

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.

May 14, 2024 - 6:00 PM

TWO WAYS TO PARTICIPATE:

In Person, The Mill, Sawyers Room, 1808 Main Street, Lake Stevens
or Join Zoom Meeting: <https://lakestevenswa.zoom.us/j/86779490769>
or call in at (253) 215-8782 Meeting ID 867 7949 0769

- 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 Corporal Chris Lyons Jeffrey Beazizo
 - B. Introduce Dawn Erickson, Administrative Assistant for Community Development Russ Wright
 - C. Introduce Lauren Frederick, Safety & Training Coordinator Maximilian Roth
- 6. Citizen Comments**
- 7. Council Business** Council President
- 8. City Department Report**
- 9. Consent Agenda**
 - A. 2024 Vouchers Barb Stevens
 - B. City Council Meeting Minutes of April 23, 2024 Kelly Chelin
 - C. Resolution 2024-03 Comprehensive Emergency Management Base Plan 2024 Maximilian Roth
 - D. Final Public Meeting Guidelines Kelly Chelin
- 10. Action Items**

- A. Purchase of 2202 Hartford Drive

Shannon
Farrant, Olin
Anderson

11. Discussion Items

- A. Flock Safety
- B. Ordinances Related to Fireworks
- C. Council Code of Conduct

Jeffrey Beazizo
Greg Rubstello
Greg Rubstello,
Kelly Chelin

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	04/25/2024 & 05/10/2024	\$767,558.63
Payroll Checks	60729 & 60739	\$4,926.96
Electronic Funds Transfers	ACH	\$366,239.46
Claims	60730-60738, 60740-60843	\$874,934.30
Void Checks		
Total Vouchers Approved:		\$2,013,659.35

This 14th day of May 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

May 14, 2024



City expenditures by type for this voucher packet		
Personnel Costs	\$ 772,486	38%
Payroll Federal Taxes	\$ 139,109	7%
Excise Tax	\$ 7,978	0%
Quarterly L&I	\$ 85,194	4%
Family Medical Leave	\$ 25,010	1%
Retirement Benefits - Employer	\$ 81,895	4%
Other Employer Paid Benefits	\$ 662	0%
Employee Paid Benefits	\$ 30,972	2%
Supplies	\$ 87,273	4%
Professional Services	\$ 278,464	14%
Refunds	\$ 1,888	0%
Capital *	\$ 169,037	8%
Debt Payments	\$ 333,692	17%
Total	\$ 2,013,659	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 04/19/2024 - 05/09/2024

Total for Period
\$1,241,173.76

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-37447	001 008 521 21 31 00	LE-Boating Minor Equipment	Uniform Gear - J Kilroy	60740	\$403.07
911 Supply Inc	INV-2-37546	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - D Burns	60740	\$33.05
911 Supply Inc	INV-2-37586	001 008 521 20 31 01	LE-Fixed Minor Equipment	Uniform Gear - J Beazizo	60740	\$18.60
					60740 Total	\$454.72
Ace Hardware	79265	001 010 576 80 31 03	PK- Equipment & Tools	Pick Axe	60741	\$41.52
Ace Hardware	79266	001 010 576 80 31 00	PK-Operating Costs	Cleaning Supplies	60741	\$28.40
Ace Hardware	79267	101 016 544 90 31 02	ST-Operating Cost	Tissue/Cleaner	60741	\$96.44
Ace Hardware	79268	001 013 518 20 31 00	GG-Operating Costs	Ant Bait	60741	\$19.65
Ace Hardware	79291	001 008 521 50 30 00	LE-Facilities Supplies	Paper Towels	60741	\$100.59
Ace Hardware	79295	001 010 576 80 31 05	PK-R&M Supplies	Fasteners NC Row Dock	60741	\$24.20
Ace Hardware	79295	001 010 576 80 31 00	PK-Operating Costs	Keys Lundeen Concessions	60741	\$11.77
Ace Hardware	79303	101 016 544 90 31 02	ST-Operating Cost	Compression Brass Straight Connector/SS Supply Line	60741	\$17.63
Ace Hardware	79307	101 016 544 90 31 02	ST-Operating Cost	Toilet Paper/Paper Towels/Glass Cleaner/Sponges	60741	\$396.70
Ace Hardware	79308	101 016 544 90 31 02	ST-Operating Cost	Toilet Paper Credit	60741	(\$81.96)
Ace Hardware	79309	001 008 521 50 30 00	LE-Facilities Supplies	Toilet Paper	60741	\$81.96
Ace Hardware	79311	001 010 576 80 31 00	PK-Operating Costs	Keys Mill Spur	60741	\$19.82
Ace Hardware	79360	001 008 521 50 30 00	LE-Facilities Supplies	Cleaning Supplies for PD	60741	\$322.11
					60741 Total	\$1,078.83
Alexander Printing Co Inc	82992	001 007 558 50 31 00	PL-Office Supplies	Business Cards - D Erickson	60742	\$96.99
Alexander Printing Co Inc	82993	001 010 576 80 31 00	PK-Operating Costs	Flyers for May 4th Event	60742	\$114.41
Alexander Printing Co Inc	83272	001 007 558 50 31 00	PL-Office Supplies	Business Cards - C Fauth	60742	\$82.12
					60742 Total	\$293.52
All Battery Sales and Service	300-10137036	101 016 544 90 31 02	ST-Operating Cost	Duplex Wire/Terminal Block	60743	\$116.21
All Battery Sales and Service	300-10137036	410 016 531 10 31 02	SW - Operating Costs	Duplex Wire/Terminal Block	60743	\$116.21
All Battery Sales and Service	300-10137493	530 016 594 48 60 00	Purchase Of Capital Equipment	LED Warning - Parks Ranger/PW103	60743	\$886.90
All Battery Sales and Service	300-10137654	101 016 544 90 31 02	ST-Operating Cost	Battery Cables	60743	\$218.05
All Battery Sales and Service	300-10137654	410 016 531 10 31 02	SW - Operating Costs	Battery Cables	60743	\$218.06
					60743 Total	\$1,555.43
ALS Group USA Corp	3532-282514	410 016 531 10 41 01	SW - Professional Services	Decant Soil Testing	60744	\$425.00
					60744 Total	\$425.00
Alvarado	111624 ALVARADO	001 000 362 00 00 05	The Mill - Rental	LS23-Alvar_11-16-24 Mill Rental Refund	60745	\$75.00
					60745 Total	\$75.00
Amazon Capital Services	16Q3-R6H4-FMWR	001 008 521 20 31 01	LE-Fixed Minor Equipment	Dress Boots	60746	\$91.05
Amazon Capital Services	1QLD-JGPR-TGDW	001 008 521 50 30 02	LE-Fleet Minor Equipment	Card Holder for PD Vehicles/Patrol Radio Pouch	60746	\$274.55
Amazon Capital Services	1R7M-FQGN-9KD4	001 008 521 20 31 01	LE-Fixed Minor Equipment	Remote Wireless Temperature Sensor for Fridge	60746	\$86.54
					60746 Total	\$452.14
Amazon Capital Services	1193-H3GD-MWNC	001 010 576 80 31 08	PK-Special Event Supplies	Document Folders//Glue Tape for Ballons/Mesh Pouches	60747	\$33.74
Amazon Capital Services	1193-H3GD-MWNC	001 010 576 80 31 00	PK-Operating Costs	Hooks/Watering Wand/Hook & Loop Tape Roll/Toilet Paper	60747	\$248.80
Amazon Capital Services	13VV-MKFX-DXNF	510 006 518 80 31 00	Purchase Computer Equipment	Bracket Holders (4) for Intel NUC Back of Monitor	60747	\$53.96
Amazon Capital Services	13YJ-LYJQ-WQYG	001 010 576 80 31 00	PK-Operating Costs	Field Supplies	60747	\$585.18
Amazon Capital Services	13YJ-LYJQ-WQYG	001 010 576 80 31 08	PK-Special Event Supplies	Supply Container	60747	\$26.18
Amazon Capital Services	16RC-7VR4-M1TJ	101 016 544 90 31 02	ST-Operating Cost	Wireless Cup Holder Phone Chargers	60747	\$78.90
Amazon Capital Services	16YN-W4JN-F6MW	001 013 518 20 31 00	GG-Operating Costs	Pencils/Steno Notebooks/Copy Paper	60747	\$107.71
Amazon Capital Services	16YN-W4JN-F6MW	001 007 558 50 31 00	PL-Office Supplies	Sheet Protectors/Steno Books	60747	\$28.79

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	1CP6-JCW4-FJ6V	101 016 544 90 31 02	ST-Operating Cost	Case for Remarkable Tablet	60747	\$14.75
Amazon Capital Services	1CP6-JCW4-FJ6V	410 016 531 10 31 02	SW - Operating Costs	Case for Remarkable Tablet	60747	\$44.25
Amazon Capital Services	1GQM-4J7C-DK9W	001 004 514 23 31 00	FI-Office Supplies	Laptop Bag - M Heist	60747	\$42.83
Amazon Capital Services	1JH7-T6LH-LWHH	001 010 576 80 31 00	PK-Operating Costs	Trimmer Line	60747	\$70.84
Amazon Capital Services	1KG3-HK1H-XCMN	001 013 518 10 30 00	LEAN Training - Supplies	LEGOs for Lean Classes	60747	\$83.00
Amazon Capital Services	1KYH-MQKK-66L7	001 010 576 80 31 02	PK-Office Supplies	iPhone Screen Protectors/Fingertip Grips/Pencil Pouch	60747	\$25.45
Amazon Capital Services	1KYH-MQKK-66L7	001 010 576 80 31 05	PK-R&M Supplies	Pressure Washer Pump Kit	60747	\$139.34
Amazon Capital Services	1KYH-MQKK-PLHX	001 008 521 20 31 00	LE-Office Supplies	Under Desk Laptop Drawer	60747	\$75.80
Amazon Capital Services	1MTX-DYPY-7NGD	001 010 576 80 31 00	PK-Operating Costs	Toilet Paper Roll Credit	60747	(\$12.54)
Amazon Capital Services	1NKY-DDN1-KKR6	001 006 518 80 31 00	IT-Office Supplies	Wireless Keyboard/Mouse/SanDisk USB Type-C	60747	\$190.12
Amazon Capital Services	1NTD-RNTJ-HFNR	001 010 576 80 31 00	PK-Operating Costs	Eagle Ridge Spray Bottle	60747	\$46.98
Amazon Capital Services	1NTD-RNTJ-HFNR	001 010 576 80 31 08	PK-Special Event Supplies	Supplies for May 4th Event	60747	\$47.85
Amazon Capital Services	1PQQ-DLX4-MPFL	001 007 558 50 31 02	PL-Permit Related Op. Costs	ICC Code Books	60747	\$340.39
Amazon Capital Services	1RM4-FP49-1QP7	410 016 531 10 31 02	SW - Operating Costs	pH Calibration Solution Kits	60747	\$280.44
Amazon Capital Services	1TT6-M3JT-6QP7	530 016 594 48 60 00	Purchase Of Capital Equipment	Golight Wireless Remote/PA Microphone - Ranger Truck	60747	\$732.65
Amazon Capital Services	1TT6-M3JT-6QP7	001 010 576 80 31 02	PK-Office Supplies	Laminating Pouches	60747	\$14.33
Amazon Capital Services	1TT6-M3JT-6QP7	101 016 544 90 31 01	ST-Office Supplies	Laminating Pouches	60747	\$14.33
Amazon Capital Services	1TT6-M3JT-6QP7	410 016 531 10 31 01	SW - Office Supplies	Laminating Pouches	60747	\$14.33
Amazon Capital Services	1TT6-M3JT-6QP7	001 010 576 80 31 08	PK-Special Event Supplies	Lashing Straps/Storage Bags - Lundeen Storage Project	60747	\$36.79
Amazon Capital Services	1TT6-M3JT-6QP7	001 010 576 80 31 03	PK- Equipment & Tools	USB Hub	60747	\$20.75
					60747 Total	\$3,385.94
Badgleys Landscape LLC	91192	001 013 518 20 41 00	GG-Professional Service	Landscape Maint 1819 S Lake Stevens Rd 03-2024	60748	\$777.03
Badgleys Landscape LLC	91259	001 013 518 20 41 00	GG-Professional Service	Landscape Maint 1819 S Lake Stevens Rd 04-2024	60748	\$777.03
					60748 Total	\$1,554.06
BCRA Inc	32124	004 010 594 76 60 01	PR - Eagle Ridge Park	Eagle Ridge Park Phase II	60749	\$67,486.85
BCRA Inc	32219	004 010 594 76 60 01	PR - Eagle Ridge Park	Eagle Ridge Park Phase II	60749	\$10,324.05
					60749 Total	\$77,810.90
Beavers Northwest	INV-24012	410 016 531 10 41 01	SW - Professional Services	Monitoring/Maint & Reporting	60750	\$4,066.98
					60750 Total	\$4,066.98
Burke	LUA2024-0049	003 000 345 81 00 00	Zoning-Subdivision Fees	LUA2024-0049 Refund Duplicate Payments	60751	\$300.00
					60751 Total	\$300.00
Canon Financial Services Inc	32365697	001 013 518 20 48 00	GG-Repair & Maintenance	XTZ01787 Copier Lease CH Admin Month to Month Le	60752	\$286.05
					60752 Total	\$286.05
CDW Government Inc	QL13912	510 006 518 80 49 08	LR - TrendMicro Antivirus	TMAPEX1 Mobile SEC-Device/Trend Vision One Endpt	60753	\$5,258.53
CDW Government Inc	QM46561	510 006 518 80 31 00	Purchase Computer Equipment	iPad - PD Drone Program	60753	\$474.83
CDW Government Inc	QR29547	510 006 518 80 31 00	Purchase Computer Equipment	Asus NUC Pro Slim Kits (5)	60753	\$2,470.89
CDW Government Inc	QT90710	510 006 518 80 31 00	Purchase Computer Equipment	Surface Pro 10	60753	\$2,252.59
					60753 Total	\$10,456.84
Cintas Loc 460	4187867281	001 010 576 80 41 00	PK-Professional Services	Parks Uniform Service	60754	\$242.28
Cintas Loc 460	4187867281	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	60754	\$324.35
Cintas Loc 460	4187867281	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	60754	\$296.33
Cintas Loc 460	4188604894	001 010 576 80 41 00	PK-Professional Services	Parks Uniform Service	60754	\$74.16
Cintas Loc 460	4188604894	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	60754	\$140.62
Cintas Loc 460	4188604894	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	60754	\$120.54
Cintas Loc 460	4190718400	001 010 576 80 41 00	PK-Professional Services	Parks Uniform Service	60754	\$68.23
Cintas Loc 460	4191462065	001 010 576 80 41 00	PK-Professional Services	Parks Uniform Service	60754	\$68.23
					60754 Total	\$1,334.74

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
City of Everett	I240002308	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Laboratory Analysis	60755	\$399.60
City of Everett	I240002791	001 008 554 30 41 00	LE-Animal Control	Animal Control Vet Services	60755	\$885.00
City of Everett	I240002795	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 03-2024	60755	\$2,995.00
					60755 Total	\$4,279.60
City of Marysville	24-0003	001 008 523 60 41 00	LE-Jail	Prisoner Housing/Medical/Video Court Services 03-2024	60756	\$25,975.85
					60756 Total	\$25,975.85
Criminal Justice Training Commission	201139515	001 008 521 40 49 01	LE-Registration Fees	FTO Academy - D Carter/O Scholz	60757	\$190.00
					60757 Total	\$190.00
Crystal Springs	5249844 050124	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall	60758	\$64.02
Crystal Springs	5249844 050124	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall	60758	\$64.02
Crystal Springs	5249844 050124	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall	60758	\$113.50
					60758 Total	\$241.54
Datec Inc	63435	001 008 521 20 31 00	LE-Office Supplies	Panasonic Laptop Batteries for PD	60759	\$334.46
					60759 Total	\$334.46
David Evans and Associates Inc	559678	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 22-12 Mattson Hills Construction Plans	60760	\$1,807.20
David Evans and Associates Inc	559679	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs 23-09 Library Review	60760	\$2,068.50
David Evans and Associates Inc	559680	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs Centennial SP Review	60760	\$227.10
					60760 Total	\$4,102.80
Dell Marketing LP	10743772846	001 010 576 80 31 00	PK-Operating Costs	Dell Precision Workstation/Dock/Briefcase - D Erickson	60761	\$3,539.55
					60761 Total	\$3,539.55
Dept of Labor and Industries	Q1 2024 L&I	001 000 281 00 00 00	Payroll Liability Taxes	Q1 2024 Workers Comp Insurance	EFT	\$85,194.43
Dept of Labor and Industries	Q1 2024 L&I	001 008 521 20 24 00	LE-Workers Comp	Q1 2024 Workers Comp Insurance	EFT	\$59.64
Dept of Labor and Industries	Q1 2024 L&I	001 010 576 80 24 00	PK-Workers Comp	Q1 2024 Workers Comp Insurance	EFT	\$33.43
Dept of Labor and Industries	Q1 2024 L&I	101 016 542 30 24 00	ST-Workers Comp	Q1 2024 Workers Comp Insurance	EFT	\$67.41
Dept of Labor and Industries	Q1 2024 L&I	001 013 518 30 24 00	GG-Workers Comp	Q1 2024 Workers Comp Insurance - Rounding Adj	EFT	(\$1.57)
					EFT Total	\$85,353.34
Dept of Retirement (Deferred Comp)	4252024	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT	\$7,693.22
					EFT Total	\$7,693.22
Dept of Retirement PERS LEOFF	4252024	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	\$81,740.59
Dept of Retirement PERS LEOFF	4252024	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	\$154.24
					EFT Total	\$81,894.83
Dept of Retirement Systems EFT	1610717	001 004 514 23 49 00	FI-Miscellaneous	OASDI 2023	EFT	\$58.32
					EFT Total	\$58.32
Dept of Revenue Leasehold EFT	Q1 2024 LHET	633 000 589 30 00 01	Leasehold Excise Tax Remit	Q1 2024 Leasehold Excise Tax	EFT	\$7,978.27
Dept of Revenue Leasehold EFT	Q1 2024 LHET	001 013 518 90 49 06	GG-Excise Tax	Q1 2024 Leasehold Excise Tax Adjustment	EFT	\$0.03
					EFT Total	\$7,978.30
Dicks Towing Inc	E189728	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2024-06525	60762	\$151.66
					60762 Total	\$151.66
EASL Inc	LS-0524	001 013 518 20 41 00	GG-Professional Service	Strategic Communication Services 04-2024	60763	\$1,000.00
					60763 Total	\$1,000.00
EFTPS	4252024	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	\$139,108.72
					EFT Total	\$139,108.72
Electronic Business Machines	AR274632	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - QNN08471	60764	\$6.92
Electronic Business Machines	AR274632	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - QNN08471	60764	\$6.91
Electronic Business Machines	AR274632	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - QNN08471	60764	\$6.92
					60764 Total	\$20.75

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Employment Security Department EFT	Q1 2024 PMFL	001 000 284 00 00 00	Payroll Liability Other	Q1 2024 PMFL	EFT	\$25,010.01
Employment Security Department EFT	Q1 2024 PMFL	001 013 518 30 20 00	GG-Benefits	Q1 2024 PMFL - Rounding Adj	EFT	\$0.33
					EFT Total	\$25,010.34
Employment Security Department EFT	Q1 2024 WACa	001 000 284 00 00 00	Payroll Liability Other	Q1 2024 WA Cares	EFT	\$12,517.65
Employment Security Department EFT	Q1 2024 WACa	001 013 518 30 20 00	GG-Benefits	Q1 2024 WA Cares - Rounding Adj	EFT	(\$0.07)
					EFT Total	\$12,517.58
Employment Security Dept	Q1 2024 ESD	501 000 517 60 49 00	Payment to Claimants	Q1 2024 ESD Benefits Payment	60765	\$4,798.70
					60765 Total	\$4,798.70
Evans	042724 EVANS	101 016 543 30 43 00	ST-Travel & Meetings	APWA Winter Conf Hotel Reimbursement - Connolly	60766	\$902.24
Evans	042724 EVANS	101 016 543 30 43 00	ST-Travel & Meetings	APWA Winter Conf Hotel Reimbursement - Evans	60766	\$902.24
Evans	042724 EVANS	101 016 543 30 43 00	ST-Travel & Meetings	APWA Winter Conf Meal PerDiem - Evans	60766	\$320.00
Evans	042724 EVANS	101 016 543 30 43 00	ST-Travel & Meetings	APWA Winter Conf Uber to/from Airport Reimbursement	60766	\$284.19
					60766 Total	\$2,408.67
Farmer	041724 FARMER	001 007 559 30 43 00	PB-Travel & Mtgs	WABO Spring Conf Mileage PerDeim	60767	\$134.00
					60767 Total	\$134.00
Fastenal Company	MN19840885	101 016 542 30 41 02	ST-Professional Service	FAST Program Fees 04-2024	60768	\$5.46
Fastenal Company	MN19840885	410 016 531 10 41 01	SW - Professional Services	FAST Program Fees 04-2024	60768	\$5.47
Fastenal Company	WAARN172212	101 016 544 90 31 02	ST-Operating Cost	Brake Cleaner	60768	\$36.37
Fastenal Company	WAARN172212	410 016 531 10 31 02	SW - Operating Costs	Brake Cleaner	60768	\$36.38
Fastenal Company	WAARN172235	101 016 544 90 31 02	ST-Operating Cost	Safety Glasses/Gloves/InstaShine	60768	\$182.81
Fastenal Company	WAARN172235	410 016 531 10 31 02	SW - Operating Costs	Safety Glasses/Gloves/InstaShine	60768	\$182.80
Fastenal Company	WAARN172353	101 016 544 90 31 02	ST-Operating Cost	Ear Plugs/Safety Glasses/Batteries/Tape/Gloves	60768	\$379.91
Fastenal Company	WAARN172353	410 016 531 10 31 02	SW - Operating Costs	Ear Plugs/Safety Glasses/Batteries/Tape/Gloves	60768	\$379.90
Fastenal Company	WAARN172464	101 016 544 90 31 02	ST-Operating Cost	Ear Plugs/Safety Glasses/Batteries/Tape/Gloves/Wipers	60768	\$234.29
Fastenal Company	WAARN172464	410 016 531 10 31 02	SW - Operating Costs	Ear Plugs/Safety Glasses/Batteries/Tape/Gloves/Wipers	60768	\$234.29
					60768 Total	\$1,677.68
Feldman & Lee PS	04-2024 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 04-2024	60769	\$14,000.00
Feldman & Lee PS	2023LKS-SSP-TRAINING-3-MILEAGE	001 011 515 91 41 01	Social Worker Program (Grant)	David Lee Mileage - WFCJ Defending DUI's Seminar	60769	\$16.10
Feldman & Lee PS	2023LKS-SSP-TRAINING-3-MILEAGE	633 000 589 30 00 12	OPD Grant Exp - Arlington	David Lee Mileage - WFCJ Defending DUI's Seminar	60769	\$24.16
Feldman & Lee PS	2024 LKS-SSP-4	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Services OPD Program 04-2024	60769	\$900.00
Feldman & Lee PS	2024 LKS-SSP-4	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services OPD Program 04-2024	60769	\$600.00
Feldman & Lee PS	2024 LKS-SSP-4	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services Program 04-2024	60769	\$460.00
					60769 Total	\$16,000.26
Fenrich	042524 FENRICH	001 007 558 50 43 00	PL-Travel & Mtgs	WSAPT Spring Conf Meal PerDiem	60770	\$90.00
					60770 Total	\$90.00
Garceau	052124 GARCEAU	001 010 576 80 43 00	PK-Travel & Meetings	WRPA Conf Vancouver WA Meal PerDiem	60771	\$130.00
					60771 Total	\$130.00
Gardner	933	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Equipment Removal PT-19-83	60772	\$217.20
					60772 Total	\$217.20
GH Forest Resources LLC	042924 GH	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2022-0048 Permit Refund	60773	\$2,339.00
					60773 Total	\$2,339.00
Glens Saw Shop	S18951	101 016 544 90 31 02	ST-Operating Cost	Vacuum/Headger/Pruner/Battery/Chain/Sharpener	60774	\$848.70
					60774 Total	\$848.70
Goldman	2024-1237	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	60775	\$275.00
					60775 Total	\$275.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Grainger	9091481649	101 016 544 90 31 02	ST-Operating Cost	Fire Extinguishers/Utility Knife	60776	\$989.70
Grainger	9091481672	101 016 544 90 31 02	ST-Operating Cost	Drinking Fountain w/Bottle Filler	60776	\$1,613.01
					60776 Total	\$2,602.71
Granite Construction Supply	101823	101 016 544 90 31 02	ST-Operating Cost	Saflector Sleeve	60777	\$192.33
Granite Construction Supply	101824	101 016 544 90 31 02	ST-Operating Cost	Stop/Slow Paddles	60777	\$747.32
Granite Construction Supply	102203	101 016 544 90 31 02	ST-Operating Cost	Sign Poles/Anchors	60777	\$3,433.28
Granite Construction Supply	102231	101 016 544 90 31 02	ST-Operating Cost	Thermoplastic Road Lines	60777	\$1,467.17
Granite Construction Supply	102232	101 016 544 90 31 02	ST-Operating Cost	Thermoplastic Road Lines	60777	\$1,467.17
Granite Construction Supply	102233	101 016 542 64 31 00	ST-Traffic Control - Supply	No Parking Signs/Wireless Car Charger/Hard Hat Hanger	60777	\$317.70
Granite Construction Supply	102234	101 016 544 90 31 02	ST-Operating Cost	Truck Logos/Numbers/Lettering	60777	\$372.56
					60777 Total	\$7,997.53
Herron	041324 HERRON	001 013 582 10 00 00	Refund of Deposit	LS24-Herron_ 4-13 Mill Deposit Refund	60778	\$500.00
					60778 Total	\$500.00
Home Depot	30923	410 016 531 10 31 02	SW - Operating Costs	Spring Links/Anchor Shackles	60779	\$180.04
Home Depot	1013449	101 016 544 90 31 02	ST-Operating Cost	Toggle Switches/Covers/Box Ext	60779	\$67.81
Home Depot	1014357	001 012 575 51 31 00	CS- Grimm House - Operating	Downspout Adptr/Smoke Alarm/Wall Perf Pipe	60779	\$50.69
Home Depot	2010883	101 016 544 90 31 02	ST-Operating Cost	Concrete Mix	60779	\$277.67
Home Depot	2010898	101 016 544 90 31 02	ST-Operating Cost	Laundry Detergent/Closet Rod & Bracket/Shelf	60779	\$110.57
Home Depot	3012442	001 013 518 20 31 00	GG-Operating Costs	Cement Primer/Reduce Bush/Couplings/Blackout Shades	60779	\$108.73
Home Depot	3120178	001 010 576 80 31 05	PK-R&M Supplies	Paint Refund	60779	(\$169.98)
Home Depot	3132635	101 016 544 90 31 02	ST-Operating Cost	Plane Laser Level Kit/Laser Tripod/Fasteners	60779	\$794.63
Home Depot	4902509	001 010 576 80 31 00	PK-Operating Costs	Mounting Tape/Industrial Shelves/Molding Primer	60779	\$850.29
Home Depot	5010368	001 013 518 20 31 00	GG-Operating Costs	Blackout Shades for CH	60779	\$76.49
Home Depot	5014351	101 016 544 90 31 02	ST-Operating Cost	Yosemite Stone/Copper Wire	60779	\$419.62
Home Depot	5132763	101 016 544 90 31 02	ST-Operating Cost	Bolt Nut Set/Fence Ties/Tension Bands	60779	\$158.86
Home Depot	6012023	101 016 544 90 31 02	ST-Operating Cost	Commercial Canopy	60779	\$217.51
Home Depot	7335394	001 010 576 80 31 03	PK- Equipment & Tools	S-Hooks	60779	\$54.62
Home Depot	7335395	001 010 576 80 31 03	PK- Equipment & Tools	S-Hooks	60779	\$0.01
Home Depot	7642919	001 010 576 80 31 03	PK- Equipment & Tools	Step Stool for Special Events Lundeen Project	60779	\$65.55
Home Depot	7795026	001 010 576 80 31 05	PK-R&M Supplies	Rust Preventative for Lundeen & Davies RR	60779	\$70.50
Home Depot	8011506	101 016 544 90 31 02	ST-Operating Cost	Battery/Brushless Cordless 16-Gauge Nibbler/Charging Cables	60779	\$403.24
Home Depot	8743706	001 010 576 80 31 03	PK- Equipment & Tools	Ratchet Straps for Special Events Lundeen Project	60779	\$10.90
					60779 Total	\$3,747.75
Honey Bucket	554031634	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 8629 20th St SE	60780	\$180.50
Honey Bucket	554083000	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 8629 20th St SE	60780	\$180.50
Honey Bucket	554093028	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Hill	60780	\$264.50
Honey Bucket	554093029	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	60780	\$167.75
Honey Bucket	554095025	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Lundeen Park Temp	60780	\$290.95
Honey Bucket	554100556	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Eagle Ridge	60780	\$142.00
Honey Bucket	554110582	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	60780	\$219.05
Honey Bucket	554116330	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Sunset Beach	60780	\$264.50
Honey Bucket	554123329	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Heights	60780	\$234.00
Honey Bucket	554133966	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 8629 20th St SE	60780	\$180.50
					60780 Total	\$2,124.25
HSA Bank	4252024	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	60735	\$395.00
					60735 Total	\$395.00
Huck	042824 HUCK	001 013 582 10 00 00	Refund of Deposit	LS24-Huck_ 7-20 Mill Deposit Refund	60781	\$300.00
					60781 Total	\$300.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
ICMA Membership Renewals	1128759 (2024)	001 007 558 50 49 00	PL-Miscellaneous	ICMA Membership Renewal - R Wright	60782	\$200.00
					60782 Total	\$200.00
Industrial Bolt & Supply Inc	841849-1	101 016 544 90 31 02	ST-Operating Cost	Connectors/Batt Fusion/Brake Cleaner/Hand Cleanser	60783	\$186.73
Industrial Bolt & Supply Inc	841849-1	410 016 531 10 31 02	SW - Operating Costs	Connectors/Batt Fusion/Brake Cleaner/Hand Cleanser	60783	\$186.73
Industrial Bolt & Supply Inc	842859-1	101 016 544 90 31 02	ST-Operating Cost	Carb Platinum Drill/Body Mat/Grip Sert Insert/Cotter Pins	60783	\$177.58
Industrial Bolt & Supply Inc	842859-1	410 016 531 10 31 02	SW - Operating Costs	Carb Platinum Drill/Body Mat/Grip Sert Insert/Cotter Pins	60783	\$177.59
					60783 Total	\$728.63
International Institute of Municipal Clerks	46106 (2024)	001 003 514 20 49 00	CC-Miscellaneous	IIMC Membership Renewal - C Weaver	60784	\$225.00
					60784 Total	\$225.00
Kaiser Permanente	65671258	001 008 521 20 41 00	LE-Professional Services	Employee Health Screening	60785	\$130.00
					60785 Total	\$130.00
KPG Psomas Inc	206672	120 016 595 61 60 02	TBP02: 91st - 4th to Market	91st Ave SE Ph 1 Sidewalk Improvements	60786	\$39,207.85
KPG Psomas Inc	206672	120 016 595 61 60 03	TBP03: 91st - 8th to 4th	91st Ave SE Ph 1 Sidewalk Improvements	60786	\$19,603.93
KPG Psomas Inc	207059	001 007 558 50 41 00	PL-Professional Serv	91st Ave NE Streetscape Conceptual Design	60786	\$4,410.00
					60786 Total	\$63,221.78
Lake Industries LLC	302490	410 016 531 10 31 02	SW - Operating Costs	Fill Materials Hauled In	60787	\$480.00
Lake Industries LLC	302516	410 016 531 10 31 02	SW - Operating Costs	Fill Materials Hauled In	60787	\$384.00
Lake Industries LLC	302545	410 016 531 10 31 02	SW - Operating Costs	Fill Materials Hauled In	60787	\$384.00
Lake Industries LLC	302617	410 016 531 10 31 02	SW - Operating Costs	Fill Materials Hauled In	60787	\$288.00
					60787 Total	\$1,536.00
Lake Stevens Chamber of Commerce	05-2024 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 05-2024	60788	\$1,500.00
					60788 Total	\$1,500.00
Lake Stevens Lions Club	EVT2024-0007	001 000 362 00 00 13	Boat Launch Closure Fees	EVT2024-0007 Refund	60789	\$100.00
Lake Stevens Lions Club	EVT2024-0007	510 000 341 81 00 00	Technology Fee	EVT2024-0007 Refund	60789	\$3.00
					60789 Total	\$103.00
Lake Stevens Police Guild	4252024	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	60736	\$1,298.75
					60736 Total	\$1,298.75
Land Development Consultants Inc	34091	004 010 594 76 60 02	PR - Frontier Heights Park P2	Frontier Heights Park Playfields	60790	\$4,164.00
					60790 Total	\$4,164.00
Land Pro Group	BLD2024-0323	003 000 322 10 00 00	Building Permits	BLD2024-0323 Refund Duplicate Pymt	60791	\$100.00
Land Pro Group	BLD2024-0323	510 000 341 81 00 00	Technology Fee	BLD2024-0323 Refund Duplicate Pymt	60791	\$3.00
Land Pro Group	BLD2024-0323	633 000 389 30 00 03	St. Bldg Permit Fee Non-Rev	BLD2024-0323 Refund Duplicate Pymt	60791	\$6.50
					60791 Total	\$109.50
Language Line Services Inc	11286645	001 008 521 20 41 01	LE-Professional Serv-Fixed	Over the Phone Interpretation Services PD	60792	\$35.72
					60792 Total	\$35.72
Lemay Mobile Shredding Inc	4836482S185	001 010 576 80 41 00	PK-Professional Services	Shredding Services PW	60793	\$5.69
Lemay Mobile Shredding Inc	4836482S185	101 016 542 30 41 02	ST-Professional Service	Shredding Services PW	60793	\$5.69
Lemay Mobile Shredding Inc	4836482S185	410 016 531 10 41 01	SW - Professional Services	Shredding Services PW	60793	\$5.68
Lemay Mobile Shredding Inc	4838896S185	001 013 518 20 41 00	GG-Professional Service	Shredding Services CH	60793	\$13.05
Lemay Mobile Shredding Inc	4840155S185	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	60793	\$26.10
					60793 Total	\$56.21
Lewandowski	042524 LEWANDOW	001 010 576 80 31 08	PK-Special Event Supplies	Storage Totes Lundeen Storage Easter Eggs Reimbursement	60794	\$78.61
Lewandowski	043024 LEWANDOW	001 010 576 80 31 08	PK-Special Event Supplies	Connect 4 Game Reimbursement	60794	\$153.00
Lewandowski	052124 LEWANDOW	001 010 576 80 43 00	PK-Travel & Meetings	WRPA Conf Meal PerDiem	60794	\$94.00
					60794 Total	\$325.61

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Lowes Companies	920667	101 016 544 90 31 02	ST-Operating Cost	Lumber	60795	\$287.94
Lowes Companies	961435	101 016 544 90 31 02	ST-Operating Cost	Lumber	60795	\$86.38
					60795 Total	\$374.32
Manisay	042024 MANISAY	001 013 582 10 00 00	Refund of Deposit	LS24-Manisay_4-20 Mill Deposit Refund	60796	\$500.00
					60796 Total	\$500.00
Meis	052124 MEIS	001 010 576 80 43 00	PK-Travel & Meetings	WRPA Conf Meal PerDiem	60797	\$94.00
					60797 Total	\$94.00
Millerstoultime	4022480304	101 016 544 90 31 02	ST-Operating Cost	Nozzle/Headlamp//Gas Torch/Pliers/Crimper	60798	\$325.20
Millerstoultime	4022480304	410 016 531 10 31 02	SW - Operating Costs	Nozzle/Headlamp//Gas Torch/Pliers/Crimper	60798	\$325.19
					60798 Total	\$650.39
MissionSquare - 108991	6238731	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	60737	\$502.96
					60737 Total	\$502.96
MissionSquare - 307428	6325427	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	60738	\$2,442.34
					60738 Total	\$2,442.34
Monroe Correctional Complex	MCC2403.0037	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew 03-2024	60799	\$685.02
					60799 Total	\$685.02
Nationwide Retirement Solution	4252024	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	\$5,781.36
					EFT Total	\$5,781.36
Nelson Reisner	0858124-IN	001 001 513 10 43 00	Executive - Travel & Mtgs	Fuel	60800	\$47.87
Nelson Reisner	0858124-IN	001 007 559 30 32 00	PB-Fuel	Fuel	60800	\$123.67
Nelson Reisner	0858124-IN	001 008 521 20 32 00	LE-Fuel	Fuel	60800	\$5,045.83
Nelson Reisner	0858124-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	60800	\$522.18
Nelson Reisner	0858124-IN	101 016 542 30 32 00	ST-Fuel	Fuel	60800	\$1,607.23
Nelson Reisner	0858124-IN	410 016 531 10 32 00	SW - Fuel	Fuel	60800	\$1,607.23
Nelson Reisner	0858124-IN	001 007 558 50 31 02	PL-Permit Related Op. Costs	Fuel PW51	60800	\$87.33
Nelson Reisner	0859832-IN	001 001 513 10 43 00	Executive - Travel & Mtgs	Fuel	60800	\$84.68
Nelson Reisner	0859832-IN	001 002 513 11 43 00	AD-Travel & Meetings	Fuel	60800	\$28.70
Nelson Reisner	0859832-IN	001 007 559 30 32 00	PB-Fuel	Fuel	60800	\$137.06
Nelson Reisner	0859832-IN	001 008 521 20 32 00	LE-Fuel	Fuel	60800	\$4,717.93
Nelson Reisner	0859832-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	60800	\$749.45
Nelson Reisner	0859832-IN	101 016 542 30 32 00	ST-Fuel	Fuel	60800	\$1,750.24
Nelson Reisner	0859832-IN	410 016 531 10 32 00	SW - Fuel	Fuel	60800	\$1,750.24
Nelson Reisner	0859832-IN	001 007 558 50 31 02	PL-Permit Related Op. Costs	Fuel PW51	60800	\$71.76
Nelson Reisner	0859832-IN	001 006 518 80 43 00	IT-Travel & Meetings	Fuel PW57	60800	\$46.64
Nelson Reisner	0861264-IN	001 007 559 30 32 00	PB-Fuel	Fuel	60800	\$263.99
Nelson Reisner	0861264-IN	001 008 521 20 32 00	LE-Fuel	Fuel	60800	\$5,705.40
Nelson Reisner	0861264-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	60800	\$576.03
Nelson Reisner	0861264-IN	101 016 542 30 32 00	ST-Fuel	Fuel	60800	\$1,891.42
Nelson Reisner	0861264-IN	410 016 531 10 32 00	SW - Fuel	Fuel	60800	\$1,891.42
					60800 Total	\$28,706.30
O Reilly Auto Parts	2960-447885	101 016 544 90 31 02	ST-Operating Cost	Battery PW63 Colorado	60801	\$83.57
O Reilly Auto Parts	2960-447885	410 016 531 10 31 02	SW - Operating Costs	Battery PW63 Colorado	60801	\$83.56
O Reilly Auto Parts	2960-447951	101 016 544 90 31 02	ST-Operating Cost	Dirt Buster	60801	\$24.91
O Reilly Auto Parts	2960-447951	410 016 531 10 31 02	SW - Operating Costs	Dirt Buster	60801	\$24.91
O Reilly Auto Parts	2960-447952	101 016 544 90 31 02	ST-Operating Cost	Scotch Mold PW78 Dumptruck	60801	\$11.64
O Reilly Auto Parts	2960-447952	410 016 531 10 31 02	SW - Operating Costs	Scotch Mold PW78 Dumptruck	60801	\$11.64
O Reilly Auto Parts	2960-448260	101 016 544 90 31 02	ST-Operating Cost	Battery PW50 Ford D550 Mower	60801	\$167.13
O Reilly Auto Parts	2960-448260	410 016 531 10 31 02	SW - Operating Costs	Battery PW50 Ford D550 Mower	60801	\$167.13

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
O Reilly Auto Parts	2960-450338	101 016 544 90 31 02	ST-Operating Cost	Oil Filter/Motor Oil PW97 Suburban	60801	\$58.04
O Reilly Auto Parts	2960-450338	410 016 531 10 31 02	SW - Operating Costs	Oil Filter/Motor Oil PW97 Suburban	60801	\$58.05
O Reilly Auto Parts	2960-450346	101 016 544 90 31 02	ST-Operating Cost	Air Filters PW94 Remote Mower	60801	\$29.45
O Reilly Auto Parts	2960-450346	410 016 531 10 31 02	SW - Operating Costs	Air Filters PW94 Remote Mower	60801	\$29.46
O Reilly Auto Parts	2960-451032	101 016 544 90 31 02	ST-Operating Cost	Fuel Cap/Tail Light PW22 Ranger	60801	\$34.28
O Reilly Auto Parts	2960-451032	410 016 531 10 31 02	SW - Operating Costs	Fuel Cap/Tail Light PW22 Ranger	60801	\$34.28
O Reilly Auto Parts	2960-453188	101 016 544 90 31 02	ST-Operating Cost	Motor Oil	60801	\$61.19
O Reilly Auto Parts	2960-453188	410 016 531 10 31 02	SW - Operating Costs	Motor Oil	60801	\$61.18
O Reilly Auto Parts	2960-453220	101 016 544 90 31 02	ST-Operating Cost	Oil Filter/Motor Oil PW92 Maverick	60801	\$60.69
O Reilly Auto Parts	2960-453220	410 016 531 10 31 02	SW - Operating Costs	Oil Filter/Motor Oil PW92 Maverick	60801	\$60.68
O Reilly Auto Parts	2960-453686	001 010 576 80 31 00	PK-Operating Costs	Oil Filter PW2	60801	\$168.69
O Reilly Auto Parts	2960-454343	101 016 544 90 31 02	ST-Operating Cost	Battery PW75 Ford F250	60801	\$95.59
O Reilly Auto Parts	2960-454343	410 016 531 10 31 02	SW - Operating Costs	Battery PW75 Ford F250	60801	\$95.59
O Reilly Auto Parts	2960-454366	101 016 544 90 31 02	ST-Operating Cost	Core Return Ford F250	60801	(\$12.02)
O Reilly Auto Parts	2960-454366	410 016 531 10 31 02	SW - Operating Costs	Core Return Ford F250	60801	(\$12.03)
O Reilly Auto Parts	2960-455706	101 016 544 90 31 02	ST-Operating Cost	Battery PW31 Backhoe	60801	\$74.57
O Reilly Auto Parts	2960-455706	410 016 531 10 31 02	SW - Operating Costs	Battery PW31 Backhoe	60801	\$74.57
O Reilly Auto Parts	2960-457681	101 016 544 90 31 02	ST-Operating Cost	Battery PW50 Ford F550 Mower	60801	\$74.57
O Reilly Auto Parts	2960-457681	410 016 531 10 31 02	SW - Operating Costs	Battery PW50 Ford F550 Mower	60801	\$74.57
O Reilly Auto Parts	2960-457967	101 016 544 90 31 02	ST-Operating Cost	Spark Plugs PW14 4x4	60801	\$22.26
O Reilly Auto Parts	2960-457967	410 016 531 10 31 02	SW - Operating Costs	Spark Plugs PW14 4x4	60801	\$22.27
					60801 Total	\$1,740.42
Office of the State Treasurer	04-2024 STATE	633 000 589 30 00 03	State Building Permit Remit	Building Code Remittance 04-2024	60802	\$158.50
Office of the State Treasurer	04-2024 STATE	633 000 586 00 00 01	State Court Remit	State Court Remittance 04-2024	60802	\$13,565.10
					60802 Total	\$13,723.60
Ogden Murphy Wallace PLLC	889895	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 03-2024	60803	\$23,627.50
Ogden Murphy Wallace PLLC	889895	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 03-2024 PRR	60803	\$2,015.00
Ogden Murphy Wallace PLLC	889895	001 011 515 41 41 04	Ext Attorney - Sewer	Legal Services 03-2024 Sewer	60803	\$3,087.50
Ogden Murphy Wallace PLLC	889895	001 011 515 45 41 02	Ext Litigation - Sewer	Legal Services 03-2024 Sewer	60803	\$3,657.00
					60803 Total	\$32,387.00
Pace Engineers Inc	91149	302 010 594 76 61 03	PM -LS Bayview Connector - PT	Bayview Trail Phase 0	60804	\$22,580.25
					60804 Total	\$22,580.25
PB Parent Holdco LP	PSI1204570	101 016 542 30 41 02	ST-Professional Service	Annual Fire Ext Inspection - PW Shop	60730	\$2,164.90
PB Parent Holdco LP	PSI1204579	001 013 518 20 31 00	GG-Operating Costs	First Aid Supplies - CH	60730	\$104.75
PB Parent Holdco LP	PSI1204583	001 008 521 50 30 00	LE-Facilities Supplies	First Aid Supplies - PD	60730	\$86.16
					60730 Total	\$2,355.81
PB Parent Holdco LP	PSI1284912	101 016 542 30 41 02	ST-Professional Service	Fire Extinguisher Service - PW Shop	60805	\$49.25
PB Parent Holdco LP	PSI1284912	410 016 531 10 41 01	SW - Professional Services	Fire Extinguisher Service - PW Shop	60805	\$49.25
PB Parent Holdco LP	PSI1284912	101 016 544 90 31 02	ST-Operating Cost	First Aid Supplies - PW Shop	60805	\$139.59
PB Parent Holdco LP	PSI1284912	410 016 531 10 31 02	SW - Operating Costs	First Aid Supplies - PW Shop	60805	\$139.60
PB Parent Holdco LP	PSI1284926	001 013 518 20 31 00	GG-Operating Costs	First Aid Supplies - CH	60805	\$146.88
PB Parent Holdco LP	PSI1284937	001 008 521 50 30 00	LE-Facilities Supplies	First Aid Supplies - PD	60805	\$168.41
					60805 Total	\$692.98
Perteet Inc	20210056.0001-2	101 016 542 30 41 02	ST-Professional Service	LS On-Call TO 2024_01 Glenwood Traffic Analysis	60806	\$4,352.50
Perteet Inc	20240030.000-1	001 007 558 50 41 00	PL-Professional Serv	Chapel Hill Wetland Delineation	60806	\$2,345.00
Perteet Inc	20240041.0000-1	120 016 542 30 41 00	TBP - Pavement Preservation	2024 Pavement Preservation	60806	\$4,695.59
					60806 Total	\$11,393.09

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Pesce	040924 PESCE	410 016 531 10 43 00	SW - Travel & Meetings	APWA Conf Meal PerDiem Vancouver WA	60807	\$72.00
					60807 Total	\$72.00
PH Consulting LLC	1899	301 016 595 61 64 04	TZ3 - 79th/8th Project	8th St & 79th Ave SE Safety Improvements	60808	\$1,627.50
					60808 Total	\$1,627.50
Powerplan	15126659	101 016 544 90 31 02	ST-Operating Cost	Filter Housing PW83 Loader	60731	\$78.31
Powerplan	15126659	410 016 531 10 31 02	SW - Operating Costs	Filter Housing PW83 Loader	60731	\$78.31
					60731 Total	\$156.62
Precision Concrete Cutting	WA74363BC	101 016 542 30 41 02	ST-Professional Service	Sidewalk Trip Hazard Removal Project - Map (1) 9739 9th Pl SE	60809	\$18,119.53
Precision Concrete Cutting	WA74363BC	101 016 542 30 41 02	ST-Professional Service	Sidewalk Trip Hazard Removal Project - Map (2) 1426 80th Ave SE	60809	\$4,734.38
					60809 Total	\$22,853.91
Puget Sound Clean Air Agency	24-051 Q2 2024	001 013 553 70 41 00	GG - Air Pollution	Q2 2024 Clean Air Assessment	60732	\$8,006.50
					60732 Total	\$8,006.50
Puget Sound Energy	200003723810 04-2024	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	60810	\$121.37
Puget Sound Energy	200024316495 04-2024	001 010 576 80 47 00	PK-Utilities	Natural Gas - PW Shop	60810	\$194.05
Puget Sound Energy	200024316495 04-2024	101 016 543 50 47 00	ST-Utilities	Natural Gas - PW Shop	60810	\$194.04
Puget Sound Energy	200024316495 04-2024	410 016 531 10 47 00	SW - Utilities	Natural Gas - PW Shop	60810	\$194.04
Puget Sound Energy	220022339471 04-2024	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	60810	\$388.45
Puget Sound Energy	220024770236 04-2024	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	60810	\$102.77
Puget Sound Energy	220028663866 04-2024	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept	60810	\$346.28
Puget Sound Energy	220028663874 04-2024	005 000 518 20 40 01	Rental Property Utilities	Natural Gas - 1819 S Lake Stevens Rd	60810	\$7.36
					60810 Total	\$1,548.36
Quadient Finance USA Inc	INV17318715	001 008 521 20 42 00	LE-Communication	Postage Supplies	60811	\$234.67
					60811 Total	\$234.67
Safe Restraints Inc	041524 SAFE	001 008 521 20 31 02	LE-Minor Equipment	The Wrap w/Protective Helmet	60812	\$1,693.32
					60812 Total	\$1,693.32
Schwindt	041824 SCHWINDT	001 007 559 30 49 01	PB-Staff Development	ICC Accessibility Inspector/Plans Examiner Certificatification	60813	\$305.00
					60813 Total	\$305.00
Secure A Site Inc	JB815-24M04	001 010 576 80 45 00	PK-Equipment Rental	Fence Rental for Oak Hill Park	60814	\$93.78
					60814 Total	\$93.78
Security Solutions Northwest Inc	358658	001 006 518 80 48 00	IT-Repair & Maintenance	Video Health Standard Monthly	60815	\$240.41
					60815 Total	\$240.41
Sherwin-Williams Co	7582-5	001 010 576 80 31 00	PK-Operating Costs	Paint for Benches Design Club/BBQ Paint	60816	\$309.84
Sherwin-Williams Co	7583-3	001 010 576 80 31 00	PK-Operating Costs	Paint for Benches Design Club Clear Coat	60816	\$150.92
					60816 Total	\$460.76
Snohomish County Public Works	I000638832	410 016 531 20 41 00	SW - SnoCo Lake Monitoring	Q1 2024 Lake Monitoring	60817	\$5,820.67
					60817 Total	\$5,820.67
Snohomish County PUD	100779457	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	60733	\$9.22
Snohomish County PUD	100779457	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	60733	\$1,507.30
Snohomish County PUD	100779457	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	60733	\$200.60
Snohomish County PUD	100782480	001 010 576 80 47 00	PK-Utilities	202340527 Old Decant 12701 36th St NE	60733	\$7.42
Snohomish County PUD	100782480	101 016 543 50 47 00	ST-Utilities	202340527 Old Decant 12701 36th St NE	60733	\$7.42
Snohomish County PUD	100782480	410 016 531 10 47 00	SW - Utilities	202340527 Old Decant 12701 36th St NE	60733	\$7.42
Snohomish County PUD	100782618	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	60733	\$13,303.83
Snohomish County PUD	106216226	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	60733	\$55.57
Snohomish County PUD	106216854	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	60733	\$280.57

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	109507092	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	60733	\$283.53
Snohomish County PUD	109507092	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	60733	\$462.69
Snohomish County PUD	109507092	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	60733	\$214.86
Snohomish County PUD	109507092	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	60733	\$25.81
Snohomish County PUD	109507092	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	60733	\$98.36
Snohomish County PUD	109507092	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	60733	\$71.03
Snohomish County PUD	109507092	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	60733	\$41.52
Snohomish County PUD	109507092	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Electric	60733	\$741.26
Snohomish County PUD	109507092	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Water	60733	\$61.85
Snohomish County PUD	116087356	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	60733	\$133.14
Snohomish County PUD	122690551	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	60733	\$150.56
Snohomish County PUD	122693442	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	60733	\$1,580.16
Snohomish County PUD	122693443	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	60733	\$1,318.31
Snohomish County PUD	126003423	001 012 575 30 47 00	CS- Museum - Utilities	200558690 Museum Electric/Water	60733	\$67.61
Snohomish County PUD	126005019	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	60733	\$174.43
Snohomish County PUD	129281958	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	60733	\$107.09
Snohomish County PUD	135885594	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	60733	\$441.68
Snohomish County PUD	135885594	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	60733	\$441.69
Snohomish County PUD	135885594	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	60733	\$441.69
Snohomish County PUD	135888604	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	60733	\$123.52
Snohomish County PUD	135888604	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	60733	\$65.44
Snohomish County PUD	139090770	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	60733	\$64.61
Snohomish County PUD	139096591	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	60733	\$29.76
Snohomish County PUD	149058662	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	60733	\$8.70
Snohomish County PUD	149068459	001 010 576 80 47 00	PK-Utilities	223477167 Mill Spur Electric	60733	\$81.19
Snohomish County PUD	149069521	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	60733	\$67.41
Snohomish County PUD	155639620	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th Pl NE	60733	\$119.94
Snohomish County PUD	158809301	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	60733	\$105.64
Snohomish County PUD	158809301	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	60733	\$105.60
Snohomish County PUD	158809301	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	60733	\$105.61
Snohomish County PUD	165173199	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	60733	\$26.18
Snohomish County PUD	168312878	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	60733	\$59.83
					60733 Total	\$23,200.05
Snohomish County PUD	100783834	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	60818	\$9.66
Snohomish County PUD	100783834	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	60818	\$1,524.00
Snohomish County PUD	100783834	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	60818	\$221.92
Snohomish County PUD	100784772	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	60818	\$361.42
Snohomish County PUD	100784772	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	60818	\$361.41
Snohomish County PUD	100784772	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	60818	\$361.41
Snohomish County PUD	109510137	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	60818	\$60.81
Snohomish County PUD	109515090	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	60818	\$121.59
Snohomish County PUD	109515090	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	60818	\$73.61
Snohomish County PUD	112793334	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Electric	60818	\$154.41
Snohomish County PUD	112793334	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Water	60818	\$594.54
Snohomish County PUD	112793334	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	60818	\$34.73
Snohomish County PUD	112793334	001 012 557 30 40 01	CS- VIC Utilities	203582010 Visitor Information Center Electric	60818	\$145.74

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	116092543	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	60818	\$53.32
Snohomish County PUD	116095581	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	60818	\$406.57
Snohomish County PUD	135898301	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric	60818	\$269.18
Snohomish County PUD	135899601	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	60818	\$85.07
Snohomish County PUD	135901462	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	60818	\$97.16
Snohomish County PUD	139106198	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	60818	\$63.00
Snohomish County PUD	139109236	001 010 576 80 47 00	PK-Utilities	222947715 Decant Electric/Water 12703 31st PL NE	60818	\$83.69
Snohomish County PUD	139109236	101 016 543 50 47 00	ST-Utilities	222947715 Decant Electric/Water 12703 31st PL NE	60818	\$83.69
Snohomish County PUD	139109236	401 070 535 10 47 01	Sewer Dist Utilities	222947715 Decant Electric/Water 12703 31st PL NE	60818	\$251.08
Snohomish County PUD	139109236	410 016 531 10 47 00	SW - Utilities	222947715 Decant Electric/Water 12703 31st PL NE	60818	\$83.69
Snohomish County PUD	142429328	101 016 542 63 47 00	ST-Lighting - Utilities	223687294 Street Lights	60818	\$33.93
Snohomish County PUD	149070914	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	60818	\$58.34
					60818 Total	\$5,593.97
Snohomish County PUD	152374435	005 000 518 20 40 01	Rental Property Utilities	222450314 Commercial Bldg 1819 S Lake Stevens	60819	\$611.85
Snohomish County PUD	152382697	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	60819	\$26.76
Snohomish County PUD	155643808	101 016 542 63 47 00	ST-Lighting - Utilities	223611120 Traffic Light	60819	\$57.59
Snohomish County PUD	155644883	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	60819	\$90.26
Snohomish County PUD	155648681	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	60819	\$9.29
Snohomish County PUD	158830681	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	60819	\$84.20
Snohomish County PUD	158830681	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	60819	\$84.18
Snohomish County PUD	158830681	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	60819	\$84.17
Snohomish County PUD	158836505	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	60819	\$61.85
Snohomish County PUD	165176856	001 010 576 80 47 00	PK-Utilities	222625881 Froniter Circle Water	60819	\$61.85
Snohomish County PUD	165178173	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	60819	\$29.05
Snohomish County PUD	165180745	001 010 576 80 47 00	PK-Utilities	223973587 Sunset Park Electric	60819	\$26.39
Snohomish County PUD	168324260	001 010 576 80 47 00	PK-Utilities	22205049 Oak Park Electric	60819	\$32.47
Snohomish County PUD	168326830	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Row Club Electric/Water	60819	\$200.53
Snohomish County PUD	168330072	001 010 576 80 47 00	PK-Utilities	223759374 Cedarwood Water	60819	\$61.85
					60819 Total	\$1,522.29
Snohomish County Sheriffs Office	2024-8188	001 008 523 60 41 00	LE-Jail	Jail Services 03-2024	60820	\$31,906.11
					60820 Total	\$31,906.11
Snohomish County Treasurer	04-2024 TREASURER	633 000 586 00 00 02	Crime Victims Comp - SnoCo	Crime Victims Compensation 04-2024	60821	\$200.18
					60821 Total	\$200.18
Sound Publishing Inc	EDH994339	001 007 558 50 41 04	Permit Related Professional Sr	20th St NE/Grade Rd ROW Vacation/2024-0014 PH Cancellation	60822	\$43.12
Sound Publishing Inc	EDH994499	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0176 SEPA MDNS for Soper Hill Commercial	60822	\$153.20
Sound Publishing Inc	EDH994507	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0176 PH Notice for 9035 28th PI NE	60822	\$93.00
Sound Publishing Inc	EDH994513	001 013 518 30 41 01	GG-Advertising	Ordinance 1182	60822	\$34.52
Sound Publishing Inc	EDH994528	001 013 518 30 41 01	GG-Advertising	CC Meeting Cancelled	60822	\$20.76
Sound Publishing Inc	EDH994576	001 010 576 80 42 01	PK-Advertising Services	Park Board Special Meeting Notice 04/15/2024	60822	\$39.68
Sound Publishing Inc	EDH994915	001 010 576 80 42 01	PK-Advertising Services	Parks Board PH for Park Name	60822	\$34.52
					60822 Total	\$418.80
Sound Safety Products Co Inc	608224/1	101 016 542 90 31 01	ST-Clothing	Work Pants - O Dittrick	60823	\$32.95
Sound Safety Products Co Inc	608228/1	101 016 542 90 31 01	ST-Clothing	T-Shirt/Pants/Jacket/Vest/Boots - O Dittrick	60823	\$552.72
Sound Safety Products Co Inc	611270/1	001 000 369 91 00 00	Miscellaneous Revenue - Other	Credit from Inv #4427921/1 from 2021	60823	(\$10.42)
					60823 Total	\$575.25

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sound Security Inc	1129693	001 008 521 20 41 01	LE-Professional Serv-Fixed	Fire/Access Monitoring 10518 18th St SE Late Fee	60824	\$39.36
Sound Security Inc	1131292	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	60824	\$21.62
Sound Security Inc	1131292	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	60824	\$616.42
Sound Security Inc	1131292	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	60824	\$644.87
Sound Security Inc	1131292	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	60824	\$300.94
Sound Security Inc	1131292	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	60824	\$300.94
Sound Security Inc	1131292	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	60824	\$300.94
Sound Security Inc	1131292	001 010 576 80 41 00	PK-Professional Services	Intrusion Monitoring Eagle Ridge	60824	\$134.61
					60824 Total	\$2,359.70
Sprague Pest Solutions	5372126	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	60825	\$84.71
Sprague Pest Solutions	5372126	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	60825	\$84.71
Sprague Pest Solutions	5402004	001 012 575 51 40 00	CS-Grimm House - Services	Pest Control - Grimm House	60825	\$95.64
Sprague Pest Solutions	5402005	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	60825	\$84.71
Sprague Pest Solutions	5402005	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	60825	\$84.71
Sprague Pest Solutions	5402006	001 013 518 20 41 00	GG-Professional Service	Pest Control - CH	60825	\$125.70
Sprague Pest Solutions	5402049	001 013 518 20 41 00	GG-Professional Service	Pest Control - VIC	60825	\$95.64
					60825 Total	\$655.82
Suburban Propane	11612	101 016 544 90 31 02	ST-Operating Cost	Propane AG White Tank	60826	\$4,317.35
Suburban Propane	11612	410 016 531 10 31 02	SW - Operating Costs	Propane AG White Tank	60826	\$4,317.35
					60826 Total	\$8,634.70
Summit Law Group PLLC	153389	001 011 515 41 41 03	Ext Consult - Labor Relations	Bargaining Labor Matters 03-2024	60827	\$5,120.39
					60827 Total	\$5,120.39
Technological Services Inc	29192	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-19-83	60828	\$253.64
Technological Services Inc	29219	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services I-15-69	60828	\$1,061.29
Technological Services Inc	29240	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-20-87	60828	\$714.99
					60828 Total	\$2,029.92
The Daily Herald	2024 HERALD	001 013 518 20 31 00	GG-Operating Costs	Annual Subscription for The Herald	60829	\$276.36
					60829 Total	\$276.36
Thyssenkrupp Elevator Corporation	3007876134	005 000 518 20 40 01	Rental Property Utilities	Elevator Service - 1819 S Lake Stevens Rd	60830	\$1,024.87
					60830 Total	\$1,024.87
TranTech Engineering LLC	2022034-06	411 016 594 31 60 05	Catherine Creek/36th St Bridge	36th Ave NE/Catherine Creek Bridge Inspection	60734	\$2,422.97
					60734 Total	\$2,422.97
Trevor Justin Government Relations	18	001 013 511 70 40 00	Lobbying Services	Lobbying Services 04-2024	60831	\$5,000.00
					60831 Total	\$5,000.00
ULINE	176186746	410 016 531 10 31 02	SW - Operating Costs	Visors/Headgear/Stretch Wrap	60832	\$83.90
ULINE	176186746	101 016 544 90 31 02	ST-Operating Cost	Visors/Headgear/Toilet Paper/Stretch Wrap & Dispenser	60832	\$322.35
ULINE	176405739	101 016 544 90 31 02	ST-Operating Cost	Toilet Paper/Coat Hook	60832	\$443.80
ULINE	176850502	101 016 544 90 31 02	ST-Operating Cost	Cylinder Cabinet/Signs/Eyewash Station/Wagon Cart	60832	\$4,126.91
					60832 Total	\$4,976.96
UPS	0000074Y42124	001 008 521 20 42 00	LE-Communication	Evidence Shipping	60833	\$27.63
UPS	0000074Y42134	001 008 521 20 42 00	LE-Communication	Evidence Shipping	60833	\$53.95
UPS	0000074Y42144	001 008 521 20 42 00	LE-Communication	Evidence Shipping	60833	\$18.89
UPS	0000074Y42154	001 008 521 20 42 00	LE-Communication	Evidence Shipping	60833	\$82.61
UPS	0000074Y42164	001 008 521 20 42 00	LE-Communication	Evidence Shipping	60833	\$40.61
UPS	0000074Y42174	001 008 521 20 42 00	LE-Communication	Evidence Shipping	60833	\$1.51
					60833 Total	\$225.20

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
US Bank St Paul	2556266	210 000 592 18 83 00	2008 Bond Interest Payment	LAKSGOREF08A Bond Interest	60834	\$19,270.00
US Bank St Paul	2557027	215 000 592 95 80 00	2021A LTGO Interest Pmt	LAKSLTGO21A Bond Interest	60834	\$121,900.00
US Bank St Paul	2557714	216 000 592 18 80 00	2024A LTGO Interest Payment	LAKSLTGO24 Bond Interest	60834	\$94,672.50
US Bank St Paul	2575378	412 016 592 31 80 01	LP_2020B Interest	LAK0677-4-1 Vactor Truck Interest	60834	\$4,770.28
US Bank St Paul	2575378	412 016 591 31 70 01	LP_2020B - Principal	LAK0677-4-1 Vactor Truck Principal	60834	\$93,078.73
					60834 Total	\$333,691.51
Waltz	041024 WALTZ	410 016 531 10 43 00	SW - Travel & Meetings	APWA Conf Fuel Reimbursement	60835	\$47.99
Waltz	041024 WALTZ	410 016 531 10 43 00	SW - Travel & Meetings	APWA Conf Hotel - S Waltz Reimbursement	60835	\$567.24
Waltz	041024 WALTZ	410 016 531 10 43 00	SW - Travel & Meetings	APWA Conf Hotel - T Pesce Reimbursement	60835	\$610.41
Waltz	041024 WALTZ	410 016 531 10 43 00	SW - Travel & Meetings	APWA Conf Meal PerDiem	60835	\$68.00
Waltz	041024 WALTZ	410 016 531 10 43 00	SW - Travel & Meetings	APWA Conf Parking Fee Reimbursement	60835	\$18.00
					60835 Total	\$1,311.64
Washington State Chapter of NIGP	2817	001 004 514 23 49 00	FI-Miscellaneous	WA State Chapter of NIGP Renewal - J Rowe	60836	\$40.00
					60836 Total	\$40.00
Washington State Patrol	I2406117	633 000 589 30 00 10	Gun Permit - WSP Remittance	Weapons Permit Background Checks	60837	\$365.50
					60837 Total	\$365.50
Washington State Support Registry	4252024	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	EFT	\$843.45
					EFT Total	\$843.45
WEX Bank	96616954	001 008 521 20 32 00	LE-Fuel	PD Fuel	60838	\$1,437.40
					60838 Total	\$1,437.40
Willards Pest Control Co	431322	001 008 521 50 48 00	LE-Facility Repair & Maint	Monthly Rodent Service - PD	60839	\$85.53
Willards Pest Control Co	431324	001 008 521 50 48 00	LE-Facility Repair & Maint	All Nuisance Ants - PD	60839	\$160.39
					60839 Total	\$245.92
Woldridge	030124 WOLDRIDG	001 010 576 80 43 00	PK-Travel & Meetings	OFEA Conf Seaside OR Meal PerDiem	60840	\$33.00
Woldridge	052124 WOLDRIDG	001 010 576 80 43 00	PK-Travel & Meetings	WRPA Conf Meal PerDiem	60840	\$94.00
					60840 Total	\$127.00
WR Lake Stevens LLC	03-2024 CITY	001 002 513 11 41 00	AD-Professional Services	Car Washes for Admin Vehicles	60841	\$20.00
WR Lake Stevens LLC	03-2024 CITY	001 007 559 30 48 00	PB-Repair & Maintenance	Car Washes for Building Vehicles	60841	\$80.00
WR Lake Stevens LLC	03-2024 CITY	001 005 518 10 41 00	HR-Professional Services	Car Washes for HR Vehicles	60841	\$20.00
WR Lake Stevens LLC	03-2024 CITY	001 010 576 80 41 00	PK-Professional Services	Car Washes for Parks Vehicles	60841	\$60.00
WR Lake Stevens LLC	03-2024 CITY	101 016 542 30 41 02	ST-Professional Service	Car Washes for PW Vehicles	60841	\$80.00
WR Lake Stevens LLC	03-2024 CITY	410 016 531 10 41 01	SW - Professional Services	Car Washes for PW Vehicles	60841	\$80.00
WR Lake Stevens LLC	04-2024 PD	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Car Washes for PD Vehicles 04-2024	60841	\$680.00
					60841 Total	\$1,020.00
Zachor Stock & Krepps Inc PS	24-LKS-0004	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services	60842	\$14,865.76
					60842 Total	\$14,865.76
Ziply Fiber	04-2024 ZIPLY	005 000 518 20 40 01	Rental Property Utilities	Telephone Services 10515 20th St	60843	\$157.04
					60843 Total	\$157.04

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

April 23, 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, Steve Ewing and Anji Jorstad.

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. Mayor Gailey was out of state at a conference.

Approval of Agenda

Council President Petershagen noted that there would be an additional topic of Potential Litigation under Executive Session that will be about 5 to 10 minutes with no action.

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

Guest Business

Oath of Office for Breezie Morgan, Police Records Specialist

Zipley Fiber Presentation, Ryan Lukin, Zipley Fiber

Citizen Comments

There were no citizen comments.

Council Business

Consent Agenda

MOTION. Councilmember Tageant made a motion, seconded by Councilmember Donoghue, 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 26, 2024
- City Council Meeting Minutes of April 2, 2024
- City Council Meeting Minutes of April 9, 2024

Action Items

Resolution 2024-01 Accepting Donation From Arts & Parks Foundation

Parks Coordinator Meis presented Resolution 2024-01 accepting a donation made by the Arts and Parks Foundation for artwork on the seat wall at North Cove water feature.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Daughtry, to adopt Resolution 2024-01. The motion passed unanimously.

Resolution 2024-02 Approval to Apply for RCO Grant

Parks Coordinator Meis presented Resolution 2024-02. She explained that 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.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Tageant, to adopt Resolution 2024-02 Approval to Apply for RCO Grant. The motion passed 7-0-0-0.

Public Comment - Public Meeting Guidelines

Deputy Clerk Weaver explained that 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. She further explained that this document has been reviewed by the City Attorney and if approved by Council, this information will be posted at public meetings and on the City's website.

Staff and Council discussed the guidelines and asked for a few changes. This item will come back to another meeting for approval.

Records Management Policy

City Clerk Chelin explained to the Council that 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.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Donoghue, to approve the Records Management Policy. The motion passed 7-0-0-0.

Executive Session

At 6:55 p.m., the meeting recessed to executive session to discuss Property Acquisition, Collective Bargaining and Potential Litigation for approximately 30 minutes. There may be action after the session.

The meeting reconvened to regular session at 7:25 p.m.

MOTION. Councilmember Tageant made a motion, seconded by Councilmember Ewing, to approve the 2024-2026 Collective Bargaining Agreement with the Guild effective January 1, 2024. The motion passed 7-0-0-0.

Adjournment

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

The meeting adjourned at 7:27 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 5/14/2024

Subject: Resolution 2024-03 Comprehensive Emergency Management Base Plan 2024

Contact Person/Department: Maximilian Roth, Human Resources

Budget Impact: NA

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Adopt Resolution No. 2024-03 Adopting the 2024 Comprehensive Emergency Management Base Plan

SUMMARY/BACKGROUND:

The City maintains a Comprehensive Emergency Management Plan (CEMP) that outlines and guides the City's approach to prepare for, respond to, and recover from major emergencies and disasters. The plan is organized into a Base Plan, thirteen Emergency Support Function Annexes, and five Incident Annexes.

In a collaborative approach, the City conducted a comprehensive update of the previous 2018 CEMP version in 2023. The update followed the guidelines of FEMA's Comprehensive Preparedness Guide and the National Planning Frameworks intended to address the National Preparedness Goal Mission Areas and Core Capabilities.

The updates included alignment of the Base Plan structure and incorporation of the whole community concept into the planning considerations. New sections address communication with populations of limited English proficiency and access and functional needs and incorporate protection and prevention mission areas into the concept of operations. Sections on multi-jurisdictional coordination and core capabilities were added, EOC operations and activation processes were updated. An emergency role matrix was added to clarify responsibilities related to the Emergency Support Function Annexes.

Following a mandatory five-year review cycle, the updated plan was submitted to Washington State Department of Emergency Management for review in December 2023.

WADEM feedback and improvement recommendations for the Emergency Support Function Annexes were received and will be incorporated throughout the upcoming planning and review period.

Upon adoption, the 2024 CEMP Base Plan will be distributed to City of Lake Stevens Departments and partnering organizations and shall set the responsibilities for emergency response operations within The City of Lake Stevens.

The 2024 Comprehensive Emergency Management Base plan can be found in the attachment to this report.

APPLICABLE CITY POLICIES:

Municipal Code Chapter 2.34.030 (d) - Emergency Management Plan

ATTACHMENTS:

1. Resolution 2024-03_Adopting CEMP Base Plan 2024
2. Lake Stevens Comprehensive Emergency Management Base Plan 2024

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
RESOLUTION NO. 2024-03**

**A RESOLUTION OF THE CITY OF LAKE STEVENS,
WASHINGTON, ADOPTING A COMPREHENSIVE EMERGENCY
MANAGEMENT BASE PLAN.**

WHEREAS, all citizens and property within the City of Lake Stevens are at risk to a wide range of natural, technological, and man-caused hazards; and

WHEREAS, when such an unfortunate event occurs; local, county, state, and federal response agencies must be prepared to respond in a well-coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, this Comprehensive Emergency Management Plan is needed to coordinate the response of emergency personnel and supporting services of all City of Lake Stevens agencies in the event of an emergency or disaster and during the aftermath thereof; and

NOW, THEREFORE, we the undersigned, by virtue of the power and authority vested in us by the laws of this State do hereby adopt the **City of Lake Stevens COMPREHENSIVE EMERGENCY MANAGEMENT BASE PLAN (CEMP)**, dated May 7th, 2024. This plan can be put into action by the undersigned or our designee(s). Named organizations have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this plan.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The Comprehensive Emergency Management Base Plan dated May 7th, 2024, and attached as Attachment A is hereby adopted.

Section 2. This resolution shall take effect and be in full force upon passage and signature.

PASSED by the City Council of the City of Lake Stevens this 14th day of May, 2024.

Brett Gailey, Mayor

ATTEST:

Kelly Chellin, City Clerk

APPROVED AS TO FORM:

Gregg Rubstello, City Attorney



City of Lake Stevens

Comprehensive Emergency Management Plan

2024

Promulgation

Insert Council Resolution

Approval and Implementation

The City of Lake Stevens comprehensive emergency management plan (CEMP) establishes a whole community approach to enhance the ability of the City to manage emergencies and disasters. Its purpose is to direct the City's response in emergencies, to save lives, and protect public health, property, and the environment.

This CEMP is built upon the City's 2018 CEMP edition and is organized in accordance with FEMA's November 2010 Comprehensive Preparedness Guide (CPG) 101. This version dated May 7th, 2024, supersedes all previous editions.

The development of this plan has been supported by all City of Lake Stevens Departments, Snohomish County Department of Emergency Management, Washington State Department of Emergency Management, and other relevant stakeholders.

This document is continually evolving and will be reviewed and improved on a regular basis throughout the upcoming planning and review cycle. The plan will be officially updated every five years, submitted to the State of Washington Emergency Management Division for review, and brought before the City Council for adoption.

Brett Gailey, Mayor

Date

Record of Changes

Change Number: YR-XXX	Date of Change: MM/YYYY	Change Summary/Sections Affected	Position Name/Initials

Record of Distribution

Agency / Organization / Department	Date of Delivery: MM/YYYY	Number of Copies/Format	Receipt, Review, & Acceptance
City Council		(#) ☐ Hardcopy (#) ☒ Digital	☒ Receipt ☐ Review ☐ Acceptance
City Administrator		(#) ☒ Hardcopy (#) ☒ Digital	☐ Receipt ☒ Review ☐ Acceptance
City Clerk		(#) ☐ Hardcopy (#) ☒ Digital	☐ Receipt ☒ Review ☐ Acceptance
Police Department		(#) ☐ Hardcopy (#) ☒ Digital	☐ Receipt ☒ Review ☐ Acceptance
Public Works Department		(#) ☐ Hardcopy (#) ☒ Digital	☐ Receipt ☒ Review ☐ Acceptance
Parks and Recreation Department		(#) ☐ Hardcopy (#) ☒ Digital	☐ Receipt ☒ Review ☐ Acceptance
Finance Department		(#) ☐ Hardcopy (#) ☒ Digital	☐ Receipt ☒ Review ☐ Acceptance
Planning and Community Development Department		(#) ☐ Hardcopy (#) ☒ Digital	☐ Receipt ☒ Review ☐ Acceptance
Human Resources Department		(#) ☐ Hardcopy (#) ☒ Digital	☐ Receipt ☒ Review ☐ Acceptance
Information Technology Department		(#) ☐ Hardcopy (#) ☒ Digital	☐ Receipt ☒ Review ☐ Acceptance
External Recipients			
Snohomish County Department of Emergency Management		(#) ☐ Hardcopy (#) ☒ Digital	☒ Receipt ☐ Review ☐ Acceptance

Snohomish Regional Fire and Rescue		(#) ☐ Hardcopy (#) ☒ Digital	☒ Receipt ☐ Review ☐ Acceptance
PUD Lake Stevens		(#) ☐ Hardcopy (#) ☒ Digital	☒ Receipt ☐ Review ☐ Acceptance
Lake Stevens School District		(#) ☐ Hardcopy (#) ☒ Digital	☒ Receipt ☐ Review ☐ Acceptance

Forward

The City of Lake Stevens Comprehensive Emergency Management Plan (CEMP) establishes an all-hazards approach to enhance the ability of the City to manage emergencies and disasters. The purpose is to save lives, protect public health, property, the economy, and the environment, and foster a return to a normal way of life as soon as possible.

The CEMP defines policies and procedures that are necessary for carrying out the emergency management program as defined by the City's Municipal Code and the Revised Code of Washington.

The CEMP also defines how the City of Lake Stevens will coordinate with neighboring cities, Snohomish County, Washington State, and federal disaster relief and recovery resources.

The Incident Command System is the coordination and resource management method used during emergency and disaster response and recovery activities.

This Plan is organized into three sections:

- Base Plan addresses policies, situations, concept of operations, responsibilities, and plan maintenance.
- Emergency Support Functions outline primary and supporting agencies' responsibilities, capabilities, and resources.
- Incident Annexes describe event specific response processes and procedures.

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ANNEX A

Washington State Department of Emergency Management – Lake Stevens CEMP Review 2024

1. Introduction

Emergency management is a vital method of organization and management of resources and responsibilities for dealing with all aspects of emergencies, including mitigation, preparedness, response, and recovery. It involves the plans, processes, structures, systems, and arrangements established to engage the endeavors of the whole community to the entire spectrum of emergency management needs in a comprehensive and coordinated manner.

This plan was developed to meet the requirements described in the Washington Administrative Code (WAC) 118-30 and Revised Code of Washington (RCW) 38.52, and to align with the National Response Framework, the 2017 National Incident Management System guidance, the 2019 Washington State Comprehensive Emergency Management Plan, and the 2019 Snohomish County Comprehensive Emergency Management Plan.

This plan is advisory and does not supersede departmental policies, place mandatory or affirmative obligations upon any party or governmental entity, nor confers rights to any third party.

1.1. Purpose

The City of Lake Stevens will mitigate, prepare for, respond to, and recover from disasters (both natural and manmade) to the best of its ability with its available resources for the purpose of protecting lives, property, the environment, and the economy.

The purpose of this document is to provide a framework from which to operate in the provision of a coordinated response to emergency situations. It establishes the responsibilities of participating departments, agencies, jurisdictions, organizations and individuals. This plan also identifies sources of outside support which might be available from other jurisdictions, the state, or private organizations.

1.2. Plan Format

The City of Lake Stevens' CEMP consists of a basic plan, functional annexes, hazard-specific appendices, and implementing instructions. The Basic Plan describes the structure and processes comprising a jurisdictional approach to incident management, (i.e. it is designed to integrate the efforts and resources of local, private sector, and nongovernmental organizations). It includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and plan maintenance instructions.

The Emergency Support Functions (ESF) add specific information and direction to the CEMP with a focus on critical operational functions and who is responsible for carrying

them out. These annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency. While the Basic Plan provides broad, overarching information relevant to the CEMP as a whole, these annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of a particular emergency operations function.

Hazard-Specific Appendices identify hazard-specific risk areas and evacuation routes, specify provisions and protocols for warning the public and disseminating emergency public information, and specify the types of protective equipment and detection devices for responders. These appendices have tabs that serve as work aids for items including maps, charts, tables, checklists, resource inventories, and summaries of critical information.

1.3. Scope

When activated by the City of Lake Stevens Mayor or designee, the City of Lake Stevens' CEMP addresses activities within the City and its incorporated areas and is applicable to all City departments and agencies that may be requested to provide assistance or conduct operations in the context of actual or potential incidents.

The City of Lake Stevens will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, municipal resources and systems may be overwhelmed. The responsibilities outline in the CEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time. There is no guarantee implied by this Plan that a perfect response to emergency or disaster incidents will be practical or possible.

This plan may be applied to any hazard, natural or human caused and is compatible with the Snohomish County and Washington State emergency plans.

1.4. Situation Overview

The City of Lake Stevens is located in Snohomish County, roughly 6 miles northeast of Everett. The population was estimated at 41,260 in 2023 and growth is predicted to continue. The city extends over approximately 9.17 square miles with a 0.14 square mile lake at its center.

The land development is primary characterized by medium density residential housing with areas of commercial, mixed use, and industrial use in the very south, west, and northeast.

The city is governed by a mayor-council system, in which the mayor serves as the executive of the city and the council as the legislative body. Several boards and commissions advise the city council on specific topics. The mayor serves as the administrative head of the city's emergency management program.

The city's major transportation routes are Highway 9 connecting the city to Arlington in the North and Snohomish in the South. Highway 92 connects the city to Granite Falls in the east. Highway 2 crosses the Snohomish River west of Lake Stevens and represent the main connection to the city of Everett and an important east-west corridor in Snohomish County.

The City's emergency management program is outlined in the municipal code chapter 2.34 Emergency Management. The mayor of Lake Stevens serves as the administrative head of the program and has direct responsibility of the organization, administration, and operation of the program. In addition to this emergency management program, the City entered into an interlocal agreement with Snohomish County Department for Emergency Management for emergency management services.

1.4.1 Hazard Analysis

The city is vulnerable to a range of natural and human made hazards. This CEMP considers the disasters and emergencies as described in both the 2019 Snohomish County Comprehensive Management Plan and 2020 Snohomish County Hazards Mitigation Plan (HMP). Severe storms and flooding represent high probability hazards that routinely affected the city in the past. But there is also significant risk of landslides, earthquakes, wildland inter-urban interface wildfires, volcanic eruption, hazardous material releases, cybersecurity incidents and active assailants that have the potential to cause catastrophic impact. The following table provides a full overview of the City's exposure to hazards.

Hazard Probability, Exposure and Vulnerability (SnoCo, HMP, 8.3.2)		
Type of Event	Probability	Local Description of Exposure and Vulnerability
Active assailant	Medium	The City of Lake Stevens' largest employer is the Lake Stevens School District. Active assailants have known to target schools within Snohomish County and Washington State. Lake Stevens School District has 13 facilities located within the City of Lake Stevens or just outside the City, which includes their administration building.
Aircraft accident	Low	Paine Field started commercial flights in 2019, which part of the flight patterns fly over the City of Lake Stevens. There is a private airport located south of town in City of Lake Stevens. Snohomish County Sheriff's Helicopter Operations is located just outside the city limits on the southeast corner.
Cybersecurity Incident	Medium	City of Lake Stevens operates technology to support daily government operations. The Lake Stevens School District, largest employer in the City, was a victim of a cyberattack along with several surrounding school districts.

Dam Failure	Low	Little to no exposure or vulnerability exists.
Earthquake	High	Transportation infrastructure to include major highways for routes to hospitals are jeopardized. City buildings and fire departments are older structures that need updating. City is addressing these facilities with upgrades pending approval of funds and permits.
Epidemic	High	Lake Stevens School District is the largest employer in Lake Stevens. The city has assisted living facilities which house vulnerable population.
Flood	High	Critical Sewer Lift Stations Facilities are located within flood plain areas along the Snohomish River. Lake Stevens waters have risen causing flooding into residents along the lake shoreline. Also, several residential land front properties are within the flood plain area.
Hazardous Materials	Medium	City of Lake Stevens has Williams Gas lines located within and just outside eastside of the city limits. There are hazardous materials facilities located in the City of Lake Stevens Urban Growth Area off Machias Road, the northeast corner of the city limits. Annexation of that area is being negotiated.
Mass Earth Movement	High	The city has several steep slope areas along roadways, residential, and commercial areas. Some of these are along the abutment of bridges along arterial roads.
Tsunami	Low	There is no exposure or vulnerability to a tsunami in the city.
Volcanic Hazard	Low	Little to no exposure or vulnerability exists.
Weather Events	High	The city has heavy tree vegetation that is susceptible to wind, snow, and ice storm. This largely impacts roads, streams, and some residential areas. State Highways run through the city allowing access to other areas.
Wildfire	High	City of Lake Stevens is expanding city limits which is gaining forested areas. This is a threat during prolonged dry spells with a dry grass understory and heavy contiguous grouping of trees around developed areas.

Table 1: Lake Stevens hazard Exposure (SnoCo HMP 2020)

1.4.2 Capability Assessment

The City of Lake Stevens participates in an annual Threat and Hazard Identification and Risk Assessment (THIRA) / Stakeholder Preparedness Review (SPR) in order to identify capabilities necessary to address the jurisdiction's hazards.

1.5. Planning Assumptions

- An emergency or disaster may occur with no advance warning and quickly overcome not only the City of Lake Stevens' response capabilities, but the surrounding areas as well.
- Delivery of City services to the public will likely be affected by an emergency. The City of Lake Stevens will make every reasonable effort to respond in the event of an emergency or disaster; however, the ability to fulfill the responsibilities and tenets outlined in this plan are subject to the extent of the situation and availability of resources.
- The City of Lake Stevens will manage emergency management operations within its jurisdictional borders in accordance with the principles outlined in the National Incident Management System (NIMS).
- Depending upon the magnitude of the disaster, outside assistance may be delayed indefinitely. City of Lake Stevens' residents, businesses, and industry should plan to be self-sufficient for a minimum of fourteen days.
- Communications systems may be overloaded and/or suffer physical disruption from incident damage and/or loss of staff.
- Emergency medical facilities may be overloaded, and shortage of medical supplies may exist.
- The City of Lake Stevens and Snohomish County may be unable to satisfy all emergency resource requests during an emergency or disaster. The arrival of state and/or assistance may be delayed dependent upon the magnitude of the disaster.
- The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to mitigate, prepare for, respond to, and recover from large-scale incidents. These efforts may require prolonged, sustained incident management operations and support activities.
- During an incident, the top priorities for incident management will be:
 - Save lives and protect the health and safety of the public, responders, and recovery workers.
 - Protect property and mitigate damages and impacts to individuals, communities, the environment, and economy.
 - Protect and restore critical infrastructure and key resources.
 - Facilitate the recovery of individuals, families, businesses, governments, and the environment.

2. Concept of Operations

2.1. General

The City of Lake Stevens organizes and manages its emergency management activities utilizing the concepts and principles described in the October 2017 National Incident Management System (NIMS) document. In accordance with the RCW, overall direction and control of the emergency management operations within its political subdivision is the responsibility of the City of Lake Stevens Mayor.

The City of Lake Stevens Mayor or designated representative possesses the authority to activate this CEMP.

Departments are responsible for executing their responsibilities as identified in this CEMP, and its annexes. Individual departments should also establish policies and procedures for accounting for their personnel, assessing damage to facilities and resources, reporting situation and status to the ECC, and sending representatives to the ECC if requested to support citywide response and recovery efforts.

2.2. Core Mission Areas

Emergency Management in the City of Lake Stevens is conducted under the National Preparedness Goal's core mission areas of mitigation, preparedness, response, recovery, prevention and protection. The following activities apply to the City in general.

The **mitigation function** includes programs, plans, and activities designed to eliminate or reduce the degree of long term risk to life and property, and to reduce future losses from disasters or events. Mitigation efforts undertaken by City of Lake Stevens include:

- Participate in Snohomish County's Natural Hazard Mitigation planning efforts by providing input on the county's overall mitigation plan and creating a jurisdictional annex to that plan.
- Identify and maintain an inventory of potential mitigation opportunities throughout the city for possible future grant funding.

The **preparedness function** involves actions taken to encourage a state of readiness in governments, public organizations, the private sector, families and individuals that provide the capability to prepare for and to survive a disaster or event. Before a disaster strikes, city, county, and other government agencies shall take steps to reduce the impacts. These steps should include, but are not limited to:

- Conduct continuous planning studies of potential disaster elements in the city and update the current Comprehensive Emergency Management Plan (CEMP) that outlines how the City of Lake Stevens shall respond.

- Review disaster readiness capabilities and upgrade procedures to keep abreast of changing and evolving emergency management and response technology.
- Encourage and maintain interagency cooperation and coordination of readiness planning.
- Maintain vehicles, equipment, and facilities in a ready condition.
- Conduct public information and educational programs on disaster preparedness, personal safety, and sustainability.
- Test and gauge response capabilities by conducting and participating in training, drills, and exercises. Establish and test “call-down trees” in the event of an emergency.

The **response function** includes actions taken immediately before, during, or directly after an emergency to save lives, minimize damage, and to enhance recovery activities. All agencies involved in response shall:

- Comply with established checklists and review response status and procedures.
 - Notify key personnel according to existing SOPs.
 - Notify the appropriate organizations.
 - Prepare and update necessary information for public information.
 - Activate the appropriate Emergency Coordination Center (ECC).
 - If possible, initiate mitigation and preparedness programs to reduce the effects of the event.
 - Initiate all record-keeping, data collection, and control measures to quality control.
- Response – Emergency Period
- Initiate and conduct disaster response operations in accordance with established SOPs.
 - Coordinate their response with all involved agencies and jurisdictions through the ECC.
 - Keep the public and government officials advised of actions taken.
 - Assess and evaluate the effectiveness of emergency response efforts and establish priorities in the application of resources.
 - Ensure accurate record-keeping, data collection, and control measures are maintained.
 - Account for the safety and well-being of responders and their families.

The **recovery function** involves actions taken to return vital life support systems to minimum operating standards, and long-term activities to return life to “normal” or improved levels. After the threat to life and property has passed those agencies involved in response shall:

- Obtain detailed damage assessment information.

- Coordinate the application of resources to meet the long term needs of the jurisdiction.
- Identify deficiencies in response, conduct after action critiques, and implement actions for improvement.

Prevention and protection activities include those capabilities necessary to avoid, prevent, or stop threatened or actual acts of terrorism, man-made or natural disasters.

- Deliver coordinated, prompt, reliable, and actionable information to the whole community using clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
- Assist the community in understanding ways to identify threats and/or hazards and how to report such activity to the appropriate agency.
- Establish and maintain partnerships among Protection elements to support networking, planning, and coordination.
- Assist in ensuring critical infrastructure sectors and Protection elements have and maintain risk assessment processes that identify and prioritize assets, systems, networks, and functions.

2.3. Whole Community Involvement

The City of Lake Stevens will consider the Whole Community concept in all phases of its emergency management operation.

Involving the Whole Community is a means by which residents, businesses, non-profit organizations, emergency management practitioners, organizational and community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests.

This includes people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations.

Providing meaningful access for persons with Limited English Proficiency LEP may entail providing language assistance services, including oral interpretation and written translation. The city recognizes that it is important to communicate effectively with individuals with LEP during emergency situations and will attempt to provide these services if reasonable. The city has access to translation and interpretation services on demand.

People with Access or Functional Needs are those who may have additional needs before, during or after an incident in functional areas including, but not limited to:

maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, or who are transportation disadvantaged. The City will make every reasonable effort to conduct its emergency operations in accordance with the applicable laws related to accessibility, including the Americans with Disability Act (ADA).

The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. The city will make considerations to address the needs of these individuals and their pets throughout all phases of the emergency operation.

When carrying out emergency response and disaster assistance, the City of Lake Stevens will comply with all applicable non-discrimination provisions contained in RCW 49.60, Discrimination - Human Rights Commission, as well as in Public Law 110-325, Americans with Disabilities Act (ADA) of 1990 as amended with ADA Amendments Act of 2008.

2.3.1 Operational Objectives

Operational objectives for all Lake Stevens emergency operations are based on the following priorities:

- Life and Safety
- Incident Stabilization
- Property protection
- Environmental Conservation

To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort.

- Flexibility – allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.
- Standardization – defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations, defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved, and includes common terminology to enable effective communication.
- Unity of Effort – coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific

jurisdictional responsibilities to support each other while maintaining their own authorities.

2.4. ECC Activation Levels

The Lake Stevens Emergency Coordination Center (ECC) Standard Operating Guide (SOG), Rev. 2/8/2019, guides the operations of the ECC and execution of the processes and coordination outlined in this plan. The City of Lake Stevens ECC operates at three separate levels depending on the size and complexity of the situation, as well as the anticipated need for coordination and support. Details on the activation levels can be found in chapter 4.3.3 Activation Levels.

2.5. Request for a Proclamation of Emergency

When a disaster exceeds the jurisdiction's capabilities, the Mayor may request the City Council to issue a proclamation of emergency. If the city council is not in session, the Mayor may issue a proclamation of emergency, subject to confirmation by the City Council at the earliest practicable time.

Request for additional assistance by the County or the State are made through the Snohomish County Department of Emergency Management (SnoCoDEM). If the disaster should exceed the capabilities of the county, the county executive may issue a proclamation of emergency and request assistance from the State of Washington.

A template for disaster declaration can be found on the following page.

Proclamation

A PROCLAMATION OF THE CITY OF LAKE STEVENS, WASHINGTON DECLARING AN EMERGENCY.

WHEREAS, The Mayor of the City of Lake Stevens has determined that the (type of event)_____ has/will cause (type of damage)_____; and

WHEREAS, due to this event persons and property are, or will be, damaged unless further efforts are taken to reduce the threat to life and property and restore order; and

WHEREAS, there is an emergency present which necessitates activation of the Lake Stevens Comprehensive Emergency Management Plan, and may require utilizations of emergency powers granted pursuant to RCW 38.52.070 in order to effectively respond to the emergency needs of the community.

NOW, THEREFORE, I, _____, Mayor of the City of Lake Stevens pursuant to Chapter 2.12 of the Lake Stevens Municipal Code, do hereby proclaim that a State of Emergency exists in the City of Lake Stevens due to (type of event)_____, and direct the plans and procedures of the City of Lake Stevens Comprehensive Emergency Management Plan be implemented.

DATED this ____ day of _____, 20____.

Mayor of the City of Lake Stevens
Lake Stevens, Washington

3. Direction, Control, and Coordination

3.1. Multi-Jurisdictional Coordination

The Snohomish County CEMP (December, 2019) Basic Plan establishes general policy and guidance for county-wide emergency response, defines a general concept of how government will respond, and assigns responsibilities to agencies and organizations.

By law, the City of Lake Stevens Mayor is responsible for disaster operations in their jurisdiction, while the county executive is the responsible official in the unincorporated areas. Thus, the City of Lake Stevens retains the authority and responsibility for direction and control within its political subdivision of its own disaster operations, use of local resources, and application of mutual aid within its own boundaries.

Large-scale disaster operations will be conducted by city and county forces, supplemented as necessary by trained auxiliaries, established cadres, and by work forces available within the local communities. Use will be made of available mutual aid from local, state, and federal agencies including, but not limited to, mutual aid agreements between existing emergency management agencies coordinated by DEM.

3.2. Horizontal Integration

The **Lake Stevens Comprehensive Plan** considers issues that will affect the city over the next 5, 10 or 20 years and adopts specific growth targets for population, housing and employment. Specifically, the plan addresses how the city will house a growing population; balance a developing employment sector and revitalize its shopping districts; while providing for public roads, utilities and other infrastructure and services; and ensuring the community continues to enjoy a clean safe environment to work and play.

3.3. Vertical Integration

Snohomish County Comprehensive Emergency Management Plan. This Comprehensive Emergency Management Plan (CEMP) identifies the emergency management functions and responsibilities of Snohomish County government, and the associated agencies and organizations that work together in all phases of emergency management. A structure is formed within which emergency planning, preparedness, response and recovery takes place. There are four main sections that compose the plan: the Base Plan, the Emergency Support Functions (ESFs), the Support Annexes, and the Incident Annexes.

Snohomish County Hazard Mitigation Plan. The Snohomish County Hazard Mitigation Plan (HMP) is a multi-jurisdictional plan which identifies and prioritizes actions to reduce or alleviate risks from all hazards. The HMP also enables partnering

jurisdictions and agencies to maintain eligibility for disaster-related federal grant assistance (Disaster Mitigation Act 2000). In addition, the HMP helps meet the planning requirements of the Federal Emergency Management Agency (FEMA) Community Rating System (CRS), which allows partners that participate in the CRS program to maintain or enhance their CRS classifications.

Washington State Comprehensive Emergency Management Plan. The Washington State Comprehensive Emergency Management Plan (CEMP) provides a policy level framework to support emergency response activities in Washington State. The CEMP Basic Plan, Emergency Support Functions (ESFs), and Incident Annexes describe specific roles, responsibilities, functions, and support relationships of state agencies. The CEMP also provides a framework for state, local, tribal, and whole community coordination and cooperation supporting response and recovery of local jurisdictions in times of emergencies and disasters.

3.4. Unity of Effort through Core Capabilities

The core capabilities contained in the national preparedness goal are the distinct critical elements necessary for our success. They are highly interdependent and require us to use existing preparedness networks and activities, coordinate and unify efforts, improve training and exercise programs, promote innovation, leverage and enhance our science and technology capacity, and ensure that administrative, finance, and logistics systems are in place to support these capabilities. The core capabilities serve as both preparedness tools and a means of structured implementation.



COMMON CORE CAPABILITIES	
Planning	
Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.	
Public Information and Warning	
Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat	

COMMON CORE CAPABILITIES
or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Operational Coordination
Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.

3.5. Common Prevention and Protection

SHARED PREVENTION & PROTECTION CORE CAPABILITIES
Intelligence and Information Sharing
Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.
Interdiction and Disruption
Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
Screening, Search, and Detection
Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.

3.6. Prevention Mission

Prevention includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Unlike other mission areas, which are all-hazards by design, Prevention core capabilities are focused specifically on imminent terrorist threats, including on-going attacks or stopping imminent follow-on attacks.

PREVENTION CORE CAPABILITIES
Forensics and Attribution
Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack, in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

3.7. Protection Mission

Protection includes the capabilities to safeguard the homeland against acts of terrorism and man-made or natural disasters. It focuses on actions to protect our people, our vital interests, and our way of life.

PROTECTION CORE CAPABILITIES
Access Control and Identity Verification
Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
Cybersecurity
Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.
Physical Protective Measures
Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
Risk Management for Protection Programs and Activities
Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.
Supply Chain Integrity and Security
Strengthen the security and resilience of the supply chain.

3.8. Mitigation Mission

Mitigation includes those capabilities necessary to reduce loss of life and property by lessening the impact of disasters. It is focused on the premise that individuals, the private and nonprofit sectors, communities, critical infrastructure, and the Nation as a whole are made more resilient when the consequences and impacts, the duration, and the financial and human costs to respond to and recover from adverse incidents are all reduced.

MITIGATION CORE CAPABILITIES
Community Resilience
Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.
Long-term Vulnerability Reduction
Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.
Risk and Disaster Resilience Assessment
Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience.

MITIGATION CORE CAPABILITIES
Threats and Hazards Identification
Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.

3.9. Common Response and Recovery

SHARED RESPONSE & RECOVERY CORE CAPABILITY
Infrastructure Systems
Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

3.10. Response Mission

Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It is focused on ensuring that the Nation is able to effectively respond to any threat or hazard, including those with cascading effects. Response emphasizes saving and sustaining lives, stabilizing the incident, rapidly meeting basic human needs, restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

RESPONSE CORE CAPABILITIES
Critical Transportation
Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.
Environmental Response/Health & Safety
Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
Fatality Management Services
Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
Fire Management & Suppression
Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and environment in the affected area.

RESPONSE CORE CAPABILITIES
Logistics & Supply Chain Management
Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Mass Care Services
Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Mass Search & Rescue Operations
Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
On-scene Security, Protection, & Law Enforcement
Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.
Operational Communications
Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces.
Public Health, Healthcare, & Emergency Medical Services
Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations.
Situational Assessment
Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

3.11. Recovery Mission

Recovery includes those capabilities necessary to assist communities affected by an incident to recover effectively. Support for recovery ensures a continuum of care for individuals to maintain and restore health, safety, independence and livelihoods, especially those who experience financial, emotional, and physical hardships. Successful recovery ensures that we emerge from any threat or hazard stronger and positioned to meet the needs of the future. Recovery capabilities support well-coordinated, transparent, and timely restoration, strengthening, and revitalization of infrastructure and housing; an economic base; health and social systems; and a revitalized cultural, historic, and environmental fabric.

RECOVERY CORE CAPABILITIES
Economic Recovery

RECOVERY CORE CAPABILITIES
Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
Health & Social Services
Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
Housing
Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
Natural & Cultural Resources
Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.

4. Organization

4.1. Jurisdictional Organizational Structure

Lake Stevens operates under the Mayor-Council form of government. The city council consists of an elected Mayor and seven elected Council Members. All Council Members, including the Mayor, serve four-year terms with no term limits.

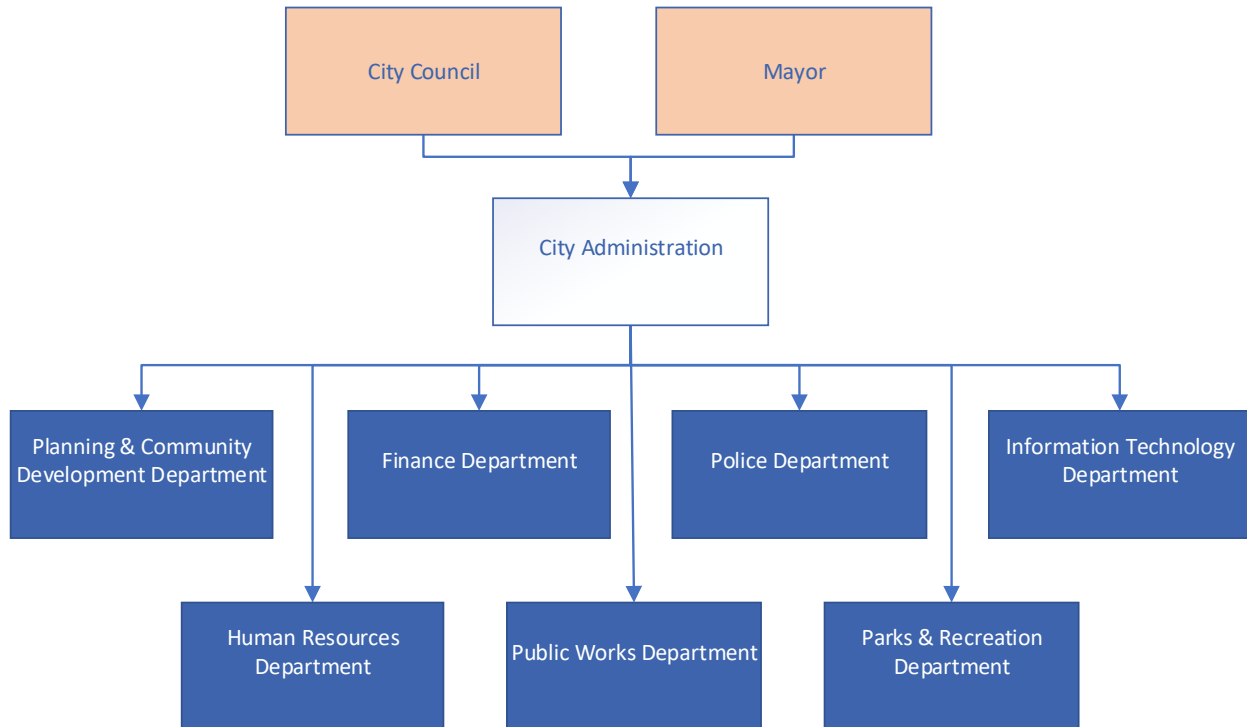


Figure 1: City of Lake Stevens Lake Stevens Organization Structure

4.2. Emergency Organizational Structure

ICS and ECC organizational structures develop in a modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing and expanding ICS organizations and ECC teams ultimately rests with the Incident Commander (or Unified Command) and ECC director. Responsibility for functions that subordinates perform defaults to the next higher supervisory position until the supervisor delegates those responsibilities. As incident complexity increases, organizations expand as the Incident Commander, Unified Command, ECC director, and subordinate supervisors delegate additional functional responsibilities.

Maintaining an appropriate span of control helps ensure an effective and efficient incident management operation. It enables management to direct and supervise

subordinates and to communicate with and manage all resources under their control. The optimal span of control for incident management is one supervisor to five subordinates; however, effective incident management frequently necessitates ratios significantly different from this.

Bringing representatives from various stakeholder and partner organizations together in ECCs optimizes unity of effort and enables staff to share information, provide legal and policy guidance to on-scene personnel, plan for contingencies, deploy resources efficiently, and generally provide whatever support is required. The composition of ECC teams may also vary depending on the nature and complexity of the incident or situation. Regardless of which organizations are represented, all ECC teams receive oversight from elected and/or appointed officials such as governors, tribal leaders, mayors, and city managers. They typically make decisions regarding priorities and on issues such as emergency declarations, large-scale evacuations, access to extraordinary emergency funding, waivers to ordinances and regulations, and adjudication of scarce resources.

The following chart show the likely organizational structure of the ECC. This chart may change depending on the nature of the incident. Only those sections, branches, and units that are needed will be activated.

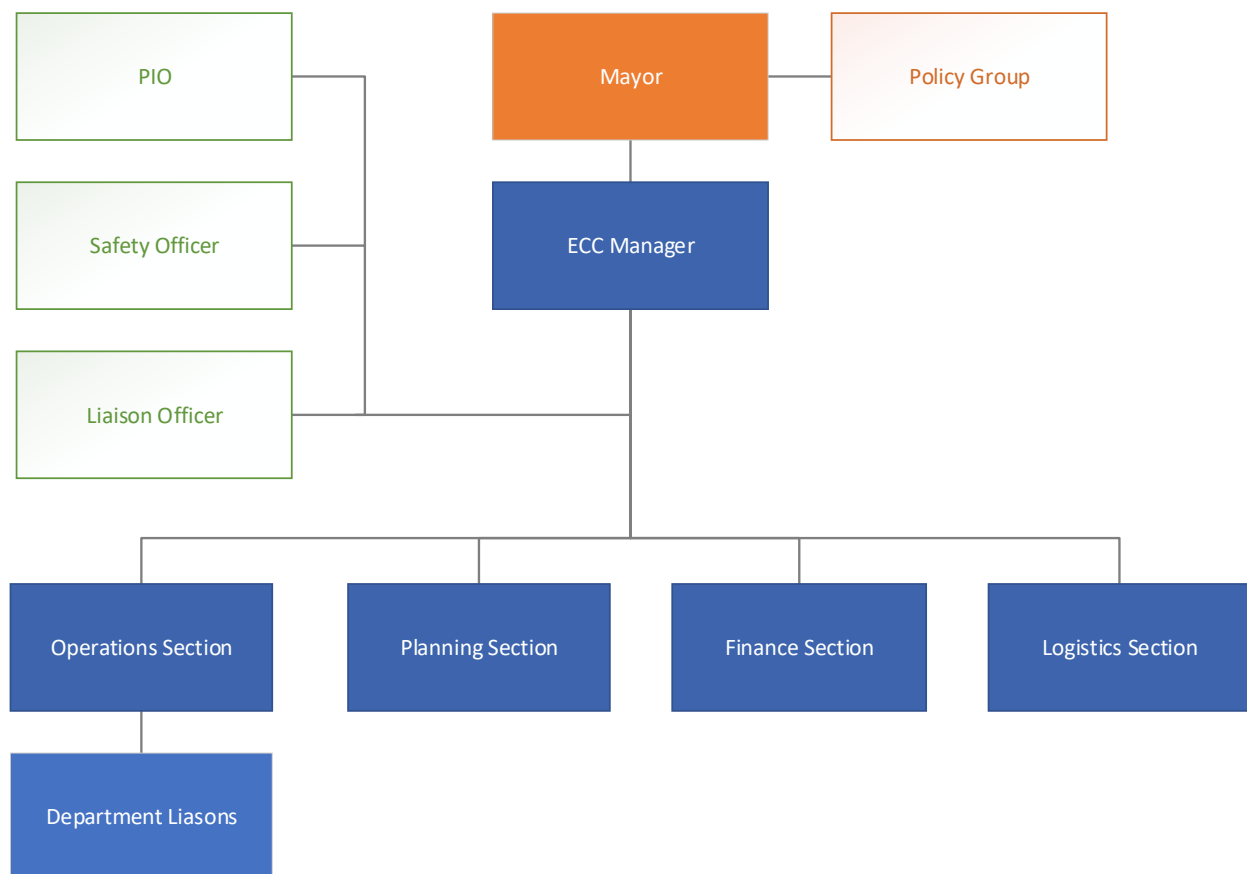


Figure 2: Lake Stevens Emergency Organization Structure

4.3. Emergency Coordination Center

The decision to activate the City of Lake Stevens Emergency Coordination Center (ECC) is made by the City of Lake Stevens Mayor or their designee. The City of Lake Stevens ECC operates at three separate levels depending on the size and complexity of the situation, as well as the anticipated need for coordination and support.

When the City ECC is activated, the Snohomish County ECC shall be notified and provided status reports as necessary.

Primary functions of ECCs, include:

- Collecting, analyzing, and sharing information.
- Supporting resource needs and requests, including allocation and tracking.
- Coordinating plans and determining current and future needs; and
- Providing coordination and policy direction.

The ECC will operate under the following principles:

- Save and protect the greatest number of people at risk.
- Ensure the safety of first responders and City employees.
- Save and protect as many residential, business and industrial properties as possible.
- Save and protect as much vital infrastructure as possible.
- Restrain the spread of environmental damage.
- Minimize human suffering and economic interruptions.
- Facilitate the recovery of Lake Stevens to get “back to normal as quickly as possible”.

4.3.1 Primary/Alternate Location

The primary City of Lake Stevens ECC is located in the Lake Stevens School District Administrative Building at 12309 22nd St NE, City of Lake Stevens, WA 98258.

An alternate City of Lake Stevens ECC is located in the Lake Stevens Police Department at 1825 S Lake Stevens Rd, Lake Stevens, WA 98258.

4.3.2 Activation Process

The City of Lake Stevens ECC will normally activate in response to:

- Intelligence data indicates the potential for an emergency that is or may grow beyond the City of Lake Stevens’ capability.
- At the direction of the City of Lake Stevens Mayor or designee.
- At the request from an on-site Incident Commander.
- At the request from a Department Director.

The decision to activate the ECC is made by the City of Lake Stevens Mayor, City of Lake Stevens City Administrator, or appropriate designee in Line of Succession as outlined in City Ordinance.

When the City ECC is activated, the Snohomish County ECC shall be notified and provided status reports as necessary.

4.3.3 Activation Levels

The ECC activation level is dependent on the situation and need for coordination and support. ECC activation levels listed below are synchronized with the levels utilized by Snohomish County ECC and the Washington State ECC:

Activation Level	Description
3 – Normal Operations / Steady-State	Minor incidents that require interdepartmental coordination but can be addressed using existing City resources. Response doesn't extend beyond normal or preplanned hours of operation. Typically, 1 to 3 staff.
2 – Enhanced Steady-State / Partial Activation	Involves incidents which have special characteristics requiring response by multiple departments and agencies. This level of activation may require support from agencies outside of City of Lake Stevens and overnight operations.
1 – Full Activation	Involves catastrophic incidents, which will require a coordinated response from all levels of government and emergency services throughout the county in order to save lives and protect property. This level activation will require extended 24/7 operations and utilization of all city personnel.

Table 2: Lake Stevens ECC Activation Levels

4.3.4 Deactivation Process

The decision to de-activate the ECC is made by the City of Lake Stevens Mayor or appropriate designee in Line of Succession. Consultation with the ECC Manager, ECC Section Chiefs, and Incident Commander is recommended.

When the ECC is deactivated, notification should include:

- All off duty ECC personnel.
- Snohomish County Department of Emergency Management.
- All other affected agencies and stakeholders.

The detailed deactivation procedures are outlined in the City's Emergency Coordination Center Standard Operating Guide.

4.4. Emergency Roles

The City of Lake Stevens organizes its resources and capabilities following the National Response Framework concept of Emergency Support Functions (ESF).

Each ESF identifies the key activities involved in comprehensive emergency management.

For each ESF, Primary and Support Department or Agencies are designated to carry out the activities and responsibilities associated with that ESF.

A department or agency may be identified as a Primary or Support Agency for multiple ESFs.

ESF Primary Agency

Primary agencies have significant authorities, roles, resources, and capabilities for a particular function within a capability. Primary agencies are responsible for:

- Orchestrating support within their functional area for the appropriate response core capabilities and other missions.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments (in Stafford Act incidents) and coordinating with support agencies, as well as appropriate state officials, operations centers, and other stakeholders.
- Coordinating resources resulting from mission assignments.
- Working with all types of organizations to maximize the use of all available resources.
- Monitoring progress in achieving core capability and other missions and providing that information as part of situational and periodic readiness or preparedness assessments.
- Planning for incident management, short-term recovery operations, and long-term recovery.
- Maintaining trained personnel to support interagency emergency response and support teams
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to validate and improve capabilities to address changing risks.
- Promoting physical accessibility, programmatic inclusion, and effective communication for the whole community, including individuals with disabilities.

ESF Support Agency

Support agencies have specific capabilities or resources that support primary agencies in executing capabilities and other missions. The activities of support agencies typically include:

- Participating in planning for incident management, short-term recovery operations, long-term-recovery, and the development of supporting operational plans, standard operating procedures, checklists, or other job aids.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- Coordinating resources resulting from response mission assignments.

The following table gives an overview of the 15 ESF functions and responsibilities:

ESF #	Emergency Support Function	ESF Primary Responsibilities
ESF #1	Transportation	• Aviation/airspace management and control • Transportation safety • Restoration/recovery of transportation infrastructure • Movement restrictions • Damage and impact assessment
ESF #2	Communications	• Coordination with telecommunications and information technology industries • Restoration and repair of telecommunications infrastructure • Protection, restoration, and sustainment of national cyber and information technology resources • Oversight of communications within the Federal incident management and response structures
ESF #3	Public Works and Engineering	• Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management • Emergency contracting support for life-saving and life-sustaining services
ESF #4	Firefighting	• Coordination of Federal firefighting activities

ESF #	Emergency Support Function	ESF Primary Responsibilities
		Support to wildland, rural, and urban firefighting operations
ESF #5	Information and Planning	- Coordination of incident management and response efforts - Issuance of mission assignments - Resource and human capital - Incident action planning - Financial management
ESF #6	Mass Care, Emergency Assistance, Temporary Housing, and Human Services	- Mass care - Emergency assistance - Disaster housing - Human services
ESF #7	Logistics	- Comprehensive, national incident logistics planning, management, and sustainment capability - Resource support (facility space, office equipment and supplies, contracting services, etc.)
ESF #8	Public Health and Medical Services	- Public health Medical Mental health services - Mass fatality management
ESF #9	Search and Rescue	- Life-saving assistance - Search and rescue operations
ESF #10	Oil and Hazardous Materials	- Oil and hazardous materials (chemical, biological, radiological, etc.) response - Environmental short- and long-term cleanup
ESF #11	Agriculture and Natural Resources	- Nutrition assistance - Animal and plant disease and pest response - Food safety and security - Natural and cultural resources and historic properties protection and restoration - Safety and well-being of household pets
ESF #12	Energy	- Energy infrastructure assessment, repair, and restoration - Energy industry utilities coordination - Energy forecast
ESF #13	Public Safety and Security	- Facility and resource security - Security planning and technical resource assistance - Public safety and security support - Support to access, traffic, and crowd control

ESF #	Emergency Support Function	ESF Primary Responsibilities
ESF #14	Cross-Sector Business and Infrastructure	• Social and economic community impact assessment • Long-term community recovery assistance to States, local governments, and the private sector • Analysis and review of mitigation program implementation
ESF #15	External Affairs	• Emergency public information and protective action guidance • Media and community relations • Congressional and international affairs • Tribal and insular affairs

Table 3: Emergency Support Functions

MISSION AREA	P – Primary S – Support C – Coordinating	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
	CORE CAPABILITIES															
PREVENTION	Planning			S		C										P
	Public Information & Warning		P			S										S
	Operational Coordination			S		S										P
	Intelligence & Information Sharing													P		
	Interdiction & Disruption													P		
	Screening, Search, & Detection				P						P			S		
	Forensics & Attribution													P		
PROTECTION	Planning															
	Public Information & Warning		S											S		P
	Operational Coordination					S								P		
	Intelligence & Information Sharing					S								P		
	Interdiction & Disruption													P		
	Screening, Search, & Detection													P		
	Access Control & Identity Verification													P		
	Cybersecurity													P		
	Physical Protective Measures			S	S	C		S						P		
	Risk Management for Protection Programs	S		S		C										
	Supply Chain Integrity & Security	S						P				S			S	
MITIGATION	Planning			S	S	P		S		S				S		
	Public Information & Warning					P								S		
	Operational Coordination		S	S		C								P		
	Community Resilience					C									S	P
	Long-term Vulnerability Reduction														P	
	Risk & Disaster Resilience Assessment					P										
	Threats & Hazards Identification	S	S	S		P					S	S	S	S		
RESPONSE	Planning			S		P								S		
	Public Information & Warning					C								S		P
	Operational Coordination			S		P								S		
	Infrastructure Systems			S											P	
	Critical Transportation	P		S												

MISSION AREA	P – Primary S – Support C – Coordinating	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
	CORE CAPABILITIES															
	Environmental Response/Health & Safety				S						P					
	Fatality Management Services								P							
	Fire Management & Suppression				P											
	Logistics & Supply Chain Management							P								
	Mass Care Services						P									
	Mass Search & Rescue Operations									P				S		
	On-scene Security, Protection, & Law Enforcement													P		
	Operational Communications		P													
	Public Health, Healthcare, & EMS								P							
	Situational Assessment					P										
RECOVERY	Planning					S									P	
	Public Information & Warning					S										P
	Operational Coordination														P	
	Infrastructure Systems														P	
	Economic Recovery														P	
	Health & Social Services								P			S				
	Housing														P	
	Natural & Cultural Resources											P				

Table 4: Assignment of Emergency Roles per Core Capability

5. Responsibilities

This section describes the responsibilities of City departments and other partners throughout the national Preparedness Goal mission areas. The responsibilities may vary depending on the nature of the incident so departments should be flexible where possible and focus efforts on addressing the needs of a situation. The goal is to work together, reviewing plans, agreements, and operational initiatives to ensure the whole community can build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

5.1. Elected/Appointed Officials

All Mission Areas	Jurisdictional chief executives are responsible for the public safety and welfare of the people of their jurisdiction. These officials provide strategic guidance and resources across all five mission areas. Chief elected, or appointed, officials must have a clear understanding of their emergency management roles and responsibilities and how to apply the response core capabilities to make decisions regarding resources and operations during an incident, as needed. Lives may depend on their decisions. Elected and appointed officials also routinely shape or modify laws, policies, and budgets to aid preparedness efforts and improve emergency management and response capabilities.
Prevention	The Mayor • Establish policy and make major decisions. • Conduct public hearings and/or meetings and take action to inform the public and identify emergency needs. City Council • Adopt and enact ordinances/resolutions and appropriate revenue.
Protection	The Mayor • Inform and warn public.
Response	City Council • Issues Proclamation of Emergency. • Fills vacancies of elected officials. • Provide for the continuity of government and temporarily fill any vacancies of an elected official by appointment. • Appropriates funds to meet the needs of the emergency. The Mayor • Order Evacuations as necessary. • Ensure the implementation of emergency response and recovery plans.

	• Issue a Proclamation of Emergency and Request for Assistance as needed. • Request additional assistance on behalf of the City through the Snohomish County Department of Emergency Management. • Preserve continuity of government. • Direct emergency operations and provide liaisons as necessary. • Suspend local ordinances when necessary to support emergency operations. • Provide consistent public information in coordination with the Snohomish County DEM and the County Joint Information Center (JIC).
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5.2. City Departments

All Mission Areas	Department and agency heads collaborate with the emergency manager during the development of local emergency plans and provide key response resources. These department and agency heads (and their staff) develop, plan, and train on internal policies and procedures to meet response needs safely. They also participate in interagency training and exercises to develop and maintain necessary capabilities.
Prevention	• Coordinate prevention resources and capabilities with neighboring jurisdictions, the state, and the private and nonprofit sectors.
Mitigation	All Departments • Establish procedures to ensure the preservation of essential records and data and maintain the continuity of essential services. • Determine internal chain of command and succession authority to ensure continuity of leadership and operations. • Establish policies and procedures for tracking disaster operations, overtime and other associated costs. • Designate primary and alternate locations from which to establish internal direction and control of activities. • Maintain current SOPs. Public Works Department • Maintain and/or repair major thoroughfares for emergency vehicles. • Keep storm water systems operational. • Provide information on current road conditions. • Provide barricades and other traffic control equipment as needed.

	Police Department • Alert and warn the public.
Response	All Departments • Make staff available, when requested by the City Lake Stevens Emergency Management Coordinator for appropriate training, planning, exercise design and emergency assignments, such as ECC operations. • Provide staffing to support the ECC operations, damage assessments and/or liaison with other agencies and organizations when requested by the ECC manager. • When indicated, activate internal emergency operational procedures. This includes internal communications, conducting roll-call and accountability of personnel, conducting damage assessment, evaluating needed resources, and continually communicating this and related information to the ECC. Police Department • Mobilize and deploy law enforcement and traffic control operations. • Provide damage assessment surveys and report into ECC. • Enforce laws and apprehend offenders. • Provide animal control services. • Assist the Snohomish County Coroner's office with temporary morgue management. • Collect and evaluate information about the incident and forward to the Emergency Operation Center (ECC) as appropriate. • Use suitable crowd and traffic control procedures to limit access to the disaster area and/or provide on scene perimeter control. • Assist in warning and carryout the evacuations. • Provide field Incident Commander for: – Traffic Accident – Civil Disturbance – Major Electrical Outage – Terrorism – Bomb Threat • Carry out search and rescue missions. • Provide mutual aid as available. Finance Department

	• Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures. Public Works Department • Provide refuse and/or debris removal or disposal. • Conduct windshield surveys within City limits. • Provide equipment and operators to assist in emergency situations. • Provide damage assessment reports. • Assist with search and rescue operations. • Assist with establishing emergency power (hook up generators) to city facilities. • Provide equipment and operators to assist other agencies/departments with disaster responsibilities. • Assist in the City of Lake Stevens ECC as requested. City Clerk • Remove and secure public records as necessary.
Recovery	All Departments • Process any applicable forms needed for personal or real property claims. • Conduct a post-disaster analysis of departmental emergency activities and make necessary revisions to internal emergency operations plan. Public Works Department • Assess post-event serviceability of facilities and structures.

5.3. Regional Organizations

Prevention	Snohomish County Department of Emergency Management • Warn the public of impending disasters and provide adequate instructions before, during, and after emergencies.
Mitigation	Snohomish County Department of Emergency Management • Coordinate emergency activities of local participating cities in preparing for disasters Provide public information and education as it pertains to disaster preparedness and response. • Maintain current suggested operating procedures for Snohomish County Department of Emergency Management.

	• Coordinate Emergency Alert System (EAS) messaging and activation in the event of impending disasters and/or emergencies. Williams Pipeline and BP Olympic Pipeline • Notify the Lake Stevens Fire District or ECC of a natural gas or gasoline leak if discovered in the response area. Snohomish Regional Fire and Rescue • Maintain current suggested operating guidelines for the department's disaster responsibilities.
Response	Snohomish County Department of Emergency Management • Act as the sole contact point for requesting disaster assistance from other governmental agencies, except for mutual aid. • Coordinate the use of all available resources. • Send out regular countywide situational reports as it pertains to the incident and subsequent emergency support function activities. • Coordinate Countywide State and FEMA Public and Private Assistance programs. • Provide reconnaissance and field operations teams. • Provide communications coordination for response agencies during a disaster. Public Utility District of Snohomish County • Restore Electrical Power on a priority basis. • Repair damaged generating facilities and equipment. • Remove downed electrical lines from roadways and other dangerous areas. • Restore water services in its area of responsibility. • Maintain communications and provide situational reports which will be sent to cities via Snohomish County DEM. Williams Pipeline and BP Olympic Pipeline • Contain or shut down the pipeline as expeditiously as possible in the event of a rupture or leak. • Maintain communications and provide situational reports to Lake Stevens ECC when requested. Snohomish Regional Fire and Rescue • Provide direction and leadership to department staff while fulfilling emergency management responsibilities. • Mobilize and deploy fire resources for the protection of life, property, and the environment.

	• Prevent and suppress fires and mitigate hazardous material incidents. • Assist with search and rescue operations. • Conduct windshield survey within City limits. • Provide mutual aid, if requested and available. • Assist Police with alerting and warning, evacuation efforts, and traffic and crowd control as needed. • Collect and evaluate information about the incident and forward to the Emergency Coordination Center (ECC). • Provide on-scene medical assistance. • Provide the field Incident Commander for: – Fire – Flood – Hazardous Materials – Earthquake – Downed Aircraft – Radiological Incidents – Industrial Accidents – Severe Weather • Provide damage assessment reports to the ECC. • Maintain current suggested operating guidelines for the department's disaster responsibilities.
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5.4. Private Sector

All Mission Areas	Private sector entities operate in all sectors of business, commerce, private universities, and industry that support the operation, security, and resilience of global trade systems. Owners and operators of private sector entities and infrastructure should maintain situational awareness and take actions on a continuous basis to promote and build capabilities.
Mitigation	• Create business continuity plans in order to facilitate their ability to recover from incidents that impact their personnel and facilities. • Collaborate with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help. • Develop and exercise emergency plans before an incident occurs. • When appropriate, establish mutual aid and assistance agreements to provide specific response capabilities. • Provide damage assessment reports to the ECC.

	Participate in state and local preparedness activities by providing resources (donated or compensated) through local public-private emergency plans, or mutual aid and assistance agreements, or in response to requests from government and nongovernmental-volunteer initiatives
Response	- Provide for the welfare of their employees in the workplace. - Provide assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process. - Provide damage assessment reports to the ECC.
Recovery	- Participate in coordination opportunities during pre-disaster planning processes. - Maintain communication with the recovery officials about the status of operations and supply chains, as well as restoration challenges and timelines. - Provide assistance (including volunteers) to support local emergency management and throughout the recovery process.

5.5. Nongovernmental/Volunteer and Community Organizations

All Mission Areas	Nongovernmental Organizations include voluntary, racial and ethnic, faith-based, veteran-based, and nonprofit organizations that provide sheltering, emergency food supplies, and other essential support services. All these groups provide opportunities for sharing information and promoting collective action by fostering the development and organizational capacity to act toward a common goal.
Protection	Understand the threats and hazards in their locales.
Mitigation	- Represent communities in mitigation policy discussions. - Identify strategic mitigation options. - As able, promote and implement mitigation activities without necessarily holding a formal position of authority within a jurisdiction. - May provide training and education to communities, including how-to guides
Response	- Possess the knowledge and understanding of the vital roles for delivering important services. - Support managing the influx of volunteers and donations to voluntary agencies before, during, and after an incident
Recovery	Foster relationship building with local emergency management organization.

	• Maintain access to extended networks through local offices and chapters of the organization. • Play a critical role in the implementation of an inclusive, locally led recovery process. • May provide experience and subject matter expertise.
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5.6. Individual Community Members

All Mission Areas	Although not formally part of emergency management operations, individuals, families, and households play an important role in emergency preparedness. Each can be better prepared in the immediate aftermath of a disaster if they: • Build an emergency kit that includes food, water, battery powered communication devices, and other essential needs. • Prepare emergency plans, with family members who have access and functional needs, to addresses evacuation, sheltering-in-place, and sheltering needs; include medical needs; provisions for their animals, including household pets or service and assistance animals; prepare for the essential needs of their children and ensure children know the family emergency plan. • Volunteer with emergency organizations. • Complete emergency response training courses.
Protection	• Understand the threats and hazards in their locales • Take risk-informed protective actions based on this knowledge
Mitigation	Mitigation begins with individual awareness and action; informed decisions facilitate actions that reduce risk and enable individuals, families, and households to better withstand, absorb, or adapt to the impacts of threats and hazards and quickly recover from future incidents. Homeowners who have adequate hazard and flood insurance coverage and take steps to protect their property from hazards common to their area, reduce the impacts of an incident and are less reliant on external assistance to repair or rebuild their homes. • Stay aware of and participate in disaster preparedness efforts in their community • Become aware of planning efforts regarding floodplain management, building codes, and land use and environmental regulations • Take actions and the basic steps to prepare themselves for emergencies ○ Reduce hazards in and around their homes through efforts such as raising utilities above flood level or

	securing unanchored objects against the threat of high winds
Response	• Prepare to take care of themselves and their neighbors until assistance arrives (prepare for 14 days) • Monitor emergency communications and follow guidance and instructions provided by local authorities
Recovery	• After suffering losses, survivors can: – Maximize any benefits from insurance coverage – Pursue additional funding through any available personal or loan-based resources – Apply for local, regional/metropolitan, state, tribal, territorial, insular area, or Federal program assistance that may be available • Get involved in their community's recovery activities, including providing input in the post-disaster recovery planning process

6. Communications

Communications utilized during emergency and disaster operations will include all systems now in use by all response agencies and emergency support units, provided they are available. Agency two-way radio communications will be the primary means of communication used to direct, control and coordinate emergency operations. Telephones and amateur radio systems will be used to support communications, when necessary and available.

6.1. Interoperable Communications Plans

National Emergency Communications Plan (NECP)

The NECP is the Nation's strategic plan for emergency communications that promotes communication and sharing of information across all levels of government, jurisdictions, disciplines, and organizations for all threats and hazards, as needed and when authorized.

The Alert and Warning Center (AWC)

The AWC is a function of the State Emergency Operations Center (SECC) which provides 24-hour, 7 days a week coverage for notifications, alerts, and warnings of emergency events and incidents affecting Washington State. The AWC provides continuous situational monitoring during non-emergency periods as well as in times of disaster and emergency. Federal, state, local and tribal officials are then responsible for further dissemination or action as needed.

Information Management Systems

Washington State maintains information management systems, such as WebEOC, to manage disasters and emergencies and to support and increase public safety

information sharing. The system provides the SEOC and local jurisdictions with a platform to receive, process and manage information. The system is used as a gateway to share information and provide communications among county/city ECCs, the SEOC and state, federal, and local public safety entities. This information sharing allows authorized users to make informed decisions regarding public safety operations during disasters or emergencies and supports statewide collaboration.

- State Radio Amateur Civil Emergency Services (RACES) Plan
- State Telecommunications Service Priority (TSP) Planning Guidance
- Statewide Communications Interoperability Plan (SCIP)
- Washington Statewide AMBER Alert Plan
- Appendix: Communicating with Limited English Proficient Populations; Washington State CEMP - ESF 15

Central Puget Sound Public Alert & Warning Plan

This plan covers the dissemination of emergency information and warnings to the public in the Central Puget Sound (CPS) Area. The plan may be activated on a 24-hour-a-day basis in response to local emergencies/disasters using an alerting system. The plan contains policies and procedures for government officials and local broadcasters to transmit emergency information to the public using the Emergency Alert System (EAS), Local Relay Network (LRN), and the Wireless Emergency Alerts (WEA) system.

Information Sharing Systems

Snohomish County Department for Emergency Management utilizes Microsoft Teams as the primary communication platform for information sharing and resource requests if internet services are not interrupted. City representatives are enrolled in the various SnoCo DEM Teams channels which will be utilized to coordinate preparedness, response, and recovery activities.

6.2. Community Communications Plans

The City's communication plan is integrated into ESF2 – Communications. Its purpose is to provide rapid warning to key officials and the public in the event of an impending or occurring emergency.

Upon activation of the Lake Stevens ECC the Public Information Officer is the primary point of contact for City messaging.

Primary methods for community emergency notification are the Emergency Alert System (EAS), Wireless Emergency Alerts (WEAs), SNO911, and NOAA Weather Radio. Snohomish County and Snohomish County 911 (Sno911) maintain a license for alert and warning technology capable of sending ETN, IPAWS (including EAS and WEA).

Supplemental information can be disseminated through various City managed social media platforms such as Facebook, X (Twitter), and the City's website.

Other methods of communication include City reader boards and door-to-door notification.

Limited English Proficiency

There is no data available that identifies the presence of significant population segments of limited English proficiency (LEP) within the jurisdiction of the City of Lake Stevens. 2021 data for Snohomish County provided by the Washington State Office of Financial Management suggest the presence of a Spanish speaking population with limited English proficiency within the county.

Primary form of emergency communication with LEP communities is through the Wireless Emergency Alert System (WEA) activated through Sno911 or Snohomish County. The WEA has the capability to disseminate messages to cell phones in Spanish language.

In addition, the city promotes the use of the following public alert resources that have the capability to disseminate information in various languages:

- SnoCoAlerts
- GovDelivery
- Smart911

Technological barriers include the requirement for residents to opt into WEA notifications on the individual cell phones as well as the necessity to sign up for public alert systems such as Smart911 or SnoCoAlerts.

To increase the number of LEP residents that sign up for individual emergency alert notifications an outreach campaign that is tailored to the needs of the population segment is suggested. For an outreach campaign to be successful, it should be developed by someone that has the language and cultural competencies of the population segment.

The effectiveness of the communication to life safety information is evaluated through the After-Action Reporting Process described in section 10.3.

6.3. Information Collection and Dissemination

The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster. This collation of information should result in creating a Common Operating Picture (COP) of the emergent situation from which appropriate responses can be formulated.

Information collection and sharing format will normally be by Situation Report (SITREP), which is the standard established by the Washington State Emergency Management Division. Other formats may be used when appropriate.

The following table lists information requirements, sources, and reporting frequency common to emergencies and disasters. The list should not be considered all-inclusive as other information may be required based on the situation.

Information Collection Matrix – General Requirements			
What is Needed	When Needed	Comes From	Reported To
Incident Summary	Immediately	Incident Commander(s)	Department Operations Center to Municipal ECC to County ECC
Incident Needs	Immediately	Incident Commander(s)	Department Operations Center to Municipal ECC to County ECC
Major Issues/Activities	Immediately	Incident Commander(s)	Department Operations Center to Municipal ECC to County ECC
Personnel Accountability	Within first two hours; Once each operational period thereafter	Department Head or Designee	To Municipal ECC to County ECC
Communications System Status	Within first two hours; Once each operational period thereafter	Department Head or Designee	To Municipal ECC to County ECC
Evacuation or Relocation	Within first two hours; Once each operational period thereafter	Incident Commander(s); Public	To Municipal ECC to County ECC
Facility Damage Assessment	Within first four hours; Once each operational period thereafter	Department Head or Designee	To Municipal ECC to County ECC
Utility Status	Within first four hours; Once each operational period thereafter	Public Works, PUD, Public	To Municipal ECC to County ECC
Transportation & movement damage assessment	Within first four hours; Once each operational period thereafter	Public Works, Public	To Municipal ECC to County ECC
Department Continuity of Operations	Within first six hours; Once each operational period thereafter	Department Head or Designee	To Municipal ECC to County ECC
Shelter Requirements	Within first six hours; Once each operational period thereafter	Incident Commander(s); Red Cross; Public	To Municipal ECC to County ECC
Causality Summary (deceased, missing, injured)	Within first six hours; Once each operational period thereafter	Fire; Police; Incident Commander(s); Public	To Municipal ECC to County ECC
Status of disaster or emergency declarations	As soon as possible	Chief Elected Official	To County ECC

Table 5: Information Collection Matrix

7. Administration

All organizations with disaster responsibilities should establish and maintain files of disaster related directives and forms. These files include, but are not limited to:

- Situation Reports
- Requests for Proclamations of Emergency
- Requests for Assistance
- Costs/Expenditures Reports
- Damage Assessment Reports; and/or
- After Action Reports

7.1. Documentation

Records will be kept in such a manner to separately identify incident related expenditures and obligations from general programs and activities. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports.

7.2. Retention

Document retention must follow the Local Government Common Records Retention Schedule (CORE) Version 4.2 (August 2021), chapter 1.7 Emergency Planning, Response, Recovery.

7.3. Preservation

Local government offices may coordinate the protection of their essential records with the state archivist as necessary to provide continuity of government under emergency conditions pursuant to RCW 40.10.010.

8. Finance

Local jurisdictions requesting assistance should assume the resources requested will need to be paid out of local funding. Local jurisdictions may incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2), applicable state statutes and local codes, charters, and ordinances, which may include but are not limited to the following:

- Emergency expenditures for cities with populations less than 300,000. RCW 35.33.081.
- Emergency expenditures for towns and cities with an ordinance providing for a biennial budget. RCW 35.33.081.
- Emergency expenditures for code cities. RCW 35A.33.080 and RCW 35A.34.140.

The Federal Emergency Management Agency (FEMA) requires that state and local governments receiving federal financial assistance under the Stafford Act comply with FEMA's rules prohibiting discrimination, as provided in 44 Code of Federal Regulation (CFR) § 206.11. As a result of this federal requirement, state, and local governments seeking to receive federal disaster assistance will follow a program of non-discrimination and incorporates FEMA's Whole Community approach (discussed in the Concept of Operations section). This requirement encompasses all state and local jurisdiction actions to the Federal/State Agreement.

All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, physical and sensory limitations, Limited English Proficiency (LEP), or national origin.

As a condition of participation in the distribution of assistance or supplies under the Stafford Act, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.

The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The PETS Act is operational when a federal disaster declaration is made and can provide reimbursement for allowable, documented services used in the declared emergency. Eligible costs related to pet evacuations and sheltering is in FEMA's Public Assistance Program and Policy Guide (PAPPG).

8.1. Incurred Costs Tracking

Audits of the cities' and towns' disaster-related emergency expenditures will be conducted in the course of normal audits of state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. The state and federal governments conduct these audits.

8.2. Cost Recovery

Disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

8.2.1 Federal Assistance Programs

FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly-owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75 percent of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25 percent) is split with the subrecipients (eligible applicants).

FEMA provides assistance to individuals and households through the Individual Assistance Program (IA), which includes all of the following:

- Mass Care and Emergency Assistance (MC/EA);
- Crisis Counseling Assistance and Training Program (CCP);
- Disaster Unemployment Assistance (DUA);
- Disaster Legal Services (DLS);
- Disaster Case Management (DCM); and
- Individuals and Households Program (IHP).

8.2.2 State Assistance Programs

The Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

The Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program is used by the State Emergency Management Division staff (as Grantee) to administer the Individual Assistance Program. The IA SAP sets forth the organization, staffing, and procedures for administration of the Individuals and Households Program, Other Needs Assistance, in Washington State subsequent to a major disaster declaration by the President.

Small Business Administration (SBA) provides low- or no-interest disaster loans to help businesses and homeowners recover from declared disasters. The SBA declaration process has a lower threshold than FEMA and will only assist those who do not meet FEMA requirements.

8.2.3 Reimbursement Process for General Public and Private Businesses

Federal and State Individual Assistance programs are coordinated through Snohomish County and Washington State Departments of Emergency Management. The City of Lake Stevens will provide support in disseminating information about assistance availability to the public if necessary.

Applications for individual assistance following a presidential disaster declaration can be made through directly through FEMA, either online, through the FEMA App, by phone, or in person at disaster recovery centers (if established).

Businesses can apply for loans directly online with the Small Business Administration (SBA).

Figure 3 outlines the delivery pathways of the various individual assistance programs.



Figure 3: Sequence of Individual Disaster Delivery. Source: FEMA FP 104-009-03, May 2021

9. Logistics and Resource Management

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction's resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

9.1. Resource Typing

Resource typing is defining and categorizing incident resources by capability. Resource typing definitions establish a common language for discussing resources by defining minimum capabilities for personnel, teams, facilities, equipment, and supplies. Resource typing enables communities to plan for, request, and have confidence that the resources they receive have the capabilities they requested. FEMA leads the development and maintenance of resource typing definitions for resources shared on a local, interstate, regional, or national scale. Jurisdictions can use these definitions to categorize local assets.

9.2. Emergency Worker Program/Liability Protection

RCW 38.52 authorizes the use of emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(7), while provisions addressing the registration, use, classification and coverage of emergency workers are addressed by RCW 38.52.180, RCW 38.52.310 and WAC 118.04.

9.3. Procurement Methodology

The Washington Intrastate Mutual Aid System (WAMAS), established in RCW 38.56, provides for in-state mutual assistance among member jurisdictions, to include every county, city, and town of the state. Members of WAMAS are not precluded from entering into or participating in other mutual aid agreements that are authorized by law. WAMAS does not replace current mutual aid agreements; it is a mutual aid tool to use when other agreements do not exist.

Out-of-state mutual aid resources are requested through the Emergency Management Assistance Compact (EMAC), established in Public Law 104-321, or the Pacific Northwest Emergency Management Arrangement (PNEMA), established in Public Law 105-381, both coordinated through Washington Emergency Management Division.

Resources should deploy only when appropriate authorities request and dispatch them through established resource management systems. Resources that authorities do not

request should refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.

Resource requests are tracked throughout their entire life cycle, from the time submitted, until filled (if consumable) or until the resource is demobilized and returned (if non-consumable). Supply chain elements, such as state and local staging areas, reception and integration centers, movement coordination centers, and movement control points activate as appropriate to the situation. State and local staging areas serve as temporary storage areas for the movement of resources to affected areas. Reception and integration centers provide reception, integration, onward movement, and accountability for out-of-state resources.

Specialized Resources needs are met through interlocal agreements with neighboring jurisdictions and the County, or through Emergency Management Assistance Compact.

Lake Stevens directs all specialized resource request outside of ILAs to Snohomish County Department of Emergency Management. The process is facilitated through the EMAC Operations System (EOS).

9.4. Resource Gaps

Comprehensive and integrated planning can help other levels of government plan their response to an incident within a jurisdiction. By knowing the extent of the jurisdiction's capability, supporting planners can pre-identify shortfalls and develop pre-scripted resource requests.

10. Development and Maintenance

Any department or agency with assigned responsibilities under the CEMP may propose a change to the plan. The City of Lake Stevens Emergency Management Coordinator is responsible for coordinating all proposed modifications to the CEMP with primary and support agencies and other stakeholders, as required.

After coordination has been accomplished, including receipt of the necessary signed approval supporting final change language, The City of Lake Stevens Emergency Management Coordinator will issue an official Notice of Change.

Once published, the change will be considered part of the CEMP for operational purposes pending a formal revision and reissuance of the entire document.

10.1.Revision Process

The City of Lake Stevens Comprehensive Emergency Management Plan will be updated every 4 years or as needed to incorporate new directives, legislative changes, and procedural changes based on lessons learned from exercises and actual events.

The City of Lake Stevens Emergency Management Coordinator is responsible for coordinating full reviews and updates of the CEMP. The review and update will consider lessons learned and best practices identified during exercises and responses to actual events and incorporate new information technologies.



Figure 4:CEMP Review Cycle

10.2.Training & Exercise Program

The City of Lake Stevens in coordination with Snohomish County DEM shall develop and initiate local training and education programs, exercise, and drills for executives, local government, emergency response personnel, school districts, emergency workers, private businesses and the general public.

The special training programs should address the specific hazards of the jurisdiction.

This plan or portions of this plan will be exercised annually to provide controlled practical experience to those individuals who have disaster response and recovery responsibilities. At a minimum, the exercise schedule and type will comply with state and federal requirements.

10.3.After-Action Reporting Process

The After-Action Report (AAR) summarizes key exercise-related evaluation information, including the exercise overview and analysis of objectives and core capabilities; however, the AAR can also be used to capture and analyze key incident-related information throughout the phases of an incident. The AAR should include an overview of performance related to each exercise objective and associated core capabilities, while highlighting strengths and areas for improvement. Upon completion, the exercise evaluation team provides the draft AAR to the exercise sponsor, who distributes it to participating organizations prior to drafting a formal AAR. Elected and appointed officials, or their designees, review and confirm observations identified in the formal AAR and determine which areas for improvement require further action.

10.4.Corrective Action Plan

The planning needs, staffing requirements, process refinement, equipment shortages, training needs, and other gaps identified in the AAR process should be combined into an improvement plan. The plan prioritizes objectives and assigns corrective actions to the relevant organizations. The Comprehensive Emergency Management Plan will be revised based on the Corrective Action Program.

The current revision of the CEMP will be accessible for the public through the City's website.

11. Authorities and References

The City of Lake Stevens Comprehensive Emergency Management Plan has been developed and is maintained under the following authorities:

- Federal Civil Defense Act of 1950, as amended.
- Public Law 93-288, "Disaster Relief Act of 1974" as amended by PL 100-707, "Robert T. Stafford Disaster Relief and Emergency Assistance Act".
- Public Law 96-342, "Improved Civil Defense".
- Public Law 99-49, "Superfund Amendments and Reauthorization Act of 1986".
- RCW 38.52.070, Local Organizations and Local Organizations authorized-establishment, operation, emergency powers, and procedures.
- National Response Framework, dated October 2019.
- 44 CFR Emergency Management and Assistance.
- State of Washington CEMP, dated May 2019.
- Snohomish County CEMP, dated December 2019.
- Revised Code of Washington (RCW) Chapter 38.52, "Emergent Management"
- Washington Administrative Code (WAC) Chapter 118-04 WAC, "Emergency Worker Program".
- Washington Administrative Code (WAC) Chapter 118-30-60 WAC, "Emergency Plans".
- Snohomish County Code (SCC) Chapter 2.36, Emergency Management.
- Lake Stevens Municipal Code (LSMC) Chapter 9.68, "Mayor's Emergency Powers"

MAYOR'S EMERGENCY POWERS Sections:

9.68.010 Proclamation of Civil Emergency

9.68.020 Action Which May be Taken

9.68.030 Delivery to News Media

9.68.40 Violation - Penalty

9.68.10 Proclamation of Civil Emergency.

Whenever riot, unlawful assembly or insurrection or the imminent threat thereof, or manmade or natural disaster occurs in the City and results in, or threatens to result in the death or injury of persons or the destruction of property to such extent as to require, in the judgment of the Mayor, extraordinary measures to protect the public peace, safety and welfare, the Mayor shall forthwith proclaim in writing the existence of a civil emergency.

9.68.20 Action Which May Be Taken.

Upon the proclamation of a civil emergency by the Mayor, and during the existence of such civil emergency, the Mayor or designee may make and proclaim any or all of the following orders.

- A. An order imposing a general curfew applicable to the City as a whole, or to such geographical area or areas of the City and during such hours as he/she deems necessary, and from time to time to modify the hours such curfew will be in effect and the area or areas to which it will apply;
- B. An order requiring any or all business establishments to close and remain closed until further order;
- C. An order requiring the closure of any or all bars, taverns, liquor stores and other business establishments where alcoholic beverages are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may, in the discretion of the Mayor, be allowed to remain open;
- D. An order requiring the discontinuance of the sale, distribution or giving away of alcoholic beverages in any or all part of the City;
- E. An order requiring the discontinuance of the sale, distribution or giving away of firearms and/or ammunition for firearms in any or all parts of the City;
- F. An order requiring the discontinuance of the sale, distribution or giving away of gasoline or other liquor flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;
- G. An order requiring that sale of gasoline be limited to emergency vehicles for preservation of human life or protection of property;
- H. An order requiring the closure of any or all business establishments where firearms and/or ammunition for firearms are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of firearms and/or ammunition and in which such firearms and/or ammunition may be removed or made secure from possible seizure by the public, the portions thereof utilized for sale of items other than firearms and ammunition may, in the discretion of the Mayor, be allowed to remain open;
- I. An order closing to the public any or all public places, including streets, alleys, public ways, schools, parks, beaches, amusement areas and public buildings;

J. An order prohibiting the carrying or possession of firearms or any instrument which is capable of producing bodily harm and which is carried or possessed with the intent to use the same to cause such harm; provided, that any such order shall not apply to peace officers or military personnel engaged in the performance of their official duties;

K. Such other orders as are imminently necessary for the protection of life and property; provided, however, that any such orders shall, at the earliest practicable time, be represented to the City Council for ratification and confirmation, and if not so ratified and confirmed shall be void.

9.68.030 Delivery to News Media.

The Mayor or designee shall cause any proclamation issued by him/her pursuant to the authority of this chapter to be delivered to all news media within the City and shall utilize such other available means, including public address systems, as shall be necessary, in his/her judgment, to give notice of such proclamations to the public.

9.68.40 Violation - Penalty.

It is unlawful for anyone to fail or refuse to obey any such order proclaimed by the Mayor. Anyone convicted of a violation of this chapter shall be guilty of a misdemeanor. (Ord. 432, 1993: Ord. 15, 1961)
(Chapter 9.68 renumbered from 9.40, Ord. 448, Sec. 2, 1994)

Appendix 1 – Definitions

Biological Agents: The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organism that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Chemical Agents: The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

Common Program Control Broadcast Station: An element of the Emergency Broadcast System. A primary broadcast station in each operational (local) area assigned the responsibility for coordinating the operations for the broadcasting of the common programming for the operational area.

Consequence Management: FEMA defines consequence management as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

Crisis Management: The FBI defines crisis management as measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

Damage Assessment: Estimation of damages made after a disaster has occurred which serves as the basis of the City administrator's request to the Governor for a declaration of emergency or major disaster.

Disaster Analysis: The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

Disaster Assistance Center: A center set up in the disaster area where individual disaster victims may receive information concerning available assistance and apply for the programs for which they are eligible. The Disaster Assistance Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

Emergency: "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 93-288)

Emergency Alert System: Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

Emergency Protective Measures: Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

Emergency Management: The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by natural or human caused.

Comprehensive Emergency Management Plan: A Plan prepared by city, county, municipal government, or a business owner in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

Emergency Worker: Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency management director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

Individual Assistance: Financial or other aid provided to private citizens to help alleviate hardship and suffering and intended to facilitate resumption of their normal way of life prior to disaster.

Major Disaster: “Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm drought, fire, explosion of other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster assistance under PL 93-288, above and beyond emergency management by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.” (Public Law 93-288)

Standard Operating Procedures: A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan.

Terrorist Incident: The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Tsunami: A wave caused by a submarine disturbance, such as an earthquake or volcanic eruption.

Utility: Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

Voluntary Organization: Any chartered or otherwise duly recognized tax-exempt local, state, national organization or group which has provided or may provide services to the state, local governments, or individuals in a major disaster or emergency.

Appendix 2 – Acronyms

ACCESS	A Central Computerized Enforcement Service System
ARC	American Red Cross
BPA	Bonneville Power Administration
CAP	Civil Air Patrol
CEMC	City Emergency Management Coordinator
CEMO	City Emergency Management Office
CEMP	Comprehensive Emergency Plan
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CMNET	Comprehensive Emergency Management Network
COE	Corp of Engineers
CP	Command Post
CPCS	Common Program Control Station
CTED	Community Trade and Economic Development - Washington State
DAC	Disaster Assistance Council or Center
DHS	Department of Homeland Security
DEM	Department of Emergency Management - Snohomish County
DNR	Department of Natural Resources
DRC	Disaster Recovery Center
EAS	Emergency Alert System
EM	Emergency Management
EMD	Emergency Management Division of Washington State
EMC	Emergency Management Coordinator
EMO	Emergency Management Office
EMS	Emergency Medical Services
ECC	Emergency Coordination Center
ESCA	Emergency Services Coordinating Agency, South
Snohomish County	
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FRP	Federal Response Plan
HAZMAT	Hazardous Material
HIVA	Hazardous Identification and Vulnerability Assessment
IC	Incident Commander
ICS	Incident command System
JFO	Joint Field Office
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MAST	Military Assistance to Safety and Traffic
MSCA	Military Support to Civil Authorities
NAWAS	National Warning System
NOAA	National Oceanic and Atmospheric Administration

PDA	Preliminary Damage Assessment
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
RCW	Revised Code of Washington
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Administration
SITREP	Situation Report
SOP	Standard Operating Procedure
WAC	Washington Administrative Code
WMD	Weapons of Mass Destruction
USAR	Urban Search and Rescue

ANNEX A

Washington State Department of Emergency Management Lake Stevens CEMP Review 2024 Review



STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION

MS: TA-20; Building 20
Camp Murray, Washington 98430-5122
Phone: (253) 512-7000 ■ FAX: (253) 512-7200
Website: <http://www.mil.wa.gov>

April 24, 2024

Maximilian Roth, Emergency Manager
City of Lake Stevens
1812 Main Street
Lake Stevens, WA 98258

Re: City of Lake Stevens Comprehensive Emergency Management Plan

Dear Mr. Roth:

Thank you for submitting the City of Lake Stevens' Comprehensive Emergency Management Plan (CEMP) for our review as required under Title 38.52.070 RCW. Congratulations on completing this significant accomplishment.

The enclosed documents provide a compilation of recommendations for your next planning and review cycle to meet the requirements of RCW 38.52 and WAC 118.30. Addressing the lawful requirements category will ensure your CEMP's continued consistency with the State CEMP and incorporate industry best practices. The Washington Emergency Management Division (EMD) looks forward to receiving the next iteration of the City of Lake Stevens' CEMP in five years.

To better incorporate the use of core capabilities while also making the CEMP a more operational document, CEMP development in Washington has changed significantly. If you would like additional information or assistance, please contact EMD's Planning Section at emdcepreview@mil.wa.gov.

Sincerely,



Robert Ezelle
Director

Enclosures (2)
EMD CEMP Evaluation Checklist 2023 – City of Lake Stevens
CEMP Review and Recommendations 2023 – City of Lake Stevens

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)			
Section Title	Tier III - Required	Tier II - Suggestions	Tier I - Optional
Basic Plan			
Introductory Documentation	88%	82%	0%
Purpose, Situation, & Assumptions	100%	100%	100%
Concept of Operations	100%	73%	59%
Direction, Control, & Coordination	100%	62%	75%
Organization	100%	50%	100%
Responsibilities	100%	70%	75%
Communications	100%		19%
Administration	100%		100%
Finance	100%	67%	100%
Logistics	100%	100%	100%
Development & Maintenance	100%	100%	24%
Annexes			
Population Protection	61%	66%	
ESF 4		56%	59%
ESF 5		65%	75%
ESF 6		59%	68%
ESF 8		88%	81%
ESF 9		63%	78%
ESF 10		50%	90%
ESF 13		80%	60%
ESF 15		58%	70%
Resource Management	61%	69%	
ESF 7		89%	70%
ESF 11		43%	44%
Critical Infrastructure	54%	62%	
ESF 1		20%	37%
ESF 2		86%	64%
ESF 3		50%	47%
ESF 12		86%	60%
TIER TOTALS*	82%	66%	62%

*Each Tier Total is the sum of all elements that have been addressed across all sections in the column and displayed in a percentage
Cells that are grayed out do not contain elements that are reviewed for that tier.

Five Fundamental Plan Review Criteria:		Rating:
<u>Rating System:</u> 1 = Missing All of the specified characteristics 2 = Minimally addresses the specified characteristics 3 = Addresses Some of the specified characteristics 4 = Addresses Most of the specified characteristics 5 = Addresses All of the specified characteristics		4
ADEQUACY	A plan is adequate if: The scope and concept of planned operations identify and address critical tasks effectively; The plan can accomplish the assigned mission while complying with guidance; The plan's assumptions are valid, reasonable, and comply with guidance.	4 4 4 4
FEASIBILITY	A plan is feasible if: The organization can accomplish the assigned mission and critical tasks by using available resources within the time contemplated by the plan; The organization allocates available resources to tasks and tracks the resources by status; Available resources include internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements. Specifically, the jurisdiction should complete a capability estimate that: Identifies the current status of resources arrayed to support the plan; Analyzes the required resources based on the courses of action in the plan; Identifies the most supportable courses of action and ways to reduce the impact of resource deficiencies.	4 4 3 3 4 4 3
ACCEPTABILITY	A plan is acceptable if: It meets the requirements driven by a threat or incident; It meets decision maker and public cost and time limitations; It is consistent with the law; It can be justified in terms of the cost of resources; Its scale is proportional to mission requirements.	4 4 4 4 4
COMPLETENESS	A plan is complete if it: Incorporates all tasks to be accomplished; Includes all required capabilities; Integrates the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations; Provides a complete picture of the sequence and scope of the planned response operation; Makes time estimates for achieving objectives; Identifies success criteria and a desired end-state.	3 3 3 2 3 3 4
COMPLIANCE	The Plan should align with guidance and doctrine to the maximum extent possible because these provide a baseline that facilitates both planning and execution.	4

CITY COUNCIL STAFF REPORT



Agenda Date: 5/14/2024

Subject: Final Public Meeting Guidelines

Contact Person/Department: Kelly Chelin, Administration

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve final Public Meeting Guidelines

SUMMARY/BACKGROUND:

At the April 23, 2024 Council Meeting, staff brought forward a draft Public Meeting Guidelines for the Council's review. The 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.

At the last meeting, Council requested the following changes to the guidelines:

- Clearly state your name and your city of residence (added language: **full address is preferred but not required.**)
- Take out the reference at the bottom of the document regarding Council workshops, given that there is no public comment at workshops.

The revised document is attached and staff is requesting the Council's approval of the guidelines.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Public Meeting Decorum Guidelines



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 your city of residence, full address is preferred but not required.
 - 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 citizens during public comment at our regular meetings.

City Council regular meetings occur on the 2nd and 4th Tuesday of the month.

All meetings start at 6:00 p.m. and are located in The Mill, Sawyers Room, 1808 Main Street, Lake Stevens.

CITY COUNCIL STAFF REPORT



Agenda Date: 5/14/2024

Subject: Purchase of 2202 Hartford Drive

Contact Person/Department: Shannon Farrant, Olin Anderson, Public Works

Budget Impact: \$135,000.00 plus closing costs (Temporary, to be reimbursed)

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Motion to authorize the Mayor to sign and execute a purchase and sale agreement for 2202 Hartford Drive, for the price of \$135,000.00.

SUMMARY/BACKGROUND:

At previous meetings in late 2023 and early 2024, Council heard City staff present the purchase of several properties on Hartford Drive. At this time, all the targeted properties have been purchased except 2202 Hartford Drive, parcel ID number 00562200000903, containing a vacant, green-painted house. These parcels on Hartford support increased open space in the City, opportunities for flood protection, and potentially stream habitat restoration. The effort to purchase these properties were based on learning about willing sellers, established goals from the lower Stevens Creek/Lake Outlet Channel restoration planning, and a funding opportunity – the Snohomish Conservation Futures program. In the fall of 2023, we were notified that an application for grant funding for open space land acquisition had been awarded to the City, designed to reimburse the City of Lake Stevens for the purchase of the lands described above and shown in the attached photo.

A purchase and sale agreement for the property located at 2202 Hartford has been negotiated with the property owner, and it is attached to this staff report. Purchasing this property allows the City to remove a structure subject to flooding, improve the appearance of Hartford Drive, and secure an important parcel for the restoration of a natural stream in the area.

APPLICABLE CITY POLICIES:

N/A

ATTACHMENTS:

1. Parcels2024purchase
2. 20240426_2202 Hartford_PSA_seller signed



2410 Hartford Dr

2210 Hartford Dr

2202 Hartford Dr

REAL ESTATE PURCHASE AND SALE AGREEMENT

THIS REAL ESTATE PURCHASE AND SALE AGREEMENT (this “Agreement”) is by and between CARLOS PARRA, an unmarried man (“Seller”), and the CITY OF LAKE STEVENS, a municipal corporation of the State of Washington (“Buyer”).

In consideration of the mutual covenants, conditions and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Seller and Buyer agree as follows:

1. **Effective Date.** This Agreement is dated and effective as of the date of approval by the Lake Stevens City Council. The City Council shall have thirty (30) days from the execution of this Agreement by Seller to approve the Agreement, otherwise the Seller’s signature shall be non-binding and this Agreement shall have no legal effect.

2. **Property to be Purchased.** Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, the real property, together with any improvements thereon, legally described in Exhibit A attached hereto and incorporated herein, located at 2202 Hartford Road, Lake Stevens, Snohomish County, Washington (the “Property”).

3. **Purchase Price.** The purchase price for the Property is One Hundred and Thirty-Five Thousand Dollars and No/100 (\$135,000.00) (the “Purchase Price”). The Purchase Price shall be paid to Seller in U.S. dollars or its equivalent at closing.

4. **Earnest Money Deposit.** No earnest money deposit is to be paid.

5. **Title to Property.**

5.1 **Conveyance.** On the Closing Date, Seller shall convey to Buyer fee simple title to the Property by a duly executed and acknowledged standard form Statutory Warranty Deed (the “Deed”).

5.2 **Title Commitment.** Within seven (7) calendar days following the Buyer’s approval of this Agreement, Seller, at its expense, shall furnish to Buyer a preliminary title insurance commitment (the “Commitment”) covering the Property, issued by Chicago Title Insurance Company, Everett Washington Office (the “Title Company”), together with copies of all recorded documents listed as special exceptions therein. Buyer shall have twenty (20) calendar days after receipt of the Title Report and exceptions within which to notify Seller in writing of Buyer’s disapproval of any exceptions shown in the Title Report; provided, however, Buyer shall not be required to object to any monetary liens or encumbrances. Subject to any monetary liens or encumbrances created by Buyer, Seller shall cause any such monetary liens or encumbrances to be removed on or before the Closing. Failure of Buyer to disapprove any exception within the twenty (20) calendar-day period shall be deemed an approval of the exceptions shown in the Title Report. As to any exceptions to title placed of record or first identified after issuance of the Title Report or revealed by any supplemental report, there shall be a thirty (30) day period after Buyer’s receipt of the supplemental Title Report for Buyer to review and approve such exceptions on the

same basis as provided above and the closing date shall be extended by such review period to accommodate such review.

5.3 **Right to Cure Title Defects.** If Buyer disapproves a title exception within the time period provided in Section 5.2, Seller shall have five (5) days following receipt of Buyer's objection to give Buyer written notice specifying which objectionable title exceptions, if any, Seller shall use commercially reasonable efforts to attempt to remove from title on or before the Closing. If Seller gives Buyer such notice, but Seller is unable, despite Seller's commercially reasonable efforts, to remove any such objectionable title defect on or before the Closing, Buyer may elect to either (i) terminate this Agreement, in which event all further rights and obligations of the parties shall cease; or (ii) waive Buyer's previous title objection and to proceed with the purchase of and take the Property subject to such exception, without any reduction in the Purchase Price and otherwise pursuant to the terms of this Agreement. If Seller either: (i) gives Buyer timely notice that Seller has elected not to attempt to remove all of the objected to title exceptions; or (ii) fails to give notice timely to Buyer, Buyer shall have five (5) calendar days after Buyer's receipt of Seller's notice or the expiration of the five (5) day time period, as applicable, to notify Seller in writing of Buyer's election to (a) proceed with the purchase of and take the Property subject to such previously disapproved exceptions without any reduction in the Purchase Price and otherwise pursuant to the terms of this Agreement; or (b) terminate this Agreement, in which event the parties thereafter shall be relieved of any further rights and obligations under this Agreement. If Buyer shall fail to notify Seller timely of its election to proceed under clause (a) above, Buyer shall be deemed to have elected to terminate this Agreement, in which event the parties thereafter shall be relieved of any further rights and obligations under this Agreement, and each party shall bear its own costs incurred under this Agreement.

5.4 **Title Policy.** The parties shall, at Seller's sole expense, cause Title Company to issue to Buyer at Closing a standard form coverage owner's policy of title insurance insuring Buyer's title to the Property in the full amount of the Purchase Price (the "Title Policy"). At Buyer's option and expense, Buyer may require that the title insurance policy to be issued to Buyer at Closing be an ALTA extended coverage owner's policy.

6. **Contingency and Permit Periods.**

6.1 **Buyer's Contingency Period.** Buyer shall have Sixty (60) calendar days from the Effective Date (the "Contingency Period") to satisfy itself concerning the condition of soils; the suitability and condition of the Property; public support for the purchase and the feasibility of developing the Property for Buyer's intended use; and in addition, to satisfy all legal requirements affecting Buyer's purchase of the Property, including any necessary public hearings, comprehensive plan and code amendment. The Buyer shall diligently and continuously work to resolve and satisfy itself with respect to the foregoing matters. If Buyer determines (in its sole and complete discretion) that it is not satisfied with such matters, Buyer may, at any time on or before 5 p.m. (Pacific Time) on the last day of the Contingency Period, rescind this Agreement by giving written notice to Seller. In the event of such rescission, this Agreement thereafter shall be null and void and neither party shall have any obligation to the other. If Buyer does not notify Seller that it is rescinding this Agreement within the time period specified above, then the foregoing conditions shall be deemed waived. During the contingency period, Buyer with reasonable advance notice to Seller may enter upon the property for purposes of inspection and testing. Seller

shall in the exercise of good faith accommodate Buyer's request for inspection. Buyer shall reimburse Seller for any damages it causes to the property during any inspection or testing and shall hold Seller harmless from any injuries to Buyer's officials, employees, consultant's or other representatives performing the testing or inspection, incurred on the property during such inspection or testing.

7. **Brokers and Commissions.** Seller is represented by Brent Wolters and Sarah Hutchinson at One Realty. Seller is solely responsible to pay a 4% commission at closing of the Property. The Buyer has no representation and the buyer's agent's 2% commission is waived for the Seller.

8. **Closing.**

8.1 **Closing Date and Distribution of Purchase Price.** This purchase and sale will be closed at the Title Company's Office or other location agreed to by the parties as soon as reasonably possible after the Buyer gives Seller notice that it is satisfied with the suitability and condition of the property, or the contingency period is waived by Buyer.

8.2 **Real Property Prorations.** All revenues and expenses of the Property, including but not limited to, real property taxes, special assessments, rents, water, sewer and utility charges, and other expenses normal to the ownership, use, operation and maintenance of the Property shall be prorated as of 12:01 a.m. on the Closing Date. Seller and Buyer hereby agree that if any of the aforesaid prorations cannot be calculated accurately on the Closing Date, then the same shall be calculated within thirty (30) days after the Closing Date and either party owing the other party a sum of money based on subsequent prorations(s) shall promptly pay said sum to the other party. If payment is not made within ten (10) days after delivery of a bill therefore, the owing party shall pay interest on such amounts at the rate of eight percent (8%) per annum from the Closing Date to the date of payment.

8.3 **Seller's Escrow Deposits.** On or before the Closing Date, Seller shall deposit into escrow the following:

8.3.1 the duly executed and acknowledged Deed;

8.3.2 a duly executed and completed Real Estate Excise Tax Affidavit;

8.3.3 a duly executed non-foreign affidavit pursuant to Section 1445 of the Internal Revenue Code of 1986, as amended; and

8.3.4 all documents and/or funds required to remove all monetary liens, encumbrances or assessments and to pay Seller's closing costs described in Section 8.6.1.

8.4 **Buyer's Escrow Deposits.** On or before the Closing Date, Buyer shall deposit into escrow the following:

8.4.1 cash in an amount sufficient to pay the Purchase Price, plus the Buyer's closing costs described in Section 8.6.2; and

8.4.2 a duly executed and completed Real Estate Excise Tax Affidavit.

8.5 **Additional Instruments and Documents.** Seller and Buyer shall each deposit into escrow any other instruments and documents that are reasonably required by the escrow agent or otherwise required to close the escrow and consummate the purchase and sale of the Property in accordance with this Agreement.

8.6 **Closing Costs.**

8.6.1 **Seller's Costs.** At Closing, Seller shall pay (a) the premium for the title policy; (b) the real estate excise taxes applicable to the sale, if any; (c) one-half (1/2) of Title Company's escrow fee; and (d) one-half of the cost of recording the Deed.

8.6.2 **Buyer's Costs.** At Closing, Buyer shall pay (a) one-half (1/2) of the cost of recording the Deed; (b) one-half (1/2) of the Title Company's escrow fee; and (c) the premiums for any title policy endorsements or extended coverage requested by Buyer.

8.7 **Possession.** Buyer shall be entitled to possession upon closing.

8.8 **Condition Precedent to Buyer's Obligations.** Buyer's obligation to close the purchase of the Property in accordance with the terms of this Agreement is expressly conditioned on, and subject to satisfaction of the following condition precedent, which is intended solely for the benefit of Buyer. If the foregoing condition is not satisfied, Buyer shall have the right, at its sole election, either to waive the condition and proceed with the purchase or in the alternative, to pursue any of the remedies set forth in Section 11.1 of this Agreement.

8.8.1 **Performance by Seller.** Seller shall have timely performed all obligations required by this Agreement to be performed by it. If this condition is not satisfied, Buyer shall have the right, at its sole discretion, either to waive the condition in question and proceed with the purchase or in the alternative, to pursue any of the remedies set forth in Section 11.1 of this Agreement.

8.8.2 **Representations and Warranties.** All of Seller's representations and warranties contained in or made pursuant to this Agreement shall have been true and correct when made and shall be true and correct as of the Closing Date, and Seller shall have complied with all of Seller's covenants and agreements contained in or made pursuant to this Agreement. If this condition is not satisfied, Buyer shall have the right, at its sole discretion, either to waive the condition in question and proceed with the purchase or in the alternative, to pursue any of the remedies set forth in Section 11.1 of this Agreement.

8.9 **Condition Precedent to Seller's Obligations.** Seller's obligation to sell the Property at Closing under this Agreement is expressly conditioned on, and subject to satisfaction of the following condition precedent, which is intended solely for the benefit of Seller. If the foregoing conditions are not satisfied, Seller shall have the right, at its sole election, to the remedy set forth in Section 11.2 of this Agreement.

8.9.1 **Performance by Buyer.** Buyer shall have timely performed all obligations required by this Agreement to be performed by it.

9. **Representations and Warranties.**

9.1 **Seller's Representations and Warranties.** Seller represents and warrants to Buyer that the following facts are true as of the parties' mutual execution of this Agreement and as of the Closing Date:

9.1.1 **No Litigation.** Except as disclosed in writing by Seller to Buyer, there is no pending or threatened litigation or administrative action with respect to the Property or to the Seller's interest in the Property.

9.1.2 **Authority of Seller.** This Agreement is a valid and binding obligation of the Seller, enforceable against Seller in accordance with its terms. No authorizations or approvals, whether of organizational bodies, governmental bodies, or otherwise, will be necessary in order for Seller to enter into this Agreement and to perform Seller's obligations as set forth herein. The consummation of the transactions contemplated hereunder will not conflict with or result in the breach of any law, regulation, writ, injunction or decree of any court or governmental instrumentality applicable to Seller or to the Property.

9.1.3 **Non-foreign Status/At-Source Withholding.** Seller represents and warrants none of the individuals constituting the "Seller" are a "foreign person" as defined in Section 1445 of the Internal Revenue Code of 1954, as amended. Seller shall deliver to Buyer at Closing a Certificate of Non-foreign Status setting forth Seller's address and certifying that it is not a foreign person as so defined.

9.1.4 **Other Agreements.** There are no other contracts or agreements in force or effect for the sale of, or a right of first refusal or option for, all or any portion of the Property, and Seller agrees: (a) not to enter into any such contracts or agreements between the date hereof and Closing and (b) to use its best efforts to terminate any such contracts that come to its attention between the date hereof and Closing. There are no contracts or other agreements affecting the Property that will not be terminated at or prior to Closing.

9.1.5 **Encumbrances.** Seller's execution, delivery and fulfillment of its obligations under this Agreement shall not result in any default or violation of any agreement by which Seller is bound or which will result in any lien, charge or encumbrance on the Property.

9.1.6 **Environmental.** Seller has not generated, stored, released or disposed of any substance or material on the Property, the generation, storage or disposal of which is regulated under the Comprehensive Response, Compensation and Liability Act, 42 U.S.C. Section 9601 et seq., the Model Toxics Control Act (Chapter 70.105D RCW), or any comparable law, regulation, ordinance or order of any governmental body, except in compliance with such laws, regulations, ordinance or orders. Seller has obtained (and

is in compliance with) all permits, licenses and other authorizations that are required under all federal, state and local environmental requirements customarily known to and followed by owners and operators of land similar to the Property and located in the area in which the Property is located, including any such laws, regulations or ordinances relating to emissions, discharges, releases or threatened releases of materials into the environment or otherwise relating to the use, treatment, storage, disposal, transport or handling of such materials. Neither Seller, nor to the best of Seller's knowledge, any prior owner, occupant or user of the Property has received any notice or other communications concerning any alleged violation of any environmental requirements. To the best of Seller's knowledge, there is not constructed, placed, deposited, stored, disposed of or located on the Property (i) any PCBs or transformers, capacitors, ballasts or other equipment which contains dielectric fluid containing PCBs; or (ii) any underground storage tanks. Any breach of this warranty prior to the Closing Date shall entitle the Buyer to terminate this Agreement. Upon such termination, the escrow will be terminated, all documents and other funds will be returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement except as otherwise provided in this Agreement.

9.1.7 **Completeness of Statements.** To the best of Seller's knowledge, no representation or warranty by Seller in this Agreement or in any written material furnished by Seller to Buyer pursuant to or in connection with this Agreement, contains any untrue statement of a material fact or omits to state a material fact necessary to make any statement herein or therein not misleading.

9.2 **Buyer's Representations and Warranties.** Buyer represents and warrants to Seller that the following facts are true as of the date of the parties' mutual execution of this Agreement and as of the Closing Date:

9.2.1 **Pending Actions.** To Buyer's knowledge, there is no action, suit, arbitration, unsatisfied order or judgment, or proceeding pending against Buyer, which if adversely determined, could materially interfere with Buyer's consummation of the transactions contemplated by this Agreement.

9.2.2 **Authority of Buyer.** This Agreement is a valid and binding obligation of Buyer, enforceable against Buyer in accordance with its terms. No authorizations or approvals, whether of governmental bodies or otherwise, will be necessary in order for Buyer to enter into this Agreement and to perform its obligations as set forth herein. Neither the execution and delivery of this Agreement nor the consummation of the transactions contemplated hereunder will conflict with or result in the breach of any law, regulation, writ, injunction or decree of any court or governmental instrumentality applicable to Buyer or to the Property.

10. **Maintenance of Property Pending Closing and Buyer's Possession.** At all times before the Closing, Seller shall manage and operate the Property in a manner consistent with Seller's past practices. Seller agrees: (a) to maintain all usual and necessary business records pertaining to the Property, consistent with Seller's past practices; (b) to maintain the Property in its current condition and state of repair (normal wear and tear and casualty loss excepted); and (c) to maintain its existing property and casualty insurance on the Property, if any.

11. **Default.**

11.1 **By Seller.** If there is an event of default under this Agreement by Seller, including, without limitation, the failure by Seller to satisfy any condition precedent pursuant to Sections 8.8, Buyer will be entitled (a) to seek specific performance of Seller's obligations under this Agreement; (b) to terminate this Agreement by written notice to Seller and Escrow Agent; and (c) if Buyer elects either option (a) or (b), as hereinbefore set forth, Buyer may obtain payment from Seller of all damages incurred by Buyer as a result of such default. If Buyer terminates this Agreement pursuant to this Section 11.1 the escrow will be terminated all documents will be immediately returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement other than that Seller shall pay (i) to Buyer those costs and expenses which Buyer notifies Seller that Buyer has incurred in connection with this Agreement; (ii) all damages incurred by Buyer; and (iii) any costs of terminating the escrow and any cancellation fee for the Commitment.

11.2 **By Buyer.** In the event Buyer fails, without legal excuse, to complete the purchase of the Property, then the escrow will be terminated all documents will be immediately returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement other than that Buyer shall pay (i) to Seller those costs and expenses which Seller notifies Buyer that Seller has incurred in connection with this Agreement; (ii) all damages incurred by Seller; and (iii) any costs of terminating the escrow and any cancellation fee for the Commitment.

12. **Miscellaneous.**

12.1 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties, and their respective heirs, personal representatives, successors, and assigns. No assignment of this Agreement by Buyer shall operate to relieve Buyer from any of its liabilities under this Agreement.

12.2 **Notices.** Any notice under this Agreement must be in writing and be personally delivered, delivered by recognized overnight courier service or given by mail or via facsimile. Any notice given by mail must be sent, postage prepaid, by first class, certified or registered mail, return receipt requested. All notices must be addressed to the parties at the following addresses or at such other addresses as the parties may from time to time direct in writing:

If to Seller, to: Carlos Parra
131304th Dr. SE
Everett, WA 98208

If to Buyer, to: Gene Brazel
City Administrator
Lake Stevens City Hall
1812 Main Street
Lake Stevens, WA 98258

Any notice will be deemed to have been given, if personally delivered, when delivered, and if delivered by courier service, one (1) business day after deposit with the courier service, and if mailed, two (2) business days after deposit at any post office in the United States of America, and if delivered via facsimile, the same day as transmission is verified; provided that any verification that occurs after 5 p.m. on a business day, or at any time on a Saturday, Sunday or holiday, will be deemed to have occurred as of 9 a.m. on the following business day.

12.3 **Authority.** The parties each represent and warrant that the persons signing below have the requisite authority to bind them.

12.4 **Amendments.** This Agreement may be amended or modified only by a written instrument executed by Seller and Buyer.

12.5 **Governing Law; Venue.** This Agreement will be governed by and construed exclusively in accordance with the laws of the State of Washington. Venue for any action arising out of this Agreement shall be in Snohomish County Superior Court.

12.6 **Entire Agreement.** This Agreement and the exhibit hereto constitute the entire agreement between the parties with respect to the purchase and sale of the Property and supersede all prior agreements and understandings between the parties relating to the subject matter of this Agreement.

12.7 **Attorneys' Fees.** In the event either party hereto finds it necessary to bring an action at law or other proceeding against the other party to enforce any of the terms, covenants or conditions hereof or any instrument executed pursuant to this Agreement, or by reason of any breach or default hereunder or thereunder, the party prevailing in any such action or proceeding shall be paid all costs and reasonable attorneys' fees by the other party and in the event any judgment is secured by such prevailing party, all such costs and attorneys' fees shall be included in any such judgment. The reasonableness of such costs and attorneys' fees shall be determined by the court and not a jury.

12.8 **Time of the Essence.** Time is of the essence of this Agreement.

12.9 **Waiver.** Neither Seller's nor Buyer's waiver of the breach of any covenant under this Agreement will be construed as a waiver of the breach of any other covenants or as a waiver of a subsequent breach of the same covenant.

12.10 **Negotiation and Construction.** This Agreement and each of its terms and provisions are deemed to have been explicitly negotiated between the parties, and the language in all parts of this Agreement will, in all cases, be construed according to its fair meaning and not strictly for or against either party.

12.11 **Tax Effect.** No party has made or is making any representations to the other concerning any of the tax effects of the transactions provided for in this Agreement. No party shall be liable for or in any way responsible to any other party because of any tax effect resulting from the transactions provided for in this Agreement.

12.12 **Representation.** It is agreed and acknowledged that the firm of Ogden Murphy Wallace P.L.L.C. represented only the Buyer in the drafting of this Agreement, and Seller acknowledges that it is entitled to seek separate legal counsel regarding this Agreement.

12.13 **Survival.** Sections 5.2, 8.1, 12.1, 12.4, 12.5, 12.7, 12.9, 12.11, 12.12 and 12.13 shall survive the Closing of this Agreement.

12.14 **Counterparts; Scanned or Facsimile Signatures.** This Agreement may be executed in any number of counterparts, and all counterparts shall be deemed to constitute a single agreement. The execution and delivery of one counterpart by any party shall have the same force and effect as if the party had signed all other counterparts. Delivery by facsimile or by e-mail of a .PDF of an executed counterpart shall have the same effect as physical delivery of an original.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the last date set forth below.

SELLER:

CARLOS PARRA

By:  _____
CARLOS PARRA

Date: 04/26/24

BUYER:

CITY OF LAKE STEVENS (Subject to City Council approval and authorization for Mayor to sign.)

By: _____
Mayor

Date: _____

Attest:

By: _____
City Clerk

Date: _____

Approved as to Form:

City Attorney

By: _____

Date: _____

EXHIBIT A
LEGAL DESCRIPTIONS



04/26/24

The real property is situate in the City of Lake Stevens, Snohomish County, State of Washington, legally described as follows:

For APN/Parcel ID(s): 005622-000-009-03

Lot 1 of Lake Stevens Short Plat recorded under Auditor's File No. 7901050157, being a portion of Lot 9, Ruckers Mill Plat No. 1, according to the Plat thereof recorded in Volume 7 of Plats, page 53, records of Snohomish County, Washington;

Together with that portion of Lot 10, Ruckers Mill Plat No. 1, according to the Plat thereof recorded in Volume 7 of Plats, page 53, records of Snohomish County, Washington, described as follows:

Beginning at the Southwest corner of Lot 10;

thence North 51°02'00" West along the Southwesterly line of said Lot 10, a distance of 150.00 feet to the most Northerly corner of Lot 1 of Lake Stevens Short Plat recorded under Auditor's File No. 7901050157, records of Snohomish County, Washington;

thence projecting said West line North 36°35'08" East a distance of 13.45 feet;

thence South 52°11'42" East, a distance of 150.29 feet to the West right of way of Hartford Drive;

thence Southwesterly along said West right of way, a distance of 16.49 feet to the Point of Beginning.

(Also known as Parcel A of Boundary Line Adjustment recorded under Auditor's File No. 201811135004, records of Snohomish County, Washington).

Situate in the County of Snohomish, State of Washington.

CITY COUNCIL STAFF REPORT



Agenda Date: 5/14/2024

Subject: Flock Safety

Contact Person/Department: Jeffrey Beazizo, Police Department

Budget Impact: Fiscal impact - \$20,000 and then \$18,000 each year for six cameras.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Flock Safety presented staff and council with an overview of deploying ALPR cameras throughout the community. The Flock program is an all-inclusive model for deploying the APLR cameras. Flock Safety is the sole manufacturer and developer of the Flock Safety Camera. Flock Safety is also the sole provider of the comprehensive monitoring, processing, and machine vision services which integrate with the Flock Safety Camera. There are several other differences between Flock and other ALPR companies. Most notably they are the only manufacturer and service provider that leases ALPR services. Others require the city to purchase equipment.

The technology is also different because it captures motion and not just license plates. The key benefits of Flock are that they charge an annual flat rate lease per camera of \$3,000 which is wireless, free of infrastructure setup, and has the option for solar or direct power. They also include a two-year warranty, Criminal Justice Information Services (CJIS) compliant cloud-based hosting, unlimited user licenses, ongoing software enhancements, camera setup, mounting, shipping, handling, and a cellular connection. The Flock lease program prevents the City from being burdened with maintaining costly equipment at the end of the agreement, which could require replacement.

The Flock program is being utilized by more than 4,000 cities and 42 States across the U.S. In our region, the Cities of Arlington, Marysville and soon Everett are using the Flock Program to keep their community safer. Having reliable evidence is the key to solving crime. By combining the power of License Plate Recognition (LPR) to the

criminal investigation, our community is safer with Flock and can help our victims bring resolution.

Staff has developed a department policy and the program has an auditing tool to review access control and information that is obtained through Flock. At the end of the two-year lease period, staff could assess the benefits of the program and determine whether to recommend continuing or discontinuing the program.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



Agenda Date: 5/14/2024

Subject: Ordinances Related to Fireworks

Contact Person/Department: Greg Rubstello, Administration

Budget Impact:

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Discuss Ordinances related to fireworks.

SUMMARY/BACKGROUND:

Attached is a revised version of Ordinance 1180 for council consideration. It differs from the original draft reviewed by the council in March in the following respects:

1. It prohibits the possession, use, and discharge of all types and kinds of fireworks on city-owned property, not just “consumer fireworks.” This eliminates the need for the city to provide proof to the judge that the firework is a “consumer firework”; and
2. The penalties section eliminates administrative proceedings and penalties in favor of a criminal misdemeanor or gross misdemeanor depending upon the amount (by weight) of the fireworks possessed by the defendant.

The second ordinance prohibits in the City of Lake Stevens the sale, use and possession of the following types of consumer fireworks: all aerial devices including aerial device, helicopter, aerial spinner, and roman candles; and aerial shell kit, reloadable tube. This Ordinance cannot be effective until the passage of one year from its effective date since it is more restrictive than state law.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Ordinance Restricting Arieal Fireworks 4894-6114-3485.1
2. Ordinance 1180 4883-5212-5354.1

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON
AMENDING CHAPTER 9.64 OF THE LAKE STEVENS MUNICIPAL CODE
("LSMC") PROHIBITING THE SALE, POSSESSION, USE AND DISCHARGE OF
CERTAIN "CONSUMER FIREWORKS" IN THE CITY OF LAKE STEVENS;
PROVIDING FOR THE MAKING OF CORRECTIONS, SUMMARY
PUBLICATION BY ORDINANCE TITLE ONLY, AND FOR AN EFFECTIVE
DATE.**

WHEREAS, the City Council has determined it in the public interest to adopt restrictions on the sale, possession, use, and discharge of "consumer fireworks" as defined by state statute in Chapter 70.77 RCW and Chapter 212-17 WAC that are more restrictive than state law, by prohibiting the sale, possession, use, and discharge of devices that are launched, propelled, or travel above the ground level; and

WHEREAS, RCW 70.77.250(4) requires that any ordinance adopted by a city that is more restrictive than state law shall have an effective date no sooner than one year after their adoption,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Lake Stevens Municipal Code ("LSMC") Chapter 9.64 FIREWORKS is hereby amended as follows:

New section 9.64.025 RESTRICTING THE SALE, USE, DISCHARGE AND POSSESSION OF CERTAIN COMMERCIAL FIREWORKS is added to Chapter 9.64 to read as follows:

Notwithstanding the other provisions of this chapter, the sale, possession, use and discharge of all consumer firework devices as defined in section 9.64.005 and those commercial fireworks which have been approved for sale to the public and appear on the list of approved types of fireworks published annually by the state fire marshal which are propelled, move, travel, fly through the air, or explode above the ground level are prohibited in the City of Lake Stevens. Prohibited devices include, but are not limited to the following devices:

- (a) Helicopter, aerial spinner;
- (b) Roman candles;
- (c) Mine and shell devices;
- (d) Aerial shell kit, reloadable tube;
- (e) Multiple tube fireworks devices – Cake;

Section 2. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or

unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 3. Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing or ordinances or their sections and subsections.

Section 5. Effective Date. This ordinance may be published by Summary Publication and shall become effective one year after passage and summary publication by ordinance title only.

PASSED by the City Council and APPROVED by the Mayor this ___ day of _____ 2024.

CITY OF LAKE STEVENS

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

Date of publication: _____

Effective Date (5 days after publication): _____

ORDINANCE NO. 1180

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON
AMENDING CHAPTERS 9.64 AND 10.03 OF THE LAKE STEVENS MUNICIPAL
CODE (“LSMC”) IN REGARD TO THE USE, DISCHARGE AND POSSESSION
OF CONSUMER FIREWORKS IN PUBLIC PLACES; PROVIDING FOR THE
MAKING OF CORRECTIONS, SUMMARY PUBLICATION BY ORDINANCE
TITLE ONLY, AND FOR AN EFFECTIVE DATE.**

WHEREAS, the use and discharge of consumer fireworks on public property within and without the dates and times permitted under Chapter 9.64 of the LSMC for the use of consumer fireworks within the City of Lake Stevens is a cause of expenses for maintenance, endangers public facilities and the public, and may result in disturbance to the public using and owning property adjacent and near to the public property; and

WHEREAS, the City Council has determined it in the public interest to impose restrictions on the use, discharge and possession of consumer fireworks on all real property within the City of Lake Stevens in which the City has an ownership interest and to revise the enforcement and penalties under Chapter 9.64 LSMC,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. Lake Stevens Municipal Code (“LSMC”) Chapter 9.64 FIREWORKS is hereby amended as follows:

1.1 New section 9.64.035 LIMITING USE, DISCHARGE AND POSSESSION ON PUBLIC PROPERTY is added to Chapter 9.64 to read as follows:

No person shall use or discharge consumer fireworks at any time on real property in which the City of Lake Stevens has any ownership interest, whether the property is developed or undeveloped with infrastructure or improvements of any kind, including public right of way. Neither shall any person possess, at any time, consumer fireworks on any such public property, excepting public right of way.

2.2 LSMC Section 9.40.010 VIOLATION AND PENALTY is hereby amended (deletions shown by ~~strikeout~~ and additions by underline) to read as follows:

~~Unless otherwise provided, any person convicted of violating the provisions of this chapter shall be guilty of a misdemeanor and shall be punished by a fine not to exceed \$1,000 or by imprisonment in jail for a term No person not to exceed 90 days, or both such fine and imprisonment.~~ Failure to comply with any provision of this chapter or violation of any provision of this chapter is subject to enforcement under Title 17, “Uniform Enforcement Code,” including civil enforcement penalties in Chapter 17.60 and criminal penalties in Chapter 17.90.

Section 2 Section 10.03.100 FIREARMS, PROJECTILES AND EXPLOSIVES is hereby amended (deletions shown by ~~strikeout~~ and additions by underline) to read as follows:

No person shall shoot, fire or explode ~~any fireworks, firecrackers, torpedoes,~~ or explosives of any kind or throw any projectiles, or shoot or fire any firearm, air gun, bow and arrow, BB gun, or use any slingshot on any park properties except by an event permit issued by the Director or a law enforcement officer in the line of duty. The prohibition against the use, discharge, and possession of consumer fireworks on city owned properties, including park properties is set forth in section 9.64.035 of this code. The Director may issue a permit for the purpose of conducting a public fireworks display under RCW 70.77.260. The permit must meet the requirements of Section 9.64.030, Public Display of Fireworks.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 4. Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing or ordinances or their sections and subsections.

Section 5. Effective Date. This ordinance may be published by Summary Publication and shall become effective five days after passage and summary publication by ordinance title only.

PASSED by the City Council and APPROVED by the Mayor this ___ day of March 2024.

CITY OF LAKE STEVENS

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

{GAR2831371.DOCX;1/13140.000002/ }

Greg Rubstello, City Attorney

Date of publication: _____

Effective Date (5 days after publication): _____

CITY COUNCIL STAFF REPORT



Agenda Date: 5/14/2024

Subject: Council Code of Conduct

Contact Person/Department: Greg Rubstello, Kelly Chelin, Administration

Budget Impact: N/A

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Discuss Draft Council Code of Conduct

SUMMARY/BACKGROUND:

At the last WCIA Council Training, the instructor advised the City to consider adopting a Council Code of Conduct. The purpose of this policy is to establish a formal code of ethics by which Councilmembers will conduct themselves while serving on the Lake Stevens City Council.

At the Council retreat in February, staff and Council reviewed a few examples from other cities. Staff worked with the City Attorney to prepare a draft Code of Conduct as a starting point for Council discussion.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Code of Conduct for Council Packet 5-14



Council Code of Conduct and Ethics

1.0 Purpose

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

2.0 Declaration of Policy

It is essential to the proper administration and operation of the City of Lake Stevens that the City Council conduct the business of the City Council with curtesy and respect for one another and the public; be and give the appearance of being independent and impartial when making quasi-judicial decisions; and that elective office with the City of Lake Stevens not be used for personal benefit; and that the public have confidence in the integrity of the City. In recognition of these goals, the City has adopted this Code of Conduct and Ethics, which is applicable to all members of the City Council.

The purpose of this Code is to establish standards of personal and ethical conduct applicable to the City Councilmembers, including the Mayor, in the discharge of their duties by prescribing essential restrictions against conflict of interest and other conduct not consistent with professionalism their conduct as elected public officials and good ethical practices while not creating unnecessary barriers to public service. To that end, Councilmembers should not be denied the opportunity available to all other community members to acquire and maintain private economic interests, except in circumstances in which a conflict of interest would reasonably result.

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

3.0 Interpersonal Courtesy Expectations

In the performance of their duties and office, elected officials of the City of Lake Stevens should strive to:

1. Be courteous, respectful, kind, and professional at all times with everyone.
2. Be honest and truthful.
3. Act with integrity and in good faith.
4. Treat City staff in a polite and professional manner.
5. Foster an environment of mutual respect. Discourteous behavior, such as sidebar discussions, inflammatory language, innuendo, or negative body language, is not permitted.
6. Not engage in acts of intimidation, discrimination, bullying, bias, or hate acts toward other Councilmembers or City Staff.

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

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

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

4.0 Avoidance of the Appearance of Impropriety

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

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

5.0 Standards of Ethical Conduct

A. Personal Interests in Contracts Prohibited

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

For purposes of this section, a “remote interest” means:

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

B. Personal Influence in Contract Selection Prohibited.

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

C. Disclosure of Confidential Information

A Councilmember shall not disclose or use any confidential, privileged, or proprietary information gained by reason of their position for a purpose other than a City purpose; provided, that nothing shall prohibit the disclosure or use of information which is a matter of

public knowledge, or which is available to the public on request. Information obtained during Executive Sessions is deemed confidential.

- D. Acceptance of Compensation, Gifts, Favors, Rewards, or Gratuity Prohibited.
1. City Councilmembers may not, directly or indirectly, give or receive, or agree to give or receive, any compensation, gift, favor, reward, or gratuity for a matter connected with or related to the officer's performance of official duties for the city. Prohibited conduct includes, but is not limited to, the following:
 - a. Accepting cash or other cash equivalents such as gift cards or gift certificates regardless of value except as part of an internal, recognized, and sanctioned city incentive program.
 - b. Accepting gifts, gratuities, loans, entertainment or other items of value from anyone with whom the city regularly transacts business, who has or seeks a contract with the city, or who desires other official action from the city.
 - c. Giving, offering or promising anything of value to a customer, a potential customer, or a financial institution in connection with any transaction or business that the city may have with that customer, potential customer, or financial institution.
 - d. Misusing confidential city information or disclosing such information to any individual who does not have a need to know the information.
 - e. Using the city's name, account or credit to purchase merchandise for personal use.
 2. Exceptions. The prohibition regarding accepting compensation, gifts, or rewards shall not apply to:
 - a. Receiving items from family members or friends where it is clear beyond a reasonable doubt that the gift was not made to gain or maintain influence;
 - b. Receiving items exchanged equally among Councilmembers at a social event hosted or sponsored by an officer of the city for other officers or employees of the city.

- c. Receiving items of nominal value provided for advertising purposes such as pens, calendars, or items received at a conference;
- d. Payment by a governmental or non-governmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance or trade mission made in an official capacity. Reasonable expenses are limited to travel, lodging and subsistence expenses incurred the day before through the day after the event;
- e. Payment of fees and reasonable travel expenses for attending seminars or educational programs sponsored by a government or bona fide non-profit professional, educational, trade or charitable association or institution. Reasonable expenses are limited to travel, lodging and subsistence expenses incurred the day before through the day after the event;
- f. Discounts available to the individual as a member of a group, occupation or similar broad-based group;
- g. Awards, prizes, scholarships or other items provided in recognition of academic, sport, or scientific achievement;
- h. Attendance of the Councilmember at a hosted meal where official attendance by the Councilmember as a city representative is appropriate;
- i. Campaign contributions that are in compliance with Chapter 42.17 RCW.

E. Certain Employment Prohibited.

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

G. Improper Use of Position Prohibited.

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

H. Improper Use of City Personnel Prohibited.



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

I. Improper Use of City Property Prohibited.

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

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

Council members regardless of whether they are working inside City Hall or within the community.

6.0 Impermissible Conduct After Leaving City Office

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

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

B. Participation in City Matters Prohibited.

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

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



7.0 Violation of the Code of Ethics

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

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