

CITY COUNCIL MEETING AGENDA



City of Lake Stevens Vision Statement

By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.

June 28, 2022 - 6:00 PM

HYBRID COUNCIL MEETING - TWO WAYS TO PARTICIPATE:

Join Zoom Meeting: <https://us02web.zoom.us/j/84395964421>

or call in at (253) 215-8782 Meeting ID 843 9596 4421 OR

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

1. **Call to Order**
2. **Pledge of Allegiance** Mayor
3. **Roll Call**
4. **Approval of Agenda** Council President
5. **Guest Business**
 - A. Introduce new police employees: Jeffrey Beazizo
Matthew Walters, Police Officer
Megan Bickley, Records Specialist
6. **Citizen Comments**
7. **Council Business** Council President
8. **Mayor's Business**
 - A. Kindness Proclamation
9. **City Department Report**
 - A. Police Department-Vest Donation for K-9 Cia Jeffrey Beazizo
 - B. Draft Agenda for July 5, 2022 Gene Brazel
10. **Consent Agenda**
 - A. 2022 Vouchers Barb Stevens
 - B. City Council Regular Meeting Minutes of May 24, 2022 Kelly Chelin
 - C. City Council Special Minutes of June 7, 2022 Kelly Chelin
 - D. City Council Meeting Minutes of June 14, 2022 Kelly Chelin

- | | | |
|------------|--|-----------------|
| E. | City Council Workshop Meeting Minutes of June 21, 2022 | Kelly Chelin |
| F. | Consultant Contract with Mackenzie for Lake Stevens Industrial Center Infrastructure and Market Analysis | Christi Schmidt |
| G. | Lake Stevens Food Bank - Amendment of Covenant | Barb Stevens |
| H. | Ordinance No. 1140 Adoption of the 2019 Stormwater Management Manual for Western Washington | Shannon Farrant |
| I. | Interlocal Agreement for Jail Services with Marysville | Jeffrey Beazizo |
| 11. | Action Items | |
| A. | Short-Term Rental Moratorium (Ordinance 1141) | Russ Wright |
| 12. | Discussion Items | |
| A. | Transportation Benefit District | Barb Stevens |
| 13. | Adjourn | |

THE PUBLIC IS INVITED TO ATTEND

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

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



PROCLAMATION

WHEREAS, commencing on this day, the city and community of Lake Stevens recognizes each day of the year as an opportunity for our schools, businesses, employees, community groups, and citizens to participate in acts of kindness in our homes, schools, businesses, and communities; and

WHEREAS, we seek to cultivate thoughtful and compassionate residents by teaching and modeling to our youth to make a difference through random acts of kindness; and

WHEREAS, the City of Lake Stevens recognizes the value of acts and words of kindness that are performed without prompting or reason and how these acts can positively impact the person offering kindness, the person receiving kindness, and those witnessing; and

WHEREAS, acts of kindness can be performed by any person in the City of Lake Stevens regardless of age, origin, education, gender, religious beliefs, lifestyle, or abilities for the good around them; and

WHEREAS, Lake Stevens is recognized as a community for bringing kindness; inspiring and empowering our citizens, guiding the young and old, to be kind to themselves as well as be kind to others, and to take a moment and be a thoughtful, compassionate friend, neighbor and fellow citizen; and

WHEREAS, all residents and visitors are encouraged to amend kindness and service through intention and action; and thus integrating kindness more regularly into our daily lives;

NOW, THEREFORE, I, Mayor Brett Gailey on behalf of the City of Lake Stevens do hereby proclaim on this 28th day of June 2022, from this day forward, the City of Lake Stevens as a Community of Kindness encouraging all city officials, employees, residents, businesses, and organizations to actively identify ways to increase and celebrate acts of kindness in our community and the positive role that it plays in our communal happiness and health.

Brett Gailey, Mayor
Lake Stevens, Washington

CITY COUNCIL MEETING AGENDA



City of Lake Stevens Vision Statement

By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.

July 5, 2022 - 6:00 PM
HYBRID COUNCIL MEETING
In Person or Via Zoom

1. **Call to Order**
2. **Discussion Items**
 - A. Compensation Connections Discussion Anya Warrington
 - B. Budget Expectations and Procurement Policy Barb Stevens
 - C. Transportation Benefit Discussion (Tentative) Aaron Halverson
3. **Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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

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

BLANKET VOUCHER APPROVAL
2022

Payroll Direct Deposits	6/25/2022	\$280,696.59
Payroll Checks	55939-55940	\$2,905.18
Electronic Funds Transfers	ACH	\$372,938.78
Claims	55928-55938, 55941-56035	\$676,852.59
Void Checks	48746	(\$23.00)
Total Vouchers Approved:		\$1,333,370.14

This 28th day of June 2022

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

June 28, 2022



City expenditures by type for this voucher packet		
Personnel Costs	\$ 283,602	21%
Payroll Federal Taxes	\$ 109,953	8%
Retirement Benefits - Employer	\$ 62,980	5%
Medical Benefits - Employer	\$ 179,296	13%
Other Employer Paid Benefits	\$ 8,871	1%
Employee Paid Benefits	\$ 44,470	3%
Supplies	\$ 92,701	7%
Professional Services	\$ 124,831	9%
Refunds	\$ 6,333	0%
Capital *	\$ 420,357	32%
Void Checks	\$ (23)	0%
Total	\$ 1,333,370	100%

Large Purchases

- * Festival Street Project 20006 - \$355,481
- * X-Series Lawn Mower & Mulch Kit - \$14,498
- * 20th Street SE Phase II - Segment 1 Project 18008 - \$35,760

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 06/11/2022 - 06/22/2022

Total for Period
\$1,117,310.54

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-19155	111 008 521 20 31 01	Drug Seize - Canine Supplies	Uniform ID Panel	55941	\$22.93
					55941 Total	\$22.93
Ace Hardware	73463	001 010 576 80 31 00	PK-Operating Costs	Plants	55942	\$39.24
Ace Hardware	73464	001 010 576 80 31 00	PK-Operating Costs	Digital Combination Key Safe	55942	\$24.54
Ace Hardware	73464	410 016 531 10 31 02	SW - Operating Costs	Digital Combination Key Safe	55942	\$24.54
Ace Hardware	73474	001 010 576 80 31 00	PK-Operating Costs	Fasteners	55942	\$8.62
Ace Hardware	73478	410 016 531 10 31 02	SW - Operating Costs	Fasteners/Drill Bits	55942	\$17.98
Ace Hardware	73493	410 016 531 10 31 02	SW - Operating Costs	Topsoil	55942	\$9.80
Ace Hardware	73506	101 016 544 90 31 02	ST-Operating Cost	All Purpose Sprayer	55942	\$15.67
Ace Hardware	73530	410 016 531 10 31 02	SW - Operating Costs	Ant Bait	55942	\$23.97
Ace Hardware	73535	001 008 521 50 30 01	LE-Facilities Minor Equipment	Fasteners	55942	\$4.67
Ace Hardware	73536	001 010 576 80 31 00	PK-Operating Costs	Fasteners	55942	\$2.65
Ace Hardware	73545	001 010 576 80 31 00	PK-Operating Costs	Cement PVC/Slip Caps	55942	\$12.74
Ace Hardware	73547	001 010 576 80 31 00	PK-Operating Costs	Cable Ties	55942	\$5.86
Ace Hardware	73547	101 016 544 90 31 02	ST-Operating Cost	Cable Ties	55942	\$5.87
Ace Hardware	73547	410 016 531 10 31 02	SW - Operating Costs	Cable Ties	55942	\$5.87
Ace Hardware	73566	410 016 531 10 31 02	SW - Operating Costs	Folding Saw/Battery Charger	55942	\$75.26
Ace Hardware	73598	001 010 576 80 31 00	PK-Operating Costs	Extension Cord	55942	\$27.81
Ace Hardware	73598	101 016 544 90 31 02	ST-Operating Cost	Extension Cord	55942	\$27.82
Ace Hardware	73598	410 016 531 10 31 02	SW - Operating Costs	Extension Cord	55942	\$27.82
Ace Hardware	73612	001 010 576 80 31 00	PK-Operating Costs	Keys	55942	\$9.42
Ace Hardware	73612	101 016 544 90 31 02	ST-Operating Cost	Keys	55942	\$9.42
Ace Hardware	73612	410 016 531 10 31 02	SW - Operating Costs	Keys	55942	\$9.42
Ace Hardware	73621	001 010 576 80 31 00	PK-Operating Costs	Fasteners/Spray Paint	55942	\$53.51
Ace Hardware	73638	001 010 576 80 31 00	PK-Operating Costs	Fasteners	55942	\$1.22
Ace Hardware	73683	410 016 531 10 31 02	SW - Operating Costs	Battery Charger Credit	55942	(\$49.08)
Ace Hardware	73698	001 010 576 80 31 00	PK-Operating Costs	Line	55942	\$38.17
Ace Hardware	73699	001 010 576 80 31 00	PK-Operating Costs	Line Refund	55942	(\$38.17)
Ace Hardware	73725	001 010 576 80 31 00	PK-Operating Costs	Milwaukee Hammer Drill Kit/Iron Elbows	55942	\$175.68
Ace Hardware	73725	410 016 531 10 31 02	SW - Operating Costs	Milwaukee Hammer Drill Kit/Iron Elbows	55942	\$175.68
Ace Hardware	73751	001 008 521 50 30 00	LE-Facilities Supplies	Sponges	55942	\$7.63
Ace Hardware	73837	001 008 521 50 30 00	LE-Facilities Supplies	Sprayer/Gloves	55942	\$36.19
					55942 Total	\$789.82
AFLAC	382097	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Insurance Prem	0	\$1,156.76
					0 Total	\$1,156.76
All Battery Sales and Service	300-10098271	001 010 576 80 31 00	PK-Operating Costs	Charger/Jump-N-Carry	55943	\$114.77
All Battery Sales and Service	300-10098271	101 016 544 90 31 02	ST-Operating Cost	Charger/Jump-N-Carry	55943	\$114.78
All Battery Sales and Service	300-10098271	410 016 531 10 31 02	SW - Operating Costs	Charger/Jump-N-Carry	55943	\$114.78
All Battery Sales and Service	300-10098688	001 010 576 80 31 00	PK-Operating Costs	LED Warning/Delex Wire	55943	\$76.72
All Battery Sales and Service	300-10098688	101 016 544 90 31 02	ST-Operating Cost	LED Warning/Delex Wire	55943	\$76.71
All Battery Sales and Service	300-10098688	410 016 531 10 31 02	SW - Operating Costs	LED Warning/Delex Wire	55943	\$76.71
All Battery Sales and Service	300-10100744	001 010 576 80 31 00	PK-Operating Costs	Rocker Switch	55943	\$6.08

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
All Battery Sales and Service	300-10100744	101 016 544 90 31 02	ST-Operating Cost	Rocker Switch	55943	\$6.08
All Battery Sales and Service	300-10100744	410 016 531 10 31 02	SW - Operating Costs	Rocker Switch	55943	\$6.08
					55943 Total	\$592.71
Amazon Capital Services	11R4-PM36-KHT6	001 008 521 20 31 00	LE-Office Supplies	Adjustable Risers for Standing Desks (2)	55944	\$196.36
Amazon Capital Services	1FCD-R4QG-1C9R	001 008 521 50 30 01	LE-Facilities Minor Equipment	Janitorial Cart Credit	55944	(\$6.54)
Amazon Capital Services	1LCT-13N6-1VDD	001 008 521 50 30 01	LE-Facilities Minor Equipment	Janitorial Cart	55944	\$148.36
Amazon Capital Services	1RKX-QH6Q-M1JF	001 008 521 20 31 00	LE-Office Supplies	Brochure Holder/Keyboard	55944	\$84.42
					55944 Total	\$422.60
Amazon Capital Services	1GPD-Q4FX-1KTQ	001 010 576 80 31 00	PK-Operating Costs	Sponge Holder/Poster Frame/Footrest	55945	\$53.77
Amazon Capital Services	1GPD-Q4FX-1KTQ	101 016 544 90 31 01	ST-Office Supplies	Sponge Holder/Poster Frame/Footrest	55945	\$53.77
Amazon Capital Services	1GPD-Q4FX-1KTQ	410 016 531 10 31 01	SW - Office Supplies	Sponge Holder/Poster Frame/Footrest	55945	\$53.77
Amazon Capital Services	1M3H-CNYY-PP4P	001 010 576 80 31 00	PK-Operating Costs	Dell Car Charger/USB Cable/Truck Bed Tonneau Cover	55945	\$137.96
Amazon Capital Services	1M3H-CNYY-PP4P	101 016 544 90 31 01	ST-Office Supplies	Dell Car Charger/USB Cable/Truck Bed Tonneau Cover	55945	\$137.96
Amazon Capital Services	1M3H-CNYY-PP4P	410 016 531 10 31 01	SW - Office Supplies	Dell Car Charger/USB Cable/Truck Bed Tonneau Cover	55945	\$137.96
Amazon Capital Services	1P6P-KFRX-J9GQ	001 010 576 80 31 00	PK-Operating Costs	Qwik Stik/Electrolyte Freezer Pops	55945	\$105.27
Amazon Capital Services	1QJQ-ML7D-139V	001 010 576 80 31 00	PK-Operating Costs	Keyboard/Mouse Combo/Cleaner/Dell Power Cord	55945	\$182.37
Amazon Capital Services	1QJQ-ML7D-139V	101 016 544 90 31 01	ST-Office Supplies	Keyboard/Mouse Combo/Cleaner/Dell Power Cord	55945	\$182.37
Amazon Capital Services	1QJQ-ML7D-139V	410 016 531 10 31 01	SW - Office Supplies	Keyboard/Mouse Combo/Cleaner/Dell Power Cord	55945	\$182.37
Amazon Capital Services	1T9N-GRJQ-PFN3	001 005 518 10 31 01	HR-Operating Cost	Lanyards	55945	\$42.19
Amazon Capital Services	1V3C-VJG7-3TJY	001 012 575 50 31 00	CS- The Mill- Ops	Door Lock Core/Cabinet Latch	55945	\$52.10
Amazon Capital Services	1YG9-GTXC-3QT1	001 013 518 20 31 00	GG-Operating Costs	Receipt Paper	55945	\$28.34
					55945 Total	\$1,350.20
Anderson	102219ANDERSON2	001 008 521 20 43 00	LE-Travel & Per Diem	Reissue Ck #48746 - Meals Leading Without Rank/Burien - Anderson	55946	\$23.00
					55946 Total	\$23.00
Ane	061122 ANE	001 000 382 10 00 01	The Mill - Deposit	LS22-Ane The Mill Rental 06/10/22 Deposit Refund	55947	\$500.00
					55947 Total	\$500.00
APWA Accreditation Program	061622 APWA	001 010 576 80 41 00	PK-Professional Services	50% of APWA Accreditation Application Fee	55948	\$1,443.75
APWA Accreditation Program	061622 APWA	001 013 518 20 41 00	GG-Professional Service	50% of APWA Accreditation Application Fee	55948	\$1,443.75
APWA Accreditation Program	061622 APWA	101 016 542 30 41 02	ST-Professional Service	50% of APWA Accreditation Application Fee	55948	\$1,443.75
APWA Accreditation Program	061622 APWA	410 016 531 10 41 01	SW - Professional Services	50% of APWA Accreditation Application Fee	55948	\$1,443.75
					55948 Total	\$5,775.00
Assoc of Washington Cities EFT	31680	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	0	\$176,681.61
Assoc of Washington Cities EFT	31680	001 008 521 20 20 00	LE-Benefits	Medical Insurance Premium	0	\$2,532.69
Assoc of Washington Cities EFT	31680	001 010 576 80 20 00	PK-Benefits	Medical Insurance Premium	0	\$1,113.09
Assoc of Washington Cities EFT	31680	001 013 518 30 20 00	GG-Benefits	Medical Insurance Premium	0	(\$0.10)
Assoc of Washington Cities EFT	31680	101 016 542 30 20 00	ST-Benefits	Medical Insurance Premium	0	\$295.27
Assoc of Washington Cities EFT	31680	410 016 531 10 20 00	SW-Benefits	Medical Insurance Premium	0	\$295.28
					0 Total	\$180,917.84
Banfield	061222 BANFIELD	001 000 382 10 00 01	The Mill - Deposit	LS22-Banfield The Mill Rental 06/11/22 Deposit Refund	55949	\$500.00
					55949 Total	\$500.00
BMI	43107009	001 013 518 20 49 00	GG-Miscellaneous	Music Profile Fee 06/01/22 thru 05/31/23	55950	\$391.00
					55950 Total	\$391.00
Brazel	061222 BRAZEL	001 002 513 11 43 00	AD-Travel & Meetings	AWWA Conf San Antonio TX Taxi Reimbursement - Brazel	55951	\$35.00
					55951 Total	\$35.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	BARNES 0622	111 008 521 20 31 01	Drug Seize - Canine Supplies	Dog Leash Credit	55952	(\$65.75)
Business Card	BARNES 0622	001 008 521 20 43 00	LE-Travel & Per Diem	Marine Law Enforcement Training Hotel - Irwin	55952	\$595.65
Business Card	BARNES 0622	001 008 521 20 49 00	LE-Dues & Memberships	NASRO Membership - Irwin	55952	\$40.00
Business Card	BARNES 0622	001 008 521 40 49 01	LE-Registration Fees	NASRO School Safety Conf Registration Aurora CO - Carter	55952	\$500.00
Business Card	BARNES 0622	001 008 521 40 49 01	LE-Registration Fees	NASRO School Safety Conf Registration Aurora CO - Irwin	55952	\$500.00
Business Card	BARNES 0622	001 008 521 20 31 02	LE-Minor Equipment	Sign Mounting Kit/No Parking Sign	55952	\$105.06
Business Card	BEAZIZO 0622	001 008 521 20 31 01	LE-Fixed Minor Equipment	Evidence Tape & Bags/Coin Bags	55952	\$296.17
Business Card	BEAZIZO 0622	001 008 521 20 43 00	LE-Travel & Per Diem	Wa Assoc of Sheriffs/Police Chiefs Conf Hotel - Beazizo	55952	\$551.40
Business Card	BRAZEL 0622	001 002 513 11 43 00	AD-Travel & Meetings	Monthly MAG Meeting Meal - Brazel	55952	\$19.11
Business Card	BRAZEL 0622	001 002 513 11 43 00	AD-Travel & Meetings	WA City/County Mgmt Assoc Conf Flight - Brazel	55952	\$258.00
Business Card	BRAZEL 0622	001 002 513 11 49 01	AD-Miscellaneous	WA City/County Mgmt Assoc Membership - Brazel	55952	\$315.00
Business Card	CLIFTON 0622	001 010 576 80 49 01	PK-Staff Development	Basics of Bargaining for Public Employers Registration-Clifton	55952	\$25.00
Business Card	CLIFTON 0622	101 016 542 30 49 01	ST-Staff Development	Basics of Bargaining for Public Employers Registration-Clifton	55952	\$25.00
Business Card	CLIFTON 0622	410 016 531 10 49 01	SW - Staff Development	Basics of Bargaining for Public Employers Registration-Clifton	55952	\$25.00
Business Card	CLIFTON 0622	410 016 531 10 31 00	SW - Clothing	Pants - K Fields	55952	\$69.53
Business Card	CLIFTON 0622	111 008 521 20 31 01	Drug Seize - Canine Supplies	Rubber Stall Mat	55952	\$54.69
Business Card	DREHER 0622	001 008 521 20 31 00	LE-Office Supplies	Apex Printer Ribbon	55952	\$310.79
Business Card	DREHER 0622	001 008 521 40 49 01	LE-Registration Fees	ELI - Marysville - J Wachtveitl	55952	\$695.00
Business Card	DREHER 0622	001 008 521 20 31 00	LE-Office Supplies	Home Office Supplies - To Be Credited	55952	\$50.34
Business Card	DREHER 0622	001 008 521 20 43 00	LE-Travel & Per Diem	Homicide Investigators Conf Hotel Suquamish - K Bernhard	55952	\$319.68
Business Card	DREHER 0622	001 008 521 20 43 00	LE-Travel & Per Diem	Homicide Investigators Conf Hotel Suquamish - S Warbis	55952	\$319.68
Business Card	HALVERSON 0622	001 010 576 80 43 00	PK-Travel & Meetings	Labor Relations Institute Yakima WA Hotel - Halverson	55952	\$127.62
Business Card	HALVERSON 0622	101 016 543 30 43 00	ST-Travel & Meetings	Labor Relations Institute Yakima WA Hotel - Halverson	55952	\$127.63
Business Card	HALVERSON 0622	410 016 531 10 43 00	SW - Travel & Meetings	Labor Relations Institute Yakima WA Hotel - Halverson	55952	\$127.63
Business Card	HEIST 0622	001 004 514 23 49 01	FI-Staff Development	Federal Award Requirements Registration - Heist	55952	\$75.00
Business Card	HEIST 0622	001 004 514 23 49 01	FI-Staff Development	Federal Award Requirements Registration - Rowe	55952	\$100.00
Business Card	HINGTGEN 0622	001 008 521 20 31 01	LE-Fixed Minor Equipment	Pepperball Compressed Air Tank Repair	55952	\$25.00
Business Card	KNOEPFLE 0622	304 016 595 30 60 03	Festival Street/Mill Spur	Concrete Acrylic Sealer	55952	\$191.23
Business Card	KNOEPFLE 0622	001 010 576 80 31 00	PK-Operating Costs	Cordless Shades	55952	\$159.17
Business Card	KNOEPFLE 0622	101 016 544 90 31 02	ST-Operating Cost	Cordless Shades	55952	\$159.16
Business Card	KNOEPFLE 0622	410 016 531 10 31 02	SW - Operating Costs	Cordless Shades	55952	\$159.16
Business Card	KNOEPFLE 0622	001 010 576 80 31 00	PK-Operating Costs	Grass Seed	55952	\$69.78
Business Card	KNOEPFLE 0622	001 010 576 80 31 00	PK-Operating Costs	Guards	55952	\$22.96
Business Card	KNOEPFLE 0622	410 016 531 10 31 02	SW - Operating Costs	Guards	55952	\$22.96
Business Card	KNOEPFLE 0622	001 013 518 20 31 00	GG-Operating Costs	PODS Rental for Museum Storage	55952	\$259.66
Business Card	KNOEPFLE 0622	410 016 531 10 49 01	SW - Staff Development	PW Institute Developing Leaders Registration - E Mangold	55952	\$500.00
Business Card	KNOEPFLE 0622	001 010 576 80 41 00	PK-Professional Services	PW Job Posting on thru APWA	55952	\$125.00
Business Card	KNOEPFLE 0622	101 016 542 30 41 01	ST-Advertising	PW Job Posting on thru APWA	55952	\$125.00
Business Card	KNOEPFLE 0622	410 016 531 10 41 05	SW - Advertising	PW Job Posting on thru APWA	55952	\$125.00
Business Card	KNOEPFLE 0622	001 010 576 80 31 00	PK-Operating Costs	PW Mgmt Practices Manual	55952	\$142.39
Business Card	KNOEPFLE 0622	101 016 544 90 31 02	ST-Operating Cost	PW Mgmt Practices Manual	55952	\$142.38
Business Card	KNOEPFLE 0622	410 016 531 10 31 02	SW - Operating Costs	PW Mgmt Practices Manual	55952	\$142.38
Business Card	LEBLANC 0622	001 008 521 20 43 01	LE-Business Meetings	Employee Care Committee Food	55952	\$74.22
Business Card	LEBLANC 0622	001 008 521 20 43 01	LE-Business Meetings	Employee Care Committee Food/Utensils	55952	\$96.27
Business Card	MACDONALD 0622	001 010 576 80 31 00	PK-Operating Costs	Diamond Wheel Pitch Carbide Chains (2)	55952	\$90.00
Business Card	MACDONALD 0622	410 016 531 10 31 02	SW - Operating Costs	Diamond Wheel Pitch Carbide Chains (2)	55952	\$90.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	MACDONALD 0622	001 010 576 80 31 00	PK-Operating Costs	E-Track Attachments for PW99	55952	\$92.26
Business Card	MACDONALD 0622	410 016 531 10 31 02	SW - Operating Costs	E-Track Attachments for PW99	55952	\$92.25
Business Card	MACDONALD 0622	101 016 542 30 48 00	ST-Repair & Maintenance	PW77 Def Tank Sencor Repairs	55952	\$631.23
Business Card	MACDONALD 0622	410 016 531 10 48 00	SW - Repairs & Maintenance	PW77 Def Tank Sencor Repairs	55952	\$631.23
Business Card	MACDONALD 0622	001 010 576 80 31 00	PK-Operating Costs	Stihl Built Chains (4)	55952	\$248.27
Business Card	MACDONALD 0622	410 016 531 10 31 02	SW - Operating Costs	Stihl Built Chains (4)	55952	\$248.27
Business Card	STEVENS B 0622	001 004 514 23 49 01	FI-Staff Development	Notary Training Webinar - Sansaver	55952	\$135.00
Business Card	STEVENS T 0322	510 006 518 80 49 02	LR - Lansweeper	Lansweeper Annual Refund Overcharged	55952	(\$806.60)
Business Card	STEVENS T 0422	510 006 518 80 49 18	LR - Microsoft Enterprise Agmt	Annual Microsoft Audio Conferencing/Calling Plan Svcs	55952	\$83.69
Business Card	STEVENS T 0422	510 006 518 80 49 16	LR - GoDaddy SSL - 3 yr	GoDaddy Domain Renewal	55952	\$23.08
Business Card	STEVENS T 0422	001 010 576 80 31 00	PK-Operating Costs	PW Mgmt Practices Online Software	55952	\$83.00
Business Card	STEVENS T 0422	101 016 544 90 31 02	ST-Operating Cost	PW Mgmt Practices Online Software	55952	\$83.00
Business Card	STEVENS T 0422	410 016 531 10 31 02	SW - Operating Costs	PW Mgmt Practices Online Software	55952	\$83.00
Business Card	STEVENS T 0522	510 006 518 80 49 38	LR - DUO 2 Factor	Duo Security Annual Fees	55952	\$94.70
Business Card	STEVENS T 0622	001 006 518 80 49 01	IT-Staff Development	ACCIS Annual Membership - T Stevens	55952	\$75.00
Business Card	STEVENS T 0622	001 008 521 20 41 01	LE-Professional Serv-Fixed	Annual Airtame Cloud Plus Fees	55952	\$360.00
Business Card	UBERT 0622	001 008 521 20 41 01	LE-Professional Serv-Fixed	FUBO TV Monthly Subscription for PD	55952	\$82.91
Business Card	UBERT 0622	001 008 521 20 43 01	LE-Business Meetings	Parking NWS Statute Entry Meeting	55952	\$6.00
Business Card	WARRINGTON 0622	001 005 518 10 43 00	HR-Travel & Meetings	AWC Labor Relations Conf Hotel - Good	55952	\$382.88
Business Card	WARRINGTON 0622	001 008 521 20 43 00	LE-Travel & Per Diem	AWC Labor Relations Conf Hotel - Thomas	55952	\$402.88
Business Card	WARRINGTON 0622	001 005 518 10 43 00	HR-Travel & Meetings	AWC Labor Relations Conf Hotel - Warrington	55952	\$402.88
Business Card	WARRINGTON 0622	001 005 518 10 31 01	HR-Operating Cost	Laptop Screen Privacy Filter	55952	\$20.29
Business Card	WARRINGTON 0622	001 005 518 10 31 01	HR-Operating Cost	Laptop Screen Privacy Filter Return	55952	(\$20.29)
Business Card	WARRINGTON 0622	001 005 518 10 41 01	HR - Advertising/Marketing	Pens for Job Fair Credit	55952	(\$0.37)
Business Card	WARRINGTON 0622	001 005 518 10 43 00	HR-Travel & Meetings	SnoCo HR Meeting Chips	55952	\$16.89
Business Card	WARRINGTON 0622	001 005 518 10 43 00	HR-Travel & Meetings	SnoCo HR Meeting Coffee	55952	\$49.60
Business Card	WARRINGTON 0622	001 005 518 10 43 00	HR-Travel & Meetings	SnoCo HR Meeting Sandwiches	55952	\$166.90
Business Card	WARRINGTON 0622	001 005 518 10 43 00	HR-Travel & Meetings	SnoCo HR Meeting Water/Cutlery/Napkins/Cups/Snacks	55952	\$47.94
Business Card	WEAVER 0622	001 001 511 60 49 01	Legislative - Prof. Developmen	2022 Smart Cities Conf Registration - Daughtry	55952	\$695.00
Business Card	WEAVER 0622	001 001 511 60 49 01	Legislative - Prof. Developmen	2022 Smart Cities Conf Registration - Dickinson	55952	\$695.00
Business Card	WEAVER 0622	001 001 511 60 49 01	Legislative - Prof. Developmen	2022 Smart Cities Conf Registration - Ewing	55952	\$695.00
Business Card	WEAVER 0622	001 001 511 60 49 01	Legislative - Prof. Developmen	2022 Smart Cities Conf Registration - Frederick	55952	\$695.00
Business Card	WEAVER 0622	001 001 511 60 49 01	Legislative - Prof. Developmen	2022 Smart Cities Conf Registration - Jorstad	55952	\$695.00
Business Card	WEAVER 0622	001 001 511 60 49 01	Legislative - Prof. Developmen	2022 Smart Cities Conf Registration - Tageant	55952	\$695.00
Business Card	WEAVER 0622	001 001 511 60 43 00	Legislative - Travel & Mtgs	Monthly Snohomish County Cities Dinner - Daughtry	55952	\$49.69
Business Card	WEAVER 0622	001 003 514 20 49 02	CC-Staff Development	NW Clerk PD1 Registration - Weaver	55952	\$1,365.00
Business Card	WRIGHT 0622	001 007 559 30 49 01	PB-Staff Development	2022 PermitTech 5 Part Series Registration - Held	55952	\$100.00
Business Card	WRIGHT 0622	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers Kosmin Fourplex	55952	\$21.31
Business Card	WRIGHT 0622	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers LUA2022-0049 NOA Sewer	55952	\$44.37
Business Card	WRIGHT 0622	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers LUA2022-0050 NOA Gravity Main	55952	\$44.37
Business Card	WRIGHT 0622	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers Patterson Variance	55952	\$17.51
Business Card	WRIGHT 0622	001 007 558 50 31 02	PL-Permit Related Op. Costs	Postcard Mailers Well House SSDP Sewer Well Site	55952	\$27.80
Business Card	YOUNG 0622	001 008 521 20 43 01	LE-Business Meetings	East Co DOT Mtg Coffee	55952	\$43.64
Business Card	YOUNG 0622	001 008 521 20 43 01	LE-Business Meetings	East Co DOT Mtg Donuts	55952	\$19.98
Business Card	YOUNG 0622	001 008 521 20 43 00	LE-Travel & Per Diem	Wa Assoc of Sheriffs/Police Chiefs Conf Hotel - Young	55952	\$479.46
					55952 Total	\$18,387.97

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Cadman Materials Inc	5839092	410 016 531 10 31 02	SW - Operating Costs	Street Sweeping Disposal	55953	\$1,846.12
					55953 Total	\$1,846.12
Carter	070322 CARTER	001 008 521 20 43 00	LE-Travel & Per Diem	NASRO Conf Meals Denver CO - Carter	55954	\$406.00
					55954 Total	\$406.00
CDW Government Inc	X673565	510 006 518 80 31 00	Purchase Computer Equipment	Dell Case	55955	\$63.92
					55955 Total	\$63.92
Central Welding Supply Co Inc	B133191	001 010 576 80 31 00	PK-Operating Costs	High Pressure Cylinders/Centrashield/TIP Contact Lincoln	55956	\$195.85
Central Welding Supply Co Inc	B133191	101 016 544 90 31 02	ST-Operating Cost	High Pressure Cylinders/Centrashield/TIP Contact Lincoln	55956	\$195.85
Central Welding Supply Co Inc	B133191	410 016 531 10 31 02	SW - Operating Costs	High Pressure Cylinders/Centrashield/TIP Contact Lincoln	55956	\$195.86
Central Welding Supply Co Inc	EV304101	001 010 576 80 31 00	PK-Operating Costs	Connectors/High Pressure Cylinders/Hose/Quantum Hobart	55956	\$137.27
Central Welding Supply Co Inc	EV304101	101 016 544 90 31 02	ST-Operating Cost	Connectors/High Pressure Cylinders/Hose/Quantum Hobart	55956	\$137.26
Central Welding Supply Co Inc	EV304101	410 016 531 10 31 02	SW - Operating Costs	Connectors/High Pressure Cylinders/Hose/Quantum Hobart	55956	\$137.26
Central Welding Supply Co Inc	RN05221003	001 010 576 80 31 00	PK-Operating Costs	Argon Gas/Centrashield/Propane	55956	\$21.70
Central Welding Supply Co Inc	RN05221003	101 016 544 90 31 02	ST-Operating Cost	Argon Gas/Centrashield/Propane	55956	\$21.71
Central Welding Supply Co Inc	RN05221003	410 016 531 10 31 02	SW - Operating Costs	Argon Gas/Centrashield/Propane	55956	\$21.71
					55956 Total	\$1,064.47
Cintas Loc 460	4121300900	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	55957	\$133.24
Cintas Loc 460	4121300900	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	55957	\$133.24
Cintas Loc 460	4121300900	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	55957	\$133.24
Cintas Loc 460	4121992973	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	55957	\$133.24
Cintas Loc 460	4121992973	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	55957	\$133.24
Cintas Loc 460	4121992973	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	55957	\$133.24
Cintas Loc 460	4122672320	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	55957	\$133.24
Cintas Loc 460	4122672320	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	55957	\$133.24
Cintas Loc 460	4122672320	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	55957	\$133.24
					55957 Total	\$1,199.16
City of Everett	I22003175	410 016 531 10 31 02	SW - Operating Costs	Fecal Coliform Analysis	55958	\$165.00
					55958 Total	\$165.00
Colacurcio Brothers Inc	PE 6 FESTIVAL	304 016 595 30 60 03	Festival Street/Mill Spur	Festival Street Project 20006	55959	\$267,613.14
Colacurcio Brothers Inc	PE 7 FESTIVAL	304 016 595 30 60 03	Festival Street/Mill Spur	Festival Street Project 20006	55959	\$87,868.19
					55959 Total	\$355,481.33
Columbia Consulting LTD	INVOICE 3	001 005 518 10 41 01	HR - Advertising/Marketing	Executive Recruitment for Parks & Recreation Director	55960	\$8,333.34
					55960 Total	\$8,333.34
Comcast	0522 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - 20 S Davies Rd	55961	\$401.67
Comcast	0522 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Frontier Park	55961	\$401.67
Comcast	0522 COMCAST	001 010 576 80 42 00	PK-Communication	Internet Services - Parks/Rec Office	55961	\$138.21
Comcast	0522 COMCAST	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	55961	\$321.67
					55961 Total	\$1,263.22
Coral Sales Co	INV-73199	101 016 542 64 31 00	ST-Traffic Control - Supply	Crosswalk Flashing Beacons (2)/Pedestrian Pushbuttons	55962	\$5,926.99
					55962 Total	\$5,926.99
Cory De Jong and Sons Inc	C297475	001 010 576 80 31 00	PK-Operating Costs	All Purpose Soil	55963	\$52.78
Cory De Jong and Sons Inc	C297482	001 010 576 80 31 00	PK-Operating Costs	Mulch/Play Chips/All Purpose Soil	55963	\$839.94
Cory De Jong and Sons Inc	C297926	001 010 576 80 31 00	PK-Operating Costs	All Purpose Soil	55963	\$422.22
					55963 Total	\$1,314.94

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Davido Consulting Group Inc	41913	410 016 531 10 41 01	SW - Professional Services	Downtown Stormwater Projects 1-4	55964	\$11,719.00
Davido Consulting Group Inc	41915	410 016 531 10 41 01	SW - Professional Services	Downtown Stormwater Projects 5-6	55964	\$8,813.50
					55964 Total	\$20,532.50
Dept of Licensing	061122 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 06/05/22 thru 06/11/22	55965	\$111.00
Dept of Licensing	061822 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 06/12/22 thru 06/18/22	55965	\$183.00
					55965 Total	\$294.00
Dept of Retirement (Deferred Comp)	61022	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	0	\$4,539.41
					0 Total	\$4,539.41
Dept of Retirement PERS LEOFF	61022	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	0	\$62,552.43
Dept of Retirement PERS LEOFF	61022	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions-State	0	\$427.33
					0 Total	\$62,979.76
Dimensional Communications	43835	001 012 575 50 31 00	CS- The Mill- Ops	Creston Audio Additional Programming for the Mill	55966	\$7,281.20
Dimensional Communications	43861	001 012 575 50 31 00	CS- The Mill- Ops	Creston Audio Programming for the Mill	55966	\$20,726.61
					55966 Total	\$28,007.81
Diverse Earthworks Inc	1244	001 010 576 80 31 00	PK-Operating Costs	Concrete Repair Modification North Cove	55967	\$14,000.00
					55967 Total	\$14,000.00
Dreher	051222 DREHER D	111 008 521 20 31 01	Drug Seize - Canine Supplies	Reimbursement for Grooming for Cia - Dreher D	55968	\$55.00
Dreher	053122 DREHER D	111 008 521 20 31 01	Drug Seize - Canine Supplies	Reimbursement for Dog Day Afternoon for Cia - Dreher D	55968	\$100.00
					55968 Total	\$155.00
Dunlap Industrial Hardware	360488-1	410 016 531 10 31 00	SW - Clothing	Non-Insulated Steel Toe Boots	55969	\$68.96
					55969 Total	\$68.96
EFTPS	61022	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	0	\$109,953.08
					0 Total	\$109,953.08
Electronic Business Machines	AR221476	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Copy Cost CH - 2YJ04075	55970	\$175.61
Electronic Business Machines	AR221476	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Copy Cost CH - 2YJ04075	55970	\$175.60
Electronic Business Machines	AR221476	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Copy Cost CH - 2YJ04075	55970	\$175.60
Electronic Business Machines	AR221560	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - QNN08471	55970	\$6.21
Electronic Business Machines	AR221560	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - QNN08471	55970	\$6.20
Electronic Business Machines	AR221560	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - QNN08471	55970	\$6.21
Electronic Business Machines	AR221766	001 008 521 50 48 00	LE-Facility Repair & Maint	Copier Copy Cost PD - 2WU09725	55970	\$62.03
Electronic Business Machines	AR222714	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - JMQ17151	55970	\$10.01
Electronic Business Machines	AR222714	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - JMQ17151	55970	\$10.02
Electronic Business Machines	AR222714	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - JMQ17151	55970	\$10.02
					55970 Total	\$637.51
Encore One LLC	176556	001 013 518 20 47 02	GG-Utilities for Rentals	Janitorial Services - 1819 S Lake Stevens Rd	55971	\$160.00
Encore One LLC	176556	001 007 558 50 41 00	PL-Professional Servic	Janitorial Services - City Hall	55971	\$55.50
Encore One LLC	176556	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services - City Hall	55971	\$55.50
Encore One LLC	176556	001 010 576 80 41 00	PK-Professional Services	Janitorial Services - City Hall	55971	\$55.50
Encore One LLC	176556	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - City Hall	55971	\$55.50
Encore One LLC	176556	101 016 542 30 41 02	ST-Professional Service	Janitorial Services - City Hall	55971	\$55.50
Encore One LLC	176556	410 016 531 10 41 01	SW - Professional Services	Janitorial Services - City Hall	55971	\$55.50
Encore One LLC	176556	001 008 521 50 48 00	LE-Facility Repair & Maint	Janitorial Services - Police Dept	55971	\$1,257.00
Encore One LLC	176556	001 012 575 50 41 00	CS- The Mill- Janitorial	Janitorial Services - The Mill	55971	\$183.00
Encore One LLC	176556	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - VIC	55971	\$155.00
					55971 Total	\$2,088.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Engineering Business Systems Inc	136360	001 007 558 50 31 02	PL-Permit Related Op. Costs	Plotter Paper	55972	\$316.39
					55972 Total	\$316.39
Everett High School Senior Class	060322 EHS	001 000 382 10 00 01	The Mill - Deposit	LS22-Austin The Mill Rental 06/03/22 Deposit Refund	55973	\$250.00
					55973 Total	\$250.00
Everett Steel Inc	362021	001 010 576 80 31 00	PK-Operating Costs	Aluminum Tubes	55974	\$923.16
					55974 Total	\$923.16
Florida State Disbursement Unit	200000082DR34	001 000 284 00 00 00	Payroll Liability Other	200000082DR34 Child Support	55928	\$177.57
					55928 Total	\$177.57
Gailey	062122 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	AWC Conf Vancouver WA Meals - Gailey	55975	\$154.00
					55975 Total	\$154.00
Gilbert	061222 GILBERT	001 000 382 10 00 01	The Mill - Deposit	LS22-Gilbert The Mill Rental 06/12/22 Deposit Refund	55976	\$500.00
Gilbert	061222 GILBERT	001 000 362 00 00 50	Deposit Forfeitures	LS22-Gilbert The Mill Rental Deposit Forfeiture Due to Damage	55976	(\$140.58)
					55976 Total	\$359.42
Goldman	2022-1128	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	55977	\$250.00
					55977 Total	\$250.00
Grange Supply Inc	621444/4	001 010 576 80 31 00	PK-Operating Costs	Propane	55978	\$63.97
					55978 Total	\$63.97
Granite Construction Supply	95307	410 016 531 10 31 00	SW - Clothing	Hoodie/Surveyors Vest	55979	\$190.02
Granite Construction Supply	95582	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs	55979	\$84.95
					55979 Total	\$274.97
Griffen Law Office Inc	1A0565112	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	55980	\$300.00
					55980 Total	\$300.00
Halverson	051822HALVERSON	001 010 576 80 43 00	PK-Travel & Meetings	Hotel Food Reimburse Overpayment Receipt #46604	55981	\$2.20
Halverson	051822HALVERSON	101 016 543 30 43 00	ST-Travel & Meetings	Hotel Food Reimburse Overpayment Receipt #46604	55981	\$4.40
Halverson	051822HALVERSON	410 016 531 10 43 00	SW - Travel & Meetings	Hotel Food Reimburse Overpayment Receipt #46604	55981	\$4.40
					55981 Total	\$11.00
Hathaway	33331	001 007 558 50 31 00	PL-Office Supplies	Nameplates - Welch/Davis/Duerr/Faz	55982	\$67.70
					55982 Total	\$67.70
Hill	060922 HILL	001 000 382 10 00 01	The Mill - Deposit	LS22-Hill Hartford Hall Rental 06/09/22 Deposit Refund	55983	\$250.00
					55983 Total	\$250.00
Honey Bucket	552697407	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	55984	\$132.00
Honey Bucket	552799092	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 1806 Main St North Cove	55984	\$400.00
Honey Bucket	552803533	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	55984	\$156.75
Honey Bucket	552814598	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	55984	\$132.00
Honey Bucket	552824855	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	55984	\$330.89
Honey Bucket	552824856	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Lundeen Park	55984	\$274.45
Honey Bucket	552832352	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - North Cove Boat Launch	55984	\$274.45
					55984 Total	\$1,700.54
HRA VEBA Trust YA20192	61022	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	55929	\$16,350.40
					55929 Total	\$16,350.40
HSA Bank	61022	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	55930	\$125.00
					55930 Total	\$125.00
HW Lochner Inc	17878-21	304 016 594 31 63 00	17005 - 24th St SE & 91st Ave	24th St SE/91st Ave SE Construction Admin	55985	\$4,932.28
					55985 Total	\$4,932.28

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
ICMA Membership Renewals	1082933	001 001 513 10 49 00	Executive - Miscellaneous	ICMA Membership - Gailey	55986	\$200.00
					55986 Total	\$200.00
Industrial Bolt & Supply Inc	785792-2	101 016 544 90 31 02	ST-Operating Cost	Knurled Grip Sert/Mandrel & Nosepieve	55987	\$258.86
Industrial Bolt & Supply Inc	786850-1	001 010 576 80 31 00	PK-Operating Costs	Washers/Bits/Fuse Holders/Clamps/Inserts	55987	\$96.70
Industrial Bolt & Supply Inc	786850-1	101 016 544 90 31 02	ST-Operating Cost	Washers/Bits/Fuse Holders/Clamps/Inserts	55987	\$96.70
Industrial Bolt & Supply Inc	786850-1	410 016 531 10 31 02	SW - Operating Costs	Washers/Bits/Fuse Holders/Clamps/Inserts	55987	\$96.70
Industrial Bolt & Supply Inc	786850-2	101 016 544 90 31 02	ST-Operating Cost	Clamps/Knurles Grip Sert/Nutsert Tool Conversion Kit	55987	\$37.94
Industrial Bolt & Supply Inc	788020-1	101 016 544 90 31 02	ST-Operating Cost	Nylon Tie Wraps/Clamps/Drills	55987	\$168.37
					55987 Total	\$755.27
Irwin	062022 IRWIN	001 008 521 20 43 00	LE-Travel & Per Diem	CISM Training Olympia WA Meals - Irwin	55988	\$255.00
Irwin	070322 IRWIN	001 008 521 20 43 00	LE-Travel & Per Diem	NASRO Conf Meals Denver CO - Irwin	55988	\$406.00
					55988 Total	\$661.00
J Thayer Co Inc	1595296-0	410 016 531 10 31 02	SW - Operating Costs	Pens	55989	\$39.04
J Thayer Co Inc	1595857-0	001 013 518 20 31 00	GG-Operating Costs	Cleaner/Soap/Markers/Wipes	55989	\$99.61
J Thayer Co Inc	1597083-0	001 008 521 20 31 00	LE-Office Supplies	Scissors/Stapler	55989	\$25.27
J Thayer Co Inc	1597235-0	001 010 576 80 31 00	PK-Operating Costs	Pens/Face Masks	55989	\$19.79
J Thayer Co Inc	1597235-0	101 016 544 90 31 01	ST-Office Supplies	Pens/Face Masks	55989	\$19.80
J Thayer Co Inc	1597235-0	410 016 531 10 31 01	SW - Office Supplies	Pens/Face Masks	55989	\$19.79
J Thayer Co Inc	1597369-0	001 010 576 80 31 00	PK-Operating Costs	Face Masks	55989	\$3.19
J Thayer Co Inc	1597369-0	101 016 544 90 31 01	ST-Office Supplies	Face Masks	55989	\$3.20
J Thayer Co Inc	1597369-0	410 016 531 10 31 01	SW - Office Supplies	Face Masks	55989	\$3.20
					55989 Total	\$232.89
JP Cooke Co	729827	001 013 518 20 31 00	GG-Operating Costs	Animal License Tags	55990	\$104.05
					55990 Total	\$104.05
Lake Stevens Police Guild	61022	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	55931	\$1,064.25
					55931 Total	\$1,064.25
Lake Stevens Sewer District	25163	304 016 594 31 63 00	17005 - 24th St SE & 91st Ave	Engineering Fees 91st Ave SE & 24th St SE	55991	\$989.17
					55991 Total	\$989.17
Lake Stevens Sewer District	12326.01 0622	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	55992	\$100.00
Lake Stevens Sewer District	13135.01 0622	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	55992	\$49.50
Lake Stevens Sewer District	13135.01 0622	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	55992	\$49.50
Lake Stevens Sewer District	2538.02 0622	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	55992	\$198.00
Lake Stevens Sewer District	3628.02 0622	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-01	55992	\$99.00
Lake Stevens Sewer District	6294.04 0622	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	55992	\$99.00
Lake Stevens Sewer District	6296.03 0622	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	55992	\$198.00
Lake Stevens Sewer District	6390.03 0622	001 013 518 20 47 02	GG-Utilities for Rentals	Sewer - Leased Comm Building Acct 6390-03	55992	\$170.28
Lake Stevens Sewer District	6666.01 0622	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	55992	\$99.00
Lake Stevens Sewer District	6671.01 0622	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	55992	\$99.00
Lake Stevens Sewer District	6810.01 0622	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	55992	\$198.00
Lake Stevens Sewer District	7002.01 0622	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	55992	\$99.00
Lake Stevens Sewer District	8710.03 0622	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	55992	\$99.00
Lake Stevens Sewer District	9902.01 0622	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Grade Rd Acct 9902-01	55992	\$99.00
					55992 Total	\$1,656.28
Land Development Consultants Inc	27713	304 016 595 30 60 03	Festival Street/Mill Spur	Festival Street Design	55993	\$1,651.46
					55993 Total	\$1,651.46

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Lemay Mobile Shredding Inc	47509335185	001 010 576 80 41 00	PK-Professional Services	Shredding Services PW	55994	\$2.85
Lemay Mobile Shredding Inc	47509335185	101 016 542 30 41 02	ST-Professional Service	Shredding Services PW	55994	\$2.84
Lemay Mobile Shredding Inc	47509335185	410 016 531 10 41 01	SW - Professional Services	Shredding Services PW	55994	\$2.84
					55994 Total	\$8.53
LEPS-PSS PLLC	2381	001 008 521 20 41 00	LE-Professional Services	Post-COE Psychological Evaluation	55995	\$410.00
					55995 Total	\$410.00
LN Curtis & Sons	CM31544	001 008 521 20 31 01	LE-Fixed Minor Equipment	Clip on Tie Refund	55996	(\$7.09)
LN Curtis & Sons	CM31545	001 008 521 20 31 01	LE-Fixed Minor Equipment	Jumpsuit Refund	55996	(\$363.71)
LN Curtis & Sons	CM31918	001 008 521 21 26 00	LE-Boating Clothing	Short Sleeve Polo Refund	55996	(\$119.90)
LN Curtis & Sons	CM31976	001 008 521 20 31 01	LE-Fixed Minor Equipment	Tactical Pant Refund - Young	55996	(\$340.04)
LN Curtis & Sons	INV573360	001 008 521 20 31 01	LE-Fixed Minor Equipment	Tactical Pant Exchange - Young	55996	\$170.02
LN Curtis & Sons	INV578283	001 008 521 20 31 01	LE-Fixed Minor Equipment	Jumpsuit Corrected - D Dreher	55996	\$363.71
LN Curtis & Sons	INV589594	001 008 521 20 31 01	LE-Fixed Minor Equipment	Long Sleeve Shirts	55996	\$225.90
LN Curtis & Sons	INV590970	001 008 521 20 31 01	LE-Fixed Minor Equipment	Long Sleeve Polo Shirt - Cooper	55996	\$83.23
					55996 Total	\$12.12
Mainvue Homes	061422 MAINVUE	003 000 322 10 00 00	Building Permits	BLD2021-0897 Refund - Application Withdrawn	55997	\$3,966.75
Mainvue Homes	061422 MAINVUE	301 000 345 85 10 03	Traffic Mitigation - TIZ 3	BLD2021-0897 Refund - Application Withdrawn	55997	\$3,500.00
Mainvue Homes	061422 MAINVUE	302 000 345 86 10 01	Park Mitigation	BLD2021-0897 Refund - Application Withdrawn	55997	\$4,154.92
Mainvue Homes	061422 MAINVUE	633 000 389 30 00 03	St. Bldg Permit Fee Non-Rev	BLD2021-0897 Refund - Application Withdrawn	55997	\$6.50
					55997 Total	\$11,628.17
Millerstoultime	3292246259	001 010 576 80 31 00	PK-Operating Costs	Circuit Tester/Starter Switch	55998	\$38.15
Millerstoultime	3292246259	101 016 544 90 31 02	ST-Operating Cost	Circuit Tester/Starter Switch	55998	\$38.15
Millerstoultime	3292246259	410 016 531 10 31 02	SW - Operating Costs	Circuit Tester/Starter Switch	55998	\$38.15
Millerstoultime	5102248080	001 010 576 80 31 00	PK-Operating Costs	Remote Starter Switch	55998	\$34.55
Millerstoultime	5102248080	101 016 544 90 31 02	ST-Operating Cost	Remote Starter Switch	55998	\$34.55
Millerstoultime	5102248080	410 016 531 10 31 02	SW - Operating Costs	Remote Starter Switch	55998	\$34.55
					55998 Total	\$218.10
Monroe Correctional Complex	MCC2205.1333	001 010 576 80 31 00	PK-Operating Costs	DOC Work Crew 05-2022	55999	\$48.26
Monroe Correctional Complex	MCC2205.1333	101 016 544 90 31 02	ST-Operating Cost	DOC Work Crew 05-2022	55999	\$48.26
Monroe Correctional Complex	MCC2205.1333	410 016 531 10 31 02	SW - Operating Costs	DOC Work Crew 05-2022	55999	\$48.26
					55999 Total	\$144.78
MPH Industries Inc	6017838	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Service Call Unit Assy	56000	\$379.87
					56000 Total	\$379.87
Nationwide Retirement Solution	61022	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	0	\$5,947.39
					0 Total	\$5,947.39
Nelson Petroleum Inc	0798695-IN	001 007 559 30 32 00	PB-Fuel	Fuel	56001	\$40.04
Nelson Petroleum Inc	0798695-IN	001 008 521 20 32 00	LE-Fuel	Fuel	56001	\$4,728.99
Nelson Petroleum Inc	0798695-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	56001	\$943.63
Nelson Petroleum Inc	0798695-IN	101 016 542 30 32 00	ST-Fuel	Fuel	56001	\$1,887.26
Nelson Petroleum Inc	0798695-IN	410 016 531 10 32 00	SW - Fuel	Fuel	56001	\$1,887.26
Nelson Petroleum Inc	0798695-IN	001 007 558 50 31 02	PL-Permit Related Op. Costs	Fuel PW51	56001	\$31.47
Nelson Petroleum Inc	0800064-IN	001 007 559 30 32 00	PB-Fuel	Fuel	56001	\$106.73
Nelson Petroleum Inc	0800064-IN	001 008 521 20 32 00	LE-Fuel	Fuel	56001	\$4,535.14
Nelson Petroleum Inc	0800064-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	56001	\$1,102.54
Nelson Petroleum Inc	0800064-IN	101 016 542 30 32 00	ST-Fuel	Fuel	56001	\$2,205.08

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Nelson Petroleum Inc	0800064-IN	410 016 531 10 32 00	SW - Fuel	Fuel	56001	\$2,205.08
					56001 Total	\$19,673.22
New York Life	61022	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	55932	\$199.00
					55932 Total	\$199.00
New York Life EFT	May-22	001 001 511 60 20 00	Legislative - Benefits	Life/Disability Ins Premiums	0	\$9.06
New York Life EFT	May-22	001 002 513 11 20 00	AD-Benefits	Life/Disability Ins Premiums	0	\$66.52
New York Life EFT	May-22	001 003 514 20 20 00	CC-Benefits	Life/Disability Ins Premiums	0	\$42.32
New York Life EFT	May-22	001 004 514 23 20 00	FI-Benefits	Life/Disability Ins Premiums	0	\$224.57
New York Life EFT	May-22	001 005 518 10 20 00	HR-Benefits	Life/Disability Ins Premiums	0	\$214.18
New York Life EFT	May-22	001 006 518 80 20 00	IT-Benefits	Life/Disability Ins Premiums	0	\$90.17
New York Life EFT	May-22	001 007 558 50 20 00	PL-Benefits	Life/Disability Ins Premiums	0	\$375.55
New York Life EFT	May-22	001 007 559 30 20 00	PB-Benefits	Life/Disability Ins Premiums	0	\$238.91
New York Life EFT	May-22	001 008 521 20 20 00	LE-Benefits	Life/Disability Ins Premiums	0	\$1,367.36
New York Life EFT	May-22	001 010 576 80 20 00	PK-Benefits	Life/Disability Ins Premiums	0	\$207.41
New York Life EFT	May-22	001 013 518 30 20 00	GG-Benefits	Life/Disability Ins Premiums	0	\$130.32
New York Life EFT	May-22	101 016 542 30 20 00	ST-Benefits	Life/Disability Ins Premiums	0	\$427.57
New York Life EFT	May-22	410 016 531 10 20 00	SW-Benefits	Life/Disability Ins Premiums	0	\$725.84
					0 Total	\$4,119.78
O Reilly Auto Parts	2960-330111	001 010 576 80 31 00	PK-Operating Costs	Filters/Battery PW65	56002	\$155.42
O Reilly Auto Parts	2960-330111	101 016 544 90 31 02	ST-Operating Cost	Filters/Battery PW65	56002	\$155.41
O Reilly Auto Parts	2960-330111	410 016 531 10 31 02	SW - Operating Costs	Filters/Battery PW65	56002	\$155.42
O Reilly Auto Parts	2960-331098	001 010 576 80 31 00	PK-Operating Costs	Core Return	56002	(\$16.00)
O Reilly Auto Parts	2960-331098	101 016 544 90 31 02	ST-Operating Cost	Core Return	56002	(\$16.00)
O Reilly Auto Parts	2960-331098	410 016 531 10 31 02	SW - Operating Costs	Core Return	56002	(\$16.00)
O Reilly Auto Parts	2960-332487	001 010 576 80 31 00	PK-Operating Costs	Battery Charger	56002	\$19.27
O Reilly Auto Parts	2960-332487	101 016 544 90 31 02	ST-Operating Cost	Battery Charger	56002	\$19.27
O Reilly Auto Parts	2960-332487	410 016 531 10 31 02	SW - Operating Costs	Battery Charger	56002	\$19.27
					56002 Total	\$476.06
Pace Engineers Inc	81790	001 007 558 70 31 00	PL - Citywide Beautification	Design Engineering for Breakaway Sign Bases	56003	\$2,790.00
Pace Engineers Inc	82095	001 007 558 70 31 00	PL - Citywide Beautification	Design Engineering for Breakaway Sign Bases	56003	\$1,485.00
					56003 Total	\$4,275.00
Pacific Northwest Scale Co Inc	22-0610	001 008 521 20 31 01	LE-Fixed Minor Equipment	Scale Calibration & Certification Services	56004	\$354.58
					56004 Total	\$354.58
PB Parent Holdco LP	PSI782080	001 010 576 80 31 00	PK-Operating Costs	Rubber Strap Brackets	56005	\$178.02
PB Parent Holdco LP	PSI782080	101 016 544 90 31 02	ST-Operating Cost	Rubber Strap Brackets	56005	\$178.01
PB Parent Holdco LP	PSI782080	410 016 531 10 31 02	SW - Operating Costs	Rubber Strap Brackets	56005	\$178.02
					56005 Total	\$534.05
Pitney Bowes Global Financial Services	3315915114	001 013 518 20 45 00	GG-Rental & Services	Postage Machine Rental 04/23/22 - 07/22/22	56006	\$215.71
					56006 Total	\$215.71
Planning Association of Washington	2312	001 007 559 30 41 01	PB-Advertising	Job Posting	56007	\$50.00
					56007 Total	\$50.00
Precision Turf Equipment LLC	12088-51451	530 016 594 48 60 00	Purchase Of Capital Equipment	X-Series Lawn Mower & Mulch Kit	56008	\$14,498.30
					56008 Total	\$14,498.30
Rexel USA Inc	2W29826	101 016 544 90 31 02	ST-Operating Cost	PVC Conduit Reducers/Couplings	56009	\$31.61
					56009 Total	\$31.61

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Right On Heating and Sheet Metal Inc	29148	001 012 572 20 48 00	CS- Library-Repair & Maint	Service Call - Library Induction Motor	56010	\$523.68
					56010 Total	\$523.68
SCCFOA	062322 SCCFOA	001 004 514 23 43 00	FI-Travel & Meetings	SCCFOA Monthly Meeting - B Stevens/Heist/Rowe	56011	\$65.00
					56011 Total	\$65.00
SERVPRO of N Everett-Lake Stevens-Monroe	2	001 010 576 80 48 00	PK-Repair & Maintenance	North Cove Park Restroom Repairs	56012	\$17,282.97
SERVPRO of N Everett-Lake Stevens-Monroe	2	001 000 382 20 00 00	Retainage	North Cove Park Restroom Repairs - Retainage	56012	(\$13,244.35)
					56012 Total	\$4,038.62
Smarsh Inc	INV-12003	510 006 518 80 49 05	LR - Smarsh	Archiving Platform	56013	\$767.52
					56013 Total	\$767.52
Snohomish County 911	4748	001 008 528 00 41 00	LE-SNO911	Dispatch Services	56014	\$31,601.23
					56014 Total	\$31,601.23
Snohomish County PUD	100644201	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	56015	\$8.68
Snohomish County PUD	100644201	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Electric	56015	\$415.73
Snohomish County PUD	100649431	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	56015	\$76.83
Snohomish County PUD	112390704	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	56015	\$135.36
Snohomish County PUD	115699204	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric	56015	\$103.02
Snohomish County PUD	118996999	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	56015	\$129.32
Snohomish County PUD	122304486	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	56015	\$87.48
Snohomish County PUD	122305568	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	56015	\$147.40
Snohomish County PUD	122308177	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	56015	\$50.54
Snohomish County PUD	128906954	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	56015	\$115.97
Snohomish County PUD	128906954	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	56015	\$190.33
Snohomish County PUD	128906954	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	56015	\$283.89
Snohomish County PUD	128906954	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	56015	\$22.26
Snohomish County PUD	128906954	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	56015	\$88.33
Snohomish County PUD	128906954	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	56015	\$56.99
Snohomish County PUD	128906954	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	56015	\$29.45
Snohomish County PUD	128906954	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Electric	56015	\$380.29
Snohomish County PUD	128906954	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Water	56015	\$55.31
Snohomish County PUD	132215357	001 010 576 80 47 00	PK-Utilities	222205049 Nourse Park Electric	56015	\$22.72
Snohomish County PUD	135518796	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	56015	\$262.85
Snohomish County PUD	138715284	001 012 575 30 47 00	CS- Museum - Utilities	200558690 Museum Electric/Water	56015	\$47.59
Snohomish County PUD	138721379	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	56015	\$45.93
Snohomish County PUD	142045338	001 013 518 20 47 02	GG-Utilities for Rentals	222450314 Commercial Bldg 1819 S Lake Stevens Rd	56015	\$692.89
					56015 Total	\$3,449.16
Snohomish County PUD	142046534	001 010 576 80 47 00	PK-Utilities	222625881 Froniter Circle Water	56016	\$55.31
Snohomish County PUD	142046535	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	56016	\$57.43
Snohomish County PUD	145373221	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	56016	\$11,266.08
Snohomish County PUD	145373222	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	56016	\$1,534.46
Snohomish County PUD	145373223	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	56016	\$1,281.34
Snohomish County PUD	145377731	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Electric 12308 17th Pl NE	56016	\$92.61
Snohomish County PUD	145377731	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Water 12308 17th Pl NE	56016	\$26.85
Snohomish County PUD	145377732	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	56016	\$267.84
Snohomish County PUD	145379455	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	56016	\$75.60

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	151960050	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	56016	\$52.02
Snohomish County PUD	161571114	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	56016	\$62.09
Snohomish County PUD	161572056	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	56016	\$22.26
Snohomish County PUD	161574021	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	56016	\$532.14
Snohomish County PUD	164771556	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	56016	\$28.94
Snohomish County PUD	164776726	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	56016	\$43.46
					56016 Total	\$15,398.43
Snohomish County PUD	060822 PUD	304 016 595 30 60 03	Festival Street/Mill Spur	Mill Spur Meter/Transformer & Line Extension	56017	\$6,853.64
					56017 Total	\$6,853.64
Sound Publishing Inc	EDH955695	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2022-0068 PUD Well House Expansion	56018	\$70.64
Sound Publishing Inc	EDH955696	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2022-0050 20th St NE Shoreline SSDP	56018	\$77.52
Sound Publishing Inc	EDH955697	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2021-0191 Patterson Shoreline Variance	56018	\$72.36
Sound Publishing Inc	EDH956171	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2021-0191 Patterson Shoreline Variance PH Cancelled	56018	\$65.48
					56018 Total	\$286.00
Sound Publishing Inc	8064957	001 007 571 00 30 00	PL-Park & Recreation	Ad Publication - Farmers Market	56019	\$460.00
					56019 Total	\$460.00
Sound Safety Products Co Inc	475207/1	001 010 576 80 31 01	PK-Ops-Clothing	Rubber Boots - Blanc A	56020	\$148.35
					56020 Total	\$148.35
Sound Security Inc	1053041	001 008 521 20 41 01	LE-Professional Serv-Fixed	Access/Instrusion/Fire/Elevator Monitoring PD	56021	\$1,125.00
Sound Security Inc	1053042	001 008 521 20 41 01	LE-Professional Serv-Fixed	Fire Monitoring 10518 18th St SE	56021	\$65.00
					56021 Total	\$1,190.00
Springbrook Nursery & Trucking Inc	327855	001 010 576 80 31 00	PK-Operating Costs	Dump Fees - Brush/Stumps	56022	\$12.00
Springbrook Nursery & Trucking Inc	327881	410 016 531 10 31 02	SW - Operating Costs	Dump Fee - Brush/Stumps	56022	\$12.00
Springbrook Nursery & Trucking Inc	327897	410 016 531 10 31 02	SW - Operating Costs	Dump Fee - Brush/Stumps	56022	\$12.00
					56022 Total	\$36.00
SRV Construction Escrow Acct	1263-09	301 016 595 30 60 01	20th St SE Phase II Construct	Retainage 20th Street SE Phase II - Segment 1 Project 18008	55937	\$1,501.35
					55937 Total	\$1,501.35
SRV Construction Inc	1263-09	301 016 595 30 60 01	20th St SE Phase II Construct	20th Street SE Phase II - Segment 1 Project 18008	55938	\$34,258.65
					55938 Total	\$34,258.65
Stericycle Inc	3006042035	001 010 576 80 31 00	PK-Operating Costs	Hazardous Waste Disposal PW	56023	\$32.37
Stericycle Inc	3006042035	101 016 544 90 31 02	ST-Operating Cost	Hazardous Waste Disposal PW	56023	\$32.36
Stericycle Inc	3006042035	410 016 531 10 31 02	SW - Operating Costs	Hazardous Waste Disposal PW	56023	\$32.36
					56023 Total	\$97.09
Tabor	060522 TABOR	001 000 382 10 00 01	The Mill - Deposit	LS22-Tabor Hartford Hall Rental 06/05/22 Deposit Refund	56024	\$500.00
					56024 Total	\$500.00
Taylor Brothers Door Lock LLC	8548	001 008 521 50 30 02	LE-Fleet Minor Equipment	Release Tools	56025	\$94.78
					56025 Total	\$94.78
Teamsters Local No 763	May-22	001 000 284 00 00 00	Payroll Liability Other	Union Dues	55933	\$1,501.00
					55933 Total	\$1,501.00
Teamsters Welfare Trust Dental EFT	61022	001 000 282 00 00 00	Payroll Liability Retirement	Teamsters Dental Premium	0	\$2,614.40
					0 Total	\$2,614.40
Technological Services Inc	23538	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Brake Inspect/Diagnostics PT-19-83	56026	\$394.48
					56026 Total	\$394.48
TransUnion Risk & Alternative Data Solutions Inc	4016011-202205-1	001 008 521 20 41 01	LE-Professional Serv-Fixed	TILO - Information Gathering Services	56027	\$81.83
					56027 Total	\$81.83

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
ULINE	149457699	001 010 576 80 31 00	PK-Operating Costs	Gloves/Overalls/Tarps/Extension Cords	56028	\$243.07
ULINE	149457699	101 016 544 90 31 02	ST-Operating Cost	Gloves/Overalls/Tarps/Extension Cords	56028	\$243.07
ULINE	149457699	410 016 531 10 31 02	SW - Operating Costs	Gloves/Overalls/Tarps/Extension Cords	56028	\$243.07
ULINE	149459113	001 010 576 80 31 00	PK-Operating Costs	Coat Hook/First Aid Kits	56028	\$831.72
ULINE	149459113	101 016 544 90 31 02	ST-Operating Cost	Coat Hook/First Aid Kits	56028	\$831.72
ULINE	149741619	001 010 576 80 31 00	PK-Operating Costs	Sunscreen Packets	56028	\$56.59
ULINE	149741619	101 016 544 90 31 02	ST-Operating Cost	Sunscreen Packets	56028	\$56.59
ULINE	149741619	410 016 531 10 31 02	SW - Operating Costs	Sunscreen Packets	56028	\$56.59
ULINE	149772853	001 010 576 80 31 00	PK-Operating Costs	Sanitaire Vacuum/Trash Can	56028	\$601.11
ULINE	149803497	001 010 576 80 31 00	PK-Operating Costs	Tash Bags/Cleaner/Paper Towels	56028	\$218.13
ULINE	149803497	101 016 544 90 31 02	ST-Operating Cost	Tash Bags/Cleaner/Paper Towels	56028	\$218.14
ULINE	149803497	410 016 531 10 31 02	SW - Operating Costs	Tash Bags/Cleaner/Paper Towels	56028	\$218.14
					56028 Total	\$3,817.94
UPS	0000074Y42222	001 008 521 20 42 00	LE-Communication	Evidence Shipping	56029	\$19.26
UPS	0000074Y42232	001 008 521 20 42 00	LE-Communication	Evidence Shipping	56029	\$33.77
					56029 Total	\$53.03
Vantagepoint Transfer Agents - 108991	762448	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	55934	\$435.73
					55934 Total	\$435.73
Vantagepoint Transfer Agents - 307428	762492	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	55935	\$1,664.69
					55935 Total	\$1,664.69
Verizon Northwest	9907802981	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	56030	\$294.63
Verizon Northwest	9907802981	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service	56030	\$42.09
Verizon Northwest	9907802981	001 002 513 11 42 00	AD-Communications	Wireless Phone Service	56030	\$48.16
Verizon Northwest	9907802981	001 003 514 20 42 00	CC-Communications	Wireless Phone Service	56030	\$79.18
Verizon Northwest	9907802981	001 004 514 23 42 00	FI-Communications	Wireless Phone Service	56030	\$94.18
Verizon Northwest	9907802981	001 005 518 10 42 00	HR-Communications	Wireless Phone Service	56030	\$173.36
Verizon Northwest	9907802981	001 006 518 80 42 00	IT-Communications	Wireless Phone Service	56030	\$378.45
Verizon Northwest	9907802981	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	56030	\$498.00
Verizon Northwest	9907802981	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	56030	\$249.22
Verizon Northwest	9907802981	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	56030	\$733.67
Verizon Northwest	9907802981	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	56030	\$733.66
Verizon Northwest	9907802981	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	56030	\$733.66
					56030 Total	\$4,058.26
Warbis	051022 WARBIS S	001 008 521 20 43 00	LE-Travel & Per Diem	Ferry Reimbursement - WHIA Conf - Warbis S	56031	\$30.15
Warbis	051322 WARBIS S	001 008 521 20 43 00	LE-Travel & Per Diem	Ferry Reimbursement - WHIA Conf - Warbis S	56031	\$20.90
					56031 Total	\$51.05
Washington Assoc of Sheriffs and Police Chiefs	INV030574	001 008 521 40 49 01	LE-Registration Fees	WASPC Conf Registration - Beazizo/Young	56032	\$700.00
					56032 Total	\$700.00
Washington State Dept of Enterprise Svcs	71138620	101 016 542 30 49 01	ST-Staff Development	Crucial Conversations for Accountability Registration - Connolly	56033	\$186.00
					56033 Total	\$186.00
Washington State Support Registry	61022	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	0	\$710.36
					0 Total	\$710.36

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Western Conference of Teamsters Pension Trust	61022	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	55936	\$3,578.04
					55936 Total	\$3,578.04
Willards Pest Control Co	385566	001 008 521 50 48 00	LE-Facility Repair & Maint	Monthly Rodent Service - PD	56034	\$74.71
Willards Pest Control Co	385573	001 008 521 50 48 00	LE-Facility Repair & Maint	All Nuisance Ants - PD	56034	\$140.08
					56034 Total	\$214.79
Ziply Fiber	06-2022 ZIPLY	001 012 575 30 47 00	CS- Museum - Utilities	Telephone Services Museum	56035	\$217.47
Ziply Fiber	06-2022 ZIPLY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	56035	\$60.41
					56035 Total	\$277.88

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

May 24, 2022, 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. by Council President Ewing

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Shawn Frederick, Mary Dickinson, Marcus Tageant, Councilmember Anji Jorstad and Steve Ewing

ELECTED OFFICIALS ABSENT: Mayor Brett Gailey

Call to Order

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

Pledge of Allegiance

The Council President led the Pledge of Allegiance.

Roll Call

All Councilmembers were present.

Approval of Agenda

MOTION. Councilmember Tageant made a motion, seconded by Councilmember Dickinson, to approve the agenda without the Data Transfer Solutions Contract. The motion passed 7-0-0-0.

Citizen Comments

Kirk Peterson, Volunteers of America.

Mr. Peterson invited Council to the Volunteers of America breakfast on June 8, 2022.

Council Business

Councilmember Dickinson attended the Senior Center Board meeting.

Councilmember Daughtry attended the Snohomish County Cities Dinner and the last SCCIT meeting. He gave an update to the Council on the Trestle project.

Councilmember Petershagen attended the last Planning Commission meeting.

Councilmember Ewing attended the Youth Advisory Council Meeting.

City Department Report

Planning and Community Development Update – Director Russ Wright

Guest Business

Donation Recognition and Drone Presentation

Commander Thomas thanked Snohomish Valley Roofing for their generous donation.

Introduction of New Employees:

Joel Case, Crew Worker

Mitch Anderson, Crew Worker

Adam Blanc, Crew Worker

Consent Agenda

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

The consent agenda included the following:

- 2022 Vouchers
- City Council Workshop Meeting Minutes of May 3, 2022
- City Council Regular Meeting Minutes of May 10, 2022
- City Council Workshop Meeting Minutes of May 17, 2022
- Police Officer Lateral Hiring Incentives

Public Hearing

Lakeview Flats Development Agreement (LUA2022-0036) / Resolution 2022-08

Director Wright explained that Lakeview Flats, LLC applied for a Development Agreement on March 7, 2022, to construct a 17,128 square foot, three-story mixed-use building at 1800 Main Street on real property owned by the City. The project is within the Downtown Lake Stevens Subarea. Revised application materials were received by the city on April 28, 2022, including a project narrative, a revised site plan, revised SEPA checklist and a revised Planned Action Checklist. The city received a traffic report on May 4, 2022. The building would include three tenant spaces, with proposed restaurant uses, and six residential units. The applicant has applied for separate administrative design review and construction plan applications, pending approval of the development agreement. The proposed development by Lakeview Flats, LLC will require their purchase of real property from the City together with their lease (with option to purchase) of additional real property from the City for construction of a parking lot necessary to augment parking needs for the mixed-use building.

Staff, the City Attorney and representatives of Lakeview Flats, LLC have been coordinating the terms of the development agreement, the terms of sale and lease terms for the project property. A purchase and sale agreement and lease with option to purchase are attached to the Development Agreement as exhibits. Approval of the Development Agreement requires approval of the purchase and sale and lease agreements. Staff briefed City Council at its March 22, 2022, meeting about the scope of the project.

City staff provided required notice for the project on May 14, 2022, per Lake Stevens Municipal Code (LSMC) 14.16B.630. The SEPA official issued a Planned Action Certificate on May 18, 2022, for the development agreement and subsequent project actions. Finding of fact and consistency with Lake Stevens Municipal Code (LSMC)

14.16C.055 Development Agreements / Decision Criteria are provided in Resolution 2022-08. The agreement runs with the land and will be binding on the parties and their successors.

Council President Ewing opened the public hearing for comment.

There were no public comments.

Council President Ewing closed the public hearing for comment.

Council and staff engaged in a discussion. Council asked staff to come back with revised language to address the parking.

MOTION. Councilmember Tageant made a motion, seconded by Councilmember Daughtry, to continue the public hearing to June 14, 2022. The motion passed 7-0-0-0.

Executive Session

The meeting recessed to executive session at 6:54 p.m. to discuss Potential Litigation per RCW 42.30.110 (1) (i) for approximately 15 minutes. There will be no action.

Reconvene to Regular Session

The meeting reconvened to regular session at 7:13 p.m.

Adjournment:

MOTION. Councilmember Frederick made a motion, seconded by Councilmember Tageant, to adjourn the meeting. The motion passed 7-0-0-0. The meeting adjourned at 7:13 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

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

June 7, 2022, 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. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Mayor Brett Gailey, Councilmembers Kim Daughtry, Gary Petershagen, Shawn Frederick, Mary Dickinson, Marcus Tageant and Steve Ewing.

ELECTED OFFICIALS ABSENT: Councilmember Anji Jorstad

Call to Order

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

Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Roll Call

All Councilmembers were present except Councilmember Jorstad.

MOTION. Councilmember Tageant made a motion, seconded by Councilmember Daughtry, to excuse Councilmember Jorstad. The motion passed 6-0-0-0.

Approval of Agenda

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Daughtry, to approve the agenda without the Data Transfer Solutions Contract (Item 7.b.). The motion passed 6-0-0-0.

Citizen Comments

Brad, Lake Stevens.

Brad stated that he is in support of short-term rentals.

Magda Hopt, Lake Stevens.

Ms. Hopt spoke in favor of short-term rentals.

John Spencer, Lake Stevens.

Mr. Spencer spoke in favor of the Planning Commission's recommendation on short-term rentals.

City Clerk Chelin entered four additional citizen comments, received by email for the record, relating to short-term rentals. These comments were from Kristen Haugen, Magda Hopt, Nikki Odegard and Rick Trout.

City Department ReportPublic Works - Teams Task/Planner Update2021 Impact Fee ReportLake Stevens Industrial Center Infrastructure and Market AnalysisYouth Recreation Amenities**Action Items**Wireless Microphone System for The Mill

Director Stevens explained that the current microphone solution for The Mill takes an average of 45 minutes for set up and 45 minutes for tear down at each meeting. This includes cable management, securing trip hazards, and storage for the existing system. There is an increasing demand with boards & commissions also using this space. With the June 1, 2022, update to the OPMA the City is now required to host council, board and commission meetings on site, so each meeting will involve this complex set up and take down process. These meetings include but are not limited to Planning Commission, Library Board, Park Board, Veteran's Commission and 4 Council meetings per month. As needed, Civil Service and Salary Commission meet as well.

A wireless microphone system for this space will significantly reduce the staff time and complexity to set up and tear down for the meeting space. It will also reduce trip hazards that currently exist with our multi-corded system. The surge protectors, 4-pronged wall cords and individual mic cords being out in the open is a significant risk management concern.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Dickinson, to approve to approve the wireless microphones for the Mill. The motion passed 6-0-0-0.

Discussion ItemsBriefing on Short Term Rentals

Assistant Planner Needham and Planning Manager Levitan explained that on May 3, the City Council held a work session to review the Planning Commission's recommendation on a proposed land use code amendment to the city's supplementary use regulations for tourist homes (LSMC 14.44.064). The existing regulations for what are now more commonly known as short-term rentals (STRs) – rentals of 30 days or less - have been in place since 1998 and have remained unchanged even as their popularity has increased exponentially through websites such as airbnb and VRBO. The Planning Commission's recommendation was based on several work sessions, where they reviewed existing regulations in several other cities, a best practices manual on regulating STRs, and public comments received from several city residents.

A review of airbnb and VRBO shows about 25 active short-term rental listings in Lake Stevens, with many likely unaware that current city regulations for STRs require a Type II Administrative Conditional Use Permit (ACUP) and for the property owner to live on the site (what is commonly known as a "hosted" rental) and that they cannot be rented

for more than 10 consecutive days or 30 total days in a calendar year. The city has approved only one tourist home since the existing code language was adopted, and code enforcement of non-compliant rentals has generally been on a complaint basis. However, Council has directed staff to work to bring existing rentals into compliance, which means that existing STRs would either need to comply with the existing code language (if applying before the effective date of a new ordinance) or with the new regulations adopted by Council.

Councilmembers raised a number of issues and concerns at their May 3 meeting about the proposed code language. Much of the discussion focused on whether a hosted environment (where the property owner or designee is required to be on site for the duration of the rental) should be required or if unhosted rentals should be allowed, as well as questions about the recommended parking, business license, maximum party size and public noticing requirements. Councilmembers also asked staff to reach out to current STR operators to solicit input on the proposed code language, as none of the public comments received to date had come from owners of existing STR listings. On May 13, staff sent out a letter asking for feedback on the proposed regulations to property owners for 22 listings that it was able to identify from existing listings, with five letters returned as undeliverable.

The majority of comments received from those not operating STRs – both via email and at the Planning Commission's April 20 public hearing - have expressed support for regulations that continue to require that STRs be hosted. This is often based on negative experiences that they have had with neighbors' properties that are currently operating as STRs and their belief that a hosted environment would provide more oversight and better management of issues such as noise. The emails received from current STR operators have expressed concerns that requiring a hosted environment is economically and operationally unfeasible and infringes on their property rights.

In response to the Council's comments, staff has prepared a spreadsheet of issues raised about the proposed code amendment during the May 3 meeting, as well as the existing code requirements in LSMC 14.44.064 and different options for potential changes to code language based on a review of other cities' STR regulations (or lack thereof). Staff would like councilmembers to review and discuss these options and provide general direction to staff so that it can incorporate any desired changes into revised code language that would be brought back for an additional Council work session before moving on to the Council's required public hearing.

Council and staff engaged in a discussion.

Mayor Gailey suggested that the Council form a subcommittee of three Councilmembers to review the information and bring back a recommendation to the Council. He asked if any Councilmembers were interested to contact President Ewing who will select the members.

Capital Projects Update

Director Halvorson explained that the Planning and Community Development, Public Works and Finance have been coordinating the discussion related to capital projects. He briefed the Council on current projects as identified in the city's Comprehensive Plan and Capital Facilities Plan, with an emphasis on active projects.

He discussed a proposed methodology to help rank and prioritize capital projects, specifically focusing on roads and sidewalks. Based on this methodology, staff will present a revised project inventory that will be further discussed as part of the 2022 Comprehensive Plan and 2023 budget allocation processes.

A suggested TIB project list was also presented based on the scoring matrix. Council and staff discussed funding sources including grants, impact fees and other local revenue options.

Executive Session

The meeting recessed to executive session at 7:40 p.m. to discuss Collective Bargaining for approximately 10 minutes. There will be no action.

At 7:50 p.m., the executive session was continued for 10 minutes.

Reconvene to Regular Session

The meeting reconvened to regular session at 8:00 p.m.

Adjournment:

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Petershagen, to adjourn the meeting. The motion passed 6-0-0-0. The meeting adjourned at 8:04 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

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

June 14, 2022, 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. by Council President Ewing

ELECTED OFFICIALS PRESENT: Mayor Brett Gailey, Councilmembers Kim Daughtry, Gary Petershagen, Shawn Frederick, Mary Dickinson, Marcus Tageant, Councilmember Anji Jorstad and Steve Ewing

Call to Order

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

Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Roll Call

All Councilmembers were present.

Approval of Agenda

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Dickinson, to add the Juneteenth Proclamation to the agenda. The motion passed 5-2-0-0 with Councilmember Daughtry and Councilmember Petershagen voting no.

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

Guest Business

Introduce Natasha Houghtaling, Public Works Office Assistant
Recognize Erik Mangold - Promotion to Capital Projects Manager

Citizen Comments

Jerry Stumbaugh, Senior Center
Mr. Stumbaugh thanked staff for their quick effort to help with permits through Department of Licensing for the Senior Center.

Council Business

Proclamation to Lower Flag for Don Ren for June 18, 2022 read by Councilmember Frederick

Pride Proclamation for June 2022 read by Councilmember Jorstad

Juneteenth Proclamation read by Councilmember Dickinson

Councilmember Jorstad reported that she attended the Snohomish Health District Board meeting.

Councilmember Dickinson attended the Senior Center Board meeting and the Health District Board meeting. She also thanked Councilmember Daughtry for this work on Aquafest.

Councilmember Tageant attended the Park Board meeting.

Councilmember Petershagen attended the WSDOT meeting last week regarding the SR9/204 Construction updates.

Councilmember Daughtry reported that Aquafest will be July 29-31, 2022.

Councilmember Ewing read an email into the record that he sent to the Council regarding the selection of the Short-Term Rental subcommittee.

City Department Report

Retail Strategies Report

Addition of NEOGOV Modules (Written Only)

Public Works Department Update

Consent Agenda

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

The consent agenda included the following:

- 2022 Vouchers
- Snohomish Regional Drug Task Force ILA Extension and Allocation Increase
- Compensation Connections Contract for Non-Represented Salary Study

Public Hearing

Lakeview Flats Development Agreement (LUA2022-0036) / Resolution 2022-08

Lakeview Flats, LLC applied for a Development Agreement on March 07, 2022, to construct a 17,128 square foot, three-story mixed-use building at 1800 Main Street on real property owned by the City. The project is within the Downtown Lake Stevens Subarea. Revised application materials were received by the city on April 28, 2022, including a project narrative, a revised site plan, revised SEPA checklist and a revised Planned Action Checklist. The city received a traffic report on May 4, 2022. The building would include three tenant spaces, with proposed restaurant uses, and six residential units. The applicant has applied for separate administrative design review and construction plan applications, pending approval of the development agreement. The proposed development by Lakeview Flats, LLC will require their purchase of real property from the City.

A development agreement is a Type VI permit which requires action from the City Council following a public hearing. Staff, the City Attorney and representatives of Lakeview Flats, LLC have been coordinating the terms of the development agreement and the terms of sale for the project property. Staff briefed City Council at its March 22,

2022, meeting about the scope of the project. The Council held a public hearing for the project on May 24, 2022. Council requested that the option to purchase and a lease agreement for the adjacent property be removed from the development agreement.

The revised development agreement provides a purchase and sale agreement that includes a temporary construction easement and a first right of refusal to purchase the adjacent property with consideration. Approval of the Development Agreement requires approval of the purchase and sale agreements.

City staff provided required notice for the project on May 14, 2022, per Lake Stevens Municipal Code (LSMC) 14.16B.630. The SEPA Official issued a Planned Action Certificate on May 18, 2022, for the development agreement and subsequent project actions. Finding of fact and consistency with Lake Stevens Municipal Code (LSMC) 14.16C.055 Development Agreements / Decision Criteria are provided in Resolution 2022-08.

Mayor Gailey opened the public hearing for comment.

There were no public comments.

Mayor Gailey closed the public hearing for comment.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Ewing, to approve the Lakeview Flats Development Agreement (LUA2022-0036) / Resolution 2022-08. The motion passed 7-0-0-0.

Action Items

Resolution No. 2022-09 - 29th St NE ROW Vacation

Senior Planner Place explained that the Soper Hill Commercial development project at the SR 9 and Soper Hill Road intersection consists of eight commercial lots, a new roundabout, and a through road connection from SR 9 to Lake Drive via 29th St NE. Through the development review process of the commercial site, it was identified that a through connection from SR 9 to 29th St NE would help serve Stevens Creek Elementary School and provide a vehicular connection to Lake Drive.

As a condition of approval of the land use permits for the project, the developer agreed to construct off-site improvements including the connection of 29th St NE in exchange for traffic impact fee credits. It was also identified during the review process that a right-of-way (ROW) dedication of the new portion of 29th St NE would be required and that a small triangle of existing city right-of-way on 29th St NE is no longer needed based on the roadway connection design and is best absorbed into the Lake Stevens School District property.

The city, the Lake Stevens School District, and the developer desire to jointly work together to finalize this road connection, where the ROW dedication responsibility lies

with the school district, the ROW vacation responsibility lies with the city, and the street construction responsibility lies with the developer. The Lake Stevens School District is the owner of Parcel Number 29050100401000 and has recently dedicated a portion of their property via a separate executed deed and dedication document to the city of Lake Stevens to create the new connection between Soper Hill Road and 29th St NE.

The next step in the process is for a ROW vacation of 215 square feet along 29th St NE and to incorporate that portion into the Lake Steven School District property. In return for the ROW vacation, the City has received 5,870 square feet of dedicated ROW property in compensation.

The requested ROW vacation section is currently an opened portion of the east side of 29th St NE and is not necessary for future road needs since the existing developed portion and dedicated ROW of 29th St NE will fully encompass the frontage improvements that the ROW needs.

The requested action is a legislative decision subject to a Type V permit with a required public notice, public meeting, and public hearing with City Council. Per LSMC 14.16C.095(a), the City Council may initiate by resolution a right-of-way vacation procedure. Per RCW 35.79, the City Council, by resolution, shall fix a time when the petition will be heard and determined, which time shall not be more than sixty days nor less than twenty days after the date of the passage of such resolution. In order to comply with the above, staff is suggesting that Council set the date of July 12, 2022, for the public hearing so that action is taken before the Council recesses for the summer.

MOTION. Councilmember Tageant made a motion, seconded by Councilmember Daughtry, to approve Resolution No. 2022-09 – 29th St NE ROW Vacation. The motion passed 7-0-0-0.

Information Technology Job Reclassifications and Position Request

Director Stevens explained that in 2022, due to vacancies, there will be no budget increase for 2022. In fact, the IT Department's salary and benefits will end 2022 under budget. The budget impact for 2023 depends on which level in the salary range employees are hired into. Typically, we estimate to hire at mid-range, however, due to recruiting difficulties and the competitive job market, the city needs to be prepared to hire at the high end of the range. The budget impact for this scenario would be as follows:

Reclassification of Support Specialist to Support Analyst = increase of \$14,857 for both salary and benefits (for one year).

Reclassification of the Network Administrator to Systems Engineer = increase of \$17,715 for both salary and benefits (for one year).

Application Analyst New Position Request = \$143,577 for both salary and benefits (for one year).

Re-title GIS/Applications Analyst to GIS Analyst = no \$ change.

Council and staff engaged in a discussion. The Council asked staff to bring back the Application Analyst position request during the next budget discussion when all positions in the city are reviewed.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Daughtry, to reclassify the Support Specialist and the Network Administrator and wait on the Application Analyst position. The motion passed 7-0-0-0.

Amendment No. 1 - Agreement with WSDOT for Construction of SR 9/SR 204 Welcome Sign Foundation and Wall

Director Halvorson reported that In April, the City executed a contract with WSDOT that committed the City to funding construction of a welcome sign foundation and wall at the SR 9/SR 204 roundabout. The engineer's estimate for the sign foundation and wall was \$18,941. In May, WSDOT opened contractor bids and the unit bid price for the sign foundation and wall is \$36,491, a price increase of \$17,550. This amendment increases the City's commitment to fund construction of the sign foundation and wall to \$36,941, plus 25% contingency. It is in the best interest of the city to approve this amendment funding construction of the sign as part of the larger SR 9/SR 204 intersection project, given there is no guarantee the city would receive a lower bid and mobilization and traffic control costs associated with a different vendor working on site would likely exceed the unit bid price.

Council and staff discussed the amendment.

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Ewing, to authorize the Mayor to sign Amendment No. 1 - Agreement with WSDOT for Construction of SR 9/SR 204 Welcome Sign Foundation and Wall. The motion passed 6-1-0-0 with Councilmember Jorstad voting no.

Executive Session

The meeting recessed to executive session at 7:20 p.m. to discuss Collective Bargaining for approximately 5 minutes. There will be no action.

Reconvene to Regular Session

The meeting reconvened to regular session at 7:23 p.m.

Adjournment:

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to adjourn the meeting. The motion passed 7-0-0-0. The meeting adjourned at 7:23 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

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

June 21, 2022, at 6:00 p.m.
By Remote Participation via Zoom

CALL TO ORDER: 6:00 p.m. by Council President Steve Ewing

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

ELECTED OFFICIALS ABSENT: Mayor Brett Gailey

Lake Stevens Outlet Channel Projects

Surface Water Coordinator Farrant explained that Public Works staff are requesting discussion and guidance from the Council on preliminary designs for six projects identified to reroute the Lake Stevens Outlet Channel, enhance aquatic habitat, address flooding, and upgrade infrastructure. Council and staff engaged in a discussion.

Transportation Benefit District Project Review and Discussion

Director Halvorson explained that the Public Works Department has developed a list of capital projects that could be constructed using revenues generated by funding a Transportation Benefit District. Projects included sidewalk connections, new sidewalks, pavement preservation and roadway construction. The purpose of this agenda item is to review and compare the proposed capital project list to Transportation Benefit District funding scenarios. Staff will come back to Council with bond information.

Note: Councilmember Tageant left the meeting at 6:48 p.m.

Council Communications

City Administrator Brazel checked in with the Council about email communications. He stated he wanted to make sure that emails were getting to Council and staff. He also asked the Council if they would like to set aside a few minutes at every meeting for agenda planning for the next meeting. The Council agreed.

The meeting adjourned at 7:37 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 6/28/2022

Subject: Consultant Contract with Mackenzie for Lake Stevens Industrial Center Infrastructure and Market Analysis

Contact Person/Department: Christi Schmidt, Community Development

Budget Impact: Not to Exceed \$110,000.00

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to Sign the Consultant Contract with Mackenzie

SUMMARY/BACKGROUND:

The City Council allocated \$100,000 dollars for staff to complete an infrastructure and market analysis for the Hartford and Machias areas. This area is now referred to as the Lake Stevens Industrial Center. After issuing a request for proposals, the city received a responsive request from a multidisciplinary team comprised of Machenize, Riley Group and ECONorthwest. Planning and Community Development (PCD), Public Works and Administration along with the Lake Stevens Sewer District and Snohoish PUD interviewed the team. On June 7, 2022, PCD provided a department report that the city was moving forward with executing a contract for professional services. Because the proposed dollar amount by the consultant has a not to exceed amount of \$110,000, which exceeds the \$100,000 authorized dollar amount by potentially \$10,000, PCD is bringing the contact to the city council for review and approval to authorize the mayor's authority to execute said contract.

APPLICABLE CITY POLICIES:

THRESHOLDS FOR PROFESSIONAL SERVICES:

PURCHASE OF PROFESSIONAL SERVICES		
\$ -0- to \$14,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	City Administrator/Mayor award and approve
\$15,000 to \$100,000	3 Written Quotes	City Administrator/Mayor award and approve
Over \$100,000	Formal RFP -May be Sealed or Not-	City Council award and approve
Department Directors are required to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

City Policy No. P-2-2018 (Updated September 14, 2021) Page 24, Section XV. Purchase of Professional Services.

ATTACHMENTS:

1. Mackenzie Contract

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON
AND MACKENZIE
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Lake Stevens, a Washington State municipal corporation ("City"), and Mackenzie, authorized to do business in the State of Washington, ("Consultant").

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along

with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence upon full signing and shall terminate at midnight December 31, 2022. The parties may extend the term of this Agreement by written mutual agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement

system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultant's violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Insurance Term**
The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation**
The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types and coverages described below:**

- (1) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- (2) Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
- (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4) Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**
Consultant shall maintain the following insurance limits:

- (1) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- (2) Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
- (3) Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within two business days of receipt of such notice) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

i. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

j. **City Full Availability of Consultant Limits.** If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

k. **Subcontractors' Insurance.** The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified-and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit ____:

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$110,000 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. Public Records.

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City and Consultant shall be sent to the following addresses:

To the City:

City of Lake Stevens
Attn: City Clerk
Post Office Box 257
Lake Stevens, WA 98258
Telephone: 425-622-9412

To the Consultant:

Brett Conway
Mackenzie
206-582-2577
bconway@mcknze.com

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY.**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such

agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS AND SIGANTURES.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement. Digital, electronic, and PDF signatures will constitute an original in lieu of the “wet” signature.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of June, 2022.

CITY OF LAKE STEVENS

MACKENZIE

By: _____
Brett Gailey, Mayor

By: _____

Printed Name and Title

Approved as to Form:

By: _____
Greg Rubstello, City Attorney

LAKE STEVENS INDUSTRIAL ANALYSIS

City of Lake Stevens

May 16, 2022

CONTENTS

Company Overview..... 1

Relevant Experience 4

Scope of Services & Budget 6

Schedule and Milestones..... 8

Public Outreach..... 9

References 10

For more information, please contact:

Brett Conway, AIA, NCARB, LEED AP
Principal-in-Charge
bconway@mcknze.com
206.582.2577

MACKENZIE.

May 16, 2022

City of Lake Stevens Planning and Community Development
ATTN: Christi Schmidt
1812 Main Street, Lake Stevens, WA 98258

Re: RFQ Response—Lake Stevens Industrial Analysis

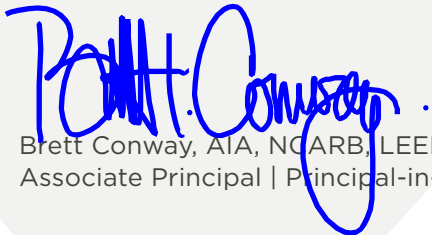
Dear Christi Schmidt and the Selection Committee:

With the potential to drive local economic development, expand local business and employment ranks, and increase community livability, these 280 acres are a unique opportunity for the City of Lake Stevens to create positive momentum through infrastructure investment and long-term planning. Mackenzie and our design partners are eager to join this commitment and bring our expertise in integrating infrastructure with employment land planning.

The Mackenzie team believes in an integrated design approach across all disciplines will establish a path to attract development. This will be done through incorporation of flexible infrastructure alternatives and land use actions to foster the type of job and economic creation desired within the industrial business development zone. We seek to balance community goals with the realities of development, and we provide analysis to determine compliance with City codes, policies, and regulations while understanding the impact to the applicant. This understanding of both community's needs and the applicant's in a development review process allows us to better provide recommendations for improvements to strengthen the proposals' effectiveness.

We bring extensive experience with private sector development, specifically as it relates to industrial projects. This experience will inform our approach so its developed to attract and grow the next wave of entrepreneurs, makers, and companies that will increase the vibrancy and resiliency of Lake Stevens. Our firm's historical mix of private and public projects will be key in developing a safe corridor for multiple modes and crossings that add opportunity to the private development effort.

Please do not hesitate to contact us with any questions or need for additional information. We are each able to represent Mackenzie and the project team in any contract negotiations.



Brett Conway, AIA, NCARB, LEED AP
Associate Principal | Principal-in-Charge



Michael Chen, LEED Green Associate
Associate Principal | Project Manager



COMPANY OVERVIEW

Firm

Mackenzie is a design firm for the built environment. Over the past 61 years in business, Mackenzie's services have evolved, and the firm now offers specialized services across a range of disciplines, including architecture, interior design, structural, civil and traffic engineering, land use and transportation planning, and landscape architecture.

Mackenzie's integrated design approach masterfully navigates the entirety of a project, from studies and assessments to technical challenges and innovative solutions. Collaborative partnerships are integral to Mackenzie's approach.

The firm proudly advocates for its clients to ensure every project achieves its goals and is delivered with the highest level of service. Mackenzie is in Portland, Oregon, and Seattle and Vancouver, Washington. For more information, visit mackenzie.inc.

Experience

Mackenzie's team has provided services for a diverse variety of industrial park, infrastructure, and building projects in the Pacific Northwest. The Mackenzie team brings the experience and toolkit to get your project planned and built on time and within budget. Our key team members selected for this project are located in our Portland and Vancouver offices, and each one has substantial experience in similar projects and guiding our clients through the process.

Leaders in design. Partners in our community.

Collaborative partnerships are integral to our holistic approach to design. We advocate for our clients throughout the life of the project. We recognize the impact of our work on the communities they serve and that it is through an integrated, human-centered and inclusive approach that together we will work to develop a design vision true to the City of Lake Stevens.

Our broad experience and understanding will be strategically applied to prepare the Kent Industrial Valley Subarea Plan. This includes our capabilities in land use planning, permitting, compliance, policy and regulatory monitoring, GIS mapping and analysis, and site constraints and opportunities analysis, with emphasis on industrial and employment land development requirements.

We have applied this expertise for a multitude of both public and private clients during the past 30+ years, including work directly to the City of Kent, Port of Chehalis, Port of Ridgefield, Clark County Washington, and the City of Kalama.



MACKENZIE AT A GLANCE

- Established in Portland, Oregon in 1960
- Offices in Portland, Oregon; and Seattle and Vancouver, Washington
- Over 200 employees

Services

- Architecture
- Interiors
- Structural, Civil, & Traffic Engineering
- Land Use & Transportation Planning
- Landscape Architecture

Key Personnel

Michael Chen will be Mackenzie's project manager. Michael brings a wide range of directly relevant experience, highlighted in the following pages. Brett Conway, an architect and Industrial Business Unit leader with extensive experience in the industrial sector, will serve as the Principal-in-Charge, taking part in contractual negotiations and providing high level guidance. The team is rounded out by Michele Jain in civil engineering and Brent Ahrend in traffic engineering. We have also selected two key subconsultants in ECONorthwest, for economic consultation, and the Riley Group for geotechnical and environment expertise.

Collaborative partnerships are integral to our holistic approach to design. We advocate for our clients throughout the life of the project. We recognize the impact of our work on the communities they serve and that it is through an integrated, human-centered and inclusive approach that together we will work to develop a vision true to the City of Lake Stevens.

Mackenzie In-house Team



Brett Conway AIA, NCARB, LEED AP

Principal-in-Charge

Brett Conway has more than 30 years of experience as an architect and interior designer focusing in the industrial, corporate, financial, and retail sectors. At Mackenzie, Brett is focused on delivering exceptional client service and brings proficiency in entitlements and due diligence; conceptual design leadership and visuals; meeting budgets and schedules; construction management; and community involvement and presentations.



Michael Chen LEED Green Associate

Project Manager

Michael brings over 20 years of experience in land-use planning, SEPA review, permit entitlement, feasibility studies, project management and business development to project teams.



Michele Jain PE

Civil Engineer

Michele Jain has more than 12 years of experience in the civil engineering industry, working with clients in both the public and private sectors. Michele has a strong technical background and a passion for implementing green infrastructure solutions.



Brent Ahrend PE

Transportation Planner

Brent Ahrend has over 25 years of experience managing traffic engineering and transportation planning projects for both private and public clients, and leads our Transportation Planning/Traffic Engineering staff. He combines technical skills in transportation analysis and modeling with strong communication and demonstrated abilities to provide efficient solutions for transportation deficiencies.

Subconsultant Firms

Chris Blakney | ECONorthwest

Economic Lead

Chris is a Project Director and Senior Policy Advisor with ECONorthwest. Chris' professional expertise is established at the cross-section of development economics and economic development. Chris works with a range of public and private sector clients to develop strategic actions that address challenging policy questions around affordable housing, land use, and economic development. Prior to joining ECONorthwest, Chris served as an in-house economist for project lead Mackenzie. Chris has been an active member of the International Economic Development Council and the Commercial Real Estate Development Association (NAIOP).

Oscar Saucedo-Andrade | ECONorthwest

Project Associate

Oscar joined ECONorthwest with a professional focus at the confluence of land use and urban economics. His work at ECONorthwest is focused on public policy and the factors that drive real estate investment. Oscar works with both private and public sector clients to help them develop actionable solutions to challenging issues related to land use, economic development, affordable housing, and development feasibility.

Kristina Weller PE | Riley Group

Geotechnical Engineer

Kristina Weller has over 20 years of experience providing geotechnical engineering and construction monitoring services throughout the Pacific Northwest. Her hands-on project management approach to geotechnical design issues and construction monitoring oversight better enables her to provide clients with cost-effective, practical solutions to earthwork, foundation design, and construction monitoring challenges.

Eric Woods LG | Riley Group

Geologist

Eric Woods has over 15 years of geotechnical experience in the Pacific Northwest and has provided services to both private and public clients. Mr. Woods currently supports RGI's geotechnical department by providing project oversight, including project management. Eric also performs site explorations by monitoring boring and test pit excavations, logging soil and rock core, recording water levels and soil densities, collecting samples and preparing field logs.

Megan Poysnick LG | Riley Group

Senior Environmental Manager

Megan Poysnick is a licensed geologist with over 15 years experience providing environmental consulting, risk management services, and regulatory expertise in cleanup for contaminated properties throughout the Pacific Northwest. She has managed a wide range of projects that include property due diligence assessments, remedial investigations, conceptual site modeling, and redevelopment permitting. Her client relationships include state and local, utilities, private, commercial, and industrial entities. Ms. Poysnick's familiarity with state and local regulatory agencies gives her insight to anticipate and creatively adapt to obstacles that may impact site development.

RELEVANT EXPERIENCE

City of Kent: Rally the Valley

Award-winning industrial subarea plan.

Location: Kent, WA

Type: Land analysis

- Mackenzie and ECONW teamed to establish a new direction for the City of Kent's industrial valley subarea plan, known as Rally the Valley. The City established a Rally the Valley committee that comprised of business owners, developers, City staff, and members of the community.
- We worked with the committee over a series of 5 meetings to present key elements of industrial development, gather input and identify the key goals and vision for the City of Kent industrial subarea. With the information we were able to work with City staff to craft the new Industrial Design Standards that will guide future industrial development within the City of decades to come.
- In 2021, the City of Kent won a Governor's Smart Communities Award for it's Rally the Valley: Kent Valley Manufacturing/Industrial Center Subarea Plan.

Port of Columbia County McNulty Industrial Park

Industrial area planning for a regional port.

Location: Columbia County, OR

Type: Land analysis

- Mackenzie has provided architectural and landscape architecture; civil, structural and transportation engineering and land use planning services to assist the Port of Columbia County with the development of their 20-acre McNulty Industrial Park in St Helens, Oregon.
- Mackenzie's role in the project as design lead and industrial development expert has been to assist the County with master planning the site for multiple buildings to accommodate a wide range of light industrial and warehouse/distribution users in a way that allows the County to develop the project in phases should they so choose.
- We have worked closely with Port staff to develop a project that meets the industrial needs of their market balanced with the economic development goals of the Port.

St Helens Industrial Park

Analysis of 15 industrial sites, followed by market analysis and business recruitment strategy.

Location: St. Helens, OR

Type: Land analysis

- Mackenzie is working with City of St Helens to establish infrastructure for the St Helens Industrial Business Park. This city-owned property houses an operating manufacturing facility, and the City is planning to redevelop the site to facilitate industrial employment growth in the region.
- Our scope involves preliminary design of roadways, utility infrastructure, and cost estimating for the first phase of construction, which will help secure funding and guide the redevelopment effort forward.
- This work is ongoing and expected to be complete in summer of 2022.

City of Lake Stevens

May 16, 2022

SCOPE OF SERVICES & BUDGET

Task 1—Stakeholder Input - Industrial Profile and Industrial Needs Assessment

Mackenzie tasks here will include: Identify industry profiles for up to 4 types of building/uses (warehouse, manufacturing, office, and mixed-use – or other that may apply in the Lake Stevens Industrial Area (LSIA). These would be based on Mackenzie's experience in design for buildings over the last decade or publicly available profiles, as well as the findings of the industrial stakeholders' survey. Profiles would include water, sanitary sewer, transportation (all modes), electrical, and telecom needs, as well as nearby or complementary land uses, potentially including residential, commercial, or office uses.

1. We will conduct an initial stakeholder input meeting to gather and discuss all background reports and studies that have been conducted to date, meet with various City department representatives and elected officials to solidify project goals for the LSIA. We anticipate one two hour in person meeting as well as a site visit/tour of LSIA with City staff to follow on the same day.
2. The analysis will address industrial growth relationships between demographics, employment growth, market trends, and development. These tasks may include:
 - Review of National, State, and Local Trends. The demand analysis will include an overview of national, regional, and local trends affecting economic development in the City, focusing on the City's target industries. The overview of trends will focus on major long-run trends while the overview of local trends will provide more detail on conditions in Lake Stevens and the surrounding region over the past 10–20 years. The review of trends will focus on the City's target industries. The focus of this analysis will use available administrative data (or data developed by the City) to discuss the trajectory of industrial areas and sector make-up.
 - Assessment of Community Economic Development Potential. The analysis will utilize the previous study completed by Urban 3 as well as other utility assessments to assess land development potential for industrial uses or other complementary or supportive uses. This will include the mapping of current uses and assessing redevelopment potential. The main focus

of this work will be to help identify key focal points by sorting areas in categories that include: no redevelopment potential, cornerstone users, and catalytic areas, and redevelopment sites.

- Land and Built Space. Most businesses require a physical space (e.g., office, warehouse, factory, or storefront). ECONW has developed an innovative method of mapping and geographically analyzing real estate data to produce maps of regional development activity and market fundamentals.
- Identification of Required Site Types. The demand analysis will identify the characteristics of employment sites that will be needed to accommodate the expected employment growth based on the types of employers that the City aspires to attract (as identified in the economic development vision for LSIA). This assessment will identify site size, need for infrastructure and services, and other site characteristics.

Deliverables:

Summary Slide Decks to be used with the planning process with accompanying technical documentation as needed.

Task 2—Vision and Goals Development

1. Mackenzie will work with staff to develop vision and goals for LSIA based on industrial profile, needs assessment, and stakeholder input. Vision and goals will be developed through one steering external stakeholder meeting, facilitated by Mackenzie. A rough work plan for the Stakeholder Committee meeting includes:
 - a. Baseline Trends and Strategic Issues
 - b. Key Questions to the Stakeholders (internal and external):
 - What is the strategic opportunity for Lake Stevens?
 - What best version of ourselves can we be in five, ten, twenty years?
 - What risks/constraints will the City and its stakeholders have to contend with?
 - c. Materials/Presentations to the Stakeholders:
 - City presentation on background project context—making the case for how policy, incentives, and investment can support change.

- Case studies of industrial/manufacturing change
- d. Understanding Lake Stevens Users
- e. Key Questions to the Committee:
 - Why do firms locate in the Lake Stevens?
 - What conditions can help us achieve the vision we want?
 - How will that impact existing users?
- f. Materials/Presentations to the Committee:
 - Summary of City survey.
 - Summary of economic, land use, and real estate uses
- g. Identification of Focal Areas
- h. Key Questions to the Committee:
 - What areas are realistically appealing, capable of investment along the lines the City is contemplating?
 - What are the ideas that would most influence their investment?
- i. Stakeholder Input—Industrial Profile and Industrial Needs Assessment
- j. Materials/Presentations to the Committee:
 - Summary of industrial prototypes
 - Summary Maps of Users and Focal Points
- k. Public Action Tools
- l. Key Questions to the Committee:
 - What tools make a difference?
 - What are the big/small influencers? What haven't we considered?
 - What tools might have unintended consequences?
 - What things need to happen first, what can happen latter?
- m. Materials/Presentations to the Committee:
 - Inventory of tools and actions.
- n. Strategic Vision, Objectives, and Initiatives
- o. Key Questions to the Committee:
 - Review and revise draft strategy.
- p. Materials/Presentations to the Committee:
 - Draft vision, objectives, and strategy.
- q. Meeting # 1: Baseline Trends and Strategic Issues

Deliverables:

Participation in one Committee meetings, Revised Strategic Plan Document.

Task 3—Industrial Lands Analysis

1. Review existing research and recent studies, including work done by Mackenzie in the Puget Sound area, SW Washington, and other locations on industrial lands compatible uses, site design, and performance standards.
2. Coordinate with Lake Stevens Public Works, Snohomish County, Community Transit, WSDOT, and distributors on plans and future infrastructure plans that will impact the area immediate around LSIA.
3. Prepare initial draft of industrial lands analysis that incorporates the previous studies, stakeholder input, ECONW analysis, environmental issues/hazardous, infrastructure improvements and zoning land use changes.
4. Present draft industrial lands analysis to staff and seek input. Revise industrial lands analysis and prepare final report. We anticipate presenting the final report to City Council.
5. Work with City staff to identify the next steps once the subarea plan is established.

Deliverables:

Draft industrial lands analysis, followed by final report.

Market Analysis, ECONW

ECONW's market analyses stand out because they anticipate, not react. This clear picture of current and future market conditions strengthens our clients' investment decisions and gives them an edge over reactive communities. Our analyses can identify opportunities for business creation or expansion; explain how the entrance or exit of a business changes market conditions; determine ideal production and pricing schedules; and reliably forecast market factors over time.

We see this project being equal parts market analysis and economic development. We understand that it is important to draw a linkage between market opportunities and the infrastructure necessary to attract new higher value uses. Our approach to this task will include:

- Working with the city at the onset of the project to determine a preliminary set of uses to be explored in the study.
- An evaluation of structural market trends and characteristics locally and in the region that would influence market opportunities. This will include recent development trends, market absorption, vacancy rates, lease rate, and other factors.

- An inventory of assets in the study area that frame the local competitive advantages. These could include major employers, industry concentrations, workforce characteristics, opportunity sites, relative land costs, or other factors identified in the early stages of analysis.
- Conclusion-oriented recommendations identifying the highest & best use opportunities within the study area.

The Riley Group, Inc.

The Riley Group, Inc., (RGI) is more than capable of assisting the city of Lake Stevens with an accurate environmental and geotechnical infrastructure analysis. We have already spent a significant amount of time and effort in this growing city and know the area quite well due to the many projects completed within its limits. Our environmental approach includes conducting an environmental desktop risk assessment to identify any known or suspected contaminated sites within the Hartford Industrial Center. This assessment will consist of (1) a search of government databases (a search of regulatory listings for the subject property and surrounding area) and (2) historical records, such as aerial photographs, city directories and/or fire insurance maps. RGI will prepare an environmental desktop risk assessment report that will include the findings, conclusions, and remedial recommendations, if any.

Our geotechnical approach includes evaluating topographic soil and geologic conditions based on published maps (1) identifying geologic critical areas, including landslide hazard locations, liquefaction potential, steep slopes and setbacks that may affect site development and (2) evaluating the feasibility of infiltration based on soil type, expected depth to groundwater, critical aquifer recharge area constraints, and any applicable setbacks for steep slopes and/or critical areas.

Report and Response Time

Estimated response time is 4 weeks to compile and transmit information gathered to Mackenzie for

inclusion in the complete package. This information will include figures and graphics such as a soils map, topography based GIS maps (including potential landslides and steep slopes), potential liquefaction areas, and contaminated locations. RGI understands that the proposed draft plan is to be submitted to the city of Lake Stevens in early August 2022.

Availability

With a proposed start date of Mid-June 2022, RGI is available to begin work immediately upon authorization to proceed. Proposed project team member, Senior Project Geologist, Eric Woods, LG., passes through the city of Lake Stevens on his way, to and from, RGI's Bothell office. This is a convenient cost-saver if site visits are ever necessary.

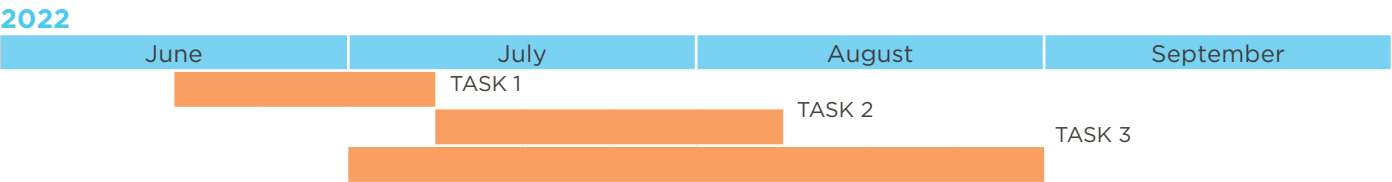
FEE SUMMARY

The following numbers are for preliminary budgetary purposes. We anticipate negotiating final figures with the City if selected for the project.

- Task 1: \$10,000-\$15,000
- Task 2: \$20,000-\$25,000
- Task 3: \$65,000-\$70,000
- TOTAL: \$95,000-\$110,00

Reimbursable expenses (printing, copying deliveries, ride share vehicles, application-based transportation, mileage, etc.) are included in the fee outlined above and will be invoiced at 1.12 times cost. Reimbursables are estimated to be \$2,000 and will not be exceeded without the Client's approval.

PROJECT SCHEDULE



PUBLIC OUTREACH



Every public project’s eventual success is predicated on successful communication and collaboration with the community the facility will support, staff, and management. Engaging with the community is the first step in achieving an impactful design.

Our first step in public outreach is confirming internal consensus and documenting project objectives. Once the internal team has an appropriately deep and collectively shared understanding of the City’s vision, we’ll solicit community input with guidance from the City.

These are opportunities for community members to offer insight, voice concerns, and develop an authentic sense of ownership in the project. We’ve found this process can establish a compelling story of community involvement and design evolution that can be shared during entitlements and design review presentations.

We will work with the City to develop a public involvement program that is:

Inclusive. We want to reach a cross section of the community and hear the diversity of views present. Potential user groups, proponents, neighbors, stakeholders and others need to be included.

Useful. Specific methods and approaches will be tailored to the City’s goals. Is there a need to hear from specific stakeholders? Is the existing public sentiment positive or does it need to be raised?

Transparent. We will be clear with the expectations of the public input process, identifying how it will impact the project and how it will be balanced with other project parameters such as budget.

Accountable. We will respond back to the community describing what we heard and how the information will be used.

Timely. Visioning meetings are scheduled to provide timely input in the design process—not too early nor too late.

Informative. At the outset we will identify project realities, including budget, program, site constraints and opportunities, and code requirements. We will communicate the project goals and history.

REFERENCES

William Ellis (He, Him), Chief Economic Development Officer
Economic and Community Development
220 Fourth Avenue South, Kent, WA 98032
P. 253.856.5707 | C. 206.573.6890
E. wellis@kentwa.gov

Miriam House, Operations Manager
PO Box 190, Columbia City, OR 07018
P. 503.928.3259 | C. 503.396.3576
E. House@portofcolumbiacounty.org

Jacob A. Graichen, AICP, City Planner
City of St. Helens
P. 503.397.6272
E. jgraichen@sthelensoregon.gov

John Walsh, City Administrator
City of St. Helens
265 Strand Street
St. Helens, OR 97051
P. 503.366.8211
E. jwalsh@sthelensoregon.gov

Jennifer Dimsho, AICP, Associate Planner
City of St. Helens
P. 503.366.8207
E. jdimsho@sthelensoregon.gov



House Spirits, Portland, OR

CITY COUNCIL STAFF REPORT



Agenda Date: 6/28/2022

Subject: Lake Stevens Food Bank - Amendment of Covenant

Contact Person/Department: Barb Stevens, Administration

Budget Impact: N/A

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to sign the Amendment of Covenant between the Lake Stevens Community Food Bank Association and the City of Lake Stevens

SUMMARY/BACKGROUND:

A Real Estate Purchase and Sale Agreement (RESPA) was executed between the City of Lake Stevens (City/Seller) and Tim Kaintz (Buyer) in February of 2019. Per the agreement, the City sold the property at 8021 20th Street SE, STE 101, to the Buyer for less than market value in consideration of community space in the building to be used for social service functions or other City-related purposes.

The sale was made on the condition that the Buyer donated and conveyed the property to the Lake Stevens Community Food Bank within 10 days of closing. The closing and conveyance occurred in March 2019.

As per Section 5.1 of the RESPA, Conveyance With Covenant, the Food Bank building was to "be constructed and operating no later than 24 months from the date of conveyance of the Property to the Food Bank." This would have been no later than April 2022. In the event that any of the conditions listed in the agreement are breached, including the 24 month construction timeline, "title to the property shall automatically revert for no consideration to the Seller and/or its successors in interest."

To remedy this breach, we recommend amending the covenant to reflect an extended

completion due date of April 26, 2024.

The Amendment of Covenant reaffirms the commitment between the Lake Stevens Community Food Bank Association, as Successor in Interest in place of previous owner Tim Kaintz, and the City of Lake Stevens for the successful build of the Food Bank in Lake Stevens. Both parties agree to extend the requirement of 24 months to 48 months for completion of the building, waiving any prior breaches of contract due to the Global Pandemic which halted everything in March of 2020 including fundraising to complete the building.

The amendment has been approved by the Lake Stevens Community Food Bank Association Board.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Lake Stevens Food Bank Amendment of Covenant and Timeline

When Recorded Return To:

City of Lake Stevens
Attention: City Clerk.
1812 Main Street
Lake Stevens, Washington 98258

AMENDMENT OF COVENANT

Reference Number(s)
of Related Documents:

201904300802

Grantor (Last, First, M.I.):

LAKE STEVENS COMMUNITY FOOD BANK ASSOCIATION

Grantee (Last, First, M.I.):

CITY OF LAKE STEVENS

Legal Description (abbreviated): LOT 1 BLA #201901255001 BEING PTN LT 2 & 3, BLK 3, EAST EVERETT FIVE ACRE TRACTS

Assessor's Tax
Account Number:

0041314-003-002-02

Additional Legal found on: Exhibit A - page

Consideration:

No monetary consideration. Correction of covenant for mutual benefit of parties by providing a cure of the breach of covenant.

Covenant Amendment:

For the above-mentioned consideration, the Grantor, Lake Stevens Community Food Bank Association, a Washington non-profit corporation (herein called "Food Bank"), and the City of Lake Stevens, a municipal corporation of the State of Washington (herein called "City") agree to the amendment of the following covenant in that certain Declaration of Covenant dated the 29th day of April 2019

{GAR2618421.DOCX;1/13140.000002/}

Amendment of Covenant

1 of 6

bearing Snohomish County Recording Number 201904300802, recorded on 04/30/2019, reading as follows:

- 1 A building for the operations of the Lake Stevens Community Food Bank Association substantially consistent with the drawings attached hereto as Exhibit B (pages B-1 through B-5), incorporated by this reference herein, is to be constructed and operating no later than 24 months from April 26, 2019

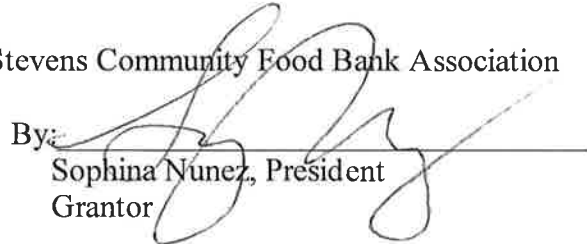
The aforestated covenant shall be amended to read as follows:

- 1 A building for the operations of the Lake Stevens Community Food Bank Association substantially consistent with the drawings attached hereto as Exhibit B (pages B-1 through B-5), incorporated by this reference herein, is to be constructed and operating no later than April 26, 2024, PROVIDED, HOWEVER, the Lake Stevens Food Bank Association shall exercise due diligence in pursuing necessary financing and completion of construction and acceptance of the building from the contractor as close to the Construction Schedule/Timeline set forth in Exhibit B hereto as is reasonably possible.

In all other respects the Declaration of Covenant shall remain the same.

Dated this 17 day of June, 2022.

Lake Stevens Community Food Bank Association

By: 
Sophina Nunez, President
Grantor

STATE OF WASHINGTON)
) ss
COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that BRETT GAILEY, MAYOR OF THE CITY OF LAKE STEVENS is the person who appeared before me and said person acknowledged that he signed this instrument on oath stated that he is authorized to execute the instrument and acknowledged it as the free and voluntary act for the uses and purposes mentioned in this instrument.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2022.

(Signature of Notary)

(Print or stamp name of Notary)

NOTARY PUBLIC in and for the State of
Washington, residing at _____

My Appointment Expires: _____

EXHIBIT A

Legal Description

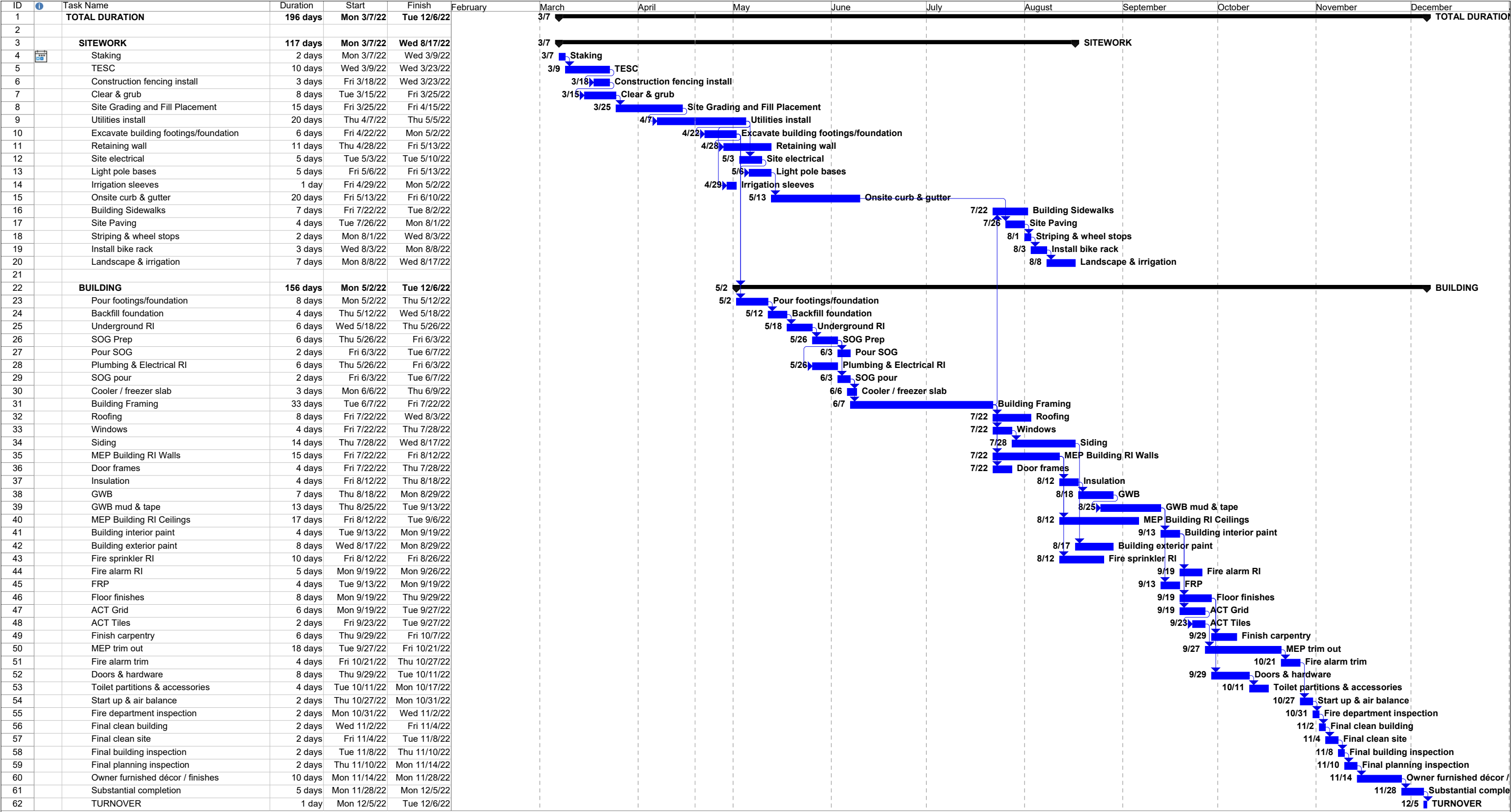
LOT 1 OF CITY OF LAKE STEVENS BOUNDARY LINE ADJUSTMENT DELINEATED ON SURVEY RECORDED UNDER AUDITORS FILE NUMBER 2019011255001, AND DESCRIBED IN AFFIDAVIT OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITORS FILE NUMBER 201901250167 RECORDS OF SNOHOMISH COUNTY BEING A PORTION OF THE EAST HALF OF LOT 2 AND THE WEST HALF OF LOT 3, BLOCK 3, EAST EVERETT FIVE ACRE TRACTS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 5 OF PLATS, PAGE 36, RECORDS OF SNOHOMISH COUNTY, WASHINGTON

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON

EXHIBIT B

CONSTRUCTION TIMELINE

Construction Timeline



Project: Lake Stevens Food Bank - Sc
Date: Tue 4/19/22

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Progress

Deadline

CITY COUNCIL STAFF REPORT



Agenda Date: 6/28/2022

Subject: Ordinance No. 1140 Adoption of the 2019 Stormwater Management Manual for Western Washington

Contact Person/Department: Shannon Farrant, Public Works

Budget Impact: None

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Motion to adopt Ordinance 1140 to amend Lake Stevens Municipal Code 11.06.030, thereby adopting the 2019 Washington State Department of Ecology Stormwater Management Manual for Western Washington.

SUMMARY/BACKGROUND:

Stormwater management design for new development and redevelopment projects is currently regulated in the city under the 2012 Washington State Department of Ecology Stormwater Management Manual for Western Washington (SWMMWW), as amended in 2014. The City must meet the S5.C.6 condition of the NPDES Phase II Stormwater Permit by adopting the 2019 SWMMWW by June 30, 2022.

There are nine key differences between the 2014 SWMMWW and 2019 SWMMWW, as outlined by the Department of Ecology. The nine key differences have a nominal impact on the way stormwater facilities are designed, reviewed, and implemented in the City of Lake Stevens. For example, text throughout the SWMMWW has been updated to require continuous simulation models and the majority of development applications already size flow control facilities using a continuous simulation model. Surrounding jurisdictions have already adopted the 2019 SWMMWW and developers in the City are familiar with the updated manual. The differences between the 2014 SWMMWW and the 2019 SWMMWW were discussed in detail at a City Council Workshop on May 3, 2022.

Adoption of the 2019 SWMMWW is a regulatory requirement that the City must meet to be considered in compliance with the NPDES Phase II Stormwater Permit.

APPLICABLE CITY POLICIES:

Lake Stevens Municipal Code 11.06.030

ATTACHMENTS:

1. ord1140_2019swmmww_Final

CITY OF LAKE STEVENS
Lake Stevens, Washington
ORDINANCE NO. 1140

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, ADOPTING STORMWATER MANAGEMENT REGULATIONS PURSUANT TO THE WESTERN WASHINGTON PHASE II MUNICIPAL STORMWATER PERMIT ISSUED TO THE CITY BY THE WASHINGTON STATE DEPARTMENT OF ECOLOGY AND AMENDING PORTIONS OF CHAPTER 11.06 THE LAKE STEVENS MUNICIPAL CODE (LSMC) ENTITLED "STORMWATER MANAGEMENT"; AMENDING PORTIONS OF CHAPTER 14.50 OF LSMC ENTITLED "LAND DISTURBANCE"; PROVIDING FOR SEVERABILITY, SUMMARY PUBLICATION AND EFFECTIVE DATE.

WHEREAS, the Federal Clean Water Act, 33 U.S.C. 1251 et seq. (the Act), requires certain local governments such as the City of Lake Stevens to implement stormwater management programs and regulations within prescribed timeframes, and pursuant to said Act the United States Environmental Protection Agency (EPA) has adopted rules for such stormwater programs and regulations; and

WHEREAS, the EPA has delegated authority to the Washington State Department of Ecology (Ecology) to administer such stormwater programs and regulations, and Ecology has issued the Western Washington Phase II Municipal Stormwater Permit, effective August 1, 2019 through July 31, 2024, which requires local governments such as the City of Lake Stevens to implement stormwater management requirements, including adopting Ecology's 2019 Stormwater Management Manual for Western Washington (Stormwater Manual) and related regulations; and

WHEREAS, the Washington State Supreme Court determined that stormwater regulations issued by the Washington State Department of Ecology are not development regulations subject to vesting upon filing of a complete subdivision or building permit application; and

WHEREAS, in 2009, the City Council adopted Ordinance No. 808, as codified in LSMC 11.06.030, which adopted the 2005 Stormwater Manual and required all stormwater systems to be designed in accordance therewith; and

WHEREAS, in 2018, the City Council adopted Ordinance No. 1010, as codified in LSMC 11.06.030, which adopted the 2012 Stormwater Manual, as amended in 2014, and required all stormwater systems to be designed in accordance therewith; and

WHEREAS, in order to comply with the currently effective Western Washington Phase II Municipal Stormwater Permit, the City has prepared proposed amendments to the existing Stormwater Management regulations, as set forth below: and

WHEREAS, the proposed changes in the 2019 Stormwater Manual were presented to City Council at a workshop on May 3, 2022; and

WHEREAS, the City Council has determined that it is in the public's interest and in furtherance of the public health and welfare to adopt the 2019 Ecology Stormwater Manual for Western Washington in lieu of other available options for compliance with state stormwater regulations, as set forth below.

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

Section 1. The City Council hereby makes the following findings:

- A. The City attorney determined the updated reference in Title 14 to the proposed 2019 Stormwater Manual is required for consistency with the chosen manual designated in Title 11. A public hearing is not required for amendments to Title 11.
- B. As required by LSMC 14.16C.075(f), the adoption and amendment of codes are consistent with the Comprehensive Plan, comply with the Growth Management Act and advance the public health, safety and welfare.

Section 1. Section 11.06, entitled "Stormwater Management", of the Lake Stevens Municipal Code, is hereby amended to be read as referenced and incorporated, in the attached Exhibit A, with additions shown by underline and deletions shown by strikethrough.

Section 2. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 28th day of June 2022

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First and Final Reading: June 28, 2022
Published:
Effective Date:

EXHIBIT A

Chapter 11.06 STORMWATER MANAGEMENT

Sections:

[11.06.010 Purpose](#)

[11.06.020 Authority](#)

[11.06.030 Stormwater Management Manual Adopted](#)

[11.06.040 Stormwater Management Review and Approval Required](#)

[11.06.050 Standards, Definitions, and Requirements](#)

[11.06.060 Adjustments and Exceptions](#)

[11.06.070 Low Impact Development - Application of Measures](#)

[11.06.080 Construction and Maintenance of Stormwater Facilities](#)

[11.06.090 Bonding and Insurance for Stormwater Facilities](#)

[11.06.100 Prohibited, Allowable, and Conditional Discharges and Connections](#)

[11.06.110 Administration, Inspection, and Fees](#)

[11.06.120 Enforcement](#)

[11.06.130 Appeals](#)

11.06.010 Purpose. SHARE

The City Council finds that this chapter is necessary to promote public health, safety and welfare through the comprehensive management of surface and stormwater, erosion control, and flooding. The Council also finds that this chapter is necessary to prevent water quality degradation; to prevent flood damage, siltation and habitat destruction in the City's creeks, streams and other water bodies; to protect property owners adjacent to developing land from increased runoff rates which could cause stream erosion and damage to public and private property; to promote sound development and redevelopment policies which respect and preserve the City's watercourses and aquatic habitat; to reduce hard surface and stormwater runoff; to ensure the safety of City streets and rights-of-way; and to promote ground water recharge through the implementation of a thorough permit review, construction inspection, enforcement, and maintenance programs. (Ord. 1010, Sec. 2 (Exh. A), 2018; Ord. 808, Sec. 1 (Exh. A), 2009)

11.06.020 Authority. SHARE

This chapter is enacted pursuant to Chapter [35A.63](#) RCW (Planning and Zoning in Code Cities) and Chapter [36.70A](#) RCW (Growth Management - Planning by Selected Counties and Cities) in compliance with the Federal Clean Water Act (Title [33](#) United States Code Section [1251](#) et seq.) and the requirements of the City's National Pollution Discharge Elimination System (NPDES) Phase II permit

issued by the Washington State Department of Ecology. Its provisions shall be implemented to accomplish the purposes of the NPDES program and to protect and preserve public health, safety and general welfare through implementation of the Stormwater Manual. (Ord. 1010, Sec. 2 (Exh. A), 2018)

11.06.030 Stormwater Management Manual Adopted.

The ~~2012~~ 2019 Washington State Department of Ecology Stormwater Management Manual for Western Washington, ~~as amended in 2014~~, as now or hereafter amended, is hereby adopted as the City's minimum stormwater regulations and as a technical reference manual and is hereinafter referred to as the "Stormwater Manual." The Stormwater Manual shall be applied to all development applications submitted:

- On or after July 1, 2022;
- Prior to January 1, 2017, that have not started construction by January 1, 2022; and
- Prior to July 1, 2022, that have not started construction by July 1, 2027.

Development that does not meet these criteria and otherwise entitled to vesting rights under state statute shall be vested to the stormwater regulations in place at the time of complete application submittal.

(Ord. 1140, 2022; Ord. 1010, Sec. 2 (Exh. A), 2018; Ord. 808, Sec. 1 (Exh. A), 2009. Formerly 11.06.020)

Chapter 14.50 LAND DISTURBANCE Part I. Land Disturbance

14.50.100 Purpose and Intent

14.50.105 Permit Required, Applicability and Authority

14.50.110 Definitions

14.50.115 Exemptions

14.50.120 Land Disturbance Permit Thresholds

14.50.125 Application Requirements

14.50.130 Restrictions and Requirements

14.50.135 Minimum Performance Standards

14.50.140 Topsoil

14.50.145 Maintenance and Security

14.50.150 Inspections

14.50.152 Violations and Penalties

14.50.100 Purpose and Intent.

The purpose of this chapter is to regulate land disturbance activities, including the clearing and removal of vegetation, excavation, grading, filling and other earthwork such as cuts and fills within the City of Lake Stevens to protect public health, safety and welfare by requiring the following elements:

- (a) Encouraging holistic site planning to reduce negative impacts to the community and the environment;
- (b) Preserving vegetation and where appropriate requiring commensurate replanting;
- (c) Requiring the implementation of best management practices (BMPs) during land disturbing activities;
- (d) Minimizing adverse stormwater impacts related to land disturbance per the requirements of the 2019 ~~2012~~ Department of Ecology Stormwater Manual for Western Washington or as amended;
- (e) Assuming regulatory authority for Class IV Forest Practices as defined by Chapter 76.09 RCW;

- (f) Establishing administrative procedures to issue permits, approve plans and inspect land disturbance activities; and
- (g) Reducing the amount of time between land disturbance and the beginning of actual site construction.

CITY COUNCIL STAFF REPORT



Agenda Date: 6/28/2022

Subject: Interlocal Agreement for Jail Services with Marysville

Contact Person/Department: Jeffrey Beazizo, Police Department

Budget Impact: No increase in fees.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve & Sign

SUMMARY/BACKGROUND:

The City of Lake Stevens and the City of Marysville entered into an Interlocal Agreement for Jail Services in September of 1999. The parties have amended the agreement from time to time to reflect current costs and services. The current agreement ends on June 30, 2022. The parties wish to extend the date to June 30, 2023, as City of Marysville built a new police and correctional facility which will house the new jail. This extension will give City of Marysville opportunity to preview their operations in the new facility and have a better understanding of future costs.

Except for the dates above, all other terms and conditions of the Interlocal Agreement for Jail Services dated September 27, 1999, and all of the written amendment set forth above shall remain in full force and effect unchanged.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



Agenda Date: 6/28/2022

Subject: Short-Term Rental Moratorium (Ordinance 1141)

Contact Person/Department: Russ Wright, Community Development

Budget Impact: NA

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Approve Ordinance 1141

SUMMARY/BACKGROUND:

As part of the 2022 Planning Commission Work Program, City Council authorized updating the city's short-term rental code (aka tourist homes). The Planning Commission worked on this topic over several months and provided the City Council with a recommendation to approve revised regulations after a public hearing. Staff briefed the City Council on the progress of the code update and held two public hearings with City Council. This topic has generated significant public comment from proponents and opponents of short-term rentals. The City Council deliberated the matter and determined to create a subcommittee to study the matter further before adopting new regulations. During the course of the code update, staff identified several short-term rentals that are currently operating within the city without approval.

Based on the amount of public comment, the number of facilities operating without approval, and in anticipation of the City Council deliberating the issue for several more months, the Mayor recommended bringing forth a moratorium to prohibit new short-term rentals regulated under Title 14 of the Lake Stevens Municipal Code. The ordinance provides an option for existing short-term rental operators to come into compliance with existing codes or cease operation until a new ordinance is adopted.

The moratorium will expire in six (6) months or upon the effective date of an ordinance

amending the short-term rental regulation in Title 14 LSMC, whichever date first occurs. Current, non-permitted short-term rental operators will have 30 days to come into compliance or cease operation until new regulations are adopted.

APPLICABLE CITY POLICIES:

RCW 36.70A.106

ATTACHMENTS:

1. Ord 1141 STR_Moratorium_06-21-2022_Att reviewed

**CITY OF LAKE STEVENS
Lake Stevens, Washington**

ORDINANCE NO. 1141

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON,
ADOPTING A SIX MONTH (6) MONTH MORATORIUM WITHIN THE CITY
OF LAKE STEVENS TEMPORARILY PROHIBITING THE
ESTABLISHMENT, PERMITTING, OR OPERATION OF A SHORT-TERM
RENTAL; PROVIDING FOR A PUBLIC HEARING; AND ESTABLISHING
AN EFFECTIVE DATE.**

WHEREAS, the city of Lake Stevens has included the study of short-term rentals also known as tourist homes as part of its 2022 work program, as the current code is out of date; and

WHEREAS, the Planning Commission forwarded a recommendation to the City Council for a revised ordinance, related to short-term rentals, following a public hearing; and

WHEREAS, the City Council has deliberated the matter and determined to create a subcommittee to study the matter further; and

WHEREAS, during the review of the short-term rental code, city staff has identified several short-term rentals that are currently operating within the city without approval pursuant to Lake Stevens Municipal Code 14.44.064 Tourist Homes; and

WHEREAS, the city would like to provide these existing short-term rental operators the opportunity to come into compliance with existing codes or cease operation until a new ordinance is adopted; and

WHEREAS, RCW 36.70A.390 authorizes the City Council to adopt an immediate moratorium for a period of up to six (6) months if a public hearing on the proposal is held within at least sixty (60) days of its adoption providing for the moratoria period; and

WHEREAS, the City Council desires to impose a six (6) month moratorium on the establishment, permitting or operation of a short-term rentals; and

WHEREAS, the City Council anticipates that it can develop and adopt appropriate controls for short-term rentals prior to the expiration of the moratorium enacted by Ordinance 1141; and

WHEREAS, in the event permanent regulations are adopted prior to the expiration of the six-month moratorium established by this ordinance, the moratorium established by this ordinance will expire.

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

Section 1. The above “Whereas” paragraphs constitute findings of fact in support of the moratorium established by this Ordinance and said findings are fully incorporated into this Ordinance.

Section 2. Pursuant to the provisions of RCW 36.70A.390, a zoning moratorium is hereby established by this Ordinance. The moratorium prohibits the establishment, permitting, or operation of

new short-term rentals, as regulated in Title 14 of the Lake Stevens Municipal Code. This ordinance shall not prohibit the operation of short-term rentals lawfully permitted in the City prior to the effective date of the moratorium established by this ordinance and shall not preclude renewal of existing licenses for businesses which continue to be in lawful operation at the time of such renewal.

Section 3. Although this Ordinance shall become effective five days after passage and publication, the moratorium described in Section 2 above, shall not become effective until the passage of 30 days from date of approval of this Ordinance. The delay in the effective date of the moratorium is to provide the operators of existing unpermitted short term rental facilities to come into compliance with existing codes or cease operation until a new ordinance is adopted.

Section 4. Pursuant to RCW 36.70A.106, a copy of this Ordinance shall be transmitted to the Washington State Department of Commerce.

Section 5. If any section, clause, and/or phrase of this Ordinance is held invalid by a court of competent jurisdiction, such invalidity and/or unconstitutionality shall not affect the validity and/or constitutionality of any other section, clause and/or phrase of the Ordinance.

Section 6. The City Council will hold a public hearing within 60 days of approval of this ordinance.

Section 7. This Ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title, PROVIDED, HOWEVER, that unless extended by the act of the Lake Stevens City Council, this Ordinance shall automatically expire six (6) months following its effective date or upon the effective date of an ordinance amending the short-term rental regulation in Title 14 LSMC, whichever date first occurs.

ADOPTED by the City Council and **APPROVED** by the Mayor this 28th day of June 2022.

CITY OF LAKE STEVENS

By: _____

Brett Gailey, Mayor

ATTEST/AUTHENTICATED:

By: _____

Kelly Chelin, City Clerk.

APPROVED AS TO FORM:

By: _____

Greg Rubstello, City Attorney

Date of Publication: _____

Effective Date: _____

CITY COUNCIL STAFF REPORT



Agenda Date: 6/28/2022

Subject: Transportation Benefit District

Contact Person/Department: Barb Stevens, Finance

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Review Debt Service Options for TBD

SUMMARY/BACKGROUND:

Staff was directed to research debt service options to fund the Transportation Benefit District (TBD) projects and maintain funding for annual overlays and maintenance. Information has been compiled about multiple funding options, including the Public Works Trust Fund loans and Limited Tax General Obligation Bonds.

Public Works Trust Fund Loans

PWTFs are used to repair, replace, or create domestic water systems, sanitary sewer systems, storm water systems, roads, streets, solid waste and recycling facilities, and bridges. These are very competitive low interest loans with a maximum loan amount of \$10 Million and a pay off period of up to 20 years. These funds can not be used to retire or pay other debt service or be paid back with tax increment financing (TIF).

Applications for the current loan cycle are due by September 9, 2022. Ranking and awards will occur on November 4, 2022. There is approximately \$115 Million available for construction applications. A separate application is required for each project and each will compete against all others. The ranking of applications is 70% needs based and the other 30% is based on shovel readiness. Each application must score a minimum of 65 points to be considered for award. During the prior application cycle, the minimum awarded score was 78.3. 28 applications over the minimum 65 total points

were not funded.

Limited Tax General Obligation Bonds

LTGO Bonds can be used for any stated government purpose and are backed by the full faith and credit of the City.

We have included bond options ranging from 10 to 20-year debt service periods with varying annual debt service amounts and total funding. Bond options with a 10-year debt service period will not require voters to approve a taxed period longer than the standard 10 years. Any bonds longer than 10 years will require the ballot measure to state the amount and the debt service period the tax will be imposed.

The table following the bulleted bond options, includes the amount each option will leave from TBD taxes for additional annual overlays and maintenance (this M&O amount is in addition to the current \$400,000 budgeted annually).

- Option 10Y-1 is a 10-year bond with total project funds of \$11,511,000 and a maximum annual payment of \$1.5M. This option leaves an amount available for M&O (overlays, sidewalks, matches) starting at \$0 the first year and growing to an estimated \$400,000 per year by year 10 as taxable sales increase. The total amount that will have been paid on this debt by retirement is \$13,902,000, an estimated \$2,391,000 interest and debt costs.
- Option 10Y-2 is a 10-year bond with total project funds of \$11,345,000. The annual payment will increase based on taxable sales projections between \$1.3M and \$1.7M by year 10. This option leaves an amount available for M&O of an estimated \$200,000 per year. The total amount that will have been paid on this debt by retirement is \$13,819,000, an estimated \$2,474,000 in interest and debt costs.

Option 10Y-3 is a 10-year bond with total project funds of \$9,832,000 and a maximum annual payment of \$1.275M. This option leaves an amount available for M&O starting at \$200,000 the first year and growing to an estimated \$600,000 per year by year 10 as taxable sales increase. The total amount that will have been paid on this debt by retirement is \$11,863,000, an estimated \$2,031,000 in interest and debt costs.

- Option 10Y-4 is a 10-year bond with total project funds of \$9,408,000. The annual payment will increase based on taxable sales projections between \$1M and \$1.5M by year 10. This option leaves an amount available for M&O of an estimated \$500,000 per year. The total amount that will have been paid on this debt by retirement is \$11,496,000, an estimated \$2,088,000 in interest and debt

costs.

- Option 15Y is a 15-year bond with total project funds of \$15,887,000 and a maximum annual payment of \$1.5M. This option leaves an amount available for M&O starting at \$0 the first year and growing to an estimated \$800,000 per year by year 15 as taxable sales increase. The total amount that will have been paid on this debt by retirement is \$21,556,000, an estimated \$5,669,000 in interest and debt costs.
- Option 20Y is a 20-year bond with total project funds of \$19,250,000 and a maximum annual payment of \$1.5M. This option leaves an amount available for M&O starting at \$0 the first year and growing to an estimated \$1M per year by year 20 as taxable sales increase. The total amount that will have been paid on this debt by retirement is \$29,175,000, an estimated \$9,925,000 in interest and debt costs.

Debt Options	10Y - 1	10Y - 2	10Y - 3	10Y - 4	15Y	
Bond Period	10 Years	10 Years	10 Years	10 Years	15 Years	20
<i>*Time to Pay Debt</i>						
All-In TIC	3.45%	3.47%	3.48%	3.51%	3.83%	
<i>*True Interest Cost</i>						
Bond Proceeds	\$11,709,000	\$11,541,000	\$9,996,000	\$9,568,000	\$16,307,000	\$19
<i>*Total Bond Amount</i>						
Project Funds	\$11,511,000	\$11,345,000	\$9,832,000	\$9,408,000	\$15,887,000	\$19
<i>*Net received after costs</i>						
Annual Debt Service	\$1.5M Maximum	Increases Annually	\$1.275M Maximum	Increases Annually	\$1.5M Maximum	\$
<i>*Amount Paid Annually</i>						M
1st Year	\$423,000	\$416,000	\$396,000	\$400,000	\$589,000	\$7
Remaining	\$1,500,000	\$1.3M - \$1.7M	\$1,275,000	\$1M - \$1.5M	\$1,500,000	\$1,

O&M Available (non-bonded)	\$0 - \$400,000	\$200,000	\$200,000 - \$600,000	\$500,000	\$0 - \$800,000 (Est)	\$1,
Total Debt Service	\$13,902,000	\$13,819,000	\$11,863,000	\$11,496,000	\$21,556,000	\$29
<i>*Total Paid on Debt</i>						
Pay Off	2032	2032	2032	2032	2037	
<i>*Retirement of Debt</i>						

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. TBD Project List

Proposed Sidewalk Projects (TBD)

Roadway	Start	End	Total Cost
91st Ave SE	4th St. SE	Market Street	\$ 606,528
91st Ave SE	8th Street SE	4th Street SE	\$ 808,704
91st Ave SE	Market Place	12th Street SE	\$ 1,375,920
117th Ave NE	20th Street NE	26th Street NE	\$ 1,224,288
91st Ave SE	20th Street SE	12th Street SE	\$ 1,179,360
North Lakeshore Drive	Main Street	123rd Ave NE	\$ 131,976
Soper Hill	Lake Drive	RAB at SR9	\$ 1,714,284
113 th Ave NE	32nd Street NE	36th Street NE	\$ 68,796
20th Street NE	Main Street	131st Ave SE	\$ 29,484
Grade Road	Hartford Drive	Library	\$ 383,292
Hartford Drive	20th St NE	21st Street NE	\$ 303,264
103 rd Ave SE	32nd Street NE	South Lake Stevens Road	\$ 81,432
123rd Ave NE	22nd Street NE	North Lakeshore Drive	\$ 421,200
83rd Ave NE	20th Street SE	17th Street SE	\$ 477,360
99th Ave NE	1st Street NE	Chapel Hill Road	\$ 101,088
North Lakeshore Drive	123rd Ave NE	North Lakeshore Swim Beach	\$ 692,172
99 th Ave NE	Sunnycrest Elem.	30th Street NE	\$ 741,312
Total			\$ 10,340,460