	001 013 518 30 41 01	GG-Advertising	Ordinance 1181	60708	$41.40
					60708 Total	**$136.12**
Sound Safety Products Co Inc	599843/1	101 016 542 90 31 01	ST-Clothing	PW Uniforms	60709	$9,381.95
Sound Safety Products Co Inc	599843/1	410 016 531 10 31 00	SW - Clothing	PW Uniforms	60709	$6,068.75
					60709 Total	**$15,450.70**
Sound Security Inc	1123546	001 013 518 20 41 00	GG-Professional Service	Add On Additonal Readers 10518 18th St SE	60710	$2,624.30
Sound Security Inc	1127972	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	60710	$21.62
Sound Security Inc	1127972	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	60710	$616.42
Sound Security Inc	1127972	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	60710	$644.87
Sound Security Inc	1127972	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	60710	$300.94
Sound Security Inc	1127972	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	60710	$300.94
Sound Security Inc	1127972	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	60710	$300.94
Sound Security Inc	1127972	001 010 576 80 41 00	PK-Professional Services	Intrusion Monitoring Eagle Ridge	60710	$134.61
Sound Security Inc	1127973	001 008 521 20 41 01	LE-Professional Serv-Fixed	Access/Instrusion/Fire/Elevator Monitoring PD	60710	$1,196.25

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sound Security Inc	1127974	001 008 521 20 41 01	LE-Professional Serv-Fixed	Fire/Access Monitoring 10518 18th St SE	60710	$98.25
					60710 Total	**$6,239.14**
Station Organic Cleaners	LSPD 21	001 008 521 20 41 01	LE-Professional Serv-Fixed	PD Uniform Cleaning Service	60711	$619.47
					60711 Total	**$619.47**
Stevens	040924 STEVENS	101 016 543 30 43 00	ST-Travel & Meetings	APWA Conf Mileage/Meal PerDiem	60712	$198.72
Stevens	040924 STEVENS	410 016 531 10 43 00	SW - Travel & Meetings	APWA Conf Mileage/Meal PerDiem	60712	$198.73
					60712 Total	**$397.45**
Tageant	050724 TAGEANT	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly-In Flight Reimbursement	60713	$586.20
Tageant	050724 TAGEANT	001 001 511 60 43 00	Legislative - Travel & Mtgs	DC Fly-In Meal PerDiem	60713	$216.00
					60713 Total	**$802.20**
Teamsters Local No 763	Mar-24	001 000 284 00 00 00	Payroll Liability Other	Union Dues	60638	$2,175.00
					60638 Total	**$2,175.00**
Teamsters Welfare Trust Dental EFT	May-24	001 000 283 00 00 00	Payroll Liability Medical	Teamsters Dental Premium	EFT	$3,440.00
					EFT Total	**$3,440.00**
Trevor Justin Government Relations	17	001 013 511 70 40 00	Lobbying Services	Lobbying Services 03-2024	60714	$5,000.00
					60714 Total	**$5,000.00**
Trueheart Family Counseling	1936	001 005 517 90 41 00	HR-Wellness Program	Mental Heath Counseling Services	60715	$1,000.00
Trueheart Family Counseling	1936	001 008 521 20 41 02	LE-Prof Srv - Wellness Grant	Mental Heath Counseling Services	60715	$2,000.00
					60715 Total	**$3,000.00**
ULINE	175798881	101 016 544 90 31 02	ST-Operating Cost	Entry mats	60716	$737.44
ULINE	175953570	101 016 544 90 31 02	ST-Operating Cost	Magnetic Tape/Dollys/Trash Liners/Bin Lid	60716	$697.77
ULINE	176101894	101 016 544 90 31 02	ST-Operating Cost	Carpet Mat	60716	$358.83
					60716 Total	**$1,794.04**
United Rentals North America Inc	231671654-001	101 016 542 30 45 00	ST-Rentals-Leases	Boom Rental	60717	$1,359.40
					60717 Total	**$1,359.40**
Verizon Wireless	9960548980	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	60718	$295.54
Verizon Wireless	9960548980	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service	60718	$42.22
Verizon Wireless	9960548980	001 002 513 11 42 00	AD-Communications	Wireless Phone Service	60718	$47.22
Verizon Wireless	9960548980	001 003 514 20 42 00	CC-Communications	Wireless Phone Service	60718	$89.44
Verizon Wireless	9960548980	001 004 514 23 42 00	FI-Communications	Wireless Phone Service	60718	$47.22
Verizon Wireless	9960548980	001 005 518 10 42 00	HR-Communications	Wireless Phone Service	60718	$183.88
Verizon Wireless	9960548980	001 006 518 80 42 00	IT-Communications	Wireless Phone Service	60718	$338.74
Verizon Wireless	9960548980	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	60718	$424.99
Verizon Wireless	9960548980	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	60718	$209.47
Verizon Wireless	9960548980	001 010 576 80 31 00	PK-Operating Costs	Wireless Phone Service	60718	$163.94
Verizon Wireless	9960548980	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	60718	$507.60
Verizon Wireless	9960548980	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	60718	$1,026.30
Verizon Wireless	9960548980	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	60718	$1,026.31
					60718 Total	**$4,402.87**
Warrington	032824 ANYA	001 005 518 10 43 00	HR-Travel & Meetings	NWLERA Conf Hotel Reimbursement	60719	$207.83
Warrington	032824 ANYA	001 005 518 10 43 00	HR-Travel & Meetings	NWLERA Conf Meal PerDiem	60719	$33.00
					60719 Total	**$240.83**
Washington Assoc of Sheriffs and	DUES 2024-00442	001 008 521 20 49 00	LE-Dues & Memberships	Associate Dues - Young	60720	$75.00
					60720 Total	**$75.00**
Washington Audiology Services	63141	001 008 521 20 41 00	LE-Professional Services	Hearing Conservation Program Services	60721	$2,007.88
Washington Audiology Services	63141	001 010 576 80 41 00	PK-Professional Services	Hearing Conservation Program Services	60721	$456.34
Washington Audiology Services	63141	101 016 542 30 41 02	ST-Professional Service	Hearing Conservation Program Services	60721	$1,049.58
Washington Audiology Services	63141	410 016 531 10 41 01	SW - Professional Services	Hearing Conservation Program Services	60721	$684.50
					60721 Total	**$4,198.30**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Washington State Dept of Enterprise Svcs	731132672	001 008 521 20 31 00	LE-Office Supplies	Business Cards for PD	60722	$145.05
					60722 Total	**$145.05**
Washington State Patrol	I2405306	633 000 589 30 00 10	Gun Permit - WSP Remittance	Weapons Permit Background Checks	60723	$11.00
					60723 Total	**$11.00**
Washington State Support Registry	4102024	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	EFT	$843.45
					EFT Total	**$843.45**
Wave	103946401-0010738	510 006 518 80 49 04	LR - WaveBroadband Fiber Lease	Fiber Leases	60724	$634.41
Wave	103946401-0010738	001 002 513 11 42 00	AD-Communications	Telephone Service	60724	$82.57
Wave	103946401-0010738	001 003 514 20 42 00	CC-Communications	Telephone Service	60724	$165.16
Wave	103946401-0010738	001 004 514 23 42 00	FI-Communications	Telephone Service	60724	$165.16
Wave	103946401-0010738	001 005 518 10 42 00	HR-Communications	Telephone Service	60724	$82.58
Wave	103946401-0010738	001 006 518 80 42 00	IT-Communications	Telephone Service	60724	$247.73
Wave	103946401-0010738	001 007 558 50 42 00	PL-Communication	Telephone Service	60724	$537.04
Wave	103946401-0010738	001 007 559 30 42 00	PB-Communication	Telephone Service	60724	$82.58
Wave	103946401-0010738	001 008 521 20 42 00	LE-Communication	Telephone Service	60724	$2,808.77
Wave	103946401-0010738	001 012 575 30 42 00	CS- Museum - Communications	Telephone Service	60724	$82.57
Wave	103946401-0010738	001 012 575 50 42 00	CS- The Mill- Communication	Telephone Service	60724	$82.58
Wave	103946401-0010738	001 013 518 20 42 00	GG-Communication	Telephone Service	60724	$330.31
Wave	103946401-0010738	101 016 543 30 42 00	ST-Communications	Telephone Service	60724	$475.25
Wave	103946401-0010738	410 016 531 10 42 00	SW - Communications	Telephone Service	60724	$475.25
					60724 Total	**$6,251.96**
Weaver	050724 WEAVER	001 003 514 20 43 00	CC-Travel & Meetings	DC Fly-In Meal PerDiem	60725	$295.00
					60725 Total	**$295.00**
Western Conference of Teamsters Pension Trust	4102024	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	60639	$4,590.44
Western Conference of Teamsters Pension Trust	4102024	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension - Probation	60639	$17.89
					60639 Total	**$4,608.33**
Wright	050724 WRIGHT	001 007 558 50 43 00	PL-Travel & Mtgs	DC Fly-In Meal PerDiem	60726	$147.50
Wright	050724 WRIGHT	001 007 559 30 43 00	PB-Travel & Mtgs	DC Fly-In Meal PerDiem	60726	$147.50
					60726 Total	**$295.00**
Ziply Fiber	04-2024 ZIPLY	001 012 575 30 47 00	CS- Museum - Utilities	Telephone Services Museum	60727	$237.30
Ziply Fiber	04-2024 ZIPLY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	60727	$73.00
					60727 Total	**$310.30**
Zoom Video Communications Inc	INV251103682	001 013 518 20 41 00	GG-Professional Service	Webinar Monthly Fee	60728	$86.35
					60728 Total	**$86.35**

CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES
March 26, 2024, at 6:00 p.m.
Hybrid Meeting - By Remote Participation via Zoom & in Person at The Mill Building

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

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

Pledge of Allegiance
Mayor Gailey led the Pledge of Allegiance.

Roll Call
All Councilmembers were present.

Approval of Agenda
MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Tageant, to approve the agenda as submitted. The motion passed 7-0-0-0.

Guest Business
Lake Stevens Community Food Bank
Sophina Nunez and Anthony Hawley thanked the Council for their support of the food bank.

Housing Authority of Snohomish County (HASCO) Presentation
Chris Collier from Alliance for Affordable Housing and Duane Leonard from HASCO presented to the Council.

Citizen Comments
There were no citizen comments.

Council Business

Mayor Business

City Department Report
2023 Finance Department Report

Bond Sale Report

Consent Agenda
MOTION. Councilmember Tageant made a motion, seconded by Councilmember Ewing, to approve the consent agenda. The motion passed 7-0-0-0.

The consent agenda items were as follows:

- 2024 Vouchers
- City Council Meeting Minutes of March 5, 2024
- City Council Meeting Minutes of March 12, 2024
- Johnson & Johnson (Janssen) Opioid Settlement Participation

Closed Record Hearing
Sparman Rezone - LUA2023-0073

City Attorney Rubstello explained the closed record hearing process.

Principal Planner Place presented the rezone to the Council. The staff recommendation is to approve Ordinance No. 1181: An ordinance of the City of Lake Stevens amending the zoning for an approximate, 9.71-acre site on two parcels (APNs: 00586900000401 and 00586900000402), located at 10720 S Lake Stevens Road, Lake Stevens, WA from R6 to R8-12 as part of the Sparman Rezone (City File No. LUA2023-0073).

Mayor Gailey opened the hearing for comments for the parties of record.

Janice Thompson, Lake Stevens. Janice stated she is not in favor of the rezone.

Eric Turner, Lake Stevens. Eric presented a petition signed by 300 residents against the rezone.

Lauren Turner, Lake Stevens. Lauren spoke against the rezone.

Mayor Gailey closed the hearing.

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Ewing, to approve Ordinance 1181, approving the Sparman Rezone. The motion passed 7-0-0-0.

Executive Session
The meeting recessed to executive session at 7:57 p.m. to discuss Potential Litigation and Property Acquisition per RCW 42.30.110 for approximately 33 minutes until 8:30 p.m. There will be no action to follow.

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Donoghue, to extend the meeting past 8:30 p.m., for approximately 5 additional minutes. The motion passed 6-1-0-0 with Councilmember Tageant opposed.

The executive session was extended to 8:37 p.m.

Adjournment
MOTION. Councilmember Tageant made a motion, seconded by Councilmember Donoghue, to adjourn the meeting. The motion passed 7-0-0-0.

The meeting adjourned at 8:37 p.m.

____________________________ ________________________________
Brett Gailey, Mayor Kelly M. Chelin, City Clerk

CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES
April 2, 2024, at 6:00 p.m.
By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens.

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

---

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

Discussion Items
Fireworks Research
Chief Beazizo presented on fireworks research from other municipalities. The research included ordinances, police enforcement notes and municipal code samples. Discussion occurred and Council requested follow up information. This item will come back to a future meeting.

First Quarter Planning and Community Development Report
Director Wright presented an update on accomplishments made by his department during the first quarter of 2024.

2024 Budget Amendment No. 1
Finance Director Stevens presented the first budget amendment of 2024. Council discussed the financial request from Volunteers of America which will be included in the next amendment. This Ordinance will be brought back to the next meeting for action.

Stormwater Fees
Stormwater Manager Farrant presented the 2024 stormwater utility rate study plan. A power point was shared including an overview of the topic and an overview of the timeline for the rate study. This will come back to a future meeting.

Executive Session
Council adjourned for Executive Session to discuss Potential Litigation per RCW 42.30.110 1 (i). with no action to follow. Executive session started at 7:47 p.m. with a requested duration time of 20 minutes and a return time of approximately 8:07 p.m. Council reconvened at 8:03 p.m.

Adjournment
The meeting adjourned at 8:03 pm.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES
April 9, 2024, at 6:00 p.m.
Hybrid Meeting - By Remote Participation via Zoom & in Person at The Mill Building

CALL TO ORDER:	6:00 p.m. Council President Petershagen
ELECTED OFFICIALS PRESENT:	Councilmembers Gary Petershagen, Kim Daughtry, Ryan Donoghue, Kymm Shipman, Marcus Tageant, and Anji Jorstad.
ELECTED OFFICIALS ABSENT:	Councilmember Steve Ewing

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

Pledge of Allegiance
Council President Petershagen led the Pledge of Allegiance.

Roll Call
All Councilmembers were present except Councilmember Ewing. Mayor Gailey was out of state at a conference.

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

Approval of Agenda
Councilmember Donoghue asked to remove the Introduction of Breezie Martin, who is not able to attend the meeting.

MOTION. Councilmember Tageant made a motion, seconded by Councilmember Jorstad, to amend the agenda by removing that item. The motion passed 6-0-0-1.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Tageant, to approve the agenda as revised. The motion passed 6-0-0-1.

Guest Business
2023 Police Department Awards

Introduction of IT Security Analyst Subhro Kar

Citizen Comments
Mary Dickinson, Lake Stevens. Mary thanked the Police Department and provided a few updates on community events.

Ralph Templeman, Lake Stevens. Ralph spoke about the high speeds on Chapel Hill.

Council Business

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

The consent agenda items were as follows:

- 2024 Vouchers
- 2024 Budget Amendment No. 1

Action Items
Stormwater CCTV Contract
Stormwater Manager Farrant presented a small works contract for the amount of $349,654.90 for closed-circuit television services to inspect the city's stormwater system. The Council and staff engaged in a discussion.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Tageant, to authorize the Mayor to sign a small works contract for the amount of $349,654.90 for closed-circuit television services to inspect the city's stormwater system. The motion passed 6-0-0-1.

Interagency Agreement for Part-Time Instructors at CJTC
Chief Beazizo explained that the Washington State Criminal Justice Training Center has established a regional training academy in Arlington, Washington. This regional academy is one of four regional academies. These locations will allow an additional 30-90 officers per location to be trained annually at the basic law enforcement academy. To support CJTC with instruction, the regional instructors from local departments have been requested to help train the academy attendees. This agreement outlines the standards and costs CJTC will reimburse the department for on-duty trainers.

MOTION. Councilmember Donoghue made a motion, seconded by Councilmember Daughtry, to authorize the Mayor or City Administrator to sign the Interagency Agreement with the Washington State Criminal Justice Training Center for Part-Time Instructors. The motion passed 6-0-0-1.

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

The meeting adjourned at 6:43 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

CITY COUNCIL STAFF REPORT

Agenda Date: 4/23/2024

Subject: Resolution 2024-01 Accepting Donation From Arts & Parks Foundation

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Adopt resolution 2024-01 accepting a donation made by the Arts and Parks Foundation for artwork on the seat wall at North Cove water feature.

SUMMARY/BACKGROUND:
The Arts and Parks Foundation has donated artwork to depict the Lake Stevens natural environment and metal fish that will be engraved on the seat wall at North Cove Park by the water feature. Lake Stevens Parks and Recreation Department has worked with representatives from the Foundation on an agreement regarding ownership and ongoing maintenance. Pursuant to Lake Stevens Municipal Code (LSMC) 3.60.040(b), all donations in excess of $5,000 must be accepted by resolution of the City Council.

APPLICABLE CITY POLICIES:
Ordinance 948; LSMC 3.60.040(b)

ATTACHMENTS:
1. 2024-01 Accepting Donation - Arts and Parks-seatwall

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2024-01

A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON ACCEPTING A DONATION OF ARTWORK FROM THE ARTS AND PARKS FOUNDATION ON THE SEAT WALL AROUND THE WATER FEATURE AREA LOCATED IN NORTH COVE PARK.

WHEREAS, RCW 35.21.100 and RCW 35A.11.010 allow cities to accept donated money or property by Ordinance; and

WHEREAS, Lake Stevens Ordinance 948 (LSMC 3.60) allows acceptance of donations of value greater than $5,000 by City Council Resolution; and

WHEREAS, the Lake Stevens Arts and Parks Foundation has made a generous donation of artwork valued at over Five Thousand dollars ($5,000); and

WHEREAS, the City is willing to accept and display the mural depicting Lake Stevens watercourse and metal fish artwork per the contract, in exchange for the donation.

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

Section 1. Acceptance of Donation. The Lake Stevens City Council accepts the generous donation of over Five Thousand dollars ($5,000.00), provided by the Arts and Parks Foundation.

Section 2. Other Actions Authorized. The Lake Stevens City Council hereby authorizes the City Administrator or designee to take other actions necessary to implement this decision and to fulfill the contract obligations in North Cove Park at the seat wall adjacent to the water feature.

PASSED by the City Council of the City of Lake Stevens and APPROVED by the Mayor this -_____ day of ________________2024.

____
Brett Gailey, Mayor

ATTEST:

____
Kelly Chelin, City Clerk

CITY COUNCIL STAFF REPORT

Agenda Date: 4/23/2024

Subject: Resolution 2024-02 Approval to Apply for RCO Grant

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: TBD

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Approve resolution 2024-02 to apply for RCO grant.

SUMMARY/BACKGROUND:
Staff is applying for a Washington State Recreation and Conservation Office (RCO) grant for improvements at Eagle Ridge Park. One requirement of the application process is to submit a resolution approved by City Council acknowledging the conditions of the grant. The attached resolution outlines the conditions of the grant, if awarded, and authorizes staff to submit the application and Mayor Gailey to sign the grant agreement.

APPLICABLE CITY POLICIES:

ATTACHMENTS:
1. Combined resolution

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION 2024-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, AUTHORIZING AND ENDORSING THE SUBMITTAL OF 2024 GRANT APPLICATIONS TO THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE TO FUND IMPROVEMENTS AT EAGLE RIDGE PARK AS OUTLINED IN RCO AUTHORIZATION AND RESOLUTION DOCUMENT ATTACHED AS EXHIBIT 1.

WHEREAS, the City of Lake Stevens Comprehensive Plan contains goals and policies directing the City to provide adequate parks, open spaces and recreation services to its citizens; and

WHEREAS, the City of Lake Stevens Comprehensive Plan has designated Eagle Ridge Park as a Community Park. Community parks have the largest service area and attract citizens from across the community. A large size and variety of amenities characterize community parks. These parks provide a mix of informal, active, and passive recreation areas with permanent facilities; and

WHEREAS, the Comprehensive Plan goals identify the importance of assuring that Eagle Ridge Park provides a mix of high-quality recreational amenities; and

WHEREAS, the City Council adopted the Eagle Ridge Park Master Plan in 2010: and

WHEREAS, the Eagle Ridge Park Master Plan includes the installation of playground equipment, outdoor classroom, restrooms and parking; and

WHEREAS, the Comprehensive Plan goals and policies recognize that the prioritization of new park facilities shall take into consideration areas which are underrepresented by parks, and opportunities for grants and other funding sources to assist in achieving the identified needs; and

WHEREAS, the City is eligible to apply for RCO grant funds; and

WHEREAS, this Resolution if adopted will authorize and delegate authority to the Mayor to negotiate and contractually bind the City if RCO grant funds are awarded;

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

Section 1. The City Council hereby authorizes and endorses the submittal of RCO grant applications to Washington State for funding for improvements to Eagle Ridge Park that are generally consistent with the Master Plan, and authorizes the Mayor or Designee to negotiate and contractually bind the City if RCO grant funds are awarded to the City of Lake Stevens as outlined in the RCO Resolution and Authorization attached as Exhibit 1.

PASSED by the City Council of the City of Lake Stevens this 23rd day of April 2024.

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

Applicant Resolution/Authorization

Organization Name (sponsor) City of Lake Stevens

Resolution No. or Document Name 2024-02

Project(s) Number(s), and Name(s) Eagle Ridge Park Development

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."

2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Jill Meis, Parks Planning & Development Coordinator
Project contact (day-to-day administering of the grant and communicating with the RCO)	Jill Meis, Parks Planning & Development Coordinator
RCO Grant Agreement (Agreement)	Brett Gailey, Mayor
Agreement amendments	Brett Gailey, Mayor
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Brett Gailey, Mayor

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.

4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.

5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.

6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.

7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.

8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.

9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.

10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.

11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.

13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.

14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.

15. This resolution/authorization is deemed to be part of the formal grant application to the Office.

16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed ____________________

Title Mayor, City of Lake Stevens ____________________ Date ____________________

On File at: City Clerk ____________________

This Applicant Resolution/Authorization was adopted by our organization during the meeting held: (Local Governments and Nonprofit Organizations Only):

Location: Lake Stevens, WA ____________________ Date: ____________________

Washington State Attorney General's Office

Approved as to form Bruce Faller ____________________ 2/13/2020 ____________________

Assistant Attorney General *Date*

You may reproduce the above language in your own format; however, text may not change.

CITY COUNCIL STAFF REPORT

Agenda Date: 4/23/2024

Subject: Public Comment - Public Meeting Guidelines

Contact Person/Department: Kelly Chelin, Administration

Budget Impact: n/a

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:
Review and approve the Public Comment - Public Meeting Guidelines

SUMMARY/BACKGROUND:
In an effort to run effective meetings, staff has prepared a public meeting guideline sheet for the Council's review. This document explains the meeting structure and gives public comment guidelines. There are also suggested tips and preparations for those who would like to address the Council. Staff feels it is critical to outline procedure and decorm to allow for productive meetings and ensure the public has information necessary to have a successful experience at council meetings.
This document has been reviewed by the city attorney, if approved by Council, this information will be posted at public meetings and on the City's website.

MRSC recently put out helpful information on strategies for managing public meetings; please see attached.

APPLICABLE CITY POLICIES:

ATTACHMENTS:
1. Guidelines
2. MRSC - Strategies for Managing Difficult Public Meetings

CITY OF LAKE STEVENS
PUBLIC COMMENT-PUBLIC MEETING GUIDELINES

MEETING STRUCTURE

- Mayor (or Council President) is the chairperson or presider of the meeting.
- A written Agenda once adopted is to be followed but may be changed via Council motion.
- Comments from the public are allowed only during public comment or public hearing times listed on the approved Agenda, however the following comment or behavior is not allowed at any time:
    - Name-calling or personal harassment or attacks; obscene, indecent, or threatening remarks; derogatory comments to personalities.
    - Advertising or promoting the sale of products, services or private enterprise.
    - Promotion of candidates running for public office, upcoming ballot measures, contest or lotteries.
    - Any speech/actions that disrupt or impede the orderly conduct of the public meeting.

PUBLIC COMMENT GUIDELINES (in person or virtual attendees)

- Clearly state your name and address.
- Address comments to Council as a whole; not individual members, staff, or audience members.
- Keep comments to 3 minutes stating what you: support, oppose, suggest, or are calling attention to.
- You may supplement your comments with printed handouts. Electronic or digital aids will not be permitted during public comment without prior approval/arrangement with the City Clerk.
- Comment time may not be added to/donated to other speakers.
- You are providing public comment for the official record, do not expect council to respond to your comment or questions.
- Mayor (or Council President) will terminate comments beyond allotted time, or if there is a violation of the comment/behavior guidelines.
- To address Council outside of the public comment period at a meeting or for special needs, email deputyclerk@lakestevenswa.gov or mail/deliver comments to City Hall, 1812 Main Street (P.O. Box 257) Lake Stevens, WA 98258. Any written comments received, will not be read into the record.

SUGGESTED PREPARATIONS

- Before addressing issues in a public meeting, consider contacting City staff first. If it is not resolved to satisfaction, contact Council directly.
- Comments about Public Hearing items are to be made during that portion of the agenda only.
- Quasi-judicial items are not allowed during City Council public comment periods. (A quasi-judicial case is one in which the Councilmembers are acting as judges rather than legislators).
- For well-organized comments, it's recommended to prepare them in writing:
    - "I am here to support/oppose/call attention to …"
    - State why you are making this point; so, Council is aware of the reasons for concern.
    - State what will be changed or improved if your viewpoint is considered.
    - State what you would like Council to consider doing in response to your viewpoint.

We look forward to hearing from our citizens. City Council meeting dates/times:
1st and 3rd Tuesdays (workshops), 2nd and 4th Tuesdays (regular meetings).
All meetings start at 6:00 p.m. and are located in The Mill, Sawyers Room, 1808 Main Street, Lake Stevens.

MRSC
Empowering local governments

Home > Stay Informed > MRSC Insight Blog > March 2024
> Strategies for Managing Difficult Public Meetings

Strategies for Managing Difficult Public Meetings

March 27, 2024 by MRSC Insight
Category: Legislative Body, Public Participation

From time to time, governing bodies are faced with conducting controversial, emotionally charged, meetings where tensions are high, and tempers may flare. Such meetings can test the members of the elected body and agency staff, but conflict and controversy can also make a positive contribution to a local government's decision-making processes.

Thankfully, local governments can adopt a few tried-and-true meeting strategies to manage or reduce meeting distractions. Here are some steps you can take before, during, and after difficult public meetings to make them less stressful and more productive for everyone.

Before the Meeting

Below are some items to address before your meeting.

Consider your meeting agenda

A comprehensive, well-prepared meeting agenda can keep things moving along while ensuring all participants are on the same page. For example, an agency can minimize time spent on routine or noncontroversial issues by adopting a consent agenda, allowing more time for discussion and reflection on important issues.

Agencies should also consider where to place a controversial issue on a meeting agenda. If you know that a particular item is likely to generate significant controversy and a larger than normal audience, consider moving it to the top of your agenda so that attendees are not forced to wait, adding to their frustration.

Adopt procedural rules

A governing body should adopt and follow council or commission rules of procedure, including Robert's Rules of Order. Clear, easy-to-understand ground rules can go a long way toward maintaining order and civility. Local governments can also post comprehensive procedural rules (e.g., Tukwila), public participation guides, (e.g., Redmond) or abbreviated guidance (e.g., Woodland).

Since the public comment period at a public meeting is considered a "limited public forum" for free speech purposes, a local government can regulate the time, place, and manner of speech, provided such regulations are reasonable and content neutral. Such reasonable regulations may include:

- limiting speaker remarks to a certain number of minutes,
- limiting speaker remarks to items on the agenda, and/or
- requiring participants register to speak.

Add informal outreach

When considering a controversial project or proposal, think about adding some informal educational sessions early in the process to provide ample notice, identify, and address initial concerns and to avoid any complaints that the governing body is trying to "ram through a decision." Such meetings can also help address misinformation on the project/proposal.

Provide early access to information

Many Washington local governments maintain webpages (or websites) for their governing bodies, offering information on councilmembers/commissioners, upcoming meeting agendas and packets, agency news, recordings of prior meetings, and more.

Agencies should also have enough printed copies of key meeting documents available at the meeting site.

Offer alternatives to public speaking

Agencies should invite comments on key issues by email or print letters and acknowledge their receipt and entry into the record for those who are not comfortable with making comments at the meeting. Another option is a virtual public comment form so folks can sign-up in advance to speak during a meeting. For example, Seattle requires members of the public to sign up to make in-person or remote comments during council meetings.

Requiring individuals to sign-up in order to make a public comment is also useful in getting a sense of who and how many intend to speak and to determine the order they will be speaking in. Keep in mind these sign-up sheets or forms are subject to public records disclosure, so carefully consider how much information you require. Additionally, having a staff member greet attendees onsite at the sign-up table can create a more welcoming atmosphere for participants.

Also note that after a slate of racist and disruptive “Zoombombing” occurred during local government meetings across the state, some agencies, (e.g., Seattle, Lynnwood, Kenmore, Shoreline) require *remote* commenters to sign up 24 hours before the meeting in the hope that this requirement will deter bad actors.

Have the meeting site and equipment ready

If a topic is on the agenda that your agency knows will draw a large crowd, be sure adequate seating is available, or move to a larger venue. Also be sure to run a pre-meeting check of all your audio-visual or other equipment needed to avoid any unnecessary delays. This includes reviewing critical privacy and security settings for your remote meeting software, such as Zoom.

During the Meeting

During your meeting, consider using the following steps to keep things running as smoothly as possible.

Start by offering a meeting overview

Begin by explaining the purpose of the meeting, the order of business, and what actions, if any, are expected to be taken by the conclusion of the meeting.

Establish ground rules

The meeting chair should start the meeting by explaining the ground rules, including the values and behaviors that everyone will be expected to adhere to (respecting others' opinions, not interrupting, refraining from any personal attacks, etc.). Provide clear instructions of how to participate and what to expect since it may be the first interaction for some participants with local government.

Consider including a briefing

Agency staff can prepare a brief overview and background presentation to help provide context, dispel rumors, address misinformation, and clarify understanding, especially for controversial or complicated topics. Presentations from external sources can also help.

Restrict back-and-forth dialog

The meeting chair should clarify that during the public comment portion of the meeting members of the governing body will listen but not engage in back-and-forth dialogue with commenters. If a question arises during public comment, the governing body can ask agency staff to investigate the issue and report back.

Take a break

Meeting breaks can help to ease tensions and regroup when appropriate. Time gives attendees a chance to calm down and can allow the agency to restore order.

Deal with serious disruptions

If a break does not work to restore order and other techniques are not successful, governing bodies do have the authority to maintain order up to and including removal in certain circumstances. For more on this, see MRSC's blog: When First Amendment Rights and Public Meetings Clash.

The Special Role of Elected Officials

Elected officials play key roles in helping to maintain meeting order and decorum by:

- **Leading by example** — Your behavior towards other members of the governing body, staff, and the public should model the behavior that you expect from everyone attending the meeting.
- **Being prepared** — Know your facts and be truthful. Credibility is your most important asset in responding to criticism and conflict.

- **Giving speakers your full attention** — Refrain from using cell phones, having side conversations, or engaging in other distractions that could be interpreted as hostile or dismissive. For other ideas, see MRSC's blog: Building Trust During Polarizing Times.
- **Explaining limits of legal authority** — Clearly explain those instances when requests or demands are beyond the scope of local government authority. Your legal counsel can be helpful in these instances. No one gains from needless debates over positions that have no legal path forward.

Elected officials should also keep in mind that anger expressed in difficult meetings is most often directed at your position and not at you as an individual.

After the Meeting

After a difficult meeting (or any meeting really that involves a proposal or project that involves significant community impacts), consider following up with these actions:

- **Summarize meeting outcomes** — Post meeting outcomes to your website and/or send out an email update summarizing the meeting's purposes, objectives, and outcomes.
- **Respond to issues that could not be handled during the meeting** — Follow up with any commitments made during the meeting, such as having staff provide answers to questions that could not be addressed during the meeting.
- **Communicate next steps** — Outline any planned next steps, including expected milestones and a timetable for future actions.
- **Develop opportunities for further outreach** — Does your agency offer community members a way to stay up to date on news? Create an email list for those who want to receive updates regarding any future milestones and opportunities to be heard.

Conclusion

Controversy and conflict, while stressful, can also help to frame community issues more broadly and provide a greater variety of perspectives. This may be particularly true as local governments work to become more inclusive of groups whose voices may not have been heard as much in the past.

Providing a fair and complete hearing of issues at council or commission meetings assures that everyone's viewpoints are thoroughly considered in decision-making processes. How the governing body responds and reacts to public participation will have a direct impact on the level of community trust in local officials and the agency in general.

For more information, readers may be interested in other MRSC blogs on the legislative body or public participation.

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

About MRSC Insight

MRSC Insight reflects the best writing of MRSC staff on timeless topics that impact staff and elected officials in Washington cities, counties, and special purpose districts.

VIEW ALL POSTS BY MRSC INSIGHT

CITY COUNCIL STAFF REPORT

Agenda Date: 4/23/2024

Subject: Records Management Policy

Contact Person/Department: Kelly Chelin, Administration

Budget Impact:

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:
Discuss and adopt the CIty's Records Management Policy

SUMMARY/BACKGROUND:
The purpose of a records management policy is to provide direction and guidance to employees and elected officials in the management of records created or received in the conduct of city business.

Staff determined that a review and update of the current records management policy was necessary as the city planned to move forward with new data governance initiatives and work through an eventual migration to Sharepoint. Public records officers and IT team members worked together to update the policy with a final review by the city attorney.

APPLICABLE CITY POLICIES:

ATTACHMENTS:
1. Policy

201 – RECORDS MANAGEMENT POLICY

APPLIES TO:	All City	**POLICY OWNER:**	City Clerk
APPROVED BY:	Click or tap here to enter text.	**TITLE:**	Public Records
EFFECTIVE DATE:	Upon Council adoption	**LAST REVISED:**	Click or tap to enter a date.

201.1. PURPOSE

As public employees and elected or appointed officials, we are all stewards and custodians of the City's official records. The purpose of this policy is to provide direction and guidance to City of Lake Stevens employees and elected officials in the management of records created or received in the conduct of City of Lake Stevens business. In addition, this policy is to ensure the City manages these records in compliance with the Washington State retention laws regarding the disposition of public records. Organizing and managing records will save space, provide efficient access, maintain confidentiality where needed, and reduce legal exposure in Public Records Act requests and/or litigation discovery.

201.2. SUMMARY

Pursuant to the provisions of RCW 40.14 which is entitled Preservation and Destruction of Public Records and RCW 42.56, the Public Records Act, the rules contained in this policy are intended to ensure that the legal and historical records of the City are: securely preserved for their minimum retention period, made available for present and future access or transferred to the Washington State Archives, and are easily and efficiently accessible and permanently preserved when required. Electronically stored and accessed records are also required to carry a data sensitivity classification so that they are handled, protected, and shared in accordance with RCW 39.26.340 and the City's Data Classification Policy, Data Sharing Policy and Procedures.

201.3. TERMS AND DEFINITIONS

"City" – The City of Lake Stevens, its officials, employees, representatives and agents.

"Department" – Any City of Lake Stevens department, board, or commission.

"Disposition Authority Number (DAN)" – The Local Records Committee assigns a "Disposition Authority Number" to each records destruction request, records retention schedule, and general records retention schedule it approves. It is up to the person doing the archiving to look up the item, locate the DAN and place it on the archive label. An agency should be able to cite a DAN for each record it disposes of. If a DAN cannot be cited for a particular record series, there is no legal authority to dispose of records in that series as the DAN provides the legal authority.

“Employee” – Any City of Lake Stevens employee, volunteer, elected official, or appointed official.

“Essential Record” – Any record necessary to the continuation of operations of the City in an emergency or disaster, to the recreation of the legal and financial status of the City, or to the protection and fulfillment of obligations to the people of the City.

“Metadata” – A set of data that describes and gives information about other data. Some examples of metadata for an email would be the date, creator, address, computer address, sender, receiver, number of words, size of file, and date modified.

“Permanent Record” – Any record of the City for which the retention period on a DAN is permanent. These often apply to agency and department head records.

“Public Records” – For purposes of records retention and destruction, the term applies to any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine readable material, compact disk meeting current industry ISO specifications, or other document (regardless of media), that has been created or received by the City in connection with the transaction of public business. A different definition applies for purposes of compliance with the Public Records Act.

“Public Records Officer (PRO)”– The individual designated by the City to serve as the records officer. A public records officer fulfils the “Data Admin” role in the City’s Data Governance program.

“Record” – Any piece of data, in any form, created or received in connection with the transaction of the City's business.

“Records Custodian” – Any City of Lake Stevens employee, volunteer, elected official, or appointed official. who have access to city records are responsible for the care, control, and management of those records. A custodian is entrusted with maintaining the confidentiality, integrity, and availability of the information contained within those records as per the city’s data governance and communication policies.

“Records Coordinator” – The individual designated in each department to serve as the coordinator for the implementation of the policy in their department. Employees with specific roles that involve ownership and management of particular datasets, databases, or records are responsible for the overall governance of these records, ensuring the quality, security, and compliance with regulation and city data governance policies.

“Records Management” – The discipline of managing records to meet operational business needs and accountability.

"Retention Period" – The minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction. Each records series listed on a records retention schedule is assigned a retention period.

"Retention Schedule" – The schedule developed by the Washington State Local Records Committee that regulates the retention and disposition of public records.

"Records Series" – Any group of records that is used as a unit, filed as a unit, and can be disposed of as a unit.

201.4 RECORDS AS PUBLIC PROPERTY

All public records shall be and remain the property of the City. Outgoing officials and employees must pass such records on to their successors. Furthermore, public records shall be preserved, stored, transferred, destroyed, and otherwise managed according to the provisions of RCW 40.14 unless otherwise provided by law (see WAC 434-635-010). No City official or employee has any personal property right to such records even though he or she may have developed or compiled them. The unauthorized disclosure, destruction, removal from files, or use of such records is prohibited. Disclosure, including possible redactions, of all records shall be in accordance with the Public Records Act RCW 42.56.

201.5 POLICY

Scope and Applicability

The scope of this policy is for all City employees, elected officials, appointed officials, boards and commissions, and the policy applies to all *public records* as that term is defined in this policy.

Retention of Records

The state of Washington publishes records retention schedules. These schedules authorize the destruction/transfer of the public records of all local government agencies after they have met an appropriate retention. Many records can be found in the Common Records Retention Schedule (CORE). Other task specific records such as Fire and Emergency Services, Law Enforcement, Land Use Planning and Permits, Parks and Recreation, and others have individual schedules. All current approved records retention schedules can be accessed online at the Washington Secretary of State's website.

General Records

All documents, including email messages sent or received, that are related to the conduct of City business must be evaluated for content. The format of a record has no bearing on the retention of a record. The content of each record should be evaluated in light of the definition of "*public record*," and against the following criteria:

- Was it created in the course of City business?
- Was it received for City action?
- Does it document City activities, decisions, or actions?
- Is it mandated by statutes or regulations?

- Does it support financial obligations or legal claims?
- Does it communicate City requirements?

If any of the above are a yes, the document is considered a public record and must be retained for the appropriate retention. If not, it is a transitory record and should be destroyed as soon as it is no longer needed. Some records will have multiple retentions, the longest retention should be observed prior to destruction. Departments are encouraged to "Scan and Toss" records when it is feasible. The scan and toss process is used to convert paper records to electronic records for long term storage or essential record backup purposes.

1) Electronic Records

a) Electronic records must be retained in electronic format and remain useable, searchable, retrievable, and authentic for the applicable retention period. Printing and retaining a hard copy is not an acceptable substitute for the electronic version since metadata must be preserved. Examples of electronic records include but are not limited to webpages, video, texts, emails, social media posts, and databases.
b) To maintain usability, it may become necessary to convert an electronic record from one format to another. The Records Coordinator and the IT Director, or delegated representative, will be responsible for maintaining both the contents of the record and the electronic metadata through the conversion process.
c) In making decisions about how long to retain electronic records, employees should first check the retention schedule to ensure compliance and verify that the records are not subject to a legal hold. Many electronic records can be disposed of at the discretion of the employee under the following guidance.
d) If the electronic record is the primary or only copy of an official document, it must be retained for the time-period specified by the retention schedule. Once the required retention has been met, the record should be deleted and documented on a City approved records destruction log. Departments should contact the PRO for direction on electronic records designated as "archival.” Examples of official records include policies and procedures, executive level correspondence, and final reports.
e) If the electronic record is transitory in nature with no administrative, legal, fiscal, or archival value, then the record can be deleted at the discretion of the user. Examples include secondary copies of memos, general office notices, general information, working copies, transmittal memos, meeting announcements, invitations to retirement parties, drafts.
f) Email records meeting the definition of a public record are subject to the same retention schedule as paper records.
g) Use of personal accounts (such as Hotmail, Gmail, Dropbox, Evernote, etc.) for conducting City of Lake Stevens business is prohibited. In the event an email related to the conduct of City business is received at a personal email address, it should be immediately forwarded as an attachment to the City email system.
h) In emergency situations or when required by operational needs, an alternative account may be used. In these instances, all records must still be preserved in accordance with all records policies.

i) Social media posts are public records and must be preserved for the proper retention period.
j) Text messages are public record and shall be kept for the proper retention period. Texting shall only be performed with City owned devices and should be limited to transitory records.
k) Chat records produced in any rapid communication platform (i.e.: TEAMS) should be limited to transitory communication and therefore could be deleted when they are no longer needed. In the event that a chat record must be kept, please contact IT for guidance as to how to preserve the record and its associated metadata.

5) Essential Records

The retention schedule identifies essential records. These records require special protections so that in case of an emergency they are readily available to provide for the continuity and preservation of government services or reestablish operations after an emergency. Retirement records, personnel files, building plans, judgement and sentencing documents, policy and procedures, and many other types of records are examples of essential records. Each department must have a system for safeguarding their essential records that is appropriate for the record type and medium. Resources are available through the Washington State Archives.

6) Destruction of Records

Records Coordinators will follow the approved and adopted policies and procedures of the Records Management Program.

a) A record whose retention period has expired should be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending lawsuit, or the department head applies in writing to the PRO that the record be retained for an additional period.

b) The Records Coordinator will be responsible for, at a minimum, annually destroying all electronic records on shared drives for the department. Any document that has met the retention schedule and is no longer needed for agency business should be deleted.

c) When a record is destroyed due to meeting its retention period, all paper and electronic copies should be destroyed.

d) Records that have been destroyed and have a retention must be documented on a City approved destruction log or approved scan and toss form. After destruction has been approved and completed, the log must be forwarded to the PRO for permanent retention.

7) Archival Records

Some records series on the retention schedule will have a designation of archival. These records should not be destroyed. When their retention schedule has been met, they should be prepared to be transported to the Washington State Archives for appraisal and selective retention. Records transferred to the state archives should be documented on the City's destruction log with a notation that the records were transferred to the archive. After the records are evaluated by an archivist, they will send documentation of the records archived. This document should be forwarded to the PRO. Contact the PRO if assistance with this process is needed.

8) Permanent Records

The retention schedule identifies permanent records. These records may not be destroyed. Archival Permanent records will also have a retention listed such as the life of the building. Once that retention has been completed, the records may be transferred to the Washington State Archives. Records transferred to the state archives should be documented on the City's destruction log. Contact the PRO if assistance with this process is needed.

201.6 RESPONSIBILITIES

A. Management Responsibilities

1) Each department, board, and commission must appoint a Records Coordinator (RC) and an alternate. The RC shall be the point of contact between the department and the City's Public Records Officer (PRO). The RC will be expected to be the person most knowledgeable about the City's records management policies and procedures and how they relate to their department and serve as a resource to their department members.

2) Department Heads, elected officials, appointed officials and RCs must complete training as required by the Open Government Trainings Act within 90 days of assignment and at least every 4 years thereafter.

3) Follow the established City-wide file storage structure and format to assist in classifying and preserving the electronic records and paper records encountered in the department's area of responsibility to facilitate the management of records to meet the retention and/or destruction rules.

4) Follow City-wide procedures for records management, which address records retention, protection of essential records, and ensure that at a minimum, records are destroyed annually in accordance with the Washington State Records Retention Schedules.

5) Each department will have records from multiple retention schedules. A department list of commonly held records, the required retention period, and DAN number for department employees' quick reference is encouraged. All destructions shall be appropriately logged on the City approved form and copies will be forwarded to the PRO.

6) Ensure that all department employees are appropriately trained in the retention and destruction of public records.

7) Ensure employees follow the rules set forth in managing records, storing and identifying records in correct locations and formats and in compliance with the laws and with the Washington State Records Retention Schedules.

8) Ensure all department bids and contracts are in compliance with records retention laws when the contractor will be creating public records on behalf of the City. The department must write in contract language that places the bidder/contractor on notice about the Public Records Act (RCW 42.56) and their obligations as well as about records retention (RCW 40.14) and their obligations. Sample language is:

B. Employee Responsibilities

1) It is the responsibility of **every employee, volunteer and elected or appointed official** of the City of Lake Stevens to manage the City's records in a manner that complies with this policy and supports the intent of the City to preserve the documentation of City business and satisfy all requirements of the disposition of public records as required by State law. Failure to manage City records according to the Records Management Policy will result in corrective or disciplinary action.
2) Personal devices, applications, or accounts shall not be used for the conduct of official City business without prior approval by the City Administrator. In the event that personal devices are used, the employee is still responsible for the proper retention, disclosure, and destruction of the document. The employee will be required to properly search and produce any records subject to a public records request. In the case that no records are found, the employee may be required to complete an affidavit attesting to the records search on the personal device.

3) Every employee is responsible for proper retention and destruction of any personally held documents. This would include email, texts, files held in their personal network drives, files on their desktops, paper records, desk records, etc. Keeping unnecessary documents or duplicate records is discouraged.

4) Every employee is responsible for advising citizens interested in obtaining public records to follow the request process. Citizens should be directed to the online portal. If unable to utilize the portal, an employee must accept their verbal or written requests. These requests must be immediately documented and forwarded to the PRO. Failure to do so by the employee may subject the City to substantial financial liability and the employee may be subject to discipline.

C. Public Records Officer Responsibility

1) Provide assistance to the departments, commission, and boards in managing their records and determining retention requirements.

2) Remain current and knowledgeable on the laws and rules governing records retention that affect the City.

3) Provide periodic training to City employees, elected officials, and appointed officials on records retention.

4) Conduct periodic meetings with the RCs to assist them in managing their areas of responsibility.

5) Periodically review and organize City Council member emails to ensure proper retention.

6) Conduct electronic searches in conjunction with IT for public records requests.

7) Periodically review the City's retention process to ensure that policies and procedures are being followed and are current with state law.

8) Maintain City's permanent record of City Records Destruction Logs.

9) Complete training required for a PRO per the Open Government Trainings Act within 90 days of appointment and every 4 years thereafter.

10) Notify departments of a need to hold records due to an open records request or pending litigation.

D. Information Technology Department Responsibility

1) Assist the PRO and the department in developing, implementing and maintaining an electronic records storage system that supports this policy.
2) Provide a secure, safe environment for the electronic records of the City.
3) Provide a Disaster Recovery Backup System to be maintained to exclusively provide disaster recovery from catastrophic data loss. This system is not and shall not be relied upon or used as a retention or archiving system.
4) Provide a minimal recovery period for City records if accidentally or inadvertently deleted.
5) Provide assistance to the PRO for electronic searches for responsive data related to a public records request.
6) Assist with metadata preservation, retention, and disclosure as needed.

E. Training

Every employee will be trained in accordance with their position and the requirements of the Open Government Trainings Act. New employees will be required to complete records on- board training with the PRO or designee during their initial department training period.

The PRO will be responsible for documenting training certifications for all employees.

F. Appendix

Appendix A - Imaging and Destruction of Paper Records (Scan and Toss) Policy
Appendix B – Secretary of State Archivist Retention Schedules (link)